Accounts Payable User Guide

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Accounts Payable Overview

Accounts Payable is a powerful module designed to help your company manage your open payables, determine which invoices will be paid, print your checks, and keep track of payment history.

This section provides an introduction to the Accounts Payable module, and an overview of Payment Processing, Accounts Payable Inquiry, Bank Account Inquiry, and Accounts Payable Reports.

General Ledger Interface

Accounts Payable interfaces with General Ledger enabling you to post journal entries during voucher and check processing without performing additional steps. By using default General Ledger accounts, Accounts Payable can save you time and reduce your need to manually assign account numbers by automatically assigning them for you as you key your vouchers. Payables, expense, and cash discount accounts can be inserted according to the vendor, vendor class, or business unit (division, department, project, etc.) associated with each voucher. These accounts may be overridden. You may also assign default cash accounts to an "unlimited" number of bank accounts. Using default accounts lets you:

- distribute expenses automatically

  Distribution accounts allow you to disburse pre-defined percentages of an expense over as many as 20 different accounts without having to key them individually.

- avoid remembering account numbers

  In the event that you do need to key accounts, A/P helps you from having to remember the numbers. You may key 5 character "short names" consisting of a combination of letters and numbers instead of keying the actual number. A/P automatically retrieves the number for you.

- protect account security

  You may deny or allow a user's access to any G/L account for voucher entry, check processing, inquiries, and reports. Alternatively, an account's description can be suppressed when displaying and printing.

Voucher Processing

Voucher Processing is the means by which vouchers are keyed, edited and posted. Voucher processing is performed on the Accounts Payable Main Menu (MENU APMAIN).

Vouchers are processed in groups, called voucher groups. A voucher group contains one or more vouchers. A single voucher group is keyed, edited, modified, and finally posted. Once vouchers are posted, they become open payables and may be selected for payment.

You may create template voucher groups for recurring vouchers such as rent or utility payments. They are created once and then copied into a regular voucher group to create an open payable. They may then be changed, edited and posted as required.

Vouchers may be created in several ways to fulfill various functional needs as described next.

Credit/Debit Memos

Voucher Entry enables you to apply debits or credits to existing open payables.

You may use automatic credit/debit memos to easily reverse the original open payable without having to re-key the voucher. Credit memo dollar amounts are recorded as negative amounts since they are "negative invoices." Debit memo dollar amounts are recorded as positive amounts.

Pre-Receipt Invoices

Voucher Entry allows for the payment of goods before they are received with the use of the pre-receipt invoice voucher type. This function allows you to track your vendors who occasionally require that you pay for merchandise before you receive it. This is often the case when importing goods from a foreign vendor. Pre-receipt invoices generated through Voucher Entry cause additional information to be retained (if selected). This information is later used to facilitate matching pre-paid items to the receipt and landing cost history transactions created when the goods arrive. This process is known as "Pre-Receipt Validation."

Also, pre-receipt invoices debit the Pre-paid Inventory Account instead of the Purchase Clearing Account. This allows for the tracking of pre-paid items separately in General Ledger.

Pre-Paid Invoices

Voucher entry allows you to key vouchers for pre-paid invoices. A pre-paid invoice is one that has been paid with a manually written check prior to keying the voucher. That is, payment is made for an "invoice" for which no open payable exists. When pre-paid invoices are posted, your cash and payables accounts are automatically credited and debited without having to perform payment processing.

Creating Vouchers from Receipt History (Receipt Validation)

If Purchasing is installed, voucher entry has a powerful on-line receipt validation utility that allows you to create voucher entries directly from your received line items. Received cost and quantity can be verified as the voucher is entered. Variances between the received and invoiced costs are recorded. Line items selected are marked to prevent you from paying them twice. You can also use receipt validation to calculate GST for purchase orders with taxable line items. Refer to Calculating GST for Purchase Orders in the A/P Voucher Processing section of this user guide for specific information.

Posting vouchers that were generated through receipt validation allows for the reconciliation of the purchase clearing accounts in General Ledger as well as updating the purchase price variance account if there are any discrepancies between the receipt value and the invoice value.

Creating Vouchers Via Drop-Ship Receipt Validation

If Purchasing is installed, several processes may be accomplished through Voucher Entry to complete the cycle of drop shipments (drop shipments are those that the vendor sends directly to your customer). Since the receipt of a vendor's invoice generally serves as the only notification that a customer's order has been shipped, drop ship receipt validation allows for the entry of drop ship receipts from within the Voucher Entry process. Any variances between the receipt values and the invoice values may be automatically placed on a charge back voucher. The posting of the receipts and the voucher(s) occurs virtually simultaneously. Additionally, options are available to have the customer's original order automatically released when these postings are complete.

Payment Priorities / Urgency Priorities

Each voucher may be assigned a payment priority, urgency priority, or urgency date. These factors may be used during payment selection when selecting vouchers for payment.

Editing Voucher Groups

Once you have entered a voucher group, you must edit it to ensure that it contains no errors. A voucher group must be free of errors before it may be posted. There are three reports which may be printed for the voucher edit:

- A/P Voucher Error List
- A/P Voucher Edit List
- Duplicate Invoice Report

Posting Vouchers

After you have entered and edited a voucher group, the group is ready to be posted. Posting creates open invoices from your vouchers and updates your General Ledger expense and payables accounts (if interfaced). Depending on the vouchers posted, additional activities may be performed.

1. Vouchers that were created with split terms enable you to split invoice amounts and assign pay days and split payments over a set period of time. You will be able to define up to 12 splits per term defined, including split urgency days and split discounts. When posting this type of voucher, you will affect Accounts Payable as though separate vouchers were created manually, each with its own due date and, if applicable, discount date. For a detailed explanation, refer to Split Terms Code (MENU APFIL2).

   NOTE: Split terms may not be applied to prepaid credit memos and debit or memos.

2. For vouchers that were created as pre-paids, your cash and Accounts Payable liability accounts are credited and debited, respectively, without having to perform payment processing.

3. Posting pre-receipt vouchers creates pre-receipt entries which are used later in the verification process of what was paid for and what was received, since the receipts were posted after the voucher was created.

4. Conversely, posting vouchers that were generated via receipt validation allows for the reconciliation of the purchases clearing accounts as well as for the updating of the purchase price variance account, if there are any discrepancies between the receipt value and the invoice value.

5. Posting vouchers that were created via the drop ship receipt validation process will also ensure the posting of the drop ship receipts themselves. Discrepancies between receipt values and invoice values may be adjusted off, posted to the miscellaneous expense account, or used to automatically create a charge back voucher. Additionally, if purchasing warehouse options (MENU XAFILE) are set, the sales orders from which the drop ships originated, if any, may be automatically released.

Payment Processing

After vouchers have been posted, the open payables are ready for payment processing. This includes selecting open vouchers for payment, making changes in the selected group, printing the checks, and recording the check numbers on the printed checks. Payment processing is performed on the A/P Check Processing Menu (MENU APCHCK).

Payees and Assignees

When creating vendors, the vendor name normally becomes the payee name. You have the ability to always keep these fields the same by specifying a N to the **Different Payee Name/Address** field within Vendors Maintenance (MENU APFILE or MENU POFILE) or allow them to be different by specifying a Y in that field. During check processing, when multiple vendors with no assignee exist with vouchers, and these vendors have exactly the same payee name and address information, only one check will generate since the same address exists for both the vendor and payee name. To generate separate checks for this example, you can either enter the vendor as assignee to vouchers (if multiple),

or use the print on separate check flag (if only one voucher), or simply change the name or address slightly so that these vendors can be differentiated and will be sorted to separate checks per vendor.

An **Assignee** is a separate vendor to whom remittance will be made during check processing and can be assigned to vendors through Vendors Maintenance (MENU APFILE or MENU POFILE). You will determine the availability of assignee logic for each company with the **Use Assignees** field set to Y or N in AP Options Maintenance (MENU APFIL2). If available, an **Assignee** can be added to a specific vendor during Voucher Entry (MENU APMAIN). During check processing, as long as a separate check is not specified for each vendor or invoice, for the different vendors that are all assigned the same assignee, if the assignee number and address are the same for each vendor, only one check will be provided for payables to the **Assignee**.

Standard Check Processing

Payment Selection

Like voucher processing, payment processing is performed using groups. Each group consists of one or more vouchers to be paid. You may select vouchers for a range of vendors or for a list of up to 20 vendors based on due date, payment priority and voucher number.

Payment Selection Report

The Payment Selection Report prints in either payment priority order or in vendor number order. Use it to determine which invoices will be paid.

If you find that some invoices you want to pay do not appear on the report, you may use Payment Selection Maintenance to add more invoices to the same group.

Payment Selection Maintenance

Once you have determined which of the selected invoices will be paid, you may remove the invoices that will not be paid, or change the payment amounts for invoices you wish to partially pay.

Check Edit List

When you are finished selecting invoices, print the Check Edit List for a listing of all checks to be printed along with the invoices being paid. If you need to make changes, you may do so using Payment Selection Maintenance.

Printing Checks

Once payments have passed the check edit process, the checks may be printed. You may optionally hold your printed checks to ensure that they have printed correctly before deleting the spool file. Since A/P records your check numbers after your checks have been printed, you may start printing on any check number.

Recording Checks

To ensure your check numbers always match your OCR number on the bottom of the check, A/P allows you to use pre-printed check numbers. After each check print, you simply inform Distribution A+ which check numbers were used and voided. Distribution A+ will automatically assign the check numbers in your Check History File.

Check Reconciliation

Through A/P, printed checks can be easily reconciled with your bank statement via an on-line check reconciliation program.

Payment History

Once invoices have been paid, they are added to the history file and are available for inquiring, reporting, and reconciling.

Check Reversal Processing

Check reversals are simple to perform since all invoice information is stored in the history files. When checks are reversed, fully paid vouchers are extracted from history and placed back into open payables; partially paid vouchers will have the payments reversed and the partial amounts added back into the open amounts.

Manual Check Processing

Menu options for manually written checks enable you to post these payments for existing open payables without having to perform an entire Standard Check Processing cycle.

Automatic Clearing House (ACH) Processing

Automatic Clearing House (ACH) functionality allows you to process vendor payments as ACH transactions. ACH is a nationwide electronic network for financial transactions. ACH processes large volumes of credit and debit transactions in batches. Electronic ACH payments provide better cash management capabilities, lower costs and faster processing than traditional paper payments. Typically, ACH works similar to the Standard Check Processing work flow:

1. A company/individual (Receiver) authorizes a company/individual (Originator) to initiate a transaction to their financial institution account.
2. The Originator prepares information about the transactions that are to be automated for its vendors or employees and passes it along to an Originating Depository Financial Institution (ODFI).

3. Financial transactions are transmitted via an ACH file that conforms to the rules of The National Automated Clearing House Association (NACHA).

4. The ODFI collects ACH transactions from participating companies, consolidates the information and presents it to the ACH Operator.

5. ACH Operator processes transaction files from submitting ODFIs and distributes it to Receiving Depository Financial Institutions (RDFIs).

6. The RDFI receives entries for its customer accounts and posts entries on the settlement date. Transactions are also reported on account statements.

This Standard Check Processing work flow (described above) will remain the same for ACH Processing. The differences will occur during the Print Check and Record Check Numbers menu options (MENU APCHCK). For ACH Payment Processing, the system will be assigning check numbers and will be using the next consecutive unused check numbers in the reserved ACH check range to keep track of each payment detail record. An ACH template also needs to be defined for each selected bank so that the ACH file with the payment can be assembled correctly. For ACH Post Payments, there is no difference in the Posting process for ACH and non-ACH (regular check) payments. The difference is that for ACH payments, users are not prompted for check number ranges, since the system already knows the check numbers that are being used. These check numbers are from the Reserved ACH Check Range used in the particular ACH Check run. During the post, ACH payment fields are display only.

The following menu options include ACH information to allow you to process vendor payments as ACH transactions:

- Vendors Maintenance (MENU APFILE)
- Bank Account Maintenance (MENU APFIL2)
- A/P Check History Report (MENU APREPT)
- Voucher Entry, Open Payables Maintenance, A/P Inquiry, and Bank Account Inquiry (MENU APMAIN)
- Payment Selection, Payment Selection Maintenance, Payment Selection Report, and Check Edit List (MENU APCHCK)
- Print Checks / Process ACH or CC Payments (MENU APCHCK)
- Record Check Numbers / Post ACH or CC Payments (MENU APCHCK)
- Processed ACH Payments (MENU APCHCK)
- Check Reconciliation (MENU APCHCK)
- Application Action Authorities (MENU XASCTY)

Credit Card (CC) Payment Processing

Credit card payment functionality allows you to flag a vendor invoice (voucher) as being paid by a particular credit card. The AP Payment Selection process (MENU APCHCK) will indicate that the original vendor has been paid. Meanwhile, an open payable due on the credit card is created so that it could be used to reconcile the credit card statement. This ensures the accuracy of vendor performance

and eliminates the need for manual adjustments, as well as allow for easier reconciliation of credit card statements. When the new credit card voucher is created, it will be posted interactively at the conclusion of the Record Check Numbers / Post ACH or CC Payments process (MENU APCHCK). At this point, it will be your responsibility to select these open CC vouchers for payment (prior to the credit card statement due date) via the Payment Selection menu option (MENU APCHCK).

The following menu options include CC information to allow you to process vendor payments using a particular credit card:

- Vendors Maintenance (MENU APFILE/MENU POFILE)
- Bank Account Maintenance (MENU APFIL2)
- Payment Selection (MENU APCHCK)
- Print Checks / Process ACH or CC Payments (MENU APCHCK)
- Record Check Numbers / Post ACH or CC Payments (MENU APCHCK)
- Bank Account Transaction Entry (MENU APMAIN)
- Accounts Payable Inquiry (MENU APMAIN)
- Bank Account Inquiry (MENU APMAIN)

> NOTE: A credit card transfer bank account needs to be established in order to pay vouchers by credit card. Once established, it is suggested that you set up one bank account for each credit card used (recommended), or one bank account for all credit cards. Then, you can use the GL Transfer Definition (MENU GLXFER) for bank accounts to assign the appropriate GL account to the respective bank. In this situation, this GL account can be looked upon as a "voucher clearing account," rather than the typical cash account. Basically, this voucher clearing account will be used as the cash account for the payment transaction and as the expense account for the new voucher that will be created for the credit card vendor.

Accounts Payable Inquiry

Through this one menu option (MENU APMAIN), you can display the following information or perform the following tasks via the use of function keys:

- The ability to view both open and paid invoices for a vendor. Information such as invoice number, invoice date, due date, invoice amount, age of invoice, check number, and check date are displayed. The age of the invoice is a tailorable calculation value for open invoices based on the invoice date or the entry date; the number of days to pay is a tailorable calculation with 3 choices for how to compute this value.
- The ability to view vendor information and to add comments associated either with the vendor or with a particular invoice from that vendor.
- The ability to view vendor performance information, such as the total open amount with an aging summary of open invoices. A summary of all monthly voucher amounts for as many different years as you want may also be displayed.

- The ability to access detail transactions for any open or paid invoice, such as payments, credit memos, or debit memos. You may also add comments associated with any open or paid invoice.

- The ability to make adjustments to selected posted vouchers, if you are authorized to enter a General Ledger transaction group, and the ability to review all voucher adjustment details that may already exist for a voucher.

The check source is also displayed to distinguish the actual source in which the payment was processed (sources are: ACH, Manual Check, Prepaid Check, System Check, or Credit Card Transfer).

Bank Account Inquiry

The Bank Account Inquiry allows you to access information about any bank account. Through this inquiry you may display such information as:

- The current balance of a bank account
- The bank name; bank description; account type
- Whether or not checks are allowed to be used from the bank account
- The general ledger account affected
- The status of the account
- The check source (ACH, Manual Check, Prepaid Check, System Check, or Credit Card Transfer)

You may also gain access into transaction history, open/paid invoice information, and so forth.

Bank Checking Accounts

Distribution A+ allows for an unlimited number of bank checking accounts. Checking accounts are maintained through the use of a function key in A/P Options Maintenance (MENU APFIL2) and Accounts Receivable Options Maintenance (MENU XAFILE).

Miscellaneous transactions which affect the bank account balances are allowed through Bank Acct Trn Entry (MENU APMAIN). The bank account transactions supported include:

- Deposits
- Withdrawals
- Transfers

In addition to the bank account transaction entry and post, bank account transaction history will also be generated to provide an audit trail of all transactions that affect the bank account's balance.

Bank account transaction history will include the following information and will be generated in the following areas:

- All Transactions

- Transaction date
- Transaction type
- Transaction amount
- Journal number
- General ledger posting date
- Transaction description

• A/P Check Processing (normal, manual or pre-paid) and Check Reversal Processing

- Additional information retained includes the check number and check amount of each check processed

• A/R Cash Receipts

- Additional information retained includes the customer number, bank ABA number, the customer's check number, and the check amount for each check processed

Reports

A/P has a variety of reports to help you track your open payables, review vendor performance information, and print receipt history and check history. Reports are printed from the A/P Reports Menu (MENU APREPT), and are as follows:

- Open Payables by Vendor Report
- Open Payables by Due Date Report
- Cash Requirements Report
- Aged Open Payables Report
- Check History Report
- Comment Action Report
- Vendor Performance Report
- Receipt History Report

You can also print Vendor Labels in zip code or sort word order for mailing purposes.

1099 Processing

In A+, vouchers (invoices) may be flagged for 1099 processing, indicating that the voucher's value should be included in either a 1099-NEC form or a 1099-MISC form (depending on the selected IRS 1099 amount type, such as Nonemployee Compensation, Rents, Royalties, etc.). A company level default IRS 1099 amount type may be identified in AP Options Maintenance (MENU APFIL2). In Vendors Maintenance (MENU APFILE/MENU POFILE), a default IRS 1099 amount type for the specific vendor may be identified and a default setting can be made as to whether 1099 processing is required; additionally, default information related to the vendor's federal tax id may be provided.

During the creation of new vouchers in Voucher Entry (MENU APMAIN), these default 1099 related values will be used, but you may override those fields on individual vouchers, on a per-voucher basis. Once the voucher has been created, maintenance to these fields may be accomplished via Open Payables Maintenance (MENU APMAIN) and via Maintain 1099 Information (MENU APMAST).

For year-end processing, the A/P Master Menu APMAST may be used to edit and print (and/or export) 1099s. Values from vouchers reflecting Nonemployee Compensation will be included on 1099-NEC forms while values from vouchers reflecting any other available IRS 1099 amount type will be included on 1099-MISC forms. If a voucher is flagged to require 1099 processing but it doesn't have a specific IRS 1099 amount type assigned and no default has been provided, that voucher's value will be assumed as Nonemployee Compensation.

When printing or exporting 1099 forms, there can be only one 1099 MISC and one 1099 NEC per company, vendor, federal tax id, or name-and-address match. Printed 1099 forms use the format selected in AP Company Options Maintenance (MENU APFIL2): Continuous feed printer forms (one form per sheet) or Laser/Inkjet printer paper forms (portrait mode, two MISC forms per 8.5 x 11 sheet in a 2 UP format and three NEC forms per sheet in a 3 UP format). In addition to the forms being generated, a separate IRS 1096 Information Summary Report will also be generated to summarize the data from those forms; data from this report can then be used to quickly and easily complete any needed IRS 1096 Annual Summary and Transmittal of U.S. Information Returns) form.

MENU APCHCK

This menu is used for payment processing. There are three means of payment processing that can be performed through this menu, these include:

- Standard Check Processing
- Manual Check Processing
- Check Reversal Processing

This menu also provides for Check Reconciliation and Voiding Unused Checks.

Standard Check Processing

This includes selecting open vouchers for payment in a payment group, editing the selected group, optionally modifying the group, printing checks for the vouchers in the group, and recording the numbers of the printed checks. Use options 1 through 7 to select and print checks for open payables which are created after posting vouchers through Post Vouchers (MENU APMAIN).

Options 1, 6, and 7 are required for standard check processing; options 2 through 5 are not required.

Manual Check Processing

This is used to indicate that checks have been issued for an existing open payable through a means other than standard check processing (e.g., the check has been hand written). Use options 10 through 12 to indicate the open payables that have been paid with a manual check. This ensures that Distribution A+ will not print a check through standard check processing, avoiding the potential duplication of payment.

Check Reversal Processing

Check reversals are performed if a check has been printed (through standard or manual processing) and is not sent to a vendor. Use options 15 through 17 to select and reverse checks.

Check Reconciliation and Voiding Unused Checks

This menu also provides the option to reconcile checks (MENU APCHCK), and to void unprinted checks (MENU APCHCK). These options may be selected regardless of the type of check processing.

CHAPTER 2   Voucher Processing Overview

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Voucher Processing is the means by which vouchers are keyed, edited and posted in A/P. Vouchers are processed in groups, called voucher groups. A voucher group must contain at least one voucher. A single voucher group is keyed, edited, modified, and finally posted. Once vouchers are posted, they become open payables and may be selected for payment.

Additionally, you may create a template group. This type of group is created and edited in the same manner, then copied to a new voucher group. Template groups are useful for recurring voucher entries.

Voucher processing is performed through the A/P Main Menu (MENU APMAIN). If EDI is installed, AP voucher groups can be created automatically from incoming EDI invoices. Refer to the EDI manual for additional information.

There are three main steps to processing vouchers.

1. Voucher Entry. Vouchers are keyed into a voucher group; voucher transactions are keyed for each voucher. This is performed through Voucher Entry (MENU APMAIN).

2. Voucher Edit. A voucher group is verified (prints a listing of your entries) and validated (indicates errors made during voucher entry). This is performed through Voucher Edit List (MENU APMAIN). A voucher group cannot be posted until it has successfully passed this edit.

3. Voucher Post. G/L Accounts are updated accordingly based on the voucher transactions in a voucher group. The vouchers become open payables and may be selected for payment through payment processing occurring via MENU APCHCK. The voucher post is performed through Post Vouchers (MENU APMAIN).

> NOTE: The Voucher Edit is automatically run when you attempt to post a transaction group to ensure that no errors exist.

Voucher Entry

Voucher Entry (MENU APMAIN) is the process of creating voucher groups, and the actual vouchers which comprise those groups. A voucher group, depending on the file allocation, may contain an indefinite number of vouchers (with the minimum of one in each group).

Voucher numbers may be assigned by the user or by the system [determined via A/P Options Maintenance (MENU APFIL2)].

If you select to have voucher numbers assigned by the system, you are not required to key a voucher number. The next sequential voucher number for a company is assigned. If you select to have voucher numbers assigned by the user, you must key in a unique voucher number for each voucher created.

If **Check for duplicate invoices** is set to I, D, or B in AP Options Maintenance (MENU APFIL2), an interactive process will run when you enter or maintain vouchers in Accounts Payable. Based on your selection, this process checks the Voucher Header File, the Open Payables File, and the History Payables File for duplication based on some or all of the following values:

* Vendor number
* Invoice number
* Invoice date
* Invoice amount

This check functions from the following options:

* Voucher Entry (MENU APMAIN)
* Create Vouchers From Templates (MENU APMAIN)
* Open Payables Maintenance (MENU APMAIN)

If a duplicate is found, a warning message will appear with information about the location of the duplicate.

NOTE: You may create pre-defined split terms for a vendor, enabling you to split invoice amounts. If done, the split invoices will be created for you and each will be automatically system assigned a unique voucher number. The same is true for charge back vouchers automatically created through the Accounts Payable drop ship receipt validation process, (i.e., regardless of the Accounts Payable option, automatically created vouchers are system assigned the next available voucher number).

Voucher Groups/Template Groups

A voucher group, created through Voucher Entry (MENU APMAIN), may be one of two types:

* Voucher Groups (VCH), or
* Template Groups (TMP).

Voucher Groups

Voucher processing is performed using voucher groups. Voucher groups do not have to be processed independently. That is, you may enter several different voucher groups and edit and post them at any time, regardless of the sequence in which they were keyed. To help manage voucher groups, all

unposted groups may be displayed through the Voucher Group Search when keying, editing, or posting.

Unposted voucher groups fall into one of four categories:

- ACTIVE: The group is in process and has not been edited.
- EDITED: The group has been edited successfully.
- POSTING: The group is in the process of being posted.
- IN USE-ws: The group is currently being used at another workstation, identified with Workstation ID ws.

Template Groups

A template group is a voucher group which has been defined specifically for the purpose of copying to create a new group. The template group is created and edited in the same manner and then copied to a new voucher group through Create Vouchers from Templates (MENU APMAIN). The voucher group to which the template group has been copied may be modified, edited and posted. Template groups cannot be posted.

Template groups are useful for those voucher entries which are standard or recurring. Standard entries are routine transactions for which the dollar amounts are unknown; recurring entries are those routine entries for which the dollar amounts are known (e.g., rent or utility payments). In either case, the use of a voucher template spares you from having to key new vouchers in a voucher group each time.

Voucher Type

The voucher type represents the type of voucher being entered. This may be one of the following:

- Credit/Debit Memos: Credit memos reverse an open payable in part or in full; whereas, the debit memo increases an open payable.
- Pre-Receipt Invoices: Reduces (debits) the Pre-Receipt Inventory Account.
- Invoice: A voucher indicating liability to a vendor.

Credit/Debit Memos

Voucher Entry enables you to apply debits or credits to existing open payables.

You may use automatic credit/debit memos to easily reverse the original open payable without having to re-key the voucher. Credit memo dollar amounts are recorded as negative amounts since they are "negative invoices." Debit memo dollar amounts are recorded as positive amounts.

An Automatic Credit Memo feature is available to generate an automatic credit memo for an open payable voucher and reverses the original transaction in full. For example, this option may be used if you debit accounts payable for an item you are returning or if reduced payment is agreed upon with your vendor. Split terms do not apply to credit memos.

NOTE: The invoice must have no activity (i.e., payments, debits, credits, or discounts taken) for it to be selected for this function.

Pre-Receipt Invoices

Voucher Entry (MENU APMAIN) allows you to enter a pre-receipt voucher type. A pre-receipt invoice allows you to pay for merchandise prior to receiving it. A pre-receipt invoice debits the Pre-Receipt Inventory Account instead of the Purchase Clearing Account, so you can track pre-paid items separately in General Ledger. On the Voucher Detail Screen, you may optionally record the PO number or receiver number, for the paid items.

Once pre-receipt invoices are posted, pre-receipt validation may occur. Pre-Receipt Invoice Validation Entry (MENU APMAIN) allows you to review pre-paid items and match them with the receipt and landing-cost history transactions after you receive the merchandise. You can use this option to mark the affected receipt, in turn posting the transactions to General Ledger. These actions clear or credit the Pre-Receipt Inventory Account for the amount of the original voucher, and clear or debit the Purchases Clearing Account for the amount of the receipt.

Similar to normal voucher entry, an edit and post is available for this pre-receipt invoice validation process through MENU APMAIN and Option 14.

The following functions also are performed when you run option 14:

- Validation work transactions are used to generate G/L transactions; these transactions are placed into a G/L posting group and the group is submitted for posting. This causes any pre-paid inventory amounts to be backed out (the Pre-Receipt Inventory Account is credited) and any Purchasing Clearing accounts to be cleared (debited). All work files are therefore cleared and the pre-receipt inventory records are updated to reflect the validation.

Invoices

Voucher Entry (MENU APMAIN) allows you to create vouchers to indicate liability to vendors. Vouchers may be keyed or generated. One particular type of invoice is the pre-paid invoice. A pre-paid invoice is one that has been paid with a check prior to keying a voucher. That is, payment is made for an invoice for which no open payable exists.

To enter pre-paid invoices into a voucher group, key Y in the **Pre-paid Invoices** field on the Voucher Group Information Screen. Next, specify the bank account that is used when making payment. You also must enter, for the specific voucher, the check number and check date on the Voucher Header Screen.

Pre-paid invoices that were paid using different bank accounts cannot be keyed in the same voucher group. In this case, create a different voucher group for pre-paid invoices using different bank accounts. When pre-paid invoices are posted, your Cash and A/P Liability accounts are credited and debited respectively, without having to perform payment processing. Split terms do not apply to pre-paid invoices.

Whether pre-paid or not, all vouchers require that the voucher transactions be identified to indicate General Ledger activity to occur.

Voucher Transactions

For each voucher, you may key voucher transactions. Voucher transactions allow you to select which expense accounts are updated for the voucher. When the voucher group is posted, voucher transactions are printed on the Purchase Journal, and pre-paid invoice voucher transactions are printed on the Cash Disbursements Report.

For each voucher transaction, you must indicate the expense account, amount, activity (debit or credit), applicable cash discounts, purchase order number, project ID, and description.

There are ways by which the transactions may be generated by the system:

- Voucher Templates: By allowing the creation of template voucher groups, you may one time key a set of transactions that are normally recurring and then copy them to true vouchers whenever needed.

- Split Terms: By assigning a voucher split terms, the creation of the first voucher with its transactions actually results in the creation of all other needed vouchers to split the invoice amount over the desired number of days.

- and, if Distribution A+ Purchasing is installed, there are two methods by which voucher processing may be linked to purchasing receipt processing: Receipt Validation and Drop Ship Receipt Validation.

Receipt Validation

Voucher Entry has an on-line receipt validation utility that allows you to create voucher entries directly from your received line items. Received cost and quantity can be verified as the voucher is entered. Variances between the received and invoiced costs are posted to the purchase price variance account. Items selected are marked to prevent you from paying them twice. You can also use receipt validation to calculate GST for purchase orders with taxable line items. Refer to "Calculating GST for Purchase Orders" on page 2-7 for specific information.

If EDI is installed and the **Allow Off-Line Validation** field is set to Y through Vendor Master Maintenance (MENU POFILE), receipt validation will be performed automatically for incoming EDI invoices from that vendor. If the **Allow Off-Line Validation** field is set to N, receipt validation must be performed manually through Voucher Entry (MENU APMAIN).

- Cost Variances

    You can set up a **Cost Variance Warning Percent** or **Cost Variance Warning Value** through Purchasing Options Maintenance (MENU XAFILE). If these fields have been set up and the variance exceeds either of these, a warning message will be issued to verify the cost. You can also set up a variance voucher hold code in Purchasing Options Maintenance to put the voucher on hold automatically. If a hold code has been set up, the voucher can only be released by the authorized users specified in Purchasing Options Maintenance.

- Quantity Variances

Any variances between the received quantity and the invoice quantity may also result in two types of actions:

- If the line item is validated as received complete, the variance between the two quantity values causes the generation of the Quantity Variance Report. Any time this report is generated, it should be kept for history.
- If the line item is not validated as received complete, the remaining items not received will be removed from the current record and incorporated into another record so that future processing on those outstanding items may occur.

- Receipt Comments

  You also are provided with the ability (via a function key) to enter receipt comments associated with a line item on a PO. You will access I/A Comments Maintenance (when you press the F2=RECEIPTS CMNTS function key) where you may add, change, or delete comments for inventory transactions. During receipt validation, you can display and change the keyed comments. This is useful for all types of receipts, and particularly for returns as it enables you to review important information about the return as well as enter information pertaining to the status of a credit.

- Landing Costs

  Landing costs included in Purchasing activities also are included in the receipt validation process. Landing costs are defined, assigned to items (per warehouse or across-the-board), and used in the determination of invoice and receipt values. Since estimated landing costs are usually included when the requisition or purchase order is created, the validation of the actual invoiced landing costs is imperative.

- Marking Previously Vouchered PO Receipts

  To ensure that receipts, received prior to the installation of Accounts Payable (A/P), do not display for payment during receipt validation, you may mark previously vouchered PO receipts. You have the option to mark individual receipts or all receipts "previously vouchered" for a receipt date associated with a vendor. Once receipts are marked, they do not appear in A/P Receipt Validation and cannot be selected for transfer from PO to A/P.

Drop Ship Receipt Validation

Voucher Entry has a drop ship receipt validation process that allows you to enter drop ship purchase order receipts, and create voucher entries directly from these receipts, all via this same process. When the voucher is posted, the purchase order receipts will also be posted.

When entering in the amount of the invoice, and then the receipt data, if there is a difference between the invoice amount and the receipt amount, you will be presented with an End Drop Shipment Receipt Validation Screen where you will be able to enter and validate miscellaneous charges, if any. From this screen you may also not only create a voucher to pay the vendor for the drop shipment, but also create a charge back voucher to indicate to the vendor any charges for which you will not be paying. If a charge back is desired, it will be created automatically when the original voucher is created. If you do not create a charge back, the voucher may be put on hold automatically, depending on the amount of the variance and whether you have defined a PO-AP Hold Code in Purchasing Options Maintenance (MENU XAFILE).

Additionally, purchase order options are available so that when these postings occur, any originating sales orders for the drop ship's may be automatically released.

NOTE: No landing cost validation occurs through this drop ship receipt validation process.

While the purpose of drop ship receipt validation is to combine the receipt entry and voucher entry processes required to complete the cycle of a drop ship, there may be times when a decision is made to stop or break the process. To allow for this, once the drop ship receipts have been entered, they may be saved without having to continue with the actual creation of the voucher. The users workstation ID and a sequential three-digit number beginning with 501(and incremented by one until a unique number is found) is used to save the receipts to a normal purchase order receipt group. This group may then be used in a drop ship receipt validation process.

When a purchase order is selected during the drop ship receipt validation process, if that purchase order is in a normal purchase order receipt group, it will be removed from that group and brought into a drop ship receipt validation group (signified by the user's workstation ID and a sequential three-digit number beginning with 001 and incremented by one until a unique number is found). If the purchase order was the only purchase order in that normal purchase order receipt group, that group will automatically be deleted. A unique group is created for each warehouse represented by the purchase order selected, (i.e., if two purchase orders were processed, and each purchase order belonged to a different warehouse, then you would have two Accounts Payable receipt validation groups: XX001 and XX002, where XX indicates your workstation ID.

Again, if after the drop ship receipt is entered, but before the voucher is created, you select to save the receipt, or if anytime after the voucher is created you delete the voucher, any drop ship receipts entered will be saved back to a normal purchase order receipt group. Following the above example, if the vouchers were then deleted, you would have two normal purchase order receipt groups: XX501 and XX502).

Calculating GST for Purchase Orders

The system will calculate GST during receipt validation and miscellaneous voucher entry. To use this feature you must:

- Key Y in the **Use GST/PST Taxing** field in System Options Maintenance (MENU XAFILE).

- Provide a federal tax ID number and description for your company through Company Name Maintenance (MENU XAFILE).

- Key Y in the **Calculate GST for Purchases (Inputs)** field through AP Options Maintenance (MENU APFIL2).

- Specify the General Ledger Transfer Options for Credited and Non-Credited Purchase Tax Accounts and assign account numbers through G/L Transfer Definition (MENU GLXFER, sub-option T and G).

- Create tax bodies with the **Goods/Services Tax** field set to Y and specify a GST rate through Tax Body Maintenance (MENU OEFILE).

- Use Vendors Maintenance (MENU APFILE or MENU POFILE) and Vendor/Warehouse Assignments (MENU POFILE) to assign tax bodies to vendors and vendor/warehouse combinations for which you want GST to be calculated.

During Receipt Validation

During Voucher Entry (MENU APMAIN), the system calculates and displays the GST amount for receipt validation performed for vendors and vendor/warehouse combinations with GST tax bodies. Tax is calculated for taxable purchase order line items. Tax is not calculated for landing costs or special charges, or during drop ship receipt validation. You can then create, edit, and post the voucher for the receipt. The calculated GST amounts will post to the appropriate Credited and Non-Credited Purchase Tax Accounts in General Ledger when the voucher is posted.

During Miscellaneous Voucher Entry

During Voucher Entry (MENU APMAIN), the system calculates and displays the credited and non-credited tax amounts for miscellaneous vouchers for vendors with a GST tax body. Tax can calculated for both the credited and non-credited taxable amount and displays on the GST Tax Information Screen (p. 4-98) where you can review and/or change the taxable amounts or override the tax amounts before ending the voucher. Ending the voucher creates the GST transaction. The calculated GST amounts will post to the appropriate Credited and Non-Credited Purchase Tax Accounts in General Ledger when the voucher is posted.

Assignees

When creating a voucher, it is common that payment is made to a party other than the vendor, such as a third party collection bureau. Using an assignee number during voucher entry allows you to assign payment to another vendor. Assignees that are specified for a vendor display during voucher entry and may be overridden or accepted.

Cash Discount

You may automatically calculate cash discount amounts during voucher entry based on either the vendor invoice date or voucher entry date. If you key the cash discount date, Distribution A+ will calculate the cash discount days. Likewise, if you key the cash discount days (days remaining), the cash discount date is calculated.

When creating vouchers, the default discount set up for a vendor through Vendors Maintenance (MENU APFILE) is displayed. This value may be overridden or accepted. For split terms, a cash discount is available for each voucher based on each voucher's discount date.

Force Discount

You may force discounts using the Force Discount Code to indicate if cash discounts will be applied regardless if payment is made after the discount date. This allows you to take advantage of a cash discount even if the discount period has passed. If cash discounts are not forced, the discount is obliged only for payments made before or on the discount date.

Business Unit

The business unit is a two character code assigned to each voucher during Voucher Entry (MENU APMAIN). This business unit is used by Distribution A+ to select A/P Liability and Expense accounts and Purchase Tax Accounts if GST is being used. The use of this code is optional.

Use business units if the information from a vendor's invoice determines which accounts are updated.

Example:

If you have three branches that share vendors and you want to track payables by branch, create a business unit for each branch. Then, when keying a voucher, key the business unit for the appropriate branch.

Payment Priority

A payment priority is assigned to a voucher during Voucher Entry (MENU APMAIN) to indicate the priority level for making payments. The default priority for the vendor is displayed when creating a voucher and may be overridden or accepted. Payment priority may be used during Payment Selection (MENU APCHCK) to select groups of vouchers to be paid.

Payment priorities may be one of the following:

- 1 if the payment or urgency priority is high
- 2 if the payment or urgency priority is medium
- 3 if the payment or urgency priority is low

Urgency Priority

In addition to assigning a payment priority to a voucher, you have the option of assigning an urgency priority. It differs, however, in that its value (1, 2, or 3) will replace the payment priority on the urgency date.

Example:

During Voucher Entry, assume that you assign to a voucher a payment priority of 2 and an urgency priority of 1 with an urgency date of February 1.

When selecting vouchers with a payment priority of 1 before February 1, this voucher is not selected. This is because the payment priority assigned to the voucher is 2.

If you select vouchers with a payment priority of 1 after February 1, this voucher is selected. This is because the urgency priority of 1 replaces the payment priority of 2 on the urgency date (February 1).

NOTE: For split terms, the urgency date is based on the split urgency date entered in Split Terms Maintenance (MENU APFIL2).

Voucher Accounts

When creating a voucher, you must specify an accounts payable liability account, and cash discount account (if discounts are applied). A default expense account is optional.

If you specify a default expense account, you will not have to specify an expense account for each voucher transaction (if desired, you may override the default expense account). Expense accounts are debited when the voucher is posted and the accounts payable account is credited. One accounts payable account is used for one voucher. The cash discount account is credited if a discount is taken when paying this voucher.

Each of the voucher accounts are specified on the Voucher Header Entry Screen. If you are keying a single voucher transaction for a voucher, you may press F10=END VOUCHER to end the voucher after you have keyed the appropriate account numbers. This will create the voucher transaction for you, based on the account and total dollar amounts specified for the voucher. The voucher is created and summary information is displayed on the End Voucher Entry Screen.

For split invoices, the A/P Clearing Int. Account is used for the value of split invoices, as they are updated to Accounts Payable.

For charge back vouchers created during drop ship receipt validation, the Purchase Price Variance account is used (as a default) for the value of any difference between the receipt value and the invoice value that was not adjusted or marked as miscellaneous.

Control and Invoice Amounts

When you create a voucher, the system prompts you for the invoice amount associated with this voucher. While keying voucher transactions, a running total of payments made for the invoice is calculated based on each voucher transaction.

The control and invoice amount totals are compared and displayed during and after keying voucher transactions. If they do not match, a warning message is displayed when you end voucher entry. The voucher group cannot be posted until the totals match. Totals may not match due to a keying error for a voucher transaction, or incorrect accounting for cash discounts. You may override the calculated cash discount on the End Voucher Entry Screen.

For a drop ship receipt validation process, differences may be determined as vendor issues and may be charged back to the vendor. In this case, one voucher will be created to become an open payable that you are going to pay, and another voucher will be automatically created to become a negative open payable.

Hold Codes

Vouchers may contain hold codes - a user defined code to identify invoices in question. These vouchers are held and may not be paid until the hold code is removed. Hold codes are maintained through Hold Codes Maintenance (MENU APFILE).

When posting vouchers, the field **Post Held Vouchers** is displayed on the G/L Transaction Post Report (p. 7-7). The default for this value is set up through A/P Options Maintenance (MENU APFIL2). If you answer Y, any vouchers on hold will still be posted to the open payable files, but the open payable will be on hold. If you answer N, only the vouchers not containing hold codes will be posted.

> NOTE: When posting drop ship receipt validation vouchers, no held vouchers will be posted.

Voucher Edit

Once you have entered a voucher group, you must edit it to ensure that it contains no errors. A voucher group must be free of errors prior to posting. There are three reports which may be printed:

- A/P Voucher Error List
- A/P Voucher Edit List
- Duplicate Invoice Report

A/P Voucher Error List

The A/P Voucher Error List identifies errors, such as invalid account numbers. Since a voucher group must be free of errors before it can be posted, no errors can be indicated on this report. If no errors exist, you may post this voucher group.

A/P Voucher Edit List

The A/P Voucher Edit List is used to verify that transactions keyed for each voucher in a voucher group have been keyed correctly. Verification involves comparing this report to the source document or documents used when keying the voucher group. You are not required to print this report.

Duplicate Invoice Report

The Duplicate Invoice Report is used to identify those invoices which have been reported more than once. You may print the report for duplicates of matching invoice numbers and vendors; for duplicates of matching vendors, invoice dates, and amounts; or for duplicates of matching invoice numbers, vendors, invoice dates, and amounts.

If you have selected to check for duplicate invoices during voucher entry in AP Options Maintenance (MENU APFIL2), it is recommended that you still run this report when you edit vouchers.

Voucher Post

Posting vouchers is the final step of voucher processing. After you have entered and optionally edited a voucher group, the group is ready to be posted through Post Vouchers (MENU APMAIN). To ensure data integrity, the posting procedure runs in the Transaction Processor. See the Cross Applications User Guide for information on the Transaction Processor.

Posting creates open invoices from your vouchers and updates your general ledger expense and payable accounts.

When posting vouchers for pre-paid invoices, your A/P cash discount account is updated.

When a pre-receipt voucher is posted, a pre-receipt entry is created and awaiting validation through Pre-Receipt Invoice Validation Entry (MENU APMAIN), Pre-Receipt Invoice Validation Edit List (MENU APMAIN), and Post Pre-Receipt Invoice Validation Group (MENU APMAIN).

If you are using split terms, split information will be used to create separate vouchers for each split defined during Voucher Post (MENU APMAIN).

When posting drop ship receipt validation vouchers, all related purchase order receipts will also be posted.

NOTE: Through the Accounts Payable Inquiry (MENU APMAIN), you also will be able
to make an adjustment to a posted Accounts Payable open/paid voucher.
Depending on authorization, you will be able to create a General Ledger
transaction group that will "reverse" the existing line and make account
adjustments accordingly. The Account Payable Inquiry will then display both the
original and adjusted entries, since the General Journal (GJ) number will be
linked to the original voucher number.

Accounts Payable Accounts Updated

A voucher group must be posted to update the Open Payable Files. The following accounts may be
updated when vouchers are posted:

- A/P Liability Account: Credited for net invoice amount of the voucher.

- A/P Expense Account: Debited for the line item amount of the voucher.

- A/P Clearing Int. Account: Debited and credited for pre-receipt validation process.

- Purchases Clearing/Purchase Price Variance Account: Debited and credited for receipt validation
  process.

- Landing Cost Expense and Variance Accounts: Debited and credited for landing costs during
  receipt validation process.

Posting Reports

- A/P Voucher Error List. Use this report to detect errors in the voucher group. If errors exist, correct
  the errors through Voucher Entry (MENU APMAIN) prior to posting the group.

- A/P Voucher Edit List. Use this report to verify that transactions keyed for each voucher in a
  voucher group have been keyed correctly.

- A/P Purchase Journal. Use this report as your record of the voucher transactions posted in A/P. This
  report is assigned an audit number. Retain all purchase journals in sequence by audit number; this
  number allows you to maintain sequential records of your A/P voucher transactions. This report is
  primarily sorted by vendor sort word and secondarily sorted by voucher number.

- Cash Disbursements Report. Use this report as your record of the pre-paid invoice voucher
  transactions posted in A/P. Each report is assigned an audit number so all cash disbursement
  journals can be retained in sequence by audit number. This report is sequenced primarily by vendor
  sort word, and secondarily by voucher number.

- G/L Transaction Post Journal. Use this report as your general journal record of the voucher
  transactions posted to G/L. A second G/L Transaction Post Journal is printed if pre-paid invoices
  have been posted in a voucher group to G/L (these voucher transactions are also printed on the Cash
  Disbursements Report.)

  The Journal-Reference Numbers are assigned the prefix PJ for purchase journal transactions posted
  through A/P (e.g., non-pre-paid invoice transactions). Journal-Reference Numbers are assigned the
  prefix CD for pre-paid invoice transactions posted through A/P. This report is sorted by Journal-
  Reference Number (i.e., the order in which voucher transactions were keyed).

- G/L Account Distribution Edit. This report is printed if at least one distribution account has been specified in a voucher transaction or voucher group. For each distribution account, the accounts contained in the distribution account and their respective percentages are printed on this listing.

  If drop ship receipt validation was processed, the following additional reports/output may be produced:

  - Drop Ship Shipment Notification. Use this report to identify any drop ships that have been received during the Accounts Payable drop ship receipt validation process.
  - B/O Release Report. Use this report to identify sales orders whose ship quantities have been updated due to the Accounts Payable drop ship receipt validation process so that invoicing of those orders may occur.
  - G/L Transaction Post Journal. The Journal-Reference Numbers are assigned the prefix IJ for inventory journal transactions due to the purchase order receipts (i.e., non-inventory, landing costs, purchases clearing).

Voucher Entry Steps

The following steps summarize the points of Voucher Processing:

1. Manually prepare your new invoices, pre-paid invoices, credit memos, debit memos, and pre-receipt invoices for entry.
2. Enter a voucher group through Voucher Entry (MENU APMAIN) or proceed to step 3.
3. Copy a template group to a voucher group through Create Vouchers from Templates (MENU APMAIN).
4. Edit the voucher group through Voucher Edit List (MENU APMAIN).
5. If errors are detected, correct the voucher group through Voucher Entry (MENU APMAIN). Return to step 4.
6. Post the voucher group through Post Vouchers (MENU APMAIN). Retain printed journals for audit logs.

If you created any pre-receipt invoices, also perform the following steps:

7. Run Pre-Receipt Invoice Validation Entry (MENU APMAIN) to review pre-paid items and match them with the receipt and landing-cost history transactions after you receive the merchandise.
8. Verify the G/L transactions through Pre-Receipt Invoice Validation Edit List (MENU APMAIN).
9. Post pre-receipt transactions for the selected validation group through Pre-Receipt Invoice Validation Group (MENU APMAIN).

Automatic Creation of Vouchers during Credit Card Processing

This section provides a summary of the automated voucher creation process that results when an Account Payable (AP) payment group has been paid by a credit card. A Credit Card Vendor Voucher is entered and posted via an automated process that occurs. When an AP payment group is paid by credit card, those open vouchers (based on the actual vendor number) are updated accordingly as paid. Since the form of payment was by a credit card, a new voucher group will be created and posted by the system automatically in order for the vouchers to be assigned to the credit card vendor specified during that payment group entry. During this automated voucher creation process, an unused voucher Group ID will be automatically determined based on a newly generated 4-digit number which is prefixed with a C (for example, Cxxxx, where xxxx is the next sequential number). This particular voucher creation/ assignment process occurs in a non-user interactive mode whereby the number of new vouchers cannot be determined beforehand; therefore, you will not be able to specifically define the actual voucher number range (regardless of system or user-defined voucher number settings). Because of this, the voucher numbers will continue to be systematically assigned based on this explanation.

A few key aspects of the voucher header (APVHD) creation is:

* The invoice number value per vendor will be assigned as CC#xxxxxxxxx, where xxxxxxxxx represents the check number.
* The invoice date of the new voucher will be today's date.
* The due date will reflect the credit card due date entered during the record check number process.
* The urgency date and cash discount date will be determined based on the credit card vendor information stored in the AP Vendor Master File (APVEN).
* The invoice amount per vendor is based on the total check amount that was previously determined (which has already taken into account any original discounts, etc.).
* The default expense account will reflect the voucher clearing account.
* The IC Header Extension File (ICVHD) will also be created, if necessary.

A few key aspects of the new voucher detail (APVDT) creation is:

* The transaction amount determined at the detail level will include any original discounts applied when the check was initially created. This will help avoid any GL out-of-balance situation that may occur when the new voucher is posted.
* The IC detail extension file (ICVDT) will also be created, if necessary.

Once the new credit card vouchers are created, they will be posted interactively at the conclusion of the record check number process. If multiple vouchers need to be posted, this will be performed one at a time. At this point, for each voucher posted, the Purchase Journal (PJ) will be generated. But instead of a debit to an expense account, the "Voucher Clearing Account" from the original payment group will be debited.

When the Voucher Process completes, the original vendor will reflect a payment from the credit card bank account. The "phantom" checks used can be viewed in a Check History Report or via the Bank Account Inquiry (MENU APMAIN). The credit card vendor will now have open vouchers (one per

vendor check per payment group) that can be matched up with their credit card statement at the end of the month. At this point, it will be your responsibility to select the open CC vouchers for payment (prior to the credit card statement due date) via the Payment Selection menu option (MENU APCHCK).

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Once vouchers are posted through Post Vouchers (MENU APMAIN), they become open payables (also called open payable invoices). The process of selecting, reversing, recording, and printing checks is called payment processing. Three methods of payment processing are:

- Check Processing
- Manual Check Processing
- Check Reversal Processing

A fourth method of cash disbursement is using prepaid invoices. Prepaid invoices are processed through Voucher Entry. Refer to CHAPTER 2: *Voucher Processing Overview* for more information.

Additional payment processing functions are reconciling checks and voiding groups of unused checks.

Payment processing is performed in A/P through the A/P Check Processing Menu (MENU APCHCK).

Check Processing

Check processing is the primary method used to select open payables and to print checks in A/P. Open payables are included in payment groups for which checks are printed.

Menu Options

The menu options for performing check processing are listed below and summarized in the chart following:

1. Payment Selection (MENU APCHCK)
2. Payment Selection Maintenance (MENU APCHCK)
3. Payment Selection Report (MENU APCHCK)
4. Clear Payment Selections (MENU APCHCK)
5. Check Edit List (MENU APCHCK)
6. Print Checks / Process ACH or CC Payments (MENU APCHCK)

7. Record Check Numbers / Post ACH or CC Payments (MENU APCHCK)

Check Processing Summary

Opt #	Option Name	Purpose	Req'd
1	Payment Selection	To select open payable invoices for payment in a payment group. The Payment Selection Report prints.	Yes
2	Payment Selection Maintenance	To reverse or change selections in a payment group. This includes partial payments.	No
3	Payment Selection Report	To print the Payment Selection Report which summarizes the invoices selected for payment.	No
4	Clear Payments Selections	To remove all or some invoices from a payment group.	No
5	Check Edit List	To print the A/P Check Edit List and A/P Check Error List used to verify and validate payment selections respectively.	No
6	Print Checks / Process ACH or CC Payments	To print the edit/error reports, and to print remittance advice and checks. The G/L Transaction Post Journal and Cash Disbursements Report also print.	Yes
7	Record Check Numbers / Post ACH or CC Payments	To record the check numbers of checks printed and voided.	Yes

Required Steps

These options are required (in this sequence) to successfully complete standard check processing:

- Option 1 - Payment Selection
- Option 6 - Print Checks / Process ACH or CC Payments
- Option 7 - Record Check Numbers / Post ACH or CC Payments

Optional Steps

Any of the following may be performed after a payment group is selected through option 1, and before checks are printed through option 6:

- Option 2 - Payment Selection Maintenance
- Option 3 - Payment Selection Report
- Option 4 - Clear Payment Selections
- Option 5 - Check Edit List

Payment Selection

The first step of check processing is selecting open payable invoices for which checks will be printed. This is called payment selection. Upon successful payment selection (i.e., desired open payable invoices are found), a payment group is created. The payment group may be modified, verified, or cleared. Finally, checks are printed and recorded for a payment group. Payment selection is performed through Payment Selection (MENU APCHCK).

Company Selection

All check processing is company specific. If you use more than one company, independent payment groups may be processed for more than one company at a time.

If any of the following conditions exist for the same company, a payment group may not be selected:

- Check editing [Check Edit List (MENU APCHCK)] has been submitted to the Transaction Processor but has not completed.

- Check printing [Print Checks / Process ACH or CC Payments (MENU APCHCK)] has been submitted to the Transaction Processor but has not completed.

- Checks have been printed for this company, but have not been recorded through Record Check Numbers / Post ACH or CC Payments (MENU APCHCK).

Payment Group Search

You may display the payment group search by pressing F4 when performing any of the following:

- Payment selection through MENU APCHCK

- Payment selection maintenance through MENU APCHCK

- Printing the Payment Selection Report through MENU APCHCK

- Clearing payment selections through MENU APCHCK

- Printing the A/P Check Edit List through MENU APCHCK

- Printing checks through MENU APCHCK

This search displays the existing payment groups for all companies. This is helpful when selecting an existing payment group if you do not recall the group name.

Forced Discounts

During payment selection, you must specify if discounts will be forced. Forcing a discount results in the discount terms offered by the vendor being obliged regardless if the discount date has passed. Likewise, if discounts are not forced, the discount offered by a vendor is obliged only if the current date is less than or the same as the discount date. Forced discounts are determined by the force discount code which is Y (yes) if discounts are forced, and N (no) if discounts are not forced.

Throughout A/P, a hierarchy is used to determine the force discount code. This hierarchy is as follows:

1. Vendor: The force discount code may be determined for each vendor. The code may be Y to force discounts for this vendor, N to not force discounts for this vendor, or blank. Leaving the force discount code blank means that the status of the code will be determined in one of the next levels (Voucher or Payment Selection).

2. Voucher: On a voucher, the force discount code of the vendor for whom the voucher is created is the default. This default code may be overridden or accepted. If the force discount code is left blank, the status of the code is determined in the last level of the hierarchy (Payment Selection).

3. Payment Selection: This is the final level of the force discount hierarchy. If the force discount code for a voucher (now open payable invoice) is Y or N, the applicable action is taken. For vouchers with a blank force discount code, you must specify the force discount code when creating the payment group through Payment Selection (MENU APCHCK). You may, however, change the force discount code for any selected invoice through Payment Selection Maintenance (MENU APCHCK).

Held Invoices

You must determine if held invoices are to be selected. If a voucher is given a hold code (i.e., the voucher is marked as being held), determine if the open payable should be selected for payment.

If held vouchers are included when creating a payment group through Payment Selection (MENU APCHCK), those open payable invoices may not be paid through Print Checks / Process ACH or CC Payments (MENU APCHCK) if they remain on hold. However, they may be removed from hold through Open Payables Maintenance (MENU APMAIN).

Selecting Invoices

Invoices by Due Date

When selecting invoices for payment, the only required selection criteria is the due date of the invoice. Invoices with a due date before or on the date you specify are selected.

Invoices for a Vendor Class

To further limit the selection of invoices for inclusion into a payment group, your selection criteria can include a vendor class. This would ensure that only those vendors in the same vendor class are included. Vendor classes are defined through Vendor Class Maintenance (MENU APFILE), and assigned to vendors through Vendors Maintenance (MENU APFILE).

Invoices by Vendor

If you do not use vendor classes as selection criteria, or if you do but you want to further limit the invoices, you may select invoices for payment based on the vendor to whom payment is due. You may specify vendors in one of two ways: by range or by list.

- By Range: Specifying vendors by range involves keying a FROM/TO range of vendors. Open payables are selected for any vendor in the range of vendor numbers keyed (provided that other selection criteria does not exclude them).

- By List: When you choose to specify a list of vendors, you may key up to ten vendor numbers for whom open invoices are selected in the payment group.

Invoices by Payment Priority

Payment and urgency priorities are optional in A/P. If you do not actively use them, you may not select open invoices by priority.

> NOTE: Although payment priority is a required field, payment priorities are not actively used if you specify the same payment priority for all vendors and vouchers.

Selecting invoices by payment priority is useful to determine cash disbursement based on the priority and urgency of payment to a vendor. Prompt payment may be demanded of certain vendors over others. To ensure that these vendors are paid in a timely manner, select open invoices by payment priorities.

There are two types of priorities: payment priorities and urgency priorities. Both types of priorities are numerically ranked from 1 through 3, where 1 is the highest priority and 3 is the lowest.

Default payment and urgency priorities are initially assigned to a vendor. The vendor values are used when a voucher is created for that vendor, at which time the defaults may be accepted or overridden. When the voucher is posted, the priorities become subject to payment selection.

Urgency priorities are used to override payment priorities as of a certain date. When an urgency priority is assigned to a vendor, the number of urgency days must also be specified. From this value the urgency date is calculated for an invoice. The urgency date is the invoice date of the voucher plus the number of urgency days. It is on this date that the urgency priority replaces the payment priority of an invoice (this implies that the urgency priority must be greater than the payment priority). Therefore, if invoices are selected by payment priority after the urgency date has passed for a voucher, the voucher is selected based on the urgency priority (since the urgency priority has replaced the payment priority).

If a voucher was not assigned a payment priority of 1 during Voucher Entry, the voucher may have been assigned an urgency date and urgency priority. In this case, the urgency priority is used in place of the payment priority after the urgency date has passed.

Example:

   During Voucher Entry, assume that you assign to a voucher a payment priority of 2, an urgency priority of 1, and an urgency date of February 1. When selecting vouchers with a payment priority of 1 before February 1, this voucher is not selected. This is because the payment priority assigned to the voucher is 2. If you select vouchers with a payment priority of 1 after February 1, this voucher is selected. This is because the urgency priority of 1 replaces the payment priority of 2 on the urgency date (February 1).

Invoices by Voucher Number

Invoices may be selected for payment with a FROM/TO range of voucher numbers. If you know the voucher numbers of the individual vouchers to select, you may print checks for those vouchers. If you do not know a voucher number, use the Accounts Payable Inquiry (MENU APMAIN) or the voucher search in Voucher Entry (MENU APMAIN).

Payment Selection Report

The Payment Selection Report prints a summary of invoices that have been selected in a payment group. The report may be printed in sequence by vendor or payment priority.

When Printed

This report is printed automatically after selecting invoices for payment through Payment Selection (MENU APCHCK), or may be optionally printed through Payment Selection Report (MENU APCHCK).

The sort sequence of the report is determined when a payment group is selected through Option 1, or when the report is selected to print through Option 3.

Reference Numbers

Each invoice printed on the report is assigned a reference number. Use this reference number when performing Payment Selection Maintenance (MENU APCHCK) to match the invoice on the report with the invoice to maintain.

Payment Selection Maintenance

Once a payment group is created through Payment Selection (MENU APCHCK), it may be modified through Payment Selection Maintenance (MENU APCHCK). This option allows you to change any attributes of a payment group. Selected invoices may be reversed or changed.

Reversing a Selection

If an invoice selected for payment is reversed, the invoice is no longer part of the payment group. Therefore, a check will not be printed for that invoice. An invoice that has been reversed may be canceled.

Changing an Invoice

Certain attributes of an invoice may be changed. You may make partial payment for an invoice, add or remove a hold code, change the force discount code, and key an internal or remittance advice comment for an invoice.

Partial Payments

By changing the payment amount, an invoice will be partially paid. Please note that this is the only means by which partial payments may be made.

Clear Payment Selections

To remove several invoices from a payment group or to delete a payment group, you may clear payment selections through Clear Payment Selections (MENU APCHCK). The invoices cleared from a payment group resume as open payables and are subject to payment selection.

Options

When clearing payment selections, you may clear a group of invoices for one of the following:

- All selections in the payment group
- Unpaid selections in the payment group (these are invoices with a zero payment amount)
- All invoices for a vendor or for up to ten different vendors
- All negative vouchers with a negative payment amount for a vendor or for up to ten different vendors

Check Edit Reports

The following reports are printed to verify and validate the checks that will print for a payment group:

- A/P Check Error List

  Prints errors that will interfere with printing checks.
- A/P Check Edit List

  Prints the detail information of the selected groups as they will appear as printed checks.
- Accounts Payable Checks with Amount Less than _____ Report

  Prints all checks included in the current check run with amount that is less than the value specified on the Check Edit Options Screen (p. 21-5).

When Printed

Both reports are printed by selecting Check Edit List (MENU APCHCK).

A/P Check Edit List

The A/P Check Edit List prints the information that will be printed on the check for each invoice. The report is sorted by vendor number. Use this report to verify that the correct check information will print.

A/P Check Error List

The A/P Check Error List prints any errors detected in a payment group. These errors indicate invalid accounts, invalid posting periods, negative checks, or if no checks exist in the group. If an error is detected by this report, checks will not be printed for the payment group.

Print Checks

This mandatory step of check processing consolidates the invoice information in a payment group and prints the error report, checks, remittance advice, and general ledger posting reports for a payment group. This is performed through Print Checks / Process ACH or CC Payments (MENU APCHCK).

Multiple Payment Groups

If more than one payment group shares the same check print date, checks for up to ten payment groups may be printed for that company. In this case, the payment groups are combined and processed as one payment group. Therefore, one check is printed per vendor regardless of the original payment group (unless otherwise specified), and general ledger transactions are processed as one transaction group.

How to Print Checks

Checks are printed on continuous pre-numbered check forms. Typically, one check is printed for each vendor in the payment group unless you have indicated that a separate check be printed for a specific voucher.

Once you have lined up your check forms in your printer, select Print Checks / Process ACH or CC Payments (MENU APCHCK) to print checks. The checks and remittance advice for each check will print. Checks will print using form type 1 or form type 2, depending on your selection in System Options Maintenance (MENU XAFILE).

After checks are printed, the only check processing function that may be performed for the same company is that performed through Record Check Numbers / Post ACH or CC Payments (MENU APCHCK).

Overflow Remittance Advice

When additional remittance advice (called overflow) is required for a check, the overflow prints separately after all checks are printed. When this occurs, you must match the remittance advice for a check with the overflow remittance advice. Use the reference number (printed on the remittance advice and on the overflow) to do this.

Recording Check Numbers

This is the final step of check processing. You record the numbers of the checks that have printed and the numbers of the checks that must be voided (if any).

Recording check numbers is simple, easy to use, allows check numbers to match up for reconciliation, and ensures check forms control.

Starting Check Number

A/P does not require that you key a starting check number. Check numbers are recorded in ranges. You record the check as being used or voided. The quantity of used checks must equal the quantity of printed checks (printed checks are those that have been processed in a payment group or groups).

Used Checks

You must specify ranges of check numbers that were used. Used checks are those that printed successfully.

Voided Checks

Check forms that jam in the printer or are skipped must be voided. When recording check numbers, you must record those checks as being voided.

General Ledger Posting

The payments made are reported and updated in general ledger (if set up to do so). To determine which general ledger accounts are updated in G/L, use Options 20-8, 20-9 and 20-T of the G/L Transfer Menu (MENU GLXFER). If A/P is not interfaced with G/L, use MENU G2XFER. The following accounts are updated when checks are printed:

- A/P Liability: Debited for the total amount of the invoice.
- A/P Cash Account: Credited for the amount of the check.
- A/P Cash Discount: Credited for the amount of the A/P discount.

The individual A/P Liability and A/P Cash Discount accounts updated are determined by the business unit (if any) and vendor G/L code (if any) assigned to the invoice. The A/P Cash Account updated is determined by the bank account selected when printing checks (specified in the G/L Interface.) Refer to the G/L Interface manual for additional information.

Check Posting Journals & Reports

As a record of the general ledger transactions resulting from printing checks, the following reports are printed:

- G/L Transaction Post Journal (if interfaced with G/L)
- A/P Cash Disbursements Report

The G/L Transaction Post Journal prints the transactions that have been posted to G/L. The payment group from which checks are printed is posted as one transaction group in G/L. Journal Reference numbers are assigned as follows:

- The entire group is assigned a three digit journal number with the prefix "CD" (Cash Disbursement). This is the first segment of the journal reference number.

- Each transaction in the group is sequentially assigned a 5 digit sequence number starting with 00001. This is the second segment of the journal reference number.

The A/P Cash Disbursements Report prints the payments made for a payment group, sequenced by vendor number. Each journal is assigned an audit number. Cash disbursement journals should be retained in sequence by the audit number as an internal control mechanism.

Manual Check Processing

When a check is manually written for an existing open payable, that transaction must be recorded through manual check processing. This marks the open payable as being paid. This procedure is necessary to avoid a manual check from being paid through check processing (options 1 through 7.) You may change the check print date at any time, but this will change the posting date for ALL checks in that group. If you want the checks to post with multiple dates, use multiple groups.

Manual check processing consists of the following steps:

- Manual Check Entry: MENU APCHCK
- Manual Check Edit: MENU APCHCK
- Manual Check Post: MENU APCHCK

Manual Check Entry

Enter Manual Checks (MENU APCHCK) is used to key data about manually written checks. You must specify the bank account and the voucher number of the open payable invoice that has been paid. The amount, discount amount (if any), and force discount code is extracted from voucher information for the open payable. However, you must specify the check number and it must be one that has not been previously used.

Unlike check processing, you are not required to key a group name; the name is specific to the workstation at which the checks are keyed.

Different Workstations

If manual check entries are keyed at one workstation and need to be completed at a different workstation, you may move a manual check group from one to another. To do this, go to the workstation where manual check processing will be performed. Key CALL AP199P and press ENTER. You will be prompted for the company associated with this group and the group will be assigned to your workstation.

Manual Check Edit

The A/Payable Manual Check Edit List may be printed by selecting Manual Check Edit List (MENU APCHCK). This list prints the voucher information for the open payables that have been selected for payment with a manual check. Use this list to verify that you have specified the correct manual check information before posting manual checks.

Manual Check Post

The final step of manual check processing is to post the manual checks. This manual check post is performed through Post Manual Checks (MENU APCHCK).

You simply provide the company number of the manual check group to post (at the same workstation at which the check group was keyed). The manual check group is posted to general ledger and the G/L Transaction Post Journal and the A/P Cash Disbursements Reports are printed.

Posting to G/L

The general ledger transactions performed when posting manual checks are the same as those performed when checks are printed through Print Checks /Process ACH or CC Payments (MENU APCHCK).

Check Reversal Processing

Check reversals are performed if a check has been printed (through check or manual check processing) and recorded (for check processing only), but is not issued to the payee. To change the status of such a check, the check must be removed from paid history and returned as an open payable invoice. This process is called check reversal processing and it consists of the following steps:

- Check Reversal Entry: Enter Check Reversals (MENU APCHCK)
- Check Reversal Edit: Check Reversal Edit List (MENU APCHCK)
- Check Reversal Post: Post Check Reversals (MENU APCHCK)

Check Reversal Entry

The initial steps of check reversal processing include selecting the company, bank account, and range of check numbers to be reversed. This is performed through Enter Check Reversals (MENU APCHCK).

Like manual checks, you are not required to key a group name. A group of check reversals is specific to the workstation at which the reversals are keyed.

Different Workstations

If check reversals are keyed at one workstation and need to be completed at a different workstation, you may move a manual check group from one to another. To do this, go to the workstation where manual check processing will be performed. Key **CALL AP199P** and press ᴇɴᴛᴇʀ. You will be prompted for the company associated with this group and the group will be assigned to your workstation.

Check Reversal Edit

The A/P Check Reversal Edit List and A/P Check Reversal Error List may be printed by selecting Check Reversal Edit List (MENU APCHCK). You are not required to select this option. These reports are used to verify and validate the check reversals keyed through Enter Check Reversals (MENU APCHCK).

Use the A/P Check Reversal Edit List to validate that you have keyed the check reversals as desired. If errors are detected that will cause a check reversal post to fail, they are printed on the A/P Check Reversal Error List. An error occurs if a check is not found or if the voucher is in use.

Check Reversal Post

The final step of check reversal processing is to post the reversed checks. This check reversal post is performed through Post Check Reversals (MENU APCHCK).

You provide the company number of the check reversals to post (at the same workstation at which the reversal group was keyed). The manual check group is posted to general ledger and the G/L Transaction Post Journal and the A/P Cash Disbursements Reports are printed.

To ensure that no check reversal errors exist, the A/P Check Reversal Error List prints. If errors are detected, check reversals are not posted and the procedure is canceled.

Posting to G/L

The general ledger transactions performed when posting check reversals are:

- A/P Liability: Credited for the net amount of the invoice.
- A/P Cash Account: Debited for the amount of the check.
- A/P Cash Discount: Debited for the amount of the A/P discount.

Check Reconciliation

Check reconciliation in A/P is performed for one company and for one bank account. Check reconciliation is a two-step process: marking checks and accepting checks for reconciliation. These steps are performed through Check Reconciliation (MENU APCHCK).

> NOTE: The check dates maintained in the Check Reconciliation File are those of the check print dates from the vouchers, as opposed to the invoice dates.

Marking Checks For Reconciliation

After selecting Check Reconciliation (MENU APCHCK), you specify the company and the bank account for which checks will be reconciled. Next, you are presented with the checks not yet reconciled for that company.

Mark the check to reconcile by keying X in the selection field. After you have marked the checks to reconcile, a summary screen displays the total number and total dollar amount of checks to be reconciled. Checks are reconciled when you select the function key to accept check reconciliations.

Accepting Check Reconciliations

When you are satisfied with your reconciliation selections, press F13=ACCEPT. The marked checks are updated in payment history as "reconciled."

Different Workstations

Check reconciliations for the same company and bank account may be performed simultaneously at different workstations. When check reconciliations are accepted (i.e., F13=ACCEPT is pressed) from one workstation, the checks marked for reconciliation at all workstations (for the same company and account) are reconciled.

Voiding Unused Checks

A periodic internal control function of payment processing is to void groups of checks that are, and will remain, unused. This may include a box of preprinted check forms which are damaged or outdated. If these checks are not voided, they are unaccounted for. Voiding them, however, ensures that they are accounted for. Unused checks may be voided through Void Unprinted Checks (MENU APCHCK). Select the company and bank account, and the range of unused checks to void.

Payment Processing Steps

Standard Check Processing

The following steps summarize the sequence of check processing in A/P (all options are on MENU APCHCK):

1. Select Invoices For Payment through Payment Selection (MENU APCHCK); required.

   The Payment Selection Report is printed, indicating those invoices selected. This creates a payment group.

2. Maintain Payment Selections through Payment Selection Maintenance (MENU APCHCK); not required.

   Maintain the invoices selected for payment by making partial payments, holding or releasing an invoice, or changing other invoice information.

3. Clear Payment Selections through Clear Payment Selections (MENU APCHCK); not required.

   Clear some or all vouchers from a payment group.

4. If desired, print the Payment Selection Report again through Payment Selection Report (MENU APCHCK); not required.

   Run and print the A/P Check Edit List to verify and validate the payment group - Check Edit List (MENU APCHCK) (required).

5. Print Checks through Print Checks / Process ACH or CC Payments (MENU APCHCK); required.

   Print the A/P Check Error List. If errors are detected, the payment group cannot be posted. Checks and remittance advice are printed for each vendor in the payment group.

6. Record Check Numbers through Record Check Numbers / Post ACH or CC Payments (MENU APCHCK); required.

   Record the numbers of the checks that were printed or voided. You cannot perform any other check processing functions for this company after printing checks until this option is run. The Cash Disbursements Report and General Ledger Transaction Post Journal are printed.

Manual Check Processing

1. Enter Manual Checks through Enter Manual Checks (MENU APCHCK); required.

   Specify the open payable for which a check has been manually written.

2. Edit Manual Checks through Manual Check Edit List (MENU APCHCK); not required.

   Print the A/P Manual Check Edit List to ensure that manual checks have been keyed as desired.

3. Post Manual Checks through Post Manual Checks (MENU APCHCK); required.

   The open payable for which a manual check has been written is removed and general ledger is updated accordingly. The Cash Disbursements Report and General Ledger Transaction Post Report are printed.

Check Reversal Processing

1. Enter Check Reversals through Enter Check Reversals (MENU APCHCK); required.

   Specify the paid check to reverse.

2. Edit Check Reversals through Check Reversal Edit List (MENU APCHCK); not required.

   Print the A/P Check Reversal Edit List and the A/P Check Reversal Error List to verify and validate check reversals.

3. Post Check Reversals through Post Check Reversals (MENU APCHCK); required.

   The paid check is reversed to an open payable and general ledger is updated accordingly. The Cash Disbursements Report and General Ledger Transaction Post Journal are printed.

Use the Voucher Entry option on the Accounts Payable Main Menu (MENU APMAIN) to enter a voucher group and create voucher templates. A voucher group consists of one or more vouchers that are to be known by the same Group ID. A voucher may consist of several (at least one) voucher transactions. Each voucher transaction indicates the expense account updated when that voucher is posted.

If Purchasing is installed, you may also use this option for regular receipt validation or drop shipment receipt validation, which links inventory receipts with vendor invoices. Receipt validation can also be used to calculate GST for purchases if the appropriate options are activated. Refer to Calculating GST for Purchase Orders in the A/P Voucher Processing section of this user guide for more information.

Voucher groups may optionally be edited through Voucher Edit List (MENU APMAIN). To create an open payable for a voucher, the voucher must be posted through Post Vouchers (MENU APMAIN).

Several system-assisted methods of entering vouchers include:

- Voucher Templates. A voucher template is a voucher group which has been defined specifically for the purpose of copying to create a new group. Refer to "Voucher Groups/Template Groups" within the A/P Voucher Processing User's Guide section of this manual for further details.

- Split Terms. Split terms are available through this menu option for a vendor if the **Allow Split Terms** field in Vendor Maintenance (MENU APFILE) is set to Y. The voucher's amount will automatically be split into separate amounts to be paid in installments. While the user creates the first voucher, all splits will automatically be generated. Split terms do not apply to pre-paid vouchers and/or credit/ debit memos.

- Receipt Validation. If Purchasing is installed, voucher transactions may be created automatically by selecting the actual purchase order receipts associated with the invoice.

- Drop Ship Receipt Validation. If Purchasing is installed, drop ship purchase order receipts may be keyed and then used to automatically create voucher transactions, including charge back transactions for differences between receipt and invoice values.

NOTE: If the vendor uses split terms, the voucher created to pay the vendor will be split, however any charge back voucher created will not be split.

Voucher Entry

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Voucher Entry Group Selection Screen	Use to specify the voucher group.
Accounts Payable Group Selection Screen	Use to search for and select unposted voucher groups.
Voucher Entry Selection Screen	Use to add or remove a voucher from the group.
Voucher Group Information Screen	Use to provide information about the voucher group.
Voucher Search (List) Screen	Lists vouchers currently in the group.
Automatic Credit Memo Header Screen	Use to select the voucher for which an automatic credit memo will be created.
Open Payables Voucher Search Screen	Lists open payables that can be selected for automatic credit memos.
Voucher Header Credit Memo Confirmation Screen	Use to review the selected voucher and create an automatic credit memo against it.
AP-PO Receipt Validation Screen	Use to provide invoice and purchase order and receiver information.
Pending Receipts Search Screen	Lists pending receipts.
Pending Receipts Error Screen	Shows errors when including multiple trading currency purchase orders.
Receipt Validation Screen	Use to modify items on the receipts.
Receipt Validation Line Item Receipt Change Screen	Use to change the information for a receipt line item.
Purchase Order Item/Order Comments Screen	Use to view any order/item comments for the line item you selected.
End Validation Screen	Use to change miscellaneous charges and confirm receipt validations.
Quantity Variance Report	Prints the difference between quantities received and quantities invoiced for validated line items.
AP-PO Landing Validation Screen	Use to validate accrued landing costs.

Title	Purpose
Unvouchered Landing Costs Screen	Use to select receipt transactions for which landing costs will be validated.
Landing Validation Screen	Use to validate landing costs for selected transactions.
Invoice Amount Distribution Screen	Use to distribute the landing cost to items.
End Landing Validation Screen	Use to review total information for landing costs validated for the voucher.
Voucher Header Screen	Use this screen to provide general voucher information.
I/C Currency Information Window	Use to override default currency information for the voucher being created. This shared screen is described in the International Currency User Guide.
Voucher Transaction Entry Screen	Use to maintain voucher transactions.
Insert Transaction Screen	Use to insert a voucher transaction.
Voucher Transaction Review Screen	Use to review a voucher transaction's values.
GST Tax Information Screen	Calculates the goods and services tax (GST) for a voucher.
End Voucher Entry Screen	Use to complete the entry of the voucher.
End Voucher/Split Terms Entry Screen	Use to review and edit split terms for the voucher.
Drop Ship Receipt Validation Screen	Use to enter invoice data for a drop shipment purchase order.
Drop Ship PO List Screen	Use to select the purchase order you want to associate with the invoice being processed.
End Drop Ship Receipt Validation Screen	Use to create the voucher.

How To Restart This Option

If a group has a status of In Use-ws on the Voucher Entry Group Selection Screen (p. 4-4) and is not in use by that workstation, restart as follows:

1. Go to the workstation indicated and select Voucher Entry (MENU APMAIN) from this menu. The Voucher Entry Group Selection Screen (p. 4-4) appears.
2. In the **Function** field, key C. Key the company number and group ID.
3. Press ENTER. The Voucher Group Information Screen (p. 4-13) appears.
4. Press F10 to end, or press ENTER to return to the Voucher Group Information Screen (p. 4-13).
5. Press F3 to exit.

Voucher Entry Group Selection Screen

```
              ACCOUNTS PAYABLE VOUCHER ENTRY




          Function:    ..   (A or C)

          Company?     01

          Group ID:    _....







              F3=Exit   F4=Group Search
```

TECHNICAL NOTE: This is a shared screen that displays in multiple places. The actual
screen format name is AP100FM_STARTG.

This screen view appears after selecting option 1 - Voucher Entry from the Accounts Payable Main
Menu (MENU APMAIN). Use this screen to specify a voucher group. Select a group by specifying the
group identification code (**Group ID**).

This screen also appears after selecting any of the following options from the Accounts Payable Main
Menu (MENU APMAIN):

- Create Vouchers from Templates
- Voucher Edit List
- Voucher Post

Voucher Entry Group Selection Screen Fields and Function Keys

Field/Function Keys	Description
Function	Key A to add a new voucher group.
	Key C to change an existing voucher group.
	(A 1) Required
Company	Key the number of the company associated with the voucher group.
	Default Value: Default company set up for Distribution A+
	(N 2,0) Required

Voucher Entry Group Selection Screen Fields and Function Keys

Field/Function Keys	Description
Group ID	Key the identifier of the voucher group
	NOTE: Do not use special characters (i.e. &, %, etc.); use letters and numbers only.
	If you do not know the voucher group template name, press F4=GROUP SEARCH to display the Accounts Payable Group Selection Screen (p. 4-6).
	(A 5) Required
F3=Exit	Press F3=EXIT to exit the option and return to the menu.
F4=Group Search	Press F4=GROUP SEARCH to display the Accounts Payable Group Selection Screen (p. 4-6), from which you may select a group to change.
Enter	Press ENTER to confirm your selections. The Voucher Entry Group Selection Screen (p. 4-4) displays.

Accounts Payable Group Selection Screen

```
              ACCOUNTS PAYABLE GROUP SELECTION

                                                   Post
    ID     Type  Description              User      Date     Status

  1 ELECT   TMP  Electic Bill             APDEMO   1/10/08   Active




                                                                       Last
  _____

        Reference Number:  _ .

                                              F3=Exit     F12=Return
```

This screen appears after pressing F4=GROUP SEARCH from the Voucher Entry Group Selection
Screen (p. 4-4). Use this screen to search for and select unposted voucher groups for change.

Accounts Payable Group Selection Screen Fields and Function Keys

Field/Function Keys	Description
Reference Number	The reference number of the voucher group. Key this number in the **Reference Number** field to select a voucher group to change. Display
ID	The group identification code of the voucher group. Display
Type	The type of voucher group: **VCH** for regular voucher entries; **TMP** for template entries. Display
Description	The description of the voucher group. This description was entered on the Voucher Group Information Screen (p. 4-13). Display
User	The user ID of the last person who updated the voucher group. Display
Post Date	The posting date of the voucher group. This date was entered on the Voucher Group Information Screen (p. 4-13). Display

Accounts Payable Group Selection Screen Fields and Function Keys

Field/Function Keys	Description
Status	The status of the voucher group: • **ACTIVE**: The group is in process and has not been edited. • **EDITED**: The group has been edited successfully. • **POSTING**: The group is in the process of being posted. • **IN USE-ws**: The group is currently being used at another workstation. The other workstation is identified with Workstation ID ws. See the restart instructions at the beginning of this section if the group shows in-use status but is not in use by that workstation. Display
Reference Number	Key the Reference Number of the voucher group to change. *Valid Values:* Number must reference a displayed voucher group (N 2,0) Required
F3=Exit	Press F3=EXIT to exit the option and return to the menu.
F12=Return	Press F12=RETURN to return to the Voucher Entry Group Selection Screen (p. 4-4) without selecting any voucher groups.
Enter	Press ENTER to confirm your selection. The Voucher Group Information Screen (p. 4-13) will appear.

Voucher Entry Selection Screen

```
VOUCHER ENTRY            Company:      1 A & C Office Supply
                         Group ID: ASDF   second week vouchers
                         Entry Dt: 08/04/09
                         Post Dt:  08/04/09 Period:   8 Aug


     Function: _          (A, C or D)

     Voucher:  ........

     Type:     ..         (I, C, D or P)

     Vendor:   .......    Find: ..........................................
                          City: .........

     Business Unit? ...

     Ref No:   ........   (add only)




          F3=Exit                F5=Automatic CR Memo     F9=Drop Ship Rcpt
          F4=Voucher List        F6=Receipt Validation    F10=New Group
```

This screen appears after pressing ENTER from the Voucher Group Information Screen (p. 4-13) if
Prepaid Invoices is set to N, or after the Bank Accounts List Screen (p. 9-13) if **Prepaid Invoices** is set
to Y. This screen also appears after pressing F14 on the End Receipts Screen (MENU POMAIN). Use
this screen to select a voucher to add to this group, change a voucher already included in this group, or
delete a voucher from this group.

Voucher Entry Selection Screen Fields and Function Keys

Field/Function Keys	Description
Group Information	These fields display summary information about the voucher group. The company number and description, voucher Group ID and description, entry date, posting date, and posting period are displayed. Display
Function	Key A to add a new voucher to this voucher group. Key C to change an existing voucher in this group. Key D to delete a voucher from this group. (A 1) Required

Voucher Entry Selection Screen Fields and Function Keys

Field/Function Keys	Description
Voucher	When adding a voucher, if you have selected automatically assigned voucher numbers through A/P Options Maintenance (MENU APFIL2), leave this field blank to automatically assign the next sequential voucher number. You will be required to specify a vendor number and voucher type.
	If you have selected to assign voucher numbers through A/P Options Maintenance (MENU APFIL2), you must key a voucher number.
	When changing or deleting a voucher, you must specify the voucher number. The vendor number and voucher type are not required.
	(A 7) Required
Type	Use this field to enter the voucher type.
	Key I for an invoice.
	Key C for a credit memo. A credit memo is used to record a correction to an existing invoice in the Open Payables File. Since credit memos are "negative invoices," all credit memo dollar amounts must be recorded as negative amounts.
	NOTE: If you are entering a "general" credit memo, not associated with an open invoice, key the voucher type as an invoice (I in this field) with a negative invoice amount.
	Key D for a debit memo. A debit memo is used to record a correction to an existing invoice in the Open Payables File. Debit memos must be recorded as positive amounts.
	Key P for a pre-receipt invoice. This type of voucher allows for the payment of goods before the goods are received. Pre-receipt invoices must be recorded as positive amounts.
	NOTE: When a pre-receipt invoice is generated, the Pre-Receipt Inventory Account is debited instead of the Purchases Clearing Account so that you may track pre-paid items separately in General Ledger. Also, additional information may be retained which is later needed to facilitate matching the pre-paid items to the receipt and landing cost history transactions created when the goods are received. Additionally, pre-receipt vouchers are allowed for split vouchers. However, pre-receipt validation can only be performed on the original split voucher against the original expense accounts on the voucher.
	Leave this field blank for existing vouchers.
	Default Value: I is assumed if this field is left blank
	(A 1) Required

Voucher Entry Selection Screen Fields and Function Keys

Field/Function Keys	Description
Vendor	Key the number of the vendor for whom this voucher is being added. Do not key a vendor number when changing or deleting a voucher.
	If you do not know a vendor number, use the vendor search by keying search words (or beginning characters) in the **Find** and **City** fields.
	Valid Values: Any existing vendor specified in Vendors Maintenance (MENU APFILE)
	(A 6) Required
Find	Use this field to activate the Vendor Search feature when you do not know the vendor's number.
	Key the vendor's name or the first few characters of one or more words in the vendor's name and press ENTER to display the Vendor Search Screen.
	To limit the vendor search by city (i.e., search for the specified vendor name within a particular city), key a city in the **City** field as well.
	For more information on using searches and for a description of search screens, refer to the Cross Applications User Guide.
	(A 40) Optional
City	When using the Find field to search for a vendor, you can limit the search to a particular city by keying a partial or complete city name in this field.
	If you enter characters in this field, the Vendor Search Screen displays only vendors that meet the criteria specified here and in the Find field.
	For more information on using searches and for a description of search screens, refer to the Cross Applications User Guide.
	(A 8) Optional
Business Unit	The business unit used when posting to the A/P Liability and the A/P Expense accounts for this voucher.
	Valid Values: Any valid business unit set up through Business Units Maintenance (MENU APFILE).
	NOTE: This field displays only if you selected to use business units A/P Liability and Expense accounts for the G/L Interface through G/L Transfer Definition (MENU GLXFER), sub-option T.
	(A 2) Optional
Ref No	Key the voucher number of an existing open payable for which a debit or credit memo is created through this option.
	This field is required if the **Type** is C or D (credit or debit memo); leave this field blank if the **Type** is I (invoice) or P (pre-receipt invoice).
	(A 7) Optional
F3=Exit	Press F3=EXIT to exit the option and return to the menu.

Voucher Entry Selection Screen Fields and Function Keys

Field/Function Keys	Description
F4=Voucher List	Press F4=VOUCHER LIST to display the voucher search, which allows you to select a voucher to maintain. The Voucher Search (List) Screen (p. 4-16) will appear.
F5=Automatic CR Memo	Press F5=AUTOMATIC CR MEMO to create an automatic credit memo. This reverses the transactions of a voucher in full. The Automatic Credit Memo Header Screen (p. 4-18) will appear.
F6=Receipt Validation	The F6=RECEIPT VALIDATION function key appears only if Purchasing is installed, and will be allowed only if the **PO-AP Transfer** field in Vendors Maintenance (MENU APFILE) is defined as Y for the vendor. This function key does not appear if you are creating a Voucher Template Group.
	A valid vendor number must be keyed in the **Vendor** field prior to pressing F6=RECEIPT VALIDATION.
	You may press F6=RECEIPT VALIDATION to activate the A/P - PO interface. The F6=RECEIPT VALIDATION function allows receipt validation which creates a voucher from purchase order receipts posted through MENU POMAIN (or through Warehouse Management's MENU WMMAIN). The AP-PO Receipt Validation Screen (p. 4-28) will appear.
F9=Drop Ship Rcpt	NOTE: The F9=DROP SHIP RCPT function key displays only if Purchasing is installed, and will be allowed only if the **PO-AP Transfer** field in Vendors Maintenance (MENU APFILE) is defined as Y for the vendor.
	You must key a valid vendor number in the **Vendor** field prior to pressing the F9=DROP SHIP RCPT function key.
	Press F9=DROP SHIP RCPT to activate the PO-AP interface. This function allows for the entering of receipt information for a drop shipment purchase order based upon the invoice you received from the vendor; and also creating the Accounts Payable voucher data. The Drop Ship Receipt Validation Screen (p. 4-129) will appear.
	From this screen the Receipts Purchase Order Header Screen displays. Refer to the Purchasing User Guide for information regarding the screens presented in the receiving process.
F10=New Group	Press F10=NEW GROUP to complete voucher entry for the current voucher group. The Voucher Entry Group Selection Screen (p. 4-4) will appear.
Enter	Press ENTER to confirm your selections.
	If you keyed vendor search criteria, the Vendor Search Screen will appear. Refer to the Cross Applications User Guide for an explanation of this screen.
	If you did not key vendor search criteria, the Voucher Header Screen (p. 4-80) will appear for all voucher types (I, C, D or P) selected.

Voucher Group Information Screen

```
                          VOUCHER ENTRY


          Company:           1      A & C Office Supply

          Group ID:        ASDF

          Group Type:      V  V,T  Voucher Entries

          Description:     _............................

          Entry Date:      08/04/09

          Posting Date:    00/00/00

          Prepaid Invoices: N  Y,N

          Cash Disb. Date:  00/00/00



                                         F10=New Group
```

When a voucher group is added, this screen appears from the Voucher Entry Group Selection Screen (p. 4-4). When a voucher group is changed, this screen appears from the Accounts Payable Group Selection Screen (p. 4-6). Use this screen to enter or change information for a voucher group.

Voucher Group Information Screen Fields and Function Keys

Field/Function Keys	Description
Group ID	The group identification code for this voucher group. Display
Group Type	Key V for standard voucher entries. Key T for template entries. A template entry is a voucher group which may be used several times. That is, a template group may be copied to an active voucher group that may be updated and posted as usual. (A 1) Required
Description	The description of the voucher group. (A 30) Required

Voucher Group Information Screen Fields and Function Keys

Field/Function Keys	Description
Entry Date	Key the date on which the voucher group is entered.
	Default Value: Current system date
	Valid Values: A date keyed in the **Default Date Format** for this user, specified through Register User IDs (MENU XACFIG), or if that field is blank, in the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). The date must be before or the same as the posting date.
	(N 6,0) Required
Posting Date	Key the posting date of the voucher group.
	You may post to any open or temporarily closed period. A warning message is displayed when posting to a temporarily closed period, but you may still post.
	You cannot post to a permanently closed period; therefore, a date within that period is invalid.
	Valid Values: A date keyed in the **Default Date Format** for this user, specified through Register User IDs (MENU XACFIG), or if that field is blank, in the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). The date must fall within an open or temporarily closed period in G/L when interfaced.
	(N 6,0) Required
Prepaid Invoices	Used to indicate if any of the vouchers in this voucher group are for prepaid invoices (i.e., an invoice has been paid with a check prior to keying a voucher for the invoice).
	Key Y if any vouchers in this voucher group are for prepaid invoices. Doing so will allow you to select the appropriate bank account on the Bank Accounts List Screen (p. 9-13).
	Key N if no vouchers in this voucher group are prepaid invoices. The Bank Accounts List Screen will be bypassed.
	Default Value: N
	(A 1) Required

Voucher Group Information Screen Fields and Function Keys

Field/Function Keys	Description
Cash Disb. Date	Key a cash disbursement date in this field, if there are any prepaid invoices in this group.
	NOTE: The cash disbursement date keyed is used by the Cash Disbursements Report (p. 7-14) as the posting date. Therefore, it is feasible that one voucher post may create General Ledger transactions in two different fiscal periods.
	Valid Values: A date keyed in the DEFAULT DATE FORMAT for this user, specified through Register User IDs (MENU XACFIG), or if that field is blank, in the system's DEFAULT DATE FORMAT specified through System Options Maintenance (MENU XAFILE). The date is required only if *Prepaid Invoices* is Y. The date must fall within the same fiscal period as the check date keyed on the actual prepaid invoice. However, does not have to fall within the same fiscal period as the General Ledger posting date.
	(N 6,0) Required/Optional
F4=Bank Accounts	NOTE: This function key displays only after maintaining a voucher group for which a bank account has been assigned.
	Press F4=BANK ACCOUNTS to access the Bank Accounts List Screen (p. 9-13), where you may change the bank account that is to be updated for prepaid invoice vouchers.
F10=New Group	Press F10=NEW GROUP to end this voucher group and select a new voucher group. The Voucher Entry Group Selection Screen (p. 4-4) will appears.
Enter	Press ENTER to confirm your selections.
	If Y is keyed in the **Prepaid Invoices** field, the Bank Accounts List Screen (p. 9-13) will appear where you may select the bank account that is to be updated for prepaid invoice vouchers.
	If N is keyed in the **Prepaid Invoices** field, the Bank Accounts List Screen will be bypassed and the Voucher Entry Selection Screen (p. 4-8) will appear.

Voucher Search (List) Screen

```
   VOUCHER SEARCH        Group ID: 1 / ASDF    second week vouchers

   Vendor Name            Voucher Invoice Number   Inv Date      Invoice Amount

 1 SHARP INTERNATIONAL       439 72266            08/04/09           2,836.87
 2 SHARP INTERNATIONAL       440 12389            01/21/08          31,600.00-






                                                                        Last
   _____

   Selection: _ .          Position to Invoice Number: ................

                                                                  F12=Return
```

This screen appears after pressing F4=VOUCHER LIST from the Voucher Entry Selection Screen (p. 4-8). Use this screen to select an existing voucher, in this voucher group, for maintenance. For each voucher, this screen displays the

- name of the vendor for whom the voucher was created.
- number of the voucher.
- number of the original invoice.
- date of the original invoice.
- amount of the invoice.

Voucher Search (List) Screen Fields and Function Keys

Field/Function Keys	Description
Currency Contract/Inv Date	This field may be toggled with the F11=LOCAL CURR / F11=TRADING CURR key to display the number(s) of the currency contract(s) associated with the voucher when working with foreign currency vouchers, or to display the invoice date for the voucher. Display

Voucher Search (List) Screen Fields and Function Keys

Field/Function Keys	Description
Invoice Amount	This field may be toggled with the F11=LOCAL CURR / F11=TRADING CURR function key to display the total amounts of open payables in the trading currency when working with foreign currency vouchers (with the symbol for the trading currency displayed to the right of the words **Open Amt**), or to display the local currency equivalent of the total amounts of open payables (with the symbol for the company's local currency displayed to the right of the words **Open Amt**.) Display
Selection	Key the reference number of the voucher to maintain. (N 2,0) Optional
Position to Invoice Number	The voucher with the invoice number keyed in this field is displayed at the top of the screen. (A 8) Optional
F11=Local Curr/ Trading Curr	Press F11=LOCAL CURR / F11=TRADING CURR to toggle between displaying the number(s) of the currency contract(s) associated with the vouchers and the total open payables amount in the vendor's trading currency, and displaying invoice dates and total open payables amounts in the company's local currency. Press F11=LOCAL CURR to display invoice dates and the local equivalents of the total open payables amounts. Press F11=TRADING CURR to display the number(s) of the currency contract(s) associated with the vouchers and total open payables amounts in the trading currency.
F12=Return	Press F12=RETURN to return to the Voucher Entry Selection Screen (p. 4-8).
Enter	Press ENTER after keying a reference number in the **Selection** field. The Voucher Header Screen (p. 4-80) will appear.

Automatic Credit Memo Header Screen

```
                    AUTOMATIC CREDIT MEMOS


        Company:   1       A & C Office Supply



        Vendor:   100...   Find: ........................................
                           City: ........

        Ref No:   ........  (blank for voucher search)




        Last Function:  INVOICE ADD          439
                        100    / SHARP INTERNATIONAL

                                              F12=Voucher Entry
```

This screen appears after you press F5=AUTOMATIC CR MEMO on the Voucher Entry Selection Screen (p. 4-8).

Use this screen to select the open payable invoice (i.e., posted voucher) for which an automatic credit memo will be created.

The generated credit memo reverses the original voucher in full.

> NOTE: The invoice must have no activity (i.e., payments, debits, credits, or discounts taken) for it to be selected for this function.

Automatic Credit Memo Header Screen Fields and Function Keys

Field/Function Keys	Description
Company	The number and name of the company for which an automatic credit memo is being created. Display
Voucher	NOTE: This field displays only if you have selected to use manually assigned voucher numbers as determined through A/P Options Maintenance (MENU APFIL2). Otherwise, the voucher number for this credit memo is automatically assigned. Key the voucher number for this credit memo. Credit and debit memos must always be assigned a voucher number. (A 7) Required, if displayed

Automatic Credit Memo Header Screen Fields and Function Keys

Field/Function Keys	Description
Vendor	The number of the vendor for whom this automatic credit memo is issued. An open payables invoice created for this vendor will be reversed in full.
	If you do not know a vendor number, use the vendor search by keying search words (or beginning characters) in the **Find** and **City** fields.
	Valid Values: Any existing vendor specified in Vendors Maintenance (MENU POFILE/MENU APFILE)
	(A 6) Required
Find	Use this field to activate the Vendor Search feature when you do not know the vendor's number.
	Key the vendor's name or up to 10 characters (the first 10) of one or more words in the vendor's name and press ENTER to display the Vendor Search Screen.
	To limit the vendor search by city (i.e., search for the specified vendor name within a particular city), key a city in the **City** field as well.
	For more information on using searches and for a description of the search screens, refer to the Cross Applications User Guide.
	(A 40) Optional
City	When using the **Find** field to search for a vendor, you can limit the search to a particular city by keying a partial or complete city name in this field.
	If you enter characters in this field, the Vendor Search Screen displays only vendors that meet the criteria specified here and in the **Find** field.
	For more information on using searches and for a description of the search screens, refer to the Cross Applications User Guide.
	(A 8) Optional
Ref No	The number of the open payable invoice for which an automatic credit memo is issued. If you keyed a vendor number in the **Vendor** field, leave this field blank to display all open payable invoices for this vendor.
	NOTE: Only vouchers that are not split terms vouchers may be selected for the automatic credit memo process. Manual credit memo processing must be completed for split terms vouchers.
	(N 7,0) Optional
F12=Voucher Entry	Press F12=VOUCHER ENTRY to cancel this automatic credit memo and return to voucher entry. The Voucher Entry Selection Screen (p. 4-8) will appear.

Automatic Credit Memo Header Screen Fields and Function Keys

Field/Function Keys	Description
Enter	Press the ENTER key to confirm your selections.
	If you keyed vendor search criteria (**Find/City**), the Vendor Search Screen (p. 44-7) will appear. If you keyed a vendor number (**Vendor**) and did not key a reference number (**Ref No**), the Open Payables Voucher Search Screen (p. 4-21) will appear.
	When the desired vendor and voucher numbers are selected, the Voucher Header Credit Memo Confirmation Screen (p. 4-23) will appear.

Open Payables Voucher Search Screen

```
                         VOUCHER SEARCH

     Voucher    Invoice Number   Inv Date     Open Amount  Ref No. Status
  1      415    SIO4876`         01/29/08           15.00
  2      406    013598           01/30/08          210.59
  3      401    12389            01/21/08       31,600.00
  4      402    19502            01/29/08       46,706.40

  5      412    246895           01/29/08           64.32
  6      421    2745             02/28/08       19,570.86
  7      392    3467             12/31/07        2,804.39
  8      409    654              01/13/08          653.29




  _____ Last

     Selection: _ .           Position to Invoice Number: ...............

                                                            F12=Return
```

This screen displays after pressing ENTER from the Automatic Credit Memo Header Screen (p. 4-18) and lists the open payable invoices for the selected vendor. Use this screen to select an open payable for automatic credit memo creation. For each open payable invoice, this screen displays the:

- voucher number.
- original invoice number for this voucher.
- invoice date of the original invoice.
- total amount of the open payable.
- voucher number for credit and debit memos.
- status of the voucher.

Open Payables Voucher Search Screen Fields and Function Keys

Field/Function Keys	Description
Selection	Key the **Reference Number** of the invoice for which you are creating an automatic credit memo. (N 2,0) Required
Position to Invoice Number	The invoice with the number keyed in this field is displayed at the top of the screen. If you key a number greater than the highest invoice number, the last invoice number is displayed at the bottom of the screen. (A 8) Optional
F12=Return	Press F12=RETURN to return to the Voucher Entry Selection Screen (p. 4-8).

Open Payables Voucher Search Screen Fields and Function Keys

Field/Function Keys	Description
Enter	Press ENTER to select an open payable voucher for automatic credit memo creation.The Voucher Header Credit Memo Confirmation Screen (p. 4-23) displays.

Voucher Header Credit Memo Confirmation Screen

```
Vendor:  100      SHARP INTERNATIONAL        CREDIT MEMO CONFIRMATION
Assign:           SHARP INTERNATIONAL AP        Co/Voucher:  1 /    2893
 100 East Street



 BOSTON              MA                             64604       USA
                                           Phone:      312-427-1121
Contact: Sue Johnston                                           Extn:
Inv No:    123213                    Inv Desc: test
Inv Date: 20/08/28                   Inv Amt:           150.00
User Area:
Due Date: 20/09/27                   PO No:
Csh Dsc %: 10.000                    Terms:    NET 30
Pmt Pty:   2                         Dsc Date: 20/09/22 Dsc Days:  25
Sep Chk:   N Y,N    Project:         Urg Pty:  1       Urg Date: 20/10/12
Force Dsc: Y Y,N,blank
 Bus Unit?  1  Hartford, CT      1099 Req: Y Y,N  Tax Id:   12344
        Co  Div.Account.Sub          Description  1099 Cde:  7 ID Tp: 1
Dft Exp: 01  001.0005500.000         Miscell. expense account
AP Acct: 01  001.0002000.000         Accounts Payable
CD Acct: 01  001.0004600.000         A/P Cash Discounts Taken

                                  _  F5=Create CR Memo      F12=Cancel
```

This screen appears after pressing ENTER on the Open Payables Voucher Search Screen (p. 4-21). Use this screen to verify that you selected the correct voucher to apply an automatic credit memo against.

All the fields on this screen are display only and cannot be changed.

Voucher Header Credit Memo Confirmation Screen Fields and Function Keys

Field/Function Key	Description
Vendor	This field displays the number and name of the vendor associated with the voucher.
Assign / Payee	The **Assign** field appears only if the selected company is set to use assignees in AP Options Maintenance (MENU APFIL2); otherwise the field name is **Payee**. This field indicates to whom the check will be issued.
Co/Voucher	The company number and voucher number selected on the previous screen.
(Currency)	This field only displays when International Currency is installed.
	The **Currency Description** field appears only if the vendor's trading currency is different from the company's local currency.
	The description of the vendor's trading currency appears in this field.
Addr 1 - Addr 4	These fields are the assignee or payee's four address lines that represent the street address, post office box number or other address information except for the city, state/province, country, and zip/postal code.

Voucher Header Credit Memo Confirmation Screen Fields and Function Keys

Field/Function Key	Description
City	The assignee or payee's city.
St/Prov	The assignee or payee's state or province.
Cntry	The assignee or payee's country code.
Zip/Pstl	The assignee or payee's zip or postal code.
Phone/Extn	The assignee or payee's telephone number, which includes a 3-character country access code followed by the area code and telephone number. For example: 011 (781) 555-1212. The **Extn** field for the telephone extension of the contact person specified in the **AP Contact** field is shown on the line below.
Contact	The name of the default contact person or the contact person that was keyed for this voucher.
Inv No	This voucher is created for the invoice number keyed in this field. If this voucher is for a drop ship receipt validation voucher, it is the number keyed in the **Invoice No**. field on the Drop Ship Receipt Validation Screen (p. 4-129). If this voucher is for a drop ship receipt validation charge back voucher, it is the number keyed in the **Charge Back No.** field on the End Drop Ship Receipt Validation Screen (p. 4-135).
Inv Desc	A description of the invoice being recorded with this voucher.
	If this voucher is a drop ship receipt validation voucher, the description keyed from the **Invoice Desc** field on the Drop Ship Receipt Validation Screen (p. 4-129). If this voucher is a drop ship receipt validation charge back voucher, this field will display the phrase **C/B FOR**; followed by the number keyed in the **Invoice No.** field on the Drop Ship Receipt Validation Screen (p. 4-129) to signify that this is a charge back voucher associated with the vendor's invoice for the drop shipment.
Inv Date	The date of the invoice recorded with this voucher shown in the default date format of the user.
Inv Amt	The amount of the invoice which is being recorded with this voucher. When International Currency is installed, the invoice amount is displayed in the vendor's currency with the company's local currency amount displayed beneath. For type **C** invoices (credit), the invoice amount is a negative value.
User Area	Additional information added for this voucher.
Due Date	The due date for payment of this voucher calculated as the number of payment days plus either the voucher entry date or the invoice date depending on your selection in A/P Options Maintenance (MENU APFIL2 shown in the default date format of the user.

Voucher Header Credit Memo Confirmation Screen Fields and Function Keys

Field/Function Key	Description
PO No	The number of the purchase order issued when placing the original order being recorded with this voucher.
Cash Dsc %	The cash discount percent offered by this vendor or taken for this voucher.
Terms	The standard payment terms of this vendor. The terms keyed in this field are printed on appropriate documents.
Pmt Pty	The payment priority used to indicate the priority level for making payments to this vendor. Payment priority can be used in Payment Selection (MENU APCHCK) to select groups of vouchers to be paid. Payment priority 1 is high, payment priority 2 is medium, payment priority 3 is low.
Dsc Date	The last date on which the cash discount for this voucher is effective shown in the default date format of the user.
Dsc Days	The number of days for which the cash discount associated with this vendor is effective.
Sep Chk	A N indicates the when this voucher is paid it should be paid on the same check as any other vouchers for this vendor. A Y indicates a separate check is required for this voucher.
Project	The project associated with this voucher.
Urg Pty	The urgency priority is similar to payment priority in that it is used to indicate the priority level for making payment to a vendor. It differs in that its value (1, 2 or 3) replaces the payment priority on the day of the urgency date. When using the urgency priority and urgency date, the payment priority must be lower than the urgency priority. Urgency priority 1 is high, urgency priority 2 is medium, urgency priority 3 is low.
Urg Date	When a payment and urgency priority are specified for a vendor, it is on this date that the value of the urgency priority replaces the payment priority. The urgency date is calculated based on the number of urgency days for this vendor and is shown in the default date format of the user.
Force Dsc	A Y will to force cash discounts to be taken regardless if the discount date has passed. A N will not take cash discounts if the discount date has passed.
Bus Unit	This field appears only if you selected to use business units when selecting A/P Liability and Expense accounts or Purchase Tax Accounts for the G/L Interface through G/L Transfer Definition (MENU GLXFER sub-option T) and represents the business unit that is assigned to the vendor that was used to select the default A/P Liability, A/P Expense, and Purchase Tax Accounts for this voucher.

Voucher Header Credit Memo Confirmation Screen Fields and Function Keys

Field/Function Key	Description
1099 Req	A Y indicated a 1099 is required for this voucher; a N indicates a 1099 is not required for this voucher.
Tax Id	The display of the Tax ID field is based on your authorization to **Allow Access to Federal Tax ID** in Application Action Authority (MENU XASCTY). If you are not authorized, the field will display asterisks. If you are authorized, the un-encrypted federal tax identification code will display. This field is the Tax ID or social security number for the vendor.
ID Tp	The type of taxpayer identification number the value in the **Tax Id** field is. This type is determined by the IRS. Note that this field is a required field in the 1099 export file.
	A 1 will print **EIN** (the IRS code for Employee Identification Number), which is a business, organization, some sole proprietors or other entity account type. A 2 will print **SSN** (the IRS code for Social Security Number), which is an individual, including some sole proprietors account type. A blank indicates the Federal Tax ID Type cannot be determined.
1099 Cde	This code represents IRS 1099 amount type applicable to this voucher.
	This field will be consulted when 1099-MISC and/or 1099-NEC forms are generated to determine where this voucher's value will be included on those forms. The code representing Nonemployee Compensation indicates this voucher's value will be included on a 1099-NEC form; a code representing any other amount type indicates this voucher's value will be included on the 1099-MISC form. If this field is blank, the code representing Nonemployee Compensation will be assumed.
Dft Exp	With the company for this voucher, for invoices, the default will be the account number identified as the default expense account through the GL Transfer Definition (MENU GLXFER), **Function** A. For pre-receipt invoices, the default will be the account number identified as the Pre-Receipt Inventory Account through the GL Transfer Definition (MENU GLXFER), **Function** A.
AP Acct	With the company for this voucher, the accounts payable account that is credited upon posting this voucher.
CD Acct	With the company for this voucher, the cash discount that is credited when posting this voucher if a discount is taken.
F5=Create Credit Memo	Press F5=CREATE CREDIT MEMO to create an automatic credit memo for the displayed header information. This information is retrieved from an open payable invoice selected on the Automatic Credit Memo Header Screen (p. 4-18) or the Open Payables Voucher Search Screen (p. 4-21) and displayed for viewing on this screen.
F12=Cancel	Press F12=CANCEL to cancel the credit memo invoice for this voucher. entries made for this voucher. The Automatic Credit Memo Header Screen (p. 4-18)

will appear.

AP-PO Receipt Validation Screen

```
                    AP-PO RECEIPT VALIDATION

             Co:  1  A & C Office Supply
          Vendor: IC5000   SASKATCHEWAN PRODUCTS
        Currency: CAD      Canadian Dollars

     Business Unit?  _ .

     Tax ID:         ...............     Invoice Date:  000000

     Invoice Amt:         ..................CA$              .00  US$




                    PO Number:  .......   (blank for list)

                    Receiver:   ........  (blank for list)


                         F5=Landing Costs    F10=End    F12=Return
```

This screen appears after pressing F6=RECEIPT VALIDATION from the Voucher Entry Selection Screen (p. 4-8) in this option, or, for pre-receipt invoice validation, after you press F10 on the Pre-Receipt Voucher Detail Screen (p. 14-14) in Pre-Receipt Inv Validation (MENU APMAIN).

For ordinary invoices (type I), use receipt validation to create vouchers from the original purchase order. This allows you to match the purchase order, invoice, and receiving document to ensure that goods have been received (or services rendered) before creating a voucher. If the **Calculate GST for Purchases (Inputs)** field is set to Y through AP Options Maintenance (MENU APFIL2), goods and services tax (GST) can also be calculated during receipt validation, depending on the tax body assigned to the vendor.

For P type vouchers, use receipt validation to generate pre-receipt invoices. This allows additional information to be retained so that you may later match pre-paid items to the receipt and landing cost history transactions created when goods are received.

When International Currency is installed:

- The receipt validation process performs validation of processing changes in the currency of the vendor being processed.

- When a voucher is created, it will be given an average exchange rate calculated by the line items selected for validation. Only pending receipts with common currency exchange options* are allowed to be selected onto a single voucher. *Currency exchange options include the same currency, exchange code, lock date, currency contract, or same exchange rate (if overridden). The exchange rate is derived from this information.

- Edits have been included to ensure that only similar entities will be included: same currency, same exchange code and lock date, same currency contract, and same exchange rate (for overridden rates.)

Use this screen to provide invoice information and a purchase order or receiver number.

AP-PO Receipt Validation Screen Fields and Function Keys

Field/Function Key	Description
Currency	This field only displays when International Currency is installed and only if you are validating foreign currency receipts (that is, you selected a foreign currency vendor.)
	This field displays the currency code and description for the vendor's currency, if the currency differs from the company's local currency.
	Display
Business Unit	This field appears only if the **Calculate GST for Purchases (Inputs)** field is set to Y through AP Options Maintenance (MENU APFIL2).
	Key the business unit you want associated with this voucher. The business unit you specify is used when the GST amount is posted to General Ledger, if you keyed Y for **Use Business Unit** in the **Selecting Purchase Tax Accounts** field on the General Ledger/Inventory Transfer Options Screen in G/L Transfer Definition (MENU GLXFER sub-option T).
	Default Value: The business unit assigned to the vendor through Vendors Maintenance (MENU APFILE or MENU POFILE)
	Valid Values: A business unit defined through Business Units Maintenance (MENU GLXFER or MENU APFILE).
	(A 2) Optional
Federal Tax ID	The display of this field is based on your authorization to **Allow Access to Federal Tax ID** in Application Action Authority (MENU XASCTY). If you are not authorized, the field will display asterisks. If you are authorized, the un-encrypted federal tax identification code will display.
	This field appears only if the **Calculate GST for Purchases (Inputs)** field is set to Y through AP Options Maintenance (MENU APFIL2) and the selected vendor has a tax body assigned with the **Goods/Services Tax** field set to Y.
	Key the vendor's federal tax ID.
	Default Value: The tax ID assigned to the vendor through Vendors Maintenance (MENU APFILE or MENU POFILE).
	(A 15) Required
Invoice Date	This field appears only if the **Calculate GST for Purchases (Inputs)** field is set to Y through AP Options Maintenance (MENU APFIL2).
	Key the date of the invoice.
	Valid Values: A date keyed in the **Default Date Format** for the user, specified through Register User IDs (MENU XACFIG) or, if that field is blank, in the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE).
	(N 6,0) Required

AP-PO Receipt Validation Screen Fields and Function Keys

Field/Function Key	Description
Invoice Amt	This field displays the invoice amount for this receipt. For ordinary invoices, this is a required field and may be changed. For pre-receipt invoices, this is a display-only field. The voucher amount and the difference between the invoice and the voucher is displayed after you press ENTER.
	When International Currency is installed, the invoice amount is entered for the receipt in the vendor's currency. The amount entered will be converted to the local equivalent amount, which will display below, and the currency symbols for the trading and local currency will display to the right of the amounts.
	Key the appropriate invoice amount in the vendor's currency.
	(N 15,2) Required/Display
Voucher Amt	NOTE: This field displays only after you press F12=RETURN from the Pending Receipts Search Screen (p. 4-33).
	This field displays the voucher amount (the total amount of the receipt and miscellaneous charges).
	When International Currency is installed, the voucher amount is displayed in the vendor's trading currency. The local equivalent displays if you are validating foreign currency receipts.
	Display
Difference	NOTE: This field displays only after you press F12=RETURN from the Pending Receipts Search Screen (p. 4-33)
	This field displays the difference between the invoice and the voucher amount.
	When International Currency is installed, this field displays the amount of the difference between the invoice and the voucher in the vendor's trading currency if you are validating foreign currency receipts. The local currency equivalent of the value in the **Difference** field is shown.
	Display

AP-PO Receipt Validation Screen Fields and Function Keys

Field/Function Key	Description
PO Number	The purchase order number of the posted receipts for which a voucher is created/modified. If you key a **PO Number**, the Receipt Validation Screen (p. 4-39) will appear after you press ENTER.
	If you do not know the purchase order number, leave this field blank. All un-vouchered receipts will be displayed for selection on the Pending Receipts Search Screen (p. 4-33).
	NOTE: When performing pre-receipt validation through Pre-Receipt Inv Validation (MENU APMAIN), a PO previously identified through this option must have receipts posted against it in order to be able to use it. Otherwise, you can use other open POs that have receipts posted. Also, the PO keyed on the Voucher Transaction Entry Screen (p. 4-101) is for reference purposes only.
	(A 6) Optional
Receiver	The receiver number of the posted receipts for which a voucher is to be created/modified. If you key a **Receiver** number, the Pending Receipts Search Screen (p. 4-33) will appear after you press ENTER.
	If you do not know the receiver number, leave this field blank. All un-vouchered receipts ready for receipt validation will be displayed for selection on the Pending Receipts Search Screen (p. 4-33).
	(A 8) Optional
F5=Landing Costs	Press F5=LANDING COSTS to perform landing costs validation for the receipts. The AP-PO Landing Validation Screen (p. 4-60) will appear.
F10=End	Press F10=END to end receipt validation. The End Validation Screen (p. 4-52) will appear.
F12=Return	Press F12=RETURN to return to the Voucher Entry Selection Screen (p. 4-8).
	NOTE: If you accessed this screen via the F10=NEW PO function key from the End Validation Screen, after at least one PO has been included in the group, this function key will not display on this screen.

AP-PO Receipt Validation Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press ENTER to confirm your selections.
	If you keyed a **PO Number**, the Receipt Validation Screen (p. 4-39) will appear. However, if the vendor is a landing cost vendor, the AP-PO Landing Validation Screen (p. 4-60) will appear.
	If you left the **PO Number** and **Receiver** number fields blank, the Pending Receipts Search Screen (p. 4-33) will appear presenting all unvouchered receipts.
	If you keyed a **Receiver** number, the Pending Receipts Search Screen (p. 4-33) will appear presenting only those unvouchered receipts associated with that receiver.

Pending Receipts Search Screen

```
                              PENDING RECEIPTS                        Receipts
                Vendor: 100       SHARP  INTERNATIONAL

Opt Co PO No  WH   Rec Date Lines         PO Value  Receiver Sel   FOB
 _   1 100051  1   01/28/08     3        192,017.40
 _   1 100108  3   02/04/08     4         94,803.00
 _   1 100117  1   02/04/08     3         94,803.00
 _   1 100121  1   02/04/08     5         10,036.83
 _   1 100123  1   02/22/08     3         94,803.00
 _   1 100137  1   02/22/08     3         38,652.00
 _   1 100140  1   02/22/08     1         43,104.00
 _   1 100138  3   02/22/08     1         29,700.00
 _   1 100143  3   02/22/08     2         55,400.00
 _   1 SM1     1   02/29/08     2         25,600.00
 _   1 SM2     1   02/29/08     2         25,600.00
 _   1 S00099  1   03/15/08     1            500.00          3
 _   1 100149  1   03/22/08     1            618.75

                                         Inv:        1,000.00  US$
           PO: .......  Receiver: .........  Vch:             .00
                                         Diff:        1,000.00
     Opt: Y=Select
               F2=All Types      F12=Return     F15=Select All    F24=Delete Sel
```

This screen appears pending receipts meeting criteria keyed on the AP-PO Receipt Validation Screen (p. 4-28). Pending receipts are those that have been posted in Purchasing or, if applicable, Warehouse Management, but not yet vouchered in Accounts Payable.

Pending Receipts Search Screen Fields and Function Keys

Field/Function Key	Description
(Status)	This field indicates the status of the line item receipts that currently display.
	It may display **All Types**, **Receipts**, or **Returns**. Use F2=ALL TYPES / F2=RETURNS / F2=RECEIPTS to change the status.
	Display
(Currency)	This field only displays when International Currency is installed and only for those vendors whose trading currencies are different from the company's local currency.
	This field displays the currency code and description for the vendor's currency, if the currency is not the same as the company's local currency.
	Display
Opt	Key Y to select receipts for processing. Pressing ENTER will cause the Receipt Validation Screen (p. 4-39) to display for the selected receipts.
	Any receipt that is not selected with a Y will not be included in further processing.
	Valid Values: Y
	(A 1) Required

Pending Receipts Search Screen Fields and Function Keys

Field/Function Key	Description
Co	The company number associated with the purchase order. Display
PO No	The original purchase order number. Display
WH	The warehouse associated with the purchase order (i.e., the warehouse for which goods were ordered). Display
Rec Date	The date on which the goods/services for the purchase order were received. Display
Lines	The number of line items received for the purchase order. Display
PO Value	The total value of the line items received for the order. - A positive invoice amount indicates a PO. - A negative invoice amount indicates a PO Return. To vary the display between PO receipts, PO returns, or both, see the F2=ALL TYPES / F2=RETURNS / F2=RECEIPTS function key description. When International Currency is installed, the **PO Value** may be toggled with the F11=LOCAL CURR / F11=TRADING CURR key to display the PO value in the vendor's trading currency or in the company's local currency. Display
Receiver	The receiver containing the pending receipt, if applicable. Display
Sel	The selection code: Y displays if the receipt was selected for this voucher. Display
FOB	The FOB code on the purchase order. Display
PO	Key a valid purchase order number to limit the display of receipts on this screen to only those that are affiliated with that purchase order. Leave this field blank to include receipts associated with all purchase orders. (A 6) Optional
Receiver	Key a valid receiver number to limit the display of receipts on this screen to only those that are affiliated with that receiver. Leave this field blank to include receipts associated with all receivers. (A 8) Optional

Pending Receipts Search Screen Fields and Function Keys

Field/Function Key	Description
Inv	This field displays the invoice amount for this receipt keyed on the previous screen.
	When International Currency is installed, the **Inv** field may be toggled with the F11=LOCAL CURR / F11=TRADING CURR key to display the invoice amount in the vendor's trading currency (with the currency symbol for the vendor's currency displayed to the right) or in the company's local currency (with the local currency symbol displayed to the right).
	Display
Vch	This field displays the voucher amount, which is, the total amount of the receipt and miscellaneous charges. This amount includes the goods and services tax (GST) for taxable line items if the **Calculate GST for Purchases (Inputs)** field is set to Y through AP Options Maintenance (MENU APFIL2) and GST is being calculated for the vendor.
	When International Currency is installed, the **Vch** field may be toggled with the F11=LOCAL CURR / F11=TRADING CURR key to display the voucher amount in the vendor's trading currency or in the local currency equivalent of the voucher amount.
	Display
Diff	This field displays the difference between the invoice and the voucher amount.
	When International Currency is installed, the **Diff** field may be toggled with the F11=LOCAL CURR / F11=TRADING CURR key to display the difference between the invoice amount and voucher amount in the vendor's trading currency and in the company's local currency.
	Display

Pending Receipts Search Screen Fields and Function Keys

Field/Function Key	Description
F2=All Types/Returns/ Receipts	This function key performs as a 3-way toggle. By pressing this key you can change the display of this screen to view receipts only, returns only, or both. The current display mode appears in the upper right corner of the screen (see the **Status** field). As you press this function key, the display mode, or status, changes accordingly.
	If this key displays as:
	• F2=ALL TYPES, receipts only display on this screen and the status in the upper right corner reads "Receipts."
	• F2=RETURNS, both receipts and returns display on this screen and the status in the upper right corner reads "All."
	• F2=RECEIPTS, returns only display on this screen and the status in the upper right corner reads "Returns."
	NOTE: The default display mode for this screen is driven by the invoice amount entered on the AP-PO Receipt Validation Screen (p. 4-28). The screen defaults to a "returns" only display mode if a negative invoice amount was entered on the AP-PO Receipt Validation Screen (p. 4-28). Whereas, if a positive invoice amount was entered, the screen defaults to a "receipts" only display mode.
F11=Local Curr/ Trading Curr	Press F11=LOCAL CURR / F11=TRADING CURR to display the PO values and invoice, voucher, and difference amounts in the vendor's trading currency. The symbol for the vendor's currency will appear to the right of the *Inv* field.
	Press F11=LOCAL CURR to display the PO values and invoice, voucher, and difference amounts in the company's local currency. The symbol for the company's local currency will appear to the right of the **Inv** field.
	Press F11=TRADING CURR to display the PO values and invoice, voucher, and difference amounts in the vendor's trading currency. The symbol for the vendor's currency will appear to the right of the **Inv** field
F12=Return	Press F12=RETURN to return to the AP-PO Receipt Validation Screen (p. 4-28) without selecting a receipt.
F15=Select All	Press F15=SELECT ALL to select all receipts for voucher processing. The Receipt Validation Screen (p. 4-39) will appear presenting all the selected receipts.
F24=Delete Sel	Press F24=DELETE SEL after keying Y in the **Opt** field next to one or more displayed receipts to delete them from this voucher.
Enter	Press ENTER to confirm your selection. The Receipt Validation Screen (p. 4-39) will appear for the selected receipts.

Pending Receipts Error Screen

```
PENDING RECEIPTS ERROR

    The PO 100175 received  5/28/10 cannot be
validated for this voucher due to a mismatch
in currency exchange options.
    Due to PO(s) previously selected this
voucher requires PO(s) to contain the currency
exchange options listed as follows:
Floating Rate: Exhcange Code:  WSJ

                                 F10=Continue
```

NOTE: This window will only display when International Currency is installed.

This window will display after pressing ENTER on the Pending Receipts Search Screen (p. 4-33) when a pending receipts line that you selected for validation contains currency exchange options* that differ from the currency exchange options of previously selected lines. This window will display for each pending receipts line that does not match the first one you selected.

NOTE: *The currency exchange options include the same currency, the same exchange code and lock date, same currency contract, or same exchange rate (if overridden). The exchange rate is derived from this information.

Pending Receipts Error Screen Fields and Function Keys

Field/Function Key	Description
(PO Number)	This is the PO number of the rejected pending receipt line. Display
(Receipt Date)	This is the receipt date of the rejected pending receipt line. Display
(Exchange Rate Information)	This is the currency exchange rate data of the pending receipts line previously selected. NOTE: Only pending receipts lines with identical currency exchange information may be included for validation. Currency exchange options include the same currency, same exchange code and lock date, same currency contract, or same exchange rate (if overridden). The exchange rate is derived from this information. Display

Pending Receipts Error Screen Fields and Function Keys

Field/Function Key	Description
F10=Continue	Press F10=CONTINUE to acknowledge each error and return to the Pending Receipts Search Screen (p. 4-33).

Receipt Validation Screen

```
                         RECEIPT VALIDATION                    ALL
                Currency:   USD   US Dollars
Op Our Item No/Desc                            Quantity              Value  C
 _ A100 All-in-One Printer Model V515W Pr+       4.000   EA        1,599.96
 _ A110 Sharp Copier Model Z-57                  4.000   EA        2,199.96
 _ A120 Color Copy / Photo Paper 28# Hamm+      50.000   CAS       4,950.00
 _ A130 Photo Paper Premium 10.5 ml Kodak+      50.000   CAS       7,900.00

 _ A200 Sharp Copier Toner SF-7200             200.000   CAS      11,976.00
 _ A210 Sharp Copier Toner SF-8100             200.000   CAS      21,552.00




                                                               Last
                                          Inv:                  10.00  US$
Our Item Locate (F6)         PO: ........  Vch:             50,177.92
...........................  Receiver: ........ Diff:      50,167.92-
Opt:
C=Change   D=Delete  F2=Desc Left      F4=Cst U/M    F6=Locate    F10=End
H=History M=Comments R=Restore         F5=Mfg Item   F9=Active    F11=Local Curr
```

This screen appears after you press ENTER from the AP-PO Receipt Validation Screen (p. 4-28) or Pending Receipts Search Screen (p. 4-33). Use this screen to modify the items that make up the selected receipts.

Receipt Validation Screen Fields and Function Keys

Field/Function Key	Description
(Status)	This field indicates the status of the line item receipts that currently display. It may display **All**, **Active**, or **Deleted**. Use F9=ACTIVE / F9=ALL / F9=DELETED to change the status and the matching data.
Currency	This field only displays when International Currency is installed and only for those vendors whose trading currencies are different from the company's local currency.
	The currency code and description for the vendor's currency, if the currency is not the same as the company's local currency.
	Display

Receipt Validation Screen Fields and Function Keys

Field/Function Key	Description
Op	Use this field to change (C), delete (D), restore (R), view comments (M), or review history (H) for one of the displayed line items. Key C to change the invoice value of a line item on this receipt. The Receipt Validation Line Item Receipt Change Screen (p. 4-46) will appear. Key D to remove a line item from this voucher validation process. If, after removing an item, you wish to reconsider and include the item again, use the R option. --- NOTE: Lines marked with a D will be available to be vouchered later. The total PO value seen in the voucher is reduced by the amount of the lines previously vouchered. --- If the status of the display on this screen is ALL, the deleted line item will still display, although the quantity and value of that line item will no longer be included on the screen. If the **Status** is **ACTIVE**, the deleted line item will be removed from the screen. Key H to review the history of a line item. The Transaction History Detail Screen [Item Inquiry (MENU IAMAIN)] will appear to present general ledger and I/A transaction comment information. Key R to restore a previously removed line item and include its quantities and values in the display. If the status of the display on this screen (refer to the **Status** field description) is **ALL**, any deleted line item will still display on this screen. To restore this line item, simply key an R in this field and press ENTER. The quantity and value of that line item will again be included on the screen. If the **Status** is **ACTIVE**, a deleted line item will not display on the screen. Therefore, to restore such a line item, use must use the F9=ACTIVE / F9=ALL / F9=DELETED toggle key to change the status to **DELETED** or **ALL**, so that the line item will display. Once displayed, you may key an R in the **Op** field and press ENTER to restore the line item. Key M to view any order/item comments for the line item you select, if comments were entered for that particular line during Purchase Order Entry. When you press ENTER after selecting this option, the Purchase Order Item/Order Comments Screen (p. 4-50) will appear. (A 1) Optional
Our Item No/Desc	The item number (our item number or that of the manufacturer) and/or item description of the line item on the receipt. How much information displays can be toggled using F2=DESC LEFT / F2=DESC RIGHT / F2=ITEM & DESC, and what type of information displays can be toggled using F5=MFG ITEM NUMBER / F5=OUR ITEM NUMBER. Display

Receipt Validation Screen Fields and Function Keys

Field/Function Key	Description
Quantity	This field displays provides the quantity received (invoiced) and Unit of measure for the displayed line item. This is the quantity to validate and voucher. Display
Value	The total dollar value for the line item received (invoiced). This value is the quantity of items (**Qty**) multiplied by the cost for the line item. This is the value to validate and voucher. When International Currency is installed, the values in this column default to the vendor's currency. If the vendor's trading currency is different from the company's local currency, these values will display in the vendor's currency; however, if you chose to display local currency equivalents on the Pending Receipts Search Screen (p. 4-33) and accessed this screen while local equivalents were displayed there, these values will default to the local currency. You may toggle between displays of values in trading and local currencies by pressing the F11=LOCAL CURR / F11=TRADING CURR key. Display
C	Indicates if any I/A transaction comments exist for the displayed line item received. I/A transaction comments may be reviewed by using the H option to display the Transaction History Detail Screen [Item Inquiry (MENU IAMAIN)]. Display
Our Item Locate / Mfg Item Locate	NOTE: Depending on the use of the F5=MFG ITEM NUMBER / F5=OUR ITEM NUMBER toggle function key, this field displays as either **Our Item Locate** or **Mfg Item Locate**. Use this field to locate a specific item received. After you key an item number in this field, press F6=LOCATE. That item number will display at the top of the screen. (A 27) Optional
Co	Key a valid company number to limit the display of receipts on this screen to only those that are affiliated with that company. Leave this field blank to display receipts regardless of company affiliation. (N 2,0) Optional
PO	Key a valid purchase order number to limit the display of receipts on this screen to only those that are affiliated with that purchase order. Leave this field blank to display receipts regardless of purchase order affiliation. (A 6) Optional

Receipt Validation Screen Fields and Function Keys

Field/Function Key	Description
Receiver	Key a valid receiver number to limit the display of receipts on this screen to only those that are affiliated with that receiver.
	Leave this field blank to display receipts regardless of receiver affiliation.
	(A 8) Optional
Inv	The invoice amount keyed when creating this receipt validation.
	When International Currency is installed, this field may be toggled with the F11=LOCAL CURR / F11=TRADING CURR key to display the invoice amount in the vendor's trading currency (with the currency symbol for the vendor's currency displayed to the right) or in the company's local currency (with the local currency symbol displayed to the right.)
	Display
Vch	The voucher amount as indicated by the received goods for this purchase order/receiver. This amount includes the goods and services tax (GST) for taxable line items if the **Calculate GST for Purchases (Inputs)** field is set to Y through AP Options Maintenance (MENU APFIL2) and GST is being calculated for the vendor.
	When International Currency is installed, this field may be toggled with the F11=LOCAL CURR / F11=TRADING CURR key to display the voucher amount in the vendor's trading currency or in the company's local currency.
	Display
Diff	The difference between the invoice and voucher amounts.
	When International Currency is installed, this field may be toggled with the F11=LOCAL CURR / F11=TRADING CURR key to display the difference between the invoice amount and voucher amount in the vendor's trading currency and local currency.
	Display

Receipt Validation Screen Fields and Function Keys

Field/Function Key	Description
F2=Desc Left/Desc Right/Item & Desc	The F2=DESC LEFT / F2=DESC RIGHT / F2=ITEM & DESC function key displays only if you selected not to display both description lines [as selected in System Options Maintenance (MENU XAFILE) or as selected with the F24=DOUBLE LINE / F24=SINGLE LINE non-displayed function key].
	If the key displays as follows:
	• F2=DESC LEFT, press to show the "left window" of the item description starting with the left-most word in the description.
	• F2=DESC RIGHT, press to show the "right window" of the description so the last word in the description appears at the end of the description field. The left and right windows will be the same if the entire description can fit on the screen.
	• F2=ITEM & DESC, press to show the complete item number and as much of the description as will fit (two blanks separate the fields.) The item number displays in high intensity.
F4=Cst U/M/Buy UM	This key performs as a 2-way toggle to display either the quantity of the item in the costing unit of measure or buying unit of measure. This allows you to see a direct correlation between the U/M and quantity values in which an item was purchased from a vendor, and the costing values of that item. Quantity values for each item that make up the selected receipt are displayed on this screen in the appropriate U/M.
	If the key displays as follows:
	• F4=CST U/M, press to display the quantity of the item in its costing unit of measure.
	• F4=BUY U/M, press to display the quantity of the item in its buying unit of measure.
F5=Mfg/Our Item Number	The F5=MFG ITEM NUMBER / F5=OUR ITEM NUMBER function key performs as a 2-way toggle to display either the manufacturer's item number or your item number ("our" item number).
	If the key displays as follows:
	• F5=MFG ITEM, press to display the item number used by the manufacturer for this item (if the item number is displayed). (Refer to the F2 function key description.)
	• F5=OUR ITEM, press to display the item number used by your organization for each item receipt (if the item number is displayed).
F6=Locate	Press F6=LOCATE after keying an item number in the **Mfg Item Locate** or **Our Item Locate** fields to locate the selected item number at the top of the screen.

Receipt Validation Screen Fields and Function Keys

Field/Function Key	Description
F9=Active/All/Deleted	The F9=ACTIVE / F9=ALL / F9=DELETED function key performs as a 3-way toggle. Press this key to display active, all, or removed line item receipts. The status (active/deleted/all) of the line item receipts shown displays in the (**Status**) field.
	If this key displays as follows:
	• F9=ACTIVE, all line item receipts display and "All" appears in the upper right corner.
	• F9=ALL, deleted line item receipts only display and "Deleted" appears in the upper right corner.
	• F9=DELETED, active line item receipts only display and "Active" appears in the upper right corner.
F10=End	Press F10=END to end receipt validation. The End Validation Screen (p. 4-52) will appear.
F11=Local Curr/ Trading Curr	This key only displays when International Currency is installed and only if the trading currency of the vendor you have selected is different from the company's local currency.
	Press F11=LOCAL CURR / F11=TRADING CURR to toggle between displaying the total values for the invoiced line items, invoice and voucher amounts, and the amount of the difference between the invoice and voucher amounts in the company's local currency or in the vendor's trading currency.
	Press F11=LOCAL CURR to display the PO values and invoice, voucher, and difference amounts in the company's local currency. The symbol for the company's local currency will appear to the right of the **Inv** field.
	Press F11=TRADING CURR to display the total values for the invoiced line items and invoice, voucher, and difference amounts in the vendor's trading currency. The symbol for the vendor's currency will appear to the right of the **Inv** field.
F24=Double Line / F24=Single Line	F24=DOUBLE LINE / F24=SINGLE LINE is non-display.
	Press F24=DOUBLE LINE / F24=SINGLE LINE to toggle between double line mode and single line mode. The default mode of this screen is based on the selection to **Show 2nd Desc Line** as determined in System Options Maintenance (MENU XAFILE).
	In single line mode, the initial display shows the item number field based on the **Longest Item Length** field specified in System Options (MENU XAFILE) followed by the beginning of the item description.
	In double line mode, the two lines of item description are displayed below the full display of the item number field.

Receipt Validation Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press ENTER after keying an option in the **Op** field.
	If you selected a line item to:
	• Delete (D) or Restore (R), pressing ENTER updates the current screen accordingly.
	• Change (C), pressing ENTER displays the Receipt Validation Line Item Receipt Change Screen (p. 4-46).
	• Review its history (H), pressing ENTER displays the Transaction History Detail Screen of the Item Inquiry (MENU IAMAIN). Refer to the Inventory Accounting User Guide for more information.
	• View any order/item comments (M) for the line item you select, if comments were entered for that particular line during Purchase Order Entry, pressing ENTER displays the Purchase Order Item/Order Comments Screen (p. 4-50).

Receipt Validation Line Item Receipt Change Screen

```
                            RECEIPT VALIDATION              ALL
Op Our Item No/Desc                      Quantity            Value  C
_  A120 Sharp Super Sensitive Fax Paper 6+    400.000  CAS    39,600.00
C  A130 Sharp Extra Sensitive Fax Paper 4+    100.000  CAS    15,800.00




                                                              Last
Chg:  2    Item: A130 Sharp Extra Sensitive Fax Paper 4+

No Chg:   .. (Y, ) Inv Qty        Inv Val          Rec Qty       Rec Val
Cmplt:    ..   ....100.000 . _ .............US$      100.000      15800.00

                                        F2=Receipts Cmnts      F12=Return
```

This screen appears after you select a line item to change from the Receipt Validation Screen (p. 4-39). Use this screen to change information for a receipt line item.

Receipt Validation Line Item Receipt Change Screen Fields and Function Keys

Field/Function Key	Description
Chg	The line number, from the Receipt Validation Screen (p. 4-39), of the line item receipt being changed. Display
Item	The item number and description for the line item receipt being changed. Display
No Chg	Use to indicate if this is a no charge item. A no charge item is simply an item that is received but not billed. Key Y if this item is a no charge item. This marks the pending receipt as "no charge" to ensure that it will not be considered for receipt validation. Leave this field blank if this item is not a "no charge" item. *Default Value:* Blank *Valid Values:* Blank, Y (A 1) Optional

Receipt Validation Line Item Receipt Change Screen Fields and Function Keys

Field/Function Key	Description
Inv Qty	Use this field to change the received (invoiced) quantity displayed on the Receipt Validation Screen (p. 4-39). Note that the value in the receipt quantity (**Rec Qty**) field on this screen will not be updated. Also note that the value keyed in this invoice quantity field cannot be greater than that keyed in the **Rec Qty** field.
	Key an invoice quantity in this field if different than the default (the receipt quantity).
	If the validation is indicated as complete (refer to the **Complete** field description), and there is a difference between the invoice quantity (**Inv Qty***)* and the receipt quantity (**Rec Qty***)*, the difference will be included in the Quantity Variance Report (p. 4-58). This report will print at the end of the validation process, after completing activities on the End Validation Screen (p. 4-52) and pressing F13=CREATE VOUCHER to create a voucher.
	(N 11,2) Required
Inv Val	Use this field to key the invoice amount for this line item if it is different than the receipt value. The received (invoiced) value displayed on the Receipt Validation Screen (p. 4-39) updates to reflect the value keyed in this field.
	A cost variance warning is issued when a line item's cost is changed, and the variance between the invoice amount and the receipt amount exceeds either the **Cost Variance Warning Percent** or the **Cost Variance Warning Value** set in Purchasing Options Maintenance (MENU XAFILE). Additionally, if there is a **PO-AP Hold Code** specified in Purchasing Options Maintenance, the voucher you create will automatically be put on hold with that hold code. To release the voucher from hold, you must be authorized as defined for the **Allow the Release of Vouchers on Variance Hold** action authority through Application Action Authority Maintenance (MENU XASCTY).
	NOTE: If a line item has a negative value, indicating a return, you can only enter a negative invoice amount in this field. Similarly, if the line item has a positive receipt value (PO), you can only enter a positive invoice amount in this field.
	Use this field to key the invoice amount for this line item if it is different from the receipt value.
	When International Currency is installed, key the invoice amount for this line item in the vendor's currency. The local equivalent field displays only if the trading currency is different from the company's local currency.
	Key the invoice amount for this line item.
	(N 13,2) Optional
Rec Qty	This field displays the number of items received.
	Display

Receipt Validation Line Item Receipt Change Screen Fields and Function Keys

Field/Function Key	Description
Rec Val	This field displays the total value of the items received (cost per item multiplied by the number of items received).
	When International Currency is installed, the total value of the items received displays, in the vendor's currency. The local equivalent displays only if the trading currency is different from the company's local currency.
	Display
Cmplt	Use this field to indicate if the validation for the line item is complete, even if only a partial invoice quantity is entered.
	If the validation is indicated as complete, but there is a difference between the invoice quantity (**Inv Qty**) and the receipt quantity (**Rec Qty**), the Quantity Variance Report (p. 4-58) will print. This report will print at the end of the validation process, after completing activities on the End Validation Screen (p. 4-52) and pressing F13=CREATE VOUCHER to create a voucher.
	Key Y to indicate that this line item is received complete.
	Leave this field blank to indicate that this line item is not received complete.
	Important
	If there is a difference between the invoice and receipt quantities, but this field is left blank to indicate that the line item is not validated as complete, the remaining balance of items will be included in a new record so that future validation of the remaining items may be performed.
	Default Value: Y
	Valid Values: Y, blank
	(A 1) Optional
Taxable	This field appears only if the **Calculate GST for Purchases (Inputs)** field is set to Y through AP Options Maintenance (MENU APFIL2).
	Use this field to specify whether this item is subject to goods and services tax (GST).
	Key Y if this item is subject to GST. GST will be calculated for the item based on the GST rate of the tax body assigned to the vendor.
	Leave this field blank if this item is not subject to GST. GST will not be calculated.
	Default Value: The value specified for the item in the **Tax** field when the requisition was entered through Requisition Entry (MENU POMAIN).
	Valid Values: Y, blank
	(A 1) Optional

Receipt Validation Line Item Receipt Change Screen Fields and Function Keys

Field/Function Key	Description
Crd Alwd	This field appears only if the **Calculate GST for Purchases (Inputs)** field is set to Y through AP Options Maintenance (MENU APFIL2).
	Use this field to specify whether tax credit is allowed for GST assessed on this item. The tax amount will post to different General Ledger accounts based on your response.
	Key Y if GST tax credit is allowed for this item.
	Leave this field blank if GST tax credit is not allowed for this item.
	Default Value: Y
	Valid Values: Y, blank
	(A 1) Optional
F2=Receipts Cmnts	The F2=RECEIPTS CMNTS function key allows for the editing of receipt comments associated with the selected line item on the selected PO.
	Press F2=RECEIPTS CMNTS to display the I/A Receipt Comment Maintenance Screen. Refer to Enter or Change Receivers or PO Receipts (MENU POMAIN) in the Purchasing manual for more information regarding this screen and any subsequent screens that may follow from it.
F12=Return	Press F12=RETURN to return to the previous screen without making any changes to the selected line item receipt. The Receipt Validation Screen (p. 4-39) will appear.
Enter	Press ENTER to update the selected line item receipt with the entries keyed on this screen. The Receipt Validation Screen (p. 4-39) will appear.

Purchase Order Item/Order Comments Screen

```
ORDER COMMENTS              PO No:  100112    SHARP INTERNATIONAL VENDOR

 Item No                    Description                     Quantity
_A110                       Sharp Copier                    100.000
                            Model Z-57
  Print
    P       Please inform us A.S.A.P. if you must backorder.




                                                                 Last
              F5=Item Comments                         F12=Return
```

This screen appears after you select a line item to view order/item comments, if any, from the Receipt Validation Screen (p. 4-39). Use this screen to view any order/item comments for the line item you selected, if comments were entered for that particular line during Purchase Order Entry. This screen initially displays the specific item comments that were associated with that Purchase Order line. To display order comments that exist for the entire Purchase Order, press F5=ORDER COMMENTS.

All fields on this screen are display only.

Purchase Order Item/Order Comments Screen Fields and Function Keys

Field/Function Key	Description
Item No	The item number in this purchase order.
Description	The description of the item number.
Quantity	The received quantity of the item.
Print / (Comment)	The print code regarding the specific documents where the order/item comments were output to, followed by the order/item comments.

Purchase Order Item/Order Comments Screen Fields and Function Keys

Field/Function Key	Description
F5=Order Comments/ F5=Item Comments	Press the F5=ORDER COMMENTS / F5=ITEM COMMENTS toggle key to display specific item comments that were associated with the particular Purchase Order line or to display order comments that exist for the entire Purchase Order. The top left of the screen displays ITEM COMMENTS or ORDER COMMENTS in reverse image to notify you what comments you are viewing.
F12=Return	Press F12=RETURN to return to the Receipt Validation Screen (p. 4-39).

End Validation Screen

```
                        END VALIDATION

        Co:  1  A & C Office Supply
        Vendor: 100      SHARP INTERNATIONAL




        Invoice Amt:            1,000.00  US$

        Receipts:              55,400.00
        Landing Cst:                 .00
        Misc Chgs:                   .00  <--Adjust: _ ............00.
        Voucher Amt:           55,400.00


        Difference:            54,400.00-




        ████ 411: Total Charges entered does not equal Invoice Amount ████

 F2=Receipts    F10=New PO    F5=Lnd Cst    F13=Create Voucher    F24=Cancel
```

This screen appears after you press F10=END from the Receipt Validation Screen (p. 4-39). Use this screen to change the miscellaneous charges amount, if needed, and to confirm receipt validations.

> NOTE: This screen also may be accessed from Pre-Receipt Inv Validation (MENU APMAIN), with minor differences. Those differences are described here.

End Validation Screen Fields and Function Keys

Field/Function Key	Description
Currency	This field only displays when International Currency is installed and only for those vendors whose trading currencies are different from the company's local currency.
	The currency code and description for the vendor's currency, if the currency is not the same as the company's local currency.
	Display
Invoice Amt	The amount of the invoice for this receipt validation. This amount was keyed on the AP-PO Landing Validation Screen (p. 4-60).
	When International Currency is installed, this field may be toggled with the F11=LOCAL CURR / F11=TRADING CURR key to display the invoice amount for the receipt in the vendor's trading currency (with the currency symbol for the trading currency displayed to the right) or in the company's local currency (with the local currency symbol displayed to the right.).
	Display

End Validation Screen Fields and Function Keys

Field/Function Key	Description
GST Amount	This field appears only if the **Calculate GST for Purchases (Inputs)** field is set to Y through AP Options Maintenance (MENU APFIL2) and the **Goods/ Services Tax** field is set to Y through Tax Body Maintenance (MENU OEFILE or MENU ARFILE) for the tax body assigned to the vendor through Vendors Maintenance (MENU POFILE) or the vendor/warehouse through Vendor/Warehouse Assignments Maintenance (MENU POFILE).
	This field displays the total amount of GST calculated for taxable line items during receipt validation.
	Display
Receipts	The total amount of receipts selected for this voucher. This amount is determined by the line item receipts for the PO or receiver.
	NOTE: If the receipt value is negative, the Purchases Returns Clearing Account will be retrieved. Otherwise, the Purchases Clearing Account will be retrieved. Accounts are specified in the G/L Interface. Refer to the General Ledger Interface manual for details.
	When International Currency is installed, this field may be toggled with the F11=LOCAL CURR / F11=TRADING CURR key to display the total amount of receipts for this voucher in the vendor's trading currency or in the company's local currency.
	Display
Landing Cst	The total amount of landing costs identified for this voucher. This is a combination of all landing costs for each line item included in the voucher.
	When International Currency is installed, this field may be toggled with the F11=LOCAL CURR / F11=TRADING CURR key to display the total amount of landing costs identified for this voucher in the vendor's trading currency or in the company's local currency.
	Display
Misc Chgs	This field does not display when this screen is accessed from Pre-Receipt Inv Validation (MENU APMAIN).
	The total amount of miscellaneous charges (i.e., non-item charges) for this voucher. You may change this amount using the **Adjust** field.
	When International Currency is installed, this field may be toggled with the F11=LOCAL CURR / F11=TRADING CURR key to display the total amount of miscellaneous charges for this voucher in the vendor's trading currency or in the company's local currency.
	Display

End Validation Screen Fields and Function Keys

Field/Function Key	Description
Adjust	This field does not display when this screen is accessed from Pre-Receipt Inv Validation (MENU APMAIN).
	To change the amount in the **Misc Chgs** field, key the new amount in this field and press ENTER.
	NOTE: If you wish to use the F13=CREATE VOUCHER key to create a voucher from this screen, the total amount of the invoice (**Invoice Amt**) plus any additional charges (for example, GST) must match the voucher (**Voucher Amt**). When the two are equal, the difference will reflect zero. To make the totals equal and therefore the **Difference** field reflect 0, key an adjustment amount in this field, negative or positive, as applicable.
	When International Currency is installed, this field will not display if the vendor you selected uses a trading currency different from the company's local currency and you selected to display local equivalent values by pressing the F11=LOCAL CURR / F11=TRADING CURR key. Using the vendor's currency, key the new amount in this field and press ENTER.
	(N 15,2) Optional
Voucher Amt	The total amount of the voucher to be created (i.e., the value of the receipts plus miscellaneous charges and GST.)
	One voucher transaction is created for each Purchases Clearing Account updated. Purchases Clearing Accounts are specified in the G/L Interface. Refer to the General Ledger Interface manual for details.
	When International Currency is installed, this field may be toggled with the F11=LOCAL CURR / F11=TRADING CURR key to display the total amount of the voucher to be created in the vendor's trading currency or in the company's local currency.
	Display

End Validation Screen Fields and Function Keys

Field/Function Key	Description
Difference	The difference between the invoice amount plus any additional charges (for example, GST) and the voucher amount for this voucher.
	You can resolve the difference by changing the invoice amount or for one or more line items on the Receipt Validation Screen (p. 4-39). You cannot change the calculated GST; however, you can change whether tax should be calculated for the item.
	If the amount in this field exceeds the **Cost Variance Warning Percent** or **Cost Variance Warning Value** set up through Purchasing Options Maintenance (MENU XAFILE), you will see a warning. Additionally, if there is a **PO-AP Hold Code** specified through Purchasing Options Maintenance, the voucher you create will automatically be put on hold with that hold code. Only the authorized users specified in Purchasing Options Maintenance are allowed to release the voucher from hold.
	NOTE: If you wish to use the F13=CREATE VOUCHER key to create a voucher from this screen, the total amount of the invoice (**Invoice Amt**) plus any additional charges (for example, GST) must match the voucher *(**Voucher Amt**).* When the two are equal, the difference will reflect zero. To make the totals equal and therefore the **Difference** field reflect 0, key an adjustment amount in the **Adjust** field, negative or positive, as applicable.
	When International Currency is installed, this field may be toggled with the F11=LOCAL CURR / F11=TRADING CURR key to display the difference between the invoice amount and voucher amount in the vendor's trading currency and in the company's local currency.
	Display
F2=Receipts	This function key displays only if a PO number was entered on the AP-PO Landing Validation Screen (p. 4-60) or selected from the Pending Receipts Search Screen (p. 4-33).
	Press F2=RECEIPTS to return to the Receipt Validation Screen (p. 4-39).
F5=Lnd Cst	NOTE: Landing costs can be utilized only if Purchasing is installed.
	Press F5=LND CST to display the AP-PO Landing Validation Screen (p. 4-60) to review and validate landing costs.
F10=New PO	Press F10=NEW PO to perform receipt validation for a new purchase order. The AP-PO Landing Validation Screen (p. 4-60) will appear.

End Validation Screen Fields and Function Keys

Field/Function Key	Description
F11=Local Curr / Trading Curr	The F11=LOCAL CURR / F11=TRADING CURR function key only displays when International Currency is installed and only if the trading currency of the vendor whose receipts you are validating is different from the company's local currency.
	Press F11=LOCAL CURR / F11=TRADING CURR to toggle between displaying the invoice, receipts, landing costs, miscellaneous charges, voucher and difference amounts in the company's local currency and displaying these amounts in the vendor's trading currency.
	Press F11=LOCAL CURR to display amounts in the company's local currency. The symbol for the company's local currency will appear to the right of the **Invoice Amt** field.
	Press F11=TRADING CURR to display amounts in the vendor's trading currency. The symbol for the vendor's currency will appear to the right of the **Invoice Amt** field.
F13=Create Voucher/ Next Voucher	If you accessed this screen through this menu option, this function key displays as F13=CREATE VOUCHER. Press F13=CREATE VOUCHER to create a voucher after you have modified and verified the selected receipts. If any differences between the receipt quantity and the inventory quantity exist, and the line items were validated as complete, the Quantity Variance Report (p. 4-58) will print. The Voucher Header Screen (p. 4-80) will appear.
	The voucher is created in the current voucher group. The receipts from which the voucher is created are marked as being "vouchered" (i.e., a voucher has been created for those receipts) in Purchasing.
	The Purchase Clearing Account and Purchase Price Variance Account for each item are updated accordingly in General Ledger (G/L). For each account updated, a separate voucher transaction is created; these transactions are posted in G/L when this voucher group is posted (if you are interfaced to G/L). Also, if the receipt value is negative, the Purchases Returns Clearing Account will be retrieved. Refer to the General Ledger Interface manual for details.
	If you accessed this screen through Pre-Receipt Inv Validation (MENU APMAIN), this function key displays as F13=NEXT VOUCHER. Press F13=NEXT VOUCHER to select another pre-receipt invoice for validation. The Pre-Receipt Invoices List Screen (p. 14-9) will appear.
F24=Cancel	Press F24=CANCEL to cancel this receipt validation process. Press F24=CANCEL a second time to verify the cancellation.
	If you accessed this screen through this option, the Voucher Entry Selection Screen (p. 4-8)will appear.
	If you accessed this screen through Pre-Receipt Inv Validation (MENU APMAIN), the AP-PO Receipt Validation Screen (p. 4-28) will appear.

End Validation Screen Fields and Function Keys

Field/Function Key	Description
Enter	If you keyed an amount in the **Adjust** field, press ENTER to update the **Misc Chgs** and the **Difference** fields.

Quantity Variance Report

This report prints for all differences between quantities received and quantities invoiced, if the applicable line items have been validated as "complete" on the Receipt Validation Line Item Receipt Change Screen (p. 4-46). All Quantity Variance Reports should be kept as a record of partial receipts flagged as completely validated.

For a description of the fields on this screen, review the Receipt Validation Line Item Receipt Change Screen (p. 4-46).

Quantity Variance Report

Report/Listing Fields	Description
Co	The company associated with this voucher.
Voucher	The voucher number assigned for this receipt's invoice.
Vendor	The vendor from whom the item was purchased.
PO No	The purchase order number who's receipt is being validated.
Item / Description	The item number and description in this purchase order.
Receipt Qty	The received quantity being vouchered.
Receipt Value	The extended cost of the received quantity.
Override Qty	The override quantity being vouchered as keyed in the invoice quantity (**Inv Qty**) field on the Receipt Validation Line Item Receipt Change Screen (p. 4-46).
Override Value	The extended cost of the override quantity as keyed in the invoice value (**Inv Val**) field on the Receipt Validation Line Item Receipt Change Screen (p. 4-46).
Variance Qty	The difference between the receipt quantity and the override quantity.

Quantity Variance Report

Report/Listing Fields	Description
Variance Value	The difference between the receipt value and the override value.

AP-PO Landing Validation Screen

```
                    AP-PO LANDING VALIDATION

            Co:  1  A & C Office Supply
        Vendor: IC3000    SAUERKRAUT PRODUCTS
      Currency: GDM       German Deutschemark
                  Invoice Amt:          100,000.00  DM#
                  Voucher Amt:              765.08
                   Difference:           99,234.92

                  WH?           1.  Hartford, CT

                  Lnd Cst No:   ..   1-Freight
                                     2-Handling Fees
                                     3-Broker Fees
                                     4-Duty


                  Lnd Ref No:  ..........



                    F11=Local Curr      F10=End      F12=Return
```

This screen appears after you press F5=LND CST on the End Validation Screen (p. 4-52). Use this screen to validate accrued landing costs incorporated in this voucher against the voucher amounts.

Using this screen determines which landing costs (which landing type and for which warehouse) will be validated by this voucher. Selecting a specific type of landing cost will display all unvouchered landing costs of that type for this voucher.

> NOTE: When International Currency is installed, the landing validation process will perform all validation processing changes in the currency of the vendor being processed.

AP-PO Landing Validation Screen Fields and Function Keys

Field/Function Keys	Description
Co	The company number and name associated with this voucher.
Vendor	The vendor number and name for the invoice being validated.
Currency	This field only displays when International Currency is installed and only for those vendors whose trading currencies are different from the company's local currency. The currency code and description for the trading currency, if the vendor's currency differs from the company's local currency. Display

AP-PO Landing Validation Screen Fields and Function Keys

Field/Function Keys	Description
Invoice Amt	The invoice amount for this receipt, as identified on the End Validation Screen (p. 4-52).
	When International Currency is installed, this field may be toggled with the F11=LOCAL CURR / F11=TRADING CURR key to display the invoice amount for the receipt in the vendor's trading currency or in the company's local currency with the local currency symbol displayed to the right.
	Display
Voucher Amt	The voucher amount (the total amount of the receipt and miscellaneous charges) as identified on the End Validation Screen (p. 4-52). One voucher transaction is created for each purchase account updated. Purchase accounts are specified in the G/L Interface. Refer to the General Ledger Interface manual for details.
	When International Currency is installed, this field may be toggled with the F11=LOCAL CURR / F11=TRADING CURR key to display the total amount of the voucher in the vendor's trading currency or in the company's local currency.
	Display
Difference	The difference between the invoice and the voucher amount are also displayed as identified on the End Validation Screen (p. 4-52).
	When International Currency is installed, this field may be toggled with the F11=LOCAL CURR / F11=TRADING CURR key to display the difference between the invoice amount and voucher amount in the vendor's trading currency or in the company's local currency.
	Display
WH	Key the Warehouse ID to indicate the warehouse for which landing costs are to be validated.
	(N 2,0) Required
Lnd Cst No	Use this field to indicate the landing costs which will be validated (landing cost 1 through landing cost 6, as applicable).
	Key the number associated with the desired landing cost and press ENTER to display a list of currently unvouchered landing costs of that type. The Unvouchered Unvouchered Landing Costs Screen (p. 4-63) will appear.
	(N 1,0) Required

AP-PO Landing Validation Screen Fields and Function Keys

Field/Function Keys	Description
Lnd Ref No	Use this field to specify a landing cost reference to limit the display on the Quantity Variance Report (p. 4-58) to those costs associated with that reference.
	For example, if, for Receiver 100100, you keyed a reference of UPS (to indicate United Parcel Service) next to a freight landing cost while performing Enter or Change Receivers or PO Receipts (MENU POMAIN), you could key UPS in this field. This would limit the display on the Unvouchered Landing Costs Screen to only those associated with UPS, such as Receiver 100100. The use of references assists when matching landing cost amounts to the correct landing cost invoices by helping to associate the two.
	(A 10) Optional
F10=End	Press F10=END to display the End Landing Validation Screen (p. 4-77).
F11=Local Curr/ Trading Curr	The F11=LOCAL CURR / F11=TRADING CURR function key only displays when International Currency is installed and only if the trading currency of the vendor whose landing costs you are validating is different from the company's local currency.
	Press F11=LOCAL CURR / F11=TRADING CURR to toggle between displaying the invoice, voucher and difference amounts in the company's local currency and displaying these amounts in the vendor's trading currency.
	Press F11=LOCAL CURR to display amounts in the company's local currency. The symbol for the company's local currency will appear to the right of the **Invoice Amt** field.
	Press F11=TRADING CURR to display amounts in the vendor's trading currency. The symbol for the vendor's currency will appear to the right of the **Invoice Amt** field.
F12=Return	Press F12=RETURN to return to the previous screen without making any selections on this screen.
Enter	Keying a landing cost number in the **Lnd Cst No** field and pressing ENTER will display the Unvouchered Landing Costs Screen (p. 4-63).

