

ACCOUNTS PAYABLE

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TAKE **S** **STOCK**[®]
DISTRIBUTION SOFTWARE

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Welcome to TakeStock

Welcome to *TakeStock*®, the product that provides information management to the wholesale distribution marketplace through the use of leading-edge technology! *TakeStock* is one of the first products to marry the needs of the distribution industry with the tremendous advances that are now taking place in the world of computers. *TakeStock* is designed to operate using client/server architecture in the increasingly familiar Windows® environment.

TakeStock takes advantage of these technical advances to provide a full-featured software solution for asset management, financial management, and customer service that is presented in an intuitive, easy to use, graphical format. *TakeStock* does exactly what the name implies—accounts for the current conditions and assists the distributor in directing a course of company profitability. *TakeStock* is designed with the features most requested by distributors.

Efficient Access—Lookups let you easily locate the customer, vendor, item, or any other information without memorizing codes.

Productivity Tools—The Filter Manager and Template Manager, for example, let you select just the data you want to view or print, then the system remembers frequently used selections by letting you save your filters and templates to use over and over.

Flexible Operation—*TakeStock* lets you access several functions at once. For example, while entering a customer order, you can quickly enter an address change using the Maintenance icon to access the CUSTOMER table from order entry.

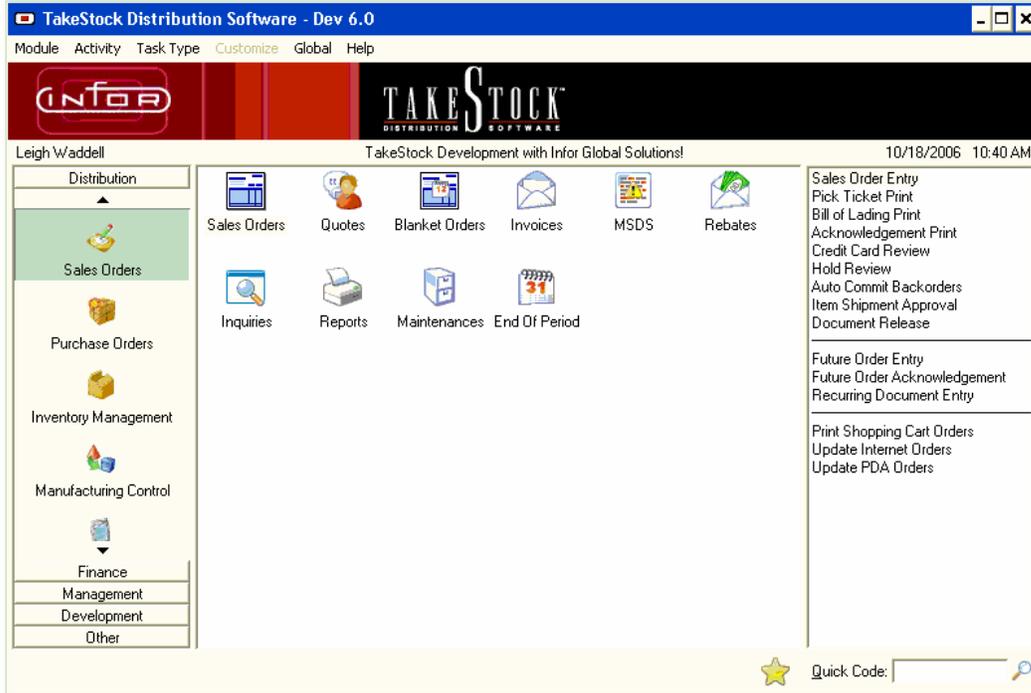
Better Communication—The Notes Manager lets you maintain notes on customers, vendors, items, and even individual sales orders. Must Read notes are automatically displayed. Having a central place for everyone to share information improves communication all around.

Secured Information—Log-in codes can be associated with up to twenty different security groups to let you tailor access to menus or specific programs. *TakeStock* supports security at program level throughout the system and at field level for costs.

As we continue to find further ways to expand *TakeStock's* capabilities, we welcome your suggestions. Our goal is to provide the solutions you need for mission-critical business information.

TakeStock Main Menu

Once you sign on to *TakeStock*, the system displays the *TakeStock* main menu:



From this menu, you can open any of the *TakeStock* modules using several methods:

- Select the desired module from the Module menu on the menu bar.
- Click the appropriate module menu button.
- Type in the code for the module in the *Quick Code* box, and press **Enter**.

The module codes are:

SO	Sales Orders	IM	Inventory Management
PO	Purchase Orders	SA	Sales Analysis
AR	Accounts Receivable	AP	Accounts Payable
SM	System Management	GL	General Ledger
SF	Sales Force InterLink	MC	Manufacturing Control
EI	EDI InterLink	ED	e-distribution

Additional codes can be set up by your system administrator.

TakeStock—The Basics

The TakeStock Basics users guide covers many system-wide types, features and procedures that you may find useful while working through the system. You can access this manual from the TakeStock Basics bookmark on the TakeStock PDF Library page. Use this guide for information on the following:

System Topics

Menu Bar Options	Other Menu Conventions	Buttons and Special Keys
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System Features

TakeStock provides additional functionality through system features. Some of these features are listed below:

Lookup	Filters	Templates
Updates	Print Setup	Notes Manager
Customer QuickSearch	Document QuickSearch	Item QuickSearch
Bin Allocation	Lot Allocation	Serial Number Allocation
Stock Reservations	Help	

System Procedures and Instructions

The procedures below to provide step-by-step instructions to complete any of the following tasks:

- Creating Suggested POs
- Creating Suggested Transfers
- Creating Suggested Production Orders
- How to select print and update options
- How to Break a Stock Reservation
- How to Enter a Stock Reservation

About Your TakeStock User Guide

This user guide is one in a series of manuals that document *TakeStock*. Each major component (module) within *TakeStock* is presented in a separate user guide. In addition, there is online Help to assist you.

Each user guide includes these elements:

Element ...	Provides ...
Table of Contents	A listing of all chapters and the major topics included in each.
Preface	A welcome and general introduction.
Introduction	An overview of the functions the module and submodules. Any prerequisites for using the module, interactions with other modules and the entire system, policies and procedures, processing flow diagram, and overall processing information.
Separate chapters for each major sub-menu	A discussion of the sub-modules included in <i>Manufacturing Control</i> , includes an overview of the menu and detailed instructions for using each menu selection.
Terms	A Glossary of Terms and Calculations is provided in Appendix A to list and detail the definition of terms, concepts, and calculations used in <i>TakeStock</i> . Other parts of the appendix may offer specialized information that is related to the module.
Index	An index of topics, terms, fields, menu items, and other information in the user guide, including page numbers for quick reference.

Conventions Used in this Manual

Please review the following conventions used in this manual. Understanding these conventions will make the manual much easier to use.

Convention ...	Purpose ...
→	<p>Indicates a series of selections you are to make to reach a menu item.</p> <p>Example: You reach this menu item by choosing <i>Inventory Management</i> → <i>Physical Inventory</i> → <i>Print Count Sheets/Capture Quantities</i>.</p>
<i>italics</i>	<p>Indicates the name of a program or a field.</p> <p>Example: For <i>Item</i>, select an item from the drop-down list.</p>
bold	<p>Indicates emphasis.</p> <p>Example: Use this command only when you want to delete.</p>
Buttons	<p>Indicates a command button, checkbox, or radio button you can click. Buttons are shown in bold type and a different type face.</p> <p>Example: Choose Ok to save your selections.</p>
 TIP:  HINT:	<p>Indicates important information or a note about a specific step or process.</p> <p>Example:</p> <ul style="list-style-type: none"> ➤  TIP: If you choose Print/Updt before Ok, the report is produced without saving your current settings. You must choose the Ok button to save new or modified settings.
TABLES	<p>Indicates a table that contains multiple records, such as the ITEM TABLE or CUSTOMER TABLE.</p> <p>Example: During the update, the GL information is written to the LEDGER TABLE.</p>

Accounts Payables

The new Accounts Payable module has a state-of-the-art graphical user interface! It provides easy-to-use programs that address the needs of wholesale distributors for entering and tracking AP documents and vendor payments. The Accounts Payable module is a comprehensive system for entering and adjusting payable vouchers, debit memos, manual payments, and recurring payables. These functions are supported by the ability to produce checks and perform analysis of payments made through the system.

Information entered through AP is posted automatically to the AP sub ledger, the Vendor History file, and the Open Payables file. These background processes provide complete data for online inquiries and reports, and they are used in the system's audit trail.

Accounts Payables includes 6 sub-modules:



Invoices

The Invoices menu allows you to enter, correct, place on hold, and print Accounts Payable documents from *TakeStock*.



Checks

The Checks menu allows you to select and modify Accounts Payable documents for payment.



1099
Processing

The 1099 Processing menu allows you to enter and modify 1099 tax information for the AP transactions.



Inquiries

Inquiries provides you with programs that search for information on items and documents. You can select the records on which to inquire by using a filter in combination with an inquiry. *Vendor Inquiry* currently exists in the Purchase Orders module of *TakeStock*. Now, it is also located in the Accounts Payable module. *Vendor Inquiry* allows you to inquire on pertinent vendor information that is maintained by the system as well as perform system inquiries.



Reports

Reports provides you with programs that allow you to review and print AP document information with options for print order and report content.



Maintenances

Maintenances offers programs to select controls that tailor accounts payable documents for the way your company does business and to set up and maintain information for processing AP activities.

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Accounts Payable Features

The major features of the Accounts Payable module are listed below:

Multi-Currency Processing

Document Entry Features

Hold Features

Batch Processing

Immediate Pay Features

Prepayment Entry Features

Document Release Features

Payment Processing Features

Inquiries Features

Reports Features

Bank Reconciliation Features

The Bank Reconciliation features provide a banking system that allows you to set up multiple bank accounts in the system and write checks against these accounts as well as make deposits. The system offers an on-line program to aid in the balancing of bank statements. To accomplish the balancing of bank statements, you can reconcile checks cleared, make and record deposits and enter fees/credits generated from the bank (make adjustments). Once recorded, you can print a report that lists the reconciliation with the bank statement. If the report lists any changes in your cash account generated by the reconciliation, you can optionally post these changes to the General Ledger. Another banking feature allows you to view banking information in inquiry mode including a listing of all transactions that affect the bank balance.

Multi-Currency Processing

Multi-currency processing is an optional system feature in TakeStock. The multi-currency feature is activated using the *System Control* program in the System Management module. Many new fields have been added throughout the AP module to accommodate the use of multiple currencies. If your company does not use multi-currency processing, these fields will be hidden or disabled.

You still need to set up *base* currency information even if you do not use multiple currencies. Use the *Currency Maintenance* and the *Country Maintenance* programs to setup base or multiple currency information. For foreign currencies, you can also use the *SM Currency Exchange Maintenance* program to setup exchange rates.

Document Entry Features

AP Document Entry is a set of programs that allows the entry and editing of Accounts Payable documents from a single entry screen. The *AP Document Entry* program always works in a specific mode or activity. The mode determines the document type that may be entered or edited. The different activities include Invoice, Receipt, Debit Memo, Adjustment, Recurring Invoices, and Prepayment.

Additional functionality of *Document Entry* is highlighted below:

- *Document Entry* provides the ability to track received documents allowing you to enter only a portion of a document (receipt mode). You may choose to enter only a select number of fields (e.g., invoice number, date of receipt, and to whom the invoice was routed) so that you can track and inquire on documents that have been received in the mail.
- For existing open documents, you can make adjustments to AP document amounts by adjusting the current document amount only. The adjustment posts during the next *AP Document Register*.
- You can pay new documents immediately from within the document entry process.
- You can enter manual checks.
- You can post documents to the prior, current, or next GL accounting period.
- During document entry, access to standard *TakeStock* notes and user defined fields is always possible.
- For more features that relate to the *Document Entry* program, refer to the following features topics:
 - Batch Processing Features
 - Expense Distribution Features and Templates
 - Prepayment Entry Features

Expense Distribution Features and Templates

The Expense Distribution features allow you to optionally distribute document amounts to expense general ledger accounts on a branch or department level.