Unvouchered Landing Costs Screen

```
 WH: 1                  UNVOUCHERED LANDING COSTS         Freight
                 Vendor: 100      SHARP INTERNATIONAL

 Opt  Co  PO No   Rec Date          Tot LC Amt  Receiver  Reference  Sel FOB
  _    1  100026  12/19/07              87.00        1
  _    1  S00091  12/29/07              11.00       RW1
  _    1  100027  12/29/07              45.09       RW1
  _    1  100047   1/21/08             632.00
  _    1  100051   1/28/08           3,840.35
  _    1  100117   2/04/08           1,896.06
  _    1  100121   2/04/08             177.94
  _    1  100123   2/22/08           1,896.06
  _    1  100137   2/22/08             431.04
  _    1  100140   2/22/08             862.08
  _    1  100149   3/22/08              12.38


                                    9,891.00   Inv:           1,000.00  US$
              PO: .......   Receiver: .........  Vch:         55,400.00
                            Reference: ..........  Diff:       54,400.00-
 Opt: S=Select
      R=Remove      F10=End                        F12=Return    F15=Sel All
```

This screen appears after you make a landing cost selection and press ENTER on the AP-PO Landing Validation Screen (p. 4-60). Each transaction that displays is a summary of all line items in that transaction. Use this screen to select receipt transactions for which landing costs are to be validated. Or, use this screen to remove a receipt transaction from the voucher being entered.

When International Currency is installed, the purchase orders will only display when the currency of the vendor matches the landing cost currency code.

Unvouchered Landing Cost Screen Fields and Function Keys

Field/Function Key	Description
(Landing Cost)	This field indicates the landing cost selected in the **Lnd Cst No** field on the previous screen. Landing costs being used are determined through Warehouse Numbers Maintenance (MENU IAFILE) in Inventory Accounting. Related account information for landing costs is defined through G/L Transfer Definition (MENU GLXFER) in General Ledger. The formulas for calculating landing costs are defined for a vendor (and optionally a warehouse) through Landing Factors Maintenance (MENU POFILE). Finally, landing costs are assigned to an item through Vendor/Item Information Maintenance (MENU POFILE) in Purchasing. Display

Unvouchered Landing Cost Screen Fields and Function Keys

Field/Function Key	Description
Currency	This field only displays when International Currency is installed and only for those vendors whose trading currencies differ from the company's local currency.
	The currency code and description for the trading currency, if the vendor's currency differs from the company's local currency.
	Display
Opt	Use this field to select (or remove) one of the displayed receipt transactions to validate its landing costs. If a receipt transaction is selected, all line items belonging to that receipt transaction will be selected as complete, and added to the total landing cost to be validated.
	Key S next to one or more receipt transactions to validate the landing costs for all the line items within those transactions. The Landing Validation Screen (p. 4-67) will appear.
	Key R to remove a transaction from this landing cost validation process.
	NOTE: Lines marked with R will be removed from the current processing activities, but may again be selected for voucher processing at another time. The **Tot LC Amt** displayed is reduced by the amount removed.
	Valid Values: S or R
	(A 1) Optional
Co	The company number associated with the purchase order.
	Display
PO No	The original purchase order number.
	Display
Rec Date	The date on which the goods/services for the purchase order were received.
	Display
Tot LC Amt	The total value of the line items in the transaction.
	Display
Receiver	The receiver incorporating the receipt, if applicable.
	Display
Reference	The reference number associated with the keyed landing costs.
	Display
Sel	The selection code. This displays Y if the receipt was selected for landing cost validation.
	Display
FOB	The FOB Code from the purchases order header.

Unvouchered Landing Cost Screen Fields and Function Keys

Field/Function Key	Description
PO	Key a valid purchase order number to limit the display of receipt transactions on this screen to only those that are affiliated with that purchase order. Leave this field blank to include receipt transactions associated with all purchase orders. (A 6) Optional
Receiver/Reference	Key a valid **Receiver** number and/or a **Reference** to limit the display of receipts on this screen to only those that are affiliated with that receiver or that reference. Leave this field blank to include receipt transactions associated with all receivers and references. (A 8/A 10) Optional
Inv	The invoice amount for this receipt, previously keyed. When International Currency is installed, this field may be toggled with the F11=LOCAL CURR / F11=TRADING CURR key to display the invoice amount for the receipt in the vendor's trading currency or in the company's local currency with the local currency symbol displayed to the right. Display
Vch	The voucher amount (the total amount of the receipt and miscellaneous charges). When International Currency is installed, this field may be toggled with the F11=LOCAL CURR / F11=TRADING CURR key to display the total amount of the voucher in the vendor's trading currency or in the company's local currency. Display
Diff	The difference between the invoice and the voucher amount. When International Currency is installed, this field may be toggled with the F11=LOCAL CURR / F11=TRADING CURR key to display the difference between the invoice amount and voucher amount in the vendor's trading currency or in the company's local currency. Display
F10=End	Press F10=END to end the landing cost validation process and display the End Validation Screen (p. 4-52).

Unvouchered Landing Cost Screen Fields and Function Keys

Field/Function Key	Description
F11=Local Curr/ Trading Curr	The F11=LOCAL CURR / F11=TRADING CURR function key only displays when International Currency is installed and only if the trading currency of the vendor whose landing costs you are validating is different from the company's local currency.
	Press F11=LOCAL CURR / F11=TRADING CURR to toggle between displaying the invoice, voucher and difference amounts in the company's local currency or in the vendor's trading currency.
	Press F11=LOCAL CURR to display amounts in the company's local currency. The symbol for the company's local currency will appear to the right of the `Inv` field.
	Press F11=TRADING CUR to display amounts in the vendor's trading currency.
F12=Return	Press F12=RETURN to return to AP-PO Landing Validation Screen (p. 4-60).
F15=Sel All	Press F15=SELECT ALL to select all receipt transactions for landing cost validation.
Enter	Press ENTER to confirm your selection. The Landing Validation Screen (p. 4-67) will appear for the selected receipt transactions.

Landing Validation Screen

```
WH: 1                    LANDING VALIDATION  Inv:           1,000.00
                              Freight        Vch:          55,487.00
                                             Diff:         54,487.00-
Opt  Our Item                        Qty           LC Amt         Inv Amt
 _  A100                        4.000 EA            32.00           32.00
 .. A110                        5.000 EA            55.00           55.00




          Opt:  D=Delete    H=History                    87.00
                R=Restore   X=Sel for Dist                          87.00

      F2=Dtl/Sum    F5=Mfg Itm    F9=New PO    F10=End   F15=Sel All   F16=Del All
```

This screen appears after you select receipt transactions from the AP-PO Landing Validation Screen (p. 4-60). Use this screen to validate landing costs for the selected transaction line items. From this screen, you can

- delete a line from the screen to omit it from further processing (and, if you make a mistake, you can restore it to this screen)

- display inventory transaction history for a specific transaction

- change the status and landing cost amount for a specific transaction

- provide an override landing cost amount to distribute to several transaction lines

Landing Validation Screen Fields and Function Keys

Field/Function Key	Description
Currency	This field only displays when International Currency is installed and only for those vendors whose trading currency differ from the company's local currency.
	The currency code and description for the trading currency, if the vendor's currency differs from the company's local currency.
	Display

Landing Validation Screen Fields and Function Keys

Field/Function Key	Description
Invoice Amt	The invoice amount for this receipt, previously keyed.
	When International Currency is installed, this field may be toggled with the F11=LOCAL CURR / F11=TRADING CURR key to display the invoice amount for the receipt in the vendor's trading currency or in the company's local currency with the local currency symbol displayed to the right.
	Display
Voucher Amt	The voucher amount (the total amount of the receipt and miscellaneous charges).
	When International Currency is installed, this field may be toggled with the F11=LOCAL CURR / F11=TRADING CURR key to display the total amount of the voucher in the vendor's trading currency or in the company's local currency.
	Display
Difference	The difference between the invoice and the voucher amount.
	When International Currency is installed, this field may be toggled with the F11=LOCAL CURR / F11=TRADING CURR key to display the difference between the invoice amount and voucher amount in the vendor's trading currency or in the company's local currency.
	Display
Opt	Use this field to select one or more line items to delete (and optionally restore again), review history for, or select for landing cost distribution activities.
	Key D to remove a line item from this receipt. The total value seen in the bottom right of the screen is reduced by the amount of the line removed.
	Key H to review the history of a line item in this receipt. The Transaction History Detail Screen of the Item Inquiry (MENU IAMAIN) will appear to present general ledger and I/A transaction comment information. Refer to the Inventory Accounting User Guide for more information.
	Key R to restore a previously removed line item from this receipt. The total value seen in the bottom right of the screen is increased by the amount of the line removed.
	Key X to select several line items to which an overriding landing cost amount will be distributed. After selecting several items with an X and pressing ENTER, the Invoice Amount Distribution Screen (p. 4-71) will appear. From there, you will decide upon the distribution method to be used.
	Valid Values: D, H, R, or X
	(A 1) Optional
Our Item No/Mfg Item No	Our item number (or that of the manufacturer), for the line item on the receipt. Toggle between these two numbers using the F5 function key. Refer to the field description for that function key for details.
	Display

Landing Validation Screen Fields and Function Keys

Field/Function Key	Description
Qty	The quantity received of the line item displayed. Display
LC Amt	The total landing cost dollar value for the line displayed. Display
Inv Amt	The total invoice dollar value for the line displayed. Display
F2=Dtl/F2=Sum	This key is used to toggle the display of the item information. Press F2=SUM to display summary one line or press F2=DTL to display three lines of detail to provide more data about the displayed line items.
F5=Mfg/F5=Our Itm	The F5=MFG ITM / F5=OUR ITM key is used as a toggle to display either the manufacturer's item number or your item number ("our" item number). Press F5=MFG ITM to display the item number used by the manufacturer for this item. Press F5=OUR ITM to display the item number used by your organization for each item receipt.
F9=New PO	Press F9=NEW PO to return to the AP-PO Receipt Validation Screen (p. 4-28) to allow selection of additional receipt transactions.
F10=End	Press F10=END to end landing cost validation. The End Landing Validation Screen (p. 4-77) will appear.
F11=Local Curr/ F11=Trading Curr	This function key only displays when International Currency is installed and if the trading currency of the vendor whose landing costs you are validating is different from the company's local currency. Press F11=LOCAL CURR / F11=TRADING CURR to toggle between displaying the invoice total, voucher total, difference, landing cost amount, invoice amount, and hash total amounts in the company's local currency or in the vendor's trading currency. Press F11=LOCAL CURR to display amounts in the company's local currency. The symbol for the company's local currency will appear to the right of the **Inv** field. Press F11=TRADING CURR to display amounts in the vendor's trading currency.
F15=Sel All	Press F15=SEL ALL to mark all items on the screen for selection. You can then optionally decide to remove one or more of the selection marks to omit desired items from further processing.
F16=Del All	Press F16=DEL ALL to mark all items on the screen for deletion. You can then optionally decide to remove one or more of the deletion marks to include desired items in further processing.

Landing Validation Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press ENTER after keying an option in the **Opt** field.
	If you selected a line item to D to delete or R to restore, the screen will be updated to reflect the changes.
	If you selected a line item with H to review its history, the The Transaction History Detail Screen of the Item Inquiry (MENU IAMAIN) will appear. Refer to the Inventory Accounting User Guide for more information.
	If you selected to distribute a landing cost amount to one or more line items with X, the Invoice Amount Distribution Screen (p. 4-71) will appear.

Invoice Amount Distribution Screen

```
WH: 1              INVOICE AMOUNT DISTRIBUTION  Inv:        1,000.00   DM#
                        Handling Fees           Vch:          294.43
        Currency: GDM German Deutschemark       Diff:         705.57
Our Item                        Qty               LC Amt       Inv Amt
A380                         10.000 EA            220.00        220.00














   Tot Selected:          220.00
   Tot Invoice:    _ .........220.00  Complete: Y  (Y,N)
                            124.46                 F11=Local Curr
            F2=Dtl/Sum      F6=Dist Prop      F9=Dist Even      F10=Update
```

This screen appears after you select to distribute a landing cost amount to one or more line items (**Opt** was marked with X) from the Landing Validation Screen (p. 4-67). This screen allows you to key an override value to be assigned to those items on the screen display.

If only one line was selected for inclusion in this screen, only the F2=DTL / F2=SUM toggle and the F10=UPDATE function keys will appear. These are the only functions needed to update one item.

If more than one line was selected for inclusion in this screen, the F2=DTL / F2=SUM and the F10=CONTINUE function keys will appear instead.

Additionally, two function keys used to determine distribution method will appear: the F6=DIST PROP and the F9=DIST EVEN function keys. Refer to the applicable function key field descriptions for details.

NOTE: When International Currency is installed, distribution processing is performed
using the trading currency amounts.

Invoice Amount Distribution Screen Fields and Function Keys

Field/Function Key	Description
Currency	This field only displays when International Currency is installed and only for those vendors whose trading currency differ from the company's local currency.
	This field displays the currency code and description for the trading currency, if the vendor's currency differs from the company's local currency.
	Display

Invoice Amount Distribution Screen Fields and Function Keys

Field/Function Key	Description
Invoice Amt	The invoice amount for this receipt, previously keyed.
	When International Currency is installed, this field may be toggled with the F11=LOCAL CURR / F11=TRADING CURR key to display the invoice amount for the receipt in the vendor's trading currency or in the company's local currency with the local currency symbol displayed to the right.
	Display
Voucher Amt	The voucher amount (the total amount of the receipt and miscellaneous charges).
	When International Currency is installed, this field may be toggled with the F11=LOCAL CURR / F11=TRADING CURR key to display the total amount of the voucher in the vendor's trading currency or in the company's local currency.
	Display
Difference	The difference between the invoice and the voucher amount.
	When International Currency is installed, this field may be toggled with the F11=LOCAL CURR / F11=TRADING CURR key to display the difference between the invoice amount and voucher amount in the vendor's trading currency or in the company's local currency.
	Display
Our Item No	The item number of the line item displayed.
	Display
Qty	The quantity received of the line item displayed.
	Display
LC Amt	The total dollar value, including landing costs, for the line displayed.
	Display
Inv Amt	The total invoice dollar value for the line displayed.
	Display
Tot Selected	The total dollar invoice amount for those items included on this screen.
	Display

Invoice Amount Distribution Screen Fields and Function Keys

Field/Function Key	Description
Tot Invoice	The total dollar amount of the invoice to be assigned to those items included on this screen. Use this field to review or change the amount in the **Inv Amt** field. The value you key in this field updates the invoice amount in the line or items on this screen.
	If only one line item is on this screen, then any difference between this value and the **Tot Selected** amount value will be assigned to the invoice amount for that line item.
	If more than one line item is included, then any difference between this value and the **Tot Selected** amount value will be distributed to the invoice amounts for all those line items displayed, according to the distribution method selected on this screen.
	NOTE: Refer to the F6=DIST PROP and F9=DIST EVEN function key field descriptions for details about the available distribution methods. If the **Tot Invoice** amount is different from the **Tot Selected** amount, you must press F6=DIST PROP or F9=DIST EVEN to distribute the difference. If you press F10=UPDATE or F10=CONTINUE, no values will be changed.
	When International Currency is installed, this field may not be accessed if F11=TRADING CURR is shown and local equivalent amounts are displayed. Amounts must be displayed in the trading currency and the F11=LOCAL CURR must be shown in order to access this field.
	When changing the invoice amount, BE SURE to enter the new amount in the trading currency.
	Key the new amount or accept the default.
	Default Value: The total invoice amount of the items included on this screen
	(N 15,2) Display/Required

Invoice Amount Distribution Screen Fields and Function Keys

Field/Function Key	Description
Complete	This field is used to update the status of the line(s) displayed on the screen.
	Key Y to mark all line(s) as validated complete. If there is a difference between the landing cost amount and the invoice amount for that line, a Landing Variance transaction will be created. This transaction will utilize the general ledger account number provided for the applicable landing cost [done via G/L Transfer Definition (MENU GLXFER)]. Refer to the General Ledger Interface manual for details.
	Key N to mark the line(s) as partially validated. The remaining amount will be retained for validation at a later time.
	NOTE: If the landing cost amount is greater than or equal to the invoice amount for that line, then the landing cost history for this line item will reflect 0. This entry will also remain available for later validation at which time the invoice amount must be provided.
	Default Value: If all of the lines in the display are Y, then the default is Y; if any one of the lines is N, then the default is N.
	(A 1) Required
F2=Dtl/F2=Sum	The F2=DTL / F2=SUM function key is used to toggle the display of the item information from one line (summary) to three lines (detail) to provide more data about the displayed line items.

Invoice Amount Distribution Screen Fields and Function Keys

Field/Function Key	Description
F6=Dist Prop	The F6=DIST PROP function key displays only if more than one line item is displayed on this screen.
	Press F6=DIST PROP after keying a value in the **Tot Invoice** field to distribute the value proportionately to all line items on the screen. The amount for each line item is calculated as described in the following example:
	Example: :
	Assumption:
	Line item 1 = A120 5.000 CAS @ 40.00
	Line item 2 = A130 5.000 CAS @ 60.00
	Total 100.00
	Process:
	Change the **Tot Invoice** to 110.00. Press F6=DIST PROP. The calculations to modify the line item totals to attain this new total are as follows:
	(40.00 * 110.00) / 100.00 = 44.00
	(60.00 * 110.00) / 100.00 = 66.00
	Results:
	Line item 1 = A120 5.000 CAS @ 44.00
	Line item 2 = A130 5.000 CAS @ 66.00
	Total 110.00
	NOTE: The data will not actually be updated until you confirm your selections with the F10=UPDATE function key which appear specifically for that purpose.

Invoice Amount Distribution Screen Fields and Function Keys

Field/Function Key	Description
F9=Dist Even	The F9=DIST EVEN function key displays only if more than one line item is displayed on this screen.
	Press F9=DIST EVEN after keying a value in the **Tot Invoice** field to distribute the value evenly to all line items on the screen. The amount for each line item is calculated using the new invoice total and the number of lines displayed, as described in the following example:
	Example: :
	Assumption: Line item 1 = A120 5.000 CAS @ 40.00 Line item 2 = A130 5.000 CAS @ 60.00 Total 100.00
	Process: Change the **Tot Invoice** to 110.00. Press F9=DIST EVEN. The calculations to modify the line item totals to attain this new total are as follows: 110.00 / 2(line items) = 55.00(for each line item)
	Results: Line item 1 = A120 5.000 CAS @ 55.00 Line item 2 = A130 5.000 CAS @ 55.00 Total 110.00
	NOTE: The data will not actually be updated until you confirm your selections with the F10=UPDATE function key which appears specifically for that purpose.
F10=Continue/ F10=Update	If more than one line item has been included in this group, this function key is labeled F10=UPDATE. If only one line item has been included in this group, this function key is labeled F10=CONTINUE. Press F10=UPDATE to display distribution values to be entered into the system, ends landing cost distribution activities, and displays the Landing Validation Screen (p. 4-67). Press F10=CONTINUE to ends landing cost distribution activities and displays the Landing Validation Screen (p. 4-67).

End Landing Validation Screen

```
              END LANDING VALIDATION

       Co:  1  A & C Office Supply
   Vendor: IC3000    SAUERKRAUT PRODUCTS
 Currency: GDM       German Deutschemark

            Invoice Amt:          1,000.00  DM#
            Receipts:                74.43
            Landing Cst:            220.00
            Difference:             705.57

                        Accrued              Voucher
 Freight
 Handling Fees           220.00               220.00
 Broker Fees
 Duty
                     _____         _____

                         220.00               220.00


         F11=Local Curr       F5=New Lnd Cst      F10=New PO
```

This screen appears after you press F10=END from either the AP-PO Landing Validation Screen (p. 4-60) or the Landing Validation Screen (p. 4-67). Use this screen to review total information about the accrued and voucher amounts for landing costs validated within this voucher. For the voucher, this screen displays the

- total amount of the invoice.

- total amount of all receipts entered for the voucher.

- amount of all landing costs entered for the voucher.

- dollar amount difference between the **Invoice Amt** and the combined **Receipts** and **Landing Cst** amounts.

End Landing Validation Screen Fields and Function Keys

Field/Function Key	Description
Currency	This field only displays when International Currency is installed and only for those vendors whose trading currencies differ from the company's local currency.
	This field displays the currency code and description for the trading currency, if the vendor's currency differs from the company's local currency.
	Display

End Landing Validation Screen Fields and Function Keys

Field/Function Key	Description
Invoice Amt	The invoice amount for this receipt, previously keyed.
	When International Currency is installed, this field may be toggled with the F11=LOCAL CURR / F11=TRADING CURR key to display the invoice amount for the receipt in the vendor's trading currency or in the company's local currency with the local currency symbol displayed to the right.
	Display
Receipts	The total amount of the receipt transactions selected.
	When International Currency is installed, this field may be toggled with the F11=LOCAL CURR / F11=TRADING CURR key to display the total amount of the receipts in the vendor's trading currency or in the company's local currency.
	Display
Landing Cst	The total landing cost amount of the receipt transactions selected.
	When International Currency is installed, this field may be toggled with the F11=LOCAL CURR / F11=TRADING CURR key to display the total amount of the landing cost in the vendor's trading currency or in the company's local currency.
	Display
Difference	The difference between the invoice and the receipts plus landing cost amounts.
	When International Currency is installed, this field may be toggled with the F11=LOCAL CURR / F11=TRADING CURR key to display the difference field in the vendor's trading currency or in the company's local currency.
	Display
(Landing Costs)	The total landing cost amount (**Landing Cst**) displayed in the summary information is broken down by specific landing costs for review by accrued and voucher amounts.
	Display
F5=New Lnd Cst	Press F5=NEW LND CST to display the AP-PO Landing Validation Screen (p. 4-60) to select a different landing cost.
F10=New PO	Press F10=NEW PO to display the AP-PO Receipt Validation Screen (p. 4-28) to select a different PO for the same landing cost.

End Landing Validation Screen Fields and Function Keys

Field/Function Key	Description
F11=Local Curr/ F11=Trading Curr	The F11=LOCAL CURR / F11=TRADING CURR function key only displays when International Currency is installed and only if the trading currency of the vendor whose landing costs you are validating is different from the company's local currency.
	Press F11=LOCAL CURR / F11=TRADING CURR to toggle between displaying the invoice, receipts, landing costs and difference amounts in the company's local currency or in the vendor's trading currency.
	Press F11=LOCAL CURR to display amounts in the company's local currency. The symbol for the company's local currency will appear to the right of the *Invoice Amt* field.
	Press F11=TRADING CURR to display amounts in the vendor's trading currency. The symbol for the trading currency will appear to the right of the **Invoice Amt** field

Voucher Header Screen

```
Vendor:   IC1000   LITTLE ITALY RESTAURANT SUPPLY          INVOICE ADD
Assign:            LITTLE ITALY RESTAURANT SUPPLY   Co/Voucher:  1 /    2891
Addr 1:   Leaning Tower Office Park West
Addr 2:   345 Michaelangelo Way                   Italian Lira
Addr 3:   District of the Vatican .......  Phone: 111  846-857-9663
Addr 4:   ...................................................  Extn:  102
City:     Rome, Italy ......... St/Prov? .........................
Cntry?    ITA              Zip/Pstl: 12345-3789
Contact:  Maria Cornicelli ............  Inv No:  ...............
Inv Desc: ...................            Inv Amt:  ..................   IT{
Inv Date:  00/00/00                                                    US$
User Area: ..........        PO No:    .........................

Terms:                       Urg Pty:  1
                             Project:  .......... Split Terms Code? S4
Sep Chk:   N  Y,N    Pmt Pty:    2
  Force Dsc:  ..  Y,N,blank   FOB: Delivered to Dock
  Bus Unit?  ...              1099 Req: N Y,N  Tax Id: 1234567890123456
       Co  Div.Account.Sub            Description  1099 Cde? 14 ID Tp: ..
Dft Exp: 01   001.0005500.000 ..............  Miscell. expense account
AP Acct: 01   001.0002000.000 ..............  Accounts Payable
CD Acct: 01   001.0004600.000 ..............  A/P Cash Discounts Taken

          F15=IC Info      F10=End Voucher      F12=Cancel
```

This screen appears after you press ENTER on the Accounts Payable Group Selection Screen (p. 4-6), F13=CREATE VOUCHER on the End Validation Screen (p. 4-52), or F13=CREATE CHARGE BACK VOUCHER/ENTER from the End Drop Ship Receipt Validation Screen (p. 4-135).

Use this screen to key voucher header information.

> NOTE: If no voucher transactions are required for expense accounts other than the default expense account keyed in the **Dft Exp** field, press F10=END VOUCHER from this screen and A/P will automatically add the voucher transaction line for the account and invoice amount.

When creating debit or credit voucher transactions against another invoice, be mindful of any overrides that were created in the original voucher and should be applied to the debit/credit voucher transaction.

Voucher Header Screen Fields and Function Keys

Field/Function Key	Description
Vendor	This field displays the number and name of the vendor associated with the voucher. Display

Voucher Header Screen Fields and Function Keys

Field/Function Key	Description
Assign	The assignee vendor number field appears only if the selected company is set to **Use Assignees** in AP Options Maintenance (MENU APFIL2). Otherwise, the field heading displays as **Payee**.
	Key the assignee for this vendor. Use this field if checks are written to the vendor's assignee, rather than the vendor. The **Payee** name field will change to the assignee vendor's payee name and address fields when the ENTER key is pressed.
	Default Value: The assignee specified for this vendor through Vendors Maintenance (MENU APFILE or MENU POFILE).
	Valid Values: A vendor number specified through Vendors Maintenance (MENU APFILE of MENU POFILE).
	(A 6) Optional
Payee	The **Payee** field heading (instead of the **Assign** field) only appears when the selected company **Use Assignees** field is set to N in AP Options Maintenance (MENU APFIL2).
	The **Payee** field cannot be changed if **Payee Name/Address overrides** is N in AP Options Maintenance (MENU APFIL2).
	Key the name of the payee to be printed on the check.
	During check processing, when multiple vendors with no **Assignee** exist with vouchers, and these vendors have exactly the same payee name and address information, only one check will generate since the same address exists for both the vendor and payee name. To generate separate checks for this example, you can either enter the vendor as assignee to vouchers (if multiple), or use the **Sep Chk** field (if only one voucher), or simply change the name or address slightly so that these vendors can be differentiated and will be sorted to separate checks per vendor.
	Default Value: The name of the assignee specified for this vendor through Vendors Maintenance (MENU APFILE or MENU POFILE). If an assignee is not specified for this vendor, the vendor's name appears.
	(A 30) Required/Display
Co/Voucher	The company number and voucher number selected on the previous screen. If this voucher is being added and the voucher number is automatically assigned, the automatically assigned voucher number is displayed.
	Display
(Currency)	This field only displays when International Currency is installed.
	The **Currency Description** field appears only if the vendor's trading currency is different from the company's local currency.
	The description of the vendor's trading currency appears in this field.
	Display

Voucher Header Screen Fields and Function Keys

Field/Function Key	Description
Addr 1 - Addr 4	These fields cannot be changed if **Payee Name/Address overrides** is N in AP Options Maintenance (MENU APFIL2). You can use the **Addr 4** field only if **Form Type** is 2 in System Options Maintenance (MENU XAFILE). Key the payee's street address, post office box number or other address information except for the city, state/province, country, and zip/postal code which are specified in fields below. *Default Value:* The address of the assignee specified for this vendor through Vendors Maintenance (MENU APFILE or MENU POFILE). If an assignee is not specified for this vendor, the vendor's address appears. (4 @ A 30) Optional\Display
Phone/Extn	These fields cannot be changed if **Payee Name/Address overrides** is N in AP Options Maintenance (MENU APFIL2). In the **Phone** field, key the payee's telephone number, which includes a 3-character country access code followed by the area code and telephone number. For example: 011 (781) 555-1212 In the **Extn** field, key the telephone extension of the contact person specified in the **AP Contact** field. *Default Value:* The phone and extension number of the assignee specified for this vendor through Vendors Maintenance (MENU APFILE or MENU POFILE). If an assignee is not specified for this vendor, the vendor's phone and extension number appears. *Valid Values:* Numerals and the following symbols: - ( ). Blank spaces are allowed between numerals only if **Allow Blank Phone Delimiters** is Y in Systems Options Maintenance (MENU XAFILE). (N 3,0/N 20,0/N 4,0) Optional/Display
City	This field cannot be changed if **Payee Name/Address overrides** is N in AP Options Maintenance (MENU APFIL2). Key the payee's city. *Default Value:* The city of the assignee specified for this vendor through Vendors Maintenance (MENU APFILE or MENU POFILE). If an assignee is not specified for this vendor, the vendor's city appears. (A 20) Optional/Display

Voucher Header Screen Fields and Function Keys

Field/Function Key	Description
St/Prov	This field cannot be changed if **Payee Name/Address overrides** is N in AP Options Maintenance (MENU APFIL2). Key the payee's state or province. *Default Value:* The state or province of the assignee specified for this vendor through Vendors Maintenance (MENU APFILE or MENU POFILE). If an assignee is not specified for this vendor, the vendor's state or province appears. *Valid Values:* A state or province code defined through State/Province Codes Maintenance (MENU OEFIL3) if **Validate State/Province** is Y in Systems Options Maintenance (MENU XAFILE). (A 30) Optional\Display
Cntry	This field cannot be changed if **Payee Name/Address overrides** is N in AP Options Maintenance (MENU APFIL2). Key the payee's country. *Default Value:* The country of the assignee specified for this vendor through Vendors Maintenance (MENU APFILE or MENU POFILE). If an assignee is not specified for this vendor, the vendor's country appears. *Valid Values:* A country code defined through Country Name Maintenance (MENU ARFIL2). (A 3) Optional\Display
Zip/Pstl	This field cannot be changed if **Payee Name/Address overrides** is N in AP Options Maintenance (MENU APFIL2). Key the payee's zip or postal code. *Default Value:* The zip code or postal code of the assignee specified for this vendor through Vendors Maintenance (MENU APFILE or MENU POFILE). If an assignee is not specified for this vendor, the vendor's zip or postal code appears. (A 10) Optional\Display
Contact	The name of the default contact person is displayed. Accept the default or key a different contact person. *Default Value:* The AP contact person for this vendor or assignee assigned in Vendors Maintenance (MENU APFILE). (A 30) Optional

Voucher Header Screen Fields and Function Keys

Field/Function Key	Description
Inv No	This voucher is created for the invoice number keyed in this field.
	Default Value: If viewing a drop ship receipt validation voucher, the number keyed in the **Invoice No.** field on the Drop Ship Receipt Validation Screen (p. 4-129). If viewing a drop ship receipt validation charge back voucher, the number keyed in the **Charge Back No.** field on the End Drop Ship Receipt Validation Screen (p. 4-135).
	(A 15) Required
Inv Desc	A description of the invoice being recorded with this voucher.
	Default Value: If viewing a drop ship receipt validation voucher, the description keyed from the **Invoice Desc** field on the Drop Ship Receipt Validation Screen (p. 4-129). If viewing a drop ship receipt validation charge back voucher, this field will display the phrase C/B FOR; followed by the number keyed in the **Invoice No.** field on the Drop Ship Receipt Validation Screen (p. 4-129) to signify that this is a charge back voucher associated with the vendor's invoice for the drop shipment.
	(A 25) Optional
Inv Amt	The amount of the invoice which is being recorded with this voucher.
	Key the invoice input dollar amount. If you do not key a decimal point, the system assumes whole dollars. Therefore, you must key a decimal point to distinguish between dollars and cents. The system will transpose the amount keyed For example, to enter an amount of
	• $5000.00, key: 5000
	• $100.00, key: 100
	• $50.00, key: 50
	• $50.25, key: 50.25
	For type C invoices (credit), the invoice amount must be a negative value. For type P invoices (pre-receipt), the invoice amount must be a positive value.
	When International Currency is installed, key the invoice amount in the vendor's currency. After you press ENTER, the company's local currency amount will appear beneath this invoice amount and the **Currency Symbol** for the local currency will appear to the right of the local currency amount.
	Default Value: If viewing a drop ship receipt validation voucher, the amount keyed in the **Invoice Amt** field on the Drop Ship Receipt Validation Screen (p. 4-129). If viewing a drop ship receipt validation charge back voucher, the amount displayed in the **Charge Back** field on the End Drop Ship Receipt Validation Screen (p. 4-135).
	(N 15,2) Required

Voucher Header Screen Fields and Function Keys

Field/Function Key	Description
Inv Date	This field is display-only if the **Calculate GST for Purchases (Inputs)** field is set to Y through AP Options Maintenance (MENU APFIL2) and the **Goods/Services Tax** field is set to Y through Tax Body Maintenance (MENU OEFILE or MENU ARFILE) for the tax body assigned to the vendor through Vendors Maintenance (MENU POFILE) or the vendor/warehouse through Vendor/Warehouse Assignments Maintenance (MENU POFILE).
	Key the date of the invoice being recorded with this voucher.
	Default Value: If viewing a drop ship receipt validation voucher or a drop ship receipt validation charge back voucher, the date keyed in the **Invoice Date** field on the Drop Ship Receipt Validation Screen (p. 4-129). If the **Calculate GST for Purchases (Inputs)** field is set to Y through AP Options Maintenance (MENU APFIL2) and this voucher is being created following receipt validation, the date keyed in the Invoice Date field on the AP-PO Receipt Validation Screen (p. 4-28).
	Valid Values: Key the date using the **Default Date Format** for this user, specified through Register User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE).
	(N 6,0) Required/Display
User Area	Key additional information about this voucher.
	(A 10) Optional
PO No	This field is required if a purchase order number is required when creating a voucher for this vendor. This is determined in Vendors Maintenance (MENU APFILE). Otherwise, this field is optional.
	Key the number of the purchase order issued when placing the original order being recorded with this voucher.
	Default Value: If you are creating the voucher following receipt validation, the purchase order number keyed on the AP-PO Receipt Validation Screen (p. 4-28) or selected on the Pending Receipts Search Screen (p. 4-33) appears in this field.
	(A 25) Required/Optional

Voucher Header Screen Fields and Function Keys

Field/Function Key	Description
Due Date	This field does not display if a split terms code is entered in the **Split Terms Code** field on this screen. Additionally, this field will redisplay if the **Split Terms Code** field on this screen is left blank.
	Key the due date for payment of this voucher calculated as the number of payment days plus either the voucher entry date or the invoice date depending on your selection in A/P Options Maintenance (MENU APFIL2). Accept the default, or key a different due date.
	Default Value: The due date as calculated based on the **Pay Days** field in Vendors Maintenance (MENU APFILE).
	Valid Values: Key the date using the **Default Date Format** for this user, specified through Register User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE)
	(N 6,0) Required
Dsc Date	This field does not display if a split terms code is entered in the **Split Terms Code** field on this screen. Additionally, this field will redisplay if the **Split Terms Code** field on this screen is left blank.
	Key the last date on which the cash discount for this voucher is effective. If you leave this field blank and key the number of discount days *(**Dsc Days**)*, the discount date is calculated and displayed in this field.
	Valid Values: Key the date using the **Default Date Format** for this user, specified through Register User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE).
	(N 6,0) Optional
Dsc Days	This field does not display if a split terms code is entered in the **Split Terms Code** field on this screen. Additionally, this field will redisplay if the **Split Terms Code** field on this screen is left blank.
	Key the number of days remaining for which the cash discount associated with this vendor is effective. If this field is blank and you key the discount date *(**Dsc Date**)*, the discount days is calculated and displayed in this field.
	Default Value: The number of discount days for this vendor as keyed in Vendors Maintenance (MENU APFILE)
	(N 3,0) Optional

Voucher Header Screen Fields and Function Keys

Field/Function Key	Description
Terms	This field does not display if a split terms code is entered in the **Split Terms Code** field on this screen. Additionally, this field will redisplay if the **Split Terms Code** field on this screen is left blank.
	The standard payment terms of this vendor. The terms keyed in this field are printed on appropriate documents. Discount calculations are not made from this field.
	Default Value: The terms on the Purchase Order, if you are performing receipt validation and there is only 1 PO for the voucher, or there are multiple POs but they all have the same terms. If there are multiple POs with different terms, or if you are entering miscellaneous vouchers, then this field defaults to the terms for this vendor or assignee as keyed in Vendors Maintenance (MENU APFILE).
	(A 20) Optional
Urg Pty	The urgency priority is similar to payment priority in that it is used to indicate the priority level for making payment to a vendor. It differs in that its value (1,2 or 3) replaces the payment priority on the day of the urgency date.
	For example, assume you have decided to enter a voucher with a payment priority of 2 (medium). Payment is due on March 31st, so you decide to assign the urgency date to April 1st to indicate the voucher is past due. A voucher that is past due should be a higher priority than one that is not. Therefore, an urgency priority of 1 (high) should be chosen to indicate this as a higher priority.
	You may accept the default urgency priority or key a new urgency priority.
	Key 1 if the urgency priority for this vendor is high.
	Key 2 if the urgency priority for this vendor is medium.
	Key 3 if the urgency priority for this vendor is low.
	Default Value: The urgency priority keyed for this vendor through Vendors Maintenance (MENU APFILE).
	Valid Values: 1, 2 or 3
	(N 1,0) Optional

Voucher Header Screen Fields and Function Keys

Field/Function Key	Description
Urg Date	This field does not display if a split terms code is entered in the **Split Terms Code** field on this screen. Additionally, this field will redisplay if the **Split Terms Code** field on this screen is left blank.
	When a payment and urgency priority are specified for a vendor, it is on this date that the value of the urgency priority replaces the payment priority. The urgency date is calculated based on the number of urgency days for this vendor. You may accept the default urgency date or key a new urgency date for this voucher.
	Default Value: The urgency date calculated from the **Urgency Days** keyed in Vendors Maintenance (MENU APFILE)
	Valid Values: Key the date using the **Default Date Format** for this user, specified through Register User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE)/
	(N 6,0) Required
Cash Dsc %	The cash discount percent offered by this vendor. Three decimal places are assumed. This value is used to calculate the discount amount when applicable.
	Default Value: The cash discount percentage keyed in Vendors Maintenance (MENU AFPFILE) for this vendor.
	NOTE: This field does not display if a split terms code is entered in the **Split Terms Code** field on this screen. Additionally, this field will redisplay if the **Split Terms Code** field on this screen is left blank.
	(N 5,3) Optional
Project	The project associated with this voucher. This may be used for job accounting.
	(A 10) Optional

Voucher Header Screen Fields and Function Keys

Field/Function Key	Description
Split Terms Code	If you are using split terms, this field represents the split terms that will be used for splitting this voucher as defined through Split Terms Code (MENU APFIL2). Split terms allow you to split invoice amounts and assign pay days and split payments over a set period of time. Additionally, this field may be changed to another split terms code, if desired. You may also leave this field blank to remove split terms from the voucher being processed.
	Assume the default split terms code.
	Key a new split terms code.
	Leave this field blank to remove split terms from the voucher being processed. The screen will redisplay as normal and split terms will be removed from this voucher.
	Default Value: The default split terms code entered in Vendors Maintenance (MENU APFILE).
	Valid Values: A valid split terms code entered in Split Terms Code Maintenance (MENU APFIL2).
	NOTE: This field displays only if this vendor allows split terms as determined through Vendor Maintenance (MENU APFILE). Additionally, if the **Allow Split Terms** field is left blank in Vendors Maintenance (MENU APFILE), will assume that the vendor does not allow split terms and this field will not display on this screen.
	(A 2) Optional
Sep Chk	Used to specify if this voucher, when paid, should be paid on the same check as any other vouchers for this vendor or on its own check. Accept the default, or key a different value.
	Key Y if a separate check is required for this voucher.
	Key N if a separate check is not required for this voucher.
	Default Value: The separate check code keyed in Vendors Maintenance (MENU APFILE). However, if the vendor is defined as the one time vendor (MENU APFILE), then this field will default to Y and you will not be able to change it.
	(A 1) Required

Voucher Header Screen Fields and Function Keys

Field/Function Key	Description
Pmt Pty	The payment priority used to indicate the priority level for making payments to this vendor. Payment priority can be used in Payment Selection (MENU APCHCK) to select groups of vouchers to be paid.
	If you are using urgency priority (**Urg Pty***)* and urgency date (**Urg Date**), you must select a lower payment priority than the urgency priority.
	For example, if you select an urgency priority of 1 (high), you must select a payment priority of 2 (medium) or 3 (low).
	You may accept the default payment priority or key a different payment priority:
	Key 1 if the payment priority for this vendor is high.
	Key 2 if the payment priority for this vendor is medium.
	Key 3 if the payment priority for this vendor is low.
	Default Value: The payment priority for this vendor keyed in Vendors Maintenance (MENU APFILE).
	Valid Values: 1, 2 or 3
	(N 1,0) Required
Prepaid/Check No/ Check Dt	These fields display only if prepaid invoices are allowed for the identified voucher indicated on the Voucher Group Information Screen (p. 4-13).
	These fields identify whether a check has already been issued for the payment of the displayed invoice.
	If a check has already been issued for this invoice, key Y in the **Prepaid** field and key the applicable check number and date. This date must fall in the same fiscal period as the cash disbursement date entered for this voucher group. This will process the payable and the cash disbursement at the same time (i.e. the voucher will be paid when the group is posted).
	If a check has not already been issued for this invoice, key N in the **Prepaid** field. This voucher is posted as an open payable.
	Valid Values: Key the check date using the **Default Date Format** for this user, specified through Register User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE).
	(A 1/A 9/N 6,0) Optional

Voucher Header Screen Fields and Function Keys

Field/Function Key	Description
Force Dsc	This field displays only when the type of voucher is an INVOICE.
	Use this field to force a cash discount. This means that cash discounts will be assumed even if the cash discount date has passed when payment is made. This is the default for this voucher and may be overridden during Payment Selection Maintenance (MENU APCHCK).
	Key Y to force cash discounts. Cash discounts are taken regardless if the discount date has passed.
	Key N if you do not want to force a cash discount for vouchers in this voucher group. Cash discounts are not taken if the discount date has passed.
	Leave blank if you do not want to force a discount for this voucher. Discounts may be forced during Payment Selection (MENU APCHCK).
	(A 1) Optional
FOB Desc	This field displays the description of the FOB code on the Purchase Order, if you are performing receipt validation and there is only 1 PO for the voucher, or there are multiple POs but they all have the same FOB code
	If there are multiple POs with different FOB codes, or if you are entering miscellaneous vouchers (that is, you are not using receipt validation), then this field displays the description of the FOB code assigned to the vendor through Vendors Maintenance (MENU APFILE).
	Display
Bus Unit	This field appears only if you selected to use business units when selecting A/P Liability and Expense accounts or Purchase Tax Accounts for the G/L Interface through G/L Transfer Definition (MENU GLXFER sub-option T).
	This field is display-only if the **Calculate GST for Purchases (Inputs)** field is set to Y through AP Options Maintenance (MENU APFIL2) and the **Goods/Services Tax** field is set to Y through Tax Body Maintenance (MENU OEFILE or MENU ARFILE) for the tax body assigned to the vendor for whom the voucher is being created.
	Key the business unit to be used when posting to the A/P Liability, A/P Expense, and Purchase Tax Accounts for this voucher.
	Default Value: If the **Calculate GST for Purchases (Inputs)** field is set to Y through AP Options Maintenance (MENU APFIL2) and this voucher is being created following receipt validation, the business unit keyed in the **Business Unit** field on the AP-PO Receipt Validation Screen (p. 4-39) appears in this field.
	Valid Values: A business unit defined through Business Units Maintenance (MENU APFILE or MENU GLXFER).
	(A 2) Optional/Display

Voucher Header Screen Fields and Function Keys

Field/Function Key	Description
1099 Req	Use this field to determine if a 1099 is required for this voucher.
	Key Y if a 1099 is required for this voucher.
	Key N if a 1099 is not required for this voucher.
	Default Value: The value defined in Vendors Maintenance (MENU APFILE).
	(A 1) Optional
Tax Id	The display of this field is based on your authorization to **Allow Access to Federal Tax ID** in Application Action Authority (MENU XASCTY). If you are not authorized, the field will display asterisks. If you are authorized, the un-encrypted federal tax identification code will display.
	This field is display-only if the **Calculate GST for Purchases (Inputs)** field is set to Y through AP Options Maintenance (MENU APFIL2) and the **Goods/Services Tax** field is set to Y through Tax Body Maintenance (MENU OEFILE or MENU ARFILE) for the tax body assigned to the vendor or vendor/warehouse for whom the voucher is being created.
	Key the Tax ID or social security number for the vendor.
	Use this field to determine if a 1099 is required for this voucher.
	NOTE: If you originally leave this field blank in the Vendor Master File, the Tax ID # will need to be keyed for every voucher transaction. At this point in the process, it will not fill in from the Vendor Master File.
	Default Value: The **FED Tax ID** specified for this vendor through Vendors Maintenance (MENU APFILE or MENU POFILE). If the **Calculate GST for Purchases (Inputs)** field is set to Y through AP Options Maintenance (MENU APFIL2) and this voucher is being created following receipt validation, the ID keyed in the **Federal Tax ID** field on the AP-PO Receipt Validation Screen (p. 4-28).
	(A 15) Optional/Display

Voucher Header Screen Fields and Function Keys

Field/Function Key	Description
ID Tp	Use this field to identify the Federal Tax ID Type.
	This field defines the type of taxpayer identification number the value in the `Tax Id` field is. This type is determined by the IRS. Note that this field is a required field in the 1099 export file.
	Key 1 to print `EIN` (the IRS code for Employee Identification Number), which is a business, organization, some sole proprietors or other entity account type.
	Key 2 to print `SSN` (the IRS code for Social Security Number), which is an individual, including some sole proprietors account type.
	Leave blank if the Federal Tax ID Type cannot be determined.
	When adding a new voucher, if there is an assignee defined on the vendor for this voucher, then the ID Type value from the assignee's vendor record will be defaulted in this field. If there is not an assignee defined on the vendor for this voucher, then the ID Type value from the vendor record will be defaulted in this field.
	When maintaining a voucher, the ID Type value in the AP Voucher Entry Header File (Federal Tax ID Type) will be defaulted in this field.
	Default Value: See above if adding or maintaining a voucher.
	Valid Values: blank, 1 or 2
	(A 1) Optional

Voucher Header Screen Fields and Function Keys

Field/Function Key	Description
1099 Cde	This code represents the IRS 1099 amount type applicable to this voucher. A question mark list provides the available codes and their associated IRS 1099 amount types.

This field will be consulted when 1099-MISC and/or 1099-NEC forms are generated to determine where this voucher's value will be included on those forms. If the code representing Nonemployee Compensation is selected, this voucher's value will be included on the 1099-NEC form; if the code representing any other amount type is selected, this voucher's value will be included on the 1099-MISC form. If this field is blank, the code representing Nonemployee Compensation will be assumed.

Key the 1099 code representing the applicable IRS 1099 amount type for this voucher.

Default Value: The value defined as the **Dft 1099 Cde** for the vendor (or assignee) in the AP Vendor Master File (APVEN), if any; if none, the **Default 1099 Amount Cde** value defined in Accounts Payable Company Options for the voucher's company (ORCTL), if any. If neither the vendor (or assignee) nor the AP Company Options record has a default code specified, this field will default to blank (if this field is blank, the code representing nonemployee compensation will be assumed).

Valid Values: Blank, or one of the values in the Order Control File (ORCTL) representing the valid IRS 1099 amount types (these values are presented when you key a ? in this field).

(N 2,0) Optional |

Voucher Header Screen Fields and Function Keys

Field/Function Key	Description
Dft Exp	For ordering invoices, the default will be the account number identified as the default expense account through the GL Transfer Definition (MENU GLXFER), **Function** A. For pre-receipt invoices, the default will be the account number identified as the Pre-Receipt Inventory Account through the GL Transfer Definition (MENU GLXFER), **Function** A. If you specify a default expense account, you do not need to key an account number for each voucher transaction on the Voucher Transaction Entry Screen (p. 4-101). NOTE: The description for the account will not display if you are set up to be a restricted voucher entry user in Authority Profile Maintenance (MENU XASCTY). *Default Value:* The account defined in the G/L Transfer Definition (MENU GLXFER). *Valid Values:* Any valid G/L Account Number (expense) (A 25) Optional
AP Acct	The accounts payable account that is credited upon posting this voucher. NOTE: The description for the account will not display if you are set up to be a restricted voucher entry user in Authority Profile Maintenance (MENU XASCTY). *Default Value:* Account defined in the G/L Transfer Definition (MENU GLXFER). *Valid Values:* Any valid G/L Account Number (liability) that is not a distribution account. (A 25) Required
CD Acct	The cash discount that is credited when posting this voucher if a discount is taken. NOTE: The description for the account will not display if you are set up to be a restricted voucher entry user in Authority Profile Maintenance (MENU XASCTY). *Default Value:* The account defined in the G/L Transfer Definition (MENU GLXFER). *Valid Values:* Any valid G/L Account Number (income) that is not a distribution account (A 25) Required, if Csh Dsc %

Voucher Header Screen Fields and Function Keys

Field/Function Key	Description
F10=End Voucher	The F10=END VOUCHER function key displays only when in Add or Change voucher modes.
	Press F10=END VOUCHER instead of ENTER to create a voucher for the invoice amount and the default expense account keyed on this screen. The Voucher Transaction Entry Screen (p. 4-101) will not be shown.
	If **Check for duplicate invoices** = I, D, or B in AP Options Maintenance (MENU APFIL2), pressing F10=END VOUCHER will activate the interactive check for duplicate invoices. This process checks the Voucher Header File, the Open Payables File, and the History Payables File for duplicate invoices based on the criteria specified in the company options. When International Currency is installed, if the vendor is a foreign currency vendor, this process will check the IC Voucher Entry Header Extension File, the IC Open Payables Header Extension File, and the IC Payables History Extension File for duplicates based on the criteria specified in the company options. This process will run every time you add a voucher. When you change a voucher, it will only run if you change the invoice number, invoice amount, or invoice date.
	If the voucher is a split terms voucher, the check for duplicate invoices process will run only if the invoice number or invoice date field have been changed. In this situation, this process will also check the split terms code.
	If a duplicate invoice is found, a warning message will appear on this screen with information about the location of the duplicate. You can proceed with entering or changing the voucher by pressing ENTER or F10=END VOUCHER. The Voucher Transaction Entry Screen (p. 4-101) or the End Voucher Entry Screen (p. 4-117) will appear. If you do not want to continue creating the voucher, press F12=RETURN to cancel it.
	If there are no duplicate invoices or if **Check for duplicate invoices** is N in AP Options Maintenance (MENU APFIL2), the End Voucher Entry Screen (p. 4-117) will appear.
	If the vendor has a GST tax body assigned, the GST Tax Information Screen (p. 4-98) displays.

Voucher Header Screen Fields and Function Keys

Field/Function Key	Description
F12=Cancel	When adding a voucher, press F12=CANCEL to cancel entries made for this voucher. The Voucher Entry Selection Screen (p. 4-8) or the 1099 Code Maintenance Screen (p. 58-2) will appear, depending upon how you arrived at this screen.
	If you are performing drop ship receipt validation processing and the vouchers have just been created, when you press F12=CANCEL the drop ship voucher and the charge back voucher, if there is one, will be cancelled and the receipt information that you entered will be saved.
	The saved receipt group name will be created by using your two-character workstation ID and appending a three-digit sequence number starting with 501. The sequence number will be incremented until a unique receipt group name is found. This saved receipt group will no longer be linked with a voucher and may therefore be processed as a normal receipt group. If desired however, the receipts may again be associated with a voucher by selecting the drop ship receipt validation process again and re-keying the same purchase order numbers.
F15=IC Info	F15=IC INFO only displays when International Currency is installed and if the vendor's trading currency is different from the local currency.
	Press F15=IC INFO to access data pertaining to the vendor's currency, where you may enter or change the vendor's default exchange code, override the vendor's default exchange rate, enter a lock date for the exchange rate, or specify a currency contract to be used for the transaction. The I/C Currency Information Window will appear. This is a shared screen and is described in the International Currency User Guide.
F24=Delete	The F24=DELETE function key displays only when in voucher delete mode.
	Press F24=DELETE to delete this voucher. The Voucher Entry Selection Screen (p. 4-8) will appear.

Voucher Header Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press ENTER to confirm your selections.
	If you keyed an **Assignee** vendor number, the Payee name, address, and telephone fields are updated to reflect the values from that vendor number.
	If **Check for duplicate invoices** is set to I, D, or B in AP Options Maintenance (MENU APFIL2), pressing ENTER will activate the interactive check for duplicate invoices. This process checks the Voucher Header File, the Open Payables File, and the History Payables File for duplicate invoices based on the criteria specified in the company options. If the vendor is a foreign currency vendor, this process will check the IC Voucher Entry Header Extension File, the IC Open Payables Header Extension File, and the IC Payables History Extension File for duplicates based on the criteria specified in the company options. This process will run every time you add a voucher. When you change a voucher, it will only run if you change the invoice number, invoice amount, or invoice date.
	If the voucher is a split terms voucher, the check for duplicate invoices process will run only if the invoice number or invoice date field have been changed. In this situation, this process will also check the split terms code.
	If a duplicate invoice is found, a warning message will appear on this screen with information about the location of the duplicate. You can proceed with entering or changing the voucher by pressing ENTER or F10=CONTINUE. The Voucher Transaction Entry Screen (p. 4-101) or the End End Voucher Entry Screen (p. 4-117) will appear. If you do not want to continue creating the voucher, press F12=RETURN to cancel it.
	If there are no duplicate invoices or if **Check for duplicate invoices** is set to N in AP Options Maintenance (MENU APFIL2), the Voucher Transaction Entry Screen (p. 4-101) or the 1099 Code Maintenance Screen (p. 58-2) will appear, depending upon how you arrived at this screen.
	If you have left the **Split Terms Code** field blank, this screen will redisplay as normal (without split terms) and split terms will not be allowed on the voucher being processed.

GST Tax Information Screen

```
                         TAX  INFORMATION



        Invoice Amount:                      1200.00   CA$
           Credited Taxable Amount:       _.......1200.00.  CA$
           Non-Credited Taxable Amount:   .................  CA$

        Tax Rate:                             5.000   %
           Credited Tax Amount:               57.14   CA$
           Non-Credited Tax Amount:                   CA$




                                     F10=Override    F12=Return
```

This screen appears after you press F10=END VOUCHER on the Voucher Header Screen (p. 4-80) if

- you are entering a new miscellaneous voucher for a vendor with a tax body that is defined to calculate GST
- system options (MENU XAFILE) are set to use GST
- accounts payable options (MENU APFIL2) are set to calculate GST for purchases.

This screen displays the invoice amount, taxable amounts, tax rate, and the calculated tax amounts. The tax amount is calculated as: **Taxable Amount x Tax Factor**.

The tax factor is calculated as: **1000 x (Tax Rate/100) / (1000 + (1000 x Tax Rate/100)))**

For example, if you have a taxable amount of $100 an invoice and a GST tax rate of 5.000, the tax factor will be: **1000 * (5.000/100) / (1000 + (1000 * (5.000/100)))** or .047619, and the GST tax amount will be **$100 x .047619** or $4.76. The system uses the credited taxable amount to calculate the credited tax amount and the non-credited taxable amount to calculate the non-credit tax amount.

You can accept the taxable amounts and the calculated tax amounts, enter new taxable amounts, or override the calculation and enter the tax amounts.

This screen displays one time from the Voucher Header Screen (p. 4-80) and will not display if expense lines were manually added to the voucher.

NOTE: If you are using International Currency, the values on this screen are in the vendor's currency.

GST Tax Information Screen Fields and Function Keys

Field/Function Key	Description
Invoice Amount:	The invoice amount specified on the Voucher Header Screen (p. 4-80) displays in this field. Display
Credited Taxable Amount	The amount used to calculate the tax amount for which you can claim credit. To change the credited taxable amount, enter the new value in this field. *Default Value:* The invoice amount specified on the Voucher Header Screen (p. 4-80). (N 15,2) Required/Display
Non-Credited Taxable Amount	The amount used to calculate the tax amount for which you cannot claim credit. To change the non-credited tax amount, enter the new value in this field. (N 15,2) Required/Display
GST Tax Rate	The current base rate specified for the tax body defined through Tax Body Maintenance (MENU OEFILE) assigned to the vendor through Vendors Maintenance (MENU POFILE). Display
Credited Tax Amount	The GST amount for which you can claim credit. This amount posts to the Credited Purchase Tax Account in General Ledger. Press F10=OVERRIDE to override the amount in this field and then key a new credited tax amount. Key 0 if the voucher is not eligible for a credited tax amount. To remove the override amount and have the system calculate the amount, press F5=REFRESH. *Default Value:* The amount calculated by the system using the credited taxable amount and tax factor. *Valid Values:* For a positive invoice amount, a positive value where the sum of this field and the **Non-Credited Tax Amount** field is less than the invoice amount. For a negative invoice amount, a negative value where the sum of this field and the **Non-Credited Tax Amount** field is greater than the invoice amount. (N 15,2) Required/Display

GST Tax Information Screen Fields and Function Keys

Field/Function Key	Description
Non-Credited Tax Amount	The GST amount for which you cannot claim credit. This amount posts to the Non-Credited Purchase Tax Account in General Ledger. Press F10=OVERRIDE to override the amount in this field and then key the override non-credited tax amount. Key 0 if the voucher is not eligible for a non-credited tax amount. To remove the override amount and have the system calculate the amount, press F5=REFRESH. *Default Value:* The amount calculated by the system using the non-credited taxable amount and tax factor. *Valid Values:* For a positive invoice amount, a positive value where the sum of the this field and the **Credited Tax Amount** field is less than the invoice amount. For a negative invoice amount, a negative value where the sum of the this field and the **Credited Tax Amount** field is greater than the invoice amount. (N 15,2) Required/Display
F5=Refresh	The F5=REFRESH function key appears after you press the F10=OVERRIDE function key to override the tax amounts. Press F5=REFRESH if you want to revert to the calculated tax amounts. The system will recalculate the tax, the **Credited Tax Amount** and **Non-Credited Tax Amount** fields will display the calculated values, and the **Credited Taxable Amount** and **Non-Credited Taxable Amount** fields become available.
F10=Override	Press F10=OVERRIDE to override the values in the **Credited Tax Amount** and **Non-Credited Tax Amount** fields. When you press F10=OVERRIDE, those fields become available and this function key no longer appears.
F12=Return	Press F12=RETURN to return to the previous screen.
Enter	Press ENTER to confirm the GST tax amounts. If either tax amount is a value other than zero, the system creates a transaction for the Credited and/or Non-Credited Purchase Tax Accounts for the tax amounts. However, if the Purchase Tax Accounts are not defined, not active, or you are not authorized to them, no transaction will be created. The End Voucher Entry Screen (p. 4-117) appears.

Voucher Transaction Entry Screen

```
Co/Voucher:  1 /     439           .00   Csh Dsc     131,763,173.00   Ctl
Vendor: IC1000    LITTLE ITALY RESTAURANT SUPPLY             .00   Inv
            Italian Lira                        D
   Div.Account.Sub/Trns Desc                  Amount  C PO No      Line




                                                              Last
   D/C  Co? Div.Account.Sub                   Amount     Desc  Top: ....
    ..   01  _.............................  ...............IT{ supplies.......

   Csh Dsc:  .. Y,N    Csh Dsc %:  ...000 .       Project:  ...........
   PO No:    ......................          User Area: ...........

            Find:  ..............................................
            and/or  Div.Account.Sub
            Mask:   ...........................    Type: ..
                                                        F13-20 to Chg
F2=Acct/Desc       F6=Insert    F10=End    F11=Local Curr    F23=Speed Entry
```

This screen appears after you press ENTER from the Voucher Header Screen (p. 4-80). Use this screen to add, change, or delete voucher transactions for the current voucher in the selected voucher group.

This screen is a split display. The top half displays the individual voucher transactions that have been entered. The bottom half is used to enter or update voucher transactions. You also may display the Insert Transaction Screen (p. 4-110) and Voucher Transaction Review Screen (p. 4-113).

Voucher Transaction Entry Screen Fields and Function Keys

Field/Function Key	Description
Co/Voucher	The company number and voucher number for this voucher. Display
Csh Dsc	The cash discount amount associated with this vendor. This discount percent is displayed if one has been specified on the Voucher Header Screen (p. 4-80). Display
Ctl	The control value specified on the Voucher Header Screen (p. 4-80) as the invoice amount. The total of all voucher transactions must equal this amount to ensure that the voucher is not in error. Display
Vendor Number/Name	The number and name of the vendor/assignee for whom this voucher transaction is being entered. Display

Voucher Transaction Entry Screen Fields and Function Keys

Field/Function Key	Description
Inv	The invoice amount calculated for this voucher. This value is calculated from the voucher transactions keyed on this screen. Display
(Currency)	This field only displays when International Currency is installed. This field displays the description of the vendor's trading currency when the toggle key displays as F11=LOCAL CURR. Display
Reference Number	The reference number of the detail transaction. Use this to determine which function key should be pressed to change or delete a transaction. Display
Account/Trns Desc	The expense account number and transaction description for the account updated with this voucher transaction. Up to 38 characters of the combined account number and transaction description, and up to 8 transactions for the current voucher are displayed in the top half of the screen. NOTE: The description for the account will not display if you are set up to be a restricted voucher entry user in Authority Profile Maintenance (MENU XASCTY). Press F2 to display the following: • F2=ACCT/DESC - the Account number/account description • F2=DESC ONLY - the Account description only • F2=TR DESC ONLY - the Transaction description only • F2=ACCT/TR DESC - the Account number/transaction description Display
Amount	The amount debited/credited to the specified expense account in the voucher transaction. Display
D/C	Indicates if the expense account is debited or credited. D displays if the amount specified is debited to the selected expense account. C displays if the amount specified is credited to the selected expense account. Display
PO No	The number of the purchase order issued when placing the order for this voucher. If a purchase order number was entered on the Voucher Header Screen (p. 4-80), this field displays that value. Display
Line	The line number of the voucher transaction. The line number indicates the sequence of this voucher transaction. Display

Voucher Transaction Entry Screen Fields and Function Keys

Field/Function Key	Description
D/C	Used to indicate if the expense account is debited or credited. If this code is left blank, the system will use the normal balance of the account. *Default Value:* If left blank, the normal balance of the account is assumed as the default *Valid Values:* D, C, or blank (A 1) Optional
Co	The company to which this voucher transaction is applied. Display
Account Number	An account number may be entered in one of two ways: 1. Enter the entire account number using the Data Entry Separator (usually a period) to separate segments. Leading zeros for any segment do not need to be keyed. For example, to enter account number 001.0002.0003.0000004, key 1.2.3.4. After you press ENTER, the screen will display the following: 001.0002.0003.0000004 NOTE: If you are unsure of the number of segments and size of each segment in your G/L account number, use the heading above the account number for reference as it is sized to the field length. 2. Enter the short name for the account. For example, if the short name for the Division 1 Phone Expense Account is PHON1, then key the following: PHON1 *Default Value:* If left blank, the default expense account (**Dft Exp**) specified on the Voucher Header Screen (p. 4-80). *Valid Values:* Any valid account number or short name. You cannot leave this field blank (the default will be used). The number of digits in the segment cannot exceed the segment length. The value of a segment cannot be 0 (zero) and cannot contain embedded blanks. When G/L Options - Company Options Maintenance (MENU GLFIL2) are set to use either **Account Security by Level** or **Account Security by User Group**, this account will be edited based on your **General Ledger Options: Security Levels (1-9)** setup in Authority Profile Maintenance (MENU XASCTY). (N 25,0) Required

Voucher Transaction Entry Screen Fields and Function Keys

Field/Function Key	Description
Amount	This is the amount of the debit or credit to the specified expense account.
	Key the invoice input dollar amount. If you do not key a decimal point, the system assumes whole dollars. Therefore, you must key a decimal point to distinguish between dollars and cents. The system will transpose the amount keyed, for example:
	• To enter an amount of $5000.00, key: 5000
	• To enter an amount of $100.00, key: 100
	• To enter an amount of $50.00, key: 50
	• To enter an amount of $50.25, key: 50.25
	Even if no decimal was keyed, the amount value will still display in decimal format on the Voucher Transaction Review Screen (p. 4-113).
	When International Currency is installed, this field is entered in the vendor's trading currency. The symbol for the vendor's currency will display to the right of the amount, and the local currency amount will display below this amount with the local currency symbol displayed to the right after you press ENTER.
	NOTE: The amount in the upper portion of this screen may be displayed in both the trading and local currency with the use of the F11=LOCAL CURR / F11=TRADING CURR function key.
	(N 15,2) Required
Desc	A description of the voucher transaction.
	(A 15) Optional
Csh Dsc	Used when a cash discount is applicable for specific voucher transactions. If you do not key a value in this field, Y is assumed if a cash discount exists for this voucher.
	Key Y if a cash discount is used in this voucher transaction.
	Key N if a cash discount is not used in this voucher transaction.
	Valid Values: Y, N or blank
	(A 1) Optional
Csh Dsc %	The cash discount percent for this voucher transaction. A cash discount percent is applicable only if a Y is keyed in the **Csh Dsc** field. Otherwise, this field must be zero.
	If you do not key a value in this field, the value keyed on the Voucher Header Screen (p. 4-80) is assumed.
	Valid Values: Zero or any number up to 99.999 if **Csh Dsc** is Y
	(N 5,3) Optional

Voucher Transaction Entry Screen Fields and Function Keys

Field/Function Key	Description
Project	The project associated with this voucher transaction. May be used for job accounting.
	If you do not key a value in this field, the value keyed on the Voucher Header Screen (p. 4-80), if any, is assumed.
	(A 10) Optional
PO No.	The number of the purchase order which was issued when placing the original order for which the expense is being recorded with this voucher transaction. For pre-receipt invoices, you indicate in the **PO/Rcvr** field whether the number you are entering is a purchase order number or receiver number.
	If you do not key a value in this field, the value keyed on the Voucher Header Screen (p. 4-80) is assumed.
	(A 25) Optional
PO/Rcvr	NOTE: This field displays only for pre-receipt invoices (where the **Type** field is P).
	Use this field when entering transactions in a pre-receipt invoice to indicate whether the number entered in the **PO No.** field is a purchase order or receiver number. If the **Validate** field has a value of Y, the PO or receiver number will be used to match the receipt transaction to this pre-receipt invoice.
	Leave this field blank if you do not want to retain pre-receipt invoice information for future validation. The **Validate** field requires a value of N.
	Key P if the number entered in the **PO No.** field is a PO number and you want to retain pre-receipt invoice information for future validation. The **Validate** field requires a value of Y.
	Key R if the number entered in the **PO No.** field is a receiver number and you want to retain pre-receipt invoice information for future validation. The Validate field requires a value of Y.
	NOTE: If this field is P or R, and the **Validate** field is Y, a PO number or receiver number is required in the **PO No.** field on this screen.
	Valid Values: Blank, P or R
	(A 1) Blank/Required

Voucher Transaction Entry Screen Fields and Function Keys

Field/Function Key	Description
Validate	NOTE: This field displays only for pre-receipt invoices (**Type** is **P**).
	This field determines whether or not pre-receipt invoice information will be retained for future validation. If you select to retain information, a general ledger group will be generated to credit the Pre-Receipt Inventory Account and debit the Purchases Clearing Account.
	Accept the default of **Y** to retain invoice information.
	Key **N** if you do not want to retain invoice information for future validation.
	NOTE: If this field is **Y** and the **PO/Rcvr** field is **P** or **R**, a PO number or receiver is required in the **PO No.** field on this screen.
	Default Value: Y
	(A 1) Required
User Area	Used to key additional information regarding this voucher transaction.
	If you do not key a value in this field, the value keyed on the Voucher Header Screen (p. 4-80) is assumed.
	(A 10) Optional
Find	NOTE: This field will not display if you are set up to be an **Accounts Payable Options: Restrict Voucher Entry** user in Authority Profile Maintenance (MENU XASCTY).
	Search words help you to find accounts without knowing the account number.
	Key in a partial or complete account description and press ENTER. If search words are keyed when segment defaults are active, the search routine will automatically construct a mask to further limit the number of accounts displayed by the search.
	A list of G/L Accounts whose descriptions contain the keyed text is displayed. When G/L Options - Company Options Maintenance (MENU GLFIL2) are set to use either **Account Security by Level** or **Account Security by User Group**, this list will be edited based on your **General Ledger Options: Security Levels (1-9)** setup in Authority Profile Maintenance (MENU XASCTY).
	(A 40) Optional

Voucher Transaction Entry Screen Fields and Function Keys

Field/Function Key	Description
Account Mask	NOTE: This field will not display if you are set up to be an **Accounts Payable Options: Restrict Voucher Entry** user in Authority Profile Maintenance (MENU XASCTY).
	This field is used to initiate a G/L Account search or to further limit a search initiated with search words. When G/L Options - Company Options Maintenance (MENU GLFIL2) are set to use either **Account Security by Level** or **Account Security by User Group**, this list will be edited based on your **General Ledger Options: Security Levels (1-9)** setup in Authority Profile Maintenance (MENU XASCTY)
	An account mask is a pattern of digits to match the G/L account numbers. To see all possible values of a portion of an account number segment, key an X in that position. If a segment in the mask contains a digit, the segment is padded to the left with zeroes. If a segment in the mask contains one or more Xs, the segment is padded to the left with Xs.
	For example, if you have three segments with lengths 2-3-4, keying X.1.5X will translate to XX.001.005X.
	This mask would display the following accounts:
	• 01.001.0050
	• 01.001.0057
	• 02.001.0056
	• 02.001.0059
	Valid Values: (0-9), X, data-entry separator
	(A 29) Optional
Type	NOTE: This field will not display if you are set up to be an **Accounts Payable Options: Restrict Voucher Entry** user in Authority Profile Maintenance (MENU XASCTY).
	This field identifies the type of account to be displayed by the G/L Account search in addition to the **Find** or **Account Mask**. Key one of the following:
	• A for asset accounts
	• L for liability accounts
	• E for expense accounts
	• I for income accounts
	• Q for equity accounts
	• Blank will not limit the accounts displayed based on the account type
	Valid Values: A, L, E, I, Q, blank
	(A 1) Optional

Voucher Transaction Entry Screen Fields and Function Keys

Field/Function Key	Description
F2=Acct/Desc / F2=Desc Only / F2=Tr Desc Only / F2=Acct Tr Desc	NOTE: This toggle function key will not display if you are set up to be an **Accounts Payable Options: Restrict Voucher Entry** user in Authority Profile Maintenance (MENU XASCTY). This key is used as a toggle to display a combination of the Account Number, Transaction Description, or Account Description for the voucher transactions. Use F2 to change the attribute currently displayed as follows: • F2=ACCT/DESC - Press to display the Account Number and the Account Description for each voucher transaction. • F2=DESC ONLY - Press to display only the Account Description for each detail transaction. • F2=TR DESC ONLY - Press to display only the Transaction Description for each voucher transaction. • F2=ACCT/TR DESC - Press to display the Account Number and the Transaction Description for each voucher transaction.
F6=Insert	Press F6=INSERT to insert a voucher transaction before an existing transaction. All required information must be entered before pressing this key. The Insert Transaction Screen (p. 4-110) will appear.
F10=End	Press F10=END to display the End Voucher Entry Screen (p. 4-117).
F11=Local Curr/ F11=Trading Curr	Press F11=LOCAL CURR / F11=TRADING CURR to toggle between displaying the control, invoice, cash discount and transaction amounts in the company's local currency or in the vendor's trading currency. Press F11=LOCAL CURR to display the local equivalents of the control, invoice, cash discount and transaction amounts. Press F11=TRADING CURR to display the control, invoice, cash discount, and transaction amounts in the vendor's trading currency. A description of the vendor's currency will display below the **Vendor** field.

Voucher Transaction Entry Screen Fields and Function Keys

Field/Function Key	Description
F13-F20=To Change Voucher Transaction Line	Press the key that corresponds to the reference number (**Reference Number** field) of a voucher transaction that you wish to select to display on the Voucher Transaction Entry Screen (p. 4-101). This screen allows you to change detailed voucher information. Use the function keys as follows to select an item to change: • F13=REFERENCE NUMBER 1 • F14=REFERENCE NUMBER 2 • F15=REFERENCE NUMBER 3 • F16=REFERENCE NUMBER 4 • F17=REFERENCE NUMBER 5 • F18=REFERENCE NUMBER 6 • F19=REFERENCE NUMBER 7 • F20=REFERENCE NUMBER 8 If the function keys on your keyboard are arranged in a single row, then press the shift key and the corresponding reference number. **EXAMPLE:** To change line 8, press SHIFT and F8. -OR- If the function keys on your keyboard are arranged in a two rows, press the key which is directly above the reference number key in the bottom row. **EXAMPLE:** To change line 8, find function key 8 in the bottom row. Press F20 in the top row because it is directly above F8. The Voucher Transaction Review Screen (p. 4-113) will display for the selected voucher.
F23=Speed Entry/ F23=Regular Entry	The F23=SPEED ENTRY / F23=REGULAR ENTRY toggles the user in and out of speed entry mode. Press F23=SPEED ENTRY to enter Speed Entry mode. This allows you to enter voucher transactions without displaying the Voucher Transaction Review Screen (p. 4-113) after each voucher transaction entry. When using Speed Entry, press F23=REGULAR ENTRY to enter Regular Entry mode. The Voucher Transaction Review Screen (p. 4-113) will appear after each transaction entry.
Enter	Press ENTER to confirm this voucher transaction. When in speed entry mode (see F23=SPEED ENTRY), this screen re-displays. When not in speed entry mode, the Voucher Transaction Review Screen (p. 4-113) appears. If you leave the **Account Number**, **Csh Dsc %**, **Project**, **PO No**, or **User Area** fields blank, the values keyed on the Voucher Header Screen (p. 4-80) are assumed and displayed on the Voucher Transaction Review Screen (p. 4-113).

Insert Transaction Screen

```
Co/Voucher:  1 /     439              .00   Csh Dsc         2,836.87   Ctl
Vendor: 100      SHARP INTERNATIONAL               .00   Inv
                                                      D
     Div.Account.Sub/Trns Desc                   Amount  C PO No      Line



                                                                      Last
     _____
                         INSERT TRANSACTION

           The next transaction will be inserted BEFORE the line number
           provided below.  The line number refers to the value displayed
           in the right-most column of the upper part of this screen.

                      Line Number: _ ...


                                                             F12=Return
```

This screen appears after you press F6=INSERT from the Voucher Transaction Entry Screen (p. 4-101). Use this screen to insert a voucher transaction.

Insert Transaction Screen Fields and Function Keys

Field/Function Key	Description
Co/Voucher	The company number and voucher number for this voucher. Display
Csh Dsc	The cash discount amount associated with this vendor. This discount percent is displayed if one has been specified on the Voucher Header Screen (p. 4-80). Display
Ctl	The control value specified on the Voucher Header Screen (p. 4-80) as the invoice amount. The total of all voucher transactions must equal this amount to ensure that the voucher is not in error. Display
Vendor Number/Name	The number and name of the vendor/assignee for whom this voucher transaction is being entered. Display
Inv	The invoice amount calculated for this voucher. This value is calculated from the voucher transactions keyed on this screen. Display

Insert Transaction Screen Fields and Function Keys

Field/Function Key	Description
(Currency)	This field only displays when International Currency is installed.
	This field displays the description of the vendor's trading currency when the F11=LOCAL CURR / F11=TRADING CURR on the Voucher Transaction Entry Screen (p. 4-101) was set to display the vendor's currency.
	Display
Reference Number	The reference number of the detail transaction. Use this to determine which function key should be pressed to change or delete a transaction.
	Display
Account/Trns Desc	The expense account number and transaction description for the account updated with this voucher transaction. Up to 38 characters of the combined account number and transaction description, and up to 8 transactions for the current voucher are displayed in the top half of the screen.
	NOTE: The description for the account will not display if you are set up to be a restricted voucher entry user in Authority Profile Maintenance (MENU XASCTY).
	Display
Amount	The amount debited/credited to the specified expense account in the voucher transaction.
	Display
D/C	Indicates if the expense account is debited or credited. D displays if the amount specified is debited to the selected expense account. C displays if the amount specified is credited to the selected expense account.
	Display
PO No	The number of the purchase order issued when placing the order for this voucher. If a purchase order number was entered on the Voucher Header Screen (p. 4-80), this field displays that value.
	Display
Line	The line number of the voucher transaction. The line number indicates the sequence of this voucher transaction.
	Display
Insert Transaction Message	This message indicates that the transaction will be inserted before the line number you select in the **Line Number** field.
	Display

Insert Transaction Screen Fields and Function Keys

Field/Function Key	Description
Line Number	The number of the transaction before which this voucher transaction is inserted. The line number is displayed to the right of each transaction line (do not use the **Reference Number** of the transaction displayed to the left of the transaction).
	Valid Values: Any displayed voucher transaction line number.
	(N 4,0) Required
F12=Return	Press F12=RETURN to return to voucher transaction entry without inserting a voucher transaction.
Enter	Press ENTER to confirm your selections. The Voucher Transaction Entry Screen (p. 4-101) will appear.

Voucher Transaction Review Screen

```
Co/Voucher: 1 /     439              .00  Csh Dsc    131,763,173.00   Ctl
Vendor: IC1000   LITTLE ITALY RESTAURANT SUPPLY                  .00   Inv
                 Italian Lira                           D
   Div.Account.Sub/Trns Desc                       Amount  C PO No    Line




                                                                   Last
         _____

   D/C  Co? Div.Account.Sub                         Amount    Desc
    D.  01. 001.0005500.000................. _ .....890123.00 . IT{ supplies.......
             Miscell. expense account               512.24  US$


   Csh Dsc:  N  Y,N    Csh Dsc %: ...000.              Project: ...........
   PO No:    .......................              User Area: ...........
                                              F12=Return
```

This screen appears after you key values on the Voucher Transaction Entry Screen (p. 4-101). Use this screen to review the values entered and to accept or change the values. If you did not key a value for **Csh Dsc**, **Csh Dsc%** (if applicable), **Project**, **PO No**, or **User Area**, the values for the fields keyed on the Voucher Header Screen (p. 4-80) display here.

NOTE: If you access this screen through another menu option (i.e., A/P Inquiry), the fields on this screen are display only and cannot be changed.

Voucher Transaction Review Screen Function Keys

Field/Function Key	Description
Co/Voucher	The company number and voucher number for this voucher. Display
Csh Dsc	The cash discount amount associated with this vendor. This discount percent is displayed if one has been specified on the Voucher Header Screen (p. 4-80). Display
Ctl	The control value specified on the Voucher Header Screen (p. 4-80) as the invoice amount. The total of all voucher transactions must equal this amount to ensure that the voucher is not in error. Display
Vendor Number/Name	The number and name of the vendor/assignee for whom this voucher transaction is being entered. Display

Voucher Transaction Review Screen Function Keys

Field/Function Key	Description
D/C	Used to indicate if the expense account is debited or credited. If this code is left blank, the system will use the normal balance of the account. *Default Value:* If left blank, the normal balance of the account is assumed as the default *Valid Values:* D, C, or blank (A 1) Optional
Co	The company to which this voucher transaction is applied. Display
Account Number	An account number may be entered in one of two ways: 1. Enter the entire account number using the Data Entry Separator (usually a period) to separate segments. Leading zeros for any segment do not need to be keyed. For example, to enter account number 001.0002.0003.0000004, key 1.2.3.4. After you press ENTER, the screen will display the following: 001.0002.0003.0000004 NOTE: If you are unsure of the number of segments and size of each segment in your G/L account number, use the heading above the account number for reference as it is sized to the field length. 2. Enter the short name for the account. For example, if the short name for the Division 1 Phone Expense Account is PHON1, then key the following: PHON1 *Default Value:* If left blank, the default expense account (**Dft Exp**) specified on the Voucher Header Screen (p. 4-80). *Valid Values:* Any valid account number or short name. You cannot leave this field blank (the default will be used). The number of digits in the segment cannot exceed the segment length. The value of a segment cannot be 0 (zero) and cannot contain embedded blanks. When G/L Options - Company Options Maintenance (MENU GLFIL2) are set to use either **Account Security by Level** or **Account Security by User Group**, this account will be edited based on your **General Ledger Options: Security Levels (1-9)** setup in Authority Profile Maintenance (MENU XASCTY). (N 25,0) Required

Voucher Transaction Review Screen Function Keys

Field/Function Key	Description
Amount	Use this field to enter, in the vendor's trading currency, the amount debited/credited to the specified expense account in the voucher transaction. The local currency amount will display below this amount and the symbol for the vendor's currency will display to the right of the amount.
	The local equivalent of the foreign currency value entered is displayed below the **Amount** field with the respective currency symbol.
	Key the transaction amount in the trading currency.
	(N15,2) Required
F12=Return	Press F12=RETURN to return to the Voucher Transaction Entry Screen (p. 4-101) without accepting the voucher transaction.
F24=Delete	You may only use this key when accessing this screen to change a transaction (F13 - F20). Press F24=DELETE twice to delete the transaction.
Enter	Press ENTER to confirm your selections. The Voucher Transaction Entry Screen (p. 4-101) will appear.

End Voucher Entry Screen

```
Vendor:  IC1000  LITTLE ITALY RESTAURANT SUPPLY        INVOICE ADD
                 Italian Lira                  Co/Voucher:  1 /     503

  Inv No:  22429                  Desc:  supplies
  Inv Dt:  15/08/11               Terms: NET 30


                                                Date      Priority
  Invoice Amt:        1,274,398.00  IT{  Due:    14/09/11      2
                           733.38  US$  Urgent: 29/09/11      1
  Cash Dsc:                        IT{  Csh Dsc: 00/00/00
                                   US$


              Ovr Csh Disc:    _.............IT{
                                             US$


  Hold Code?  ...                    ACH Payment:  Y  Y,N


                F2=Line Items    F6=Index    F12=Header    F24=Cancel
```

NOTE: This screen appears if the **Split Terms Code** field is left blank on the Voucher
      Header Screen (p. 4-80). Refer to the End Voucher/Split Terms Entry Screen (p. 4-
      122) for vouchers with split terms.

This screen displays total information about the voucher, and allows you to put a payment hold on a
voucher or to specify an override cash discount amount.

A warning message displays if the voucher G/L disbursement transactions do not equal the invoice
amount keyed on the Voucher Header Screen (p. 4-80). If the invoice amount is changed on the Voucher
Header Screen, the G/L disbursements on the Voucher Transaction Entry Screen (p. 4-101) must also be
changed to match or deleted and recreated by pressing F10=END VOUCHER on the Voucher Header
Screen.

End Voucher Entry Screen Fields and Function Keys

Field/Function Key	Description
Vendor	The number and name of the vendor for whom this voucher has been created.
	Display
Co/Voucher	The company number and voucher number selected on the Voucher Entry Selection Screen (p. 4-8).
	Display
Inv No	The number of the invoice recorded with this voucher. The invoice number was keyed on the Voucher Header Screen (p. 4-80).
	Display

End Voucher Entry Screen Fields and Function Keys

Field/Function Key	Description
Desc	The description of the invoice for this voucher. The description was keyed on the Voucher Header Screen (p. 4-80). Display
Inv Dt	The date of the invoice for which expenses are recorded with this voucher. This date was keyed on the AP-PO Receipt Validation Screen (p. 4-28) or the Voucher Header Screen (p. 4-80). Display
Terms	The vendor's payment terms as keyed on the Voucher Header Screen (p. 4-80). Display
Invoice Amt	The amount of payment as calculated from voucher transactions made for this voucher. This invoice amount must equal the invoice amount keyed on the Voucher Header Screen (p. 4-80) so this voucher will post successfully. When International Currency is installed, this field displays the invoice amount in the vendor's trading currency with the local currency equivalent displayed below. Currency symbols display to the right of both the foreign and local currency amounts. Display
Due (Date/Priority)	The due date and payment priority specified for this invoice on the Voucher Header Screen (p. 4-80). Display
Urgent (Date/Priority)	The urgency date and urgency priority specified for this invoice on the Voucher Header Screen (p. 4-80). Display
Csh Dsc (Date)	The date by which payment must be made for this voucher in order to take advantage of the cash discount offered by the vendor. Display
Cash Dsc	The cash discount amount applicable for this voucher as specified on the Voucher Header Screen (p. 4-80). When International Currency is installed, this field displays the cash discount amount in the vendor's trading currency with the local currency equivalent displayed below. Currency symbols display to the right of both the foreign and local currency amounts. Display

End Voucher Entry Screen Fields and Function Keys

Field/Function Key	Description
Ovr Csh Dsc	Use this field to key an override value for the calculated cash discount amount.
	NOTE: To zero out the cash discount, you must go to the detail transactions, key N to **Cash Disc** and zero out the discount percent.
	When International Currency is installed, this value is keyed in the vendor's currency. The local currency equivalent value will display below this field after you press ENTER, and currency symbols will display to the right of both the trading and local currency amounts.
	Key a value to replace the cash discount amount displayed on this screen. The new cash discount will display.
	Leave this field blank to use the calculated cash discount amount for this voucher.
	(N 13,2) Optional
Check Amount	This field displays only if International Currency is installed and you are pre-paying a trading currency voucher with a check drawn upon a local currency bank account.
	Use this field to enter the amount of the check that was written in the company's local currency. The local currency symbol will display to the right of the amount. This value will be used to calculate the trading currency's exchange rate, which will be accessed to calculate the local payment amount and the cash discount amount.
	Key the check amount in the company's local currency.
	(N 15,2) Optional
Hold Code	Use this field to select a hold code, which indicates that this voucher cannot be paid until the hold code is removed.
	This field will be filled in automatically if both of the following are true:
	• There is a variance between the invoice amount and the voucher amount that exceeds the **Cost Variance Warning Percent** or the **Cost Variance Warning Value** set up in Purchasing Options Maintenance (MENU XAFILE).
	• There is an entry in the **PO-AP Hold Code** field in Purchasing Options Maintenance.
	To release a voucher from this hold, you must be authorized as defined for the **Allow the Release of Vouchers on Variance Hold** action authority through Application Action Authority Maintenance (MENU XASCTY).
	Valid Values: Any valid hold code defined in Hold Codes Maintenance (MENU APFILE)
	(A 2) Optional

End Voucher Entry Screen Fields and Function Keys

Field/Function Key	Description
ACH Payment	Use this field to indicate the value of the selected vendor's payment preference for this voucher.
	Key Y to select ACH payments as this voucher's payment method. If this field is Y, ACH information must exist for this vendor in the ACH Vendor Info File (ACHVEN). See Vendor Master Maintenance (MENU APFILE) for details about entering vendor ACH information.
	Key N to select paper checks or credit card as this voucher's payment method.
	Default Value: The value entered in the **ACH** field on the AP Vendor Master Maintenance Screen in Vendor Master Maintenance (MENU APFILE)
	(A 1) Required
F2=Line Items	Press F2=LINE ITEMS to display the Voucher Transaction Entry Screen (p. 4-101) for the current voucher.
F6=Index	F6=INDEX will only display if MaxRecall is installed and activated.
	Press F6=INDEX to initiate the process to automatically index this voucher in MaxRecall. The invoice number, PO number, total invoice amount, vendor number, vendor name, company number, and voucher number will be submitted as the index values.
	This process also requires that:
	• the MaxRecall Document Acquisition In Box be open
	• there must be a document open in the in Box in an AP Vendor Invoice Batch.
	Once the voucher is indexed, MaxRecall will automatically move to the next document.
F12=Header	Press F12=HEADER to display the Voucher Header Screen (p. 4-80) for the current voucher.
F24=Cancel	Press F24=CANCEL to delete this voucher. The Voucher Group Information Screen (p. 4-13) will appear.
	If you are performing drop ship receipt validation processing, when you press F24=CANCEL the drop ship voucher and the charge back voucher, if there is one, will be canceled and the receipt information that you entered will be saved. The saved receipt group name will be created by using your two-character workstation ID and appending a three-digit sequence number starting with 501. The sequence number will be incremented until a unique receipt group name is found. This saved receipt group will no longer be linked with a voucher and may therefore be processed as a normal receipt group. If desired however, the receipts may again be associated with a voucher by selecting the drop ship receipt validation process again and re-keying the same purchase order numbers.

End Voucher Entry Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press ENTER to confirm your selections. The Voucher Entry Selection Screen (p. 4-8) will appear.

End Voucher/Split Terms Entry Screen

```
   Vendor:   1400    THE PAPER SUPPLY HOUSE                    INVOICE ADD
                                                      Company:   1
 Inv No:     8123                                 Orig Voucher:      504
 Inv Dt:     01/08/11                     Desc:  supplies
 Invoice Amt:             1,273.83        Terms: Quarterly Payment Terms
                                          Priority   Due: 2  Urgent: 1
 Hold Code?    _ .                         ACH Payment:  Y,  Y,N
 Invoice #          Invoice Amt      Discount Amt     Due Date Dsc Date  Urg Date
 8123                    318.46           .00       01/09/11 00/00/00 03/10/11
 8123                    318.46           .00       04/10/11 00/00/00 06/09/11
 8123                    318.46           .00       07/11/11 00/00/00 09/09/11
 8123                    318.45           .00       10/11/11 00/00/00 12/10/11




      Totals:            1,273.83              .00  Inv Var:            .00

 F2=Line Item                        F6=Index  F10=Override  F12=Header F24=Cncl
```

> NOTE: This screen appears if a split terms code is entered in the **Split Terms Code** field
> on the Voucher Header Screen (p. 4-80).

This screen appears if split terms have been specified for the voucher being processed, as determined through the split terms code entered on the Voucher Header Screen (p. 4-80). Use this screen to review and/or edit split terms information for the voucher splits that are to take place. Additionally, this screen allows you to put a payment hold on a voucher.

A warning message displays if the voucher transactions do not equal the invoice amount keyed on the Voucher Header Screen (p. 4-80). If the invoice amount is changed on the Voucher Header Screen, the G/L disbursements on the Voucher Transaction Entry Screen (p. 4-101) must also be changed to match or deleted and recreated by pressing F10=END VOUCHER on the Voucher Header Screen.

End Voucher/Split Terms Entry Screen Fields and Function Keys

Field/Function Key	Description
Vendor	The number and name of the vendor for whom this voucher has been created.
	Display
Company	The company number selected on the Voucher Entry Selection Screen (p. 4-8).
	Display
Orig Voucher	The voucher number selected on the Voucher Entry Selection Screen (p. 4-8).
	Display

End Voucher/Split Terms Entry Screen Fields and Function Keys

Field/Function Key	Description
Inv No	The number of the invoice recorded with this voucher. The invoice number was keyed on the Voucher Header Screen (p. 4-80). Display
Desc	The description of the invoice for this voucher. The description was keyed on the Voucher Header Screen (p. 4-80). Display
Inv Dt	The date of the invoice for which expenses are recorded with this voucher. This date was keyed on the AP-PO Receipt Validation Screen (p. 4-28) or the Voucher Header Screen (p. 4-80). Display
Terms	The vendor's payment terms as keyed on the Voucher Header Screen (p. 4-80). Display
Invoice Amt	The amount of payment as calculated from voucher transactions made for this voucher. This invoice amount must equal the invoice amount keyed on the Voucher Header Screen (p. 4-80) so this voucher will post successfully. When International Currency is installed, this field displays the invoice amount in the vendor's trading currency with the local currency equivalent displayed below. Currency symbols display to the right of both the foreign and local currency amounts. Display
Due (Priority)	The due payment priority specified for this invoice on the Voucher Header Screen (p. 4-80). Display
Urgent (Priority)	The urgency priority specified for this invoice on the Voucher Header Screen (p. 4-80). Display
Check Amount	This field displays only if International Currency is installed and you are pre-paying a trading currency voucher with a check drawn upon a local currency bank account. Use this field to enter the amount of the check that was written in the company's local currency. The local currency symbol will display to the right of the amount. This value will be used to calculate the trading currency's exchange rate, which will be accessed to calculate the local payment amount and the cash discount amount. Key the check amount in the company's local currency. (N 15,2) Optional

End Voucher/Split Terms Entry Screen Fields and Function Keys

Field/Function Key	Description
Hold Code	Use this field to select a hold code, which indicates that this voucher cannot be paid until the hold code is removed.
	This field will be filled in automatically if both of the following are true:
	• There is a variance between the invoice amount and the voucher amount that exceeds the **Cost Variance Warning Percent** or the **Cost Variance Warning Value** set up in Purchasing Options Maintenance (MENU XAFILE).
	• There is an entry in the **PO-AP Hold Code** field in Purchasing Options Maintenance.
	To release a voucher from this hold, you must be authorized as defined for the **Allow the Release of Vouchers on Variance Hold** action authority through Application Action Authority Maintenance (MENU XASCTY).
	Valid Values: Any valid hold code defined in Hold Codes Maintenance (MENU APFILE)
	(A 2) Optional
ACH Payment	Use this field to indicate the value of the selected vendor's payment preference for this voucher.
	Key Y to select ACH payments as this voucher's payment method. If this field is Y, ACH information must exist for this vendor in the ACH Vendor Info File (ACHVEN). See Vendor Master Maintenance (MENU APFILE) for details about entering vendor ACH information.
	Key N to select paper checks or credit card as this voucher's payment method.
	Default Value: The value entered in the **ACH** field on the AP Vendor Master Maintenance Screen in Vendor Master Maintenance (MENU APFILE), if adding a new voucher. If changing an existing voucher, the default is the value entered in the AP Voucher Entry Header File (APVHD).
	(A 1) Required
Invoice #/Voucher #	This field displays either the voucher splits' invoice number or voucher number depending upon your selection using the F4=VOUCHER / F4=INVOICE toggle key.
	NOTE: If the **Vendor Number Assignment** is set to S in AP Options Maintenance (MENU APFIL2), this field defaults to the invoice number of the voucher splits being processed and F4=VOUCHER / F4=INVOICE will not display. If this column displays the Voucher # heading, you must enter voucher numbers for each split displayed on this screen if you select to override any split term information.
	(A 15) Display/Override

End Voucher/Split Terms Entry Screen Fields and Function Keys

Field/Function Key	Description
Invoice Amt	This column displays the invoice amounts calculated for the voucher splits of the voucher being processed. Press F10=OVERRIDE if you wish to override this value. The voucher split columns will become unprotected and you will be able to override each value in this column. NOTE: When International Currency is installed, if the vendor's currency does not match the local currency, only the trading amount may be overridden. (N 15,2) Display/Override
Discount Amt	This column displays the discount amounts calculated for the voucher splits of the voucher being processed. Press F10=OVERRIDE if you wish to override this value. The voucher split columns will become unprotected and you will be able to override each value in this column. NOTE: When International Currency is installed, if the vendor's currency does not match the local currency, only the trading amount may be overridden. (N 13,2) Display/Override
Due Date	This column displays the due dates for the voucher splits of the voucher being processed. The due date is calculated by adding the invoice or entry date of the voucher and the pay days on the split. Press F10=OVERRIDE if you wish to override this value. The voucher split columns will become unprotected and you will be able to override each value in this column. *Valid Values:* Key the date using the **Default Date Format** for this user, specified through Register User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (N 6,0) Display/Override

End Voucher/Split Terms Entry Screen Fields and Function Keys

Field/Function Key	Description
Dsc Date	This column displays the discount dates for the voucher splits of the voucher being processed. The discount date is calculated by adding the invoice or entry date of the voucher, the pay days on the previous split, and the discount days on the terms code.
	The discount date cannot be greater than the due date. If the discount date is greater than the due date, the value in this field will be highlighted and either the due date or the discount date value must be overridden before you can end the voucher.
	Press F10=OVERRIDE if you wish to override this value. The voucher split columns will become unprotected and you will be able to override each value in this column.
	Valid Values: Key the date using the **Default Date Format** for this user, specified through Register User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE).
	(N 6,0) Display/Override
Urg Date	This column displays the urgency dates for the voucher splits of the voucher being processed.
	Press F10=OVERRIDE if you wish to override this value. The voucher split columns will become unprotected and you will be able to override each value in this column.
	Valid Values: Key the date using the **Default Date Format** for this user, specified through Register User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE).
	(N 6,0) Display/Override
Totals	This field displays the total invoice and discount amounts for each split on this voucher.
	NOTE: The total invoice amount on this screen must equal the total invoice amount entered on the Voucher Header Screen (p. 4-80) in order for you to end this voucher.
	Display

End Voucher/Split Terms Entry Screen Fields and Function Keys

Field/Function Key	Description
Inv Var	This field displays any existing invoice variance for the split percentages designated for this voucher.
	For example, if you entered an invoice with three splits of 33% each, the variance would be equal to 1%. If you entered an invoice with three splits of 30% each, the variance would be equal to 10%.
	If an invoice variance displays in this field, you must use the F10=OVERRIDE override and assign the total variance amount to the invoice splits displayed on this screen. The total invoice amount on this screen must be equal to the total invoice amount entered on the Voucher Header Screen (p. 4-80). Display
F2=Line Items	Press F2=LINE ITEMS to display the Voucher Transaction Entry Screen (p. 4-101) for the current voucher.
	NOTE: F2=LINE ITEMS will not be available when override mode is engaged.
F4=Voucher #/Invoice #	NOTE: F4=VOUCHER / F4=INVOICE appears only if Vendor Number Assignment (MENU APFIL2) is set to U.
	Use F4=VOUCHER / F4=INVOICE to toggle the Voucher #/Invoice # column between the voucher number and the invoice number of the voucher splits displayed on this screen.
F5=Refresh	NOTE: F5=REFRESH appears only when override mode is engaged.
	Press F5=REFRESH to re-calculate the column values that apply to split terms. Any values you have overridden will be re-calculated.
F6=Index	F6=INDEX will only display if MaxRecall is installed and activated.
	Press F6=INDEX to initiate the process to automatically index this voucher in MaxRecall. The invoice number, PO number, total invoice amount, vendor number, vendor name, company number, and voucher number will be submitted as the index values.
	This process also requires that:
	• the MaxRecall Document Acquisition In Box be open
	• there must be a document open in the in Box in an AP Vendor Invoice Batch.
	Once the voucher is indexed, MaxRecall will automatically move to the next document.

End Voucher/Split Terms Entry Screen Fields and Function Keys

Field/Function Key	Description
F9=Recalc Disc	Press F9=RECALC DISC to re-calculate the discount amount value if you have overridden the original invoice amount. The discount amount will be re-calculated and the new value will display.
	NOTE: F9=RECALC DISC appears only when override mode is engaged.
F10=Override	Press F10=OVERRIDE if you wish to override any of the voucher split values displayed on this screen. The voucher split information will become unprotected and you will be able to override each value in the appropriate column.
F11=Local/Trade Currency	F11=LOCAL / F11=TRADE only displays when International Currency is installed.
	Press F11=LOCAL / F11=TRADE to toggle between local and trading currency.
	NOTE: F11=LOCAL / F11=TRADE appears only if the vendor currency does not match the local currency. Additionally, the **Invoice Amt** and **Discount Amt** fields will be protected if local currency is selected.
F12=Header	Press F12=HEADER to display the Voucher Header Screen (p. 4-80) for the current voucher.
F24=Cancel	Press F24=CANCEL to delete this voucher. The Voucher Entry Selection Screen (p. 4-8) will appear.
	NOTE: F24=CANCEL will not be available when override mode is engaged.
Enter	Press ENTER to confirm your selections. The Voucher Entry Selection Screen (p. 4-8) will appear.

Drop Ship Receipt Validation Screen

```
                  DROP SHIP RECEIPT VALIDATION

         Company:       1    A & C Office Supply
         Vendor:     IC3000 SAUERKRAUT PRODUCTS
         Currency:      GDM   German Deutschemark




         PO Number:     _ .....

         Invoice Amt:   ..................... DM#
                                             US$
         Invoice No:    ...............
         Invoice Date:  .......
         Invoice Desc:  .......................




                                   F4=D/S PO List     F12=Return
```

This screen appears after you press F9=DROP SHIP RCPT in the Voucher Entry Selection Screen (p. 4-8). Use this screen to enter invoice data regarding a drop shipment purchase order that was placed with the vendor.

Drop Ship Receipt Validation Screen Fields and Function Keys

Field/Function Key	Description
Company	The company number selected on the Voucher Entry Selection Screen (p. 4-8). Display
Vendor	The number and name of the vendor for whom this voucher has been created. Display
Currency	This field only displays when International Currency is installed and only for those vendors whose trading currencies differ from the company's local currency. This field displays the currency code and description for the trading currency, if the vendor's currency differs from the company's local currency. Display

Drop Ship Receipt Validation Screen Fields and Function Keys

Field/Function Key	Description
PO Number	Key the number of the drop ship purchase order for which the invoice has been received. To search for a purchase order, use the F4=D/S PO LIST function key.
	Valid Values: Any valid purchase order that was created with the **Drop Ship** field set to Y on the Requisition Header Screen (MENU POMAIN).
	(A 6) Required
Invoice Amt	Key the amount of the invoice from this vendor for the drop shipment. This amount signifies the amount for the specified purchase order only.
	The amount entered in this field will be carried forward and displayed in the **Inv Amt** field on the Voucher Header Screen (p. 4-80) when creating the voucher to pay the vendor for the drop shipment.
	When International Currency is installed, enter the invoice amount for the drop ship receipt in the vendor's currency. The currency symbol for the trading currency will display to the right of the amount. The local currency equivalent displays only after entering an amount in the **Invoice Amt** field and pressing ENTER. The company's local currency symbol will display to the right of the equivalent value.
	Key the appropriate invoice amount.
	(N 15,5) Required
Invoice No	Key the invoice number of the invoice from this vendor for the drop shipment.
	The number entered in this field will be carried forward and displayed in the **Inv No** field on the Voucher Header Screen (p. 4-80) when creating the voucher to pay the vendor for the drop shipment. The number entered in this field will also be carried forward and displayed as part of the description in the **Inv Desc** field on the Voucher Header Screen (p. 4-80) when creating the charge back voucher to the vendor for the drop shipment, (i.e., the description will read C/B FOR; followed by the invoice number).
	(A 15) Required
Invoice Date	Key the date of the invoice from this vendor for the drop shipment.
	The date entered in this field will be carried forward and displayed in the **Inv Date** field on the Voucher Header Screen (p. 4-80) when creating the voucher to pay the vendor for the drop shipment. This date will also be carried forward and displayed in the **Inv Date** field on the Voucher Header Screen (p. 4-80) when creating the charge back voucher to the vendor for the drop shipment.
	Valid Values: Key the date using the **Default Date Format** for this user, specified through Register User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE).
	(N 6,0) Required

Drop Ship Receipt Validation Screen Fields and Function Keys

Field/Function Key	Description
Invoice Desc	Key a description of the invoice from this vendor for the drop shipment. If entered, the description entered in this field will be carried forward and displayed in the **Inv Desc** field on the Voucher Header Screen (p. 4-80) when creating the voucher to pay the vendor for the drop shipment. (A 25) Optional
F4=D/S PO List	If you do not know the purchase order number, press the F4=D/S PO LIST function key to display a list of drop shipment purchase orders for the company and vendor. The Drop Ship PO List Screen (p. 4-132) appears.
F12=Return	Press the F12=RETURN key to return to the Voucher Entry Selection Screen (p. 4-8).
Enter	Press the ENTER key to confirm your selections. The PO Header Screen (MENU POMAIN) will appear to allow entry of purchase order drop ship receipt information. If the PO that you keyed in the **PO Number** field is already in a PO receipt group, and that group is not in use, then that PO information will be removed from that group and placed in a new Accounts Payable drop ship receipt validation group. If this causes the original PO receipt group to now be empty, it will be deleted. The group ID assigned to the new Accounts Payable drop ship receipt validation group will be created by using your two-character workstation ID and appending a three-digit sequence number starting with 001. The sequence number will be incremented until a unique receipt group name is found. If this is not the first drop ship purchase order that you have identified for this Accounts Payable receipt group, then the new purchase order will be brought into the already created/opened group, unless it has a different warehouse (i.e., a voucher group may be affiliated with as many Accounts Payable drop ship receipt validation groups as you have warehouses identified on the purchase order selected).

Drop Ship PO List Screen

```
                        DROP SHIP PO LIST
Co: 01    Vendor: 100      SHARP INTERNATIONAL

   PO Num WH PO Due Dt Order Customer Name           Items   PO Value US$
 1 100175 1    8/11/09                                 2         1586.84

                                                                    Last
Selection: _ .

    F2=Req No    F4=PO Ord Dt    F6=Customer No    F11=Trd Currency    F12=Return
```

This screen appears after you press F4=D/S PO LIST on the Drop Ship Receipt Validation Screen (p. 4-129). Use this screen to select the purchase order you want to associate with the invoice being processed.

For each purchase order, this screen displays the

- number of the purchase order or the requisition, depending on your selection with the F2=REQ NO / F2=PO NUM function key.

- warehouse.

- purchase order due date or order date, depending on your selection with the F4=PO DUE DT / F4=PO ORD DT function key.

- number of the sales order associated with the purchase order.

- name or number of the customer, depending on your selection with the F6=CUSTOMER NAME / F6=CUSTOMER NO function key.

- number of items on the purchase order.

- total value of the purchase order. If you are using International Currency, you can display this value in either the company's local currency or the vendor's trading currency, depending on your selection with the F11=TRD CURRENCY / F11=LCL CURRENCY function key.

NOTE: All dates will display in the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE).

Drop Ship PO List Screen Fields and Function Keys

Field/Function Key	Description
Co	The company number associated with the purchase order. Display
Vendor	The vendor number and name where the items were ordered. Display
(Reference Number)	The reference number of the detail transaction. Use this to determine which function key should be pressed to select a purchase order for processing. Display
PO Num / Req No	Use the F2=REQ NO / F2=PO NUM function key to toggle this field between the PO number assigned when the purchase order was printed and the requisition number assigned when the requisition was created. Display
WH	The warehouse from which the items were ordered. Display
PO Due Dt / PO Ord Dt	Use the F4=PO DUE DT / F4=PO ORD DT function key to toggle this field between the date the items are due to be delivered to the ordering customer location or the date the purchase order was created. Display
Order	The sales order number for the customer's order. Display
Customer Name / Customer No	Use the F6=CUSTOMER NAME / F6=CUSTOMER NO function key to toggle this field between the name of the customer placing the sales order and the customer number. Display
Items	The number of drop ship items on the purchase order. Display
PO Value	The value of the drop ship items on the purchase order. Display
Selection	Key the reference number for a purchase order in this field to select the associated purchase order for drop ship receipt validation processing. (N 2,0) Optional
F2=Req No / F2=PO Num	Press the F2=REQ NO / F2=PO NUM function key to toggle between displaying either the purchase order number or the requisition number.
F4=PO Due Dt / F4=PO Ord Dt	Press the F4=PO DUE DT / F4=PO ORD DT function key to toggle between displaying either the purchase order due date or order date.

Drop Ship PO List Screen Fields and Function Keys

Field/Function Key	Description
F6=Customer Name/ F6=Customer No	Press the F6=CUSTOMER NAME / F6=CUSTOMER NO function key to toggle between displaying either the name of the customer or the number of the customer.
F11=Trd Currency / F11=Lcl Currency	The F11=TRD CURRENCY / F11=LCL CURRENCY function key appears only if International Currency is installed and activated.
	Press the F11=TRD CURRENCY / F11=LCL CURRENCY function key to display the purchase order value in either the company's local currency or the trading currency. The local currency symbol displays at the column heading.
F12=Return	Press the F12=RETURN function key to return to the previous screen without making a selection.
Enter	After you enter a reference number in the **Selection** field, press the ENTER key to confirm your entry and return to the Drop Ship Receipt Validation Screen (p. 4-129).

End Drop Ship Receipt Validation Screen

```
                    END DROP SHIP RECEIPT VALIDATION

        Company:        1    A & C Office Supply
        Vendor:       IC3000 SAUERKRAUT PRODUCTS
        Currency:      GDM    German Deutschemark


        Invoice Amt:              1,000.00   DM#

        Receipts:                   48.79
        Misc Chgs:                    .00   <-- Adjust: _ ..............
        Voucher Amt:                48.79

        Charge Back:               951.21

        Charge Back No. ...............




           F11=Local Curr      F12=Return   F13=Create Charge Back Voucher
```

This screen appears after you press F13=CRT VCH on the End Receipts Screen of Enter or Change Receivers or PO Receipts (MENU POMAIN) if there is a difference between the invoice amount and the receipt amount. Use this screen to rectify this difference and to create the voucher to pay this vendor for the drop shipment.

The difference may be rectified in one of the following ways:

- Correct any mistakes by returning to the purchase order receipt screens as described through Enter or Change Receivers or PO Receipts (MENU POMAIN) or the Drop Ship Receipt Validation Screen (p. 4-129).
- Key adjusting values to affect the miscellaneous charges.
- Create a charge back voucher to the vendor which will appear as a negative open payable.

End Drop Ship Receipt Validation Screen Fields and Function Keys

Field/Function Key	Description
Co	The company number associated with the purchase order.
	Display
Vendor	The vendor number and name where the items were ordered.
	Display

End Drop Ship Receipt Validation Screen Fields and Function Keys

Field/Function Key	Description
Currency	This field only displays wen International Currency is installed and only for those vendors whose trading currencies differ from the company's local currency. This field displays the currency code and description for the trading currency, if the vendor's currency differs from the company's local currency. Display
Invoice Amt	This field displays the amount of the invoice from this vendor that you keyed on the Drop Ship Receipt Validation Screen (p. 4-129). When International Currency is installed, this field may be toggled with the F11=LOCAL CURR / F11=TRADING CURR key to display the invoice amount for the drop ship receipt in the vendor's trading currency (with the trading currency symbol displayed to the right) or in the company's local currency (with the local currency symbol displayed to the right). Display
Receipts	This field displays the total value of the received purchase order from this vendor. Display
Misc Chgs	This field displays the total amount of miscellaneous charges (i.e., non-item charges such as sales tax) for this voucher. You may change this amount by using the **Adjust** field. Display
Adjust	Use this field to change the amount in the **Misc Chgs** field. The amount keyed here will be added to (for positive adjustments) or subtracted from (for negative adjustments) the **Misc Chgs** field. Key the amount to adjust the miscellaneous charges. NOTE: In order to create your drop ship receipt validation voucher, there must be no difference between the **Invoice Amt** and the **Receipts** amount that has not been identified as a miscellaneous charge, or as the charge back amount. When International Currency is installed, this field will not display if the vendor you selected uses a trading currency different from the company's local currency and you selected to display local equivalent values by pressing the F11=LOCAL CURR / F11=TRADING CURR function key. (N 15,2) Optional

End Drop Ship Receipt Validation Screen Fields and Function Keys

Field/Function Key	Description
Voucher Amt	This field displays a working sum of the **Receipts** and **Misc Chgs** fields. The amount displayed in this field will be the net amount of the voucher that you are creating for this vendor.
	If you make the **Voucher Amt** equal to the **Invoice Amt**, the **Charge Back No.** field and the F13=CREATE CHARGE BACK VOUCHER function key will be cleared from this screen.
	Display
Charge Back	This field displays the difference between the **Invoice Amt** and the **Voucher Amt** fields. This amount will be charged back to the vendor unless the **Adjust** field is used to change the **Misc Chgs** field such that the difference no longer exists.
	If the variance between the invoice amount and the voucher amount exceeds the **Cost Variance Warning Percent** or **Cost Variance Warning Value** set up through Purchasing Options Maintenance (MENU XAFILE) and there is a **PO-AP Hold Code** set up in Purchasing Options Maintenance, the voucher will be put on hold automatically unless the amount is charged back to the vendor. If there is a variance, and you use the **Adjust** field to account for the difference, the voucher will go on hold.
	Display
Charge Back No	NOTE: This field will not appear if the **Voucher Amt** equals the **Invoice Amt**.
	The value keyed in this field will be used as the invoice number of the charge back voucher.
	(A15) Required
F11=Local Curr/ Trading Curr	This key only displays when International Currency is installed and only if the trading currency of the vendor whose receipts you are validating is different from the company's local currency.
	Press F11=LOCAL CURR / F11=TRADING CURR to toggle between displaying the invoice, receipts, miscellaneous charges, voucher and charge back amounts in the company's local currency and displaying these amounts in the vendor's trading currency.
	Press F11=LOCAL CURR to display amounts in the company's local currency. The symbol for the company's local currency will appear to the right of the **Invoice Amt** field. The **Adjust** field will also be cleared from the display.
	Press F11=TRADING CURR to display amounts in the vendor's trading currency. The symbol for the vendor's currency will appear to the right of the **Invoice Amt** field. The **Adjust** field will also redisplay.
F12=Return	Press the F12=RETURN function key to return to the PO Header Screen (MENU POMAIN) without creating the voucher.

End Drop Ship Receipt Validation Screen Fields and Function Keys

Field/Function Key	Description
F13=Create Charge Back Voucher	If the F13=CREATE CHARGE BACK VOUCHER key is displayed, then the **Voucher Amt** does not match the **Invoice Amt**. Two vouchers will be created when you press the F13=CREATE CHARGE BACK VOUCHER key. One voucher will be created for the **Invoice Amt** and a second voucher will be created for the **Charge Back** amount. The charge back voucher will use the number keyed in the **Charge Back No**. field as its invoice number.
	If the **Check for duplicate invoices** field is set to I, D, or B in AP Options Maintenance (MENU APFIL2), pressing the F13=CREATE CHARGE BACK VOUCHER function key to create a charge back voucher will activate the interactive check for duplicate invoices. This process checks the Voucher Header File, the Open Payables File, and the History Payables File for duplicate invoices based on the criteria specified in the company options.
	If a duplicate invoice is found, a warning message will appear on this screen with information about the location of the duplicate. You can proceed with entering or changing the charge back voucher by pressing ENTER or F13=CREATE CHARGE BACK VOUCHER. The Voucher Header Screen (p. 4-80) will appear. If you do not want to continue creating the voucher, press F12=RETURN to cancel it.
	If there are no duplicate invoices or if **Check for duplicate invoices** is set to N in AP Options Maintenance (MENU APFIL2), the Voucher Header Screen (p. 4-80) will appear for the original voucher. The charge back voucher will already have been automatically created and may be viewed/maintained by selecting it from the Voucher Search (List) Screen (p. 4-16).
Enter	If the F13=CREATE CHARGE BACK VOUCHER function key is displayed, press the ENTER key to add or subtract the **Adjust** amount to the **Misc Chgs** amount and clear the **Adjust** field.
	If the F13=CREATE CHARGE BACK VOUCHER function key is not displayed, then the **Voucher Amt** matches the **Invoice Amt**. Press the ENTER key to create one voucher for this vendor. The Voucher Header Screen (p. 4-80) will appear.

A voucher group template is a voucher group which has been defined specifically for the purpose of copying when processing a new voucher group. Voucher group templates are defined in Voucher Entry (MENU APMAIN) by keying T (for template) in the **Group Type** field on the Voucher Group Information Screen (p. 4-13). The voucher group template will then be available to be copied to a new voucher group when needed.

Use this option to copy a voucher group template to a new voucher group.

The new voucher group to which the template group has been copied to may be modified, edited, and posted (template groups cannot be posted). After editing through Voucher Edit List (MENU APMAIN), proceed with posting the voucher group in the typical manner through Post Vouchers (MENU APMAIN).

Template groups are useful for those voucher entries which are standard or recurring. Standard entries are routine transactions for which the dollar amounts are unknown; recurring entries are those routine entries for which the dollar amounts are known (such as rent or utility payments). In either case, the use of a voucher template spares you from having to key new vouchers in a voucher group each time.

Create Vouchers From Templates

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Copy Vouchers from Template Group Screen	Use to add or change a template group of vouchers.
Create Vouchers From Template Screen	Use to define the new voucher group.

When To Run This Option

Run this option when processing a voucher group for which a template has been defined. The template may be similar or identical to the group of vouchers to be processed. You may add, delete, or change as many voucher transactions and/or vouchers in the new voucher group as needed.

If a voucher group template does not exist, create the voucher group template through Voucher Entry (MENU APMAIN).

Copy Vouchers from Template Group Screen

```
                    COPY VOUCHERS FROM TEMPLATE




                    Company?     01

                    Group ID:    _ . . . .




                    F3=Exit    F4=Group Search
```

TECHNICAL NOTE: This is a shared screen that displays in multiple places. The actual
screen format name is AP100FM_STARTG.

This screen appears after selecting option 2 - Create Vouchers From Templates from the Accounts
Payable Main Menu (MENU APMAIN):

This screen also appears after selecting any of the following options from the Accounts Payable Main
Menu (MENU APMAIN):

• Voucher Entry

• Voucher Edit List

• Voucher Post

Use this screen to specify a voucher group. Select a group by specifying the group identification code
(**Group ID**).

Copy Vouchers From Template Group Screen Fields and Function Keys

Field/Function Keys	Description
Function	Key A to add a new voucher group.
	Key C to change an existing voucher group.
	(A 1) Required

Copy Vouchers From Template Group Screen Fields and Function Keys

Field/Function Keys	Description
Company	Key the number of the company associated with the voucher group. *Default Value:* Default company set up for Distribution A+ (N 2,0) Required
Group ID	Key the identifier of the voucher group NOTE: Do not use special characters (i.e. &, %, etc.); use letters and numbers only. If you do not know the voucher group template name, press F4=GROUP SEARCH to display the Accounts Payable Group Selection Screen (p. 4-6). (A 5) Required
F3=Exit	Press F3=EXIT to exit the option and return to the menu.
F4=Group Search	Press F4=GROUP SEARCH to display the Accounts Payable Group Selection Screen (p. 4-6), from which you may select a group to change.
Enter	Press ENTER to confirm your selections. The Create Vouchers From Template Screen (p. 5-5) displays.

Create Vouchers From Template Screen

```
              CREATE VOUCHERS FROM TEMPLATE


       Company:          1    A & C Office Supply

       Group ID:        ELECT  Electic Bill


       Copy To Group ID:  _....


       Entry Date:      09/06/10

       Posting Date:    00/00/00

       Invoice No:      ...............

       Invoice Date:    00/00/00


                                              F3=Exit
```

This screen appears after pressing ENTER on the Copy Vouchers from Template Group Screen (p. 5-3). Use this screen to define the new voucher group and to specify the posting date, invoice date, and optionally the invoice number for the new voucher group. The group is copied before the Voucher Entry Group Selection Screen (p. 4-4) is displayed, and you will be working in the new entry.

Press ENTER from this screen to display the Voucher Entry Group Selection Screen (p. 4-4). At this point, you may utilize any of the screens or functions used in Voucher Entry, described in CHAPTER 4: *Entering Vouchers*.

NOTE: When International Currency is installed, for trading currency vendors, the trading currency values and information will be copied into the newly created voucher.

Create Vouchers From Template Screen Fields and Function Keys

Field/Function Key	Description
Company	The company number that this voucher template is being copied to for the creation of a new voucher group. Display
Group ID	The five-character identifier for this voucher group template. Display

Create Vouchers From Template Screen Fields and Function Keys

Field/Function Key	Description
Copy To Group ID	Key the name of the new voucher group to which this voucher group template (displayed in the **Group ID** field) will be copied. *Valid Values:* Any name except an existing voucher group name. (A 5) Required
Entry Date	The date this voucher group template was created. The date displayed may be accepted or overridden. This date will be copied to new detail lines. *Default Value:* Today's date *Valid Values:* Key the date using the **Default Date Format** for this user, specified through Register User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (N 6,0) Display/Optional
Posting Date	The posting date for the voucher group being created. You may post a voucher group to any open or temporarily closed period. A warning message is displayed when posting to a temporarily closed period. You cannot post to a permanently closed period. Therefore, a date within that period is invalid. *Valid Values:* A date within an open or temporarily closed period. Key the date using the **Default Date Format** for this user, specified through Register User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (N 6,0) Required
Invoice No	The invoice number associated with this voucher. (A 15) Optional
Invoice Date	The date of the invoice which is recorded using this voucher. *Valid Values:* Key the date using the **Default Date Format** for this user, specified through Register User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (N 6,0) Required
F3=Exit	Press F3=Exit to exit the option and return to the menu.

Create Vouchers From Template Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press ENTER to confirm your selections.
	If **Check for duplicate invoices** is set to I, D, or B in AP Options Maintenance (MENU APFIL2), pressing ENTER will activate the interactive check for duplicate invoices. This process checks the Voucher Header File (APVHD), the Open Payables File (APOHD), and the History Payables File (APHHD) for duplicate invoices based on the criteria specified in the company options.
	If a duplicate invoice is found, a warning message will appear on this screen with information about the location of the duplicate. You can proceed with creating the voucher by pressing ENTER. The Voucher Entry Group Selection Screen (p. 4-4) will appear. If you do not want to continue creating the voucher, press F3=EXIT to cancel it.
	If there are no duplicate invoices or if **Check for duplicate invoices** is set to N in AP Options Maintenance (MENU APFIL2), the Voucher Entry Group Selection Screen (p. 4-4) will appear.

Editing Voucher Groups

6

Use the Edit Voucher List option on the Accounts Payable Main Menu (MENU APMAIN) to edit a voucher group, if desired.

The A/P Voucher Edit List (p. 6-9) will print. You may optionally print the A/P Voucher Edit List (p. 6-9) and/or A/P Duplicate Invoice Report (p. 6-11). If distribution accounts are used in the voucher group, the G/L Account Distribution Edit is printed.

If you choose not to edit a voucher group through this option, the Post Vouchers (MENU APMAIN) automatically prints the A/P Voucher Error List (p. 6-7) prior to posting the voucher group. If errors are detected in the voucher group, the voucher group will not be posted.

Voucher Edit List

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
A/P Voucher Edit Group Selection Screen	Use to specify the voucher group to edit.
A/P Voucher Edit Screen	Use to specify the printing/reporting options.
A/P Voucher Error List	Prints errors in the voucher group.
A/P Voucher Edit List	Prints voucher information for each voucher in the group.
A/P Duplicate Invoice Report	Prints duplicate invoices in the group.

When to Run This Option

Run this option to edit vouchers in A/P after vouchers have been entered through Voucher Entry (MENU APMAIN) and before vouchers have been posted through Post Vouchers (MENU APMAIN).

A/P Voucher Edit Group Selection Screen

```
            ACCOUNTS PAYABLE VOUCHER EDIT




              Company?    01

              Group ID:   _ . . . .






              F3=Exit    F4=Group Search
```

TECHNICAL NOTE: This is a shared screen that displays in multiple places. The actual screen format name is AP100FM_STARTG.

This screen appears after selecting option 3 - Voucher Edit List from the Accounts Payable Main Menu (MENU APMAIN).

Use this screen to specify a voucher group. Select a group by specifying the group identification code (**Group ID**).

A/P Voucher Edit Group Selection Screen Fields and Function Keys

Field/Function Keys	Description
Company	Key the number of the company associated with the voucher group. *Default Value:* Default company set up for Distribution A+ (N 2,0) Required
Group ID	Key the identifier of the voucher group NOTE: Do not use special characters (i.e. &, %, etc.); use letters and numbers only. If you do not know the voucher group template name, press F4 to display the Accounts Payable Group Selection Screen (p. 4-6). Refer to the F4 field description for details. (A 5) Required
F3=Exit	Press the F3=EXIT function key to exit the option and return to the menu.

A/P Voucher Edit Group Selection Screen Fields and Function Keys

Field/Function Keys	Description
F4=Group Search	Press the F4=GROUP SEARCH function key to display the Accounts Payable Group Selection Screen (p. 4-6), from which you may select a group to change.
Enter	Press the ENTER key to confirm your selections. The A/P Voucher Edit Screen (p. 6-5) will display.

A/P Voucher Edit Screen

```
           ACCOUNTS PAYABLE VOUCHER EDIT


    Company:  1    Group ID:  ELECT  Electic Bill


              Print Edit List:          _  Y,N
              Detail/Summary:           D  D,S

              Duplicate Invoice Report:  ..  N,I,D,B









                                             F3=Exit
```
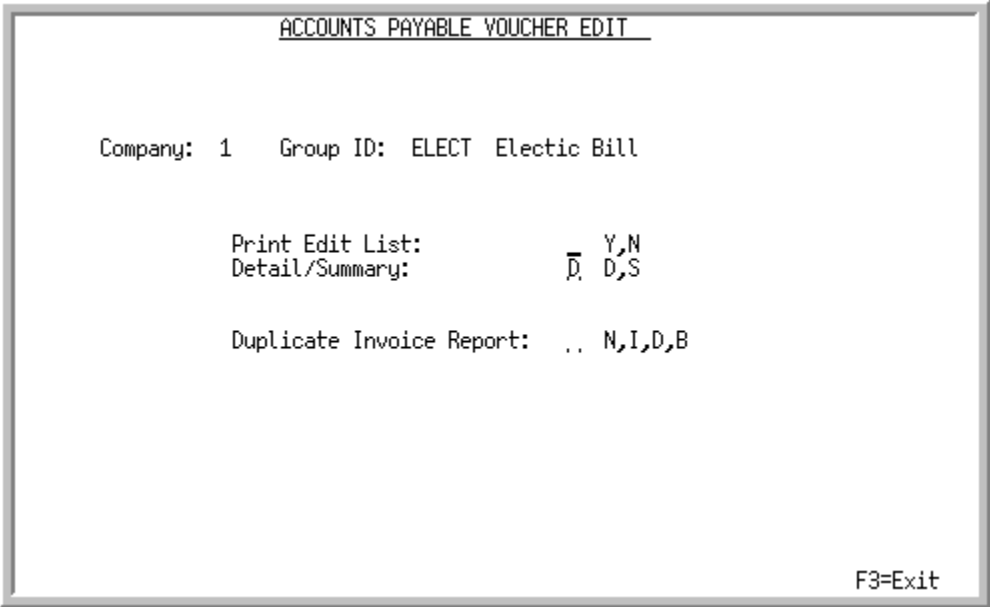
This screen appears after you press ENTER on the A/P Voucher Edit Group Selection Screen (p. 6-3). Use this screen to select the reports and options to print during the voucher group edit.

A/P Voucher Edit Screen Fields and Function Keys

Field/Function Keys	Description
Company/Group ID	These fields display the company, the five-character group identifier, and the name associated with this voucher group. Display
Print Edit List	Use this field to determine if the A/P Voucher Edit List (p. 6-9) should be printed. This report prints all voucher transactions for each voucher in the selected voucher group. Key Y to print the edit list. Key N if you do not want to print the edit list. (A 1) Required

A/P Voucher Edit Screen Fields and Function Keys

Field/Function Keys	Description
Detail/Summary	Used to determine if the A/P Voucher Edit List (p. 6-9) will be printed in detail or summary.
	Key D to print the list in detail. Detail voucher transactions for each voucher are printed.
	Key S to print the list in summary. A summary of each voucher keyed in the voucher group is printed.
	Default Value: Value selected in A/P Options Maintenance (MENU APFIL2) for this company.
	(A 1) Required
Duplicate Invoice Report	Used to select your option for the A/P Duplicate Invoice Report (p. 6-11).
	Key N if you do not want to print the Duplicate Invoice Report.
	Key I to print duplicates for matching vendors and invoice numbers.
	Key D to print duplicates for matching vendors, invoice dates, and amounts.
	Key B to print duplicates for both I and D types of duplicates.
	If you have selected to check for duplicate invoices through AP Options Maintenance (MENU APFIL2), it is recommended that you still run this report when you edit vouchers.
	(A 1) Required
F3=Exit	Press the F3=EXIT function key to cancel and return to the menu.
Enter	Press the ENTER key to confirm your selections. The Report Options Screen will appear (refer the Cross Applications User Guide for details about this screen).

A/P Voucher Error List

```
AP121  09/22/11  21.55.45                    A/P VOUCHER ERROR LIST                    AM/APDEMO    PAGE    1
                                             01-A & C Office Supply
                                             Group-TUESD Tuesday
Group Type - Voucher           Posting Date - 09/13/11
Voucher    Line  Vendor  Div-Account-Sub                       Voucher Ref  Check #  Error
                         Entered Inv Amt      Calc Inv Amt
-------------------------------------------------------------------------------------------------------------
   504      1    1400   001-0004600-000 INVALID #                                    INVALID TRANSACTION ACCOUNT NUMBER
```

This report prints errors associated with vouchers in the selected voucher group. This report is always printed through this option, and Post Vouchers (MENU APMAIN). The G/L Account description field will not display if you are set up to be an **Accounts Payable Options: Restrict Voucher Entry** user in Authority Profile Maintenance (MENU XASCTY).

A/P Voucher Error List

Report/Listing Fields	Description
Group Type	The type of voucher group. The group type is *Voucher* or *Template*.
Posting Date	The posting date for this voucher group.
Voucher	The number of the voucher which is in error.
Line	The line number of the voucher transaction which is in error. A number is printed in this column only if the error applies to an individual voucher transaction. If an error applies to an entire voucher, this column is blank.
Vendor	The vendor number associated with this voucher. If an assignee is used, this is the number of the assignee.
G/L Account Number	This is the number of the G/L account in a voucher transaction which is in error. An account number is printed only if the voucher transaction is in error. If an error applies to the entire voucher, the account number is not printed.
Calc Inv Amt	The calculated invoice amount for this voucher. This value is calculated based on the debit and credit voucher transactions made for this voucher. A value is printed in this column if an error applies to a voucher, not a voucher transaction.
Entered Inv Amt	The amount entered as the invoice amount for this voucher on the Voucher Transaction Entry Screen (p. 4-101). A value is printed in this column if an error applies to a voucher, not a voucher transaction.

A/P Voucher Error List

Report/Listing Fields	Description
Voucher Ref	The voucher for which a debit or credit memo has been issued. This column is blank unless the indicated voucher is a debit memo or a credit memo.
Check #	The number of the check used. A check number is printed only if the voucher transaction was a prepaid invoice transaction.
Error	The error associated with the voucher or the voucher transaction. The errors which apply to voucher transactions are: • INVALID # • SUSPENDED # • VOUCHER NUMBER IN USE • INVALID VENDOR NUMBER • AP ACCOUNT CANNOT BE DISTRIBUTION ACCOUNT • CASH DSC ACCOUNT CANNOT BE DIST ACCOUNT • ERRORS FOUND IN DISTRIBUTION ACCOUNT - SEE EDIT LIST • CALCULATED INV AMT NOT = ENTERED INVOICE AMT • WARNING: THIS CHECK EXISTS • THIS CHECK NUMBER HAS BEEN VOIDED • THIS CHECK NUMBER HAS BEEN RECONCILED • INVALID A/P TO G/L ACCOUNT NUMBERS • INVALID CASH DISCOUNT ACCOUNT NUMBER • INVALID TRANSACTION ACCOUNT NUMBER • ACCOUNT NUMBER HAS BEEN SUSPENDED • VOUCHER REFERENCE NOT ON FILE • A/P CLEARING ACCOUNT IS INVALID • A/P VOUCHER SPLITTING ERRORS The errors which apply for the voucher group are: • INVALID CASH ACCOUNT FOR CHECKING ACCOUNT • CASH ACCT FOR CHECKING ACCT SUSPENDED • BANK ACCOUNT G/L ACCOUNT CANNOT BE A DIST ACCT

A/P Voucher Edit List


```
AP122  01/30/23  8.20.42                    A/P VOUCHER EDIT LIST                F5/APDEMO    PAGE    1
                                          01-A & C Office Supply/USD
                                                Group-A      a
Group Type - Voucher                 Posting Date - 01/05/23         Detail Report
Voucher Type Vendor  Invoice Number  Inv Date Invoice Description
             Name    Prepaid Chk No  Chk Date D/S PO              Gross        Discount           Net
---------------------------------------------------------------------------------------------------------
   2174 INV  RICHM UNLIMITED
                      2174            01/05/22                     10.00          1.00            9.00
                            001-0002000-000 Accounts Payable
                            001-0004600-000 A/P Cash Discounts Taken
                            001-0002620-000 Handling Fees Purchases    10.00  D
   2196 INV  LETCO CORPORATION
                      2196            01/20/23                  2,196.00         43.92        2,152.08
                            001-0002000-000 Accounts Payable
                            001-0004600-000 A/P Cash Discounts Taken
                            001-0005500-000 Miscell. expense account  2,196.00  D
Voucher Count:     2                          Totals US$:       2,206.00         44.92        2,161.08
```

This optional report prints voucher information for each voucher in the selected voucher group. A summary or detail listing prints, depending on the selection you made on the A/P Voucher Edit Screen (p. 6-5) if you run this listing through this menu option. Otherwise, it depends on setup values defined in AP Options (MENU APFIL2) for this company.

The G/L Account description field will not display if you are set up to be an **Accounts Payable Options: Restrict Voucher Entry** user in Authority Profile Maintenance (MENU XASCTY).

A/P Voucher Edit List

Report Fields	Description
Group Type	The type of voucher group. The group type is **Voucher** or **Template**.
Posting Date	The posting date for this voucher group.
Voucher	The number of the voucher which was assigned during the entry process.
Type	The type of voucher: • INV is printed if this voucher is for an invoice. • PIV is printed if the voucher is for a pre-receipt invoice. • DRM is printed if this voucher is for a debit memo. • CRM is printed if this voucher is for a credit memo.
Vendor Name	The vendor name associated with this voucher. If an assignee is used, this is the name of the assignee. NOTE: If a voucher is to be split, a message "****VOUCHER WILL BE SPLIT****" will print on this report below this field.
Invoice Number	The number of the invoice which is recorded using this voucher.
Invoice Date	The date of the invoice which is recorded using this voucher.

A/P Voucher Edit List

Report Fields	Description
Invoice Description	The description of the invoice which is recorded using this voucher.
Gross	The gross amount payable for the voucher. This value is calculated based on the voucher transactions keyed for the voucher. The dollar amount printed is the total amount payable for this voucher before consideration of any applicable vendor discounts.
Discount	The discount amount applicable for the voucher. This value is calculated based on the voucher transactions keyed for the voucher. The dollar amount printed is the total of all applicable vendor discounts.
Net	The net amount payable for the voucher. This value is calculated based on the voucher transactions keyed for the voucher. The dollar amount printed is the total amount payable for this voucher with consideration of any applicable vendor discounts.
Prepaid Check No	If the voucher identified is for a prepaid invoice, the number of the check entered during Voucher Entry (MENU APMAIN) is printed in this field.
Check Date	If the voucher identified is for a prepaid invoice, the date of the check entered during Voucher Entry (MENU APMAIN) is printed in this field. This is the date of the check used to pay the invoice.
Held	If the voucher is on hold, the hold code for the voucher is printed in this field shown below the **Vendor Name**.
(General Ledger Accounts)	When the A/P Voucher Edit List is printed in Detail format, the accounts that were selected for posting to General Ledger will also be printed. • Accounts Payable: the full gross amount of the invoice will charged to this payables liability account when the voucher is posted to Accounts Payable and General Ledger. • A/P Cash Discount Taken: the account that will be used when the invoice is paid and a cash discount is taken during check processing. • A/P Expense Account(s): the amount of the invoice that will charged to the payables expense account(s) when the voucher is posted to Accounts Payable and General Ledger. Debit and credit transactions are distinguished by a **D** (for debit transactions) or a **C** (for credit transactions) which prints next to the transaction amount.
Voucher Count	The total number of vouchers included in this voucher group.
Totals	The totals for the **Gross**, **Discount**, and **Net** columns. These values reflect the totals for this voucher group. When International Currency is installed, the company's currency symbol displays as part of the field heading.

A/P Duplicate Invoice Report


```
AP125  09/22/11  22.11.44                    A/P DUPLICATE INVOICE REPORT                    AM/APDEMO    PAGE    1
                                                01-A & C Office Supply
                                                  Group-TUESD Tuesday
Group Type - Voucher              Posting Date - 09/13/11              Print All Duplicate Invoices
                                                                                           Dup    Group/
Vendor  Name                      Invoice Number    Voucher      Inv Dte    Invoice Amount  Status    Check #    Chk Dte
.................................................................................................................
1400    THE PAPER SUPPLY HOUSE    8123              504          01/08/11        1,273.83   US$
                                  8123              505          09/05/11          165.87   ENTRY  TUESD
1400    THE PAPER SUPPLY HOUSE    8123              505          09/05/11          165.87   US$
                                  8123              504          01/08/11        1,273.83   ENTRY  TUESD
```

This report prints duplicate invoices for the conditions specified on the A/P Voucher Edit Screen (p. 6-5). This report is optionally printed through the voucher group edit for all duplicate invoices, vendor/invoice matches, or date/amount matches.

You may also set your company options to check for duplicate invoices interactively. Refer to AP Options Maintenance (MENU APFIL2) for more information about this option.

A/P Duplicate Invoice Report

Report/Listing Fields	Description
Group Type	The type of voucher group. The group type is *Voucher* or *Template.*
Posting Date	The posting date for this voucher group.
Duplicates Printed	The type of duplicates printed on this report. This field will indicate if all duplicate invoices are printed, if vendor/invoice matches are printed, or if vendor/invoice date/amount matches are printed.
Vendor	The vendor number associated with this voucher. If an assignee is used, this is the number of the assignee.
Name	The name of the vendor associated with this voucher. If an assignee is used, the name of the assignee is printed.
Invoice Number	The number of the invoice which is duplicated.
Voucher	The number of the voucher which contains the duplicate invoice.
Inv Dte	The date of the duplicate invoice.
Invoice Amount	The amount of the invoice which is duplicated.

A/P Duplicate Invoice Report

Report/Listing Fields	Description
Dup Status	Indicates where the duplicate invoice presently exists: • **Open** is printed if the invoice is duplicated in open payables (i.e., in a voucher group that has been posted but not paid) • **Paid** is printed if the invoice is duplicated in A/P History (i.e., a voucher has been paid). • **Entry** is printed if the invoice is duplicated in any other voucher groups (i.e., a voucher which has not yet been posted).
Group/Check #	The voucher group and/or check number associated with the duplicate invoice.
Chk Dte	The date of the check used to pay the invoice.

Use the Voucher Post option on the Accounts Payable Main Menu to post a voucher group. A voucher group must be posted to update the open payables files, distribute voucher transactions to G/L accounts (if you have selected the option to do so), print the Purchase Journal, and to print the Cash Disbursements Report (if prepaid invoices have been processed).

When this option is run, vendor/item activity is tracked when PO vendor/item/price file records are updated, if **Days to Keep Vendor/Item Audit Activity** is greater than 0 in Purchasing System Options Maintenance (MENU XAFILE).

When International Currency is installed:

- For foreign trading currency vouchers, open payable extension records will be generated.
- Debit memo and credit memo vouchers processed against a foreign trading currency vouchers, will generate a revaluation of the voucher as part of the posting process.
- A generated open payable will be revalued during the Voucher Post process if the currency information of a validated voucher has been changed using the I/C Currency Information Window during voucher entry. The I/C Currency Information Window is a shared screen found in the International Currency user Guide. This, however, only occurs for vouchers generated by receipt validation.

> NOTE: When you perform the pre-receipt post, PO receipt post, and then the pre-receipt validation process, any differences detected are posted to the pre-receipt gain/loss account and the Currency Revaluation Detail Report will be generated.

- If the exchange rate has changed and revaluation occurs, a second G/L Transaction Post Journal will be generated when gains/losses are accrued. In order to link the gain/loss transactions generated as IC journal transactions to the Purchases Journal, the Purchases Journal number is placed into the transaction source of IC transactions. A Currency Revaluation Detail Report also will print a detailed breakdown of the G/L gain/loss transactions.

Refer to Revalue Open Payables (MENU ICRVAL) in the International Currency User Guide for details about the Currency Revaluation Detail Report.

Post Vouchers

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Accounts Payable Voucher Post Screen	Use to select a job template, if desired, and specify the voucher group to post.
G/L Transaction Post Report	Use to specify the printing/reporting options.
G/L Transaction Post Report (AP685Z)	Prints total debits and credits for the posting.
A/P Purchase Journal	Audit report for the posted voucher group.
Cash Disbursements Report	Prints when cash disbursements are made in Accounts Payable.

When to Run This Option

Run this option to post vouchers in A/P. Post vouchers after a voucher group has been keyed through Post Vouchers (MENU APMAIN) and after optionally editing a voucher group with the Voucher Edit List (MENU APMAIN).

Accounts Payable Voucher Post Screen

```
                    ACCOUNTS PAYABLE VOUCHER POST



        Job Template:   ...........     Modify Selections:   N


                    Company?     01
                    Group ID:    _....




                        F3=Exit    F4=Group Search    F9=Job Template List
```

TECHNICAL NOTE: This is a shared screen that displays in multiple places. The actual
screen format name is AP100FM_STARTG.

This screen appears after selecting option 4 - Post Vouchers from the Accounts Payable Main Menu
(MENU APMAIN):

This screen view also appears after selecting any of the following options from the Accounts Payable
Main Menu (MENU APMAIN):

• Voucher Entry

• Create Vouchers from Templates

• Voucher Edit List

Use this screen to specify a voucher group. Select a group by specifying the group identification code
(**Group ID**).

Accounts Payable Voucher Post Screen Fields and Function Keys

Field/Function Keys	Description
Job Template	This field appears only for the Voucher Post option.
	Job templates are defined through Job Template Maintenance (MENU XAFILE) to allow parameter selections to be pre-defined for a particular process (such as, GL Year End) ahead of time. Once defined, this template can be used repeatedly, eliminating the need to manually provide these parameters for every submission of this job process.
	For the current job submission, you can enter a pre-defined job template in this field to use the established parameters (with or without any modifications), or you can leave this field blank and the system will prompt you to provide your own parameters.
	If you enter a pre-defined job template in this field, and do not want to make any changes to the established parameter selections for this current job submission, key N in the **Modify Selections** field. You will then bypass all the output parameter screens.
	If you enter a pre-defined job template in this field, but want to review and/or make modifications to the established parameter selections for this current job submission, key Y in the **Modify Selections** field. You will be presented with the established parameters for that job template and can review/make changes as needed for this job.
	If you leave this field blank, you will be presented with a series of prompts for you to provide the desired parameters for this current job submission.
	NOTE: To review a list of existing job templates that have been created, press F9=JOB TEMPLATE LIST.
	Valid Values: A job template defined for a Voucher Post job (that is, AP130PP) through Job Template Maintenance (MENU XAFILE).
	(A 10) Optional

Accounts Payable Voucher Post Screen Fields and Function Keys

Field/Function Keys	Description
Modify Selections	This field appears only for the Voucher Post option.
	If using a job template (you keyed a job template name in the **Job Template** field on this screen or selected one with F9=JOB TEMPLATE LIST), this field determines if you will be presented with that template's parameters for review and/or modification for this current job submission.
	Key Y if you want to be able to review and/or modify the selections of the indicated job template. Any changes you make to the template through this AP Voucher Post will not impact the actual predefined template. The changes apply for this run of the job only. If you key Y, a series of selection screens will display allowing you to review and/or make changes. For details about the screens that display, refer to Job Template Maintenance (MENU XAFILE) in the Cross Applications User Guide.
	Key N if you want to use the template as-is and you do not want to make any modifications. If you key N, a series of selections screens will not be displayed.
	Valid Values: Y or N; cannot be Y if the Job Template field is blank.
	(A1) Optional
Function	This field appears only when you select the Voucher Entry option.
	Key A to add a new voucher group.
	Key C to change an existing voucher group.
	(A 1) Required
Company	Key the number of the company associated with the voucher group.
	Default Value: The default company defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE)
	Valid Values: A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY).
	(N 2,0) Required
Group ID	Key the identifier of the voucher group
	NOTE: Do not use special characters (i.e. &, %, etc.); use letters and numbers only.
	If you do not know the voucher group template name, press F4=GROUP SEARCH to display the Accounts Payable Group Selection Screen (p. 4-6).
	(A 5) Required

Accounts Payable Voucher Post Screen Fields and Function Keys

Field/Function Keys	Description
Post Held Vouchers	This field will display if you are posting vouchers and any vouchers are held. The field displays after you press ENTER once. It will not display for groups that include drop shipments. The value is assumed to be N. Use this field to indicate whether or not held vouchers will be included in the post. Once processing has begun for the selected voucher group, the appropriate reports will print. (A 1) Required
F3=Exit	Press F3=EXIT to exit the option and return to the menu.
F4=Group Search	Press F4=GROUP SEARCH to display the Accounts Payable Group Selection Screen (p. 4-6), from which you may select a group to change.
F9=Job Template List	The F9=JOB TEMPLATE LIST function key appears for the Voucher Post option. Press F9=JOB TEMPLATE LIST to display the Job Template List Screen, where you can review a list of existing job templates that have been created for an AP Voucher Post job. Refer to Job Template Maintenance (MENU XAFILE) in the Cross Applications User Guide for further details.
Enter	Press ENTER to confirm your selections. Depending on your selections in the **Job Template** and **Modify Selections** fields on this screen, various job template screens may or may not display once you press ENTER. For details about job template screens, refer to Job Template Maintenance (MENU XAFILE) in the Cross Applications User Guide. NOTE: Vouchers assigned split terms will not be included in the posting if that voucher does not pass the posting edit. The Drop Ship Receipt Validation process will not allow held vouchers to be posted.

G/L Transaction Post Report


```
GL130D 10/03/12  20.35.48                    G/L TRANSACTION POST REPORT                    $$/APDEMO    PAGE    1
                                               01-A & C Office Supply                        AUDIT NO.         296
                          Posting Date - 10/03/12
Jrnl#-Ref#   Div-Account-Sub                    Trans Desc   Type/Date       Debit    Credit Source    Project
------------------------------------------------------------------------------------------------------------------
PJ056-00001  001-0002000-000 Accounts Payable                J 10/03/12            82,584.03 A/P INV +
PJ056-00002  001-0005500-000 Miscell. expense acc  supplies  J 10/03/12  82,584.03          L01    454
Regular Entry Totals:      2 Transactions                                82,584.03
                                                                                    82,584.03
```

This journal is for Accounts Payable postings, and prints if you selected to update G/L accounts through the G/L Transfer Menu (MENU GLXFER). Refer to the G/L Interface User Guide for more information.

This report always prints when a transaction group is posted in G/L.

NOTE: The **Jrnl#-Ref#** field on this report for voucher posts starts with the prefix PJ for all voucher groups. This indicates that the transaction group posted in G/L is from a voucher group and is posted as the Purchase Journal.

G/L Transaction Post Journal Fields

Report/Listing Fields	Description
AUDIT NO.	The Audit Number for this G/L Transaction Post Journal. The Audit Number is assigned to this journal to indicate the sequence in which transactions were posted. Since this journal serves as the formal document of journal entries made into G/L, retain these journals in sequence by Audit Number.

G/L Transaction Post Journal Fields

Report/Listing Fields	Description
Jrnl#-Ref#	Journal Reference numbers are automatically assigned at posting time. They consist of two 5 character segments, as such: GJ001-00001. The first segment is called the journal number; the second segment is called the sequence number.
	The journal number is a combination of the journal type and a sequential number from 001 to 999. A separate G/L Transaction Post Journal is generated for each journal type and the sequential number is incremented for each transaction group posted. (A separate sequential number is assigned to reversing entries generated from a transaction group.)
	The sequence number is incremented by 1 for each transaction in the group (i.e., for the same journal number). If there are 20 transactions, each will be assigned a sequence number of 1 through 20. This number is always 00001 for the first detail transaction in a transaction group.
	Each type of transaction affecting G/L results in a specific journal type entry. The accounts payable entries areDistribution A+:
	• CD - Cash Disbursements Report
	• GJ - General Journal
	• IC - International Currency Journal
	• PJ - Purchase Journal
Jrnl#-Ref#: CD	If the A/P to G/L interface is turned on through Company Name Maintenance (MENU XAFILE), A/P Cash Disbursement (**CD**) transactions are posted to G/L. Cash disbursement transactions are posted in A/P for voucher groups containing prepaid invoices through Post Vouchers (MENU APMAIN). Cash disbursement transactions are also posted in A/P when checks are posted (recorded) through Record Check Numbers (MENU APCHCK); when manual checks are posted through Post Manual Checks (MENU APCHCK); and when check reversals are posted through Post Check Reversals (MENU APCHCK). The resulting G/L Transaction Post Journal for cash disbursement transactions will contain Journal Reference numbers reflecting the cash disbursement report type of **CD**.
Jrnl#-Ref#: GJ	This field is applicable for Voucher Redistribution only.
	General Journal (**GJ**) transactions are posted to G/L through Post Transactions (MENU GLMAIN). The resulting G/L Transaction Post Journal for general journal transactions will contain Journal Reference numbers reflecting the general journal type of **GJ**.

G/L Transaction Post Journal Fields

Report/Listing Fields	Description
Jrnl#-Ref#: IC	When foreign currency transactions are posted and a difference exists between the exchange rate in effect when the transaction was created and the rate in effect when the transactions are posted, a revaluation will automatically occur with the resulting gains/losses posted to the G/L Gain/Loss Account. A second G/L Transaction Post Journal listing the resulting gain/loss transactions will print in addition to the usual G/L Transaction Post Journal. The Currency Revaluation Detail Reports also will print a detailed breakdown of the G/L gain/loss transactions generated as a result of the revaluation. Refer to the International Currency User Guide for samples of these reports.
Jrnl#-Ref#: PJ	If the A/P to G/L interface is turned on through Company Name Maintenance (MENU XAFILE), Purchase Journal (**PJ**) transactions are posted to G/L. Purchase journal transactions are created for vouchers. Vouchers are posted through Post Vouchers (MENU APMAIN). The resulting G/L Transaction Post Journal for purchase journal transactions will contain Journal Reference numbers reflecting the purchase journal type of **PJ**.
G/L Account	The G/L account number entered for this detail transaction. It is displayed in the format specified in G/L Options Maintenance (MENU GLFIL2). The account description is printed following the G/L account number.
Trans Desc	The description of this detail transaction. If an extended transaction description has been entered during Transaction Entry (MENU GLMAIN), the extended transaction description is printed below this detail line in the **G/L Account** and **Trans Desc** columns.
Type/Date	The transaction type and the general ledger transaction date for this detail transaction. The transaction type is **J** for a journal entry, **R** for the first half of a reversing entry, **X** for the second half of a reversing entry, **A** for an adjusting entry, and **Y** for a year-end adjusting entry.
Debit	The debit dollar amount entered for this detail transaction. The total debit amount for this transaction group is printed after the last detail transaction.
Credit	The credit dollar amount entered for this detail transaction. The total credit amount for this transaction group is printed after the last detail transaction.
Source: CD	The source keyed for this detail transaction. The values displayed in this field change depending on the specific journal type. **CD - Cash Disbursements Report**

G/L Transaction Post Journal Fields

Report/Listing Fields	Description
Source: GJ	This field is applicable for Voucher Redistribution only. The source keyed for this detail transaction will display and will change depending on the specific journal type. **GJ - General Journal** For this source, the line number of the expense account in the voucher transaction, and the voucher number are displayed. For additional information, refer to this report in the Post Transactions option (MENU GLMAIN) of the General Ledger User Guide.
Source: IC	The source keyed for this detail transaction. The values displayed in this field change depending on the specific journal type. **IC - International Currency Journal**
Source: PJ	The source keyed for this detail transaction. The values displayed in this field change depending on the specific journal type. **PJ - Purchase Journal**
Project	The project ID keyed for this detail transaction. This field is defined by the user and can be used to attach additional information to the transaction.
Entry Totals	The heading **Regular Entry Totals** indicates that the values that follow apply to all regular detail transaction entries that were entered in the transaction group. The heading **Reversing Entry Totals** indicates that the values that follow apply to all reversing detail transaction entries that were entered in the transaction group.
Count	This is the number of transaction entered in this transaction group for all regular entries or for all reversing entries.

G/L Transaction Post Report (AP685Z)

```
AP685Z 10/03/11  10.53.52               G/L TRANSACTION POST REPORT              I1/APDEMO      PAGE   1
                        *** REPORT ONLY ***    1-A & C Office Supply
Group Type - General Journal       Posting Date - 09/20/11
Jrnl   Ref# Div-Account-Sub              Trans Desc            Type/Date     Debit     Credit Source    Project
--------------------------------------------------------------------------------------------------------
  PJ   00001 001-0002000-000                                 J 09/20/11              93.19 A/P INV +
  PJ   00002 001-0002600-000                                 J 09/20/11    87.50           L01    1081
  PJ   00003 001-0005500-000                                 J 09/20/11|    5.69           L01    1081
Company Totals:                                                           93.19     93.19
Final Totals:                                                             93.19     93.19
```

This report is printed when you press ENTER on the Report Options Screen if the **A/P to G/L** field is set to R through Company Name Maintenance (MENU XAMAST). Refer to the Cross Applications User Guide for information about the Report Options Screen.

The total debits and credits at the end of the report on the line marked **Company Totals**. For a description of the fields on this report, refer to the G/L Transaction Post Report (p. 7-7).

If the **A/P to G/L** field is set to Y and debits and credits are not equal for the transactions, the following message is printed on the report:

DEBITS AND CREDITS ARE NOT EQUAL
Out of Balance has been retained as GL Transaction group XXxxx

XXxxx is the group ID that you can use to correct the transaction group through Transaction Entry (MENU GLMAIN). A journal number is also assigned to the group at this time, however, only the journal type will print on this report. This journal number will be used when the corrected group is posted.

If the **A/P to G/L** field is set to R through Company Name Maintenance (MENU XAMAST), the message will print for out-of-balance transactions, however, the data for the out-of-balance transactions will not be retained for correction.

A/P Purchase Journal

```
AP130H 08/25/09  16.47.38                        A/P PURCHASE JOURNAL              AL/APDEMO   PAGE   1
                                                 01-A & C Office Supply           AUDIT#            65
                Posting Date - 08/25/09          Group-X    stock
Vendor Name
 Number    Invoice No   HC                Project /
                   Ref      Voucher No    Description    Co/Div-Account-Sub              Debit          Credit
----------------------------------------------------------------------------------------------------------------
GUADALJARA OFFICE SUPPLIES
  IC4000 236509  PJ057-00001   454-00000                 01/001-0002000-000                             256.37
                 PJ057-00002   454-00001 stock           01/001-0005500-000              256.37
GUADALJARA OFFICE SUPPLIES
  IC4000 24246   PJ057-00001   455-00000                 01/001-0002000-000                             634.51
                 PJ057-00003   455-00001 stock           01/001-0005500-000              634.51
                                                             * GROUP TOTALS *            890.88
                                                                                                       890.88
```

This report prints the voucher and transaction information for the posted voucher group. Retain Purchase Journals in sequential order by audit number; this allows you to maintain sequential records of your A/P voucher transactions.

A/P Purchase Journal

Report/Listing Field	Description
AUDIT #	The audit number of this A/P Purchase Journal. The Audit Number is assigned to this report to indicate the sequence in which this voucher group was posted. Retain these reports in sequence by audit number for auditing purposes.
Vendor Number/Name	The name and number of the vendor for whom a voucher has been posted. This report is primarily sequenced by the vendor number.
Invoice No	The invoice number for which payment is recorded with the posted voucher. If more than one voucher for the same vendor has been posted, invoice numbers are printed sequentially.
HC	The hold code, if one has been used, for the posted vouchers. Vouchers with hold codes cannot be paid until the codes are removed. Hold codes are maintained through Hold Codes Maintenance (MENU APFILE). If this field is blank, a hold code is not assigned to the voucher.

A/P Purchase Journal

Report/Listing Field	Description
Ref	Use this field to reference transactions. The Journal Reference Number which is assigned during the G/L Transaction Post. The Journal Reference Number consists of two segments: the Journal Number, and the Segment Number.
	The Journal Number is the same for all transactions within a transaction group. The first two characters are "PJ," which represent the Purchase Journal; the last three characters are a sequentially assigned number for the voucher group.
	The Segment Number is incremented by 1 for each transaction within the Journal Reference Number. If there are 20 voucher transactions, transactions are assigned Segment Numbers of 1 through 20.
	The G/L Transaction Post Report (p. 7-7) prints sequentially by Journal Number.
Voucher No	The voucher number associated with the transaction. A five digit sequence number printed to the right of the voucher number indicates the sequence in which this voucher transaction was keyed. The first sequence number is 00000.
Project Description	The project ID that was entered through Voucher Entry (MENU APMAIN).
G/L Account Number	The number of the G/L Account that has been specified for this voucher transaction.
Debit	The debit amount of the voucher transaction.
Credit	The credit amount of the voucher transaction.

Cash Disbursements Report

```
AP130I 08/17/09  10.18.06                    CASH DISBURSEMENTS                        AH/APDEMO    PAGE    3
                                          01-A & C Office Supply                       AUDIT#              28
Vendor                     Invoice Number  Voucher    Ref              Amount      G/L Account No.      Check No
----------------------------------------------------------------------------------------------------------------
1000    SNET
                              109212         387    CD001-00001         286.66 DR   000000011000000
                              109212         387    CD001-00003         286.66 CR   000000011000000         341
                              109502         404    CD001-00001         980.00 DR   000000011000000
                              109502         404    CD001-00003         980.00 CR   000000011000000         341
                                                    CHECK TOTAL-      1,266.66
1300    SOUTHERN PACKAGING SUPPLY
                              139211         372    CD001-00001         387.87 DR   000000011000000
                              139211         372    CD001-00003         387.87 CR   000000011000000         342
                              139212         390    CD001-00001         360.66 DR   000000011000000
                              139212         390    CD001-00003         360.66 CR   000000011000000         342
                                                    CHECK TOTAL-        748.53
1500    ZEUS MEDICAL WHOLESALERS
                              025631         434    CD001-00001       5,122.95 DR   000000011000000
                              025631         434    CD001-00003       5,122.95 CR   000000011000000         343
                              025631         435    CD001-00001       5,122.95 DR   000000011000000
                              025631         435    CD001-00003       5,122.95 CR   000000011000000         343
                              025631         436    CD001-00001       5,122.95 DR   000000011000000
                              025631         436    CD001-00003       5,122.95 CR   000000011000000         343
                              025631         437    CD001-00001       5,147.55 DR   000000011000000
                              025631         437    CD001-00003       5,147.55 CR   000000011000000         343
                                                    CHECK TOTAL-     20,516.40
                                               * TOTAL DR *         160,048.85
                                               * TOTAL CR *         160,048.85
                                               * TOTAL $$ *         157,440.77
```

This report prints when cash disbursements are made in A/P. This includes the following:

- When a voucher group that contains prepaid invoices has been successfully posted through Post Vouchers (MENU APMAIN).