The Templates feature allows you to create an expense template for the current document or allows you to create the current document based upon an existing expense template. You can also create the current document based upon an existing template for the vendor.

When you finish entering the document information using the *Document Entry* program, the system processes the expense distribution of the document amount. The program distributes document amounts to GL accounts via the GL table. If there are not any pre-set percentage allocations established, the amount distributed defaults to the document amount. If you pre-set percentage allocations, the system distributes the document amount accordingly. For each document being entered, you can review the total amount that has not been distributed among the GL expense accounts.

A document amount must be 100% distributed to GL accounts prior to exiting that particular document's entry. The new Expense Distribution features offer a way to quickly allocate any undistributed amount to the last account, the account with the largest amount, post to the over/short account, or evenly distribute across all accounts. Before leaving document entry, the program allows you to specify which method to use to distribute any undistributed amounts.

Payment Register Features

Using the *Payment Register*, you can print a report of payments made by check, as well as payments to be made manually by credit card or electronic funds transfer (EFT). The register includes manual checks entered through the *AP Document Entry* program and voided checks entered through the *Void Check Entry* program. All immediate pay payments print on this register. The GL distribution prints and the open payables, AP ledger accounts, vendor ledgercards, bank ledgercards, and the vendor balance update to reflect all payments made. The *Payment Register* closes all zero amount documents. This register records all check numbers used in the Bank Reconciliation process. (Credit card and EFT payments are not be written to Bank Reconciliation.) This register reopens all documents related to voided payments entered through *Void Check Entry*. The system removes all documents processed by this register from the payment selection programs. If documents are applied against one another during *Payment Selection Entry*, the register notes this. The program also writes a record to the AP register history table.

1099 Tracking Features

Using the 1099 Tracking features in the new AP module, you can track 1099-MISC amounts and print the 1099-MISC form that is submitted to the IRS each year.

1099 Print

Using this program, you can print the 1099 forms required by the US government. This program prints the 1099-MISC form for the year indicated.

1099 History Maintenance

Using this program, you can maintain 1099 history information by vendor and year. You can also access the AP 1099 History Table Lookup and print a 1099 report for the vendor.

Payment Processing Features

The new Accounts Payable module offers 2 types of Payment Processing: Individual Payment Selection and Automatic Payment Selection.

Automatic Payment Selection Features

The *Auto Payment Selection* program allows you to automatically select AP documents for payment. Any document that is on hold may not be automatically selected for payment. If a vendor is on Payment Hold, then any documents for that vendor, whether on hold or not, may not be automatically selected for payment. You also have the option to enter an Available Funds Amount. When entered, the system searches for all open documents and begins applying the funds to the open documents until the amount of the funds has been completely distributed.

Individual Payment Selection Features

Using the Individual Payment Selection feature, you can manually select or de-select individual open AP documents or groups of open AP documents for payment. You can choose to display all open AP documents, open AP documents selected for payment, or unselected documents. You can further limit the display in the browser by entering a pay-through date.

The *Payment Selection Entry* program allows you to enter full or partial payment and manually override the discounts taken. The **Immediate Pay** feature allows you to assign the check information needed to pay the check and give you the option to immediately print the check. The Available Funds Amount option is also available for individual payment processing. When entered, the system searches for all open documents and begins applying the funds to the open documents until the amount of the funds has been completely distributed.

Check Printing Features

You can print checks on preprinted forms.

Check Print Program

To process a check print, you must enter a bank code and branch (or choose to select all branches). You can start the check print with the next check number available or enter a new check number and void checks that have been skipped since the last check printed. You can reprint any checks that have previously been printed but not updated by the *Payment Register*. All documents paid through this program are linked with the payment for report and inquiry purposes.

The *Check Print* program allows for standard print alignment and if a preprinted check was used during the alignment, you have the option to mark it void. If the check does not print correctly, you can void the preprinted checks used or re-print individual or ranges of checks. Checks can be printed on a preprinted continuous form or a laser printer.

Void Check Entry Program

Void Check Entry is the process of marking a system-generated or manually-processed AP payments as void. You have the capability to void previous payments, including manual checks, electronic funds transfers, credit cards, or foreign currency payments whether the payment has been run through the *Payment Register* or not. You can also void checks recorded as being paid in a foreign currency. You cannot void a reconciled AP check.

Hold Features

The *AP Hold Selection* program provides the ability to place a document on hold or portion of a document amount on hold. You can enter a vendor or display all documents. If you select partial hold, a hold dollar amount field become active so that you can enter the hold amount. You can also enter a hold memo. Conversely, you have the capability to remove or change any existing holds from documents. This program allows you to place documents, which are currently selected for payment, on hold as long as you have not yet printed the check.

Batch Processing Features

Assignment of a document to a work batch is optional (based on an AP control flag) in the AP system. You can assign a numeric code (up to 3 characters) to identify the batch or access a function key to have the system assign the next batch number.

If you are using batch processing, when you initially access the *Document Entry* screen for AP invoices, the system displays the *Batch Information* dialog box. The *Batch Information* dialog box is also available when you select the *Batch Information* option from the *File* menu.

Using the *Batch Information* dialog box, you can enter the total batch amount (controlled by the AP Control Maintenance option, **Require Batch Totals**) prior to entering documents into the batch. The screen displays the batch total, the distributed total and the balance (which is the difference between the total dollar amount specified and the total distributed). If the **Require Batch Totals** option is set to require the total, the system warns you if the total of the documents entered does not match the total for the batch. You can choose *not* to require a batch total and this feature is turned off.

Note: If the AP system is set to use batches and you print an immediate check (by selecting the Print Check Now checkbox on the Payment tab of Invoice Entry), then you cannot change the Posting Date of the batch in the *Batch Information* dialog box; you must post it using the *Document Register* and then void the check.

Immediate Pay Features

Using the immediate pay feature, you can assign the check information needed to generate a check, and you have the option to immediately print the check.

After a disbursement is made with the immediate pay option, the document amount is moved to open payables. A check is recorded against the document and the document balance reflects the disbursement. The vendor balance is immediately updated. The GL expense distribution will not occur until the *AP Document Register* runs for the paid document. The disbursement is printed on the next *Payment Register* along with the GL distribution, and the document is then marked as a closed paid document.

Any document that has been processed as immediate pay cannot be edited further, but you can delete or void the document.

Prepayment Entry Features

Using the *Document Entry* program, you also have the ability to pay a vendor prior to the invoice existing in the system. The entry is designated as a prepayment. The program requires that an immediate disbursement be made for the full document amount. The immediate disbursement creates a credit voucher in payables. You can later apply this credit voucher to the actual invoice after the invoice is entered in the system. The prepayment displays on the *AP Document Register* and is treated and updated as an immediate pay transaction. The prepayments owed account number defaults from the bank for this transaction.

Prepayments will have the following accounting entries:

1. During the *AP Document Register*:

Debit	Credit
AP	
	Prepayments Owed

2. During the *Payment Register*:

Debit	Credit
Prepayments Owed	
	Cash

When you run the *Payment Register*, the prepayment prints on the register and updates the AP Ledger accounts, Vendor Ledgers, and Vendor (for balances) tables to reflect all disbursements processed. When you receive the invoice, enter it as a new document. You can access an "apply to" function which allows you to view all open payables (including prepayments or credit documents only) for that vendor. Then, select the appropriate prepayment transaction to apply to the new document. You can also print the new document using the *AP Document Entry* program. This allows you to attach the entry (with optional expense distribution) to the invoice and route.

Document Release Features

The *Document Release* program creates invoices from master recurring payable documents. The system releases invoices created by this program to the document entry file where they can be modified. You can then use the *AP Document Entry* program to modify the payables documents.

Using this program, you can print a list of documents to be released. The report prints based on your selections. You can enter a cutoff date and all Master Recurring Payables with a scheduled release date on or before that cutoff will have a payable released to the Entered Documents file. The *Document Release* update prints a report of all documents selected in the limit by section and then releases those documents.

Inquiries Features

Vendor Inquiry currently exists in the Purchase Orders module of TakeStock. Now, it is also located in the Accounts Payable module. *Vendor Inquiry* allows you to inquire on pertinent vendor information that is maintained by the system as well as perform system inquiries.

Using the *Vendor Inquiry* program, you can also:

- access standard TakeStock notes.
- view a summary of information from *Vendor Maintenance*, which includes your credit limit and current balance with this vendor and the customer ID the vendor uses for your account.
- view credit limit, balance, and on-hold information for the selected vendor. You can also access aging credit information for the current account as well as accounts that are overdue. Overdue accounts are placed in 30-, 60-, 90-day, and so on overdue buckets.
- inquire on all AP documents and checks with the option to view details (including linked POs).
- inquire on AP payments and view the documents paid by those payments.
- view information about generating purchase orders for the vendor, default costs, item information and review cycles by product line and warehouse.
- view items on suggested purchase orders and the quantity detail by item for a specific warehouse.
- view open purchase order documents for the vendor beginning with a specific document number or document date.
- view the item receipts for a vendor that have not yet been updated beginning with a specific document receipt number or receipt date.
- view each purchase order that has not yet been invoiced, including the date the items on the purchase order were received. You can select to display the uninvoiced purchase orders based on the first purchase order number or first purchase order date to show in the list. You can double-click any of the purchase orders in the browser to open the *Detail AP Inquiry* dialog box to display the items ordered on that document.
- view recurring invoices by document number including detail information such as the date entered, amount, posting totals, cutoff details, posting totals, and currency details.
- display information about sending purchase orders via EDI and print a copy of the purchase order that was send via EDI for the trading partner.
- You can also access the *PO Document Inquiry* program to display open, received, and past purchase order documents for a vendor. From this screen, you can access detailed information for the purchase order header,

line items, and footer. You can also review notes and custom user defined fields for the purchase order header or lines and serial and lot numbers for past purchase order line items.

Reports Features

Reports features and programs for the Accounts Payables module include:

- Print reports and checks on an 80-column, 132-column, or laser printer.
- **Ship From Report**—Prints a listing of vendors with ship-from addresses and optionally prints the vendor addresses, contact names and phone numbers.
- **Payment Selection List**—Prints a listing of documents selected for payment through the *Automatic Payment Selection* and *Payment Selection Entry* programs.
- **Cash Requirements Report**—Prints a listing of future payments due to vendors for purchases orders and optionally include AP information. This is a useful cash management tool, which shows upcoming cash outlays.
- **AP Variance Report**—Prints a listing of discrepancies in cost or quantity between purchase orders received and their corresponding AP invoices. You can also optionally print warehouse and/or direct ships in addition to cost and/or quantity discrepancies.
- **AP Register History Report**—Prints a listing of all registers affecting the accounts payable balance. This provides a trace of what transpired to obtain the current AP balance. Registers that display on this report include: the Document Entry Register, the Revaluation Register, and the Payment Register.
- **Open Payables Report**—Prints a listing of open AP documents and optionally prints a list of transactions that have occurred against the documents.
- **Aged Payables Report**—Prints a listing of all current and past due open AP documents, based on user-defined aging buckets established in *AP Control Maintenance*, and optionally prints a list of transactions that have occurred against the documents. The report also performs on-the-fly AP aging functions.
- **Recurring Payable Listing Report**—Prints all master recurring documents entered and prints details including details of lost discounts, expense distributions, past payments, 1099 information.
- **Ship From Label Print**—Prints the shipping labels for vendor ship-from addresses and the permanent secondary ship-from addresses that are in the TakeStock Vendor Ship-from and Ship-from tables.