- Checks are printed through Print Checks / Process ACH or CC Payments (MENU APCHCK).

- Manual checks are posted through Post Manual Checks (MENU APCHCK).

- Check reversals are posted through Post Check Reversals (MENU APCHCK).

Cash Disbursements Report

Report/Listing Field	Description
AUDIT #	The audit number of this Cash Disbursements Report. The audit number is assigned to indicate the sequence in which the report is printed. Retain these reports in sequence by audit number for auditing purposes.
Vendor	The number of the vendor to whom payment was made. If a vendor has an assignee, this field displays the vendor number of the assignee.
Invoice Number	The number of the original invoice for which payment has been made and recorded with the respective voucher.
Voucher	The number of the voucher for which payment has been made.

Cash Disbursements Report

Report/Listing Field	Description
Ref	The Journal Reference Number which is assigned during the G/L Transaction Post. The Journal Reference Number consists of two segments: the Journal Number, and the Segment Number.
	The Journal Number is the same for all transactions within a transaction group. The first two characters are "CD," which represent the Cash Disbursements Report; the last three characters are a sequentially assigned number for the voucher group.
	The Segment Number is incremented by 1 for each transaction within the journal reference number. If there are 20 voucher transactions, transactions are assigned segment numbers of 1 through 20.
Amount	The amount of the cash payment.
G/L Account Number	The A/P Expense account that is updated when payment is made for this voucher transaction.
Check No	The number of the check used to pay the invoice. This report is sequenced by check number.

CHAPTER 8   Maintaining Open Payables   8

Use this option to maintain vouchers that have been posted (open payables). You cannot change the default expense account, A/P Account, or accounts specified in voucher transactions. You may, however, change the cash discount account and cash discount information.

Open Payables Maintenance

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Open Payables Maintenance Selection Screen	Use to select the open payable to maintain.
Open Payables Voucher Transaction Selection Screen	Use to select the voucher transaction to change

Open Payables Maintenance Selection Screen

```
                    OPEN PAYABLES MAINTENANCE


         Company?  01  A & C Office Supply

         Voucher:  _......

           -or-

         Vendor:   .......    Find:  .........................................
                              City:  .........




                                                              F3=Exit
```

This screen appears after selecting option 5 - Open Payables Maintenance (MENU APMAIN). Use this
screen to select an open payable voucher to maintain.

Open Payables Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Company	This field appears only if the **Multi Company** field is set to Y through System Options Maintenance (MENU XAFILE).
	Key the number of the company for the open payable voucher to maintain.
	Default Value: The default company defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE)
	Valid Values: A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY).
	(N 2,0) Required
Voucher	Key the voucher number of the open payable to maintain.
	If you do not know the voucher number, use the search function by keying values in the **Vendor**, **Find**, or **City** fields.
	Valid Values: A voucher that has been posted to open payables through Post Vouchers (MENU APMAIN).
	(A 7) Optional

Open Payables Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Vendor	To display a list of vouchers for a particular vendor, key the vendor number here. All vouchers posted for this vendor will display on the Open Payables Voucher Search Screen (p. 8-4).
	If you do not know a vendor number, use the vendor search by keying search words (or beginning characters) in the **Find** and **City** fields.
	Valid Values: Any existing vendor specified in Vendors Maintenance (MENU APFILE)
	(A 6) Optional
Find	Use this field to activate the Vendor Search feature when you do not know the vendor's number.
	Key the vendor's name or the first few characters of one or more words in the vendor's name and press ENTER to display the Vendor Search Screen.
	To limit the vendor search by city (i.e., search for the specified vendor name within a particular city), key a city in the **City** field as well.
	For more information on using searches and for a description of search screens, refer to the Cross Applications User Guide.
	(A 40) Optional
City	When using the Find field to search for a vendor, you can limit the search to a particular city by keying a partial or complete city name in this field.
	If you enter characters in this field, the Vendor Search Screen displays only vendors that meet the criteria specified here and in the Find field.
	For more information on using searches and for a description of search screens, refer to the Cross Applications User Guide.
	(A 8) Optional
F3=Exit	Press F3=EXIT to exit and return to the menu.
Enter	Press ENTER to confirm your selections.
	If a valid voucher number was keyed on this screen, the Open Payables Voucher Header Screen (p. 8-7) will appear.
	If you did not know a voucher number and instead keyed a valid vendor number in the **Vendor** field, the Open Payables Voucher Search Screen (p. 8-4) will appear. From this screen, which displays all vouchers for the identified vendor, you may select one for processing.
	If you keyed search criteria in the **Find** (and optionally the **City** field), the Vendor Search Screen will appear. Refer to the Purchasing User Guide for an explanation of this screen.

Open Payables Voucher Search Screen

```
                          VOUCHER SEARCH

       Voucher   Invoice Number   Inv Date    Open Amt US$  Ref No.  Status

  1      448   13362              03/15/10        179.99
  2      452 C 16331              05/13/10        647.55-      451
  3      451   16653              05/13/10     707,917.37
  4      449   16662              04/01/10        705.68




                                                                     Last
       _____

       Selection: _ .            Position to Invoice Number: ................


                                         F11=Trading Curr       F12=Return
```

This screen appears after you key a vendor number and press ENTER on the from the Open Payables
Maintenance Selection Screen (p. 8-2). Use this screen to search for and select open payable vouchers
for maintenance.

Open Payables Voucher Search Screen Fields and Function Keys

Field/Function Key	Description
(Reference Number)	The reference number of the voucher group. Key this number in the **Selection** field to select a voucher for maintenance. Display
Voucher	The voucher number assigned to the open payable. For credit memo vouchers, the letter C will display to the right of the voucher number. For debit memo vouchers, the letter D will display to the right of the voucher number Display
Invoice Number	The invoice number keyed during voucher entry. Display

Open Payables Voucher Search Screen Fields and Function Keys

Field/Function Key	Description
Invoice Date / Currency Contract	The date of the invoice from the vendor keyed during voucher entry shown in the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG).
	When International Currency is installed, the **Invoice Date** column will toggle with the **Currency Contract** field when the F11=LOCAL CURR / F11=TRADING CURR is pressed.
	The **Currency Contract** field only displays when International Currency is installed and represents the currency contract assigned to this voucher during voucher entry, if applicable.
	Display
Open Amt	The remaining open payable amount for this voucher.
	When International Currency is installed, this value will toggle between the company's local currency and the vendor's trading currency with the F11=LOCAL CURR / F11=TRADING CURR key. The currency symbol toggles as part of the field headings.
	Display
Ref No	For credit memo and debit memo vouchers, this field is the reference to the original voucher number the correction/adjustment is being applied to. A C or D will be presented next to the voucher number column to indicate if this voucher was created as a credit or debit memo against that referenced voucher.
	Display
Status	The status of the vouchers for the selected vendor:
	• **IN USE-ws**: The group is currently being used at another workstation. The other workstation is identified with Workstation ID ws. See the restart instructions at the beginning of this section if the group shows in-use status but is not in use by that workstation.
	• **Pay Gr-*MAN***: The voucher has been assigned to a manual check run [Enter Manual Checks (MENU APCHCK)].
	• **Pay Gr-*CRM***: The voucher has been assign to a voucher group as a credit memo. Go to voucher entry on menu APMAIN and run an edit for each open group.
	• **Pay Gr-ggggg**: The voucher has been assigned to the payment selection group shown (ggggg is the **Group ID**) [Payment Selection Maintenance (MENU APCHCK)].
	Display
Selection	Key the **Reference Number** of the voucher to be maintained.
	Valid Values: Number must reference a displayed voucher
	(N 2,0) Required

Open Payables Voucher Search Screen Fields and Function Keys

Field/Function Key	Description
Position To Invoice Number	This optional field may be used to position a certain voucher transaction stored in the Open Payables Header File (APOHD) to the top portion of this screen.
	Key the invoice number of the voucher that you want to display on the first line and press ENTER.
	(A 15) Optional
F11=Local Curr/ Trading Curr	The F11=LOCAL CURR / F11=TRADING CURR function key only displays when International Currency is installed.
	Press F11=LOCAL CURR / F11=TRADING CURR to toggle between displaying the **Open Amt** field in the company's local currency or in the vendor's trading currency.
	Additionally, the **Invoice Date** column will toggle with the **Currency Contract** field when the F11=LOCAL CURR / F11=TRADING CURR is pressed.
F12=Return	Press F12=RETURN to return to the Open Payables Maintenance Selection Screen (p. 8-2) without selecting any voucher.
Enter	Press ENTER to confirm your selection. The Open Payables Voucher Header Screen (p. 8-7) will appear.

Open Payables Voucher Header Screen

```
Vendor:  IC1000  LITTLE ITALY RESTAURANT SUPPLY   Co/Voucher:  1 /    2801
Assign:  .......  LITTLE ITALY RESTAURANT SUPPLY
         Leaning Tower Office Park West Contact: Maria Cornicelli..........
         345 Michaelangelo Way ........ Country? ITA Zip/Pstl: 12345-3789
         District of the Vatican ....... Phone:    111 846-857-9663......
                                                              Ext.: .102
         Rome, Italy ........... St/Prov? .....
Inv No:   1099BOX05......        Inv Desc: Split from Vch # ...2799.
Inv Date: 18/12/12              Inv Amt:           5,470.00  $
Currency:                                              .01  US$
User Area: ............         PO No:    ..................
Due Date: 190314               Terms:    Quarterly Payment Te.
Csh Dsc %: 2.000               Dsc Date: 190102 Dsc Days: .21.

Pmt Pty:  2                     Urg Pty:  1      Urg Date: 190513
Sep Chk:  N  Y,N                Project:  ..........
Force Dsc: ..  Y,N,blank
Bus Unit:                       1099 Req: N Y,N  Tax Id: 123456789012345
           Co  Div.Account.Sub            Description  1099 Cde? 07 ID Tp: ..
Dft Exp:  1  001.0005500.000              Miscell. expense account
AP Acct:  1  001.0002000.000              Accounts Payable
CD Acct? 01  001.0004600.000............. A/P Cash Discounts Taken

              F15=IC Info        F10=End Voucher     F12=Cancel
```

This screen displays when you key a voucher number and press ENTER on the Open Payables Maintenance Selection Screen (p. 8-2), or you select a voucher and press ENTER on the Open Payables Voucher Search Screen (p. 8-4).

NOTE: Changes are only allowed for data fields that have not yet affected general ledger. Any data relevant to a general ledger entry is protected and cannot be changed.

Open Payables Voucher Header Screen Fields and Function Keys

Field/Function Key	Description
Vendor	This field displays the number and name of the vendor associated with the voucher. Display
Assign	The assignee vendor number field appears only if the selected company is set to use assignees in AP Options Maintenance (MENU APFIL2). Otherwise, the field heading displays as **Payee**. Key the assignee vendor to be used for this voucher. Use this field if checks are written to the vendor's assignee, rather than the vendor. The **Payee** name field will change to the assignee vendor's payee name and address fields when the ENTER key is pressed. *Valid Values:* A vendor number specified through Vendors Maintenance (MENU APFILE of MENU POFILE). (A 6) Optional

Open Payables Voucher Header Screen Fields and Function Keys

Field/Function Key	Description
Payee	The **Payee** field heading (instead of the **Assign** field) appears when the selected company is not using assignees as defined through AP Options Maintenance (MENU APFIL2).
	This field cannot be changed if **Payee Name/Address overrides** is N in AP Options Maintenance (MENU APFIL2).
	During check processing, when multiple vendors with no **Assignee** exist with vouchers, and these vendors have exactly the same payee name and address information, only one check will generate since the same address exists for both the vendor and payee name. To generate separate checks for this example, you can either enter the vendor as assignee to vouchers (if multiple), or use the **Sep Chk** field (if only one voucher), or simply change the name or address slightly so that these vendors can be differentiated and will be sorted to separate checks per vendor.
	Key the name of the payee to be printed on the check.
	(A 30) Required/Display
Co/Voucher	The company number and voucher number selected on the previous screen.
	Display
(Address 1 - 4)	These fields cannot be changed if **Payee Name/Address overrides** is N in AP Options Maintenance (MENU APFIL2).
	You can use the fourth line of the address only if **Form Type** is 2 in System Options Maintenance (MENU XAFILE).
	Key the payee's street address, post office box number or other address information except for the city, state/province, country, and zip/postal code which are specified in fields below.
	(4 @ A 30) Optional\Display
Contact	The name of the A/P contact person specified for this voucher.
	Key a different contact person, if necessary.
	(A 30) Optional
Country	This field cannot be changed if **Payee Name/Address overrides** is N in AP Options Maintenance (MENU APFIL2).
	Key the payee's country.
	Valid Values: A country code defined through Country Name Maintenance (MENU ARFIL2).
	(A 3) Optional\Display
Zip/Pstl	This field cannot be changed if **Payee Name/Address overrides** is N in AP Options Maintenance (MENU APFIL2).
	Key the payee's zip or postal code.
	(A 10) Optional\Display

Open Payables Voucher Header Screen Fields and Function Keys

Field/Function Key	Description
Phone/Ext	These fields cannot be changed if **Payee Name/Address overrides** is N in AP Options Maintenance (MENU APFIL2).
	In the **Phone** field, key the payee's telephone number, which includes a 3-character country access code followed by the area code and telephone number. For example: 011 (781) 555-1212
	In the **Ext** Field, key the telephone extension of the contact person specified in the **AP Contact** field.
	Valid Values: Numerals and the following symbols: - ( ). Blank spaces are allowed between numerals only if **Allow Blank Phone Delimiters** is Y in Systems Options Maintenance (MENU XAFILE).
	(N 3,0/N 20,0/N 4,0) Optional/Display
City	This field cannot be changed if **Payee Name/Address overrides** is N in AP Options Maintenance (MENU APFIL2).
	Key the payee's city.
	(A 20) Optional/Display
St/Prov	This field cannot be changed if **Payee Name/Address overrides** is N in AP Options Maintenance (MENU APFIL2).
	Key the payee's state or province.
	Valid Values: A state or province code defined through State/Province Codes Maintenance (MENU OEFIL3) if **Validate State/Province** is Y in Systems Options Maintenance (MENU XAFILE).
	(A 30) Optional\Display
Inv No	This voucher is created for the invoice number keyed in this field.
	Key a corrected or different invoice number as necessary.
	(A 15) Required
Inv Desc	A description of the invoice being recorded with this voucher.
	Key a corrected or different invoice description as necessary.
	(A 25) Optional

Open Payables Voucher Header Screen Fields and Function Keys

Field/Function Key	Description
Inv Date	This field is display-only if the **Calculate GST for Purchases (Inputs)** field is set to Y through AP Options Maintenance (MENU APFIL2) and the **Goods/ Services Tax** field is set to Y through Tax Body Maintenance (MENU OEFILE or MENU ARFILE) for the tax body assigned to the vendor through Vendors Maintenance (MENU POFILE) or the vendor/warehouse through Vendor/Warehouse Assignments Maintenance (MENU POFILE) and the receipt records for the items that were validated have GST tax charged to them.
	Key the date of the invoice being recorded with this voucher.
	Valid Values: Key the date using the **Default Date Format** for this user, specified through Register User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE).
	(N 6,0) Required/Display
Inv Amt	The amount of the invoice which is being recorded with this voucher.
	For type C invoices (credit), the invoice amount must be a negative value. For type D invoices (debit), the invoice amount must be a positive value. For type P invoices (pre-receipt), the invoice amount must be a positive value. For type I invoices, the invoice amount may be negative or positive value.
	When International Currency is installed, the vendor's trading currency and currency symbol is displayed with the company's local currency equivalent and local currency symbol shown below.
	You cannot change the amount of the invoice. To correct this value, process a credit or debit invoice against the original voucher number through Voucher Entry (MENU APMAIN).
	Display
(Currency)	This field only displays when International Currency is installed.
	The currency description field appears only if the vendor's trading currency is different from the company's local currency.
	Display
User Area	Key additional information about this voucher.
	(A 10) Optional
PO No	This field is required if a purchase order number is required when creating a voucher for this vendor. This is determined in Vendors Maintenance (MENU APFILE). Otherwise, this field is optional.
	Key the number of the purchase order issued when placing the original order being recorded with this voucher.
	(A 25) Required/Optional

Open Payables Voucher Header Screen Fields and Function Keys

Field/Function Key	Description
Due Date	This field displays the due date for payment of this voucher calculated as the number of payment days plus either the voucher entry date or the invoice date depending on your selection in A/P Options Maintenance (MENU APFIL2). Accept the default, or key a different due date. *Valid Values:* Key the date using the **Default Date Format** for this user, specified through Register User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE) (N 6,0) Required
Terms	The standard payment terms of this vendor. The terms description keyed in this field are printed on appropriate documents. Discount calculations are not made from this field. (A 20) Optional
Cash Dsc %	The cash discount percent offered by this vendor. Three decimal places are assumed. This value is used to calculate the discount amount when applicable. Key the cash discount percentage offered for this invoice from the vendor. (N 5,3) Optional
Dsc Date	Key the last date on which the cash discount for this voucher is effective. If you leave this field blank and key the number of discount days (**Dsc Days**), the discount date is calculated and displayed in this field. *Valid Values:* Key the date using the **Default Date Format** for this user, specified through Register User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (N 6,0) Optional
Dsc Days	Key the number of days remaining for which the cash discount associated with this vendor is effective. If this field is blank and you key the discount date (**Dsc Date**), the discount days is calculated and displayed in this field. (N 3,0) Optional

Open Payables Voucher Header Screen Fields and Function Keys

Field/Function Key	Description
Pmt Pty	The payment priority used to indicate the priority level for making payments to this vendor. Payment priority can be used in Payment Selection (MENU APCHCK) to select groups of vouchers to be paid.
	If you are using urgency priority (**Urg Pty***)* and urgency date (**Urg Date**), you must select a lower payment priority than the urgency priority.
	For example, if you select an urgency priority of 1 (high), you must select a payment priority of 2 (medium) or 3 (low).
	You may accept the default payment priority or key a different payment priority:
	Key 1 if the payment priority for this vendor is high.
	Key 2 if the payment priority for this vendor is medium.
	Key 3 if the payment priority for this vendor is low.
	Valid Values: 1, 2 or 3
	(N 1,0) Required
Urg Pty	The urgency priority is similar to payment priority in that it is used to indicate the priority level for making payment to a vendor. It differs in that its value (1,2 or 3) replaces the payment priority on the day of the urgency date.
	For example, assume you have decided to enter a voucher with a payment priority of 2 (medium). Payment is due on March 31st, so you decide to assign the urgency date to April 1st to indicate the voucher is past due. A voucher that is past due should be a higher priority than one that is not. Therefore, an urgency priority of 1 (high) should be chosen to indicate this as a higher priority.
	You may accept the default urgency priority or key a new urgency priority.
	Key 1 if the urgency priority for this vendor is high.
	Key 2 if the urgency priority for this vendor is medium.
	Key 3 if the urgency priority for this vendor is low.
	Valid Values: 1, 2 or 3
	(N 1,0) Optional
Urg Date	When a payment and urgency priority are specified for a vendor, it is on this date that the value of the urgency priority replaces the payment priority. The urgency date is calculated based on the number of urgency days for this vendor. You may accept the default urgency date or key a new urgency date for this voucher.
	Valid Values: Key the date using the **Default Date Format** for this user, specified through Register User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE)
	(N 6,0) Required

Open Payables Voucher Header Screen Fields and Function Keys

Field/Function Key	Description
Sep Chk	Used to specify if this voucher, when paid, should be paid on the same check as any other vouchers for this vendor or on its own check. Accept the default, or key a different value. However, if the vendor is defined as the one time vendor (MENU APFILE), then this field will default to Y and you will not be able to change it
	Key Y if a separate check is required for this voucher.
	Key N if a separate check is not required for this voucher.
	(A 1) Required
Project	The project associated with this voucher. This may be used for job accounting.
	(A 10) Optional
Force Dsc	This field displays only when the type of voucher is an INVOICE.
	Use this field to force a cash discount. This means that cash discounts will be assumed even if the cash discount date has passed when payment is made. This is the default for this voucher and may be overridden during Payment Selection Maintenance (MENU APCHCK).
	Key Y to force cash discounts. Cash discounts are taken regardless if the discount date has passed.
	Key N if you do not want to force a cash discount for vouchers in this voucher group. Cash discounts are not taken if the discount date has passed.
	Leave blank if you do not want to force a discount for this voucher. Discounts may be forced during Payment Selection (MENU APCHCK).
	(A 1) Optional
Bus Unit	This field appears only if you selected to use business units when selecting A/P Liability and Expense accounts or Purchase Tax Accounts for the G/L Interface through G/L Transfer Definition (MENU GLXFER sub-option T).
	This field is display-only if the **Calculate GST for Purchases (Inputs)** field is set to Y through AP Options Maintenance (MENU APFIL2) and the **Goods/Services Tax** field is set to Y through Tax Body Maintenance (MENU OEFILE or MENU ARFILE) for the tax body assigned to the vendor for whom the voucher is being created.
	Key the business unit to be used when posting to the A/P Liability , A/P Expense, and Purchase Tax Accounts for this voucher.
	Valid Values: A business unit defined through Business Units Maintenance (MENU APFILE or MENU GLXFER).
	(A 2) Optional/Display

Open Payables Voucher Header Screen Fields and Function Keys

Field/Function Key	Description
1099 Req	Use this field to determine if a 1099 is required for this voucher.
	Key Y if a 1099 is required for this voucher.
	Key N if a 1099 is not required for this voucher.
	(A 1) Optional
Tax Id	The display of this field is based on your authorization to **Allow Access to Federal Tax ID** in Application Action Authority (MENU XASCTY). If you are not authorized, the field will display asterisks. If you are authorized, the un-encrypted federal tax identification code will display.
	This field is display-only if the **Calculate GST for Purchases (Inputs)** field is set to Y through AP Options Maintenance (MENU APFIL2) and the **Goods/ Services Tax** field is set to Y through Tax Body Maintenance (MENU OEFILE or MENU ARFILE) for the tax body assigned to the vendor or vendor/warehouse for whom the voucher is being created and the receipt records for the items that were validated have GST tax charged to them.
	Key the Tax Id or social security number for the vendor.
	Use this field to determine if a 1099 is required for this voucher.
	(A 15) Optional/Display
ID Tp	Use this field to identify the Federal Tax ID Type.
	This field defines the type of taxpayer identification number the value in the **Tax Id** field is. This type is determined by the IRS. Note that this field is a required field in the 1099 export file.
	Key 1 to print **EIN** (the IRS code for Employee Identification Number), which is a business, organization, some sole proprietors or other entity account type.
	Key 2 to print **SSN** (the IRS code for Social Security Number), which is an individual, including some sole proprietors account type.
	Leave blank if the Federal Tax ID Type cannot be determined.
	When adding a new voucher, if there is an assignee defined on the vendor for this voucher, then the ID Type value from the assignee's vendor record will be defaulted in this field. If there is not an assignee defined on the vendor for this voucher, then the ID Type value from the vendor record will be defaulted in this field.
	When maintaining a voucher, the ID Type value in the AP Voucher Entry Header File (Federal Tax ID Type) will be defaulted in this field.
	Default Value: See above if adding or maintaining a voucher.
	Valid Values: blank, 1 or 2
	(A 1) Optional

Open Payables Voucher Header Screen Fields and Function Keys

Field/Function Key	Description
1099 Cde	This code represents the IRS 1099 amount type applicable to this voucher. A question mark list provides the available codes and their associated IRS 1099 amount types. This field will be consulted when 1099-MISC and/or 1099-NEC forms are generated to determine where this voucher's value will be included on those forms. If the code representing Nonemployee Compensation is selected, this voucher's value will be included on the 1099-NEC form; if the code representing any other amount type is selected, this voucher's value will be included on the 1099-MISC form. If this field is blank, the code representing Nonemployee Compensation will be assumed. Key the 1099 code representing the applicable IRS 1099 amount type for this voucher. *Default Value:* The value defined as the **Dft 1099 Cde** for the vendor (or assignee) in the AP Vendor Master File (APVEN), if any; if none, the **Default 1099 Amount Cde** value defined in Accounts Payable Company Options for the voucher's company (ORCTL), if any. If neither the vendor (or assignee) nor the AP Company Options record has a default code specified, this field will default to blank (if this field is blank, the code representing nonemployee compensation will be assumed *Valid Values:* Blank, or one of the values in the Order Control File (ORCTL) representing the valid IRS 1099 amount type (these values are presented when you key a ? in this field) (N 2,0) Optional
Dft Exp	The default expense account number that may have been posted to when the voucher was posted to Open Payables. NOTE: The description for the account will not display if you are set up to be a restricted voucher entry user in Authority Profile Maintenance (MENU XASCTY). Display

Open Payables Voucher Header Screen Fields and Function Keys

Field/Function Key	Description
AP Acct	The accounts payable account that was credited upon posting this voucher to Open Payables.
	NOTE: The description for the account will not display if you are set up to be a restricted voucher entry user in Authority Profile Maintenance (MENU XASCTY).
	Display
CD Acct	The cash discount account that will be credited when processing payments for this voucher if a discount is taken. This field is required if the **Csh Dsc %** field is greater than zero.
	NOTE: The description for the account will not display if you are set up to be a restricted voucher entry user in Authority Profile Maintenance (MENU XASCTY).
	Valid Values: Any valid G/L Account Number (income) that is not a distribution account
	(A 25) Required/Optional
F10=End Voucher	Press F10=END VOUCHER to accept any changes keyed and display the Open Payables End Voucher Screen (p. 8-24).
F12=Cancel	Press F12=CANCEL to cancel changes made for this voucher. Open Payables Maintenance Selection Screen (p. 8-2)
F15=IC Info	F15=IC INFO only displays when International Currency is installed and if the vendor's trading currency is different from the local currency.
	Press F15=IC INFO to access data pertaining to the vendor's currency, where you may enter or change the vendor's default exchange code, override the vendor's default exchange rate, enter a lock date for the exchange rate, or specify a currency contract to be used for the transaction. The I/C Currency Information Window will appear. This is a shared screen found in the International Currency User Guide.
Enter	Press ENTER to confirm your selections.
	The Open Payables Voucher Transaction Selection Screen (p. 8-17) will appear.

Open Payables Voucher Transaction Selection Screen

```
Co/Voucher:  1 /     448                        6,255.46  IT{ Csh Dsc
Vendor: IC1000 LITTLE ITALY RESTAURANT SUPPLY       3.60  US$
                                                       D
  Div.Account.Sub/Trns Desc                     Amount IT{  C PO No     Line
1 001.0005500.000 supplies                      312,773.00 D              1




                                                                       Last



  Selection: _                   Top: .....




                 F2=Acct/Desc             F10=End        F11=Local Curr
```

This screen displays the voucher expense transactions for the selected voucher. Use this screen to select the voucher expense transaction to change.

Open Payables Voucher Transaction Selection Screen Fields and Function Keys

Field/Function Keys	Description
Co/Voucher	The company number and voucher number selected on the previous screen.
	Display
Csh Dsc	The amount of the cash discount available for this voucher.
	When International Currency is installed, this field displays the cash discount amount in the vendor's trading currency. The symbol for the trading currency displays to the right of the amount.
	The company's local currency equivalent of the cash discount displays on the line below with the applicable currency symbol.
	Display
Vendor	The number and name of the vendor for this voucher.
	Display
(Reference Number)	Used to reference a voucher expense transaction. Key this number in the **Selection** field to select the voucher transaction to maintain.
	Display

Open Payables Voucher Transaction Selection Screen Fields and Function Keys

Field/Function Keys	Description
G/L Account Number / Trns Desc	The G/L account number and description of the expense account for this portion of the transaction. Display
Amount	The amount to be charges to a specific G/L account. When International Currency is installed, this field may be toggled with the F11=LOCAL CURR / F11=TRADING CURR key to display the amount of the transaction in the vendor's trading currency with the currency symbol or to display the company's local currency equivalent with the currency symbol. Display
D/C	The action of the transaction, debit or credit (this is typically a debit). Display
PO No	The number of the purchase order corresponding to the transaction. Display
Line	The number of the transaction on the voucher. Unlike the **Reference Number** field, this number is a continuous increment of each voucher transaction entered. Display
Selection	Key the **Reference Number** of the voucher transaction to maintain. (N 2,0) Optional
Top	This is the number displayed in the **Line** field (column displayed furthest to the right) that you want to display at the top of this screen. Key the desired line number. That line will display first on this screen. (N 4,0) Optional
F2=Account Number/ Transaction Description/Account Description	This key, when available, is used as a toggle to display a combination of the Account Number, Transaction Description, or Account Description for the voucher transactions. Press F2=ACCT/DESC to display the Account Number and the Account Description for each voucher transaction. Press F2=DESC ONLY to display only the Account Description for each detail transaction. Press F2=TR DESC ONLY to display only the Transaction Description for each voucher transaction. Press F2=ACCT/TR DESC to display the Account Number and the Transaction Description for each voucher transaction.
F10=End	Press F10=END to end Voucher Maintenance. The Open Payables End Voucher Screen (p. 8-24) displays.

Open Payables Voucher Transaction Selection Screen Fields and Function Keys

Field/Function Keys	Description
F11=Local Curr/ Trading Curr	This function key only displays when International Currency is installed and only if the trading currency of the vendor is different from the company's local currency.
	Press F11=LOCAL CURR / F11=TRADING CURR to toggle between displaying the transaction amounts in the company's local currency or in the vendor's trading currency. The currency symbol that appears to the right of the word **Amount** will toggle to match the value displayed.
Enter	Press ENTER to confirm your selection after keying a reference number of a voucher transaction you want to maintain in the **Selection** field. The Open Payables Voucher Transaction Review Screen (p. 8-20) will appear.

Open Payables Voucher Transaction Review Screen

```
Co/Voucher:  1 /    448                      6,255.46  IT{ Csh Dsc
Vendor: IC1000 LITTLE ITALY RESTAURANT SUPPLY     3.60  US$
                                                        D
  Div.Account.Sub/Trns Desc                 Amount IT{  C PO No      Line
1 001.0005500.000 supplies                  312,773.00  D               1



                                                                    Last
Changing 1

D/C  Co Div.Account.Sub              Amount       Desc
 D    1 001.0005500.000              312,773.00  IT{ supplies......
        Miscell. expense account        179.99  US$


Csh Dsc: Y   Y,N        Csh Dsc %: . 2.000 .      Project:   ...........
PO No:   .........................                User Area: ...........
                                                       F12=Return
```

This overlay screen appears after you key a selection on the Open Payables Voucher Transaction Selection Screen (p. 8-17). Use this screen to review the values entered and to accept or change the values.

> NOTE: Changes are only allowed for data fields that have not yet affected general ledger. Any data relevant to a general ledger entry is protected and cannot be changed.

Open Payables Voucher Transaction Review Screen Function Keys

Field/Function Keys	Description
Co/Voucher	The company number and voucher number selected on the previous screen. Display
Csh Dsc	The amount of the cash discount available for this voucher. When International Currency is installed, this field displays the cash discount amount in the vendor's trading currency. The symbol for the trading currency displays to the right of the amount. The company's local currency equivalent of the cash discount displays on the line below with the applicable currency symbol. Display
D/C	This field displays the action of the transaction: either debit (D) or credit (C). Display

Open Payables Voucher Transaction Review Screen Function Keys

Field/Function Keys	Description
(Reference Number)	Used to reference a voucher expense transaction. Key this number in the **Selection** field to select the voucher transaction to maintain. Display
G/L Account Number / Trns Desc)	The G/L account number and description of the expense account for this portion of the transaction. Display
Amount	The amount that was charged to a specific G/L account. When International Currency is installed, this field may be toggled with the F11=LOCAL CURR / F11=TRADING CURR key to display the amount of the transaction in the vendor's trading currency with the currency symbol or to display the company's local currency equivalent with the currency symbol. Display
D/C	The action of the transaction, debit or credit (this is typically a debit). Display
PO No	The number of the purchase order corresponding to the transaction. Display
Line	The number of the transaction on the voucher. Unlike the **Reference Number** field, this number is a continuous increment of each voucher transaction entered. Display
D/C	The action of the selected transaction, debit or credit (this is typically a debit) as it affected general ledger when the voucher was posted. Display
Co	This field appears only if the **Multi Company** field is set to Y through System Options Maintenance (MENU XAFILE). The company whose G/L accounts were affected when the voucher was posted for the selected transaction. Display
G/L Account Number / Trns Desc	The G/L account number and description affected for this portion of the selected transaction when the voucher was posted. Display

Open Payables Voucher Transaction Review Screen Function Keys

Field/Function Keys	Description
Amount	This field displays the amount debited/credited to the specified expense account. When International Currency is installed, the amount is shown in the vendor's trading currency. The symbol for the trading currency displays to the right of the amount, and the company's local currency amount will display below the trading currency amount and currency symbol. Display
Desc	A description of the invoice being recorded with this voucher. Key a corrected or new description. (A 25) Optional
Csh Dsc	This Y or N field determines if the cash discount will be forced during the payment processing for this voucher. Key Y to force cash discounts to be taken regardless if the discount date has passed. Key N not to take cash discounts if the discount date has passed. (A 1) Required
Cash Dsc %	The cash discount percent offered by this vendor. Three decimal places are assumed. This value is used to calculate the discount amount when applicable. Key the cash discount percentage offered for this invoice that will apply to this portion of the invoice value. (N 5,3) Optional
Project	The project associated with this voucher. This may be used for job accounting. (A 10) Optional
PO No	This field is required if a purchase order number is required when creating a voucher for this vendor. This is determined in Vendors Maintenance (MENU APFILE). Otherwise, this field is optional. Key the number of the purchase order issued when placing the original order being recorded with this voucher. (A 25) Required/Optional
User Area	Key additional information about this voucher. (A 10) Optional
F12=Return	Press F12=RETURN to return to the Open Payables Voucher Transaction Selection Screen (p. 8-17) without accepting the voucher transaction.
Enter	Press ENTER to confirm your selections. TheOpen Payables Voucher Transaction Selection Screen (p. 8-17) will appear.

Open Payables End Voucher Screen

```
Vendor:  1400     THE PAPER SUPPLY HOUSE              Co/Voucher:  1 /     46C


  Inv No:  12431                   Desc:  Split from Vch #     457
  Inv Dt:  14/07/11                Terms: Quarterly Payment Te


  Invoice Amt:            1,930.50  US$
  Cash Dsc:                    .00                   Date      Priority
                                          Due:     15/04/12       2
  Total Debits:                .00   Urgent:  14/06/12       1
  Total Credits:               .00   Csh Dsc:
  Total Payments:              .00
  Discounts Taken:             .00

   Open Amount:           1,930.50


                 Ovr Csh Dsc US$: _..........00.

  Hold Code?  ...                      ACH Payment:  Y  Y,N


                                      F10=Header    F2=Line Items
```

This screen displays total information about the voucher, and allows you to put a payment hold on a voucher or to specify an override cash discount amount. A warning message displays if the voucher transactions do not equal the invoice amount keyed on the Open Payables Voucher Header Screen (p. 8-7).

When International Currency is installed, if the vendor's trading currency is different from the company's local currency, all amounts on this screen will display in the trading currency. You may review local currency equivalent amounts through the F11=LOCAL CURR / F11=TRADING CURR toggle key.

End Voucher Entry Screen Fields and Function Keys

Field/Function Keys	Description
Vendor	The number and name of the vendor for whom this voucher has been created.
	Display
Co/Voucher	The company number and voucher number selected on the Open Payables Voucher Header Screen (p. 8-7).
	Display
Currency	This field only displays when International Currency is installed and only if the vendor's currency is different from the company's local currency.
	This field displays the description for the vendor's trading currency.
	Display
Inv No	The number of the invoice recorded with this voucher.
	Display

End Voucher Entry Screen Fields and Function Keys

Field/Function Keys	Description
Desc	The description of the invoice for this voucher. Display
Inv Dt	The date of the invoice for which expenses are recorded with this voucher. Display
Terms	The payment terms for this voucher. Display
Invoice Amt	The amount of payment as calculated from voucher transactions made for this voucher. When International Currency is installed, this field may be toggled with the F11=LOCAL CURR / F11=TRADING CURR function key to display the invoice amount for the open payable in the vendor's trading currency with the currency symbol for the trading currency displayed to the right, or in the company's local currency with the local currency symbol. Display
Cash Dsc	The cash discount amount applicable for this voucher. When International Currency is installed, this field may be toggled with the F11=LOCAL CURR / F11=TRADING CURR key to display the **Cash Dsc** amount in the vendor's trading currency or the company's local currency. Currency symbols display to the right of both the trading and local currency amounts. Display
Total Debits	The total dollar value of the voucher that are debits. When International Currency is installed, this field may be toggled with the F11=LOCAL CURR / F11=TRADING CURR key to display the **Total Debits** amount in the vendor's trading currency or the company's local currency. Currency symbols display to the right of both the trading and local currency amounts. Display
Total Credits	The total dollar value of the voucher that are credits. When International Currency is installed, this field may be toggled with the F11=LOCAL CURR / F11=TRADING CURR key to display the **Total Credits** amount in the vendor's trading currency or the company's local currency. Currency symbols display to the right of both the trading and local currency amounts. Display

End Voucher Entry Screen Fields and Function Keys

Field/Function Keys	Description
Total Payments	The total dollar value of payments made for the voucher.
	When International Currency is installed, this field may be toggled with the F11=LOCAL CURR / F11=TRADING CURR key to display the **Total Payments** amount in the vendor's trading currency or the company's local currency. Currency symbols display to the right of both the trading and local currency amounts.
	Display
Discounts Taken	The dollar value of discounts taken, if any.
	When International Currency is installed, this field may be toggled with the F11=LOCAL CURR / F11=TRADING CURR key to display the **Discounts Taken** amount in the vendor's trading currency or the company's local currency. Currency symbols display to the right of both the trading and local currency amounts.
	Display
Due (Date/Priority)	The due date and payment priority specified for this invoice on the Open Payables Voucher Header Screen (p. 8-7).
	Display
Urgent (Date/Priority)	The urgency date and urgency priority specified for this invoice on the Open Payables Voucher Header Screen (p. 8-7).
	Display
Csh Dsc (Date)	The date by which payment must be made for this voucher in order to take advantage of the cash discount offered by the vendor.
	Display
Open Amount	The calculated dollar amount that remains open for the voucher:
	Invoice Amount + total debits + total credits - total payments.
	When International Currency is installed, this field may be toggled with the F11=LOCAL CURR / F11=TRADING CURR key to display the **Open Amount** amount in the vendor's trading currency or the company's local currency. Currency symbols display to the right of both the trading and local currency amounts.
	Display

End Voucher Entry Screen Fields and Function Keys

Field/Function Keys	Description
Ovr Csh Dsc	Use this field to override the calculated value for the cash discount amount.
	When International Currency is installed, if the vendor's currency is different from the company's local currency, this amount must be keyed in the vendor's trading currency. The company's local currency and currency symbol display on the line below.
	Key a value to replace the cash discount amount displayed on this screen. The new cash discount amount will display.
	Leave this field blank to use the calculated cash discount amount for this voucher.
	(N 13,2) Optional
Hold Code	Use this field to select a hold code, which indicates that this voucher cannot be paid until the hold code is removed.
	This field will be filled in automatically if both of the following are true:
	• There is a variance between the invoice amount and the voucher amount that exceeds the Cost Variance Warning Percent or the Cost Variance Warning Value set up in Purchasing Options Maintenance (MENU XAFILE).
	• There is an entry in the **PO-AP Hold Code** field in Purchasing Options Maintenance.
	To release a voucher from this hold, you must be authorized as defined for the **Allow the Release of Vouchers on Variance Hold** action authority through Application Action Authority Maintenance (MENU XASCTY).
	Valid Values: Any valid hold code defined in Hold Codes Maintenance (MENU APFILE)
	(A 2) Optional
ACH Payment	Use this field to indicate the voucher payment method.
	Key Y to select ACH payments as the voucher payment method. If this field is Y, ACH information must exist for this vendor in the Account Vendor Info File (ACHVEN). See Vendor Master Maintenance (MENU APFILE) for details about entering vendor ACH information.
	Key N to select paper checks or credit card as the voucher payment method.
	Default Value: The value entered in the **ACH** field in the A/P Open Payables Header File (APOHD); if blank, default to N
	(A 1) Required
F2=Line Items	Press F2=LINE ITEMS to display the Open Payables Voucher Transaction Selection Screen (p. 8-17) for the current voucher.
F10=Header	Press F10=HEADER to display the Open Payables Voucher Header Screen (p. 8-7) for the current voucher.

End Voucher Entry Screen Fields and Function Keys

Field/Function Keys	Description
F11=Local Curr/ Trading Curr	F11=LOCAL CURR / F11=TRADING CURR only displays when International Currency is installed and only if the trading currency of the vendor whose open payables you are maintaining is different from the company's local currency.
	Press F11=LOCAL CURR / F11=TRADING CURR to toggle between displaying all amounts in the company's local currency and displaying amounts in the vendor's trading currency. The appropriate currency symbol will appear to the right of the **Invoice Amt** field.
Enter	Press ENTER to confirm your selections. The Open Payables Voucher Search Screen (p. 8-4) will appear.

Use the Bank Acct Trn Entry option to enter or maintain miscellaneous bank account transactions. You may enter or maintain transactions for deposits, withdrawals, and transfers. After a transaction type has been entered, it is stored and processed in a group; you will be able to select the group you want the transaction processed in. A group search is available to assist you.

The transactions entered through this option will be used to:

* generate the necessary general ledger transactions into a cash journal (CJ);
* increase or decrease the bank account's balance;
* generate the bank transaction history records.

After executing this option, you may run the Bank Acct Trn Edit List (MENU APMAIN/MENU ARMAIN) to print a report showing all bank transactions within a selected group, or Post Bank Acct Trn (MENU APMAIN/MENU ARMAIN) to post bank account transactions and update various Distribution A+ files.

Bank Account Transaction Entry

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Bank Account Transaction Group Control Entry Screen	Use to add or maintain a transaction.
Bank Account Transaction Groups Screen	Use to select an existing transaction group from the list of existing groups by company.
Bank Transactions Selection Screen	Use to add or maintain transaction group information.
Bank Accounts List Screen	Use to select a specific bank account for the transaction.

Title	Purpose
Bank Transactions Detail Screen	Use to add or maintain transaction information.
Bank Transactions Group Totals Screen	Use to review the transactions in the group.

Bank Account Transaction Group Control Entry Screen

```
BANK ACCOUNT TRANSACTION GROUP CONTROL          Entry


          Function:          _    (A,C)

          Company?           01

          Group Id:          ......

          Description:       ............................

          Transaction Date:  .52710

          GL Posting Date:   .......




          F3=Exit                    F9=Group Search
```

This screen appears after selecting option 6 - Bank Account Transaction Entry from the Accounts Payable Main Menu (MENU APMAIN) or the Accounts Receivable Main Menu (MENU ARMAIN). Use this screen to add a new transaction group or maintain an existing one.

Bank Account Transaction Group Control Entry Screen Fields and Function Keys

Field/Function Key	Description
Mode Status	Entry displays as the status of the process selected displays in this field.
	Display
Function	Use to select the type of function to perform.
	Key A to add a new transaction group.
	Key C to change an existing transaction group.
	(A 1) Required

Bank Account Transaction Group Control Entry Screen Fields and Function Keys

Field/Function Key	Description
Company	Use this field to select the company for which this transaction group is being created or maintained. This field is applicable only if you have tailored Distribution A+ to be multi-company through System Options Maintenance (MENU XAFILE).
	Key the valid company number.
	NOTE: You can only enter bank transactions for the bank accounts defined for the company selected for a given group.
	Default Value: The default company defined through Security Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE)
	Valid Values: Any valid company number that has been created through Company Name Maintenance (MENU XAFILE)
	(N 2,0) Required
Group Id	This field represents the group ID to be associated with the transaction group.
	If you are in the add mode, key the desired group ID to be associated with the transaction group you are creating. Once you create a group, this group ID will display on the top portion of the Bank Account Transaction Groups Screen (p. 9-6).
	If you are in the change mode, key the desired group ID associated with the transaction group you want to maintain. The group's description and the G/L posting date are automatically filled in for you with the previously defined information.
	If you do not recall the ID of the transaction group you want to maintain, press F9=GROUP SEARCH.
	Valid Values: If in add mode, any characters that do not represent an existing group ID; if in change mode, an existing group ID.
	(A 5) Required
Description	Use this field to enter a description of the group ID. This description should be indicative of the group of entries to be entered within this transaction group.
	Key the desired description to be associated with this group ID.
	If you are in the change mode and entered a group ID, this field is automatically filled in for you. You may change it, if desired.
	(A 30) Required

Bank Account Transaction Group Control Entry Screen Fields and Function Keys

Field/Function Key	Description
Transaction Date	This field reflects the date that transactions will be entered into this transaction group. Key the appropriate date or accept the default system date. NOTE: Changing this date will not affect the transactions that currently exist within this group. *Valid Values:* Key the date using the **Default Date Format** for this user, specified through Register User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). *Default Value:* The current system date (N 6,0) Required
GL Posting Date	Use this field to enter the date to be used for general ledger transactions generated by the posting of this group. Key the appropriate date. If you are in the change mode and entered a group ID, this field is automatically filled in for you. You may change it, if desired. *Valid Values:* A valid general ledger date that has been set up within the General Ledger Calendar File (MENU GLFIL2). Key the date using the **Default Date Format** for this user, specified through Register User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). *Valid Values:* (N 6,0) Required
Period	This field appears only if a GL posting date exists. Once a general ledger posting date has been entered in the **GL Posting Date** field, this field displays the posting period. Display
F3=Exit	Press the F3=EXIT function key to exit the option and return to the menu.
F9=Group Search	Press the F9=GROUP SEARCH function key to access the Bank Account Transaction Groups Screen (p. 9-6) if you want to change an existing transaction group and do not recall the ID of the transaction group you want to maintain. A list of all existing transaction group(s) are displayed and are sequenced by group name within a company.
Enter	Press the ENTER key to confirm your selections. The Bank Transactions Selection Screen (p. 9-9) will appear.

Bank Account Transaction Groups Screen

```
              BANK ACCOUNT TRANSACTION GROUPS

     Co  Group Description                  Trans Dt  Post Dt  Status
  1   1  TUES  Tuesday's misc cash           5/27/10  5/27/10  Available



















                                                                 Last
     _____

     Selection: _ .              Company?   01
                                             F3=Exit    F12=Return
```

This screen appears after you press F9=GROUP SEARCH on the Bank Account Transaction Group Control Entry Screen (p. 9-3). This screen is also displayed as the first screen from the Bank Acct Trn Edit List (MENU APMAIN/MENU ARMAIN) or the Post Bank Acct Trn (MENU APMAIN/MENU ARMAIN).

Use this screen to select an existing bank account transaction group that you want to maintain (see the **Selection** field.) The existing transaction groups displayed on this screen are sequenced by group name within a company. You can limit the transaction groups to a specific company.

Bank Account Transaction Groups Screen Fields and Function Keys

Field/Function Key	Description
(Reference Number)	The reference number of the transaction group. Key this number in the **Selection** field to select this group for change. Display
Co	The company number associated with the transaction group. You may limit transaction groups to a specific company through the use of the **Company** field. Display
Group/Description	The transaction group and its description as previously created through this option. You may maintain this group by keying its reference number in the **Selection** field on this screen. Display

Bank Account Transaction Groups Screen Fields and Function Keys

Field/Function Key	Description
Trans Dt	The date this transaction group was created or maintained through this option. This is either the default system date, or the date keyed in the Transaction Date field on the Bank Account Transaction Group Control Entry Screen (p. 9-3). Display
Post Dt	The date this transaction group will be posted through Post Bank Acct Trn (MENU ARMAIN) Display
Status	The status of this transaction group; this status may be one of the following: • Available - May be selected by any user for entry or post. • In-Use XX - In use for entry at the workstation identified by the two position internal workstation ID, where XX represents the workstation ID; see Display Internal Device IDs (MENU XAMAST) to determine the display **Internal ID**. • Post XX - Currently being posting. The workstation that submitted the post is identified by the two position internal workstation ID, where XX represents the **Internal ID**. Display
Selection	Use this field to select an existing transaction group displayed on the top portion of this screen that you want to maintain. Key the **Reference Number** of the desired group and press ENTER. The Bank Account Transaction Group Control Entry Screen (p. 9-3) will appear. NOTE: You can only select a group if its status is Available. (N 2,0) Optional
Company	Use this field to limit the transaction groups displayed on the top portion of this screen to the company number you key in this field. Key the desired company. Leave this field blank to display transaction groups for all companies. *Valid Values:* Any company number defined through Company Name Maintenance (MENU XAFILE) for which a transaction group has been created through this option. (N 2,0) Optional
F3=Exit	Press the F3=EXIT function key to exit the option and return to the menu.
F12=Return	Press the F12=RETURN function key to return to the Bank Account Transaction Group Control Entry Screen (p. 9-3) without selecting an existing group to maintain.

Bank Account Transaction Groups Screen Fields and Function Keys

Field/Function Key	Description
Enter	After selecting an existing group to maintain via the **Selection** field, press ENTER to confirm your selection. The Bank Account Transaction Group Control Entry Screen (p. 9-3) will appear.

Bank Transactions Selection Screen

```
Group:      TUES    Tuesday's misc cash              Bank Transactions
Company:    1   -   A & C Office Supply
Trans Date: 5/27/10  Posting Date:  5/27/10  Period:  5  May

   Bank Acct   Description                    Trn          Amount       Line
 1 JAP-748900  Japanese International Bank    Dep    12,312,355.00 YN>     1




                                                                     Last

                                                             Top: ....

   Trn                     Bank Account?      Transfer From
    _    D=Deposit         ...........        Bank Account?
         W=Withdrawal                         ...........
         T=Transfer

                                        F10=End    F13-20 to Change
```

This screen appears after you press ENTER on the Bank Account Transaction Group Control Entry Screen (p. 9-3). Use this screen to enter or maintain information about the bank transaction group being added or changed. The top portion of this screen displays group identification information and transactions previously entered for this group; these transactions are displayed in entry sequence.

When International Currency is installed:

- Transfer transactions must be performed between bank accounts of the same currency.
- Bank account transaction groups may contain transactions in more than one currency. Note that if you create groups containing transactions in mixed currencies, the amounts displayed in the **Total Amt** field on the Bank Transactions Group Totals Screen will not accurately reflect group totals.

Bank Transactions Selection Screen Fields and Function Keys

Field/Function Key	Description
Group	The group ID and description for transaction being added/maintained. Display
Company	The company number and name associated with the group ID. Display
Trans Date	Transaction date specified on Bank Account Transaction Group Control Entry Screen (p. 9-3) Display

Bank Transactions Selection Screen Fields and Function Keys

Field/Function Key	Description
Posting Date	The default posting date or the posting date selected on the Bank Account Transaction Group Control Entry Screen (p. 9-3). Display
Period	Posting period for the general ledger posting date. Display
(Reference Number)	For each transaction in the group, this screen displays the reference number of the bank account. Display
Bank Acct Description	The bank account number and its description. Display
Trn	Identifies the type of transaction • Dep for deposit • Wth for withdrawal • Trn for transfer Display
Amount	This field displays the amount involved in the transactions: deposit, withdrawal, or transfer amount as selected for the bank account on the Bank Transactions Detail Screen (p. 9-18). This amount displays in the applicable trading currency with the trading currency symbol displayed to the right. Display
Line	The line number of the bank account. Key this number in the **Top** field to display this bank account on the first line. Display
Trn	Use this field to select the type of transaction you are performing. Key D to enter a deposit. Key W to enter a withdrawal. Key T to enter a transfer. (A 1) Required

Bank Transactions Selection Screen Fields and Function Keys

Field/Function Key	Description
Bank Account	Use this field to select the bank account for which you are entering a transaction.
	NOTE: If you are entering a transfer (Transaction T) transaction, this is the bank account that money will be transferred to (debited).
	Key the appropriate bank account.
	If you do not recall the bank account, you may utilize the Bank Accounts List Screen (p. 9-13) by entering a ? in this field.
	(A 10) Required
Transfer From Bank Account	NOTE: This field is required only if performing a transfer (i.e., T is keyed in the **Trn** field); otherwise, it must be blank.
	If performing a transfer (Transaction T) transaction, use this field to select the bank account that money will be transferred from.
	Key the appropriate bank account; this bank account cannot be the same as the first bank account.
	If you do not recall the bank account, you may utilize the Bank Accounts List Screen (p. 9-13) by entering a ? in this field.
	(A 10) Blank/Required
Top	This field may be used to position a certain bank account to the first line on this screen.
	Key the desired line number of the bank account to reposition.
	(N 4,0) Optional
F10=End	Press the F10=END function key to end transaction entry. The Bank Transactions Group Totals Screen (p. 9-22) will appear.

Bank Transactions Selection Screen Fields and Function Keys

Field/Function Key	Description
F13-F20 Item Detail	Press the key that corresponds to the reference number (**Reference Number** field) of the bank account transaction that you wish to change or delete. Use the function keys as follows to select an item to change:
	• F13=REFERENCE NUMBER 1
	• F14=REFERENCE NUMBER 2
	• F15=REFERENCE NUMBER 3
	• F16=REFERENCE NUMBER 4
	• F17=REFERENCE NUMBER 5
	• F18=REFERENCE NUMBER 6
	• F19=REFERENCE NUMBER 7
	• F20=REFERENCE NUMBER 8
	If the function keys on your keyboard are arranged in a single row, then press the shift key and the corresponding reference number.
	EXAMPLE: To change line 8, press SHIFT and F8.
	-OR-
	If the function keys on your keyboard are arranged in a two rows, press the key which is directly above the reference number key in the bottom row.
	EXAMPLE: To change line 8, find function key 8 in the bottom row. Press F20 in the top row because it is directly above F8.
	The Bank Transactions Detail Screen (p. 9-18) will display.
Enter	Press the ENTER key to confirm your selections after entering the type of transaction you are performing (in the **Trn** field) and associated bank account (in the **Bank Account** field). The Bank Transactions Detail Screen (p. 9-18) will appear.

Bank Accounts List Screen

```
                        BANK ACCOUNTS


     Co Account No Description              Bank  Name                       Typ
  1   1 CHK-32100  Checking Account - Hartfor UNNAT United National Bank       C
  2   1 CHK-54378  Bank America               DOMST Domestic                   L
  3   1 CHK-58746  Checking Account - Dallas  DNB   Dallas National Bank       C
  4   1 CHK-874129 Checking Account - Chicago FCS   First Chicago Savings      C

  5   1 FRA-322100 French International Bank   INTNL International Bank Account C
  6   1 GER-859600 German International Bank   INTNL International Bank Account C
  7   1 ITL-056300 Italian International Bank INTNL International Bank Account C
  8   1 JAP-748900 Japanese International Ban INTNL International Bank Account C

  9   1 MEX-324100 Mexico International Bank   INTNL International Bank Account C
 10   1 SAV-321006 Savings A/R Lock Box Hartf UNNAT United National Bank       S
 11   1 SAV-58746  Savings Account - Dallas   DNB   Dallas National Bank       S
 12   1 SAV-87412  Savings Account - Chicago  FCS   First Chicago Savings      S
 _____ More...

    Selection: ...     Co? 01, Bank Id? ......  Type: ..  (C,S,L,O,T)


                              F5=Add                    F12=Return
```

This screen displays after keying a question mark on the Bank Transactions Selection Screen (p. 9-9), after selecting option 5 - Bank Account Maintenance (Menu APFIL2), or after pressing F4=BANK ACCOUNTS on several other screens.

This screen lists all bank accounts that have been defined through Bank Account Maintenance (MENU APFIL2) and allows you to select the bank account you desire. The top line is positioned to the default bank account for the company. Use the PAGE DOWN / PAGE UP keys to position the screen to find he correct bank account needed. In addition to selecting a bank account, you may:

- Change the company to review other bank accounts for a different company, if a company was not previously selected when you accessed this screen

- Select the bank ID of the bank account that you want to display on the top portion of this screen

> NOTE: Because you can access this screen from different places within Distribution A+, the selected default bank account may display in the top portion of this screen and its reference number is positioned in the **Selection** field awaiting your response.

- Select the type of bank accounts that you want to display on this screen

- Add a new bank account

- Update the default bank account on the Accounts Receivable Options Screen within Accounts Receivable Options Maintenance (MENU XAFILE) or the A/P Company Options Maintenance Screen within AP Options Maintenance (MENU APFIL2)

> NOTE: This is a roll screen. **More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. **Last** appears at the bottom of the last screen of data. To scroll through information on roll screens press:
> * PAGE DOWN or SHIFT-ROLL FWD or F7=PAGE DOWN to display the next screen
> * PAGE DOWN or SHIFT-ROLL BACK or F8=PAGE UP to display the previous screen.

Furthermore, you may access this screen through the following menu options within Distribution A+ (any differences that exist will be noted):

- Voucher Entry (MENU APMAIN) from within the Accounts Payable module
  - Does not allow you to add a new bank account or update the default bank account. The default bank account will be positioned in the **Selection** field.
- Accounts Payable Inquiry (MENU APMAIN) from within the Accounts Payable module
  - Does not allow you to add a new bank account or update the default bank account. The default bank account will be positioned in the **Selection** field.
- Bank Account Inquiry (MENU APMAIN) from within the Accounts Payable module
  - Does not allow you to add a new bank account or update the default bank account. The default bank account will be positioned in the **Selection** field.
- A/P Options Maintenance (MENU APFIL2) from within the Accounts Payable module
  - Allows you to add a new bank account and update the default bank account. No default line.
- A/R Options Maintenance (MENU XAFILE) from within the Cross Applications module.
  - Allows you to add a new bank account. No default line.
- Check History Report (MENU APREPT) from within the Accounts Payable module
  - Does not allow you to add a new bank account or update the default bank account. The default bank account will be positioned in the **Selection** field.
- Print Checks / Process ACH or CC Payments (MENU APCHCK) from within the Accounts Payable module
  - Does not allow you to add a new bank account or update the default bank account. The default bank account will be positioned in the **Selection** field.
- Enter Manual Checks (MENU APCHCK) from within the Accounts Payable module
  - Does not allow you to add a new bank account or update the default bank account. The default bank account will be positioned in the **Selection** field.
- Enter Check Reversals (MENU APCHCK) from within the Accounts Payable module
  - Does not allow you to add a new bank account or update the default bank account. The default bank account will be positioned in the **Selection** field.
- Void Unprinted Checks (MENU APCHCK) from within the Accounts Payable module
  - Does not allow you to add a new bank account or update the default bank account. The default bank account will be positioned in the **Selection** field.
- Bank Accounts Maintenance (MENU APFIL2) from within the Accounts Receivable module.
  - Allows you to add a new bank account. No default line.
- Cash & Adjustment Entry/Edit (MENU ARMAIN) from within the Accounts Receivable module
  - Does not allow you to add a new bank account or update the default bank account. The default bank account will be positioned in the **Selection** field.
- Bank Account Inquiry (MENU ARMAIN) from within the Accounts Receivable module
  - Does not allow you to add a new bank account or update the default bank account. The default bank account will be positioned in the **Selection** field.
- Currency Contract Maintenance (MENU ICFILE) from within the International Currency module.
  - Allows you to add a new bank account and update the default bank account. No default line.

Bank Accounts List Screen Fields and Function Keys

Field/Function Key	Description
(Reference Number)	The reference number of the bank account. Use this number to select a bank account in the **Selection** field on the lower portion of this screen. Display
Co	The company number associated with the accounts that are displayed. NOTE: Depending on where this screen was accessed from and also if a Company Selection Screen displayed previous to this screen, you may be able to display accounts for a different company (refer to the **Co** field on the lower portion of this screen). Display
Account No	The bank accounts that are available for all companies or for the company you selected in the **Co** field on the lower portion of this screen. To select the account number you want to maintain, key the reference number corresponding to this account in the **Selection** field on the lower portion of this screen. Display
Description	The description of the bank account, as defined when the bank account was created or maintained with Bank Names Maintenance(MENU APFIL2/ MENU ARFIL2). Display
Bank	The **Bank ID** associated with the bank account as defined through Bank Names Maintenance (MENU APFIL2). Display
Name	The name (description) of the **Bank ID** as defined through Bank Names Maintenance (MENU APFIL2). Display
Typ	The type of bank account: C for checking, S for savings, L for line of credit, O for other, or T for a credit card transfer. Display
Selection	Use this field to select the bank account you want to maintain or select for further processing. Key the reference number of the desired bank account and press ENTER. (N 2,0) Required

Bank Accounts List Screen Fields and Function Keys

Field/Function Key	Description
Co	This is a display only field if you previously selected a company on a prior screen (a Company Selection Screen may or not display prior to this screen, depending on where this screen is accessed from). The company selected will be displayed.
	If you did not previously select a company (because a Company Selection Screen did not display, as occurs through the Bank Account Inquiry for example), you may use this field to display bank accounts for a different company.
	Key the desired company. Only those bank accounts associated with this company will display on the top portion of this screen.
	(N 2,0) Display/Optional
Bank Id	Use this field to display only the bank account associated with the bank ID you key in this field.
	Key the desired bank ID. Only the bank account associated with this bank ID will display on the top portion of this screen.
	(A 5) Optional
Type	Use this field to designate the types of bank accounts that you want to display. Only the bank accounts designated as the type keyed in this field will display on the top portion of this screen.
	Key C to display checking accounts only.
	Key S to display saving accounts only.
	Key L to display line of credit accounts only.
	Key T to display credit card transfer accounts only.
	Key O to display all other types of accounts, excluding checking, savings, line of credit accounts, and credit card transfer accounts.
	NOTE: For credit card voucher payment groups, this screen will automatically show only T-type credit card transfer bank accounts, and this **Type** field will be protected so that no other accounts can be displayed or selected.
	Additionally, transfer credit card bank accounts do not generate actual checks for printing, but instead generate a remittance advice report which outputs the list of invoices.
	Leave this field blank to display ALL types of accounts.
	(A 1) Optional

Bank Accounts List Screen Fields and Function Keys

Field/Function Key	Description
F5=Add	NOTE: F5=ADD only displays if this screen is accessed from CHAPTER 9: *Maintaining Bank Account Transactions*, from Voucher Entry (MENU APMAIN) for pre-paid items, or from Accounts Receivable Options Maintenance (MENU XAFILE).
	When F5=ADD is displayed, press to add a new bank account. The Bank Account Maintenance Screen 1 (p. 52-3) in Bank Accounts Maintenance (MENU APFIL2) will display. Once the bank account has been added, it will display on the top portion of this screen.
F6=Updt Dft	NOTE: F6=UPDT DFT does not display if this screen is accessed from Voucher Entry (MENU APMAIN) for pre-paid items.
	When F6=UPDT DFT is displayed, after selecting a bank account (in the **Selection** field), press F6=UPDT DFT to update the default bank account with the selected bank account.
	The Accounts Receivable Options Screen of Accounts Receivable Options Maintenance (MENU XAFILE) or the A/P Company Options Maintenance Screen 1 (p. 49-6) will display depending on which application you are working in.
F7=Page Down / F8=Page Up	**More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. Last appears at the bottom of the last screen of data. On some roll screens, F7=PAGE DOWN and F8=PAGE UP are available for use but do not display.
	Use the F7=PAGE DOWN to display the next screen of information on a roll screen. The PAGE DOWN or SHIFT-ROLL FWD function keys perform the same task.
	Use the F8=PAGE UP to display the previous screen of information on a roll screen. The PAGE UP or SHIFT-ROLL BACK function keys perform the same task.
F12=Return	Press F12=RETURN to return to the previous screen without selecting a bank account.
Enter	After selecting a bank account (in the **Selection** field) to maintain or select for other purposes, press ENTER to confirm your selection.
	The Bank Transactions Selection Screen (p. 9-9) or the Bank Account Maintenance Screen 2 (p. 52-4) may display where you may make any appropriate changes.
	In other cases, the specific screen where the bank account was needed will display.

Bank Transactions Detail Screen

```
Group:      TUES    Tuesday's misc cash              Bank Transactions
Company:    1   -   A & C Office Supply
Trans Date: 5/27/10  Posting Date:  5/27/10  Period:  5  May

  Bank Acct   Description                    Trn          Amount        Line
1 JAP-748900  Japanese International Bank    Dep    12,312,355.00 YN>      1




                                                                     Last
──────────────────────────────────────────────────────────────────
To Bank Account:           CHK-32100  Checking Account - Hartford
From Bank Account:         CHK-54378  Bank America
         Credit Account:
Trn Date Div.Account.Sub                    Transfer Amount:
.5/27/10 001.0001000.002.............       _.............US$
         Bank America A/P Checking
         CHK-54378
Transaction Desc
.............................               F12=Return
```

This screen appears after you press ENTER on the Bank Transactions Selection Screen (p. 9-9). Use this screen to further define the transaction (deposit, withdrawal, or transfer) you are entering/maintaining.

Bank Transactions Detail Screen Fields and Function Keys

Field/Function Key	Description
Group	The group ID and description for transaction being added/maintained.
	Display
Company	The company number and name associated with the group ID.
	Display
Trans Date	Transaction date specified on Bank Account Transaction Group Control Entry Screen (p. 9-3)
	Display
Posting Date	The default posting date or the posting date selected on the Bank Account Transaction Group Control Entry Screen (p. 9-3).
	Display
Period	Posting period for the general ledger posting date.
	Display
(Reference Number)	For each transaction in the group, this screen displays the reference number of the bank account.
	Display

Bank Transactions Detail Screen Fields and Function Keys

Field/Function Key	Description
Bank Acct Description	The bank account number and its description. Display
Trn	Identifies the type of transaction • Dep for deposit • Wth for withdrawal • Trn for transfer Display
Amount	This field displays the amount involved in previous transactions: deposit, withdrawal, or transfer amount as selected for the bank account on the Bank Transactions Detail Screen (p. 9-18). This amount displays in the applicable trading currency with the trading currency symbol displayed to the right. Display
Line	The line number of the bank account. Key this number in the **Top** field to display this bank account on the first line. Display
Deposit/Withdrawal/ To and From Bank Account	This field displays the bank account and its description for which you are performing a transaction. The heading of this field will change depending on the type of transaction being performed. That is, if you are entering a deposit, **Deposit Bank Account** will display; if entering a withdrawal, **Withdrawal Bank Account** will display; if entering a transfer, the **To Bank Account** and **From Bank Account** will display. Display
Trn Date	Use this field to select the date of the transaction being entered. This date will be used for generating bank transaction history records. *Default Value:* The transaction date selected on the Bank Account Transaction Group Control Entry Screen (p. 9-3). *Valid Values:* Key the date using the **Default Date Format** for this user, specified through Register User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE) (N 6,0) Required

Bank Transactions Detail Screen Fields and Function Keys

Field/Function Key	Description
Credit Account/ Debit Account/ Transfer Account	The heading of this field will change depending on the type of transaction being performed. That is, if you are entering a deposit, **Credit Account** will display; if entering a withdrawal, **Debit Account** will display; if entering a transfer, **Credit Account** will display and this field will be automatically filled in with the account number and be protected.
	Use this field to select the general ledger account number to be credited (deposited) or debited (withdrawn). This account will offset the debit or credit to the bank account's general ledger account number.
	(A 29) Required
Deposit Amount/ Withdrawal Amount/ Transfer Amount	The heading of this field will change depending on the type of transaction being performed. That is, if you are entering a deposit, **Deposit Amount** will display; if entering a withdrawal, **Withdrawal Amount** will display; if entering a transfer, **Transfer Amount** will display.
	Use this field to enter the amount of the transaction.
	Key the amount being deposited, withdrawn, or transferred.
	When International Currency is installed, key the transaction amount in the appropriate currency for the bank account. The bank account's currency symbol will display to the right.
	The Local Currency Equivalent of the withdrawal or deposit amount displayed in the **Deposit Amount/Withdrawal Amount/Transfer Amount** field, is displayed on the line below, minus any applicable exchange fees. This is the actual amount to be credited or debited.
	(N 13,2) Required
Local Tendered	This field only displays when International Currency is installed and the transaction is a deposit.
	Use this field to enter the actual local currency amount (including exchange fees) that was tendered to purchase the foreign currencies. This value is used with the trading currency deposit amount and the exchange fee amount to calculate the exchange rate for the transaction. The company's local currency symbol will display to the right of this value.
	In the company's local currency, key the amount that was required to purchase the foreign currency you are depositing.
	(N 13,2) Required

Bank Transactions Detail Screen Fields and Function Keys

Field/Function Key	Description
Exchange Rate	This field only displays when International Currency is installed and the transaction is a deposit or a withdrawal. This field displays the exchange rate for the transaction. If you are processing deposits, the transaction's actual exchange rate (calculated through the relationship defined for the currency, the local tendered amount, trading currency deposit amount, and, if applicable, through the subtraction of the exchange fee amount) will display in this field after you have entered amounts in the **Deposit Amount**, **Local Tendered**, and, if applicable, **Exchange Fees** fields and pressed ENTER. *Default Value:* The most current exchange rate for this bank account's currency and/or exchange code Display
Exchange Fees	This field only displays when International Currency is installed and the transaction is a deposit to foreign currency bank accounts. When performing a deposit, this field is provided so you can directly expense a portion of a cost that you incurred for the transaction when exchanging dollars for a foreign currency. The value entered determines the portion of the **Local Tendered** amount to expense directly, so that the amount of the exchange fee is subtracted and will not affect the actual exchange rate. The company's local currency symbol will display to the right of this value. Key, in the company's local currency, the amount of the exchange fee associated with the deposit. (N 13,2) Optional
Transaction Desc	You may use this field, if desired, to enter a description for the transaction being entered. This description will be stored in Bank Transaction History and the first fifteen characters will be placed into the transaction description of the general ledger detail transaction. (A 30) Optional
F12=Return	Press the F12=RETURN function key to return to the Bank Transactions Selection Screen (p. 9-9) without updating this screen.
F24=Delete	NOTE: The F24=DELETE function key displays only if you selected to change/delete a bank transaction group with the F13-20 TO CHANGE function key on the Bank Transactions Selection Screen (p. 9-9). Press the F24=DELETE function key to delete the bank transaction. The Bank Transactions Selection Screen (p. 9-9) will appear.
Enter	Press the ENTER key to confirm your selections. The Bank Transactions Selection Screen (p. 9-9) will appear.

Bank Transactions Group Totals Screen

```
            BANK TRANSACTIONS GROUP TOTALS

      Group:      TUES     Tuesday's misc cash
      Company:     1   -   A & C Office Supply
      Trans Date:  5/27/10  Posting Date:  5/27/10   5 May



      Type of Entry          Count              Total Amt

       Deposit(s):             1             12,312,355.00    YN>

       Withdrawal(s):                                 .00    US$

       Transfer(s):            1                 76,653.00    US$




        F2=Transactions     F3=Exit     F10=New Group     F24=Delete Group
```

This screen appears after you press F10=END on the Bank Transactions Selection Screen (p. 9-9). Use this screen to review the transactions in the group. The count of the transaction types and a total amount of each transaction is displayed.

All fields on this screen are for display only and cannot be changed, and may be used for auditing the entries.

Bank Transactions Group Totals Screen Fields and Function Keys

Field/Function Key	Description
Group	The group for which the transaction was entered/maintained.
Company	The company number and name associated with the group.
Trans Date	The date of the transactions in the group.
Posting Date	The general ledger posting date (if any). Following the **Posting Date**, the fiscal period associated with the general ledger posting date.
Type of Entry	The three types of transactions that may take place [**Deposit (s)**, **Withdrawal (s)**, and **Transfer (s)**].
Count	The count (number of) transaction types that were entered for each **Type of Entry**.
Total Amt	The total amount of each transaction entered.

Bank Transactions Group Totals Screen Fields and Function Keys

Field/Function Key	Description
F2=Transactions	Press the F2=TRANSACTIONS function key to return to the Bank Transactions Selection Screen (p. 9-9).
F3=Exit	Press the F3=EXIT function key to exit the option and return to the menu.
F10=New Group	Press the F10=NEW GROUP function key to return to the Bank Account Transaction Group Control Entry Screen (p. 9-3).
F24=Delete Group	Press the F24=DELETE GROUP function key to delete ALL of the transactions within the group. You will be prompted to press the F24=DELETE GROUP function key twice to confirm deletion. The Bank Account Transaction Group Control Entry Screen (p. 9-3) will appear.

Through the Bank Acct Trn Entry option on the Accounts Payable Main Menu (MENU APMAIN/ MENU ARMAIN) miscellaneous bank account transactions may be entered and maintained. Use the Bank Acct Trn Edit List option to print the Bank Account Transaction Edit List (p. 10-8) which shows the bank transactions which have been entered within a selected group. Any errors within the transactions that may affect the posting of general ledger transactions will also print on this report.

> NOTE: If errors exist, you must first correct the errors before posting general ledger transactions.

Bank Acct Trn Edit List

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Bank Account Transaction Groups Screen	Use to select an existing transaction group from the list of existing groups by company.
Bank Account Transaction Group Control Entry Screen	Use to add or maintain a transaction.
Bank Account Transaction Edit List	Prints bank account transaction in the group and any errors.

Bank Account Transaction Groups Screen

```
                   BANK ACCOUNT TRANSACTION GROUPS

     Co  Group Description                Trans Dt  Post Dt  Status
   1  1  TUES  Tuesday's misc cash         5/27/10   5/27/10  Available



















                                                                  Last
   _____

     Selection: _ .           Company?    01
                                            F3=Exit    F12=Return
```

This screen appears after selecting option 7 - Bank Acct Trn Edit List (MENU APMAIN/MENU ARMAIN). This screen is also displayed from the Bank Account Transaction Entry (MENU APMAIN/MENU ARMAIN) or the Post Bank Acct Trn (MENU APMAIN/MENU ARMAIN).

Use this screen to select an existing bank account transaction group that you want to maintain (see the **Selection** field.) The existing transaction groups displayed on this screen are sequenced by group name within a company. You can limit the transaction groups to a specific company.

Bank Account Transaction Groups Screen Fields and Function Keys

Field/Function Key	Description
(Reference Number)	The reference number of the transaction group. Key this number in the **Selection** field to select this group for change. Display
Co	The company number associated with the transaction group. You may limit transaction groups to a specific company through the use of the **Company** field. Display
Group/Description	The transaction group and its description as previously created through this option. You may maintain this group by keying its reference number in the **Selection** field on this screen. Display

Bank Account Transaction Groups Screen Fields and Function Keys

Field/Function Key	Description
Trans Dt	The date this transaction group was created or maintained through this option. This is either the default system date, or the date keyed in the **Transaction Date** field on the Bank Account Transaction Group Control Entry Screen (p. 10-5). Display
Post Dt	The date this transaction group will be posted through Post Bank Acct Trn (MENU ARMAIN). Display
Status	The status of this transaction group; this status may be one of the following: • **Available** - May be selected by any user for entry or post. • **In-Use XX** - In use for entry at the workstation identified by the two position internal workstation ID, where XX represents the workstation ID; see Display Internal Device IDs (MENU XAMAST) to determine the display **Internal ID**. • **Post XX** - Currently being posting. The workstation that submitted the post is identified by the two position internal workstation ID, where XX represents the **Internal ID**. Display
Selection	Use this field to select an existing transaction group displayed on the top portion of this screen that you want to maintain. Key the **Reference Number** of the desired group and press ENTER. The Bank Account Transaction Group Control Entry Screen (p. 10-5) will appear. NOTE: You can only select a group if its status is **Available**. (N 2,0) Optional
Company	Use this field to limit the transaction groups displayed on the top portion of this screen to the company number you key in this field. Key the desired company. Leave this field blank to display transaction groups for all companies. *Valid Values:* Any company number defined through Company Name Maintenance (MENU XAFILE) for which a transaction group has been created through this option. (N 2,0) Optional
F3=Exit	Press the F3=EXIT function key to exit the option and return to the menu.
F12=Return	Press the F12=RETURN function key to return to the Bank Account Transaction Group Control Entry Screen (p. 10-5), without selecting an existing group to maintain.

Bank Account Transaction Groups Screen Fields and Function Keys

Field/Function Key	Description
Enter	After selecting an existing group to maintain via the **Selection** field, press ENTER to confirm your selection. The Bank Account Transaction Group Control Entry Screen (p. 10-5) will appear.

Bank Account Transaction Group Control Entry Screen

This screen appears after selecting a group on the Bank Account Transaction Groups Screen (p. 10-2). Use this screen to add a new transaction group or maintain an existing one.

Bank Account Transaction Group Control Entry Screen Fields and Function Keys

Field/Function Key	Description
Mode Status	Edit displays as the status of the group selected. Display
Company	Use this field to select the company for which this transaction group is being created or maintained. This field is applicable only if you have tailored Distribution A+ to be multi-company through System Options Maintenance (MENU XAFILE). Key the valid company number. NOTE: You can only enter bank transactions for the bank accounts defined for the company selected for a given group. *Default Value:* The default company defined through Security Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE) *Valid Values:* Any valid company number that has been created through Company Name Maintenance (MENU XAFILE) (N 2,0) Required

Bank Account Transaction Group Control Entry Screen Fields and Function Keys

Field/Function Key	Description
Group Id	This field represents the group ID to be associated with the transaction group. If you are in add mode, key the desired group ID to be associated with the transaction group you are creating. Once you create a group, this group ID will display on the top portion of the Bank Account Transaction Groups Screen (p. 10-2). If you are in change mode, key the desired group ID associated with the transaction group you want to maintain. The group's description and the G/L posting date are automatically filled in for you with the previously defined information. *Valid Values:* If in add mode, any characters that do not represent an existing group ID; if in change mode, an existing group ID. (A 5) Required
Description	Use this field to enter a description of the group ID. This description should be indicative of the group of entries to be entered within this transaction group. Key the desired description to be associated with this group ID. If you are in change mode and entered a group ID, this field is automatically filled in for you. You may change it, if desired. (A 30) Required
Transaction Date	This field reflects the date that transactions will be entered into this transaction group. Key the appropriate date or accept the default system date. NOTE: Changing this date will not affect the transactions that currently exist within this group. *Default Value:* The date selected when the group was created. Key the date using the **Default Date Format** for this user, specified through Register User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE) (N 6,0) Required

Bank Account Transaction Group Control Entry Screen Fields and Function Keys

Field/Function Key	Description
GL Posting Date	Use this field to enter the date to be used for general ledger transactions generated by the posting of this group.
	Key the appropriate date.
	If you are in the change mode and entered a group ID, this field is automatically filled in for you. You may change it, if desired.
	Valid Values: A valid general ledger date that has been set up within the General Ledger Calendar File (MENU GLFIL2).
	Valid Values: Key the date using the **Default Date Format** for this user, specified through Register User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE
	(N 6,0) Required
Period	This field appears only after the GL posting date is entered.
	Once a general ledger posting date has been entered in the **GL Posting Date** field, this field displays the posting period.
	Display
F3=Exit	Press the F3=EXIT function key to exit the option and return to the menu.
F12=Return	Press the F12=RETURN function key to return to the Bank Account Transaction Groups Screen (p. 10-2).
Enter	Press this key to confirm your selections. The Bank Transactions Selection Screen (p. 9-9) will appear.

Bank Account Transaction Edit List

```
AP610C  09/22/11  14.51.34                 BANK ACCOUNT TRANSACTION EDIT LIST               AM/APDEMO    PAGE   1
                                                    01-A & C Office Supply
                                                MISC-Miscellaneous Cash Entries
          ** Edit Only **
                                                                      From Bank or Offset GL Acct and Errors
Bank Account/Name                      Trn Date  Transaction     Trn Amount  Div-Account-Sub                     Line
------------------------------------------------------------------------------------------------------------------
CHK-874129 Checking Account - Chicago  09/22/11   Transfer        10,000.00  SAV-87412    Savings Account - Chicago  3
FRA-322100 French International Bank   09/22/11    Deposit       184,312.00  FR@ 001-0001000-000 Cash               1
                                       5.914748 FR@ Per US$       31,161.43  US$
                                       09/22/11   Withdrawl        10,000.00  FR@ 001-0001000-000 Cash               2
                                        .894514 FR@ Per US$        1,690.69  US$
```

This listing prints following your responses on the Report Options Screen. Refer to the Cross Applications User Guide for details about this screen.

Use this listing to review the bank transactions which have been entered within the selected group. If an error has been detected, it will print on this listing so that you may correct the error before posting general ledger transactions. Therefore, be sure to run this report prior to the posting process.

If a suspended General Ledger account is detected during the edit, a message will appear on this report notifying you that the account has been suspended.

> NOTE: You will be notified that an account is suspended only if that account is the To account used in a transaction. If the account that funds were transferred from is suspended, a warning message will not appear on this report.

This listing prints alphabetically by bank, and line numbers are as entered on the Bank Transactions Selection Screen (p. 9-9).

When International Currency is installed:

- Transactions for foreign currency bank accounts will print the foreign currency values associated with the transaction.

- Any exchange fee amount associated with the transaction will print in the company's local currency.

Bank Account Transaction Edit List

Report/Listing Fields	Description
Headings	Program names appear on the upper left corner of the report followed by run date and time, report title, workstation ID, User ID, and page number.
	Summary of the selection criteria prints in the center of the headings area followed by the individual field headings.
	The company number and name are also printed.
	When this report is generated from option 7 - Bank Acct Trn Edit List (MENU APMAIN/MENU ARMAIN), the heading will show a message ** Edit Only **.
Bank Acct/Name	The bank account number and its description.
Tran Date	Transaction date specified on Bank Account Transaction Group Control Entry Screen (p. 10-5)
Transaction	Identifies the type of transaction: Deposit, Withdrawal, or Transfer.
Trn Amount	The amount of the deposit, withdrawal, or transfer transaction.
	When International Currency is installed, transaction amounts for foreign currency bank accounts will print in the applicable currency, with the foreign currency symbol printed to the right of each amount. The local currency equivalent value will print below each amount, with the symbol for the company's local currency printed to the right.
From Bank or Offset GL Acct and Errors	For transfer transactions, the FROM bank account of the transaction. For deposits and withdrawals, the G/L account number and description for the transaction.
Line	The line number of the transaction.
Exchange Fees	When International Currency is installed, the exchange fees associated with each transaction will be posted as general ledger transactions to the exchange fees account and will print on this report below the account number and name.
Exchange Rates	When International Currency is installed, an exchange rate for each bank account transaction will be calculated and will print on this report below the transaction date.

Through the Bank Acct Trn Entry option on the main menu (MENU APMAIN/MENU ARMAIN) miscellaneous bank account transactions may be entered and maintained. Once entered, the transactions can be edited through the Bank Acct Trn Edit List (p. 10-1) option (MENU APMAIN/ MENU ARMAIN). This listing will show any errors that were detected. After executing both of those options, you may use this option to post the bank account transactions to Master Files. This posting process will update the following files:

- Bank Account Master File (its balance will be adjusted)
- G/L Summary File
- G/L detail transactions will be generated (if the interface is activated)

Additionally, Bank Account Transaction History records will be generated to link all generated transactions to the appropriate bank account.

If the **AP to GL** field or the **AR to GL** field is set to Y through Company Name Maintenance (MENU XAFILE) and debits and credits are not equal for the selected group, an out-of-balance group will automatically be created and the G/L Transaction Post Report will print.

> NOTE: Posting bank account transactions will be submitted to the Transaction Processor. Refer to the Overview in the Cross Applications User Guide for details.

When International Currency is installed:

- For deposits involving foreign currency, I/C will post general ledger transactions to the exchange fees account if exchange fees are incurred through the transaction, and will calculate, if applicable, a new exchange rate for each bank account affected by deposits or withdrawals.
- If adjustments are necessary to correct discrepancies in the account's local currency equivalent balance and foreign currency balance, gain/loss transactions will be generated.
- When the International Currency revaluation process takes place for this option, the G/L Transaction Post Report (IC680D) may print, when the value specified in the **A/P to G/L** or **A/R to G/L** field is set to R through Company Name Maintenance (MENU XAFILE). Refer to Revalue Foreign Bank Accounts (MENU ICRVAL) in the International Currency User Guide for information about this report.
- If gains/losses have been posted, a second G/L Transaction Post Journal will be generated when gains/losses are accrued. In order to link the gain/loss transactions generated as IC journal transactions to the Cash Journal, the CJ Journal number is placed into the transaction source of IC

transactions. A Currency Revaluation Detail Report also will print a detailed breakdown of the G/L gain/loss transactions.

• Refer to the International Currency User Guide and MENU ICRVAL for details about the Currency Revaluation Detail Report.

Post Bank Acct Trn

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Bank Account Transaction Groups Screen	Use to select an existing transaction group from the list of existing groups by company.
Bank Account Transaction Group Control Entry Screen	Use to select a group for posting.
Bank Account Transaction Edit List	Prints bank account transactions in the group and any errors.
Bank Account Transactions Journal	Audit report for the posted bank account transaction group.
G/L Transaction Post Report (AP610D)	Prints total debits and credits for the posting.
G/L Transaction Post Report	Prints each detail transaction that was posted.

Bank Account Transaction Groups Screen

```
                    BANK ACCOUNT TRANSACTION GROUPS

     Co  Group Description                 Trans Dt  Post Dt  Status
  1   1  TUES  Tuesday's misc cash         5/27/10   5/27/10  Available













  _____  Last

     Selection: _ .            Company?   01
                                            F3=Exit    F12=Return
```

This screen appears after selecting option 8 - Post Bank Acct Trn. This screen is also displayed from the Bank Account Transaction Entry (MENU APMAIN/MENU ARMAIN) or the Bank Acct Trn Edit List (MENU APMAIN/MENU ARMAIN).

Use this screen to select an existing bank account transaction group that you want to maintain (see the **Selection** field.) The existing transaction groups displayed on this screen are sequenced by group name within a company. You can limit the transaction groups to a specific company.

Bank Account Transaction Groups Screen Fields and Function Keys

Field/Function Key	Description
(Reference Number)	The reference number of the transaction group. Key this number in the **Selection** field to select this group for change. Display
Co	The company number associated with the transaction group. You may limit transaction groups to a specific company through the use of the **Company** field. Display
Group/Description	The transaction group and its description as previously created through this option. You may maintain this group by keying its reference number in the **Selection** field on this screen. Display

Bank Account Transaction Groups Screen Fields and Function Keys

Field/Function Key	Description
Trans Dt	The date this transaction group was created or maintained through this option. This is either the default system date, or the date keyed in the **Transaction Date** field on the Bank Account Transaction Group Control Entry Screen (p. 11-6). Display
Post Dt	The date this transaction group will be posted through Post Bank Acct Trn (MENU ARMAIN). Display
Status	The status of this transaction group; this status may be one of the following: • Available - May be selected by any user for entry or post. • In-Use XX - In use for entry at the workstation identified by the two position internal workstation ID, where XX represents the workstation ID; see Display Internal Device IDs (MENU XAMAST) to determine the display **Internal ID**. • Post XX - Currently being posting. The workstation that submitted the post is identified by the two position internal workstation ID, where XX represents the **Internal ID**. Display
Selection	Use this field to select an existing transaction group displayed on the top portion of this screen that you want to maintain. Key the **Reference Number** of the desired group and press ENTER. The Bank Account Transaction Group Control Entry Screen (p. 11-6) will appear. NOTE: You can only select a group if its status is Available. (N 2,0) Optional
Company	Use this field to limit the transaction groups displayed on the top portion of this screen to the company number you key in this field. Key the desired company. Leave this field blank to display transaction groups for all companies. *Valid Values:* Any company number defined through Company Name Maintenance (MENU XAFILE) for which a transaction group has been created through this option. (N 2,0) Optional
F3=Exit	Press the F3=EXIT function key to exit the option and return to the menu.
F12=Return	Press the F12=RETURN function key to return to the Bank Account Transaction Group Control Entry Screen (p. 11-6), without selecting an existing group to maintain.

Bank Account Transaction Groups Screen Fields and Function Keys

Field/Function Key	Description
Enter	After selecting an existing group to maintain via the **Selection** field, press ENTER to confirm your selection. The Bank Account Transaction Group Control Entry Screen (p. 11-6) will appear.

Bank Account Transaction Group Control Entry Screen

```
          BANK ACCOUNT TRANSACTION GROUP CONTROL          Post

       Job Template:   _.........    Modify Selections:   N

                  Company?          01

                  Group Id:         MISC.

                  Description:      Miscellaneous Cash Entries....

                  Transaction Date: .92211.

                  GL Posting Date:  .92511    Period:  9  Sep




          F3=Exit     F4=Job Template List              F12=Return
```

This screen appears after selecting a group on the Bank Account Transaction Groups Screen (p. 11-3). Use this screen to select a group for posting.

Bank Account Transaction Group Control Entry Screen Fields and Function Keys

Field/Function Key	Description
Mode Status	Post displays as the status of the process selected.
	Display

Bank Account Transaction Group Control Entry Screen Fields and Function Keys

Field/Function Key	Description
Job Template	This field displays on this screen only when you access this screen through the Post Bank Acct Trn menu option (MENU APMAIN).
	Job templates are defined through Job Template Maintenance (MENU XAFILE) to allow parameter selections to be pre-defined for a particular process (such as, GL Year End) ahead of time. Once defined, this template can be used repeatedly, eliminating the need to manually provide these parameters for every submission of this job process.
	For the current job submission, you can enter a pre-defined job template in this field to use the established parameters (with or without any modifications), or you can leave this field blank and the system will prompt you to provide your own parameters.
	If you enter a pre-defined job template in this field, and do not want to make any changes to the established parameter selections for this current job submission, key N in the **Modify Selections** field. You will then bypass all the output parameter screens.
	If you enter a pre-defined job template in this field, but want to review and/or make modifications to the established parameter selections for this current job submission, key Y in the **Modify Selections** field. You will be presented with the established parameters for that job template and can review/make changes as needed for this job.
	If you leave this field blank, you will be presented with a series of prompts for you to provide the desired parameters for this current job submission.
	NOTE: To review a list of existing job templates that have been created, press F4=JOB TEMPLATE LIST.
	Valid Values: A job template defined for posting bank account transactions (that is, AP610P) through Job Template Maintenance (MENU XAFILE).
	(A 10) Optional

Bank Account Transaction Group Control Entry Screen Fields and Function Keys

Field/Function Key	Description
Modify Selections	This field displays on this screen only when you access this screen through the Post Bank Acct Trn menu option (MENU APMAIN).
	If using a job template (you keyed a job template name in the **Job Template** field on this screen or selected one via F4=JOB TEMPLATE LIST), this field determines if you will be presented with that template's parameters for review and/or modification for this current job submission.
	Key Y if you want to be able to review and/or modify the selections of the indicated job template. Any changes you make to the template through this post run will not impact the actual predefined template. The changes apply for this run of the job only. If you key Y, a series of selection screens will display allowing you to review and/or make changes. For details about the screens that display, refer to Job Template Maintenance (MENU XAFILE) in the Cross Applications User Guide.
	Key N if you want to use the template as-is and you do not want to make any modifications. If you key N, a series of selections screens will not be displayed.
	Valid Values: Y or N; cannot be Y if the **Job Template** field is blank.
	(A1) Optional
Company	Use this field to select the company for which this transaction group is being created or maintained. This field is applicable only if you have tailored Distribution A+ to be multi-company through System Options Maintenance (MENU XAFILE).
	Key the valid company number.
	NOTE: You can only enter bank transactions for the bank accounts defined for the company selected for a given group.
	Default Value: The default company defined through Security Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE)
	Valid Values: Any valid company number that has been created through Company Name Maintenance (MENU XAFILE)
	(N 2,0) Required

Bank Account Transaction Group Control Entry Screen Fields and Function Keys

Field/Function Key	Description
Group Id	This field represents the group ID to be associated with the transaction group.
	If you are in add mode, key the desired group ID to be associated with the transaction group you are creating. Once you create a group, this group ID will display on the top portion of the Bank Account Transaction Groups Screen (p. 11-3).
	If you are in change mode, key the desired group ID associated with the transaction group you want to maintain. The group's description and the G/L posting date are automatically filled in for you with the previously defined information.
	Valid Values: If in add mode, any characters that do not represent an existing group ID; if in change mode, an existing group ID.
	(A 5) Required
Description	Use this field to enter a description of the group ID. This description should be indicative of the group of entries to be entered within this transaction group.
	Key the desired description to be associated with this group ID.
	If you are in change mode and entered a group ID, this field is automatically filled in for you. You may change it, if desired.
	(A 30) Required
Transaction Date	This field reflects the date that transactions will be entered into this transaction group.
	Key the appropriate date or accept the default system date.
	NOTE: Changing this date will not affect the transactions that currently exist within this group.
	Default Value: The current system date. Key the date using the **Default Date Format** for this user, specified through Register User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE)
	Default Value: (N 6,0) Required

Bank Account Transaction Group Control Entry Screen Fields and Function Keys

Field/Function Key	Description
GL Posting Date	Use this field to enter the date to be used for general ledger transactions generated by the posting of this group.
	Key the appropriate date.
	If you are in the change mode and entered a group ID, this field is automatically filled in for you. You may change it, if desired.
	Valid Values: A valid general ledger date that has been set up within the General Ledger Calendar File (MENU GLFIL2). Key the date using the **Default Date Format** for this user, specified through Register User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE).
	(N 6,0) Required
Period	This field appears only after a GL posting date is entered.
	Once a general ledger posting date has been entered in the **GL Posting Date** field, this field displays the posting period.
	Display
F3=Exit	Press the F3=EXIT function key to exit the option and return to the menu.
F4=Job Template List	The F4=JOB TEMPLATE LIST function key displays on this screen only when you access this screen through the Post Bank Acct Trn menu option (MENU APMAIN).
	Press the F4=JOB TEMPLATE LIS function key to display the Job Template List Screen, where you can review a list of existing job templates that have been created for a Bank Account Transaction Post job.
	Refer to Job Template Maintenance (MENU XAFILE) in the Cross Applications User Guide for further details.
F12=Return	Press the F12=RETURN function key to return to the Bank Account Transaction Groups Screen (p. 11-3).
Enter	Press the ENTER key to confirm your selections. The Bank Transactions Selection Screen (p. 9-9) will appear.
	Additionally, depending on your selections in the **Job Template** and **Modify Selections** fields on this screen, various job template screens may or may not display once you press ENTER. For details about job template screens, refer to Job Template Maintenance (MENU XAFILE) in the Cross Applications User Guide.

Bank Account Transaction Edit List

```
AP610C  09/22/11  17.19.34                BANK ACCOUNT TRANSACTION EDIT LIST                    AM/APDEMO    PAGE   1
                                                 01-A & C Office Supply
                                            MISC-Miscellaneous Cash Entries
Posting Date - 09/25/11
                                                                      From Bank or Offset GL Acct and Errors
Bank Account/Name                     Trn Date  Transaction      Trn Amount   Div-Account-Sub                      Line
--------------------------------------------------------------------------------------------------------------------
CHK-874129 Checking Account - Chicago  09/22/11   Transfer       10,000.00     SAV-87412   Savings Account - Chicago   3
FRA-322100 French International Bank   09/22/11   Deposit        184,312.00  FR@ 001-0001000-000 Cash                  1
                                      5.914748 FR@ Per US$        31,161.43  US$
                                       09/22/11   Withdrawl       10,000.00  FR@ 001-0001000-000 Cash                  2
                                        .894514 FR@ Per US$        1,690.69  US$
.
```

Since option 7 - Bank Acct Trn Edit List (MENU APMAIN/MENU ARMAIN) is not a required option, when a posting is submitted to the Transaction Processor, the edit process is always run. If errors are found, the posting is canceled.

Use this listing to review the bank transactions which have been entered within the selected group. If an error has been detected, it will print on this listing so that you may correct the error before posting general ledger transactions. Therefore, be sure to run this report prior to the posting process.

If a suspended General Ledger account is detected during the edit, a message will appear on this report notifying you that the account has been suspended.

NOTE: You will be notified that an account is suspended only if that account is the To account used in a transaction. If the account that funds were transferred from is suspended, a warning message will not appear on this report.

This listing prints alphabetically by bank, and line numbers are as entered on the Bank Transactions Selection Screen (p. 9-9).

When International Currency is installed:

• Transactions for foreign currency bank accounts will print the foreign currency values associated with the transaction.

• Any exchange fee amount associated with the transaction will print in the company's local currency.

Bank Account Transaction Edit List

Report/Listing Fields	Description
Headings	Program names appear on the upper left corner of the report followed by run date and time, report title, workstation ID, User ID, and page number.
	Summary of the selection criteria prints in the center of the headings area followed by the individual field headings.
	The company number and name are also printed.
	When this report is generated from option 8 - Post Bank Acct Trn (MENU APMAIN/MENU ARMAIN), the heading will show the G/L Posting Date selected for this group.
Bank Acct/Name	The bank account number and its description.
Tran Date	Transaction date specified on Bank Account Transaction Group Control Entry Screen (p. 11-6)
Transaction	Identifies the type of transaction: Deposit, Withdrawal, or Transfer.
Trn Amount	The amount of the deposit, withdrawal, or transfer transaction.
	When International Currency is installed, transaction amounts for foreign currency bank accounts will print in the applicable currency, with the foreign currency symbol printed to the right of each amount. The local currency equivalent value will print below each amount, with the symbol for the company's local currency printed to the right.
From Bank or Offset GL Acct and Errors	For transfer transactions, the FROM bank account of the transaction. For deposits and withdrawals, the G/L account number and description for the transaction.
Line	The line number of the transaction.
Exchange Fees	When International Currency is installed, the exchange fees associated with each transaction will be posted as general ledger transactions to the exchange fees account and will print on this report below the account number and name.
Exchange Rates	When International Currency is installed, an exchange rate for each bank account transaction will be calculated and will print on this report below the transaction date.

Bank Account Transactions Journal

```
AP610E  09/22/11  17.19.39                    BANK ACCOUNT TRANSACTIONS                  AM/APDEMO    PAGE   1
                                                 01-A & C Office Supply                   AUDIT#              3
                                               MISC-Miscellaneous Cash Entries

Posting Date - 09/25/11
Bank Account/Name                    Type    Ref      Source    Div-Account-Sub                 Debit    Credit
- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -
CHK-874129 Checking Account - Chicago  Trn  CJ006-00003  TRANS-IN   003-0001000-000         10,000.00
FRA-322100 French International Bank   Dep  CJ006-00001  DEPOSIT    001-0001006-000         31,161.43
                                       Dep  CJ006-00002  DEPOSIT    001-0001000-000                     31,161.43
                                       Wth  CJ006-00005  WITHDRAWL  001-0001006-000                      1,690.69
                                       Wth  CJ006-00006  WITHDRAWL  001-0001000-000          1,690.69
SAV-87412  Savings Account - Chicago   Trn  CJ006-00004  TRANS-OUT  003-0001000-000                     10,000.00
```

This report prints following your responses on the Report Options Screen. Refer to Cross Applications User Guide for details about this screen).

This report provides an audit trail for the posting process, printing transaction information for each posted transaction group. Retain this report in sequential order by audit number; this allows you to maintain sequential records of your A/P bank account transactions.

Bank Account Transactions Journal

Report/Listing Fields	Description
Headings	Program names appear on the upper left corner of the report followed by run date and time, report title, workstation ID, User ID, and page number.
	Summary of the selection criteria prints in the center of the headings area followed by the individual field headings.
	The company number and name are also printed.
AUDIT #	The audit number of this journal. This number is assigned to this report to indicate the sequence in which this group was posted.
Bank Account/Name	The name and number of the bank for which this bank account transaction group has been posted. This report is primarily sequenced by the bank account.
Type	The type of bank account transaction that occurred. This may be one of the following: • Deposit • Withdrawal • Transfer

Bank Account Transactions Journal

Report/Listing Fields	Description
Ref	Use this field to reference transactions. This is the Journal Reference Number which is assigned during the G/L Transaction Post. This number consists of two segments: • the Journal Number, and • the Segment Number. The Journal Number is the same for all transactions within a transaction group. The first two characters are "CJ," which represent the Cash Journal; the last three characters are a sequentially assigned number for the bank account transaction group. The Segment Number is incremented by 1 for each transaction within the Journal Reference Number. If there are 20 transactions, transactions are assigned Segment Numbers of 1 through 20. The G/L Transaction Post Journal will print sequentially by Journal Number.
Source	The transaction source in General Ledger: Deposit, Withdrawal or Transfer.
G/L Account Number	The number of the G/L Account that has been specified for this bank account transaction. This is the account that is updated when a transaction occurs.
(Deposit Amount)	This field prints the amount of funds actually deposited into the foreign bank account.
Exchange Fees	This field prints the amount of the exchange fee incurred through the deposit.
(Credit Amount)	This field prints the total amount of the transaction. This amount is credited to an account you select to offset the deposit.
Debit	The debit amount of the bank account transaction.
Credit	The credit amount of the bank account transaction.

G/L Transaction Post Report (AP610D)

```
AP610D 10/03/00  11.06.33                G/L TRANSACTION POST REPORT          I1/APDEMO     PAGE    1
                          *** REPORT ONLY ***      1-A & C Office Supply
    Group Type - General Journal      Posting Date - 10/02/00
    Jrnl  Ref# Div-Account-Sub            Trans Desc            Type/Date      Debit        Credit
    -------------------------------------------------------------------------------------------------
    CJ    0001 001-0001000-000                                J 10/02/00    1,000.00
    CJ    0002 001-0001000-000                                J 10/02/00                  1,000.00
    CJ    0003 001-0001007-000                                J 10/02/00    2,000.00
    CJ    0004 001-0001000-000                                J 10/02/00                  2,000.00
    Company Totals:                                                         3,000.00      3,000.00
    Final Totals:
```

This report is printed when you press ENTER on the Report Options Screen if the **A/P to G/L** field or the **A/R to G/L** field is set to R through Company Name Maintenance (MENU XAMAST). Refer to the Cross Applications User Guide for information about the Report Options Screen. For a description of the fields on this report, refer to the G/L Transaction Post Journal in Post Transactions (MENU GLMAIN) of the General Ledger User Guide.

If the **A/P to G/L** or the **A/R to G/L** field is set to Y and debits and credits are not equal for the transactions, the following message is printed on the report:

DEBITS AND CREDITS ARE NOT EQUAL

Out of Balance has been retained as GL Transaction group XXxxx

XXxxx is the group ID that you can use to correct the transaction group through Transaction Entry (MENU GLMAIN). A journal number is also assigned to the group at this time, however, only the journal type will print on this report. This journal number will be used when the corrected group is posted.

If the **A/P to G/L** field or the **A/R to G/L** field is set to R through Company Name Maintenance (MENU XAMAST), the message will print for out-of-balance transactions, however, the data for the out-of-balance transactions will not be retained for correction.

The total debits and credits print at the end of the report on the line marked **Company Totals**.

G/L Transaction Post Report

```
GL130D 09/22/11 17.19.37                    G/L TRANSACTION POST REPORT                  AM/APDEMO    PAGE   1
                                             01-A & C Office Supply                       AUDIT NO.          309
                         Posting Date - 09/25/11
Jrnl#-Ref#   Div-Account-Sub                  Trans Desc   Type/Date         Debit    Credit Source   Project
--------------------------------------------------------------------------------------------------------------
CJ006-00001  001-0001006-000 Cash - French Francs  deposits     J 09/22/11   31,161.43          DEPOSIT
CJ006-00002  001-0001000-000 Cash SAV-321006       deposits     J 09/22/11            31,161.43 DEPOSIT
CJ006-00003  003-0001000-000 Cash SAV-87412        for 6 month CD J 09/22/11 10,000.00          TRANS-IN
CJ006-00004  003-0001000-000 Cash SAV-87412        for 6 month CD J 09/22/11            10,000.00 TRANS-OUT
CJ006-00005  001-0001006-000 Cash - French Francs               J 09/22/11             1,690.69 WITHDRAWL
CJ006-00006  001-0001000-000 Cash SAV-321006                    J 09/22/11    1,690.69          WITHDRAWL
Regular Entry Totals:      6 Transactions                                    42,852.12
                                                                                        42,852.12
```

This journal prints if you selected to update G/L accounts through the G/L Transfer Menu (MENU GLXFER); refer to the G/L Interface User Guide for more information.

This report always prints when a transaction group is posted in G/L, and it lists each detail transaction that was posted. Use this report as your record of the transactions posted to G/L. The report is sorted by journal reference number; meaning, the order in which the transactions were keyed. For further details about this report, refer to it as described for Post Transactions (MENU GLMAIN) in the General Ledger User Guide.

> NOTE: The **Jrnl#-Ref#** field on this report for voucher posts starts with the prefix CJ for all bank account groups. This indicates that the transaction group posted in G/L is from a bank account group and is posted as the Cash Journal.

Using the Accounts Payable Inquiry **12**

The A/P Inquiry option on the Accounts Payable Main Menu (MENU APMAIN) allows you to access information about any invoice and payment that has been processed through A/P. You may key comments for a vendor or invoice. These comments may be printed on the check remittance advice (MENU APREPT), or used for the A/P inquiry only. And you may, with proper authority, select a specific invoice and create, edit and post a G/L transaction redistribution group.

Accounts Payable Inquiry

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Accounts Payable Inquiry Screen	Use to provide limiting criteria for the invoices you want to review.
Open/Paid Invoices Screen Open/Paid Invoices Screen With International Currency and Expanded Fields	Lists open/paid invoices for a vendor. Use to select an invoice to review.
Vendor Information Screen	Displays vendor information. Use to add and review vendor comments.
Vendor Performance Screen	Displays payment history information for a vendor.
Invoice Activity Screen	Displays activity for a specific invoice.
Invoice Comments Entry Screen	Displays invoice comments. Use to add and review comments.
Voucher Header Information Screen	Displays the voucher header information.

Title	Purpose
Voucher Transaction Selection Screen	Use to review summary transactions and select to review for more detail.
Voucher Adjustments Screen	Use to review all voucher adjustment details that currently exist for this voucher.
Voucher Transaction Review Screen	Displays more detail for G/L accounts charged and other transaction specific data for this voucher.
Redistribute Accounts Screen	Use to make adjustments to the selected posted voucher entry.
End Voucher Information Screen	Displays totals, due dates, and discount information.

Accounts Payable Inquiry Screen

```
                      ACCOUNTS PAYABLE INQUIRY


          Company?  01  A & C Office Supply

          Vendor:   _.....     Find:  ..................................
                               City:  .........

          Inv No:   ...............   Date: ....... to .......
          Amount:   ................. to .................
          Voucher:         ........

          Check No:        ..........

          Our PO No:       ........................

          Show Open:  Y    Paid:  Y      (Y,N)

          Business Unit?  ...


                                                      F3=Exit
```

This screen appears after selecting option 10 - Accounts Payable Inquiry from the Accounts Payable Main Menu (MENU APMAIN). This screen is used to select a vendor and/or invoice and enter other selection criteria for the invoices you want to inquire about.

Accounts Payable Inquiry Screen Fields and Function Keys

Field/Function Key	Description
Company	This field appears only if the **Multi Company** field is set to Y through System Options Maintenance (MENU XAFILE).
	Key the company number for which the A/P Inquiry is performed.
	Default Value: The default company defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE)
	Valid Values: A valid company number defined through Company Name Maintenance (MENU XAFILE).
	(N 2,0) Required
Vendor	This field is optional if you key an invoice number in the **Inv No** field; otherwise, it is required.
	The number of the vendor on whose invoices you would like to inquire. You can use the **Find** field to search for the vendor number if you do not know it.
	(A 6) Required/Optional

Accounts Payable Inquiry Screen Fields and Function Keys

Field/Function Key	Description
Find	This field is used to search for a vendor. Key a complete or partial vendor's name and press ENTER. A list of all vendors whose name contains the keyed text will display for selection. (A 40) Optional
City	This field is used to search for a vendor. Key the name or partial name of the mailing address city of a vendor. You must also have keyed at least one search word in the **Find** field. This narrows the results of the search to vendors of the specified name and city. (A 8) Optional
Inv No	This field is optional if you key a vendor number in the **Vendor** field; otherwise it is required. Use this field to limit the invoices in the inquiry by a specific invoice number. Key a complete or partial invoice number. (A 15) Required/Optional
Date	A range of invoice dates to be used to filter the transactions for the selected vendor. Use these fields to search for an invoice based on the invoice date. *Valid Values:* Key the date using the **Default Date Format** for this user, specified through Register User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (2 @ N 6,0) Optional
Amount	A range of invoice amounts to be used to filter the transactions for the selected vendor. Use these fields to search for an invoice based on the total invoice amount. (2 @ N 15,2) Optional
Voucher	Use this field to limit the invoices in the inquiry by a specific voucher number. (A 7) Optional

Accounts Payable Inquiry Screen Fields and Function Keys

Field/Function Key	Description
Check No	The check number that was used to make payment to the selected vendor.
	If you key a check number, the Bank Accounts List Screen (p. 9-13) will appear where you may select the bank account of the specified check that you want to inquire on. The invoice paid with this check number for the bank account selected on the Bank Accounts List Screen (p. 9-13) will appear on the Open/Paid Invoices Screen (p. 12-7).
	NOTE: To view multiple vendors for a specific check, you must key the vendor number and the check number on the Accounts Payable Inquiry Screen (p. 12-3).
	(N 9,0) Optional
Our PO No	The purchase order number for an invoice.
	Key the complete or partial purchase order number for the invoice that you want to display on the Open/Paid Invoices Screen (p. 12-7).
	(A 25) Optional
Show Open	Used to determine if the Open/Paid Invoices Screen (p. 12-7) should initially display paid invoices.
	Key Y to initially display only open or all invoices for this vendor.
	Key N to initially display only paid invoices for this vendor.
	Default Value: Y
	Valid Values: Cannot be N if **Show Paid** is N
	(A 1) Required
Paid	Used to determine if the Open/Paid Invoices Screen (p. 12-7) should initially display open invoices.
	Key Y to initially display only paid or all invoices for this vendor.
	Key N to initially display only open invoices for this vendor.
	Default Value: Y
	Valid Values: Cannot be N if **Show Open** is N
	(A 1) Required
Business Unit	The business unit code used for selecting A/P liability or expense accounts. Business unit codes (keyed during voucher entry) may be used to determine to which account a transaction is posted.
	Key the desired code to limit the invoices on the Open/Paid Invoices Screen (p. 12-7).
	Valid Values: Any business unit defined through Business Units Maintenance (MENU APFILE)
	(A 2) Optional
F3=Exit	Press F3=EXIT to exit the option and return to the menu.

Accounts Payable Inquiry Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press ENTER to confirm your selections.
	If you keyed search words, the Vendor Search Screen will appear. Refer to the Cross Applications User Guide for an explanation of this screen.
	If you keyed a check number, the Bank Accounts List Screen (p. 9-13) will appear.
	If you did not key a check number, the Open/Paid Invoices Screen (p. 12-7) will appear.

Open/Paid Invoices Screen

```
01/IC1000 LITTLE ITALY RESTAURANT SUPPLY            OPEN/PAID INVOICES

Leaning Tower Office Park          Bus Unit:
345 Michaelangelo Way              Tot Open:            236,625.00
District of the Vatican            Last Pay:  9/27/16  Check No:        13
                                   Amount:              287,394.00
Rome, Italy                                        12345-3789  ITA
          Terms:    NET 30
   Invoice Number   Inv Date        Inv/Open IT{  P HC C Dys    Check No
 1 234              7/02/16         236,625.00          102
 2 233              7/01/16         287,394.00  F        88        13  9/27
 3 298347           7/01/16         100,000.00  F        32         5  8/02




                                                                ____ Last

 Selection:                                 F11=Loc Curr
F2=Open     F3=Exit     F5=Vnd Info         F9=Vnd Perf     F12=Return
```

Open/Paid Invoices Screen With International Currency and Expanded Fields

```
01/IC1000 LITTLE ITALY RESTAURANT SUPPLY             OPEN/PAID INVOICES

Leaning Tower Office Park          Bus Unit:
345 Michaelangelo Way              Tot Open:            236,625.00
District of the Vatican            Last Pay:  9/27/16  Check No:        13
                                   Amount:              287,394.00
Rome, Italy                                        12345-3789  ITA
          Terms:    NET 30
                                                              Check Dt
   Invoice Number   Inv Date   Due        Inv/Open IT{  P HC C Dys  Check No
 1 234              7/02/16  8/01/16       236,625.00          102

 2 233              7/01/16  7/31/16       287,394.00  F        88    9/27/16
                                                                          13
 3 298347           7/01/16  7/31/16       100,000.00  F        32    8/02/16
                                                                           5



                                                                Last

 Selection:                                 F11=Loc Curr
F2=Open     F3=Exit     F5=Vnd Info         F9=Vnd Perf     F12=Return
```

This screen appears after you press ENTER on the Accounts Payable Inquiry Screen (p. 12-3) or Bank Accounts List Screen (p. 9-13).

If you keyed a vendor number in the **Vendor** field on the Accounts Payable Inquiry Screen (p. 12-3), this screen displays the open/paid invoices for the specified vendor.

If you keyed an invoice number in the **Inv No** field but did not key a vendor number in the **Vendor** field on the Accounts Payable Inquiry Screen (p. 12-3), this screen displays a list of invoices associated with that invoice number regardless of the associated vendor. Select a transaction from the list to display specific invoice information for that associated vendor.

If you keyed a vendor number and a check number and the check number keyed is not valid for this vendor, the last check issued to the vendor will display in the fields at the top of the screen with no detail displayed at the bottom.

When you are reviewing the assignee vendor by keying the assignee number in the **Vendor** field on the Accounts Payable Inquiry Screen (p. 12-3), the vouchers that display are only for the assignee vendor and are not multi-vendor check transactions.

When this screen is accessed from AP Payment Detail Screen (p. 13-10), and the selected check is a multi-vendor check, the screen heading will display **Multi-Vendor**.

Open/Paid Invoices Screen Fields and Function Keys

Field/Function Key	Description
(Company Number)	The company number for the invoice transaction.
	If you keyed an invoice number (or partial invoice number) on the Accounts Payable Inquiry Screen (p. 12-3), that value will be displayed with the company number.
	Display
(Vendor Number and Name)	The vendor number and name for the invoice transactions.
	Display
Open/Paid Invoices / Open Invoices / Paid Invoices	The screen title is the invoice status (open or paid) being shown. Use the F2=OPEN / F2=PAID / F2=ALL key to toggle between displaying open invoices, paid invoices, or all invoices.
	Display
Asg	This field only displays when an assignee has been specified for the vendor; a Y appears in **Asg** field in the upper left corner of the screen.
	When F6=VND ADDR is shown, the assignee vendor number and name display.
	When F6=ASG ADDR is shown, **Asg**: Y displays.
	Display

Open/Paid Invoices Screen Fields and Function Keys

Field/Function Key	Description
(Vendor Address)	Vendor's payee name, address, and country code as specified through Vendors Maintenance (MENU APFILE or MENU POFILE) including the zip/postal code and country code.
	When F6=VND ADDR is shown, the assignee vendor and address are displayed below the vendor payee name.
	When F6=ASG ADDR is shown, the vendor payee name and address are displayed.
	Display
Bus Unit	This field displays the business unit code assigned to the voucher.
	Display
Tot Open	The total amount of open invoices for this vendor.
	When International Currency is installed, if the vendor's trading currency differs from the company's local currency, use the F11=LOC CURR / F11=TRD CURR to toggle between displaying the total open amount in the vendor's trading currency and the company's local currency.
	Display
Last Pay	The most recent date on which a payment was made to this vendor, from any of the available bank accounts or by a credit card payment.
	Display
Check No	The number of the check with which the last payment to this vendor was made.
	Display
Amount	The amount of the last payment made to this vendor, from any of the available bank accounts or by a credit card payment.
	When International Currency is installed, if the vendor's trading currency differs from the company's local currency, use the F11=LOC CURR / F11=TRD CURR to toggle between displaying this amount in the vendor's trading currency and the company's local currency. The currency symbol displays and toggles with the **Inv/Open Amt** field heading.
	Display
Terms	Standard payment terms for this vendor.
	Display
Invoice Number	The original invoice number keyed during Voucher Entry.
	Display
Inv Date	The date of the original invoice.
	Display

Open/Paid Invoices Screen Fields and Function Keys

Field/Function Key	Description
Due	This field displays the date on which payment is due. This date displays in MM/DD format.
	If you are using expanded fields [as defined with Expanded Field Use (MENU XAFIL2)], this date displays as xx/xx/xx format using the **Default Date Format** for this user, specified through Register User IDs (MENU XACFIG), or if that field is blank, the date displays using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE).
	When International Currency is installed, this field appears only when the F11=Loc Curr / F11=Trd Curr key appears as F11=Trd Curr. If you are also using expanded fields, the full date field will display regardless of the F11=Loc Curr / F11=Trd Curr toggle.
	Display
Inv/Open Amt	This is the invoice amount that is open for payment, or for fully paid invoices it is the amount that has been paid.
	For open invoices (the **P** field is blank) or partially paid invoices (the **P** field displays a P), this field displays the amount remaining to be paid. For fully paid invoices (the **P** field displays an F), this field displays the total invoice amount that has been paid.
	When International Currency is installed, if the vendor's trading currency differs from the company's local currency, use the F11=Loc Curr / F11=Trd Curr to toggle between displaying this amount in the trading currency and the local currency. Notice that the appropriate currency symbol displays as part of the **Inv/Open** field heading replacing the Amt value.
	If you are making payments with checks drawn upon a local currency bank account, the local currency equivalent is calculated according to the current exchange rate of the payable. If you are making payments with checks drawn upon a foreign currency bank account, the local currency equivalent is calculated according to the current exchange rate of the bank account.
	Display
P	The type of payment made for this invoice. An F displays in this field when the invoice is paid in full; a P displays in this field if partial payment has been made. This field is blank for open invoices.
	Display
HC	The hold code, if the invoice is held for payment.
	Display
C	If a comment has been entered for this invoice, a Y displays in this field; otherwise, this field is blank.
	Display

Open/Paid Invoices Screen Fields and Function Keys

Field/Function Key	Description
Dys	The number of aging days for this invoice.
	For open invoices, aging days are calculated based on the option **Inquiry aging option** on A/P Company Options Maintenance Screen 2 (p. 49-10).
	The number of days for paid invoices is a calculation that also is based on your selection to **Age paid invoices based on invoice date or due date** on A/P Company Options Maintenance Screen 2 (p. 49-10).
	NOTE: A - (negative sign) will display after the number of days if this invoice was paid prior to the due date.
	Refer to those screens for details and examples regarding the differences in the calculation of the number of days.
	Display
Check No	The number of the check that was used to make partial or full payment for this invoice. When multiple payments have been applied, this will be the last check number posted for the bank account selected for that payment.
	Display
Check Dt	The check date, displayed in MM/DD format for the corresponding check number.
	If you are using expanded fields [as defined with Expanded Field Use (MENU XAFIL2)], this date displays as xx/xx/xx format using the **Default Date Format** for this user, specified through Register User IDs (MENU XACFIG), or if that field is blank, the date displays using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE).
	Display
Selection	Key the reference number that displays to the left of the invoice or vendor for which you want to display detail and press ENTER. The Invoice Activity Screen (p. 12-21) will appear.
	(N 2,0) Optional
F2=Open / F2=Paid / F2=All	F2=OPEN / F2=PAID / F2=ALL is used as a toggle to display open invoices, paid invoices, or both paid and open invoices.
	Use to change the display as follows:
	• F2=OPEN - Open and paid invoices are currently displayed. Press to display open invoices only.
	• F2=PAID - Open invoices are currently displayed. Press to display paid invoices only.
	• F2=ALL - Paid invoices are currently displayed. Press to display open and paid invoices.

Open/Paid Invoices Screen Fields and Function Keys

Field/Function Key	Description
F3=Exit	Press F3=Exit to exit the option and return to the menu.
F5=Vnd Info	F5=Vnd Info appears only if you keyed a vendor number in the **Vendor** field on the Accounts Payable Inquiry Screen (p. 12-3). Press F5=Vnd Info to display detailed vendor information, including comments. The Vendor Information Screen (p. 12-14) will appear.
F6=Asg Addr / F6=Vnd Addr	F6=Asg Addr appears only if you keyed a vendor number in the **Vendor** field on the Accounts Payable Inquiry Screen (p. 12-3). If this vendor has an assignee, press F6=Asg Addr to alternate the display of the address between assignee and vendor.
F9=Vnd Perf	F9=Vnd Perf appears only if you keyed a vendor number in the **Vendor** field on the Accounts Payable Inquiry Screen (p. 12-3). Press F9=Vnd Perf to display payment history information for the selected vendor. The Vendor Performance Screen (p. 12-19) will appear.
F11=Loc Curr / F11=Trd Curr	F11=Loc Curr / F11=Trd Curr only displays when International Currency is installed and only when the trading currency is different from the local currency and you keyed a vendor number in the **Vendor** field on the Accounts Payable Inquiry (p. 12-1). Press F11=Loc Curr to display all amounts in the local currency. The local currency symbol will appear as part of the **Inv/Open** field heading and the **Due** field will appear. Press F11=Trd Curr to display all amounts in the trading currency. The trading currency symbol will appear as part of the **Inv/Open** field heading and the **Due** field will disappear.
F12=Return	Press F12=Return to exit from this option and return to the menu.
F13=Nxt Vnd	The F13=Nxt Vnd will only display when this screen is accessed from the Bank Account Inquiry Transaction History Screen (p. 13-6) for payment transactions that involve multiple vendors. When an assignee payment has multiple vouchers for multiple vendors, use F13=Nxt Vnd to display the voucher information that was paid for the next vendor in the check processing run. When the last vendor for this check number has been displayed, the F13=Nxt Vnd will loop back to the first vendor displayed.

Open/Paid Invoices Screen Fields and Function Keys

Field/Function Key	Description
F14=Vendor Name / F14=Vendor No/Date / F14=Invoice Number	F14=VENDOR NAME / F14=VENDOR NO/DATE / F14=INVOICE NUMBER appears only if you did not key a vendor number in the **Vendor** field but did key an invoice number (or partial invoice number) in the **Inv No** field on the Accounts Payable Inquiry Screen (p. 12-3). To toggle, press • F14=VENDOR NAME to display the list of vendor's names • F14=VENDOR NO/DATE to display the vendor's number and invoice date • F14=INVOICE NUMBER to invoice number and invoice date.
Enter	Press ENTER to confirm your selections. The Invoice Activity Screen (p. 12-21) displays for the selected invoice or vendor.

Vendor Information Screen

```
Vendor: 100      SHARP INTERNATIONAL CITY WIDE            VENDOR INFORMATION
Assign: Y                                       Bob Smith
                 100 East Street                Phone:
                 BLD 1522 SE                                        Ext: 0000
                 Unit 6391                      Fax:
                                                                   Ext: 0000
Chicago                 IL                          64604-3324  USA
Sort Wrd: SHARP INTE        1099 Reqd: YES      Pay Days/Pty:  33 / 2
Fed'l ID: FEDID100          Force Dsc: NO       Urg Days/Pty:  66 / 1
State ID:                   Sep Check: NO       Fed ID Type:
                                                1099 Cde:    13
Terms:    Net 10 test janet                     Excess golden parachute payments
AP Class:                                       Dsc Pct/Days: 11.110 /   4
Hold Cd:                                        User Area: ap user area
     Type      Comment                                              Review
    1          enter phone number



                                                                    Last
Sel:  ..
Type: ..   Text: _.............................................. Rvw: .......
                         F6=Asg Addr        F12=Return
```

This screen appears after you press F5=VND INFO on the Open/Paid Invoices Screen (p. 12-7).This screen displays detailed information about the selected vendor and allows you to add and review comments for this vendor.

Vendor Information Screen Fields and Function Keys

Field/Function Key	Description
Vendor	The Vendor Number followed by the vendor's payee name, address, zip/postal code, and country code as specified through Vendors Maintenance (MENU APFILE or MENU POFILE).
	The **Assign** field will only display if the payee vendor has an assignee vendor. Use the F6=ASG ADDR / F6=VND ADDR to toggle the payee vendor information with the assignee vendor, the assignee vendor's name, address, telephone number, fax number and A/P contact person.
	Display
Assign	The **Assign** field will only display if the payee vendor has an assignee vendor.
	Use F6=ASG ADDR / F6=VND ADDR to toggle the payee vendor information with the assignee vendor, the assignee vendor's name, address, telephone number, fax number and A/P contact person.
	Display

Vendor Information Screen Fields and Function Keys

Field/Function Key	Description
(A/P Contact Person)	The name of the A/P Contact and the telephone number with the country access code and the extension and the fax number with the country access code and the extension as specified through Vendors Maintenance (MENU APFILE or MENU POFILE). This field will toggle with the F6=ASG ADDR / F6=VND ADDR key. Display
Sort Wrd	The characters defined for sorting this vendor. Display
1099 Reqd	Indicates if a 1099 form is normally required for this vendor. Display
Pay Days/Pty	The vendor's standard payment days and default payment priority. Display
Fed'l ID	The display of this field is based on your authorization to **Allow Access to Federal Tax ID** in Application Action Authority (MENU XASCTY). If you are not authorized, the field will display asterisks. If you are authorized, the un-encrypted federal tax identification code will display. The vendor's federal tax identification number. Display
Force Dsc	The vendor's default force discount code. Display
Urg Days/Pty	The vendor's urgency payment days and urgency payment priority. Display
State ID	The vendor's state tax identification number. Display
Sep Check	The default separate check code for this vendor. Display

Vendor Information Screen Fields and Function Keys

Field/Function Key	Description
Fed ID Type	This field identifies the Federal Tax ID Type, which defines the type of taxpayer identification number the value in the **Tax Id** field is. This type is determined by the IRS. Note that this field is a required field in the 1099 export file.
	EIN (the IRS code for Employee Identification Number), which is a business, organization, some sole proprietors or other entity account type, displays for code 1.
	SSN (the IRS code for Social Security Number), which is an individual, including some sole proprietors account type, displays for code 2.
	This field is blank if the Federal Tax ID Type cannot be determined.
	Default Value: The value from the AP Vendor Master File (APVEN).
	Display
Currency	This field only displays when International Currency is installed.
	This field displays the currency code for the vendor's trading currency as defined in Vendors Maintenance (MENU APFILE and MENU POFILE).
	Display
Default Exchange Code	This field only displays when International Currency is installed.
	This field displays the vendor's default exchange code as defined in Vendors Maintenance (MENU APFILE or MENU POFILE).
	Display
1099 Cde	This field shows the code entered in the **Dft 1099 Cde** field in Vendor Master Maintenance (Menu APFILE) for the selected vendor. This code represents the IRS 1099 amount type to be used, by default, for this vendor's vouchers. The amount type description (from the Order Control File ORCTL) appears immediately below this field for reference. Note the description will be truncated if it exceeds 32 characters.
	If a default 1099 Cde is assigned to the vendor, that code will default into vouchers created for this vendor. If no default 1099 Cde is assigned to the vendor, the default 1099 code set in the AP Company Options (Menu APFIL2), if any, will be used for the vouchers created for this vendor instead. If no default is set in either place, and no 1099 code is manually assigned to a voucher, then the code representing the IRS 1099 amount type of Nonemployee Compensation will be assumed
	The 1099 Cde assigned to a voucher is consulted when 1099-MISC and/or 1099-NEC forms are generated to determine if that voucher's value will be included on those forms; the code representing Nonemployee Compensation indicates the value will be included on a 1099-NEC form; a code representing any other amount type indicates the value will be included on a 1099-MISC form.
	Display

Vendor Information Screen Fields and Function Keys

Field/Function Key	Description
Terms	The vendor's payment terms in words to display on reports and forms. Display
AP Class	The AP Class in which this vendor is classified. Display
Dsc Pct/Days	The discount percentage and number of discount payment days offered by this vendor (used for calculations). Display
Hold Cd	The default hold code used to hold vouchers for this vendor that cannot be paid until the hold code is removed. Display
User Area	The user area specified for this vendor. Display

Vendor Information Screen Fields and Function Keys

Field/Function Key	Description
(Vendor Comments)	Up to four comments keyed for this vendor are displayed. If additional comments exist, More... is displayed on the screen and you may scroll forward to review all the comments. For each comment line, the following are displayed: • **Reference Number***:* Use this number to select a comment to update or delete by keying it in the **Sel** field on this screen. • **Type***:* The type of comment. This may be "Remit" (for remittance), "Commit" (for commit), or blank. • **Comment***:* The 50 character comment text. • **Review***:* The review date of the comment. Display
Sel	Use to select a vendor comment to change or delete. Key the Reference Number corresponding to the applicable comment text. *Valid Values:* 1 through 4 (N 1,0) Optional
Type	When keying a comment, you may specify the comment for the remittance advice as a commitment comment, or as a comment used only for the A/P Inquiry. Key R to print the comment on the remittance advice for all checks written to this vendor. Key C to specify the comment as a commitment comment. This indicates that a promise has been made to this vendor. Commitment comments may be printed on the Comment Action Report (MENU APREPT). Leave this field blank to retain the comment for use with the A/P Inquiry only. *Valid Values:* R, C or blank (A 1) Optional
Text	The text of the vendor comment. When adding a vendor comment, you are required to key only the comment text in this field. (A 50) Optional
Rvw	The review date used to classify comments by date. You may print comments (for which a review date is keyed) on the Comment Action Report (MENU APREPT) for a range of review dates. *Valid Values:* Key the date using the **Default Date Format** for this user, specified through Register User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (N 6,0) Optional

Vendor Information Screen Fields and Function Keys

Field/Function Key	Description
F6=Asg Addr / F6=Vnd Addr	F6=ASG ADDR appears only if the vendor being inquired on has an assignee vendor keyed in the **Assignee** field in Vendors Maintenance (MENU APFILE or MENU POFILE). Use F6=ASG ADDR to toggle and display the vendor information for the assignee vendor has an assignee. Press F6=VND ADDR to display the vendor information for the payee vendor.
F12=Return	Press F12=RETURN to return to the Open/Paid Invoices Screen (p. 12-7).
F24=Delete	F24=DELETE appears only after you select a comment to be edited or deleted (using the **Sel** field). Press F24=DELETE to delete the selected comment.
Enter	The ENTER key serves several purposes: After keying a comment's **Reference Number** in the **Sel** field, press ENTER to select the comment to be changed. After keying text in the **Text** field, press ENTER to refresh the screen. The text appears in the comment column above. When you are done entering comments, press ENTER to save your entries.

Vendor Performance Screen

```
Co/Vendor: 01/100     SHARP INTERNATIONAL                VENDOR PERFORMANCE

1st Vouch:   4/03/08                             Tot Opn:       174,390.29
Lst Vouch:   1/15/10         1,234.56-  Check No   0- 30:       97,585.90
Lst Paymt: 12/27/09            415.61        325  31- 60:        2,804.39
High Bal:    8/13/08       183,868.14            61- 90:       72,765.44
Avg Payment Amount:         46,212.75            Ovr  90:            .00
Avg Payment Days - Lst 3 Pmts:  38   To Date:   31

  Year: 2009              MTD Vouchers          YTD Vouchers
           Jan              16,533.00             16,533.00
           Feb              45,303.90             61,836.90
           Mar              52,759.87            114,596.77
           Apr              36,739.35            151,336.12
           May              85,413.96            236,750.08
           Jun              21,496.92            258,247.00
           Jul              80,990.55            339,237.55
           Aug              25,153.76            364,391.31
           Sep              88,101.69            452,493.00
           Oct              40,387.67            492,880.67
           Nov              74,415.61            567,296.28
           Dec                                   567,296.28

                                          F3=Exit    F12=Return
```

This screen displays payment history information for the selected vendor. Access this screen by pressing F9=VNDPERF on the Open/Paid Invoices Screen (p. 12-7).

Vendor Performance Screen Fields and Function Keys

Field/Function Key	Description
Co/Vendor	The company number and vendor number and name for which the MTD/YTD voucher performance data is being shown. Display
1st Vouch	The posting date of the first voucher processed for this vendor. Display
Lst Vouch	The posting date and amount of the most recent voucher posted for this vendor. Display
Lst Paymt	The check date and amount for the most recent payment made to this vendor. The check number is displayed in the **Check No** field. Display
High Bal	The date and amount of the highest open payable amount for this vendor. Display
Avg Payment Amount	The average amount of each payment made to this vendor (the total monetary amount of payments divided by the total number of payments). Display

Vendor Performance Screen Fields and Function Keys

Field/Function Key	Description
Avg Payment Days - Lst 3 Pmts	The average number of days required to make payments based on the last three payments (the total number of days required to make the last three payments divided by 3). Display
Avg Payment Days - To Date	The average number of days required to make payments to date (the total number of days required to make payments divided by the total number of payments made to this vendor to date). Display
Tot Opn	The total amount of open payable vouchers with this vendor. Display
Aged Open Payables Periods	These fields display the three aging periods that you have assigned to this company in A/P Company Options Maintenance Screen 2 (p. 49-10), and one aging period for payables that have been open longer than the longest aging period. For each period, the remaining open payable total amount is displayed. Display
Year	The fiscal year for which month-to-date and year-to-date payment information is displayed. Key a different fiscal year to display the year-to-date and month-to-date information in the **MTD Vouchers** and **YTD Vouchers** fields. *Default Value:* The current fiscal year *Valid Values:* A valid calendar year (N 4,0) Required
MTD Vouchers	This column indicates the total amount of vouchers processed for this vendor per calendar month, based on the invoice date on the voucher. Display
YTD Vouchers	This column indicates the total amount of vouchers processed for this vendor for the calendar year specified in the **Year** field, based on the invoice date on the voucher. Display
F3=Exit	Press F3=EXIT to exit the option and return to the menu.
F12=Return	Press F12=RETURN to return to the Open/Paid Invoices Screen (p. 12-7).

Invoice Activity Screen

```
01/100    SHARP INTERNATIONAL                    INVOICE ACTIVITY
Asg:          SHARP INTERNATIONAL
100 East Street                            Sue Johnston
                                   Phone:         312-427-1121
                                                       Extn: 0000
                                   Bus Unit:
Chicago              IL                          64604
Terms: 2% 10 Days NET 30      Inv No: 013598              Vch No:      406
PO No:                        Inv Amt:          210.59  Inv Dt:  1/28/14
Desc:  Toner Cartridges       Opn Amt:          210.59  Due Dt:  2/27/14
User:                         Dsc Avl:            4.21  Dsc Dt:  2/07/14
                                               Orig User:

   Trn    Date         Gross         Disc  Check No          Net Src
 1 Inv               210.59          4.21                  206.38
          2/02/14


                                                                Last
     _____

Selection: ..

       F3=Exit   F5=Comments   F6=Last User   F10=Start           F12=Return
```

Invoice Activity Screen with International Currency Expanded Fields

```
01/IC6000 LE FRANCAIS WINERY                    INVOICE ACTIVITY
Asg:        LE FRANCAIS WINERY
8 Rue De Bruxcelles                        Suzanne Perot
Centre Evolic                      Phone:    33   56-743-3660
                                                       Extn: 1600
                                   Bus Unit:
Rhone-Alps, Bordeaux                       187 GR9    FRA
Terms: Net 30                 Inv No: 773633             Vch No:      442
PO No:                        Inv Amt:   117,272,522.00  Inv Dt: 12/01/15
Desc:  wines                  Opn Amt:             .00  Due Dt: 12/31/15
User:                         Dsc Avl:             .00  Dsc Dt:
Curr:  FRF French Francs                       Orig User: APDEMO

   Trn    Date         Gross         Disc  Check No          Net Src
 1 Inv       117,272,522.00                     117,272,522.00
          12/01/15
   Pmt       117,272,522.00                     117,272,522.00
          12/05/15                          601                   P
     _____  Last

Selection: ..

       F3=Exit   F5=Comments   F6=Last User   F10=Start   F11=Loc Curr   F12=Return
```

This screen appears when you press ENTER after selecting an invoice or vendor on the Open/Paid Invoices Screen (p. 12-7). Use this screen to view activity for the selected invoice.

Invoice Activity Screen Fields and Function Keys

Field/Function Key	Description
(Company Number)	The company number for the invoice transaction. Display
(Vendor Number and Name)	The vendor number and name for the invoice transaction. Display
Asg	If this invoice transaction has been marked with an assignee vendor number, the assignee vendor number and vendor name will display. If the assignee vendor field is blank, the vendor's payee name is displayed again without an additional vendor number field. Display
(Vendor Address)	Vendor's address, zip/postal code, and country code as specified through Vendors Maintenance (MENU APFILE or MENU POFILE). If the payee vendor has been marked with an assignee vendor, the assignee vendor's name, address, zip/postal code, country code, and telephone number appear. Display
A/P Contact Person	The name of the A/P Contact and the telephone number with the country access code and the extension as specified through Vendors Maintenance (MENU APFILE or MENU POFILE). If the payee vendor has been marked with an assignee vendor, the assignee vendor's A/P Contact and the telephone number with the country access code and the extension appear. Display
Bus Unit	This field displays the business unit code assigned to the voucher. Display
Terms	The vendor's payment terms in words to display on reports and forms. Display
Inv No	The original invoice number associated with this voucher. Display
Vch No	This voucher's manually or system assigned voucher number. Display
PO No	The number of the purchase order associated with this voucher. Display

Invoice Activity Screen Fields and Function Keys

Field/Function Key	Description
Inv Amt	The amount of the original invoice.
	When International Currency is installed, if the vendor's trading currency differs from the company's local currency, use the F11=Loc Curr / F11=Trd Curr to toggle between displaying this amount in the vendor's trading currency and the company's local currency.
	Display
Inv Dt	The invoicing date of the original invoice.
	Display
Desc	The description of the voucher.
	Display
Opn Amt	The open amount of the invoice as of the last payment made to this vendor.
	When International Currency is installed, if the vendor's trading currency differs from the company's local currency, use the F11=Loc Curr / F11=Trd Curr to toggle between displaying this amount in the vendor's trading currency and the company's local currency.
	Display
Due Dt	The due date for this voucher.
	Display
User	The user area for this voucher.
	Display
Dsc Avl	The amount of the purchases discount available to be taken when the voucher is paid.
	When International Currency is installed, if the vendor's trading currency differs from the company's local currency, use the F11=Loc Curr / F11=Trd Curr to toggle between displaying this amount in the vendor's trading currency and the company's local currency.
	Display
Dsc Dt	The discount date for this voucher.
	Display

Invoice Activity Screen Fields and Function Keys

Field/Function Key	Description
Curr	This field only displays when International Currency is installed.
	This field displays the currency code and description for the vendor's trading currency as defined in Vendors Maintenance (MENU APFILE and MENU POFILE).
	When the F11 key appears as F11=LOC CURR, this field displays the currency code and description for the vendor's trading currency as defined in the Vendor Master File.
	When the F11 key displays as F11=TRD CURR, this field displays the currency code and description for the local currency.
	Display
Orig User / Last User	The user ID of the user who created the voucher or the user ID of the user who last maintained the voucher. You can toggle this field using the F6=LAST USER / F6=ORIG USER key.
	Display
(Reference Number)	The reference number of the transaction. The reference number displays to the left of the **Trn** column.
	Key this number in the **Selection** field to select this transaction for further detail.
	Display
Trn	The type of transaction: **Inv** displays when a voucher is processed for an invoice; **Crm** displays for a credit memo; **Drm** displays for a debit memo; **Pmt** displays for a payment.
	Display
Date	The date on which the voucher transaction was posted.
	If you are using expanded fields, the date will display on the second line of invoice information.
	When International Currency is installed without using expanded fields, this field is displayed only when viewing local currency data (i.e. the key appears as F11=TRD CURR).
	Display
Gross	The gross amount of the transaction (before considering discounts).
	Display
Disc	The discount amount, if any, of the transaction.
	Display

Invoice Activity Screen Fields and Function Keys

Field/Function Key	Description
Check No	For paid vouchers, the number of the check used to make payment is displayed. If you are using expanded fields, the check number will display on the second line of invoice information. When International Currency is installed without using expanded fields, this field is displayed only when viewing local currency data (i.e. the key appears as F11=TRD CURR). Display
Net	The net voucher amount (gross amount minus discount amount). Display
Src	This field indicates the check source to specifically distinguish the actual source in which the payment was processed. Valid sources that may be displayed are: A – ACH M – Manual Check P – Prepaid Check S - System Check T – Credit Card Transfer Display
(Invoice Comments)	The first two lines of comments keyed for this voucher on the Invoice Comments Entry Screen (p. 12-27). The message F5=MORE displays if more comments exist. Use the F5=MORE key to access the Invoice Comments Entry Screen (p. 12-27). Display
Selection	Use this field to select a transaction for which you wish to review in more detail. Key the **Reference Number** of the desired transaction. This is the number displayed before the transaction type (**Trn**) on the upper portion of this screen. The Voucher Header Information Screen (p. 12-30) will appear. (N 2,0) Optional
F3=Exit	Press F3=EXIT to exit the option and return to the menu.
F5=Comments	Press F5=COMMENTS to key comments for this voucher on the Invoice Comments Entry Screen (p. 12-27).
F6=Last User / F6=Orig User	Press F6=LAST USER / F6=ORIG USER to toggle between displaying the user ID of the user who created the voucher or the user ID of the last user who maintained the voucher.

Invoice Activity Screen Fields and Function Keys

Field/Function Key	Description
F10=Start	Press F10=START to return to the Accounts Payable Inquiry Screen (p. 12-3) from which you may select to inquire on a different vendor or invoice.
F11=Loc Curr / F11=Trd Curr	F11=LOC CURR / F11=TRD CURR appears only when International Currency is installed and the trading currency is different from the local currency.
	Press F11=LOC CURR / F11=TRD CURR to toggle between displaying amounts in the local currency and the vendor's trading currency.
	Press F11=LOC CURR to display all amounts in the local currency. The currency code and description for the local currency will appear in the **Curr** field, and the **Date** and **Check No** fields will appear.
	Press F11=TRD CURR to display all amounts in the trading currency. The currency code and description for the trading currency will appear in the **Curr** field, and the **Date** and Check No fields will disappear.
F12=Return	Press F12=RETURN to return to the Open/Paid Invoices Screen (p. 12-7).
Enter	After selecting a transaction in the **Selection** field, press ENTER to confirm your selection. The Voucher Header Information Screen (p. 12-30) appears.

Invoice Comments Entry Screen

```
01/100     SHARP INTERNATIONAL                    INVOICE ACTIVITY
Asg:          SHARP INTERNATIONAL
100 East Street                             Sue Johnston
                                     Phone:        312-427-1121
                                                      Extn: 0000
                                     Bus Unit: 1
Chicago             IL                          64604
Terms: 2% 10 Days NET 30    Inv No: 19211              Vch No:      376
PO No:                      Inv Amt:       74,415.61  Inv Dt: 11/21/09
Desc:                       Opn Amt:       74,000.00  Due Dt: 12/21/09
User:                       Dsc Avl:        1,488.31  Dsc Dt: 12/01/09
                              INVOICE COMMENTS
      Type     Comment                              Review
   1  Remit    Partly Damaged



                                                      Last
Sel: ..
Type: ..   Text: _........................................... Rvw: .......
                                      F12=Return
```

This screen displays on the bottom half of the Invoice Activity Screen (p. 12-21) after pressing F5=COMMENTS. Use it to review and key comments for the selected invoice.

Up to five comments keyed for this invoice are displayed. If additional comments exist, More... displays and you can scroll forward to review all the comments.

Invoice Comments Entry Screen Fields and Function Keys

Field/Function Key	Description
Reference Number	Use this number to select a comment to update or delete by keying it in the **Sel** field on this screen. The reference number displays to the left of the **Type** column. Display
Type	The type of comment. This may be "Remit" (for remittance), "Commit" (for commit), or blank. Display
Comment	The 50 character comment text. Display
Review	The review date of the comment. Display

Invoice Comments Entry Screen Fields and Function Keys

Field/Function Key	Description
Sel	Use this field to select an invoice comment to change or delete. Key the **Reference Number** corresponding to the applicable comment text. *Valid Values:* 1 through 5 (N 1,0) Optional
Type	When keying a comment, you may specify the comment for the remittance advice as a commitment comment, or as a comment used only for the A/P Inquiry. Key R to print the comment on the remittance advice for the checks written for this invoice. Remittance advice type comments will only print on the check remittance advice once. Once printed, they will never print again. Key C to specify the comment as a commitment comment. This indicates that a commitment has been made to this vendor. Commitment comments may be printed on the Comment/Action Report (p. 40-4). Leave this field blank to retain the comment for use with the A/P Inquiry only. *Valid Values:* R, C, or blank (A 1) Optional
Text	The text of the invoice comment. When adding an invoice comment, you are required only to key the comment text in this field. (A 50) Optional
Rvw	The review date used to classify comments by date. You may print comments (for which a review date is keyed) on the Comment/Action Report (p. 40-4) for a range of review dates. *Valid Values:* Key the date using the **Default Date Format** for this user, specified through Register User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (N 6,0) Optional
F12=Return	Press F12=RETURN to return to the Invoice Activity Screen (p. 12-21).
F24=Delete	F24=DELETE appears only after you select a comment to be edited or deleted (using the **Sel** field). Press F24=DELETE to delete the selected comment.

Invoice Comments Entry Screen Fields and Function Keys

Field/Function Key	Description
Enter	The ENTER key serves several purposes:
	• After keying a comment's **Reference Number** in the **Sel** field, press ENTER to select the comment to be changed.
	• After keying text in the **Text** field, press ENTER to refresh the screen. The text appears in the comment column above.
	• When you are done entering comments, press ENTER to save your entries.

Voucher Header Information Screen

```
-   Vendor:  IC1000  LITTLE ITALY RESTAURANT SUPPLY    Co/Voucher:  1 /     2680
    Assign:          LITTLE ITALY RESTAURANT SUPPLY
    Leaning Tower Office Park West
    345 Michaelangelo Way                     Phone: 111  846-857-9663
    District of the Vatican                                   Extn: 0102

    Rome, Italy                                       12345-3789  ITA
    Contact:   Maria Cornicelli
    Inv No:    24578                Inv Desc: SSNH
    Inv Date:  18/05/15            Inv Amt:         92,432.00   IT{
    User Area:                                         53.19   US$
    Foreign Currency Vendor       PO No:     103437
    Due Date:  18/06/14           Terms:     NET 30
    Csh Dsc %:                    Dsc Date:           Dsc Days:
    Pmt Pty:   2                  Urg Pty:  1         Urg Date: 18/06/29
    Sep Chk:   N  Y,N             Project:
    Force Dsc:    Y,N,blank
    Bus Unit:                     1099 Req: N Y,N  Tax Id:
               Co  Div.Account.Sub          Description  1099 Cde:      ID Tp:
    Dft Exp:   1  001.0005500.000           Miscell. expense account
    AP Acct:   1  001.0002000.000           Accounts Payable
    CD Acct:   1  001.0004600.000           A/P Cash Discounts Taken

                     F15=IC Info        F10=End Voucher      F12=Return
```

This screen appears after you select a voucher transaction and press ENTER on the Invoice Activity Screen (p. 12-21). Use this screen to review the voucher header information.

The fields on this screen are for display only.

Voucher Header Information Screen Fields and Function Keys

Field/Function Keys	Description
Vendor	The number and name of the payee vendor associated with the voucher.
Co/Voucher	The company the voucher is assigned to and the voucher number created.
Ref No	When the voucher shown is a credit memo or a debit memo against another voucher, the reference voucher number of the original voucher is displayed beneath the **Co/Voucher** field.
Assign	This field appears only if an assignee vendor has been specified for the payee vendor through Vendors Maintenance (MENU APFILE or MENU POFILE).
(Vendor Address)	The payee's address, city, state/province, zip/postal code, and country which are specified in fields below. If an assignee vendor exists, the address information displayed is for the assignee vendor.
Phone/Extn	The payee's telephone number including the country access code and followed by the extension of the contact person specified for the **AP Contact** field. If an assignee vendor exists, the address information displayed is for the assignee vendor.

Voucher Header Information Screen Fields and Function Keys

Field/Function Keys	Description
Contact	The AP contact person for this vendor is displayed. If an assignee vendor exists, the AP contact person displayed is for the assignee vendor.
Inv No	The invoice number associated with this voucher.
Inv Desc	A description of the invoice created for this voucher.
Inv Date	The date of the invoice being recorded with this voucher.
Inv Amt	The amount of the invoice which is being recorded with this voucher.
	When International Currency is installed, the company's local currency amount and local currency symbol will display below the vendor's trading currency amount and trading currency symbol.
User Area	Additional information about this voucher.
Foreign Currency Vendor	This field will only display when International Currency is installed and the vendor being displayed has been defined as a foreign currency vendor in Vendors Maintenance (MENU APFILE or MENU POFILE).
PO No	The number of the purchase order issued when placing the original order being recorded for this voucher.
Due Date	The due date for payment of this voucher.
Terms	The payment terms for this voucher in words.
Cash Dsc %	The cash discount percent to be applied to the voucher.
Dsc Date	The last date on which the cash discount for this voucher is effective.
Dsc Days	The number of days for which the cash discount associated with this vendor is effective.
Pmt Pty	The payment priority used to indicate the priority level for making payments to this vendor.
Urg Pty	The urgency priority is similar to payment priority in that it is used to indicate the priority level for making payment to a vendor.
Urg Date	The date that the value of the urgency priority replaces the payment priority.
Sep Chk	Used to specify if this voucher, when paid, should be paid on the same check as any other vouchers for this vendor or on its own check.
Project	The project associated with this voucher.

Voucher Header Information Screen Fields and Function Keys

Field/Function Keys	Description
Force Dsc	This field displays only when the type of voucher is an invoice. It will not display for credit memo or debit memo type vouchers. The Y or N value to force a cash discount for this voucher.
Bus Unit	The business unit used when posting to the A/P Liability, A/P Expense, and Purchase Tax Accounts for this voucher.
1099 Req	This field indicates with a Y (yes) or N (no) value if a 1099 is required for this voucher.
Tax Id	The display of this field is based on your authorization to **Allow Access to Federal Tax ID** in Application Action Authority (MENU XASCTY). If you are not authorized, the field will display asterisks. If you are authorized, the un-encrypted federal tax identification code will display. The Federal Tax ID or social security number for the vendor.
ID Tp	This field identifies the Federal Tax ID Type, which defines the type of taxpayer identification number the value in the **Tax Id** field is. This type is determined by the IRS. Note that this field is a required field in the 1099 export file. 1 displays if the ID Type is an **EIN** (the IRS code for Employee Identification Number), which is a business, organization, some sole proprietors or other entity account type. 2 displays if the ID Type is an **SSN** (the IRS code for Social Security Number), which is an individual, including some sole proprietors account type. This field is blank if the Federal Tax ID Type cannot be determined. *Default Value:* The value from the AP Open Payables Header File (APOHD) or the AP History Header File (APHHD).
1099 Cde	This code represents IRS 1099 amount type applicable to this voucher. This field will be consulted when 1099-MISC and/or 1099-NEC forms are generated to determine where this voucher's value will be included on those forms. The code representing Nonemployee Compensation indicates this voucher's value will be included on a 1099-NEC form; a code representing any other amount type indicates this voucher's value will be included on the 1099-MISC form. If this field is blank, the code representing Nonemployee Compensation will be assumed.

Voucher Header Information Screen Fields and Function Keys

Field/Function Keys	Description
Dft Exp	The initial expense account that was charged for all or a portion of this invoice. Multiple expense entries are allowed and can be see by pressing ENTER to display the G/L expense distribution on the Voucher Transaction Selection Screen (p. 12-34).
AP Acct	The accounts payable G/L account and its description that was credited upon posting this voucher.
CD Acct	The cash discount G/L account that was established when posting this voucher to be credited if a discount is taken when the voucher is paid.
F10=End Voucher	Press F10=END VOUCHER to display the End Voucher Information Screen (p. 12-47).
F12=Return	Press F12=RETURN to return to the Invoice Activity Screen (p. 12-21).
F15=IC Info	F15=IC INFO appears only when International Currency is installed and only if the vendor's trading currency is different from the company's local currency. Press F15=IC INFO to access data pertaining to the vendor's currency, where you may enter or change the vendor's default exchange code, override the vendor's default exchange rate, enter a lock date for the exchange rate, or specify a currency contract to be used for the transaction. The I/C Currency Information Window will appear. This is a shared screen found in the International Currency User Guide.
Enter	Press ENTER to continue your selections. The Voucher Transaction Selection Screen (p. 12-34) appears.

Voucher Transaction Selection Screen

```
Co/Voucher:  1 /     376
Vendor: 100      SHARP INTERNATIONAL VENDOR              1,488.31      Csh Dsc
                                                            D
    Div.Account.Sub/Trns Desc                       Amount  C PO No        Line
1 001.0002600.000 PUR WH-1                        69,359.61  D S00079          1
2 001.0002600.000 PUR WH-1                         5,056.00  D S00082          2




                                                    _____     Last


    Selection: _                  Top: .....



        F2=Acct/Desc          F9=Adjustments       F10=End
```

This screen appears after you press ENTER from the Voucher Header Information Screen (p. 12-30).

This screen is a split display. The top half is used to review the individual voucher transactions that were posted. The bottom half is used to select a particular entry, which displays the Voucher Transaction Review Screen (p. 12-40).

If voucher adjustment detail records are detected in the GL Voucher Adjustment Detail File (GLVAD) for this voucher (once the group is posted and the General Journal number is created), the F9=ADJUSTMENTS function key will appear on this screen allowing you to review all voucher adjustment details that currently exist for this voucher. A tie-back to the original voucher number will be included in this file so that information can be reviewed in this inquiry (keeping the adjustment entries tied to the original entries) when inquired upon.

Voucher Transaction Selection Screen Fields and Function Keys

Field/Function Keys	Description
Co/Voucher	The company number and voucher number for this voucher. Display
Csh Dsc	The cash discount amount associated with this voucher. When International Currency is installed, the vendor's trading currency amount displays with the trading currency symbol above the company's local currency amount and local currency symbol. Display

Voucher Transaction Selection Screen Fields and Function Keys

Field/Function Keys	Description
Vendor	The number and name of the payee vendor for whom this voucher transaction is being entered. Display
Reference Number	The reference number of the detail transaction. Key this number in the **Selection** field to display additional information for the transaction. Display
G/L Account/Trns Desc	The expense account number and transaction description for the account updated with this voucher transaction. Up to 38 characters of the combined account number and transaction description, and up to 8 transactions for the current voucher are displayed in the top half of the screen. Press the F2 toggle function key to display the following: • Account number/account description • Account description only • Transaction description only • Account number/transaction description NOTE: The F2 toggle function key will not display if you are set up to be an **Accounts Payable Options: Restrict Voucher Entry** user in Authority Profile Maintenance (MENU XASCTY). Display
Amount	The amount debited/credited to the specified expense account in the voucher transaction. When International Currency is installed, this amount will toggle between the vendor's trading currency amount with the trading currency symbol and the company's local currency amount and local currency symbol with the F11=LOC CURR / F11=TRD CURR key. Display
D/C	Indicates if the expense account is debited or credited. D displays if the amount specified was debited to the selected expense account. C displays if the amount specified was credited to the selected expense account. Display
PO No	The number of the purchase order issued when placing the order for this voucher. Display
Line	The line number of the expense transaction. Display

Voucher Transaction Selection Screen Fields and Function Keys

Field/Function Keys	Description
Selection	Use this field to select a transaction for which you wish to review in more detail.
	Key the **Reference Number** of the desired transaction and press ENTER. The Voucher Transaction Review Screen (p. 12-40) appears.
	(N 1,0) Optional
Top	Use this field to move a specific line number to the top line of the displayed transactions for selection.
	Key the **Line Number** and press ENTER. The top of the screen will redisplay starting with the selected line number.
	(N 4,0) Optional
F2=Acct/Desc / F2=Desc Only / F2=Tr Desc Only / F2=Acct/ Tr Desc	This toggle function key will not display if you are set up to be an **Accounts Payable Options: Restrict Voucher Entry** user in Authority Profile Maintenance (MENU XASCTY).
	This key is used as a toggle to display a combination of the Account Number, Transaction Description, or Account Description for the voucher transactions. Use F2 to change the attribute currently displayed as follows:
	• F2=ACCT/DESC - Press to display the Account Number and the Account Description for each voucher transaction.
	• F2=DESC ONLY - Press to display only the Account Description for each detail transaction.
	• F2=TR DESC ONLY - Press to display only the Transaction Description for each voucher transaction.
	• F2=ACCT/TR DESC - Press to display the Account Number and the Transaction Description for each voucher transaction.
F9=Adjustments	F9=ADJUSTMENTS appears only if voucher adjustment detail records are detected in the GL Voucher Adjustment Detail File (GLVAD) for this voucher (once the group is posted and the General Journal number is created).
	Press F9=ADJUSTMENTS to review all voucher adjustment details that currently exist for this voucher. The Voucher Adjustments Screen (p. 12-38) will appear.
F10=End	Press F10=END to display the End Voucher Information Screen (p. 12-47).
F11=Loc Curr / F11=Trd Curr	F11=LOC CURR / F11=TRD CURR appears only when International Currency is installed and the trading currency is different from the local currency.
	Press F11=LOC CURR / F11=TRD CURR to toggle the G/L amounts on the top of the screen between displaying amounts in the company's local currency and the vendor's trading currency.
Enter	Press ENTER after making a selection to display the Voucher Transaction Review Screen (p. 12-40).

Voucher Adjustments Screen

```
                        VOUCHER ADJUSTMENTS
Co/Voucher:  1 /      376
A/P Jrnl #: PJ

                                          Vch     Post      G/L
D/C   Div.Account.Sub               Amount US$   Line     Date    Jrnl #
 C    001.0002600.000                 69359.61      1   4/08/13   GJ068
      Purchase Clearing Account
 D    001.0002700.000                 69359.61      1   4/08/13   GJ068
      Sales Tax Payable




















                                                                  Last
                                                           F12=Return
```

This screen appears after you press F9=ADJUSTMENTS from the Voucher Transaction Selection Screen (p. 12-34).

Use this screen to review all voucher adjustment details that currently exist for this voucher. A tie-back to the original voucher number will be included so that information can be reviewed in this inquiry (keeping the adjustment entries tied to the original entries) when inquired upon.

If any Distribution accounts were entered as redistribution adjustments, after the posting process occurs, the individual accounts that make up the Distribution account will display on this screen. Also, the transaction amounts for each individual account will reflect the appropriate percentage breakdown according to the Distribution account.

All fields on this screen are display-only.

NOTE: This screen will only show the transaction amount in the local currency of the company, since these accounts were posted automatically within a General Ledger group. General Ledger group entries, such as when manually entered through Transaction Entry (MENU GLMAIN), are only specified in the company's local currency.

NOTE: This is a roll screen. More... appears at the bottom of a roll screen to indicate that more data is available for viewing. Last appears at the bottom of the last screen of data. To scroll through information on roll screens press:
* PAGE DOWN or SHIFT-ROLL FWD or F7=PAGE DOWN to display the next screen
* PAGE UP or SHIFT-ROLL BACK or F8=PAGE UP to display the previous screen.