AP Basic Process Flow

The primary purpose of the *Accounts Payable* module is to enter and track AP documents and vendor payments. To accomplish this goal, follow these simple steps.

1. Use the AP Document Entry program to enter and edit Accounts Payable documents from a single entry screen. The AP Document Entry program always works in a specific mode or activity. The mode determines the document type that may be entered or edited. The different activities include Invoice, Receipt, Debit Memo, Adjustment, Recurring Invoices, and Prepayment.
2. Create payables documents from master recurring payable documents based on requested release dates using the *AP Document Release* program. The *Document Release* update prints a report of all documents selected in the limit by section and then releases those documents. You can then use the AP Document Entry program to modify the payables documents.
3. Run the *AP Batch Listing* program and review postable and non-postable batches. Correct any non-postable batches using the AP Doc Entry programs. Rerun the *AP Document Release* program as necessary to create payables documents from master recurring payable documents.
4. Run the *AP Document Register* to print report of AP documents and adjustments entered through the AP Document Entry programs and recurring invoices released by the *AP Document Release* program. Review the report; print the GL distribution and review, then run the update portion of this register to create Open AP documents for the invoices entered or released, unless the invoices were paid immediately.

Note: This register does not process any partially entered document, including a document with an undistributed amount or that is not approved.

If you are using batches, and the batch has an undistributed amount in the batch total, the *AP Document Register* will not process the batch. For batches, the entire batch posts to the selected period. (This requires that you pre-sort vendor invoices into batches that post into the appropriate periods.)

If a document is an immediate pay type, the register prints the transaction. The update portion posts the expense distribution to the general ledger, but the payment distribution occurs during the next *Payments Register* update.

5. Run the *Cash Requirements Report* to determine cash flow needs.
6. Use the *Auto Payment Selection* program to automatically select AP documents for payment and/or the *Payment Selection Entry* program to manually select or de-select individual open AP documents or groups of open AP documents for payment. Use the *AP Payment Selection List* to print a report of all documents selected for payment using the *Auto Payment Selection* and *Payment Selection Entry* programs.
7. Use the *AP Check Print* program to print checks and post credit card and electronic funds transfer (EFT) payments based on the payables documents

selected for payment for a given bank account; you can also void and/or reprint checks.

8. Run the *AP Payment Register*, to print a register of all payments sorted by the bank, payment type and disbursement number. The *Payment Register* includes manual checks and voided checks entered through the *Manual Check Entry* and *Void Check Entry* programs. Immediate pay disbursements also print on this register. An optional GL Distribution printout is available from this program depending on the GL Distributions setting you selected on the Post GL view of *AP Control Maintenance*. The *AP Payment Register* optional update portion of the program posts to Open Payables, and updates the AP Ledger Accounts, Vendor Ledgers, and Vendor (for balances) tables to reflect all disbursements processed. The *Payment Register* closes all zero balance documents and records check numbers used in payments made to the Bank Reconciliation table. The program does not write credit card and electronic funds transfer (EFT) disbursements to the Bank Reconciliation table. This register reopens all documents related to voided payments entered through the *Void Check Entry* program.
9. Run the General Ledger *End-of-Period Close* program for the AP module.

AP End of Period Checklist

Use the following checklist to close the end of a period in Accounts Payable. Follow the steps in the order listed.

Step	Procedure	Options	Required
1	Print and update the <i>AP Document Release</i> program to create any AP recurring documents for the period.		Yes
2	Complete all AP document entry processing, print, and update the last <i>AP Document Register</i> for the period.		Yes
3	Select all AP documents for payment for the period using the <i>Auto Payment Selection</i> and/or <i>Payment Selection Entry</i> programs.		Yes
4	Print all checks and post all credit card and electronic fund transfer (EFT) payments for the period using <i>AP Check Print</i> .		Yes
5	Print and update the last <i>AP Payment Register</i> for the period.		Yes
6	Print and update the last <i>AP Revaluation Register</i> for the period.		No
7	Print the <i>Open Payables Report</i> .		No
8	Print the <i>Aged Payables Report</i> .		No
9	Print the <i>AP Register History Report</i> .		No
10	Perform the <i>AP End of Period Close</i> in General Ledger.		Yes

AP Invoices Introduction

The Invoices menu allows you to enter, correct, place on hold, and print Accounts Payable documents from *TakeStock*. Entries for the Invoices menu are:

<i>Invoice Entry</i>	You can enter, correct or view invoices through <i>Invoice Entry</i> . Using this program, you can enter general information such as expense distribution, department, and currency exchange as well as GL expense distribution or PO receipt information.
<i>Debit Memo Entry</i>	You can enter a vendor's credit memo information and enter general information such as expense distribution, department, and currency exchange.
<i>Adjustment Entry</i>	Using <i>Adjustment Entry</i> , you can enter the vendor code, invoice number, and dollar amount to change on an invoice
<i>Prepayment Entry</i>	You can enter payment information before an invoice has been entered in the system by using <i>Prepayment Entry</i> .
<i>Receipt Entry</i>	You can enter, correct, or view invoice receipts through <i>Receipt Entry</i> . Using this program, you can enter the necessary information to locate a document after it has been routed within your company.
<i>Recurring Document Entry</i>	Using <i>Recurring Document Entry</i> , you can enter information to be used by more than one document.
<i>Document Entry (program overview)</i>	Use this program overview to review the document entry process. Refer to the How to enter AP document header information (overview) procedure for general use instructions for all modes of the <i>Document Entry</i> program.
<i>AP Document Release</i>	Use this program to create payable documents from master recurring payable documents based on requested release dates.

<i>AP Batch Listing</i>	Use this program to print a report of AP documents by batch number.
<i>AP Document Register</i>	Use this program to print a report of AP documents and adjustments entered through the <i>Document Entry</i> program and recurring invoices released by the <i>AP Document Release</i> program.
<i>AP Hold Selection</i>	Use this program to select a vendor then view and change the hold status for the AP documents for that vendor.

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AP Document Entry Programs Menu Options

File

Menu Selection

Function

Batch Information

Access the *Batch Information* dialog box, which is used to enter the information needed to process AP invoices in batches.

Change Document Number

For unposted invoices and debit memos with no PO lines, accesses the Change Document Number dialog box so that you can modify the document number of an existing AP document.

Delete

Deletes the current document. The system deletes line items and sets the header to deleted. The document prints on the register as an audit trail of document numbers assigned.

Exit

Exits the current program.

Inquiry

Menu Selection

Function

Vendor Inquiry F5

Accesses the *Vendor Inquiry* to display vendor information.

Item Inquiry

Accesses the *Item Inquiry* to display item information.

GL Account Inquiry

Accesses the *GL Account Inquiry* to display item information.

PO Document Inquiry

Accesses the *PO Document Inquiry* to display PO document information.

Find

Menu Selection

Function

Lookup

Opens the Lookup for a detail field.

Document Quicksearch

Opens the *Document Quicksearch* to help you quickly locate a specific document.

Vendor QuickSearch

Opens the *Vendor QuickSearch* to quickly locate a customer. The QuickSearch helps you to find a vendor faster than using the Lookup. However, it does not offer the power available in the Lookup, such as using filters and column layouts.

Notes**Menu Selection****Function****Document**

Opens the *Notes Manager* for the current document. If a note exists for a document, the Notes Manager will automatically open and display the note each time the document number is entered.

Vendor

Opens the *Notes Manager* for the current vendor.

Additional**Menu Selection****Function****Maintain**

Maintains records for the available fields on this screen.

Hold

Opens a dialog box, which is used to place open AP documents on hold.

Custom Fields-Header

Opens the *User Fields* dialog box to enter custom fields for the header information.

Custom Fields Detail

Opens the *User Fields* dialog box to enter custom fields for the detail line item information.

Activity**Menu Selection****Function****Invoice**

Change to the *Document Entry* program in Invoice mode.

Debit Memo

Change to the *Document Entry* program in Debit Memo mode.

Recurring

Change to the *Document Entry* program in Recurring Document mode.

Adjustment

Change to the *Document Entry* program in Adjustment mode.

Prepayment

Change to the *Document Entry* program in Prepayment mode.

Global**Menu Selection****Functions****User Profile**

Accesses your *user profile* information.

Note Pad

Accesses the *Notes* dialog box, which is used to enter notes for the current user.

Personal Favorites

Allows you to access frequently used programs.

Jump

Accesses the *Program Locator* dialog box, which allows you to move to other TakeStock modules and programs.

Help**Menu Selection****Functions****Contents**

Accesses the online Help table of contents.

Glossary

Access the TakeStock Glossary.

Search for Help on

Accesses the Help system index.

Screen Help

Accesses online Help for the current screen.

About TakeStock

Displays release, licensing, and support information about TakeStock.

Special Keys

Accesses the *Special Keys* dialog box, which lists the function keys for the current screen.

Document Entry

AP Document Entry is a set of programs that allows the entry and editing of Accounts Payable documents.

The AP *Document Entry* program always works in a specific mode or activity. The mode determines the document type that may be entered or edited. The different activities include Invoice, Receipt, Debit Memo, Adjustment, Recurring Invoices, and Prepayment.

You can enter all information for a document on one screen. The program uses tab folders to change the screen display for the different information to be entered. The tab folders include Document information, Detail information, PO Line information, Expense Distribution, Payment information, and Recurring Invoice options. You can invoice PO receipts by entering a valid PO document number, which has been received and updated. After you enter the PO number, you can choose one or all receipts for the PO, and include the receipt(s) for processing. You can also enter payment information for prepayments, immediate pay invoices, and manual checks.

The system also allows you to process zero-amount invoices for payment.

Header Information

The necessary header information is the same for all modes, except Adjustments. Adjustment header information consist of the vendor number, invoice number, and adjustment amount only.

Detail Information

The document detail information is entered through a series tab folders. The tab folders allow you to enter document information, detail information, either expense distribution or PO receipt line information, and payment information. For Recurring Invoices, the PO receipt line information folder is replaced by the recurring Options folder. When you are in Receipt mode, only the Document and Detail information folders are available. When you are in Adjustment mode, only the expense distribution information folder is available. When you are in Prepayment mode, only the Document, Detail, and Payment information folders are available.

Batch Processing Information

If you are using batch processing, when you initially access the invoice entry screen, the system displays the *Batch Information* dialog box. The *Batch Information* dialog box is also available when you select the Batch Information option from the *File* menu.

Currency Information

In the AP *Document Entry* program, the currency fields are available if your system includes the optional multi-currency processing. The multi-currency feature is activated using the *System Control* program in the System Management module. Many new fields have been added throughout the AP module to

accommodate the use of multiple currencies. If your company does not use multi-currency processing, these fields will be hidden or disabled.

Vendor Consignment Processing

When entering the AP Document for the consigned goods, use the Consigned Receipts GL Account that was used when the goods were received (from the PO Receipts Register update) as the expense account. This provides a way to clear out the consigned inventory receipts "wash account.

Invoice Entry

Use *Invoice Entry* to enter, correct or view invoices. You can enter the general information such as expense distribution, department, and currency exchange as well as GL expense distribution or PO receipt information.

You can enter all information for a document on one screen. The program uses tab folders to change the screen display for the different information to be entered. The tab folders include Document information, Detail information, PO line, Expense Distribution information, and Payment information. You can invoice PO receipts by entering a valid PO document number, which has been received and updated. After you enter the PO number, you can choose one or all receipts for the PO, and include the receipt(s) for processing. You can also enter payment information for prepayments, immediate pay invoices, and manual checks.