Voucher Adjustments Screen Fields and Function Keys

Field/Function Keys	Description
Co/Voucher	The company number and voucher number for this voucher.
A/P Jrnl #	The specific Accounts Payable Journal number associated with the adjustment(s).
D/C	Indicates if the expense account is debited or credited. D displays if the amount specified was debited to the selected expense account. C displays if the amount specified was credited to the selected expense account.
G/L Account/Trns Desc	The expense account number and transaction description for the account updated with this voucher transaction. Up to 38 characters of the combined account number and transaction description, and up to 8 transactions for the current voucher are displayed.
Amount	The amount debited/credited to the specified expense account in the voucher transaction, in the local currency of the company.
Vch Line	The line number of the expense transaction. This is the original voucher line reference that the adjustments are linked to.
Post Date	The date on which the voucher 'adjustment' transaction was posted.
G/L Jrnl #	The specific General Ledger Journal number associated with the adjustment(s).
F12=Return	Press F12=RETURN to return to the Voucher Transaction Selection Screen (p. 12-34) once you have finished reviewing the adjustment details.

Voucher Transaction Review Screen

```
Co/Voucher:  1 /    376
Vendor: 100      SHARP INTERNATIONAL              1,488.31      Csh Dsc
                                                     D
   Div.Account.Sub/Trns Desc                    Amount  C PO No        Line
1 001.0002600.000 PUR WH-1                   69,359.61  D S00079           1
2 001.0002600.000 PUR WH-1                    5,056.00  D S00082           2



                                                                     Last
Displaying 1
D
C Co Div.Account.Sub                           Amount     Desc
D  1 001.0002600.000                        69,359.61     PUR WH-1
      Purchase Clearing Account

   Csh Dsc: Y   Y,N        Csh Dsc %:  2.000          Project:
   PO No:   S00079                                    User Area:

                                               F5=Adj Acct    F12=Return
```

This screen appears after you select a transaction to review and press ENTER from the Voucher Transaction Selection Screen (p. 12-34).

Use this screen to review further information for the selected transaction, such as project and discount information. Also, with the use of the F5=ADJ ACCT function key, you can make adjustments to the selected posted voucher entry by redistributing accounts (only if adjustments have not already been posted for this original voucher line). Note that if you entered adjustments on the Redistribute Accounts Screen (p. 12-44), and then pressed F10=UPDATE to save your adjustments from that screen, you will be returned to this screen.

Voucher Transaction Review Screen Fields and Function Keys

Field/Function Keys	Description
Co/Voucher	The company number and voucher number for this voucher. Display
Csh Dsc	The cash discount amount associated with this voucher. When International Currency is installed, the vendor's trading currency amount displays with the trading currency symbol above the company's local currency amount and local currency symbol. Display
Vendor	The number and name of the payee vendor for whom this voucher transaction is being entered. Display

Voucher Transaction Review Screen Fields and Function Keys

Field/Function Keys	Description
Reference Number	The reference number of the detail transaction.
	Key this number in the **Selection** field to display additional information for the transaction.
	Display
G/L Account/Trns Desc	The expense account number and transaction description for the account updated with this voucher transaction. Up to 38 characters of the combined account number and transaction description, and up to 8 transactions for the current voucher are displayed in the top half of the screen.
	Press the F2 toggle function key to display the following:
	• Account number/account description
	• Account description only
	• Transaction description only
	• Account number/transaction description
	NOTE: The F2 toggle function key will not display if you are set up to be an **Accounts Payable Options: Restrict Voucher Entry** user in Authority Profile Maintenance (MENU XASCTY).
	Display
Amount	The amount debited/credited to the specified expense account in the voucher transaction.
	When International Currency is installed, this amount will toggle between the vendor's trading currency amount with the trading currency symbol and the company's local currency amount and local currency symbol with the F11=Loc Curr / F11=Trd Curr key.
	Display
D/C	Indicates if the expense account is debited or credited. D displays if the amount specified was debited to the selected expense account. C displays if the amount specified was credited to the selected expense account.
	Display
PO No	The number of the purchase order issued when placing the order for this voucher.
	Display
Line	The line number of the expense transaction.
	Display
D/C	Indicates if the expense account is debited or credited.
	Display

Voucher Transaction Review Screen Fields and Function Keys

Field/Function Keys	Description
Co	The company to which this expense transaction was applied. Display
G/L Account Number	The G/L account number and description to which this portion of this voucher was charged. Display
Amount	This is the amount of the debit or credit to the specified expense account. When International Currency is installed, the vendor's trading currency amount with the trading currency symbol displays below the company's local currency amount and local currency symbol. Display
Desc	A description of the voucher transaction. Display
Csh Dsc	A Y or N is used to identify when a cash discount is applicable for specific voucher transactions. Display
Csh Dsc %	The cash discount percent to be applied for this voucher transaction. A cash discount percent is applicable only if a Y is keyed in the **Csh Dsc** field. Display
Project	The project associated with this voucher transaction. Display
PO No.	The number of the purchase order which was issued when placing the original order for which the expense is being recorded with this voucher transaction. Display
User Area	Additional information regarding this voucher transaction. Display

Voucher Transaction Review Screen Fields and Function Keys

Field/Function Keys	Description
F2=Acct/Desc / F2=Desc Only / F2=Tr Desc Only / F2=Acct/ Tr Desc	This toggle function key will not display if you are set up to be an **Accounts Payable Options: Restrict Voucher Entry** user in Authority Profile Maintenance (MENU XASCTY).
	This key is used as a toggle to display a combination of the Account Number, Transaction Description, or Account Description for the voucher transactions. Use F2 to change the attribute currently displayed as follows:
	• F2=ACCT/DESC - Press to display the Account Number and the Account Description for each voucher transaction.
	• F2=DESC ONLY - Press to display only the Account Description for each detail transaction.
	• F2=TR DESC ONLY - Press to display only the Transaction Description for each voucher transaction.
	• F2=ACCT/TR DESC - Press to display the Account Number and the Transaction Description for each voucher transaction.
F5=Adj Acct	If you are authorized to enter a General Ledger transaction group (i.e., you are authorized to enter a General Ledger group via MENU GLMAIN), the F5=ADJ ACCT function key displays so that you can make an adjustment to a posted voucher, if needed.
	Press F5=ADJ ACCT to make adjustments to the selected posted voucher entry by redistributing accounts; note that both open and paid vouchers can be adjusted. The Redistribute Accounts Screen (p. 12-44) will appear.
	You will only be able to perform this function if adjustments have not already been posted for this original voucher line.
F12=Return	Press F12=RETURN to return to the Voucher Transaction Selection Screen (p. 12-34) when you have completed your review of the information.

Redistribute Accounts Screen

```
Co/Voucher:  1 /    376      REDISTRIBUTE ACCOUNTS                    .00  Dr
Line:         1                                             69,359.61  Cr
                                                           69,359.61- Dif

        D/C      Div.Account.Sub                      Amount
        C        001.0002600.000                     69359.61
                 Purchase Clearing Account

        _        ............................        ................

        ..       ............................        ................

        ..       ............................        ................

        ..       ............................        ................

        ..       ............................        ................

        ..       ............................        ................

        ..       ............................        ................

        ..       ............................        ................

                                              F10=Update    F12=Return
```

This screen appears after you press the F5=ADJ ACCT function key on the Voucher Transaction Review Screen (p. 12-40).

This screen allows you to make adjustments to the selected posted voucher entry. As you first access this screen, the first line will be protected and this first entry will automatically reverse the selected account (i.e., the account you selected will be reversed from debit to credit or credit to debit, depending on what it was previously). The debit, credit and difference values will display in the top right corner of the screen, and in order to create the group and eventually post the adjustments, they will need to net to zero based on the original amount of the line.

Use this screen to review the reversed account shown, and redistribute the amounts to one or several accounts by entering the debit/credit code, account number, and transaction amount.

NOTE: After entering General Ledger adjustment(s) for voucher line(s), if you select to return to the voucher drill-down screen where the invoice was originally selected in the AP Inquiry without pressing F5=CREATE GROUP, you will receive a warning message that adjustments will be removed if the General Ledger group is not created. If you do not select F5=CREATE GROUP on the End Voucher Information Screen (p. 12-47), these redistribution accounts for the particular session will be cleared from the Accounts Payable Voucher Redistribution work file (APVRD).

You will need to create the General Ledger group for these redistributions once you have made all adjustments. To do this, be sure to select F5=CREATE GROUP on the End Voucher Information Screen (p. 12-47).

Redistribute Accounts Screen Fields and Function Keys

Field/Function Keys	Description
Co/Voucher	The company number and voucher number for this voucher. Display
Line	The line number of the expense transaction. Display
Dr / Cr / Dif	The debit, credit and different values. You will need to redistribute the reversed value in order to net the difference to zero. Display
D/C	The first entry will automatically reverse the selected account (i.e., the account you selected will be reversed from debit to credit or credit to debit, depending on what it was previously). Therefore, for the first entry only, D or C displays indicating Debit or Credit for the reversed account. For the remaining accounts, you need to redistribute the accounts that you want on an individual line basis, so that each adjusted line will net to zero. Key D if the expense account is debited (the amount specified was debited to the selected expense account). Key C if the expense account is credited (the amount specified was credited to the selected expense account). (A 1) Required / Display for first entry line only
G/L Account/Trns Desc	Key a valid G/L account number to be used when redistributing the account on the original voucher line. After entering an amount to be debited/credited and press ENTER, the description of the General Ledger account number will display below the account number. (A 29) Required
Amount	The first entry displays the amount of the debit/credit to the specified expense account. Key the amount (in the available fields) to be debited/credited to the specified expense account in the voucher transaction. NOTE: The transaction amount will be shown only in the local currency of the company, since these accounts will be used to automatically create a G/L group and General Ledger group entries (when manually entered through GLMAIN 1) are only specified in the company's local currency. (N 13,2) Required

Redistribute Accounts Screen Fields and Function Keys

Field/Function Keys	Description
F10=Update	Press F10=UPDATE to accept and save your adjustments, and return to the Voucher Transaction Review Screen (p. 12-40).
	A warning message will appear if the line does not net to zero. Line adjustments must net to zero before the General Ledger group can be created.
F12=Return	Press F12=RETURN to return to the Voucher Transaction Review Screen (p. 12-40), without saving any adjustments made on this screen.
Enter	Press ENTER to confirm your general ledger transaction entry. The **debit**, **credit**, and **Dif** fields on the top right of the screen will be refreshed for the accounts you selected to post to. When satisfied, be sure to press F10=UPDATE to accept and save your adjustments.

End Voucher Information Screen

```
 Vendor:  100     SHARP INTERNATIONAL                 Co/Voucher:  1 /      376


   Inv No:  19211                    Desc:
   Inv Dt:  11/21/11                 Terms: 2% 10 Days NET 30


   Invoice Amt:              74,415.61
   Cash Dsc:                  1,488.31                  Date      Priority
                                          Due:      12/21/11        2
   Total Debits:                   .00    Urgent:    1/05/12        1
   Total Credits:                  .00    Csh Dsc:  12/01/11
   Total Payments:              415.61
   Discounts Taken:                .00

   Open Amount:              74,000.00


                            Ovr Csh Dsc:           .00
                            Hold Code:     D        Damaged



     F5=Create Group                        F12=Header    F2=Line Items
```

This screen displays when you press F10=END VOUCHER on the Voucher Header Information Screen (p. 12-30).

Use this screen to display total information about the voucher, hold codes, due dates, and discount overrides. The F2=LINE ITEMS function key is also available to access the Voucher Transaction Selection Screen (p. 12-34) for the current voucher, and the F5=CREATE GROUP function key allows you to create a General Ledger group for any redistribution adjustments that were made (F5=CREATE GROUP will not appear if adjustments were not made).

> NOTE: The link from the original voucher to the redistributed general ledger accounts is not completed until the General Ledger group being created with the F5=CREATE GROUP function key is posted. It is recommended that the group is immediately posted on the general ledger screens that are presented in the remaining steps of this process.

The fields on this screen are for display only.

End Voucher Information Screen Fields and Function Keys

Field/Function Keys	Description
Vendor	The number and name of the vendor for whom this voucher has been created.
Co/Voucher	The company number and voucher number selected on the Voucher Transaction Entry Screen (p. 4-101).
Inv No	The number of the invoice recorded with this voucher.

End Voucher Information Screen Fields and Function Keys

Field/Function Keys	Description
Desc	The description of the invoice for this voucher.
Inv Dt	The date of the invoice for which expenses are recorded with this voucher.
Terms	The vendor's payment terms as keyed on the Voucher Header Screen (p. 4-80).
Invoice Amt	The amount of payment as calculated from voucher transactions made for this voucher. When International Currency is installed, use the F11=LOCAL CURRENCY / F11=TRADING CURRENCY to display the company's local currency amount or the vendor's trading currency amount. The applicable currency symbol displays to the right of the amount.
Cash Dsc	The cash discount amount applicable for this voucher. When International Currency is installed, use the F11=LOCAL CURRENCY / F11=TRADING CURRENCY to display the company's local currency cash discount amount or the vendor's trading currency cash discount amount.
Due (Date/Priority)	The due date and payment priority specified for this invoice.
Urgent (Date/Priority)	The urgency date and urgency priority specified for this invoice.
Csh Dsc (Date)	The date by which payment must be made for this voucher in order to take advantage of the cash discount offered by the vendor.
Total Debits	The total monetary value of the voucher transactions that are from debit memo's applied to the original voucher. When International Currency is installed, use the F11=LOCAL CURRENCY / F11=TRADING CURRENCY to display the company's local currency debit memo amount or the vendor's trading currency debit memo amount.
Total Credits	The total monetary value of the voucher transactions that are from credit memo's applied to the original voucher. When International Currency is installed, use the F11=LOCAL CURRENCY / F11=TRADING CURRENCY to display the company's local currency credit memo amount or the vendor's trading currency credit memo amount.
Total Payments	The total monetary value of payments made for the voucher. When International Currency is installed, use the F11=LOCAL CURRENCY / F11=TRADING CURRENCY to display the company's local currency total payment amount or the vendor's trading currency total payment amount.

End Voucher Information Screen Fields and Function Keys

Field/Function Keys	Description
Discounts Taken	The monetary value of discounts taken, if any.
	When International Currency is installed, use the F11=LOCAL CURRENCY / F11=TRADING CURRENCY to display the company's local currency discount amount taken or the vendor's trading currency discount amount taken.
Open Amount	The monetary amount that remains open for the voucher.
	When International Currency is installed, use the F11=LOCAL CURRENCY / F11=TRADING CURRENCY to display the company's local currency open amount or the vendor's trading currency open amount.
Ovr Csh Dsc	The monetary amount of the override value for the cash discount amount.
	When International Currency is installed, use the F11=LOCAL CURRENCY / F11=TRADING CURRENCY to display the company's local currency override cash discount amount or the vendor's trading currency override cash discount amount.
Hold Code	The hold code assigned to this voucher, which indicates that this voucher cannot be paid until the hold code is removed.
F2=Line Items	Press F2=LINE ITEMS to display the Voucher Transaction Selection Screen (p. 12-34) for the current voucher.
F5=Create Group	F5=CREATE GROUP appears only when redistribution adjustments were made on the Redistribute Accounts Screen (p. 12-44).
	Press F5=CREATE GROUP to create a General Ledger group for any redistribution adjustments that were made. The General Ledger Transaction Entry Selection Screen in Transaction Entry (MENU GLMAIN) will appear, and you will be prompted to assign/add a unique General Ledger group ID. Refer to General Ledger for details.
	NOTE: A General Ledger group cannot be created until all redistribution adjustments for a particular line(s) net to zero. Any out of balance has to be resolved before you can use the F5=CREATE GROUP function key to create a General Ledger group.
F11=Loc Curr / F11=Trd Curr	F11=LOC CURR / F11=TRD CURR appears only when International Currency is installed and the trading currency is different from the local currency.
	Press F11=LOC CURR / F11=TRD CURR to toggle the G/L amounts on the top of the screen between displaying amounts in the company's local currency and the vendor's trading currency.
F12=Header	Press F12=HEADER to display the Voucher Header Information Screen (p. 12-30) for the current voucher.

End Voucher Information Screen Fields and Function Keys

Field/Function Keys	Description
Enter	Press ENTER to complete the voucher review. The Invoice Activity Screen (p. 12-21) will appear.

Using the Bank Account Inquiry

The Bank Account Inquiry option on the Accounts Payable Main Menu (MENU APMAIN) allows you to access information about any bank account. Through this option you may display such information as:

* The current balance of a bank account
* The bank name, description and account type
* Whether or not checks are allowed to be used from the bank account
* The general ledger account affected
* The status of the account

You may also gain access into transaction history, open/paid invoice information, and others.

Bank Account Inquiry

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Bank Accounts List Screen	Use to select a specific bank account for the transaction. Note that this screen is described in CHAPTER 52: *Defining Bank Accounts*.
Bank Account Inquiry Screen	Use to review bank account information.
Transaction History Screen	Displays transaction history for a bank account.
AP Payment Detail Screen	Displays payment details for a transaction.
AR Receipt Detail Screen	Displays receipt details for a transaction.

Title	Purpose
Open/Paid Invoices Screen	Note that this screen is described in CHAPTER 12: *Using the Accounts Payable Inquiry*.

Bank Account Inquiry Screen

```
                         BANK ACCOUNT INQUIRY

Co:    1        A & C Office Supply                    Balance
Acct: ENG-746332  Bank of England                 133,040.47  B#S
Bank: INTNL        International Bank Accounts       79,371.97  US$
Type: Checking
                                                  Exchange Rate
Currency:   BPS   British Pound Sterling         1.676164  B#S per US$
Exch Code:  WSJ   Wall Street Journal

Allow Checks: YES                               Status: ACTIVE




GL Accounts      Div.Account.Sub/Description
Cash Account:    001.0001008.000/Cash - British # Sterling
Gains/Losses:    001.0005418.000/British Cash Gain/Loss
Exchange Fees:   001.0005430.000/Exchange Fee Expense




              F3=Exit        F12=Return        F14=Trans Hist
```

This screen appears after you select a bank account from the Bank Accounts List Screen (p. 9-13), which is the first screen that displays when option 11 - Bank Account Inquiry is selected from MENU APMAIN.

Use this screen to review various bank account information. All the fields on this screen are display only and cannot be changed.

Bank Account Inquiry Screen Fields and Function Keys

Field/Function Key	Description
Co	The company number and name associated with the bank account.
Acct	The bank account number and the name of the bank for the selected bank account.
Bank	The bank ID and its description assigned to the bank account.
Type	The type of bank account that this is: checking, savings, line of credit, or other.
Balance	The balance of the account as a result of the last transaction posted.
	When International Currency is installed, the bank's trading currency balance amount and currency symbol will display above the company's local currency equivalent balance amount and currency symbol.

Bank Account Inquiry Screen Fields and Function Keys

Field/Function Key	Description
Currency	This field only displays when International Currency is installed and only for foreign currency bank accounts.
	This field displays the currency code and description for the bank account's currency.
Exchange Rate	This field only displays when International Currency is installed and only for foreign currency bank accounts.
	This field displays the exchange rate and currency relationship used for this bank account's currency.
Exch Code	This field only displays when International Currency is installed and only for foreign currency bank accounts.
	This field displays the exchange code and description associated with the bank account.
Allow Checks	This field indicates (by YES or NO) whether or not checks are allowed to be printed from this bank account.
Status	This field indicates the current status of the account; this may be one of the following: • **ACTIVE** • **CLOSED** • **NEW** NOTE: Also refer to the Bank Accounts Listing (MENU APFIL2), which indicates if the account is active (A prints in the **Status** column on the listing), new (the **Status** column is blank), or suspended (S prints in the **Status** column on the listing). Suspended accounts do not display on this screen; you may review them only through the listing.
GL Accounts - Cash	The general ledger cash account affected by this bank account transaction established at the company default level of the General Ledger Transfer Definition (MENU GLXFER).
GL Accounts - Gains/ Losses	This field only displays when International Currency is installed and only for foreign currency bank accounts.
	This field displays the account number and description of the gains/losses account used for the selected bank account established at the company default level of the General Ledger Transfer Definition (MENU GLXFER). All gains or losses resulting from the account's transactions will be posted to this account.

Bank Account Inquiry Screen Fields and Function Keys

Field/Function Key	Description
GL Accounts- Exchange Fees	This field only displays when International Currency is installed and only for foreign currency bank accounts.
	This field displays the account number and description of the exchange fees account used for the selected bank account established at the company default level of the General Ledger Transfer Definition (MENU GLXFER). All exchange fees incurred through the account's transactions will be posted to this account.
F3=Exit	Press F3=EXIT to exit the option and return to the menu.
F12=Return	Press F12=RETURN to return to the Bank Accounts List Screen (p. 9-13).
F14=Trans Hist	Press F14=TRANS HIST to display transaction history information for this bank account. The Transaction History Screen (p. 13-6) will appear.

Transaction History Screen

```
                        TRANSACTION HISTORY
Co:   01          A & C Office Supply                    Balance
Acct: ENG-746332  Bank of England                   149,443.69  B#S
                                                     89,158.10  US$
     Trn Date    Transaction    Ref     Pst Date        Amount      Dsc
   1  1/05/10    AP Payments    CD034    1/05/10         556.31- B#S Y
   2  1/02/10    Deposit        CJ006    1/02/10     150,000.00      Y




                                                              Last
  Selection: ...    Position To Date: .........
          F3=Exit        F6=Position To      F11=Local Curr     F12=Return
```

This screen appears after you press F14=TRANS HIST on the Bank Account Inquiry Screen (p. 13-3).

Use this screen to review the bank account transaction history associated with the selected bank account. You may also select a transaction to display in more detail if that transaction is NOT a deposit, withdrawal, or transfer. A reference number will precede the transaction if it may be selected for further detail.

To position a particular transaction to the top of the screen, use the **Position To Date** field in conjunction with the F6=POSITION TO key.

> NOTE: The **Balance** amount on the top portion of this screen may be updated through Bank Account Transaction Entry (MENU APFILE/MENUARFILE) for deposits, withdrawals, transfers, and the transactions posted from other modules.

> NOTE: All dates will display in the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE).

Transaction History Screen Fields and Function Keys

Field/Function Key	Description
Co	The company number and name associated with the bank account.
	Display

Transaction History Screen Fields and Function Keys

Field/Function Key	Description
Acct	The bank account number and the name of the bank for the selected bank account. Display
Balance	The balance of the account as a result of the last transaction posted. When International Currency is installed, the bank's trading currency balance amount and currency symbol will display above the company's local currency equivalent balance amount and currency symbol. Display
Reference Number	The reference number associated with the transaction. Key this number in this **Selection** field to display additional detail relating to the transaction. NOTE: This reference number may or may not display, depending on whether or not further details about the transaction are available. If a reference number does not display, you cannot display further detail for that transaction. Display
Trn Date	The date of the bank account transaction. Display
Transaction	The type of transaction performed that updated the bank account. When International Currency is installed, for foreign currency bank accounts, revaluations will be listed in this field as well as deposits, withdrawals, transfers, and the transactions posted from other modules. Display
Ref	The journal reference number used during the transaction. Display
Pst Date	The G/L posing date defined when the transaction was posted. Display
Amount	The monetary amount of the transaction posted against the bank account. When International Currency is installed, for foreign currency bank accounts, this field displays values in the applicable currency, with the currency symbol displayed to the right of the first amount listed. When the toggle key displays as F11=LOCAL CURR, press to view the local currency equivalents of these amounts. When the toggle key displays as F11=TRADING CURR, press to view the vendor's trading currency amounts. Display

Transaction History Screen Fields and Function Keys

Field/Function Key	Description
Dsc	Y displays in this field if a bank account transaction description has been defined; otherwise, this field is blank. You may display the description by keying the line number in the **Selection** field and pressing ENTER for a transaction that was created through CHAPTER 9: *Maintaining Bank Account Transactions*. Refer also to the **Transaction Description** field. Display
Selection	Use this field to select a transaction that you want to display in further detail. You may only select a transaction if a reference number displays before the transaction on the top portion of this screen. Key the desired reference number. The AP Payment Detail Screen (p. 13-10) or AR Receipt Detail Screen (p. 13-14) may appear. If the transaction is a deposit, withdrawal, or transfer, the transaction description detail will display on the bottom of this screen. (N 2,0) Optional
Position To Date	This optional field may be used in conjunction with the F6=POSITION TO key to position a certain transaction stored in the Transaction History File to the top portion of this screen. Key the date of the transaction that you want to display on the first line and press F6=POSITION TO. *Valid Values:* Key the date using the **Default Date Format** for this user, specified through Register User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (N 6,0) Optional
Transaction Description	NOTE: This overlay field only displays when a transaction has a Y placed in the **Dsc** field on the top portion of this screen and the type of transaction is a "transfer," "deposit," or "withdrawal" and you select for more detail. This field displays the transaction description associated with the deposit, withdrawal or transfer after you make a selection and press ENTER. The reference (line) number of the transaction selected will display before the heading of this field. Display
F3=Exit	Press F3=EXIT to exit the option and return to the menu.
F6=Position To	After keying a date in the **Position To Date** field, press F6=POSITION TO to position the first transaction with that date to the first line on this screen.

Transaction History Screen Fields and Function Keys

Field/Function Key	Description
F11=Local Curr / F11=Trading Curr	This function key only displays when International Currency is installed and only for foreign currency bank accounts. Press F11=LOCAL CURR to display transaction amounts in the company's local currency. The currency symbol for the company's local currency will appear to the right of the first amount listed in the **Amount** field. Press F11=TRADING CURR to display transaction amounts in the foreign bank account's currency. The symbol for the foreign currency symbol will appear to the right of the first amount listed in the **Amount** field.
F12=Return	Press F12=RETURN to return to the Bank Account Inquiry Screen (p. 13-3) without selecting a transaction for further detail. If you were reviewing transaction detail, F12=RETURN returns to the selection input mode of this screen.
Enter	After selecting a reference number of a transaction that you want to display in detail, press ENTER. The appropriate screen will display or no screen at all, depending upon the transaction selected. The AP Payment Detail Screen (p. 13-10) will appear if the transaction selected is an AP Payment Type or AP Check Reversal. The AR Receipt Detail Screen (p. 13-14) will appear if the transaction selected is an AR Receipt. No screen will appear if the transaction selected is a transfer, deposit, or withdrawal. The **Transaction Description** field will appear on the bottom of this screen instead.

AP Payment Detail Screen

```
                              AP PAYMENT DETAIL
    Co:    01        A & C Office Supply                      Balance
    Acct: CHK-32100   Checking Account - Hartford         1,030,082.53

    Date: 1/09/11  Ref: CD040  Post: 1/09/11    Total:        1,206.38
    Desc: AP PAYMENT GROUP: THURS
        Check No Payee                        Voucher        Amount  ACH
    1       340 300/AMERICAN CALENDAR             501       1,206.38  N












                                                                   Last
    Selection: _ .              F3=Exit                       F12=Return
```

This screen appears after you select an AP Payment Type or AP Check Reversal transaction and press
ENTER on the Transaction History Screen (p. 13-6).

Use this screen to review further details relating to the selected transaction. Additionally, you may use
this screen to select a check for which open/paid invoice information will display.

> NOTE: All dates will display in the **Default Date Format** for this user, specified through
> Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date
> using the system's **Default Date Format** specified through System Options
> Maintenance (MENU XAFILE).

AP Payment Detail Screen Fields and Function Keys

Field/Function Key	Description
Co	The company number and name associated with the bank account.
	Display
Acct	The bank account number and the name of the bank for the selected bank account.
	Display

AP Payment Detail Screen Fields and Function Keys

Field/Function Key	Description
Balance	The balance of the account as a result of the last transaction posted.
	When International Currency is installed, for foreign bank accounts, the bank's trading currency balance amount and currency symbol will display above the company's local currency equivalent balance amount and currency symbol.
	Display
Date	The transaction date specified for these transactions. For cash disbursement journals, this also the check date.
	Display
Ref	The G/L journal reference number used for these transactions.
	Display
Post	The G/L posting date specified for these transactions. For cash disbursement journals, this also the check date.
	Display
Total	This field displays the total amount of the selected transaction.
	When International Currency is installed, for foreign currency bank accounts, the bank's trading currency total amount and currency symbol will display above the company's local currency equivalent total amount and currency symbol.
	Display
Desc	The type of transaction selected and the description created for that transaction group and may include the group ID where applicable.
	Display
Reference Number	The reference number associated with the check number, indicating that this line may be selected for further detail. Key this number in this **Selection** field to display open/paid invoice information relating to the check.
	NOTE: This reference number will only display before a check number if the transaction has more than one voucher associated with it.
	Display
Check No	The check number associated with the accounts payable transaction.
	Display
Payee	The payee's number and name associated with the transaction. When checks are issued to an assignee vendor, this will be the assignee vendor name.
	Display

AP Payment Detail Screen Fields and Function Keys

Field/Function Key	Description
Voucher	The voucher number associated with the transaction. The actual voucher number field will only display if just one voucher number exists for this check number. If more than one voucher number exists, "MULT" will be displayed in this field.
	The multiple vouchers may be for the same vendor or in the case of assignees, the multiple vouchers may be for different vendors.
	Display
Amount	The monetary amount of the transaction posted against the bank account.
	When International Currency is installed, for foreign currency bank account transactions, this field displays values in the applicable currency, with the currency symbol displayed to the right of the first amount listed.
	When the toggle key displays as F11=LOCAL CURR, press to view the local currency equivalents of these amounts.
	When the toggle key displays as F11=TRADING CURR, press to view the vendor's trading currency amounts.
	Display
ACH	This field indicates if the checks are Automatic Clearing House (ACH) payment transactions.
	Y displays if the checks are ACH payment transactions.
	N displays if the checks are not ACH payment transactions and paper checks or credit card were used.
Selection	Use this field to select a check for which open/paid invoice information will display. You may only select a check if a reference number displays before the check number on the top portion of this screen.
	Key the desired **Reference Number.** The Open/Paid Invoices Screen (p. 12-7) will appear.
	(N 2,0) Optional
F3=Exit	Press F3=EXIT to exit the option and return to the menu.
F11=Local Curr / F11=Trading Curr	The F11=LOCAL CURR / F11=TRADING CURR key only displays when International Currency is installed and only for foreign currency bank accounts.
	Press F11=LOCAL CURR to display transaction amounts in the company's local currency. The symbol for the company's local currency will appear to the right of the first amount listed in the **Amount** field.
	Press F11=TRADING CURR to display transaction amounts in the foreign bank account's currency. The symbol for the foreign currency will appear to the right of the first amount listed in the **Amount** field.
F12=Return	Press F12=RETURN to return to the Transaction History Screen (p. 13-6) without selecting a transaction for further detail.

AP Payment Detail Screen Fields and Function Keys

Field/Function Key	Description
Enter	After selecting a reference number of a check that you want to display in detail, press ENTER. The Open/Paid Invoices Screen (p. 12-7) will appear.

AR Receipt Detail Screen

```
                        AR RECEIPT DETAIL

Co:   01        A & C Office Supply                    Balance
Acct: ITL-056300  Italian International Bank    201,201,605.00- IT{
                                                   115,786.06- US$
Date: 2/11/10  Ref: CR060  Post: 2/11/10   Total:  1,231,231.00  IT{
Desc: A/R CASH GROUP: A5                               708.54  US$
 Customer Customer Name                 Check No        Amount
      601 Roman Holiday Travel Service   33254      1,231,231.00  IT{




                                                             Last
        F2=ABA Number        F3=Exit       F11=Local Curr    F12=Return
```

This screen appears after you select an AR Receipt transaction and press ENTER on the Transaction History Screen (p. 13-6).

Use this screen to review further details relating to the selected transaction. Additionally, you may toggle between the ABA number and customer name with the use of the F2=ABA NUMBER / F2=CUSTOMER NAME key.

NOTE: All dates will display in the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE).

The fields on this screen are display only.

AR Receipt Detail Screen Fields and Function Keys

Field/Function Key	Description
Co	The company number and name associated with the bank account.
Acct	The bank account number and the name of the bank for the selected bank account.

AR Receipt Detail Screen Fields and Function Keys

Field/Function Key	Description
Balance	The balance of the account as a result of the last transaction posted.
	When International Currency is installed, for foreign bank accounts, the bank's trading currency balance amount and currency symbol will display above the company's local currency equivalent balance amount and currency symbol.
Date	The transaction date specified for these transactions.
Ref	The G/L journal reference number used for these transactions.
Post	The G/L posting date specified for these transactions.
Total	This field displays the total amount of the selected transaction.
	When International Currency is installed, for foreign currency bank accounts, the bank's trading currency total amount and currency symbol will display above the company's local currency equivalent total amount and currency symbol.
Desc	The type of transaction selected and the description created for that transaction group and may include the group ID where applicable.
Customer	The unique customer's number associated with this transaction.
Customer Name / ABA Number	The name of the customer or ABA number for this transaction, as toggled with the F2=ABA NUMBER / F2=CUSTOMER NAME key.
Check No	The check number used in the transaction.
Amount	The monetary amount of the transaction posted against the bank account.
	When International Currency is installed, for foreign currency bank account transactions, this field displays values in the applicable currency, with the currency symbol displayed to the right of the first amount listed. When the toggle key displays as F11=LOCAL CURR, press to view the local currency equivalents of these amounts.
	When the toggle key displays as F11=TRADING CURR, press to view the vendor's trading currency amounts.
F2=ABA Number / F2=Customer Name	Use F2=ABA NUMBER / F2=CUSTOMER NAME to toggle between displaying the customer name and the ABA number associated with the transaction.
F3=Exit	Press F3=EXIT to exit the option and return to the menu.

AR Receipt Detail Screen Fields and Function Keys

Field/Function Key	Description
F11=Local Curr / F11=Trading Curr	The F11=LOCAL CURR / F11=TRADING CURR key only displays when International Currency is installed and only for foreign currency bank accounts.
	Press F11=LOCAL CURR to display transaction amounts in the company's local currency. The symbol for the company's local currency will appear to the right of the first amount listed in the **Amount** field.
	Press F11=TRADING CURR to display transaction amounts in the foreign bank account's currency. The symbol for the foreign currency will appear to the right of the first amount listed in the **Amount** field.
F12=Return	Press F12=RETURN to return to the Transaction History Screen (p. 13-6).

Since distributors will at times require that you pay for merchandise prior to receiving it, use this option to review those items which have been vouchered and paid for prior to being received. Once you have received the goods, you may then use this option to create a pre-receipt validation group, or select an existing one, containing vouchers to be validated (i.e., through this option you match or validate pre-paid items to the actual receipt and landing cost history transactions that were created when the goods were received.)

Once voucher groups have been validated through the Pre-Receipt Inv Validation option, linking receipt transactions to the voucher transactions, run the Post Pre-Receipt Inv Val Group option (MENU APMAIN) to post pre-receipt transactions for the group. Posting pre-receipt transactions for the group generates the necessary G/L transactions to reduce (credit) the Pre-Receipt Inventory Account for the amount of the original voucher, and clear (debit) the Purchasing Clearing Account for the amount of the receipt.

You also may optionally run the Pre-Receipt Inv Val Edit List option (MENU APMAIN), after this option and prior to posting, to print a listing of all G/L transactions that will be generated when the group is posted. Error messages are also printed on this listing, so for account number verification purposes it might be beneficial for you to run this listing prior to each post.

> NOTE: A voucher type (**Type** is P) exists in Voucher Entry (MENU APMAIN) for creating invoices in order to provide payment for goods received at a later date. You also specify if information will be retained to later facilitate the pre-receipt matching process. Refer to Voucher Entry (MENU APMAIN) for details regarding this voucher type.

Pre-Receipt Inv Validation

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Pre-Receipt Voucher Validation Groups List Screen	Displays a list of validated groups.
Pre-Receipt Voucher Validation Group Control Screen	Use to add or maintain a pre-receipt validation group.
Pre-Receipt Invoices List Screen	Displays a list of pre-receipt invoices. Use to select an invoice.
Pre-Receipt Voucher Detail Screen	Use to review and/or update accounts affected by pre-receipt invoices.
Pre-Receipt Voucher Change Screen	Use to change the validate amount for a pre-receipt invoice.
End Validation Confirmation Screen	Use to review the number of vouchers validated in the group.

Pre-Receipt Voucher Validation Groups List Screen

```
                    PRE-RECEIPT VOUCHER VALIDATION GROUPS

        Co  Group  Description                     Post Dt   Status
    1    1  DCF    Thursday's Receipts             9/24/09   Available




















                                                                     Last
        _____

        Selection: _ .              Company?    01
                                                     F3=Exit    F5=Add
```

This screen appears after you select option 12 - Pre-Receipt Inv Validation from the Accounts Payable Main Menu (MENU APMAIN), if a pre-receipt voucher group already exists. It will also appear:

- after pressing ENTER on the End Validation Confirmation Screen (p. 14-19) if you are adding a group. The groups previously validated through this option, including the groups just validated, are displayed.

- after you select option 13 - Pre-Receipt Inv Val Edit List

- after you select option 14 - Post Pre-Receipt Inv Val Group

Use this screen to select an existing validation group for processing (via the **Selection** field) or to add a new group.

NOTE: All dates will print in the **Default Date Format** for the user that generated the report, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, the dates print using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE).

Pre-Receipt Voucher Validation Groups List Screen Fields and Function Keys

Field/Function Key	Description
(Reference Number)	This field displays the reference number of the group. Use this number to select a group for processing by keying this number in the **Selection** field on this screen. Display

Pre-Receipt Voucher Validation Groups List Screen Fields and Function Keys

Field/Function Key	Description
Co	This field displays the company number associated with the validation group created on the Pre-Receipt Voucher Validation Group Control Screen (p. 14-6). Display
Group	This field displays the group ID that was keyed when this group was created on the Pre-Receipt Voucher Validation Group Control Screen (p. 14-6). Display
Description	This field displays the group description that was keyed when this group was created on the Pre-Receipt Voucher Validation Group Control Screen (p. 14-6). Display
Post Dt	This field displays the G/L posting date that was keyed when this group was created on the Pre-Receipt Voucher Validation Group Control Screen (p. 14-6). Display
Status	This field displays the status of the group. A status of Available indicates that the group is available for processing. A status of In-Use XX, where XX is the Group ID, indicates that the group is currently being processed and is not available for use. A status of Post XX, where XX is the Group ID, indicates that the group is being posted and cannot be selected. Display
Selection	Use this field to select a group for processing. The group's status must indicate **Available**. Key the reference number to the left of the desired group and press ENTER. The Pre-Receipt Voucher Validation Group Control Screen (p. 14-6) will appear. (N 2,0) Required

Pre-Receipt Voucher Validation Groups List Screen Fields and Function Keys

Field/Function Key	Description
Company	Use this field to limit the screen to a display of pre-receipt invoices for a specific company.
	Key a company number and press ENTER. A list of pre-receipt invoices for the company you selected will display on this screen.
	Default Value: The default company defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE)
	Valid Values: A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY).
	(N 2,0) Optional
F3=Exit	Press the F3=EXIT function key to exit the option and return to the menu.
F5=Add	NOTE: The F5=ADD function key displays only if you access this screen through this menu option, as opposed to Pre-Receipt Inv Val Edit List (MENU APMAIN) or Post Pre-Receipt Inv Val Group(MENU APMAIN).
	Press the F5=ADD function key to add a new group. The Pre-Receipt Voucher Validation Group Control Screen (p. 14-6) will appear.
Enter	Press the ENTER key to confirm your selection after selecting a group. The Pre-Receipt Voucher Validation Group Control Screen (p. 14-6) will appear.

Pre-Receipt Voucher Validation Group Control Screen

```
        PRE-RECEIPT VOUCHER VALIDATION GROUP CONTROL       Entry




           Company?        01
           Group Id:       _....
           Description:    ..............................
           GL Posting Date: .......






                     F3=Exit
```

This screen appears after you select option 12 - Pre-Receipt Inv Validation option from the Accounts Payable Main Menu (MENU APMAIN), if no pre-receipt voucher groups exist. If you are changing an existing group, this screen appears after pressing ENTER on the Pre-Receipt Voucher Validation Groups List Screen (p. 14-3). It also displays if you press F5=ADD on the Pre-Receipt Voucher Validation Groups List Screen (p. 14-3) to add a group.

Use this screen to create a pre-receipt validation group or to change an existing group.

> NOTE: You also may access this screen through Pre-Receipt Inv Val Edit List (MENU APMAIN) or Post Pre-Receipt Inv Val Group (MENU APMAIN), with minor differences.

Pre-Receipt Voucher Validation Group Control Screen Fields and Function Keys

Field/Function Key	Description
(Mode)	This field displays the function you are performing, depending on which menu option this screen is displayed from, as indicated below. • If you access this screen from this menu option, **Entry** displays. • If you access this screen from Pre-Receipt Inv Val Edit List (MENU APMAIN option 13), **Edit** displays. • If you access this screen from Post Pre-Receipt Inv Val Group (MENU APMAIN option 14), **Post** displays. Display

Pre-Receipt Voucher Validation Group Control Screen Fields and Function Keys

Field/Function Key	Description
Company	Use this field to specify the number of the company for which this pre-receipt voucher group is being added.
	Key the company number.
	Default Value: The default company defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE)
	Valid Values: A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY).
	(N 2,0) Required/Display
Group ID	Use this field to key the identifier of the voucher group you are adding.
	Key the group identifier.
	Valid Values: Any characters representative of the group (a message displays if you try to key a group ID that has already been used)
	(A 5) Required/Display
Description	Use this field to key a description for the voucher group.
	Key a description representative of the group of entries to be entered within the group.
	This description prints on the Pre-Receipt Inv Val Edit List (MENU APMAIN) and the Post Pre-Receipt Inv Val Group (MENU APMAIN).
	(A 30) Required
GL Posting Date / Period	Use this field to specify the date you want to use for G/L transactions generated by the posting of this group.
	Key a valid G/L calendar date. After you press ENTER, the associated period displays. For example, if you key 013012, Period: 1 Jan displays to the right of the posting date.
	If you are modifying a validation group, the posting period is displayed on this screen when it is accessed.
	Valid Values: A valid general ledger date that has been set up within the General Ledger Calendar File through Fiscal Calendar Maintenance (MENU GLFIL2). Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE)
	(N 6,0) Required
F3=Exit	Press the F3=EXIT function key to exit the option and return to the menu.

Pre-Receipt Voucher Validation Group Control Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press the ENTER key to confirm your selections and display the Pre-Receipt Invoices List Screen (p. 14-9).

Pre-Receipt Invoices List Screen

```
                    PRE-RECEIVED INVOICES                    ALL
           Co:   1    A & C Office Supply
           Group: THURS        Posting Date:  9/24/09

       Vendor/Name                  Invoice Amount Validated Amount    Rc St
     1 200/K & M CORPORATION                2600.00                US$
     2 200/K & M CORPORATION                 440.00                US$




                                                                  Last
      _____

     Selection:  _.            Vendor:  .......      Voucher:  ........

     F2=Receipts     F5=Valid Comp    F6=Vch Info    F10=End    F11=Local Curr
```

This screen appears after you enter the required data and press ENTER on the Pre-Receipt Voucher
Validation Group Control Screen (p. 14-6). Use this screen to review a list of all pre-receipt invoices, or
a list of pre-receipt invoices for a specific vendor and/or associated with a specific voucher. You also
may use this screen to select a pre-receipt invoice for further review (via the **Selection** field), or
validate receipt of items listed on the pre-receipt invoice (via the F5=VALID COMP function key).

> NOTE: You cannot select a pre-received invoice from this screen if any amount of that
> invoice is in a different group awaiting posting.

Pre-Receipt Invoices List Screen Fields and Function Keys

Field/Function Key	Description
(Status)	This field indicates the status of the pre-receipt invoices that currently display on this screen. It displays All for all pre-receipt invoices, or Receipts for pre-receipt invoices that have receipts recorded against them (as identified with a Y in the **Rc** field). Use F2= RECEIPTS / F2=ALL to change the status of the pre-receipt invoices to display. Display
(Group Information)	These fields display the group information you entered on the Pre-Receipt Voucher Validation Group Control Screen (p. 14-6). The company, group ID, and posting date for the group display. Display

Pre-Receipt Invoices List Screen Fields and Function Keys

Field/Function Key	Description
(Reference Number)	This field displays the reference number associated with the pre-receipt invoice. Key this number in the **Selection** field to display further details about a particular pre-receipt invoice. Display
Vendor	This field only displays when F6=VCH INFO displays and toggles with the F6=VEN INFO function key. The number of the vendor associated with each pre-receipt invoice. Display
Name	This field only displays when F6=VCH INFO displays. displays and toggles with the F6=VEN INFO function key. The name of the vendor associated with each pre-receipt invoice. Display
Voucher	This field only displays when F6=VEN INFO displays and toggles with the F6=VCH INFO function key. The number of the voucher assigned by the system when it was created through Voucher Entry (MENU APMAIN). Display
Invoice Number	This field only displays when F6=VEN INFO displays and toggles with the F6=VCH INFO function key. The invoice number keyed on the Voucher Header Screen (p. 4-80) when the voucher was created through Voucher Entry (MENU APMAIN). Display
Date	This field only displays when F6=VEN INFO displays and toggles with the F6=VCH INFO function key. The date the voucher was entered through Voucher Entry (MENU APMAIN). Display
Invoice Amount	This field displays the total dollar amount of the open payable that was entered into as a pre-receipt invoice. The invoice amount equals the amount of the original invoice less any validated amount. When International Currency is installed, this field may be toggled with the F11=LOCAL CURR / F11=TRADING CURR key to display invoice amounts in the applicable trading currency or in the company's local currency. Display

Pre-Receipt Invoices List Screen Fields and Function Keys

Field/Function Key	Description
Validated Amount	This field displays the total dollar amount that has already been validated for the pre-receipt invoice. An amount displays in this field only if an amount has been selected for validation in a group (the **St** field is V), but that group has not yet been posted.
	NOTE: If partial receipts have been received and posted, you may perform receipt validation on the partial inventory that has been received. The validation amount reflects the dollar amount on which you have validated receipts.
	This field may be toggled with the F11=LOCAL CURR / F11=TRADING CURR key to display validated amounts in the applicable trading currency with the trading currency symbol displayed to the right of each amount or in the company's local currency with the company's local currency symbol displayed to the right of each amount.
	Display
Rc	This field indicates if receipts have been posted against the PO included in the pre-receipt invoice.
	A Y displays in this field if some or all of the items associated with the voucher have been received. That is, a PO number or receiver number was assigned to the voucher detail records and a match was found for the number in the Receipt History File (RCPT).
	If no receipts have been recorded against the pre-receipt invoice, this field is blank.
	NOTE: You may use the F2= RECEIPTS / F2=ALL function key to display only pre-receipt invoices that have receipts recorded against them (i.e., a Y displays in this field for the pre-receipt invoice.) Additionally, you will not be able to select a PO that was previously selected, if no receipts have yet been posted for that PO.
	Display
St	This field displays the status of each pre-receipt invoice.
	A V displays in this field if the voucher has already been validated.
	An R displays in this field if the voucher has been selected for receipt validation in another group, but has not yet been validated. To validate the voucher, select the appropriate voucher in the Selection field and press F5=VALID COMP or ENTER.
	Display

Pre-Receipt Invoices List Screen Fields and Function Keys

Field/Function Key	Description
Selection	Use this field to select a pre-receipt invoice for review.
	Key the reference number to the left of the desired invoice and press ENTER. The Pre-Receipt Voucher Detail Screen (p. 14-14) will appear, where you may review detailed information regarding the invoice.
	(N 2,0) Optional
Vendor	Use this field to limit this screen to a display of pre-receipt invoices for a specific vendor.
	Key a vendor number and press ENTER. A list of pre-receipt invoices for the vendor you select will display.
	(A 6,0) Optional
Voucher	Use this field to limit this screen to a display of pre-receipt invoices associated with a specific voucher.
	Key a voucher number and press ENTER. A list of pre-receipt invoices for the voucher you select will display.
	(A 7,0) Optional
F2= Receipts/All	Press the F2= RECEIPTS / F2=ALL function key to toggle between a display of pre-receipt invoices that have receipts recorded against them, or a display of all pre-receipt invoices. The **Status** field changes accordingly.
	If this key displays as:
	• F2=RECEIPTS, press to display only pre-receipt invoices that have receipts recorded against them (a Y displays in the Rc field).
	• F2=ALL, press to display all pre-receipt invoices (the **Rc** field displays a Y or is blank).
F5=Valid Comp	The F5=VALID COMP function key allows you to validate receipt of all items listed on the pre-receipt invoice. After keying a reference number in the **Selection** field, press F5=VALID COMP to display the AP-PO Receipt Validation Screen (p. 4-28).
F6=Vch Info/Ven Info	Press the F6=VCH INFO / F6=VEN INFO function key to toggle between a display of vendor information or voucher information associated with each pre-receipt invoice.
	If this key displays as:
	• F6=VCH INFO, press to display the **Voucher**, **Invoice Number**, and **Date** fields.
	• F6=VEN INFO, press to display the **Vendor** number and vendor **Name**.
F10=End	After you complete the validation process, press F10=END to display the End Validation Confirmation Screen (p. 14-19).

Pre-Receipt Invoices List Screen Fields and Function Keys

Field/Function Key	Description
F11=Local Curr/ Trading Curr	Press F11=LOCAL CURR / F11=TRADING CURR to toggle between displaying invoice and validated amounts in the company's local currency and displaying these amounts in the applicable trading currencies.
	Press F11=LOCAL CURR to display invoice and validated amounts in the company's local currency. The symbol for the company's local currency will appear to the right of each amount.
	Press F11=TRADING CURR to display invoice and validated amounts in the applicable trading currency. The applicable trading currency symbol will appear to the right of each amount.
Enter	After keying a reference number in the **Selection** field of the pre-receipt invoice you want to review in detail, press ENTER to display the Pre-Receipt Voucher Detail Screen (p. 14-14).

Pre-Receipt Voucher Detail Screen

```
                         VOUCHER DETAIL
   Vendor: 200                            Voucher:     470
                             D
Act Div.Account.Sub/Description  C     Inv Amt US$      Val Amt US$   Sel
 _   001.0005120.000 Pre-Receipt I D        2600.00         2600.00   Y




                                                             2600.00
   Actions:   R=Restore
              D=Delete
              C=Change


                        F10=Continue    F11=Local Curr    F24=Cancel
```

This screen appears after you select a pre-receipt invoice and press ENTER on the Pre-Receipt Invoices List Screen (p. 14-9). Use this screen to review or update G/L accounts affected by the pre-receipt invoice and the amounts involved in the transaction.

Pre-Receipt Voucher Detail Screen Fields and Function Keys

Field/Function Key	Description
Vendor	This field displays the number of the vendor whose pre-receipt invoice you are reviewing. Display
Voucher	This field displays the number of the voucher associated with the pre-receipt invoice you are reviewing. Display
Act	Use this field to select an action to be taken for this pre-receipt invoice. Key R if you want to restore a previously deleted G/L transaction generated by this pre-receipt invoice and press ENTER. Key D if you want to delete a G/L transaction generated by this pre-receipt invoice and press ENTER. Key C if you want to change a G/L transaction generated by this pre-receipt invoice and press ENTER. *Valid Values:* R, D, or C (A 1) Optional

Pre-Receipt Voucher Detail Screen Fields and Function Keys

Field/Function Key	Description
(G/L Account Number) / Description	This field displays the number of the G/L account affected by the pre-receipt invoice transaction. The description of the account, as defined through G/L Accounts Maintenance (MENU GLFILE), also displays to the right of the account number. Display
D/C	This field indicates if the G/L transaction that was generated for the pre-receipt invoice was a debit or credit value. A D displays in this field if the account was debited. A C displays in this field if the account was credited. Display
Inv Amt	This field displays the total dollar amount involved in the G/L transaction that was generated for the pre-receipt invoice. This field may be toggled with the F11=LOCAL CURR / F11=TRADING CURR key to display the invoice amount in the applicable trading currency or in the company's local currency. The symbol for the currency used to express the amount will appear to the right of the heading **Inv Amt**. Display
Val Amt	This field displays the total dollar amount that is being validated for the pre-receipt invoice. You may change this amount by keying C in the **Act** field. This field may be toggled with the F11=LOCAL CURR / F11=TRADING CURR key to display the validated amount in the applicable trading currency or in the company's local currency. The symbol for the currency used to express the amount will appear to the right of the heading **Val Amt**. Display
Sel	This field displays a Y for each pre-receipt invoice G/L transaction, indicating that it has been selected. Note that each pre-receipt invoice is considered selected unless you choose to change it via the **Act** field. Display
F10=Continue	Press the F10=CONTINUE function key, without taking any action (restore, delete or change), to access the AP-PO Receipt Validation Screen (p. 4-28).
F11=Local Curr/ Trading Curr	Press F11=LOCAL CURR / F11=TRADING CURR to toggle between displaying invoice and validated amounts in the company's local currency and displaying these amounts in the applicable trading currencies. Press F11=LOCAL CURR TO display invoice and validated amounts in the company's local currency. The symbol for the company's local currency will appear to the right of each amount. Press F11=TRADING CURR to display invoice and validated amounts in the applicable trading currency. The applicable trading currency symbol will appear to the right of each amount.

Pre-Receipt Voucher Detail Screen Fields and Function Keys

Field/Function Key	Description
F24=Cancel	Press the F24=CANCEL function key to cancel this operation and return to the Pre-Receipt Invoices List Screen (p. 14-9). This line's validation will be canceled and the status will be cleared if the line was previously vouchered.
Enter	Press the ENTER key to confirm the action you are taking. If you are not performing an action, press F10=CONTINUE instead of ENTER.
	If you selected to restore a previously deleted transaction (**Act** field set to R), upon pressing ENTER the validated amount will reappear, along with a Y in the **Sel** field indicating that it has been selected.
	If you selected to delete a transaction (**Act** field set to D), upon pressing ENTER the validated amount will disappear and the **Sel** field will be blank. To restore the G/L transaction generated by the pre-receipt invoice, see R above.
	If you selected to change a transaction (**Act** field set to C), upon pressing ENTER the Pre-Receipt Voucher Change Screen (p. 14-17) will appear.

Pre-Receipt Voucher Change Screen

```
                          VOUCHER DETAIL
     Vendor: 200                          Voucher:     470
                               D
 Act Div.Account.Sub/Description  C      Inv Amt US$    Val Amt US$   Sel
  C  001.0005120.000 Pre-Receipt I D         2600.00        2600.00   Y




                                                                   +
     _____
                                        Invoice Amt:        2600.00
         Div.Account.Sub/Description
         001.0005120.000 Pre-Receipt I    Validate Amt:  _.......2600.00

                                    Complete:  Y  (Y/N)

                                          F10=Update      F12=Return
```

This screen appears after you press ENTER on the Pre-Receipt Voucher Detail Screen (p. 14-14), if you selected to change a G/L transaction generated by the pre-receipt invoice. Use this screen to change the validated amount for the pre-receipt invoice.

> NOTE: When International Currency is installed, to review all currency gain/loss transactions that are generated through Pre-Receipt Inv Validation (MENU APMAIN) to account for exchange rate fluctuations for foreign currency vendors, run the Pre-Receipt Inv Val Edit List (MENU APMAIN).

For details about the fields on the top portion of this screen, refer to the Pre-Receipt Voucher Detail Screen (p. 14-14).

Pre-Receipt Voucher Change Screen Fields and Function Keys

Field/Function Key	Description
(G/L Account Number) / Description	This field displays the number of the G/L account affected by the pre-receipt invoice transaction you have selected to change. The description of the account, as defined through G/L Accounts Maintenance (MENU GLFILE), also displays to the right of the account number. Display

Pre-Receipt Voucher Change Screen Fields and Function Keys

Field/Function Key	Description
Invoice Amt	This field displays the total dollar amount involved in the G/L transaction.
	When International Currency is installed, the invoice amount in the applicable trading currency with the trading currency symbol displayed to the right is shown. The company local currency equivalent value displays below with the local currency symbol to the right.
	Display
Validate Amt	The validate amount displayed in this field is the same as the dollar amount displayed in the **Invoice Amt** field, unless it has been changed. To change the validate amount, key the new amount in this field that will be validated for the pre-receipt invoice and press F10=UPDATE to update the selected G/L account.
	If the value in this field is 0, the **Complete** field must be Y.
	If partial receipts have been entered and posted, you may perform receipt validation on the partial inventory that has been received. The validation amount reflects the dollar amount on which you will be validating receipts.
	When International Currency is installed, the validated amount in the applicable trading currency with the local currency equivalent value displayed below is presented.
	Default Value: The total invoice amount
	(N 15,2) Optional
Complete	This field determines whether or not the invoice has been completely validated.
	Key Y for completely validated pre-receipt invoices.
	Key N for pre-receipt invoices that have not been completely validated.
	NOTE: If the **Validate Amt** field is 0, the value in this field must be Y.
	Default Value: Y
	(A 1) Required
F10=Update	Press the F10=UPDATE function key to accept your changes and return to the Pre-Receipt Voucher Detail Screen (p. 14-14).
F12=Return	Press the F12=RETURN key to return to the Pre-Receipt Voucher Detail Screen (p. 14-14) without changing any data.

End Validation Confirmation Screen

```
                    END VALIDATION


        1 Voucher(s) have been validated.

        Press ENTER to exit group or F12 to
        return to the previous screen.

                   - or -

        Press F24 to cancel the group, all
        selections will be reversed.




                              F12=Return      F24=Cancel
```

This confirmation screen appears after you press F10=UPDATE on the Pre-Receipt Invoices List Screen. Use this screen to review the number of vouchers that have been validated, or to cancel the entire validated group.

End Validation Confirmation Screen Fields and Function Keys

Field/Function Key	Description
(Confirmation Message)	One of two messages, indicating the following, display on this screen: • If any vouchers have been selected for validation, the number of vouchers that have been validated is presented. You will be prompted to press ENTER to exit the group, F12=RETURN to return to the previous screen, or F24=CANCEL to cancel the entire validated group. • If no vouchers were selected for validation, the message 0 vouchers have been validated is displayed. You will be prompted to press ENTER to exit the group, or F12=RETURN to return to the previous screen. You are not provided with the option to press F24=CANCEL to cancel the entire validated group. Display
F12=Return	Press the F12=RETURN function key to return to the Pre-Receipt Invoices List Screen (p. 14-9).

End Validation Confirmation Screen Fields and Function Keys

Field/Function Key	Description
F24=Cancel	NOTE: The F24=CANCEL function key displays only if at least one voucher has been validated.
	Press the F24=CANCEL function key to cancel the entire pre-receipt voucher validation group. All selections made previously will be reversed and MENU APMAIN will appear.
Enter	Press the ENTER key to exit the group and return to MENU APMAIN. If you are adding a group, pressing ENTER will display the Pre-Receipt Voucher Validation Groups List Screen (p. 14-3).

Printing the Pre-Receipt Invoice Validation Edit List

Use the Pre-Receipt Invoice Validation Edit List option to print the Pre-Receipt Invoice Validation Edit List (p. 15-7). This listing prints all G/L transactions that will be generated when the validation group you created through Pre-Receipt Inv Validation (MENU APMAIN) is posted through Post Pre-Receipt Inv Val Group (MENU APMAIN). You will be able to select the validation group for which the listing will print, as well as the description and the G/L posting date associated with the group.

Additionally, error messages will print on the listing if account errors are detected. Error messages that might occur and print, allowing you to verify account numbers, may be caused from an invalid account, a suspended account, an inter-company account, or an account for a different company than the group's company.

Pre-Receipt Inv Val Edit List

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Pre-Receipt Voucher Validation Groups List Screen	Displays a list of validated groups.
Pre-Receipt Voucher Validation Group Control Screen	Use to select a pre-receipt validation group for editing.
Pre-Receipt Invoice Validation Edit List	Prints all GL transactions that will be generated when the validation group is posted.

Pre-Receipt Voucher Validation Groups List Screen

```
                  PRE-RECEIPT VOUCHER VALIDATION GROUPS

      Co  Group  Description                  Post Dt  Status
   1   1  DCF    Thursday's Receipts          9/24/09  Available




















                                                                  Last
      _____

    Selection: _ .            Company?   01
                                              F3=Exit    F5=Add
```

TECHNICAL NOTE: This is a shared screen that displays in multiple places. The actual screen format name is AP167FM_GRPLST.

This screen appears after you select option 13 - Pre-Receipt Inv Val Edit List from the Accounts Payable Main Menu (MENU APMAIN). It will also appear:

- after you select option 12 - Pre-Receipt Inv Val Edit List from the Accounts Payable Main Menu (MENU APMAIN), if a pre-receipt voucher group already exists
- after pressing ENTER on the End Validation Confirmation Screen (p. 14-19) if you are adding a group.
- after you select option 14 - Post Pre-Receipt Inv Val Group

Use this screen to select an existing validation group to be edited (via the **Selection** field).

NOTE: All dates will print in the **Default Date Format** for the user that generated the report, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, the dates print using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE).

Pre-Receipt Voucher Validation Groups List Screen Fields and Function Keys

Field/Function Key	Description
(Reference Number)	This field displays the reference number of the group. Use this number to select a group for processing by keying this number in the **Selection** field on this screen. Display

Pre-Receipt Voucher Validation Groups List Screen Fields and Function Keys

Field/Function Key	Description
Co	This field displays the company number associated with the validation group created on the Pre-Receipt Voucher Validation Group Control Screen (p. 14-6). Display
Group	This field displays the group ID that was keyed when this group was created on the Pre-Receipt Voucher Validation Group Control Screen (p. 14-6). Display
Description	This field displays the group description that was keyed when this group was created on the Pre-Receipt Voucher Validation Group Control Screen (p. 14-6). Display
Post Dt	This field displays the G/L posting date that was keyed when this group was created on the Pre-Receipt Voucher Validation Group Control Screen (p. 14-6). Display
Status	This field displays the status of the group. A status of Available indicates that the group is available for processing. A status of In-Use XX, where XX is the Group ID, indicates that the group is currently being processed and is not available for use. A status of Post XX, where XX is the Group ID, indicates that the group is being posted and cannot be selected. Display
Selection	Use this field to select a group for processing. The group's status must indicate **Available**. Key the reference number to the left of the desired group and press ENTER. The Pre-Receipt Voucher Validation Group Control Screen (p. 15-5) will appear. (N 2,0) Required

Pre-Receipt Voucher Validation Groups List Screen Fields and Function Keys

Field/Function Key	Description
Company	Use this field to limit the screen to a display of pre-receipt invoices for a specific company.
	Key a company number and press ENTER. A list of pre-receipt invoices for the company you selected will display on this screen.
	Default Value: The default company defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE)
	Valid Values: A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY).
	(N 2,0) Optional
F3=Exit	Press the F3=EXIT function key to exit the option and return to the menu.
Enter	Press the ENTER key to confirm your selection after selecting a group. The Pre-Receipt Voucher Validation Group Control Screen (p. 15-5) will appear.

Pre-Receipt Voucher Validation Group Control Screen

```
          PRE-RECEIPT VOUCHER VALIDATION GROUP CONTROL        Edit




         Company?          03

         Group Id:         BE

         Description:      First week receipts

         GL Posting Date:   90108     Period:  9  Period 09






                    F3=Exit                        F12=Return
```

TECHNICAL NOTE: This is a shared screen that displays in multiple places. The actual
            screen format name is AP167FM_STARTG.

This screen appears after you selecting a pre-receipt voucher validation group for editing. Use this
screen to submit a pre-receipt validation group for editing.

NOTE: You also may access this screen through Pre-Receipt Inv Validation (MENU
       APMAIN) or Post Pre-Receipt Inv Val Group (MENU APMAIN), with minor
       differences.

Pre-Receipt Voucher Validation Group Control Screen Fields and Function Keys

Field/Function Key	Description
(Mode)	This field displays the function you are performing, depending on which menu option this screen is displayed from, as indicated below.
	• If you access this screen from this menu option, **Edit** displays.
	• If you access this screen from Pre-Receipt Inv Validation (MENU APMAIN option 12), **Entry** displays.
	• If you access this screen from Post Pre-Receipt Inv Val Group (MENU APMAIN option 14), **Post** displays.
	Display

Pre-Receipt Voucher Validation Group Control Screen Fields and Function Keys

Field/Function Key	Description
Company	This field displays the company number associated with the validation group created on the Pre-Receipt Voucher Validation Group Control Screen (p. 14-6). Display
Group ID	This field displays the group ID that was keyed when this group was created on the Pre-Receipt Voucher Validation Group Control Screen (p. 14-6). Display
Description	Use this field to key a description for the voucher group. Key a description representative of the group of entries to be entered within the group. This description prints on the Pre-Receipt Inv Val Edit List (MENU APMAIN) and the Post Pre-Receipt Inv Val Group (MENU APMAIN). (A 30) Required
GL Posting Date / Period	Use this field to specify the date you want to use for G/L transactions generated by the posting of this group. Key a valid G/L calendar date. After you press ENTER, the associated period displays. For example, if you key 013012, Period: 1 Jan displays to the right of the posting date. If you are modifying a validation group, the posting period is displayed on this screen when it is accessed. *Valid Values:* A valid general ledger date that has been set up within the General Ledger Calendar File through Fiscal Calendar Maintenance (MENU GLFIL2). Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE) (N 6,0) Required
F3=Exit	Press the F3=EXIT function key to exit the option and return to the menu.
F12=Return	Press the F12=RETURN function key to return to the Pre-Receipt Voucher Validation Groups List Screen (p. 15-2) to select a different group for editing.
Enter	Press the ENTER key to confirm your selections and display the Report Options screen. Refer to the Cross Applications User Guide for information about this screen.

Pre-Receipt Invoice Validation Edit List

```
AP620B 27/03/12  20.26.04              Pre-Receipt Invoice Validation Edit List            MB/APDEMO    PAGE    1
                                       Company: 01  A & C Office Supply
                                       Group:   TUESD Tuesdays invoices
                                       Post Dt: 31/03/12
Co      Voucher            Original Net               Current Net              Validated
                    Div.Account.Sub/Description                            PO Number        Debit             Credit
------------------------------------------------------------------------------------------------------------------
Vendor: 100    SHARP INTERNATIONAL VENDOR
01       1020                 1,200.00-                                      1,298.47
                    001.0002600.000 Purchase Clearing Account               101478       1,155.00
                    001.0001300.000 Purchase Price Variance                               143.47
                    001.0005120.000 Pre-Receipt Inventory                                                   1,298.47
                                              Total for Vendor 100  :                    1,298.47           1,298.47
                                                     Total for Group:                    1,298.47           1,298.47
```

This listing prints after you press ENTER on the Report Options Screen. This listing prints all G/L transactions that will be generated when the validation group you created through Pre-Receipt Inv Validation (MENU APMAIN) and selected on the Pre-Receipt Voucher Validation Groups List Screen (p. 15-2).

If account errors are detected, error messages also will print on this listing allowing you to use this listing for simple account number verification.

> NOTE: This listing is identical to that generated through Post Pre-Receipt Inv Val Group (MENU APMAIN). The only difference, however, is the heading. If this listing prints through this option the heading will indicate **Pre-Receipt Invoice Validation Edit List**. If the listing prints through the post, the heading will indicate **Pre-Receipt Invoice Validation Post List**.

Pre-Receipt Invoice Validation Edit List

Report/Listing Fields	Description
Headings	Program names appear on the upper left corner of the report followed by run date and time, report title, workstation ID, User ID, and page number.
	Summary of the selection criteria prints in the center of the headings area followed by the individual field headings.
Vendor	The number and name of the vendor for the selected purchase order.
Co	The number of the company.
Voucher	The number of the voucher.
Original Net	The original amount owed to the vendor when the voucher was created.
Current Net	The amount owed to the vendor at the time the listing is printed.
Validated	The amount that was validated during receipt validation.

Pre-Receipt Invoice Validation Edit List

Report/Listing Fields	Description
G/L/Account Number Headings/Description	The accounts affected by this transaction.
PO Number	The number of the purchase order.
Debit	The amount that was debited from each account.
Credit	The amount that was credited to each account.

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Use the Post Pre-Receipt Inv Val Group option, once you have run Pre-Receipt Inv Validation (MENU APMAIN) and optionally Pre-Receipt Inv Val Edit List (MENU APMAIN), to post all pre-receipt transactions for the selected group; that is, post receipts that have been vouchered and paid for prior to receiving the goods. You select the validation group to be posted, the description of the voucher group, and the G/L Posting date you want to use for G/L transactions generated by the posting of this group.

When you run this option, the following functions also are performed:

- Validation work transactions are used to generate G/L transactions; these transactions are placed into a G/L posting group and the group is submitted for posting. This causes any pre-paid inventory amounts to be backed out (the Pre-Receipt Inventory Account is credited for the amount of the original voucher), and any Purchasing Clearing Accounts to be cleared (debited) for the amount of the receipt. All work files are therefore cleared and the pre-receipt inventory records are updated to reflect the validation.

- The G/L Transaction Entry Edit - Error Report is generated; this listing indicates the number of entries out of balance, if any. If errors are found, posting is suspended.

- The G/L Transaction Post Journal is generated; this journal indicates each detail transaction that was posted. A separate journal is generated for each journal type.

- The Pre-Receipt Invoice Validation Post List prints indicating the G/L transactions generated for the validation group.

When the International Currency revaluation process takes place for this option, the G/L Transaction Post Report (IC680D) may print, depending on the value specified in the **A/P to G/L** field through Company Name Maintenance (MENU XAFILE). Refer to Revalue Receipts Pending Invoicing (MENU ICRVAL) in the International Currency User Guide for information about this report.

> NOTE: This job is submitted to the Transaction Processor.

Post Pre-Receipt Inv Val Group

The screens and/or reports in this option and a brief description are listed in the following table.

Title	Purpose
Pre-Receipt Voucher Validation Groups List Screen	Displays a list of validated groups.
Pre-Receipt Voucher Validation Group Control Screen	Use to submit the pre-receipt validation group to posting.
Pre-Receipt Invoice Validation Post List	Prints the G/L transactions that were generated for this pre-receipt group.

Pre-Receipt Voucher Validation Groups List Screen

```
            PRE-RECEIPT VOUCHER VALIDATION GROUPS
       Co Group Description                    Post Dt  Status
     1  1  DCF   Thursday's Receipts           9/24/09  Available




















                                                          Last
     _____
     Selection: _ .          Company?   01
                                              F3=Exit
```

TECHNICAL NOTE: This is a shared screen that displays in multiple places. The actual screen format name is AP167FM_GRPLST.

This screen appears after you select option 14 - Post Pre-Receipt Inv Val Group option from the Accounts Payable Main Menu (MENU APMAIN). It will also appear:

- after you select option 12 - Pre-Receipt Inv Validation from the Accounts Payable Main Menu (MENU APMAIN), if a pre-receipt voucher group already exists
- after pressing ENTER on the End Validation Confirmation Screen (p. 14-19) if you are adding a group.
- after you select option 13 - Pre-Receipt Inv Val Edit List

Use this screen to select an existing validation group for posting (via the **Selection** field).

NOTE: All dates will print in the **Default Date Format** for the user that generated the report, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, the dates print using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE).

Pre-Receipt Voucher Validation Groups List Screen Fields and Function Keys

Field/Function Key	Description
(Reference Number)	This field displays the reference number of the group. Use this number to select a group for processing by keying this number in the **Selection** field on this screen. Display

Pre-Receipt Voucher Validation Groups List Screen Fields and Function Keys

Field/Function Key	Description
Company	This field displays the company number associated with the validation group created on the Pre-Receipt Voucher Validation Group Control Screen (p. 14-6). Display
Group	This field displays the group ID that was keyed when this group was created on the Pre-Receipt Voucher Validation Group Control Screen (p. 14-6). Display
Description	This field displays the group description that was keyed when this group was created on the Pre-Receipt Voucher Validation Group Control Screen (p. 14-6). Display
Post Dt	This field displays the G/L posting date that was keyed when this group was created on the Pre-Receipt Voucher Validation Group Control Screen (p. 14-6). Display
Status	This field displays the status of the group. A status of Available indicates that the group is available for processing. A status of In-Use XX, where XX is the Group ID, indicates that the group is currently being processed and is not available for use. A status of Post XX, where XX is the Group ID, indicates that the group is being posted and cannot be selected. Display
Selection	Use this field to select a group for processing. The group's status must indicate **Available**. Key the reference number to the left of the desired group and press ENTER. The Pre-Receipt Voucher Validation Group Control Screen (p. 16-6) will appear. (N 2,0) Required

Pre-Receipt Voucher Validation Groups List Screen Fields and Function Keys

Field/Function Key	Description
Company	Use this field to limit the screen to a display of pre-receipt invoices for a specific company.
	Key a company number and press ENTER. A list of pre-receipt invoices for the company you selected will display on this screen.
	Default Value: The default company defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE)
	Valid Values: A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY).
	(N 2,0) Required
F3=Exit	Press the F3=EXIT function key to exit the option and return to the menu.
Enter	Press the ENTER key to confirm your selection after selecting a group. The Pre-Receipt Voucher Validation Group Control Screen (p. 16-6) will appear.

Pre-Receipt Voucher Validation Group Control Screen

```
        PRE-RECEIPT VOUCHER VALIDATION GROUP CONTROL        Post


      Job Template:    _.........     Modify Selections:   N

             Company?        01

             Group Id:       TUESD

             Description:    Tuesdays invoices.............

             GL Posting Date:  310312    Period:  3  Mar






                    F3=Exit   F9=Job Template List      F12=Return
```

TECHNICAL NOTE: This is a shared screen that displays in multiple places. The actual
screen format name is AP167FM_STARTG.

This screen appears after you selecting a pre-receipt voucher validation group for posting. Use this
screen to submit a pre-receipt validation group for posting.

NOTE: You also may access this screen through Pre-Receipt Inv Validation (MENU
APMAIN) or Pre-Receipt Inv Val Edit List (MENU APMAIN), with minor
differences.

Pre-Receipt Voucher Validation Group Control Screen Fields and Function Keys

Field/Function Key	Description
(Mode)	This field displays the function you are performing, depending on which menu option this screen is displayed from, as indicated below.
	• If you access this screen from this menu option, **Post** displays.
	• If you access this screen from Pre-Receipt Inv Validation (MENU APMAIN option 12), **Entry** displays.
	• If you access this screen from Pre-Receipt Inv Val Edit List (MENU APMAIN option 13), **Edit** displays.
	Display

Pre-Receipt Voucher Validation Group Control Screen Fields and Function Keys

Field/Function Key	Description
Job Template	This field displays on this screen only when you access this screen through the Post Pre-Receipt Inv Val Group (MENU APMAIN).
	Job templates are defined through Job Template Maintenance (MENU XAFILE) to allow parameter selections to be pre-defined for a particular process (such as, GL Year End) ahead of time. Once defined, this template can be used repeatedly, eliminating the need to manually provide these parameters for every submission of this job process.
	For the current job submission, you can enter a pre-defined job template in this field to use the established parameters (with or without any modifications), or you can leave this field blank and the system will prompt you to provide your own parameters.
	If you enter a pre-defined job template in this field, and do not want to make any changes to the established parameter selections for this current job submission, key N in the **Modify Selections** field. You will then bypass all the output parameter screens.
	If you enter a pre-defined job template in this field, but want to review and/or make modifications to the established parameter selections for this current job submission, key Y in the **Modify Selections** field. You will be presented with the established parameters for that job template and can review/make changes as needed for this job.
	If you leave this field blank, you will be presented with a series of prompts for you to provide the desired parameters for this current job submission.
	NOTE: To review a list of existing job templates that have been created, press F9=JOB TEMPLATE LIST.
	Valid Values: A job template defined for posting pre-receipt voucher validation groups (that is, AP620P) through Job Template Maintenance (MENU XAFILE).
	(A 10) Optional

Pre-Receipt Voucher Validation Group Control Screen Fields and Function Keys

Field/Function Key	Description
Modify Selections	This field displays on this screen only when you access this screen through the Post Pre-Receipt Inv Val Group (MENU APMAIN). If using a job template (you keyed a job template name in the **Job Template** field on this screen or selected one via F9=JOB TEMPLATE LIST), this field determines if you will be presented with that template's parameters for review and/or modification for this current job submission. Key Y if you want to be able to review and/or modify the selections of the indicated job template. Any changes you make to the template through this post run will not impact the actual predefined template. The changes apply for this run of the job only. If you key Y, a series of selection screens will display allowing you to review and/or make changes. For details about the screens that display, refer to Job Template Maintenance (MENU XAFILE) in the Cross Applications User Guide. Key N if you want to use the template as-is and you do not want to make any modifications. If you key N, a series of selections screens will not be displayed. *Valid Values:* Y or N; cannot be Y if the **Job Template** field is blank. (A1) Optional
Company	This field displays the company number associated with the validation group created on the Pre-Receipt Voucher Validation Group Control Screen (p. 14-6). Display
Group ID	This field displays the group ID that was keyed when this group was created on the Pre-Receipt Voucher Validation Group Control Screen (p. 14-6). Display
Description	Use this field to key a description for the voucher group. Key a description representative of the group of entries to be entered within the group. This description prints on the Pre-Receipt Inv Val Edit List (MENU APMAIN) and the Post Pre-Receipt Inv Val Group (MENU APMAIN). (A 30) Required

Pre-Receipt Voucher Validation Group Control Screen Fields and Function Keys

Field/Function Key	Description
GL Posting Date / Period	Use this field to specify the date you want to use for G/L transactions generated by the posting of this group.
	Key a valid G/L calendar date. After you press ENTER, the associated period displays. For example, if you key 013012, Period: 1 Jan displays to the right of the posting date.
	If you are modifying a validation group, the posting period is displayed on this screen when it is accessed.
	Valid Values: A valid general ledger date that has been set up within the General Ledger Calendar File through Fiscal Calendar Maintenance (MENU GLFIL2). Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE)
	(N 6,0) Required
F3=Exit	Press the F3=EXIT function key to exit the option and return to the menu.
F9=Job Template List	This function key displays on this screen only when you access this screen through the Post Pre-Receipt Inv Val Group menu option (MENU APMAIN).
	Press the F9=JOB TEMPLATE LIST key to display the Job Template List Screen, where you can review a list of existing job templates that have been created for a Pre-Receipt Voucher Validation Group Post job.
	Refer to Job Template Maintenance (MENU XAFILE) in the Cross Applications User Guide for further details.
Enter	Press the ENTER key to confirm your selections. The job will be submitted to the Transaction Processor for posting and various reports print.
	Additionally, depending on your selections in the **Job Template** and **Modify Selections** fields on this screen, various job template screens may or may not display once you press ENTER. For details about job template screens, refer to Job Template Maintenance (MENU XAFILE) in the Cross Applications User Guide.

Pre-Receipt Invoice Validation Post List

```
AP620B 04/22/12  15.27.55              Pre-Receipt Invoice Validation Post List          HR/APDEMO     PAGE    1
                                       Company: 01  A & C Office Supply/USD
                                       Group:   TT   Tuesday - Thursday vouchers
                                       Post Dt: 08/12/11
Co      Voucher            Original Net                 Current Net            Validated
              Div.Account.Sub/Description                              PO Number         Debit              Credit
---------------------------------------------------------------------------------------------------------------
Vendor: 100   SHARP INTERNATIONAL
01        1020            1,200.00-                            1,298.47
              001.0002600.000 Purchases Clearing Account         101478       1,155.00
              001.0001300.000 Purchase Price Variance                           143.47
              001.0005120.000 Pre-Receipt Inventory                                             1,298.47
                                              Total for Vendor 100  :          1,298.47         1,298.47
                                                    Total for Group:           1,298.47         1,298.47
```

This listing prints after you press ENTER on the Report Options Screen. This listing prints all G/L transactions that will be generated when the validation group you created through Pre-Receipt Inv Validation (MENU APMAIN) is posted through Post Pre-Receipt Inv Val Group (MENU APMAIN).

If account errors are detected, error messages also will print on this listing allowing you to use this listing for simple account number verification.

> NOTE: This listing is identical to that generated through Pre-Receipt Inv Val Edit List (MENU APMAIN). The only difference, however, is the heading. If this listing prints through this option the heading will indicate **Pre-Receipt Invoice Validation Post List**. If the listing prints through the edit, the heading will indicate **Pre-Receipt Invoice Validation Edit List**.

Pre-Receipt Invoice Validation Post List

Report/Listing Fields	Description
Headings	Program names appear on the upper left corner of the report followed by run date and time, report title, workstation ID, User ID, and page number.
	Summary of the selection criteria prints in the center of the headings area followed by the individual field headings.
Vendor	The number and name of the vendor for the selected purchase order.
Co	The number of the company.
Voucher	The number of the voucher.
Original Net	The original amount owed to the vendor when the voucher was created.
Current Net	The amount owed to the vendor at the time the listing is printed.
Validated	The amount that was validated during receipt validation.

Pre-Receipt Invoice Validation Post List

Report/Listing Fields	Description
G/L/Account Number Headings/Description	The accounts affected by this transaction.
PO Number	The number of the purchase order.
Debit	The amount that was debited from each account.
Credit	The amount that was credited to each account.

Creating Payment Groups for Payment Selection

17

A payment group consists of those open payables for which checks will be printed. Open payables are created when vouchers are posted through Post Vouchers (MENU APMAIN).

Use the Payment Selection option on the Accounts Payable Check Processing Menu (MENU APCHCK) to create a payment group.This is the first step of standard check processing. Once the payment group is created, other options available on this menu allow you to maintain your payment selections (MENU APCHCK), reprint the Payment Selection Report (MENU APCHCK) to review the list of vouchers you currently have selected to pay, or Clear Payment Selections (MENU APCHCK).

To complete standard check processing, you are required to print the following:

*   Check Edit List (MENU APCHCK) to check for any errors
*   Print Checks / Process ACH or CC Payments (MENU APCHCK)

Checks must also be recorded through Record Check Numbers / Post ACH or CC Payments (MENU APCHCK).
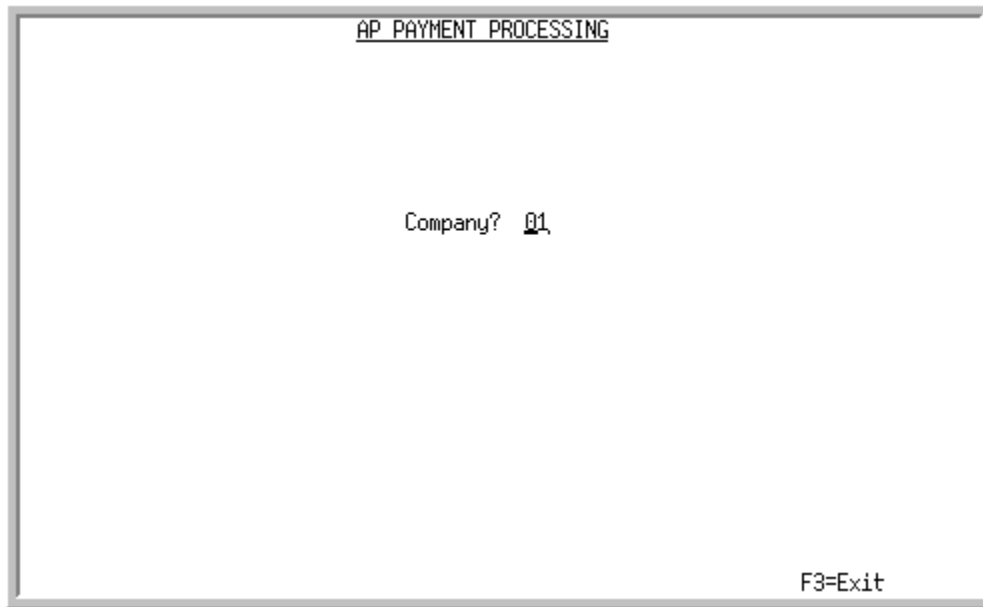
Payment Selection

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
A/P Payment Processing Company Selection Screen	Use to specify the company for which you are creating payment selections.
A/P Payment Processing Group Selection Screen	When accessing this screen through Payment Selection (MENU APCHCK), use to select the name of the payment group to create or change.

Title	Purpose
A/P Payment Processing Group Selection List Screen	Displays a list of existing payment groups available for selection.
A/P Payment Group Information Screen	Use to specify criteria for selecting vouchers for the group.
A/P Payment Vendor List Selection Screen	Use to specify vendors for the payment group, and job template to be used, if desired.
A/P Payment Vendor Search Screen	Use to search for vendors to include in the group.
A/P Payment Vendor Range Selection Screen	Use to select a range of vendors to include in the group, and job template to be used, if desired.
A/P Payment Selection Vendor Currency Screen	Use to select the vendor's currency to be used for this group.
A/P Payment Currency Contract Selection Screen	Use to select the vendor, currency contract, vouchers, and priorities for the payment selection group. This only applies if International Currency is installed. You can also use this screen to select a job template, if desired.

A/P Payment Processing Company Selection Screen

```
                     AP PAYMENT PROCESSING




                   Company?   01,








                                              F3=Exit
```

This screen appears after selecting option 1 - Payment Selection from the Accounts Payable Check Menu (MENU APCHCK) and you have System Options (MENU XAFILE) set to Y for **Multi Company** to activate multi-company mode.

Use this screen to select the company for which a payment group is created.

This option may not be processed for a particular company, if any of the following are true for that company:

• Check editing (MENU APCHCK) has been submitted to the transaction processor and has not completed.

• Check printing (MENU APCHCK) has been submitted to the transaction processor and has not completed.

• Checks have been printed for this company but the check numbers have not yet been recorded through Record Check Numbers / Post ACH or CC Payments (MENU APCHCK).

TECHNICAL NOTE: This is a shared screen that displays in multiple places. The actual screen format name is APCMPFM_SELECT.

.

A/P Payment Processing Company Selection Screen Fields and Function Keys

Field/Function Key	Description
Company	Key the Company Number for which you wish to process payments.
	Default Value: The default company defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE)
	Valid Values: A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY).
	(N 2,0) Required
F3=Exit	Press F3=EXIT to exit the option and return to the menu.
Enter	Press ENTER to confirm your selections.
	The A/P Payment Processing Group Selection Screen (p. 17-5) will appear.

A/P Payment Processing Group Selection Screen

```
          AP PAYMENT PROCESSING GROUP SELECTION



          Company:    1  A & C Office Supply

          Function:  _  (A or C)

          Group ID:  ......








                 F3=Exit    F4=Group List
```

This screen appears after you press ENTER on the A/P Payment Processing Group Selection Screen (p. 17-5). Use this screen to select the name of the payment group to modify.

TECHNICAL NOTE: This is a shared screen that displays in multiple places. The actual screen format name is AP145FM_SELECT.

A/P Payment Processing Group Selection Screen Fields and Function Keys

Field/Function Key	Description
Company	The company number and name selected on the A/P Payment Processing Company Selection Screen (p. 17-3). (Display)
Function	This field displays only if this screen is accessed through Payment Selection (MENU APCHCK). Key A to add a new payment group. Key C to modify this payment group and include additional vouchers. Changes to vouchers in a payment group are performed through Payment Selection Maintenance (MENU APCHCK). NOTE: Do not use special characters (e.g. /, &, $, etc.). Use letters and numbers only. (A 1) Required

A/P Payment Processing Group Selection Screen Fields and Function Keys

Field/Function Key	Description
Group ID	Use this field to key a five-character identifier for the payment group to add or change. For example, a Group ID may be named based on the date that checks are printed. For instance, Group ID 20 represents checks printed for week 20; Group ID FRIDY represents checks printed on Friday's. (A 5) Required
F3=Exit	Press F3=EXIT to exit the option and return to the menu.
F4=Group List	If you do not know the Group ID, access the group search by pressing F4=GROUP LIST. The A/P Payment Processing Group Selection List Screen (p. 17-7) will display.
Enter	Press ENTER to confirm your selections and proceed to the A/P Payment Group Information Screen (p. 17-11).

A/P Payment Processing Group Selection List Screen

```
                    AP PAYMENT PROCESSING GROUP SELECTION
CO:  1  A & C Office Supply
          Description                 Check                     Pay
   ID       Status                    Date         Total Payments  Cur ACH CC

1 MONDY Monday's Checks              19/09/11           8,273.04  US$  N  N
          Available
2 TUESD Tuesday's check run         14/09/11           2,888.87  IT{  Y  N
          Available



                                                                      Last
         _____

         Reference Number:  _

                            F11=Trading Curr    F3=Exit    F12=Return
```

This screen displays after pressing F4=GROUP LIST on:

- F4=GROUP LIST on the A/P Payment Processing Group Selection Screen (p. 17-5)

- F4=GROUP LIST on the A/P Payment Processing Group Selection Screen (p. 18-4) within Payment Selection Maintenance(MENU APCHCK)

- F4=GROUP LIST on the A/P Payment Processing Group Selection Screen (p. 19-4) within Payment Selection Report (MENU APCHCK)

- F4=GROUP LIST on the A/P Payment Processing Group Selection Screen (p. 20-4) within Clear Payment Selections (MENU APCHCK).

NOTE: This is a roll screen. More... appears at the bottom of a roll screen to indicate that more data is available for viewing. Last appears at the bottom of the last screen of data. To scroll through information on roll screens press:
  * PAGE DOWN or SHIFT-ROLL FWD or F7=PAGE DOWN to display the next screen
  * PAGE UP or SHIFT-ROLL BACK or F8=PAGE UP to display the previous screen.

Use this screen to select a payment group for processing.

A/P Payment Processing Group Selection List Screen Fields and Function Keys

Field/Function Key	Description
CO	The company number and name selected on the A/P Payment Processing Company Selection Screen. Display

A/P Payment Processing Group Selection List Screen Fields and Function Keys

Field/Function Key	Description
(Reference Number)	This field displays the number of the payment group. Key this number in the **Reference Number** field to select the payment group to modify. Display
ID	The five character payment group identification code. Display
Description	The payment group description. Display
Status	The status of the payment group. • **AVAILABLE**: The payment group is available for modification or further payment processing. • **EDITING-ws**: This group is being edited through Payment Selection Maintenance (MENU APCHCK) at workstation ws. • **CHK EDIT-ws**: The Check Edit List (MENU APCHCK) is being printed for the group from workstation ws. • **CHK PRT-ws**: Checks are being printed for the group through Print Checks / Process ACH or CC Payments (MENU APCHCK) at workstation ws. This indicates that the check has been run. You cannot clear a payment selection or maintain a payment selection for this group once the check edit has been run. • **RELEASE-ws**: The payment group is being cleared through Clear Payment Selections (MENU APCHCK) at workstation ws. • **SELECT-ws**: Payment Selection (MENU APCHCK) is being performed at workstation ws. Display
Check Date	The payment group's check date (i.e., the date printed on the checks). Display
Total Payments / Trading Currency Total Payments	The total monetary value of payments in the group. When International Currency is installed, the **Total Payments** field may be toggled with the F11=LOCAL CURR / F11=TRADING CURR to display the total amount of payments in the group in the trading currency or in the company's local currency. When the key displays as F11=TRADING CURR, the field displays as **Total Payments** and the total amount of payments in the group displays in the company's local currency. When the key displays as F11=LOCAL CURR, the field displays as **Trading Currency Total Payments**, and the total amount of payments in the group displays in the payment trading currency. Display

A/P Payment Processing Group Selection List Screen Fields and Function Keys

Field/Function Key	Description
Pay Cur / Ven Cur	This field only displays when International Currency is installed:
	This field may be toggled with the F11=LOCAL CURR / F11=TRADING CURR to display the symbol for the payment currency used for the group or to display the symbol for the vendor's trading currency.
	When the key displays as F11=TRADING CURR, the field displays as **Pay Cur** and the symbol for the group's payment currency will display.
	When the key displays as F11=LOCAL CURR, the field displays as **Ven Cur**, and the symbol for the vendor's trading currency will display.
	Display
ACH	This field displays the Automatic Clearing House (ACH) payment method selected when the group was created.
	Y displays if this group's payment method is designated as ACH payments.
	N displays if this group's payment method is designated as paper checks or credit card.
	Display
CC	This field identifies if the payment group is a credit card group.
	Y displays if this group's payment method is with a credit card.
	N displays if this group's payment method is designated as paper checks or ACH payments.
	Display
Reference Number	Key the reference number of the group to select it for further processing.
	Valid Values: A reference number associated with an existing group.
	(N 2,0) Required
F3=Exit	Press F3=EXIT to exit the option and return to the menu.
F7=Page Down / F8=Page Up	**More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. Last appears at the bottom of the last screen of data. On some roll screens, F7=PAGE DOWN and F8=PAGE UP are available for use but do not display.
	Use the F7=PAGE DOWN to display the next screen of information on a roll screen. The PAGE DOWN or SHIFT-ROLL FWD function keys perform the same task.
	Use the F8=PAGE UP to display the previous screen of information on a roll screen. The PAGE UP or SHIFT-ROLL BACK function keys perform the same task.

A/P Payment Processing Group Selection List Screen Fields and Function Keys

Field/Function Key	Description
F11=Local Curr / F11=Trading Curr	Press F11=LOCAL CURR / F11=TRADING CURR to toggle between a display of total payment amounts in the company's local currency, with the **Pay Cur** field displayed, and a display of total payment amounts in the trading currency with the **Ven Cur** field displayed.
	Press F11=LOCAL CURR to display total payment amounts in the company's local currency. The **Pay Cur** and **Status** fields also will display.
	Press F11=TRADING CURR to display total payment amounts in the trading currency. The **Ven Cur** field also will display.
F12=Return	Press F12=RETURN to return to the
	• A/P Payment Processing Group Selection Screen (p. 17-5)
	• A/P Payment Processing Group Selection Screen (p. 18-4) within Payment Selection Maintenance(MENU APCHCK)
	• A/P Payment Processing Group Selection Screen (p. 19-4) within Payment Selection Report (MENU APCHCK)
	• A/P Payment Processing Group Selection Screen (p. 20-4) within Clear Payment Selections (MENU APCHCK).
	without selecting a payment group.
Enter	Based on the access point to this screen, press ENTER to confirm your selections and one of the following will appear:
	• A/P Payment Group Information Screen (p. 17-11)
	• A/P Payment Selection Maintenance Group Information Screen (p. 18-5)
	• A/P Payment Selection Report Screen (p. 19-5)
	• Clear Payment Selections Screen (p. 20-5).

A/P Payment Group Information Screen

```
                    AP PAYMENT SELECTION

         Company:   3 The Office Connection
         Group ID: TODAY

         Group Desc:        Today's payments_...........

         Payment Currency?  ITL  Italian Lira
         Check Print Date:  123116        ACH Payment:  N  Y,N
         CC Payment:        N   (Y,N)   CC Vendor?       .......
         Selection Method:  ..    L=Vendor List
                                  R=Vendor Range
                                  V=Individual Vouchers
                                  C=Currency Contracts
       * Business Unit?
       * Pmt Sel Rept Seq:  V   (P=pmt priority, V=vendor)
       * Prt Trading Curr:  N   (Y/N)
       * Force Discounts:   N   (Y,N)
       * Held Invoices:     N   (Y,N)
       * Negative Invoices: Y   (Y,N)

       * Not pertinent when selecting individual vouchers

                                              F3=Exit
```

This screen appears after selecting a Group ID from the A/P Payment Processing Group Selection Screen (p. 17-5) or the A/P Payment Processing Group Selection List Screen (p. 17-7).

Use this screen to specify the options for selecting vouchers in a payment group.

NOTE: Fields marked with an asterisk (*) may be required when selecting vendor ranges or vendor lists, but are optional when selecting individual vouchers.

A/P Payment Group Information Screen Fields and Function Keys

Field/Function Key	Description
Company	The company number and name selected on the A/P Payment Processing Company Selection Screen (p. 17-3). Display
Group ID	The Group ID selected on the A/P Payment Processing Group Selection Screen (p. 17-5) or the A/P Payment Processing Group Selection List Screen (p. 17-7). Display
Group Desc	Key a description of the payment group. This description will be carried with this group until the checks are printed and the check numbers are recorded. (A 30) Required

A/P Payment Group Information Screen Fields and Function Keys

Field/Function Key	Description
Payment Currency	This field only displays if International Currency is installed.
	Use this field to specify the type of currency you will use for this payment. You may pay any vendor in the company's local currency; however, if you select a currency other than the company's local currency for payments, you may pay only those vendors whose trading currencies are the same as the payment currency you selected.
	If you are printing checks in the company's local currency, leave this field blank.
	Key the currency code for the desired payment currency or accept the default.
	NOTE: This field is protected once you have chosen a currency and have selected vouchers payable in that currency. Vouchers payable in different currencies cannot be included in this group.
	The description for the payment currency displays to the right of the currency code. Before a Payment Currency is selected, the Payment Currency Description based on the default local currency for the company is displayed.
	Default Value: Blank, indicating the default currency code for the company selected defined through International Currency Options Maintenance (MENU ICFILE).
	Valid Values: A valid currency code defined through Currency/Exchange Codes Maintenance (MENU ICFILE) for which a bank account exists.
	(A 3) Required
Check Print Date	The date to be printed on the checks for the invoices selected in this payment group. This date is also used as the posting date in general ledger.
	Valid Values: A valid G/L date, as created through the General Ledger Fiscal Calendar Maintenance (MENU GLFIL2). Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE).
	(N 6,0) Required
ACH Payment	Use this field to indicate the voucher payment method. In change mode, you will not have access to this field.
	Key Y to indicate that this group is for ACH payments. A group consists of one or several vouchers, and each voucher could be for a different vendor.
	Key N to select paper checks or credit card as the voucher payment method.
	NOTE: All vouchers in a group must have the same ACH flag value.
	Default Value: N
	(A 1) Required

A/P Payment Group Information Screen Fields and Function Keys

Field/Function Key	Description
CC Payment	Use this field to specify if the indicated group will be a credit card payment group.
	Key Y to indicate that this group is for credit card payments.
	Key N to select paper checks or ACH as the voucher payment.
	NOTE: All vouchers in a group must have the same CC flag value.
	Default Value: N
	(A 1) Required
CC Vendor	Once a payment selection group has been created to process a credit card payment, if the **CC Payment** field is Y, use this field to assign the credit card vendor.
	Key the vendor's number that represents the credit card used to pay the selected vouchers.
	Key a ? to launch to the Vendor Search Screen (p. 44-7) and search for the vendor number.
	Default Value: blank
	Valid Values: A vendor that has been flagged as a **CC Vendor** through Vendors Maintenance (MENU APFILE/MENU POFILE)
	(A 6) Required, if CC Payment field is Y; otherwise, must be Blank

A/P Payment Group Information Screen Fields and Function Keys

Field/Function Key	Description
Selection Method	Use this field to determine if vouchers are to be selected by using a range or list of vendors, by individual voucher identification, or by currency contract.
	Key L to select a list of up to 20 vendors on the A/P Payment Vendor List Selection Screen (p. 17-17).
	Key R to select a range of vendors on the A/P Payment Vendor Range Selection Screen (p. 17-25). You cannot pay vouchers related to currency contracts with this method. Also, if you selected a foreign payment currency, you can pay only those vendors whose trading currency matches the foreign payment currency.
	NOTE: If you want to select payment for all vendors, key R in this field and leave the from and to vendor fields blank on the A/P Payment Vendor Range Selection Screen (p. 17-25).
	Key V to select individual vouchers on the A/P Payment Selection Maintenance Group Information Screen (p. 18-5).
	Key C to select payables by currency contract for a particular vendor on the A/P Payment Currency Contract Selection Screen (p. 17-33). Note that if you select to pay by currency contract, only those vouchers associated with the contract you select may be paid in this group. If the payment group already has non-contract payables selected for it, you cannot select to pay by currency contract.
	NOTE: Value C will only display when International Currency is installed.
	Valid Values: L, R, V, or C
	(A 1) Required
Business Unit	To determine if vouchers are to be selected for a single business unit, or for all business units.
	To select vouchers for a single business unit, enter the business unit here.
	If the selection is not to be limited by a single business unit, leave this field blank.
	NOTE: This field is not pertinent when selecting individual vouchers.
	Valid Values: A business unit defined through Business Units Maintenance (MENU APFILE). For an explanation of the Business Units Maintenance and Listing options, refer to the General Ledger Interface User Guide.
	(A 2) Optional

A/P Payment Group Information Screen Fields and Function Keys

Field/Function Key	Description
Pmt Sel Rept Seq	Determines the sequence of the Payment Selection Report By Vendor/By Priority (p. 19-7), printed upon completion of this option.
	Key P to sequence by payment priority.
	Key V to sequence by vendor.
	NOTE: This field is not pertinent when selecting individual vouchers.
	(A 1) Optional
Prt Trading Curr	This field only displays when International Currency is installed.
	This field determines whether or not the vendor's trading currency values will print on the Payment Selection Report.
	Key Y if you want vendor's trading currency values to print on the Payment Selection Report in addition to the company's local currency values.
	Key N to accept the default if you do not want these values included in the report.
	Default Value: N
	(A 1) Required
Force Discounts	Determines if cash discounts should be applied toward payment even if the discount date has passed.
	Key Y to take cash discounts even if the discount date has passed. Vouchers that have not been assigned a force discount code are assigned a code of Y.
	Key N to disregard cash discounts for payments made after the discount date. A cash discount is obliged only for payments made before or on the discount date. Vouchers that have not been assigned a force discount code are assigned a code of N.
	NOTE: This field is not pertinent when selecting individual vouchers.
	(A 1) Optional

A/P Payment Group Information Screen Fields and Function Keys

Field/Function Key	Description
Held Invoices	Determines if held invoices should be selected in this payment group.
	Invoices may have been held in Voucher Entry (MENU APMAIN) with an invoice hold code. Use this field to determine if held invoices should be selected in this payment group.
	NOTE: If you elect to include held invoices in this group, you cannot print checks for a payment group with held invoices. You must reverse payment selection, maintain the voucher, remove the hold code, and then reselect the voucher.
	Key Y if held invoices should be selected in this payment group. Checks cannot be printed for these invoices until they are released from hold through Payment Selection Maintenance (MENU APCHCK).
	Key N if held invoices should not be selected in this payment group.
	NOTE: This field is not pertinent when selecting individual vouchers.
	(A 1) Optional
Negative Invoices	Determines if negative invoices and credit memos should be selected in this payment group.
	NOTE: Negative invoices can be selected but each check must have a positive total for the group to complete processing.
	Key Y if negative invoices and credit memos should be selected in this payment group.
	Key N if negative invoices and credit memos should not be selected in this payment group.
	NOTE: This field is not pertinent when selecting individual vouchers.
	(A 1) Optional
F3=Exit	Press F3=EXIT to exit the option and return to the menu.
Enter	Press ENTER to confirm your selections.
	• The A/P Payment Vendor List Selection Screen (p. 17-17) will appear if L was keyed in the **Selection Method** field.
	• The A/P Payment Vendor Range Selection Screen (p. 17-25) will appear if R was keyed in the **Selection Method** field.
	• The A/P Payment Selection Maintenance Group Information Screen (p. 18-5) will appear if V was keyed in the **Selection Method** field.
	• The A/P Payment Currency Contract Selection Screen (p. 17-33) will appear if C was keyed in the **Selection Method** field.

A/P Payment Vendor List Selection Screen

```
                    AP PAYMENT SELECTION

        Job Template:  _.........   Modify Selections:   N

            Co:    1    A & C Office Supply
            Group: FRIDY  Friday's check run
            Vendor Currency?   USD  US Dollars

            Through Date:      .......

            Vendor Class?      ...

            Vendor Number(s):  .......   .......   .......   .......
                               .......   .......   .......   .......
                               .......   .......   .......   .......
                               .......   .......   .......   .......
                               .......   .......   .......   .......

            Payment Priority:  ..       to ..

            Voucher Number:    ........ to ........

            F4=Job Template List    F9=Vendor Search   F12=Return
```

This screen displays if you keyed L in the **Selection Method** field on the A/P Payment Group Information Screen (p. 17-11). Use this screen to select vendors for the current payment group, and job template to be used, if desired.

When adding a new group, if there are no open vouchers which meet the criteria keyed on this screen, the voucher group that was specified will not be created.

When maintaining a group and attempting to add additional vouchers to that group, if there are no open vouchers which meet the criteria keyed on this screen, no vouchers are selected for the payment group, and the original group remains unchanged. This is indicated on the Payment Selection Report By Vendor/By Priority (p. 19-7) which is printed after exiting this option.

Additionally, if there are no open vouchers for a particular vendor, the cursor will be positioned on that vendor number and a message will be displayed indicating the lack of open payables.

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

A/P Payment Vendor List Selection Screen Fields and Function Keys

Field/Function Key	Description
Job Template	Job templates are defined through Job Template Maintenance (MENU XAFILE) to allow parameter selections to be pre-defined for a particular process (such as, GL Year End) ahead of time. Once defined, this template can be used repeatedly, eliminating the need to manually provide these parameters for every submission of this job process.
	For the current job submission, you can enter a pre-defined job template in this field to use the established parameters (with or without any modifications), or you can leave this field blank and the system will prompt you to provide your own parameters.
	If you enter a pre-defined job template in this field, and do not want to make any changes to the established parameter selections for this current job submission, key N in the **Modify Selections** field. You will then bypass all the output parameter screens.
	If you enter a pre-defined job template in this field, but want to review and/or make modifications to the established parameter selections for this current job submission, key Y in the **Modify Selections** field. You will be presented with the established parameters for that job template and can review/make changes as needed for this job.
	If you leave this field blank, you will be presented with a series of prompts for you to provide the desired parameters for this current job submission.
	NOTE: To review a list of existing job templates that have been created for the Payment Selection job, press F4=JOB TEMPLATE LIST.
	Valid Values: A job template defined for creating payment groups for a Payment Selection job (that is, AP140P) through Job Template Maintenance (MENU XAFILE).
	(A 10) Optional

A/P Payment Vendor List Selection Screen Fields and Function Keys

Field/Function Key	Description
Modify Selections	If using a job template (you keyed a job template name in the **Job Template** field on this screen or selected one with F4=JOB TEMPLATE LIST), this field determines if you will be presented with that template's parameters for review and/or modification for this current job submission.
	Key Y if you want to be able to review and/or modify the selections of the indicated job template. Any changes you make to the template through this post run will not impact the actual predefined template. The changes apply for this run of the job only. If you key Y, a series of selection screens will display allowing you to review and/or make changes. For details about the screens that display, refer to Job Template Maintenance (MENU XAFILE) in the Cross Applications User Guide.
	Key N if you want to use the template as-is and you do not want to make any modifications. If you key N, a series of selections screens will not be displayed.
	Valid Values: Y or N; cannot be Y if the **Job Template** field is blank.
	(A 1) Required
Co	The company number and name for which this group is being created.
	Display
Group	The group and group description assigned/selected on the A/P Payment Processing Group Selection Screen (p. 17-5).
	Display

A/P Payment Vendor List Selection Screen Fields and Function Keys

Field/Function Key	Description
Vendor Currency	This field only displays when International Currency is installed.
	Use this field to limit the selection of vouchers for this group to those that are for a specific currency code. If a trading currency code is entered for the payment currency then the vendor currency code will be the same currency. If the payment currency code is the company's local, then the vendor currency can be either local or trading.
	This field initially displays the selected payment currency code, with the currency description displayed to the right.
	If you selected a payment currency other than the company default local currency on the A/P Payment Group Information Screen (p. 17-11), this is a display-only field.
	If you selected the company default local currency as the payment currency, you may key a new currency code in this field to indicate selection of vendor's with a specific currency for this payment group.
	Key the currency code for the desired trading currency to select vouchers with that trading currency for payment in this group.
	Default Value: The payment currency selected on the A/P Payment Group Information Screen (p. 17-11).
	Valid Values: A valid currency code defined through Currency/Exchange Codes Maintenance (MENU ICFILE).
	(A 3) Display/Required

A/P Payment Vendor List Selection Screen Fields and Function Keys

Field/Function Key	Description

Through Date	This date is used in conjunction with either the voucher due date or the voucher discount date and the force discount code to select vouchers for payment. Vouchers meeting all other criteria identified on this screen and meeting one of the following three date criteria will be selected:
	
	• The **Due Date** is on or before this date
	
	  OR
	
	• The **Discount Date** is on or before this date AND the **Check Print Date** is on or before the **Discount Date** AND there is a discount amount available
	
	  OR
	
	• The **Discount Date** is on or before this date AND there is a discount amount available AND the discount is going to be forced
	
	The **Discount Date**, **Due Date**, and the **Discount Amount** are keyed on the Voucher Header Screen (p. 4-80); the **Check Print Date** and whether or not to force a discount are keyed on the A/P Payment Group Information Screen (p. 17-11)
	
	NOTE: The discount will be forced if the force discount code in the voucher is Y or if the voucher's force discount code is blank and the selection criteria indicates discounts should be forced.
	
	Valid Values: Key the date using the **Default Date Format** for this user, specified through Register User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE).
	
	(N 6,0) Required

Vendor Class	The vendor A/P class of the vendors whose vouchers are to be selected for payment. Vendor A/P classes are defined through Vendor Class Maintenance (MENU APFILE) and are assigned to vendors through Vendors Maintenance (MENU APFILE). Leave this field blank if you do not wish to select vouchers for payment based on the vendor A/P class. (A 2) Optional
Vendor Number	Key from one to twenty vendor numbers for selection for payment. If you cannot remember the vendor numbers desired, the vendor search function is available with F9=VENDOR SEARCH. (20 @ A 6) Optional

A/P Payment Vendor List Selection Screen Fields and Function Keys

Field/Function Key	Description
Payment Priority	Use this field to select a payment priority or range of payment priorities to be used for payment selection; the vouchers to be selected for payment will be based on the payment priority or range you key in this field. Refer to Invoices by Payment Priority (p. 3-5) for more information.
	Leave this field blank to have vouchers selected for payment regardless of their payment priority.
	Key the appropriate payment priority or range of priorities.
	Valid Values: 1 through 3, blank
	(2 @ A 1) Optional
Voucher Number	The range of voucher numbers to select in the payment group. Voucher numbers are selected or assigned during Voucher Entry (MENU APMAIN).
	Key the range of voucher numbers.
	Leave these fields blank if you do not wish to limit your selection based on a range of voucher numbers.
	(2 @ N 10,0) Optional
F4=Job Template List	Press F4=JOB TEMPLATE LIST to display the Job Template List Screen, where you can review a list of existing job templates that have been created for the Payment Selection job.
	Refer to Job Template Maintenance (MENU XAFILE) in the Cross Applications User Guide for further details.
F9=Vendor Search	Press F9=VENDOR SEARCH to display the A/P Payment Group Information Screen (p. 17-11) from which specific vendors may be chosen for use in determining voucher selection.
F12=Return	Press F12=RETURN to return to the A/P Payment Vendor Search Screen (p. 17-23) without selecting any vouchers for payment.
Enter	Press ENTER after making your selections and to submit the job to the Transaction Processor. The selected Payment Selection will be processed. A message may display indicating that the post job was submitted to the Transaction Processor based on the System Options Maintenance (MENU XAFILE) choice to Suppress Job Submitted to TP message.
	Additionally, depending on your selections in the **Job Template** and **Modify Selections** fields on this screen, various job template screens may or may not display once you press ENTER. For details about job template screens, refer to Job Template Maintenance (MENU XAFILE) in the Cross Applications User Guide.

A/P Payment Vendor Search Screen

```
                        AP PAYMENT VENDOR SEARCH

    Vendor                              Vendor
    . . . . . . .                       . . . . . . .
    . . . . . . .                       . . . . . . .
    . . . . . . .                       . . . . . . .
    . . . . . . .                       . . . . . . .
    . . . . . . .                       . . . . . . .
    . . . . . . .                       . . . . . . .
    . . . . . . .                       . . . . . . .
    . . . . . . .                       . . . . . . .
    . . . . . . .                       . . . . . . .
    . . . . . . .                       . . . . . . .


        Find: .........................................
        City: .........



                                                    F12=Return
```

This screen appears after pressing F9=VENDOR SEARCH on the A/P Payment Vendor List Selection Screen (p. 17-17)

Use this screen to identify vendors whose vouchers you wish to include in your payment group.

A/P Payment Vendor Search Screen Fields and Function Keys

Field/Function Key	Description
Vendor	To include, in a payment group, all open invoices (that meet all other selection criteria) for a vendor, key the vendor number here. Up to 20 vendors (but at least one) may be entered. If you cannot remember specific vendor numbers, use the **Find** and **City** fields to use the search function.
	(20 @ A 6) Required
Find	Use this field to activate the Vendor Search feature when you do not know the vendor's number.
	Key the vendor's name or up to 10 characters (the first 10) of one or more words in the vendor's name and press ENTER to display the Vendor Search Screen (p. 44-7).
	To limit the vendor search by city (i.e., search for the specified vendor name within a particular city), key a city in the **City** field as well.
	For more information on using searches and for a description of the search screens, refer to the Cross Applications User Guide.
	(A 40) Optional

A/P Payment Vendor Search Screen Fields and Function Keys

Field/Function Key	Description
City	When using the **Find** field to search for a vendor, you can limit the search to a particular city by keying a partial or complete city name in this field.
	If you enter characters in this field, the Vendor Search Screen (p. 44-7) displays only vendors that meet the criteria specified here and in the **Find** field.
	For more information on using search criteria, refer to the Cross Applications User Guide.
	(A 8) Optional
F12=Return	Press F12=RETURN to return to the A/P Payment Group Information Screen (p. 17-11) or A/P Payment Vendor List Selection Screen (p. 17-17) without selecting any vendors.
Enter	Press ENTER to confirm your selections.
	If selection criteria was keyed in the **Find** or **Find** and **City** fields, the Vendor Search Screen (p. 44-7) will appear.

A/P Payment Vendor Range Selection Screen

```
                        AP PAYMENT SELECTION

        Job Template:   _ .........     Modify Selections:   N

            Co:     1    A & C Office Supply

            Group: FRIDY  Friday's check run

            Vendor Currency?   USD  US Dollars

            Through Date:      .......

            Vendor Class?      ...

            Vendor Number:     .......  to .......

            Payment Priority:  ..       to ..

            Voucher Number:    ........ to ........



                     F4=Job Template List      F12=Return
```

This screen appears if R was entered in the **Selection Method** field on the A/P Payment Group
Information Screen (p. 17-11). Use this screen to select a range of vendors for the current payment
group and job template to be used, if desired.

NOTE: If no open vouchers meet the criteria when changing a group, the original group
remains unchanged. This is indicated on the Payment Selection Report By
Vendor/By Priority (p. 19-7) which is printed after exiting this option.

When adding a new group, if there are no open vouchers which meet the criteria keyed on this screen,
the voucher group that was specified will not be created.

When maintaining a group and attempting to add additional vouchers to that group, if there are no open
vouchers which meet the criteria keyed on this screen, no vouchers are selected for the payment group,
and the original group remains unchanged. This is indicated on the Payment Selection Report By
Vendor/By Priority (p. 19-7) which is printed after exiting this option.

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To
Ranges.

A/P Payment Vendor Range Selection Screen Fields and Function Keys

Field/Function Key	Description
Job Template	Job templates are defined through Job Template Maintenance (MENU XAFILE) to allow parameter selections to be pre-defined for a particular process (such as, GL Year End) ahead of time. Once defined, this template can be used repeatedly, eliminating the need to manually provide these parameters for every submission of this job process.
	For the current job submission, you can enter a pre-defined job template in this field to use the established parameters (with or without any modifications), or you can leave this field blank and the system will prompt you to provide your own parameters.
	If you enter a pre-defined job template in this field, and do not want to make any changes to the established parameter selections for this current job submission, key N in the **Modify Selections** field. You will then bypass all the output parameter screens.
	If you enter a pre-defined job template in this field, but want to review and/or make modifications to the established parameter selections for this current job submission, key Y in the **Modify Selections** field. You will be presented with the established parameters for that job template and can review/make changes as needed for this job.
	If you leave this field blank, you will be presented with a series of prompts for you to provide the desired parameters for this current job submission.
	NOTE: To review a list of existing job templates that have been created for the Payment Selection job, press F4=JOB TEMPLATE LIST.
	Valid Values: A job template defined for creating payment groups for a Payment Selection job (that is, AP140P) through Job Template Maintenance (MENU XAFILE).
	(A 10) Optional

A/P Payment Vendor Range Selection Screen Fields and Function Keys

Field/Function Key	Description
Modify Selections	If using a job template (you keyed a job template name in the **Job Template** field on this screen or selected one with F4=JOB TEMPLATE LIST), this field determines if you will be presented with that template's parameters for review and/or modification for this current job submission.
	Key Y if you want to be able to review and/or modify the selections of the indicated job template. Any changes you make to the template through this post run will not impact the actual predefined template. The changes apply for this run of the job only. If you key Y, a series of selection screens will display allowing you to review and/or make changes. For details about the screens that display, refer to Job Template Maintenance (MENU XAFILE) in the Cross Applications User Guide.
	Key N if you want to use the template as-is and you do not want to make any modifications. If you key N, a series of selections screens will not be displayed.
	Valid Values: Y or N; cannot be Y if the **Job Template** field is blank.
	(A1) Optional
Co	The company number and name for which this group is being created.
	Display
Group	The group and group description assigned/selected on theA/P Payment Processing Group Selection Screen (p. 17-5).
	Display

A/P Payment Vendor Range Selection Screen Fields and Function Keys

Field/Function Key	Description
Vendor Currency	This field only displays if International Currency is installed.
	Use this field to limit the selection of vouchers for this group to those that are for a specific currency code. If a trading currency is entered for the payment currency then the vendor currency will be the same currency. If the payment currency is local then the vendor currency can be either local or trading.
	This field initially displays the selected payment currency code, with the currency description displayed to the right.
	If you selected a payment currency other than the company default local currency on the A/P Payment Group Information Screen (p. 17-11), this is a display-only field.
	If you selected the company default local currency as the payment currency, you may key a new currency code in this field to indicate selection of vendor's with a specific currency for this payment group.
	Key the currency code for the desired trading currency to select vouchers with that trading currency for payment in this group.
	Default Value: The payment currency code selected on the A/P Payment Group Information Screen (p. 17-11).
	Valid Values: A valid trading currency code defined through Currency/ Exchange Codes Maintenance (MENU ICFILE).
	(A 3) Display/Required

A/P Payment Vendor Range Selection Screen Fields and Function Keys

Field/Function Key	Description
Through Date	This date is used in conjunction with either the voucher due date or the voucher discount date and the discount force code to select vouchers for payment. Vouchers meeting all other criteria identified on this screen and meeting one of the following three date criteria will be selected:
	• The **Due Date** is on or before this date.
	OR
	• The **Discount Date** is on or before this date AND the **Check Print Date** is on or before the **Discount Date** AND there is a discount amount available.
	OR
	• The **Discount Date** is on or before this date AND there is a discount amount available AND the discount is going to be forced.
	The **Discount Date**, **Due Date**, and the **Discount Amount** are keyed on the Voucher Header Screen (p. 4-80); the **Check Print Date** and whether or not to force a discount are keyed on the A/P Payment Group Information Screen (p. 17-11).
	NOTE: The discount will be forced if the **Force Dsc** in the voucher is Y or if the voucher's force discount is blank and the selection criteria indicates discounts should be forced.
	Valid Values: Key the date using the **Default Date Format** for this user, specified through Register User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE).
	(N 6,0) Required
Vendor Class	The vendor A/P class of the vendors whose vouchers are to be selected for payment. Vendor A/P classes are defined through Vendor Class Maintenance (MENU APFILE) and are assigned to vendors through Vendors Maintenance (MENU APFILE).
	Leave this field blank if you do not wish to select vouchers for payment based on the vendor A/P class.
	(A 2) Optional
Vendor Number	Key the range of vendor numbers. Vouchers for those vendors in the range are selected for payment.
	Leave both fields blank to select vouchers for all vendors.
	(2 @ A 6) Required

A/P Payment Vendor Range Selection Screen Fields and Function Keys

Field/Function Key	Description
Payment Priority	Use this field to select a payment priority or range of payment priorities to be used for payment selection; the vouchers to be selected for payment will be based on the payment priority or range you key in this field. Refer to Invoices by Payment Priority (p. 3-5) for more information.
	Leave this field blank to have vouchers selected for payment regardless of their payment priority.
	Key the appropriate payment priority or range of priorities.
	Valid Values: 1 through 3, blank
	(2 @ A 1) Optional
Voucher Number	The range of voucher numbers to select in the payment group. Voucher numbers are selected or assigned during Voucher Entry (MENU APMAIN).
	Key the range of voucher numbers.
	Leave these fields blank if you do not wish to limit your selection based on a range of voucher numbers.
	(2 @ N 10,0) Optional
F4=Job Template List	Press F4=JOB TEMPLATE LIST to display the Job Template List Screen, where you can review a list of existing job templates that have been created for a Payment Selection job.
	Refer to Job Template Maintenance (MENU XAFILE) in the Cross Applications User Guide for further details.
F12=Return	Press F12=RETURN to return to the A/P Payment Group Information Screen (p. 17-11) without selecting any vouchers for payment.
Enter	Press ENTER after making your selections and to submit the job to the Transaction Processor. The selected Payment Selection will be processed. A message may display indicating that the post job was submitted to the Transaction Processor based on the System Options Maintenance (MENU XAFILE) choice to Suppress Job Submitted to TP message.
	Additionally, depending on your selections in the **Job Template** and **Modify Selections** fields on this screen, various job template screens may or may not display once you press ENTER. For details about job template screens, refer to Job Template Maintenance (MENU XAFILE) in the Cross Applications User Guide.

A/P Payment Selection Vendor Currency Screen

```
                    AP PAYMENT SELECTION




            Vendor Currency?  _ ,,   US Dollars










                                               F12=Return
```

This screen will only display if International Currency is installed.

This screen displays after pressing ENTER on the A/P Payment Group Information Screen (p. 17-11) if you selected V in the **Selection Method** field. This screen displays only if a vendor currency has not been previously selected for the group. Otherwise, this screen will be bypassed and the A/P Payment Processing Group Selection List Screen (p. 17-7) will display. Use this field to enter the currency code for the trading currency of the vendors you wish to pay.

A/P Payment Selection Vendor Currency Selection Screen Fields and Function Keys

Field/Function Keys	Description
Vendor Currency	This field only displays if International Currency is installed.
	Use this field to limit the selection of vouchers for this group to those that are for a specific currency code. If a trading currency is entered for the payment currency then the vendor currency will be the same currency. If the payment currency is local then the vendor currency can be either local or trading.
	This field displays the code for the vendor's trading currency, with the currency description displayed to the right.
	If you selected a payment currency other than your default local currency on the A/P Payment Group Information Screen (p. 17-11), this is a display-only field.
	If you selected your default local currency as the payment currency, you may key a new currency code in this field to indicate the vendor's currency.
	Key the currency code for the desired currency if you wish to change the currency originally selected on the A/P Payment Group Information Screen (p. 17-11)
	Default Value: The payment currency code selected on the A/P Payment Group Information Screen (p. 17-11).
	Valid Values: A valid trading currency code defined through Currency/ Exchange Codes Maintenance (MENU ICFILE).
	(A 3) Display/Require
F12=Return	Press F12=RETURN to return to the A/P Payment Group Information Screen (p. 17-11).
Enter	Press ENTER to accept the vendor currency you selected. The A/P Payment Selection Maintenance Group Information Screen (p. 18-5) will display.

A/P Payment Currency Contract Selection Screen

```
                      AP PAYMENT SELECTION


        Job Template:   _ . . . . . . . . .    Modify Selections:   N

             Co:    01     A & C Office Supply

             Group: FRIDY  Friday's Check Run


             Vendor Currency?    CAD     Canadian Dollars

             Through Date:      . . . . . . .

             Vendor Number:     . . . . . . .

             Currency Contract: . . . . . . . .

             Payment Priority:  . .       to  . .

             Voucher Number:    . . . . . . . . to  . . . . . . . .


   F4=Contract List   F5=Job Template List   F9=Vendor Search     F12=Return
```

This screen displays if C was entered in the **Selection Method** field on the A/P Payment Group Information Screen (p. 17-11), enabling currency contracts to be selected for a designated vendor.

Use this screen to select the criteria to be used to select vouchers for the payment selection group. Vouchers will be selected based on a specific currency contract for the indicated vendor.

You can also use this screen to select a job template, if desired.

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

A/P Payment Currency Contract Selection Screen Fields and Function Keys

Field/Function Keys	Description
Job Template	Job templates are defined through Job Template Maintenance (MENU XAFILE) to allow parameter selections to be pre-defined for a particular process (such as, GL Year End) ahead of time. Once defined, this template can be used repeatedly, eliminating the need to manually provide these parameters for every submission of this job process.
	For the current job submission, you can enter a pre-defined job template in this field to use the established parameters (with or without any modifications), or you can leave this field blank and the system will prompt you to provide your own parameters.
	If you enter a pre-defined job template in this field, and do not want to make any changes to the established parameter selections for this current job submission, key N in the **Modify Selections** field. You will then bypass all the output parameter screens.
	If you enter a pre-defined job template in this field, but want to review and/or make modifications to the established parameter selections for this current job submission, key Y in the **Modify Selections** field. You will be presented with the established parameters for that job template and can review/make changes as needed for this job.
	If you leave this field blank, you will be presented with a series of prompts for you to provide the desired parameters for this current job submission.
	NOTE: To review a list of existing job templates that have been created for the Payment Selection job, press F5=JOB TEMPLATE LIST.
	Valid Values: A job template defined for creating payment groups for a Payment Selection job (that is, AP140P) through Job Template Maintenance (MENU XAFILE).
	(A 10) Optional

A/P Payment Currency Contract Selection Screen Fields and Function Keys

Field/Function Keys	Description
Modify Selections	If using a job template (you keyed a job template name in the *Job Template* field on this screen or selected one with F5=JOB TEMPLATE LIST), this field determines if you will be presented with that template's parameters for review and/or modification for this current job submission.
	Key Y if you want to be able to review and/or modify the selections of the indicated job template. Any changes you make to the template through this post run will not impact the actual predefined template. The changes apply for this run of the job only. If you key Y, a series of selection screens will display allowing you to review and/or make changes. For details about the screens that display, refer to Job Template Maintenance (MENU XAFILE) in the Cross Applications User Guide.
	Key N if you want to use the template as-is and you do not want to make any modifications. If you key N, a series of selections screens will not be displayed.
	Valid Values: Y or N; cannot be Y if the **Job Template** field is blank.
	(A1) Optional
Co	The company number and name for which this group is being created.
	Display
Group	The group and group description assigned/selected on the A/P Payment Processing Group Selection Screen (p. 17-5).
	Display

A/P Payment Currency Contract Selection Screen Fields and Function Keys

Field/Function Keys	Description
Vendor Currency	This field only displays if International Currency is installed.
	Use this field to limit the selection of vouchers for this group to those that are for a specific currency code. If a trading currency is entered for the payment currency then the vendor currency will be the same currency. If the payment currency is local then the vendor currency can be either local or trading.
	This field displays the code for the vendor's trading currency, with the currency description displayed to the right.
	If you selected a payment currency other than the company default local currency on the A/P Payment Group Information Screen (p. 17-11), this is a display-only field.
	If you selected the company default local currency as the payment currency, you may key a new currency code in this field to indicate the vendor's currency.
	Key the currency code for the desired currency if you wish to change the currency originally selected on the A/P Payment Group Information Screen (p. 17-11)
	Default Value: The payment currency code selected on the A/P Payment Group Information Screen (p. 17-11).
	Valid Values: A valid trading currency code defined through Currency/ Exchange Codes Maintenance (MENU ICFILE).
	(A 3) Display/Required

A/P Payment Currency Contract Selection Screen Fields and Function Keys

Field/Function Keys	Description
Through Date	This date is used in conjunction with either the voucher due date or the voucher discount date and the force discount code to select vouchers for payment. Vouchers meeting all other criteria identified on this screen and meeting one of the following three date criteria will be selected:
	• The **Due Date** is on or before this date
	-OR-
	• The **Discount Date** is on or before this date AND the **Check Print Date** is on or before the **Discount Date** AND there is a **Discount Amount** available
	-OR-
	• The **Discount Date** is on or before this date AND there is a **Discount Amount** available AND the discount is going to be forced
	The voucher **Due Date**, **Discount Date**, **Discount Amount**, and **Force Dsc** fields appear on the Voucher Header Screen; the **Check Print Date** and **Force Discounts** fields appear on the A/P Payment Group Information Screen (p. 17-11).
	NOTE: The discount will be forced if the force discount code on the Voucher Header Screen is Y, or if the voucher's force discount code is blank and the selection criteria indicates discounts should be forced.
	(N 6,0) Required
Vendor Number	Use this field to select the vendor associated with the currency contract for which vouchers will be selected.
	Key the appropriate vendor number. If you do not recall the vendor number, press F9=VENDOR SEARCH to activate the vendor search feature.
	(A 6) Optional
Currency Contract	Use this field to specify the currency contract associated with the vendor keyed in the **Vendor Number** field.
	Key the number of the appropriate currency contract; this contract must be of the same currency as the payment currency on the A/P Payment Group Information Screen (p. 17-11). If you do not recall the contract, press F4=CONTRACT LIST to access a list of contracts.
	(A 7) Required

A/P Payment Currency Contract Selection Screen Fields and Function Keys

Field/Function Keys	Description
Payment Priority	Use this field to select a payment priority or range of payment priorities to be used for payment selection; the vouchers to be selected for payment will be based on the payment priority or range you key in this field. Refer to Invoices by Payment Priority (p. 3-5) for more information.
	Leave this field blank to have vouchers selected for payment regardless of their payment priority.
	Key the appropriate payment priority or range of priorities.
	Valid Values: 1 through 3, blank
	(2 @ N 1,0) Optional
Voucher Number	Use this field to select the voucher number or range of voucher numbers that will be included in the payment group. Voucher numbers are selected or assigned during Voucher Entry.
	Key the appropriate voucher number or range of voucher numbers.
	Leave this field blank to select all vouchers matching other criteria on this screen for payment.
	(2 @ N 10,0) Optional
F4=Contract List	Press F4=CONTRACT LIST to access a list of currency contracts for the vendor keyed in the **Vendor Number** field. The Currency Contracts List Screen appears. Refer to Currency Contracts Maintenance (MENU ICFILE) of the International Currency User Guide for details about this screen.
F5=Job Template List	Press F5=JOB TEMPLATE LIST to display the Job Template List Screen, where you can review a list of existing job templates that have been created for a Payment Selection job.
	Refer to Job Template Maintenance (MENU XAFILE) in the Cross Applications User Guide for further details.
F9=Vendor Search	Press F9=VENDOR SEARCH to display the Vendor Search Screen (p. 44-7).
F12=Return	Press F12=RETURN to return to the A/P Payment Group Information Screen (p. 17-11) without selecting any vouchers for payment.
Enter	Press ENTER after making your selections and to submit the job to the Transaction Processor. The selected Payment Selection will be processed. A message may display indicating that the post job was submitted to the Transaction Processor based on the System Options Maintenance (MENU XAFILE) choice to Suppress Job Submitted to TP message.
	Additionally, depending on your selections in the **Job Template** and **Modify Selections** fields on this screen, various job template screens may or may not display once you press ENTER. For details about job template screens, refer to Job Template Maintenance (MENU XAFILE) in the Cross Applications User Guide.

CHAPTER 18   Modifying Vouchers in a Payment Group   18

Use the Payment Selection Maintenance option on the Accounts Payable Check Processing Menu (MENU APCHCK) to modify vouchers selected for payment in a payment group keyed through Payment Selection (MENU APCHCK). You may accept or deny payment, make partial payments, and change a voucher.

Payment Selection Maintenance

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
A/P Payment Processing Company Selection Screen	Use to specify the company for which you are modifying payment selections.
A/P Payment Processing Group Selection Screen	Use to specify the payment group for maintenance.
A/P Payment Selection Maintenance Group Information Screen	Use to view/change group information for the selected group.
Payment Selection Maintenance Screen	Use to specify criteria for selecting vouchers for the group.
Voucher Selection Screen	Use to specify vendors for the payment group.
Payment / Voucher Selection Maintenance Change Screen	Use to select a range of vendors to include in the group.

A/P Payment Processing Company Selection Screen

This screen appears after selecting option 2 - Payment Selection Maintenance from the Accounts Payable Check Menu (MENU APCHCK) and you have System Options (MENU XAFILE) set to Y for **Multi Company** to activate multi-company mode.

Use this screen to select the company for which a payment group will be maintained.

This option may not be processed for a particular company, if any of the following are true for that company:

• Check editing (MENU APCHCK) has been submitted to the transaction processor and has not completed.

• Check printing (MENU APCHCK) has been submitted to the transaction processor and has not completed.

• Checks have been printed for this company but the check numbers have not yet been recorded through Record Check Numbers / Post ACH or CC Payments (MENU APCHCK).

TECHNICAL NOTE: This is a shared screen that displays in multiple places. The actual screen format name is APCMPFM_SELECT.

.

A/P Payment Processing Company Selection Screen Fields and Function Keys

Field/Function Key	Description
Company	Key the Company Number for which you wish to process payments.
	Default Value: The default company defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE)
	Valid Values: A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY).
	(N 2,0) Required
F3=Exit	Press F3=EXIT to exit the option and return to the menu.
Enter	Press ENTER to confirm your selections.
	The A/P Payment Processing Group Selection Screen (p. 18-4) will appear.

A/P Payment Processing Group Selection Screen

```
          AP PAYMENT PROCESSING GROUP SELECTION




               Company:    1  A & C Office Supply


               Group ID:  _....








                    F3=Exit    F4=Group List
```

This screen appears after you press ENTER on the A/P Payment Processing Company Selection
Screen (p. 18-2). Use this screen to select the name of the payment group to modify.

TECHNICAL NOTE: This is a shared screen that displays in multiple places. The actual
screen format name is AP145FM_SELECT.

A/P Payment Processing Group Selection Screen Fields and Function Keys

Field/Function Key	Description
Company	The company selected on the A/P Payment Processing Company Selection Screen (p. 18-2) for which payments will be selected for processing. Display
Group ID	Key the identifier of the payment group to be maintained. If you do not know the **Group ID**, access the group search by pressing F4=GROUP LIST. (A 5) Required
F3=Exit	Press F3=EXIT to exit the option and return to the menu.
F4=Group List	Press F4=GROUP LIST to display the A/P Payment Processing Group Selection List Screen (p. 17-7).
Enter	Press ENTER to confirm your selections. The A/P Payment Selection Maintenance Group Information Screen (p. 18-5) will appear.

A/P Payment Selection Maintenance Group Information Screen

```
            AP PAYMENT SELECTION MAINTENANCE
                   Group Information


        Company:          1 A & C Office Supply
        Group ID:         MONDY




        Group Desc:       Monday's check run............

        Check Print Date: 010911      ACH Payment:  N

        Display Seq:      V           (P,V)

        Total Payments:          784,802.15

        Total Discounts:           3,213.47




                                            F3=Exit
```

A/P Payment Selection Maintenance Group Information Screen with International Currency

```
            AP PAYMENT SELECTION MAINTENANCE
                   Group Information


        Company:          1 A & C Office Supply
        Group ID:         TUESD
        Vendor/Contract:
        Payment Currency: ITL  Italian Lira
        Vendor Currency:  ITL  Italian Lira

        Group Desc:       Tuesday's check run...........

        Check Print Date: 140911      ACH Payment:  Y

        Display Seq:      V           (P,V)

        Total Payments:        97,424,910.00    IT{
                                   56,065.41     US$
        Total Discounts:                         IT{
                                                 US$



                                            F3=Exit
```

This screen appears:

- after you key a **Group ID** on the A/P Payment Processing Group Selection Screen (p. 18-4)

- if you key a V in the **Selection Method** field on the A/P Payment Group Information Screen (p. 17-11)

- from the A/P Payment Selection Vendor Currency Screen (p. 17-31) when the vendor's currency has not yet been selected when International Currency is installed.

Use this screen to view and change the group's payment information.

NOTE: When International Currency is installed, if applicable, the A/P Payment Selection Vendor Currency Screen (p. 17-31) will display before this screen so that you may select the currency used by the vendors you wish to pay. After you press ENTER on that screen, this screen will then display.

A/P Payment Selection Maintenance Group Information Screen Fields and Function Keys

Field/Function Key	Description
Company	The company selected on the A/P Payment Processing Company Selection Screen (p. 18-2) for which payments will be selected for processing. Display
Group ID	The group ID assigned to this group. Display
Vendor/Contract	If a currency contract is associated with the payment, this field will display the vendor number, contract number, and contract description. Display
Payment Currency	This field only displays when International Currency is installed. This field displays the currency code and description selected for the payment currency to be used for this payment group on the A/P Payment Processing Group Selection Screen (p. 18-4). Display
Vendor Currency	This field only displays when International Currency is installed. This field displays the currency code and description selected for the vendor's trading currency to be used for this payment group on the A/P Payment Processing Group Selection Screen (p. 18-4). The vendor's trading currency is assigned to vendors through the Vendors Maintenance (MENU APFILE/MENU POFILE). Display
Group Desc	The description of the payment group; you may change this field at any time. (A 30) Required

A/P Payment Selection Maintenance Group Information Screen Fields and Function Keys

Field/Function Key	Description
Check Print Date	The date printed on the checks for this group; you may change this field at any time.
	Valid Values: A valid G/L date, as created through the General Ledger Fiscal Calendar Maintenance (MENU GLFIL2). Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE).
	(A 6,0) Required
ACH Payment	This field indicates the group payment method.
	Y displays if this group's payment method is designated as ACH payments.
	N displays if this group's payment method is designated as paper checks or credit card.
	Display
Display Seq	The order in which the selected vouchers will display.
	Key P to display the vouchers in payment priority sequence; key V to display the vouchers in vendor number sequence.
	Valid Values: P, V
	(A 1) Required
Total Payments	The total monetary amount of payments in the payment group which are flagged as being paid (in full or in part). This amount will be debited to A/P once checks in this payment group are printed.
	When International Currency is installed, this value is displayed in the vendor's trading currency with the currency symbol displayed to the right.
	The company's local currency displays below the trading currency and is the local equivalent of the total amount of payments in the payment group, with the local currency symbol displayed to the right.
	Display
Total Discounts	The total monetary amount of discounts taken in this payment group when this group of checks is printed. This amount will be credited to Cash Discounts Taken once checks in this payment group are printed.
	When International Currency is installed, this value is displayed in the vendor's trading currency with the currency symbol displayed to the right. The company's local currency displays below the trading currency and is the local equivalent of the total amount of discounts taken in the payment group with the local currency symbol displayed to the right.
	Display
F3=Exit	Press F3=EXIT to exit the option and return to the menu.

A/P Payment Selection Maintenance Group Information Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press ENTER to confirm your selections. The Payment Selection Maintenance Screen (p. 18-9) will appear.

Payment Selection Maintenance Screen

```
         All        Co:  1 A & C Office Supply              825,189.82  Pay
                                                             4,021.22  Disc
All Amt
Opt  Ref Voucher ACH     Vendor Name              Pay Amt Pay Dsc Hold Cmt
 _    10    384  N    B & M TRASH REMOVAL           154.12  F   Y       N
 _     6    371  N    DALLAS JANITORIAL S           174.58  F   N       N
 _    15    389  N    DALLAS JANITORIAL S           174.89  F   N       N
 _     3    367  N    EASTERN PACKAGING S           843.21  F   Y       N

 _    11    385  N    EASTERN PACKAGING S           864.99  F   Y       N
 _     5    370  N    GREATER HARTFORD EL           254.21  F   N       N
 _    14    388  N    GREATER HARTFORD EL           155.21  F   N       N
 _    25    405  N    GREATER HARTFORD EL         1,379.00  F   N       N
 _____ More...
Limits:  Vendor Number:  ......     Voucher Number:  ........

          Position:   ......

          Options:    R=reverse selection status
                      C=change voucher information

  F6=Vendor Number    F10=Neg Amt
  F2=Pay Yes    F4=Invoice     F5=Refresh    F9=Voucher Selection   F12=Previous
```

Payment Selection Maintenance Screen with International Currency

```
         All        Co:  3 The Office Connection         4,001,752.43  Pay
                Pay Curr: CAD Canadian Dollars                 28.23  Disc
All Amt     Vnd Curr: BPS British Pound Sterling
Opt  Ref Voucher ACH     Vendor Name              Pay Amt B#S Pay Dsc Hold Cmt
 _     3     22  N    BIG BEN CLOCK SHOP            769.73  F   Y       N
 _     1     19  N    BIG BEN CLOCK SHOP      4,000,340.70  F   N       N
 _     2     21  N    BIG BEN CLOCK SHOP           642.00  F   Y       N



                                                             Last
Limits:  Vendor Number:  ......     Voucher Number:  ........

          Position:   ......

          Options:    R=reverse selection status
                      C=change voucher information

  F6=Vendor Number    F10=Neg Amt       F11=Local Curr
  F2=Pay Yes    F4=Invoice     F5=Refresh    F9=Voucher Selection   F12=Previous
```

This screen appears after you press ENTER on the A/P Payment Selection Maintenance Group Information Screen (p. 18-5).

Use this screen to view and change the vouchers selected in the payment group. You can limit the vendors and/or vouchers to display on this screen using the **Vendor Number** and **Voucher Number** limits fields on the lower portion of this screen.

Vouchers display sequentially by Payment Selection Number. That is, the order in which the voucher was selected through Payment Selection (MENU APCHCK).

You can also use this screen to make partial payments.

> NOTE: This is a roll screen. **More…** appears at the bottom of a roll screen to indicate that more data is available for viewing. Last appears at the bottom of the last screen of data. To scroll through information on roll screens press:
>
> * PAGE DOWN or SHIFT-ROLL FWD or F7=PAGE DOWN to display the next screen
> * PAGE UP or SHIFT-ROLL BACK or F8=PAGE UP to display the previous screen.

Payment Selection Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Co	The company selected on the A/P Payment Processing Company Selection Screen (p. 18-2) for which payments will be selected for processing. Display
Pay	This field initially displays the total payment amount selected in this payment group. This value is updated immediately when vouchers are selected or unselected, or if a partial payment is made. When International Currency is installed, press F11=LOCAL CURR / F11=TRADING CURR to toggle and view the total amount of vouchers selected in this payment group in the payment/company's local currency or the vendor's trading currency. Display
Disc	The total amount of discounts available to be taken in this payment group. This value is updated immediately when changes are made on this screen. When International Currency is installed, press F11=LOCAL CURR / F11=TRADING CURR to toggle and view the total discount amount for this payment group in the payment/company's local currency or the vendor's trading currency. Display
Pay Curr	This field will only display if International Currency is installed. This field displays the currency code and description for the payment currency selected for this payment group on the A/P Payment Processing Group Selection Screen (p. 18-4). The vouchers you select for this group must be payable in the currency displayed in this field. Display

Payment Selection Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Vnd Curr	This field will only display if International Currency is installed.
	This field displays the currency code and description for the vendor's trading currency selected on the A/P Payment Selection Vendor Currency Screen (p. 17-31).
	Display
Opt	Selects a voucher for change, or to reverse payment selection.
	Key C to change detail information for a voucher. The Payment / Voucher Selection Maintenance Change Screen (p. 18-21) displays at the bottom of this screen for the vouchers selected with C.
	Key R to reverse the selection status of a voucher. If a voucher is selected, reverse selection to deny payment. If a voucher has been denied for payment, you may permit payment by reversing the payment selection. A held invoice (i.e., a hold code is displayed in the **Hold** field) cannot be selected for payment until it is released from being held.
	Reversals (type R) are processed before changes (type C).
	NOTE: If the payment selection for a voucher is reversed in **Pay No** or **Pay Yes** mode, the reversed action is still displayed on the screen. You must press F5=REFRESH to refresh the screen.
	(A 1) Optional
Ref	The reference number of an invoice in the payment group. Use this number to position the list of vouchers to the desired reference number using the **Position** field.
	This number is also displayed on the Payment Selection Report By Vendor/ By Priority (p. 19-7). Use this number to reference a voucher.
	Display
Voucher / Inv No	This column displays the original voucher number associated with the item, or, if toggled with F4=INVOICE / F4=VOUCHER, the invoice number for the voucher displays in the column.
	Display
ACH	This field appears when the F4=INVOICE / F4=VOUCHER function key is toggled to show the **Voucher** number on the screen.
	This field indicates the group payment method.
	Y displays if this voucher payment method is designated as ACH payments.
	N displays if this voucher payment method is designated as paper checks or credit card.
	All vouchers in a payment group will have the same **ACH** field assigned.
	Display

Payment Selection Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Vendor Name / Vendor Number	The name of the vendor to receive payment for the voucher, or the vendor number, as toggled with the F6=VENDOR NUMBER / F6=VENDOR NAME function key. Display
Pay Amt	The total amount of payment for the selected voucher. The initial value for the field is the gross amount of the payment for the voucher. Discounts will be subtracted from this value for the actual payment to the vendor. When International Currency is installed, this column displays, in the vendor's trading currency, the total amounts of the payments applied to the vouchers. The currency symbol displays as part of the **Pay Amt** column heading. You may press F11=LOCAL CURR / F11=TRADING CURR to view the payment currency/company local currency equivalents of these amounts with the currency symbol as part of the **Pay Amt** column heading. Display
Pay	Indicates if this voucher will be paid in full, in part, or not at all. One of the following will display: • F indicates that this voucher is selected to be paid in full. • P indicates that this voucher is selected for partial payment. • N indicates that this voucher is not selected for payment. Display
Dsc	Indicates if a discount has been taken on this invoice. Y indicates that a discount has been taken. The **Dsc Amt** field on the Payment / Voucher Selection Maintenance Change Screen (p. 18-21) contains the discount amount taken. N indicates that a discount has not been taken on this voucher. Display

Payment Selection Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Hold	Indicates if this voucher is held for payment with an invoice hold code. If an invoice is held, the hold code is displayed in this field. As long as the voucher is held, you cannot specify a payment amount for the voucher, or reverse a voucher payment selection. Vouchers will be automatically held if both of the following are true: • There is a variance between the invoice amount and the voucher amount that exceeds the **Cost Variance Warning Percent** or **Cost Variance Warning Value** set up in Purchasing Options Maintenance (MENU XAFILE). • There is an entry in the **PO-AP Hold Code** field in Purchasing Options Maintenance. The voucher hold code may be changed (or removed) by changing voucher detail information (C in the **Opt** field). Key the voucher hold code, if desired, to hold the invoice. Remove an existing hold code to allow a voucher to be paid. To release a voucher from this hold, you must be authorized as defined for the **Allow the Release of Vouchers on Variance Hold** action authority through Application Action Authority Maintenance (MENU XASCTY). Display
Cmt	Indicates if a comment has been keyed for this voucher on the Payment / Voucher Selection Maintenance Change Screen (p. 18-21). Y indicates that a comment has been keyed for this voucher. N indicates that a comment has not been keyed for this voucher. Display
Limits: Vendor Number	Use this field to limit this screen to show only those transactions that are associated with the vendor number keyed in this field. Key the vendor number. *Valid Values:* A valid vendor number defined through Vendors Maintenance (MENU APFILE/MENU POFILE) (A 6) Optional
Limits: Voucher Number	Use this field to limit this screen to show only those transactions that are associated with the voucher number keyed in this field. Key the voucher number. *Valid Values:* A valid voucher number assigned to invoices as they are entered through Voucher Entry (MENU APMAIN) (A 7) Optional

Payment Selection Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Position	The reference number of the voucher to position at the top of this screen. If the reference number you select is greater than the reference number of the last voucher in the group, the last voucher in the group is displayed at the bottom of the screen. *Valid Values:* 1 through 99999 (N 5,0) Optional
F2=Pay Yes / F2=Pay No / F2=All	F2=PAY YES / F2=PAY NO / F2=ALL is used as a toggle to display vouchers that have been selected for payment, vouchers that have not been selected for payment, or all vouchers in the payment group.
F4= Invoice / F4=Voucher	F4=INVOICE / F4=VOUCHER is used as a toggle to display either the invoice number or the voucher number.
F5=Refresh	Press F5=REFRESH to refresh the screen. Any reversing payment selections (R in the **Opt** field) are recalculated and redisplayed.
F6=Vendor Number / F6=Vendor Name	F6=VENDOR NUMBER / F6=VENDOR NAME is used as a toggle to display either the vendor number or vendor name.
F7=Page Down / F8=Page Up	More… appears at the bottom of a roll screen to indicate that more data is available for viewing. Last appears at the bottom of the last screen of data. On some roll screens, F7=PAGE DOWN and F8=PAGE UP are available for use but do not display. Use the F7=PAGE DOWN to display the next screen of information on a roll screen. The PAGE DOWN or SHIFT-ROLL FWD function keys perform the same task. Use the F8=PAGE UP to display the previous screen of information on a roll screen. The PAGE UP or SHIFT-ROLL BACK function keys perform the same task.
F9=Voucher Selection	Press F9=VOUCHER SELECTION to select vouchers that are not presently included in the payment selection group. The Voucher Selection Screen (p. 18-16) will display.
F10=Neg Amt / Pos Amt / All Amt	F10=NEG AMT / F10=POS AMT / F10=ALL AMT is used as a toggle to display all vouchers, vouchers with negative amounts only, or vouchers with positive amounts only. The type of vouchers displayed in shown in reverse image above the **Opt** column on this screen.

Payment Selection Maintenance Screen Fields and Function Keys

Field/Function Key	Description
F11=Local Curr/ Trading Curr	F11=LOCAL CURR / F11=TRADING CURR will only display if International Currency is installed and only if the trading currency is different from the company's local currency.
	Press the F11=LOCAL CURR / F11=TRADING CURR key to toggle between displaying payment amounts in the company's local currency and displaying payment amounts in the trading currency.
	Press F11=LOCAL CURR to display payment amounts in the company's local currency. The symbol for the company's local currency will appear to the right of the **Pay Amt** heading
	Press F11=TRADING CURR to display payment amounts in the trading currency. The symbol for the trading currency will appear to the right of the **Pay Amt** heading.
F12=Previous	Press F12=PREVIOUS to return to the A/P Payment Selection Maintenance Group Information Screen (p. 18-5).
Enter	Press ENTER after keying a value in the **Opt**, **Limits: Vendor Number**, **Limits: Voucher Number**, or the **Position** fields to perform the requested function and redisplay this screen.
	When C for change is selected in the **Opt** column, the Payment / Voucher Selection Maintenance Change Screen (p. 18-21) displays.

Voucher Selection Screen

```
        All        Co:  1 A & C Office Supply                784,802.15  Pay
                                                               3,213.47  Disc

Opt   Ref Voucher ACH     Vendor                       Pay Amt Pay Dsc Hold Cmt
 _     9    384   N     B & M TRASH REMOVAL             154.12  F   Y        N
 _     5    371   N     DALLAS JANITORIAL S             174.58  F   N        N
 _    14    389   N     DALLAS JANITORIAL S             174.89  F   N        N
 _     2    367   N     EASTERN PACKAGING S             843.21  F   Y        N

 _    10    385   N     EASTERN PACKAGING S             864.99  F   Y        N
 _     4    370   N     GREATER HARTFORD EL             254.21  F   N        N
 _    13    388   N     GREATER HARTFORD EL             155.21  F   N        N
 _    24    405   N     GREATER HARTFORD EL           1,379.00  F   N        N
 _____          More...



       Voucher: ........




                                             F12=Return    F23=Speed Entry
```

Voucher Selection Screen with International Currency

```
          All       Co:  3 The Office Connection          4,001,752.43  Pay
                    Pay Curr: CAD Canadian Dollars               28.23  Disc
                    Vnd Curr: BPS British Pound Sterling
Opt   Ref Voucher ACH      Vendor                    Pay Amt B#S Pay Dsc Hold Cmt
 _     3    22   N      BIG BEN CLOCK SHOP              769.73   F   Y        N
 _     1    19   N      BIG BEN CLOCK SHOP        4,000,340.70   F   N        N
 _     2    21   N      BIG BEN CLOCK SHOP              642.00   F   Y        N




 _____          Last



          Voucher: _......



                    F11=Local Curr       F12=Return    F23=Speed Entry
```

This screen appears after you press F9=VOUCHER SELECTION on the Payment Selection Maintenance
Screen (p. 18-9) or selecting V for individual voucher in the **Selection Method** field on the A/P Payment
Group Information Screen (p. 17-11). Use this screen to select specific voucher numbers not previously
included in the current payment selection run. Once selected here, the Payment / Voucher Selection
Maintenance Change Screen (p. 18-21) will display for voucher modification.

Voucher Selection Screen Fields and Function Keys

Field/Function Key	Description
Company	The company selected on the A/P Payment Processing Company Selection Screen (p. 18-2) for which payments will be selected for processing. Display
Pay	This field initially displays the total payment amount selected in this payment group. This value is updated immediately when vouchers are selected or unselected, or if a partial payment is made. When International Currency is installed, press F11=LOCAL CURR / F11=TRADING CURR to toggle and view the total amount of vouchers selected in this payment group in the payment/company's local currency or the vendor's trading currency. The default view is determined from the last view on the Payment Selection Maintenance Screen (p. 18-9) when F9=VOUCHER SELECTION was pressed. Display
Disc	The total amount of discounts available to be taken in this payment group. This value is updated immediately when changes are made on this screen. When International Currency is installed, press F11=LOCAL CURR / F11=TRADING CURR to toggle and view the total discount amount for this payment group in the payment/company's local currency or the vendor's trading currency. The default view is determined from the last view on the Payment Selection Maintenance Screen (p. 18-9) when F9=VOUCHER SELECTION was pressed. Display
Pay Curr	This field will only display if International Currency is installed. This field displays the currency code and description for the payment currency selected for this payment group on the A/P Payment Processing Group Selection Screen (p. 18-4). The vouchers you select for this group must be payable in the currency displayed in this field. Display
Vnd Curr	This field will only display if International Currency is installed. This field displays the currency code and description for the vendor's trading currency selected on the A/P Payment Selection Vendor Currency Screen (p. 17-31). Display
Opt	The payment option column is not used on this screen. Display

Voucher Selection Screen Fields and Function Keys

Field/Function Key	Description
Ref	The reference number of an invoice in the payment group. Display
Voucher / Inv No	This column displays the original voucher number associated with the item, or, if toggled with F4=INVOICE / F4=VOUCHER, the invoice number for the voucher displays in the column. Display
ACH	This field appears when the F4=INVOICE / F4=VOUCHER function key is toggled to show the **Voucher** number on the Payment Selection Maintenance Screen (p. 18-9) screen. This field indicates the group payment method. Y displays if this voucher payment method is designated as ACH payments. N displays if this voucher payment method is designated as paper checks or credit card. All vouchers in a payment group will have the same **ACH** field assigned. Display
Vendor	The name of the vendor to receive payment for the voucher, or the vendor number, as toggled with the F6=VENDOR NUMBER / F6=VENDOR NAME function key on the Payment Selection Maintenance Screen (p. 18-9) screen. Display
Pay Amt	The total amount of payment for the selected voucher. The initial value for the field is the gross amount of the payment for the voucher. Discounts will be subtracted from this value for the actual payment to the vendor. When International Currency is installed, this column displays, in the vendor's trading currency, the total amounts of the payments applied to the vouchers. The currency symbol displays as part of the **Pay Amt** column heading. You may press F11=LOCAL CURR / F11=TRADING CURR to view the payment currency/company local currency equivalents of these amounts with the currency symbol as part of the **Pay Amt** column heading. Display
Pay	Indicates if this voucher may be paid in full, in part, or not at all. One of the following will display: • F indicates that this voucher is selected to be paid in full. • P indicates that this voucher is selected for partial payment. • N indicates that this voucher is not selected for payment. Display

Voucher Selection Screen Fields and Function Keys

Field/Function Key	Description
Dsc	Indicates if a discount has been taken on this invoice. Y indicates that a discount has been taken. The **Dsc Amt** field on the Payment / Voucher Selection Maintenance Change Screen (p. 18-21) contains the discount amount taken. N indicates that a discount has not been taken on this voucher. Display
Hold	Indicates if this voucher is held for payment with an invoice hold code. If an invoice is held, the hold code is displayed in this field. Display
Cmt	Indicates if a comment has been keyed for this voucher on the Payment / Voucher Selection Maintenance Change Screen (p. 18-21). Y indicates that a comment has been keyed for this voucher. N indicates that a comment has not been keyed for this voucher. Display
Voucher	The voucher number to be included in the current payment group. The voucher cannot currently be in use or part of another payment selection run. **Important** When International Currency is installed, the voucher you enter in this field must be payable in the currency displayed in either the **Pay Curr** field or the **Vnd Curr** field on this screen. Vouchers with different currencies will not be available for selection. Also, the payment group must specify a currency contract in order to select a voucher associated with a currency contract. (A 7) Required
F7=Page Down / F8=Page Up	**More…** appears at the bottom of a roll screen to indicate that more data is available for viewing. Last appears at the bottom of the last screen of data. On some roll screens, F7=PAGE DOWN and F8=PAGE UP are available for use but do not display. Use the F7=PAGE DOWN to display the next screen of information on a roll screen. The PAGE DOWN or SHIFT-ROLL FWD function keys perform the same task. Use the F8=PAGE UP to display the previous screen of information on a roll screen. The PAGE UP or SHIFT-ROLL BACK function keys perform the same task.

Voucher Selection Screen Fields and Function Keys

Field/Function Key	Description
F11=Local Curr / F11=Trading Curr	F11=LOCAL CURR / F11=TRADING CURR will only display if International Currency is installed and only if the trading currency is different from the company's local currency.
	Press F11=LOCAL CURR / F11=TRADING CURR to toggle between displaying payment amounts in the company's local currency or in the trading currency.
	Press F11=LOCAL CURR to display payment amounts in the company's local currency. The symbol for the company's local currency will appear to the right of the **Pay Amt** heading.
	Press F11=TRADING CURR to display payment amounts in the trading currency. The symbol for the trading currency will appear to the right of the **Pay Amt** heading.
F12=Return	Press F12=RETURN to exit and return to the previous screen. The Payment Selection Maintenance Screen (p. 18-9) will appear.
F23=Speed Entry / F23=Regular Entry	F23=SPEED ENTRY / F23=REGULAR ENTRY is used as a toggle key.
	Press F23=SPEED ENTRY / F23=REGULAR ENTRY to change the mode of how voucher numbers will be entered. You are in the mode opposite of that which displays in the function key legend.
	• Speed Entry bypasses the Payment / Voucher Selection Maintenance Change Screen (p. 18-21).
	• Regular Entry allows the review of the voucher information by displaying the Payment / Voucher Selection Maintenance Change Screen (p. 18-21).
Enter	Press ENTER after keying a value in the **Voucher** field to display information about the requested voucher.
	If in Speed Entry mode, the Voucher Selection Screen (p. 18-16) will redisplay with the voucher number field ready for entry of a new voucher number.
	If in Regular Entry mode, the Payment / Voucher Selection Maintenance Change Screen (p. 18-21) will appear.

Payment / Voucher Selection Maintenance Change Screen

```
    All        Co:  1 A & C Office Supply                579,523.49  Pay
                                                           3,213.47  Disc

Opt  Ref Voucher ACH      Vendor                  Pay Amt Pay Dsc Hold Cmt
 _    9    384   N      B & M TRASH REMOVAL        154.12  F   Y       N
 _    5    371   N      DALLAS JANITORIAL S        174.58  F   N       N
 _   14    389   N      DALLAS JANITORIAL S        174.89  F   N       N
 _    2    367   N      EASTERN PACKAGING S        843.21  F   Y       N

 _   10    385   N      EASTERN PACKAGING S        864.99  F   Y       N
 _    4    370   N      GREATER HARTFORD EL        254.21  F   N       N
 C   13    388   N      GREATER HARTFORD EL        155.21  F   N       N
 _   24    405   N      GREATER HARTFORD EL      1,379.00  F   N       N
                                                                More...
   __13__        Voucher:      388              155.21  Open Amt
                                                        Avl Dsc  0/00/00
          Pay Amt          Dsc Amt
 _.........155.21. ...........,00 . Sep Chk: N  Y,N    Force Dsc: Y  Y,N

                                 Hold Cd? ...
   Comment: .................................................. Remit: N  Y,N

                                                       F12=Previous
```

Payment / Voucher Selection Maintenance Change Screen with International Currency

```
    All        Co:   3 The Office Connection       4,001,752.43  Pay
          Pay Curr: CAD Canadian Dollars                 28.23  Disc
          Vnd Curr: BPS British Pound Sterling
Opt  Ref Voucher ACH      Vendor              Pay Amt B#S Pay Dsc Hold Cmt
 C    3    22    N      BIG BEN CLOCK SHOP         769.73  F   Y       N
 _    1    19    N      BIG BEN CLOCK SHOP    4,000,340.70  F  N       N
 _    2    21    N      BIG BEN CLOCK SHOP         642.00  F   Y       N




                                                                 Last
   __3__         Voucher:      22               769.73  Open Amt B#S
                                                 15.39  Avl Dsc 11/08/16
          Pay Amt          Dsc Amt
           769.73           15.39  Sep Chk: N  Y,N    Force Dsc: Y  Y,N
 .........1,995.03 .........39.89
                                 Hold Cd? ...
   Comment: .................................................. Remit: N  Y,N

                           F11=Local Curr            F12=Previous
```

This screen appears when a voucher is selected for change with C in the **Opt** field on the Payment Selection Maintenance Screen (p. 18-9) or when a a voucher is selected on the Voucher Selection Screen (p. 18-16) while in Regular Entry mode.

Use this screen to change the detail information for a voucher being included in a payment group. When changing a voucher, you may do the following:

- Make a partial payment for an invoice. This is the only means by which partial payments may be made.

- Remove or add a hold code to an invoice

- Change the discount amount or the force discount code

- Key a comment for the voucher and determine if that comment is for internal use or will print on the remittance advice.

Payment / Voucher Selection Maintenance Change Screen Fields and Function Keys

Field/Function Key	Description
Co	The company selected on the A/P Payment Processing Company Selection Screen for which payments will be selected for processing.
	Display
Pay	This field initially displays the total payment amount selected in this payment group. This value is updated immediately when vouchers are selected or unselected, or if a partial payment is made.
	When International Currency is installed, press F11=LOCAL CURR / F11=TRADING CURR to toggle and view the total amount of vouchers selected in this payment group in the payment/company's local currency or the vendor's trading currency.
	Display
Disc	The total amount of discounts available to be taken in this payment group. This value is updated immediately when changes are made on this screen.
	When International Currency is installed, press F11=LOCAL CURR / F11=TRADING CURR to toggle and view the total discount amount for this payment group in the payment/company's local currency or the vendor's trading currency.
	Display
Pay Curr	This field will only display if International Currency is installed.
	This field displays the currency code and description for the payment currency selected for this payment group on the A/P Payment Processing Group Selection Screen (p. 18-4).
	The vouchers you select for this group must be payable in the currency displayed in this field.
	Display

Payment / Voucher Selection Maintenance Change Screen Fields and Function Keys

Field/Function Key	Description
Vnd Curr	This field will only display if International Currency is installed. This field displays the currency code and description for the vendor's trading currency selected on the A/P Payment Selection Vendor Currency Screen (p. 17-31). Display
Opt	The payment option column reflects the value selected on the Payment Selection Maintenance Screen (p. 18-9) or is blank when this screen displays from the Voucher Selection Screen (p. 18-16). Display
Ref	The reference number of an invoice in the payment group. Display
Voucher / Inv No	The original voucher number associated with the item or the invoice number for the voucher, as toggled with the F4=INVOICE / F4=VOUCHER key on the Payment Selection Maintenance Screen (p. 18-9). Display
ACH	This field appears when the F4=INVOICE / F4=VOUCHER function key is toggled to show the **Voucher** number on the screen. This field indicates the group payment method. Y displays if this voucher payment method is designated as ACH payments. N displays if this voucher payment method is designated as paper checks or credit card. All vouchers in a payment group will have the same **ACH** field assigned. Display
Vendor	The name of the vendor to receive payment for the voucher, or the vendor number, as toggled with the F6=VENDOR NUMBER / F6=VENDOR NAME function key on the Payment Selection Maintenance Screen (p. 18-9) screen. Display
Pay Amt	The total amount of payment for the selected voucher. The initial value for the field is the gross amount of the payment for the voucher. Discounts will be subtracted from this value for the actual payment to the vendor. When International Currency is installed, this column displays, in the vendor's trading currency, the total amounts of the payments applied to the vouchers. The currency symbol displays as part of the **Pay Amt** column heading. You may press F11=LOCAL CURR / F11=TRADING CURR to view the payment currency/company local currency equivalents of these amounts with the currency symbol as part of the **Pay Amt** column heading. Display

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Payment / Voucher Selection Maintenance Change Screen Fields and Function Keys

Field/Function Key	Description
Pay	Indicates if this voucher may be paid in full, in part, or not at all. One of the following will display: • F indicates that this voucher is selected to be paid in full. • P indicates that this voucher is selected for partial payment. • N indicates that this voucher is not selected for payment. Display
Dsc	Indicates if a discount has been taken on this invoice. Y indicates that a discount has been taken. The **Dsc Amt** field on the Payment / Voucher Selection Maintenance Change Screen (p. 18-21) contains a monetary value. N indicates that a discount has not been taken on this voucher. Display
Hold	Indicates if this voucher is held for payment with an invoice hold code. If an invoice is held, the hold code is displayed in this field. Display
Cmt	Indicates if a comment has been keyed for this voucher on the Payment / Voucher Selection Maintenance Change Screen (p. 18-21). Y indicates that a comment has been keyed for this voucher. N indicates that a comment has not been keyed for this voucher. Display
(Reference Number)	The reference number of the selected voucher as it is assigned in this payment group. This number is also displayed in the **Ref** column. Display
Voucher	The selected voucher number being maintained. Display
Open Amt	The full open payable amount of this invoice that was indicated when the voucher was created. This value remains constant, even if you make a partial payment for this voucher in the **Pay Amt** field. When International Currency is installed, if the vendor's trading currency is different from the payment/company's local currency, this value displays in the vendor's trading currency, with the trading currency symbol displayed to the right of the **Open Amt** field. Press F11=LOCAL CURR / F11=TRADING CURR to toggle and view the payment/company's local equivalent of this amount. The currency symbol for the payment/company's local currency will appear to the right. Display

18-24

Payment / Voucher Selection Maintenance Change Screen Fields and Function Keys

Field/Function Key	Description
Avl Dsc	The available discount amount and date by which payment should be made in order to take advantage of a discount offered by the vendor. If the check date is greater than the cash discount date, the cash discount will not be used unless the force discount (**Force Dsc**) field is Y.
	When International Currency is installed, the available discount amount will display in the vendor's trading currency with the trading currency symbol displayed to the right. Press F11=LOCAL CURR / F11=TRADING CURR to toggle and view the payment/company's local equivalent of this amount. The currency symbol for the payment/company's local currency will appear to the right.
	Display
Pay Amt	Use this field to change the payment amount of the voucher. This is the amount to be debited to A/P for this voucher when the check containing this voucher is printed.
	Make a partial payment by changing the payment amount to a value less than the original voucher amount (open amount). The payment status indicated in the **Pay** field on the Payment Selection Maintenance Screen (p. 18-9) is changed to P for partial payment.
	When International Currency is installed, key the new amount in the trading currency, not exceeding the value displayed in the **Open Amt** field and containing the same currency symbol as the open amount.
	If the trading currency is different from the payment/company's local currency, the local equivalent of the amount will display below this field. Press F11=LOCAL CURR / F11=TRADING CURR to toggle between the voucher's original amount in the trading currency and the payment/company's local currency.
	Default Value: The original open amount of the voucher or the remaining open amount of the voucher if a partial payment has already been applied.
	Valid Values: The value cannot exceed the open amount of the voucher; it cannot be greater than zero if the voucher is held; and it must be the same sign (+/-) as the open amount of the voucher.
	(N 13,2) Required

Payment / Voucher Selection Maintenance Change Screen Fields and Function Keys

Field/Function Key	Description
Dsc Amt	Use this field to change the discount amount applicable to the voucher. Discount amounts are calculated based on the original invoice amount. When the check containing this voucher is printed, this is the amount of the discount that will be applied to this voucher.
	If the check date is greater than the cash discount date, this cash discount will not be used unless you force the discount by keying Y in the **Force Dsc** field.
	Key the new amount of the cash discount. If making a partial payment, new discount amounts are not automatically calculated for you. You must specify the amount of the cash discount for the partial payment.
	When International Currency is installed, key the new amount in the trading currency, not exceeding the discount available (**Avl Dsc**) or the payment amount (**Pay Amt**). If the payment amount is negative or if the discount date is before the check print date, a discount amount cannot be keyed. A discount will, however, be allowed if the payment amount is positive and the force discounts field is Y. Press F11=LOCAL CURR / F11=TRADING CURR to toggle between the voucher's original discount amount in the trading currency and the company's local currency.
	Default Value: The voucher's original discount amount.
	Valid Values: The value cannot exceed the discount available for the invoice; it cannot exceed the payment amount of the invoice; and it cannot be keyed if the payment amount is negative (credit).
	(N 13,2) Required
Sep Chk	Indicates if a separate check is printed for this invoice.
	Key Y to print a check for this invoice only.
	Key N to print this invoice with other invoices for the same vendor, payee, or assignee.
	Default Value: The separate check code keyed in Vendors Maintenance (MENU APFILE/MENU POFILE). However, if the vendor is defined as the one time vendor (MENU APFIL2), then this field will default to Y and cannot be changed.
	(A 1) Required

Payment / Voucher Selection Maintenance Change Screen Fields and Function Keys

Field/Function Key	Description
Force Dsc	Used to indicate if the cash discount should be applied to this invoice regardless if payment is made after the discount date.
	Key Y to force a cash discount for this invoice even if the discount date has passed.
	Key N if you do not want to force cash discounts if the discount date has passed.
	Default Value: The force discount code keyed for this voucher in Voucher Entry (MENU APMAIN) or keyed for this payment group in Payment Selection (MENU APCHCK).
	(A 1) Required
Hold Cd	Indicates if this voucher is held for payment with an invoice hold code. If an invoice is held, the hold code is displayed in this field.
	As long as the voucher is held, you cannot specify a payment amount for the voucher, or reverse a voucher payment selection.
	Vouchers will be automatically held if both of the following are true:
	• There is a variance between the invoice amount and the voucher amount that exceeds the **Cost Variance Warning Percent** or **Cost Variance Warning Value** set up in Purchasing Options Maintenance (MENU XAFILE).
	• There is an entry in the **PO-AP Hold Code** field in Purchasing Options Maintenance.
	Key the voucher hold code, if desired. Remove an existing hold code to allow a voucher to be paid.
	To release a voucher from this hold, you must be authorized as defined for the **Allow the Release of Vouchers on Variance Hold** action authority through Application Action Authority Maintenance (MENU XASCTY).
	(A 2) Optional
Comment	You may optionally key a payment comment for this voucher. The payment comment will be for internal use if **Remit** is set to N or the payment comment will print on the check remittance advice if **Remit** is set to Y.
	(A 50) Optional
Remit	Indicates if a comment will print on the check remittance advice.
	Key Y if you want the **Comment** to print on the remittance advice for this invoice.
	Key N if you do not want the **Comment** to print on the remittance advice for this invoice. The comment is available for inquiry only.
	(A 1) Required

Payment / Voucher Selection Maintenance Change Screen Fields and Function Keys

Field/Function Key	Description
F11=Local Curr/ Trading Curr	F11=LOCAL CURR / F11=TRADING CURR displays only if the vendor trading currency is different from the payment/company's local currency.
	Press F11=LOCAL CURR / F11=TRADING CURR to toggle between displaying open payable and discount amounts in the payment/company's local currency and displaying these amounts in the trading currency.
	Press F11=LOCAL CURR to display the voucher's open payable and discount amounts in the payment/company's local currency. The symbol for the company's local currency will appear to the right of the **Open Amt** heading.
	Press F11=TRADING CURR to display the voucher's open payable and discount amounts in the vendor's trading currency. The symbol for the trading currency will appear to the right of the **Open Amt** heading.
F12=Previous	Press F12=PREVIOUS to return to the previous screen without making any selections.
Enter	Press ENTER to update any changes made on the screen. Fields that have been changed will redisplay. Press ENTER a second time to return to the Payment Selection Maintenance Screen (p. 18-9).

CHAPTER 19   Printing the Payment Selection
             Report   19

Use the Payment Selection Report option on the Accounts Payable Check Processing Menu (MENU APCHCK) to print the Payment Selection Report By Vendor/By Priority (p. 19-7). Use this report to list the vouchers selected in a payment group. This report prints immediately after creating a payment group through Payment Selection (MENU APCHCK).

Payment Selection Report

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
A/P Payment Processing Company Selection Screen	Use to specify the company for which you are printing the Payment Selection Report.
A/P Payment Processing Group Selection Screen	Use to specify the payment group for the edit report.
A/P Payment Selection Report Screen	Use to set the report printing sequence.
Payment Selection Report By Vendor/By Priority	Shows a sample report.

A/P Payment Processing Company Selection Screen

```
                    AP PAYMENT PROCESSING



                    Company?  01,











                                                    F3=Exit
```

This screen appears after selecting option 3 - Payment Selection Report from the Accounts Payable Check Menu (MENU APCHCK) and you have System Options (MENU XAFILE) set to Y for **Multi Company** to activate multi-company mode.

Use this screen to select the company for which a payment group Selection Report will be printed.

This option may not be processed for a particular company, if any of the following are true for that company:

* Check editing (MENU APCHCK) has been submitted to the transaction processor and has not completed.

* Check printing (MENU APCHCK) has been submitted to the transaction processor and has not completed.

* Checks have been printed for this company but the check numbers have not yet been recorded through Record Check Numbers / Post ACH or CC Payments (MENU APCHCK).

TECHNICAL NOTE: This is a shared screen that displays in multiple places. The actual screen format name is APCMPFM_SELECT.

.

A/P Payment Processing Company Selection Screen Fields and Function Keys

Field/Function Key	Description
Company	Key the Company Number for which you wish to process payments.
	Default Value: The default company defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE)
	Valid Values: A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY).
	(N 2,0) Required
F3=Exit	Press F3=EXIT to exit the option and return to the menu.
Enter	Press ENTER to confirm your selections.
	The A/P Payment Processing Group Selection Screen (p. 19-4) will appear.

A/P Payment Processing Group Selection Screen

```
                    AP PAYMENT PROCESSING GROUP SELECTION



                Company:    1  A & C Office Supply


                Group ID:  _....








                      F3=Exit    F4=Group List
```

This screen appears after you press ENTER on the A/P Payment Processing Company Selection Screen (p. 19-2). Use this screen to select the name of the payment group to modify.

TECHNICAL NOTE: This is a shared screen that displays in multiple places. The actual screen format name is AP145FM_SELECT.

A/P Payment Processing Group Selection Screen Fields and Function Keys

Field/Function Key	Description
Company	The company selected on the A/P Payment Processing Company Selection Screen (p. 19-2) for which payments will be selected for processing. Display
Group ID	Key the identifier of the payment group to be maintained. If you do not know the **Group ID**, access the group search by pressing F4=GROUP LIST. (A 5) Required
F3=Exit	Press F3=EXIT to exit the option and return to the menu.
F4=Group List	Press F4=GROUP LIST to display the A/P Payment Processing Group Selection List Screen (p. 17-7).
Enter	Press ENTER to confirm your selections. The A/P Payment Selection Report Screen (p. 19-5) will appear.

A/P Payment Selection Report Screen

```
            AP PAYMENT SELECTION REPORT




      Report Sequence:  _    P=pmt priority
                             V=vendor


      Print Trading Curr:  N   (Y/N)






                                             F3=Exit
```

This screen appears after you select a group and press ENTER on the A/P Payment Processing Group
Selection Screen (p. 19-4). Use this screen to determine the sort sequence of the report.

A/P Payment Selection Report Screen Fields and Function Keys

Field/Function Key	Description
Report Sequence	Key P to sequence the report by payment priority. For each payment priority, vendors are sequenced alphabetically. Totals are printed for each vendor and for each payment priority.
	Key V to sequence the report by vendor number. Totals are printed for each vendor.
	(A 1) Required
Print Trading Curr	This field only displays when International Currency is installed.
	Use to determine if the trading currency will print in addition to the payment currency selected.
	Key Y to print the vendor's trading currency.
	Key N to only print the selected payment/company local currency for the group.
	Default Value: N
	(A 1) Required
F3=Exit	Press F3=EXIT to exit the option and return to the menu.

A/P Payment Selection Report Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press ENTER to confirm your selection. The Report Options Screen will appear. Refer to the Cross Applications User Guide for details about this screen.

Payment Selection Report By Vendor/By Priority

This report may be printed through this option after you press ENTER from the Report Options Screen, and is automatically printed after creating a payment group through Payment Selection (MENU APCHCK). This report prints a summary of the vouchers in the payment group. Use this report to verify that you have accurately selected vouchers for payment.

How This Report is Sequenced

You may print the report in sequence by vendor or by payment priority.

PRINT BY PAYMENT PRIORITY: If you keyed P in the **Report Sequence** field on the A/P Payment Processing Group Selection Screen (p. 19-4), the report is sequenced by payment priority. Vouchers with a higher payment priority (highest = 1) are printed before those vouchers with a lower payment priority (lowest = 3); urgency priority is used if applicable.

For each payment priority, vouchers are printed alphabetically by vendor name. Totals are printed for each vendor, each payment priority, and for the payment group.

PRINT BY VENDOR: If you keyed V in the **Report Sequence** field on the A/P Payment Processing Group Selection Screen (p. 19-4), the report prints alphabetically by vendor name. Total payments are printed for each vendor and for the payment group.

NOTE: When a voucher is created, a vendor sort word from the vendor 'at that time' and that sort word information is stored with the voucher. Then, when the voucher gets added to a payment selection group, the sort word from the voucher (not the vendor) is used and is stored with the multi-membered AP Payment Selection File (APSEL), with the applicable company member. When this report is printed, the information this report uses for sort word is what is stored in the multi-membered APSEL file (not the voucher or vendor).

Payment Selection Report (By Vendor/By Priority)

Report/Listing Fields	Description
Check Date	The check print date assigned to the payment group when the payment group was created through Payment Selection (MENU APCHCK). This date is printed on the checks for this group.
	The date is shown in the **Default Date Format** for this user specified through Register User ID's (MENU XACFIG), or if that field is blank, in the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE).
ACH	The Automatic Clearing House (ACH) payment method from the AP Payment Selection Group File (APSGP).
	Y prints if this voucher group payment method is designated as ACH payments.
	N prints if this voucher group payment method is designated as paper checks or credit card.
Ref	The reference number of an invoice in this payment selection group. This number is assigned to each voucher in the sequence that the voucher is selected through Payment Selection (MENU APCHCK). Use this number to reference a voucher that requires maintenance in Payment Selection Maintenance (MENU APCHCK).
Vendor	The number and name of the vendor.
Pmt Pty	The payment priority assigned to each voucher. A payment priority is assigned to a voucher during Voucher Entry (MENU APMAIN), as follows:
	• Payment Priority 1 - High priority
	• Payment Priority 2 - Medium priority
	• Payment Priority 3 - Low priority
	The optional urgency priority is used (if specified) after the urgency date has passed.

Payment Selection Report (By Vendor/By Priority)

Report/Listing Fields	Description
Due/Disc	The due date and discount date of a voucher. The due date is always printed. The discount date is printed if a discount is applicable for the voucher.
	The date is shown in the **Default Date Format** for this user specified through Register User ID's (MENU XACFIG), or if that field is blank, in the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE).
Pmt Amt/Disc Taken	The amount paid and the discount taken for the voucher. based on the selected payment currency. The payment amount of full or partial payment for the voucher. Partial payment is made if this value is less than the open amount. The total amount of the discount is also printed, if applicable. This amount cannot be greater than the discount available amount.
Open Amt/Disc Avail	The total payment amount and discount available for the voucher based on the selected payment currency. The payment amount is the total amount owed for the voucher before discounts are taken.
	The discount amount available prints if a discount is applicable for the voucher. A discount is applicable for a voucher if a discount amount has been calculated and the discount date has not passed, or if discounts are forced for this voucher (i.e., **Force Dsc** is Y).
	When International Currency is installed, the trading currency amounts are printed below the company's local currency amounts.
Inv Amount	The total amount payable of the invoice being paid with this voucher based on the selected payment currency.
	When International Currency is installed, the trading currency amounts are printed below the company's local currency amounts.
Assignee	If the vendor uses an assignee, this field contains the number of the assignee.
Invoice No / Voucher No	The associated invoice number and voucher number for each voucher.
Inv Desc / Hold Cd	The invoice description and hold code (if any) for the voucher.

CHAPTER 20 | **Removing Vouchers from a Payment Group** | **20**

Use the Clear Payment Selections option on the Accounts Payable Check Processing Menu (MENU APCHCK) to remove some or all vouchers from a payment group. Vouchers cleared through this option may be selected at a later time in either the same or different payment group through Payment Selection (MENU APCHCK).

Clear Payment Selections

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
A/P Payment Processing Company Selection Screen	Use to specify the company for which you are clearing payment selections.
A/P Payment Processing Group Selection Screen	Use to specify the payment group for which you are clearing payment selections.
Clear Payment Selections Screen	Use to specify the vouchers to remove from the group.

When To Run This Option

When multiple users are printing checks, run this option to release invoices which were denied payment. They will be made available for another payment selection (MENU APCHCK). To delete a group, remove all payment selections from the group and the group will also be deleted.

A/P Payment Processing Company Selection Screen

```
              AP PAYMENT PROCESSING




                Company?   01




                                            F3=Exit
```

This screen appears after selecting option 4 - Clear Payment Selections from the Accounts Payable
Check Menu (MENU APCHCK) and you have System Options (MENU XAFILE) set to Y for **Multi
Company** to activate multi-company mode.

Use this screen to select the company for which payment group selections will be cleared.

This option may not be processed for a particular company, if any of the following are true for that
company:

• Check editing (MENU APCHCK) has been submitted to the transaction processor and has not
  completed.

• Check printing (MENU APCHCK) has been submitted to the transaction processor and has not
  completed.

• Checks have been printed for this company but the check numbers have not yet been recorded
  through Record Check Numbers / Post ACH or CC Payments (MENU APCHCK).

TECHNICAL NOTE: This is a shared screen that displays in multiple places. The actual
                 screen format name is APCMPFM_SELECT.

.

A/P Payment Processing Company Selection Screen Fields and Function Keys

Field/Function Key	Description
Company	Key the Company Number for which you wish to process payments.
	Default Value: The default company defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE)
	Valid Values: A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY).
	(N 2,0) Required
F3=Exit	Press F3=EXIT to exit the option and return to the menu.
Enter	Press ENTER to confirm your selections.
	The A/P Payment Processing Group Selection Screen (p. 20-4) will appear.

A/P Payment Processing Group Selection Screen

```
AP PAYMENT PROCESSING GROUP SELECTION




            Company:    1  A & C Office Supply


            Group ID:  _....







              F3=Exit    F4=Group List
```

This screen appears after you press ENTER on the A/P Payment Processing Company Selection Screen (p. 20-2). Use this screen to select the name of the payment group to modify.

TECHNICAL NOTE: This is a shared screen that displays in multiple places. The actual screen format name is AP145FM_SELECT.

A/P Payment Processing Group Selection Screen Fields and Function Keys

Field/Function Key	Description
Company	The company number and name selected on the A/P Payment Processing Company Selection Screen (p. 20-2). (Display)
Group ID	Key the identifier of the payment group to be maintained. If you do not know the **Group ID**, access the group search by pressing F4=GROUP LIST. (A 5) Required
F3=Exit	Press F3=EXIT to exit the option and return to the menu.
F4=Group List	Press F4=GROUP LIST to display the A/P Payment Processing Group Selection List Screen (p. 17-7).
Enter	Press ENTER to confirm your selections. The Clear Payment Selections Screen (p. 20-5) will appear.

Clear Payment Selections Screen

```
              CLEAR PAYMENT SELECTIONS


     Company:  1    Group ID:  MONDY  Monday


             Clear Option:    _   1=All selections
                                  2=Unpaid selections only
                                  3=All selections by vendor
                                  4=Remove negative vouchers

       Vendor(s):  .......   .......   .......   .......   .......

                   .......   .......   .......   .......   .......




                                                          F3=Exit
```

This screen appears after you key a **Group ID** on the A/P Payment Processing Group Selection
Screen (p. 20-4). Use this screen to determine which vouchers are to be cleared from a payment group.

Clear Payment Selections Screen Fields and Function Keys

Field/Function Key	Description
Company	The company number selected on the A/P Payment Processing Company Selection Screen (p. 20-2). (Display)
Group ID	The identifier and description of the selected payment group. (Display)

Clear Payment Selections Screen Fields and Function Keys

Field/Function Key	Description
Clear Option	Key one of four options available which allow you to clear vouchers from the selected payment group.
	Key 1 to remove all vouchers in a payment group; the payment group is deleted.
	Key 2 to clear only those vouchers with a zero payment amount (defined through Payment Selection Maintenance (MENU APCHCK)). These vouchers are removed from the payment group.
	Key 3 to clear all vouchers for up to ten vendors specified in the **Vendor(s)** field. All vouchers for the selected vendors are removed from the payment group.
	Key 4 to clear all "negative" vouchers with a negative payment amount, or clear all vouchers with a negative payment amount for up to ten vendors specified in the **Vendor(s)** field. All negative vouchers with a negative payment amount, or all negative vouchers for the selected vendors are removed from the payment group.
	(A 1) Required
Vendor(s)	This field is valid and allowed only if you entered option 3 or 4 in the **Clear Option** field.
	Key up to 10 vendor numbers.
	If option 3 is entered in the **Clear Option** field, selections are removed for all payments made to these vendors (in the selected group).
	If option 4 is entered in the **Clear Option** field, selections are removed for all "negative" payments made to these vendors (in the selected group).
	(10 @ A 6) Required
F3=Exit	Press F3=EXIT to exit the option and return to the menu.
Enter	Press ENTER to confirm your selections. The indicated payment selections are cleared.

Printing the Check Edit List

<div style="text-align: right;">21</div>

Use the Check Edit List option to print the check edit reports for a payment group. Use the A/P Check Edit List (p. 21-19) to verify that checks will print as desired. The A/P Check Error List (p. 21-22) prints only if there are errors in a payment group. If you choose not to run this option before running the option to print checks, the A/P Check Error List will still print, notifying you that errors exist. You will not be informed at check print time. Checks will not be printed if errors exist. For a listing of possible errors, see A/P Check Error List (p. 21-22).

You will also have the option to set up check edit options prior to submitting the check edit to the Transaction Processor. These options allow you to:

* Print the Accounts Payable Checks with Amount Less than ____ Report (p. 21-24), which will list checks with amount less than the value specified on the Check Edit Options Screen (p. 21-5), including detail information for each check's vendor and all vouchers included in the check.

* Remove checks with amount less than the value specified on the Check Edit Options Screen (p. 21-5) from the current check run (all vouchers included in such checks will be removed from the payment by reversing the payment status of these vouchers from the current "included in payment" status to the "denied for payment" status).

Check Edit List

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
A/P Payment Processing Company Selection Screen	Use to specify the company for which you are printing the Check Edit List.
Check Edit Options Screen	Use to set up check edit options prior to submitting the check edit to the Transaction Processor.

Title	Purpose
A/P Payment Processing Group Selection Screen	Use to select a the payment group to be used for the Check Edit List.
	When accessing this screen through Check Edit List (MENU APCHCK), use to select the name of the payment group to edit and the job template to be used, if desired.
	When accessing this screen through Print Checks / Process ACH or CC Payments (MENU APCHCK), use to select the name of the payment group for which checks are printed.
A/P Payment Processing Group Selection List Screen	Use to select the payment groups to be included in the Check Edit Listing.
Select Print Option Screen	Use to determine if the local currency will be shown on the Check Edit List.
A/P Check Edit List	Prints the detail information of the selected groups as they will appear as printed checks.
A/P Check Error List	Prints errors that will interfere with printing checks.
Accounts Payable Checks with Amount Less than ____Report	Prints all checks included in the current check run with amount that is less than the value specified on the Check Edit Options Screen (p. 21-5).

A/P Payment Processing Company Selection Screen

```
                    AP PAYMENT PROCESSING




                    Company?   01



                                                    F3=Exit
```

This screen appears after selecting option 5 - Check Edit List from the Accounts Payable Check Menu (MENU APCHCK) and you have System Options (MENU XAFILE) set to Y for **Multi Company** to activate multi-company mode.

Use this screen to select the company for which a payment group Check Edit List will be printed. This option may not be processed for a particular company, if any of the following are true for that company:

- Check editing (MENU APCHCK) has been submitted to the transaction processor and has not completed.
- Check printing (MENU APCHCK) has been submitted to the transaction processor and has not completed.
- Checks have been printed for this company but the check numbers have not yet been recorded through Record Check Numbers / Post ACH or CC Payments (MENU APCHCK).

TECHNICAL NOTE: This is a shared screen that displays in multiple places. The actual screen format name is APCMPFM_SELECT.

.

A/P Payment Processing Company Selection Screen Fields and Function Keys

Field/Function Key	Description
Company	Key the Company Number for which you wish to process payments. *Default Value:* The default company defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE) *Valid Values:* A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (N 2,0) Required
F3=Exit	Press F3=EXIT to exit the option and return to the menu.
Enter	Press ENTER to confirm your selections. The Check Edit Options Screen (p. 21-5) will appear.

Check Edit Options Screen

```
                        CHECK EDIT OPTIONS


        For checks with amount less than: ....5.00.  US$

          Print on a Separate Report:   Y  (Y/N)

          Remove from Check Run:         N  (Y/N)

















                                                        F3=Exit
```

This screen appears after you press ENTER on the A/P Payment Processing Company Selection Screen (p. 21-3). Use this screen to set up check edit options prior to submitting the check edit to the Transaction Processor.

For checks in the current check run with amount less than the value specified on this screen, you have the option to:

- Print a separate report listing checks with amount less than the value specified on this screen, including detail information for each check's vendor and all vouchers included in this check.

- Remove checks with amount less than the value specified on this screen from the current check run (all vouchers included in such checks will be removed from the payment by reversing the payment status of these vouchers from the current "included in payment" status to the "denied for payment" status).

For example, if you accept the default value of zero in the **For checks with amount less than** field (which means negative checks only are specified), then:

- You can select to print a separate report for all checks with amount less than 0 (negative checks).

- You can select to remove all checks with amount less than 0 (negative checks) from the current check run at check edit time.

If you enter 2.00 US$ in the **For checks with amount less than** field, then:

- You can select to print a separate report for all checks with amount less than 2.00 US$ (including negative checks).

- You can select to remove all checks with amount less than 2.00 US$ (including negative checks) from the current check run at check edit time.

NOTE: Checks with amount less than the value specified on this screen will continue to also print on the A/P Check Edit List (p. 21-19).

Check Edit Options Screen Fields and Function Keys

Field/Function Key	Description
For checks with amount less than ___	For checks in the current check run with amount less than the value you key in this field, you will be able to print a separate report with all checks with amount less than this value and/or remove all checks with amount less than this value from the current check run at check edit time.
	Key the less than amount for the checks you want to be printed on a separate report and/or remove from the current check run at check edit time.
	NOTE: When International Currency is installed and activated, the company's currency symbol displays to the right of this field.
	Default Value: 0
	Valid Values: any value up to 99999.99; cannot be a negative amount
	(N 5,2) Required
Print on a Separate Report	This field determines if a separate report will print for checks with amount less than the value specified on this screen.
	Key Y to print a separate report for checks with amount less than value specified. The Accounts Payable Checks with Amount Less than ____Report (p. 21-24) will print after the Check Edit is submitted to the Transaction Processor as part of the Check Edit process.
	Key N if you do not want to print a separate report for checks with amount less than value specified. The Accounts Payable Checks with Amount Less than ____Report (p. 21-24) will not print.
	Default Value: Y
	(A 1) Required
Remove from Check Run	If the **Print on a Separate Report** field is Y, use this field to define if checks with an amount less than the value specified on this screen will be removed from the current check run.
	Key Y to remove all checks with amount less than the value specified from the current check run (all vouchers included in such checks will be removed from the payment by reversing the payment status of these vouchers from the current "included in payment" status to the "denied for payment" status).
	Key N if you do not want to remove all checks with amount less than the value specified on this screen from the current check run.
	NOTE: This field takes affect only if the **Print on a Separate Report** field on this screen is Y.
	Default Value: N
	(A 1) Required

Check Edit Options Screen Fields and Function Keys

Field/Function Key	Description
F3=Exit	Press F3=EXIT to exit the option and return to the menu.
Enter	Press ENTER to confirm your selections. The A/P Payment Processing Group Selection Screen (p. 21-8) will appear.

A/P Payment Processing Group Selection Screen

```
            AP PAYMENT PROCESSING GROUP SELECTION


        Job Template:   ...........     Modify Selections:   N
                 Company:    1  A & C Office Supply


                 Group ID:  _....







                    F3=Exit    F4=Group List    F9=Job Template List
```

This screen appears after you press ENTER on the A/P Payment Processing Company Selection Screen (p. 21-3). Use this screen to select the name of the payment group to modify.

TECHNICAL NOTE: This is a shared screen that displays in multiple places. The actual screen format name is AP145FM_SELECT.

A/P Payment Processing Group Selection Screen Fields and Function Keys

Field/Function Key	Description
Job Template	Job templates are defined through Job Template Maintenance (MENU XAFILE) to allow parameter selections to be pre-defined for a particular process (such as, GL Year End) ahead of time. Once defined, this template can be used repeatedly, eliminating the need to manually provide these parameters for every submission of this job process.
	For the current job submission, you can enter a pre-defined job template in this field to use the established parameters (with or without any modifications), or you can leave this field blank and the system will prompt you to provide your own parameters.
	If you enter a pre-defined job template in this field, and do not want to make any changes to the established parameter selections for this current job submission, key N in the **Modify Selections** field. You will then bypass all the output parameter screens.
	If you enter a pre-defined job template in this field, but want to review and/or make modifications to the established parameter selections for this current job submission, key Y in the **Modify Selections** field. You will be presented with the established parameters for that job template and can review/make changes as needed for this job.
	If you leave this field blank, you will be presented with a series of prompts for you to provide the desired parameters for this current job submission.
	NOTE: To review a list of existing job templates that have been created for the Print Checks job, press F9=JOB TEMPLATE LIST.
	Valid Values: A job template defined for Print Checks jobs (that is, AP150P) through Job Template Maintenance (MENU XAFILE).
	(A 10) Optional

A/P Payment Processing Group Selection Screen Fields and Function Keys

Field/Function Key	Description
Modify Selections	If using a job template (you keyed a job template name in the **Job Template** field on this screen or select one with F9=JOB TEMPLATE LIST), this field determines if you will be presented with that template's parameters for review and/or modification for this current job submission.
	Key Y if you want to be able to review and/or modify the selections of the indicated job template. Any changes you make to the template through this post run will not impact the actual predefined template. The changes apply for this run of the job only. If you key Y, a series of selection screens will display allowing you to review and/or make changes. For details about the screens that display, refer to Job Template Maintenance (MENU XAFILE) in the Cross Applications User Guide.
	Key N if you want to use the template as-is and you do not want to make any modifications. If you key N, a series of selections screens will not be displayed.
	Valid Values: Y or N; cannot be Y if the **Job Template** field is blank.
	(A1) Required
Company	The company selected on the A/P Payment Processing Company Selection Screen (p. 21-3) for which payments will be selected for processing.
	Display
Group ID	Key the identifier of the payment group to be maintained.
	If you do not know the **Group ID**, access the group search by pressing F4=GROUP LIST.
	(A 5) Required
F3=Exit	Press F3=EXIT to exit the option and return to the menu.
F4=Group List	Press F4=GROUP LIST to display the A/P Payment Processing Group Selection List Screen (p. 21-12).
F9=Template List	Press F9=TEMPLATE LIST to display the Job Template List Screen, where you can review a list of existing job templates that have been created for the Print Checks job that is also used for A/P Check Edit List Processing.
	Refer to Job Template Maintenance (MENU XAFILE) in the Cross Applications User Guide for further details.

A/P Payment Processing Group Selection Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press ENTER after making your selections and to submit the job to the Transaction Processor. The selected Check Edit List will be processed. A message may display indicating that the post job was submitted to the Transaction Processor based on the System Options Maintenance (MENU XAFILE) choice to Suppress Job Submitted to TP message. The A/P Check Edit List (p. 21-19) will print.
	Additionally, depending on your selections in the **Job Template** and **Modify Selections** fields on this screen, various job template screens may or may not display once you press ENTER. For details about job template screens, refer to Job Template Maintenance (MENU XAFILE) in the Cross Applications User Guide.

A/P Payment Processing Group Selection List Screen

```
                    AP PAYMENT PROCESSING GROUP SELECTION
CO:  2  B & B Office Supply
            Description                Check                      Pay
     ID        Status                  Date        Total Payments Cur ACH CC

1 CO02  payment                       07/01/16            9,260.00 US$  N  Y
             Available
2 ECR   ECR                           08/08/16                     US$  N  N
             Available
3 SAT   Monday's checks               08/08/16            3,579.84 US$  Y  N
             Available




                                                                      Last
        _____
        Reference Number:  _
        ACH Payment: N Y,N

                 F11=Trading Curr    F3=Exit    F5=Sel Compt    F12=Return
```

This screen displays after pressing F4=GROUP LIST on:

- A/P Payment Processing Group Selection Screen (p. 21-8)
- A/P Payment Processing Group Selection Screen (p. 22-5).

Use this screen to select one or more payment groups for completion of payment processing.

> NOTE: This is a roll screen. **More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. **Last** appears at the bottom of the last screen of data. To scroll through information on roll screens press:
> * PAGE DOWN or SHIFT-ROLL FWD or F7=PAGE DOWN to display the next screen
> * PAGE UP or SHIFT-ROLL BACK or F8=PAGE UP to display the previous screen.

A/P Payment Processing Group Selection List Screen Fields and Function Keys

Field/Function Key	Description
CO	The company number and name selected for payment processing on the A/P Payment Processing Company Selection Screen.
(Reference Number)	This field displays the number of the payment group. Key this number in the **Reference Number** field to select the payment group to modify. Display
ID	The five character payment group identification code. Display

A/P Payment Processing Group Selection List Screen Fields and Function Keys

Field/Function Key	Description
Description	The payment group description. Display
Status	The status of the payment group. • **AVAILABLE**: The payment group is available for modification or further payment processing. • **EDITING-ws**: This group is being edited through Payment Selection Maintenance (MENU APCHCK) at workstation ws. • **CHK EDIT-ws**: The Check Edit List (MENU APCHCK) is being printed for the group from workstation ws. • **CHK PRT-ws**: Checks are being printed for the group through Print Checks / Process ACH or CC Payments (MENU APCHCK) at workstation ws. This indicates that the check has been run. You cannot clear a payment selection or maintain a payment selection for this group once the check edit has been run. • **RELEASE-ws**: The payment group is being cleared through Clear Payment Selections (MENU APCHCK) at workstation ws. • **SELECT-ws**: Payment Selection (MENU APCHCK) is being performed at workstation ws.
Check Date	The payment group's check date (i.e., the date printed on the checks). Display
Total Payments / Trading Currency Total Payments	The total monetary amount of payments in the group. When International Currency is installed, the **Total Payments** field may be toggled with the F11=LOCAL CURR / F11=TRADING CURR to display the total amount of payments in the group in the vendor's trading currency or in the payment/company's local currency. When the key displays as F11=TRADING CURR, the field displays as **Total Payments** and the total amount of payments in the group displays in the payment/company's local currency. When the key displays as F11=LOCAL CURR, the field displays as **Trading Currency Total Payments**, and the total amount of payments in the group displays in the vendor's trading currency. Display

A/P Payment Processing Group Selection List Screen Fields and Function Keys

Field/Function Key	Description
Pay Cur / Ven Cur	This field only displays when International Currency is installed.
	This field may be toggled with the F11=LOCAL CURR / F11=TRADING CURR to display the currency symbol for the payment/company's local currency used for the group or to display the currency symbol for the vendor's trading currency.
	When the key displays as F11=TRADING CURR, the field displays as **Pay Cur** and the symbol for the group's payment/company's local currency will display.
	When the key displays as F11=LOCAL CURR, the field displays as **Ven Cur**, and the symbol for the vendor's trading currency will display.
	Display
ACH	This field displays the Automatic Clearing House (ACH) payment method selected when the group was created.
	Y displays if this group's payment method is designated as ACH payments.
	N displays if this group's payment method is designated as paper checks or credit card.
	Display
CC	This field identifies if the payment group is a credit card group.
	Y displays if this group's payment method is with a credit card.
	N displays if this group's payment method is designated as paper checks or ACH payments.
	Display
Reference Number	Key the reference number of the group to select it for further processing.
	Up to 10 groups may be selected for single check edit or print run but all selected groups must have the same check print date. A group may not be selected twice in the same processing run. Press ENTER to confirm each entry, and display the selected **Group ID** to the right of this field. Press F5=SEL COMPT to complete your selection.
	Valid Values: A reference number associated with an existing group.
	(N 2,0) Required

A/P Payment Processing Group Selection List Screen Fields and Function Keys

Field/Function Key	Description
ACH Payment	Use this field to establish the payment basis for the selected payment groups. Once this value is set, payment groups selected for the check print process will be validated against this field for matching payment basis.
	Key Y to select ACH payments as the check processing group's payment method.
	Key N to select paper checks or credit card as the check processing group's payment method.
	NOTE: All vouchers in a group must have the same ACH flag value.
	Default Value: N
	(A 1) Required
F3=Exit	Press F3=EXIT to exit the option and return to the menu.
F5=Sel Compt	The F5=SEL COMPT appears only if you accessed the A/P Payment Processing Group Selection Screen from the Check Edit List or the Print Checks / Process ACH or CC Payments (MENU APCHCK).
	From Check Edit List (MENU APCHCK), press F5=SEL COMPT to complete the group selections. Job Template Screens may or may not appear and the Bank Accounts List Screen (p. 9-13) appears.
	From Print Checks / Process ACH or CC Payments (MENU APCHCK), press F5=SEL COMPT to complete the group selections after making your selections and to submit the job to the Transaction Processor. The selected Print Checks will be processed. A message may display indicating that the post job was submitted to the Transaction Processor based on the System Options Maintenance (MENU XAFILE) choice to Suppress Job Submitted to TP message. The A/P Checks will print.
	If you press F5=SEL COMPT, and payment groups selected have an **ACH** flag value equal to Y, then a message will display warning you that the extract file will be generated instead of paper checks. Press F5=SEL COMPT a second time to generate the extract file instead of producing paper checks.
	Additionally, depending on your selections in the **Job Template** and **Modify Selections** fields on this screen, various job template screens may or may not display once you press ENTER.
	For details about job template screens, refer to Job Template Maintenance (MENU XAFILE) in the Cross Applications User Guide.

A/P Payment Processing Group Selection List Screen Fields and Function Keys

Field/Function Key	Description
F7=Page Down / F8=Page Up	**More...** appears at the bottom of a roll screen to indicate that more data is available for viewing. Last appears at the bottom of the last screen of data. On some roll screens, F7=PAGE DOWN and F8=PAGE UP are available for use but do not display.
	Use the F7=PAGE DOWN to display the next screen of information on a roll screen. The PAGE DOWN or SHIFT-ROLL FWD function keys perform the same task.
	Use the F8=PAGE UP to display the previous screen of information on a roll screen. The PAGE UP or SHIFT-ROLL BACK function keys perform the same task.
F11=Local Curr / F11=Trading Curr	Press F11=LOCAL CURR / F11=TRADING CURR to toggle between a display of total payment amounts in the payment/company's local currency, with the **Pay Cur** and **Status** fields displayed, and a display of total payment amounts in the vendor's trading currency with the **Ven Cur** field displayed.
	Press F11=LOCAL CURR to display total payment amounts in the payment/ company's local currency. The **Pay Cur** and **Status** fields also will display.
	Press F11=TRADING CURR to display total payment amounts in the vendor's trading currency. The **Ven Cur** field also will display.
F12=Return	Press F12=RETURN to return to the
	• A/P Payment Processing Group Selection Screen (p. 21-8)
	• A/P Payment Processing Group Selection Screen (p. 22-5)
	without selecting a payment group.
Enter	Press ENTER to confirm your group selections. The ID of the selected group will display to the right of the **Reference Number** field.
	If you accessed this screen from Print Checks / Process ACH or CC Payments (MENU APCHCK), and you are selecting multiple groups, press ENTER to add each group to your selections.

Select Print Option Screen

```
                    SELECT PRINT OPTION




            Show Local Currency on Edit List: Y    Y,N


                    Press ENTER to continue






                                              F3=Exit
```

This screen only displays when International Currency is installed and the payment currency for the group is not the local currency for the selected company.

This screen appears after you press ENTER on the Bank Accounts List Screen (p. 9-13) or the A/P Payment Processing Group Selection Screen (p. 21-8). This screen is bypassed if printing checks for the local currency. It will display, however, if printing the Check Edit List for a trading currency to allow the user to select if the currency should display on the Check Edit List.

Use this screen to determine if the local currency will be shown on the Edit List.

Select Print Option Screen Fields and Function Keys

Field/Function Key	Description
Show Local Currency on Edit List	Use this field to specify whether or not amounts on the Check Edit List will print in the trading currency, or in both the company's local currency and the trading currency; local equivalent amounts will print below the trading currency amounts.
	Key Y if you want amounts to print in the trading currency as well as the local currency.
	Key N if you want amounts to print only in the local currency.
	Default Value: Y
	(A 1) Required
F3=Exit	Press F3=EXIT to cancel the selection and return to Menu APCHCK.

Select Print Option Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press ENTER to accept the selections and continue. The job will be submitted to the Transaction Processor and you will be returned to Menu APCHCK.

A/P Check Edit List

```
AP150F  04/08/11  23.01.41                    ACCOUNTS PAYABLE CHECK EDIT LIST          BM/APDEMO           PAGE      1
                  ACH: Y                      01-A & C Office Supply
   Group  Voucher   Ref Invoice No      Inv Dt           Gross Amt       Dsc Taken       Net Amt Description
-----------------------------------------------------------------------------------------------------------------
1400    THE PAPER SUPPLY HOUSE
   MONDY      457    3 12431          14/07/11         1,930.50                         1,930.50  supplies
                                                                    Check Amt:          1,930.50  US$  Check Date: 01/08/11
200    K & M CORPORATION
   MONDY      379    1 29211          21/11/09        42,021.17        858.42          41,162.75
                                                                    Check Amt:         41,162.75  US$  Check Date: 01/08/11
200    K & M CORPORATION
   MONDY      461    5 4223           08/07/11         1,872.00         37.44           1,834.56  supplies
                                                                    Check Amt:          1,834.56  US$  Check Date: 01/08/11
Number of Checks:            3
Total Amount:        44,927.81    US$
```

Voucher information for each check prints out on this report for up to 10 payment groups (with the same check date). The listing is primarily sequenced by the check sequence number, and secondarily sequenced by the voucher number.

A/P Check Edit List

Report/Listing Fields	Description
Headings	Program names appear on the upper left corner of the report followed by run date and time, report title, workstation ID, User ID, and page number.
	Summary of the selection criteria prints in the center of the headings area followed by the individual field headings.
	The company number and name are printed and also the Automated Clearing House (ACH) selection.
Vendor	The number and name of the payee.
	If the vendor name is changed or overridden during voucher entry, that specific transaction will be listed separately on the Accounts Payable Check Edit List.
	If a voucher has been flagged with Y for **Separate Check**, that specific transaction will be listed separately on the Accounts Payable Check Edit List.
	If the vendor is an assignee vendor with payee vendors in the check run, the assignee number and name will show on the Accounts Payable Check Edit List with the payee vendor number and name listed on the next line.
Group	The Group ID of the payment group which contains the checks on this listing.
Voucher	The voucher number selected for payment.

A/P Check Edit List

Report/Listing Fields	Description
Ref	The transaction reference number against the voucher.
Invoice No	The original invoice number for the voucher being paid.
Inv Dt	The date of the original invoice.
Gross Amt	The gross monetary amount of the voucher prior to taking discounts.
	When International Currency is installed, the bank's local currency values will print below the vendor's trading currency values based on the selection of Y to **Print Local Currency on Edit List** on the Select Print Option Screen (p. 21-17).
Dsc Taken	The amount of any discounts taken. If no discount was taken, this column is blank.
	When International Currency is installed, the bank's local currency values will print below the vendor's trading currency values based on the selection of Y to **Print Local Currency on Edit List** on the Select Print Option Screen (p. 21-17).
Net Amt	The net monetary amount of the voucher. This is the discount amount subtracted from the gross amount.
	When International Currency is installed, the bank's local currency values will print below the vendor's trading currency values based on the selection of Y to **Print Local Currency on Edit List** on the Select Print Option Screen (p. 21-17).
Description	The description of the voucher as keyed in Voucher Entry (MENU APMAIN).
Check Amt	The total amount of the vouchers being paid with this check.
	When International Currency is installed, the bank's local currency values will print below the vendor's trading currency values for the **Gross Amt, Net Amt, Check Amt,** and **Total Amt** fields based on the selection of Y to **Print Local Currency on Edit List** on the Select Print Option Screen (p. 21-17).
	For trading currency groups, the currency symbol will print to the right of the **Check Amt** field.
Check Date	The date printed on the check.
Number of Checks	The total number of checks in this group.

A/P Check Edit List

Report/Listing Fields	Description
Total Amount	The total currency value of the checks being paid in this group. When International Currency is installed, the bank's local currency values will print below the vendor's trading currency values based on the selection of Y to **Print Local Currency on Edit List** on the Select Print Option Screen (p. 21-17).

A/P Check Error List

```
AP150G  09/13/11   9.59.21          ACCOUNTS PAYABLE CHECK ERROR LIST        AM/APDEMO       PAGE      1
                  ACH: N                       02-B & B Office Supply
Group     Voucher     Error
-----------------------------------------------------------------------------------------------------------
WED                     Negative Checks Detected for Vendor 400
       1 Negative Check(s) Detected
```

This report prints only if there are errors in a payment group. Checks cannot be printed. You may correct errors through Payment Selection Maintenance Screen (p. 18-9). The negative check error is shown.

If vouchers for a vendor are splitting onto separate checks, one of the following reasons would apply:

- Vendor is defined as a miscellaneous vendor in the A/P Option
- Separate Check is "Y" in the payment selection group
- Vouchers with the same vendor number have different vendor names and addresses used in the vouchers
- Assignee is being used.

Accounts Payable Check Error List

Report/Listing Fields	Description
Headings	Program names appear on the upper left corner of the report followed by run date and time, report title, workstation ID, User ID, and page number.
	Summary of the selection criteria prints in the center of the headings area followed by the individual field headings.
	The company number and name are printed and also the Automated Clearing House (ACH) selection.
Group	The Group ID of the payment group which contains the checks on this listing.
Voucher	The voucher number selected for payment.

Accounts Payable Check Error List

Report/Listing Fields	Description
Error	Listed below are the possible errors that might occur and print on this listing. You must resolve the error before you may print checks for this payment group.

- The General Ledger Cash Account is Invalid
- The General Ledger Cash Account is Suspended
- The General Ledger Cash Account is a Distribution Account
- The General Ledger Accounts Payable Account is Invalid
- The General Ledger Accounts Payable Account is Suspended
- The General Ledger A/P Account is a Distribution Account
- The General Ledger Cash Discounts Account is Invalid
- The General Ledger Cash Discounts Account is Suspended
- The General Ledger C/D Account is a Distribution Account
- The Check Print Date is not a Valid General Ledger Period
- Negative Checks Detected
- There are no Checks to be Printed
- There are no ACH payments to be transmitted (applies to ACH Payments only)
- Vendor ACH information is missing (applies to ACH Payments only)
- Reserved ACH check range must be defined; only when submitted from Check Run (applies to ACH Payments only)
- Remaining number of checks is not sufficient for ACH payment; only when submitted from Check Run (applies to ACH Payments only)

Accounts Payable Checks with Amount Less than _____ Report

```
AP150N  10/23/13  10.27.53          ACCOUNTS PAYABLE CHECKS WITH AMOUNT LESS THAN 200.00 US$   |      AZ/APDEMO      PAGE     1
                                              01-A & C Office Supply
                                              REMOVE FROM CHECK RUN: N
    Group    Voucher   Ref Invoice No      Inv Dt        Net Amount
----------------------------------------------------------------------------------------------------------------------
VENDOR:   300      AMERICAN CALENDAR                 Total Open Amount:          98.28    US$
    MOND2     414    33 AC782         01/28/12              21.56
    MOND2     417    36 AC9834        01/28/12              13.95
    MOND2     408    27 013218        01/28/12              31.46
    MOND2     411    30 571           01/28/12              29.35
Check Amount:          96.32   US$
VENDOR:   700      B & M TRASH REMOVAL               Total Open Amount:         154.12    US$
    MOND2     384     9 79212         12/11/11             151.04
Check Amount:         151.04   US$
      2      Check(s) with amount less than 200.00 US$ detected.
```

This report prints only if the **Print on a Separate Report** field is Y on the Check Edit Options Screen (p. 21-5).

This report prints all checks included in the current check run with amount that is less than the value specified on the Check Edit Options Screen (p. 21-5).

Accounts Payable Checks with Amount Less than _____ Report

Report/Listing Fields	Description
Headings	Program name appear on the upper left corner of the report followed by run date and time, report title, workstation ID, User ID, and page number.
	Program name includes the value specified on the Check Edit Options Screen (p. 21-5).
	Summary of the selection criteria prints in the center of the headings area followed by the individual field headings.
Remove from Check Run	Indicates with Y or N if checks with amount less than value specified on the Check Edit Options Screen (p. 21-5) will be removed from the current check run.
Vendor	The number and name of the payee.
	If the vendor is an assignee vendor with payee vendors in the check run, the assignee number and name will show on the report with the payee vendor number and name listed on the next line.

Accounts Payable Checks with Amount Less than _____ Report

Report/Listing Fields	Description
Total Open Amount	The total amount of open invoices for this vendor.
	When International Currency is installed, the bank's local currency values will print below the vendor's trading currency values based on the selection of Y to **Print Local Currency on Edit List** on the Select Print Option Screen (p. 21-14).
Group	The Group ID of the payment group which contains the checks on this report.
Voucher	The voucher number selected for payment.
Ref	The transaction reference number against the voucher.
Invoice No	The original invoice number for the voucher being paid.
Inv Dt	The date of the original invoice.
Net Amt	The net monetary amount of the voucher. This is the discount amount subtracted from the gross amount.
	When International Currency is installed, the bank's local currency values will print below the vendor's trading currency values based on the selection of Y to **Print Local Currency on Edit List** on the Select Print Option Screen (p. 21-17).
Check Amount	The total amount of the vouchers being paid with this check.
	When International Currency is installed, the bank's local currency values will print below the vendor's trading currency values for the **Gross Amt, Net Amt, Check Amt,** and **Total Amt** fields based on the selection of Y to **Print Local Currency on Edit List** on the Select Print Option Screen (p. 21-17).
	For trading currency groups, the currency symbol will print to the right of the **Check Amt** field.
Footer	At the end of the report, the following message will print:
	# Check(s) with amount less than _____ detected
	If the Check Edit was submitted with Y in the **Remove from Check Run** field on the Check Edit Options Screen (p. 21-5), a message will also be printed about vouchers being removed from the payment group. For example:
	All vouchers included in Check(s) with Amount less than US$ have been removed from the payment selection group by reversing the payment status of this voucher.

Printing Checks and Processing ACH or CC Payments

22

Use the Print Checks / Process ACH or CC Payments option on the Accounts Payable Check Processing Menu (MENU APCHCK) to print a group of checks for a payment group, or to process ACH or CC payments. You may print checks for up to ten payment groups if each payment group has the same check print date.

For ACH Payment Processing, the system will be assigning check numbers and will be using the next consecutive unused check numbers in the reserved ACH check range to keep track of each payment detail record. This is why a reserved check range for the bank is required. An ACH template also needs to be defined for each selected bank so that the ACH file with the payment can be assembled correctly.

For CC Payment Processing, the system will automatically assign the next consecutive check number(s) based on the specific credit card transfer bank account. However, rather than generate an actual check(s) for printing, the Remittance Advice (p. 22-12) will instead output a list of invoices.

> NOTE: No standard check processing options (options 1 through 6) may be run except Record Check Numbers / Post ACH or CC Payments (MENU APCHCK) after running this option. This is to ensure that check numbers are recorded promptly after printing checks.
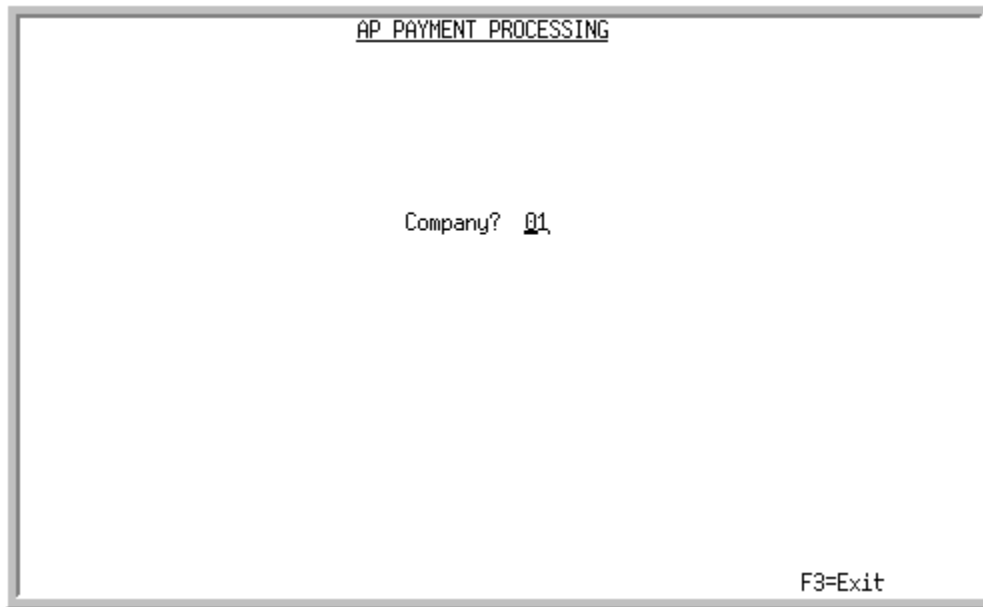
Print Checks / Process ACH or CC Payments

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
A/P Payment Processing Company Selection Screen	Use to specify the company for which you are printing checks or processing ACH or CC payments.
A/P Payment Processing Group Selection Screen	Use to select a the payment group and Job Template to be used for the Check Edit List.

Title	Purpose
A/P Payment Processing Group Selection List Screen	Used to select the payment groups to be included in the check printing. Refer to CHAPTER 21: *Printing the Check Edit List* for a description of this screen.
Bank Accounts List Screen	Use to select the bank account that the checks will be drawn against. If the invoices are for trading currency vendors, the bank account selected must be the same trading currency or the company's local currency. Refer to CHAPTER 9: *Maintaining Bank Account Transactions*, Bank Accounts List Screen for more information.
Checks	Shows a sample check.
Remittance Advice	Shows a sample overflow remittance advice report.
A/P Payment Transaction Register	Use to review the Transaction Register which prints for vouchers paid on a currency contract and a physical check was not printed.

A/P Payment Processing Company Selection Screen

```
                    AP PAYMENT PROCESSING




                    Company?   01_




                                                    F3=Exit
```

This screen appears after selecting option 6 - Print Checks / Process ACH or CC Payments from the Accounts Payable Check Menu (MENU APCHCK) and you have System Options (MENU XAFILE) set to Y for **Multi Company** to activate multi-company mode.

Use this screen to select the company for which a payment group checks will be printed. This option may not be processed for a particular company, if any of the following are true for that company:

- Check editing (MENU APCHCK) has been submitted to the transaction processor and has not completed.

- Check printing (MENU APCHCK) has been submitted to the transaction processor and has not completed.

- Checks have been printed for this company but the check numbers have not yet been recorded through Record Check Numbers / Post ACH or CC Payments (MENU APCHCK).

TECHNICAL NOTE: This is a shared screen that displays in multiple places. The actual screen format name is APCMPFM_SELECT.

.

A/P Payment Processing Company Selection Screen Fields and Function Keys

Field/Function Key	Description
Company	Key the Company Number for which you wish to process payments. *Default Value:* The default company defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE) *Valid Values:* A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). (N 2,0) Required
F3=Exit	Press F3=EXIT to exit the option and return to the menu.
Enter	Press ENTER to confirm your selections. The A/P Payment Processing Group Selection Screen (p. 22-5) will appear.

A/P Payment Processing Group Selection Screen

```
        AP PAYMENT PROCESSING GROUP SELECTION



    Job Template:   ...........     Modify Selections:   N
               Company:    1  A & C Office Supply



               Group ID:  _....








            F3=Exit    F4=Group List    F9=Job Template List
```

This screen appears after you press ENTER on the A/P Payment Processing Company Selection
Screen (p. 22-3). Use this screen to select the name of the payment group to modify.

TECHNICAL NOTE: This is a shared screen that displays in multiple places. The actual
screen format name is AP145FM_SELECT.

A/P Payment Processing Group Selection Screen Fields and Function Keys

Field/Function Keys	Description
Job Template	Job templates are defined through Job Template Maintenance (MENU XAFILE) to allow parameter selections to be pre-defined for a particular process (such as, GL Year End) ahead of time. Once defined, this template can be used repeatedly, eliminating the need to manually provide these parameters for every submission of this job process.
	For the current job submission, you can enter a pre-defined job template in this field to use the established parameters (with or without any modifications), or you can leave this field blank and the system will prompt you to provide your own parameters.
	If you enter a pre-defined job template in this field, and do not want to make any changes to the established parameter selections for this current job submission, key N in the **Modify Selections** field. You will then bypass all the output parameter screens.
	If you enter a pre-defined job template in this field, but want to review and/or make modifications to the established parameter selections for this current job submission, key Y in the **Modify Selections** field. You will be presented with the established parameters for that job template and can review/make changes as needed for this job.
	If you leave this field blank, you will be presented with a series of prompts for you to provide the desired parameters for this current job submission.
	NOTE: To review a list of existing job templates that have been created for the Print Checks job, press F9=JOB TEMPLATE LIST.
	Valid Values: A job template defined for Print Checks jobs (that is, AP150P) through Job Template Maintenance (MENU XAFILE).
	(A 10) Optional

A/P Payment Processing Group Selection Screen Fields and Function Keys

Field/Function Keys	Description
Modify Selections	If using a job template (you keyed a job template name in the **Job Template** field on this screen or select one with F9=JOB TEMPLATE LIST), this field determines if you will be presented with that template's parameters for review and/or modification for this current job submission.
	Key Y if you want to be able to review and/or modify the selections of the indicated job template. Any changes you make to the template through this post run will not impact the actual predefined template. The changes apply for this run of the job only. If you key Y, a series of selection screens will display allowing you to review and/or make changes. For details about the screens that display, refer to Job Template Maintenance (MENU XAFILE) in the Cross Applications User Guide.
	Key N if you want to use the template as-is and you do not want to make any modifications. If you key N, a series of selections screens will not be displayed.
	Valid Values: Y or N; cannot be Y if the **Job Template** field is blank.
	(A1) Optional
Company	The company number and name selected on the A/P Payment Processing Company Selection Screen (p. 22-3).
	Display
Group ID	Key the identifier of the payment group to be maintained.
	If you do not know the Group ID, access the group search by pressing F4=GROUP LIST.
	(A 5) Required
F3=Exit	Press F3=EXIT to exit the option and return to the menu.
F4=Group List	Press F4=GROUP LIST to display the A/P Payment Processing Group Selection List Screen (p. 21-12).
F9=Template List	Press F9=TEMPLATE LIST to display the Job Template List Screen, where you can review a list of existing job templates that have been created for Printing Checks.
	Refer to Job Template Maintenance (MENU XAFILE) in the Cross Applications User Guide for further details.

A/P Payment Processing Group Selection Screen Fields and Function Keys

Field/Function Keys	Description
Enter	Press ENTER after making your selections and to submit the job to the Transaction Processor. The selected Print Checks will be processed. A message may display indicating that the post job was submitted to the Transaction Processor based on the System Options Maintenance (MENU XAFILE) choice to Suppress Job Submitted to TP message. The A/P Checks will print.

Additionally, depending on your selections in the **Job Template** and **Modify Selections** fields on this screen, various job template screens may or may not display once you press ENTER. For details about job template screens, refer to Job Template Maintenance (MENU XAFILE) in the Cross Applications User Guide. |

Checks

```
 ┌─────────────────────────────────────────────────────────────────────┐
 │                                                                   1   │
 │  Invoice No       Date   Desc        Gross            Disc       Net  │
 │    Vendor IC1000 LITTLE ITALY RESTAURANT SUPPLY IT| Italian Lira      │
 │  633535           01/08/09 stock                                      │
 │                              226,353,537               226,353,537    │
 │                   Total      226,353,537               226,353,537    │
 │                                                                       │
 └─────────────────────────────────────────────────────────────────────┘

 ┌─────────────────────────────────────────────────────────────────────┐
 │                                                                       │
 │   A·&·C·Office·Supply                          ┌──────────────────┐   │
 │                                                │  Check No 443    │   │
 │                                                └──────────────────┘   │
 │  226,353,537 IT> at 1940.736635 IT> per US$ = 130,260.36             │
 │   Pay   Two Hundred Twenty Six Million Three Hundred Fifty Three      │
 │         Thousand Five Hundred Thirty Seven Italian Lira               │
 │                                                                       │
 │                                            ┌─────────────┐ ┌────────┐ │
 │                                            │   Amount    │ │  Date  │ │
 │   To·The·Order·Of   LITTLE ITALY RESTAURANT SUPPLY*****226,353,537***│ │31/08/09│ │
 │                     Leaning Tower Office Park  └─────────────┘ └────────┘ │
 │                     345 Michaelangelo Way                             │
 │                     District of the Vatican                           │
 │                     Rome, Italy, 12345-3789                           │
 │                     ITALY                                             │
 │                                                                       │
 │                          Authorized Signature _____    │
 │                                                                       │
 └─────────────────────────────────────────────────────────────────────┘
```

NOTE: The mock-up format depicted here is not true to scale due to space limitation. Contact your sales representative to obtain format specifications. Note that check numbers are not printed on the check stock so be sure to order pre-printed checks from your vendor.

Checks are submitted to the Transaction Processor. Checks will print using form type 1 or form type 2, depending on your selection in System Options Maintenance (MENU XAFILE). For each check, the remittance advice and actual check are printed. The remittance advice prints the detail invoice information for each check.

When International Currency is installed

- The text at the end of the check amount (previously "Dollars") will now be extracted from the bank account definition.

- Remittance will be printed in the currency of the vendor (gross, discount, and the net invoice amounts.)

- A currency conversion line will print on the remittance below the trading currency remittance totals, as such:

Example:

5000.00 F @ 5.00000 F per $ = 1000.00 $

This example indicates that five thousand franc at five francs per dollar equals one thousand dollars. Note that the amounts used in this line will be the total trading net remittance amount and the total local net remittance amount. The exchange rate printed on this line will be calculated using the two net amounts.

- The check amount will be printed in the local currency.
- If the payment and vendor currency is a trading currency, the remittance and check will be printed in the vendor's currency.
- The check print rate will be the exchange rate of the foreign currency bank account from which the check was drawn.

Check Sample

Report/Listing Fields	Description
Check Stub: Vendor Information	The vendor number and vendor name for the vouchers being paid. If this check is to an assignee vendor, the vouchers being paid from the payee vendor(s) will be printed.
	When International Currency is installed, the vendor's currency symbol and currency code description for this check are also printed.
Check Stub: Invoice No	The original invoice number associated with the voucher being paid.
Check Stub: Date	The original invoice date for the voucher being paid. The date will be printed using the **Default Date Format** for the vendor's country, specified through Country Name Maintenance (MENU ARFIL2), or if that field is blank, the date will be printed using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE).
Check Stub: Desc	The description of the voucher as keyed in Voucher Entry (MENU APMAIN).
Check Stub: Gross	The gross currency payment amount of the voucher prior to taking discounts.
Check Stub: Disc	The currency amount of any discounts being taken. If no discount was taken, this column is blank.
Check Stub: Net	The net currency amount of the voucher being paid with this check. This is the discount amount subtracted from the gross amount.
Check Stub: Total	The total **Gross**, **Disc**, and **Net** amount of the check.
Pay	The legal transcribed and numeric total amount of the check.
Amount	The corresponding numeric total amount of the check.

Check Sample

Report/Listing Fields	Description
Date	The date printed on the check. This is the check date of the payment group. The date will be printed using the **Default Date Format** for the vendor's country, specified through Country Name Maintenance (MENU ARFIL2), or if that field is blank, the date will be printed using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE).
Payee	The name and address of the party to whom payment is made. This may be the vendor, a payee for the vendor, or an assignee of the vendor.
Check No	The check number should be preprinted on check forms.

Remittance Advice

```
       03/31/10              REMITTANCE ADVICE            1      PAGE   1
-----------------------------------------------------------------------------
 Invoice No          Date   Desc       Gross            Disc              Net
-----------------------------------------------------------------------------
   Vendor IC2000 WOODEN CHOPSTICKS OFFICE POOL   YN> Japanese Yen
 WEEK07           02/21/10 weekly
                                     1,498.23                         1,498.23
 WEEK08           02/28/10 022810
                                     1,512.98                         1,512.98
 WEEK09           03/01/10 weekly
                                     1,523.98                         1,523.98
 WEEK10           03/07/10 seekly
                                     1,523.19                         1,523.19
                  Total             16,316.81             .00        16,316.81
```

If the detail voucher information that prints on the check stub remittance advice requires more space than allowed, this overflow remittance advice will print on stock paper after all checks are printed.

Remittance Advice

Report/Listing Fields	Description
Remittance Advice: Remittance Number	This number is assigned to each remittance in a payment group. If there is an overflow of a remittance advice, use this number to refer to the overflow sheet that prints after all checks are printed.
Vendor Information	The vendor number and vendor name for the vouchers being paid. If this check is to an assignee vendor, the vouchers being paid from the payee vendor(s) will be printed.
	When International Currency is installed, the vendor's currency symbol and currency code description for this check are also printed.
Invoice No	The original invoice number associated with the voucher being paid.
Date	The original invoice date for the voucher being paid. The date will be printed using the **Default Date Format** for the vendor's country, specified through Country Name Maintenance (MENU ARFIL2), or if that field is blank, the date will be printed using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE).
Desc	The description of the voucher as keyed in Voucher Entry (MENU APMAIN).
Gross	The gross currency payment amount of the voucher prior to taking discounts.
Disc	The currency amount of any discounts being taken. If no discount was taken, this column is blank.

Remittance Advice

Report/Listing Fields	Description
Net	The net currency amount of the voucher being paid with this check. **Calculation:** Net Currency Amount = gross amount - discount amount
Total	There are 3 Total amounts shown for the **Gross**, **Disc**, and **Net** amount columns.

A/P Payment Transaction Register

```
AP150I  06/01/10  15:34:49              AP PAYMENT TRANSACTION REGISTER        AF/   APDEMO    PAGE:    1
SASKATCHEWAN PRODUCTS                        1 - A & C Office Supply
150 Snowshoe Road                    143-00CAD - Bank Of Canada
                                       IC5000 - SASKATCHEWAN PRODUCTS
Dartmouth, Ontario      SNB3B 1G6         CAD - Canadian Dollars
 Transaction #    Invoice      Date   Description               Gross        Discount            Net
-----------------------------------------------------------------------------------------------------
   900000001      663533      05/20/10  base bulbs            1,454.98                        1,454.98  CA$
                                                              1,214.62                        1,214.62  US$
```

This report prints for currency contract payment groups after selecting Print Checks / Process ACH or CC Payments (MENU APCHCK), if the **Print Checks** field is N on the Currency Contract Maintenance Screen (MENU ICFILE). This report will print in place of checks and provide a record of your payments.

> NOTE: This report prints only if International Currency is installed and active.

A/P Payment Transaction Register

Report/Listing Fields	Description
Headings	Program names appear on the upper left corner of the report followed by run date and time, report title, workstation ID, User ID, and page number.
(Payee)	The name and address of the vendor to whom the payment was made.
(Company)	The company number and name responsible for the payment.
(Bank Account)	The bank account number and name from which payment will be drawn.
(Vendor Number)	The number and name of the vendor to whom the payment was made.
(Currency Code)	The currency code and description for the currency specified in the contract.
Transaction #	The number of the transaction. This number takes the place of a check number and must be recorded through Record Used/Voided Check Numbers Screen (p. 23-5).
Invoice	The number of the invoice associated with this payment.
Date	The date the recorded for the invoice.
Description	The description of the transaction as keyed through Voucher Entry (MENU APMAIN).

A/P Payment Transaction Register

Report/Listing Fields	Description
Gross	This is the gross invoice amount of payments made in this group. These values will print in the vendor's trading currency and the company's local currency, if the two differ.
Discount	This is the gross amount of the discounts applicable to this payment group. These values will print in the trading currency and the currency specified for the currency contract, if the two differ. The currency symbols for each will display to the right of the amounts.
Net	This is the net amount of this payment. This amount prints in both the local and trading currency, with the currency symbols printed on the right.
Total	This is the total amount of the payment. This value will print when the payment group currency is the company's local currency.
(Exchange Rate)	This is the rate of exchange for the trading currency. This value will print only if the trading currency is different from the currency specified in the contract. The currency conversion line will print as depicted in the following example: **Example:** 1,066,074 IT{ at 2,220.524890 IT{ per US$ = 480.10 This example indicates that 1,066,074 Italian Lire at 2,220.524890 Lire per US Dollar equals $ 480.10

Recording Check Numbers and Posting ACH or CC Payments

23

Use the Record Check Numbers / Post ACH or CC Payments option on the Accounts Payable Check Processing Menu (MENU APCHCK) to record or void the check numbers of checks printed through Print Checks / Process ACH or CC Payments (MENU APCHCK), or to post the ACH or Credit Card (CC) payments. This option provides a simple means of voiding individual checks without having to re-print an entire group of checks.

When International Currency is installed and the revaluation process takes place for this option, the G/L Transaction Post Journal for Revaluation (p. 23-13) may print, depending on the value specified in the **A/P to G/L** field through Company Name Maintenance (MENU XAFILE). Refer to Revalue Receipts Pending Invoicing (MENU ICRVAL) in the International Currency User Guide for information about this report.

Record Check Numbers / Post ACH or CC Payments

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
A/P Payment Processing Company Selection Screen	Use to specify the company for the finalization of the check run or ACH payment process.
Record Used/Voided Check Numbers Screen	Use to record the checks that have been printed for a group, and to select the job template to be used, if desired.
Record Used/Voided Checks for Contract Payments	Use to confirm the recording of check numbers against the selected currency contracts.
G/L Transaction Post Journal	Printed sample of the General Ledger transactions for check processing.

Title	Purpose
Cash Disbursements Report	Printed sample of the cash disbursements for check processing.
Currency Revaluation Detail Report	Printed sample of the Currency Revaluation Detail report for check processing.

When to Run This Option

Run this option immediately after printing checks through Print Checks / Process ACH or CC Payments (MENU APCHCK). After checks are printed and before this option is selected, no payment selection options (1 through 6) may be selected for the same company.

A/P Payment Processing Company Selection Screen

```
                    AP PAYMENT PROCESSING




                     Company?   01




                                              F3=Exit
```

This screen appears after selecting option 7 - Record Check Numbers / Post ACH or CC Payments from the Accounts Payable Check Menu (MENU APCHCK) and you have System Options (MENU XAFILE) set to Y for **Multi Company** to activate multi-company mode.

Use this screen to select the company for which a payment group check numbers will be recorded. This option may not be processed for a particular company, if any of the following are true for that company:

- Check editing (MENU APCHCK) has been submitted to the transaction processor and has not completed.
- Check printing (MENU APCHCK) has been submitted to the transaction processor and has not completed.
- Checks have been printed for this company but the check numbers have not yet been recorded through Record Check Numbers / Post ACH or CC Payments (MENU APCHCK).

TECHNICAL NOTE: This is a shared screen that displays in multiple places. The actual screen format name is APCMPFM_SELECT.

.

A/P Payment Processing Company Selection Screen Fields and Function Keys

Field/Function Key	Description
Company	Key the Company Number for which you wish to process payments.
	Default Value: The default company defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE)
	Valid Values: A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY).
	(N 2,0) Required
F3=Exit	Press F3=EXIT to exit the option and return to the menu.
Enter	Press ENTER to confirm your selections.
	The Record Used/Voided Check Numbers Screen (p. 23-5) will appear.

Record Used/Voided Check Numbers Screen

```
Company:  2           RECORD USED/VOIDED CHECKS    Last Check No:
                                                    CC Due Date: .......
ACH: N     Job Template: ..........    Modify Selections: N
CC:  Y     Checking Account: CC-45454   Company 2 CC bank
       Range      From        To    Use/Void      Count  Warning
         1    ........1   ........1      U
         2    .........  .........      ..
         3    .........  .........      ..
         4    .........  .........      ..
         5    .........  .........      ..
         6    .........  .........      ..
         7    .........  .........      ..
         8    .........  .........      ..
         9    .........  .........      ..
        10    .........  .........      ..
        11    .........  .........      ..
        12    .........  .........      ..
        13    .........  .........      ..
        14    .........  .........      ..
        15    .........  .........      ..

Check Counts:          0 Voided          1 Printed          0 Used

               F3=Exit   F9=Job Template List   F13=Accept Check Numbers
```

This screen appears after you press ENTER on the A/P Payment Processing Company Selection Screen (p. 23-3).

Use this screen to record the numbers of checks used and checks voided. Up to 15 ranges of check numbers can be entered. Check numbers cannot overlap. A warning will be given when the check numbers issued are not continuous. An asterisk (*) in the warning column denotes that the range of checks entered on that line is not continuous with the previous range entered. The number of checks assigned in each range is calculated and displayed in the count column. The number of checks used must be equal to the number of checks actually printed. If no checks have been printed, then this option can be used only to enter voided check numbers. The last check number assigned by the system is displayed on the top of the screen to be used as a reference for entering new check numbers.

You can also use this screen to select the job template to be used, if desired.

NOTE: If the current Print Check run is for Automatic Clearing House (ACH) payments, indicated by the **ACH** field on this screen, then the check numbers from the reserved ACH check range that were used in the ACH Check Run will be displayed on this screen and all fields will be protected.

NOTE: If the group is flagged as a credit card payment, check numbers will automatically be determined based on the next sequential check number available in association with that T-type (transfer) bank account. The range of CC check numbers assigned (and protected on the screen) is directly proportionate to the number of new vouchers that will be created (based on the number of checks cut per vendor). Also, since this is a credit card payment group, the credit card due date is required so that it can be brought into the new voucher(s) that will be created for the credit card vendor once F13=ACCEPT CHECK NUMBERS is pressed.

Record Used/Voided Check Numbers Screen Fields and Function Keys

Field/Function Key	Description
Company	The Company Number for which you are processing payments. Display
Last Check No	The number of the last check that was printed and recorded. The next consecutive number should be the number of the first check used in the current payment group taking into consideration that checks may need to be voided or if you are using new checks. Display
CC Due Date	This field only displays when the checks printed were designated as a credit card method of payment. For Credit Card Payment Groups, use this field to specify the credit card due date associated with the new voucher(s) that will be created for the credit card vendor once F13=ACCEPT CHECK NUMBERS is pressed. Key the credit card due date. *Valid Values:* A date keyed in the **Default Date Format** for this user, specified through Register User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (N 6,0) Required
ACH	This field indicates if the current Print Check run is for Automatic Clearing House (ACH) payments. Y displays if the current Print Check run is for ACH payments. If this field is Y, then the check numbers that are next available for the ACH Check Run will be displayed on this screen and all fields will be protected. N displays if the current Print Check run is not for ACH payments and paper checks or credit card are being used. Display

Record Used/Voided Check Numbers Screen Fields and Function Keys

Field/Function Key	Description
Job Template	Job templates are defined through Job Template Maintenance (MENU XAFILE) to allow parameter selections to be pre-defined for a particular process (such as, GL Year End) ahead of time. Once defined, this template can be used repeatedly, eliminating the need to manually provide these parameters for every submission of this job process.
	For the current job submission, you can enter a pre-defined job template in this field to use the established parameters (with or without any modifications), or you can leave this field blank and the system will prompt you to provide your own parameters.
	If you enter a pre-defined job template in this field, and do not want to make any changes to the established parameter selections for this current job submission, key N in the **Modify Selections** field. You will then bypass all the output parameter screens.
	If you enter a pre-defined job template in this field, but want to review and/or make modifications to the established parameter selections for this current job submission, key Y in the **Modify Selections** field. You will be presented with the established parameters for that job template and can review/make changes as needed for this job.
	If you leave this field blank, you will be presented with a series of prompts for you to provide the desired parameters for this current job submission.
	NOTE: To review a list of existing job templates that have been created for the Record Check Numbers / Post ACH or CC Payments job, press F9=JOB TEMPLATE LIST.
	Valid Values: A job template defined for Record Check Numbers (that is, AP170P) through Job Template Maintenance (MENU XAFILE).
	(A 10) Optional

Record Used/Voided Check Numbers Screen Fields and Function Keys

Field/Function Key	Description
Modify Selections	If using a job template (you keyed a job template name in the **Job Template** field on this screen or selected one with F9=JOB TEMPLATE LIST), this field determines if you will be presented with that template's parameters for review and/or modification for this current job submission. Key Y if you want to be able to review and/or modify the selections of the indicated job template. Any changes you make to the template through this post run will not impact the actual predefined template. The changes apply for this run of the job only. If you key Y, a series of selection screens will display allowing you to review and/or make changes. For details about the screens that display, refer to Job Template Maintenance (MENU XAFILE) in the Cross Applications User Guide. Key N if you want to use the template as-is and you do not want to make any modifications. If you key N, a series of selections screens will not be displayed. *Valid Values:* Y or N; cannot be Y if the **Job Template** field is blank. (A1) Optional
CC	This field indicates if the current Print Check run is associated with a Credit Card (CC) payment group. Y displays if the current Print Check run is associated with a CC payment group. N displays if the current Print Check run is not associated with a CC payment group. Display
Checking Account	The checking account bank number and name of the account updated when checks were printed. Display
Range	The number of the range of checks recorded as being used or voided. You may key up to 15 ranges in any sequence and in any combination of recorded or voided. Display
From - To Range	The range of check numbers to record. Key the first number in a group of printed checks in the **From** column, and key the last number in a group of printed checks in the **To** column. For each range of checks, you must indicate if the range was used or voided. NOTE: You must key a **From** and **To** check number. If there is only one check in the range, key that number in both fields. (2 @ N 6,0) Required

Record Used/Voided Check Numbers Screen Fields and Function Keys

Field/Function Key	Description
Use/Void	Indicates if the range of check numbers keyed in the **From -To Range** fields is used or voided.
	Key U if a range of check numbers has successfully printed.
	Key V if a range of check numbers has not been successfully printed.
	The number of used checks must equal the number of printed checks. Voided checks are used for form jams and/or wasted checks.
	Valid Values: U or V
	(A 1) Required
Count	Displays the number of checks keyed in one range of used or voided checks.
	Display
Warning	An * is displayed in this column if a warning exists and a message is displayed at the bottom of the screen. Warnings are only cautionary and do not terminate processing. Be sure to note however, that if, in addition to a warning, there exists another more crucial error, the error message displaying at the bottom will reflect that more crucial error (although the * will still appear). If a more crucial error does occur, all processing stops until it is resolved.
	Display
Check Counts	The total number of checks printed, and the number of checks recorded as voided or used. These fields are updated immediately for each range of check numbers keyed on this screen.
	Checks printed *(Printed)* must equal checks used *(Used)*. Voided checks (**Voided**) are used for form jams and/or wasted checks.
	Display
F3=Exit	Press F3=EXIT to exit the option and return to the menu.
F9=Job Template List	Press F9=JOB TEMPLATE LIST to display the Job Template List Screen, where you can review a list of existing job templates that have been created for Record Check Number processes.
	Refer to Job Template Maintenance (MENU XAFILE) in the Cross Applications User Guide for further details.

Record Used/Voided Check Numbers Screen Fields and Function Keys

Field/Function Key	Description
F13=Accept Check Numbers	Press F13=ACCEPT CHECK NUMBERS to save the check numbers you have entered (or that have been automatically assigned with regards to a Credit Card payment group). These numbers will then be assigned to the printed and/or voided checks.
	Depending on your selections in the **Job Template** and **Modify Selections** fields on this screen, various job template screens may or may not display once you press ENTER. For details about job template screens, refer to Job Template Maintenance (MENU XAFILE) in the Cross Applications User Guide.
	The following General Ledger reports may print, based on the value specified in the **A/P to G/L** field through Company Name Maintenance (MENU XAFILE):
	• G/L Transaction Post Journal (p. 23-13)
	• Cash Disbursements Report (p. 23-15)
	• Currency Revaluation Detail Report (p. 23-17)
	For Credit Card payment groups, when F13=ACCEPT CHECK NUMBERS is pressed to automatically assign check number(s), the open voucher(s) based on the actual vendor number(s) will be updated accordingly to reflect the payment as usual. However, instead of a credit to the cash account, the cash disbursement (CD) journal will reflect a credit to the Voucher Clearing Account and these transactions will be written to the credit card transfer (T-type) bank account and to check history. A new voucher group will be created and posted automatically to the assigned credit card vendor specified during payment group entry. This will ultimately tie out to the actual credit card transactions processed on the specified credit card.

Record Used/Voided Checks for Contract Payments

```
Company: 01          RECORD USED/VOIDED CHECKS

      Checking Account: 143-00CAD  Bank Of Canada

              Vendor: IC5000     SASKATCHEWAN PRODUCTS

      Contract Number:      3    Standard Light Bulbs




   Recorded Check Range: 900000000    to    900000000
      Printed Checks:           1






                                F3=Exit    F13=Accept Check Numbers
```

This screen displays after selecting the company on the A/P Payment Processing Company Selection Screen (p. 17-3) in Record Check Numbers / Post ACH or CC Payments (MENU APMAIN), if you are recording a currency contract payment group and N was selected in the **Print Checks** field on the Currency Contract Maintenance Screen in Currency Contract Maintenance (MENU ICFILE). Otherwise, this screen will not display.

Use this screen to record the transaction numbers of payments made through currency contracts with the use of F13=ACCEPT CHECK NUMBERS.

NOTE: This screen is available only if International Currency is installed.

Record Used/Voided Checks for Contract Payments Fields and Function Keys

Field/Function Key	Description
Company and Checking Account	The company number with the checking account number and description used for this group of checks. Display
Vendor	This field displays the number and name of the vendor to whom payment was made. Display
Contract Number	This field displays the number and description for the currency contract associated with this payment. Display

Record Used/Voided Checks for Contract Payments Fields and Function Keys

Field/Function Key	Description
Recorded Check Range	This field displays the transaction numbers for the payment. These numbers take the place of check numbers and eliminate the need to manually enter numbers to be recorded. Display
Printed Checks	This field displays the number of transactions associated with this payment group. Note that checks have not actually been printed. Instead, this is the number of payments that have been made from the currency contract's bank account. Display
F3=Exit	Press F3=EXIT to cancel this operation and return to MENU APCHCK.
F13=Accept Check Numbers	Press F13=ACCEPT CHECK NUMBERS to record the transaction numbers and return to MENU APCHCK.

G/L Transaction Post Journal

```
GL130D 09/01/09  11.31.31                G/L TRANSACTION POST REPORT                $$/APDEMO    PAGE    1
                                         01-A & C Office Supply                     AUDIT NO.            312
                       Posting Date - 09/01/09
Jrnl#-Ref#   Div-Account-Sub              Trans Desc    Type/Date         Debit    Credit Source    Project
-----------------------------------------------------------------------------------------------------------
CD051-00001  001-0001008-000 Cash - British # Ste                    J 09/01/09              42,515,734.49 A/P    M
CD051-00002  001-0002000-000 Accounts Payable                        J 09/01/09  42,515,734.49       A/P    A
Regular Entry Totals:       2 Transactions                                       42,515,734.49
                                                                                             42,515,734.49
```

This journal prints when the cash disbursement transactions are posted to G/L. When checks are
printed, this journal indicates the general ledger transaction.

G/L Transaction Post Journal for Revaluation

```
GL130D 09/01/09  11.31.31                G/L TRANSACTION POST REPORT                AG/APDEMO    PAGE    1
                                         01-A & C Office Supply                     AUDIT NO.            313
                       Posting Date - 09/01/09
Jrnl#-Ref#   Div-Account-Sub              Trans Desc    Type/Date         Debit    Credit Source    Project
-----------------------------------------------------------------------------------------------------------
IC005-00001  001-0002000-000 Accounts Payable          PY Revaluation J 09/01/09            6,666,185.81 PY
IC005-00002  001-0005418-000 British Cash Gain/Lo       PY Revaluation J 09/01/09  6,666,185.81      CD051
Regular Entry Totals:       2 Transactions                                         6,666,185.81
                                                                                             6,666,185.81
```

This journal prints when cash disbursement transactions are posted to G/L and a revaluation occurs
because of fluctuations in currency.

For additional information about this journal, refer to it as described for Post Transactions (MENU
GLMAIN) in the General Ledger manual.

When International Currency is installed:

- If checks payable to foreign currency vendors are posted and a fluctuation in the exchange rate has
  occurred, a revaluation will automatically occur.

- If payment was made in the company's local currency, the revaluation will be based on the
  exchange rate of the open payable.

- If payment was made in the trading currency, the revaluation will be based on the exchange rate of
  the foreign currency bank account upon which the check was drawn.

- If rate fluctuation has occurred, when Record Check Numbers / Post ACH or CC Payments is run,
  resulting gains/losses are posted to the G/L gain/loss account. A second G/L Transaction Post
  Journal listing the gain/loss transactions will print in addition to the usual G/L Transaction Post
  Journal. In order to link the gain/loss transactions generated as IC journal transactions to the cash

disbursements journal, the CD journal number is placed into the transaction source of IC transactions.

- A Currency Revaluation Detail Report (p. 23-17) will print a detailed breakdown of the G/L gain/loss transactions generated as a result of the revaluation.

Cash Disbursements Report

```
AP130I 08/17/09  10.18.06                    CASH DISBURSEMENTS                              AH/APDEMO   PAGE    3
                                          01-A & C Office Supply                             AUDIT#            28
Vendor                  Invoice Number  Voucher   Ref            Amount    G/L Account No.              Check No
---------------------------------------------------------------------------------------------------------------
1000   SNET
                            109212        387   CD001-00001      286.66 DR 000000011000000
                            109212        387   CD001-00003      286.66 CR 000000011000000                   341
                            109502        404   CD001-00001      980.00 DR 000000011000000
                            109502        404   CD001-00003      980.00 CR 000000011000000                   341
                                                CHECK TOTAL-    1,266.66
1300   SOUTHERN PACKAGING SUPPLY
                            139211        372   CD001-00001      387.87 DR 000000011000000
                            139211        372   CD001-00003      387.87 CR 000000011000000                   342
                            139212        390   CD001-00001      360.66 DR 000000011000000
                            139212        390   CD001-00003      360.66 CR 000000011000000                   342
                                                CHECK TOTAL-      748.53
1500   ZEUS MEDICAL WHOLESALERS
                            025631        434   CD001-00001    5,122.95 DR 000000011000000
                            025631        434   CD001-00003    5,122.95 CR 000000011000000                   343
                            025631        435   CD001-00001    5,122.95 DR 000000011000000
                            025631        435   CD001-00003    5,122.95 CR 000000011000000                   343
                            025631        436   CD001-00001    5,122.95 DR 000000011000000
                            025631        436   CD001-00003    5,122.95 CR 000000011000000                   343
                            025631        437   CD001-00001    5,147.55 DR 000000011000000
                            025631        437   CD001-00003    5,147.55 CR 000000011000000                   343
                                                CHECK TOTAL-   20,516.40
                                            * TOTAL DR *      160,048.85
                                            * TOTAL CR *      160,048.85
                                            * TOTAL $$ *      157,440.77
```

This report prints when checks are printed as a record of your cash disbursements.

Cash Disbursements Report

Report/Listing Field	Description
AUDIT #	The audit number of this Cash Disbursements Report. The audit number is assigned to indicate the sequence in which the report is printed. Retain these reports in sequence by audit number for auditing purposes.
Vendor	The number of the vendor to whom payment was made. If a vendor has an assignee, this field displays the vendor number of the assignee.
Invoice Number	The number of the original invoice for which payment has been made and recorded with the respective voucher.
Voucher	The number of the voucher for which payment has been made.

Cash Disbursements Report

Report/Listing Field	Description
Ref	The Journal Reference Number which is assigned during the G/L Transaction Post. The Journal Reference Number consists of two segments: the Journal Number, and the Segment Number.
	The Journal Number is the same for all transactions within a transaction group. The first two characters are "CD," which represent the Cash Disbursements Report; the last three characters are a sequentially assigned number for the voucher group.
	The Segment Number is incremented by 1 for each transaction within the journal reference number. If there are 20 voucher transactions, transactions are assigned segment numbers of 1 through 20.
Amount	The amount of the cash payment.
G/L Account Number	The A/P Expense account that is updated when payment is made for this voucher transaction.
Check No	The number of the check used to pay the invoice. This report is sequenced by check number.

Currency Revaluation Detail Report

```
IC170J  09/01/09  11.31.31              CURRENCY REVALUATION DETAIL              AG/APDEMO    PAGE    1
                                          01-A & C Office Supply                 AUDIT#               1
                                    BPS-736350-Greater Britian United Bank
Posting Date - 09/01/09
Div-Account-Sub/Description
Check #   Voucher     Ref      Trn Source   Trn Desc                       Debit              Credit
--------------------------------------------------------------------------------------------------------
BPS-British Pound Sterling
001-0002000-000-Accounts Payable
     2134     461   IC005-00001      PY          PY Revaluation                              6,666,185.81
001-0005418-000-British Cash Gain/Loss
     2134     461   IC005-00002   PY-0000001  PY Revaluation          6,666,185.81
                                              Currency Totals:        6,666,185.81          6,666,185.81
                                              Company Totals:         6,666,185.81          6,666,185.81
```

This report is generated if checks are printed in a currency other than the company's local currency are posted through Record Check Numbers / Post ACH or CC Payments (MENU APCHCK), and a difference exists between the exchange rate in effect when the open payable was created and the rate in effect when the check was printed. A system-generated revaluation will occur, resulting in gain/loss G/L entries to the International Currency Journal. This report will print a detailed breakdown of these gain/loss transactions resulting from exchange rate fluctuations.

NOTE: This report prints only if International Currency is installed and active.

Currency Revaluation Detail Report

Report/Listing Fields	Description
(Bank Account)	The foreign currency bank account number.
Posting Date	The posting date of the check(s).
(Account Number)	The G/L Account Number to which the gain/loss transactions are posted. It is displayed in the format specified in G/L Options Maintenance (MENU GLFIL2). The account description is printed following the G/L Account Number.
Check #	The number of the check used for this payment.
Voucher	The number(s) of the voucher(s) that were paid.

Currency Revaluation Detail Report

Report/Listing Fields	Description
Ref	The Journal Reference Number which was assigned to this detail transaction. The journal reference number ties together all detail transactions. The first segment of the Journal Reference Number is assigned to one transaction group. A separate Journal Reference Number is assigned to reversing entries generated from a transaction group. The prefix to the first segment of the Journal Reference Numbers is IC for all international currency transactions. The second segment of the Journal Reference Number is assigned sequentially to each detail transaction in a transaction group. This segment is always 00001 for the first detail transaction in a transaction group.
Trn Source	The source PY will print for all gain/loss transactions resulting from payment reevaluations
Trn Desc	The description PY Revaluation will print for all gain/loss transactions resulting from payment reevaluations.
Debit	The debit dollar amount entered for this detail transaction. The total debit amount for this transaction group is printed after the last detail transaction.
Credit	The credit dollar amount entered for this detail transaction. The total credit amount for this transaction group is printed after the last detail transaction

24

Use the Processed ACH Payments option on the Accounts Payable Check Processing Menu (MENU APCHCK) to view the content of the ACH files generated during the ACH check runs for the selected bank account. ACH check runs are performed through Print Checks / Process ACH or CC Payments (MENU APCHCK).

This option also allows you to perform re-generation of a file (when needed) to create a new file, and reconciliation of ACH transactions (reconciling all payments associated with the ACH file you selected).

Processed ACH Payments

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Bank Accounts List Screen	Use to select a bank account. Refer to CHAPTER 9: *Maintaining Bank Account Transactions*, Bank Accounts List Screen for more information.
ACH File Inquiry Screen	Use to view a list of ACH files generated during the ACH Check Runs for the selected bank account.
ACH File Transactions Screen	Use to review detailed information about the ACH file transaction(s).

ACH File Inquiry Screen

```
                        ACH FILE INQUIRY                        NEW

Co/Bank Account:      1 / 3612-00USA   Bank Of America - ACH Payments

Output File IFS Path: /APLUS83/ACH

Sl    File ID Batch No  File Name                         Gen Date/Time  M
 1          4 0000001 01_3612-00USA_2011-09-01_11.58.03.txt   1/09/11 11:58 A
 2          3 0000001 01_3612-00USA_2011-08-26_14.13.21.txt  26/08/11 14:13 D
 3            0000001 01_3612-00USA_2011-08-26_13.41.44.txt  26/08/11 13:41 A




                                                                        Last
                            _____
                            Limits
  Selection:  _.            Generate Date From:  .......   To: .......

F6=View        F9=Re-generate      F10=Update Status      F13=Reconcile
F2=Completed      F3=Exit      F4=Created Date/Time      F5=Refresh
```

Within Processed ACH Payments, this screen appears after you press ENTER from the Bank Accounts List Screen . Use this screen to view a list of ACH files generated during the ACH check runs for the selected bank account. ACH check runs are performed through Print Checks / Process ACH or CC Payments (MENU APCHCK).

You can toggle between displaying new or completed ACH file records using F2=COMPLETED / F2=NEW. Initially, all records are created as new. If all ACH Payment transactions within the ACH file have a status of **R** or **V** (Reconciled or Voided), then the ACH Payment Transaction Header File (ACHHED) will be considered completed.

You can also perform re-generation of the .TXT file (when needed), and reconciliation of the ACH file (reconciling all payments associated with the ACH file you selected). An example of when re-generation of a file would be needed is if the ACH template was defined incorrectly and the bank rejected the ACH file. Once the template is corrected, the ACH file would be re-generated and re-submitted to the bank.

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

ACH File Inquiry Screen Fields and Function Keys

Field/Function Key	Description
(Status)	On the top right portion of the screen, the status of the records show in reverse image. The status indicates if new or completed (reconciled or voided) ACH file records are displayed on the screen. New or completed records can be toggled with the F2=COMPLETED / F2=NEW function key. Display
Co/Bank Account	This field displays the company and bank account number selected on the Bank Accounts List Screen (p. 9-13), and for which you are inquiring on ACH file information. Display
Output File IFS Path	This field displays the location where the generated ACH file will be placed at the root of the IFS. This path was defined in the ACH template set up through Bank Accounts Maintenance (MENU APFIL2), for the selected bank account. Display
Sl	This field displays the reference number associated with the ACH file. Key this number in the **Selection** field to display additional detail relating to the ACH file, re-generate the ACH file, update the status of the ACH file, or reconcile all payments for the selected ACH file. Display
File ID	This field displays the unique File ID associated with the ACH file. Display
Batch No	This field displays the batch number associated with the ACH file. Display
File Name	This field displays the file name of the ACH.TXT file made up from the bank account, and the date and time the .TXT file was created. NOTE: The F9=RE-GENERATE function key will change this information to reflect the creation of the new .TXT file. Display
Gen Date/Time / Crt Date/Time	This field displays the date and time the ACH file was generated or created, as toggled with the F4=GENERATED DATE/TIME / F4=CRT DATE/TIME function key. Created Date is the date and time the ACH Payment Transaction Group was created during Print Checks / Process ACH or CC Payments (MENU APCHCK). The Generate Date and Time will initially be the same but will change when F4=GENERATED DATE/TIME / F4=CRT DATE/TIME is completed. Display

ACH File Inquiry Screen Fields and Function Keys

Field/Function Key	Description
M	This field displays the File Modifier ID. This code is used by the bank to distinguish among multiple input files created on the same date. The first file is labeled **A**, and the files continue to be labeled in sequence A through Z. Display
Selection	Use this field to select an ACH payment transaction. Key the reference number associated with the ACH transaction and press: • F6=VIEW to review detailed information about the ACH payment transactions • F9=RE-GENERATE to generate a new ACH.TXT file • F10=UPDATE STATUS to update the status of the ACH payment transactions • F13=RECONCILIATION to reconcile all payments within the ACH payment transactions (N 2,0) Optional
Limits: Generate Date / Create Date	Use this field to limit this screen to show only those transactions that fall within the generate or create date range you key in this field. Generate indicates the last date and time the .TXT file was generated. Create indicates the original date and time the file was generated. You can limit by generation or creation date using the F4=CREATED DATE/TIME / F4=GENERATED DATE/TIME function key. Once you key the date range, press F5=REFRESH. (N6,0) Optional
F2=Completed / F2=New	Press F2=COMPLETED / F2=NEW to toggle between showing new or completed (reconciled or voided) records on this screen. The **(Status)** field will show New or Completed in reverse image, based on this function key.
F3=Exit	Press F3=EXIT to return to MENU APCHCK.
F4=Created Date/Time / F4=Generated Date/Time	Press F4=CREATED DATE/TIME / F4=GENERATED DATE/TIME key to toggle between the date and time the transaction was generated or created. Generated indicates the last date and time the file was generated. Created indicates the original date and time the file was generated. The **Limits: Generate Date / Create Date** field will also change accordingly and allow you to enter a from and to range for the generation or creation date.
F5=Refresh	Press F5=REFRESH to refresh the screen after entering a date range in the **Limits: Generate Date / Create Date** field.
F6=View	After entering a reference number in the **Selection** field, press F6=VIEW to review detailed information about the ACH payment transactions. The ACH File Transactions Screen (p. 24-6) will appear.

ACH File Inquiry Screen Fields and Function Keys

Field/Function Key	Description
F9=Re-generate	After entering a reference number in the **Selection** field, press F9=RE-GENERATE to generate a new file with a new generation date and time. For example, assume the bank rejected the transaction because the ACH file template was not defined correctly. You would make the correction, re-generate the file using this function key, and re-submit the ACH file to the bank.
F10=Update Status	After entering a reference number in the **Selection** field, press F10=UPDATE STATUS to update the ACH file. If each ACH payment transaction within the selected ACH file is completed (reconciled or voided), then the ACH file's status will be updated as completed and the list will be re-displayed.
F13=Reconcile	The F13=RECONCILE function key allows you to perform check reconciliation for all ACH payment transactions within the selected ACH file; whereas, the Check Reconciliation option (MENU APCHCK) allows you to perform check reconciliation one check at a time.
	After entering a reference number in the **Selection** field, press F13=RECONCILE to reconcile all payments associated with the ACH file you selected. Once you reconcile all payments for the ACH file, the status will then be updated to 'completed' (reconciled).
	If there are no records to reconcile, an error message will display.

ACH File Transactions Screen

```
                        ACH FILE TRANSACTIONS
Co/Bank Account:   1 / 3612-00USA
File Name:  01_3612-00USA_2011-08-26_13.41.44.txt
Trace Number      Payee Name                     Payment Amount  Check No Status
Check Digit0000 THE PAPER SUPPLY HOUSE                 1,930.50  200000001  U
Check Digit0000 K & M CORPORATION                     41,162.75  200000002  U
Check Digit0000 K & M CORPORATION                      1,834.56  200000003  U





                                                                        Last

                                                               F12=Return
```

This screen appears after you press F6=VIEW on the ACH File Inquiry Screen (p. 24-2). Use this screen to review detailed information about the ACH payment transactions.

ACH File Transactions Screen Fields and Function Keys

Field/Function Keys	Description
Co/Bank Account	This field displays the company and bank account number selected on the Bank Accounts List Screen (p. 9-13), and for which you are inquiring on ACH payment information. Display
File Name	This field displays the file name of the ACH .TXT file you selected to view in detail on the ACH File Inquiry Screen (p. 24-2). Display
Trace Number	This field displays the unique trace number that is assigned to the transaction. This number is used to trace the transaction in case of a bank inquiry. Display
Payee Name	This field displays the name of the payee vendor to whom payment was transmitted. Display
Payment Amount	This field displays the payment amount of the transaction. Display

ACH File Transactions Screen Fields and Function Keys

Field/Function Keys	Description
Check No	This field displays the system assigned check number for this ACH payment transaction. Display
Status	This field displays the status of the corresponding check for this ACH payment transaction. One of the following statuses will be displayed: • **U** - Used Check • **V** - Voided Check • **R** - Reconciled Check Display
F12=Return	Press F12=RETURN to return to the ACH File Inquiry Screen (p. 24-2).

Manual checks are used to inform A/P that a checks has been written for an existing open payable. This means that checks have not been processed through standard check processing (options 1 through 6). Use this option to enter or edit your manual checks. This is the first step of manual check processing.

Use the Enter Manual Checks option on the Accounts Payable Check Processing Menu (MENU APCHCK) to enter manual checks.

Enter Manual Checks

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
A/P Payment Processing Company Selection Screen	Use to specify the company for reversals. Refer to CHAPTER 17: *Creating Payment Groups for Payment Selection*, A/P Payment Processing Company Selection Screen (p. 17-3) for more information.
Bank Accounts List Screen	Use to select the bank account that the check was processed against. Refer to CHAPTER 9: *Maintaining Bank Account Transactions*, Bank Accounts List Screen for more information.
Select Currency Screen	When International Currency is installed, use to select the currency to be used for the group of manual checks.
Currency Contracts List Screen	When International Currency is installed, use to select the currency contract to be used for the group of manual checks
Select Check Date Screen	Use to specify the date of check.

Title	Purpose
Manual Check Entry Selection Screen	Use to specify the voucher number of the open payable.
Manual Check Entry Screen	Use to record the manual check information.

Select Currency Screen

```
                    SELECT CURRENCY


        Company:  01 A & C Office Supply


          Payment Currency?  _.,  US Dollars

          Vendor Currency?   ....  US Dollars


          Currency Contracts
              Vendor No:     .......
              Contract No:   ........







            F3=Exit         F4=Contract List      F9=Vendor Search
```

Within Enter Manual Checks, this screen displays after selecting a company on the A/P Payment Processing Company Selection Screen (p. 17-3). Use this screen to select currency information used for processing payments.

NOTE: This screen only appears if International Currency is installed.

Important

If you are processing local currency checks, leave all fields blank and press Enter to move directly to the Select Check Date Screen (p. 25-8).

Payment Currency Selection Screen Fields and Function Keys

Field/Function Keys	Description
Company	The company selected on the A/P Payment Processing Company Selection Screen (p. 17-3).
	Display

Payment Currency Selection Screen Fields and Function Keys

Field/Function Keys	Description
Payment Currency	Use this field to specify the currency with which payments will be made, if the payment currency will be different from the company's local currency.
	Key the trading currency code or leave this field blank to make payments in the company's local currency. The description for the company's local currency or the selected trading currency will appear to the right of this field after you press ENTER.
	Default Value: The company's local currency as defined through International Currency Options Maintenance (MENU ICFILE).
	Valid Values: A trading currency code OR blank for the company's local currency.
	(A 3) Optional
Vendor Currency	Use this field to specify the currency of the vendors to whom payments will be made.
	If you entered a trading currency in the **Payment Currency** field, this field must contain the code for the same trading currency.
	If you selected the company's local currency in the **Payment Currency** field, this field may contain either a trading currency code, or may be left blank for the company's local currency.
	Key the trading currency code or leave this field blank to make payments in the company's local currency. The description for the company's local currency or the selected trading currency will appear to the right of this field after you press ENTER.
	Default Value: The company's local currency as defined through International Currency Options Maintenance (MENU ICFILE).
	Valid Values: The trading currency code entered in the **Payment Currency** field OR blank for the company's local currency.
	(A 3) Optional
Vendor No	Use this field if you are making payments to a vendor for whom a currency contract has been created. You must enter the vendor number first before a contract may be selected.
	Key the vendor number. The vendor name will appear to the left of this field after you press ENTER.
	NOTE: You must enter a currency contract number in the **Currency Contract** field if you enter a vendor number in this field.
	Valid Values: A valid vendor number defined through Vendors Maintenance (MENU APFILE). The vendor's trading currency must be the same as the currency you selected in the **Vendor Currency** field, and a currency contract first must be defined for the vendor through Currency Contracts Maintenance (MENU ICFILE).
	(A 6) Optional

Payment Currency Selection Screen Fields and Function Keys

Field/Function Keys	Description
Contract No	Use this field to specify the currency contract number of the vendor you selected in the **Vendor Number** field.
	Key a valid contract number for the vendor or press F4=CONTRACT LIST to access a list of contracts.
	NOTE: You must enter a vendor number in the **Vendor Number** field before you may enter a contract number in this field. Also, if a vendor number has been specified, you must key a value in this field.
	Valid Values: A valid contract number for the vendor as defined through Currency Contracts Maintenance (MENU ICFILE).
	(A 7) Optional/Required
F3=Exit	Press F3=EXIT to cancel this operation and return to the menu.
F4=Contract List	Press F4=CONTRACT LIST to access a list of currency contracts. The Currency Contracts List Screen (p. 25-6) will display.
F9=Vendor Search	Press F9=VENDOR SEARCH to access a list of vendors or to search for a particular vendor. The Vendor Search Screen (p. 44-7) will display.
Enter	Press ENTER to confirm your selections. Press ENTER again to move to the Bank Accounts List Screen (p. 9-13).

Currency Contracts List Screen

```
                          CURRENCY CONTRACTS

              Company:    1    A & C Office Supply
              Vendor:     IC5000 SASKATCHEWAN PRODUCTS
              Currency:   CAD   Canadian Dollars

     Contract Description          Ref No         Contract Amt    Exp Dt
     1       3 Standard Light Bulbs                  2,500.00 CA$ 12/31/09










                                                                    Last
     _____

       Selection: _ .                         F5=Add     F12=Return
```

This screen displays after pressing F4=LIST from the Currency Contract Maintenance Selection Screen in Contract Maintenance (MENU ICFILE) or from the Select Currency Screen (p. 25-3). This screen displays existing currency contracts defined for the selected vendor. You may use this screen to select an existing contract to change or delete, or to add a new contract.

Currency Contracts List Screen Fields and Function Keys

Field/Function Keys	Description
(Contract Owner Information)	These fields display the **Company** number and name, **Vendor** number and name, and **Currency** code and description associated with the currency contract(s) listed. Display
(Reference Number)	The reference number of the corresponding currency contract. To select one of the contracts displayed, key this number in the **Selection** field on the lower portion of this screen. Display
Contract	The number manually or automatically assigned to the contract. Display
Description	The description of the currency contract as entered. Display

Currency Contracts List Screen Fields and Function Keys

Field/Function Keys	Description
Ref No	The reference number, if any, that has been assigned to the contract. This number is optional and may be used as an additional identifier or cross-reference for the contract. Display
Contract Amt	The dollar amount of the contract's value, if one has been entered. Display
(Currency Edit Symbol)	The edit symbol (e.g., $ for U.S. dollars, L for lire, F for francs, etc.) assigned to the currency that was selected. Display
Exp Dt	The contract's expiration date, if one has been entered. Display
Selection	Use this field to select a contract displayed on the top portion of this screen that you want to change or delete. Key the reference number to the left of the desired contract. (N 2,0) Optional
F5=Add	F5=ADD is not available from within Enter Manual Checks (MENU APCHCK). You will be returned to the Select Currency Screen (p. 25-3).
F12=Return	Press F12=RETURN to cancel this operation and return to the Select Currency Screen (p. 25-3).
Enter	After keying a reference number in the **Selection** field, press ENTER to select the desired contract. The Select Currency Screen (p. 25-3) will display with the selected **Contract No.** field filled in.

Select Check Date Screen

```
                        SELECT CHECK DATE

        Checking Acct:    CHK-58746    Checking Account - Dallas
        Payment Currency: USD          US Dollars
        Vendor Currency:  USD          US Dollars

        Currency Contracts
              Vendor:
              Contract:


                        Check Date:  _.....








                                    F3=Cancel        F12=Return
```

This screen appears after you press ENTER from the Bank Accounts List Screen (p. 9-13). Use this screen
to select the check date of the manual check.

Select Check Date Screen Fields and Function Keys

Field/Function Keys	Description
Checking Acct	This field displays the checking account selected from the Bank Accounts List Screen (p. 9-13). Display
Payment Currency	This field only displays if International Currency is installed. This field displays the currency code and description of the currency selected in the **Payment Currency** field on the Select Currency Screen (p. 25-3). Display
Vendor Currency	This field only displays if International Currency is installed. This field displays the code and description of the currency selected in the **Vendor Currency** field on the Select Currency Screen (p. 25-3). Display
Vendor	This field only displays if International Currency is installed. This field displays the number and name of the vendor associated with the contract selected on the Select Currency Screen (p. 25-3). Display

Select Check Date Screen Fields and Function Keys

Field/Function Keys	Description
Contract	This field only displays if International Currency is installed. This field displays the number of the currency contract selected in the **Currency Contract** field on the Select Currency Screen (p. 25-3). Display
Check Date	This is the date written on the check. When interfaced with G/L, this is the posting date for this check (this date must fall within a valid, open or temporarily closed, general ledger posting period). Key the check date. *Valid Values:* A date keyed in the **Default Date Format** for this user, specified through Register User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). Regardless of the date format used, when the date prints on the check it will print using the Date Format specified for the vendor's country through Country Name Maintenance (MENU ARFIL2), or if that field is blank, it will print using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (N 6,0) Required
F3=Cancel	Press F3=CANCEL to exit from this option and return to the menu.
Enter	Press ENTER to confirm your selection. The Manual Check Entry Selection Screen (p. 25-10) will appear.

Manual Check Entry Selection Screen

```
                    MANUAL CHECK ENTRY

        Company:  1 A & C Office Supply
        Check Act:  CHK-58746  Checking Account - Dallas
        Check Date:  8/20/09
        Payment Currency:   USD US Dollars
        Vendor Currency:    USD US Dollars

        Currency Contracts
             Vendor:
             Contract:


                    Function: _  (A, C, D)

                    Voucher:  ........




                                                    F12=Previous
```

This screen appears after you press ENTER on the Select Check Date Screen (p. 25-8). Use this screen to select the manual check function and voucher desired.

Manual Check Entry Selection Screen Fields and Function Keys

Field/Function Keys	Description
Payment Currency	This field only displays if International Currency is installed.
	This field displays the code and description of the currency selected in the **Payment Currency** field on the Select Currency Screen (p. 25-3).
	Display
Vendor Currency	This field only displays if International Currency is installed.
	This field displays the code and description of the currency selected in the **Vendor Currency** field on the Select Currency Screen (p. 25-3).
	Display
Vendor	This field only displays if International Currency is installed.
	This field displays the number and name of the vendor associated with the contract selected, if any, on the Select Currency Screen (p. 25-3).
	Display
Contract	This field only displays if International Currency is installed.
	This field displays the number of the currency contract, if any, selected in the **Currency Contract** field on the Select Currency Screen (p. 25-3).
	Display

Manual Check Entry Selection Screen Fields and Function Keys

Field/Function Keys	Description
Voucher	This field only displays if International Currency is installed.
	Use this field to select the voucher to add, change, or delete vouchers from this manual check process. This voucher must be payable in the payment currency if that currency is not the company's local currency. Also, if you are paying through currency contracts [as identified on the Select Currency Screen (p. 25-3)], the voucher must be payable through that contract.
	(A 7) Required
Function	Use to key the function that is to be performed.
	Key A to add a voucher that was paid by a manual check for this company.
	Key C to change a previously selected voucher in this group.
	Key D to delete an existing voucher previously selected in this group.
	(A 1) Required
Voucher	The voucher number of the open payable for which a check has been written. Open payables are created when a voucher group is posted through Voucher Entry (MENU APMAIN) and remain open until selected in this field, or for standard check processing through Payment Selection (MENU APCHCK).
	Valid Values: An existing open payable [refer to Open Payables Maintenance (MENU APMAIN)]
	(A 7) Required
F12=Previous	Press F12=PREVIOUS to return to the Select Check Date Screen (p. 25-8).
Enter	Press ENTER to confirm your selections. The Manual Check Entry Screen (p. 25-12) will appear.

Manual Check Entry Screen

```
                    MANUAL CHECK ENTRY
           Payment Currency: USD    US Dollars
            Vendor Currency: JYN    Japanese Yen
   Voucher:     458     Vendor:   IC2000 WOODEN CHOPSTICKS OFFICE POOL
                        Assignee:
                        Invoice:  615253        stock
                        Open Amt:       12,313,831.00   YN>
                                           157,186.05   US$
                        Avl Dsc:           123,138.31    9/05/09
                                             1,571.86


 Check No: _........              Force Dsc:  .. Y,N

              Gross Pmt              Cash Disc                  Net Pmt
          .....12313831.00 . YN> .....123138.31 . YN>       12,190,692.69
               157186.05               1571.86                155,614.19

              Check Amt
          .......155614.19 . US$ Exchange Rate:       .012765 US$ Per YN>



                            F12=Previous
```

This screen appears after you press Enter from the Manual Check Entry Selection Screen (p. 25-10).
Use this screen to record manual check information.

Manual Check Entry Screen Fields and Function Keys

Field/Function Keys	Description
Payment Currency	This field displays only when International Currency is installed.
	This field displays the code and description of the currency selected in the **Payment Currency** field on the Select Currency Screen (p. 25-3).
	Display
Vendor Currency	This field displays only when International Currency is installed.
	This field displays the code and description of the currency selected in the **Vendor Currency** field on the Select Currency Screen (p. 25-3).
	Display
Voucher Information	The voucher number assigned when the invoice was processed through Accounts Payable.
	Display
Vendor	Vendor number and name to whom the expense was incurred.
	Display

Manual Check Entry Screen Fields and Function Keys

Field/Function Keys	Description
Assignee	The vendor's assignee, if any. When International Currency is installed, this field displays the assignee, if any, named in the currency contract for the vendor or contract. Display
Invoice	The invoice number assigned during Voucher Entry. Display
Open Amt	The amount of the open payable. When International Currency is installed, and a payment currency other than the company's local currency is used, this value will display in the foreign payment currency with the currency edit symbol displayed to the right. The local equivalent value will display below with the currency symbols for the company's local currency displayed to the right. Display
Avl Dsc	The amount and date of the available discount, if any. When International Currency is installed, if a payment currency other than the company's local currency is used, this value will display in the foreign payment currency with the local equivalent value displayed below. Display
Check No	The number of the manually processed check. This cannot be a check number that has been previously used through standard or manual check processing. When International Currency is installed, if you are making payments through a currency contract and N was selected in the **Print Checks** field on the Currency Contract Maintenance Screen (MENU ICMAIN), this field will not display. Instead, a system-generated transaction number will be assigned to this payment. (N 9,0) Required
Force Disc	Determines if discounts should be taken regardless of the discount date. Key Y to take advantage of the cash discount for this voucher even if the discount date has passed. Key N to disregard the cash discount if the discount date has passed. The cash discount is applied only if the check date is on or before the discount date. (A 1) Optional

Manual Check Entry Screen Fields and Function Keys

Field/Function Keys	Description
Gross Pmt	The amount of the check. You may change the default payment amount to a value less than the default, thus indicating a partial payment made with a manual check.
	Use this field to review or change the total amount of the open payable.
	When International Currency is installed, if a payment currency other than the company's local currency is used, this value will display in the foreign payment currency with the currency symbol displayed to the right. The local equivalent of the amount will display below.
	Default Value: The total amount of the open payable.
	(N 15,2) Required
Cash Disc	The amount of an available cash discount for the open payable. If the check date is greater than the discount date for this voucher, you cannot take advantage of the cash discount unless you key Y in the **Force Dsc** field on this screen.
	Use this field to review or change the total discount amount for the open payable.
	When International Currency is installed, if a payment currency other than the company's local currency is used, this value will display in the foreign payment currency with the currency symbol displayed to the right. The local equivalent of the amount will display below.
	Default Value: The available cash discount, if any, for the open payable.
	(N 13,2) Optional
Net Pmt	The amount of payment of the manual check. This is the payment amount minus the discount taken for the open payable.
	When International Currency is installed, if the check was drawn upon a foreign currency bank account, this amount will display in the account's currency with the local currency equivalent displayed below.
	Display
Check Amt	This field displays only when International Currency is installed.
	NOTE: This field will display only if you are paying a foreign currency invoice in the company's local currency and no currency contract is associated with the payment.
	Use this field to review or change the amount of the check. This value will display in the company's local currency and will be used in conjunction with the payment currency value to calculate the exchange rate for this transaction.
	Key the check amount in the company's local currency or accept the default.
	Default Value: The actual amount of the check
	(N 15,2) Optional

Manual Check Entry Screen Fields and Function Keys

Field/Function Keys	Description
Exchange Rate	This field displays only when International Currency is installed.
	NOTE: This field will display only if you are paying a foreign currency invoice in the company's local currency and no currency contract is associated with the payment.
	This field displays the exchange rate used to calculate conversions between the company's local currency and the payment currency.
	Display
F12=Previous	Press F12=PREVIOUS to return the Select Check Date Screen (p. 25-8) without keying a manual check.
Enter	Press ENTER to confirm your selections and record the manual check. The Manual Check Entry Selection Screen (p. 25-10) will appear.

26

Use the Manual Check Edit List option on the Accounts Payable Check Processing Menu (MENU APCHCK) to print the check edit listing of manual checks entered for a company. These checks were keyed through Enter Manual Checks (MENU APCHCK).

Manual Check Edit List

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
A/P Payment Processing Company Selection Screen	Use to specify the company for the Manual Check Edit. Refer to CHAPTER 17: *Creating Payment Groups for Payment Selection* A/P Payment Processing Company Selection Screen (p. 17-3) for more information.
Manual Check Show Local Values Selection Screen	Use to determine if local currency values will print on the Manual Check Edit List.
Accounts Payable Manual Check Edit List	Prints any errors detected during the edit.

Manual Check Show Local Values Selection Screen

```
                        MANUAL CHECKS



          Show Local Values on the Edit List: Y   (Y/N)


                        Press ENTER to continue
```
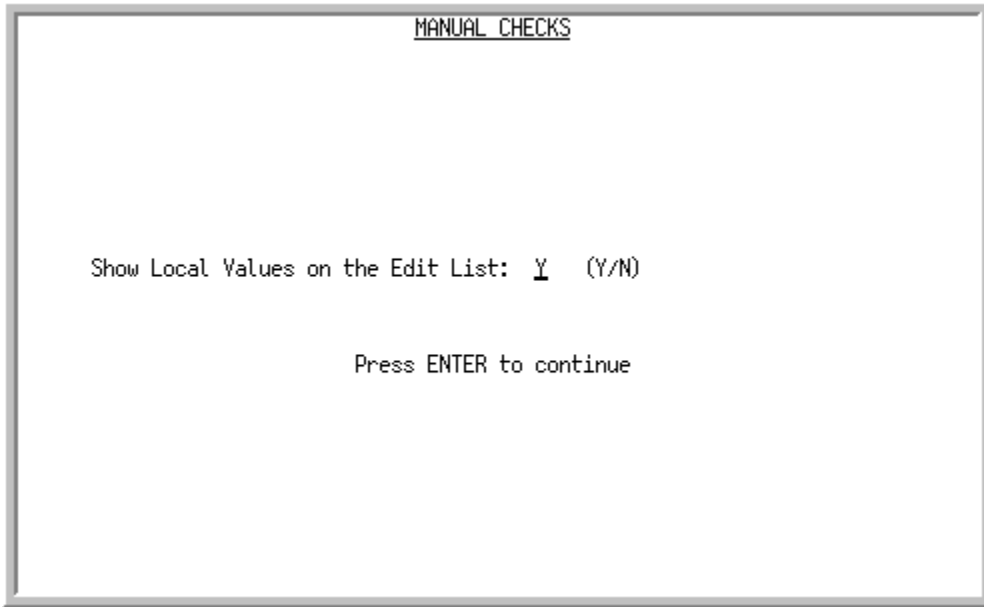
Within this Manual Check Edit List option, after the A/P Payment Processing Company Selection Screen, this screen will display only if International Currency is installed.

Manual Check Show Local Values Selection Screen Fields and Function Keys

Field Key	Description
Show Local Values on the Edit List	This field displays only if the manual checks are for a trading currency.
	Use this field to specify whether or not amounts on the applicable report will print in the company's local currency, or in both the company's local currency and the trading currency; local equivalent amounts will print below the trading currency amounts.
	Key Y if you want amounts to print in the trading currency as well as the company's local currency.
	Key N if you want amounts to print only in the company's local currency.
	Default Value: Y
	(A 1) Required
Enter	Press ENTER to continue. The Report Options Screen will display. Refer to the Cross Applications User Guide for details about this screen.

Accounts Payable Manual Check Edit List

```
AP191B  08/17/09  17.13.17              ACCOUNTS PAYABLE MANUAL CHECK EDIT LIST        AH/APDEMO         PAGE      1
                                                01-A & C Office Supply
Vendor      Voucher  Invoice No       Inv Dt          Gross Amt          Dsc Taken         Net Amt  Description
----------------------------------------------------------------------------------------------------------------
IC5000   SASKATCHEWAN PRODUCTS
              444   12357            08/01/09          234.78                              234.78
                                                       195.99                              195.99
                                           Check No:      726        Check Amt:            234.78  CA$  Check Date: 08/20/09
                                                                                           195.99  US$
     Number of Checks:     1
         Total Amount:              234.78  CA$
   Local Total Amount:              195.99  US$
```

This listing prints the voucher information for open payables that have been paid manually and
recorded through CHAPTER 25: *Entering Manual Checks*. Use this report to verify that you have
accurately recorded payment with manual checks.

> NOTE: All dates will display in the **Default Date Format** for the user that generated the
> report, specified through Register A+ User IDs (MENU XACFIG), or if that field
> is blank, key the date using the system's **Default Date Format** specified through
> System Options Maintenance (MENU XAFILE).

Accounts Payable Manual Check Edit List

Report Field	Description
Headings	Program names appear on the upper left corner of the report followed by run date and time, report title, workstation ID, User ID, and page number.
	Summary of the selection criteria prints in the center of the headings area followed by the individual field headings.
	The company number and name are also printed.
Vendor	The vendor number and name of the vendor to whom the check was issued. This may be a payee vendor or it may be the assignee vendor.
	The assignee vendor will be identified with **ASSIGNEE** printed to the right of the assignee vendor name. The payee vendor number and name for the is check are printed below the assignee vendor information.
	If the vendor name is overridden, the payee name from Vendors Maintenance (MENU APFILE or MENU POFILE) will print.
Voucher	The voucher number of the open payable.
Invoice No	The original invoice number for the open payable.
Inv Dt	The date of the original invoice.

Accounts Payable Manual Check Edit List

Report Field	Description
Gross Amt	The total amount of payment before taking a discount.
	When International Currency is installed, the local currency amount will print on the line below the bank's trading currency amount.
Dsc Taken	The discount taken upon payment, if any.
	When International Currency is installed, the local currency amount will print on the line below the bank's trading currency amount.
Net Amt	The amount paid (gross amount minus discount amount).
	When International Currency is installed, the local currency amount will print on the line below the bank's trading currency amount.
Check Information	The check number, total check amount, and date of the manual check for which the above voucher(s) is/are paid.
	When International Currency is installed, the local currency amount and local currency symbol will print on the line below the bank's trading currency amount and trading currency symbol.
Totals	The total number of checks and the total currency amount of manual checks recorded for this company.
	When International Currency is installed, the local currency amount and local currency symbol will print on the line below the bank's trading currency amount and trading currency symbol.

Posting Manual Checks

Use the Post Manual Checks option on the Accounts Payable Check Processing Menu (MENU APCHCK) to post manual checks for the selected company. These checks were keyed through Enter Manual Checks (MENU APCHCK).

When International Currency is installed and the revaluation process takes place for this option, the G/L Transaction Post Report (IC680D) may print, depending on the value specified in the *A/P to G/L* field through Company Name Maintenance (MENU XAFILE). Refer to Revalue Receipts Pending Invoicing (MENU ICRVAL) in the International Currency User Guide for information about this report.

Post Manual Checks

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
A/P Payment Processing Company Selection Screen	Use to specify the company for the edit. Refer to CHAPTER 17: *Creating Payment Groups for Payment Selection*, A/P Payment Processing Company Selection Screen (p. 17-3) for details.
Manual Checks Screen	Use to select the job template, if desired, to use for the manual check post process, and to determine if local values will print on the edit list, if this option displays.
G/L Transaction Post Journal	Print the General Ledger transactions for manual checks.

Manual Checks Screen

```
                         MANUAL CHECKS


            Job Template:   _ . . . . . . . .      Modify Selections:   N

      Show Local Values on the Edit List:  Y   (Y/N)


                        Press ENTER to continue




                                            F9=Job Template List
```

This screen appears after selecting option 12 - Post Manual Checks (MENU APCHCK).

Additionally, this screen may be called from Manual Check Edit (MENU APCHCK) and Check Reversal Edit (MENU APCHCK). If called from Post Manual Checks or Check Reversal Edit, this screen always appears. If called from Manual Check Edit, this screen only appears if the manual checks are for a trading currency.

Use this screen to select the job template, if desired, to use for the manual check post process, and to determine if local values will print on the edit list, if this option displays.

Manual Checks Screen Fields and Function Keys

Field/Function Keys	Description
Job Template	This field displays only if this screen is called from the Post Manual Checks option.
	Job templates are defined through Job Template Maintenance (MENU XAFILE) to allow parameter selections to be pre-defined for a particular process (such as, GL Year End) ahead of time. Once defined, this template can be used repeatedly, eliminating the need to manually provide these parameters for every submission of this job process.
	For the current job submission, you can enter a pre-defined job template in this field to use the established parameters (with or without any modifications), or you can leave this field blank and the system will prompt you to provide your own parameters.
	If you enter a pre-defined job template in this field, and do not want to make any changes to the established parameter selections for this current job submission, key N in the *Modify Selections* field. You will then bypass all the output parameter screens.
	If you enter a pre-defined job template in this field, but want to review and/or make modifications to the established parameter selections for this current job submission, key Y in the *Modify Selections* field. You will be presented with the established parameters for that job template and can review/make changes as needed for this job.
	If you leave this field blank, you will be presented with a series of prompts for you to provide the desired parameters for this current job submission.
	NOTE: To review a list of existing job templates that have been created, press F9=JOB TEMPLATE LIST.
	Valid Values: A job template defined for manual check posts (that is, AP192P) through Job Template Maintenance (MENU XAFILE).
	(A 10) Optional

Manual Checks Screen Fields and Function Keys

Field/Function Keys	Description
Modify Selections	This field displays only if this screen is called from the Post Manual Checks option.
	If using a job template (you keyed a job template name in the *Job Template* field on this screen or selected one via F9), this field determines if you will be presented with that template's parameters for review and/or modification for this current job submission.
	Key Y if you want to be able to review and/or modify the selections of the indicated job template. Any changes you make to the template through this post run will not impact the actual predefined template. The changes apply for this run of the job only. If you key Y, a series of selection screens will display allowing you to review and/or make changes. For details about the screens that display, refer to Job Template Maintenance (MENU XAFILE) in the Cross Applications User Guide.
	Key N if you want to use the template as-is and you do not want to make any modifications. If you key N, a series of selections screens will not be displayed.
	Valid Values: Y or N; cannot be Y if the *Job Template* field is blank.
	(A1) Optional
Show Local Values on the Edit List	This field displays only if the manual checks are for a trading currency.
	Use this field to specify whether or not amounts on the applicable report will print in the company's local currency, or in both the company's local currency and the trading currency; local equivalent amounts will print below the trading currency amounts.
	Key Y if you want amounts to print in the local currency as well as your trading currency.
	Key N if you want amounts to print only in your trading currency.
	Default Value: Y
	(A 1) Required
F3=Exit	Press F3=EXIT to exit the option and return to the menu.
F9=Job Template List	Press F9=JOB TEMPLATE LIST to display the Job Template List Screen, where you can review a list of existing job templates that have been created for Post Manual Check processes.
	Refer to Job Template Maintenance (MENU XAFILE) in the Cross Applications User Guide for further details.
Enter	Press ENTER to confirm your selections.

G/L Transaction Post Journal

```
GL130D 08/25/09  16.49.33                    G/L TRANSACTION POST REPORT                    $$/APDEMO      PAGE   1
                                                01-A & C Office Supply                       AUDIT NO.            299
                                   Posting Date - 08/25/09
Jrnl#-Ref#   Div-Account-Sub                    Trans Desc      Type/Date       Debit    Credit Source    Project
---------------------------------------------------------------------------------------------------------------------
CD044-00001  001-0001005-000 Cash - Canadian Doll                J 08/25/09               83.48 A/P        M
CD044-00002  001-0001300-000 Purchase Price Varia                J 08/25/09     83.48           A/P        A
Regular Entry Totals:       2 Transactions                                     83.48
                                                                                         83.48
```

This journal prints when transactions are posted to G/L. When manual checks are posted through this option, this report prints the corresponding general ledger transactions.

Refer to this report as explained in Post Transactions (MENU GLMAIN) of the General Ledger manual.

When International Currency is installed:

- If manual checks payable to foreign currency vendors are posted and a fluctuation in the exchange rate has occurred, a revaluation will automatically occur.

- If payment was made in the company's local currency, the revaluation will be based on the exchange rate of the open payable.

- If payment was made in the trading currency, the revaluation will be based on the exchange rate of the foreign currency bank account upon which the check was drawn.

- If rate fluctuation has occurred, when Posting Manual Checks, resulting gains/losses are posted to the G/L gain/loss account. A second G/L Transaction Post Journal listing the gain/loss transactions will print in addition to the usual G/L Transaction Post Journal. In order to link the gain/loss transactions generated as IC journal transactions to the cash disbursements journal, the CD journal number is placed into the transaction source of IC transactions.

- A Currency Revaluation Detail Report (p. 27-6) will print a detailed breakdown of the G/L gain/loss transactions generated as a result of the revaluation.

Currency Revaluation Detail Report

```
IC170J  09/01/09  11.01.46                    CURRENCY REVALUATION DETAIL                    AL/APDEMO    PAGE    1
                                                 01-A & C Office Supply                        AUDIT#              1
                                          JAP-748900-Japanese International Bank
Posting Date - 09/01/09
Div-Account-Sub/Description
Check #   Voucher     Ref      Trn Source   Trn Desc                           Debit              Credit
-------------------------------------------------------------------------------------------------------------
JYN-Japanese Yen
001-0002000-000-Accounts Payable
      3213      460   IC004-00001     PY           PY Revaluation               17,794.23
001-0005412-000-Japanese Cash Gain/Loss
      3213      460   IC004-00002     PY-0000001   PY Revaluation                                  17,794.23
                                                   Currency Totals:            17,794.23          17,794.23
                                                   Company Totals:             17,794.23          17,794.23
```

This report is generated if manual checks printed in a currency other than the company's local currency are posted through Post Manual Checks , and a difference exists between the exchange rate in effect when the open payable was created and the rate in effect when the check was printed. A system-generated revaluation will occur, resulting in gain/loss G/L entries to the International Currency Journal. This report will print a detailed breakdown of these gain/loss transactions resulting from exchange rate fluctuations.

> NOTE: This report prints only if International Currency is installed and active.

Currency Revaluation Detail Report

Report Field	Description
(Bank Account)	The foreign currency bank account number.
Posting Date:	The posting date of the check(s).
(Account Number):	The G/L Account Number to which the gain/loss transactions are posted. It is displayed in the format specified in G/L Options Maintenance (MENU GLFIL2). The account description is printed following the G/L Account Number.
Check #	The number of the check used for this payment.
Voucher	The number(s) of the voucher(s) that were paid.

Currency Revaluation Detail Report

Report Field	Description
Ref:	The Journal Reference Number which was assigned to this detail transaction. The journal reference number ties together all detail transactions. The first segment of the Journal Reference Number is assigned to one transaction group. A separate Journal Reference Number is assigned to reversing entries generated from a transaction group. The prefix to the first segment of the Journal Reference Numbers is *IC* for all international currency transactions.
	The second segment of the Journal Reference Number is assigned sequentially to each detail transaction in a transaction group. This segment is always 00001 for the first detail transaction in a transaction group.
Trn Source	The source PY will print for all gain/loss transactions resulting from payment reevaluations.
Trn Desc	The description PY Revaluation will print for all gain/loss transactions resulting from payment reevaluations.
Debit	The debit dollar amount entered for this detail transaction. The total debit amount for this transaction group is printed after the last detail transaction.
Credit	The credit dollar amount entered for this detail transaction. The total credit amount for this transaction group is printed after the last detail transaction.

Reconciling Checks 28

Use the Check Reconciliation option on the Accounts Payable Check Processing Menu (MENU APCHCK) to reconcile your check register.

Check Reconciliation

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
AP Check Processing Company Selection Screen	Use to specify the company for reconciliation.
Bank Accounts List Screen	Use to select the bank account to be reconciled. Refer to CHAPTER 9: *Maintaining Bank Account Transactions*, Bank Accounts List Screen for more information.
A/P Check Reconciliation Screen	Use to specify the numbers of the checks to reconciliations.
End Check Reconciliation Screen	Summarizes the number of checks reconciled, the total, and the reconciliation date.

AP Check Processing Company Selection Screen

```
                    AP CHECK PROCESSING




                    Company?      01


                              F3=Exit
```

This screen appears after selecting option 13 - Check Reconciliation from the Accounts Payable Check Menu (MENU APCHCK)

This screen also appears after selecting these options from the Accounts Payable Check Menu (MENU APCHCK) and you are using Distribution A+ in multi-company mode:

* Enter Check Reversals
* Check Reconciliation.

Use this screen to select the company for which a payment group is created. This option may not be processed for a particular company, if any of the following are true for that company:

* Check editing (MENU APCHCK) has been submitted to the transaction processor and has not completed.
* Check printing (MENU APCHCK) has been submitted to the transaction processor and has not completed.
* Checks have been printed for this company but the check numbers have not yet been recorded through Record Check Numbers / Post ACH or CC Payments (MENU APCHCK).
.

A/P Check Processing Company Selection Screen Fields and Function Keys

Field/Function Key	Description
Company	Key the Company Number for which you wish to process payments.
	Valid Values: Any valid Company number.
	(N 2,0) Required

A/P Check Processing Company Selection Screen Fields and Function Keys

Field/Function Key	Description
F3=Exit	Press F3=Exit to exit the option and return to the menu.
Enter	Press Enter to confirm your selections.
	The A/P Check Reconciliation Screen (p. 28-4) will appear

A/P Check Reconciliation Screen

```
                        CHECK RECONCILIATION          All Used Checks
           Checking Account: CHK-32100  Checking Account - Hartford

  Sel  Check No          Amount    Date   Payee                        ACH
  _          321      39,579.92  21/11/10 SHARP INTERNATIONAL            N
  ..         322         587.54  21/11/10 SNET                          N
  ..         323         361.00  21/11/10 SOUTHERN PACKAGING SUPPLY      N
  ..         324         154.29  25/12/10 B & M TRASH REMOVAL            N
  ..         325         415.61  27/12/10 B & M TRASH REMOVAL            N

  ..         326         900.00  27/12/10 B & M TRASH REMOVAL            N




                                                                    Last
      _____
      Position   .... ......
               F2=Marked                      F10=End
```

A/P Check Reconciliation Screen with International Currency

```
                        CHECK RECONCILIATION          All Used Checks
           Checking Account: FRA-322100 French International Bank
           Account Currency: FR@        French Francs
  Sel  Check No          Amount FR@   Date   Payee                      ACH
  _         6001        378,170.00  9/23/11 LE FRANCAIS WINERY           N




                                                                    Last
      _____
      Position   .... ......
               F2=Marked                      F10=End    F11=Local Curr
```

This screen appears after you press ENTER from the Bank Accounts List Screen (p. 9-13). This screen displays used checks that have not been reconciled. Use this screen to mark checks for reconciliation.

NOTE: This is a roll screen. More... appears at the bottom of a roll screen to indicate that more data is available for viewing. Last appears at the bottom of the last screen of data. To scroll through information on roll screens press:

* PAGE DOWN or SHIFT-ROLL FWD or F7=PAGE DOWN to display the next screen
* PAGE UP or SHIFT-ROLL BACK or F8=PAGE UP to display the previous screen.

A/P Check Reconciliation Screen Fields and Function Keys

Field/Function Keys	Description
Checking Account	This field displays the checking account number from which used checks have not been reconciled.
Account Currency	This field will only display when International Currency is installed.
	NOTE: This field displays only if you have selected a foreign currency account from the Bank Accounts List Screen (p. 9-13).
	This field displays the currency symbol and description for the selected account's currency.
	Display
Amount	The amount of the un-reconciled check.
	When International Currency is installed, this field displays, in the bank account currency, the amount of each un-reconciled check drawn upon the selected bank account. If you have selected a foreign currency account, the symbol for the currency will appear to the right of the heading **Amount**.
	To toggle between local and trading currency equivalents of these values, press F11=LOCAL CURR/F11=TRADING CURR.
	Display
Sel	Key X in this column to mark the corresponding check for reconciliation. Checks are not actually reconciled until you press F10=END and accept the marked checks by pressing F13=ACCEPT from the End Check Reconciliation Screen (p. 28-7).
	(A 1) Optional
Check Information	These columns print information for each check that has been used and not reconciled. Checks are displayed sequentially by check number. The following information is displayed for each check:
	• Check number
	• Amount of the check
	• Check date
	• The payee (to whom the check was paid)
	Display

A/P Check Reconciliation Screen Fields and Function Keys

Field/Function Keys	Description
ACH	This field indicates if the checks are Automatic Clearing House (ACH) payment transactions. Y displays if the checks are ACH payment transactions. N displays if the checks are not ACH payment transactions but are paper check or credit card payments. Display
Position	The check number to position at the top of this screen. If you key a check number greater than the highest available check number, the highest check number is displayed at the bottom of the screen. (N 10,0) Optional
F2=Marked/F2=Un-Marked/F2=All	This function key acts as a toggle to display all used checks, marked checks only, or unmarked checks only. Press F2=MARKED to display only the checks that have been marked with X in the **Sel** column. Press F2=UN-MARKED to display only the checks that have not been marked for reconciliation. Press F2=ALL to display all checks regardless if they are marked for reconciliation or not.
F5=Refresh	This function key displays only when **Un-Marked** or **All** checks display on this screen. Press F5=REFRESH to refresh the screen for any selections you have made since last refreshing the screen, or toggling with the F2=MARKED/F2=UN-MARKED/F2=ALL function key.
F10=End	Press F10=END to end check reconciliation. The End Check Reconciliation Screen (p. 28-7) will appear for all the marked for reconciliation checks.
F11=Local Curr/ Trading Curr	F11=LOCAL CURR/F11=TRADING CURR will only display if International currency is installed, and the currency of the selected account is different from the company's local currency. Press F11=LOCAL CURR/F11=TRADING CURR to toggle between displaying check amounts in the company's local currency and displaying these amounts in the foreign account's currency. Press F11=LOCAL CURR to display check amounts in the company's local currency. The symbol for the company's local currency will appear to the right of the **Amount** heading. Press F11=TRADING CURR to display check amounts in the trading currency. The symbol for the trading currency will appear to the right of the **Amount** heading.

End Check Reconciliation Screen

```
          END CHECK RECONCILIATION


    Checks Selected:                  1

    Check Value:                147.98

    Reconciliation Date:          _ . . . . .





                      F3=Exit    F12=Return    F13=Accept
```

This screen appears after you press ENTER from the A/P Check Reconciliation Screen (p. 28-4). This screen summarizes the number of checks and the total check value that has been reconciled on the previous screen. Use this screen to key a reconciliation date, and to confirm using F13=ACCEPT to accept the checks that you have marked for reconciliation.

End Check Reconciliation Screen Fields and Function Keys

Field/Function Keys	Description
Checks Selected	The total number of checks selected for reconciliation. Display
Check Value	The total amount of checks that have been reconciled in the bank's currency. Display
Reconciliation Date	The reconciliation date for each check that has been marked for reconciliation. This date is recorded in payment history. *Valid Values:* A date keyed in the Default Date Format for this user, specified through Register User IDs (MENU XACFIG), or if that field is blank, in the system's Default Date Format specified through System Options Maintenance (MENU XAFILE). (N 6,0) Required
F3=Exit	Press F3=EXIT to exit the option and return to the menu. Any checks that have been marked for reconciliation are unmarked and are not reconciled.

End Check Reconciliation Screen Fields and Function Keys

Field/Function Keys	Description
F12=Return	The F12=RETURN function key displays and is enabled only when this screen is called from the Check Reconciliation menu option. It does not display when this screen is called from Processed ACH Payments (MENU APCHCK). Press F12=RETURN to return to the A/P Check Reconciliation Screen (p. 28-4) where you may mark or un-mark additional checks for reconciliation.
F13=Accept	Press F13=ACCEPT to accept the check reconciliations that have been made through this option. These checks are marked as having been reconciled and are updated in payment history. MENU APCHCK will appear.

Entering Check Reversals   29

Check reversals are performed if a check has been printed (through standard or manual processing) and recorded, but not be sent to a vendor. Use this option to enter check reversals. Once check reversals have been keyed through this option, they must be edited (through MENU APCHCK) and posted (through MENU APCHCK). If the G/L Interface is activated, the entries to void the checks and reopen the payable will be done for you.

Use the Enter Check Reversals option on the Accounts Payable Check Processing Menu (MENU APCHCK) to enter reversals. This is the first step of check reversal processing.

Enter Check Reversals

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
A/P Payment Processing Company Selection Screen	Use to specify the company for reversals.
Check Reversals Selection Screen	Use to specify the numbers of the checks to reverse.

A/P Payment Processing Company Selection Screen

```
                    AP PAYMENT PROCESSING




                Company?   01,









                                            F3=Exit
```

TECHNICAL NOTE: This is a shared screen that displays in multiple places. The actual screen format name is APCMPFM_SELECT.

This screen appears after selecting option 15 - Enter Check Reversals (MENU APCHCK) and you have System Options (MENU XAFILE) set to Y for **Multi Company** to activate multi-company mode.

Use this screen to select the company for which a payment group is created. This option may not be processed for a particular company, if any of the following are true for that company:

- Check editing (MENU APCHCK) has been submitted to the transaction processor and has not completed.
- Check printing (MENU APCHCK) has been submitted to the transaction processor and has not completed.
- Checks have been printed for this company but the check numbers have not yet been recorded through Record Check Numbers / Post ACH or CC Payments (MENU APCHCK).

.

A/P Payment Processing Company Selection Screen Fields and Function Keys

Field/Function Key	Description
Company	Key the Company Number for which you wish to process payments.
	Default Value: The default company defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE)
	Valid Values: A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY).
	(N 2,0) Required
F3=Exit	Press F3=EXIT to exit the option and return to the menu.
Enter	Press ENTER to confirm your selections.
	The Check Reversals Selection Screen (p. 29-4) will appear

Check Reversals Selection Screen

```
                        CHECK REVERSALS

        Company:   1 A & C Office Supply
        Check Acct:  CHK-32100  Checking Account - Hartford




            Function:  _        (A, D)

            Check No:  .........  to  .........









                                                    F3=Exit
```

This screen appears after you press ENTER from the "Bank Accounts List Screen" on page 9-13. Use this screen to select the function and check numbers to reverse.

Check Reversals Selection Screen Fields and Function Keys

Field/Function Keys	Description
Function	Key A to add a check reversal for this company. Check numbers keyed with this function are indicated as "vouchers put out as open payables." Check numbers keyed with this function are indicated as "checks voided."
	Key D to delete an existing check reversal for this company. This will remove the reversal for the check.
	(A 1) Required
Check No	The range of check numbers to reverse. Both the from and to values must be keyed. The check numbers keyed must be recorded as "paid" through Record Check Numbers / Post ACH or CC Payments (MENU APCHCK) for standard check processing, or Post Manual Checks (MENU APCHCK) for manual check processing.
	You may key more than one range of check numbers. The total number of reversed vouchers is displayed on this screen as **xx voucher(s) reversed** where xx is the number of vouchers returning to open payables based on the selected check.
	(2 @ 9,0) Required
F3=Exit	Press the F3=EXIT function key to exit the option and return to the menu, saving your check reversal selections.

Check Reversals Selection Screen Fields and Function Keys

Field/Function Keys	Description
Enter	Press the ENTER key to confirm your selections. The total number of vouchers reversed or checks voided will display.

Editing Check Reversals 30

Use the Check Reversal Edit List option on the Accounts Payable Check Processing Menu (MENU APCHCK) to edit check reversals for a company. These checks were keyed through Enter Check Reversals (MENU APCHCK).

Check Reversal Edit List

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
A/P Payment Processing Company Selection Screen	Use to specify the company for the Check Reversal Edit List.
A/P Check Reversal Show Local Values on the Edit List Screen	When International Currency is installed, used to select what currencies will print on the Check Reversal Edit List.
A/P Check Reversal Error List	Prints any errors detected during the edit.
A/P Check Reversal Edit List	Prints check and voucher information for the check reversals.

A/P Payment Processing Company Selection Screen

```
                    AP PAYMENT PROCESSING




                    Company?   01






                                              F3=Exit
```

TECHNICAL NOTE: This is a shared screen that displays in multiple places. The actual
screen format name is APCMPFM_SELECT.

This screen appears after selecting option 16 - Check Reversal Edit List (MENU APCHCK) and you
have System Options (MENU XAFILE) set to Y for **Multi Company** to activate multi-company mode.

Use this screen to select the company for which a payment group is created. This option may not be
processed for a particular company, if any of the following are true for that company:

- Check editing (MENU APCHCK) has been submitted to the transaction processor and has not
  completed.
- Check printing (MENU APCHCK) has been submitted to the transaction processor and has not
  completed.
- Checks have been printed for this company but the check numbers have not yet been recorded
  through Record Check Numbers / Post ACH or CC Payments (MENU APCHCK).

.

A/P Payment Processing Company Selection Screen Fields and Function Keys

Field/Function Key	Description
Company	Key the Company Number for which you wish to process payments.
	Default Value: The default company defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE)
	Valid Values: A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY).
	(N 2,0) Required
F3=Exit	Press F3=EXIT to exit the option and return to the menu.
Enter	Press ENTER to confirm your selections.
	The Report Options Screen will appear. Refer to this screen as described in the Cross Applications User Guide.
	When International Currency is installed, the A/P Check Reversal Show Local Values on the Edit List Screen (p. 30-4) will appear.

A/P Check Reversal Show Local Values on the Edit List Screen

```
                          CHECK REVERSALS




         Show Local Values on the Edit List:  Y    (Y/N)



                      Press ENTER to continue
```
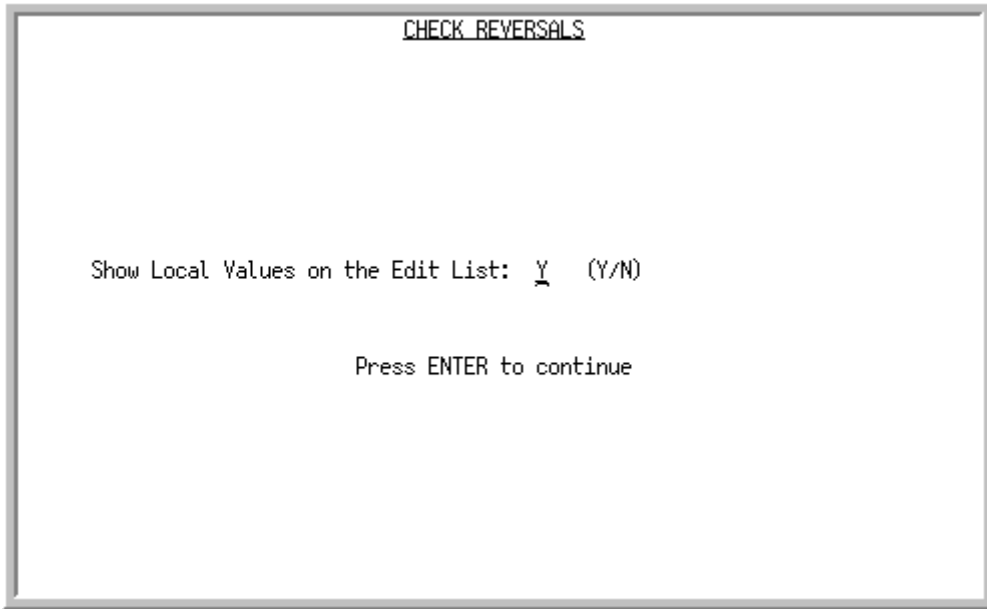
This screen will only display when International Currency is installed.

It will appear after you select option 16 - Check Reversal Edit List from the Accounts Payable Check Menu (MENU APCHCK) or for are using multi-company mode when you select option 16 - Check Reversal Edit List and press ENTER from the A/P Payment Processing Company Selection Screen (p. 17-3).

Use this screen to determine if local currency values will be printed on the Check Reversal Edit List.

.

A/P Check Reversal Show Local Values on the Edit List Screen Fields and Function Keys

Field/Function Key	Description
Show Local Values on the Edit List	Use this field to determine what currency values will be printed on the A/P Check Reversal Edit List.
	Key Y to also print the local currency equivalent values on the Edit List.
	Key N to only print the trading currency values on the Edit list.
	Default Value: Y
	(A 1) Required
Enter	Press ENTER to confirm your selections.
	The Report Options Screen will appear. Refer to the Cross Applications User Guide for details about this screen.

A/P Check Reversal Error List

```
AP185  08/24/09  13.33.43              A/P CHECK REVERSAL ERROR LIST              AL/APDEMO   PAGE   1
                                            01-A & C Office Supply
                                         143-00CAD -Bank Of Canada
 Check No Voucher     Error
-----------------------------------------------------------------------------------------------------
Company 01  has successfully passed the edit.
```

This listing validates the check reversals that were keyed through Enter Check Reversals (MENU APCHCK). If errors are indicated on this listing, you will not be allowed to post check reversals through Post Check Reversals (MENU APCHCK).

NOTE: If there are no errors, a message will print informing you that the company has successfully passed the edit.

A/P Check Reversal Error List

Report/Listing Fields	Description
Check No/Voucher	The number of the check and/or voucher selected for reversal that is in error.
Error	The error detected for the corresponding check/voucher. This error message may be one of the following: • CHECK NOT FOUND IN HISTORY OR OPEN A/P -CANNOT BE REVERSED • NO CHECK REVERSALS FOUND FOR THIS COMPANY • THIS VOUCHER IS IN USE

A/P Check Reversal Edit List

```
AP186  08/24/09  13.33.43                   A/P CHECK REVERSAL EDIT LIST                    AL/APDEMO    PAGE   1
                                               01-A & C Office Supply
                                             143-00CAD-Bank Of Canada
  Check No  Check Dt  Voucher  Stat  Vendor Name                            Gross          Discount            Net
- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -
CAD  Canadian Dollars
     100  08/25/09      450  Hist  IC5000 SASKATCHEWAN PRODUCTS          17,265.87 CA$                    17,265.87
                                                                        14,413.55 US$                    14,413.55
                                                    Totals CA$:         17,265.87                        17,265.87
                                              Local Totals US$:         14,413.55                        14,413.55
                                             Report Totals CA$:         17,265.87                        17,265.87
                                       Report Local Totals US$:         14,413.55                        14,413.55
```

This listing prints the check and voucher information for the check reversals keyed for this company through Enter Check Reversals (MENU APCHCK). Use this report to verify that you have accurately specified check reversals.

A/P Check Reversal Edit List

Report/Listing Fields	Description
Headings	Program names appear on the upper left corner of the report followed by run date and time, report title, workstation ID, User ID, and page number.
	Summary of the selection criteria prints in the center of the headings area followed by the individual field headings.
	The company number and name are also printed.
(Currency)	When International Currency is installed, the currency code and description for the selected check.
Check No	The check number selected for reversal.
Check Dt	The date of the check specified for reversal.
Voucher	The voucher number associated with the check that is specified for reversal.
Status	Indicates if the check number is found in A/P payment history (**Hist**), or if it is an open account payable (**Open**).
Vendor	The vendor number of the payee.
Name	The name of the payee.
Invoice No	The original invoice number for the open payable.
Inv Dt	The date of the original invoice.

A/P Check Reversal Edit List

Report/Listing Fields	Description
Gross	The total amount of the voucher before a discount is taken.
	When International Currency is installed, the company local currency equivalent will display on the line below.
Discount	The discount taken upon payment, if any.
	When International Currency is installed, the company local currency equivalent will display on the line below.
Net	The amount paid (gross amount minus discount amount).
	When International Currency is installed, the company local currency equivalent will display on the line below.
Totals	The total monetary amounts (both gross and net) of the checks reversed for this company print for the bank account level and then report level.
	When International Currency is installed, the company local currency equivalent will display on the line below.

Posting Check Reversals

31

Use the Post Check Reversals option on the Accounts Payable Check Processing Menu (MENU APCHCK) to post check reversals for the selected company. These checks were keyed through Enter Check Reversals (MENU APCHCK). The selected checks are reversed to their previous status as an open payable after the post is complete.