Multi-currency/Euro Handling

When you activate the Euro system and the Multi-currency feature, the system maintains monetary values for foreign currency PO and AP documents in the foreign currency, with respect to the Euro. The European conversion process between foreign currencies and base currency is calculated with the required triangulation method. The Euro conversion rate of the base and each foreign currency allows the system to calculate the conversion between any two currencies. The system provides GL postings of Realized Gains for foreign bank accounts to provide a means to revalue the bank balances based on a change to the currency exchange rates. The Bank Account Maintenance programs contains an exchange rate field that holds the last valuation rate of the current balance.

Limitations/Constraints: Vendor Balances and General Ledger accounts are stored in the base currency. Where Euro triangulation is in use, there are two exchange rates in use; the exchange rate from the foreign currency to the Euro and the exchange rate from the Euro to the base currency. If the user fixes the rate, only the rate from the foreign currency to the Euro is fixed. The exchange rate from the Euro to the base currency can fluctuate.

VAT Processing

The VAT tab allows you to enter the Tax class (VAT Code), the taxable (net) amount, and the tax (VAT) amount. As each line is entered, the system creates an AP Invoice Tax record. As each AP Invoice Tax record is created an expense record will be created/updated for the corresponding tax GL account. The expense records then appear in the Expense tab of AP Invoice Entry. Once entry of the invoice is completed, the system perform a check to insure the totals of the Net amount(s) and VAT amount(s) are equal to the Invoice amount or the Invoice amount minus the terms discount. If the totals are not equal, the system displays a message and the invoice is not saved.

Quick Direct Ship Receipts Entry

Using Invoice Entry, you can modify the posting date for AP invoices for direct-ship purchase orders (created via the Quick Direct Ship Receipts Entry dialog box, which is accessed from the Footer screen of PO Receipts Entry).

AP/PO Variance Posting Controls

You can set up a default AP/PO Variance Account in AP Control Maintenance. If a user keys in different invoiced costs or invoiced quantities in the PO Lines browser and generates AP Variance records, the system adds an expense distribution line to the Expense Distribution screen using the AP/PO Variance Account and the extended AP Variance Amount. In addition, the system changes the undistributed amount to reflect the variance amount. The AP/PO Variance field displays the extended AP Variance amount for the invoice.

The result of the AP/PO Variance Account is that the software posts the correct amount to Uninvoiced Receipts so that the General Ledger stays in balance with the PO Uninvoiced Receipts Report. The amount posted to AP will of course be correct. Finally, the difference between the PO receipt amount and the AP amount will be automatically posted to the AP/PO Variance account.

If the items received on the PO have not yet been sold, then the distributor will likely want to correct the cost on those items that had a cost variance using an existing TakeStock program, PO Cost Adjustment Entry. The distributor should set up an inventory adjustment code that uses the AP Variance account for the General Ledger distribution, and this code should be placed in PO Control Maintenance, General, Cost Adjustment Code.

As a result, cost changes made in Cost Adjustment Entry create inventory adjustment records that need to be updated by the IM Adjustments Register. This activity will correct the item costs and move the changed inventory dollars out of the AP Variance account and into the proper Inventory asset account for the adjusted items.

Benefits:

- ◆ Keep General Ledger in balance with Uninvoiced Receipts, Inventory, and AP Variance reports. Avoid manual month end entries to correct the General Ledger.
- ◆ Take advantage of the AP Variance Report so that purchase agents can resolve discrepancies with vendors.

Setup:

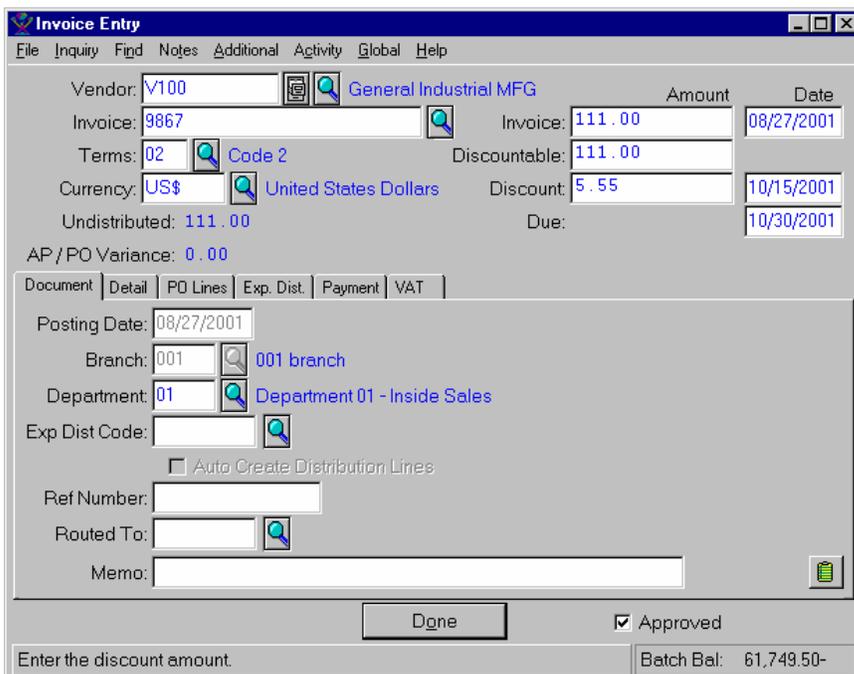
- ◆ Accounts Payable, Maintenances, Setup, AP Control Maintenance, Post General Ledger.
- ◆ May have to set up a new General Ledger account for AP Variance.
- ◆ May have to set up a new inventory adjustment reason code that uses the AP Variance General Ledger account.
- ◆ May have to place this inventory adjustment reason code in PO Control Maintenance, Post General Ledger.

PO Expense Distribution Processing

When you complete an invoice entry in the AP Invoice Entry program, the system checks that the sum of PO Expense distributions equals the PO Received line items total and displays a warning message if they do not.

The AP Document Register also checks to ensure the PO lines invoiced extension matches the un-invoiced receipts GL distribution. The AP Document Register printout displays 2 asterisks (**) at the far right of the 1st PO expense line printout if they are not. The register also includes a new Legend of:

*** = Discrepancy between PO Expense Distribution and PO Received amounts".



Form Contents

Fields, Buttons, Checkboxes, & Icons

For a listing of standard TakeStock icons and buttons, refer to the System Icons and Buttons topic in *Chapter 2, Getting Started of TakeStock Basics*.

- Done** Saves the entered header and detail information for the AP document.
- Approved** Indicates that you want to approve the document to display on the Document register. **Note:** Provided that you have proper functional security for approving documents, the system displays this program with the **Approved** checkbox already selected. If you do not want the document to display on the Document register, uncheck this checkbox.
- Vendor** The vendor to be used for the document.

<i>Invoice</i>	The vendor's invoice number.
<i>Terms</i>	The terms code (up to 2 characters) for this document. This value defaults from the vendor record, if available, or you can enter a valid terms code.
<i>Currency</i>	The currency code (up to 5 characters) that denotes the type of currency to be used for this document.
<i>AP/PO Variance</i>	The extended AP Variance amount for the invoice. This field is display-only.
<i>[Invoice] Amount</i>	The amount of the document or adjustment.
<i>[Invoice] Date</i>	The date the document is created. The system displays the current date as the default.
<i>Discounta ble</i>	The amount of the document that is discountable.
<i>Discount</i>	The amount of the terms discount for this document, if the invoice is paid by the discount due date. The discount amount calculation is based on the amount, terms code, and discountable amount. Note: If you make an adjustment to an invoice, the invoice amount display here will not include that adjustment; you can enter an override discount here.
<i>Date [Discount]</i>	In the [Discount] <i>Date</i> field, the system displays the date a payment is due in order to receive the previously listed discount. The discount date is calculated based on the terms code.
<i>Due [Date]</i>	The date payment for the invoice is due.

Document Tab Information

<i>Posting Date</i>	The posting date for the document. The system displays the invoice date from the header information as the default.
<i>Branch</i>	The three character code that denotes to which branch the AP document should post. The system validates this field against the TakeStock Branch table. If you are performing batch processing, this field defaults from Batch Information dialog box and cannot be changed.
<i>Department</i>	The three character code that denotes the department to which the AP document should post. The system validates this field against the TakeStock Department table.
<i>Exp. Dist. Code</i>	The five character code that denotes the expense distribution to use for default expense distribution. The system validates this field against the vendor expense distribution table.

<i>Ref Number</i>	The fifteen character code that is a reference number from the document.
<i>Routed To</i>	The three character code that denotes the next person to continue processing the AP document. The system validates this field against the TakeStock User table.
<i>Memo</i>	The document memo. Information entered here prints on the check stub created for the AP document.
Auto Create Distribution Lines	Indicates that you want to automatically create distribution lines when you save this document or access the Exp. Dist. tab. Note: If PO lines have already been added, selecting this checkbox does not create expense distribution lines. You must select the checkbox before creating or adding PO lines. If you uncheck this box, add at least 1 non-PO distribution line and then check this box, the system does not automatically create the distribution lines.

Detail Tab Information

<i>Remit To</i>	The vendor to whom the check should be addressed. The system validates this field against the TakeStock Vendor table. After you enter the remit code the system displays the remit-to address.
<i>Pay On Date</i>	The date the document is to be paid. This field defaults to the due date or discount due date, if one exists.
<i>GL Table</i>	The GL Table to use for the AP GL and Discount GL accounts. The system validates this field against the TakeStock GL table.
<i>Rep</i>	The vendor representative. The system validates this field against the TakeStock Vendor Representative table.
<i>Pay Priority</i>	Denotes payment priority in payment selection. This field value defaults from the TakeStock Vendor table.
1099	Indicates that payment of document should be recorded for 1099 processing. This value defaults from the TakeStock Vendor table.
<i>Exchange Rate</i>	The current exchange rate for foreign currency (nine digit field with four decimal places). The system displays this field only if the Currency code in the header is not blank (domestic currency).
Fixed	Indicates you want to freeze the exchange rate for the document to the value in the <i>Exchange Rate</i> field.

PO Lines Tab Information

<i>PO #</i>	The purchase order number for receipt(s) being invoiced. After you enter the PO number, the system displays all the receipts available for invoicing in the drop down list of the <i>Receipt</i> field and displays the dollar total of the receipts
<i>Receipt</i>	The receipt numbers for purchase order number entered that are

available for invoicing.

Include	Includes the highlighted PO receipt line on the invoice.
Remove	Removes the highlighted PO receipt line from the invoice.
Delete	Deletes the highlight PO receipt line from the invoice.
Tax	Accesses the Tax Override dialog box, which is used to override the tax code, tax class, and taxable amount information for the invoice. This button is not available if the VAT tab is enabled.

Exp. Dist. Tab Information

<i>Account number</i>	General Ledger account number. This field is a required entry. You can press F5 to access the <i>General Ledger Account Lookup</i> dialog box.
<i>Center</i>	General Ledger center code. This field is a required entry. You can press F5 to access the <i>GL Center Lookup</i> dialog box.
<i>Amount</i>	Dollar amount of invoice to be distributed to the current account.
<i>Percent</i>	Percentage of total invoice to be distributed to the current account.
<i>Memo</i>	The expense distribution memo.
Add	Adds account numbers from the expense distribution for the adjustment.
Insert	Adds account numbers above the highlighted line in the browser from the expense distribution for the adjustment.
Delete	Removes account numbers from the expense distribution for the adjustment.
Del All	Removes all expense distribution lines for the AP document.