Post Check Reversals

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
A/P Check Processing Company Selection Screen	Use to specify the company and posting date, and, if desired, the job template to be used for the Post Check Reversals job.
G/L Transaction Post Report - Check Reversal	Print the General Ledger transactions for check reversals.
Cash Disbursements Report	Prints the cash disbursements for check reversals.
Currency Revaluation Detail Report	Prints the currency revaluation detail that occurred during the check reversal posting.

A/P Check Processing Company Selection Screen

```
                        AP CHECK PROCESSING



        Job Template:   _ .........      Modify Selections:   N

                    Company?       01

                    Posting Date:  .......









                                F3=Exit     F9=Job Template List
```

This screen appears after you select option 17 - Post Check Reversals from the Accounts Payable Check Menu (MENU APCHCK) and you have System Options (MENU XAFILE) set to Y for **Multi Company** to activate multi-company mode.

Use this screen to select the company for which a check reversal group is created. Additionally, you can select the job template to be used for processing.

.

A/P Check Processing Company Selection Screen Fields and Function Keys

Field/Function Keys	Description
Job Template	Job templates are defined through Job Template Maintenance (MENU XAFILE) to allow parameter selections to be pre-defined for a particular process (such as, GL Year End) ahead of time. Once defined, this template can be used repeatedly, eliminating the need to manually provide these parameters for every submission of this job process.
	For the current job submission, you can enter a pre-defined job template in this field to use the established parameters (with or without any modifications), or you can leave this field blank and the system will prompt you to provide your own parameters.
	If you enter a pre-defined job template in this field, and do not want to make any changes to the established parameter selections for this current job submission, key N in the *Modify Selections* field. You will then bypass all the output parameter screens.
	If you enter a pre-defined job template in this field, but want to review and/or make modifications to the established parameter selections for this current job submission, key Y in the *Modify Selections* field. You will be presented with the established parameters for that job template and can review/make changes as needed for this job.
	If you leave this field blank, you will be presented with a series of prompts for you to provide the desired parameters for this current job submission.
	NOTE: To review a list of existing job templates that have been created, press F9=JOB TEMPLATE LIST.
	Valid Values: A job template defined for Post Check Reversals (that is, AP187P) through Job Template Maintenance (MENU XAFILE).
	(A 10) Optional

A/P Check Processing Company Selection Screen Fields and Function Keys

Field/Function Keys	Description
Modify Selections	If using a job template (you keyed a job template name in the *Job Template* field on this screen or selected one from F9=JOB TEMPLATE LIST), this field determines if you will be presented with that template's parameters for review and/or modification for this current job submission.
	Key Y if you want to be able to review and/or modify the selections of the indicated job template. Any changes you make to the template through this post run will not impact the actual predefined template. The changes apply for this run of the job only. If you key Y, a series of selection screens will display allowing you to review and/or make changes. For details about the screens that display, refer to Job Template Maintenance (MENU XAFILE) in the Cross Applications User Guide.
	Key N if you want to use the template as-is and you do not want to make any modifications. If you key N, a series of selections screens will not be displayed.
	Valid Values: Y or N; cannot be Y if the *Job Template* field is blank.
	(A1) Optional
Company	Key the Company Number for which you wish to process payments.
	Default Value: The default company defined in Authority Profile Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE)
	Valid Values: A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY).
	(N 2,0) Required
Posting Date	Key the posting date of this transaction. The posting date must be a valid, open, or temporarily closed period. This date is used when posting to G/L.
	Valid Values: A date keyed in the *Default Date Format* for this user, specified through Register User IDs (MENU XACFIG), or if that field is blank, in the system's *Default Date Format* specified through System Options Maintenance (MENU XAFILE).
	The screen will redisplay including the GL posting period when the ENTER key is pressed. Press ENTER again to continue.
	(N 6,0) Required
F3=Exit	Press F3=EXIT to exit the option and return to the menu.

A/P Check Processing Company Selection Screen Fields and Function Keys

Field/Function Keys	Description
F9=Job Template List	F9=JOB TEMPLATE LIST displays on this screen only when this screen is accessed from Post Check Reversals (MENU APCHCK).
	Press F9=JOB TEMPLATE LIST to display the Job Template List Screen, where you can review a list of existing job templates that have been created for post check reversal jobs.
	Refer to Job Template Maintenance (MENU XAFILE) in the Cross Applications User Guide for further details.
Enter	Press ENTER to confirm your selections.
	The Report Options Screen will appear. Refer to the Cross Applications User Guide for details about this screen. After your selections on that screen, Check Reversals are submitted to the Transaction Processor and MENU APCHCK will appear. The appropriate reports will also print.
	Additionally, depending on your selections in the **Job Template** and **Modify Selections** fields on this screen, various job template screens may or may not display once you press ENTER. For details about job template screens, refer to Job Template Maintenance (MENU XAFILE) in the Cross Applications User Guide.

G/L Transaction Post Report - Check Reversal

```
GL130D 08/24/09  14.28.05                    G/L TRANSACTION POST REPORT                      $$/APDEMO    PAGE   1
                                               01-A & C Office Supply                          AUDIT NO.          291
                              Posting Date - 08/25/09
Jrnl#-Ref#  Div-Account-Sub                       Trans Desc    Type/Date        Debit    Credit Source    Project
---------------------------------------------------------------------------------------------------------------------
CD041-00001  001-0001005-000 Cash - Canadian Doll               J 08/25/09      14,413.31           A/P     M
CD041-00002  001-0002000-000 Accounts Payable                   J 08/25/09              14,413.31 A/P     A
Regular Entry Totals:       2 Transactions                                       14,413.31
                                                                                         14,413.31
```

G/L Transaction Post Report - Currency Revaluation

```
GL130D 08/24/09  14.28.06                    G/L TRANSACTION POST REPORT                      AM/APDEMO    PAGE   1
                                               01-A & C Office Supply                          AUDIT NO.          292
                              Posting Date - 08/25/09
Jrnl#-Ref#  Div-Account-Sub                       Trans Desc    Type/Date        Debit    Credit Source    Project
---------------------------------------------------------------------------------------------------------------------
IC003-00001  001-0002000-000 Accounts Payable      RV Revaluation J 08/25/09                 .24 RV
IC003-00002  001-0005415-000 Canadian Cash Gain/L  RV Revaluation J 08/25/09        .24         CD041
Regular Entry Totals:       2 Transactions                                          .24
                                                                                         .24
```

This journal prints when transactions are posted to G/L. When check reversals are posted through this option, this journal prints the corresponding general ledger transactions.

For details about this journal, refer to its description as provided for Post Transactions (MENU GLMAIN) in the General Ledger manual.

When International Currency is installed:

- If partial payments made to foreign currency vendors are reversed, the reversal will be based upon the rate of the open payable.
- If full payments made to foreign currency vendors are reversed, the reversal will be based upon the exchange rate in payment history.
- If a fluctuation has occurred between the rate of the check and the rate of the voucher, a revaluation will automatically occur when the reversal is posted.
- When the International Currency revaluation process takes place for this option, the G/L Transaction Post Report (IC680D) may print, depending on the value specified in the *A/P to G/L* field through Company Name Maintenance (MENU XAFILE). Refer to Revalue Receipts Pending Invoicing (MENU ICRVAL) in the International Currency User Guide for information about this report.

- Any resulting gains/losses will be posted to the G/L Gain/Loss account. A second G/L Transaction Post Journal listing the gains/losses transactions will print in addition to the usual G/L Transaction Post Journal. In order to link the gain/loss transactions generated as IC journal transactions to the Cash Disbursements journal, the CD journal number is placed into the transaction source of IC transactions. Also, a Currency Revaluation Detail Report (p. 31-9) will print a detailed breakdown of the G/L gain/loss transactions generated as a result of the revaluation.

Cash Disbursements Report

```
AP130I 08/24/09  14.28.05                    CASH DISBURSEMENTS                         AM/APDEMO    PAGE   1
                                           01-A & C Office Supply                       AUDIT#             38
Vendor                   Invoice Number  Voucher     Ref           Amount      Div-Account-Sub         Check No
--------------------------------------------------------------------------------------------------------------
IC5000 SASKATCHEWAN PRODUCTS
                         11662            450  CD041-00002     14,413.31 CR  001-0002000-000
                         11662            450  CD041-00001     14,413.31 DR  001-0001005-000            100
                                              CHECK TOTAL-     14,413.31
                                           *  TOTAL DR *       14,413.31
                                           *  TOTAL CR *       14,413.31
                                           *  TOTAL $$ *       14,413.31

|
```

This report prints when check reversals are posted through this option.

For each check that was reversed, the following information prints:

- Vendor number and name
- Invoice Number
- Voucher Number
- G/L Cash Disbursements Journal number and reference number
- Debit and Credit Amounts
- G/L account number
- Check number
- Total debits and credits in the currency of the company
- Total amount in the currency of the company

Currency Revaluation Detail Report

```
IC170J  08/24/09  14.28.06                    CURRENCY REVALUATION DETAIL                      AM/APDEMO    PAGE    1
                                                 01-A & C Office Supply                        AUDIT#              1
                                               143-00CAD-Bank Of Canada          **** Check Reversals ****
Posting Date - 08/25/09
Div-Account-Sub/Description
Check #   Voucher      Ref        Trn Source   Trn Desc                                    Debit          Credit
--------------------------------------------------------------------------------------------------------------------
CAD-Canadian Dollars
001-0002000-000-Accounts Payable
         100      450  IC003-00001       RV           RV Revaluation                                          .24
001-0005415-000-Canadian Cash Gain/Loss
         100      450  IC003-00002    RV-0000001   RV Revaluation                            .24
                                                               Currency Totals:             .24              .24
                                                               Company Totals:              .24              .24
```

This report will only print when International Currency is installed.

This report prints when check reversals are posted through this option and a currency revaluation is automatically performed. This report shows the detail information to balance G/L Journal created for the currency gain/loss.

For each check that was reversed, the following information prints:

- Currency code and description
- G/L account number and description
- Check number
- Voucher number
- G/L Journal number and line reference number
- Transaction source
- Debit and Credit amounts in the bank account's currency
- Currency and company totals

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Checks which have not been used (due to damage, etc.) need to be voided. Use the Void Unprinted Checks option on the Accounts Payable Check Processing Menu (MENU APCHCK) to record the numbers of the checks being voided.

Void Unprinted Checks

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
A/P Payment Processing Company Selection Screen	Use to specify the company for which you are voiding checks.
Record Used/Voided Checks Screen	Use to record the number of the checks being voided.

A/P Payment Processing Company Selection Screen

```
                    AP PAYMENT PROCESSING




                    Company?  01,









                                                  F3=Exit
```

This screen appears after selecting option 18 - Void Unprinted Checks from the Accounts Payable Check Processing Menu (MENU APCHCK), if you are using Distribution A+ in multi-company mode. Otherwise, this screen will be bypassed and the Bank Accounts List Screen (p. 9-13) will appear instead.

Use this screen to select the company for which manual checks are keyed. This option cannot be processed for a particular company if any of the following are true for that company:

• Check editing (MENU APCHCK) has been submitted to the Transaction Processor and has not completed.

• Check printing (MENU APCHCK) has been submitted to the Transaction Processor and has not completed.

• Checks have been printed for this company but the check numbers have not yet been recorded through Record Check Numbers / Post ACH or CC Payments MENU APCHCK).

A/P Payment Processing Company Selection Screen Fields and Function Keys

Field/Function Keys	Description
Company	Key the company number for which you wish to void unprinted checks.
	Valid Values: Any valid company number.
	(N 2,0) Required
F3=Exit	Press this key to exit the option and return to the menu.

A/P Payment Processing Company Selection Screen Fields and Function Keys

Field/Function Keys	Description
Enter	Press this screen to confirm your selection. The Bank Accounts List Screen (p. 9-13) will appear, where you may select the bank account for which unprinted checks will be voided.

Record Used/Voided Checks Screen

```
         Company:   2          RECORD USED/VOIDED CHECKS    Last Check No:
                                                            CC Due Date: .......
         ACH: N     Job Template: ..........   Modify Selections: N
         CC:  Y     Checking Account: CC-45454   Company 2 CC bank
                Range      From        To    Use/Void      Count  Warning
                   1   ........1  ........1      U
                   2   .........  .........      ..
                   3   .........  .........      ..
                   4   .........  .........      ..
                   5   .........  .........      ..
                   6   .........  .........      ..
                   7   .........  .........      ..
                   8   .........  .........      ..
                   9   .........  .........      ..
                  10   .........  .........      ..
                  11   .........  .........      ..
                  12   .........  .........      ..
                  13   .........  .........      ..
                  14   .........  .........      ..
                  15   .........  .........      ..

 Check Counts:          0 Voided           1 Printed           0 Used

                  F3=Exit    F9=Job Template List    F13=Accept Check Numbers
```

This screen appears after you press ENTER from the Bank Accounts List Screen (p. 9-13). Use this screen to record the numbers of unused checks that have been voided.

Record Used/Voided Checks Screen Fields and Function Keys

Field/Function Keys	Description
Checking Account	The checking account bank number and name for which checks are voided. Display
Range	The number of the range of checks voided. You may key up to 15 ranges. Display
From - To Range	The range of check numbers that have been voided. Key the first number in a group of voided checks in the *From* column, and key the last number in the group in the *To* column. NOTE: You must key a *From* and *To* check number. If there is only one check in the range, key that number in both fields. (2 @ N 6,0) Required

Record Used/Voided Checks Screen Fields and Function Keys

Field/Function Keys	Description
Use/Void	Indicates if the range of check numbers keyed in the *From -To Range* are voided or used.
	Key V if the indicated check numbers have not been printed and you want to void those checks.
	Key U if the indicated check numbers have been printed and used. The number of used checks must match the number of checks printed.
	Valid Values: V, U
	(A 1) Required
Count	Displays the number of checks keyed in one range of used or voided checks.
	Display
Warning	An * is displayed in this column if one of the check numbers selected in the range of numbers to record has been previously recorded for this company.
	An * is also displayed if the check group voided is not continuous from the last check number recorded.
	NOTE: This * is only a warning message and does not terminate processing.
	Display
Check Counts	The total number of checks voided through this option. These fields are updated immediately for each range of check numbers keyed on this screen.
	Display
F3=Exit	Press this key to exit the option and return to the menu.
F13=Accept Check Numbers	Press this key to confirm your selections and record check numbers. MENU APCHCK will appear.

Positive Pay is an anti-fraud service offered throughout the banking community protecting companies against altered checks and counterfeit check fraud.

In a simple format, the company that issues checks to pay its bills will also transmit an electronic version of those checks to their bank for verification. The bank will import the electronic version and match each check presented for clearing against the electronic version. If the presented checks' numbers and amounts appear on a previously submitted list, the check is sent through for payment. If both items do not match, the check is not cleared.

This program will be used to define various bank formats of Positive Pay output files. Each format is stored as a template. Use the record layout screens to create the record layout details of a particular positive pay template format output (transmission) file. Most positive pay output file formats have File Header, Check Details, and File Summary sections, with each section containing different information. The names of these sections may vary for different bank formats, for example the Summary section can be called the Totals or Trailer section, but the meaning is the same. In some cases an additional record, often called the Sign On Record, is required as the first line in the transmission file. Some Positive Pay bank formats do not require File Header or File Summary sections, and only use Detail records, some only Detail and Summary records etc. This information is used as the basis for Positive Pay Extract processing to populate each section of the Positive Pay Output text file.

Positive Pay Template Maintenance provides the flexibility to optionally use any of the record layouts and omit those that will not be used. Each of the record layouts is maintained on a separate screen: SIGNON, HEADER, DETAIL and TOTALS screens. Entering data on any of these screens is optional, they are used only if required by a particular Positive Pay Format. The record layout screens are similar, and have the almost the same set of fields and functionality. They are designed to be generic enough to satisfy the most widely used Positive Pay bank format requirements.

The exported data is generated in a .TXT text file; all data is treated as character fields. All field formatting needs to be specified on the record layout screen for the specific field and record. The text file name will be comprised of the template name, the file creation date and file creation time separated by an underscore (template name_YYYY-MM-DD_NN:NN:NN.txt).

Positive Pay Template Maintenance

Title	Purpose
Positive Pay Template Maintenance Selection Screen	Use to select the template to be added, changed or deleted.
Positive Pay Template Maintenance Screen	Use to identify the output file path and type of file to be created for the export.
Positive Pay SignOn Record Layout - Field Value View Screen Positive Pay SignOn Record Layout - Field Formatting View Screen	Use to select the specific fields and their formatting for the sign on record if one is required.
Positive Pay Header Record Layout - Field Value View Screen Positive Pay Header Record Layout - Field Formatting View Screen	Use to select the specific fields and their formatting for the header record if one is required.
Positive Pay Detail Record Layout - Field Value View Screen Positive Pay Detail Record Layout - Field Formatting View Screen	Use to select the specific fields and their formatting for the detail record.
Positive Pay Trailer Record Layout - Field Value View Screen Positive Pay Trailer Record Layout - Field Formatting View Screen	Use to select the specific fields and their formatting for the trailer (totals) record if one is required.

Positive Pay Template Maintenance Selection Screen

```
        POSITIVE PAY TEMPLATE MAINTENANCE SELECTION



           Function:           _

           Template Name?      ..........

           Copy Template?      ..........








                                                    F3=Exit
```

This screen displays after selecting option 19 - Positive Pay Template Maintenance on the Accounts Payable Check Processing Menu (MENU APCHCK).

Use this screen to add, change or delete a Positive Pay Templates.

Positive Pay Template Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	Key A to add a positive pay template.
	Key C to change existing positive pay template information.
	Key D to delete an existing positive pay template.
	NOTE: The **Output File IFS Path** actual folder is not removed from the \IFS\Root directory of the System i when you delete a specific template. If that folder is no longer required, you will manually delete it after ensuring that the information contained in the folder is no longer relevant or has been moved to an appropriate location.
	Valid Values: A, C, D
	(A 1) Required
Template Name	Use to identify the positive pay template to be added or maintained.
	Key a unique positive pay template name.
	(A 10) Required

Positive Pay Template Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Copy Template	Use to select an existing positive pay template name to be copied and used as the basis for a new template.
	Key a unique positive pay template name. The **Copy Template** field is only used for **Function** A.
	Valid Values: A positive pay template name created through this menu option.
	(A 10) Optional
F3=Exit	Press F3=EXIT to return to MENU APCHCK.
Enter	Press ENTER to continue. The Positive Pay Template Maintenance Screen (p. 33-5) appears.

Positive Pay Template Maintenance Screen

```
            POSITIVE PAY TEMPLATE MAINTENANCE              Add

Template Name:          DALLASNATL

Template Description:   Dallas National Bank . . . . . . . . . .

Output File IFS Path:   /PosPay/Dallas . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

Output File Type:       D    (F - Fixed width, D - Delimited)

Delimiter:              ,




                    F10=Layout       F12=Return
```

This screen appears when you press ENTER on the Positive Pay Template Maintenance Selection Screen (p. 33-3). Use this screen to define general information about the positive pay template.

Positive Pay Template Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Template Name	A unique Positive Pay Name from previous screen. Display only.
Template Description	Key the description for this Positive Pay Template that will display in the search for template names. (A 30) Required

Positive Pay Template Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Output File IFS Path	Use this field to specify the location where Positive Pay Extract file will be placed at the root of the IFS. If you have already created this directory at the root of the IFS, enter the path for that directory.
	If you have not created a directory at the root of the IFS, enter the path for the directory; when you press ENTER, the F5=CREATE PATH function key displays to have the system create it for you.
	Valid Values: Letters A through Z and Numbers 1 through 9
	the path must begin with a "/";
	the characters "\:?<> or |" are not valid in the Path Name;
	the path cannot include a segment that begins or ends in a blank
	the FTP path cannot contain two or more consecutive "/" characters
	(A 50) Required
Output File Type	Use to identify the type of output file being created.
	Key F for a fixed width file which is then defined as the field length of each field is specified on the Positive Pay Detail Record Layout - Field Value View Screen (p. 33-22).
	Key D for a delimited file and then use the **Delimiter** field to specify what character will be used for the delimiter. With delimited output type files, fields will truncate thereby removing blank spaces at the end of each field.
	Valid Values: F for fixed width file, D for delimited file.
	(A 1) Required
Delimiter	Use to define the delimiter character to be used to separate data fields in the output file for **Output File Type** of D.
	Valid Values: Blank when the **Output File Type** field is F for fixed width, any character for delimited files
	(A 1) Required
F5=Create Path	The F5=CREATE PATH function key only appears when the **Output File IFS Path** entered does not exist.
	Press F5=CREATE PATH to create the FTP path.
F10=Layout	Press the F10=LAYOUT function key to continue to the process of creating the record layouts. The Positive Pay SignOn Record Layout - Field Value View Screen (p. 33-8) appears.
F12=Return	Press F12=RETURN to return to the previous screen without saving data. The Positive Pay Template Maintenance Screen (p. 33-5) appears.

Positive Pay Template Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
F24=Delete	The F24=DELETE function key only displays when a **Function** of D is entered on the Positive Pay Template Maintenance Selection Screen (p. 33-3). Press F24=DELETE to delete the template. NOTE: The **Output File IFS Path** actual folder is not removed from the \IFS\Root directory of the System i when you delete a specific template. If that folder is no longer required, you will manually delete it after ensuring that the information contained in the folder is no longer relevant or has been moved to an appropriate location.
Enter	Press ENTER to validate the data keyed on this screen. Press the F10=LAYOUT function key to continue with the next step in template maintenance.

Positive Pay SignOn Record Layout - Field Value View Screen

```
                        POSITIVE PAY SIGNON RECORD LAYOUT          Change
  Template Name:   BANKLONDON                       Record Type:   SIGNON

 Seg Field Name                    Length    Field Value
  _1 company............          ..2       Company Number.....................
  .2 id..................         .10       Bank ID...........................
  .3 name................         .30       Bank Name.........................
  .4 account number.......        .10       Bank Account Number..............
  .5 date................         .10       File Creation Date...............
  .6 space...............         ..2       Space............................
  .7 bank account........        .30       Long Bank Account................
  ...................            ....      .................................
  ...................            ....      .................................
  ...................            ....      .................................
  ...................            ....      .................................
  ...................            ....      .................................
  ...................            ....      .................................
  ...................            ....      .................................
  ...................            ....      .................................
  ...................            ....      .................................
  ...................            ....      .................................


   F2=Formatting    F4=Insert Field Value    F5=Re-sort  F10=Next Record  F12=Return
```

Positive Pay SignOn Record Layout - Field Formatting View Screen

```
                        POSITIVE PAY SIGNON RECORD LAYOUT          Change
  Template Name:   BANKLONDON                       Record Type:   SIGNON
                                 Justify          Implied   Date
 Seg Field Name             Length (R,L, )  Filler Dec(Y, )  Format
  _1 company............    ..2      R       0      ..      ...........
  .2 id..................   .10      ..      ..     ..      ...........
  .3 name................   .30      ..      ..     ..      ...........
  .4 account number.......  .10      ..      ..     ..      ...........
  .5 date................   .10      ..      ..     ..      .YYYY-MM-DD.
  .6 space...............   ..2      ..      ..     ..      ...........
  .7 bank account........   .30      ..      ..     ..      ...........
  ...................      ....     ..      ..     ..      ...........
  ...................      ....     ..      ..     ..      ...........
  ...................      ....     ..      ..     ..      ...........
  ...................      ....     ..      ..     ..      ...........
  ...................      ....     ..      ..     ..      ...........
  ...................      ....     ..      ..     ..      ...........
  ...................      ....     ..      ..     ..      ...........
  ...................      ....     ..      ..     ..      ...........
  ...................      ....     ..      ..     ..      ...........


   F2=Field Value                  F5=Re-sort  F10=Next Record  F12=Return
```

The Positive Pay SignOn Record Layout - Field Value View Screen displays when you press
F10=CONTINUE on the Positive Pay Template Maintenance Screen (p. 33-5).

The Positive Pay SignOn Record Layout - Field Formatting View Screen displays with the use of the
F2=FORMATTING / F2=FIELD VALUES toggle function keys.

Use this screen to define the fields that will be used for each Sign On output record in the text file. Complete the fields on the formatting screen to define the exact specifications required by the bank for processing.

The available **Field Values** for this record format are: company number, bank ID, bank name, bank account number, file creation date, space, and long bank account number.

In some cases, the sign on record is required as the first line in the transmission file. If a sign on record is not required, you can bypass this record by pressing F10=NEXT RECORD and continuing with the header record layouts.

Important

All the data fields in the output file are treated as text fields; there are no data type concepts. Without formatting all fields will be left justified as a text fields, and added as they are stored in the database. The user should provide formatting to match bank requirements as needed.

Positive Pay SignOn Record Layout - Field View& Field Formatting Fields and Function Keys

Field/Function Key	Description
Maintenance Mode	The type of maintenance, Add or Change, is shown in reverse image. Display
Template Name	The **Template Name** selected on the Positive Pay Template Maintenance Selection Screen (p. 33-3) displays. Display
Record Type	The record layout type that is being maintained. Display
Seq	Use to identify the order of appearance of the **Field Value** in the Sign On record of the output file. Key the field sequence number for the **Field Value** used on this line. The first data field on a line should have a field sequence of 1, and each next data field should have a field sequence increments by 1. *Valid Values:* must be greater than zero when the **Field Value** is not blank; cannot be any gaps in field sequence numbers assigned to valid lines (N 2,0) Required

Positive Pay SignOn Record Layout - Field View& Field Formatting Fields and Function Keys

Field/Function Key	Description
Field Name	Use to identify what this **Field Value** represents to this template. This field is for internal use only and can be the shortened version of the **Field Value**, a generic field name that you create to represent filler or fields that the bank's file has but the check file does not, or text to represent the meaning of the field. This field is not included in the export file. Key the field name to be used. (A 20) Display
Length	Use to identify the length of the field to be exported to the Positive Pay output text file. This field is optional for an **Output File Type** set to D for delimited on the Positive Pay Template Maintenance Screen (p. 33-5). If the **Output File Type** is F for fixed width, this field is required. For example, the check amount field size is 15,2 which means that there are 15 positions total with the last 2 being decimal positions. If the bank's file only has a 10 position amount field size, 10 would be entered in this field and the left-most positions of the field would not be included in the bank's field. Key the field length for fixed width output files. (N 3,0) Optional/Required
Field Value	Only displays with the 'Positive Pay Header Record Layout - Field Value View Screen. Use this field to insert the appropriate **Field Value** that selects the actual field from the Accounts Payable Printed Checks File (APCHK), Bank Account File (XABAC), Bank Names records in the Order Control File (ORCTL), Accounts Payable Name Files (APHNM, APVEN, APONM); the System i system date; or a Constant value entered by the user to be loaded in the Positive Pay output text file. Using the constant value, you can use this field to add spaces, create filler fields or text fields required by the banks positive pay format. For those fields, the data keyed in this field is loaded to the file exactly as it is entered here. To assist in selecting the source of data, set the cursor to any place in the **Field Value** and press F4=INSERT FIELD VALUE. *Valid Values:* a valid **Field Value** selected from Positive Pay Field Values Screen (p. 33-14); text required by the bank and entered here by the user (A 36) Required

Positive Pay SignOn Record Layout - Field View& Field Formatting Fields and Function Keys

Field/Function Key	Description
Justify	Only displays with the Positive Pay SignOn Record Layout - Field Formatting View Screen.
	Use this field to properly set text to be left or right justified to match the banks specifications.
	Key R to begin filling this field at the right-most position thereby leaving the left positions blank, zero, or other characters. For example, check number 12345could be right-justified in the bank's file (<<12345 where the < represents a space).
	Key L to begin filling this field at the left-most position thereby leaving the right positions blank. For example, check number 12345 could be left-justified in the bank's file (12345>>where the > represents a space).
	Leave this field blank and the fields will default to left justification and no filler.
	Default Value: blank
	Valid Values: R, L, or blank
	(A 1) Optional
Filler	Only displays with the Positive Pay SignOn Record Layout - Field Formatting View Screen.
	Use this field to properly set text left or right justified and fill the remaining spaces with this value.
	For alpha fields, key the character to be used to fill the blank space in this field if blanks are not allowed.
	For numeric fields, key zero to left zero-fill a numeric field. Leave the field blank for blank filled fields.
	For example:
	• the 15,2 N position check amount could be left zero-filled and right-justified as 000000000023456 for $234.56
	• the 9,0 N position check number 12345 could be 000012345
	(A 1) Optional

Positive Pay SignOn Record Layout - Field View& Field Formatting Fields and Function Keys

Field/Function Key	Description
Implied Decimal	Only displays with the Positive Pay SignOn Record Layout - Field Formatting View Screen.
	The **Implied Decimal** field will be used for numeric fields with decimal positions, such as monetary amounts, to indicate if decimal should be implied.
	Key Y to indicate that the decimal point will be implied and not be added to the field in the file. For example, the 15,2 position check amount could be left zero-filled, right-justified, and implied decimal as 000000000023456 for $234.56.
	Leave this field blank to have the decimal point inserted in the monetary amount field. For example, the 15,2 position check amount could be left zero-filled, right-justified, and not implied decimal as 0000000000234.56 for $234.56.
	Valid Values: Y or blank
	(A 1) Optional
Date Format	Only displays with the Positive Pay SignOn Record Layout - Field Formatting View Screen.
	Use the **Date Format** field to indicate the required date formatting for the bank's output text file.
	The **Date Format** field is only used for date fields such as Check Print Date or File Creation Date. The validation of date formats is a common sense type validation and is aimed to ensure that the specified date format has year, month and day portions in any order and allows for any separators to be used. General expectations are the following:
	YY or YYYY for Year segment
	MM for Month segment
	DD for Day segment
	Segments may be separated by any character if needed.
	Default Value: YYYY-MM-DD is used for the .TXT file when this field is left blank
	Valid Values: Examples of valid formats are YYMMDD, YYYYMMDD, MMDDYYYY, DDMMYYYY, YY-MM-DD, MM/DD/YYYY
	(A 10) Optional
F2=Formatting / F2=Field Values	Press F2=FORMATTING / F2=FIELD VALUES to toggle the screen between the Field Values and Field Formatting views.

Positive Pay SignOn Record Layout - Field View& Field Formatting Fields and Function Keys

Field/Function Key	Description
F4=Insert Field Value	Only displays with the Positive Pay SignOn Record Layout - Field Value View Screen.
	Press F4=INSERT FIELD VALUE to insert the actual field from the file. The Positive Pay Field Values Screen (p. 33-14) appears.
	The cursor needs to be positioned in the **Field Value** field at the location where the insert will occur.
F5=Re-sort	Press the F5= RE-SORT to sort the fields by sequence entered, and redisplayed in ascending order by sequence. This can be helpful, for example, in cases when the initial layout needs to be adjusted by inserting some new fields or changing the order of fields appearance on the Output File line.
	For example:
	Seq 1 is Company, Seq 2 is Bank Name and Seq13 is Bank Account. The bank name and bank account fields should be reversed. Change the sequence numbers of the two lines and press F5= RE-SORT. The screen will now show Seq 1 is Company, Seq 2 is Bank Account and Seq13 is Bank Name.
F10=Next Record	Press F10=NEXT RECORD to move to the next record layout screen.
	From the Positive Pay SignOn Record Layout - Field Formatting View Screen (p. 33-8) F10=NEXT RECORD displays the Positive Pay Header Record Layout - Field Value View Screen (p. 33-16).
F12=Return	Press F12=RETURN to return to the Positive Pay Template Maintenance Screen (p. 33-5) without saving data. You must continue, using the F10=NEXT RECORD function key, through the Header, Detail, and Trailer records to save your template data.

Positive Pay Field Values Screen

```
              POSITIVE PAY FIELD VALUES      Record Type: HEADER

Sl Field Value                    Size Data Source
 1 Company Number                 2,0 AP Printed Checks File (APCHK)
 2 Bank ID                         5A Bank Names Control File (ORCTL)
 3 Bank Name                      30A Bank Names Control File (ORCTL)
 4 Bank Account Number            10A AP Printed Checks File (APCHK)
 5 File Creation Date             10A Current Date
 6 Space                              Space
 7 Long Bank Account              30A Bank Account File (XABAC)




Select: _.


                              F2=Hide Source Size          F12=Return
```

This screen displays when F4=INSERT FIELD VALUE is pressed from the following screens:

- Positive Pay SignOn Record Layout - Field Formatting View Screen (p. 33-8)
- Positive Pay Header Record Layout - Field Formatting View Screen (p. 33-16)
- Positive Pay Detail Record Layout - Field Formatting View Screen (p. 33-22)
- Positive Pay Trailer Record Layout - Field Formatting View Screen (p. 33-29).

The data that displays in the **Field Value** and **Data Source** columns is different data based on the originating screen. Data is filtered to the specific record being added/maintained.

Positive Pay Field Values Screen Fields and Function Keys

Field/Function Key	Description
Record Type	This field displays the specific record layout that is being maintained: SIGNON, HEADER, DETAIL, or TRAILER. Display
Sl	The reference number to select a line on the screen. Will be used with the **Select** field to choose a field to be added to the template. Display
Field Value	The selectable actual field from the files that can be used for the specific record layout. The list of field values will be different for each specific record layout. Display

Positive Pay Field Values Screen Fields and Function Keys

Field/Function Key	Description
Data Source	Indicates which file or data source will be used for the selection of the **Field Value**. Data files used are A/P Check File (APCHK), Bank Accounts File (XABAC), and Order Control File (ORCTL). Display
Select	Use to select a field value to be included in the specific record layout for the template being maintained. Key the reference number of the **Field Value** to be selected. (N 2,0) Optional
F2=Show Source Size/ F2=Hide Source Size	The F2=SHOW SOURCE SIZE / F2=HIDE SOURCE SIZE fields will toggle to display the column with the originating file field size. This information will be helpful in determining the compatibility between the check files field sizes and the requirements of each specific bank.
F12=Return	Press F12=RETURN without selecting data.
Enter	Press ENTER to select the field value and return to the screen for the record layout being maintained.

Positive Pay Header Record Layout - Field Value View Screen

```
                    POSITIVE PAY HEADER RECORD LAYOUT              Change
   Template Name:   BANKLONDON                  Record Type:   HEADER

 Seg Field Name              Length      Field Value
  .1 co.................        .2        Company Numbers...................
  .2 bank id...........        .10       Bank ID...........................
  .3 bank nm...........        .20       Bank Name.........................
  .4 bank #............        .10       Bank Account Number...............
  .5 date.............         .10       File Creation Date................
  .6 space............         .2        Space.............................
  .7 bank # full.......        .30       Long Bank Account.................
   .................            ....       ..................................
   .................            ....       ..................................
   .................            ....       ..................................
   .................            ....       ..................................
   .................            ....       ..................................
   .................            ....       ..................................
   .................            ....       ..................................
   .................            ....       ..................................
   .................            ....       ..................................


   F2=Formatting    F4=Insert Field Value    F5=Re-sort   F10=Next Record   F12=Return
```

Positive Pay Header Record Layout - Field Formatting View Screen

```
                    POSITIVE PAY HEADER RECORD LAYOUT              Change
   Template Name:   BANKLONDON                         Record Type:   HEADER
                                  Justify            Implied       Date
 Seg Field Name              Length  (R,L, )  Filler  Dec(Y, )     Format
  .1 co.................        .2      R        0      ..         ...........
  .2 bank id...........        .10     ..       ..      ..         ...........
  .3 bank nm...........        .20     ..       ..      ..         ...........
  .4 bank #............        .10     ..       ..      ..         ...........
  .5 date.............         .10     L        ..      ..         YYYYMMDD...
  .6 space............         .2      ..       ..      ..         ...........
  .7 bank # full.......        .30     L        ..      ..         ...........
   .................            ....     ..       ..      ..         ...........
   .................            ....     ..       ..      ..         ...........
   .................            ....     ..       ..      ..         ...........
   .................            ....     ..       ..      ..         ...........
   .................            ....     ..       ..      ..         ...........
   .................            ....     ..       ..      ..         ...........
   .................            ....     ..       ..      ..         ...........
   .................            ....     ..       ..      ..         ...........
   .................            ....     ..       ..      ..         ...........


   F2=Field Value                       F5=Re-sort   F10=Next Record   F12=Return
```

The Positive Pay Header Record Layout - Field Value View Screen displays when you press F10=NEXT RECORD on the Positive Pay SignOn Record Layout - Field Value View Screen (p. 33-8) or the Positive Pay SignOn Record Layout - Field Formatting View Screen (p. 33-8).

The Positive Pay Header Record Layout - Field Formatting View Screen displays with the F2=FORMATTING / F2=FIELD VALUE toggle key.

Use this screen to define the fields that will be used for each Header output record in the text file. Complete the fields on the formatting screen to define the exact specifications required by the bank for processing.

The available **Field Values** for this record format are: company number, bank ID, bank name, bank account number, file creation date, space, and long bank account number. If the header record is not required, you can bypass this record by pressing F10=NEXT RECORD and continuing with the detail record layouts.

Important

All the data fields in the output file are treated as text fields; there are no data type concepts. Without formatting all fields will be left justified as a text fields, and added as they are stored in the database. The user should provide formatting to match bank requirements as needed.

Positive Pay Header Record Layout - Field View& Field Formatting Fields and Function Keys

Field/Function Key	Description
Maintenance Mode	The type of maintenance, Add or Change, is shown in reverse image. Display
Template Name	The **Template Name** selected on the Positive Pay Template Maintenance Selection Screen (p. 33-3) displays. Display
Record Type	The record layout type that is being maintained. (Display
Seq	Use to identify the order of appearance of the **Field Value** in the Header on record of the output file. Key the field sequence number for the **Field Value** used on this line. The first data field on a line should have a field sequence of 1, and each next data field should have a field sequence increments by 1. *Valid Values:* must be greater than zero when the **Field Value** is not blank; cannot be any gaps in field sequence numbers assigned to valid lines (N 2,0) Required

Positive Pay Header Record Layout - Field View& Field Formatting Fields and Function Keys

Field/Function Key	Description
Field Name	Use to identify what this **Field Value** represents to this template. This field is for internal use only and can be the shortened version of the **Field Value**, a generic field name that you create to represent filler or fields that the bank's file has but the check file does not, or text to represent the meaning of the field. This field is not included in the export file. Key the field name to be used. (A 20) Display
Length	Use to identify the length of the field to be exported to the Positive Pay output text file. This field is optional for an **Output File Type** set to D for delimited on the Positive Pay Template Maintenance Screen (p. 33-5). If the **Output File Type** is F for fixed width, this field is required. For example, the check amount field size is 15,2 which means that there are 15 positions total with the last 2 being decimal positions. If the bank's file only has a 10 position amount field size, 10 would be entered in this field and the left-most positions of the field would not be included in the bank's field. Key the field length for fixed width output files. (N 3,0) Optional/Required
Field Value	Only displays with the 'Positive Pay Header Record Layout - Field Value View Screen. Use this field to insert the appropriate **Field Value** that selects the actual field from the Accounts Payable Printed Checks File (APCHK), Bank Account File (XABAC), Bank Names records in the Order Control File (ORCTL), Accounts Payable Name Files (APHNM, APVEN, APONM); the System i system date; or a Constant value entered by the user to be loaded in the Positive Pay output text file. Using the constant value, you can use this field to add spaces, create filler fields or text fields required by the banks positive pay format. For those fields, the data keyed in this field is loaded to the file exactly as it is entered here. To assist in selecting the source of data, set the cursor to any place in the **Field Value** and press F4=INSERT FIELD VALUE. *Valid Values:* a valid **Field Value** selected from the Positive Pay Field Values Screen (p. 33-14); text required by the bank and entered here by the user (A 36) Required

Positive Pay Header Record Layout - Field View& Field Formatting Fields and Function Keys

Field/Function Key	Description
Justify	Only displays with the Positive Pay Header Record Layout - Field Formatting View Screen.
	Use this field to properly set text to be left or right justified to match the bank specifications.
	Key R to begin filling this field at the right-most position thereby leaving the left positions blank, zero, or other characters. For example, check number 12345could be right-justified in the bank's file (<<12345 where the < represents a space).
	Key L to begin filling this field at the left-most position thereby leaving the right positions blank. For example, check number 12345 could be left-justified in the bank's file (12345>>where the > represents a space).
	Leave this field blank and the fields will default to left justification and no filler.
	Default Value: blank
	Valid Values: R, L, or blank
	(A 1) Optional
Filler	Only displays with the Positive Pay Header Record Layout - Field Formatting View Screen.
	Use this field to properly set text left or right justified and fill the remaining spaces with this value.
	For alpha fields, key the character to be used to fill the blank space in this field if blanks are not allowed.
	For numeric fields, key zero to left zero-fill a numeric field. Leave the field blank for blank filled fields.
	For example:
	• the 15,2 N position check amount could be left zero-filled and right-justified as 000000000023456 for $234.56
	• the 9,0 N position check number 12345 could be 000012345
	(A 1) Optional

Positive Pay Header Record Layout - Field View& Field Formatting Fields and Function Keys

Field/Function Key	Description
Implied Decimal	Only displays with the Positive Pay Header Record Layout - Field Formatting View Screen.
	The **Implied Decimal** field will be used for numeric fields with decimal positions, such as monetary amounts, to indicate if decimal should be implied.
	Key Y to indicate that the decimal point will be implied and not be added to the field in the file. For example, the 15,2 position check amount could be left zero-filled, right-justified, and implied decimal as 000000000023456 for $234.56; or with no edits it would be blank filled and show as 23456.
	Leave this field blank to have the decimal point inserted in the monetary amount field. For example, the 15,2 position check amount could be left zero-filled, right-justified, and not implied decimal as 0000000000234.56 for $234.56; or with no edits it would be blank filled and show as 234.56.
	Valid Values: Y or blank
	(A 1) Optional
Date Format	Only displays with the Positive Pay Header Record Layout - Field Formatting View Screen.
	Use the **Date Format** field to indicate the required date formatting for the bank's output text file.
	The **Date Format** field is only used for date fields such as Check Print Date or File Creation Date. The validation of date formats is a common sense type validation and is aimed to ensure that the specified date format has year, month and day portions in any order and allows for any separators to be used. General expectations are the following:
	YY or YYYY for Year segment
	MM for Month segment
	DD for Day segment
	Segments may be separated by any character if needed.
	Default Value: YYYY-MM-DD is used for the .TXT file when this field is left blank
	Valid Values: Examples of valid formats are YYMMDD, YYYYMMDD, MMDDYYYY, DDMMYYYY, YY-MM-DD, MM/DD/YYYY
	(A 10) Optional
F2=Formatting / F2=Field Values	Press F2=FORMATTING / F2=FIELD VALUES to toggle the screen between the Field Values and Field Formatting views.

Positive Pay Header Record Layout - Field View& Field Formatting Fields and Function Keys

Field/Function Key	Description
F4=Insert Field Value	Only displays with the Positive Pay Header Record Layout - Field Value View Screen.
	Press F4=INSERT FIELD VALUE to insert the actual field from the file. The Positive Pay Field Values Screen (p. 33-14) appears.
	The cursor needs to be positioned in the **Field Value** field at the location where the insert will occur.
F5=Re-sort	Press the F5= RE-SORT to sort the fields by sequence entered, and redisplayed in ascending order by sequence. This can be helpful, for example, in cases when the initial layout needs to be adjusted by inserting some new fields or changing the order of fields appearance on the Output File line.
	For example:
	Seq 1 is Company, Seq 2 is Bank Name and Seq13 is Bank Account. The bank name and bank account fields should be reversed. Change the sequence numbers of the two lines and press F5= RE-SORT. The screen will now show Seq 1 is Company, Seq 2 is Bank Account and Seq13 is Bank Name.
F10=Next Record	Press F10=NEXT RECORD to move to the next record layout screen.
	From the Positive Pay Header Record Layout - Field Value View Screen (p. 33-16) F10=NEXT RECORD displays the Positive Pay Detail Record Layout - Field Value View Screen (p. 33-22).
F12=Return	Press F12=RETURN to return to the Positive Pay Trailer Record Layout - Field Value View Screen (p. 33-29). Any data keyed on the record layout screens is saved while you are moving between them.

Positive Pay Detail Record Layout - Field Value View Screen

```
                    POSITIVE PAY DETAIL RECORD LAYOUT              Change
   Template Name:   BANKLONDON                    Record Type:   DETAIL

Seg Field Name                  Length          Field Value
 .1 co....................     ..2       Company Number.....................
 .2 bank..................     .10       Bank Account Number................
 .3 ck#...................     ..8       Check Number.......................
 .4 sts...................     ..5       Check Status.......................
 .5 date..................     .10       Check Print Date...................
 .6 amt...................     .15       Payment Amount.....................
 .7 ven...................     ..6       Vendor Number......................
 .8 src...................     ..8       Check Source.......................
 .9 name..................     .30       Payee Name.........................
 10 bank..................     .10       Bank ID............................
 11 bank..................     .30       Bank Name..........................
 12 bank..................     .30       Long Bank Account..................
 13 date..................     .10       File Creation Date.................
 14 void..................     ..3       Void Indicator.....................
 15 space.................     ..2       Space..............................
 ...................          ....       ...................................


   F2=Formatting   F4=Insert Field Value   F5=Re-sort  F10=Next Record  F12=Return
```

Positive Pay Detail Record Layout - Field Formatting View Screen

```
                    POSITIVE PAY DETAIL RECORD LAYOUT              Change
   Template Name:   BANKLONDON                    Record Type:   DETAIL
                           Justify       Implied   Voided  Non-Voided  Date
Seg Field Name             (R,L, ) Filler Dec(Y, ) Indicator Indicator Format
 .1 co...................     R      0      ..      ....      ....     ..........
 .2 bank.................     ..     ..     ..      ....      ....     ..........
 .3 ck#..................     ..     ..     ..      ....      ....     ..........
 .4 sts..................     ..     ..     ..      ....      ....     ..........
 .5 date.................     ..     ..     ..      ....      ....     DD-MM-YYYY
 .6 amt..................     R      0      Y       -..       ....     ..........
 .7 ven..................     ..     ..     ..      ....      ....     ..........
 .8 src..................     ..     ..     ..      ....      ....     ..........
 .9 name.................     ..     ..     ..      ....      ....     ..........
 10 bank.................     ..     ..     ..      ....      ....     ..........
 11 bank.................     ..     ..     ..      ....      ....     ..........
 12 bank.................     ..     ..     ..      ....      ....     ..........
 13 date.................     ..     ..     ..      ....      ....     DD-MM-YYYY
 14 void.................     ..     ..     ..      vd.       ....     ..........
 15 space................     ..     ..     ..      ....      ....     ..........
 ...................          ..     ..     ..      ....      ....     ..........


   F2=Field Value                          F5=Re-sort  F10=Next Record  F12=Return
```

The Positive Pay Detail Record Layout - Field Value View Screen displays when you press F10=NEXT RECORD on the Positive Pay Header Record Layout - Field Value View Screen (p. 33-16) or the Positive Pay Header Record Layout - Field Formatting View Screen (p. 33-16).

The Positive Pay Detail Record Layout - Field Formatting View Screen displays with the F2=FORMATTING / F2=FIELD VALUE toggle key.

Use this screen to define the fields that will be used for each Detail output record in the text file. Complete the fields on the formatting screen to define the exact specifications required by the bank for processing.

The available **Field Values** for this record format are: company number, bank account number, check number, check status, check print date, payment amount, vendor number, check source, payee name, bank ID, bank name, long bank account, file creation date, void indicator, and space.

Important

All the data fields in the output file are treated as text fields; there are no data type concepts. Without formatting all fields will be left justified as a text fields, and added as they are stored in the database. The user should provide formatting to match bank requirements as needed.

Positive Pay Detail Record Layout - Field View & Field Formatting Fields and Function Keys

Field/Function Key	Description
Maintenance Mode	The type of maintenance, Add or Change, is shown in reverse image. Display
Template Name	The **Template Name** selected on the Positive Pay Template Maintenance Selection Screen (p. 33-3) displays. Display
Record Type	The record layout type that is being maintained. Display
Seq	Use to identify the order of appearance of the **Field Value** in the Detail record of the output file. Key the field sequence number for the **Field Value** used on this line. The first data field on a line should have a field sequence of 1, and each next data field should have a field sequence increments by 1. *Valid Values:* must be greater than zero when the **Field Value** is not blank; cannot be any gaps in field sequence numbers assigned to valid lines (N 2,0) Required
Field Name	Use to identify what this **Field Value** represents to this template. This field is for internal use only and can be the shortened version of the **Field Value**, a generic field name that you create to represent filler or fields that the bank's file has but the check file does not, or text to represent the meaning of the field. This field is not included in the export file. Key the field name to be used. (A 20) Display

Positive Pay Detail Record Layout - Field View & Field Formatting Fields and Function Keys

Field/Function Key	Description
Length	Use to identify the length of the field to be exported to the Positive Pay output text file. This field is optional for an **Output File Type** set to D for delimited on the Positive Pay Template Maintenance Screen (p. 33-5). If the **Output File Type** is F for fixed width, this field is required.
	For example, the check amount field size is 15,2 which means that there are 15 positions total with the last 2 being decimal positions. If the bank's file only has a 10 position amount field size, 10 would be entered in this field and the left-most positions of the field would not be included in the bank's field.
	Key the field length for fixed width output files.
	(N 3,0) Optional/Required
Field Value	Only displays with the 'Positive Pay Detail Record Layout - Field Value View Screen.
	Use this field to insert the appropriate **Field Value** that selects the actual field from the Accounts Payable Printed Checks File (APCHK), Bank Account File (XABAC), Bank Names records in the Order Control File (ORCTL), Accounts Payable Name Files (APHNM, APVEN, APONM); the System i system date; or a Constant value entered by the user to be loaded in the Positive Pay output text file.
	Using the constant value, you can use this field to add spaces, create filler fields or text fields required by the banks positive pay format. For those fields, the data keyed in this field is loaded to the file exactly as it is entered here.
	To assist in selecting the source of data, set the cursor to any place in the **Field Value** and press F4=INSERT FIELD VALUE.
	Valid Values: a valid **Field Value** selected from the Positive Pay Field Values Screen (p. 33-14); text required by the bank and entered here by the user
	(A 36) Required

Positive Pay Detail Record Layout - Field View & Field Formatting Fields and Function Keys

Field/Function Key	Description
Justify	Only displays with the Positive Pay Detail Record Layout - Field Formatting View Screen.
	Use this field to properly set text to be left or right justified to match the bank specifications.
	Key R to begin filling this field at the right-most position thereby leaving the left positions blank, zero, or other characters. For example, check number 12345could be right-justified in the bank's file (<<12345 where the < represents a space).
	Key L to begin filling this field at the left-most position thereby leaving the right positions blank. For example, check number 12345 could be left-justified in the bank's file (12345>>where the > represents a space).
	Leave this field blank and the fields will default to left justification and no filler.
	Default Value: blank
	Valid Values: R, L, or blank
	(A 1) Optional
Filler	Only displays with the Positive Pay Detail Record Layout - Field Formatting View Screen.
	Use this field to properly set text left or right justified and fill the remaining spaces with this value.
	For alpha fields, key the character to be used to fill the blank space in this field if blanks are not allowed.
	For numeric fields, key zero to left zero-fill a numeric field. Leave the field blank for blank filled fields.
	For example:
	• the 15,2 N position check amount could be left zero-filled and right-justified as 000000000023456 for $234.56
	• the 9,0 N position check number 12345 could be 000012345
	(A 1) Optional

Positive Pay Detail Record Layout - Field View & Field Formatting Fields and Function Keys

Field/Function Key	Description
Implied Decimal	Only displays with the Positive Pay Detail Record Layout - Field Formatting View Screen.
	The **Implied Decimal** field will be used for numeric fields with decimal positions, such as monetary amounts, to indicate if decimal should be implied.
	Key Y to indicate that the decimal point will be implied and not be added to the field in the file. For example, the 15,2 position check amount could be left zero-filled, right-justified, and implied decimal as 000000000023456 for $234.56; or with no edits it would be blank filled and show as 23456.
	Leave this field blank to have the decimal point inserted in the monetary amount field. For example, the 15,2 position check amount could be left zero-filled, right-justified, and not implied decimal as 0000000000234.56 for $234.56; or with no edits it would be blank filled and show as 234.56.
	Valid Values: Y or blank
	(A 1) Optional
Voided Indicator	Only displays with the Positive Pay Detail Record Layout - Field Formatting View Screen.
	Use to identify the characters required by the bank to indicate that a check has been voided. This field will be included on the detail record for all checks that have been identified as voided in the Check File (APCHK).
	Key the characters for the void indicator.
	(A 2) Optional
Non-Voided Indicator	Only displays with the Positive Pay Detail Record Layout - Field Formatting View Screen.
	Use to identify the characters required by the bank to indicate a regular check. When the **Voided Indicator** field is used, this field will be included on the detail record for all checks that are not voided in the Check File (APCHK).
	Key the characters for the void indicator.
	(A 2) Optional

Positive Pay Detail Record Layout - Field View & Field Formatting Fields and Function Keys

Field/Function Key	Description
Date Format	Only displays with the Positive Pay Detail Record Layout - Field Formatting View Screen.
	Use the **Date Format** field to indicate the required date formatting for the bank's output text file.
	The **Date Format** field is only used for date fields such as Check Print Date or File Creation Date. The validation of date formats is a common sense type validation and is aimed to ensure that the specified date format has year, month and day portions in any order and allows for any separators to be used. General expectations are the following:
	YY or YYYY for Year segment
	MM for Month segment
	DD for Day segment
	Segments may be separated by any character if needed.
	Default Value: YYYY-MM-DD is used for the .TXT file when this field is left blank
	Valid Values: Examples of valid formats are YYMMDD, YYYYMMDD, MMDDYYYY, DDMMYYYY, YY-MM-DD, MM/DD/YYYY
	(A 10) Optional
F2=Formatting / F2=Field Values	Press F2=FORMATTING / F2=FIELD VALUES to toggle the screen between the Field Values and Field Formatting views.
F4=Insert Field Value	Only displays with the Positive Pay Detail Record Layout - Field Value View Screen.
	Press F4=INSERT FIELD VALUE to insert the actual field from the file. The Positive Pay Field Values Screen (p. 33-14) appears.
	The cursor needs to be positioned in the **Field Value** field at the location where the insert will occur.
F5=Re-sort	Press the F5= RE-SORT to sort the fields by sequence entered, and redisplayed in ascending order by sequence. This can be helpful, for example, in cases when the initial layout needs to be adjusted by inserting some new fields or changing the order of fields appearance on the Output File line.
	For example:
	Seq 1 is Company, Seq 2 is Bank Name and Seq13 is Bank Account. The bank name and bank account fields should be reversed. Change the sequence numbers of the two lines and press F5= RE-SORT. The screen will now show Seq 1 is Company, Seq 2 is Bank Account and Seq13 is Bank Name.

Positive Pay Detail Record Layout - Field View & Field Formatting Fields and Function Keys

Field/Function Key	Description
F10=Next Record	Press F10=NEXT RECORD to move to the next record layout screen.
	From the Positive Pay Detail Record Layout - Field Value View Screen (p. 33-22) F10=NEXT RECORD displays the Positive Pay SignOn Record Layout - Field Value View Screen (p. 33-8).
F12=Return	Press F12=RETURN to return to the Positive Pay Header Record Layout - Field Value View Screen (p. 33-16). Any data keyed on the record layout screens is saved while you are moving between them.

Positive Pay Trailer Record Layout - Field Value View Screen

```
              POSITIVE PAY TRAILER RECORD LAYOUT            Change
  Template Name:  BANKLONDON                  Record Type:   TRAILER

 Seg Field Name                Length        Field Value
  .1 #cks...............       ..6     Total Number of Checks........
  .2 #used..............       ..6     Total Number of Non-Voided Checks....
  .3 #void..............       ..6     Total Number of Voided Checks.......
  .4 $$$...............        .15     Total Amount of Checks.........
  .5 $$ used............       .15     Total Amount of Non-Voided Checks....
  .6 $$ void............       .15     Total Amount of Voided Checks.......
  .7 date...............       .10     File Creation Date.............
  .8 space..............       ..2     Space.........................
  .9 co.................       ..2     Company Number................
 10 bank...............        .10     Bank ID.......................
 11 bank...............        .30     Bank Name.....................
 12 bank...............        .10     Bank Account Number...........
 13 bank...............        .30     Long Bank Account.............
  ..................           ....    ..............................
  ..................           ....    ..............................
  ..................           ....    ..............................



 F2=Formatting   F4=Insert Field Value   F5=Re-sort F10=Save Template  F12=Return
```

Positive Pay Trailer Record Layout - Field Formatting View Screen

```
              POSITIVE PAY TRAILER RECORD LAYOUT            Change
  Template Name:  BANKLONDON                  Record Type:  TRAILER
                                 Justify         Implied    Date
 Seg Field Name                Length  (R,L, )  Filler  Dec(Y, )  Format
  .1 #cks...............       ..6       R        0       ..      ............
  .2 #used..............       ..6       R        0       ..      ............
  .3 #void..............       ..6       R        0       ..      ............
  .4 $$$...............        .15       R        0       ..      ............
  .5 $$ used............       .15       R        0       ..      ............
  .6 $$ void............       .15       R        0       ..      ............
  .7 date...............       .10       ..       ..      ..      .YYMMDD.....
  .8 space..............       ..2       ..       ..      ..      ............
  .9 co.................       ..2       ..       ..      ..      ............
 10 bank...............        .10       ..       ..      ..      ............
 11 bank...............        .30       ..       ..      ..      ............
 12 bank...............        .10       ..       ..      ..      ............
 13 bank...............        .30       ..       ..      ..      ............
  ..................           ....      ..       ..      ..      ............
  ..................           ....      ..       ..      ..      ............
  ..................           ....      ..       ..      ..      ............


  F2=Field Value                       F5=Re-sort F10=Save Template  F12=Return
```

The Positive Pay Trailer Record Layout - Field Value View Screen displays when you press F10=Next Record on the Positive Pay Detail Record Layout - Field Value View Screen (p. 33-22) or the Positive Pay Detail Record Layout - Field Formatting View Screen (p. 33-22).

The Positive Pay Trailer Record Layout - Field Formatting View Screen displays with the F2=Formatting / F2=Field Value toggle key.

Use this screen to define the fields that will be used for each Trailer output record in the text file. Complete the fields on the formatting screen to define the exact specifications required by the bank for processing.

The available **Field Values** for this record format are: company number, bank ID, bank name, bank account number, long bank account, total number of checks, total number of non-voided checks, total number of voided checks, total amount of checks, total amount of non-voided checks, total amount of voided checks, file creation date, and space.

Important

All the data fields in the output file are treated as text fields; there are no data type concepts. Without formatting all fields will be left justified as a text fields, and added as they are stored in the database. The user should provide formatting to match bank requirements as needed.

Positive Pay Trailer Record Layout - Field View & Field Formatting Fields and Function Keys

Field/Function Key	Description
Maintenance Mode	The type of maintenance, Add or Change, is shown in reverse image.
	Display
Template Name	The **Template Name** selected on the Positive Pay Template Maintenance Selection Screen (p. 33-3) displays.
	Display
Record Type	The record layout type that is being maintained.
	Display
Seq	Use to identify the order of appearance of the **Field Value** in the Trailer on record of the output file.
	Key the field sequence number for the **Field Value** used on this line. The first data field on a line should have a field sequence of 1, and each next data field should have a field sequence increments by 1.
	Valid Values: must be greater than zero when the **Field Value** is not blank; cannot be any gaps in field sequence numbers assigned to valid lines
	(N 2,0) Required

Positive Pay Trailer Record Layout - Field View & Field Formatting Fields and Function Keys

Field/Function Key	Description
Field Name	Use to identify what this **Field Value** represents to this template. This field is for internal use only and can be the shortened version of the **Field Value**, a generic field name that you create to represent filler or fields that the bank's file has but the check file does not, or text to represent the meaning of the field. This field is not included in the export file.
	Key the field name to be used.
	(A 20) Display
Length	Use to identify the length of the field to be exported to the Positive Pay output text file. This field is optional for an **Output File Type** set to D for delimited on the Positive Pay Template Maintenance Screen (p. 33-5). If the **Output File Type** is F for fixed width, this field is required.
	For example, the check amount field size is 15,2 in which means that there are 15 positions total with the last 2 being decimal positions. If the bank's file only has a 10 position amount field size, 10 would be entered in this field and the left-most positions of the field would not be included in the bank's field.
	Key the field length for fixed width output files.
	(N 3,0) Optional/Required
Field Value	Only displays with the 'Positive Pay Trailer Record Layout - Field Value View Screen.
	Use this field to insert the appropriate **Field Value** that selects the actual field from the Accounts Payable Printed Checks File (APCHK), Bank Account File (XABAC), Bank Names records in the Order Control File (ORCTL), Accounts Payable Name Files (APHNM, APVEN, APONM); the System i system date; or a Constant value entered by the user to be loaded in the Positive Pay output text file.
	Using the constant value, you can use this field to add spaces, create filler fields or text fields required by the banks positive pay format. For those fields, the data keyed in this field is loaded to the file exactly as it is entered here.
	To assist in selecting the source of data, set the cursor to any place in the **Field Value** and press F4=INSERT FIELD VALUE.
	Valid Values: a valid **Field Value** selected from the Positive Pay Field Values Screen (p. 33-14); text required by the bank and entered here by the user
	(A 36) Required

Positive Pay Trailer Record Layout - Field View & Field Formatting Fields and Function Keys

Field/Function Key	Description
Justify	Only displays with the Positive Pay Trailer Record Layout - Field Formatting View Screen.
	Use this field to properly set text to be left or right justified to match the bank specifications.
	Key R to begin filling this field at the right-most position thereby leaving the left positions blank, zero, or other characters. For example, check number 12345could be right-justified in the bank's file (<<12345 where the < represents a space).
	Key L to begin filling this field at the left-most position thereby leaving the right positions blank. For example, check number 12345 could be left-justified in the bank's file (12345>>where the > represents a space).
	Leave this field blank and the fields will default to left justification and no filler.
	Default Value: blank
	Valid Values: R, L, or blank
	(A 1) Optional
Filler	Only displays with the Positive Pay Trailer Record Layout - Field Formatting View Screen.
	Use this field to properly set text left or right justified and fill the remaining spaces with this value.
	For alpha fields, key the character to be used to fill the blank space in this field if blanks are not allowed.
	For numeric fields, key zero to left zero-fill a numeric field. Leave the field blank for blank filled fields.
	For example:
	• the 15,2 N position check amount could be left zero-filled and right-justified as 000000000023456 for $234.56
	• the 9,0 N position check number 12345 could be 000012345
	(A 1) Optional

Positive Pay Trailer Record Layout - Field View & Field Formatting Fields and Function Keys

Field/Function Key	Description
Implied Decimal	Only displays with the Positive Pay Trailer Record Layout - Field Formatting View Screen.
	The **Implied Decimal** field will be used for numeric fields with decimal positions, such as monetary amounts, to indicate if decimal should be implied.
	Key Y to indicate that the decimal point will be implied and not be added to the field in the file. For example, the 15,2 position check amount could be left zero-filled, right-justified, and implied decimal as 000000000023456 for $234.56; or with no edits it would be blank filled and show as 23456.
	Leave this field blank to have the decimal point inserted in the monetary amount field. For example, the 15,2 position check amount could be left zero-filled, right-justified, and not implied decimal as 0000000000234.56 for $234.56; or with no edits it would be blank filled and show as 234.56.
	Valid Values: Y or blank
	(A 1) Optional
Date Format	Only displays with the Positive Pay Trailer Record Layout - Field Formatting View Screen.
	Use the **Date Format** field to indicate the required date formatting for the bank's output text file.
	The **Date Format** field is only used for date fields such as Check Print Date or File Creation Date. The validation of date formats is a common sense type validation and is aimed to ensure that the specified date format has year, month and day portions in any order and allows for any separators to be used. General expectations are the following:
	YY or YYYY for Year segment
	MM for Month segment
	DD for Day segment
	Segments may be separated by any character if needed.
	Default Value: YYYY-MM-DD is used for the .TXT file when this field is left blank
	Valid Values: Examples of valid formats are YYMMDD, YYYYMMDD, MMDDYYYY, DDMMYYYY, YY-MM-DD, MM/DD/YYYY
	(A 10) Optional
F2=Formatting / F2=Field Values	Press F2=FORMATTING / F2=FIELD VALUES to toggle the screen between the Field Values and Field Formatting views.

Positive Pay Trailer Record Layout - Field View & Field Formatting Fields and Function Keys

Field/Function Key	Description
F4=Insert Field Value	Only displays with the Positive Pay Trailer Record Layout - Field Value View Screen.
	Press F4=INSERT FIELD VALUE to insert the actual field from the file. The Positive Pay Field Values Screen (p. 33-14) appears.
	The cursor needs to be positioned in the **Field Value** field at the location where the insert will occur.
F5=Re-sort	Press the F5= RE-SORT to sort the fields by sequence entered, and redisplayed in ascending order by sequence. This can be helpful, for example, in cases when the initial layout needs to be adjusted by inserting some new fields or changing the order of fields appearance on the Output File line.
	For example:
	Seq 1 is Company, Seq 2 is Bank Name and Seq13 is Bank Account. The bank name and bank account fields should be reversed. Change the sequence numbers of the two lines and press F5= RE-SORT. The screen will now show Seq 1 is Company, Seq 2 is Bank Account and Seq13 is Bank Name.
F10=Next Record	Press F10=NEXT RECORD to move to the next record layout screen.
	From the Positive Pay SignOn Record Layout - Field Formatting View Screen (p. 33-8) F10=NEXT RECORD displays the Positive Pay Header Record Layout - Field Value View Screen (p. 33-16).
	From the Positive Pay Header Record Layout - Field Value View Screen (p. 33-16) F10=NEXT RECORD displays the Positive Pay Detail Record Layout - Field Value View Screen (p. 33-22).
	From the Positive Pay Detail Record Layout - Field Value View Screen (p. 33-22) F10=NEXT RECORD displays the Positive Pay Trailer Record Layout - Field Value View Screen (p. 33-29).
F10=Save Template	Press F10=SAVE TEMPLATE to save the template and update the Positive Pay Template files.
	From the Positive Pay Trailer Record Layout - Field Value View Screen (p. 33-29) F10=SAVE TEMPLATE displays the Positive Pay Template Maintenance Selection Screen (p. 33-3).
F12=Return	Press F12=RETURN to return to the Positive Pay Detail Record Layout - Field Value View Screen (p. 33-22). Any data keyed on the record layout screens is saved while you are moving between them.

CHAPTER 34   Generating Positive Pay Extracts   34

The positive pay extracts for the banks will be created using this menu option. The selection criteria should be very specific to send the banks exactly what they need and not additional data that will delay the acceptance process.

Positive Pay Extract

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Positive Pay Extract Screen	Use to select the criteria to generate the Positive Pay Extract File.

Positive Pay Extract Screen

```
                    POSITIVE PAY EXTRACT

          Template Name? _.........

          Bank Id?       ......     to?......

          Company?       01         to?...

          Bank Account?  ..........to?..........

          Check Date:    .......     to:.......

          Check Numbers: .......... to:..........


          Include Voided Checks:   N   (Y,N)



          Submit to Batch:         Y   (Y,N)



                                              F3=Exit
```

This screen displays when you select option 20 - Positive Pay Extract from MENU APCHCK. The extract text file that is created will be placed on the /IFS/Root directory based on the **Output File IFS Path** specified on the Positive Pay Template Maintenance Screen (p. 33-5).

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

Important

There is one record for the extract totals in each positive pay extract file. Key your selection criteria carefully and specifically to exactly match the bank requirements for data totals.

Positive Pay Extract Screen Fields and Function Keys

Field/Function Key	Description
Template Name	Key the specific positive pay bank format template to be used for this extract.
	Valid Values: a Positive Pay Template created through Positive Pay Template Maintenance (p. 33-2) (MENU APCHCK)
	(A 10) Required

Positive Pay Extract Screen Fields and Function Keys

Field/Function Key	Description
Bank ID	Key the range of bank ID's to be used to limit the information selected for this positive pay extract. *Valid Values:* a valid bank ID created through Bank Account Maintenance (p. 52-1) (MENU APCHCK) 2 @ (A 5) Optional
Company	Key the company number associated with the items that you want to print on the report. *Valid Values:* A valid company number defined through Company Name Maintenance (MENU XAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY). 2 @ (N 2,0) Optional
Bank Account	Key the range of bank accounts to be used to limit the information selected for this positive pay extract. *Valid Values:* a valid bank ID created through Bank Account Maintenance (p. 52-1) (MENU APCHCK) 2 @ (A 10) Required
Check Date	Key the range of check dates to be used to limit the information selected for this positive pay extract. *Valid Values:* Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). (N 6,0) Required
Check Numbers	Key the range of check numbers to be used to limit the information selected for this positive pay extract. 2 @ (A 8) Required
Include Voided Checks	Key Y to include the check numbers that have been recorded and marked as voided checks through Record Check Numbers / Post ACH or CC Payments (MENU APCHCK) or Void Unprinted Checks (MENU APCHCK). Key N to only have actual used checks included in the positive pay extract file. (A 1) Required
Submit to Batch	Jobs sent to the batch subsystem will enable you to continue working on your workstation. Whereas, jobs which run interactively tie up your workstation until processing of the job is complete. Key Y to send this print job to the batch subsystem. Key N to process the job interactively. (A 1) Required

Printing the Open Payables by Vendor Report

35

The Open Payables by Vendor Report lists open payable invoices for each vendor in summary or in detail. Use the Open Payable by Vendor Report option on the Accounts Payable Report Menu (MENU APREPT) to print this report.

> NOTE: The Open Payables by Vendor Report can be exported to Microsoft Excel using a Tab Separated Value (.tsv) format. Make that appropriate selection on the PC File Export Selection Screen that displays from the Report Options Screen when **Export Report** is set to Y. Refer to the Cross Applications User Guide for more information about exporting reports. Only those fields so noted in the report descriptions will be included in the export.

Open Payables by Vendor Report

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Open Payables By Vendor Screen	Use to specify limiting criteria for the report.
Open Payables by Vendor Report	Prints open payable by vendor.

Open Payables By Vendor Screen

```
                    OPEN PAYABLES BY VENDOR

        Company?           ...     to?     ...

        Vendor:            .......  to    .......

        Due Date:          .......  to    .......
        Invoice Date:      .......  to    .......

        Business Unit?     ...     to?     ...

        Include Held Invoices: Y   Y,N

        Dsply Trding Currency: N   Y,N

        Vendor Sort:           2   1=Vendor Number
                                   2=Vendor Sort Word
        Sort Sequence:         I   I=Invoice Number
                                   D=Due Date

        Detail/Summary:        S   D,S


                                             F3=Cancel
```

This screen appears after selecting option 1 - Open Payables by Vendor Report option from the
Accounts Payable Report Menu (MENU APREPT). Use this screen to select the open payables, sort
sequence, and the format (detail or summary) for the report. By default, this report is sorted by
company, vendor sort word and then invoice number or due date, depending on your selection.

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To
Ranges.

Open Payables By Vendor Screen Fields and Function Keys

Field/Function Key	Description
Company	This field appears only if the **Multi Company** field is set to Y through System Options Maintenance (MENU XAFILE).
	Key the range of company numbers to limit the report to customers assigned to companies in the range.
	(2 @ N 2,0) Optional
Vendor	Key the range of vendors to limit the report to vendors with open payables for the companies in the range.
	(2 @ A 6) Optional

Open Payables By Vendor Screen Fields and Function Keys

Field/Function Key	Description
Due Date	Key the range of due dates to limit the report to invoices that are due for payment in that date range.
	Valid Values: A date keyed in the **Default Date Format** for this user, specified through Register User IDs (MENU XACFIG), or if that field is blank, in the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE).
	(2 @ N 6,0) Optional
Invoice Date	Key the range of invoice dates to limit the report to invoices that are dated in that date range.
	Valid Values: A date keyed in the **Default Date Format** for this user, specified through Register User IDs (MENU XACFIG), or if that field is blank, in the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE).
	(2 @ N 6,0) Optional
Business Unit	Key the range of business units to limit the report to open payables assigned those business units. Business units can be assigned to vendors in Vendor Maintenance (MENU APFILE) and will then default to each voucher, or a business unit can be individually assigned to vouchers in Voucher Entry (MENU APMAIN).
	Valid Values: A valid business unit created in Business Units Maintenance (MENU APFILE).
	(2 @ A 2) Optional
Include Held Invoices	Used to determine if held open payables should be included on the report.
	Key Y if held open payable invoices should be printed on the report. All selected open payable invoices will print regardless if a hold code is assigned.
	Key N if held open payable invoices should not be printed on the report. Any open payable invoice that is assigned a hold code will not print.
	Default Value: Y
	(A 1) Required

Open Payables By Vendor Screen Fields and Function Keys

Field/Function Key	Description
Dsply Trding Currency	This field only displays when International Currency is installed.
	Use this field to specify whether or not amounts on the report will print in the company's local currency, or in both the company's local currency and the vendor's trading currency; local equivalent amounts will print below the trading currency amounts.
	Key Y if you want amounts to print in the trading currency as well as the company's local currency.
	Key N if you want amounts to print only in the company's local currency. This field must be N if the **Detail/Summary** field is S.
	Default Value: N
	(A 1) Required
Vendor Sort	Use this field to specify how you want to sort the report, either by vendor number or vendor sort word.
	Key 1 to sort the report by the vendor number.
	Key 2 to sort the report by the vendor sort word.
	Default Value: 2
	(N 1,0) Required
Sort Sequence	Use this field to specify the secondary sort sequence of the report. The report is primarily sequenced by vendor. For each vendor, the report may be sequenced by invoice number or due date.
	Key I to sort the report by invoice number for each vendor.
	Key D to sort the report by due date for each vendor.
	Default Value: I
	(A 1) Required
Detail/Summary	Use this field to specify if the report will print in summary or detail format.
	Key D to print the report in detail. The detail report prints all activity for a voucher, including debit and credit memos.
	Key S to print the report in summary. The summary report prints information for the original invoice only. Debit and credit memo activity for the open payable is not reported.
	Default Value: S
	(A 1) Required
F3=Cancel	Press F3=CANCEL to cancel this option and return to the menu.
Enter	Press ENTER to confirm your selections. The Report Options Screen will appear (refer to the Cross Applications User Guide for details about this screen).

Open Payables by Vendor Report

```
AP300  25/01/10  17.29.31                      OPEN PAYABLES BY VENDOR                      AL/APDEMO |  PAGE     1
                                                 01-A & C Office Supply
All Companies        All Vendors          All Due Dates          All Invoice Dates          Include Held Invoices: Y
                                                                                            All Business Units

Vendor Sort: Vendor Sort Word       Sort Sequence: Invoice #      Detail   Report
Vendor  Name                               Telephone            Ext
   Invoice         Voucher Description     Inv Date Dsc Date Due Date        Open Amt          Dsc Avail          Total Due   HC
-----------------------------------------------------------------------------------------------------------------------------
300      AMERICAN CALENDAR             212-555-8900
   AC782           414 Calendar Filler 28/01/10 07/02/10 27/02/10          22.00 US$           .44 US$ F         21.56 US$
   AC9834          417 Calendar Filler 28/01/10 07/02/10 27/02/10          14.23 US$           .28 US$ F         13.95 US$
   013218          408 Calendar Filler 28/01/10 07/02/10 27/02/10          32.10 US$           .64 US$ F         31.46 US$
   571             411 Calendar filler 28/01/10 07/02/10 27/02/10          29.95 US$           .60 US$ F         29.35 US$
                                                      Vendor Totals:       98.28 US$          1.96 US$           96.32 US$
700      B & M TRASH REMOVAL           203-672-1100
   79212           384                 11/12/09 21/12/09 10/01/10         154.12 US$          3.08 US$ F        151.04 US$
                                                      Vendor Totals:      154.12 US$          3.08 US$          151.04 US$
1200     DALLAS JANITORIAL SERVICE
   129211          371                 21/11/09 00/00/00 21/12/09         174.58 US$           .00 US$          174.58 US$
   129212          389                 11/12/09 00/00/00 10/01/10         174.89 US$           .00 US$          174.89 US$
                                                      Vendor Totals:      349.47 US$           .00 US$          349.47 US$
800      EASTERN PACKAGING SUPPLY      203-954-8971
   89211           367                 21/11/09 01/12/09 21/12/09         843.21 US$         16.86 US$ F        826.35 US$
   89212           385                 11/12/09 21/12/09 10/01/10         864.99 US$         17.30 US$ F        847.69 US$
                                                      Vendor Totals:     1708.20 US$         34.16 US$         1674.04 US$
1100     GREATER HARTFORD ELECTRIC     203-652-1100
   119211          370                 21/11/09 00/00/00 21/12/09         254.21 US$           .00 US$ F        254.21 US$
   119212          388                 11/12/09 00/00/00 10/01/10         155.21 US$           .00 US$ F        155.21 US$
   119502          405                 29/01/10 00/00/00 28/02/10        1379.00 US$           .00 US$ F       1379.00 US$
                                                      Vendor Totals:     1788.42 US$           .00 US$         1788.42 US$
900      HARTFORD PRINTING SERVICES    203-751-8535
   99211           368                 21/11/09 00/00/00 21/12/09         365.33 US$           .00 US$ F        365.33 US$
   99212           386                 11/12/09 00/00/00 10/01/10         365.55 US$           .00 US$ F        365.55 US$
                                                      Vendor Totals:      730.88 US$           .00 US$          730.88 US$
600      JOE'S JANITORIAL SERVICE      203-628-1888
   69211           365                 21/11/09 00/00/00 21/12/09         276.33 US$           .00 US$ F        276.33 US$
   69212           383                 11/12/09 00/00/00 10/01/10         278.32 US$           .00 US$ F        278.32 US$
            F - INDICATES DISCOUNT HAS BEEN FORCED - DISCOUNT HAS BEEN DEDUCTED FROM TOTAL
```

This report prints based on the open payables that were selected based on the criteria entered in the fields on the Open Payables By Vendor Screen (p. 35-2) and the Report Options Screen (refer to the Cross Applications User Guide for details about this screen.

The report prints out in detail or summary based on your selection in the *Detail/Summary* field on that screen.

> NOTE: All dates will display in the Default Date Format for this user that generated the report, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's Default Date Format specified through System Options Maintenance (MENU XAFILE).

Open Payables By Vendor Report

Report/Listing Field	Description
Headings	Program names appear on the upper left corner of the report followed by run date and time, report title, workstation ID, User ID, and page number.
	Summary of the selection criteria prints in the center of the headings area followed by the individual field headings.
	The company number and name are also printed and the **Company Number** field will be exported to Excel .tsv reports.

Open Payables By Vendor Report

Report/Listing Field	Description
Vendor Information	For each invoice on the report, the vendor number, vendor's name and telephone number and extension will print.
	These fields will be exported to Excel .tsv reports: **Vendor Number, Vendor Name, Telephone, Extension.**
Invoice	The number of the original invoice for this open payable.
	NOTE: Credit/Debit memo vouchers will print as additional lines beneath the original invoice voucher. For detail reports, CR or DR is printed to the left of the voucher number for credit or debit memos, respectively.
	These fields will be exported to Excel .tsv reports: **Invoice Number**, **Credit/Debit Memo Code**.
Voucher	The voucher number assigned when creating this open payable.
	The **Voucher Number** field will be exported to Excel .tsv reports.
Description	The description of the voucher group as keyed during Voucher Entry (APMAIN).
	The **Description** field will be exported to Excel .tsv reports.
Inv Date	The invoice date of the open payable.
	The **Invoice Date** field will be exported to Excel .tsv reports.
Dsc Date	The last date of the discount period for this open payable.
	The **Discount Date** field will be exported to Excel .tsv reports.
Due Date	The due date of the open payable.
	The **Due Date** field will be exported to Excel .tsv reports.
Open Amt	The total amount due for this open payable, not considering discounts.
	If a partial payment has been applied to an invoice, the letter P will print to the right of the open amount data.
	When International Currency is installed:
	• The **Currency Symbol** for the invoice will display to the right of the open amount value.
	• If the **Dsply Trding Currency** prompt is Y, the **Trading Currency Open Amount** and **Trading Currency Symbol** will print below the local amounts.
	These fields will be exported to Excel .tsv reports: **Open Amount, Currency Symbol, Trading Currency Open Amount**, **Trading Currency Symbol, Partial.**

Open Payables By Vendor Report

Report/Listing Field	Description
Dsc Avail	The applicable discount if the invoice is paid within the discount period. An asterisk (*) prints to the right of the amount if the discount date has passed. In this case, the discount amount is not deducted from the open amount when calculating the total due. An "F" prints if the discount has been forced; the discount will be deducted from the total.
	When International Currency is installed:
	• The **Currency Symbol** for the invoice will display to the right of the discount available value.
	• If the **Dsply Trding Currency** prompt is Y, the **Trading Currency Discount Available** and **Trading Currency Symbol** will print below the local discount available amounts.
	These fields will be exported to Excel .tsv reports: **Discount Available Amount, Currency Symbol, Trading Currency Discount Available**, **Trading Currency Symbol, Force Discount**.
Total Due	The total amount due to the vendor. Discounts are reflected in this amount only if the discount date has not passed.
	When International Currency is installed:
	• The **Currency Symbol** for the invoice will display to the right of the total due value.
	• If the **Dsply Trding Currency** prompt is Y, the **Trading Currency Total Due** and **Trading Currency Symbol** will print below the local total due amounts.
	These fields will be exported to Excel .tsv reports: **Total Amount Due Amount, Currency Symbol, Trading Currency Total Amount Due Amount, Trading Currency Symbol**.
HC	Prints the hold code assigned to a voucher. A hold code indicates that this open payable cannot be paid until the hold code is removed.
	This field will be exported to Excel .tsv reports.
Totals	The detail report has totals at the vendor level and the company level for the **Open Amount**, **Discount Available**, and the **Total Due**. If International Currency is installed, the trading currency equivalent total is provided for these fields for the vendor totals. The company total for these fields is only available in the company's local currency.
	The summary report has totals for these fields at the company level. If International Currency is installed, the company total is only available in the company's local currency.

Printing the Open Payables by Due Date Report **36**

The Open Payables by Due Date Report prints open payable invoices sequenced by payment due date. Use the Open Payables by Due Date Report option on the Accounts Payable Report Menu (MENU APREPT) to print this report.

NOTE: The Open Payables by Due Date Report can be exported to Microsoft Excel using a Tab Separated Value (.tsv) format. Make that appropriate selection on the PC File Export Selection Screen that displays from the Report Options Screen when **Export Report** is set to Y. Refer to the Cross Applications User Guide for more information about exporting reports. Only those fields so noted in the report descriptions will be included in the export.

Open Payables by Due Date Report

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Open Payables By Due Date Screen	Use to specify limiting criteria for the report.
Open Payables by Due Date Report	Prints open payable by payment due date.

Open Payables By Due Date Screen

This screen appears after selecting option 2 - Open Payables by Due Date Report option from the Accounts Payable Report Menu (MENU APREPT). Use this screen to select the open payables, sort sequence, and the format (detail or summary) for the report. By default, this report is sorted by company, vendor sort word and then invoice number or due date, depending on your selection.

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

Open Payables By Due Date Screen Fields and Function Keys

Field/Function Key	Description
Company	This field appears only if the **Multi Company** field is set to Y through System Options Maintenance (MENU XAFILE).
	Key the range of company numbers to limit the report to customers assigned to companies in the range.
	(2 @ N 2,0) Optional
Vendor	Key the range of vendors to limit the report to vendors with open payables for the companies in the range.
	(2 @ A 6) Optional

Open Payables By Due Date Screen Fields and Function Keys

Field/Function Key	Description
Due Date	Key the range of due dates to limit the report to invoices that are due for payment in that date range.
	Valid Values: A date keyed in the **Default Date Format** for this user, specified through Register User IDs (MENU XACFIG), or if that field is blank, in the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE).
	(2 @ N 6,0) Optional
Invoice Date	Key the range of invoice dates to limit the report to invoices that are dated in that date range.
	Valid Values: A date keyed in the **Default Date Format** for this user, specified through Register User IDs (MENU XACFIG), or if that field is blank, in the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE).
	(2 @ N 6,0) Optional
Business Unit	Key the range of business units to limit the report to open payables assigned those business units. Business units can be assigned to vendors in Vendor Maintenance (MENU APFILE) and will then default to each voucher, or a business unit can be individually assigned to vouchers in Voucher Entry (MENU APMAIN).
	Valid Values: A valid business unit created in Business Units Maintenance (MENU APFILE).
	(2 @ A 2) Optional
Include Held Invoices	Used to determine if held open payables should be included on the report.
	Key Y if held open payable invoices should be printed on the report. All selected open payable invoices will print regardless if a hold code is assigned.
	Key N if held open payable invoices should not be printed on the report. Any open payable invoice that is assigned a hold code will not print.
	Default Value: Y
	(A 1) Required

Open Payables By Due Date Screen Fields and Function Keys

Field/Function Key	Description
Dsply Trding Currency	This field only displays when International Currency is installed.
	Use this field to specify whether or not amounts on the report will print in the company's local currency, or in both the company's local currency and the vendor's trading currency; local equivalent amounts will print below the trading currency amounts.
	Key Y if you want amounts to print in the trading currency as well as the company's local currency.
	Key N if you want amounts to print only in the company's local currency.
	Default Value: N
	(A 1) Required
Vendor Sort	Use this field to specify how you want to sort the report, either by vendor number or vendor sort word.
	Key 1 to sort the report by the vendor number.
	Key 2 to sort the report by the vendor sort word.
	Default Value: 2
	(N 1,0) Required
F3=Cancel	Press F3=CANCEL to cancel this option and return to the menu.
Enter	Press ENTER to confirm your selections. The Report Options Screen will appear (refer to the Cross Applications User Guide for details about this screen).

Open Payables by Due Date Report


```
AP310  01/25/10  18.22.43                           OPEN PAYABLES BY DUE DATE                        AM/APDEMO    PAGE    1
                                                      01-A & C Office Supply
All Companies        All Vendors           All Due Dates          All Invoice Dates              Include Held Invoices: Y
                                                                                                All Business Units
Vendor Sort: Vendor Number
Vendor Number/Name    Invoice Number  Voucher Description          Inv Date  Dsc Date      Dsc Amt              Total Due    HC
---------------------------------------------------------------------------------------------------------------------------
100    SHARP INTERNATIONAL
              19211                   376                          11/21/09  12/01/09     1,488.31 US$ F       72,511.69 US$ D
1100   GREATER HARTFORD ELECTRIC
              119211                  370                          11/21/09  00/00/00          .00 US$ F          254.21 US$
1200   DALLAS JANITORIAL SERVICE
              129211                  371                          11/21/09  00/00/00          .00 US$           174.58 US$
1300   SOUTHERN PACKAGING SUPPLY
              139211                  372                          11/21/09  00/00/00          .00 US$ F          387.87 US$
200    K & M CORPORATION
              29211                   379                          11/21/09  12/01/09       858.42 US$ F       41,162.75 US$
600    JOE'S JANITORIAL SERVICE
              69211                   365                          11/21/09  00/00/00          .00 US$ F          276.33 US$
800    EASTERN PACKAGING SUPPLY
              89211                   367                          11/21/09  12/01/09        16.86 US$ F          826.35 US$
900    HARTFORD PRINTING SERVICES
              99211                   368                          11/21/09  00/00/00          .00 US$ F          365.33 US$
1000   SNET
              109212                  387                          12/11/09  00/00/00          .00 US$ F          286.66 US$
1100   GREATER HARTFORD ELECTRIC
              119212                  388                          12/11/09  00/00/00          .00 US$ F          155.21 US$
1200   DALLAS JANITORIAL SERVICE
              129212                  389                          12/11/09  00/00/00          .00 US$           174.89 US$
1300   SOUTHERN PACKAGING SUPPLY
              139212                  390                          12/11/09  00/00/00          .00 US$ F          360.66 US$
600    JOE'S JANITORIAL SERVICE
              69212                   383                          12/11/09  00/00/00          .00 US$ F          278.32 US$
700    B & M TRASH REMOVAL
              79212                   384                          12/11/09  12/21/09         3.08 US$ F          151.04 US$
800    EASTERN PACKAGING SUPPLY
              89212                   385                          12/11/09  12/21/09        17.30 US$ F          847.69 US$
                 F - INDICATES DISCOUNT HAS BEEN FORCED - DISCOUNT AMT DEDUCTED FROM TOTAL DUE
```

This report prints based on the open payable invoices selected on the Open Payables By Due Date Screen (p. 36-2) and the Report Options Screen (refer to the Cross Applications User Guide for details about this screen.

> NOTE: All dates will display in the Default Date Format for this user that generated the report, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's Default Date Format specified through System Options Maintenance (MENU XAFILE).

Open Payables By Due Date Report

Report/Listing Field	Description
Headings	Program names appear on the upper left corner of the report followed by run date and time, report title, workstation ID, User ID, and page number.
	Summary of the selection criteria prints in the center of the headings area followed by the individual field headings.
	The company number and name are also printed.
	These fields will be exported to Excel .tsv reports: **Company Number, Due Date**.

Open Payables By Due Date Report

Report/Listing Field	Description
Vendor Information	For each invoice on the report, the vendor's name and telephone number and extension will print. These fields will be exported to Excel .tsv reports: **Vendor Number, Vendor Name.**
Invoice Number	The number of the original invoice for this open payable. The **Invoice Number** field will be exported to Excel .tsv reports.
Voucher	The voucher number assigned when creating this open payable. These fields will be exported to Excel .tsv reports: **Voucher Number, Credit/Debit Memo Code**.
Description	The description of the voucher group as keyed during Voucher Entry (APMAIN). The **Description** field will be exported to Excel .tsv reports.
Inv Date	The invoice date of the open payable. The **Invoice Date** field will be exported to Excel .tsv reports.
Dsc Date	The last date of the discount period for this open payable. The **Discount Date** field will be exported to Excel .tsv reports.
Dsc Amt	The applicable discount if the invoice is paid within the discount period. An asterisk (*) prints to the right of the amount if the discount date has passed. In this case, the discount amount is not deducted from the open amount when calculating the total due. An "F" prints if the discount has been forced; the discount will be deducted from the total. When International Currency is installed: • The **Currency Symbol** for the invoice will display to the right of the discount available value. • If the **Dsply Trding Currency** prompt is Y, the **Trading Currency Discount Available** and **Trading Currency Symbol** will print below the local discount available amounts. These fields will be exported to Excel .tsv reports: **Discount Available Amount, Currency Symbol, Trading Currency Discount Available**, **Trading Currency Symbol, Force Discount**.

Open Payables By Due Date Report

Report/Listing Field	Description
Total Due	The total amount due to the vendor. Discounts are reflected in this amount only if the discount date has not passed. This amount is net of all invoice, debit memo, and credit memo transactions posted against the original invoice transaction.
	When International Currency is installed:
	• The **Currency Symbol** for the invoice will display to the right of the total due value.
	• If the **Dsply Trding Currency** prompt is **Y**, the **Trading Currency Total Due** and **Trading Currency Symbol** will print below the local total due amounts.
	These fields will be exported to Excel .tsv reports: **Total Amount Due Amount, Currency Symbol, Trading Currency Total Amount Due Amount**, **Trading Currency Symbol.**
HC	Prints the hold code assigned to a voucher. A hold code indicates that this open payable cannot be paid until the hold code is removed.
	The **Hold Code** field will be exported to Excel .tsv reports.
Totals	The detail report has totals at the vendor level and the company level for the **Discount Amount** and **Total Due.**
	When International Currency is installed, the trading currency equivalent total is provided for these fields for the vendor totals. The company total is only available for these fields in the company's local currency.
	The summary report has totals for these fields at the company level. When International Currency is installed, the company total for these fields is only available in the company's local currency.

CHAPTER 37

Printing the Cash Requirements Report

37

The Cash Requirements Report will show your cash requirements for up to six aging periods. Cash requirements are based on your open payable due dates. Additionally, if posted dated checks exist, the Cash Requirements - Post Dated Checks Report will print. Use the Cash Requirements Report option on the Accounts Payable Report Menu to print these reports.

Cash Requirements Report

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Cash Requirements Report Selection Screen	Use to specify limiting criteria for the report.
Cash Requirements Report	Prints cash requirements for up to six aging periods.
Cash Requirements - Post Dated Checks Report	Prints posted dated checks.

Cash Requirements Report Selection Screen

```
                       CASH REQUIREMENTS REPORT


          Company No?       _.  to? ...

          Business Unit?   ...  to? ...

          Aging Dates 1:   .......
                      2:   .......
                      3:   .......
                      4:   .......
                      5:   .......


          Detail/Summary:  D.


   Include Invoice Comments:  Y  (Detail Only)
   Display Trading Currency:  N  (Y,N)




                                                        F3=Cancel
```

This screen appears after selecting option 3 - Cash Requirements Report option from the Accounts Payable Report Menu (MENU APREPT). Use this screen to select the company and aging dates for which the report(s) will print. You can also select whether to print the reports in detail or summary, and whether or not invoice comments will print.

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

Cash Requirements Report Selection Screen Fields and Function Keys

Field/Function Key	Description
Report Selection Criteria	Key a range of companies and business units for which the reports will print.
	Use the from and to fields to limit the report to open payables for the companies and business units specified in the ranges.
	Optional

Cash Requirements Report Selection Screen Fields and Function Keys

Field/Function Key	Description
Aging Dates	Use this field to key the date or dates by which cash is required for payments. You must key at least one aging date; you may key up to five.
	The number of cash requirement periods is one greater than the number of aging dates keyed. Therefore, you may have up to six cash requirement periods.
	For example, if you key the aging dates for January 31 and February 28, the following cash requirement periods will print on the Cash Requirements Report:
	• Cash required through January 31
	• Cash required from February 1 through February 28
	• Cash required after February 28
	Key the appropriate aging dates.
	Valid Values: A date keyed in the **Default Date Format** for this user, specified through Register User IDs (MENU XACFIG), or if that field is blank, in the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE). The first field cannot be blank and aging dates must be in ascending order.
	(5 @ N 6,0) Required (Aging Date 1)
Detail/Summary	Use this field to specify if the reports will print in detail or summary format.
	Key D to print the reports in detail format.
	Key S to print the reports in summary format.
	Valid Values: D or S
	(A 1) Required
Include Invoice Comments	Use this field to specify whether or not invoice comments will appear on the detail reports. Invoice comments are keyed through the Accounts Payable Inquiry (MENU APMAIN).
	Key Y to include comments.
	Key N to omit comments.
	Leave this field blank is you are printing in summary format.
	Valid Values: Y or N if the **Detail/Summary** field is set to D; otherwise, this field must be left blank.
	(A 1) Optional

Cash Requirements Report Selection Screen Fields and Function Keys

Field/Function Key	Description
Display Trading Currency	This field only displays when International Currency is installed.
	Use this field to specify whether or not amounts on the report will print in the company's local currency, or in both the company's local currency and the vendor's trading currency; local equivalent amounts will print below the trading currency amounts. If the payment is in the local currency and the selected vendor also is a local vendor, regardless if I/C is installed, the applicable field will not display.
	Key Y if you want amounts to print in the trading currency as well as the company's local currency.
	Key N if you want amounts to print only in the company's local currency.
	Default Value: N
	(A 1) Required
F3=Cancel	Press F3=CANCEL to cancel this option and return to the menu.
Enter	Press ENTER to confirm your selections. The Report Options Screen will appear. Refer to the Cross Applications User Guide for a detailed explanation of this screen.

Cash Requirements Report

```
AP320  03/08/10  10.25.56                    CASH REQUIREMENTS - OPEN PAYABLES                      AM/APDEMO    PAGE   6
                                                01-A & C Office Supply                             All Business Units
Invoice Number   Due Date                  12/31/09                       02/28/10                        After 03/31/10
                             11/30/09                       01/31/10                       03/31/10
--------------------------------------------------------------------------------------------------------------------------
8050    THE RATHER JOLLY TEA COMPANY
Vendor Totals:                                                                              175.99 US$
                                                                                            294.98 B#S
Vendor Net Tot:                 175.99 US$
                                294.98 B#S
100     SHARP INTERNATIONAL
19211           12/21/09                   72,903.31 US$
3467            01/29/10
                                                            2,804.39 US$
654             02/11/10                                                       653.29 US$
12389           02/19/10                                                    31,600.00 US$
246895          02/27/10                                                        64.32 US$
SI04876-        02/27/10                                                        15.00 US$
013598          02/28/10                                                       210.59 US$
456             03/01/10
                                                                                            100.00 US$
2745            03/29/10
                                                                                         19,570.86 US$
Vendor Totals:                             72,903.31 US$                    32,543.20 US$
                                                            2,804.39 US$                  19,670.86 US$
Vendor Net Tot:             127,921.76 US$
1000    SNET
109212          01/10/10
                                                              286.66 US$
109502          02/27/10                                                       980.00 US$
Vendor Totals:                                                                 980.00 US$
                                                              286.66 US$
Vendor Net Tot:               1,266.66 US$
Company Totals:                            117,226.01 US$                   56,678.15 US$                  54,769.98 US$
                                                            5,444.79 US$                 199,757.12 US$
Company Net Tot:            433,876.05 US$
Post Dated Check Totals:                    US$              US$                US$           US$          94,693.80 US$

Net Cash
  Requirements:             659,678.65 CA$
```

This report prints following your selections on both the Cash Requirements Report Selection Screen (p. 37-2) and the Report Options Screen. Refer to the Cross Applications User Guide for a detailed explanation of the Reports Options Screen.

Your cash requirements for up to six aging periods will print in detail or summary as determined on the Cash Requirements Report Selection Screen (p. 37-2).

With Expanded Field Use (MENU XAFIL2) set to Y for this report, this report will print in a two-line format.

Cash Requirements Report

Report/Listing Field	Description
Headings	Program names appear on the upper left corner of the report followed by run date and time, report title, workstation ID, User ID, and page number.
	Summary of the selection criteria prints in the center of the headings area followed by the individual field headings.
	The company number and name are also printed.

Cash Requirements Report

Report/Listing Field	Description
Vendor Information	The number and name of the vendor for whom cash is required. The vendor totals are printed for each aging period; and the grand total of all aging periods for this vendor is printed.
	On a detail report, the open payable invoices that comprise the cash requirements due to this vendor are printed on the lines that follow the vendor information.
Open Payables Information	For detail reports only, the cash requirements for each aging period are printed for each open payable. The open payable information provided is the following:
	• *Invoice Number:* The number of the original invoice.
	• *Due Date:* The due date of the invoice.
Aging Dates	The five aging periods specified for this report. For each aging period, the cash requirements for each vendor (and open payable if printing a detail report) are printed.
	When International Currency is installed, the invoice amounts are printed in the currency of the company and may also print in the currency of the vendor if Y was selected to the **Display Trading Currency** field on the Cash Requirements Report Selection Screen (p. 37-2).
Totals	For each aging period, Vendor Totals are printed followed by a single Vendor Net Total of all the aging periods.
	For each company, aging period Company Totals are printed followed by a single Company Net total of all the aging periods. When International Currency is installed, the totals that print are the company's local currency.
	When the company has a Post Dated Checks Report, the amount of the Post Dated Checks is then printed.
	The last lines of the report are Total Cash Requirements and Net Cash Requirements. The Total Cash Requirements include all the companies selected for all the aging periods followed by the Net Cash Requirements for all the companies selected.

Cash Requirements - Post Dated Checks Report

```
AP320  03/08/10  10.25.56              CASH REQUIREMENTS - POST DATED CHECKS              AM/APDEMO    PAGE    1
                                                 01-A & C Office Supply
                                           CHK-32100 -Checking Account - Hartford

All Companies        Detail  Print
Check No.   Check Date           12/31/09                    02/28/10              After 03/31/10
                       11/30/09                  01/31/10                 03/31/10
-------------------------------------------------------------------------------------------------------
     314     11/21/10                                                                          147.98
     315     11/21/10                                                                          171.00
     316     11/21/10                                                                          784.98
     317     11/21/10                                                                          152.00
     318     11/21/10                                                                          301.00
     319     11/21/10                                                                          275.00
     320     11/21/10                                                                       50,863.48
     321     11/21/10                                                                       39,579.92
     322     11/21/10                                                                          587.54
     323     11/21/10                                                                          361.00
     324     12/25/10                                                                          154.29
     325     12/27/10                                                                          415.61
     326     12/27/10                                                                          900.00
 Bank Account Totals:                                                                       94,693.80
    Company Totals:                                                                         94,693.80
```

This report prints at the beginning of the Cash Requirements Report only when post dated checks exist for any of the bank accounts for the company within the range of aging dates you keyed on the Cash Requirements Report Selection Screen (p. 37-2). Use this report to review post dated check information for any applicable bank accounts checks. When International Currency is installed, the amounts are printed in the company's local currency only.

Cash Requirements - Post Dated Checks Report

Report/Listing Field	Description
Headings	Program names appear on the upper left corner of the report followed by run date and time, report title, workstation ID, User ID, and page number.
	Summary of the selection criteria prints in the center of the headings area followed by the individual field headings.
	The company number and name are also printed.
Check No	This field represents the check number that was issued.
Check Date	This field represents the date the check was issued.
Aging Dates	This group of fields print the aging periods specified for this report on the Cash Requirements Report Selection Screen (p. 37-2). For each aging period, the amount issued for the against a voucher by a post dated check prints.
Totals	For each aging period, the Bank Account Total is printed. After the last bank account for the company, Company Totals are also printed.

Printing the Aged Open Payables Report

38

The Aged Open Payables Report prints the amounts of your payables into four aging periods based on the invoice date or due date. Amounts of your payables that print on this report are those in the open and history files. Therefore, payables that may be in history now but were open at the time of the **As of Date** on the Aged Open Payables Report Selection Screen (p. 38-2) will print on this listing.

Use the Aged Open Payable Report option on the Accounts Payable Report Menu (MENU APREPT) to print this report.

Aged Open Payables Report

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Aged Open Payables Report Selection Screen	Use to specify limiting criteria for the report.
Aged Open Payables Report	Prints A/P comments.

Aged Open Payables Report Selection Screen

```
              AGED OPEN PAYABLES REPORT

  Company No?       _. to? ...

  Business Unit?    ... to? ...

  As of Date:       .......

  Number of Days 1: ....
                 2: ....
                 3: ....
                 4: ....

  Based On:         .. I=Invoice Date
                       D=Due Date

  Vendor Sort:      1 1=Vendor Number
                       2=Vendor Sort Word
  Dsply Trding Curr: N (Y,N)
  Detail/Summary:   D.


                                        F3=Cancel
```

This screen appears after selecting option 4 - Aged Open Payables Report option from the Accounts Payable Report Menu (MENU APREPT). Use this screen to select the companies, aging periods, aging date, and the format (detail or summary) for the Aged Open Payables Report. By default, this report is sorted by company and vendor number.

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

Aged Open Payables Report Selection Screen Fields and Function Keys

Field/Function Key	Description
Report Selection Criteria	Key a range of companies and business units for which open payables are printed.
	Use the from and to fields to limit the report to open payables for the companies and business units specified in the ranges.
	Optional

Aged Open Payables Report Selection Screen Fields and Function Keys

Field/Function Key	Description
As of Date	The Aged Open Payables Report prints aged open payables for five aging periods, starting with the current aging period. The current aging period starts on the as of date keyed in this field, and lasts for the number of days specified in the first **Number of Days** field. Therefore, the as of date is the reference date for all aging periods (e.g. an aging period of over 90 days starts on the 90th day after the as of date).
	NOTE: If the posting date of the voucher is greater than the date in this field, it will not print on the report, regardless of whether you print by invoice or due date. This allows you to balance your open payables to general ledger.
	Valid Values: A date keyed in the *Default Date Format* for this user, specified through Register User IDs (MENU XACFIG), or if that field is blank, in the system's *Default Date Format* specified through System Options Maintenance (MENU XAFILE).
	(N 6,0) Required
Number of Days	The number of days is used to determine the aging periods reported on the Aged Open Payables Report. The open payables for each aging period are printed.
	You must specify four numbers for five aging periods (i.e. the current aging period, aging period 1, aging period 2, aging period 3, and aging period 4). The current aging period starts on the as of date keyed in the **As of Date** field, and lasts for the number of days specified in the first **Number of Days** field.
	For example, if you specify the aging days as follows:
	Number of Days
	• 1: 30
	• 2: 60
	• 3: 90
	• 4: 120
	The aging periods that will print on the Aged Open Payables Report are:
	• Current
	• Over 30
	• Over 60
	• Over 90
	• Over 120
	Valid Values: Days must be in sequence (i.e. first must be less than second, etc.)
	(4 @ N 3,0) Required

Aged Open Payables Report Selection Screen Fields and Function Keys

Field/Function Key	Description
Based On	Use this field to specify the date used for aging the invoices.
	Key I to age on the invoice date. The number of days open is calculated as the difference between the **As of Date** report date and the vendor's invoice date.
	Key D to age on the due date. The number of days open is calculated as the difference between the **As of Date** and the vendor's due date.
	(A 1) Required
Vendor Sort	Use this field to specify how you want to sort the report, either by vendor number or vendor sort word.
	Key 1 to sort the report by the vendor number.
	Key 2 to sort the report by the vendor sort word.
	Default Value: 1
	(N 1,0) Required
Display Trading Currency	This field only displays when International Currency is installed.
	Use this field to specify whether or not amounts on the report will print in the company's local currency, or in both the company's local currency and the vendor's trading currency; local equivalent amounts will print below the trading currency amounts. If the payment is in the local currency and the selected vendor also is a local vendor, regardless if I/C is installed, the applicable field will not display.
	Key Y if you want amounts to print in the trading currency as well as the company's local currency.
	Key N if you want amounts to print only in the company's local currency.
	Default Value: N
	(A 1) Required
Detail/Summary	Used to specify if the report will print in detail or summary format.
	Key D to print the report in detail format. A detail report prints one line for each open payable for each vendor in addition to the vendor, company and grand totals for that company.
	Key S to print the report in summary format. A summary report prints one line per vendor, indicating the total open payables for each period. The vendor and company totals are also printed.
	Valid Values: D or S
	(A 1) Required
F3=Cancel	Press F3=CANCEL to cancel this option and return to the menu.
Enter	Press ENTER to confirm your selections. The Report Options Screen will appear (refer to the Cross Applications User Guide for details about this screen).

Aged Open Payables Report

```
AP330  03/08/10  13.49.50                        AGED OPEN PAYABLES                          AM/APDEMO     PAGE    1
                                                01-A & C Office Supply                     All Business Units
All Companies         Detail   Print            Based On:     Invoice Date       As of: 03/31/10
Vendor Sort: Vendor Number
Invoice         Voucher Description   Inv Date   Due Date  HC     Current   Over   30    Over   60    Over   90    Over  120
-----------------------------------------------------------------------------------------------------------------------
ICASGN  COMPLEX INDUSTRIES
1055                472 requests          01/30/10 03/01/10            192.03 US$
                                  TRADING CURRENCY:                    321.87 B#S
123                 480 test              03/15/10 04/14/10     73.38 US$
                                  TRADING CURRENCY:            123.00 B#S
Vendor Totals:                    265.41 US$
                                                               73.38 US$
                                                                            192.03 US$
Trading Curr. Total:              444.87 B#S
                                                              123.00 B#S
                                                                            321.87 B#S
IC6000  LE FRANCAIS WINERY
123213              443 stock             02/01/10 03/03/10         174,362.97 US$
                                  TRADING CURRENCY:              1,231,313.00 FR@
Vendor Totals:                 174,362.97 US$
                                                                174,362.97 US$
Trading Curr. Total:         1,231,313.00 FR@
                                                              1,231,313.00 FR@
IC8001  EARL GRAY TEA DISTRIBUTORS
1054                471 supplies          01/30/10 03/01/10            106.52 US$
                                  TRADING CURRENCY:                    178.54 B#S
Vendor Totals:                    106.52 US$
                                                                    106.52 US$
Trading Curr. Total:              178.54 B#S
                                                                    178.54 B#S
100     SHARP INTERNATIONAL
SIO4876-            415 Sharp Brand Clea 01/28/10 02/27/10                          15.00 US$
013598              406 Toner Cartridges 01/29/10 02/28/10                         210.59 US$
109203              237                   03/18/09 04/17/09                                                  52,759.87 US$
12389               401 Inventory         01/20/10 02/19/10                  31,600.00 US$
3467                392 Inventory         12/30/09 01/29/10                                    2,804.39 US$
19204               257                   04/06/09 05/06/09                                                  36,739.35 US$
19205               272                   04/27/09 05/27/09                                                  85,413.96 US$
19206               290                   06/17/09 07/17/09                                                  21,496.92 US$
◄─────────────────────────────────────────────────────────────────────────────────────────────────►
Company Totals:                1,168,834.99 US$
                                                               73.38 US$                   50,407.70 US$            852,220.75 US$
                                                              260,688.37 US$                             5,444.79 US$
```

This report prints according to the criteria specified on the Aged Open Payables Report Selection Screen (p. 38-2).

The company's open accounts payable for each vendor in detail or summary is printed based on the selections on the Aged Open Payables Report Selection Screen (p. 38-2).

With Expanded Field Use (MENU XAFIL2) set to Y for this report, this report will print in a two-line format.

Aged Open Payables Report

Report/Listing Field	Description
Headings	Program names appear on the upper left corner of the report followed by run date and time, report title, workstation ID, User ID, and page number.
	Summary of the selection criteria prints in the center of the headings area followed by the individual field headings.
	The company number and name are also printed.
Invoice	The number of the original invoice for this open payable.
Voucher	The voucher number assigned when creating this open payable.
Description	The description of the voucher transaction as keyed during Voucher Entry (APMAIN).

Aged Open Payables Report

Report/Listing Field	Description
Inv Date	The invoice date of the open payable.
Due Date	The date the invoice payment is due to be paid to the vendor.
HC	Will display the specific hold code when a hold code is assigned to a voucher. A hold code indicates that this open payable cannot be paid until the hold code is removed.
Aging Periods	These are the aging periods specified for the report beginning with the current aging period. Detail format will list each open payable invoice amount due for the respective aging period. Detail and summary format will show vendor totals for the amount due for the respective aging period.
	When International Currency is installed, the vendor's trading currency will print below the company's local currency amount.
Totals	Company totals for each aging period are also printed.
	When International Currency is installed, the company totals are shown in the company's local currency.

CHAPTER 39 Printing the A/P Check History Report 39

The A/P Check History Report lists check history for a specified group of selection criteria. Use the A/P Check History Report option on the Accounts Payable Report Menu (MENU APREPT) to print this report.

A/P Check History Report

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
A/P Check History Selection Screen	Use to specify limiting criteria for the report.
A/P Check History Report	Prints check history.

A/P Check History Selection Screen

```
                        AP CHECK HISTORY


        Print Used:          Y        (Y, N)
            Voided:          Y
            Reconciled:      Y
            Sel for Recon:   N

        Company?             ... to?      ...
        Check Date:          ....... to   .......
        Check Numbers: .......... to ..........
        Reconcile Dt:        ....... to   .......

        All Check Accts:     Y        (Y, N)
        Vendor:              .......

        Dsply Trding Currency: N        (Y, N)




                                                 F3=Exit
```

This screen appears after selecting option 5 - A/P Check History Report option from the Accounts Payable Report Menu (MENU APREPT). Use this screen to determine the selection criteria for which check history will print. For convenience, the first section of the resulting report will contain a copy of the selection criteria entered here.

> NOTE: Access to bank account selection is also provided with the use of the **All Check Accts** field.

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

A/P Check History Selection Screen Fields and Function Keys

Field/Function Key	Description
Print Used	Use this field to indicate if used checks in check history will print on the report. Used checks are those that have been printed but not yet reconciled.
	Key Y to print the indicated checks on the report.
	Key N if you do not want to print the indicated checks on the report. To obtain those checks which have been selected for reconciliation, the **Print Used**, **Voided**, and **Reconciled** fields must all indicate N.
	(A 1) Required

A/P Check History Selection Screen Fields and Function Keys

Field/Function Key	Description
Print Voided	Use this field to indicate if voided checks in check history will print on the report. Voided Checks are checks that have been voided through the Check Reversal process (CHAPTER 29: *Entering Check Reversals*, CHAPTER 30: *Editing Check Reversals*, and CHAPTER 31: *Posting Check Reversals*). This does not include checks voided through CHAPTER 23: *Recording Check Numbers and Posting ACH or CC Payments* or checks voided through CHAPTER 32: *Voiding Unprinted Checks*. Key Y to print the indicated checks on the report. Key N if you do not want to print the indicated checks on the report. To obtain those checks which have been selected for reconciliation, the **Print Used**, **Voided**, and **Reconciled** fields must all indicate N. (A 1) Required
Print Reconciled	Use this field to indicate if reconciled checks in check history will print on the report. Reconciled checks are checks that have been reconciled. Key Y to print the indicated checks on the report. Key N if you do not want to print the indicated checks on the report. To obtain those checks which have been selected for reconciliation, the **Print Used**, **Voided**, and **Reconciled** fields must all indicate N. (A 1) Required
Print Sel for Recon	Use this field to indicate if checks that have been selected for reconciliation in check history will print on the report. **Sel for Recon** will print checks that have been selected for reconciliation but have not yet been accepted. Key Y to print the indicated checks on the report. Key N if you do not want to print the indicated checks on the report. To obtain those checks which have been selected for reconciliation, the **Print Used**, **Voided**, and **Reconciled** fields must all indicate N. (A 1) Required
Company	Key a range of companies for which check history will print. Use the from and to fields to limit the report to the check history specified in the company ranges. *Valid Values:* A valid company number defined through Company Name Maintenance (MENU XAFILE). (2 @ N 2.0) Optional

A/P Check History Selection Screen Fields and Function Keys

Field/Function Key	Description
Check Date	Key a range of check dates (actual dates of the checks), for which check history will print.
	Use the from and to fields to limit the report to the check history specified in the check date ranges.
	Valid Values: Key the date using the **Default Date Format** for this user, specified through Register User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE).
	(2 @ N 6.0) Optional
Check Numbers	Key a range of check numbers for which check history will print.
	Use the from and to fields to limit the report to the check history specified in the check number ranges.
	(2 @ N 9,0) Optional
Reconcile Dt	Key a range of reconciliation dates (dates on which checks have been processed by the bank) for which check history will print.
	Use the from and to fields to limit the report to the check history specified in the reconciliation date ranges.
	Valid Values: Key the date using the **Default Date Format** for this user, specified through Register User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE).
	(2 @ N 6.0) Optional
All Check Accts	Use this field to specify if you wish to print the report for all bank accounts, or for one bank account only.
	Key Y to print check history for all bank accounts.
	Key N to print check history for one bank account only. You must have selected only one company in the **Company** field to select N.
	NOTE: If you key N, the Bank Accounts List Screen (p. 9-13) will appear (after ENTER is pressed), providing you with the ability to select the bank account for which the report will print.
	(A 1) Required
Vendor	Use this field to print the report for one vendor only.
	Key the vendor number for which check history is reported.
	If you leave this field blank, the report will print for all vendors meeting the report selection criteria.
	Valid Values: A valid A/P vendor, or blank.
	(A 6) Optional

A/P Check History Selection Screen Fields and Function Keys

Field/Function Key	Description
Display Trading Currency	This field only displays when International Currency is installed.
	Use this field to specify whether or not amounts on the applicable report will print in the company's local currency, or in both the company's local currency and the trading currency; local equivalent amounts will print below the trading currency amounts. If the payment is in the company's local currency and the selected vendor also is a local vendor, regardless if International Currency is installed, the applicable field will not display.
	Key Y if you want amounts to print in the trading currency as well as the company's local currency.
	Key N if you want amounts to print only in the company's local currency.
	Default Value: N
	(A 1) Required
F3=Exit	Press F3=Exit to exit the option and return to the menu.
Enter	Press ENTER to confirm your selections.
	If **All Check Accts** is Y, the Report Options Screen will appear (refer to the Cross Applications User Guide for details about this screen). The report will print following your selections on that screen.
	If **All Check Accts** is N, the Bank Accounts List Screen (p. 9-13) will appear where you may select the bank account for which the report will print. The Report Options Screen will then display following the Bank Accounts List Screen (p. 9-13).

A/P Check History Report

```
AP350  08/10/11  16.20.08                    A/P CHECK HISTORY REPORT                      G8/APDEMO    PAGE    1
                                               01-A & C Office Supply
                                       AUS        -Australian National Bank
All Companies          Print: Used     All Checking Accounts          All Check Numbers          All Dates
                              Voided
                              Reconciled
All Vendors          All Reconcile Dates
Check No ACH Check Dt Recon/Void Dt        Amount  Status  Vendor  Name
-------------------------------------------------------------------------------------------------------------
    1212 N  01/31/07 00/00/00            11,528.80 US$ U     BAE     VENDOR
    1313 N  01/31/07 00/00/00             8,890.20 US$ U     BAE     VENDOR
    1919 N  01/31/07 00/00/00            11,528.80 US$ U     BAE     VENDOR
   12333 N  01/31/07 00/00/00            11,528.80 US$ U     BAE     VENDOR
   12334 N  01/31/07 00/00/00             8,890.20 US$ U     BAE     VENDOR
   19292 N  01/31/07 00/00/00            11,528.80 US$ U     BAE     VENDOR
   29292 N  01/31/07 00/00/00             8,890.20 US$ U     BAE     VENDOR
  101010 N  01/31/07 00/00/00            11,528.80 US$ U     BAE     VENDOR
  191919 N  01/31/07 00/00/00    |        8,890.20 US$ U     BAE     VENDOR
  292929 N  01/31/07 00/00/00             8,890.20 US$ U     BAE     VENDOR
      10 Checks     Acct Total:        102,095.00 US$
```

This report prints according to the criteria specified on the A/P Check History Selection Screen (p. 39-2) and following your selections on the Report Options Screen (refer to the Cross Applications User Guide for details about this screen).

> NOTE: All dates will display in the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE).

A/P Check History Report

Report/Listing Field	Description
Headings	Program names appear on the upper left corner of the report followed by run date and time, report title, workstation ID, User ID, and page number.
	Summary of the selection criteria prints in the center of the headings area followed by the individual field headings.
	The company number and name are printed along with the bank account number and description; the checking account for which check history is printed.
Check No	The number of the check in payment history.

A/P Check History Report

Report/Listing Field	Description
ACH	Indicates if the checks are Automatic Clearing House (ACH) payment transactions. Y displays if the checks are ACH payment transactions. N displays if the checks are not ACH payment transactions but are paper check or credit card transactions.
Check Dt	The date printed on the check.
Recon Dt	The date on which the check was reconciled.
Amount	The net amount of the check. When International Currency is installed and **Display Trading Currency** is Y, the trading currency amount and trading currency symbol will print on the line below the bank's local currency amount and local currency symbol.
Status	The status of the check: V if the check has been voided; U if the check has been used; R if the check has been reconciled.
Vendor	The vendor to whom the check is written. This could be a payee vendor or an assignee vendor. Assignee checks are indicated by **ASSIGNEE** printing after the vendor name.
Name	The name of the vendor to receive payment.
Totals	There are two (2) levels of totals printed for the **Amount** column: one for the bank account and the second for the company.

Printing the Comment Action Report

40

The Comment Action Report lists specified A/P comments. Use the Comment Action Report option on the Accounts Payable Report Menu (MENU APREPT) to print this report.

Comment Action Report

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Comment/Action Report Selection Screen	Use to specify limiting criteria for the report.
Comment/Action Report	Prints A/P comments.

Comment/Action Report Selection Screen

```
                    COMMENT/ACTION REPORT

        Vendor/Invoice Comments:           _   ( ,V,I)
        Text/Action Comments:             ..  (T,A)
        Reprint Action Comments:          ..  (Y,N)
        Include Comments On Paid Invoices: ..  (Y,N)


            Company?          ...    to?     ...
            Voucher:       ........  to   ........
            Review Date:    .......  to    .......
            Vendor Range:   .......  to    .......


        Vendor Numbers:   ....... ....... ....... .......
                          ....... ....... ....... .......
                          ....... .......


                                                    F3=Cancel
```

This screen appears after selecting option 6 - Comment Action Report from the Accounts Payable Report Menu. Use this screen to specify the selection criteria of A/P comments to print on the Comment Action Report. You can enter comments for an invoice or a voucher through the Accounts Payable Inquiry (MENU APMAIN).

Comment/Action Report Selection Screen Fields and Function Keys

Field/Function Key	Description
Vendor/Invoice Comments	Use this field to select the type of comments to print on the report. You may print vendor, invoice, or both types of comments.
	Leave this field blank to print both types of comments.
	Key V to print vendor comments.
	Key I to print invoice comments.
	(A 1) Optional
Text/Action Comments	Use this field to determine if text or action comments are printed on this report.
	Key T to print text comments on this report. Text comments are those which have been keyed through the A/P Inquiry with no **Type** and no **Review Date**.
	Key A to print action comments. Action comments are those that have been keyed through the A/P Inquiry as **Type** C (commit comment); and/or comments that have been assigned a **Review Date** in the A/P Inquiry.
	(A 1) Required

Comment/Action Report Selection Screen Fields and Function Keys

Field/Function Key	Description
Reprint Action Comments	Used to determine if duplicate action comments should be reprinted for the same vendor/invoice.
	Key Y to reprint duplicate action comments for the same vendor/invoice.
	Key N to print only unique comments for the same vendor/invoice.
	(A 1) Required
Include Comments On Paid Invoices	Used to determine if comments for paid invoices are printed on this report.
	Key Y to print invoice comments for invoices paid in full, in addition to open invoices. This is valid only if your response to **Vendor/Invoice Comments** is I.
	Key N to print invoice comments for invoices that are open or partially paid only. Comments for invoices paid in full are not printed. When printing vendor comments (**Vendor/Invoice Comments** is V), you must key N.
	(A 1) Optional
Report Selection Criteria	Use the from and to fields to limit the report to comments by the following report criteria:
	• Company
	• Voucher
	• Review Date
	• Vendor Range
	• Optional
Vendor Numbers	Key up to 10 vendors for whom comments will print on the Comment/Action Report.
	You may optionally select a range of vendors using the **Vendor Range** field.
	(10 @ A 8) Optional
F3=Cancel	Press the F3=CANCEL function key to cancel this option. MENU APREPT will appear.
Enter	Press the ENTER key to confirm your selections. The Report Options Screen will appear. Refer to the Cross Applications User Guide for details about this screen.

Comment/Action Report

```
AP340   4/11/11  15.49.53                    COMMENT/ACTION REPORT                    X2/APDEMO    PAGE    1

All Companies                      All Review Dates                   All Vouchers

Print All Comments          Print Text Comments                              Include Comments on Paid Invoices

Vendor List: 179

                                                                                              Review  Pay
Vendor Name                  Co/Voucher Invoice      Type   Text                               Date   Code
--------------------------------------------------------------------------------------------------------------
   179    SULLIVAN'S AUTO PARTS SUPP                        Speak with Jim regarding discounts
   179    SULLIVAN'S AUTO PARTS SUPP  1/   1216 17321       Do not pay by discount date                Full
```

This report prints text or action comments for a range of invoices and/or vendors.

Comment/Action Report Field Keys

Report/Listing Fields	Description
Headings	Program names appear on the upper left corner of the report followed by run date and time, report title, workstation ID, User ID, and page number.
	Summary of the selection criteria prints in the center of the headings area followed by the individual field headings.
Vendor Name	The vendor number and vendor name for which comments were entered will print when you selected to print vendor comments.
Co/Voucher	The voucher number and associated company for the posted voucher will print if you selected to print invoice comments.
Invoice	The number of the original invoice for which payment is due will print if you selected to print invoice comments.
Type	Commit prints for commitment comments; Remit prints for remittance comments.
Text	The text of the comment.
Review Date	The review date of the comment (action comments only).
Pay Code	The payment status of the invoice associated with the comment. This is Full (paid in full), Part (partial payment), or None (no payment).
	This field is blank for vendor comments.

Printing the Vendor Performance Report 41

The Vendor Performance Report provides a monthly breakdown of vouchers for vendors for one year. Use the Vendor Performance Report option on the Accounts Payable Report Menu (MENU APREPT).

Vendor Performance Report

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Vendor Performance Selection Screen	Use to specify limiting criteria for the report.
Vendor Performance Report	Prints a monthly breakdown of vouchers for vendors for one year.

Vendor Performance Selection Screen

```
              VENDOR PERFORMANCE REPORT


       Company?      _. to? ...

       Year:         .....




                                          F3=Cancel
```

This screen appears after selecting option 7 - Vendor Performance Report from the Accounts Payable Report Menu (MENU APREPT). Use this screen to specify the companies and year for which vendor payment information will print.

Vendor Performance Selection Screen Fields and Function Keys

Field/Function Key	Description
Company	Key a range of the companies for which payment performance is printed. Use the from and to fields to limit the report to vendors for companies specified in the range. (2 @ N 2,0) Optional
Year	Key the year for which the report is printed. For each vendor, your total monthly vouchers are printed. (N 4,0) Required
F3=Cancel	Press the F3=CANCEL function key to cancel this option and return to the menu.
Enter	Press the ENTER key to confirm your selections. The Report Options Screen will appear; refer to the Cross Applications User Guide for details about this screen.

Vendor Performance Report

```
AP366  09/22/11   9.04.28                    VENDOR PERFORMANCE REPORT                    AM/APDEMO    PAGE    5
                                               01-A & C Office Supply
All Companies              Year: 2008
                    Jan                 Feb                 Mar                 Apr                 May                 Jun
                    Jul                 Aug                 Sep                 Oct                 Nov                 Dec
------------------------------------------------------------------------------------------------------------------------
Vendor: 100    SHARP INTERNATIONAL           Vendor Class:                                    Vendor Total:        384,745.90
                                                                 23,451.26            26,073.42                    10,698.55
            104,086.42            73,769.72            30,949.11            55,094.81            36,603.33            24,019.28
Vendor: 1000   SNET                          Vendor Class:                                    Vendor Total:         3,313.74
                 250.00               271.00               283.21               289.00               293.11               277.99
                 149.37               163.99               276.12               199.75               574.87               285.33
Vendor: 1100   GREATER HARTFORD ELECTRIC     Vendor Class:                                    Vendor Total:         1,882.57
                 125.00               133.87               143.00               146.27               155.00               155.40
                 158.32               175.65               203.95               179.35               152.31               154.45
Vendor: 1200   DALLAS JANITORIAL SERVICE     Vendor Class:                                    Vendor Total:         2,163.36
                 150.00               150.00               150.00               289.67               165.00               172.00
                 177.46               172.39               179.23               210.50               172.78               174.33
Vendor: 1300   SOUTHERN PACKAGING SUPPLY     Vendor Class:                                    Vendor Total:         4,201.75
                 350.00               366.25               355.00               343.77               367.55               362.49
                 376.21               346.27               295.36               310.79               361.41               366.65
Vendor: 200    K & M CORPORATION             Vendor Class:                                    Vendor Total:       239,570.27
                                                                 18,364.09            17,670.07                     9,462.53
             70,201.23            38,192.99            19,697.40            36,347.57            16,090.00            13,544.39
Vendor: 300    AMERICAN CALENDAR             Vendor Class:                                    Vendor Total:        95,283.70
                                                                                                                    1,929.60
                 777.60                                                                                            92,576.50
Company Totals:                                                               Company Total:                       751,744.34
              2,343.00             2,107.83             2,160.21            44,774.06            46,074.15            24,615.06
            177,585.69           114,328.10            53,144.96            94,688.22            56,666.28           133,256.78
```

This report prints your monthly voucher records for vendors in the selected companies for the specified year.

Vendor Performance Report

Report/Listing Field	Description
Headings	Program names appear on the upper left corner of the report followed by run date and time, report title, workstation ID, User ID, and page number.
	Summary of the selection criteria prints in the center of the headings area followed by the individual field headings.
	The company number and name are also printed.
Month	These fields print the total monthly vouchers for each vendor for the selected year, based on the invoice date.
Vendor Class	The optional vendor A/P class used to classify your vendors.
Vendor	The amounts represent total vouchers entered, by month, for each vendor (numbers and names are printed).

Printing the Receipt History Report 42

The Receipt History Report lists the pending and/or vouchered (paid) receipts for specified selection criteria. You may optionally print the general ledger accounts updated for paid receipts. Use the Receipt History Report option on the Accounts Payable Report Menu (MENU APREPT).

Receipt History Report

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Receipt History Report Selection Screen	Use to specify limiting criteria for the report.
Receipt History Report	Prints pending and/or vouchered (paid) receipts that match the limiting criteria.

Receipt History Report Selection Screen

```
                    RECEIPT HISTORY REPORT

  Company?            _ .             to?        . . .

  Vendor:             . . . . . . .   to          . . . . . . .

  Voucher:            . . . . . . . . to          . . . . . . . .

  PO Number:          . . . . . . .   to          . . . . . . .

  Receipt Date:       . . . . . . .   to          . . . . . . .

  Item Number: . . . . . . . . . . . . . . . . . . . . . .to . . . . . . . . . . . . . . . . . . . . . .

  Unvouchered Receipts:       Y    Y,N
  Vouchered Receipts:         Y    Y,N

  Show G/L Accounts:          Y    Y,N
  Show Comments:              N    Y,N
  Include Zero Cost Receipts: N    Y,N

  Dsply Trding Currency:      N    Y,N

                                                  F3=Cancel
```

This screen appears after selecting option 8 - Receipt History Report from the Accounts Payable Report Menu (MENU APREPT). Use this screen to specify the criteria for which the Receipt History Report will print. You can also designate whether or not you want unvouchered and vouchered receipts, G/L accounts, and comments included on the report.

Receipt History Report Selection Screen Fields and Function Keys

Field/Function Key	Description
Company	This field appears only if the **Multi Company** field is set to Y in System Options Maintenance (MENU XAFILE).
	Key a range of company numbers to limit the report by company.
	(A 2) Optional
Vendor	Key a range of vendor numbers to limit the report by vendor.
	(A 6) Optional
Voucher	Key a range of voucher numbers to limit the report by voucher.
	(A 7) Optional
PO Number	Key a range of purchase order numbers to limit the report by purchase order.
	(A 6) Optional

Receipt History Report Selection Screen Fields and Function Keys

Field/Function Key	Description
Receipt Date	Key a range of days to limit the report by receipt date.
	Valid Values: A date keyed in your **Default Date Format** specified through Register User IDs (MENU XACFIG) or if that field is blank, keyed in the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE).
	(2 @ N 6,0) Optional
Item Number	Key a range of item numbers to limit the report by item.
	(2 @ A27) Optional
Unvouchered Receipts	Use this field to determine if unvouchered receipts (i.e., received items for which a voucher has not yet been created) will print on the report.
	Key Y to print unvouchered receipts. Pending receipts that have not been validated against a voucher, unposted or posted, are printed on the report.
	Key N if unvouchered receipts should not print on the report. If this is the case, you must key Y in the **Vouchered Receipts** field.
	(A 1) Required
Vouchered Receipts	Use this field to determine if vouchered receipts (i.e., received items for which a voucher has been created) will print on the report.
	Key Y to print vouchered receipts. Receipts that have been validated against a voucher, unposted or posted, are printed on the report.
	Key N if vouchered receipts should not print on the report. If this is the case, you must key Y in the **Unvouchered Receipts** field.
	(A 1) Required
Show G/L Accounts	Use this field to determine if general ledger accounts should be printed for each vouchered receipt transaction on the Receipt History Report.
	Key Y if general ledger accounts should be printed for each vouchered receipt transaction on the report.
	Key N if general ledger accounts should not be printed on the report.
	(A 1) Required
Show Comments	Use this field to determine if inventory transaction comments should be printed for each receipt transaction.
	Key Y if inventory transaction comments should be printed for each receipt transaction.
	Key N if inventory transaction comments are not to printed for each receipt transaction.
	(A 1) Required

Receipt History Report Selection Screen Fields and Function Keys

Field/Function Key	Description
Include Zero Cost Receipts	Use this field to determine if zero cost receipts will print on the report.
	Key Y to print cost receipts with a zero value.
	Key N if cost receipts with a zero value will not be printed on the report.
	Default Value: N
	(A 1) Required
Dsply Trding Currency	This field only displays when International Currency is installed.
	Use this field to specify whether or not amounts on the report will print in the company's local currency, or in both the company's local currency and the vendor's trading currency; local equivalent amounts will print below the trading currency amounts.
	Key Y if you want amounts to print in the trading currency as well as the company's local currency.
	Key N if you want amounts to print only in the company's local currency. This field must be N if the **Detail/Summary** field is S.
	Default Value: N
	(A 1) Required
F3=Cancel	Press the F3=CANCEL function key to cancel this option. MENU APREPT will appear.
Enter	Press the ENTER key to confirm your selections. The Report Options Screen will appear (refer to the Cross Applications User Guide for details about this screen).

Receipt History Report

```
AP371  06/01/10  8.50.14                        RECEIPT HISTORY REPORT                        AF/APDEMO       PAGE    1
All Companies              All Vendors                  All Vouchers                   All PO Numbers
All Receipt Dates          All Item Numbers
Unvouchered Receipts: Y    Vouchered Receipts: Y        Show G/L Accounts: Y      Show Comments: Y
Include Zero Cost Receipts: Y
Company: 01 A & C Office Supply
              Rct      GL
Co/PO #       Date    WH Cd Item Number/Description    Qty Received   Voucher   Receipt Amt          Invoice Amt        Variance Amt
----------------------------------------------------------------------------------------------------------------------------------
Vendor: IC3000 SAUERKRAUT PRODUCTS
01 100174 05/28/10 1      A310          Full Strip Desk Stapler
                                                   20.000                         162.52                     .00       162.52-US$
                                        Trading Currency:                         287.28                     .00       287.28-DM#
                          Pur:001-0002600-000 Purchase Clearing Account
                          PPV:001-0001300-000 Purchase Price Variance
                          TRANSACTION DATE: 05/28/10                          APDEMO
01 100174 05/28/10 1      A320          Deluxe Full Strip Desk S
                                                   20.000                         237.26                     .00       237.26-US$
                                        Trading Currency:                         419.40                     .00       419.40-DM#
                          Pur:001-0002600-000 Purchase Clearing Account
                          PPV:001-0001300-000 Purchase Price Variance
                          TRANSACTION DATE: 05/28/10                          APDEMO
01 100174 05/28/10 1      A330          Straight Trimmers Shears
                                                   20.000                          32.58                     .00        32.58-US$
                                        Trading Currency:                          57.60                     .00        57.60-DM#
                          Pur:001-0002600-000 Purchase Clearing Account
                          PPV:001-0001300-000 Purchase Price Variance
                          TRANSACTION DATE: 05/28/10                          APDEMO
01 100175 05/28/10 1      A350          Bankers' Shears
                                                   15.000                          56.44                     .00        56.44-US$
                                        Trading Currency:                         132.30                     .00       132.30-DM#
                          Pur:001-0002600-000 Purchase Clearing Account
                          PPV:001-0001300-000 Purchase Price Variance
                          TRANSACTION DATE: 05/28/10                          APDEMO
01 100176 05/28/10 1      A350          Bankers' Shears
                                                   12.000                          59.87                     .00        59.87-US$
                                        Trading Currency:                         105.84                     .00       105.84-DM#
                          Pur:001-0002600-000 Purchase Clearing Account
                          PPV:001-0001300-000 Purchase Price Variance
                          TRANSACTION DATE: 05/28/10                          APDEMO
01 100177 05/28/10 1      A360          Waste Basket - Gray
                                                   10.000                          17.89                     .00        17.89-US$
                                        Trading Currency:                          31.63                     .00        31.63-DM#
                          Pur:001-0002600-000 Purchase Clearing Account
                          PPV:001-0001300-000 Purchase Price Variance
                          TRANSACTION DATE: 05/28/10                          APDEMO
01 100178 05/27/10 1      A380          Stacking Desk Trays
                                                   10.000                          42.11                     .00        42.11-US$
                                        Trading Currency:                          74.43                     .00        74.43-DM#
                          Pur:001-0002600-000 Purchase Clearing Account
                          PPV:001-0001300-000 Purchase Price Variance
                                        Voucher Totals:                          608.67                     .00       608.67-US$
                                        Trading Currency Total:                1,108.48                     .00     1,108.48-DM#
```

This report prints pending receipts or vouchered receipt history. For each vendor, those pending receipts for which vouchers have not been created; and/or those receipts for which vouchers have been created through Voucher Entry (MENU APMAIN) are printed. If specified, the general ledger account updated for vouchered receipts and any transaction comments keyed for the receipts are printed. Zero costs receipts may also be printed, if specified on the Receipt History Report Selection Screen (p. 42-2).

This report can be used to detect differences in the dollar amount the vendor committed to, and the dollar amount actually invoiced.

Information on this report is sorted by company number and a new page will print for each new company number, with the company number displayed in the heading.

Receipt History Report

Report/Listing Fields	Description
Co/PO #	The company number and purchase order number of the pending or vouchered receipt.
Rct Date	The receipt posting date in Purchasing.
WH	The warehouse that received the goods.

Receipt History Report

Report/Listing Fields	Description
Headings	Program names appear on the upper left corner of the report followed by run date and time, report title, workstation ID, User ID, and page number.
	Summary of the selection criteria prints in the center of the headings area followed by the individual field headings.
	The company number and name are also printed.
Vendor Information	The number and name of the vendor for whom receipt information prints.
G/L Cd	The vendor G/L code used when creating the voucher. This code is used in the G/L Interface to determine which A/P liability and expense accounts are updated.
Item Number/Description	The number and description of the item received.
Qty Received	The quantity of items received.
Receipt $	The cost amount of the items received.
Invoice $	The amount of the invoice for the items received. This amount is printed for vouchered receipts only.
Variance Amt	The difference between the dollar amount of items received and the dollar amount specified on the invoice.
Co/Voucher	The company and voucher number used when a voucher is created for the receipt. This field prints for vouchered receipts only.
(Comments)	Additionally, any transaction comments for the receipts will print if so selected on the Receipt History Report Selection Screen (p. 42-2).

CHAPTER 43 Printing Vendor Labels 43

Use the Vendor Labels option on the Accounts Receivable Report Menu (MENU ARREPT) to print Vendor Labels for some or all vendors.

Vendor Labels

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Vendor Labels Selection Screen	Use to specify the business unit code to maintain.
Vendor Labels	Provides a sample of a vendor label.

Vendor Labels Selection Screen

```
                        AP VENDOR LABELS


        Vendor:                  _.....    to   .......

        Vendor AP Class?         ...     to?    ...

        Vendor G/L Code?         ...     to?    ...

        Default Business Unit?   ...     to?    ...



        Include Vendors with Assignee Numbers:   Y  (Y,N)

        Number of Labels per Vendor:            .1

        Print Sequence:                          1   1-Zip/Postal Code
                                                     2-Sort Word


                                                        F3=Cancel
```

This screen appears after selecting option 9 - Vendor Labels option from the Accounts Payable Reports Menu (MENU APREPT). Use this screen to specify the selection criteria and options for which Vendor Labels will print.

Vendor Labels Selection Screen Fields and Function Keys

Field/Function Key	Description
Label Selection Criteria	Use the from and to ranges to print Vendor Labels for the following: • Vendor • Vendor A/P Class • Vendor G/L Code • Default Business Unit Optional
Include Vendors with Assignee Numbers	Use this field to determine if labels should print for vendors if the assignee number is the same as the vendor number. Key Y to print labels for vendors if the vendor number is the same as the assignee number. Key N if you do not want to print a label if the assignee number is the same as the vendor number. (A 1) Required
Number of Labels per Vendor	Key the number of labels to print for each vendor. (N 2,0) Required

Vendor Labels Selection Screen Fields and Function Keys

Field/Function Key	Description
Print Sequence	Use this field to determine the sequence in which Vendor Labels are printed. Labels may be sequenced by zip/postal code or vendor sort word. Key 1 to print labels in sequence by zip/postal code. Key 2 to print labels in sequence by the vendor's sort word. (A 1) Required
F3=Cancel	Press the F3=CANCEL function key to cancel this option and return to the menu.
Enter	Press the ENTER key to confirm your selections. The Report Options Screen will appear (refer to the Cross Applications User Guide for details about this screen).

Vendor Labels

```
BIG BEN CLOCK SHOP
ATTN: Charles Brown
Unit 4
206 Richard Street
London, EC3P 3AH
ENGLAND

THE OFFICE CONNECTION TORONTO
18 Isle Drive
Toronto,, ON M9W6H5
CANADA

SASKATCHEWAN PRODUCTS
ATTN: Nancy Steele
150 Snowshoe Road
Dartmouth, Ontario, SNB3B 1G6
CANADA

THE PAPER SUPPLY HOUSE
ATTN: Alisha Barton
8574 South Greenfield Avenue
Mansfield,, MA 02048-9874
```

The mailing address labels for the specified vendors will print. Vendor Labels print on form type **VLAB**. If you are using a line printer, use 4 x 1 15/16 inch labels. If you are using a laser printer, use 1 1/3 x 4 inch labels. These dimensions are recommended as the maximum size required to accommodate all mailing information. If you are printing less information, you can use a smaller label size.

Labels may be sequenced by zip code or vendor sort word. This sort sequence is determined in the **Print Sequence** field on the A/P Vendor Labels Selection Screen (p. 43-2).

Maintaining Vendors

44

This option allows you to define the vendors and vendor information used in Purchasing. You also can select the vendors for which you want to add/change vendor-level special order options or e-mail contacts, or for which you want to review vendor audit activity.

Through this option, a mass copy functionality is also available (if Purchasing is installed and activated) that will assist you in copying vendor/item related files from one vendor to another vendor. This is useful if you are switching an entire product line from one vendor to another.

Vendors Maintenance

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Vendor Master Maintenance Selection Screen	Use to select a vendor to add, change or delete.
Vendor Search Screen	Use to review and change search criteria and to select a vendor for processing.
Vendor Special Order Options Screen	Use to specify special order options for a specific vendor.
Copy Vendor Item Information Screen	Use to copy vendor/item related files from one vendor to another vendor.
Vendor Audit Activity Screen	Use to review vendor audit activity for the vendor you selected on the Vendor Master Maintenance Selection Screen.
Vendor Audit Activity Detail Screen	Use to review specific vendor change information about the activity you selected.

Title	Purpose
Vendor Master Maintenance (1) Screen	Use to add, change, or delete vendor purchasing information.
Vendor Master Maintenance (2) Screen	Use to add or change vendor user field information.
A/P Vendor Master Maintenance Screen	Use to add, change, or delete vendor information used by Accounts Payable.
Vendor ACH Information Maintenance Screen	Use to identify the bank account information to establish ACH transfers.
Vendor ACH Information - Delete Maintenance Screen	Use to review where existing ACH vouchers or invoices exist for the vendor (or vendor as assignee), and to optionally delete ACH related information from the vendor.
Vendor Master Additional Information Maintenance Screen	Use to enter EDI and/or FAX vendor master information.
Vendor Master Additional EDI Maintenance Screen	Use to set up the conditions for creating and transmitting the Product Activity Data (852) document to this vendor.
Vendor Master Additional EDI Maintenance - 867 Screen	Use to set up the conditions for creating and transmitting the Product Transfer & Resale Report (867) to this vendor.
Vendor Master Additional Email Maintenance Screen	Use to add or change additional vendor information concerning e-mail transmission for certain documents.
Vendor Rebate Customer Maintenance Screen	Use to identify those customers having a rebate relationship with this vendor in which the method for rebate payment is accounts receivable, as opposed to accounts payable.

Vendor Master Maintenance Selection Screen

```
                         VENDOR MASTER MAINTENANCE



              Function:   .. (A,C,D)

              Vendor No:  .......

                   Find:  ......................................

                   City:  ........




  F2=S/O Options
  F3=Exit        F5=Copy V/I Info   F11=Email Contacts   F18=Vendor Activity
```

This screen displays after selecting option 1 - Vendors Maintenance (MENU APFILE/MENU POFILE).

Use this screen to select a vendor to add, change or delete. You can also use this screen to:

* select a vendor for which you want to add/change vendor-level special order options or e-mail contacts
* select a vendor for which you want to access vendor audit activity
* copy vendor/item information from one vendor to another vendor

Vendor Master Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	Key A to add a new vendor.
	Key C to change existing vendor information.
	Key D to delete an existing vendor. You cannot delete a vendor if:
	• open vouchers exist for that vendor
	• open purchase orders exist for that vendor
	• vendor/item records exist for that vendor
	• Bid & Quote is installed and either open or closed bids exist for that vendor
	• the vendor is assigned to a vendor group (MENU POFIL2)
	(A 1) Required

Vendor Master Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Vendor No	Key the six character vendor number of the vendor you are adding, changing, or deleting.
	If you are unsure of the vendor number, use the **Find** and **City** fields with the ENTER key to activate the Vendor Search feature.
	(A 6) Required
Find	Use this field either alone or with the **City** field to search for the vendor by name.
	Key up to 10 characters (the first 10) of one or more words in the vendor's name. Key the words in any order and separate each word with one blank space.
	For information on entering search criteria, refer to Searches in the Introduction section of this manual.
	(A 40) Optional
City	Use this field together with the **Find** field to search for a vendor in a particular city.
	Key up to 8 characters (the first 8) of the vendor's city.
	For information on entering search criteria, refer to Searches in the Introduction section of this manual.
	(A 8) Optional
F2=S/O Options	Use this function key to maintain vendor-level special order options. The Vendor Special Order Options Screen (p. 44-9) appears.
	Key the number of the vendor in the **Vendor No** field for which you want to maintain (add, change or delete) vendor-level special order options and press this function key to access the Vendor Special Order Options Screen. You can maintain special order options for a particular vendor, and based on company-level options defined through Special Order Options Maintenance (MENU XAFILE), vendor-level options may override company-level options and be used during Special Order Processing for a particular vendor.
	NOTE: Special order options are not available for deleted vendors, work order vendor numbers, and outside service vendor numbers.
F3=Exit	Press this key to cancel this option and return to MENU POFILE.

Vendor Master Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
F5=Copy V/I Info	This function key displays only if Purchasing is installed and activated. The availability of vendor/item related records is completely reliant on Purchasing. Press F5=COPY V/I INFO to perform a mass copy of vendor/item related files from one vendor to another vendor. This is useful if you are switching an entire product line from one vendor to another. The Copy Vendor Item Information Screen (p. 44-19) will appear. NOTE: When PO vendor/item and/or PO vendor/item/price file records are updated and **Days to Keep Vendor/Item Audit Activity** is greater than 0 in Purchasing System Options Maintenance (MENU XAFILE), vendor/item activity will be tracked when F5=COPY V/I INFO is pressed.
F11=Email Contacts	The F11=EMAIL CONTACTS function key appears only if you have the Mail Server module installed. Press F11=EMAIL CONTACTS to add or maintain a vendor e-mail contact. The Vendor Contact Maintenance Selection Screen will appear. Refer to the Mail Server User Guide for information about this screen.
F18=Vendor Activity	The F18=VENDOR ACTIVITY function key appears only if the **Days to Keep Vendor Audit Activity** field in Purchasing Options Maintenance (MENU XAFILE) contains a value of at least 1. If you are not tracking vendor audit activity, this function key does not appear on this screen. Press F18=VENDOR ACTIVITY to display vendor master audit activity for the selected vendor. The Vendor Audit Activity Screen (p. 44-25) will appear. NOTE: Deleted vendors are not available for review through Vendor Audit Activity. When a vendor is deleted, any previously tracked data for that vendor will also be deleted. **Important** Tracked activity older than the number of days keyed in the **Days to Keep Vendor Audit Activity** field in Purchasing Options Maintenance (MENU XAFILE) will be purged when you press this function key.
Enter	The ENTER key performs two functions: • Press this key to confirm your selections. The Vendor Master Maintenance (1) Screen (p. 44-32) will display. • Press this key to view a list of vendors after keying search criteria in the **Find** and **City** fields. The Vendor Search Screen (p. 44-7) will appear.

Vendor Search Screen

```
                        VENDOR SEARCH
    Vendor Name              City              State/Province
        Zip/Postal  CN  Phone              Ext. CN  Fax            Ext.

  1 WINDSOR INDUSTRIES        Englewood          CO
        80110-5533      800.444.7654           866.271.0520
  2 SHARP INTERNATIONAL       Chicago           IL
        64604           312-427-1121           312-427-1389

  3 OFFICE EQUIPMENT INTERNATIONAL Boston        MA
        02155           617-555-6795           617-888-4762
  4 LITTLE ITALY RESTAURANT SUPPLY Rome, Italy
        12345-3789  39  6-857-9663          39  6-857-9239




  _____ Last

       Selection: _ .      Find:  I......................................
                           City:  .........

                                                        F12=Return
```

This screen displays after keying vendor search criteria (or by pressing a function key in some cases) on any screen throughout Distribution A+ in which this ability is provided. Vendors that match the vendor search word criteria keyed will display.

Use this screen to select the desired vendor.

Vendor Search Screen Fields and Function Keys

Field/Function Key	Description
(Reference Number)	The reference number of the displayed vendor. To select a vendor, you must key this number in the Selection field on this screen. Display
Vendor Information	The following information is displayed for each vendor: • Vendor name • City • State or province • Zip or postal code • Country code number, phone number, and extension • Country code number, fax number, and extension Display
Selection	Key the (**Reference Number)** of the vendor you wish to select. (N 2,0) Required

Vendor Search Screen Fields and Function Keys

Field/Function Key	Description
Find	This field allows you to search for a vendor. Key search word criteria (full or partial) that match the vendor you wish to locate. The vendor name that contains all of the characters entered will be displayed. (A 40) Optional
City	When searching for a vendor using the **Find** field, this field may be used to limit the number of vendors to display. Key the city or the beginning characters of the city in which this vendor resides. The characters keyed will be matched against the city in the AP Vendor Master File (APVEN) and Vendor Master File (VENDR). (A 8) Optional
F12=Return	Press the F12=RETURN key to return to the previous screen without selecting a vendor from this screen.
Enter	The ENTER key serves two purposes: • After keying search criteria in the **Find** and **City** fields, press ENTER to limit the list of vendors to the keyed criteria. • After keying a reference number in the **Selection** field, press ENTER to select the vendor.

Vendor Special Order Options Screen

```
              VENDOR SPECIAL ORDER OPTIONS
                  Automatic Creation

Vendor: 200    K & M CORPORATION

Place S/O Items on a Req/PO Immediately:              Y   (Y,N)

        Create New Requisition:               Y (Y,N)    Sequence: 3
        Add to Unapproved Requisition:        Y                    2
        Add to Approved Requisition:          Y                    1
        Add to Purchase Order:                N                    0
        Add to Req/PO Based On:               R (L,O,R)

Place D/S Items on a Req/PO Immediately:              Y   (Y,N)

        Create New Requisition:               N (Y,N)    Sequence: 0
        Add to Unapproved Requisition:        N                    0
        Add to Approved Requisition:          Y                    1
        Add to Purchase Order:                N                    0
        Add to Req/PO Based On:               R (L,O,R)


                                          F12=Return
```

This screen appears after you press F2=S/O OPTIONS on the Vendor Master Maintenance Selection Screen (p. 44-3). Use this screen to specify special order options for a specific vendor. If you are using the auto-creation process (as determined through Special Order Options Maintenance (MENU XAFILE)) and the **Use Vendor Level Options First** field is set to Y in that option, the options specified on this screen will be used to handle special orders during the auto-creation process for this vendor.

Vendor Special Order Options Screen Fields and Function Keys

Field/Function Key	Description
Place S/O Items on a Req/PO Immediately	Use this field to specify whether or not requisitions or purchase orders will be automatically created for special order items for this vendor at end order time. Also, auto-creation options defined through this option will be considered for this vendor when you run Special Order Automatic Req Creation (MENU POMAST).
	Key Y to allow Distribution A+ to automatically create requisitions or purchase orders for special order items at end order time.
	If this field is set to Y, at least one of the following fields on this screen must be set to Y:
	• Create New Requisition
	• Add to Unapproved Requisition
	• Add to Approved Requisition
	• Add to Purchase Order
	Once a field is set to Y, the **Sequence** field on this screen will display the hierarchy in which special order line items will be added to the new/existing requisition or purchase order.
	Key N to prevent Distribution A+ from automatically creating requisitions or purchase orders for special order items for this vendor at end order time if vendor-level special order options are being used first.
	(A1) Required
S/O Items: Create New Requisition	If you keyed Y in the **Place S/O Items on Req/PO Immediately** field, use this field to specify whether or not a new requisition will be created for special order items for this vendor.
	Key Y to automatically create new requisitions for special order items for this vendor:
	• at end order time after the lines are extracted (MENU OEMAIN),
	• as the special order automatic requisition creation process runs (MENU POMAST),
	• as any process associated with Offline Order Entry (e.g., web@work and Point of Sale) runs.
	Key N to prevent new requisitions from being automatically created for special order items for this vendor.
	(A 1) Required

Vendor Special Order Options Screen Fields and Function Keys

Field/Function Key	Description
S/O Items: Add to Unapproved Requisition	If you keyed Y in the **Place S/O Items on Req/PO Immediately** field, use this field to specify whether or not special order items will be added to unapproved requisitions for this vendor.
	Key Y to automatically add special order items to unapproved requisitions for this vendor.
	Key N to prevent special order items from being automatically added to unapproved requisitions for this vendor.
	(A 1) Required
S/O Items: Add to Approved Requisition	If you keyed Y in the **Place S/O Items on Req/PO Immediately** field, use this field to specify whether or not special order items will be added to approved requisitions for this vendor.
	Key Y to automatically add special order items to approved requisitions for this vendor.
	Key N to prevent special order items from being automatically added to approved requisitions for this vendor.
	(A 1) Required
S/O Items: Add to Purchase Order	If you keyed Y in the **Place S/O Items on Req/PO Immediately** field, use this field to specify whether or not special order items will be added to purchase orders for this vendor.
	Key Y to automatically add special order items to purchase orders for this vendor.
	Key N to prevent special order items from being automatically added to purchase orders for this vendor.
	WARNING!
	If a change request process updates an existing purchase order that has already been sent via EDI, you will be notified to resend the purchase order. However, if using the advanced special order features to automatically add special order items to existing purchase orders and to reprint purchase orders when special order items are added, you will not be notified to resend the purchase orders already sent through EDI. In this case, you must manually resend the purchase orders through EDI to notify the trading partner of the updates.
	(A 1) Required

Vendor Special Order Options Screen Fields and Function Keys

Field/Function Key	Description
S/O Items **AND** D/S Items: Add to Req/PO Based On	The **D/S Items: Add to Req/PO Based On** field on this screen appears only if the **Use Drop-Ships** field is set to Y through System Options Maintenance (MENU XAFILE).
	Use these fields to determine how special order and drop ship line items will be added to an existing requisition/purchase order. These fields apply only if Y is selected in at least one of the options on this screen for both special order items and drop ship items (i.e., **Add to Unapproved Requisition**, **Add to Approved Requisition**, and/or **Add to Purchase Order**).
	Key L (Last requisition/purchase order) if you want special order line items or drop ship line items added to the last or most recent requisition/purchase order with the latest order date. The line items will be added to the last requisition/purchase order entered for this vendor that is open, not received, not in use, whose warehouse ID matches the warehouse on the order, and, if applicable, whose drop ship address matches the drop ship on the order. If there is more than one open requisition/purchase order for a vendor on the latest order date, then the line items will be added to the one with the highest requisition/purchase order number.
	Key O (sales Order number) if you want special order line items or drop ship line items added to a requisition/purchase order based on the sales order number. The line items will be added to the most recent requisition/purchase order located that already contains lines from this same sales order number. If there are no lines from this sales order number included in any of the eligible requisitions/purchase orders, then the process will revert to L (the last requisition/purchase order method). If there are multiple eligible requisitions/purchase orders located, then the requisition/purchase order with the highest sequence number will be used.
	Key R (Requested ship date) if you want special order line items or drop ship line items added to a requisition or purchase order based on the requested ship date from the order detail record. The line items will be added to the requisition/purchase order that has the closest due date that is equal to or less than the lines requested ship date. For example, if a customer places 12 orders that

Vendor Special Order Options Screen Fields and Function Keys

Field/Function Key	Description
S/O Items **AND** D/S Items: Add to Req/PO Based On Continued....	they want delivered on the 12th day of each month and you do not want to store the inventory for a year, you would create 12 requisitions/purchase orders for the vendor, each with a due date on the 5th of the month. By then choosing this option (R), the special order line or drop ship line added with a requested ship date of June 1st, would be placed on the requisition/purchase order that has a due date of May 5th.
	If there are multiple eligible requisitions/purchase orders located, then the requisition/purchase order with the highest sequence number will be used.
	Important
	Lead times affect which requisition/purchase order is selected to add special order or drop ship line items to. When R is keyed in this field and the lead time is being used to calculate a requisition's/purchase order's due date for this company (as determined through Purchasing Options Maintenance, MENU XAFILE), then the due date used will be the requested ship date from the line instead of today's date.
	Without Lead Times
	When R is keyed in this field and you are not using Lead Time, the Order Entry's requested ship date will be the due date on the purchase order line level.
	Example: Assume a special order or drop ship item is entered on an order with a requested ship date of March 15th, and you had the following requisitions open with due dates every 2 months: Jan 1 (req # JS1234), Mar 1 (req # ST4567), May 1 (req # AA7789), July 1 (req # WC9332), Sept 1 (req # DB0111), and Nov 1 (req # MB5534). The requisition selected for this item would be ST4567, dated Mar 1, since it is the one with the closest date, but prior to, the requested ship date of March 15th.