Payment Tab Information

<i>Bank Acct</i>	The bank account number (up to fourteen characters) that the check is to be drawn against.
<i>Check Date</i>	The date you want to display on the check.
<i>Amount</i>	The amount (up to ten digits) of the check.
<i>Discount</i>	The discount amount. The system displays the discount from the header information as the default, but you can override this value.
Separate Check	Indicates that you want to print a separate check for this invoice alone during the <i>Check Print</i> program.
Check	In the Check section of the form, select a radio button to indicate

the type of check you want to create. Available choices are:

None—to not create a check.

Manual—to print a separate manual check. Note: This option is available only if you select the **Separate Manual Check Stock** checkbox in *SM Bank Maintenance*. Otherwise to print a manual check, select Regular, enter the check number and do not choose the **Print Check Now** checkbox. In the field to the right, modify the check number as necessary; the system displays the next available check number.

Regular—to automatically print the check using the next available check number. In the field to the right, modify the check number as necessary; the system displays the next available check number.

EFT—to print an electronic funds transaction voucher or pseudo-check number as payment and display it on the next Payment register. You are responsible for seeing that EFT transaction actually takes place manually. In the field to the right, the system displays the electronic funds transaction voucher or pseudo-check number.

Pay in
[company
base
currency]

Indicates the AP document is to be paid in domestic currency even though it was entered and stored in another currency.

Note: This check box is only enabled when the currency for the main invoice is different from the base currency, the bank on the invoice is a domestic bank, and the check box, **Allow Foreign Currency**, is selected on *SM Bank Maintenance* program.

ACH#

The automated clearing house number supplied by the bank.

**Print
Check Now**

Indicates that you want the *Check Print* program to run on completion of the document.

Note: If the AP system is set to use batches and you print an immediate check (by selecting the Print Check Now checkbox on the Payment tab of Invoice Entry), then you cannot change the Posting Date of the batch in the *Batch Information* dialog box; you must post it using the *Document Register* and then void the check

Printer

Accesses the Print Setup dialog box where you can change the print settings and print the invoice

VAT Tab Information

Note: The system displays the VAT only when the European Multi-currency feature is active.

Vat Code

The Value Added Tax (VAT) code for the tax class.

*Net
Amount*

The net taxable amount for the tax class.

- Vat Amount* The tax amount for the tax class.
- Add** Adds a VAT record to the invoice.
- Delete** Deletes the highlighted VAT record from the invoice

Menu Options

- | | |
|------------|----------|
| File | Inquiry |
| Find | Notes |
| Additional | Activity |
| Global | Help |

See Also

How to enter invoices

How to enter invoices

1. Access the AP *Document Entry* program. The complete path is *Accounts Payable* → *Invoices* → *Invoice Entry*. The system displays the AP *Document Entry* screen in Invoice mode.

The screenshot shows the 'Invoice Entry' window with the following data:

Field	Value	Field	Value	Field	Value
Vendor:	V100	General Industrial MFG	Amount		Date
Invoice:	9867		Invoice:	111.00	08/27/2001
Terms:	02	Code 2	Discountable:	111.00	
Currency:	US\$	United States Dollars	Discount:	5.55	10/15/2001
Undistributed:	111.00		Due:		10/30/2001
AP / PO Variance:	0.00				

Document Detail | PO Lines | Exp. Dist. | Payment | VAT

Posting Date: 08/27/2001
 Branch: 001 001 branch
 Department: 01 Department 01 - Inside Sales
 Exp Dist Code:
 Auto Create Distribution Lines
 Ref Number:
 Routed To:
 Memo:
 Dgne Approved
 Enter the discount amount. Batch Bal: 61,749.50-

2. If you are using batch processing, when the invoice entry screen is initially displayed, the *Batch Information* dialog box displays automatically. The *Batch Information* dialog box is also available from the *File* menu. To use this dialog box, enter information in the *Batch #*, *Branch*, *Posting Date* and *Batch Total* fields and select the **OK** button. Select the **Cancel** button to return to the calling program without saving any information.

The screenshot shows the 'Batch Information' dialog box with the following data:

Batch #:	999
Branch:	010 Atlanta Branch
Posting Date:	11-30-1998
Batch Total:	100.00
Distributed:	100.00
Balance:	0.00

Buttons: OK, Delete, Cancel

3. In the upper portion of the screen, enter the header information for the AP document. Use the table below to guide you in your entries.

<i>Vendor</i>	The vendor to be used for the document.
<i>Invoice</i>	The vendor's invoice number.
<i>Terms</i>	The terms code (up to 2 characters) for this document. This value defaults from the vendor record, if available, or you can enter a valid terms code.
<i>Currency</i>	The currency code (up to 5 characters) that denotes the type of currency to be used for this document.
<i>AP/PO Variance</i>	The extended AP Variance amount for the invoice. This field is display-only.
<i>[Invoice] Amount</i>	The amount of the document or adjustment.
<i>[Invoice] Date</i>	The date the document is created. The system displays the current date as the default.
<i>Discountable</i>	The amount of the document that is discountable.
<i>Discount</i>	The amount of the terms discount for this document, if the invoice is paid by the discount due date. The discount amount calculation is based on the amount, terms code, and discountable amount. Note: If you make an adjustment to an invoice, the invoice amount display here will not include that adjustment; you can enter an override discount here.
<i>Date [Discount]</i>	In the [Discount] <i>Date</i> field, the system displays the date a payment is due in order to receive the previously listed discount. The discount date is calculated based on the terms code.
<i>Due [Date]</i>	The date payment for the invoice is due.

- Click the **Approved** checkbox if you want the document to display on the Document register. **Note:** Provided that you have proper functional security for approving documents, the system displays this program with the **Approved** checkbox already selected. If you do not want the document to display on the Document register, uncheck this checkbox.
- Click the **Done** button to save the header information that you have entered or enter the detail information for the document.
- In the lower portion of the screen, enter document information for the AP document. Use the table below to guide you in your entries.

<i>Posting Date</i>	The posting date for the document. The system displays the invoice date from the header information as the default.
<i>Branch</i>	The three character code that denotes to which branch the AP document should post. The system validates this field against the TakeStock Branch table. If you are performing batch processing, this field defaults from <i>Batch Information</i> dialog box and cannot be changed.
<i>Department</i>	The three character code that denotes the department to which the AP document should post. The system validates this field against the TakeStock Department table.
<i>Exp. Dist. Code</i>	The five character code that denotes the expense distribution to use for default expense distribution. The system validates this field against the vendor expense distribution table.
Auto Create Distribution Lines	Indicates that you want to automatically create distribution lines when you save this document or access the Exp. Dist. Tab. Note: If PO lines have already been added, selecting this checkbox does not create expense distribution lines. You must select the checkbox before creating or adding PO lines. If you uncheck this box, add at least 1 non-PO distribution line and then check this box, the system does not automatically create the distribution lines.
<i>Ref Number</i>	The fifteen-character code that is a reference number from the document.
<i>Routed To</i>	The three-character code that denotes the next person to continue processing the AP document. The system validates this field against the TakeStock User table.
<i>Memo</i>	The document memo. Information entered here prints on the check stub created for the AP document.

7. Select the **Detail** tab to access the Detail folder, where you can enter detailed information, such as the remit-to address and GL table codes.

8. In the lower portion of the screen, enter detail information for the AP document. Use the table below to guide you in your entries.

<i>Remit To</i>	The vendor to whom the check should be addressed. The system validates this field against the TakeStock Vendor table. After you enter the remit code the system displays the remit-to address.
<i>Pay On Date</i>	The date the document is to be paid. This field defaults to the due date or discount due date, if one exists.
<i>GL Table</i>	The GL Table to use for the AP GL and Discount GL accounts. The system validates this field against the TakeStock GL table.
<i>Rep</i>	The vendor representative. The system validates this field against the TakeStock Vendor Representative table.
<i>Pay Priority</i>	Denotes payment priority in payment selection. This field value defaults from the TakeStock Vendor table.
1099 checkbox	Indicates that payment of document should be recorded for 1099 processing. This value defaults from the TakeStock Vendor table.
<i>Exchange Rate</i>	The current exchange rate for foreign currency (nine digit field with four decimal places). The system displays this field only if Currency code in the header is not blank (domestic currency).
Fixed	Indicates you want to freeze the exchange rate for the document to the value in the <i>Exchange Rate</i> field.

9. If you want to enter PO Receipt information, select the **PO Lines** tab to access the PO receipt information folder.

The screenshot shows the 'Invoice Entry' window with the following data:

Field	Value
Vendor	V100 General Industrial MFG
Invoice	9867
Terms	02 Code 2
Currency	US\$ United States Dollars
Undistributed	111.00
Invoice Amount	111.00
Invoice Date	08/27/2001
Discountable	111.00
Discount	5.55
Due Date	10/30/2001
AP/PO Variance	0.00
PO #	0000rob2
Receipt	All
Total	0.00

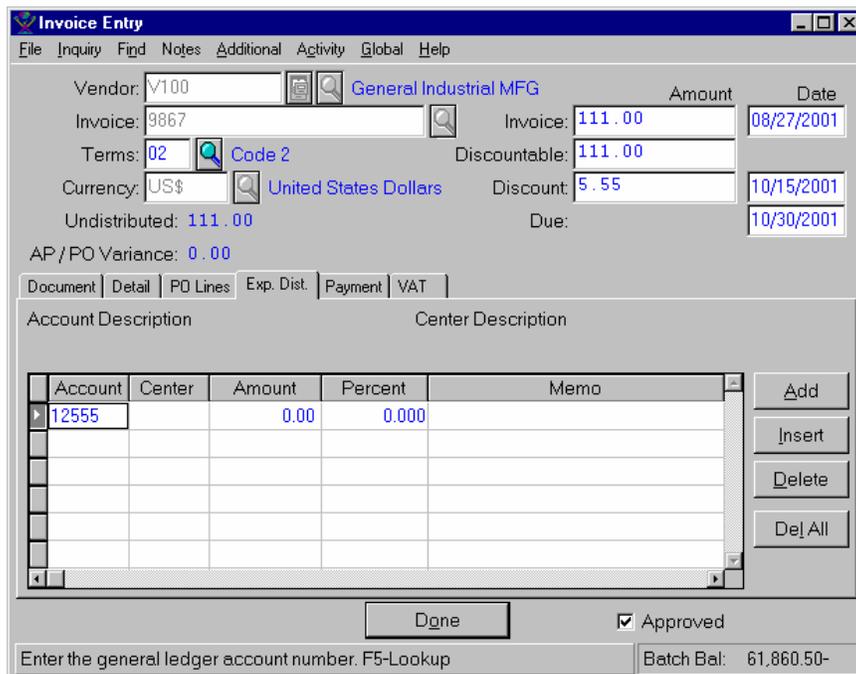
10. In the lower portion of the screen, enter the PO Line information for the AP document. Use the table below to guide you in your entries.

PO # The purchase order number for receipt(s) being invoiced. After you enter the PO number, the system displays all the receipts available for invoicing in the drop down list of the *Receipt* field and displays the dollar total of the receipts

Receipt The receipt numbers for purchase order number entered that are available for invoicing.

11. In the PO Line browser in the lower portion of the folder, the system displays invoicing information. Double click a receipt in the browser to modify the invoice quantity, invoice cost, GL expense account, descriptions 1 and 2 information, and whether the receipt is discountable. Use the **Include**, **Remove**, **Tax**, and **Delete** buttons to modify the highlighted receipt in the browser.

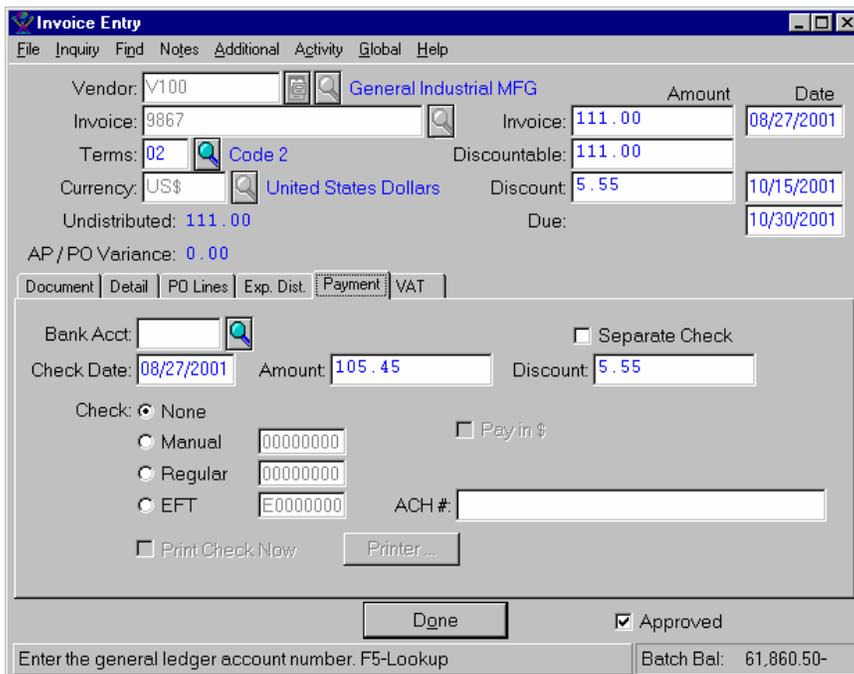
12. If you want to enter GL expense information, select the **Exp. Dist.** tab to access the Expense Distribution folder.



13. In the lower portion of the screen, enter expense distribution information for the AP document. Use the **Add**, **Insert**, **Delete**, and **Del All** buttons to modify the highlighted accounts in the browser. Use the table below to guide you in your entries.

<i>Account</i>	General Ledger account number. This field is a required entry. You can press F5 to access the <i>General Ledger Account Lookup</i> dialog box.
<i>Center</i>	General Ledger center code. This field is a required entry. You can press F5 to access the <i>GL Center Lookup</i> dialog box.
<i>Percent</i>	Percentage of the total invoice to be distributed to the current account.
<i>Amount</i>	Dollar amount of the invoice to be distributed to the current account.

14. If you want to enter payment information, select the **Payment** tab to access the Payment folder.



15. In the lower portion of the screen, enter payment information for the AP document. Use the table below to guide you in your entries.

<i>Bank Acct</i>	The bank account number (up to fourteen characters) that the check is to be drawn against.
<i>Check Date</i>	The date you want to display on the check.
<i>Amount</i>	The amount (up to ten digits) of the check.
<i>Discount</i>	The discount amount. The system displays the discount from the header information as the default, but you can override this value.
Separate Check	Indicates that you want to print a separate check for this invoice alone during the <i>Check Print</i> program.
Check	In the Check section of the form, select a radio button to indicate the type of check you want to create. Available choices are: None —to not create a check. Manual —to print a separate manual check. Note: This option is available only if you select the Separate Manual Check Stock checkbox in <i>SM Bank Maintenance</i> . Otherwise to print a manual check, select Regular, enter the check number and do <u>not</u> choose the Print Check Now checkbox. In the field to

the right, modify the check number as necessary; the system displays the next available check number.

Regular—to automatically print the check using the next available check number. In the field to the right, modify the check number as necessary; the system displays the next available check number.

EFT—to print an electronic funds transaction voucher or pseudo-check number as payment and display it on the next Payment register. You are responsible for seeing that EFT transaction actually takes place manually. In the field to the right, the system displays the electronic funds transaction voucher or pseudo-check number.

Pay in
[company
base
currency]

Indicates the AP document is to be paid in domestic currency even though it was entered and stored in another currency.

Note: This check box is only enabled when the currency for the main invoice is different from the base currency, the bank on the invoice is a domestic bank, and the check box, **Allow Foreign Currency**, is selected on SM *Bank Maintenance* program.

ACH#

The automated clearing house number supplied by the bank.

16. Select the **Print Check Now** checkbox if you want the *Check Print* program to run on completion of document and click the **Printer** button. For manual checks, do not select this checkbox. This check box is available only if you selected the **Regular** check radio button and the **Approved** checkbox to display the document on the Document register. **Note:** Provided that you have proper functional security for approving documents, the system displays this program with the **Approved** checkbox already selected. If you do not want the document to display on the Document register, uncheck this checkbox.



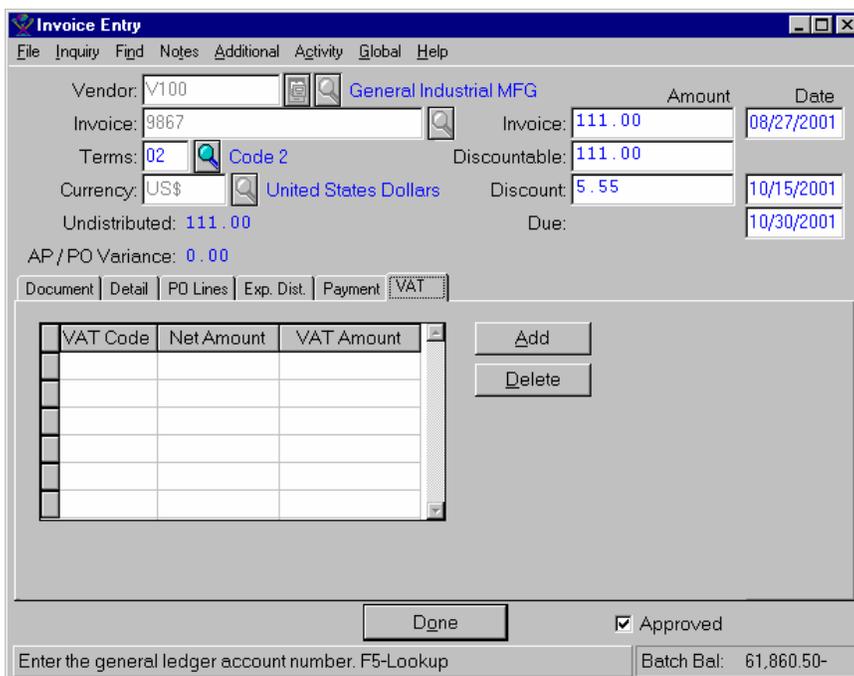
Tip: For immediate pay documents, select the **Print Check Now** checkbox. When you save the document, the Check Print program runs and prints a check for the immediate pay document using the check number and amount you entered. (Notice the check amount does NOT have to equal the total invoice amount. In this case, the check still prints, but when you run the *Document Register*, an open invoice will be created with a balance.)

Note: If the AP system is set to use batches and you print an immediate check (by selecting the **Print Check Now** checkbox on the Payment tab of *Invoice Entry*), then you cannot change the Posting Date of the batch in the *Batch Information* dialog box; you must post it using the *Document Register* and then void the check.

For *all* immediate pay documents, the system creates an open invoice. If the check is for the full amount, the system creates the invoice with a "completed" status and no balance. After the check print program runs, the system displays a message indicating that the check printed, click **OK** to save the document or **Cancel** to return to the *Document Entry* screen. If you select the Cancel button, the system deletes the check record. (This is safeguard feature in case an error occurs with the check print.) Once you print a check for a document, you cannot edit the document or modify the batch date (if applicable); you must post it using the *Document Register* and then void the check.

 **Tip: For Manual Checks:** If you don't select the **Print Check Now** checkbox and enter a check number, the system treats the check as a manual check. The system will NOT create a check record until you run the register, so you can edit the document at your leisure.

17. If you want to enter Value Added Tax information, select the **VAT** tab to access the VAT folder.



The screenshot shows the 'Invoice Entry' window with the following fields and values:

- Vendor: V100 (General Industrial MFG)
- Invoice: 8867
- Terms: 02 (Code 2)
- Currency: US\$ (United States Dollars)
- Undistributed: 111.00
- AP / PO Variance: 0.00
- Invoice Amount: 111.00 (Date: 08/27/2001)
- Discountable: 111.00
- Discount: 5.55 (Date: 10/15/2001)
- Due: (Date: 10/30/2001)

The VAT tab is selected, showing a table with columns: VAT Code, Net Amount, and VAT Amount. There are 'Add' and 'Delete' buttons next to the table. At the bottom, there is a 'Done' button, an 'Approved' checkbox (checked), and a 'Batch Bal: 61,860.50-' field.

18. In the lower portion of the screen, enter payment information for the AP document. Use the table below to guide you in your entries. Use the **Add**, and **Delete**, buttons to add and remove tax classes in the browser. Use the table below to guide you in your entries.

- Vat Code** The Value Added Tax (VAT) code for the tax class.
- Net Amount** The net taxable amount for the tax class.
- Vat Amount** The tax amount for the tax class.

19. When you have completed the information in the appropriate tab folders for the type of document you are entering, select the **Done** button to complete and/or save the document information.

Debit Memo Entry

Using the *Debit Memo Entry*, you can enter a vendor's credit memo information and enter general information such as expense distribution, department, and currency exchange.

You can enter all information for a document on one screen. The program uses tab folders to change the screen display for the different information to be entered. The tab folders include Document information, Detail information, and Expense Distribution information.

Multi-currency/Euro Handling

When you activate the Euro system and the Multi-currency feature, the system maintains monetary values for foreign currency PO and AP documents in the foreign currency, with respect to the Euro. The European conversion process between foreign currencies and base currency is calculated with the required triangulation method. The Euro conversion rate of the base and each foreign currency allows the system to calculate the conversion between any two currencies. The system provides GL postings of Realized Gains for foreign bank accounts to provide a means to revalue the bank balances based on a change to the currency exchange rates. The Bank Account Maintenance program contains an exchange rate field that holds the last valuation rate of the current balance.

Limitations/Constraints: Vendor Balances and General Ledger accounts are stored in the base currency. Where Euro triangulation is in use, there are two exchange rates in use; the exchange rate from the foreign currency to the Euro and the exchange rate from the Euro to the base currency. If the user fixes the rate, only the rate from the foreign currency to the Euro is fixed. The exchange rate from the Euro to the base currency can fluctuate.

VAT Processing

The VAT tab allows you to enter the Tax class (VAT Code), the taxable (net) amount, and the tax (VAT) amount. As each line is entered, the system creates an AP Invoice Tax record. As each AP Invoice Tax record is created an expense record will be created/updated for the corresponding tax GL account. The expense records then appear in the Expense tab of AP Invoice Entry. Once entry of the invoice is completed, the system perform a check to insure the totals of the Net amount(s) and VAT amount(s) are equal to the Invoice amount or the Invoice amount minus the terms discount. If the totals are not equal, the system displays a message and the invoice is not saved.

Debit Memo Entry

File Inquiry Find Notes Additional Activity Global Help

Vendor: V100 General Industrial MFG Amount Date

Invoice: D87 Invoice: (987) 12/28/2000

Terms: 02 Code 2 Discountable: (987)

Currency: EUR European Union Currency Discount: 0 02/15/2001

Undistributed: (987) Due: 02/28/2001

Document Detail PO Lines Exp. Dist. VAT

Posting Date: 12/28/2000

Branch: 001 001 branch's name is 001

Department: 01 Department 01 - Inside Sales

Exp Dist Code: Auto Create Distribution Lines

Ref Number:

Routed To:

Memo:

Done Approved

Enter the expense distribution code.

Form Contents

Fields, Buttons, Checkboxes, & Icons

For a listing of standard TakeStock icons and buttons, refer to the System Icons and Buttons topic in *Chapter 2, Getting Started of TakeStock Basics*.