Vendor Special Order Options Screen Fields and Function Keys

Field/Function Key	Description
S/O Items **AND** D/S Items: Add to Req/PO Based On Continued....	*With Lead Times*
	Using the same example above, assume the special order or drop ship item being added has an 8 week lead time. The lead time would be subtracted from the ordered item's requested ship date to determine the date to compare to the Purchase Order header date.
	The Purchase Order's due date must be equal to or less than the requested ship date on the order minus the lead time, but not prior to today's date. The purchase order detail's due date will be created with the requested ship date from the customer order.
	Example: If the requested ship date of the special ordered or drop ship item is 4 weeks from today, and the item has a lead time of 8 weeks, the item will not be added to a requisition/purchase order since (once the requested ship date less the lead time was calculated) the resulting date would be a date one month before today's date. In this scenario, the item would not reach the customer before the date the customer requested it.
	NOTE: These tailoring options will be considered during: -the auto creation process at end order time (MENU OEMAIN) -the special order automatic requisition creation process (MENU POMAST) -any process associated with Offline Order Entry (e.g., web@work and Point of Sale)
	Default Value: L (add line items to the last or most recent requisition/ purchase order)
	(A 1) Required

Vendor Special Order Options Screen Fields and Function Keys

Field/Function Key	Description
S/O Items: Sequence	For any of the following fields that are set to Y, a sequence number, beginning with the number 1, will be assigned in the order listed:
	• Add to Purchase Order 1
	• Add to Approved Requisition 2
	• Add to Unapproved Requisition 3
	• Create New Requisition 4
	The sequence number determines the order in which the system will try to add special order items to the specified document. The sequence is determined by the system in the logical order mentioned above. The system will first attempt to add the item to the most recently created type of document with sequence number 1 and with the same vendor, warehouse, company, and, if applicable, ship-to address associated with the special order. If the document with sequence number 1 is not available, the system will check the document assigned with the sequence number of 2, and so on. If the system passes through this hierarchy at end order time and the item is not successfully added to a requisition/purchase order, the item will remain in the Special Order File (SPORD). If the system passes through this hierarchy during Special Order Automatic Req Creation (MENU POMAST) and the item is not successfully added to a requisition/purchase order, the system will attempt to add the item to a new requisition as a last resort.
	Display

Vendor Special Order Options Screen Fields and Function Keys

Field/Function Key	Description
Place D/S Items on a Req/PO Immediately	This field appears only if the **Use Drop Ships** field is set to Y through System Options Maintenance (MENU XAFILE).
	Use this field to specify whether or not requisitions or purchase orders will be automatically created for drop-ship order items for this vendor at end order time. Also, auto-creation options defined through this option will be considered for this vendor when you run Special Order Automatic Req Creation (MENU POMAST).
	Key Y to allow Distribution A+ to create requisitions or purchase orders for drop-ship items for this vendor at end order time.
	If this field is set to Y, at least one of the following fields on this screen must be set to Y:
	• Create New Requisition
	• Add to Unapproved Requisition
	• Add to Approved Requisition
	• Add to Purchase Order
	Once a field is set to Y, the **Sequence** field on this screen will display the hierarchy in which special order line items will be added to the new/existing requisition or purchase order.
	Key N to prevent Distribution A+ from creating requisitions or purchase orders for drop ship items at end order time if vendor-level special order options are being used first.
	(A 1) Required
D/S Items: Create New Requisition	This field appears only if the **Use Drop Ships** field is set to Y through System Options Maintenance (MENU XAFILE).
	If you keyed Y in the **Place D/S Items on Req/PO Immediately** field, use this field to specify whether or not a new requisition will be created for drop-ship items for this vendor.
	Key Y to automatically create new requisitions for drop-ship items for this vendor:
	• at end order time after the lines are extracted (MENU OEMAIN),
	• as the special order automatic requisition creation process runs (MENU POMAST),
	• as any process associated with Offline Order Entry (e.g., web@work and Point of Sale) runs.
	Key N to prevent new requisitions from being automatically created for drop-ship items for this vendor.
	(A 1) Required

Vendor Special Order Options Screen Fields and Function Keys

Field/Function Key	Description
D/S Items: Add to Unapproved Requisition	This field appears only if the **Use Drop Ships** field is set to Y through System Options Maintenance (MENU XAFILE).
	If you keyed Y in the **Place D/S Items on Req/PO Immediately** field, use this field to specify whether or not drop-ship items will be added to unapproved requisitions for this vendor.
	Key Y to automatically add drop-ship items to unapproved requisitions for this vendor.
	Key N to prevent drop-ship items from being automatically added to unapproved requisitions for this vendor.
	(A 1) Required
D/S Items: Add to Approved Requisition	This field appears only if the **Use Drop Ships** field is set to Y through System Options Maintenance (MENU XAFILE).
	If you keyed Y in the **Place D/S Items on Req/PO Immediately** field, use this field to specify whether or not drop-ship items will be added to approved requisitions for this vendor.
	Key Y to automatically add drop-ship items to approved requisitions for this vendor.
	Key N to prevent drop-ship items from being automatically added to approved requisitions for this vendor.
	(A 1) Required
D/S Items: Add to Purchase Order	This field appears only if the **Use Drop Ships** field is set to Y through System Options Maintenance (MENU XAFILE).
	If you keyed Y in the **Place D/S Items on Req/PO Immediately** field, use this field to specify whether or not drop-ship items will be added to purchase orders for this vendor.
	Key Y to automatically add drop-ship items to purchase orders for this vendor.
	Key N to prevent drop-ship items from being automatically added to purchase orders for this vendor.
	WARNING!
	If a change request process updates an existing purchase order that has already been sent via EDI, you will be notified to resend the purchase order. However, if using the advanced special order features to automatically add special order items to existing purchase orders and to reprint purchase orders when special order items are added, you will not be notified to resend the purchase orders already sent through EDI. In this case, you must manually resend the purchase orders through EDI to notify the trading partner of the updates.
	(A 1) Required

Vendor Special Order Options Screen Fields and Function Keys

Field/Function Key	Description
D/S Items: Sequence	This field appears only if the **Use Drop Ships** field is set to Y through System Options Maintenance (MENU XAFILE).
	For any of the following fields that are set to Y, a sequence number, beginning with the number 1, will be assigned in the order listed:
	• Add to Purchase Order 1
	• Add to Approved Requisition 2
	• Add to Unapproved Requisition 3
	• Create New Requisition 4
	The sequence number determines the order in which the system will try to add drop-ship items to the specified document. The sequence is determined by the system in the logical order mentioned above. The system will first attempt to add the item to the most recently created type of document with sequence number 1 and with the same vendor, warehouse, company, and, if applicable, ship-to address associated with the drop-ship. If the document with sequence number 1 is not available, the system will check the document assigned with the sequence number of 2, and so on. If the system passes through this hierarchy at end order time and the item is not successfully added to a requisition/purchase order, the item will remain in the Special Order File (SPORD). If the system passes through this hierarchy during Special Order Automatic Req Creation (MENU POMAST - Option 11) and the item is not successfully added to a requisition/purchase order, the system will attempt to add the item to a new requisition as a last resort.
	Display
F12=Return	Press the F12=RETURN function key to return to the previous screen without saving your entries. The Vendor Master Maintenance Selection Screen (p. 44-3) appears.
F24=Delete	The F24=DELETE function key appears only if special order options have previously been defined for this vendor through this option. You will be prompted to press the F24=DELETE function key a second time to confirm the deletion.
Enter	Press the ENTER key to confirm your entries and continue. The Vendor Master Maintenance Selection Screen (p. 44-3) appears.

Copy Vendor Item Information Screen

```
                    COPY VENDOR ITEM INFORMATION


        Copy From:
                     Vendor No:  .......
                          Find:  .......................................
                          City:  .........

                     Warehouse?  ...   (**-All Warehouses)

        Copy To:
                     Vendor No:  .......
                          Find:  .......................................
                          City:  .........


             Overwrite Existing:  Y   (Y/N)
          Override Exchange Rate:  ........‸000000



                                            F10=Process   F12=Return
```

This screen appears after you press F5=COPY V/I INFO on the Vendor Master Maintenance Selection Screen (p. 44-3).

Use this screen to perform a mass copy of vendor/item related files (VNITM, VIPRC, ICVIP) from one vendor to another vendor. This is useful if you are switching an entire product line from one vendor to another.

Copy Vendor Item Information Screen Fields and Function Keys

Field/Function Key	Description
Copy From: Vendor No	When mass copying vendor/item records, use this field to copy the information from this existing vendor to another vendor. Vendor/Item related files will be copied to the new vendor (located in the **Copy To: Vendor No** field).
	Key the vendor number or to search for a vendor, use the **Find** and **City** search fields.
	Valid Values: An existing vendor defined through this Vendors Maintenance option or MENU POFILE. If the vendor entered is a trading currency (foreign) vendor, International Currency (IC) must be live, as determined through Activate International Currency (MENU ICMAST.
	(A 6) Required

Copy Vendor Item Information Screen Fields and Function Keys

Field/Function Key	Description
Find	Use this field either alone or with the **City** field to search for the vendor by name. Key up to 10 characters (the first 10) of one or more words in the vendor's name. Key the words in any order and separate each word with one blank space. For information on entering search criteria, refer to *Searches* in the Using Infor Distribution A+ chapter of the Cross Applications User Guide. (A 40) Optional
City	Use this field together with the **Find** field to search for a vendor in a particular city. Key up to 8 characters (the first 8) of the vendor's city. For information on entering search criteria, refer to *Searches* in the Using Infor Distribution A+ chapter of the Cross Applications User Guide. (A 8) Optional

Copy Vendor Item Information Screen Fields and Function Keys

Field/Function Key	Description
Warehouse	Use this field to determine how vendor/item information will be copied from one vendor to another vendor, with regards to warehouse.
	When this field is blank, only the non-warehouse Vendor/Item Price (VIPRC) record(s) of the "Copy From" vendor will be copied to the "Copy To" vendor.
	When a valid warehouse is entered, both the blank and specific warehouse Vendor/Item Price (VIPRC) record(s) of the "Copy From" vendor will be copied to the "Copy To" vendor.
	When ** is entered for all warehouses, the blank and all of the warehouse-specific Vendor/Item Price (VIPRC) record(s) of the "Copy From" vendor will be copied to the "Copy To" vendor.
	If the "Copy To" (blank or warehouse specific) record exists, and:
	• **Overwrite Existing** = Y, then the costs and field values from the "Copy From" vendor are brought into the "Copy To" vendor record(s).
	• **Overwrite Existing** = N, then the costs and field values from the "Copy To" blank warehouse record are brought into the new "Copy To" vendor record(s).
	NOTE: If the "Copy To" blank warehouse record exists, but the "Copy To" warehouse specific record to be copied does not exist (within the "Copy To" vendor), and **Overwrite Existing** = N, the cost values are copied from the "Copy To" blank warehouse record, but the rest of the field values (including the separate cost field of the "Copy From" vendor) will still be copied from warehouse specific "Copy From" vendor record(s).
	Valid Values: A valid warehouse number defined through Warehouse Numbers Maintenance (MENU IAFILE) which you are authorized to access through Authority Profile Maintenance (MENU XASCTY); **; or blank.
	(A 2) Optional
Copy To: Vendor No	Use this field to enter the vendor for which you want to receive all of the copied vendor/item files from the "Copy From" vendor located in the **Copy From: Vendor No** field.
	Key the vendor number or to search for a vendor, use the **Find** and **City** search fields.
	If you keyed a vendor on the Vendor Master Maintenance Selection Screen (p. 44-3) prior to accessing this screen, that vendor number will automatically default in this field.
	Valid Values: An existing vendor defined through this Vendors Maintenance option or MENU APFILE. If the vendor entered is a trading currency (foreign) vendor, International Currency (IC) must be live, as determined through Activate International Currency (MENU ICMAST.
	(A 6) Required

Copy Vendor Item Information Screen Fields and Function Keys

Field/Function Key	Description
Find	Use this field either alone or with the **City** field to search for the vendor by name.
	Key up to 10 characters (the first 10) of one or more words in the vendor's name. Key the words in any order and separate each word with one blank space.
	For information on entering search criteria, refer to *Searches* in the Using Infor Distribution A+ chapter of the Cross Applications User Guide.
	(A 40) Optional
City	Use this field together with the **Find** field to search for a vendor in a particular city.
	Key up to 8 characters (the first 8) of the vendor's city.
	For information on entering search criteria, refer to *Searches* in the Using Infor Distribution A+ chapter of the Cross Applications User Guide.
	(A 8) Optional

Copy Vendor Item Information Screen Fields and Function Keys

Field/Function Key	Description

Overwrite Existing	This field indicates whether a duplicate record that is found for the "Copy To" vendor (located in the **Copy To: Vendor No** field) will be overwritten based on the "Copy From" vendor (located in the **Copy From: Vendor No** field), during this copy process.
	
	Key Y to have the exact values of the Vendor/Item Price (VIPRC) record(s) of the "Copy From" vendor copied to the "Copy To" vendor.
	
	Key N to have the Vendor/Item Price (VIPRC) record(s) of the "Copy From" vendor copied to the "Copy To" vendor, but the field values of the record(s) will reflect the blank warehouse record of the "Copy To" vendor (if one is found).
	
	For Vendor/Item Price (VIPRC) warehouse specific record(s) using **Separate Cost** = Y as defined through Vendor/Item Information Maintenance (MENU POFILE), note the following:
	
	• When the "Copy From" vendor warehouse specific record is set to Y for **Separate Cost**, that record is copied to the "Copy To" vendor.
	
	  • If this **Overwrite Existing** field is Y, the cost and field values of the "Copy From" vendor are copied over.
	
	  • If this **Overwrite Existing** field is N, the cost and field values of the blank warehouse "Copy To" vendor are used, but other fields (including the **Separate Cost** field) are still copied from the "Copy From" vendor record.
	
	  • If the "Copy To" warehouse specific vendor record exists, and the **Separate Cost** is Y, and this **Overwrite Existing** field is Y, then the "Copy From" vendor record will overwrite the "Copy To" vendor record.
	
	Valid Values: Y
	(A 1) Required

Override Exchange Rate	This field displays only when International Currency (IC) is installed and live, as determined through Activate International Currency (MENU ICMAST). This field indicates if you want to override the exchange rate when the mass vendor/item copy function is performed with the value you key in this field. Key the exchange rate you want used when the copy function is performed. Leave blank if you want the system to determine the current exchange rate based on IC currency relationships. Any non-zero entry in this field is ignored when both the "Copy To" and "Copy From" vendors are both local (no trading currency for either vendor). (N 10,4) Optional

Copy Vendor Item Information Screen Fields and Function Keys

Field/Function Key	Description
F10=Process	Press F10=PROCESS to submit the mass copy vendor/item job.
	The process will copy records from the Vendor Item (VNITM) and Vendor/Item Price (VIPRC) files from the specified "Copy From" vendor to the specified "Copy To" vendor.
	Then, the IC Vendor/Item Price Extension File (ICVIP) records will be determined based on the currency relationship between the "Copy From" and "Copy To" vendors.
	NOTE: When the vendor currencies are different, the "Country of Origin" value from VIPRC will not be copied over into the "Copy To" vendor record. This value is only copied over when the vendor currencies match exactly.
F12=Return	Press F12=RETURN to return to the Vendor Master Maintenance Selection Screen (p. 44-3).

Vendor Audit Activity Screen

```
                        VENDOR AUDIT ACTIVITY

      Vendor:  200     K & M CORPORATION

      Sel   Function                User ID      Date      User Time
      1     Change                  APDEMO       7/30/09   18:08:47 EST
      2     Add S/O Options         APDEMO       7/30/09   17:59:24 EST
      3     Change                  APDEMO       7/30/09   17:55:00 EST
      4     Change                  APDEMO       7/30/09   12:02:32 EST
      5     Change                  APDEMO       7/29/09   21:13:27 EST




                                                                  Last
      _____
      Selection: _.        From System Activity Date: ....... To: .......


                      F2=Actual Time    F5=Refresh    F12=Return
```

This screen appears after you press F18=VENDOR ACTIVITY on the Vendor Master Maintenance Selection Screen (p. 44-3). Use this screen to review summary vendor audit activity for the vendor you selected on the Vendor Master Maintenance Selection Screen (p. 44-3). You can limit the activity records that display based on a system activity date range. You can also review detailed information about change activity by selecting an activity from the list.

Through this screen, you will be able to track and retain vendor information changes made through Vendors Maintenance (MENU POFILE/MENU APFILE) for the number of days entered in the system option field **Days to Keep Vendor Audit Activity** in Purchasing Options Maintenance (MENU XAFILE). If zero is entered in the system option field, the system will not track any vendor change activity and it therefore will not be available through this Vendor Audit Activity.

Changes are grouped together for each specific vendor change and the individual field changes are available for display on the Vendor Audit Activity Detail Screen (p. 44-30).

Vendor Audit Activity Screen Fields and Function Keys

Field/Function Key	Description
Sel	This field displays the line number of a vendor activity.
	Key this number in the **Selection** field to select a particular activity to review in detail.
	NOTE: Detail information is available for an activity only if you select a function for which tracked information has been changed for the vendor. If you select an activity for which tracked information has not been changed for a vendor, you will receive a message indicating that detailed information is not available.
	Display
Function	This field displays the activity that was performed on the vendor through Vendors Maintenance (MENU POFILE/MENU APFILE).
	Functions include:
	• Add S/O Options
	• Change S/O Options
	• Delete S/O Options
	• Add Email Contact
	• Change Email Contact
	• Delete Email Contact
	• Add (vendor)
	• Change (vendor)
	Display
User ID	This field displays the user ID of the person who performed the activity on the vendor.
	Display

Vendor Audit Activity Screen Fields and Function Keys

Field/Function Key	Description
Date	This field displays the date, in your default date format specified through Register A+ User IDs (MENU XACFIG), on which the activity was performed on the vendor. The display of this field may change depending on the corresponding **Time** field and what time is shown via the F2=ACTUAL TIME / F2=USER TIME / F2=SYSTEM TIME key.
	The **User Date** is the date on which the activity occurred in relation to your default time zone. Your default user time zone is set up through Register A+ User IDs (MENU XACFIG).
	The **Actual Date** is the date on which the activity occurred shown in relation to the time zone of the user who performed the activity.
	The **System Date** is the date on which the activity occurred shown in relation to the system's default time zone. The system's default time zone is set up through Time Zone Codes Maintenance (MENU OEFIL3).
	For example, a change was made to a vendor at your company's New York office at 7:00 p.m., Eastern Standard Time (EST) on March 24th. You are inquiring on the activity from an office in Paris, France, which is 6 hours ahead of New York. The User Time and User Date will display as 1:00 a.m., March 25th. The Actual Time and Actual Date will display as 2:00p.m., March 24th. The time zone difference caused the variance between the User Date and Actual Date. Additionally, you can view the activity in the System Date, which is in relation to the system's time zone.
	Display

Vendor Audit Activity Screen Fields and Function Keys

Field/Function Key	Description
User/Actual/System Time	This field displays the time on which the activity was performed on the vendor. The display of this field can be toggled via the F2=ACTUAL TIME / F2=USER TIME / F2=SYSTEM TIME key to show the time in the User Time, Actual Time, or System Time, including the time zone. When this field is toggled, the corresponding date field also changes accordingly.
	The **User Time** is the time in which the activity occurred shown in your default time zone. Your default user time zone is set up through Register A+ User IDs (MENU XACFIG).
	The **Actual Time** is the time in which the activity occurred shown in the time zone of the user who performed the activity.
	The **System Time** is the time in which the activity occurred shown in the system's default time zone. The system's default time zone is set up through Time Zone Codes Maintenance (MENU OEFIL3).
	For example, a change was made to a vendor at your company's New York office at 2:00 p.m., Eastern Standard Time (EST). You are inquiring on the activity from an office in San Diego, California, which uses Pacific Standard Time (PST). PST is 3 hours earlier than EST. The User Time will display as 11:00 PST (your time zone), and the Actual Time will display as 14:00 EST (the time zone in which the user performed the activity). Additionally, you can view the activity in the system's time zone.
	Display
Selection	Use this field to select the line of the activity you want to review in detail.
	Key the line number shown in the **Sel** column of the activity you want to select and press ENTER. The Vendor Audit Activity Detail Screen (p. 44-30) will appear.
	(N 2,0) Op0tional
System Activity Date From/To	Use this from and to range field to limit the vendor activity records to display based on a date range.
	Key the system date range in the default date format specified for your user ID through Register A+ User IDs (MENU XACFIG).
	Leave this field blank to display all existing vendor activity records for this item. Note that audit activity records are retained based on the value entered in the **Days to Keep Vendor Audit Activity** in Purchase Options Maintenance (MENU XAFILE).
	(2 @ N 6,0) Optional
F2=Actual Time / F2=User Time / F2=System Time	Use this toggle function key to display the User Time, Actual Time, or System Time, including the time zone.
	For details about the different times that you can display, refer to the **User/Actual/System Time** field on this screen.

Vendor Audit Activity Screen Fields and Function Keys

Field/Function Key	Description
F5=Refresh	Use this function key to refresh the screen according to the system date range specified in the **System Activity Date From/To** fields and, if applicable, to include any new activity performed since you accessed this screen.
F12=Return	Press F12=RETURN to return to the previous screen.
Enter	After entering an activity line in the **Selection** field, press ENTER to display detailed vendor change information. The Vendor Audit Activity Detail Screen (p. 44-30) will appear.

Vendor Audit Activity Detail Screen

```
                        VENDOR AUDIT ACTIVITY DETAIL

  Vendor:  200      K & M CORPORATION
  User ID/System Date:  APDEMO        8/19/10

  Field Changed
          Old Value                        New Value
  Payee Address 2
          PO Box 32117                     PO Box 32116
  Federal Tax ID
          ***************                  ***************
  State Tax ID
          438-9987S                        438-99875




  _____  Last

                                                   F12=Return
```

This screen appears after you select an activity and press ENTER on the Vendor Audit Activity Screen (p. 44-25). Use this screen to review specific vendor change information about the activity you selected. Vendor changes made through Vendors Maintenance (MENU POFILE/MENU APFILE) will be shown on this screen, including the previous value and the new value.

NOTE: For the **Federal Tax ID** field, the display is based on your authorization to **Allow Access to Federal Tax ID** in Application Action Authority (MENU XASCTY). If you are not authorized, the field will display asterisks. If you are authorized, the un-encrypted federal tax identification code will display.

Vendor Audit Activity Detail Screen Fields and Function Keys

Field/Function Key	Description
Vendor	The vendor number and vendor name assigned through Vendor Master Maintenance (MENU POFILE/APFILE).
User ID	The user that performed the activity.
System Date	The **System Date** is the date on which the activity occurred shown in relation to the system's default time zone. The system's default time zone is set up through Time Zone Codes Maintenance (MENU OEFIL3).
Field Changed	The field name for the actual field that was changed (for example: **Description**).
Old Value	The value of the field before the change was made.

Vendor Audit Activity Detail Screen Fields and Function Keys

Field/Function Key	Description
New Value	The value of the field after the change was made.
F12=Return	Press the F12=RETURN function key to return to the Vendor Audit Activity Screen (p. 44-25).

Vendor Master Maintenance (1) Screen

This screen displays after you confirm your selections and press ENTER on the Vendor Master Maintenance Selection Screen (p. 44-3). Use this screen to add, change, or delete vendor purchasing information.

Vendor Master Maintenance (1) Screen Fields and Function Keys

Field/Function Key	Description
Vendor	Key the vendor's name. (A 30) Required
Addr 1 - 4	You can use the **Addr 4** field only if **Form Type** is 2 in System Options Maintenance (MENU XAFILE). Key the vendor's street address, post office box number, or other address information except for the city, state/province, country, and zip/postal code which are specified in fields below. This address is used when purchasing from this vendor. If the payee for this vendor has a different name and/or address, the **Payee** address keyed on the A/P Vendor Master Maintenance Screen (p. 44-48) is used for payment information. (4 @ A 30) Optional
City	Key the vendor's city. (A 20) Optional

Vendor Master Maintenance (1) Screen Fields and Function Keys

Field/Function Key	Description
St/Prov	Key the vendor's state or province.
	Valid Values: A state or province code defined through State/Province Codes Maintenance (MENU OEFIL3) if **Validate State/Province** is Y in Systems Options Maintenance (MENU XAFILE).
	(A 30) Optional
Zip/Pstl	Key the vendor's zip or postal code.
	(A 10) Optional
Cntry	Key the vendor's country.
	NOTE: You must key a country code if country of origin restrictions are being used [that is, either the country of origin **Buying Restrictions or Selling Restrictions** field is Y in System Options Maintenance (MENU XAFILE)].
	Valid Values: A country code defined through Country Name Maintenance (MENU POFILE/MENU ARFIL2).
	(A 3) Optional/Required
Contact	This field is the name of the vendor's primary contact person. The name keyed here may be different than that keyed in the **AP Contact** field on the A/P Vendor Master Maintenance Screen (p. 44-48).
	NOTE: If FAX is installed, and you are using the Quadrant FastFax third party product, this field may update automatically through Quadrant's FastFax if you run Update A+ From FastFax via Nickname (MENU AXMAIN) and enter Y in the **Update Vendor Master File** field. Refer to the FAX User Guide for details.
	(A 25) Optional

Vendor Master Maintenance (1) Screen Fields and Function Keys

Field/Function Key	Description
Phone/Ext	In the **Phone** field, key the vendor's telephone number, which includes the following: • 3-character country access code • 20-character area code and telephone number For example: 011 (781) 555-1212 In the **Ext** field, key the extension number of the person specified in the **Contact** field. For more information, refer to Phone and Fax Number Delimiters in the Cross Applications User Guide. *Valid Values:* Numerals and the following symbols: - ( ) . / Blank spaces are allowed between numerals only if **Allow Blank Phone Delimiters** is Y in Systems Options Maintenance (MENU XAFILE). (N 3,0 / N 20,0 / N 4,0) Optional
Fax/Ext	Use these fields if FAX is installed and you plan to fax at least one type of document [Y must be entered for one or more of the document types listed on the Vendor Master Additional Information Maintenance Screen (p. 44-65)]. In the **Fax** field, key the vendor's fax number, which includes the following: • 3-character country access code • 20-character area code and telephone number For example: 011 (781) 555-1212 In the **Ext** field, key the extension number of the fax machine. *Valid Values:* Numerals and the following symbols: - ( ) . / Blank spaces are allowed between numerals only if **Allow Blank Phone Delimiters** is Y in Systems Options Maintenance (MENU XAFILE). NOTE: If FAX is installed, and you are using the Quadrant FastFax third party product, this field may update automatically through Quadrant's FastFax if you run Update A+ From FastFax via Nickname (MENU AXMAIN) and enter Y in the **Update Vendor Master File** field. Refer to the FAX User Guide for details. (N 3,0 /N 20,0 / N 4,0) Optional

Vendor Master Maintenance (1) Screen Fields and Function Keys

Field/Function Key	Description
Different Payee Name/ Address	This field is used to indicate if the payee for this vendor has a different name and/or address than that keyed on this screen.
	Key Y if the payee for this vendor has a different name and/or address as that keyed on this screen. You will be allowed to key the payee's address in the **Payee** field on the A/P Vendor Master Maintenance Screen (p. 44-48).
	Key N if the payee for this vendor has the same name and/or address as that keyed on this screen. You will not be allowed to key a **Payee** on the A/P Vendor Master Maintenance Screen (p. 44-48).
	NOTE: This field is only used within Vendor's Maintenance (MENU APFILE/MENU POFILE).
	(A 1) Optional
Buyer	Use this field to select the buyer responsible for purchasing from this vendor. You may also assign a buyer at the vendor/warehouse level (if the buyer for the warehouse is different than the buyer entered in this field), vendor/item level, and/or vendor/item/warehouse level (if the buyer at the vendor/item level is different than the buyer at the vendor/warehouse level).
	Key the buyer code of the primary person in your organization responsible for purchasing from this vendor. The buyer code is included on all new requisitions and may be changed during Enter or Change Requisitions (MENU POMAIN).
	If you change the buyer assigned to a vendor, when you complete your maintenance in this option the system will update the IM&P and vendor/item level records for the vendor and buyer. For example, assume buyer 234 is assigned to vendor 100. If you change the buyer to 104, the system will change all records for vendor 100 and buyer 234 to buyer 104. A record for vendor 100 and buyer 82 would not be changed.
	Valid Values: A buyer code defined through Buyers Maintenance (MENU POFIL*E).*
	(A 3) Optional
Disc Pct	Key the standard price discount percent taken for purchases from this vendor. The discount percent keyed here is included on all new requisitions and may be changed during Enter or Change Requisitions (MENU POMAIN).
	(N 4,2) Optional
Ship Via	Key the standard shipping instructions for the vendor. This is included on all new requisitions and may be changed during Enter or Change Requisitions (MENU POMAIN).
	(A 20) Optional

Vendor Master Maintenance (1) Screen Fields and Function Keys

Field/Function Key	Description
Min Val	Key the vendor's minimum acceptable purchase order value.
	The value keyed here is displayed when completing a requisition for this vendor and is used to verify that the minimum order value is met. If the purchase amount requisitioned from this vendor is less than the value keyed in this field, a warning message is displayed.
	(N 9,2) Optional
FOB Code	The FOB code contains shipping information, including who is responsible (you or the vendor) for shipping charges and freight damages.
	Use this field to assign a default FOB code to this vendor. The code you enter will display on the Requisition Header Screen in Enter or Change Requisitions (MENU POMAIN) each time you enter a requisition for this vendor.
	Key the FOB code.
	Valid Values: An FOB code defined through FOB Codes Maintenance (MENU POFIL2 or MENU OEFIL3).
	(A 5) Optional
Currency	This field appears only if International Currency is installed and activated through Activate International Currency (MENU ICMAST).
	Key the currency code for the vendor's currency: the foreign vendor's currency code or accept the default value for vendors whose trading currency is the same as your the company's local currency.
	NOTE: If you change the currency code on this screen, the change will also affect the code in the Currency field on the A/P Vendor Master Maintenance Screen (p. 44-48).
	Default Value: The default local currency specified for the system through International Currency Options Maintenance (MENU ICFILE).
	Valid Values: A currency code defined through Currency/Exchange Codes Maintenance (MENU ICFILE).
	(A3) Required
Currency Code Description	This field appears only if International Currency is installed and activated through Activate International Currency (MENU ICMAST).
	This field displays the description for the currency code in the Currency field.
	Display

Vendor Master Maintenance (1) Screen Fields and Function Keys

Field/Function Key	Description
Lead Time	The number of weeks required for this vendor to make a shipment from the time the Purchase Order is printed. The value keyed here will be used as the default for all new vendor/item records created manually for this vendor through Vendor/Item Information (MENU POFILE) or automatically through Create Default Vendor/Item Information (MENU POFILE). If you select to use allocation time periods for a warehouse, the lead time is used in calculating the date on which inventory will be allocated for each customer order. If you do not have Inventory Management & Planning or Advanced Inventory Management installed, you must key the lead time for allocation time periods. When the Purchasing Options (MENU XAFILE) Company Option to **Calculate PO Due Dates Based on Lead Times** is set to Y, this value will be reviewed for inclusion of the item level due date. (N 2,0) Optional
Exch Code	This field appears only if International Currency is installed and activated through Activate International Currency (MENU ICMAST). Key the exchange code to be used to access the exchange rate for the vendor's currency. NOTE: If you change the exchange code on this screen, the change will also affect the code in the Exch Code field on the A/P Vendor Master Maintenance Screen (p. 44-48). *Valid Values:* An exchange code defined through Currency/Exchange Codes Maintenance (MENU ICFILE). (A3) Optional
Exch Code Description	This field appears only if International Currency is installed and activated through Activate International Currency (MENU ICMAST). This field displays the description of the exchange code in the Exch Code field.

Vendor Master Maintenance (1) Screen Fields and Function Keys

Field/Function Key	Description
Calc from Receipts	This field is protected and defaults to N if the **Allow PO's** field is N on this screen. This field allows the calculation of lead time from receipt history when running the Lead Time History Report (MENU IMREPT). Key A to include all items for this vendor. This changes the default to Y for **Update Lead Time** fields associated with all purchase order line items for this vendor. Key N to not include any items for this vendor. This changes the default to N for **Update Lead Time** fields associated with all purchase order line items for this vendor. Even if you change a line item's default to Y on a PO for this vendor, the average lead time calculation will occur, but the IM&P Balance File will not be updated. Key I to have a check made against each vendor/item record. This changes the default to the value on the Vendor/Item record for **Update Lead Time** fields associated with all purchase order line items for this vendor. *Valid Values:* A, N, I (A 1) Required
Ord Cycle	The order cycle code used to represent the order cycle for this vendor. This is used to classify vendors based on the frequency in which you place orders with a vendor. The value keyed here is used when printing the Suggested Orders Report [via Suggested Orders Report (MENU POREPT)]. **Example:** Assign vendors whom you purchase from on a weekly basis the Order Cycle Code of "WK"; assign vendors whom you purchase from on a monthly basis the Order Cycle Code of "MN", etc. When printing the Suggested Orders Report, you may print separate reports for vendors with weekly and monthly order cycles. (A 2) Optional
Order Frequency	Key the number of weeks for the interval at which a PO is issued to this vendor. The value keyed here will be used as the default for all new vendor/item records created manually for this vendor through Vendor/Item Information (MENU POFILE) or automatically through Create Default Vendor/Item Information (MENU POFILE). If you select to use allocation time periods for a warehouse, the order frequency is used in calculating the date on which inventory will be allocated for each customer order. If you do not have Inventory Management & Planning or Advanced Inventory Management installed, you must key the order frequency for allocation time periods. (N 3,1) Optional

Vendor Master Maintenance (1) Screen Fields and Function Keys

Field/Function Key	Description
Sfty Stc %	The percentage of minimum level inventory used as safety stock. Safety stock is used to prevent stockouts when variable customer demand or extended vendor lead times occur. This value will print on the Suggested Orders Report (MENU POERETPT). (N 5,3) Optional
Item Prt	This field is protected and defaults to O if the **Allow PO's** field is N on this screen. This is the item print code used to determine whether your item number, the manufacturer's item number, or both item numbers are printed on Purchase Orders. Key O to print item numbers used by your organization (our item number) on Purchase Orders for this vendor. Key M to print the manufacturer's item number on Purchase Orders for this vendor. Key B to print both your item number and the manufacturer's item number on Purchase Orders for this vendor. NOTE: If you select either M or B, you will be required to key the manufacturer's order number during Enter or Change Requisitions (MENU POMAIN). (A 1) Required
GTIN Prt	This is the Global Trade Item Number (GTIN) print code used to determine whether your GTINs are printed on Purchase Orders for this vendor. GTINs may be set up for your items through UPC & GTIN Item/UOM Cross Reference Maintenance (MENU IAFILE). Key Y to print GTINs, if any, for an item number/Buying U/M on Purchase Orders for this vendor. Key N if you do not want GTINs printed on Purchase Orders for this vendor. *Default Value:* N (A 1) Required

Vendor Master Maintenance (1) Screen Fields and Function Keys

Field/Function Key	Description
Rbt Mthd	This field is used to determine if rebates that must be requested from your vendor (applied for) should be created as open invoices in Accounts Receivable or as credit memos in Accounts Payable.
	Key R if rebates for this vendor should be created as open invoices in Accounts Receivable. If you key an R, the Vendor Rebate Customer Maintenance Screen (p. 44-88) will be presented during this vendor master maintenance to allow you to identify those customers using this vendor with account receivable type rebates.
	Key P if rebates for this vendor should be created as credit memos in Accounts Payable.
	Leave this field blank if you do not want to assign a rebate method to this vendor. When rebates are posted, no credit memo or invoice will be created for this vendor, and no general ledger entries will be made to the pending rebates account.
	(A 1) Optional
Elec Rbt Typ	Use this field to specify the electronic file format that the Rebate Extract Filing option (MENU OERMAIN) will use when generating electronic filing reports for this vendor. XML and flat file formats are available. For a complete description of each filing format and more information about generating rebate filing reports, refer to the Order Entry Rebates User Guide.
	Key A if you want to use the paper industry flat file format.
	Key B to use the paper industry XML file format.
	Key C to use the generic flat file format.
	Key D to use the generic XML file format.
	Leave this field blank if you do not want electronic files generated for this vendor. Extract filing reports for this vendor will always use the print format.
	Valid Values: A, B, C, D, or blank
	(A 1) Optional

Vendor Master Maintenance (1) Screen Fields and Function Keys

Field/Function Key	Description
Allow PO's	This field is used to determine if purchase orders may or may not be created for this vendor.
	Key Y if purchase orders may be created for this vendor.
	Key N to prohibit the creation of purchase orders for this vendor which includes Suggested Order Maintenance (MENU POREPT) and Inventory Control Center.
	If this field is N, then the following fields on this screen, the Vendor Master Additional Information Maintenance Screen (p. 44-65) and Vendor Master Additional Email Maintenance Screen (p. 44-83), will be protected and default to N or O:
	• Default to N: **Calc from Receipts, Allow Off-Line Validation, Print Purchase Orders, Print Vendor RFQ, EDI Purchase Orders, FAX Purchase Orders, FAX Vendor RFQ, Email Purchase Orders,** and **Email Vendor RFQ**
	• Default to O: **Item Print**
	(A 1) Required
Vendor Volume Disc Type	If the vendor offers volume discounts (i.e., PO level discounts), use this field to specify one of the following types of discounts:
	• Highest qualifying percentage discount.
	• Sum of the qualifying discounts.
	• Chain discount where all qualifying discounts are applied, but each is based on the previously discounted value rather than the original cost.
	If the vendor does not allow volume discounts, leave this field blank.
	Key 1 to use the highest qualifying percentage discount.
	Key 2 to use the sum of the qualifying discounts.
	Key 3 to chain the qualifying discount values and use the result.
	For more information on vendor volume discounts, refer to Vendor Volume Discounts in the Purchasing Overview section of this manual.
	(A 1) Optional
Last PO Dt	Key the date on which the last order was placed with this vendor.
	Distribution A+ will update this field as purchase orders are printed for the vendor.
	NOTE: Key the date using the **Default Date Format** for this user, specified through Register A+ User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE).
	(N 6,0) Optional

Vendor Master Maintenance (1) Screen Fields and Function Keys

Field/Function Key	Description
Allow Multi Ship-To POs	Use this field to specify whether or not the vendor accepts purchase orders with more than one ship-to address.
	Key Y if the vendor will ship items on a single purchase order to more than one warehouse.
	NOTE: For every warehouse you wish to be available for inclusion on a multi-warehouse purchase order, you must key Y in the **Multi Ship-to POs** field in Warehouse Numbers Maintenance (MENU IAFILE).
	Key N if the vendor will not ship items on a single purchase order to more than one warehouse.
	For information on multi-warehouse purchase orders, refer to Multi-Warehouse Purchase Orders in the Purchasing Overview section of this manual.
	(A1) Required
Misc Notes	Use this field to add any brief notes pertaining to this vendor, or to requisitions for this vendor. The text you enter here will display on the Requisition Header Screen whenever you enter a requisition for this vendor through Enter or Change Requisitions (MENU POMAIN).
	Key the note for this vendor.
	(A 20) Optional
Allow Off-Line Validation	This field displays only if EDI is installed. Also, this field is protected and defaults to N if the **Allow PO's** field is N on this screen.
	Key Y to have incoming EDI invoices from this vendor automatically receipt validated when they are received. If you key Y, the automatic receipt validation will check the **Cost Variance Warning Percent and Cost Variance Warning Value** defined through Purchasing Options Maintenance (MENU XAFILE). Incoming invoices that exceed the cost variance warning percent/value will not be receipt validated, but will remain as pending invoices marked with an error through Incoming Documents (MENU EIMAIN).
	Key N to prevent incoming EDI invoices from this vendor being automatically receipt validated when they are received. If you key N, invoices received through EDI must be manually validated through Voucher Entry (MENU APMAIN).
	Default Value: N
	(A 1) Required
User Area	Use this field to key any additional information regarding this vendor.
	(A 15) Optional

Vendor Master Maintenance (1) Screen Fields and Function Keys

Field/Function Key	Description
Transport Mode	This field displays only if the country in the vendor's address is defined as a European Community (EC) member through Country Names Maintenance (MENU ARFIL2).
	Companies in EC member countries are required to submit a monthly Intrastat Report (MENU IAREPT) to their respective governments detailing shipments to and receipts from other EC member countries. The mode of transport for each shipment or receipt is required on the report. The transport mode code you enter here will be used as the default transport mode whenever you enter a requisition for this vendor.
	Key the transport mode code for this vendor.
	Valid Values: A transport mode code defined through Transport Mode Maintenance (MENU OEFIL3 or MENU POFIL2).
	(A 2) Required
Min Units	Key the vendor's minimum acceptable purchase quantity.
	The value keyed here is displayed when completing a requisition for this vendor and is used to verify that the minimum order quantity is met. If the number of units requisitioned from this vendor is less than the value keyed in this field, a warning message is displayed.
	When International Currency is installed, for vendors whose trading currencies differ from the company's local currency, this value will display in the trading currency with the trading currency symbol displayed to the right and the local currency equivalent and symbol displayed below.
	(N 11,3) Optional
Min Wght/Min Size	Key the vendor's minimum acceptable order weight and size values.
	The values keyed here are displayed when completing a requisition for this vendor and are used to verify that the minimum weight and size values are met. If the total weight and size of the items requisitioned from this vendor are less than the values keyed in these fields, a warning message is displayed.
	(2 @ N 13,4) Optional

Vendor Master Maintenance (1) Screen Fields and Function Keys

Field/Function Key	Description
Max Units / Max Wght / Max Size	Vendor maximum values can be entered using the **Max Units**, **Max Wght**, and **Max Size** fields. The system will look at the values entered in these fields to determine item ratios for those items that already exist on a Purchase Order, to ensure that the correct ratio remains based on the weight and size. The system will round up or down to the maximum appropriately, while keeping the ratios on the suggested order.
	For example, if using vendor maximums, and you have a crate that holds 15 tons and you have 20 tons of items, the system will round down to the maximum of 15. If you have 15 tons of items and a crate that holds 20 tons, the system will round up to the maximum of 20 proportionally.
	Key the vendor's maximum acceptable purchase quantity, maximum acceptable order weight, and/or size values. These values are ONLY used during Suggested Order Maintenance (MENU POREPT) once you press F17=Auto Rnd on the Suggested Order Maintenance End Order Screen to round to the vendor maximum levels.
	NOTE: If you enter more than one value (that is, you enter a unit and weight or unit, weight and size), the system will look at all values keyed to determine the maximum without going over any one of these values (the greatest amount of any one of the values will be used to round to the maximum).
	(3 @ N 11,3) Optional
F12=Return	Press F12=Return to return to Vendor Master Maintenance Selection Screen (p. 44-3) without updating this vendor.
F24=Delete	F24=Delete displays in Delete Mode only.
	Press F24=Delete to delete the selected vendor. A vendor may not be deleted if any open payables exist for the vendor.

Vendor Master Maintenance (1) Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press ENTER to confirm your selections and update additions or changes made for this vendor. You will be prompted to press ENTER a second time to confirm your selections.

One of the following screens will appear based on the following conditions and hierarchy:

- Vendor Master Maintenance (2) Screen (p. 44-46), if any vendor user fields have been defined.

- A/P Vendor Master Maintenance Screen (p. 44-48), if no vendor user fields have been defined and Accounts Payable is installed/set up.

- Vendor Master Additional Information Maintenance Screen (p. 44-65), if Accounts Payable is not installed/set up and either the EDI or FAX modules are installed/set up.

- Vendor Master Additional Email Maintenance Screen (p. 44-83), if EDI and FAX are not installed/set up and Mail Server is installed/set up.

- Vendor Rebate Customer Maintenance Screen (p. 44-88), if Mail Server is not installed/set up and you are using Vendor Rebates, and you identified the vendor as using the Accounts Receivable method of rebates [on the Vendor Master Maintenance (1) Screen (p. 44-32)].

- Vendor Master Maintenance Selection Screen (p. 44-3), if Vendor Rebates are not being used, or if you did not identify the vendor as using the Accounts Receivable method of rebates [on the Vendor Master Maintenance (1) Screen (p. 44-32)].

Vendor Master Maintenance (2) Screen

```
                    VENDOR MASTER MAINTENANCE              Change

Vendor: 200     Name: K & M CORPORATION


USER FLDS? 1 Industry                          ......
















                                                        F12=Return
```

This screen displays after pressing ENTER from the Vendor Master Maintenance (1) Screen (p. 44-32) if at least one vendor user field has been created through Vendor User Fields Maintenance (MENU POFILE).

Use this screen to add or change vendor user field information. This information will help with the classification of a vendor.

> NOTE: The information defined here pertains to the vendor. However, you may also define user fields for the customer or item.

Vendor Master Maintenance (2) Screen Fields and Function Keys

Field/Function Key	Description
USER FLDS	For each vendor user field previously defined, you can assign one of the valid vendor user field values to this specific vendor. The valid values for a specific vendor user field are keyed to the right of that field.
	Up to six vendor user fields, and an unlimited number of vendor user field values for each of the six, are defined through Vendor User Fields Maintenance (MENU POFILE). Only those user fields already defined will appear on this screen.
	Display

Vendor Master Maintenance (2) Screen Fields and Function Keys

Field/Function Key	Description
(USER FIELD VALUES)	Through Vendor User Fields Maintenance (MENU POFILE) you can define up to six vendor user fields (in the **Code No** field) to further classify a vendor. The description you enter for each of those code numbers displays on this screen. Once a code number has been defined (you may define up to 6), you can then create and associate as many vendor user field values (in the **User Field** field) as desired for the defined code numbers.
	Key a vendor user field value which has been defined for the specific vendor user field. After you key the user code and press ENTER, the description of the user code will display.
	Valid Values: Any vendor user field value defined for the specific vendor user field through Vendor User Fields Maintenance (MENU POFILE).
	(6 @ A 5) Optional
F12=Return	Press F12=RETURN to return to the Vendor Master Maintenance (1) Screen (p. 44-32).
Enter	Press ENTER to confirm your selections and update additions or changes made for this vendor.
	One of the following screens will appear based on the following conditions and hierarchy:
	• A/P Vendor Master Maintenance Screen (p. 44-48), if Accounts Payable is installed.
	• Vendor Master Additional Information Maintenance Screen (p. 44-65), if Accounts Payable is not installed and either the EDI or FAX modules are installed.
	• Vendor Master Additional Email Maintenance Screen (p. 44-83), if EDI and FAX are not installed and Mail Server is installed.
	• Vendor Rebate Customer Maintenance Screen (p. 44-88), if Mail Server is not installed and you are using Vendor Rebates, and you identified the vendor as using the Accounts Receivable method of rebates [on the Vendor Master Maintenance (1) Screen (p. 44-32)].
	• Vendor Master Maintenance Selection Screen (p. 44-3), if Vendor Rebates are not being used, or if you did not identify the vendor as using the Accounts Receivable method of rebates [on the Vendor Master Maintenance (1) Screen (p. 44-32)].

A/P Vendor Master Maintenance Screen

NOTE: This screen displays only if Accounts Payable is installed on your system.

This screen appears when you press ENTER on the following screens:

- Vendor Master Maintenance Selection Screen (p. 44-3) if Purchasing is not installed
- Vendor Master Maintenance (1) Screen (p. 44-32) if Purchasing is installed and you are not using User Fields.
- Vendor Master Maintenance (2) Screen (p. 44-46) if Purchasing is installed.

Use this screen to specify vendor information to be used in Accounts Payable.

A/P Vendor Master Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Vendor	If Purchasing is installed, this field is display-only.
	Key the vendor name.
	(A 30) Required/Display
CC Vendor	Use this field to identify if the vendor located in the **Vendor** field on this screen is allowed to pay by credit card.
	Key Y to identify this vendor as a credit card vendor.
	Key N if this vendor is not a credit card vendor and instead must pay by check or ACH.
	(A 1) Required

A/P Vendor Master Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Payee	This field is display-only if **Different Payee Name/Address** is N on the Vendor Master Maintenance Selection Screen (p. 44-3)
	This field is required if **Different Payee Name/Address** is Y on the Vendor Master Maintenance (1) Screen (p. 44-32).
	Key the name of the payee to be used when processing vouchers and printing checks for this vendor. You can override this name when keying a voucher.
	NOTE: The payee is not necessarily the same as the assignee. The payee's name and address is used during voucher and payment processing. The assignee (see **Assignee**) is a different vendor with a different Vendor ID. The assignee is used for voucher creation and receives payment for this vendor.
	During check processing, when vouchers exist for multiple vendors, and these vendors have exactly the same payee name and address information, only one check will generate since the same address exists for both the vendor and payee name. To generate separate checks for this example, you can either enter the vendor as an assignee to vouchers (if multiple), or use the **Sep Chk** field (if only one voucher), or simply change the name or address slightly so that these vendors can be differentiated and will be sorted to separate checks per vendor.
	(A 30) Required/Display
Addr 1 - Addr 4	These fields are display-only if **Different Payee Name/Address** is N on the Vendor Master Maintenance (1) Screen (p. 44-32).
	You can use the Addr 4 field only if **Form Type** is 2 in System Options Maintenance (MENU XAFILE).
	Key the payee's street address, post office box number or other address information except for the city, state/province, country, and zip/postal code which are specified in fields below.
	(4 @ A 30) Optional/Display
Phone/Ext	In the **Phone** field, key the payee's telephone number, which includes a 3-character country access code followed by the area code and telephone number. For example: 011 (781) 555-1212
	In the **Ext** Field, key the telephone extension of the contact person specified in the **AP Contact** field.
	Valid Values: Numerals and the following symbols: - ( ) . /. Blank spaces are allowed between numerals only if **Allow Blank Phone Delimiters** is Y in Systems Options Maintenance (MENU XAFILE).
	(N 3,0/N 20,0/N 4,0) Optional

A/P Vendor Master Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Fax/Ext	In **Fax** field, key the payee's fax number, which includes a 3-character country access code followed by the area code and telephone number. For example: 011 (781) 555-1212
	In the **Ext** Field, key the telephone extension for the fax machine.
	Valid Values: Numerals and the following symbols: - ( ) . /. Blank spaces are allowed between numerals only if *Allow Blank Phone Delimiters* is Y in Systems Options Maintenance (MENU XAFILE).
	(N 3,0/N 20,0/N 4,0) Optional
Tax Body	Use this field if the **Calculate GST for Purchases (Inputs)** field is set to Y through AP Options Maintenance (MENU APFIL2) and you want to calculate GST for purchases from this vendor. The tax body you key here will be used during the receipt validation process through Voucher Entry (MENU APMAIN). The GST rate specified for the tax body will be used in the calculation of GST for purchases.
	Key the tax body. After you key the tax body and press ENTER, the description of the tax body appears beneath this field.
	Valid Values: A tax body defined through Tax Body Maintenance (MENU OEFILE or ARFILE). Because this field is used to calculate the tax amount for purchases, the tax body should be one with the **Goods/Services Tax** field set to Y in Tax Body Maintenance.
	(A 10) Optional
City	This field is display-only if **Different Payee Name/Address** is N on the Vendor Master Maintenance (1) Screen (p. 44-32).
	Key the payee's city.
	(A 20) Optional/Display
St/Prov	This field is display-only if **Different Payee Name/Address** is N on the Vendor Master Maintenance (1) Screen (p. 44-32).
	Key the payee's state or province.
	Valid Values: A state or province code defined through State/Province Codes Maintenance (MENU OEFIL3) if **Validate State/Province** is Y in Systems Options Maintenance (MENU XAFILE).
	(A 30) Optional\Display
Cntry	This field is display-only if **Different Payee Name/Address** is N on the Vendor Master Maintenance (1) Screen (p. 44-32).
	Key the payee's country.
	Valid Values: A country code defined through Country Name Maintenance (MENU ARFIL2).
	(A 3) Optional\Display

A/P Vendor Master Maintenance Screen Fields and Function Keys

Field/Function Key	Description
A/P Contact	Use this field to key the name of the vendor's primary accounts payable contact person. The name you key in this field may differ from the one keyed in the Contact field on the Vendor Master Maintenance (1) Screen (p. 44-32). The name keyed in this field is used when a voucher is created for this vendor. You may override this field when creating a voucher. (A 30) Optional
Zip/Pstl	This field is display-only if **Different Payee Name/Address** is N on the Vendor Master Maintenance (1) Screen, Vendor Master Maintenance (1) Screen (p. 44-32). Key the payee's zip or postal code. (A 10) Optional\Display
Sort Word	Used when sequencing reports by vendor. Reports and inquiries sort this vendor by this sort word, not by the vendor name. (A 10) Required
1099 Req'd	Used to determine whether a 1099 form is required for this vendor. Key Y if this vendor requires a 1099 form be completed. Key N if this vendor does not require a 1099 form. (A 1) Required
Force Cash Dsc	Used to indicate if cash discounts should be applied regardless if payment is made after the discount date. This is a default value and may be overridden during Voucher Entry (MENU APMAIN). Key Y to force a cash discount for this voucher even if the discount date has passed. Leave this field blank if you do not wish to specify a default force cash discount value for this vendor. Key N if you do not want to force cash discounts for this vendor. This means that cash discounts will not be taken if the discount date has passed. *Valid Values:* Y, N or blank (A 1) Optional

A/P Vendor Master Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Fed Tax ID	The display of this field is based on your authorization to **Allow Access to Federal Tax ID** in Application Action Authority (MENU XASCTY). If you are not authorized, the field will display asterisks. If you are authorized, the un-encrypted federal tax identification code will display.
	Key federal tax identification code for this vendor.
	For vendors that require a 1099 form, this code is printed on 1099 forms in it's original (un-encrypted) format.
	For vendors for whom you want to calculate GST for purchases, this code displays during the receipt validation process through Voucher Entry (MENU APMAIN).
	(A 15) Optional
ID Type	The Federal Tax ID Type.
	This field defines the type of taxpayer identification number the value in the corresponding **Fed Tax ID** field is. This type is determined by the IRS. Note that this field is a required field in the 1099 export file.
	Key 1 to print **EIN** (the IRS code for Employee Identification Number), which is a business, organization, some sole proprietors or other entity account type.
	Key 2 to print **SSN** (the IRS code for Social Security Number), which is an individual, including some sole proprietors account type.
	Leave blank if the Federal Tax ID Type cannot be determined.
	(A 1) Optional
State Tax ID	The state tax identification code for this vendor, which is for informational purposes only.
	Use this field when a state tax identification code is required.
	(A 15) Optional
Hold Code	Use this field to enter a user-defined code that identifies invoices for special payment processing for all vouchers for this vendor. Vouchers for this vendor are held and cannot be paid until the hold code is removed from the voucher.
	Valid Values: Must be a valid hold code defined through Hold Codes Maintenance (MENU APFILE)
	(A 2) Optional

A/P Vendor Master Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Pay Days	The maximum number of days required for payment to this vendor. This value is used to calculate the due date when creating vouchers for this vendor. The due date may be calculated based on the invoice date or the voucher entry date. This is specified in A/P Options Maintenance (MENU APFIL2).
	NOTE: The Cash Requirements Report (MENU POREPT) in Purchasing uses the due date.
	(N 3,0) Required
Payment Pty	The default priority for which payment is made to this vendor.
	When a voucher is created for this vendor, the payment priority keyed in this field is used as the default. You may override or accept this default value. When selecting vouchers for payment during Payment Selection (MENU APCHCK), you may select for payment those vouchers of a specified priority.
	Key 1 if the payment priority for this vendor is high.
	Key 2 if the payment priority for this vendor is medium.
	Key 3 if the payment priority for this vendor is low.
	For example, assume that this vendor demands prompt payment within 30 days. Assign this vendor a payment priority of 2 in this field. When a voucher is keyed for this vendor, the payment priority of 2 for the voucher is displayed. Accept the default priority. After the voucher is posted and you are ready to select vouchers for payment, select vouchers with a payment priority of 1 or 2 only. The voucher created for this vendor is selected for payment. Vendors assigned a payment priority of 3 are not selected.
	(N 1,0) Required
A/P Class	Use this field to enter the class code that classifies this vendor. This field can be used in the vendor performance analysis.
	NOTE: This A/P Class is the "vendor class" referred to elsewhere in this manual.
	Valid Values: An A/P Class defined in Vendor Class Maintenance (MENU APFILE).
	(A 2) Optional

A/P Vendor Master Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Urgency Days	The number of days since either the invoice date or the voucher entry date [depending on your selection though A/P Options Maintenance (MENU APFIL2)] that payment to this vendor is considered urgent.

> NOTE: The value in this field must be greater than that in the **Payment Days** field. This field is required if you key a value in the **Urgency Pty** field.

From the value keyed in this field, the urgency date is calculated. The urgency date is used when keying a voucher through Voucher Entry (MENU APMAIN). The payment priority for a voucher is replaced by the urgency priority if the selected voucher is not paid by the urgency date. The urgency date may be accepted or overridden during Voucher Entry.

When this number of days has passed, the urgency priority (see **Urgency Pty**) is used instead of the payment priority when selecting vouchers for payment through Payment Selection (MENU APCHCK) if you choose to select vouchers by payment priority.

For example, assume that the vendor with a payment priority of 2 demands payment within 30 days. If you have not paid this vendor within the 30 days, and it is urgent that this vendor be paid, assign an urgency days of 30 in this field. When a voucher is keyed for this vendor, the urgency date is calculated as 30 days from the voucher entry date (or invoice date depending on your selection in A/P Options.) You may override the urgency date, if desired.

Also assume that this vendor has an urgency priority of 1. When the urgency date is reached, the vendor's payment priority of 2 is replaced by the vendor's urgency priority of 1. When you select vouchers for payment through Payment Selection, select all vouchers with a payment priority of 1. If the urgency date has passed, this vendor's voucher is selected (since the urgency priority of 1 is used). If the urgency date has not yet been reached, this vendor's voucher is not selected (since the payment priority of 2 is used).

(N 3,0) Optional

A/P Vendor Master Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Urgency Pty	The default urgency priority for which payment is made to this vendor.
	When a voucher is created for this vendor, the urgency priority keyed in this field is used as the default. You may override or accept this default value.
	The urgency priority is used instead of the payment priority for this vendor when the urgency date (see **Urgency Days**) is reached. When selecting vouchers for payment during Payment Selection (MENU APCHCK), you may select for payment those vouchers of a specified priority.
	NOTE: The value in this field must be of a higher priority than that in the **Payment Pty** field. Also, this field is required if you key a value in the **Urgency Days** field.
	Key 1 if the urgency priority for this vendor is high.
	Key 2 if the urgency priority for this vendor is medium.
	Key 3 if the urgency priority for this vendor is low.
	For example, assume that this vendor demands prompt payment within 30 days, and therefore assigned this vendor a payment priority of 2. Assign this vendor an urgency priority of 1 in this field. When a voucher is keyed for this vendor, the urgency priority of 1 for the voucher is displayed.
	After the voucher is posted and you are ready to select vouchers for payment, select vouchers with a payment priority of 1 only. If the urgency date has not yet been reached (see **Urgency Days**), the voucher for this vendor is not selected since the payment priority is 2; if the urgency date has passed, the voucher for this vendor is selected since the urgency priority of 1 is used instead of the payment priority of 2.
	Valid Values: 1, 2, or 3
	(N 1,0) Optional
Terms	The default standard payment terms for this vendor. These may be overridden or accepted during Voucher Entry (MENU APMAIN).
	This field is descriptive only and not used for calculations.
	(A 20) Optional
Csh Dsc Pct	The default standard price discount percent for this vendor. This percentage may be overridden or accepted during Voucher Entry (MENU APMAIN).
	NOTE: This field is required if you key a value in the **Cash Dsc Days** field.
	(N 5,3) Required

A/P Vendor Master Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Allow Split Terms	Use this field to specify if you want to allow split term amounts for each voucher for this vendor. Split terms pertain to vendors who allow their invoice amounts to be split over a specific period of time. Split terms codes are created and maintained in Split Terms Code Maintenance (MENU APFIL2).
	Key Y if you wish to allow split terms for this vendor. If split terms are allowed, you will be able to split invoice amounts so that installments may be made over a period of predefined pay dates. If you key Y, you must specify a default split terms code in the **Dft Split Terms Code** field.
	Key N if you wish to omit split term processing. If split terms are not allowed, invoice amounts will not be allowed to be split.
	Default Value: N
	(A 1) Required
Csh Dsc Dys	Use this field to enter the default number of days available to take the cash discount indicated in the **Csh Dsc Pct** field. This value may be overridden or accepted during Voucher Entry (MENU APMAIN).
	NOTE: This field is required if you key a value in the **Cash Dsc Pct** field.
	(N 3,0) Optional
Dft Split Terms Code	Use this field to specify a default split terms code for this vendor. This is the default split terms code that will be used throughout voucher entry.
	Key the default split terms code you wish to assign to this vendor.
	Leave this field blank if you specified N in the **Allow Split Terms** field.
	Valid Values: Must be a valid split terms code defined through Split Terms Code Maintenance (MENU APFIL2).
	(A 2) Optional/Blank

A/P Vendor Master Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Dft 1099 Cde	This field defines the default IRS 1099 code to be used for this vendor's vouchers. The 1099 code represents one of the IRS 1099 amount types available for use on the 1099-MISC and 1099-NEC forms.
	If a vendor doesn't have a default 1099 code assigned, then vouchers created for that vendor in this company will use the company default defined in APFIL2 AP Company Options; if no vendor and no company default is defined, then the voucher's code will default to blank (although it can be overridden on the voucher). A blank 1099 code on a voucher will assume the code representing Nonemployee Compensation.
	The code on the voucher, if any, is consulted when 1099-MISC and/or 1099-NEC forms are generated to determine where this voucher's value will be included on those forms. If the code representing Nonemployee Compensation is used for a voucher, that voucher's value will be included on the 1099-NEC form; if the code representing any other amount type is used for a voucher, that voucher's value will be included on the 1099-MISC form. If a voucher has a blank 1099 code, the code representing Nonemployee Compensation will be assumed.
	Key the 1099 code representing the applicable IRS 1099 amount type to be used as a default for this vendor's vouchers. A question mark list provides the available codes and their associated IRS 1099 amount types.
	Valid Values: Blank, or one of the values in the Order Control File (ORCTL) representing the valid IRS 1099 amount types (these values are presented when you key a ? in this field).
	(N 2,0) Optional

A/P Vendor Master Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Sep Check	Use this field to specify if a separate check is required for each voucher for this vendor. Key Y if a separate check is required for each voucher for this vendor. Key N if a separate check is not required for each voucher for this vendor. This may be overridden when entering a voucher for this vendor. (A 1) Required
User Area	Use this field to key additional information regarding this vendor. (A 20) Optional
Assignee	Key the number of the vendor to which payment will be made. This value is used as the default **Assignee** value when creating a voucher for this vendor. The assignee is a different vendor with a different Vendor ID to whom payment is made. The assignee specified here is used as the default assignee when creating a voucher for this vendor if **Use Assignees** is Y in AP Options Maintenance (MENU APFIL2). You can override the default assignee during Voucher Entry (MENU APMAIN). *Valid Values:* A vendor number defined through Vendors Maintenance (MENU POFILE). This vendor number must be different from the vendor number in the **Vendor** field. When International Currency is installed, the currency specified for this assignee (through Vendors Maintenance) must be the same as the currency specified for the selected vendor. (A 6) Optional
Currency	This field only displays when International Currency is installed. **Important** Once you define a currency for a vendor, you cannot change the currency if there are any existing vendor/item records, open POs, open requisitions, open payables, or PO history. You may, however, change the vendor's exchange code. Key the currency code for this vendor's currency. If you change the currency code on this screen, the change also will affect the code in the **Currency** field on the Vendor Master Maintenance (1) Screen (p. 44-32). *Valid Values:* A currency code defined through Currency/Exchange Codes Maintenance (MENU ICFILE). (A 3) Required

A/P Vendor Master Maintenance Screen Fields and Function Keys

Field/Function Key	Description
(Currency Code Description)	This field only displays when International Currency is installed. This field displays the description associated with the currency code entered in the **Currency** field. Display
PO Required	Use this field to determine if a purchase order number is required when creating vouchers for this vendor. Key Y if a purchase order number is required when creating vouchers for this vendor. Key N if a purchase order number is not required when creating vouchers for this vendor. (A 1) Required
Exch Code	This field only displays when International Currency is installed. Key the exchange code to be used to access the exchange rate for the vendor's currency. If you change the exchange code on this screen, the change also will affect the code in the **Exch Code** field on the Vendor Master Maintenance (1) Screen (p. 44-32). *Valid Values:* An exchange code defined for the currency through Currency/Exchange Codes Maintenance (MENU ICFILE). (A 3,0) Required
(Exchange Code Description)	This field only displays when International Currency is installed. This field displays the description associated with the exchange code entered in the **Exch Code** field. Display
Credit Limit	Key the amount of credit available with this vendor. When International Currency is installed, key the amount of credit available from this vendor in the vendor's currency. The local currency equivalent will display beneath the vendor's currency. The corresponding currency edit symbol appears to the right of each value. (N 9,0) Required

A/P Vendor Master Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Vendor G/L Cd	The vendor G/L code assigned to this vendor. The vendor G/L code is used to determine which accounts in your general ledger are updated based on the vendor to whom payment is made. Based on your selections in the G/L Interface (See the G/L Interface User Guide), you may update more than one A/P Liability, A/P Cash Discount and A/P expense accounts based on the classification of the vendor to whom payment was made. The vendor G/L code is used to establish this classification of vendor for your general ledger. Key the vendor G/L code for this vendor. Leave this field blank if you do not wish to assign a G/L code to this vendor, or if you have not set up the vendor G/L code in the G/L Interface. For example, assume that you have two classifications of vendors: hard goods supplier vendors and professional service vendors. Assume also that it is necessary to track the expenses made to each classification of vendor. You need to create these vendor G/L codes through Vendor G/L Codes Maintenance (MENU APFILE), and set up the G/L Interface to indicate which expense accounts are updated for each classification of vendor. If you create the vendor G/L codes of "HG" for hard good supplier vendors, and "PS" for professional service vendors, you would next assign each vendor either of these vendor G/L codes. (A 2) Optional
Dft Bus Unit	The default business unit code assigned to this vendor. This default is used when keying a voucher for this vendor if you have set up the G/L Interface to use business units (see the Cross Applications User Guide.) The business unit code is used to update accounts in your general ledger based on a specification made on a voucher. This condition is represented by the business unit code. Key a default business unit in this field if the vendor deals with only one business unit. You may accept or override the business unit when keying a voucher for this vendor through Voucher Entry (MENU APMAIN). Leave this field blank if you do not wish to assign a default business unit to this vendor, or if you do not use business units in the G/L Interface. *Valid Values:* Blank or a valid business unit which has been set up through Business Units Maintenance (MENU APFILE). (A 2) Required

A/P Vendor Master Maintenance Screen Fields and Function Keys

Field/Function Key	Description
PO-AP Transfer	Activates or deactivates receipt validation and landing cost validation during Voucher Entry (MENU APMAIN) for this vendor.
	Key Y to allow access to receipt validation and landing cost validation for this vendor during voucher entry.
	Key N to prohibit receipt validation and landing cost validation for this vendor during voucher entry.
	NOTE: This field should be set to N if the vendor is a warehouse transfer vendor, since no receipt validation is done on a transfer Purchase Order.
	(A 1) Required
Allow Vouchers	Indicates if vouchers can be created for this vendor. Vouchers are created for vendors that will receive payment for goods and services. Some vendors should not allow vouchers to erroneously be created, such as, vendors that are paid by an assignee vendor account, or vendors used for processing and tracking warehouse transfer purchases.
	Key Y if vouchers can be created for this vendor. This is the circumstance for most vendors.
	Key N if vouchers cannot be created for this vendor. This is useful when creating vendors that are used as assignees only. A voucher may be created for the assignee only when a voucher is created for the vendor who uses that assignee.
	(A 1) Required

A/P Vendor Master Maintenance Screen Fields and Function Keys

Field/Function Key	Description
ACH	Application Action Authority (MENU XASCTY) user authorization for **Vendor ACH Information** is required to access the F4=ACH INFORMATION KEY.
	Automatic Clearing House (ACH) is a nationwide electronic network for financial transactions. ACH processes large volumes of credit and debit transactions in batches. Electronic ACH payments provide better cash management capabilities, lower costs and faster processing than traditional paper payments. You can benefit from having this ability to process vendor payments as ACH transactions.
	Use this field to indicate the default value of the selected vendor's payment preference. This value will default into the **ACH Payment** field for this vendor on the End Voucher Screen during Voucher Entry (MENU APMAIN).
	Key Y to select ACH payments as this vendor's default payment preference. If this field is Y, ACH information must exist for this vendor in the ACH Vendor Information File (ACHVEN). To add ACH information, press the F4=ACH INFORMATION function key.
	Key N to select paper checks or credit card as this vendor's default payment preference.
	Default Value: N
	(A 1) Required
Landing Costs Only	Determines whether or not this vendor has been established only as a landing cost vendor. Purchase Orders can not be created for landing cost only vendors, and therefore, normal receipt validation does not occur. The only receipt validation which can occur is that for landing costs.
	Key Y to identify this vendor as a landing cost only vendor.
	Key N if you do not want this vendor to be a landing cost only vendor.
	Valid Values: If the value in the **Allow POs** field on the Vendor Master Maintenance Screen is Y, you must set this field to N.
	(A 1) Required
F4=ACH information	Application Action Authority (MENU XASCTY) user authorization for **Vendor ACH Information** is required to access the F4=ACH INFORMATION KEY.
	In order to use this key, the **ACH** field on this screen must be Y.
	Press F4=ACH INFORMATION to enter or maintain ACH information for this vendor. The Vendor ACH Information Maintenance Screen (p. 44-63) will appear.

A/P Vendor Master Maintenance Screen Fields and Function Keys

Field/Function Key	Description
F12=Return	Press F12=RETURN to return to the previous screen without saving any additions or changes. The Vendor Master Maintenance (2) Screen (p. 44-46) will appear if Purchasing is installed and **User Codes** have been defined, the Vendor Master Maintenance (1) Screen (p. 44-32) will appear if Purchasing is installed and **User Codes** are not defined. Otherwise, the Vendor Master Maintenance Selection Screen (p. 44-3) will appear.
Enter	Press ENTER to confirm your selections and update additions or changes made for this vendor.
	If Purchasing and EDI or Fax are installed, the Vendor Master Additional Information Maintenance Screen (p. 44-65).
	If Purchasing and Mail Server are installed, the Vendor Master Additional Email Maintenance Screen (p. 44-83)
	Depending on the rebate method selected on the Vendor Master Maintenance Screen*, either the Vendor Master Maintenance Selection Screen (p. 44-3) or the Vendor Rebate Customer Maintenance Screen (p. 44-88) will then display.

Vendor ACH Information Maintenance Screen

```
                VENDOR ACH INFORMATION MAINTENANCE

  Vendor: IC3000   SAUERKRAUT PRODUCTS


  Receiving DFI Identification:  424982722 ...........

  DFI Account Number:            87363533 ...........

  Individual ID Number:          IC3000 .............





                                    F12=Return        F24=Delete
```

This screen displays after pressing F4=ACH INFORMATION on the A/P Vendor Master Maintenance Screen (p. 44-48). Use this screen to enter, maintain or delete ACH information for the indicated vendor. ACH information is used when ACH transactions are submitted with this vendor as a receiver (that is, as a company or individual). It is this receiver that authorizes a company or individual (originator) to initiate a transaction to their financial institution account.

Vendor ACH Information Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Vendor	This is the vendor for which you are adding or maintaining ACH information. Display
Payee	This is the payee name for those vendors that have a different payee name selected on the A/P Vendor Master Maintenance Screen (p. 44-48). If a different payee name has not been selected, this field does not appear. Display
Receiving DFI Identification	This field identifies the Transit Routing Number of the receiver's Depository Financial Institution (DFI). Key the transit routing number of the receiving bank. NOTE: This field is used in the creation of the ACH payment group to generate the hash totals on the Control Record. *Valid Values:* Numbers only (A 20) Required

Vendor ACH Information Maintenance Screen Fields and Function Keys

Field/Function Key	Description
DFI Account Number	This field identifies the receiver's account number at their Depository Financial Institution (DFI).
	Key the receiving bank account number.
	(A 20) Required
Individual ID Number	This field indicates the receiver's identification number. This number may be printed on the receiver's bank statement by the Receiving Financial Institution.
	Key the unique receiver ID or vendor ID of this receiver.
	Default Value: vendor ID
	(A 20) Required
F12=Return	Press F12=RETURN to return to the A/P Vendor Master Maintenance Screen (p. 44-48), without updating this screen.
F24=Delete	Press F24=DELETE to delete existing ACH data. All fields on this screen will become display only. If this vendor (or this vendor as an assignee) has no vouchers or invoices flagged as ACH in the Open Vouchers (APVHD), Open Invoices (APOHD), or Paid Invoices (APHHD) file, the user may press F24=DELETE a second time to delete this ACH data and the A/P Vendor Master Maintenance Screen (p. 44-48) will be presented. If this vendor (or this vendor as an assignee) has vouchers or invoices flagged as ACH in any of these files, the Vendor ACH Information Delete Screen (p. 44-91) will be presented.
Enter	Press ENTER to confirm your selections. The A/P Vendor Master Maintenance Screen (p. 44-48) will appear. You will be prompted to press ENTER again to confirm your selections.

Vendor Master Additional Information Maintenance Screen

```
              ADDITIONAL INFO MAINTENANCE
          Vendor: 200     K & M CORPORATION

          Print Purchase Orders:        Y   (Y,N)
          Print Vendor RFQ:             Y.  (Y,N)

EDI INFO:    Trading Partner Id:        200-01170 . . .
             EDI Purchase Orders:            Y (Y,N)
             Hold EDI Purchase Orders:       N (Y,N)
             Update Vendor/Item/Warehouse
             File with Price Catalog (832):  Y. (Y,N)
             IA Vendor:                      . . . . . . . . . .
             Department:
             Send Product Activity Data (852): Y (Y,N)
             Send Product Transfer & Resale
               Report (867):                Y. (Y,N)

FAX INFO:    FAX Number:                312-427-5561
             NickName:
             FAX Purchase Orders:         N   (Y,N)
             FAX Vendor RFQ:              N   (Y,N)


                                              F12=Return
```

NOTE: This screen displays only if the EDI and/or FAX module is installed/set up. The **FAX Info** fields appear on this screen only after the FAX module system options have been set up through Fax System Options Maintenance (MENU AXMAIN). The **EDI Info** fields appear on this screen only after the EDI system options have been set up through EDI Options (MENU EIMAIN).

This screen displays after pressing ENTER on the Vendor Master Maintenance (2) Screen (p. 44-46), or, if A/P is installed, the A/P Vendor Master Maintenance Screen (p. 44-48).

Use this screen to enter EDI and/or FAX vendor master information.

This fax data is maintained in Distribution A+ through this screen and is used as the default data for this vendor when processing Purchase Orders. However, if this vendor's individual Purchase Order job is being processed interactively (as opposed to batch) through FAX, you have the option to override some of this data with that from the installed fax system's (e.g. QUADRANT's FastFax) files. This would occur on the Fax Cover Sheet Information Screen. Refer to this screen as provided in the Appendix section of the FAX User Guide.

Vendor Master Additional Information Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Print Purchase Orders	This field is protected and defaults to N if the **Allow PO's** field is N on the Vendor Master Maintenance (1) Screen (p. 44-32).
	Since Purchase Orders may be printed and/or sent via EDI or FAX, it is required to identify the method(s) to be used for this particular vendor.
	Key Y to indicate, for this vendor's default, that Purchase Orders should be printed. This field must be Y if both the EDI Purchase Orders and FAX Purchase Orders fields are N.
	Note, if only EDI or FAX is installed and if the applicable purchase order field is N, then this **Print Purchase Orders** field must still be Y. Note too that keying a Y here does not preclude the use of EDI or FAX for Purchase Orders. The **EDI Purchase Orders** and/or **FAX Purchase Orders** field(s) may also be Y.
	Key N to indicate, for this vendor, that Purchase Orders should not be printed. If an N is keyed here, either the **EDI Purchase Orders** field or the **Fax Purchase Orders** field must be Y.
	NOTE: If you key an N in this field and instead use EDI or FAX for your Purchase Orders, you may still produce a reprint of those POs through Purchase Orders (MENU POMAIN). A message will print at the top of the PO identifying the original method of "printing."
	(A 1) Required
Print Vendor RFQ	This field is protected and defaults to N if the **Allow PO's** field is N on the Vendor Master Maintenance (1) Screen (p. 44-32).
	Since Vendor RFQs may be printed and/or sent via FAX, you are required to identify the method(s) to be used for this particular vendor.
	Key Y to indicate, for this vendor's default, that Vendor RFQs should be printed. This field must be Y if the **FAX Vendor RFQ** field is set to N. Additionally, keying Y in this field does not preclude the use of EDI or FAX for Vendor RFQs. The **FAX Vendor RFQ** field may also be Y.
	Key N to indicate, for this vendor, that Vendor RFQs should not be printed. If N is keyed in this field, the **Fax Vendor RFQ** field must be Y.
	(A 1) Required

Vendor Master Additional Information Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Trading Partner Id	NOTE: This field is required only if you key a Y in the **EDI Purchase Orders or Send Product Activity Data (852)** field.
	A unique trading partner identification code should be assigned to each vendor [and customer, through Customer/Ship to Master Maintenance (MENU ARFILE)] with whom EDI documents such as Purchase Orders or Product Activity Data (852) (PAD) documents will be exchanged. To assist in ensuring the codes are unique, it may be helpful to utilize the vendor (or customer) name or number as the **Trading Partner ID** or as part of the **Trading Partner ID**.
	By using the **Trading Partner ID**, inquiries can be made to determine which documents were sent to whom and the current status (e.g., has the document been received by that vendor/customer).
	Key the desired trading partner identification code. Note that values keyed in this field are not validated, so be sure text entered is keyed correctly.
	(A 15) Required/Optional
EDI Purchase Orders	This field is protected and defaults to N if the **Allow PO's** field is N on the Vendor Master Maintenance (1) Screen (p. 44-32).
	Since Purchase Orders may be printed and/or sent via EDI or FAX, it is required to identify the method(s) to be used for this particular vendor.
	Key Y to indicate, for this vendor's default, that EDI should be used for Purchase Orders. A Trading Partner ID must be identified as well.
	Key N to indicate, for this vendor's default, that EDI should not be used for Purchase Orders.
	Important
	Refer to the **Print Purchase Orders** field description for details about PO printing options and requirements for printing POs as related to EDI.
	(A 1) Required

Vendor Master Additional Information Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Hold EDI Purchase Orders	If using EDI for Purchase Orders, as determined with a Y in the **EDI Purchase Orders** field, you must use this field to determine the default for whether an EDI PO "print" for this vendor will be available for immediate processing, or if an EDI hold will be placed on the job, which would require a manual release.
	A Y indicates, for this vendor's default, that if a PO print is submitted to EDI for one of this vendor's requisitions, it will go on hold until manually released through EDI. Refer to the EDI User Guide for details about releasing jobs from EDI hold.
	An N indicates, for this vendor's default, that if a PO print is submitted to EDI for one of this vendor's requisitions, no EDI hold will occur and EDI processing will continue normally.
	(A 1) Required
Update Vendor/Item/ Warehouse File with Price Catalog (832)	Use this field to indicate if the Price Catalogs Warehouse Selection Screen (MENU EIMAIN - Option 1) is to be displayed when you press F15=RECEIVE or F17=RECEIVE ALL on the Pending Incoming EDI Price Catalogs Screen (MENU EIMAIN). The Price Catalogs Warehouse Selection Screen will allow you to select which warehouses will have their associated Vendor/Item/Price File updated with the new price information contained in the received Price Catalog.
	Key Y to indicate that the Price Catalogs Warehouse Selection Screen (MENU EIMAIN) is to be displayed when you press F15=RECEIVE or F17=RECEIVE ALL on the Pending Incoming EDI Price Catalogs Screen (MENU EIMAIN).
	Key N to indicate that the Price Catalogs Warehouse Selection Screen (MENU EIMAIN) will not be displayed when you press F15=RECEIVE or F17=RECEIVE ALL on the Pending Incoming EDI Price Catalogs Screen (MENU EIMAIN). This will cause no warehouse specific Vendor/Item/Price Files to be updated with the new price information contained in the received Price Catalog.
	(A 1) Required
IA Vendor	This field appears only if EDI is installed. If you key a Y in the **Send Product Activity Data (852)** field, use this field to enter the customer ID the vendor uses to identify your company. The vendor will provide this information. Distribution A+ puts whatever you key in this field in the **IA Vendor No.** field of the outgoing **Product Activity Data (852)** documents when it creates that document during Day-End Processing (MENU XAMAST).
	NOTE: This field is not related in any way to the Distribution A+ Inventory Accounting (IA) module.
	Key the ID number.
	(A 10) Optional

Vendor Master Additional Information Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Department	This field appears only if EDI is installed. If you key a **Y** in the **Send Product Activity Data (852)** field, use this field to enter the department ID for the department at the vendor's company that should receive the Product Activity Data (852) document.The vendor will provide this information. Distribution A+ puts whatever you key in this field in the **Department** field of the outgoing Product Activity Data (852) document when it creates that document during Day-End Processing (MENU XAMAST).
	Key the department ID.
	(A 5) Optional
Send Product Activity Data (852)	This field appears only if EDI is installed. Use this field to specify if you want to send Product Activity Data (852) (PAD) documents to this vendor. PAD documents notify the vendor whenever selected quantities of any items of which the vendor is a primary vendor have changed.The vendor can then submit a suggested order or ship a predetermined quantity of the item(s).For more information about the PAD document, refer to the Tools to Assist the Buyer section of the Purchasing User Guide.
	Key **Y** if you want to send PAD documents to this vendor.
	NOTE: PAD documents are warehouse-specific. If you key a **Y** in this field, when Distribution A+ creates PAD documents for this vendor, it will not consider the quantities of any items stocked in a warehouse with an **N** in the **Send Outgoing Product Activity Data (852)** field in Warehouse Number Maintenance (MENU IAFILE). If you have multiple warehouses and you want to create PAD documents for all items and units of measure for a vendor, you must be sure that the **Send Outgoing Product Activity Data (852)** field is set to **Y** in Warehouse Number Maintenance (MENU IAFILE) for every warehouse that stocks that vendor's items.
	Key **N** if you do not want to send PAD documents to this vendor.
	Default Value: N
	(A 1) Required
Send Product Transfer & Resale Report (867)	This field appears only if EDI is installed. Use this field to specify if you want to send Product Transfer & Resale Report (867) (PTR) documents to this vendor. PTR documents notify the vendor of product movement.For more information about the PTR document, refer to the Tools to Assist the Buyer section of the Purchasing User Guide.
	Key **Y** if you want to send PTR documents to this vendor.
	Key **N** if you do not want to send PTR documents to this vendor.
	Default Value: N
	(A 1) Required

Vendor Master Additional Information Maintenance Screen Fields and Function Keys

Field/Function Key	Description
FAX Number	This field displays the fax number specified on the Vendor Master Maintenance (1) Screen (p. 44-32). Display
Nickname	This field is only used if you are using the Quadrant FastFax third party software product. --- NOTE: This field or the **FAX Number** field is required only if the **FAX Purchase Orders** field is Y. --- A unique name code should be assigned to each vendor (or customer) with whom FAX documents such as Purchase Orders will be exchanged. To assist in ensuring the codes are unique, it may be helpful to utilize the vendor (or customer) name or number as the **Nickname** or as part of the **Nickname**. By using the **Nickname** in your Distribution A+ files, you can limit the keying of required fax data to send documents to/from this vendor. A nick name is identified and defined for this vendor with the fax requirements in the chosen fax system's files. Once defined there, that data can be associated with this Distribution A+ vendor by simply identifying that same nickname in this field. Then, when desired, you can key this nickname in Distribution A+ and the fax file data will be pulled in and used. Key the desired **Nickname**. Note that values keyed in this field are not validated, so be sure text entered is keyed correctly. (A 10) Required/Optional
FAX Purchase Orders	This field is protected and defaults to N if the **Allow PO's** field is N on the Vendor Master Maintenance (1) Screen (p. 44-32). Since Purchase Orders may be printed and/or sent via EDI or FAX, it is required to identify the method(s) to be used for this particular vendor. Key Y to indicate, for this vendor's default, that FAX should be used for the "printing" of Purchase Orders. A FAX number or nickname also must be identified. Key N to indicate, for this vendor's default, that FAX should not be used for "printing" Purchase Orders. --- **Important** Refer to the Print Purchase Orders field description for details about PO printing options and requirements for printing POs as related to FAX. --- (A 1) Required

Vendor Master Additional Information Maintenance Screen Fields and Function Keys

Field/Function Key	Description
FAX Vendor RFQ	This field will only display when Fax System Options Maintenance (MENU AXMAIN) options are set to use the interface for Quadrant Fax. Also, this field is protected and defaults to N if the **Allow PO's** field is N on the Vendor Master Maintenance (1) Screen (p. 44-32).
	Since Vendor RFQs may be printed and/or sent via FAX, you are required to identify the method(s) to be used for this particular vendor.
	Key Y to indicate, for this vendor's default, that FAX should be used for the "printing" of Vendor RFQs. A FAX number or nickname also must be identified.
	Key N to indicate, for this vendor's default, that FAX should not be used for "printing" Vendor RFQs.
	(A 1) Required
F12=Return	Press F12=RETURN to return to the previous screen.
Enter	Press ENTER to confirm your entries.
	One of the following screens will appear based on the following conditions and hierarchy:
	• Vendor Master Additional EDI Maintenance Screen (p. 44-72), if you have EDI installed and you keyed a Y in the **Send Product Activity Data (852)** field.
	• Vendor Master Additional EDI Maintenance - 867 Screen (p. 44-80), if **Send Product Transfer & Resale Report (867)** is set to Y. on the Vendor Master Additional Information Maintenance Screen (p. 44-65) and if you have EDI installed and you keyed a N in the **Send Product Activity Data (852)** field.
	• Vendor Master Additional Email Maintenance Screen (p. 44-83), if Mail Server is installed.
	• Vendor Rebate Customer Maintenance Screen (p. 44-88), if Mail Server is not installed and you are using Vendor Rebates, and you identified the vendor as using the Accounts Receivable method of rebates [on the Vendor Master Maintenance (1) Screen (p. 44-32).
	• Vendor Master Maintenance Selection Screen (p. 44-3), if Vendor Rebates are not being used, or if you did not identify the vendor as using the Accounts Receivable method of rebates [on the Vendor Master Maintenance (1) Screen (p. 44-32)].

Vendor Master Additional EDI Maintenance Screen

```
                    ADDITIONAL EDI MAINTENANCE
              Vendor:  200       K & M CORPORATION

852 OPTIONS:        Send Frequency (Days):        _ 1
                    Transaction Handling Code:    H (F,G,H,Z)
                    Purge Days:                   999
                    No. of Pre-Assigned PO Numbers: ...

                    Send Quantities:
                         Quantity Sold:           Y (Y,N)
                         Quantity Returned:       Y (Y,N)
                         On-Hand Quantity:        Y (Y,N)
                         Maximum On-Hand Quantity: Y (Y,N)
                         Minimum On-Hand Quantity: Y (Y,N)
                         Quantity On Back Order:  Y (Y,N)
                         Quantity On PO:          Y (Y,N)
                         Quantity Committed:      Y (Y,N)
                         Quantity Available:      Y (Y,N)

                    Exclude Non-Stock Items:      N (Y,N)


                                                    F12=Return
```

This screen displays after you press the ENTER key on the Vendor Master Additional Information Maintenance Screen (p. 44-65), if you have EDI installed/set up and you keyed a Y in the **Send Product Activity Data (852)** field.

Use this screen to set up the conditions for creating and transmitting the PAD document to this vendor. Fields on this screen allow you to specify:

- how often to send the PAD document to the vendor

- how you want the vendor to respond

- how often to purge records from the Product Activity Data Header File and the Product Activity Data Detail File during Day-End Processing (MENU XAMAST)

- whether the PAD document should contain requisition numbers for the vendor to use when responding

- what changes in quantity for each item to report to the vendor

- whether Distribution A+ should consider non-stock items when deciding whether to create and transmit the PAD document

Vendor Master Additional EDI Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Send Frequency (Days)	Use this field to specify how often you want Distribution A+ to check item quantities in the Item Balance File and, if one or more quantities have changed, create the PAD document for this vendor.

When you first select to use PAD documents for a vendor, Distribution A+ takes a snapshot of the quantities in the Item Balance File for each item of which the vendor is the primary vendor. The snapshot is stored in the EDI 852 Item Balance Snapshot File (EOITB). The first time you run Day-End Processing (MENU XAMAST) after the number of days in this field has passed, Distribution A+ compares the quantities in the Item Balance File for the selected items with the information in the EDI 852 Item Balance Snapshot File. If there has been a change in any one quantity for an item, Day-End Processing creates an outgoing PAD document for the vendor and stores a new snapshot of the item quantities in the EDI 852 Item Balance Snapshot File. The outgoing PAD document will use the vendor's purchasing unit of measure as defined through Vendor/Item Information (MENU POFILE).This is the unit of measure quantities will be listed in on the outgoing PAD document. If there is no purchasing unit of measure defined through Vendor/Item Information, the PAD will use the primary unit of measure as defined in the Item Master File.

Key the number of days you want to wait before checking the quantities in the Item Balance File for this vendor.

NOTE: Distribution A+ checks the Item Balance File and creates the PAD document as part of Day-End Processing (MENU XAMAST). If the number of days in this field ends on a day when you do not run Day-End Processing, the PAD document will be created the first time you run Day-End Processing after that date.

Example: : Vendor 100 has a 5 in the **Send Frequency (Days)** field. The last time Distribution A+ checked the Item Balance File quantities for vendor 100 was at Day-End on Monday, March 2. The first Day-End after 5 days would be run on March 8. However, March 8 is a Sunday and your company does not run Day-End on Sundays. The quantities in the Item Balance File will not be checked for vendor 100 until you run Day-End Processing on Monday, March 9.

Valid Values: A number greater than zero.

(N 3,0) Required

Vendor Master Additional EDI Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Transaction Handling Code	Use this field to indicate how you want the vendor to respond to PAD documents. The information in this field is passed to the vendor in the PAD document.
	Key F if you want the vendor to plan and submit a suggested PO for these items and units of measure. You can then enter the suggested PO as a requisition through Enter or Change Requisitions (MENU POMAIN) to create the order.
	Key G if you want the vendor to create a PO and ship the items. You will then have to create a requisition through Enter or Change Requisitions (MENU POMAIN) and print the Purchase Order through Print Purchase Orders (MENU POMAIN) before you will be able to receive the items into inventory.
	Key H if the PAD document is for notification, only. Use this code if you want the vendor to be aware of the changes in item quantities, but do not want the vendor to take any action at this time. Keying an H notifies the vendor that you may be submitting a PO for some or all of these items soon.
	Key Z if you want the vendor to take some other, predetermined action. For example, you may have instructed vendor 1200 to send you a price quote upon receipt of a PAD document with a **Transaction Handling Code** of Z.
	(A 1) Required
Purge Days	Use this field to specify how often you want Distribution A+ to purge records from the Product Activity Data Header File and the Product Activity Data Detail File during Day-End Processing (MENU XAMAST).
	During Day-End Processing, Distribution A+ will purge all records for which the difference between the send date of the PAD document and the day-end date is greater than the number of days you specify here.
	Key the number of days you want used to purge PAD document records.
	Valid Values: A number greater than zero.
	(N 3,0) Required

Vendor Master Additional EDI Maintenance Screen Fields and Function Keys

Field/Function Key	Description
No. of Pre-Assigned PO Numbers	In the PAD document, you can send the vendor one or more pre-assigned requisition numbers. The vendor can then use these requisition numbers when submitting a suggested PO or shipping the items.
	If you key a number in this field, when Distribution A+ creates the PAD document for a vendor during Day-End Processing (MENU XAMAST), it will check the Order Control File for the last requisition number used, generate the specified number of requisition numbers for the vendor, and then update the last number used in the Order Control File.
	Example: : The last requisition number used in the Order Control File is 10082. The **No. of Pre-Assigned PO Numbers** for vendor 100 is 3. When Distribution A+ creates the PAD document for vendor 100, it will assign requisition numbers 10083, 10084, and 10085 and include those in the PAD document. Additionally, Distribution A+ will reset the last requisition number used in the Order Control File to 10085.
	NOTE: If you want to pre-assign requisition numbers to vendors, it is recommended that you set the **Use Requisition No. for PO No.** field to Y in Purchasing Options Maintenance (MENU XAFILE).
	The numbers sent to the vendor are requisition numbers. If the **Use Requisition No. for PO No.** field is set to Y, and you key the pre-assigned requisition number when you enter the requisition, that number will become the PO number when you print the Purchase Order.
	However, if the **Use Requisition No. for PO No.** field is set to N, you must either key the requisition number in the **Our PO No.** field on the Requisition/Purchase Order Maintenance Header Screen in Enter or Change Requisitions (MENU POMAIN), or have the system assign the next available PO number. If you key the PO number, that number may have already been used for another PO. If you let the system assign the next available PO number, the PO number you are using will not match the number the vendor received in the PAD document and may have already entered in their files.
	(N 2,0) Optional

Vendor Master Additional EDI Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Send Quantities	Use these fields to specify which types of quantity changes this vendor should be notified about.
	During Day-End Processing (MENU XAMAST), Distribution A+ creates the PAD document for a vendor if there has been a change in quantity for at least one item of which that vendor is the primary vendor.However, the PAD document is not sent to the vendor, unless the quantity that changed is one that is selected on this screen. Additionally, any PAD document sent to the vendor will include information for each quantity changed that you select here.
	Example: Vendor 100 has a Y in the **Quantity Sold**, **Quantity Returned**, and **Quantity Available** fields. Vendor 100 is the primary vendor for item A120. Since the last PAD document was created for vendor 100, you have sold 5 A120s. Because there has been a change in quantity for an item of which vendor 100 is the primary vendor, Day-End Processing (MENU XAMAST -Option 2) will create the PAD document for vendor 100. The PAD document that is created will contain Quantity Sold and Quantity Available. Because Quantity Returned has not changed, it will not be included on the PAD document. Additionally, because there has been a change to one or more of the quantities selected on this screen (i.e., **Quantity Sold** and **Quantity Available**), the PAD document will be sent to vendor 100.
	You can select to send the PAD document to this vendor whenever one or more of the following quantities have changed for an item of which the vendor is the primary vendor:
Quantity Sold	The quantity of this item that has been sold to customers since the last time the PAD document was created for the vendor.
	Default Value: N.
	Valid Values: You must key a Y for at least one of the Send Quantities.
	(A 1) Required
Quantity Returned	The quantity of this item that has been returned by customers since the last time the PAD document was created for this vendor.
	Default Value: N.
	Valid Values: You must key a Y for at least one of the Send Quantities.
	(A 1) Required

Vendor Master Additional EDI Maintenance Screen Fields and Function Keys

Field/Function Key	Description
On-Hand Quantity	The quantity of the item that is currently on-hand; meaning the quantity before considering items ordered by your customers or ordered from your vendors. *Default Value:* N. *Valid Values:* You must key a Y for at least one of the Send Quantities. (A 1) Required
Maximum On-Hand Quantity	The maximum quantity of the item that should remain in inventory as defined through the Item Balance File Maintenance (MENU IAFILE). *Default Value:* N. *Valid Values:* You must key a Y for at least one of the Send Quantities. (A 1) Required
Minimum On-Hand Quantity	The minimum quantity of the item that should remain in inventory as defined through the Item Balance File Maintenance (MENU IAFILE). *Default Value:* N. *Valid Values:* You must key a Y for at least one of the Send Quantities. (A 1) Required
Quantity on Back Order	The quantity of the item that is on backorder. This is the quantity that has been ordered by customers, but cannot be shipped. *Default Value:* N. *Valid Values:* You must key a Y for at least one of the Send Quantities. (A 1) Required
Quantity on PO	The quantity of the item that is on open purchase orders. Items on an open purchase order have been ordered through Purchasing, but not yet received. *Default Value:* N. *Valid Values:* You must key a Y for at least one of the Send Quantities. (A 1) Required
Quantity Committed	The quantity of the item that is currently committed to specific customer orders. Inventory can be committed to orders automatically as the orders are entered, or manually through Inventory Commit/Uncommit (MENU OEMAST). Depending on how you have set up your Order Entry options, the quantity committed may or may not equal the quantity allocated for an item. *Default Value:* N. *Valid Values:* You must key a Y for at least one of the Send Quantities. (A 1) Required

Vendor Master Additional EDI Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Quantity Available	The quantity of the item that is available to fill customer orders. This quantity is calculated during Day-End Processing (MENU XAMAST) on the date that the PAD document is scheduled to be created for the vendor.
	If Warehouse Management is not installed, the quantity available is calculated as:
	Calculation: Qty Available = Qty On-Hand - Qty Allocated + Unposted Receipts + Special Orders
	If Warehouse Management is installed, the quantity available is calculated as:
	Calculation: Qty Available = Qty On-Hand - Qty Allocated + Unposted Receipts + Special Orders - Allocated Warehouse Transfers - Qty in Reserved Locations + Returns in Reserved Locations
	Default Value: N.
	Valid Values: You must key a Y for at least one of the Send Quantities.
	(A 1) Required
Exclude Non-Stock Items	Key Y if you do not want Distribution A+ to consider the quantities of non-stock items when determining whether to create the PAD document for this vendor. A non-stock item is an item defined with an N in the **Update Inventory** field through Item Master File Maintenance (MENU IAFILE).
	Key N if you do want Distribution A+ to consider the quantities of non-stock items.
	Default Value: N
	(A 1) Required
F12=Return	Press the F12=RETURN function key to cancel your entries and return to the Vendor Master Additional Information Maintenance Screen (p. 44-65).
Enter	Press ENTER to confirm your entries.
	One of the following screens will appear based on the following conditions and hierarchy:
	• Vendor Master Additional EDI Maintenance - 867 Screen (p. 44-80), if **Send Product Transfer & Resale Report (867)** is set to Y. on the Vendor Master Additional Information Maintenance Screen (p. 44-65)
	• Vendor Rebate Customer Maintenance Screen (p. 44-88), if Mail Server is not installed and you are using Vendor Rebates, and you identified the vendor as using the Accounts Receivable method of rebates [on the Vendor Master Maintenance (1) Screen (p. 44-32)].
	• Vendor Master Maintenance Selection Screen (p. 44-3), if Vendor Rebates are not being used, or if you did not identify the vendor as using the Accounts Receivable method of rebates [on the Vendor Master Maintenance (1) Screen (p. 44-32)].

Vendor Master Additional EDI Maintenance - 867 Screen

```
            ADDITIONAL EDI MAINTENANCE - 867
            Vendor: 200    K & M CORPORATION


867 OPTIONS:     Send Frequency:              W

                 If weekly, enter day of week:  ..

                 Purge Days:                  365







                                              F12=Return
```

This screen displays after you press the ENTER key on the

* Vendor Master Additional Information Maintenance Screen (p. 44-65), if you have EDI installed/set
  up and you keyed a Y in the **Send Product Transfer & Resale Report (867)** field and you keyed a N
  in the **Send Product Activity Data (852)** field.

* Vendor Master Additional EDI Maintenance Screen (p. 44-72), if you have EDI installed/set up and
  you keyed a Y in the **Send Product Transfer & Resale Report (867)** field.

Use this screen to set up the conditions for creating and transmitting the Product Transfer& Resale
Report document to this vendor. Fields on this screen allow you to specify:

* how often to send the Product Transfer& Resale Report document to the vendor
* how often to purge records from the Product Transfer& Resale Report Header File and the
  Transfer& Resale Report Detail File during Day-End Processing (MENU XAMAST)

Vendor Master Additional EDI Maintenance -867 Screen Fields and Function Keys

Field/Function Key	Description
Send Frequency	Use this field to specify how often you want Distribution A+ to capture the information and create the Product Transfer& Resale Report document for this vendor.
	Key an M for monthly frequency that will be submitted on the first day-end after the last day-end of the month with from/to dates covering the previous calendar month.
	Key a D for daily frequency (maximum of once a day) will be submitted for invoices posted the previous day.
	Key a W for weekly frequency that will be created during the first day-end on or after the day of the week selected within a from-to date range covering the seven (7) days prior to but not including the day selected.
	Valid Values: M for monthly, W for weekly and D for daily.
	(A 1,0) Required
If weekly, enter day of week	Use this field to specify the day of the week that the Product Transfer& Resale Report document will be created for **Send Frequency** of weekly.
	Valid Values: A number between 1 and 7.
	(N 1,0) Required
Purge Days	Use this field to specify how often you want Distribution A+ to purge records from the Product Transfer& Resale Header File and the Product Transfer& Resale Detail File during Day-End Processing (MENU XAMAST).
	During Day-End Processing, Distribution A+ will purge all records for which the difference between the send date of the PTR document and the day-end date is greater than the number of days you specify here.
	Key the number of days you want used to purge PTR document records.
	Valid Values: A number greater than zero.
	(N 3,0) Required
F12=Return	Press F12=RETURN to cancel your entries and return to the Vendor Master Additional EDI Maintenance Screen (p. 44-72) or the Vendor Master Additional Information Maintenance Screen (p. 44-65).

Vendor Master Additional EDI Maintenance -867 Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press ENTER to confirm your entries.
	One of the following screens will appear based on the following conditions and hierarchy:
	• Vendor Master Additional Email Maintenance Screen (p. 44-83), if Mail Server is installed.
	• Vendor Rebate Customer Maintenance Screen (p. 44-88), if Mail Server is not installed and you are using Vendor Rebates, and you identified the vendor as using the Accounts Receivable method of rebates [on the Vendor Master Maintenance (1) Screen (p. 44-32)].
	• Vendor Master Maintenance Selection Screen (p. 44-3), if Vendor Rebates are not being used, or if you did not identify the vendor as using the Accounts Receivable method of rebates [on the Vendor Master Maintenance (1) Screen (p. 44-32)].

Vendor Master Additional Email Maintenance Screen

```
              ADDITIONAL EMAIL MAINTENANCE
          Vendor: 200      K & M CORPORATION


          Email Purchase Orders:          N     (Y,N)
          Email Vendor RFQ:               N     (Y,N)



  Default Email Address:  davidlewis@km.corporation...........................
  Compress: N  (Y,N)      Password Protect:  N  (Y,N)      Password: ...........

  Contact Email Address:  ...........................................
  Compress: N  (Y,N)      Password Protect:  N  (Y,N)      Password: ...........




                                                          F12=Return
```

This screen only appears if Mail Server is installed/set up. This screen appears after pressing ENTER on one of the following screens based on the following conditions and hierarchy:

- Vendor Master Maintenance (1) Screen (p. 44-32), if no vendor user fields were defined.
- Vendor Master Maintenance (2) Screen (p. 44-46), if any vendor user fields were defined.
- A/P Vendor Master Maintenance Screen (p. 44-48), if no vendor user fields were defined and Accounts Payable is installed/set up.
- Vendor Master Additional Information Maintenance Screen (p. 44-65), if Accounts Payable is not installed/set up and either the EDI or FAX modules are installed/set up.
- Vendor Master Additional EDI Maintenance Screen (p. 44-72)), if EDI is installed/set up and you keyed a Y in the Send Product Activity Data (852) field on the Vendor Master Additional Information Maintenance Screen (p. 44-65).

Use this screen to add or change additional vendor information concerning e-mail transmission for the following documents:

- Purchase Orders
- Vendor RFQs

Vendor Master Additional Email Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Email Purchase Orders	This field is protected and defaults to N if the **Allow PO's** field is N on the Vendor Master Maintenance (1) Screen (p. 44-32).
	Use this field to specify whether Purchase Orders will automatically be e-mailed to this vendor.
	NOTE: The value you key on this screen can be overridden on the End Requisitions Screen (MENU POMAIN).
	Key Y to e-mail Purchase Orders to this vendor.
	Key N if you do not want to e-mail Purchase Orders to this vendor.
	Default Value: N
	(A 1) Required
Email Vendor RFQs	This field is protected and defaults to N if the **Allow PO's** field is N on the Vendor Master Maintenance (1) Screen (p. 44-32).
	Use this field to specify whether Vendor RFQs will automatically be e-mailed to this vendor.
	Key Y to e-mail Vendor RFQs to this vendor.
	Key N if you do not want to e-mail Vendor RFQs to this vendor.
	Default Value: N
	(A 1) Required
Default Email Address	Use this field to provide a default e-mail address for this vendor. If you do not specify a **Contact Email Address** for Purchase Orders and Vendor RFQs, all Distribution A+ documents will be e-mailed to this address.
	NOTE: The address keyed here may be overridden on the Email Options Screen. Refer to the Appendix section of the Mail Server manual for information about the Email Options Screen.
	Key an e-mail address or a distribution group. Separate multiple e-mail addresses with a semi-colon.
	Valid Values: Any operational e-mail address or any distribution group defined through Distribution Groups Maintenance (MENU MSFILE) and assigned e-mail addresses through Distribution Group Assignments Maintenance (MENU MSFILE).
	(A 128) Required

Vendor Master Additional Email Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Compress	There is one **Compress** field for the **Default Email Address** and one for the **Contact Email Address**. Use this field to specify whether Distribution A+ documents sent as attachments will be compressed when e-mailed to the address. NOTE: The value keyed here may be overridden on the Email Options Screen. Refer to the Appendix section of the Mail Server manual for information about the Email Options Screen. Key Y to compress attachments sent to the address. You must key Y in this field if you want to key Y in the **Password Protect** field to password protect attachments. NOTE: If you key Y to compress attachments, the recipient must have standard data compression software or be using an e-mail client that supports compression in order to open the attachment. Key N to leave attachments sent to the address uncompressed. *Default Value:* N (A 1) Required
Password Protect	There is one **Password Protect** field for the **Default Email Address** and one for the **Contact Email Address**. Use this field to specify whether Distribution A+ documents sent as attachments will be password protected when e-mailed to the address. If you select to password protect documents, the recipient will not be able to open the attached document without the password. NOTE: The value keyed here may be overridden on the Email Options Screen. Refer to the Appendix section of the Mail Server manual for information about the Email Options Screen. Key Y to password protect attachments sent to this address. NOTE: If you key Y to password protect attachments, then you must key Y in the **Compress** field. Key N to send attachments to this contact without password protection. *Default Value:* N (A 1) Required

Vendor Master Additional Email Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Password	There is one **Password** field for the **Default Email Address** and one for the **Contact Email Address**. This field is required if you keyed Y in the **Password Protect** field. If you keyed N in the **Password Protect** field, then you must leave this field blank. The recipient must know the password and key it in order to open the attachment. NOTE: The value keyed here may be overridden on the Email Options Screen. Refer to the Appendix section of the Mail Server manual for information about the Email Options Screen. Key a password. (A 10) Required/Blank
Contact Email Address	Use this field to provide a contact e-mail address for this vendor. The following documents will be sent to this address: • Purchase Orders • Vendor RFQs If you leave this field blank, Purchase Orders and Vendor RFQs will be e-mailed to the **Default Email Address**. NOTE: The address keyed here may be overridden on the Email Options Screen. Refer to the Appendix section of the Mail Server User Guide for information about the Email Options Screen. Key an e-mail address or a distribution group. Separate multiple e-mail addresses with a semi-colon. *Valid Values:* Any operational e-mail address or any distribution group defined through Distribution Groups Maintenance (MENU MSFILE) and assigned e-mail addresses through Distribution Group Assignments Maintenance (MENU MSFILE). (A 128) Optional
F12=Return	Press F12=RETURN to return to the previous screen without saving your entries.

Vendor Master Additional Email Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Enter	Press the ENTER key to save your entries.
	One of the following screens will appear based on the following conditions and hierarchy:
	• Vendor Rebate Customer Maintenance Screen (p. 44-88), if you are using Vendor Rebates, and you identified the vendor as using the Accounts Receivable method of rebates [on the Vendor Master Maintenance (1) Screen (p. 44-32)].
	• Vendor Master Maintenance Selection Screen (p. 44-3), if Vendor Rebates are not being used, or if you did not identify the vendor as using the Accounts Receivable method of rebates [on the Vendor Master Maintenance (1) Screen (p. 44-32)].

Vendor Rebate Customer Maintenance Screen

```
               VENDOR REBATE CUSTOMER MAINTENANCE
 Vendor: 200    K & M CORPORATION              US Dollars

              Co  Customer    Name                  Currency
               1  ─..........
               2  ..........
               3  ..........




              _____

                                                     F12=Return
```

> NOTE: This screen displays only if you are using Vendor Rebates, and you identified the
> vendor as using the Accounts Receivable method of rebates [on the Vendor
> Master Maintenance (1) Screen (p. 44-32)].

This screen displays after pressing ENTER on the one of the following screens, depending on which modules are installed:

- Vendor Master Maintenance (2) Screen (p. 44-46)
- A/P Vendor Master Maintenance Screen (p. 44-48)
- Vendor Master Additional Information Maintenance Screen (p. 44-65)
- Vendor Master Additional EDI Maintenance Screen (p. 44-72)
- Vendor Master Additional Email Maintenance Screen (p. 44-83)

Use this screen to identify those customers having a rebate relationship with this vendor in which the method for rebate payment is accounts receivable, as opposed to accounts payable. The customer numbers will be used in determining the accounts affected. In other words, when rebates are generated by this vendor for these customers, these customer number will be used in A/R to ensure G/L consistency.

Vendor Rebate Customer Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Co	NOTE: This field displays only if you are established in Distribution A+ through System Options Maintenance (MENU XAFILE) as multi-company. The companies defined in Distribution A+ for which rebates might be established will be presented. For each company presented, the customer number is to be keyed to identify with whom the vendor/customer rebate relationship exists. Display
Customer	Use this field to identify the customer number, for the specified company, with whom the rebate relationship exists. This customer number will be used in determining how A/R will be affected. Key the desired customer number. After keying the number and pressing ENTER, the name of the customer, as defined through Customer/Ship to Master Maintenance (MENU ARFILE) will display. (A 10) Optional
F12=Return	Press F12=RETURN to return to the previous screen.
Enter	Press ENTER to confirm your selections and update additions or changes made for this vendor. The Vendor Master Maintenance Selection Screen (p. 44-3) will display.

Vendor ACH Information Delete Screen

```
                 VENDOR ACH INFORMATION - DELETE

  Vendor: 200     K & M CORPORATION SOA20



  Receiving DFI Identification:  399302

  DFI Account Number:            ABGGD-12

  Individual ID Number:          200MY

  Open Vouchers (APVHD):         Y
  Open Invoices (APOHD):         Y
  Paid Invoices (APHHD):         Y
  WARNING: These Open and/or Paid files indicating a 'Y' currently contain one
  or more entries marked as ACH=Y for this vendor or with this vendor as the
  assignee. Any such open entries should be changed to ACH=N, since they
  should not be processed as ACH payments if this ACH information is deleted.
  If Check Reversals are done to re-open any of the paid entries, then those
  re-opened entries should be changed too.
            1020: Press F24 to confirm deletion of record

                                    F12=Return        F24=Delete
```

This screen displays after pressing F24=DELETE on the Vendor ACH Information Maintenance Screen (p. 44-63) if there were vouchers or invoices found or this vendor (or this vendor as an assignee) that are currently flagged as ACH. This serves to warn users that ACH data should not be deleted from the vendor while vouchers or invoices are identified as expecting ACH processing and also identifies in which file(s) the ACH flagged data was found.

Vendor ACH Information Delete Screen Fields and Function Keys

Field/Function Key	Description
Vendor	This is the vendor for which you are deleting ACH information. Display
Payee	This is the payee name for those vendors that have a different payee name selected on the A/P Vendor Master Maintenance Screen (p. 44-48). If a different payee name has not been selected, this field does not appear. Display
Receiving DFI Identification	This is the Transit Routing Number currently assigned to this vendor on the Vendor ACH Information Maintenance Screen (p. 44-63). Display

Vendor ACH Information Maintenance Screen Fields and Function Keys

Field/Function Key	Description
DFI Account Number	This is the receiver's account number currently assigned to this vendor on the Vendor ACH Information Maintenance Screen (p. 44-63). Display
Individual ID Number	This is the receiver's identification number currently assigned to this vendor on the Vendor ACH Information Maintenance Screen (p. 44-63). Display
F12=Return	Press F12=RETURN to return to the Vendor ACH Information Maintenance Screen (p. 44-63) without deleting the ACH data
F24=Delete	After reviewing the warning information on the screen Press F24=DELETE to delete the existing ACH data; the A/P Vendor Master Maintenance Screen (p. 44-48), will be presented.

Vendors Listing

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

If you are accessing Vendors Listing from **MENU APFILE**, you will be presented with the following screen and listing:

Title	Purpose
A/P Vendor Master File List Screen	Use to select the range of vendors to print on the Vendor Master File Listing for Accounts Payable (p. 44-93).

Title	Purpose
Vendor Master File Listing for Accounts Payable	Prints the contents of the Accounts Payable Vendor Master File.

If you are accessing Vendors Listing from **MENU POFILE**, you will be presented with the following screen and listings:

Title	Purpose
Vendor Master File List Screen	Use to select the range of vendors to print on the Vendor Master File Listing for Purchasing.
Vendor Master File Listing for Purchasing - for Purchasing	Prints the contents of the Vendor Master File.
Vendor EDI/FAX/EMAIL Options Listing	Prints EDI/FAX/EMAIL options for the vendors.
Vendor Special Order Options Listing	Prints the special order options defined for vendors through Vendors Maintenance (MENU POFILE).

A/P Vendor Master File List Screen

```
            AP VENDOR MASTER FILE LIST



    Vendor:              _.....    to   .......

    Sort Word:         ..........  to  ..........

    Vendor AP Class?      ...     to?     ...

    Hold Code?            ...     to?     ...

    Include Full Address:    ..    (Y,N)






                                            F3=Cancel
```

This screen displays after selecting option 11 - Vendors Listing from the A/P File Maintenance Menu (MENU APFILE). Use this screen to select the range of vendors and other criteria to print on the Vendor Master File Listing for Accounts Payable (p. 44-93).

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

A/P Vendor Master File List Screen Fields and Function Keys

Field/Function Key	Description
Vendor	Key the range of vendor numbers to print on the Vendor Master File Listing. (2 @ A 6) Required
Sort Word	Key the range of sort words assigned to the vendors to print. Sort words are assigned to a vendor through Vendors Maintenance on the A/P Vendor Master Maintenance Screen (p. 44-48) (MENU APFILE/MENU POFILE). (2 @ A 10) Required
Vendor A/P Class	Key the range of Vendor A/P Classes assigned to the vendors to print. Vendor A/P Classes are assigned to a vendor through Vendors Maintenance on the A/P Vendor Master Maintenance Screen (p. 44-48) (MENU APFILE/MENU POFILE). *Valid Values:* a vendor A/P Class defined through Vendor Class Maintenance (MENU APFILE) (2 @ A 2) Required

A/P Vendor Master File List Screen Fields and Function Keys

Field/Function Key	Description
Hold Code	Key the range of hold codes assigned to the vendors to print. Hold codes are assigned to a vendor through Vendors Maintenance on the A/P Vendor Master Maintenance Screen (p. 44-48) (MENU APFILE/MENU POFILE). *Valid Values:* an A/P hold code defined through Hold Codes Maintenance (MENU APFILE) (2 @ A 2) Required
Include Full Address	Use to determine if the vendor's full address will print on the report. Key Y to print the full address that includes four address lines, city, state/province, zip/postal code, and country code. This adds 2 print lines per vendor to the report. Key N to only print the customer name and not print the 2 lines of full address information address on the report. (A 1) Required
F3=Cancel	Press F3=CANCEL to cancel this option and return to MENU APFILE.
Enter	Press ENTER to confirm your entries. The Report Options Screen will display. The reference section for this screen is in the Appendix section of the Cross Applications User Guide.

Vendor Master File Listing for Accounts Payable

```
AP902  02/14/19  12.59.57                    VENDOR MASTER FILE LISTING                          AD/APDEMO      PAGE    1
Vendor From: IC1000    All Sort Words            All Vendor AP Classes                All Hold Codes
        To: IC5000
  Include Full Address: YES
Vendor/          Name/                  Phone/              Federal Tax ID/        Terms/     Assign/  Class
Sort Word        Contact                  Fax               State Tax ID           Hold Cd    1099
-----------------------------------------------------------------------------------------------------------------------
IC4000  GUADALJARA OFFICE SUPPLIES     52 3-789-2231        X0011 MX52-37892231-1 Net 30
GUADAL O  Maria Sanchez                52 3-789-2239        X0000                                       NO
          Ave. independencia Sur #1065
                Guadalajara, Jalesco                        MEX 12345-9965
        Currency: Mexican Pesos            Exchange: Wall Street Journal    Allow Split Terms: N   Dft Split Terms Code:
Force Cash Dsc:      Payment Days/Pty:  30/2       Urgency Days/Pty:  45/1     Cash Disc Pct/Days:   .000 /       Sep Check: N
   PO Required: N    Credit Limit:             0   Vendor GL Code:                Dft Bus Unit:            PO-AP Transfer: Y
Allow Vouchers: Y    Landing Costs Only: N   ACH Flag: N   CC Vendor: N           Fed Tax ID Type: EIN          Dft 1099 Box:
IC1000  LITTLE ITALY RESTAURANT SUPPLY 111846-857-9663     X0102 INTL10009-00002 NET 30
LITTLE ITAMaria Cornicelli             846857-966-9239      X0000                                       YES
          Leaning Tower Office Park     345 Michaelangelo Way       District of the Vatican
                Rome, Italy                                 ITA 12345-3789
        Currency: Italian Lira            Exchange: Wall Street Journal    Allow Split Terms: N   Dft Split Terms Code:
Force Cash Dsc:      Payment Days/Pty:  30/2       Urgency Days/Pty:  45/1     Cash Disc Pct/Days:   .000 /       Sep Check: N
   PO Required: N    Credit Limit:             0   Vendor GL Code:                Dft Bus Unit:            PO-AP Transfer: Y
Allow Vouchers: Y    Landing Costs Only: N   ACH Flag: N   CC Vendor: N           Fed Tax ID Type: SSN          Dft 1099 Box: 14
IC5000  SASKATCHEWAN PRODUCTS          519-114-8885         X0119 INTL50009-00001 Net 30
SASKAT P  Nancy Steele                 519-114-8889         X0000                                       YES
          150 Snowshoe Road
                Dartmouth, Ontario                          CAN SNB3B 1G6
        Currency: Canadian Dollars        Exchange: Wall Street Journal    Allow Split Terms: N   Dft Split Terms Code:
Force Cash Dsc:      Payment Days/Pty:  30/2       Urgency Days/Pty:  45/1     Cash Disc Pct/Days:   .000 /       Sep Check: N
   PO Required: N    Credit Limit:             0   Vendor GL Code:                Dft Bus Unit:            PO-AP Transfer: Y
Allow Vouchers: Y    Landing Costs Only: N   ACH Flag: Y   CC Vendor:             Fed Tax ID Type: EIN          Dft 1099 Box:
IC3000  SAUERKRAUT PRODUCTS            113142-885-3652      X0012 GE3000-113142-2 Net 30
SAUERK    Hilda Hirserunner            113142-885-3659      X0000                                       NO
          945 Schubert
                East Berlin, Germany                        GER 13245-7774
        Currency: German Deutschemark     Exchange: Wall Street Journal    Allow Split Terms: N   Dft Split Terms Code:
Force Cash Dsc:      Payment Days/Pty:  30/2       Urgency Days/Pty:  45/1     Cash Disc Pct/Days:   .000 /       Sep Check: N
   PO Required: N    Credit Limit:             0   Vendor GL Code:                Dft Bus Unit:            PO-AP Transfer: Y
Allow Vouchers: Y    Landing Costs Only: N   ACH Flag: Y   CC Vendor: N           Fed Tax ID Type: SSN          Dft 1099 Box:
IC2000  WOODEN CHOPSTICKS OFFICE POOL  81 3-984-4112        X0302 INTL20009000001 Net 30
WOODEN C  So Yen                       81 3-984-4119        X0000 XFERI-2-1/22/19                        YES
          3679 Hiroshima Memorial Drive  Bldg 41A                  Office Block 173
                Tokeyo, Japan                               JAP 12345-9663
        Currency: Japanese Yen            Exchange: Wall Street Journal    Allow Split Terms: N   Dft Split Terms Code:
Force Cash Dsc:      Payment Days/Pty:  30/2       Urgency Days/Pty:  45/1     Cash Disc Pct/Days:   .000 /       Sep Check: N
   PO Required: N    Credit Limit:             0   Vendor GL Code:                Dft Bus Unit:            PO-AP Transfer: Y
Allow Vouchers: Y    Landing Costs Only: N   ACH Flag: N   CC Vendor: N           Fed Tax ID Type: SSN          Dft 1099 Box:  6
```

This listing is produced following your responses on the A/P Vendor Master File List Screen (p. 44-92), and the Report Options Screen.

All vendors that match the criteria specified on the A/P Vendor Master File List Screen (p. 44-92) are printed. This listing is sequenced by vendor number. When International Currency is installed, the fields relevant to that module are also printed. Refer to the Vendors Maintenance screens for details on the specific fields of this report.

NOTE: The Vendors Listing printed from Menu POFILE and the Vendors Listing printed from Menu APFILE are different reports and list the information relevant to each specific module.

NOTE: For the **Federal Tax ID** field, the display is based on your authorization to **Allow Access to Federal Tax ID** in Application Action Authority (MENU XASCTY). If you are not authorized, the field will display asterisks. If you are authorized, the un-encrypted federal tax identification code will display.

Vendor Master File List Screen

```
              VENDOR MASTER FILE LIST


       Include Full Address:          N (Y,N)

       Vendor Number:     ....... To: .......

       EDI/FAX/EMAIL Options Listing: N (Y,N)
       Special Order Options Listing: N (Y,N)







                                              F3=Cancel
```

This screen displays after selecting option 11 - Vendors Listing from the Purchasing File Maintenance Menu (MENU POFILE). Use this screen to select the range of vendors to print on the Vendor Master File Listing for Purchasing (p. 44-96). You can also select whether to print EDI, FAX and e-mail information for the selected vendors and whether to print the Vendor Special Order Options Listing.

Vendor Master File List Screen Fields and Function Keys

Field/Function Key	Description
Include Full Address	Use this field to specify if the full address for this vendor will print.
	Key Y to print the vendor's full address.
	Key N if you do not want the full address printed.
	(A 1) Required
Vendor Number	Select the vendors to print on the Vendor Master File Listing using the FROM/TO ranges explained in the Cross Applications User Guide.
	(2 @ A 6) Required

Vendor Master File List Screen Fields and Function Keys

Field/Function Key	Description
EDI/FAX/EMAIL Options Listing	This field appears only if you have one or more of the following modules installed: • Electronic Data Interchange (EDI) • FAX • Mail Server Key Y to print the Vendor EDI/FAX/EMAIL Options Listing, which lists the EDI, FAX, and e-mail information that has been entered for each vendor selected. The report will print after the Vendor Master File Listing for Purchasing (p. 44-96). Key N if you do not want to print the Vendor EDI/FAX/EMAIL Options Listing. Only the Vendor Master File Listing for Purchasing (p. 44-96) will print. (A 1) Required
Special Order Options Listing	Use this field to specify whether or not you want the Vendor Special Order Options Listing to print along with the Vendor Master File Listing. The Vendor Special Order Options Listing prints the special order options defined for vendors through Vendors Maintenance (MENU POFILE). Key Y if you want the Vendor Special Order Options Listing to print. If you key Y, the listing will print based on the vendor range only; it will not take into consideration any additional selection criteria. Key N if you do not want the Vendor Special Order Options Listing to print. (A 1) Required
F3=Cancel	Press F3=CANCEL to cancel this option and return to MENU POFILE.
Enter	Press ENTER to confirm your entries. The Report Options Screen will display. The reference section for this screen is in the Appendix section of the Cross Applications User Guide.

Vendor Master File Listing for Purchasing

```
 P0902 12/13/18  17:50:23                    VENDOR MASTER FILE LIST                    AD/APDEMO              PAGE:    1
       All Vendors            Include Full Address:  YES
                                                                                   Lead Ord  Calc from
Vendor No/Name                            Contact                Buyer    Telephone     Time Freq   Rcpts   Sfty Stock %
-----------------------------------------------------------------------------------------------------------------------
IC1000 LITTLE ITALY RESTAURANT SUPPLY     Luigi Bornelli        102 6-857-9663                       N
       Leaning Tower Office Park
       345 Michaelangelo Way              Currency: Italian Lira         Exchange: Wall Street Journal
       District of the Vatican            Allow Multi Ship-To POs:  N           FOB Code:
                                          Vendor Volume Disc Type:          Transport Mode: 1
       Rome, Italy                        12345-3789     ITA
                                          Allow Off-Line Validation:  Y
IC2000 WOODEN CHOPSTICKS OFFICE POOL      So Yen                102 3-984-4112                        N
       3679 Hiroshima Memorial Drive
                                          Currency: Japanese Yen         Exchange: Wall Street Journal
                                          Allow Multi Ship-To POs:  N           FOB Code:
                                          Vendor Volume Disc Type:
       Tokeyo, Japan                      12345-9663     JAP
                                          Allow Off-Line Validation:  Y

IC3000 SAUERKRAUT PRODUCTS                Hans Schneider        102 30-885-3652                       N
       945 Schubert
                                          Currency: German Deutschemark  Exchange: Wall Street Journal
                                          Allow Multi Ship-To POs:  N           FOB Code:
                                          Vendor Volume Disc Type:          Transport Mode: 1
       East Berlin, Germany               13245-7774     GER
                                          Allow Off-Line Validation:  Y
IC4000 GUADALJARA OFFICE SUPPLIES         Jose Gonzales         102 3-789-2231                        N
       Ave. independencia Sur #1065
                                          Currency: Mexican Pesos        Exchange: Wall Street Journal
                                          Allow Multi Ship-To POs:  N           FOB Code:
                                          Vendor Volume Disc Type:
       Guadalajara, Jalesco               12345-9965     MEX
                                          Allow Off-Line Validation:  Y
IC5000 SASKATCHEWAN PRODUCTS              Marc Dunderdale       102 519-114-8885                      N
       150 Snowshoe Road
                                          Currency: Canadian Dollars     Exchange: Wall Street Journal
                                          Allow Multi Ship-To POs:  N           FOB Code:
                                          Vendor Volume Disc Type:
       Dartmouth, Ontario                 SNB3B 1G6      CAN
                                          Allow Off-Line Validation:  Y
IC6000 LE FRANCAIS WINERY                 Ava Sevres            102 56-744-3366                       N
       8 Rue De Bruxcelles
       Centre Evolic                      Currency: French Francs        Exchange: Wall Street Journal
                                          Allow Multi Ship-To POs:  N           FOB Code:
                                          Vendor Volume Disc Type:          Transport Mode: 1
       Rhone-Alps, Bordeaux               187 GR9        FRA
                                          Allow Off-Line Validation:  Y
IC7000 NAPA VALLEY VINEYRD                Paul Mason            102 903-124-1114                      N
       PO Box 1124
                                          Currency: US Dollars           Exchange: Wall Street Journal
                                          Allow Multi Ship-To POs:  N           FOB Code:
                                          Vendor Volume Disc Type:
       Napa Valley         CA             96020-2110     USA
                                          Allow Off-Line Validation:  Y
```

This listing is produced following your responses on the Vendor Master File List Screen (p. 44-94), and the Report Options Screen.

NOTE: The Vendors Listing printed from Menu POFILE and the Vendors Listing printed from Menu APFILE are different reports and list the information relevant to each specific module.

Vendor Master File Listing for Purchasing

Report/Listing Fields	Description
Vendor Information	The following information about this vendor is printed [these fields are explained in detail on the Vendor Master Maintenance (1) Screen (p. 44-32)]: • Vendor No/Name/Address • Contact • Allow Off-Line Validation • Allow Multi Ship-To POs • Vendor Volume Disc Type • Buyer • Telephone • Lead Time (Wks) • Order Frequency (Wks) • Calc from Rcpts • Sfty Stock % • Vendor User Fields • FOB Code • Transport Mode
Currency	For each foreign currency vendor listed, the description for the vendor's trading currency will print in this field.
Exchange	For each foreign currency vendor listed, the description for the currency's exchange code prints in this field.

Vendor EDI/FAX/EMAIL Options Listing

```
PO903          06/08/16  15:22:47          VENDOR EDI/FAX/EMAIL OPTIONS LISTING        AU/APDEMO              PAGE:  1
   Vendor Fr:  IC1000  To:  IC9000
------------------------------------------------------------------------------------------------------------------------
Vendor:  IC1000  LITTLE ITALY RESTAURANT SUPPLY          Print Purchase Orders:  Y     Print Vendor RFQ:        Y
FAX Information:    FAX Purchase Orders:    N  FAX Vendor RFQ:   N  FAX Number: 39  6-857-9239                Nickname:
EMAIL Information:  EMAIL Purchase Orders:  N  EMAIL Vendor RFQ: N
   Default EMAIL Address:
     lbornelli@littleitaly.restaurant
        Compress:               N     Password Protect:           N                 Password:
Vendor:  IC2000  WOODEN CHOPSTICKS OFFICE POOL           Print Purchase Orders:    Y     Print Vendor RFQ:      Y
FAX Information:    FAX Purchase Orders:    N  FAX Vendor RFQ:   N  FAX Number: 81  3-984-4119                Nickname:
EMAIL Information:  EMAIL Purchase Orders:  N  EMAIL Vendor RFQ: N
   Default EMAIL Address:
     syen@woodenchopsticksoffice.pool
        Compress:               N     Password Protect:           N                 Password:
Vendor:  IC3000  SAUERKRAUT PRODUCTS                     Print Purchase Orders:    Y     Print Vendor RFQ:      Y
FAX Information:    FAX Purchase Orders:    N  FAX Vendor RFQ:   N  FAX Number: 49  30-885-3659               Nickname:
EMAIL Information:  EMAIL Purchase Orders:  N  EMAIL Vendor RFQ: N
   Default EMAIL Address:
     hschneider@sauerkraut.products
        Compress:               N     Password Protect:           N                 Password:
Vendor:  IC4000  GUADALJARA OFFICE SUPPLIES              Print Purchase Orders:    Y     Print Vendor RFQ:      Y
FAX Information:    FAX Purchase Orders:    N  FAX Vendor RFQ:   N  FAX Number: 52  3-789-2239                Nickname:
EMAIL Information:  EMAIL Purchase Orders:  N  EMAIL Vendor RFQ: N
   Default EMAIL Address:
     jgonzales@guadaljaraoffice.supplies
        Compress:               N     Password Protect:           N                 Password:
Vendor:  IC5000  SASKATCHEWAN PRODUCTS                   Print Purchase Orders:    Y     Print Vendor RFQ:      Y
FAX Information:    FAX Purchase Orders:    N  FAX Vendor RFQ:   N  FAX Number:     519-114-8889              Nickname:
EMAIL Information:  EMAIL Purchase Orders:  N  EMAIL Vendor RFQ: N
   Default EMAIL Address:
     mdunderdale@saskatchewan.products
        Compress:               N     Password Protect:           N                 Password:
Vendor:  IC6000  LE FRANCAIS WINERY                      Print Purchase Orders:    Y     Print Vendor RFQ:      Y
FAX Information:    FAX Purchase Orders:    N  FAX Vendor RFQ:   N  FAX Number: 33  56-744-3369               Nickname:
EMAIL Information:  EMAIL Purchase Orders:  N  EMAIL Vendor RFQ: N
   Default EMAIL Address:
     asevres@lefrancais.winery
        Compress:               N     Password Protect:           N                 Password:
Vendor:  IC7000  NAPA VALLEY VINEYRD                     Print Purchase Orders:    Y     Print Vendor RFQ:      Y
FAX Information:    FAX Purchase Orders:    N  FAX Vendor RFQ:   N  FAX Number:     903-124-1119              Nickname:
EMAIL Information:  EMAIL Purchase Orders:  N  EMAIL Vendor RFQ: N
   Default EMAIL Address:
     pmason@napavalley.vineyard
        Compress:               N     Password Protect:           N                 Password:
Vendor:  IC8000  BIG BEN CLOCK SHOP                      Print Purchase Orders:    Y     Print Vendor RFQ:      Y
FAX Information:    FAX Purchase Orders:    N  FAX Vendor RFQ:   N  FAX Number: 44  71.587.630                Nickname:
EMAIL Information:  EMAIL Purchase Orders:  N  EMAIL Vendor RFQ: N
   Default EMAIL Address:
     wsmythe@bigbenclock.shop
        Compress:               N     Password Protect:           N                 Password:
```

This listing prints after the Vendor Master File Listing for Purchasing (p. 44-96), if you have EDI, FAX or Mail Server installed and you keyed a Y in the **EDI/FAX/EMAIL Options Listing** field on the Vendor Master File List Screen (p. 44-94).

Vendor EDI/FAX/EMAIL Options Listing Field Keys

Report/Listing Fields	Description
EDI Information	This section prints only if you have EDI installed/set up.
	This section contains the following information for each vendor listed who has an entry in the **Trading Partner Id** field on the Vendor Master Additional Information Maintenance Screen (p. 44-65):
	• Trading Partner Id
	• Department
	• IA Vendor
	• EDI Purchase Orders
	• Hold EDI Purchase Orders
	• Update Vendor/Item/Warehouse File with Price Catalog

Vendor EDI/FAX/EMAIL Options Listing Field Keys

Report/Listing Fields	Description
EDI Information 852:	This section will also contain the following additional information for vendors with a Y in the **Send Product Activity Data (852)** field on the Vendor Master Additional EDI Maintenance Screen (p. 44-72):
	• Send Product Activity Data
	• Send Quantities:
	• Quantity Sold
	• Quantity on Back Order
	• Quantity Returned
	• Quantity on PO
	• On-Hand Quantity
	• Quantity Committed
	• Maximum On-Hand Quantity
	• Minimum On-Hand Quantity
	• Quantity Available
	• Send Frequency (Days)
	• Transaction Handling Code
	• Purge Days
	• No. of Pre-Assigned PO Numbers
	• Exclude Non-Stock Items
FAX Information	This section prints only if you have FAX installed/set up.
	This section contains the following information for each vendor listed who has an entry in either the **Fax** field on the Vendor Master Maintenance (1) Screen (p. 44-32) or the **NickName** field on the Vendor Master Additional Information Maintenance Screen (p. 44-65):
	• FAX Purchase Orders
	• FAX Vendor RFQ
	• FAX Number
	• Nickname

Vendor EDI/FAX/EMAIL Options Listing Field Keys

Report/Listing Fields	Description

E-mail Information	This section prints only if you have Mail Server installed/set up.
	
	This section prints the following information for each vendor listed who has an entry in the **Default Email Address** field on the Vendor Master Additional Email Maintenance Screen (p. 44-83):
	
	• Email Purchase Orders
	• Email Vendor RFQ
	• Default Email Address
	  • Compress
	  • Password Protect
	  • Password
	• Contact Email Address
	  • Compress
	  • Password Protect
	  • Password

Vendor Special Order Options Listing

```
PO903A        06/08/16  15:22:47            VENDOR SPECIAL ORDER OPTIONS LISTING              AU/APDEMO            PAGE:    1
  Vendor From:  IC1000  To:  IC9000
                                      Yes/No      Sequence                                                    Yes/No      Sequence
-------------------------------------------------------------------------------------------------------------------------------
Vendor:  IC3000  SAUERKRAUT PRODUCTS
      Place S/O Items on a Req/PO Immediately: N               Place D/S Items on a Req/PO Immediately:  N
         Create New Requisition:           N          0           Create New Requsition:           N          0
         Add to Unapproved Req:            N          0           Add to Unapproved Req:           N          0
         Add to Approved Req:              N          0           Add to Approved Req:             N          0
         Add to Purchase Orders:           N          0           Add to Purchase Orders:          N          0
         Add to Req/PO Based On: (L,O,R)                          Add to Req/PO Based On: (L,O,R)
Vendor:  IC4000  GUADALJARA OFFICE SUPPLIES
      Place S/O Items on a Req/PO Immediately: N               Place D/S Items on a Req/PO Immediately:  N
         Create New Requisition:           N          0           Create New Requsition:           N          0
         Add to Unapproved Req:            N          0           Add to Unapproved Req:           N          0
         Add to Approved Req:              N          0           Add to Approved Req:             N          0
         Add to Purchase Orders:           N          0           Add to Purchase Orders:          N          0
         Add to Req/PO Based On: (L,O,R)                          Add to Req/PO Based On: (L,O,R)
Vendor:  IC5000  SASKATCHEWAN PRODUCTS
      Place S/O Items on a Req/PO Immediately: Y               Place D/S Items on a Req/PO Immediately:  Y
         Create New Requisition:           Y          4           Create New Requsition:           Y          4
         Add to Unapproved Req:            Y          3           Add to Unapproved Req:           Y          3
         Add to Approved Req:              Y          2           Add to Approved Req:             Y          2
         Add to Purchase Orders:           Y          1           Add to Purchase Orders:          Y          1
         Add to Req/PO Based On: (L,O,R)                          Add to Req/PO Based On: (L,O,R)
Vendor:  IC8000  BIG BEN CLOCK SHOP
      Place S/O Items on a Req/PO Immediately: N               Place D/S Items on a Req/PO Immediately:  N
         Create New Requisition:           N          0           Create New Requsition:           N          0
         Add to Unapproved Req:            N          0           Add to Unapproved Req:           N          0
         Add to Approved Req:              N          0           Add to Approved Req:             N          0
         Add to Purchase Orders:           N          0           Add to Purchase Orders:          N          0
         Add to Req/PO Based On: (L,O,R)                          Add to Req/PO Based On: (L,O,R)
Vendor:  IC9000  SPANISH OFFICE PRODUCTS
      Place S/O Items on a Req/PO Immediately: N               Place D/S Items on a Req/PO Immediately:  N
         Create New Requisition:  |        N          0           Create New Requsition:           N          0
         Add to Unapproved Req:            N          0           Add to Unapproved Req:           N          0
         Add to Approved Req:              N          0           Add to Approved Req:             N          0
         Add to Purchase Orders:           N          0           Add to Purchase Orders:          N          0
         Add to Req/PO Based On: (L,O,R)                          Add to Req/PO Based On: (L,O,R)
```

The Vendor Special Order Options Listing prints the special order options defined for vendors through Vendors Maintenance (MENU POFILE). Refer to Vendor Special Order Options Screen (p. 44-9) for a description of the fields on this report.

Defining Vendor Classes

45

Vendor classes are used to distinguish different classifications of vendors for A/P. You define the type and number of vendor classifications. Vendor classes should be added prior to performing Vendors Maintenance (MENU APFILE).

> NOTE: Do not confuse Vendor Classes with Vendor G/L Codes. Vendor classes are used for inquiring and reporting in A/P. Vendor G/L codes are used to update accounts in your general ledger based on the classification of a vendor. Use Vendor G/L Codes Maintenance (Option 4) to set up vendor G/L codes.

Use the Vendor Class Maintenance option on the Accounts Payable File Maintenance Menu (MENU APFILE) to add or change vendor classes. You can print a list of defined classes using the Vendor Class Listing option.

Vendor Class Maintenance

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Vendor Class Maintenance Selection Screen	Use to specify the business unit code to maintain.
Vendor Class Maintenance Screen	Use to provide a description for the code.

Vendor Class Maintenance Selection Screen

```
              VENDOR AP CLASS FILE MAINTENANCE


         Function:        _     (A,C)

         Vendor AP Class?  ...

                                                    F3=Exit
```

This screen appears selecting option 2 - Vendor Class Maintenance option from the Accounts Payable File Maintenance Menu (MENU APFILE). Use this screen to add or change a vendor class code.

Vendor Class Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	The function to perform for a vendor class.
	Key A to add a new vendor class. You will be able to assign this classification to a group of vendors and sort by this classification for the vendor inquiry.
	Key C to change the description of an existing vendor class.
	(A 1) Required
Vendor A/P Class	The two-character vendor class code. This code represents the vendor class being added or changed through this option. This classification may be assigned to a vendor through Vendors Maintenance (MENU APFILE) to be used in the vendor performance inquiry.
	(A 2) Required
F3=Exit	Press the F3=EXIT function key to exit the option and return to the menu.
Enter	Press the ENTER key to confirm your selections. The Vendor Class Maintenance Screen (p. 45-3) will appear.

Vendor Class Maintenance Screen

```
          VENDOR AP CLASS FILE MAINTENANCE           Change


          Vendor AP Class: 10



          Description:     General Business.............







                                                    F12=Return
```

This screen appears after pressing ENTER on the Vendor Class Maintenance Selection Screen (p. 45-2).
Use this screen to enter or change the description of the Vendor A/P Class selected on the previous
screen.

Vendor A/P Class Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Description	Key the description of the vendor class. (A 30) Required
F12=Return	Press the F12=RETURN function key to exit from this screen and return to the previous screen without saving any changes. The Vendor Class Maintenance Selection Screen (p. 45-2) will appear.
Enter	Press the ENTER key to confirm your selection. The Vendor Class Maintenance Selection Screen (p. 45-2) will appear.

Vendor Class Listing

This option prints the Vendor Class Code List (p. 45-4). This listing shows the contents of the Vendor
Class File, which is maintained through Vendor Class Maintenance (MENU APFILE). The Report
Options Screen appears when you select this option.

Vendor Class Code List

```
AP825  09/22/11  20.57.14              VENDOR CLASS CODE LIST              AM/APDEMO    PAGE    1
              Vendor Class Code                         Description
--------------------------------------------------------------------------------------------------
                      IN                               International Vendors
                      MF                               Manufacturing Vendors
                      TR                               Warehouse Transfer Vendors
                      UT                               Utilities Vendors
```

This listing prints vendor class codes and their corresponding descriptions that have been defined through Vendor Class Maintenance (MENU APFILE). The vendor class codes are used to distinguish different classifications of vendors.

Defining Voucher Hold Codes 46

Voucher Hold Codes are used to prohibit payment of a voucher until the hold code has been removed. A voucher which is held with a Voucher Hold Code may be posted, but may not be paid. Use the Hold Codes Maintenance option to add or change Voucher Hold Codes. Use the Hold Codes Listing option to print a list of defined Voucher Hold Codes.

Hold Codes Maintenance

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Hold Code Maintenance Selection Screen	Use to specify the business unit code to maintain.
Hold Code Maintenance Screen	Use to provide a description for the code.

Hold Code Maintenance Selection Screen

```
                    HOLD CODE MAINTENANCE


         Function:          _          (A,C)

         Hold Code?         ...








                                               F3=Exit
```

This screen appears after selecting option 3 - Hold Codes Maintenance from the Accounts Payable File Maintenance Menu (MENU APFILE). Use this screen to add or change an Accounts Payable Hold Code.

Hold Code Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	Key A to add a new Voucher Hold Code. You will be able to use this code to prevent a voucher from being paid.
	Key C to change the description of an existing Voucher Hold Code.
	(A 1) Required
Hold Code	Use this field to enter a two-character Hold Code. This is the code you are adding or changing through this option. This code may be keyed through Voucher Entry (MENU APMAIN) to prevent a voucher from being paid.
	(A 2) Required
F3=Exit	Press the F3=EXIT function key to exit the option and return to the menu.
Enter	Press the ENTER key to confirm your selections. The Hold Code Maintenance Screen (p. 46-3) will appear.

Hold Code Maintenance Screen

```
                    HOLD CODE MAINTENANCE                      CHANGE




         Hold Code:          AP

         Description:        Voucher Variance Hold.........











                                                      F12=Return
```

This screen appears after you press ENTER from the Hold Code Maintenance Selection Screen (p. 46-2).
Use this screen to enter or change the description of the hold code selected on the previous screen.

Hold Code Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Description	Enter a new description, or change an existing one, for the Voucher Hold Code. (A 30) Required
F12=Return	Press the F12=RETURN function key to exit from this screen and return to the previous screen without saving any changes.
Enter	Press the ENTER key to confirm your selections. The Hold Code Maintenance Selection Screen (p. 46-2) will appear.

Hold Codes Listing

This option prints the Hold Code List (p. 46-4). This listing shows the contents of the Hold Code File, which is maintained through Hold Codes Maintenance (MENU APFILE). The Report Options Screen appears when you select this option.

Hold Code List

```
AP815  09/22/11  20.26.50                    HOLD CODE LIST                           AM/APDEMO   PAGE   1
                    Hold Code                               Description
..............................................................................................................
                       AP                              Voucher Variance Hold
                       D                               Damaged
                       OB                              Over Billed
```

This listing prints all hold codes and their corresponding descriptions as defined through Hold Codes Maintenance (MENU APFILE). Hold codes are used to prevent certain vouchers from being selected for payment.

CHAPTER 47   Defining Vendor G/L Codes   47

Vendor GL codes are defined through the Vendor GL Codes Maintenance option found on the GL Accounts Transfer Menu (MENU GLXFER) or on the Accounts Payable File Maintenance Menu (MENU APFILE). Use this option to define the vendor GL codes used for selecting A/P liability or expense accounts. Vendor GL codes are used to determine to which account a transaction is posted based on the classification of the vendor. Refer to the General Ledger Interface Glossary section of the General Ledger Interface User Guide for more information.

You must enter valid vendor GL codes if you answered Y to **Use Vendor GL Codes** for any type of account when setting up transfer options through GL Transfer Definition (MENU GLXFER). Otherwise, it is not necessary to run this option. Vendor GL codes will not be used.

Vendor GL Codes Maintenance

For an explanation of the Vendor GL Codes Maintenance and Listing options, refer to the General Ledger Interface User Guide.

Defining Business Units 48

Business unit codes (keyed during voucher entry) may be used to determine to which account a transaction is posted. You must enter valid business unit codes if you have answered Y to **Use Business Units** for any type of account when setting up transfer options (Function T). Otherwise, it is not necessary to run this option. Business unit codes will not be used.

Use the Business Units Maintenance option on the GL Accounts Transfer Menu (MENU GLXFER) or on the Accounts Payable File Maintenance Menu (MENU APFILE) to define the business unit codes used for selecting A/P liability or expense accounts. To print a list of defined business units, use the Business Units Listing option (MENU APFILE). Refer to the General Ledger Interface Glossary section of the General Ledger Interface User Guide for more information.

Business Units Maintenance

For an explanation of the Business Units Maintenance and Listing options, refer to the General Ledger Interface User Guide.

The Accounts Payable Maintenance option allows you to set up or maintain tailoring options for Accounts Payable. Two types of options must be setup: system-level and company-level.

System-level options pertain to all companies using Accounts Payable.

Company-level options define default values for an individual company. You can also create bank accounts through the company-level options if they have not already been defined.

> NOTE: You should run this option as part of the initial setup of Accounts Payable; it should be one of the first options selected when setting up the module.

Accounts Payable Options Maintenance

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
A/P Options Maintenance Selection Screen	Use to specify whether you want to maintain system-level or company-level options.
A/P Options Maintenance Default Values Screen	Use to set system-level default values.
A/P Company Options Maintenance Screen 1	Use to set company-level default values.
A/P Company Options Maintenance Screen 2	Use to set company-level processing options.

A/P Options Maintenance Selection Screen

```
                        A/P OPTIONS MAINTENANCE


            Company Number? _ .   00 for system options
                                  01-99 for company options












                                              F3=Exit
```

This screen appears after selecting option 1 - Accounts Payable Options Maintenance from the Accounts Payable File Maintenance 2 Menu (MENU APFIL2). Use this screen to determine if system-wide or company options are being created or maintained.

A/P Options Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Company Number	This field determines the type of options you are creating or maintaining.
	Key 00 to create or maintain system-wide options.
	Key a valid company number (01-99) to create or maintain company options.
	(N 2,0) Required
F3=Exit	Press the F3=Exit function key to exit the option and return to the menu.
Enter	Press the ENTER key to confirm your selection. The A/P Options Maintenance Default Values Screen (p. 49-3) will appear if 00 was keyed for system-wide options. The A/P Company Options Maintenance Screen 1 (p. 49-6) will appear if you keyed a company number.

A/P Options Maintenance Default Values Screen

```
                      A/P OPTIONS MAINTENANCE


          Voucher Number Assignment: S=System, U=User      S   (S/U)

          Do you want to use User Security:                Y   (Y/N)

          Do you want to use Program Security:             Y   (Y/N)

          One time Vendor number:                          999...

          Calculate GST for Purchases (Inputs):            N   (Y/N)




                                                F3=Exit     F12=Previous
```

This screen appears after you press ENTER on the A/P Options Maintenance Selection Screen (p. 49-2), if you selected to maintain the system-level options (00). Use this screen to default values for the Accounts Payable module.

A/P Options Maintenance Default Values Screen Fields and Function Keys

Field/Function Key	Description
Voucher Number Assignment	Used to specify how voucher numbers are assigned for Voucher Entry (MENU APMAIN). You may individually assign voucher numbers each time a voucher is entered (user assigned), or the system can assign sequential voucher numbers (system assigned).
	NOTE: This field is protected and cannot be changed once there are open invoices in Accounts Payable.
	Key U to have the user assign voucher numbers. This means that each time a voucher is created through Voucher Entry (MENU APMAIN), a unique voucher number must be provided by the user.
	Key S to have the system assign voucher numbers. This means that each time a voucher is keyed, the user leaves the voucher number field blank and the system assigns the next sequential voucher number.
	(A 1) Required

A/P Options Maintenance Default Values Screen Fields and Function Keys

Field/Function Key	Description
Do you want to use User Security	This option is used to determine if user security is to be activated in A/P. User security permits only specified users to access A/P.
	User security is optional, but is required in order to use any other Security.
	Key Y to activate security. If security is activated, only users who have been set up in Security Maintenance (MENU APFIL2) are allowed to execute A/P programs.
	When security is activated, you may activate any of the following types of security:
	• Company Number
	• Password Security
	• Program Security
	• User Group Security (for G/L Accounts)
	• Account Access Level Security (for G/L Accounts)
	• Restricted Transaction Entry
	Key N if you do not want to activate security.
	Refer to Security Maintenance (MENU GLFIL2) in the General Ledger manual for more information about setting up user security.
	(A 1) Required
Do you want to use Program Security	This option is used to determine if Program Security is to be activated in A/P.
	Key Y to activate Program Security. You must then use System Options Maintenance (MENU APFIL2) to allow or deny specific users access to certain menu options.
	Key N to de-activate Program Security.
	Default Value: N
	(A 1) Required

A/P Options Maintenance Default Values Screen Fields and Function Keys

Field/Function Key	Description
One time Vendor Number	NOTE: Once you enter a value in this field, you will not be able to change it.
	The vendor number for miscellaneous purchases from vendors not defined in your vendor file. The vendor number must be a valid vendor number in the Vendor Master File.
	Key the six-character vendor number which is to be used exclusively for one time vendors.
	NOTE: When you enter vouchers for this vendor, the **Sep Check** field on the A/P Vendor Master Maintenance Screen will default to Y. You will not be able to change this field on the Voucher Header Screen or on the Voucher Selection Change Screen in Payment Selection Maintenance (MENU APCHCK).
	(A 6) Required
Calculate GST for Purchases (Inputs)	This field appears only if the **Use GST/PST Taxing** field is set to Y through System Options Maintenance (MENU XAFILE).
	Key Y in this field if you want Distribution A+ to calculate GST for purchases during miscellaneous voucher entry and receipt validation for vendors with a GST tax body. If you key Y, you must specify credited and non-credited purchase tax accounts through General Ledger Transfer Definition (MENU GLXFER). If purchase tax accounts are not specified, Day-End Processing (MENU XAMAST) and Voucher Entry (MENU APMAIN) will not run.
	Key N if you do not want Distribution A+ to calculate GST for purchases.
	Default Value: N
	(A 1) Required
F3=Exit	Press the F3=EXIT function key to exit the option and return to the menu.
F12=Previous	Press the F12=PREVIOUS function key to return to the A/P Options Maintenance Selection Screen (p. 49-2) without saving your changes.
Enter	Press the ENTER key to confirm your selections. The A/P Options Maintenance Selection Screen (p. 49-2) will appear.

A/P Company Options Maintenance Screen 1

```
            A/P COMPANY OPTIONS MAINTENANCE
               01 - A & C Office Supply


    Due date Calculation: I=Invoice, E=Entry    I    (I/E)

    Payee Name/Address overrides:                Y    (Y/N)

    Use Assignees:                               Y    (Y/N)

    Default Bank Account:                        CHK-32100 .

    1099 Print Format:                           C    (C/L)

    Default 1099 Amount Cde?                     07




                        F3=Exit    F4=Bank Accts    F12=Previous
```

This screen appears after you press ENTER on the A/P Options Maintenance Selection Screen (p. 49-2), if you specified a company number. Use this screen to define default options for that company.

You may also use this screen to establish and maintain your bank accounts, if you have not already done so through Accounts Receivable Options Maintenance (MENU XAFILE). An unlimited number of bank accounts may be established. Refer to the description of the F4=BANK ACCTS function key.

A/P Company Options Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Due Date Calculation	Use this field to enter the date for calculating the payment due date. The payment due date may be calculated as the number of payment days from the date the invoice was issued, or the number of payment days from the date the voucher is keyed. The number of payment days is extracted from the vendor file.
	Key I to calculate the payment due date as the number of days from the invoice date.
	Key E to calculate the payment due date as the number of days from the voucher entry date.
	(A 1) Required

A/P Company Options Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Payee Name/Address overrides	Use this field to determine if the default name and address of the vendor's payee may be overridden during Voucher Entry (MENU APMAIN).
	If you have both Purchasing and Accounts Payable, vendors can have different PO and Payee Name/Address information.
	Key Y if the default name and address of the payee may be overridden during Voucher Entry (MENU APMAIN).
	Key N if the default name and address of the payee may not be overridden during Voucher Entry (MENU APMAIN).
	(A 1) Required
Use Assignees	Use this field to determine if an assignee may be assigned to a vendor. An assignee is a vendor (other than the vendor who is purchasing) who receives payment for the original vendor. Assignees are defined in Vendors Maintenance (MENU APFILE) and may be keyed during Voucher Entry (MENU APMIAN).
	Key Y if you allow assignees to be assigned to vendors. Payments may be made to the original vendor, or to another vendor who receives payment for the original vendor.
	Key N if you do not want assignees to be assigned to vendors. Payments may be made to the vendor only.
	(A 1) Required
Default Bank Account	This field represents the bank account that will be used as the default when performing bank account selection throughout Distribution A+.
	Key the desired bank account for this company.
	Press F4=BANK ACCTS to display a list of existing bank accounts from which you may select an account to be used as the default.
	NOTE: In addition to entering a default bank account in this field, you may also enter one in A/R Options Maintenance (MENU XAFILE). The default entered may be different. When performing A/P bank account selection, the default entered in this field will be used. When performing A/R bank account selection, the default entered in A/R Options Maintenance will be used. Therefore, you may set up two different defaults per company.
	Valid Values: An existing bank account previously defined through this option or A/R Options Maintenance (MENU XAFILE)
	(A 10) Required

A/P Company Options Maintenance Screen Fields and Function Keys

Field/Function Key	Description
1099 Print Format	You have the option to print 1099 IRS forms on Continuous feed printers (one form per sheet) or optionally on Laser/Inkjet printers, using pre- printed standard 1099 pages that contain two (MISC) or three (NEC) forms per sheet. Use this field to determine what format the 1099 IRS forms will be printed in. Key C to select the Continuous print format: landscape mode, one 1099 form per page). Key L to select the Laser/Inkjet print format: portrait mode, 8.5 by 11 paper, with two 1099-MISC forms per page (on pre-printed, standard 1099-MISC forms, 2-Up) and three 1099-NEC forms per page (on pre-printed, standard 1099-NEC forms, 3-Up). *Default Value:* C (A 1) Required
Default 1099 Amount Cde	This field defines the default IRS 1099 code to be used for this company's vouchers if the vendor on the voucher doesn't have a default. The 1099 code represents one of the IRS 1099 amount types available for use on the 1099-MISC and 1099-NEC forms. If a vendor doesn't have a default 1099 code assigned, then vouchers created for that vendor in this company will use this company default; if no vendor and no company default is defined, then the voucher's code will default to blank (although it can be overridden on the voucher). A blank 1099 code on a voucher will assume the code representing Nonemployee Compensation. The code on the voucher, if any, is consulted when 1099-MISC and/or 1099-NEC forms are generated to determine where this voucher's value will be included on those forms. If the code representing Nonemployee Compensation is used for a voucher, that voucher's value will be included on the 1099-NEC form; if the code representing any other amount type is used for a voucher, that voucher's value will be included on the 1099-MISC form. If a voucher has a blank 1099 code, the code representing Nonemployee Compensation will be assumed. Key the 1099 code representing the applicable IRS 1099 amount type to be used as a default for this company's vouchers. A question mark list provides the available codes and their associated IRS 1099 amount types. *Default Value:* 7 (for nonemployee compensation). *Valid Values:* Blank, or one of the values in the Order Control File (ORCTL) representing the valid IRS 1099 amount types (these values are presented when you key a ? in this field) (N 2,0) Optional

A/P Company Options Maintenance Screen Fields and Function Keys

Field/Function Key	Description
F3=Exit	Press the F3=Exit function key to exit the option and return to the menu.
F4=Bank Accts	Press the F4=Bank Accts function key to display a list of existing bank accounts from which you may select an account or add a new one.
	The Bank Accounts List Screen (p. 9-13) will appear, if accounts have previously been defined for this company.
	The A/P Company Options Maintenance Screen 2 (p. 49-10)will appear, if no accounts have been defined for this company.
F12=Previous	Press the F12=Previous function key to return to the A/P Options Maintenance Selection Screen (p. 49-2) without saving your changes.
Enter	Press the Enter key to confirm your selections. The A/P Company Options Maintenance Screen 2 (p. 49-10) will appear.

A/P Company Options Maintenance Screen 2

```
          A/P COMPANY OPTIONS MAINTENANCE
               01 - A & C Office Supply


     Age paid invoices based on
     invoice date or due date:        _    (I/D)

     Inquiry aging option:            1  1=current date - invoice date
                                         2=current date - due date
                                         3=due date - current date

                            Example:
     Aging Days:     .30    For 0-30 enter 30
                     .60        31-60 enter 60
                     .90        61-90 enter 90


                                          ..
     Voucher edit list in detail or summary:   D   (D/S)
     Check for duplicate invoices:             N   (N/I/D/B)
     Post Held Vouchers:                       Y   (Y/N)


                                     F3=Exit     F12=Previous
```

This screen appears after you press ENTER on the A/P Company Options Maintenance Screen 1 (p. 49-6). Use this screen to maintain additional accounts payable options for the selected company.

Age paid invoiced based on invoice date or due date

Example: Have invoice date of January 30 with due date of February 19.

Using invoice date: Invoice Date Jan 30; Paid Date Feb 4; shows 5 days

Using due date: Due Date Feb 19; Paid Date Feb 4; shows -15 days

Inquiry Aging Option

Example: Have invoice date of January 30 with due date of February 19.