- Done** Saves the entered header and detail information for the AP document.
- Approved** Indicates that you want to approve the document to display on the Document register. **Note:** Provided that you have proper functional security for approving documents, the system displays this program with the **Approved** checkbox already selected. If you do not want the document to display on the Document register, uncheck this checkbox.
- Vendor* The vendor to be used for the document.
- Invoice* The vendor's invoice number.
- Terms* The terms code (up to 2 characters) for this document. This value defaults from the vendor record, if available, or you can enter a valid terms code.
- Currency* The currency code (up to 5 characters) that denotes the type of currency to be used for this document.

<i>[Invoice] Amount</i>	The amount of the document or adjustment.
<i>[Invoice] Date</i>	The date the document is created. The system displays the current date as the default.
<i>Discounta ble</i>	The amount of the document that is discountable.
<i>Discount</i>	The amount of the terms discount for this document, if the invoice is paid by the discount due date. The discount amount calculation is based on the amount, terms code, and discountable amount.
<i>Date [Discount]</i>	In the [Discount] <i>Date</i> field, the system displays the date a payment is due in order to receive the previously listed discount. The discount date is calculated based on the terms code.
<i>Due [Date]</i>	The date payment for the invoice is due.

Document Tab Information

<i>Posting Date</i>	The posting date for the document. The system displays the invoice date from the header information as the default.
<i>Branch</i>	The three character code that denotes to which branch the AP document should post. The system validates this field against the TakeStock Branch table. If you are performing batch processing, this field defaults from <i>Batch Information</i> dialog box and cannot be changed.
<i>Depart- ment</i>	The three character code that denotes the department to which the AP document should post. The system validates this field against the TakeStock Department table.
<i>Exp. Dist. Code</i>	The five character code that denotes the expense distribution to use for default expense distribution. The system validates this field against the vendor expense distribution table.
Auto Create Distribu- tion Lines	Indicates that you want to automatically create distribution lines when you save this document or access the Exp. Dist. tab.
<i>Ref</i>	The fifteen-character code that is a reference

<i>Number</i>	number from the document.
<i>Routed To</i>	The three-character code that denotes the next person to continue processing the AP document. The system validates this field against the TakeStock User table.
<i>Memo</i>	The system displays up to sixty characters in this field from the first document note entered. The information you enter here displays on the check stub for the AP document.

Detail Tab Information

<i>Remit To</i>	The vendor to whom the check should be addressed. The system validates this field against the TakeStock Vendor table. After you enter the remit code the system displays the remit-to address.
<i>Pay On Date</i>	The date the document is to be paid. This field defaults to the due date or discount due date, if one exists.
<i>GL Table</i>	The GL Table to use for the AP GL and Discount GL accounts. The system validates this field against the TakeStock GL table.
<i>Rep</i>	The vendor representative. The system validates this field against the TakeStock Vendor Representative table.
<i>Pay Priority</i>	Denotes payment priority in payment selection. This field value defaults from the TakeStock Vendor table.
1099	Indicates that payment of document should be recorded for 1099 processing. This value defaults from the TakeStock Vendor table.
<i>Exchange Rate</i>	The current exchange rate for foreign currency (nine digit field with four decimal places). The system displays this field only if the Currency code in the header is not blank (domestic currency).
Fixed	Indicates you want to freeze the exchange rate for the document to the value in the <i>Exchange Rate</i> field.
<i>RMA Number</i>	The fifteen-character code denotes the return merchandise authorization number assigned by the vendor. This field is applicable for debit memos only and is only informational.

Exp. Dist. Tab Information

<i>Account number</i>	General Ledger account number. This field is a required entry. You can press F5 to access the <i>General Ledger Account Lookup</i> dialog box.
<i>Center</i>	General Ledger center code. This field is a required entry. You can press F5 to access the <i>GL Center Lookup</i> dialog box.
<i>Percent</i>	Percentage of total invoice to be distributed to the current account.
<i>Amount</i>	Dollar amount of invoice to be distributed to the current account.
Add	Adds account numbers from the expense distribution for the adjustment.
Insert	Adds account numbers above the highlighted line in the browser from the expense distribution for the adjustment.
Delete	Removes account numbers from the expense distribution for the adjustment.
Del All	Removes all expense distribution lines for the AP document.

VAT Tab Information Note: The system displays the VAT only when the European Multi-currency feature is active.

<i>Vat Code</i>	The Value Added Tax (VAT) code for the tax class.
<i>Net Amount</i>	The net taxable amount for the tax class.
<i>Vat Amount</i>	The tax amount for the tax class.
Add	Adds a VAT record to the invoice.
Delete	Deletes the highlighted VAT record from the invoice

Menu Options

File	Inquiry
Find	Notes
Additional	Activity
Global	Help

See Also

How to enter debit memos

How to enter debit memos

1. Access the AP Document Entry program. The complete path is *Accounts Payable* → *Invoices* → *Debit Memo Entry*. The system displays the AP Document Entry screen in Debit Memo mode.

The screenshot shows the 'Debit Memo Entry' window with the following data:

Field	Value	Amount	Date
Vendor	V100		
General Industrial MFG			
Invoice	D87	(987)	12/28/2000
Terms	02	(987)	
Code 2			
Currency	EUR	0	02/15/2001
European Union Currency			
Undistributed	(987)		02/28/2001
Due			

Document Detail PD Lines Exp. Dist. VAT

Posting Date: 12/28/2000

Branch: 001 001 branch's name is 001

Department: 01 Department 01 - Inside Sales

Exp Dist Code: []

Auto Create Distribution Lines

Ref Number: []

Routed To: []

Memo: []

Dgne [] Approved

Enter the expense distribution code. []

2. If you are using batch processing, when the invoice entry screen is initially displayed, the *Batch Information* dialog box displays automatically. The *Batch Information* dialog box is also available from the *File* menu. To use this dialog box, enter information in the *Batch #*, *Branch*, *Posting Date* and *Batch Total* fields and select the **OK** button. Select the **Cancel** button to return to the calling program without saving any information.

The screenshot shows the 'Batch Information' dialog box with the following data:

Batch #:	999
Branch:	010 Atlanta Branch
Posting Date:	11-30-1998
Batch Total:	100.00
Distributed:	100.00
Balance:	0.00

Buttons: OK Delete Cancel

3. In the upper portion of the screen, enter the header information for the AP document. Use the table below to guide you in your entries.

<i>Vendor</i>	The vendor to be used for the document.
<i>Invoice</i>	The vendor's invoice number.
<i>Terms</i>	The terms code (up to 2 characters) for this document. This value defaults from the vendor record, if available, or you can enter a valid terms code.
<i>Currency</i>	The currency code (up to 5 characters) that denotes the type of currency to be used for this document.
<i>[Invoice] Amount</i>	The amount of the document.
<i>[Invoice] Date</i>	The date the document is created. The system displays the current date as the default.
<i>Discountable</i>	The amount of the document that is discountable.
<i>Discount</i>	The amount of the terms discount for this document, if the invoice is paid by the discount due date. The discount amount calculation is based on the amount, terms code, and discountable amount.
<i>Date [Discount]</i>	In the <i>[Discount] Date</i> field, the system displays the date a payment is due in order to receive the previously listed discount. The discount date is calculated based on the terms code.
<i>Due [Date]</i>	The date payment for the invoice is due.

- Click the **Approved** checkbox if you want the document to display on the Document register. **Note:** Provided that you have proper functional security for approving documents, the system displays this program with the **Approved** checkbox already selected. If you do not want the document to display on the Document register, uncheck this checkbox.
- Click the **Done** button to save the header information that you have entered or enter the detail information for the document.
- In the lower portion of the screen, enter document information for the AP document. Use the table below to guide you in your entries.

<i>Posting Date</i>	The posting date for the document. The system displays the invoice date from the header information as the default.
<i>Branch</i>	The three character code that denotes to which branch the AP document should post. The system validates this field against the TakeStock Branch table. If you are performing batch processing, this field defaults from <i>Batch Information</i> dialog box and cannot be

changed.

<i>Department</i>	The three character code that denotes the department to which the AP document should post. The system validates this field against the TakeStock Department table.
<i>Exp. Dist. Code</i>	The five character code that denotes the expense distribution to use for default expense distribution. The system validates this field against the vendor expense distribution table.
<i>Ref Number</i>	The fifteen-character code that is a reference number from the document.
<i>Routed To</i>	The three-character code that denotes the next person to continue processing the AP document. The system validates this field against the TakeStock User table.
Auto Create Distribution Lines	Indicates that you want to automatically create distribution lines when you save this document or access the Exp. Dist. tab. Note: If PO lines have already been added, selecting this checkbox does not create expense distribution lines. You must select the checkbox before creating or adding PO lines. If you uncheck this box, add at least 1 non-PO distribution line and then check this box, the system does not automatically create the distribution lines.
<i>Memo</i>	The system displays up to sixty characters in this field from the first document note entered. The information you enter here displays on the check stub for the AP document.

7. Select the **Detail** tab to access the Detail folder, where you can enter detailed information, such as the remit-to address and GL table codes.

The screenshot shows the 'Debit Memo Entry' window with the following fields and values:

- Vendor: V100 (General Industrial MFG)
- Invoice: D87
- Terms: 02 (Code 2)
- Currency: EUR (European Union Currency)
- Undistributed: (987)
- Invoice Amount: (987)
- Invoice Date: 12/28/2000
- Discountable: (987)
- Discount: 0
- Due Date: 02/28/2001
- Document: Detail (selected), PO Lines, Exp. Dist., VAT
- Remit To: Same
- Pay On Date: 02/15/2001
- GL Table: 005 (Invalid Entry)
- Rep: (blank)
- Pay Priority: 1
- Exchange Rate: 1. (EUR) (Fix Rate unchecked)
- RMA number: (blank)
- Buttons: Dgne, Approved (checked)
- Footer: Enter the expense distribution code.

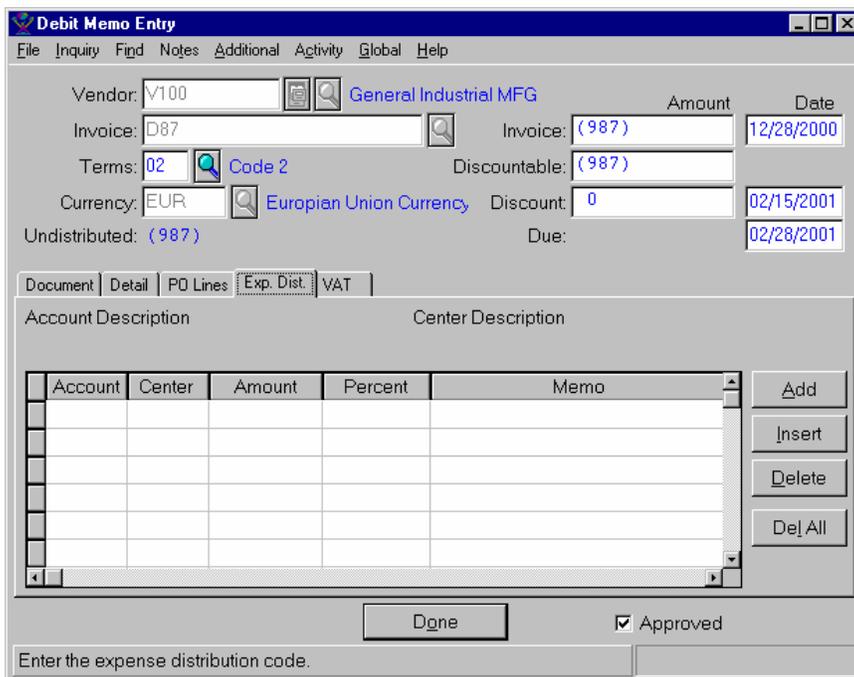
8. In the lower portion of the screen, enter detail information for the AP document. Use the table below to guide you in your entries.