Using 1: current date 2/17 - invoice date 1/30 = 18 days old

Using 2: current date 2/17 - due date 2/19 = -2 days past due

Using 3: due date 2/19 - current date 2/17 = 2 days until due

A/P Company Options Maintenance Screen 2 Fields and Function Keys

Field/Function Key	Description
Age paid invoices based on invoice date or due date	To determine the type of aging to use for paid invoices in the A/P System.
	Key I to age paid invoices on the invoice date. Aging on the Invoice Date establishes that the number of days to pay an invoice is reported as the number of days from the invoice date through the payment date.
	Key D to age paid invoices on the due date. Aging on the Due Date indicates that the number of days to pay an invoice is reported as the number of days from the due date through the payment date.
	Default Value: I
	(A 1) Required
Inquiry aging option	To determine how aging is reported for open invoices in the Accounts Payable Inquiry (MENU APMAIN) and on the open payables reports (printed through MENU APREPT).
	Key 1 to calculate the number of days open as the difference in days between the current date and the invoice date. This Aging Option indicates "how old" an invoice is.
	Key 2 to calculate the number of days open as the difference in days between the current date and the due date. This Aging Option indicates how many days "past due" an invoice is.
	Key 3 to calculate the number of days open as the difference in days between the due date and the current date. This Aging Option is useful if you typically pay your invoices on time or ahead of time. It indicates how many days before the invoice becomes due.
	Default Value: 1
	(N 1,0) Required

A/P Company Options Maintenance Screen 2 Fields and Function Keys

Field/Function Key	Description
Aging Days	This field allows you to determine the number of days for each aging period, for up to four periods. Three input fields allow you to enter three values. Each field represents the number of days for the current date in which the aging periods end. In the first field, key the number of days from the current date from which the first period ends. In the second field, key the number of days from the current date from which the second aging period ends. Here the second aging period is from the day after the value keyed in the first field through the value in the second field. In the third field, key the number of days from the current date from which the third aging period ends. Here the third aging period is from the day after the value keyed in the second field through the value keyed in the third field; and the fourth aging period is any number of days after the value keyed in this field. For example, if you wanted to create monthly aging buckets, you would key 30 in the first input field, 60 in the second input field, and 90 in the third input field. The following four aging periods are established: 0-30 days (period 1), 31-60 days (period 2), 61-90 days (period 3), and over 90 days (period 4). *Default Value:* 30, 60, 90 *Valid Values:* 001 through 999. The value of the first field must be less than the second field and the value of the second field less than the third field. (3 @ N 3,0) Required
Voucher edit list in detail or summary	Use this field to determine the default value when printing the Voucher Edit List (MENU APMAIN), and posting vouchers through Post Vouchers (MENU APMAIN). You will be able to override the default through Voucher Edit List, but not through Post Vouchers. Key D to print the Voucher Edit List in detail. Detail voucher transactions for each voucher are printed. Key S to print the Voucher Edit List in summary. A summary of each voucher keyed in the voucher group is printed. *Default Value:* D (A 1) Required

A/P Company Options Maintenance Screen 2 Fields and Function Keys

Field/Function Key	Description
Check for duplicate invoices	Use this field to control whether the system checks for duplicate invoices when vouchers are added or maintained or when open payables are maintained in Accounts Payable.
	Key N to disable the check for duplicate invoices. If you key an N, you can run the Duplicate Invoice Report through Voucher Edit List (MENU APMAIN) to identify duplicate invoices.
	Key I to check for duplicate invoices using vendor and invoice number.
	Key D to check for duplicate invoices using vendor, invoice date, and invoice amount.
	Key B to check for duplicate invoices using the criteria of I and D.
	If the value in this field is I, D, or B, then the system will check for duplicate invoices in the Voucher Header File, the Open Payables File, and the History Payables File when you enter or maintain a voucher. This check functions in the following options:
	• Voucher Entry (MENU APMAIN)
	• Create Vouchers From Templates (MENU APMAIN)
	• Open Payables Maintenance (MENU APMAIN)
	Invoices with a split terms code will only be checked when the invoice number or date is changed in Open Payables Maintenance (MENU APMAIN).
	If a duplicate invoice is found a warning message will appear with information about the location of the duplicate.
	Default Value: N
	(A 1) Required
Post Held Vouchers	Key Y to post held vouchers to the open payable files (the open payable will be on hold).
	Key N to post only the vouchers not containing hold codes.
	(A 1) Required
F3=Exit	Press the F3=EXIT function key to exit the option and return to the menu.
F12=Previous	Press the F12=PREVIOUS function key to leave this screen and return to the A/P Company Options Maintenance Screen 1 (p. 49-6) without saving any changes.
Enter	Press the ENTER key to confirm your selections. You will be prompted to press ENTER again to verify your selections. The A/P Options Maintenance Selection Screen (p. 49-2) will appear.

CHAPTER 50   Defining Company Names

50

The Company Name Maintenance option is used to create company names and specify the company settings. For a description of this option, refer to Maintaining Company Names in the Cross Applications User Guide.

Defining Bank Names

51

Before bank accounts may be defined in Distribution A+, you must first set up the banks or financial institutions that will be used by a Distribution A+ company. Use the Bank Names Maintenance option to provide a uniform definition of banks for a bank account. Use the Bank Names Listing option to print the bank IDs defined and maintained through Bank Names Maintenance (MENU APFIL2).

Bank Names Maintenance

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Bank Name Maintenance Selection Screen	Use to specify a bank ID.
Bank Name Maintenance Screen	Use to provide a name for the ID.

Bank Name Maintenance Selection Screen

```
                    BANK NAME MAINTENANCE



            Function:      _      (A,C,D)
            Bank Id?       ......





                                                F3=Exit
```

This screen appears after selecting option 4 - Bank Names Maintenance from the Accounts Payable File Maintenance 2 Menu (MENU APFIL2). Use this screen to specify the bank ID you want to add, change or delete.

Bank Name Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	Key A to add a bank ID.
	Key C to change an existing bank ID's description.
	Key D to delete an existing bank ID.
	(A 1) Required
Bank ID	Use this field to specify the bank ID to add, change or delete.
	(A 5) Required
F3=Exit	Press the F3=EXIT function key to exit the option and return to the menu.
Enter	Press the ENTER key to confirm your selections. The Bank Name Maintenance Screen (p. 51-3) will appear.

Bank Name Maintenance Screen

```
                   BANK NAME MAINTENANCE                      Change


         Bank Id:  BKAME

         Name:     Bank of America - Rhode Island




                                  F12=Return
```

This screen appears after you press ENTER on the Bank Name Maintenance Selection Screen (p. 51-2). Use this screen to specify the name of bank to be associated with the bank ID. You may also use this screen to change the description of an existing bank name or delete the current bank name record.

Bank Name Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Name	Use this field to specify the name of the bank you are defining. (A 30) Required
F12=Return	Press the F12=RETURN function key to return to the Bank Name Maintenance Selection Screen (p. 51-2) without updating this screen.
F24=Delete	The F24=DELETE function key appears only if you are deleting a bank ID. Press the F24=DELETE function key to delete the bank name record currently displayed. You will need to press the F24=DELETE function key a second time to confirm deletion.
Enter	Press the ENTER key to confirm your entries. The Bank Name Maintenance Selection Screen (p. 51-2) will appear.

Bank Names Listing

Use the Bank Names Listing option to print the Bank Name Listing (p. 51-5). This listing shows the bank IDs defined and maintained through Bank Names Maintenance. The Report Options Screen appears when you select this option.

Bank Name Listing

```
XA805  09/22/11  19:35:49                    BANK NAME LISTING                    AM/APDEMO    PAGE    1
Bank Id   Bank Name
----------------------------------------------------------------------------------------------------
  BKAME    Bank of America - Rhode Island
  DFBNK    Default Bank Account Names
  DNB      Dallas National Bank
  DOMST    Domestic
  FCS      First Chicago Savings
  INTNL    International Bank Accounts
  ONTAR    Provincial Bank of Ontario
  UNNAT    United National Bank
  WCNB     West Coast National Bank
```

This listing prints after entering responses on the Report Options Screen (refer to the Cross Applications User Guide for details about this screen). The Report Options Screen appears after selecting the Bank Names Listing option.

This listing prints bank IDs defined and maintained through Bank Names Maintenance. Refer to the Bank Name Maintenance Screen (p. 51-3) for an explanation of the fields on this listing.

52

The Bank Accounts Maintenance option allows you to create and maintain bank account information that is used in Accounts Payable and Accounts Receivable. This option is accessed from Accounts Payable Options Maintenance (MENU APFIL2) and Accounts Receivable Options Maintenance (MENU XAFILE) to allow you to create bank accounts and then establish those accounts as the default values for those modules.
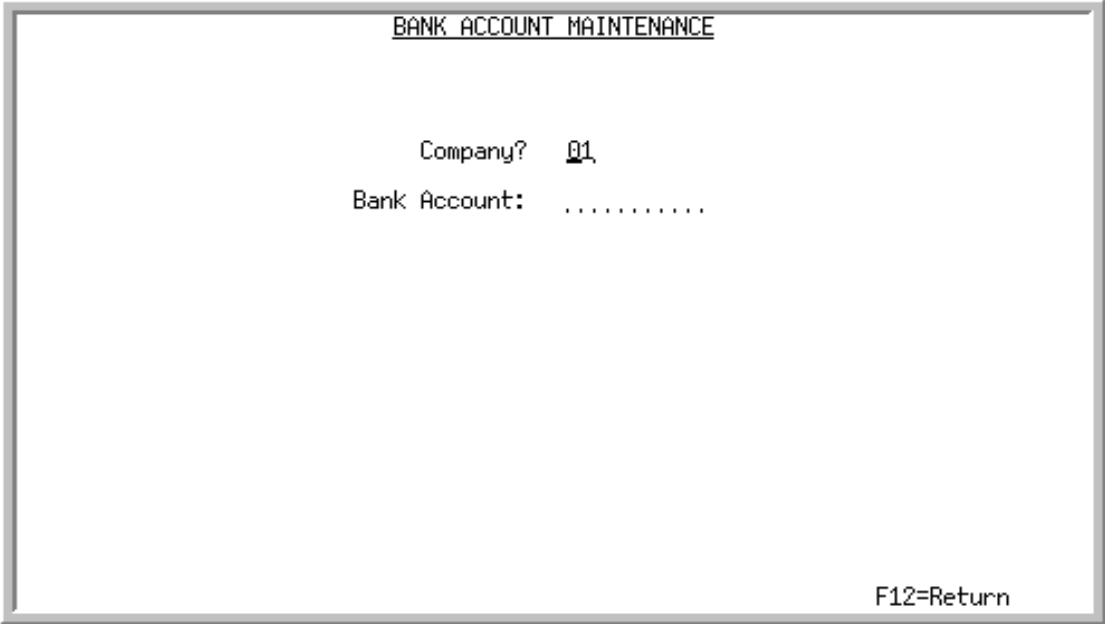
Bank Account Maintenance

The screens and/or reports in this option and a brief description of their purpose are listed in the following table. A complete description of each is provided in this section.

Title	Purpose
Bank Accounts List Screen	Use to review the existing bank accounts and select one for additional use. Refer to CHAPTER 9: *Maintaining Bank Account Transactions* for the Bank Accounts List Screen.
Bank Account Maintenance Screen 1	Use to add a new bank account number.
Bank Account Maintenance Screen 2	Use to complete the required information to create or maintain a bank account.
ACH File Template Maintenance Screen	Use to specify the location where the generated ACH file will be placed at the root of the IFS.
ACH File Header Record Layout - Field Value View Screen, or ACH File Header Record Layout - Field Formatting View Screen	Use to define the fields that will be used for each Header output record in the text file.
ACH File Field Values Screen	Use to display a list of available field values you can select from.

Bank Account Maintenance Screen 1

```
              BANK ACCOUNT MAINTENANCE



                 Company?   01
            Bank Account:   ..........








                                        F12=Return
```

This screen displays by pressing F5=ADD on the Bank Accounts List Screen (p. 9-13). Use this screen in Bank Account Maintenance to add a new bank account. Once added, the Bank Accounts List Screen (p. 9-13) will be updated to reflect the new account.

Bank Account Maintenance Screen 1 Fields and Function Keys

Field/Function Keys	Description
Company	The selected company for which A/P options are being defined. This is the company that will be associated with the new bank account your are setting up. Display
Bank Account	Use this field to select the bank account you want to add. Key the appropriate bank account. An unlimited number of accounts is allowed. (A 10) Required
F12=Return	Press F12=RETURN to return to the Bank Accounts List Screen (p. 9-13) without updating this screen.
Enter	After keying a bank account, press ENTER to confirm your selection. The Bank Account Maintenance Screen 2 (p. 52-4) will display.

Bank Account Maintenance Screen 2

```
              BANK ACCOUNT MAINTENANCE                    CHANGE
              Co/Bank Account:   1 / GER-859600

     Account Description:    German International Bank......

     Account Type:          C          (C,S,L,O,T)

     Bank Id?               INTNL  International Bank Accounts

     Allow Checks:          Y          (Y/N)

     Currency Code?         GDM  German Deutschemark

     Exchange Code?         WSJ  Wall Street Journal

     Checks Currency Desc:  German Marks....

     Long Bank Account:     ............................

     Reserved ACH checks:   .......... to ..........


              F4=ACH Template    F12=Return    F24=Delete
```

This screen displays after pressing ENTER on the Bank Account Maintenance Screen 1 (p. 52-3) or after selecting an existing bank account to maintain on the Bank Accounts List Screen (p. 9-13).

Use this screen to enter or maintain additional information about the bank account. Notice that the mode status on the top right portion of the screen displays the function (i.e., ADD or CHANGE) that you are performing.

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To Ranges.

Bank Account Maintenance Screen 2 Fields and Function Keys

Field/Function Keys	Description
Account Description	This is the description of the bank account you are adding or maintaining.
	Key the desired description. Up to 30 characters may be keyed to define this account.
	(A 30) Required

Bank Account Maintenance Screen 2 Fields and Function Keys

Field/Function Keys	Description
Account Type	This is the type of bank account you are adding or maintaining. Key C to define a checking account. Key S to define a savings account. Key L to define a line of credit account. Key O to display all other types of accounts, excluding checking, savings, and line of credit accounts. Key T to define a credit card transfer account to be used for credit card payment processing. (A 1) Required
Bank ID	This is the bank ID of the name of the bank for which you are adding or maintaining this bank account. Key the appropriate bank ID. *Valid Values:* Any bank name defined through Bank Names Maintenance (MENU APFIL2) (A 5) Required
Allow Checks	This field indicates if checks will be allowed to be used for this bank account. Key Y to allow checks for this account. NOTE: Since ACH processing and credit card processing of payments uses Check Processing, this field should be Y for those types of accounts. Key N to prohibit the use of checks. NOTE: If this field is N, then this bank account CANNOT be selected in a check run. (A 1) Required

Bank Account Maintenance Screen 2 Fields and Function Keys

Field/Function Keys	Description
Currency Code	This field only displays when International Currency is installed.
	Use this field to specify the code for the type of currency contained in the selected bank account, if it differs from the company's local currency for the company.
	Key the currency code of the foreign currency contained in the account.
	Leave this field blank if the account contains the company's local currency.
	NOTE: Once the selected bank account is activated, this field will be protected and cannot be changed.
	Default Value: If this field is left blank, the default value will be the company's default local currency.
	Valid Values: A valid currency code defined through Currency/Exchange Codes Maintenance (MENU ICFILE) other than the company's local currency.
	(A 3) Optional
Exchange Code	This field only displays when International Currency is installed.
	Use this field to specify the exchange code that will be utilized by Distribution A+ to determine the exchange rate for the account's currency when performing revaluations and posting transactions.
	Key the appropriate exchange code.
	Leave this field blank if you are not using exchange codes, or for bank accounts containing the company's local currency.
	NOTE: Once the selected bank account is activated, this field will be protected and cannot be changed.
	Valid Values: A valid exchange code defined through Currency/Exchange Codes Maintenance (MENU ICFILE).
	(A 3) Blank/Required
Check's Currency Desc	This field only displays when International Currency is installed.
	Use this field to key a description to be associated with the account's currency. This description will print on the check(s) next to the check amount when this bank account is selected during check processing.
	Key a description of up to 15 characters.
	Example:
	If the description you enter in this field is U.S. Dollars and the check amount is $100.00, the following description would print on the check(s):
	One hundred and 00/100 U.S. Dollars
	(A 15) Required

Bank Account Maintenance Screen 2 Fields and Function Keys

Field/Function Keys	Description
Long Bank Account	Use this field to create a longer formatted bank account that can be used for bank account extract information to be transmitted to the bank for positive pay transmissions. Key a formatted bank account. (A 30) Optional
Reserved ACH checks	Use this field to select the checks to be reserved for ACH payments only. Having a reserved ACH check range defined will ensure that ACH checks will not be duplicating regular paper checks and vice versa. Key the ACH check number or range of ACH check numbers that will be used by the system for ACH payments in place of 'paper check numbers'. A range of check numbers must be defined for each Bank Account that will be using ACH payments. For each Bank Account that will be using ACH payments, an ACH File Template must also be defined; see F4=ACH TEMPLATE. *Valid Values:* Cannot be a check number or range of check numbers that have been previously used or voided (N 9,0) Optional
F4=ACH Template	Press F4=ACH TEMPLATE to access ACH Template Maintenance, where you define the Automatic Clearing House (ACH) template. You can add, change or delete an ACH template. When you press F4=ACH TEMPLATE, the ACH File Template Maintenance Screen (p. 52-9) will appear. This is the first of several screens that will be called to define the ACH template. NOTE: An ACH File Template must be defined for each Bank Account that will be using ACH Payments.
F12=Return	Press F12=RETURN to return to the Bank Account Maintenance Screen 1 (p. 52-3) without updating this screen.

Bank Account Maintenance Screen 2 Fields and Function Keys

Field/Function Keys	Description
F24= Delete/Suspend/ Reinstate	This key displays different functions depending upon the bank account you have selected: F24=DELETE displays when you are maintaining an existing record that has not been used (i.e., no activity has been recorded against the bank account). You may delete new records only; once activity has occurred, records may not be deleted. Press F24=DELETE to delete the record displayed. You will be prompted to press this key again to confirm deletion. The Bank Accounts List Screen (p. 9-13) will display. F24=SUSPEND displays when you are maintaining an existing record that has been used (i.e., activity has been recorded against the bank account) and that has not already been suspended. Press F24=SUSPEND to suspend the selected bank account. You will be prompted to press this key again to confirm suspension. The Bank Accounts List Screen (p. 9-13) will display. F24=REINSTATE displays only when you are maintaining a record that has been suspended. Press F24=REINSTATE this key to reinstate the selected bank account. You will be prompted to press this key again to confirm reinstatement. The Bank Accounts List Screen (p. 9-13) will display.
Enter	Press ENTER to confirm your selections. The Bank Accounts List Screen (p. 9-13) will display.

ACH File Template Maintenance Screen

```
         ACH FILE TEMPLATE MAINTENANCE                          Add

         Co/Bank Account:   1 / ITL-056300


Output File IFS Path:    /APLUS/ACH/ITALY.................................




                              F10=Layout    F12=Return
```

This screen displays after pressing F4=ACH TEMPLATE on the Bank Account Maintenance Screen 2 (p. 52-4). Use this screen to specify the location where the generated ACH file will be placed at the root of the IFS.

ACH File Template Maintenance Screen Fields and Function Keys

Field/Function Key	Description
(Mode Status)	The function you are performing (Add or Change) displays on the top right portion of this screen. Display
Co/Bank Account	This field displays the company and bank account number you selected on the Bank Account Maintenance Screen 1 (p. 52-3), and for which you are adding, maintaining, or deleting an Automatic Clearing House (ACH) template. Display

ACH File Template Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Output File IFS Path	Use this field to specify the location where the generated ACH file will be placed at the root of the IFS. If you have already created this directory at the root of the IFS, enter the path for that directory.
	If you have not created a directory at the root of the IFS, enter the path for the directory, and press ENTER. The F5=CREATE PATH function key will appear, and the system will create the path for you once you press F5=CREATE PATH.
	Valid Values: - Letters A through Z and Numbers 1 through 9 - The path must begin with a "/" - The characters "\:?<> or |" are not valid in the Path Name - The path cannot include a segment that begins or ends in a blank - The FTP path cannot contain two or more consecutive "/" characters
	(A 50) Required
F5=Create Path	The F5=CREATE PATH function key only appears when the **Output File IFS Path** entered does not exist.
	Press F5=CREATE PATH to create the FTP path.
F6=Restore Default	The F6=RESTORE DEFAULT function key displays in Change mode only.
	Press F6=RESTORE DEFAULT to replace the current ACH template with default template detail information.
F10=Layout	Press the F10=LAYOUT function key to continue to the process of creating the record layouts. You will be presented with several record layout screens to define details of a particular ACH File's Format. The ACH File Header Record Layout - Field Value View Screen (p. 52-12) will appear first when you press F10=LAYOUT.
F12=Return	Press F12=RETURN to return to the previous screen without saving data. The Bank Account Maintenance Screen 2 (p. 52-4) will appear.
F24=Delete	The F24=DELETE function key displays in Change mode only.
	Press F24=DELETE to delete the ACH template. You will be prompted to press F24=DELETE again to confirm deletion. The Bank Account Maintenance Screen 2 (p. 52-4) will appear.
	NOTE: The **Output File IFS Path** actual folder is not removed from the \IFS\Root directory of the System i when you delete a specific template. If that folder is no longer required, you will manually delete it after ensuring that the information contained in the folder is no longer relevant or has been moved to an appropriate location.
Enter	Press ENTER to validate the data keyed on this screen. Press the F10=LAYOUT function key to continue with the next step in template maintenance.

ACH File Header Record Layout - Field Value View Screen

```
                    ACH FILE HEADER RECORD LAYOUT              Add
Co/Bank Account:  1 / ITL-056300               Record Type: File Header

Seg Field Name                  Length     Field Value
 .1 Record Type Code....         ..1        1...............................
 .2 Priority Code........        ..2        01..............................
 .3 Destination..........        .10        ................................
 .4 Origin...............        .10        ................................
 .5 File Creation Date..         ..6        File Creation Date..............
 .6 File Creation Time..         ..4        File Creation Time..............
 .7 File ID Modifier.....        ..1        File ID Modifier................
 .8 Record Size.........         ..3        094.............................
 .9 Blocking Factor......        ..2        10..............................
 10 Format Code.........         ..1        1...............................
 11 Destination Name.....        .23        ................................
 12 Origin Name..........        .23        ................................
 13 Reference Code.......        .13        ................................
 ...................              ....       ................................
 ...................              ....       ................................
 ...................              ....       ................................

 F2=Formatting   F4=Insert Field Value   F5=Re-sort  F10=Next Record  F12=Return
```

ACH File Header Record Layout - Field Formatting View Screen

```
                    ACH FILE HEADER RECORD LAYOUT              Add
Co/Bank Account:  1 / CHK-32100               Record Type: File Header
                              Justify          Implied    Date/Time
Seg Field Name        Length  (R,L, )  Filler  Dec(Y, )   Format
 _1 Record Type Code....  ..1    ..      ..      ..       ..........
 .2 Priority Code........ ..2    ..      ..      ..       ..........
 .3 Destination..........  .10    R      ..      ..       ..........
 .4 Origin...............  .10    ..      ..      ..       ..........
 .5 File Creation Date..  ..6    ..      ..      ..       YYMMDD....
 .6 File Creation Time..  ..4    ..      ..      ..       HHMM......
 .7 File ID Modifier.....  ..1    ..      ..      ..       ..........
 .8 Record Size.........  ..3    ..      ..      ..       ..........
 .9 Blocking Factor......  ..2    ..      ..      ..       ..........
 10 Format Code.........  ..1    ..      ..      ..       ..........
 11 Destination Name.....  .23    ..      ..      ..       ..........
 12 Origin Name..........  .23    ..      ..      ..       ..........
 13 Reference Code.......  .13    ..      ..      ..       ..........
 ...................       ....    ..      ..      ..       ..........
 ...................       ....    ..      ..      ..       ..........
 ...................       ....    ..      ..      ..       ..........

 F2=Field Value                          F5=Re-sort  F10=Next Record  F12=Return
```

The ACH File Header Record Layout - Field Value View Screen displays after pressing F10=LAYOUT on the ACH File Template Maintenance Screen (p. 52-9).

The ACH File Header Record Layout - Field Formatting View Screen displays with the use of the F2=FORMATTING / F2=FIELD VALUES toggle function keys.

Use this screen to define the fields that will be used for each Header output record in the text file. Complete the fields on the formatting screen to define the exact specifications required by the bank for processing.

The available **Field Values** for this record format are: Blocking Factor, Destination, Destination Name, File Creation Date, File Creation Time, File ID Modifier, Format Code, Origin, Origin Name, Priority Code, Record Size, Record Type Code, Reference Code.

> NOTE: In Add mode, a default ACH format will be used and most screen layout fields will be pre-populated for you, with only few bank specific fields that will need to be filled in. In Change mode, data will be copied from the previously saved ACH Template Detail (ACHTDT) records, to be maintained as needed.

Important

All the data fields in the output file are treated as text fields; there are no data type concepts. Without formatting, all fields will be left justified as text fields, and added as they are stored in the database. The user should provide formatting to match bank requirements as needed.

Unformatted dates will appear as YYYY-MM-DD.

ACH File Header Record Layout-Field View & Field Formatting Screens Fields/FuncKeys

Field/Function Key	Description
(Maintenance Mode)	This field displays the type of maintenance. Add or Change, is shown in reverse image on the top right of the screen. Display
Co/Bank Account	This field displays the company and bank account number you selected on the Bank Account Maintenance Screen 1 (p. 52-3). Display
Record Type	This field displays the record layout type that is being maintained: File Header. Display
Seq	This field is used to identify the order of appearance of the **Field Value** in the Header record of the output file. Key the field sequence number for the **Field Value** used on this line. The first data field on a line should have a field sequence of 1, and each next data field should have a field sequence increments by 1. *Valid Values:* must be greater than zero when the **Field Value** is not blank; cannot be any gaps in field sequence numbers assigned to valid lines (N 2,0) Required

ACH File Header Record Layout-Field View & Field Formatting Screens Fields/FuncKeys

Field/Function Key	Description
Field Name	This field is used to identify what this **Field Value** represents to this template. This field is for internal use only and can be the shortened version of the **Field Value**, a generic field name that you create to represent filler or text to represent the meaning of the field. This field is not included in the export file. Key the field name to be used. (A 20) Required
Length	This field is used to identify the length of the field to be exported to the ACH output text file. This field is optional for an **Output File Type** set to D for delimited. If the **Output File Type** is F for fixed width, this field is required. For example, the check amount field size is 15,2 which means that there are 15 positions total with the last 2 being decimal positions. If the bank's file only has a 10 position amount field size, 10 would be entered in this field and the left-most positions of the field would not be included in the bank's field. Key the field length for fixed width output files. (N 3,0) Required/Optional
Field Value	This field displays only if you are viewing the ACH File Header Record Layout - Field Value View Screen (p. 52-12), as toggled with the F2=FORMATTING / F2=FIELD VALUES toggle function keys. Use this field to insert the appropriate **Field Value** that selects the actual field from the Accounts Payable Printed Checks File (APCHK), Bank Account File (XABAC), Bank Names records in the Order Control File (ORCTL), Accounts Payable Name Files (APHNM, APVEN, APONM); the System i system date; or a Constant value entered by the user to be loaded in the Positive Pay output text file. Using the constant value, you can use this field to add spaces, create filler fields or text fields required by the banks positive pay format. For those fields, the data keyed in this field is loaded to the file exactly as it is entered here. To assist in selecting the source of data, set the cursor to any place in the **Field Value** and press F4=INSERT FIELD VALUE. *Valid Values:* a valid **Field Value** selected from the ACH File Field Values Screen (p. 52-19), via F4=INSERT FIELD VALUE, or text required by the bank and entered here by the user (A 36) Required

ACH File Header Record Layout-Field View & Field Formatting Screens Fields/FuncKeys

Field/Function Key	Description
Justify	This field displays only if you are viewing the ACH File Header Record Layout - Field Formatting View Screen (p. 52-12), as toggled with the F2=FORMATTING / F2=FIELD VALUES toggle function keys.
	Use this field to properly set text to be left or right justified to match the banks specifications.
	Key R to begin filling this field at the right-most position thereby leaving the left positions blank, zero, or other characters. For example, check number 12345 could be right-justified in the bank's file (<<12345 where the < represents a space).
	Key L to begin filling this field at the left-most position thereby leaving the right positions blank. For example, check number 12345 could be left-justified in the bank's file (12345>> where the > represents a space).
	Leave this field blank and the fields will default to left justification and no filler.
	Default Value: blank
	Valid Values: R, L, or blank
	(A 1) Optional
Filler	This field displays only if you are viewing the ACH File Header Record Layout - Field Formatting View Screen (p. 52-12), as toggled with the F2=FORMATTING / F2=FIELD VALUES toggle function keys.
	Use this field to properly set text left or right justified and fill the remaining spaces with this value.
	For alpha fields, key the character to be used to fill the blank space in this field if blanks are not allowed.
	For numeric fields, key zero to left zero-fill a numeric field. Leave the field blank for blank filled fields.
	For example:
	• the 15,2 N position check amount could be left zero-filled and right-justified as 000000000023456 for $234.56
	• the 9,0 N position check number 12345 could be 000012345
	(A 1) Optional

ACH File Header Record Layout-Field View & Field Formatting Screens Fields/FuncKeys

Field/Function Key	Description
Implied Dec	This field displays only if you are viewing the ACH File Header Record Layout - Field Formatting View Screen (p. 52-12), as toggled with the F2=FORMATTING / F2=FIELD VALUES toggle function keys.
	The **Implied Dec** field will be used for numeric fields with decimal positions, such as monetary amounts, to indicate if a decimal should be implied.
	Key Y to indicate that the decimal point will be implied and not be added to the field in the file. For example, the 15,2 position check amount could be left zero-filled, right-justified, and implied decimal as 000000000023456 for $234.56.
	Leave this field blank to have the decimal point inserted in the monetary amount field. For example, the 15,2 position check amount could be left zero-filled, right-justified, and not implied decimal as 0000000000234.56 for $234.56.
	Valid Values: Y or blank
	(A 1) Optional

ACH File Header Record Layout-Field View & Field Formatting Screens Fields/FuncKeys

Field/Function Key	Description
Date/Time Format	This field displays only if you are viewing the ACH File Header Record Layout - Field Formatting View Screen (p. 52-12), as toggled with the F2=FORMATTING / F2=FIELD VALUES toggle function keys.
	Use the **Date/Time Format** field to indicate the required date/time formatting for the bank's output text file.
	The **Date/Time Format** field is only used for date fields such as Check Print Date or File Creation Date. The validation of date formats is a common sense type validation and is aimed to ensure that the specified date format has year, month and day portions in any order and allows for any separators to be used. General expectations are the following:
	• YY or YYYY for Year segment
	• MM for Month segment
	• DD for Day segment
	• Segments may be separated by any character, if needed
	The validation of time formats is also a common sense type validation, and is aimed to ensure that the Time Format has hours and minutes. General expectations for Time Formats are the following:
	• HH for Hours (military time)
	• MM for Minutes
	• Segments may be separated by any character, if needed
	The Time Format field is used for Time fields only (fields that have a word "Time").
	Default Value: YYYY-MM-DD is used for the .TXT file when this field is left blank
	Valid Values: Examples of valid date formats are: YYMMDD, YYYYMMDD, MMDDYYYY, DDMMYYYY, YY-MM-DD, MM/DD/YYYY. Examples of valid time formats are: HHMM, HH:MM.
	(A 10) Optional
F2=Formatting / F2=Field Value	Press F2=FORMATTING / F2=FIELD VALUE to toggle the screen between the Field Values and Field Formatting views.
F4=Insert Field Value	This field displays only if you are viewing the ACH File Header Record Layout - Field Value View Screen (p. 52-12), as toggled with the F2=FORMATTING / F2=FIELD VALUES toggle function keys.
	Press F4=INSERT FIELD VALUE to insert the actual field from the Distribution A+ file. The ACH File Field Values Screen (p. 52-19) appears.
	The cursor needs to be positioned in the **Field Value** field at the location where the insert will occur.

ACH File Header Record Layout-Field View & Field Formatting Screens Fields/FuncKeys

Field/Function Key	Description
F5=Re-sort	Press F5= RE-SORT to sort the fields by sequence entered, and have them re-display in ascending order by sequence. This can be helpful, for example, in cases when the initial layout needs to be adjusted by inserting some new fields or changing the order of fields appearance on the Output File line.
	Example: Seq 1 is Company, Seq 2 is Bank Name, and Seq13 is Bank Account. The **bank name** and **bank account** fields should be reversed. Change the sequence numbers of the two lines and press F5= RE-SORT. The screen will now show Seq 1 is Company, Seq 2 is Bank Account, and Seq13 is Bank Name.
F10=Next Record	Press F10=NEXT RECORD to proceed to the next record layout screen. The ACH Batch Header Record Layout - Field Value View Screen (p. 52-21) will appear.
F12=Return	Press F12=RETURN to return to the ACH File Template Maintenance Screen (p. 52-9). Any data keyed on the record layout screens is saved while you are moving between them.
	NOTE: To save your template, you must continue to use the F10=NEXT RECORD function key through the Batch Header, Entry Detail, Batch Control, and File Control records.

ACH File Field Values Screen

```
                    ACH FILE FIELD VALUES     Record Type: File Header

Sl Field Value                          Data Source
 1 Company Name                         Company Names Control File (ORCTL)
 2 Bank ID                              Bank Names Control File (ORCTL)
 3 Bank Name                            Bank Names Control File (ORCTL)
 4 Bank Account Number                  Bank Account File (XABAC)
 5 File Creation Date                   Current Date
 6 Space                                Space
 7 Long Bank Account                    Bank Account File (XABAC)
 8 File Creation Time                   Current Time
 9 File ID Modifier                     File ID Modifier
10 Current Date + ?                     Current Date + Number of Days
11 Check Print Date                     Check Print Date




Select: ...


                                    F2=View Source Size          F12=Return
```

This screen displays after pressing F4=INSERT FIELD VALUE from the following screens:

- ACH File Header Record Layout - Field Value View Screen (p. 52-12)
- ACH Batch Header Record Layout - Field Value View Screen (p. 52-21)
- ACH Entry Detail Record Layout - Field Value View Screen (p. 52-28)
- ACH File Control Record Layout - Field Value View Screen (p. 52-42)

This screen displays a list of available system defined field values that can be selected to be used for a corresponding ACH Template record type. The data that displays in the **Field Value** and **Data Source** columns varies based on the originating screen. Data is filtered to the specific record being added/maintained.

ACH File Field Values Screen Fields and Function Keys

Field/Function Keys	Description
Record Type	This field displays the specific record layout that is being maintained: File Header, Batch Header, Entry Detail, Batch Control, or File Control. Display
Sl	This field is the reference number to select a line on the screen. This number will be keyed in the **Select** field to choose a field to be added to the template. Display

ACH File Field Values Screen Fields and Function Keys

Field/Function Keys	Description
Field Value	This field is the actual field from the Distribution A+ files that can be used for the specific record layout. The list of field values will be different for each specific record layout. Display
Size	This field displays after pressing F2=VIEW SOURCE SIZE. This field displays the originating file field size. This information will be helpful in determining the compatibility between the check files field sizes and the requirements of each specific bank. Display
Data Source	This field indicates which data file or data source will be used for the selection of the **Field Value**. Data files used are A/P Check File (APCHK), Bank Accounts File (XABAC), and Order Control File (ORCTL). Display
Select	Use this field to select a field value to be included in the specific record layout for the template being maintained. Key the reference number of the **Field Value** to be selected, and press ENTER. (N 2,0) Optional
F2=View Source Size/ F2=Hide Source Size	Press F2=VIEW SOURCE SIZE / F2=HIDE SOURCE SIZE to view or hide the **Size** column with the originating file field size. This information will be helpful in determining the compatibility between the check files field sizes and the requirements of each specific bank.
F12=Return	Press F12=RETURN without selecting data.
Enter	Press ENTER to select the field value and return to the screen for the record layout being maintained.

ACH Batch Header Record Layout - Field Value View Screen

```
                      ACH BATCH HEADER RECORD LAYOUT              Add
Co/Bank Account:  1 / CHK-54378                    Record Type: Batch Header

Seq Field Name                 Length    Field Value
 .1 Record Type Code . . . .    . .1     5 . . . . . . . . . . . . . . . . . . .
 .2 Service Class Code . . .    . .3     220 . . . . . . . . . . . . . . . . . .
 .3 Company Name . . . . . .    .16 . .  . . . . . . . . . . . . . . . . . . . .
 .4 Discretionary Data . .      .20 . .  . . . . . . . . . . . . . . . . . . . .
 .5 Company ID . . . . . . .    .10 . .  . . . . . . . . . . . . . . . . . . . .
 .6 Standard Entry Class . .    . .3     PPD . . . . . . . . . . . . . . . . . .
 .7 Entry Description . . .     .10 . .  . . . . . . . . . . . . . . . . . . . .
 .8 Descriptive Date . . . .    . .6     . . . . . . . . . . . . . . . . . . . .
 .9 Effective Entry Date .      . .6     Check Print Date . . . . . . . . . . .
10 Reserved . . . . . . . . .   . .3     Space . . . . . . . . . . . . . . . . .
11 Originator Status CD . .     . .1     1 . . . . . . . . . . . . . . . . . . .
12 Originating Fin ID . .       . .8 . . . . . . . . . . . . . . . . . . . . . .
13 Batch Number . . . . . . .   . .7     Batch Number . . . . . . . . . . . . .
 . . . . . . . . . . . . . . .  . . . .  . . . . . . . . . . . . . . . . . . . .
 . . . . . . . . . . . . . . .  . . . .  . . . . . . . . . . . . . . . . . . . .
 . . . . . . . . . . . . . . .  . . . .  . . . . . . . . . . . . . . . . . . . .


 F2=Formatting   F4=Insert Field Value   F5=Re-sort  F10=Next Record  F12=Return
```

ACH Batch Header Record Layout - Field Formatting View Screen

```
                      ACH BATCH HEADER RECORD LAYOUT              Add
Co/Bank Account:  1 / CHK-32100                    Record Type: Batch Header
                                  Justify          Implied    Date/Time
Seq Field Name                 Length (R,L, )  Filler  Dec(Y, )  Format
 .1 Record Type Code . . . .    . .1    . .     . .     . .     . . . . . . . . .
 .2 Service Class Code . . .    . .3    . .     . .     . .     . . . . . . . . .
 .3 Company Name . . . . . .    .16     . .     . .     . .     . . . . . . . . .
 .4 Discretionary Data . .      .20     . .     . .     . .     . . . . . . . . .
 .5 Company ID . . . . . . .    .10     . .     . .     . .     . . . . . . . . .
 .6 Standard Entry Class . .    . .3    . .     . .     . .     . . . . . . . . .
 .7 Entry Description . . .     .10     . .     . .     . .     . . . . . . . . .
 .8 Descriptive Date . . . .    . .6    . .     . .     . .     . . . . . . . . .
 .9 Effective Entry Date .      . .6    . .     . .     . .     YYMMDD . . . . .
10 Reserved . . . . . . . . .   . .3    . .     . .     . .     . . . . . . . . .
11 Originator Status CD . .     . .1    . .     . .     . .     . . . . . . . . .
12 Originating Fin ID . .       . .8    . .     . .     . .     . . . . . . . . .
13 Batch Number . . . . . . .   . .7    R       0       . .     . . . . . . . . .
 . . . . . . . . . . . . . . .  . . . . . .     . .     . .     . . . . . . . . .
 . . . . . . . . . . . . . . .  . . . . . .     . .     . .     . . . . . . . . .
 . . . . . . . . . . . . . . .  . . . . . .     . .     . .     . . . . . . . . .


 F2=Field Value                         F5=Re-sort  F10=Next Record  F12=Return
```

This screen displays after pressing F10=NEXT RECORD on the ACH File Header Record Layout - Field Value View Screen (p. 52-12) or ACH File Header Record Layout - Field Formatting View Screen (p. 52-12).

The ACH Batch Header Record Layout - Field Formatting View Screen (p. 52-21) displays with the use of the F2=FORMATTING / F2=FIELD VALUE toggle function keys.

Use this screen to define the fields that will be used for each Batch Header output record in the text file. Complete the fields on the formatting screen to define the exact specifications required by the bank for processing.

The available **Field Values** for this record format are: Record Type Code, Service Class Code, Company Name, Discretionary Data, Company ID, Standard Entry Class, Entry Description, Description Date, Effective Entry Date, Reserved, Originator Status CD, Originating Fin ID, Batch Number.

NOTE: In Add mode, a default ACH format will be used and most screen layout fields will be pre-populated for you, with only few bank specific fields that will need to be filled in. In Change mode, data will be copied from the previously saved ACH Template Detail (ACHTDT) records, to be maintained as needed.

Important

All the data fields in the output file are treated as text fields; there are no data type concepts. Without formatting all fields will be left justified as a text fields, and added as they are stored in the database. The user should provide formatting to match bank requirements as needed.

ACH Batch Header Record Layout-Field View & Field Formatting Screens Fields/FuncKeys

Field/Function Keys	Description
(Maintenance Mode)	This field displays the type of maintenance. Add or Change, is shown in reverse image on the top right of the screen. Display
Co/Bank Account	This field displays the company and bank account number you selected on the Bank Account Maintenance Screen 1 (p. 52-3). Display
Record Type	This field displays the record layout type that is being maintained: Batch Header. Display
Seq	This field is used to identify the order of appearance of the **Field Value** in the Batch Header record of the output file. Key the field sequence number for the **Field Value** used on this line. The first data field on a line should have a field sequence of 1, and each next data field should have a field sequence increments by 1. *Valid Values:* must be greater than zero when the **Field Value** is not blank; cannot be any gaps in field sequence numbers assigned to valid lines (N 2,0) Required

ACH Batch Header Record Layout-Field View & Field Formatting Screens Fields/FuncKeys

Field/Function Keys	Description
Field Name	This field is used to identify what this **Field Value** represents to this template. This field is for internal use only and can be the shortened version of the **Field Value**, a generic field name that you create to represent filler or text to represent the meaning of the field. This field is not included in the export file.
	Key the field name to be used.
	(A 20) Required
Length	This field is used to identify the length of the field to be exported to the ACH output text file. This field is optional for an **Output File Type** set to D for delimited. If the **Output File Type** is F for fixed width, this field is required.
	For example, the check amount field size is 15,2 which means that there are 15 positions total with the last 2 being decimal positions. If the bank's file only has a 10 position amount field size, 10 would be entered in this field and the left-most positions of the field would not be included in the bank's field.
	Key the field length for fixed width output files.
	(N 3,0) Required/Optional
Field Value	This field displays only if you are viewing the ACH Batch Header Record Layout - Field Value View Screen (p. 52-21), as toggled with the F2=FORMATTING / F2=FIELD VALUES toggle function keys.
	Use this field to insert the appropriate **Field Value** that selects the actual field from the Accounts Payable Printed Checks File (APCHK), Bank Account File (XABAC), Bank Names records in the Order Control File (ORCTL), Accounts Payable Name Files (APHNM, APVEN, APONM); the System i system date; or a Constant value entered by the user to be loaded in the Positive Pay output text file.
	Using the constant value, you can use this field to add spaces, create filler fields or text fields required by the banks positive pay format. For those fields, the data keyed in this field is loaded to the file exactly as it is entered here.
	To assist in selecting the source of data, set the cursor to any place in the **Field Value** and press F4=INSERT FIELD VALUE.
	Valid Values: a valid **Field Value** selected from the ACH File Field Values Screen (p. 52-19), via F4=INSERT FIELD VALUE, or text required by the bank and entered here by the user
	(A 36) Required

ACH Batch Header Record Layout-Field View & Field Formatting Screens Fields/FuncKeys

Field/Function Keys	Description
Justify	This field displays only if you are viewing the ACH Batch Header Record Layout - Field Formatting View Screen (p. 52-21), as toggled with the F2=FORMATTING / F2=FIELD VALUES toggle function keys.
	Use this field to properly set text to be left or right justified to match the banks specifications.
	Key R to begin filling this field at the right-most position thereby leaving the left positions blank, zero, or other characters. For example, check number 12345 could be right-justified in the bank's file (<<12345 where the < represents a space).
	Key L to begin filling this field at the left-most position thereby leaving the right positions blank. For example, check number 12345 could be left-justified in the bank's file (12345>> where the > represents a space).
	Leave this field blank and the fields will default to left justification and no filler.
	Default Value: blank
	Valid Values: R, L, or blank
	(A 1) Optional
Filler	This field displays only if you are viewing the ACH Batch Header Record Layout - Field Formatting View Screen (p. 52-21), as toggled with the F2=FORMATTING / F2=FIELD VALUES toggle function keys.
	Use this field to properly set text left or right justified and fill the remaining spaces with this value.
	For alpha fields, key the character to be used to fill the blank space in this field if blanks are not allowed.
	For numeric fields, key zero to left zero-fill a numeric field. Leave the field blank for blank filled fields.
	For example:
	• the 15,2 N position check amount could be left zero-filled and right-justified as 000000000023456 for $234.56
	• the 9,0 N position check number 12345 could be 000012345
	(A 1) Optional

ACH Batch Header Record Layout-Field View & Field Formatting Screens Fields/FuncKeys

Field/Function Keys	Description
Implied Dec	This field displays only if you are viewing the ACH Batch Header Record Layout - Field Formatting View Screen (p. 52-21), as toggled with the F2=FORMATTING / F2=FIELD VALUES toggle function keys.
	The **Implied Dec** field will be used for numeric fields with decimal positions, such as monetary amounts, to indicate if a decimal should be implied.
	Key Y to indicate that the decimal point will be implied and not be added to the field in the file. For example, the 15,2 position check amount could be left zero-filled, right-justified, and implied decimal as 000000000023456 for $234.56.
	Leave this field blank to have the decimal point inserted in the monetary amount field. For example, the 15,2 position check amount could be left zero-filled, right-justified, and not implied decimal as 0000000000234.56 for $234.56.
	Valid Values: Y or blank
	(A 1) Optional

ACH Batch Header Record Layout-Field View & Field Formatting Screens Fields/FuncKeys

Field/Function Keys	Description
Date/Time Format	This field displays only if you are viewing the ACH Batch Header Record Layout - Field Formatting View Screen (p. 52-21), as toggled with the F2=FORMATTING / F2=FIELD VALUES toggle function keys.
	Use the **Date/Time Format** field to indicate the required date/time formatting for the bank's output text file.
	The **Date/Time Format** field is only used for date fields such as Check Print Date or File Creation Date. The validation of date formats is a common sense type validation and is aimed to ensure that the specified date format has year, month and day portions in any order and allows for any separators to be used. General expectations are the following:
	• YY or YYYY for Year segment
	• MM for Month segment
	• DD for Day segment
	• Segments may be separated by any character, if needed
	The validation of time formats is also a common sense type validation, and is aimed to ensure that the Time Format has hours and minutes. General expectations for Time Formats are the following:
	• HH for Hours (military time)
	• MM for Minutes
	• Segments may be separated by any character, if needed
	The Time Format field is used for Time fields only (fields that have a word "Time").
	Default Value: YYYY-MM-DD is used for the .TXT file when this field is left blank
	Valid Values: Examples of valid date formats are: YYMMDD, YYYYMMDD, MMDDYYYY, DDMMYYYY, YY-MM-DD, MM/DD/YYYY. Examples of valid time formats are: HHMM, HH:MM.
	(A 10) Optional
F2=Formatting / F2=Field Value	Press F2=FORMATTING / F2=FIELD VALUE to toggle the screen between the Field Values and Field Formatting views.
F4=Insert Field Value	This field displays only if you are viewing the ACH Batch Header Record Layout - Field Value View Screen (p. 52-21), as toggled with the F2=FORMATTING / F2=FIELD VALUES toggle function keys.
	Press F4=INSERT FIELD VALUE to insert the actual field from the file. The ACH File Field Values Screen (p. 52-19) appears.
	The cursor needs to be positioned in the **Field Value** field at the location where the insert will occur.

ACH Batch Header Record Layout-Field View & Field Formatting Screens Fields/FuncKeys

Field/Function Keys	Description
F5=Re-sort	Press F5= RE-SORT to sort the fields by sequence entered, and have them re-display in ascending order by sequence. This can be helpful, for example, in cases when the initial layout needs to be adjusted by inserting some new fields or changing the order of fields appearance on the Output File line.
	Example: Seq 1 is Company, Seq 2 is Bank Name, and Seq13 is Bank Account. The **bank name** and **bank account** fields should be reversed. Change the sequence numbers of the two lines and press F5= RE-SORT. The screen will now show Seq 1 is Company, Seq 2 is Bank Account, and Seq13 is Bank Name.
F10=Next Record	Press F10=NEXT RECORD to proceed to the next record layout screen. The ACH Entry Detail Record Layout - Field Value View Screen (p. 52-28) will appear.
F12=Return	Press F12=RETURN to return to the ACH File Header Record Layout - Field Value View Screen (p. 52-12) or ACH File Header Record Layout - Field Formatting View Screen (p. 52-12). Any data keyed on the record layout screens is saved while you are moving between them.
	NOTE: To save your template, you must continue to use the F10=NEXT RECORD function key through the Entry Detail, Batch Control, and File Control records.

ACH Entry Detail Record Layout - Field Value View Screen

```
                    ACH ENTRY DETAIL RECORD LAYOUT            Add
 Co/Bank Account:  1 / ITL-056300             Record Type: Entry Detail

 Seg Field Name               Length     Field Value
  _1 Record Type Code....       ..1      6..........................................
  .2 Transaction Code.....      ..2      22.........................................
  .3 Receiving DFI ID.....      ..8      Vendor Receiving DFI.......................
  .4 Check Digit.........       ..1      ...........................................
  .5 DFI Account Number..       .17      Vendor DFI Account Number..................
  .6 Amount.............        .10      Payment Amount.............................
  .7 Individual ID.......       .15      Vendor Individual ID.......................
  .8 Individual Name.....       .22      Payee Name.................................
  .9 Discretionary Data..       ..2      ...........................................
  10 Addenda Record ID....      ..1      0..........................................
  11 Trace Bank R/T.......       ..8      ...........................................
  12 Trace Sequence.......       ..7      Trace Number Sequence......................
  ...........................   ....     ...........................................
  ...........................   ....     ...........................................
  ...........................   ....     ...........................................
  ...........................   ....     ...........................................


 F2=Formatting   F4=Insert Field Value   F5=Re-sort  F10=Next Record  F12=Return
```

ACH Entry Detail Record Layout - Field Formatting View Screen

```
                    ACH ENTRY DETAIL RECORD LAYOUT            Add
 Co/Bank Account:  1 / CHK-32100              Record Type: Entry Detail
                                Justify          Implied    Date/Time
 Seg Field Name               Length  (R,L, )  Filler  Dec(Y, )  Format
  _1 Record Type Code....       ..1     ..      ..      ..       ..........
  .2 Transaction Code.....      ..2     ..      ..      ..       ..........
  .3 Receiving DFI ID.....      ..8     ..      ..      ..       ..........
  .4 Check Digit.........       ..1     ..      ..      ..       ..........
  .5 DFI Account Number..       .17     ..      ..      ..       ..........
  .6 Amount.............        .10     R       0       Y        ..........
  .7 Individual ID.......       .15     ..      ..      ..       ..........
  .8 Individual Name.....       .22     ..      ..      ..       ..........
  .9 Discretionary Data..       ..2     ..      ..      ..       ..........
  10 Addenda Record ID....      ..1     ..      ..      ..       ..........
  11 Trace Bank R/T.......       ..8     ..      ..      ..       ..........
  12 Trace Sequence.......       ..7     R       0       ..       ..........
  ...........................   ....    ..      ..      ..       ..........
  ...........................   ....    ..      ..      ..       ..........
  ...........................   ....    ..      ..      ..       ..........
  ...........................   ....    ..      ..      ..       ..........


 F2=Field Value                     F5=Re-sort  F10=Next Record  F12=Return
```

This screen displays after pressing F10=NEXT RECORD on the ACH Batch Header Record Layout - Field Value View Screen (p. 52-21) or ACH Batch Header Record Layout - Field Formatting View Screen (p. 52-21).

The ACH Entry Detail Record Layout - Field Formatting View Screen (p. 52-28) displays with the use of the F2=FORMATTING / F2=FIELD VALUE toggle function keys.

Use this screen to define the fields that will be used for each Detail output record in the text file. Complete the fields on the formatting screen to define the exact specifications required by the bank for processing.

The available **Field Values** for this record format are: Record Type Code, Transaction Code, Receiving DFI ID, Check Digit, DFI Account Number, Amount, Individual ID, Individual Name, Discretionary Data, Addenda Record ID, Trace Bank R/T, Trace Sequence. Note that Check Digit is the ninth digit of the receiving financial institution's transit routing number (that is, the 9th character from the **ACDFID** field from the ACHVEN file).

The **Trace Number** is unique to the transaction and will help identify the transaction in case of an inquiry. It displays on the ACH File Transactions Screen (p. 24-6) in the Processed ACH Payments option (MENU APCHCK).

The **Vendor Receiving DFI** field is assigned to each vendor through Vendors Maintenance (MENU APFILE/MENU POFILE) as a 20 position numeric field. Based on the field length specified on this screen, only those positions will be used in the payment file and included for the calculation of the hash totals.

NOTE: In Add mode, a default ACH format will be used and most screen layout fields will be pre-populated for you, with only few bank specific fields that will need to be filled in. In Change mode, data will be copied from the previously saved ACH Template Detail (ACHTDT) records, to be maintained as needed.

Important

All the data fields in the output file are treated as text fields; there are no data type concepts. Without formatting all fields will be left justified as a text fields, and added as they are stored in the database. The user should provide formatting to match bank requirements as needed.

Unformatted dates will appear as YYYY-MM-DD.

ACH Entry Detail Record Layout - Field View & Formatting View Screens Fields and Function Keys

Field/Function Key	Description
(Maintenance Mode)	This field displays the type of maintenance. Add or Change, is shown in reverse image on the top right of the screen. Display
Co/Bank Account	This field displays the company and bank account number you selected on the Bank Account Maintenance Screen 1 (p. 52-3). Display

ACH Entry Detail Record Layout - Field View & Formatting View Screens Fields and Function Keys

Field/Function Key	Description
Record Type	This field displays the record layout type that is being maintained: Entry Detail. Display
Seq	This field is used to identify the order of appearance of the **Field Value** in the Detail record of the output file. Key the field sequence number for the **Field Value** used on this line. The first data field on a line should have a field sequence of 1, and each next data field should have a field sequence increments by 1. *Valid Values:* must be greater than zero when the **Field Value** is not blank; cannot be any gaps in field sequence numbers assigned to valid lines (N 2,0) Required
Field Name	This field is used to identify what this **Field Value** represents to this template. This field is for internal use only and can be the shortened version of the **Field Value**, a generic field name that you create to represent filler or text to represent the meaning of the field. This field is not included in the export file. Key the field name to be used. (A 20) Required
Length	This field is used to identify the length of the field to be exported to the ACH output text file. This field is optional for an **Output File Type** set to D for delimited. If the **Output File Type** is F for fixed width, this field is required. For example, the check amount field size is 15,2 which means that there are 15 positions total with the last 2 being decimal positions. If the bank's file only has a 10 position amount field size, 10 would be entered in this field and the left-most positions of the field would not be included in the bank's field. Key the field length for fixed width output files. (N 3,0) Required/Optional

ACH Entry Detail Record Layout - Field View & Formatting View Screens Fields and Function Keys

Field/Function Key	Description
Field Value	This field displays only if you are viewing the ACH Entry Detail Record Layout - Field Value View Screen (p. 52-28), as toggled with the F2=FORMATTING / F2=FIELD VALUES toggle function keys.
	Use this field to insert the appropriate **Field Value** that selects the actual field from the Accounts Payable Printed Checks File (APCHK), Bank Account File (XABAC), Bank Names records in the Order Control File (ORCTL), Accounts Payable Name Files (APHNM, APVEN, APONM); the System i system date; or a Constant value entered by the user to be loaded in the Positive Pay output text file.
	Using the constant value, you can use this field to add spaces, create filler fields or text fields required by the banks positive pay format. For those fields, the data keyed in this field is loaded to the file exactly as it is entered here.
	To assist in selecting the source of data, set the cursor to any place in the **Field Value** and press F4=INSERT FIELD VALUE.
	Valid Values: a valid **Field Value** selected from the ACH File Field Values Screen (p. 52-19), via F4=INSERT FIELD VALUE, or text required by the bank and entered here by the user
	(A 36) Required
Justify	This field displays only if you are viewing the ACH Entry Detail Record Layout - Field Formatting View Screen (p. 52-28), as toggled with the F2=FORMATTING / F2=FIELD VALUES toggle function keys.
	Use this field to properly set text to be left or right justified to match the banks specifications.
	Key R to begin filling this field at the right-most position thereby leaving the left positions blank, zero, or other characters. For example, check number 12345 could be right-justified in the bank's file (<<12345 where the < represents a space).
	Key L to begin filling this field at the left-most position thereby leaving the right positions blank. For example, check number 12345 could be left-justified in the bank's file (12345>> where the > represents a space).
	Leave this field blank and the fields will default to left justification and no filler.
	Default Value: blank
	Valid Values: R, L, or blank
	(A 1) Optional

ACH Entry Detail Record Layout - Field View & Formatting View Screens Fields and Function Keys

Field/Function Key	Description
Filler	This field displays only if you are viewing the ACH Entry Detail Record Layout - Field Formatting View Screen (p. 52-28), as toggled with the F2=FORMATTING / F2=FIELD VALUES toggle function keys.
	Use this field to properly set text left or right justified and fill the remaining spaces with this value.
	For alpha fields, key the character to be used to fill the blank space in this field if blanks are not allowed.
	For numeric fields, key zero to left zero-fill a numeric field. Leave the field blank for blank filled fields.
	For example:
	• the 15,2 N position check amount could be left zero-filled and right-justified as 000000000023456 for $234.56
	• the 9,0 N position check number 12345 could be 000012345
	(A 1) Optional
Implied Dec	This field displays only if you are viewing the ACH Entry Detail Record Layout - Field Formatting View Screen (p. 52-28), as toggled with the F2=FORMATTING / F2=FIELD VALUES toggle function keys.
	The **Implied Dec** field will be used for numeric fields with decimal positions, such as monetary amounts, to indicate if a decimal should be implied.
	Key Y to indicate that the decimal point will be implied and not be added to the field in the file. For example, the 15,2 position check amount could be left zero-filled, right-justified, and implied decimal as 000000000023456 for $234.56.
	Leave this field blank to have the decimal point inserted in the monetary amount field. For example, the 15,2 position check amount could be left zero-filled, right-justified, and not implied decimal as 0000000000234.56 for $234.56.
	Valid Values: Y or blank
	(A 1) Optional

ACH Entry Detail Record Layout - Field View & Formatting View Screens Fields and Function Keys

Field/Function Key	Description
Date/Time Format	This field displays only if you are viewing the ACH Entry Detail Record Layout - Field Formatting View Screen (p. 52-28), as toggled with the F2=FORMATTING / F2=FIELD VALUES toggle function keys.
	Use the **Date/Time Format** field to indicate the required date/time formatting for the bank's output text file.
	The **Date/Time Format** field is only used for date fields such as Check Print Date or File Creation Date. The validation of date formats is a common sense type validation and is aimed to ensure that the specified date format has year, month and day portions in any order and allows for any separators to be used. General expectations are the following:
	• YY or YYYY for Year segment
	• MM for Month segment
	• DD for Day segment
	• Segments may be separated by any character, if needed
	The validation of time formats is also a common sense type validation, and is aimed to ensure that the Time Format has hours and minutes. General expectations for Time Formats are the following:
	• HH for Hours (military time)
	• MM for Minutes
	• Segments may be separated by any character, if needed
	The Time Format field is used for Time fields only (fields that have a word "Time").
	Default Value: YYYY-MM-DD is used for the .TXT file when this field is left blank
	Valid Values: Examples of valid date formats are: YYMMDD, YYYYMMDD, MMDDYYYY, DDMMYYYY, YY-MM-DD, MM/DD/YYYY. Examples of valid time formats are: HHMM, HH:MM.
	(A 10) Optional
F2=Formatting / F2=Field Value	Press F2=FORMATTING / F2=FIELD VALUE to toggle the screen between the Field Values and Field Formatting views.
F4=Insert Field Value	This function key displays only if you are viewing the ACH Entry Detail Record Layout - Field Value View Screen (p. 52-28), as toggled with the F2=FORMATTING / F2=FIELD VALUES toggle function keys.
	Press F4=INSERT FIELD VALUE to insert the actual field from the file. The ACH File Field Values Screen (p. 52-19) appears.
	The cursor needs to be positioned in the **Field Value** field at the location where the insert will occur.

ACH Entry Detail Record Layout - Field View & Formatting View Screens Fields and Function Keys

Field/Function Key	Description
F5=Re-sort	Press F5= RE-SORT to sort the fields by sequence entered, and have them re-display in ascending order by sequence. This can be helpful, for example, in cases when the initial layout needs to be adjusted by inserting some new fields or changing the order of fields appearance on the Output File line.
	Example: Seq 1 is Company, Seq 2 is Bank Name, and Seq13 is Bank Account. The **bank name** and **bank account** fields should be reversed. Change the sequence numbers of the two lines and press F5= RE-SORT. The screen will now show Seq 1 is Company, Seq 2 is Bank Account, and Seq13 is Bank Name.
F10=Next Record	Press F10=NEXT RECORD to proceed to the next record layout screen. The ACH Batch Control Record Layout - Field Value View Screen (p. 52-35) will appear.
F12=Return	Press F12=RETURN to return to the ACH Batch Header Record Layout - Field Value View Screen (p. 52-21) or ACH Batch Header Record Layout - Field Formatting View Screen (p. 52-21). Any data keyed on the record layout screens is saved while you are moving between them.
	NOTE: To save your template, you must continue to use the F10=NEXT RECORD function key through the Batch Control and File Control records.

ACH Batch Control Record Layout - Field Value View Screen

```
                  ACH BATCH CONTROL RECORD LAYOUT            Add
Co/Bank Account:  1 / ITL-056300              Record Type: Batch Control

Seg Field Name                  Length     Field Value
 _1 Record Type Code ....        .. 1      8...........................
 .2 Service Class Code...        .. 3      220.........................
 .3 Entry Count..........        .. 6      Entry Count.................
 .4 Entry Hash...........        .10       Entry Hash..................
 .5 Total Debit Amount..         .12       Total Debit Amount..........
 .6 Total Credit Amount.         .12       Total Credit Amount.........
 .7 Company ID...........        .10
 .8 Message Auth CD.....         .19       Space.......................
 .9 Reserved............         .. 6      Space.......................
 10 Originating Fin ID..         .. 8
 11 Batch Number........         ...7      Batch Number................
 ...........................     ....      ............................
 ...........................     ....      ............................
 ...........................     ....      ............................
 ...........................     ....      ............................
 ...........................     ....      ............................


F2=Formatting    F4=Insert Field Value    F5=Re-sort    F10=Next Record  F12=Return
```

ACH Batch Control Record Layout - Field Formatting View Screen

```
                  ACH BATCH CONTROL RECORD LAYOUT            Add
Co/Bank Account:  1 / CHK-32100               Record Type: Batch Control
                                  Justify          Implied   Date/Time
Seg Field Name              Length (R,L, )  Filler  Dec(Y, )  Format
 .1 Record Type Code ....    .. 1    - ..    ..      ..       ..........
 .2 Service Class Code...    .. 3            ..      ..       ..........
 .3 Entry Count..........    .. 6    R       0       ..       ..........
 .4 Entry Hash...........    .10                     ..       ..........
 .5 Total Debit Amount..     .12     R       0       Y        ..........
 .6 Total Credit Amount.     .12     R       0       Y        ..........
 .7 Company ID...........    .10     ..      ..      ..       ..........
 .8 Message Auth CD.....     .19     ..      ..      ..       ..........
 .9 Reserved............     .. 6    ..      ..      ..       ..........
 10 Originating Fin ID..     .. 8    ..      ..      ..       ..........
 11 Batch Number........     ...7    R       0       ..       ..........
 ...........................  ....   ..      ..      ..       ..........
 ...........................  ....   ..      ..      ..       ..........
 ...........................  ....   ..      ..      ..       ..........
 ...........................  ....   ..      ..      ..       ..........
 ...........................  ....   ..      ..      ..       ..........


 F2=Field Value                       F5=Re-sort   F10=Next Record  F12=Return
```

This screen displays after pressing F10=NEXT RECORD on the ACH Entry Detail Record Layout - Field Value View Screen (p. 52-28) or ACH Entry Detail Record Layout - Field Formatting View Screen (p. 52-28).

The ACH Batch Control Record Layout - Field Formatting View Screen (p. 52-35) displays with the use of the F2=FORMATTING / F2=FIELD VALUE toggle function keys.

Use this screen to define the fields that will be used for each Batch Control output record in the text file. Complete the fields on the formatting screen to define the exact specifications required by the bank for processing.

The available **Field Values** for this record format are: Record Type Code, Service Class Code, Entry Count, Entry Hash, Total Debit Amount, Total Credit Amount, Company ID, Message Auth CD, Reserved, Originating Fin ID, and Batch Number.

Note that Entry Hash is a calculated field. It is the sum of the Detail record's Vendor DFI Account Number output data field (that is, the ACDFID field from the ACHVEN file, truncated to the size defined in the template). The resulting field is truncated - only the final 10 positions in the entry are used.

> NOTE: In Add mode, a default ACH format will be used and most screen layout fields will be pre-populated for you, with only few bank specific fields that will need to be filled in. In Change mode, data will be copied from the previously saved ACH Template Detail (ACHTDT) records, to be maintained as needed.

Important

All the data fields in the output file are treated as text fields; there are no data type concepts. Without formatting all fields will be left justified as a text fields, and added as they are stored in the database. The user should provide formatting to match bank requirements as needed.

Unformatted dates will appear as YYYY-MM-DD.

ACH Batch Control Record Layout - Field View & Field Formatting Screen Fields and Function Keys

Field/Function Key	Description
(Maintenance Mode)	This field displays the type of maintenance. Add or Change, is shown in reverse image on the top right of the screen. Display
Co/Bank Account	This field displays the company and bank account number you selected on the Bank Account Maintenance Screen 1 (p. 52-3). Display
Record Type	This field displays the record layout type that is being maintained: Batch Control. Display

ACH Batch Control Record Layout - Field View & Field Formatting Screen Fields and Function Keys

Field/Function Key	Description
Seq	This field is used to identify the order of appearance of the **Field Value** in the Detail record of the output file. Key the field sequence number for the **Field Value** used on this line. The first data field on a line should have a field sequence of 1, and each next data field should have a field sequence increments by 1. *Valid Values:* must be greater than zero when the **Field Value** is not blank; cannot be any gaps in field sequence numbers assigned to valid lines (N 2,0) Required
Field Name	This field is used to identify what this **Field Value** represents to this template. This field is for internal use only and can be the shortened version of the **Field Value**, a generic field name that you create to represent filler or text to represent the meaning of the field. This field is not included in the export file. Key the field name to be used. (A 20) Required
Length	This field is used to identify the length of the field to be exported to the ACH output text file. This field is optional for an **Output File Type** set to D for delimited. If the **Output File Type** is F for fixed width, this field is required. For example, the check amount field size is 15,2 which means that there are 15 positions total with the last 2 being decimal positions. If the bank's file only has a 10 position amount field size, 10 would be entered in this field and the left-most positions of the field would not be included in the bank's field. Key the field length for fixed width output files. (N 3,0) Required/Optional

ACH Batch Control Record Layout - Field View & Field Formatting Screen Fields and Function Keys

Field/Function Key	Description
Field Value	This field displays only if you are viewing the ACH Batch Control Record Layout - Field Value View Screen (p. 52-35), as toggled with the F2=FORMATTING / F2=FIELD VALUES toggle function keys.
	Use this field to insert the appropriate **Field Value** that selects the actual field from the Accounts Payable Printed Checks File (APCHK), Bank Account File (XABAC), Bank Names records in the Order Control File (ORCTL), Accounts Payable Name Files (APHNM, APVEN, APONM); the System i system date; or a Constant value entered by the user to be loaded in the Positive Pay output text file.
	Using the constant value, you can use this field to add spaces, create filler fields or text fields required by the banks positive pay format. For those fields, the data keyed in this field is loaded to the file exactly as it is entered here.
	To assist in selecting the source of data, set the cursor to any place in the **Field Value** and press F4=INSERT FIELD VALUE.
	Valid Values: a valid **Field Value** selected from the ACH File Field Values Screen (p. 52-19), via F4=INSERT FIELD VALUE, or text required by the bank and entered here by the user
	(A 36) Required
Justify	This field displays only if you are viewing the ACH Batch Control Record Layout - Field Formatting View Screen (p. 52-35), as toggled with the F2=FORMATTING / F2=FIELD VALUES toggle function keys.
	Use this field to properly set text to be left or right justified to match the banks specifications.
	Key R to begin filling this field at the right-most position thereby leaving the left positions blank, zero, or other characters. For example, check number 12345 could be right-justified in the bank's file (<<12345 where the < represents a space).
	Key L to begin filling this field at the left-most position thereby leaving the right positions blank. For example, check number 12345 could be left-justified in the bank's file (12345>> where the > represents a space).
	Leave this field blank and the fields will default to left justification and no filler.
	Default Value: blank
	Valid Values: R, L, or blank
	(A 1) Optional

ACH Batch Control Record Layout - Field View & Field Formatting Screen Fields and Function Keys

Field/Function Key	Description
Filler	This field displays only if you are viewing the ACH Batch Control Record Layout - Field Formatting View Screen (p. 52-35), as toggled with the F2=FORMATTING / F2=FIELD VALUES toggle function keys.
	Use this field to properly set text left or right justified and fill the remaining spaces with this value.
	For alpha fields, key the character to be used to fill the blank space in this field if blanks are not allowed.
	For numeric fields, key zero to left zero-fill a numeric field. Leave the field blank for blank filled fields.
	For example:
	• the 15,2 N position check amount could be left zero-filled and right-justified as 000000000023456 for $234.56
	• the 9,0 N position check number 12345 could be 000012345
	(A 1) Optional
Implied Dec	This field displays only if you are viewing the ACH Batch Control Record Layout - Field Formatting View Screen (p. 52-35), as toggled with the F2=FORMATTING / F2=FIELD VALUES toggle function keys.
	The **Implied Dec** field will be used for numeric fields with decimal positions, such as monetary amounts, to indicate if a decimal should be implied.
	Key Y to indicate that the decimal point will be implied and not be added to the field in the file. For example, the 15,2 position check amount could be left zero-filled, right-justified, and implied decimal as 000000000023456 for $234.56.
	Leave this field blank to have the decimal point inserted in the monetary amount field. For example, the 15,2 position check amount could be left zero-filled, right-justified, and not implied decimal as 0000000000234.56 for $234.56.
	Valid Values: Y or blank
	(A 1) Optional

ACH Batch Control Record Layout - Field View & Field Formatting Screen Fields and Function Keys

Field/Function Key	Description
Date/Time Format	This field displays only if you are viewing the ACH Batch Control Record Layout - Field Formatting View Screen (p. 52-35), as toggled with the F2=FORMATTING / F2=FIELD VALUES toggle function keys.
	Use the **Date/Time Format** field to indicate the required date/time formatting for the bank's output text file.
	The **Date/Time Format** field is only used for date fields such as Check Print Date or File Creation Date. The validation of date formats is a common sense type validation and is aimed to ensure that the specified date format has year, month and day portions in any order and allows for any separators to be used. General expectations are the following:
	• YY or YYYY for Year segment
	• MM for Month segment
	• DD for Day segment
	• Segments may be separated by any character, if needed
	The validation of time formats is also a common sense type validation, and is aimed to ensure that the Time Format has hours and minutes. General expectations for Time Formats are the following:
	• HH for Hours (military time)
	• MM for Minutes
	• Segments may be separated by any character, if needed
	The Time Format field is used for Time fields only (fields that have a word "Time").
	Default Value: YYYY-MM-DD is used for the .TXT file when this field is left blank
	Valid Values: Examples of valid date formats are: YYMMDD, YYYYMMDD, MMDDYYYY, DDMMYYYY, YY-MM-DD, MM/DD/YYYY. Examples of valid time formats are: HHMM, HH:MM.
	(A 10) Optional
F2=Formatting / F2=Field Value	Press F2=FORMATTING / F2=FIELD VALUE to toggle the screen between the Field Values and Field Formatting views.
F4=Insert Field Value	This function key displays only if you are viewing the ACH Batch Control Record Layout - Field Value View Screen (p. 52-35), as toggled with the F2=FORMATTING / F2=FIELD VALUES toggle function keys.
	Press F4=INSERT FIELD VALUE to insert the actual field from the file. The ACH File Field Values Screen (p. 52-19) appears.
	The cursor needs to be positioned in the **Field Value** field at the location where the insert will occur.

ACH Batch Control Record Layout - Field View & Field Formatting Screen Fields and Function Keys

Field/Function Key	Description
F5=Re-sort	Press F5= RE-SORT to sort the fields by sequence entered, and have them re-display in ascending order by sequence. This can be helpful, for example, in cases when the initial layout needs to be adjusted by inserting some new fields or changing the order of fields appearance on the Output File line.
	Example: Seq 1 is Company, Seq 2 is Bank Name, and Seq13 is Bank Account. The **bank name** and **bank account** fields should be reversed. Change the sequence numbers of the two lines and press F5= RE-SORT. The screen will now show Seq 1 is Company, Seq 2 is Bank Account, and Seq13 is Bank Name.
F10=Next Record	Press F10=NEXT RECORD to proceed to the next record layout screen. The ACH File Control Record Layout Screen will appear.
F12=Return	Press F12=RETURN to return to the ACH Entry Detail Record Layout - Field Value View Screen (p. 52-28) or ACH Entry Detail Record Layout - Field Formatting View Screen (p. 52-28). Any data keyed on the record layout screens is saved while you are moving between them.
	NOTE: To save your template, you must continue to use the F10=NEXT RECORD function key through the Batch Control and File Control records.

ACH File Control Record Layout - Field Value View Screen

```
                    ACH FILE CONTROL RECORD LAYOUT            Add
Co/Bank Account:  1 / ITL-056300              Record Type: File Control

Seg Field Name                 Length     Field Value
 _1 Record Type Code.....       ..1       9...........................
 .2 Batch Count.........        ..6       Batch Count.................
 .3 Block Count.........        ..6       Block Count.................
 .4 Entry Count.........        ..8       Entry Count.................
 .5 Entry Hash..........        .10       Entry Hash..................
 .6 Total Debit Amount..        .12       Total Debit Amount..........
 .7 Total Credit Amount.        .12       Total Credit Amount.........
 .8 Reserved...........         .39       Space.......................
 ....................           ....      ............................
 ....................           ....      ............................
 ....................           ....      ............................
 ....................           ....      ............................
 ....................           ....      ............................
 ....................           ....      ............................
 ....................           ....      ............................
 ....................           ....      ............................

F2=Formatting   F4=Insert Field Value   F5=Re-sort F10=Save Template  F12=Return
```

ACH File Control Record Layout - Field Formatting View Screen

```
                    ACH FILE CONTROL RECORD LAYOUT            Add
Co/Bank Account:  1 / CHK-32100               Record Type: File Control
                                 Justify           Implied    Date/Time
Seg Field Name                 Length (R,L, )  Filler  Dec(Y, )  Format
 _1 Record Type Code.....       ..1                      ..    ...........
 .2 Batch Count.........        ..6      R       0       ..    ...........
 .3 Block Count.........        ..6      R       0       ..    ...........
 .4 Entry Count.........        ..8      R       0       ..    ...........
 .5 Entry Hash..........        .10                      ..    ...........
 .6 Total Debit Amount..        .12      R       0       Y     ...........
 .7 Total Credit Amount.        .12      R       0       Y     ...........
 .8 Reserved...........         .39      ..      ..      ..    ...........
 ....................           ....     ..      ..      ..    ...........
 ....................           ....     ..      ..      ..    ...........
 ....................           ....     ..      ..      ..    ...........
 ....................           ....     ..      ..      ..    ...........
 ....................           ....     ..      ..      ..    ...........
 ....................           ....     ..      ..      ..    ...........
 ....................           ....     ..      ..      ..    ...........

 F2=Field Value                          F5=Re-sort F10=Save Template  F12=Return
```

This screen displays after pressing F10=NEXT RECORD on the ACH Batch Control Record Layout - Field Value View Screen (p. 52-35) or ACH Batch Control Record Layout - Field Formatting View Screen (p. 52-35).

The ACH File Control Record Layout - Field Formatting View Screen (p. 52-42) displays with the use of the F2=FORMATTING / F2=FIELD VALUE toggle function keys.

Use this screen to define the fields that will be used for each File Control output record in the text file. Complete the fields on the formatting screen to define the exact specifications required by the bank for processing.

The available **Field Values** for this record format are: Record Type Code, Batch Count, Block Count, Entry Count, Entry Hash, Total Debit Amount, Total Credit Amount, and Reserved.

The **Entry Hash** is a calculated field. It is the sum of the ACH Template Detail (ACHTDT) records Vendor DFI Account Number (ACDFID) output data field from the ACH Vendor File (ACHVEN), truncated to the size defined in the template. The resulting field is truncated - only the final 10 positions in the entry are used.

> NOTE: In Add mode, a default ACH format will be used and most screen layout fields will be pre-populated, with only few bank specific fields needing to be filled in. In Change mode, data will be copied from the previously saved ACH Template Detail (ACHTDT) records, to be maintained as needed.

Important

All the data fields in the output file are treated as text fields; there are no data type concepts. Without formatting all fields will be left justified as a text fields, and added as they are stored in the database. The user should provide formatting to match bank requirements as needed.

Unformatted dates will appear as YYYY-MM-DD.

ACH File Control Record Layout - Field View & Field Formatting Screen Fields and Function Keys

Field/Function Key	Description
(Maintenance Mode)	This field displays the type of maintenance. Add or Change, is shown in reverse image on the top right of the screen. Display
Co/Bank Account	This field displays the company and bank account number you selected on the Bank Account Maintenance Screen 1 (p. 52-3). Display
Record Type	This field displays the record layout type that is being maintained: File Control. Display

ACH File Control Record Layout - Field View & Field Formatting Screen Fields and Function Keys

Field/Function Key	Description
Seq	This field is used to identify the order of appearance of the **Field Value** in the Detail record of the output file. Key the field sequence number for the **Field Value** used on this line. The first data field on a line should have a field sequence of 1, and each next data field should have a field sequence increments by 1. *Valid Values:* must be greater than zero when the **Field Value** is not blank; cannot be any gaps in field sequence numbers assigned to valid lines (N 2,0) Required
Field Name	This field is used to identify what this **Field Value** represents to this template. This field is for internal use only and can be the shortened version of the **Field Value**, a generic field name that you create to represent filler or text to represent the meaning of the field. This field is not included in the export file. Key the field name to be used. (A 20) Required
Length	This field is used to identify the length of the field to be exported to the ACH output text file. This field is optional for an **Output File Type** set to D for delimited. If the **Output File Type** is F for fixed width, this field is required. For example, the check amount field size is 15,2 which means that there are 15 positions total with the last 2 being decimal positions. If the bank's file only has a 10 position amount field size, 10 would be entered in this field and the left-most positions of the field would not be included in the bank's field. Key the field length for fixed width output files. (N 3,0) Required/Optional

ACH File Control Record Layout - Field View & Field Formatting Screen Fields and Function Keys

Field/Function Key	Description
Field Value	This field displays only if you are viewing the ACH File Control Record Layout - Field Value View Screen (p. 52-42), as toggled with the F2=FORMATTING / F2=FIELD VALUES toggle function keys.
	Use this field to insert the appropriate **Field Value** that selects the actual field from the Accounts Payable Printed Checks File (APCHK), Bank Account File (XABAC), Bank Names records in the Order Control File (ORCTL), Accounts Payable Name Files (APHNM, APVEN, APONM); the System i system date; or a Constant value entered by the user to be loaded in the Positive Pay output text file.
	Using the constant value, you can use this field to add spaces, create filler fields or text fields required by the banks positive pay format. For those fields, the data keyed in this field is loaded to the file exactly as it is entered here.
	To assist in selecting the source of data, set the cursor to any place in the **Field Value** and press F4=INSERT FIELD VALUE.
	Valid Values: a valid **Field Value** selected from the ACH File Field Values Screen (p. 52-19), via F4=INSERT FIELD VALUE, or text required by the bank and entered here by the user
	(A 36) Required
Justify	This field displays only if you are viewing the ACH File Control Record Layout - Field Formatting View Screen (p. 52-42), as toggled with the F2=FORMATTING / F2=FIELD VALUES toggle function keys.
	Use this field to properly set text to be left or right justified to match the banks specifications.
	Key R to begin filling this field at the right-most position thereby leaving the left positions blank, zero, or other characters. For example, check number 12345 could be right-justified in the bank's file (<<12345 where the < represents a space).
	Key L to begin filling this field at the left-most position thereby leaving the right positions blank. For example, check number 12345 could be left-justified in the bank's file (12345>> where the > represents a space).
	Leave this field blank and the fields will default to left justification and no filler.
	Default Value: blank
	Valid Values: R, L, or blank
	(A 1) Optional

ACH File Control Record Layout - Field View & Field Formatting Screen Fields and Function Keys

Field/Function Key	Description
Filler	This field displays only if you are viewing the ACH File Control Record Layout - Field Formatting View Screen (p. 52-42), as toggled with the F2=FORMATTING / F2=FIELD VALUES toggle function keys.
	Use this field to properly set text left or right justified and fill the remaining spaces with this value.
	For alpha fields, key the character to be used to fill the blank space in this field if blanks are not allowed.
	For numeric fields, key zero to left zero-fill a numeric field. Leave the field blank for blank filled fields.
	For example:
	• the 15,2 N position check amount could be left zero-filled and right-justified as 000000000023456 for $234.56
	• the 9,0 N position check number 12345 could be 000012345
	(A 1) Optional
Implied Dec	This field displays only if you are viewing the ACH File Control Record Layout - Field Formatting View Screen (p. 52-42), as toggled with the F2=FORMATTING / F2=FIELD VALUES toggle function keys.
	The **Implied Dec** field will be used for numeric fields with decimal positions, such as monetary amounts, to indicate if a decimal should be implied.
	Key Y to indicate that the decimal point will be implied and not be added to the field in the file. For example, the 15,2 position check amount could be left zero-filled, right-justified, and implied decimal as 000000000023456 for $234.56.
	Leave this field blank to have the decimal point inserted in the monetary amount field. For example, the 15,2 position check amount could be left zero-filled, right-justified, and not implied decimal as 0000000000234.56 for $234.56.
	Valid Values: Y or blank
	(A 1) Optional

ACH File Control Record Layout - Field View & Field Formatting Screen Fields and Function Keys

Field/Function Key	Description
Date/Time Format	This field displays only if you are viewing the ACH File Control Record Layout - Field Formatting View Screen (p. 52-42), as toggled with the F2=FORMATTING / F2=FIELD VALUES toggle function keys.
	Use the **Date/Time Format** field to indicate the required date/time formatting for the bank's output text file.
	The **Date/Time Format** field is only used for date fields such as Check Print Date or File Creation Date. The validation of date formats is a common sense type validation and is aimed to ensure that the specified date format has year, month and day portions in any order and allows for any separators to be used. General expectations are the following:
	• YY or YYYY for Year segment
	• MM for Month segment
	• DD for Day segment
	• Segments may be separated by any character, if needed
	The validation of time formats is also a common sense type validation, and is aimed to ensure that the Time Format has hours and minutes. General expectations for Time Formats are the following:
	• HH for Hours (military time)
	• MM for Minutes
	• Segments may be separated by any character, if needed
	The Time Format field is used for Time fields only (fields that have a word "Time").
	Default Value: YYYY-MM-DD is used for the .TXT file when this field is left blank
	Valid Values: Examples of valid date formats are: YYMMDD, YYYYMMDD, MMDDYYYY, DDMMYYYY, YY-MM-DD, MM/DD/YYYY. Examples of valid time formats are: HHMM, HH:MM.
	(A 10) Optional
F2=Formatting / F2=Field Value	Press F2=FORMATTING / F2=FIELD VALUE to toggle the screen between the Field Values and Field Formatting views.
F4=Insert Field Value	This function key displays only if you are viewing the ACH File Control Record Layout - Field Value View Screen (p. 52-42), as toggled with the F2=FORMATTING / F2=FIELD VALUES toggle function keys.
	Press F4=INSERT FIELD VALUE to insert the actual field from the file. The ACH File Field Values Screen (p. 52-19) appears.
	The cursor needs to be positioned in the **Field Value** field at the location where the insert will occur.

ACH File Control Record Layout - Field View & Field Formatting Screen Fields and Function Keys

Field/Function Key	Description
F5=Re-sort	Press F5= RE-SORT to sort the fields by sequence entered, and have them re-display in ascending order by sequence. This can be helpful, for example, in cases when the initial layout needs to be adjusted by inserting some new fields or changing the order of fields appearance on the Output File line.
	Example: Seq 1 is Company, Seq 2 is Bank Name, and Seq13 is Bank Account. The **bank name** and **bank account** fields should be reversed. Change the sequence numbers of the two lines and press F5= RE-SORT. The screen will now show Seq 1 is Company, Seq 2 is Bank Account, and Seq13 is Bank Name.
F10=Save Template	Press F10=SAVE TEMPLATE to save the template and update the ACH Template files.
	The previous Header, Batch Header, and Detail records will be saved and updated, and you will be returned to the Bank Account Maintenance Screen 2 (p. 52-4).
F12=Return	Press F12=RETURN to return to the ACH Batch Control Record Layout - Field Value View Screen (p. 52-35) or ACH Batch Control Record Layout - Field Formatting View Screen (p. 52-35). Any data keyed on the record layout screens is saved while you are moving between them.
	NOTE: To save your template, press the F10=SAVE TEMPLATE function key.

Bank Account Listing

Use this option to print the Bank Account Listing (p. 52-50), which shows all defined bank accounts for the indicated companies. Bank accounts can be defined through Bank Account Maintenance (MENU ARFIL2/MENU APFIL2), Accounts Receivable Options Maintenance (MENU XAFILE), or AP Options Maintenance (MENU APFIL2). You can limit the bank accounts that print by company.

Title	Purpose
Bank Account File Listing Screen	Use to select the information to print on the Bank Account Listing.
Bank Account Listing	Use to view all defined bank accounts for the indicated companies.

Bank Account File Listing Screen

```
                   BANK ACCOUNT FILE LIST


        Company?   _.   To?   ...














                                          F3=Exit
```

This screen appears after you select the Bank Accounts Listing option. Use this screen to specify the
company or range of companies for which the Bank Account Listing (p. 52-50) will print.

Refer to the Cross Applications User Guide for an explanation of the rules for entering From/To
Ranges.

Bank Account File Listing Screen Fields and Function Keys

Field/Function Keys	Description
Company	Key the company or range of companies for which bank accounts will print.
	Leave this field blank to print bank accounts for all companies.
	Valid Values: Companies defined through Company Name Maintenance (MENU XAFILE).
	(2 @ N 2,0) Optional
F3=Exit	Press F3=EXIT to cancel this option and return to the menu.
Enter	Press ENTER to confirm your entries. The Report Options Screen will appear. Refer to the Cross Applications User Guide for details about this screen.

Bank Account Listing

```
AP846  09/22/11  19:35:53                    BANK ACCOUNT LISTING                    AM/APDEMO    PAGE   1
                                          CO: 01 - A & C Office Supply

   All Companies
                                             Acct Allow            Account      G/L Account No(s)       Status
Account No  Name                  Bank Id  Type Checks           Balance
--------------------------------------------------------------------------------------------------------
CHK-32100   Checking Account - Hartford   UNNAT    C    Y        1,030,082.53   001-0001000-000           A
   Long Bank Account: CHK-32100_HARTFORD-CONNECTICUT
CHK-54378   Bank America                  DOMST    L    Y                       001-0001000-002           A
   Reserved ACH checks: 550000000 to 559999999
CHK-58746   Checking Account - Dallas     DNB      C    Y           3,002.75-   002-0001000-000           A
   Long Bank Account: CHK-58746_DALLAS_NATIONAL_BANK
   Reserved ACH checks: 400000001 to 400005000
CHK-874129  Checking Account - Chicago    FCS      C    Y          10,000.00    003-0001000-000           A
FRA-322100  French International Bank     INTNL    C    Y         174,312.00 FR@ 001-0001006-000          A
   Currency:      FRF-French Francs                    5.914748 FR@ Per US$  001-0005416-000/Gain/Loss
   Exchange Code: WSJ-Wall Street Journal                 29,470.74  US$     001-0005430-000/Exch Fees
GER-859600  German International Bank      INTNL    C    Y                DM#   001-0001003-000
   Reserved ACH checks: 100000000 to 111111111
   Currency:      GDM-German Deutschemark              .000000 DM# Per US$   001-0005413-000/Gain/Loss
   Exchange Code: WSJ-Wall Street Journal                           US$      001-0005430-000/Exch Fees
```

This listing prints following your selections on the Bank Account File Listing Screen (p. 52-49) and the Report Options Screen (refer to the Cross Applications User Guide for details about this screen).

This listing prints bank accounts that match the company or range of companies specified on the Bank Account File Listing Screen (p. 52-49). One company is printed per page.

Bank Account Listing

Report/Listing Field	Description
(Headings)	Program names appear on the upper left corner of the report followed by run date and time, report title, workstation ID, User ID, and page number.
	Summary of the selection criteria prints in the center of the headings area followed by the individual field headings.
Account No	The account number assigned to this bank account.
Name	The description associated with this bank account.
Bank Id	The bank ID assigned to this bank account on the Bank Account Maintenance Screen 2 (p. 52-4).
Acct Type	This is the type of bank account: C for a checking account, S for a savings account, L for a line of credit account.
Allow Checks	Determines if checks will be allowed to be used for this bank account; Y allow checks and N prohibits the use of checks.

Bank Account Listing

Report/Listing Field	Description
Account Balance	The current balance that exists for each account.
	When International Currency is installed, the account balance will print in both the company's local currency and the foreign currency for each foreign currency bank account. The currency edit symbol will appear next to each amount.the
G/L Account No(s)	The **G/L Account No** on this listing is defined through GL Transfer Definition (MENU GLXFER).
Status	Current status of the account where A is active and S is suspended.
Long Bank Account	The longer formatted bank account that can be used for bank account extract information transmitted to the bank for positive pay transmissions.
Currency	The currency code and description will print for each foreign currency bank account.
Exchange Code	The exchange code and description will print for each foreign currency bank account.
Exchange Rate	The exchange rate used for each foreign currency bank account will print beneath the account balance figures.
Gain/Loss Account	The number of the G/L gain/loss account associated with each the foreign currency bank account will print.
Exchange Fees Account	The number of the G/L exchange fees account associated with each the foreign currency bank account will print.
Reserved ACH checks	The ACH check number or range of ACH check numbers that will be used by the system for ACH payments in place of 'paper check numbers'. This data prints only if the ACH information exists.

Defining Split Terms Code

<div style="text-align: right">53</div>

Split terms pertain to vendors who allow their customers to split invoice amounts over specific periods of time. Split terms enable you to split accounts payable invoice amounts and assign different due dates to those split amounts without having to enter multiple vouchers. Before accounts payable split terms may be applied to vouchers in Distribution A+, you must first use this option to set up valid split term codes. This option will provide a uniform definition of split term codes for vendors who allow split terms.

> NOTE: Pre-receipt vouchers are allowed. However, pre-receipt validation can only be performed on the original split voucher against the original expense accounts on the voucher.

Use the Split Terms Code Maintenance option to set up and maintain split term codes. You will be able to define split terms codes with up to 12 splits per terms code.

Split Terms Code Maintenance

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Split Terms Code Maintenance Selection Screen	Use to specify the code to maintain.
Split Terms Code Maintenance Screen	Use to assign the split days and percentages.

Split Terms Code Maintenance Selection Screen

This screen appears after selecting option 6 - Split Terms Code Maintenance from The Accounts Payable File Maintenance 2 Menu (MENU APFIL2). Use this screen to select the split terms code you either want to add or change.

Split Terms Code Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Function	Key A to add a new split terms code.
	Key C to change an existing split terms code.
	NOTE: If an existing split terms code is changed, the original split term information will remain on the voucher until F5 is used while in override mode on the End Voucher/Split Terms Entry Screen (MENU APMAIN).
	(A 1) Required
Split Terms Code	Use this field to select the split terms code you wish to add or change.
	Key the desired split terms code.
	(A 2) Required
F3=Exit	Press the F3=EXIT function key to exit the option and return to the menu.
Enter	Press the ENTER key to confirm your selections. The Split Terms Code Maintenance Screen (p. 53-3) will appear.

Split Terms Code Maintenance Screen

This screen appears after you press ENTER on the Split Terms Code Maintenance Selection Screen (p. 53-2). Use this screen to assign or maintain split term information for the selected split terms code. You can define up to 12 splits for each split terms code. For each split specified, you are required to key the split pay days and percentage. Additionally, you may key discount and urgency information. These values will override voucher entry header information entered through Voucher Entry (MENU APMAIN).

NOTE: If split discount days are keyed, you must key a discount percentage. This discount percentage will be used to calculate the discount amounts that apply to the individual split invoice amounts on a voucher.

Split Terms Code Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Description	Use this field to enter the split terms code description you wish to add or update. Key the description of the selected split terms code. (A 30) Required

Split Terms Code Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Split Dsc Days	Use this field to add or update the split discount days for this split terms code. Discount days for split terms codes are defined as the number after the prior split's due date that the discount date will be calculated as.
	For example, assume that an invoice has been split three times with three splits of 30 days, 40 days, and 50 days. If you set split discount days to 10, the discount days for the first split would be equal to 40 days (10 days from the due date of that split). The split discount days for the the other two splits would be 50 days and 60 days respectively.
	NOTE: The discount days for the first split is calculated as the number of days after the invoice/entry date.
	Key the split discount days for the selected split terms code.
	(N 3,0) Optional
Split Dsc %	Use this field to enter the split discount percentage for the selected split terms code. This value is used to calculate the discount amount when applicable. Additionally, this field is required if the **Split Dsc Days** is keyed.
	Key the split discount percentage you wish to assign to each of the selected codes split amounts.
	(N 5,3) Optional/Required
Split Urg Days	Use this field to enter the split urgency days for the selected split terms code. This field is used as the number of days since the split's due date that payment to this vendor will be considered urgent.
	For example, assume that an invoice has been split five times with five splits of 30 days, 40 days, 50 days, 60 days, and 70 days. If you set split urgency days to 10, the urgency date for the first split would be equal to 40 days (10 days from the due date of that split). The urgency dates for the other four splits would be 50 days, 60 days, 70 days, and 80 days, respectively.
	Key the number of days after each split's due date you wish to set split urgency dates to.
	Valid Values: The urgency days must be greater than the first split's pay days and the split urgency days cannot be entered as a negative number.
	(N 3,0) Required
Split Days	Use this list of fields to enter the split pay days you wish to define for the selected split terms code.
	Key the split days for the selected split terms code. You must enter at least two split pay days for the selected split terms code. Split pay days must be entered in a consecutive sequence, i.e., 30, 40, 50, etc.
	(12 @ N 3,0) Required

Split Terms Code Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Split %	Use this field to enter the split pay percentage for its corresponding split pay day that you entered in the **Split Days** fields. Key the split percentage for its corresponding split pay day. *Valid Values:* Split percentages cannot be negative and must total 100%. Split percentages cannot be zero if split days have been specified. (12 @ N 4,2) Required
F12=Return	Press the F12=RETURN function key to return to the Split Terms Code Maintenance Selection Screen (p. 53-2) without updating this screen.
Enter	Press the ENTER key to confirm your selections. A confirmation window will appear. If you key Y, your selections will be entered and the Split Terms Code Maintenance Selection Screen (p. 53-2) will appear.

Split Terms Code Listing

Use the Split Terms Code Listing option to print the Split Terms Code Listing. This listing shows the split terms codes defined and maintained through Split Terms Code Maintenance (MENU APFIL2). The Report Options Screen appears when you select this option.

Split Terms Code Listing

```
AP851     09/22/11  19:21:23               SPLIT TERMS CODE LISTING                        AM/  APDEMO     PAGE    1
   Split Terms Code         Split Terms Description           Split Dsc Days     Split Dsc %    Split Urg Days    No. of Splits
                            Split Days  Split %
----------------------------------------------------------------------------------------------------------------------------
        S4                  Quarterly Payment Terms w/Disc          10              2.000           60                  4
                            1.    11     25.00
                            2.    92     25.00
                            3.   184     25.00
                            4.   276     25.00
        04                  Quarterly Payment Terms                                                 60                  4
                            1.     1     25.00
                            2.    92     25.00
                            3.   184     25.00
                            4.   276     25.00
        12                  Monthly Payment Terms                                                   60                 12
                            1.     1      8.33
                            2.    30      8.33
                            3.    60      8.33
                            4.    90      8.33
                            5.   120      8.33
                            6.   150      8.33
                            7.   180      8.33
                            8.   210      8.33
                            9.   240      8.33
                           10.   270      8.33
                           11.   300      8.33
                           12.   330      8.37
```

This listing prints after entering responses on the Report Options Screen (refer to the Cross Applications User Guide for details about this screen). The Report Options Screen appears after selecting the Split Terms Listing option from the Accounts Payable File Maintenance Menu (MENU APFIL2).

Split terms codes defined and maintained through Split Terms Codes Maintenance (MENU APFIL2) print out on this listing.

Refer to the Split Terms Code Maintenance Screen (p. 53-3) for an explanation of the fields on this listing.

Copying Purchasing Vendors to Accounts Payable

54

The Copy Purchasing Vendors to A/P option copies vendor information defined in the Purchasing Vendor Master File to the A/P Vendor Master File. Use this option to eliminates the task of re-keying vendors in the A/P Vendor Master File.

Use this option only if Purchasing is installed and you install Accounts Payable at a later time.

When you run this option, vendors are copied automatically and no screens appear.

Use the Rebuild Vendor Search File option after restoring purchasing files or upon initial installation. It is not necessary to perform this function on a regular basis (or each time vendors are added), as the file is automatically updated when exiting vendor add or change through Vendors Maintenance.

> NOTE: This option requires exclusive use of the Vendor Search File. Before you run this option, you must stop Distribution A+, and when completed, start Distribution A+ again.

Rebuild Vendor Search File

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Build Vendor Search File Screen	Use to begin the rebuild of the Vendor Search File.

Build Vendor Search File Screen

```
              BUILD THE VENDOR SEARCH FILE
           This option requires exclusive use of the
                 Vendor Search File (VSCHX).

          Do you want to continue (Y/N):     _



          ENTER to Continue      F3=to Cancel
```
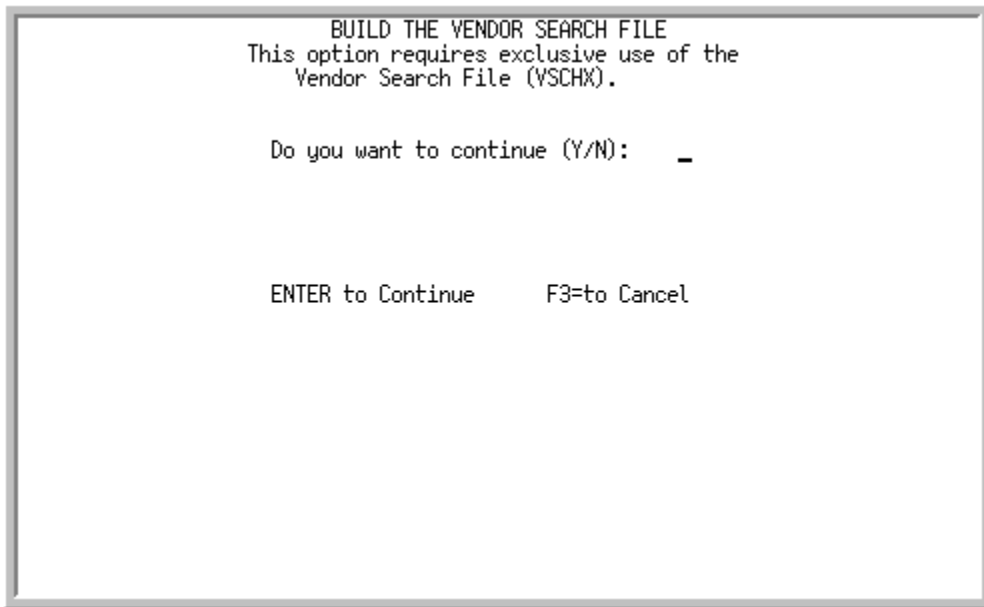
This screen appears after you select option 11 - the Rebuild Vendor Search File from the Accounts Payable Master Menu (MENU APMAST). Use this screen to update the Vendor Search File.

Rebuild Vendor Search File Screen Fields and Function Keys

Field/Function Key	Description
Do You Want To Continue (Y/N)	Key Y to build the Vendor Search File. Key N to discontinue this process and return to MENU APMAST.
Run From The Jobq (Y/N)	Jobs can be processed interactively or from the job queue. If a job is processed interactively, the job is processed immediately and your workstation will be in a hold status until the job is complete. If a job is processed from the job queue, the job is put into a queue or holding area and processed accordingly. This allows you to continue using your workstation. Key Y to run the job from the job queue. Key N to run the job interactively.
Enter To Continue	Press the ENTER key to build the Vendor Search File. After processing, MENU APMAST will appear.
F3=To Cancel	Press the F3=TO CANCEL function key to cancel this option. MENU APMAST will appear.

Marking Previously Vouchered PO Receipts

56

You can create vouchers for received items using the A/P Receipt Validation function. To ensure that receipts, received prior to the installation of Accounts Payable, do not display for payment during receipt validation, use this option to mark previously vouchered PO receipts. You may mark individual receipts or mark all receipts "previously vouchered" for a receipt date associated with a vendor. Once receipts are marked, they do not appear in A/P Receipt Validation, cannot be selected for transfer from Purchasing to A/P, and do not update G/L.

NOTE: This function is applicable only if Purchasing is installed on your system.

If you have more than 9,999 records that need processed, you may have to run the process more than once to process all of your records.

Mark Previously Vouchered PO Receipts

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Mark Previously Vouchered PO Receipts Screen	Use to specify the criteria that will be used to select vouchers for marking.
Mark Previously Vouchered PO Receipts Process Screen	Displays a list of matching vouchers for review. use to begin the process that marks the vouchers.

Mark Previously Vouchered PO Receipts Screen

```
         MARK PREVIOUSLY VOUCHERED RECEIPTS

  Company?              _ .

  Receipt Date: .......

  Vendor:         .......
                  .......
  (Leave blank    .......
   to mark all    .......
   vendors)       .......
                  .......
                  .......
                  .......
                  .......
                  .......
                  .......
                  .......
                  .......
                  .......
                  .......


                          F3=Cancel    F5=Process
```

This screen appears after selecting option 12 -Mark Previously Vouchered PO Receipts from the Accounts Payable Master Menu (MENU APMAST). Use this screen to select the criteria for which previously vouchered receipts will display on the Mark Previously Vouchered PO Receipts Process Screen (p. 56-4).

Mark Previously Vouchered PO Receipts Screen Fields and Function Keys

Field/Function Key	Description
Company	This field reflects the company number associated with the records to display on the Mark Previously Vouchered PO Receipts Process Screen (p. 56-4).
	Key a valid company number. Only previously vouchered receipts associated with this company will display on the next screen.
	Leave this field blank to include voucher receipts for all company numbers.
	(N 2,0) Optional
Receipt Date	The date keyed in this field determines the records to display on the Mark Previously Vouchered PO Receipts Process Screen (p. 56-4). Records on or before this date (that meet the company and vendor criteria entered) will display on the next screen.
	Valid Values: Key the date using the **Default Date Format** for this user, specified through Register User IDs (MENU XACFIG), or if that field is blank, key the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE).
	(N 6,0) Required

Mark Previously Vouchered PO Receipts Screen Fields and Function Keys

Field/Function Key	Description
Vendor	This field reflects the vendors for which records will display on the Mark Previously Vouchered PO Receipts Process Screen (p. 56-4).
	Key up to 15 vendor numbers. Only records associated with this vendor (that meet the company and receipt date entered) will display on the next screen.
	Leave this field blank to include voucher receipts for all vendors.
	(15 @ A 6) Optional
F3=Cancel	Press the F3=CANCEL function key to cancel this option. MENU APMAST will display.
F5=Process	Press the F5=PROCESS function key to confirm your selections. The Mark Previously Vouchered PO Receipts Process Screen (p. 56-4) displays.

Mark Previously Vouchered PO Receipts Process Screen

```
                    Mark Previously Vouchered Receipts
Company: 01      Receipt Date: 12/31/09

Sel Vendor PO Num Seq# Item & Description              Receipt Val
 _   200   S00086   10 A280  #10 Security Tint Envelopes    2598.00  US$
 ..  200   S00086   20 A320  Deluxe Full Strip Desk Stapl   4660.00  US$
 ..  200   S00086   30 A330  Straight Trimmers Shears        147.20  US$
 ..  200   S00086   40 A360  Waste Basket - Gray              94.50  US$
 ..  200   S00086   50 A370  Tape Dispenser - Gray           188.60  US$
 ..  200   S00086   60 A380  Stacking Desk Trays             421.29  US$
 ..  200   S00086   70 A402  Phillips Head Screwdriver        12.45  US$
 ..  200   S00086   80 A403  Standard Screw Driver            11.85  US$
 ..  200   S00086   90 A404  Slip-joint Pliers                21.75  US$
 ..  200   S00086  100 A405  Adjustable Wrench                27.75  US$
 ..  200   S00086  110 A406  Vinyl Pouch                       7.35  US$
 ..  500   S00077   10 A400  Office Tool Set                  69.66  US$




        _____


        F3=Exit   F9=Sel All   F10=Update   F11=Local Curr   F12=Return
```

This screen appears after you press F5=PROCESS on the Mark Previously Vouchered PO Receipts Screen (p. 56-2). Previously vouchered PO receipts that match the selection criteria you keyed on the Mark Previously Vouchered PO Receipts Screen (p. 56-2) are shown on this screen for your review and selection.

Use this screen to mark selected receipts for processing via the **Sel** field, or all receipts with the F9=SEL ALL function key. After you mark the desired receipts, or all receipts, press F10=UPDATE to submit the receipts for processing. After processing completes, you cannot select the marked receipts for transfer from PO to A/P.

Mark Previously Vouchered PO Receipts Process Screen Fields and Function Keys

Field/Function Key	Description
Company	If you keyed a company number on the initial screen, this field appears and displays the company number you selected. When a company number displays, it indicates that the records shown on this screen are for this company only.
	If you did not key a company number on the Mark Previously Vouchered PO Receipts Screen (p. 56-2), this field will not display. When this field does not display it indicates that the records shown on this screen are for all companies.
	Display
Receipt Date	This field displays the receipt date entered on the Mark Previously Vouchered PO Receipts Screen (p. 56-2).
	Display

Mark Previously Vouchered PO Receipts Process Screen Fields and Function Keys

Field/Function Key	Description
Sel	Use this field to select individual receipts that you want to mark for processing.
	Key an X in the fields preceding the receipts you want to include for processing. After you select the desired receipts, see F10.
	To mark all receipts for processing, see F9.
	(A 1) Optional
Vendor	This field displays the vendor number associated with the PO receipt.
	Display
PO Num	This field displays the PO number of the receipt.
	Display
Seq #:	This field displays the sequence number of the PO number.
	Display
Item & Description	This field displays the item number and description included in the receipt.
	Display
Receipt Val	This field displays the dollar value of the previously vouchered PO receipt for the selected vendor at time of receipt (i.e., whatever resides in the Receipt History File).
	Display
F3=Exit	Press the F3=EXIT function key to exit the option and return to the menu.
F9=Sel All	Use the F9=SEL ALL function key to mark all receipts for processing; that includes all receipts that are visible to you on the current screen and that may exist on subsequent screens if a + sign displays on the lower right corner of the screen.
	After you press the F9=SEL ALL function key, an X displays in the **Sel** field preceding each PO receipt. Press the F10=UPDATE function key to confirm your selections and begin processing.
F10=Update	Use the F10=UPDATE function key after you mark individual PO receipts for processing via the **Sel** field, or mark all receipts for processing with the F9=SEL ALL function key to confirm your selections and begin processing. Only those PO receipts marked will process.
	After processing completes, you will return to MENU APMAST and the marked POs will no longer be available for PO to A/P receipt validation; that is, the POs will no longer be considered not validated and will not appear in the list.

Mark Previously Vouchered PO Receipts Process Screen Fields and Function Keys

Field/Function Key	Description
F12=Return	Press the F12=RETURN function key if you do not want to begin processing and instead wish to return to the Mark Previously Vouchered PO Receipts Screen (p. 56-2) where you may select different criteria for which PO receipts will display on this screen.

Bank Account Balance Maintenance

57

Important

You should only use this option once per bank account, since general ledger does not get updated with the new balance entered.

You may use this option as a way to maintain the balances for your existing bank accounts. Be sure to run this option only once per bank account to establish a balance that is already in the cash G/L account defined for the bank account. Because this process does not affect General Ledger, using this option to maintain the balance may cause a gap between the bank account balance and the cash account's current balance.

After running this option, records will be stored in a Bank Account Audit File for the amount of any adjustments. You may use these records to audit any discrepancies between the bank account and general ledger cash account's balance. Once bank transactions have been processed for an account, you will no longer be able to enter the balance.

Additionally, if Distribution A+ was installed on your system prior to the release of Version 2.06, which introduced bank accounts, you may use this option to place a balance in bank accounts that existed before 2.06. This will allow you to enter the current balance of the general ledger cash account, defined for a bank account, into the balance of the actual bank account.

Bank Account Balance Maintenance

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Bank Account Balance Maintenance Selection Screen	Use to specify the bank account for which you want to maintain the balance.
Bank Account Balance Maintenance Screen	Use to enter a new balance for the account.

Bank Account Balance Maintenance Selection Screen

```
          BANK ACCOUNT BALANCE MAINTENANCE


                Co?    01


          Bank Account:    ..........










                        F3=Exit        F4=Bank Account List
```

This screen appears after selecting option 13 -Bank Account Balance Maintenance from the Accounts Payable Master Menu (MENU APMAST). Use this screen to select the bank account you want to maintain. Be sure to only perform this maintenance once per bank account.

Bank Account Balance Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
Co	This field appears only if you have tailored Distribution A+ to be multi-company through System Options Maintenance (MENU XAFILE).
	This field is used to select the company that is associated with the bank account you want to select.
	Key the valid company number.
	Default Value: The default company defined through Security Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE)
	Valid Values: A company number that has been created through Company Name Maintenance (MENU XAFILE)
	(N 2,0) Required
Bank Account	Use this field to specify the bank account you want to maintain.
	If you do not recall the bank account, press the F4=BANK ACCOUNT LIST function key.
	(A 10) Required
F3=Exit	Press the F3=EXIT function key to exit the option and return to the menu.

Bank Account Balance Maintenance Selection Screen Fields and Function Keys

Field/Function Key	Description
F4=Bank Account List	Press the F4=BANK ACCOUNT LIST function key to access the Bank Accounts List Screen (p. 9-13) if you do not recall the bank account you want to select. The Bank Accounts List Screen displays all bank accounts defined and maintained through A/P Options Maintenance (MENU APFIL2) or A/R Options Maintenance (MENU XAFILE) and allows you to select the one you desire.
Enter	Press the ENTER key to confirm your selections. The Bank Account Balance Maintenance Selection Screen (p. 57-3) will appear.

Bank Account Balance Maintenance Screen

```
            BANK ACCOUNT BALANCE MAINTENANCE              CHANGE


  Co:   01        A & C Office Supply
  Acct: CHK-32100  Checking Account - Hartford




            Div.Account.Sub/Description                    Balance
Cash Account: 001.0001000.000/Cash              _..........661,041.42-




                                           F10=Update      F12=Return
```

This screen appears after you press ENTER on the Bank Account Balance Maintenance Screen (p. 57-5). This screen shows the general ledger cash account number associated with the selected bank account and company, along with the current balance (if any) of the bank account. Use this screen to enter the correct balance of the account. Once the correct balance has been entered, the Bank Account Files will be updated with the new amount after pressing F10=UPDATE.

Bank Account Balance Maintenance Screen Fields and Function Keys

Field/Function Key	Description
Cash Account	This field displays the general ledger cash account number for the selected bank account and company. The description of the account will appear following the general ledger number. The current balance, if there is one, will also display in the **Balance** field. Display
Balance	The current balance (if any) of the bank account will display in this field. Use this field to change this amount, if needed. Key the correct new bank account balance. This record will be updated once F10=UPDATE is pressed. (N 17,2) Required
F10=Update	After selecting a new bank account balance, press the F10=UPDATE function key to update the balance in the Bank Account Files. The Bank Account Balance Maintenance Screen (p. 57-5) will appear.

Bank Account Balance Maintenance Screen Fields and Function Keys

Field/Function Key	Description
F12=Return	Press the F12=RETURN function key to return to the Bank Account Balance Maintenance Screen (p. 57-5) without selecting a new bank account balance.

CHAPTER 58   Maintain 1099 Information   58

Use the Maintain 1099 Information option to maintain 1099 information for individual vouchers.

Maintain 1099 Information

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
1099 Code Maintenance Screen	Use to specify the companies and vendors for which you are printing forms.
1099 Code Maintenance Voucher Screen	Use to specify the 1099 required and tax ID field for a specific voucher.

1099 Code Maintenance Screen

```
                      1099 CODE MAINTENANCE




            Company?  01

            Voucher:  ........











                                                      F3=Exit
```

This screen appears after selecting option 14 - Maintain 1099 Information from the Accounts Payable Master Menu (MENU APMAST).

Use this screen to select the voucher for which you would like to maintain 1099 information.

1099 Code Maintenance Screen Fields and Function Keys

Field/Function Keys	Description
Company	This field reflects the company associated with the voucher you want to select for which 1099 information will be maintained.
	Key the valid company number.
	Default Value: The default company defined in User Maintenance (MENU XASCTY) if one has been defined; otherwise, this is the default company defined through System Options Maintenance (MENU XAFILE)
	Valid Values: A valid company defined through Company Name Maintenance (MENU XAFILE).
	Required
Voucher	Key a valid voucher number for which 1099 information will be maintained. The voucher number you key may be an open or paid voucher.
	(N 7,0) Required
F3=Exit	Press F3=EXIT to cancel this option and return to the menu.

1099 Code Maintenance Screen Fields and Function Keys

Field/Function Keys	Description
Enter	Press ENTER to confirm your selections. The 1099 Code Maintenance Voucher Screen will appear.

1099 Code Maintenance Voucher Screen

```
Vendor: IC1000 LITTLE ITALY RESTAURANT SUPPLY      1099 CODE MAINTENANCE
Assign:         LITTLE ITALY RESTAURANT SUPPLY     Co/Voucher: 1 /    2686
                Leaning Tower Office Park West
                345 Michaelangelo Way
                District of the Vatican

                Rome, Italy                                    12345-3789
        Contact: Maria Cornicelli                 Phone: 111 846-857-9663

    Inv No:    112              Inv Desc: C/B FOR; 1225
    Inv Date: 18/05/15          Inv Amt:                1.28-
    User Area:                  PO No:    103438
    Due Date: 18/06/14          Terms:    NET 30
    Csh Dsc %:                  Dsc Date: 18/05/15 Dsc Days:
    Pmt Pty:   2                Urg Pty:  1      Urg Date: 18/06/29
    Sep Chk:   N  Y,N           Project:
    Force Dsc:    Y,N,blank
    Bus Unit:                   1099 Req: N Y,N  Tax Id: .. .. .. .. .. ..
           Co  Div.Account.Sub      Description  1099 Cde? .. .. ID Tp: ..
    Dft Exp:  1  001.0005500.000    Miscell. expense account
    AP Acct:  1  001.0002000.000    Accounts Payable
    CD Acct:  1  001.0004600.000    A/P Cash Discounts Taken

                                                           F12=Cancel
```

This screen appears after you select a specific voucher to maintain on the 1099 Code Maintenance Screen . Use this screen to maintain the 1099 information before printing the 1099 forms.

1099 Code Maintenance Voucher Screen Fields and Function Keys

Field/Function Keys	Description
Vendor	This field displays the number and name of the vendor associated with the voucher.
Assign / Payee	The **Assign** field appears only if the selected company is set to use assignees in AP Options Maintenance (MENU APFIL2); otherwise the field name is **Payee**. This field indicates to whom the check will be issued.
Co/Voucher	The company number and voucher number selected on the previous screen.
(Address)	These fields are the assignee or payee's four address lines that represent the street address, post office box number or other address information followed by the city, state/province, country, and zip/postal code.
Contact	The name of the default contact person or the contact person that was keyed for this voucher.

1099 Code Maintenance Voucher Screen Fields and Function Keys

Field/Function Keys	Description
Phone	The assignee or payee's telephone number, which includes a 3-character country access code followed by the area code and telephone number. For example: 011 (781) 555-1212. The **Extn** field for the telephone extension of the contact person specified in the **AP Contact** field is shown on the line below.
Inv No	This voucher is created for the invoice number keyed in this field. If this voucher is for a drop ship receipt validation voucher, it is the number keyed in the **Invoice No.** field on the Drop Ship Receipt Validation Screen (p. 4-129). If this voucher is for a drop ship receipt validation charge back voucher, it is the number keyed in the **Charge Back No.** field on the End Drop Ship Receipt Validation Screen (p. 4-135).
Inv Desc	A description of the invoice being recorded with this voucher.
	If this voucher is a drop ship receipt validation voucher, the description keyed from the **Invoice Desc** field on the Drop Ship Receipt Validation Screen (p. 4-129). If this voucher is a drop ship receipt validation charge back voucher, this field will display the phrase **C/B FOR**, followed by the number keyed in the **Invoice No.** field on the End Drop Ship Receipt Validation Screen (p. 4-135) to signify that this is a charge back voucher associated with the vendor's invoice for the drop shipment.
Inv Date	The date of the invoice recorded with this voucher shown in the default date format of the user.
Inv Amt	The amount of the invoice which is being recorded with this voucher. When International Currency is installed, the invoice amount is displayed in the vendor's currency with the company's local currency amount displayed beneath. For type **C** invoices (credit), the invoice amount is a negative value.
User Area	Additional information added for this voucher.
PO No	The number of the purchase order issued when placing the original order being recorded with this voucher.
Due Date	The due date for payment of this voucher calculated as the number of payment days plus either the voucher entry date or the invoice date depending on your selection in A/P Options Maintenance (MENU APFIL2 shown in the default date format of the user.
Terms	The standard payment terms of this vendor. The terms keyed in this field are printed on appropriate documents.
Csh Dsc %	The cash discount percent offered by this vendor or taken for this voucher.
Dsc Date	The last date on which the cash discount for this voucher is effective shown in the default date format of the user.

1099 Code Maintenance Voucher Screen Fields and Function Keys

Field/Function Keys	Description
Dsc Days	The number of days for which the cash discount associated with this vendor is effective.
Pmt Pty	The payment priority used to indicate the priority level for making payments to this vendor. Payment priority can be used in Payment Selection (MENU APCHCK) to select groups of vouchers to be paid. Payment priority 1 is high, payment priority 2 is medium, payment priority 3 is low.
Urg Pty	The urgency priority is similar to payment priority in that it is used to indicate the priority level for making payment to a vendor. It differs in that its value (1, 2 or 3) replaces the payment priority on the day of the urgency date. When using the urgency priority and urgency date, the payment priority must be lower than the urgency priority. Urgency priority 1 is high, urgency priority 2 is medium, urgency priority 3 is low.
Urg Date	When a payment and urgency priority are specified for a vendor, it is on this date that the value of the urgency priority replaces the payment priority. The urgency date is calculated based on the number of urgency days for this vendor and is shown in the default date format of the user.
Sep Chk	A N indicates the when this voucher is paid it should be paid on the same check as any other vouchers for this vendor. A Y indicates a separate check is required for this voucher.
Project	The project associated with this voucher.
Force Dsc	A Y will to force cash discounts to be taken regardless if the discount date has passed. A N will not take cash discounts if the discount date has passed.
Bus Unit	This field appears only if you selected to use business units when selecting A/P Liability and Expense accounts or Purchase Tax Accounts for the G/L Interface through G/L Transfer Definition (MENU GLXFER sub-option T) and represents the business unit that is assigned to the vendor that was used to select the default A/P Liability, A/P Expense, and Purchase Tax Accounts for this voucher.
1099 Req	Use this field to determine if a 1099 is required for this voucher. Key Y if a 1099 is required for this voucher. Key N if a 1099 is not required for this voucher. *Default Value:* The value defined in Vendors Maintenance (MENU APFILE). (A 1) Optional

1099 Code Maintenance Voucher Screen Fields and Function Keys

Field/Function Keys	Description
Tax Id	The display of this field is based on your authorization to **Allow Access to Federal Tax ID** in Application Action Authority (MENU XASCTY). If you are not authorized, the field will display asterisks. If you are authorized, the un-encrypted federal tax identification code will display.
	Use this field to record the Tax Id that should be assigned to this voucher for this vendor or vendor/WH.
	Key the Tax Id or social security number for the vendor.
	NOTE: If you originally leave this field blank in the Vendor Master File, the Tax Id # will need to be keyed for every voucher transaction. At this point in the process, it will not fill in from the Vendor Master File.
	Default Value: The tax ID assigned to the voucher in Voucher Entry (MENU APMAIN).
	(A 15) Optional
1099 Cde	This code represents the IRS 1099 amount type applicable to this voucher. A question mark list provides the available codes and their associated IRS 1099 amount types.
	This field will be consulted when 1099-MISC and/or 1099-NEC forms are generated to determine where this voucher's value will be included on those forms. If the code representing Nonemployee Compensation is selected, this voucher's value will be included on the 1099-NEC form; if the code representing any other amount type is selected, this voucher's value will be included on the 1099-MISC form. If this field is blank, Nonemployee Compensation will be assumed.
	Key the 1099 code representing the applicable IRS 1099 amount type for this voucher.
	Valid Values: Blank, or one of the values in the Order Control File (ORCTL) representing the valid IRS 1099 amount types (these values are presented when you key a ? in this field)
	(N 2,0) Optional

1099 Code Maintenance Voucher Screen Fields and Function Keys

Field/Function Keys	Description
ID Tp	Use this field to identify the Federal Tax ID Type.
	This field defines the type of taxpayer identification number the value in the **Tax Id** field is. This type is determined by the IRS. Note that this field is a required field in the 1099 export file.
	Key 1 to print **EIN** (the IRS code for Employee Identification Number), which is a business, organization, some sole proprietors or other entity account type.
	Key 2 to print **SSN** (the IRS code for Social Security Number), which is an individual, including some sole proprietors account type.
	Leave blank if the Federal Tax ID Type cannot be determined.
	Default Value: The value from the AP Open Payables Header File (APOHD) or the AP History Header File (APHHD).
	Valid Values: blank, 1 or 2.
	(A 1) Optional
Dft Exp	With the company for this voucher, for invoices, the default will be the account number identified as the default expense account through the GL Transfer Definition (MENU GLXFER), **Function** A. For pre-receipt invoices, the default will be the account number identified as the Pre-Receipt Inventory Account through the GL Transfer Definition (MENU GLXFER), **Function** A.
AP Acct	With the company for this voucher, the accounts payable account that is credited upon posting this voucher.
CD Acct	With the company for this voucher, the cash discount that is credited when posting this voucher if a discount is taken.
F12=Cancel	Press F12=CANCEL to cancel this change and return to the 1099 Code Maintenance Screen (p. 58-2).
Enter	Press ENTER to confirm your selections. The 1099 Code Maintenance Screen (p. 58-2) will appear.

CHAPTER 59   Printing the 1099 Edit List

59

Use the Print 1099 Edit List option to print the 1099 Edit List, which provides you with a breakdown of 1099 data based on selection criteria. Using the paid invoices that are flagged with **1099 Required** as the control, this report is available in both a detail and summary format. 1099 control information can be maintained through Maintain 1099 Information (MENU APMAST).

Print 1099 Edit List

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
1099 Edit List Selection Screen	Use to specify the companies and vendors for which you are printing forms.
1099 Edit List	Prints the 1099 information for vendors that match the specified range.

1099 Edit List Selection Screen

```
                    1099 EDIT LIST


         Company?          _.    to?    ...

         Vendor:        .......  to   .......

         Check Date:    .......  to   .......

         Unprinted 1099's:   Y,    Y,N

         Printed 1099's:     N     Y,N

         Report Type:        S,    S=Summary
                                   D=Detail




                                              F3=Cancel
```

This screen appears after selecting option15 - Print 1099 Edit List from the Accounts Payable Master Menu (MENU APMAST). Use this screen to generate a report presenting 1099 information for review prior to running the Print 1099 Forms option from APMAST.

1099 Edit List Selection Screen Fields and Function Keys

Field/Function Keys	Description
Company	This field reflects the company to be processed.
	Key a valid company.
	Leave blank to include all companies.
	(N 2,0) Optional
Vendor	Use this field to limit the vendor for which you would like to print 1099 information.
	Key a valid vendor.
	Leave blank to include all vendors.
	(A 6) Optional

1099 Edit List Selection Screen Fields and Function Keys

Field/Function Keys	Description
Check Date	This field reflects the check dates to be processed.
	Key the check date to be processed.
	Leave blank to include all check dates.
	Valid Values: The **Default Date Format** for this user, specified through Register User IDs (MENU XACFIG), or if that field is blank, the date using the system's **Default Date Format** specified through System Options Maintenance (MENU XAFILE).
	(2 @ N 6,0) Optional
Unprinted 1099's	Once a 1099 Form is printed for a voucher, the voucher is marked as printed to help prevent double reporting. Use this field to include or exclude those vouchers meeting other selection criteria which have not yet been marked as printed in the report.
	Key Y to include 1099 data for vouchers not yet marked as printed. This field must be Y if the **Printed 1099's** field is set to N.
	Key N to exclude 1099 data for vouchers not yet marked as printed.
	Default Value: Y
	(A 1) Required
Printed 1099's	Once a 1099 Form is printed for a voucher, the voucher is marked as printed to help prevent double reporting. Use this field to include or exclude those vouchers meeting other selection criteria which have been marked as printed in the report.
	Key Y to include 1099 data for vouchers marked as already printed. This field must be Y if the **Unprinted 1099's** field is set to N.
	Key N to exclude 1099 data for vouchers marked as already printed.
	Default Value: N
	(A 1) Required

1099 Edit List Selection Screen Fields and Function Keys

Field/Function Keys	Description
Report Type	This option specifies whether you would like the 1099 information in summary or detail format.
	The summary report will show the vendor name, including address and Tax ID, along with the total amount to report.
	The detail report will list everything on the summary report plus the individual vouchers and amounts that make up the total.
	Default Value: S
	(A 1) Required
F3=Cancel	Press F3=CANCEL to cancel this option. MENU APMAST will appear.
Enter	Press ENTER to confirm your selections. The Report Options Screen will appear (refer to the Cross Applications User Guide for details about this screen). Following the Report Options Screen, the 1099 Edit List (p. 59-5) will print in summary or detail format.

1099 Edit List

```
AP382    01/26/23   6.29.43                    1099 EDIT LIST              F5/APDEMO        PAGE-     1
                                       Company: 01-A & C Office Supply/USD
        All Companies          All Vendors         Check Date From: 01/25/23     All           Summary
                                                                To: 01/25/23
    Vendor Name and Address              Soc Sec/Fed Id# Type   Total Paid
    --------------------------------------------------------------------------------------------------
    200    OFFICE EQUIPMENT INTERNATIONAL  FEDID200        EIN
           717 Stewart Boulevard                                  1,994.40
           Bld 2
           Boston MA         02155
           UNITED STATES OF AMERICA
    66     OFFICE EQUIPMENT INTERNATIONAL  FEDID200OVR2215 EIN
           717 Stewart Boulevard                                  2,215.00
           Bld 2
           Boston MA         02155
           UNITED STATES OF AMERICA
    Company Total:            4,209.40
```

1099 Edit List Detail

```
AP382    01/26/23   6.29.57                    1099 EDIT LIST              F5/APDEMO        PAGE-     1
                                       Company: 01-A & C Office Supply/USD
        All Companies          All Vendors         Check Date From: 01/25/23     All           Detail
                                                                To: 01/25/23
                                                                            (* = 1099-NEC Box 1)
    Vendor Name and Address              Soc Sec/Fed Id# Type   Total Paid  Voucher       Amount Cde Inv Desc
    --------------------------------------------------------------------------------------------------
    200    OFFICE EQUIPMENT INTERNATIONAL  FEDID200        EIN
           717 Stewart Boulevard                                  1,994.40    2216        1,994.40 * 7
           Bld 2
           Boston MA         02155
           UNITED STATES OF AMERICA
    66     OFFICE EQUIPMENT INTERNATIONAL  FEDID200OVR2215 EIN
           717 Stewart Boulevard                                  2,215.00    2215        2,215.00  13
           Bld 2
           Boston MA         02155
           UNITED STATES OF AMERICA
    Company Total:            4,209.40
```

Following the Report Options Screen, 1099 information, in summary or detail format, prints for the criteria selected on the 1099 Edit List Selection Screen (p. 59-2) for each vendor selected.

1099 control information including whether or not a 1099 is required for a particular voucher can be maintained through Maintain 1099 Information (MENU APMAST).

1099 Edit List Summary and Detail Reports

Report/Listing Fields	Description
Headings	Program names appear on the upper left corner of the report followed by run date and time, report title, workstation ID, User ID, and page number.
	Summary of the selection criteria prints in the center of the headings area followed by the individual field headings.
	The company number and name are also printed, as well as if the report is printed in 'summary' or 'detail' format.

1099 Edit List Summary and Detail Reports

Report/Listing Fields	Description
Vendor Name and Address	The vendor number, name and address for vendors which have 1099 information.
Soc Sec/Fed Id#	The display of this field is based on your authorization to **Allow Access to Federal Tax ID** in Application Action Authority (MENU XASCTY). If you are not authorized, the field will display asterisks. If you are authorized, the un-encrypted federal tax identification code will display.
	The social security number or tax identification number for the selected vendor. If the **1099 Required** field is Y and the **Federal Tax ID** field is blank, this field will display as **??-UNKNOWN-??** .
	If authorized, data for this field can be maintained through Maintain 1099 Information (MENU APMAST).
Type	Identifies the type of taxpayer identification number the value in the corresponding **Fed Id#** field is. This type is determined by the IRS. Note that this field is a required field in the 1099 export file.
	EIN (the IRS code for Employee Identification Number), which is a business, organization, some sole proprietors or other entity account type, prints for code 1.
	SSN (the IRS code for Social Security Number), which is an individual, including some sole proprietors account type, prints for code 2.
	This field is blank if the Federal Tax ID Type cannot be determined.
	Data for this field can be maintained through Maintain 1099 Information (MENU APMAST).
Total Paid	This is the total amount paid to the vendor. Only amounts paid by system generated checks (including pre-paid vouchers and vouchers processed via ACH) are included. Manual checks are not included in this process.
Voucher	This field only displays if you selected the **Report Type** as D on the 1099 Edit List Selection Screen (p. 59-2).
	The voucher number for the selected vendor; multiple vouchers may be shown.
Amount	This field only displays if you selected the **Report Type** as D on the 1099 Edit List Selection Screen (p. 59-2).
	The monetary amount paid for the selected voucher. These voucher amounts will equal the **Total Paid** field.

1099 Edit List Summary and Detail Reports

Report/Listing Fields	Description
Cde	This field only displays if you selected the **Report Type** as D on the 1099 Edit List Selection Screen (p. 59-2).
	The **1099 Cde** assigned to the voucher. This code represents the IRS 1099 amount type applicable to this voucher.
	If the code indicates the IRS 1099 amount type is Nonemployee Compensation, and therefore will be included on a 1099-NEC rather than 1099-MISC form, the code will be proceeded by an asterisk (*).
	This field can be maintained through Maintain 1099 Information (MENU APMAST).
Inv Desc	This field only displays if you selected the **Report Type** as D on the 1099 Edit List Selection Screen (p. 59-2).
	The invoice description for the selected voucher.
Company Total	The total amount for each company.

CHAPTER 60 | Printing 1099 Forms

60

Use the Print 1099 Forms option on the Accounts Payable Master Menu (MENU APMAST) to print 1099 information (such as payer, payee, and compensation information) in the print format selected in the **1099 Print Format** field in AP Company Options Maintenance (MENU APFIL2). Based on the format selected, when you print 1099-MISC and/or 1099-NEC IRS forms through this option, they will print on pre-printed, standard IRS approved forms for either Continuous feed printers (one form per sheet) or Laser/Inkjet printers (portrait mode, two MISC forms per 8.5 x 11 sheet in a 2 UP format and three NEC forms per sheet in a 3 UP format).

In this option you will also have the option to export 1099 information.

The 1099 Edit List (MENU APMAST) should be run prior to this option to verify entered selection criteria will generate the expected 1099 form.

NOTE: The information that prints on the 1099 is determined by the information entered on the Voucher Header Screen in Voucher Entry (MENU APMAIN). If an assignee is entered in the **Assign** field, that vendor's address information prints on the 1099. If an assignee is not entered, then the vendor's name and address as it appears on the voucher prints on the 1099.

Print 1099 Forms

The screens and/or reports in this option and a brief description are listed in the following table. A complete description of each screen/report is contained in this section.

Title	Purpose
Print 1099 Selection Screen	Use to specify the companies and vendors for which you are printing forms.
Print 1099 Forms -Payer's Information Screen	Use to specify the address and tax ID number for the payer.

Title	Purpose
Export 1099 Records Screen	Use to define 1099 filing information.
1099-Misc Form	Prints payer/payee miscellaneous income information for the 1099 MISC form
1099-NEC Form	Prints payer/payee nonemployee compensation for the 1099-NEC form.
1096 Information Report	Use to fill out 1096 Annual Summary and Transmittal of U.S. Information Returns

Print 1099 Forms Selection Screen

```
                        PRINT 1099 FORMS


           Company?         01

           Vendor:            .......  to    .......

           Check Date:        .......  to    .......

           Min Dollar Amt
             Royalties/Broker Payments:       ........

              All other boxes:               .......

           Unprinted 1099's:    Y    Y,N

           Printed 1099's:      N    Y,N

           Export 1099's:       N    Y,N


                                                        F3=Cancel
```

This screen appears after selecting option 16 - Print 1099 Forms from the Accounts Payable Master Menu (MENU APMAST). Use this screen to specify the companies and vendors for which you would like to print the 1099 MISC and 1099-NEC forms. At least one print option (**Unprinted 1099's** or **Printed 1099's**) must be Y.

Print 1099 Forms Selection Screen Fields and Function Keys

Field/Function Key	Description
Company	This field reflects the company to be processed.
	Key a valid company.
	Leave blank to include all companies.
	(N 2,0) Optional
Vendor	Use this field to limit the vendor for which you would like to print 1099 Forms.
	Key a valid vendor.
	Leave blank to include all vendors.
	(A 6) Optional
Check Date	This field reflects the check dates to be processed.
	Valid Values: Key the date using the Default Date Format for this user, specified through Register User IDs (MENU XACFIG), or if that field is blank, key the date using the system's Default Date Format specified through System Options Maintenance (MENU XAFILE).
	(2 @ N 6,0) Optional

Print 1099-MISC Forms Selection Screen Fields and Function Keys

Field/Function Key	Description
Min Dollar Amt Royalties/Broker Payments	The IRS may set some minimum monetary amounts for reporting certain 1099 amount types. Use this field to limit which vouchers with 1099 amount types of 'Royalties' or 'Substitute payments in lieu of dividends and interest' are included in the 1099 MISC forms generated.
	If a voucher has a value for a 1099 payment type of 'Royalties' or 'Substitute payments in lieu of dividends and interest', that value must meet or exceed any value specified here to be included in the 1099 MISC forms generated.
	If no value is specified here, the inclusion of vouchers will not be limited based on the values for any payment type (other than as specified in the **Min Dollar Amt All other boxes** field).
	This field is not checked to limit vouchers being included in 1099-MISC forms based on any other IRS 1099 amount types, nor is it checked to limit vouchers being included in 1099-NEC forms (which are generated for the nonemployee compensation amount type).
	(N 7,0) Optional
Min Dollar Amt All other boxes	The IRS may set some minimum monetary amounts for reporting certain 1099 amount types. Use this field to limit which vouchers with 1099 amount types of anything except 'Royalties', 'Substitute payments in lieu of dividends and interest', or 'Fishing boat proceeds' are included in the 1099 forms generated. This field applies to the other IRS 1099 amount types not covered by the **Min Dollar Amt Royalties/Broker Payments** field, excluding 'Fishing boat proceeds' which has an 'All Amounts' reporting requirement, and will not be subject to the minimum reporting amount value specified in this field.
	If a voucher has a value for a 1099 payment type other than 'Royalties', 'Substitute payments in lieu of dividends and interest', or 'Fishing boat proceeds', that value, must meet or exceed any value specified here to be included in the 1099 forms generated.
	If no value is specified here, the inclusion of vouchers will not be limited based on the values for any payment type (other than as specified in the **Min Dollar Amt Royalties/Broker Payments** field).
	(N 7,0) Optional

Print 1099-Forms Selection Screen Fields and Function Keys

Field/Function Key	Description
Unprinted 1099's	Once a 1099 Form is printed for a voucher, the voucher is marked as printed to help prevent double reporting. Use this field to include or exclude those vouchers meeting other selection criteria which have not yet been marked as printed.
	Key Y to generate 1099 data including vouchers not yet marked as printed. This field must be Y if the **Printed 1099's** field is set to N.
	Key N to generate 1099 data excluding vouchers not yet marked as printed.
	Default Value: N
	(A 1) Required
Printed 1099's	Once a 1099 Form is printed for a voucher, the voucher is marked as printed to help prevent double reporting. Use this field to include or exclude those vouchers meeting other selection criteria which have been marked as printed.
	Key Y to generate 1099 data including vouchers marked as already printed. This field must be Y if the **Unprinted 1099's** field is set to N
	Key N to generate 1099 data excluding vouchers marked as already printed.
	Default Value: N
	(A 1) Required
Export 1099's	This field is used to create an export file for 1099 data generated based on other selection criteria.
	Key Y to export 1099 information.
	• If you select Y, the system will create a text file in the Integrated File System (IFS) according to the format identified in Publication 1220. This Publication 1220 is the IRS specification for filing 1099 data electronically. Once the 1099 file is created in the IFS, you will be responsible to upload, FTP, or submit the file directly to the IRS.
	• If you select Y, the Export 1099-Misc Records Screen (p. 60-9) displays.
	Key N if you do not want to export 1099 information. If you select N, the Print 1099 Forms - Payer's Information Screen (p. 60-7) will display
	Default Value: N
	(A 1) Required

Print 1099-Forms Selection Screen Fields and Function Keys

Field/Function Key	Description
F3=Cancel	Press the F3=CANCEL function key to cancel this option. Menu APMAST will appear.
Enter	Press the ENTER key to confirm your selections.
	If the **Export 1099's** field is N, the Print 1099 Forms -Payer's Information Screen (p. 60-7) will display.
	If the **Export 1099's** field is Y, the Export 1099 Records Screen (p. 60-9) will display prior to the Print 1099 Forms -Payer's Information Screen (p. 60- 6).

Print 1099 Forms -Payer's Information Screen

```
                        PRINT 1099 FORMS


    Warning   If printing forms this option requires the use of special
              forms - Proceed if correct forms are loaded or filing electronically.


        Payer's Information:

            Company Name:     A & C Office Supply ...........
            Address 1:        876 Centerville Road ..........
            Address 2:        ..............................
            Address 3:        ..............................
            Address 4:        ..............................
            City, St/Prov?    Hartford ........... CT.........................
            Zip/Postal Code:  06134-1234
            Phone Number:     203-555-1212 ........ Ext. .....

            Federal Id:       123456789-1234 .



                                       F3=Cancel      F12=Return
```

This screen appears after you press ENTER on the Print 1099 Forms Selection Screen (p. 60-3), if the **Export 1099's** field is N on that screen. If the **Export 1099's** field is Y on the Print 1099 Forms Selection Screen (p. 60-3), the Export 1099 Records Screen (p. 60-9) will display prior to this screen.

Use this screen to alter the payer's information before printing the 1099 forms. The first time you run forms for a particular company, the address and Tax ID number must be entered. This information is retained in the Order Control File and can be updated each time you run 1099s.

Print 1099 Forms - Payer's Information Screen Fields and Function Keys

Field/Function Key	Description
Payer's Information	The default payer information displays. You may alter this information at this time.
	NOTE: When altering this information, please refer to the standards and guidelines required by the IRS. For example, refer to the IRS Publication 1220 for a list of valid states.
	Optional/Display

Print 1099 Forms - Payer's Information Screen Fields and Function Keys

Field/Function Key	Description
F3=Cancel	Press the F3=CANCEL function key to cancel this option. MENU APMAST will appear.
F12=Return	Press the F12=RETURN function key to return to the Print 1099 Forms Selection Screen (p. 60-3)
Enter	Press the ENTER key to confirm your selections. The Report Options Screen will appear (refer to the Cross Applications User Guide for details about this screen).

Export 1099 Records Screen

This screen appears after you press ENTER on the Print 1099 Forms Selection Screen (p. 60-3), if the **Export 1099's** field is Y. Use this screen to define 1099 filing export information.

NOTE: The field lengths for this screen are based on the IRS guidelines and not the Distribution A+ field standards.

Export 1099 Records Screen Fields and Function Keys

Field/Function Key	Description
Test or Live File	This field indicates if you are sending a test file or live file to the IRS.
	Key T if you are sending a test file to the IRS.
	Key L if you are sending a live file to the IRS.
	Default Value: L
	(A 1) Required
IFS Export Path	Use this field to key the IFS (Integrated File System) export path where the 1099 information will be exported to.
	If the path you key doesn't already exist, press F5=CREATE PATH to create the path.
	(A 50) Required
File Name	Key the name of the file that will store this 1099 information in the IFS directory. **.TXT** will be appended to this field.
	(A 15) Required

Export 1099 Records Screen Fields and Function Keys

Field/Function Key	Description
Payment Year	Key the year for which you are filing 1099 information with the IRS. If you key Y in the **Reporting Prior Year Data** field, this field should be the prior year. (N 4,0) Required
Reporting Prior Year Data	Key Y if you are reporting 1099 information with the IRS for a prior year. If you key Y, the **Payment Year** field should be the prior year. Key N if you are not reporting 1099 information with the IRS for a prior year. *Default Value:* Y (A 1) Required
Test or Live Transaction	Key T if you are sending transaction data to the IRS that is test data. Key L if the transaction data you are sending to the IRS is live data. *Default Value:* L (A 1) Required
Transmitter Name	Key the company associated with the transaction you are submitting to the IRS. Be sure to contact the IRS to confirm the transmitter name. (A 40) Required
Transmitter Control Number	Key the control number associated with the transaction you are submitting to the IRS. The control number is assigned by the IRS/ECC-MTB, and must be obtained to file data with this program. Be sure to contact the IRS to confirm the transmitter control number. (A 5) Required
Contact Name	Key the name of the person/company the IRS should contact in case there are any problems with the transmission of the data. NOTE: This field updates the System Control File AP Company Options Record the first time it is added, and it will be used as the default for all replications of the menu option. (A 40) Required
Contact Area Code/ Phone No/Ext	Key the telephone number (area code, phone number, and extension, if applicable) of the contact name that the IRS should contact in case there are any problems with the transmission of the data. NOTE: This field updates the System Control File AP Company Options Record the first time it is added, and it will be used as the default for all replications of the menu option. (N3,0/N7,0/N4,0) Required

Export 1099-Records Screen Fields and Function Keys

Field/Function Key	Description
Contact Email Address	Key the email address of the contact name that the IRS should contact in case there are any problems with the transmission of the data. NOTE: This field updates the System Control File AP Company Options Record the first time it is added, and it will be used as the default for all replications of the menu option. (A 35) Required
Combined State and Federal Filing	Key Y if you are filing for both State and Federal. Key N if you are not filing for both State and Federal. Be sure to contact the IRS for guidelines for combined filings. NOTE: This field updates the System Control File AP Company Options Record the first time it is added, and it will be used as the default for all replications of the menu option. (A 1) Optional
F3=Exit	Press the F3=EXIT function key to cancel this option. MENU APMAST will appear.
F5=Create Path	Press the F5=CREATE PATH function key to create a path for the value you keyed in the IFS Export Path field.
F12=Return	Press the F12=RETURN function key to return to the previous screen without saving your values.
Enter	Press the ENTER key to confirm your selections. The Print 1099 Forms - Payer's Information Screen (p. 60-7) appears.

1099-MISC Form

This prints the 1099-MISC IRS Tax Form (see above sample), in the print format selected in the **1099 Print Format** field in AP Company Options Maintenance (MENU APFIL2).If the **1099 Print Format** field in AP Company Options Maintenance does not contain a value, Continuous feed printing (one form per sheet) will be assumed.

If the IRS 1099 amount type cannot be determined for a particular voucher, Nonemployee Compensation will be assumed, and those values will be included on the 1099-NEC form instead of the 1099-MISC form – refer to the 1099-NEC Form (p. 60-13) for more.

> NOTE: The information that prints on the 1099 is determined by the information entered on the Voucher Header Screen in Voucher Entry (MENU APMAIN). If an assignee is entered in the **Assign** field, that vendor's address information prints on the 1099. If an assignee is not entered, then the vendor's name and address as it appears on the voucher prints on the 1099.

1099-MISC Form

Report/Listing Fields	Description
Payer Information	The payer's name, address, and telephone number with extension (if any) will appear on every form. This information prints in the format that displays on the Print 1099 Forms -Payer's Information Screen (p. 60-7). The Payer's Federal Tax ID Number will print in the specified Payer's Tin box.
Payee Information	One form per payee will print for Continuous feed printing, and two forms for two different payees will print per one page for Laser/Inkjet printers. The **Fed Tax ID** field from the voucher/invoice prints in the Recipient's TIN box on the form. The payee's name and address is printed from information in the Vendor File. This may be maintained through Vendors Maintenance (MENU APFILE).
IRS 1099 Amount Type	The total value of each IRS 1099 amount type of miscellaneous income you are reporting for this vendor/payee will be printed in the appropriate box on this form. Amounts can be reported on this form as noted below, based on the IRS 1099 amount type selected on the voucher, vendor, or AP company option. If no selection could be determined for a particular voucher, that amount will be reported as **Nonemployee compensation** which is reported on the 1099-NEC form (refer to the 1099-NEC Form pg xxx), not this 1099-MISC form: Supported IRS 1099 amounts for the 1099-MISC form include: • Rents • Royalties • Other income • Fishing boat proceeds • Medical and health care payments • Substitute payments in lieu of dividends or interest • Crop insurance proceeds • Excess golden parachute payments • Gross proceeds paid to an attorney

1099-NEC Form

This prints the 1099-NEC IRS Tax Form (see above sample), in the print format selected in the **1099 Print Format** field in AP Company Options Maintenance (MENU APFIL2).If the **1099 Print Format** field in AP Company Options Maintenance does not contain a value, Continuous feed printing (one form per sheet) will be assumed.

If the IRS 1099 amount type cannot be determined for a particular voucher, Nonemployee Compensation will be assumed, and those values will be included on this 1099-NEC form instead of the 1099-MISC form.

> NOTE: The information that prints on the 1099 is determined by the information entered on the Voucher Header Screen in Voucher Entry (MENU APMAIN). If an assignee is entered in the **Assign** field, that vendor's address information prints on the 1099. If an assignee is not entered, then the vendor's name and address as it appears on the voucher prints on the 1099.

1099-NEC Form

Report/Listing Fields	Description
Payer Information	The payer's name, address, and telephone number with extension (if any) will appear on every form. This information prints in the format that displays on the Print 1099 Forms -Payer's Information Screen (p. 60-7). The Payer's Federal Tax ID Number will print in the specified Payer's Tin box.

1099-NEC Form

Report/Listing Fields	Description
Payee Information	One form per payee will print for Continuous feed printing, and two forms for two different payees will print per one page for Laser/Inkjet printers. The **Fed Tax ID** field from the voucher/invoice prints in the Recipient's TIN box on the form. The payee's name and address is printed from information in the Vendor File. This may be maintained through Vendors Maintenance (MENU APFILE).
Nonemployee Compensation	This is the total value of the IRS 1099 amount type of Nonemployee compensation for this vendor/payee. Amounts can be reported on the 1099-NEC form if the IRS 1099 amount type selected on the voucher, vendor, or AP company option indicates **Nonemployee compensation**. If no selection could be determined for a particular voucher, that amount will be reported as **Nonemployee compensation** which is reported on this 1099-NEC form rather than the 1099-MISC form.

1096-Information Report

This report is automatically produced when 1099-MISC and/or 1099-NEC form data is generated via the APMAST Print 1099 option; it provides a summary of the data that was included in that particular print/run. This summarized data aids users in completing an IRS 1096 (Annual Summary and Transmittal of Department of the Treasury U.S. Information Returns) form.

```
AP388    01/23/23  10.11.44              1096 INFORMATION REPORT           F5/APDEMO        PAGE-    1
                                     Company: 01-A & C Office Supply/USD
         Vendor From: 100    Check Date From: 01/01/22   No Minimum $ Amount Set        Printed 1099s
                  To: 200                To: 12/31/22
                  Total No          Total Amt
Tax Form          Of Forms          Reported        Amount    Description
----------------------------------------------------------------------------------------------------
1099-MISC            6              3,800.84
                                                     66.53    Rents
                                                     66.53    Royalties
                                                    967.50    Other income
                                                  2,022.50    Fishing boat proceeds
                                                     44.00    Medical and health care payments
                                                    365.35    Substitute payments in lieu of dividends or interest
                                                    268.43    Crop insurance proceeds

1099-NEC             8             10,611.96
                                                 10,611.96    Nonemployee compensation

Company Total:      14             14,412.80
```

The 1096 Information Summary Report is printed at the end of an APMAST Print 1099 Form process (even if the 1099 data was selected to be exported instead of, or in addition to, being printed). This summary report provides some pertinent 1099-MISC and 1099-NEC data that was included in the run. This data then can easily be used when filling out/completing an IRS-1096 form for reporting.

1096-Information Report

Report/Listing Fields	Description
Headings	Program names appear on the upper left corner of the report followed by run date and time, report title, workstation ID, User ID, and page number.
	A summary of the selection criteria used for the run is printed in the center of the headings area followed by the individual field headings.
Tax Form	The tax form for which data was generated in this run, based on selection criteria; 1099-MISC and/or a 1099-NEC data may be produced in any one run.
Total No of Forms	The number of each tax form for which data was generated in this run, based on selection criteria.

1096-Information Report

Report/Listing Fields	Description
Total Amt Reported	The total value reported for this tax form included in this run, based on selection criteria. This total includes values from all the supported IRS 1099 amount types for the form specified.
	When International Currency is installed, the values are shown in the company's local currency.
Amount	The total value reported per IRS 1099 amount type on the noted form, included in this run, based on selection criteria. Refer to the **Description** field for more regarding the supported amount types.
	When International Currency is installed, the values are shown in the company's local currency.
Description	The description of the IRS1099 amount type reported on the specified type of tax form, included in this run, based on selection criteria.
	While only Nonemployee Compensation type values are reported on the 1099-NEC, various other amount types may be reported on the 1099-MISC. The list of other reportable IRS 1099 amount types for any given year for these forms is determined by the IRS and may include:
	•Rents
	•Royalties
	•Other income
	•Fishing boat proceeds
	•Medical and health care payments
	•Nonemployee compensation
	•Substitute payments in lieu of dividends or interest
	•Crop insurance proceeds
	•Excess golden parachute payments
	•Gross proceeds paid to an attorney
	The default IRS 1099 amount type may be selected in Accounts Payable Company Options Maintenance (MENU APFIL2) and in Vendors Maintenance (MENU APFILE) but a final determination is made, per voucher, in Voucher Entry (MENU APMAIN). If no amount type is specified for a particular voucher, that voucher's value will be reported as **Nonemployee compensation** on the 1099-NEC form.

Deleting Completed TP Requests **61**

Running this option deletes completed Transaction Processor requests from the TRAN3P file. Run this option periodically to clean out data contained in the Transaction Processor File (TRAN3P). You must Stop A+ before running this option.

NOTE: You only need to run this option if you purchased Accounts Payable and General Ledger as a standalone package.

Stopping Infor A+

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Use this option to stop Distribution A+ in the current environment. This prevents users from signing onto new jobs within Distribution A+. Jobs currently executing will be allowed to complete normally.

> NOTE: -If EDI is installed, selecting this option also stops the EDI Transaction Processor and the auto release of incoming EDI documents, if auto release is being used.
> -If web@work is installed, you must stop the web@work Information Broker through Stop Web Information Broker (MENU WBMAIN) before you stop Distribution A+. Refer to that option in the web@work manual for additional information.
> -If Mail Server is installed, you must stop the Mail Server Broker through Stop Mail Server Broker (MENU MSMAIN) before you stop Distribution A+. Refer to that option in the Mail Server manual for additional information.

Select this option prior to running any of the following dedicated procedures:

- Day-End Processing (MENU XAMAST), only if you are running a "dedicated" portion of day-end; you do not have to stop Distribution A+ if you are running the "non-dedicated" day-end
- Save Files (MENU XAMAST)
- Save A+ History Library (MENU XAMAST)

Additionally, you must stop Distribution A+ prior to executing any of the following menu options:

- Initialize CRM Files (MENU OSMAST or MENU SWMAST)
- Rebuild the Customer Search File (MENU XAMAST)
- Rebuild the Item Search File (MENU XAMAST)
- Remove Deleted Records from Files (MENU XAMAST)

Perform this option through Stop A+ on the Cross Application - Master Menu (MENU XAMAST).

Refer to the Cross Applications User Guide for a detailed description of this task.

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If Distribution A+ has been stopped through Stop A+ (MENU XAMAST/MENU APMAST), use this option to start A+. Users can use options and/or procedures once the Start A+ Screen is displayed.

If you have the Electronic Data Interchange (EDI) module installed, this option also starts the EDI Transaction Processor and the auto release of incoming EDI documents, if auto release is being used.

If the Mail Server module is installed, this option will start the Mail Server Broker if the **Start Mail Server Broker when A+ is started** field is set to Y through Mail Server System Options Maintenance (MENU MSFILE).

Perform this option through Start A+ on the Cross Application - Master Menu (MENU XAMAST).

Refer to the Cross Applications User Guide for a detailed description of this task.

Glossary

G

2-Up	Two different 1099 forms printed on one 8.5 X 11 pre-printed page.
Aged Payable	The oldest invoices that have not been paid.
Assignee	Designated during a re-assignment of who pays the bills. The Assignee is the party that you assign to pay your bill, similar to the A/R Headquarters Number.
Business Unit	A two character code assigned to each vendor during Voucher Entry (MENU APMAIN). Can be used to track payables by different branches of the company.
Cash Disbursements	The checks you generate to pay your bills.
Cash Requirements Report	A report that provides you with a look into the future to see how much cash you will need. It will help you decide whether or not it is necessary to borrow money.
Credit Memo	A statement that identifies a correction to an existing invoice in Open Payables. Credit memos are negative amounts.
Debit Memo	A statement that identifies a correction to an existing invoice in Open Payables. Debit memos are positive amounts. An example of this would be if you were billed for 10 items, but received only 8 items. You would create a debit memo for 2 items since you did not receive them.
Discounts	A percentage taken off your bill if you pay within a certain time frame. You discount the amount yourself if you pay within a certain number of days.
Force Discount	A type of discount that lets you to take the discount offered by the payment terms of the vendor even though you've gone past the discount date. Force discount setting can be 1) always take the discount 2) never take the cash discount if the discount date has passed or 3) decide whether to take the discount in Voucher or Payment Selection.

GS1	GS1 is an international not-for-profit association with member organizations in over 100 countries. GS1 is dedicated to the design and implementation of global standards and solutions to improve the efficiency and visibility of supply and demand chains globally and across sectors. The GS1 system of standards is the most widely used supply chain standards system in the world.
GTIN (Global Trade Item Number)	Global Trade Item Number (GTIN), as defined in the document called "An Introduction to the Global Trade Item Number", is a unique identifier for trade items developed by the GS1, which include both products and services that are sold, delivered, and invoiced at any point in the supply chain. Such identifiers are used to look up product information in a database (often by inputting the number through a bar code scanner pointed at an actual product) which may belong to a retailer, manufacturer, collector, researcher, or other entity. The uniqueness and universality of the identifier is useful in establishing which product in one database corresponds to which product in another database, especially across organizational boundaries.
Group ID	An identification code for the voucher group you are adding or changing.
Open Payable	A list of outstanding invoices that have not been paid.
Payment Days	The number of days you have until payment is due.
Payment Priority	A numerical value that describes the priority level for making payments through Voucher Entry (MENU APMAIN). The payment priority value can be high (make payment as soon as possible), medium, or low.
Payment Terms	The terms set up for you by the vendor. For example, if your terms are 2% 10 Net 30, then you may deduct 2% from your payment if you pay within 10 days, otherwise you pay the full amount within 30 days.
Posting Date	The date on which Accounts Payable transactions are posted to General Ledger.
Prepaid Invoice	An invoice in which you pay for goods and services before you receive them. This practice is typical for overseas/international vendors. Another example may be if a local vendor needs cash before leaving your building, and you don't have time for a check run, so you pay him cash.
Purchase Journal	The report that shows which vouchers have been posted in Accounts Payable.
Remittance	A document printed with a check that gives detail invoice information for each check.
Vendor Invoice	The vendor's invoice number.

Vendor Performance	The monthly monetary amount of business you do with a vendor.
Voucher	An invoice in payable. It is a written acknowledgment that says you are going to pay a bill (an invoice from a vendor). You enter a voucher once you validate the products received from a vendor. It is a brief record that shows you the amount you are going to pay the vendor for something that you received from them.
Voucher Edit	The process of checking your voucher entries for errors. This edit is performed through Voucher Edit List (MENU APMAIN). A voucher group cannot be posted until it has successfully passed the edit, meaning that no errors are found in your vouchers.
Voucher Edit List	The report that shows the error-free transactions for each voucher in a voucher group. This report is created through Voucher Edit List (MENU APMAIN).
Voucher Entry	The process of creating voucher groups. The minimum voucher group is one voucher.
Voucher Error List	The report that shows the errors found in your vouchers. This report is created through Voucher Edit List (MENU APMAIN).
Voucher Group	A quantity of assigned vouchers entered together for processing. A voucher group must contain at least one voucher.
Voucher Post	The process when vouchers are posted to General Ledger through Post Vouchers (MENU APMAIN). When a voucher has been posted, it then becomes an open payable. Posting vouchers creates a Purchase Journal.
Voucher Processing	The means by which vouchers are keyed, edited, and posted in Accounts Payable. Vouchers are processed in groups, called voucher groups. Once a voucher is posted, it becomes an open payable. Once it becomes an open payable it can then be selected for payment in Payment Selection (MENU APCHCK).
Voucher Template	A voucher group that has been designed for the sole purpose of copying it in order to create a new group. Templates are useful for voucher entries that are standard or recurring. Standard voucher entries are different in dollar amounts only. Recurring voucher entries are the same (like a monthly rent payment).

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