<i>Remit To</i>	The vendor to whom the check should be addressed. The system validates this field against the TakeStock Vendor table. After you enter the remit code the system displays the remit-to address.
<i>Pay On Date</i>	The date the document is to be paid. This field defaults to the due date or discount due date, if one exists.
<i>GL Table</i>	The GL Table to use for the AP GL and Discount GL accounts. The system validates this field against the TakeStock GL table.
<i>Rep</i>	The vendor representative. The system validates this field against the TakeStock Vendor Representative table.
<i>Pay Priority</i>	Denotes payment priority in payment selection. This field value defaults from the TakeStock Vendor table.
1099 checkbox	Indicates that payment of document should be recorded for 1099 processing. This value defaults from the TakeStock Vendor table.
<i>Exchange Rate</i>	The current exchange rate for foreign currency (nine digit field with four decimal places). The system displays this field only if the Currency code in the header is not blank (domestic currency).

Fixed Indicates you want to freeze the exchange rate for the document to the value in the *Exchange Rate* field.

RMA Number The fifteen-character code denotes the return merchandise authorization number assigned by the vendor. This field is applicable for debit memos only and is only informational.

- If you want to enter GL expense information, select the **Exp. Dist.** tab to access the Expense Distribution folder.



- Use the **Add**, **Insert**, **Delete** buttons to add or remove account numbers from the expense distribution for the adjustment. To remove all expense distribution lines for the AP document, select the **Del All** button.
- In the lower portion of the screen, enter expense distribution information for the AP document. Use the table below to guide you in your entries.

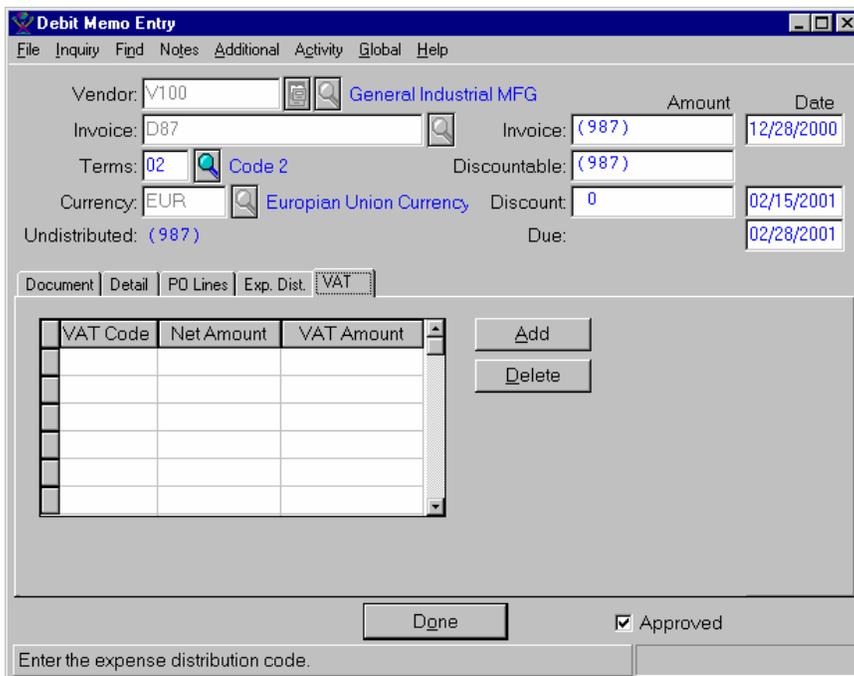
Account General Ledger account number. This field is a required entry. You can press **F5** to access the *General Ledger Account Lookup* dialog box.

Center General Ledger center code. This field is a required entry. You can press **F5** to access the *GL Center Lookup* dialog box.

Percent Percentage of the total invoice to be distributed to the current account.

Amount Dollar amount of the invoice to be distributed to the current account.

- If you want to enter Value Added Tax information, select the **VAT** tab to access the VAT folder.



13. In the lower portion of the screen, enter payment information for the AP document. Use the table below to guide you in your entries. Use the **Add**, and **Delete**, buttons to add and remove tax classes in the browser. Use the table below to guide you in your entries.

Vat Code The Value Added Tax (VAT) code for the tax class.

Net Amount The net taxable amount for the tax class.

Vat Amount The tax amount for the tax class.

14. When you have completed the information in the appropriate tab folders for the type of document you are entering, select the **Done** button to complete and/or save the document information.

Adjustment Entry

Using *Adjustment Entry*, you can enter the vendor code, invoice number, and dollar amount to change on an invoice.

You can enter all information for a document on one screen. The program uses tab folders to change the screen display for the different information to be entered. The tab folders include Expense Distribution information.

Multi-currency/Euro Handling

When you activate the Euro system and the Multi-currency feature, the system maintains monetary values for foreign currency PO and AP documents in the foreign currency, with respect to the Euro. The European conversion process between foreign currencies and base currency is calculated with the required triangulation method. The Euro conversion rate of the base and each foreign currency allows the system to calculate the conversion between any two currencies. The system provides GL postings of Realized Gains for foreign bank accounts to provide a means to revalue the bank balances based on a change to the currency exchange rates. The Bank Account Maintenance program contains an exchange rate field that holds the last valuation rate of the current balance.

Limitations/Constraints: Vendor Balances and General Ledger accounts are stored in the base currency. Where Euro triangulation is in use, there are two exchange rates in use; the exchange rate from the foreign currency to the Euro and the exchange rate from the Euro to the base currency. If the user fixes the rate, only the rate from the foreign currency to the Euro is fixed. The exchange rate from the Euro to the base currency can fluctuate.

VAT Processing

The VAT tab allows you to enter the Tax class (VAT Code), the taxable (net) amount, and the tax (VAT) amount. As each line is entered, the system creates an AP Invoice Tax record. As each AP Invoice Tax record is created an expense record will be created/updated for the corresponding tax GL account. The expense records then appear in the Expense tab of AP Invoice Entry. Once entry of the invoice is completed, the system perform a check to insure the totals of the Net amount(s) and VAT amount(s) are equal to the Invoice amount or the Invoice amount minus the terms discount. If the totals are not equal, the system displays a message and the invoice is not saved.

Form Contents

Fields, Buttons, Checkboxes, & Icons

For a listing of standard TakeStock icons and buttons, refer to the System Icons and Buttons topic in *Chapter 2, Getting Started of TakeStock Basics*.

Done Saves the entered header and detail information for the AP document.

Approved Indicates that you want to approve the document to display on the Document register. **Note:** Provided that you have proper functional security for approving documents, the system displays this program with the **Approved** checkbox already selected. If you do not want the document to display on the Document register, uncheck this checkbox.

Vendor The vendor to be used for the document.

Open Invoice The vendor's invoice number.

[Adjustment] Amount The amount of the adjustment.

Currency The currency code (up to 5 characters) that denotes the type of currency to be used for this document.

Exp. Dist. Tab Information

Account General Ledger account number. This field is a

<i>number</i>	required entry. You can press F5 to access the <i>General Ledger Account Lookup</i> dialog box.
<i>Center</i>	General Ledger center code. This field is a required entry. You can press F5 to access the <i>GL Center Lookup</i> dialog box.
<i>Amount</i>	Dollar amount of invoice to be distributed to the current account.
<i>Percent</i>	Percentage of total invoice to be distributed to the current account.
Add	Adds account numbers from the expense distribution for the adjustment.
Insert	Adds account numbers above the highlighted line in the browser from the expense distribution for the adjustment.
Delete	Removes account numbers from the expense distribution for the adjustment.
Del All	Removes all expense distribution lines for the AP document.
VAT Tab Information	Note: The system displays the VAT only when the European Multi-currency feature is active.
<i>Vat Code</i>	The Value Added Tax (VAT) code for the tax class.
<i>Net Amount</i>	The net taxable amount for the tax class.
<i>Vat Amount</i>	The tax amount for the tax class.
Add	Adds a VAT record to the invoice.
Delete	Deletes the highlighted VAT record from the invoice

Menu Options

File	Inquiry
Find	Notes
Additional	Activity
Global	Help

See Also

How to enter adjustments

How to enter adjustments

1. Access the AP *Document Entry* program. The complete path is *Accounts Payable* → *Invoices* → *Adjustment Entry*. The system displays the AP *Document Entry* screen in Adjustment mode.

Adjustment Entry

File Inquiry Find Notes Additional Activity Global Help

Vendor: 100 Hardware House Distributor Amount

Open Invoice: 020400-004 Adjustment: 0.00

Currency: US\$ United States Dollars

Undistributed: 0.00 Posting Date: 12/28/2000

Exp. Dist. VAT

Account	Center	Amount	Percent	Memo

Done Approved

Choose to complete this document.

2. If you are using batch processing, when the invoice entry screen is initially displayed, the *Batch Information* dialog box displays automatically. The *Batch Information* dialog box is also available from the *File* menu. To use this dialog box, enter information in the *Batch #*, *Branch*, *Posting Date* and *Batch Total* fields and select the **OK** button. Select the **Cancel** button to return to the calling program without saving any information.

Batch Information

Batch #: 999

Branch: 010 Atlanta Branch

Posting Date: 11-30-1998

Batch Total: 100.00

Distributed: 100.00

Balance: 0.00

OK Delete Cancel

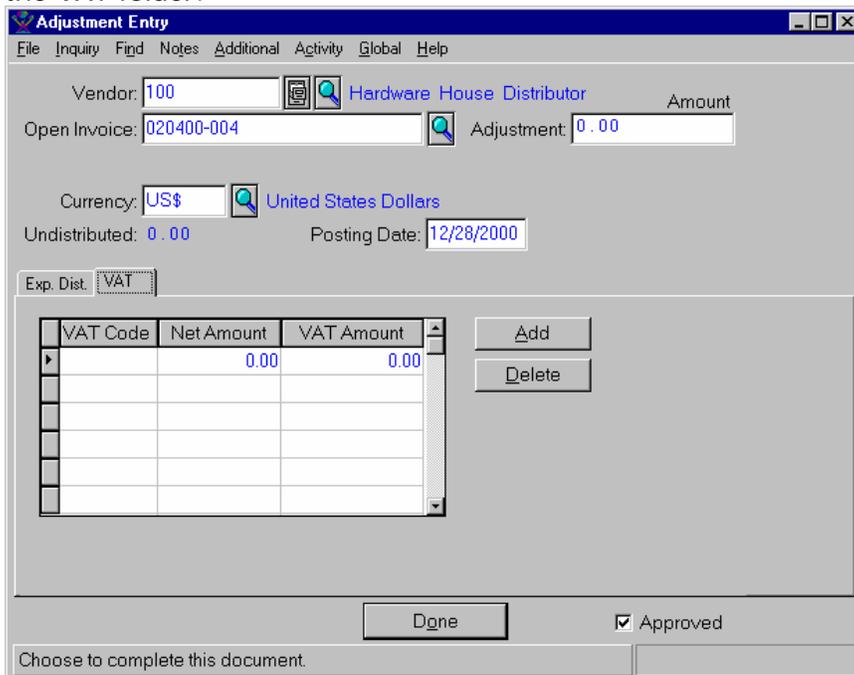
3. In the upper portion of the screen, enter the header information for the AP document. Use the table below to guide you in your entries.

<i>Vendor</i>	The vendor to be used for the document.
<i>Invoice</i>	The vendor's invoice number.
<i>[Adjustment] Amount</i>	The amount of the adjustment.
<i>Currency</i>	The currency code (up to 5 characters) that denotes the type of currency to be used for this document.

- Click the **Approved** checkbox if you want the document to display on the Document register. **Note:** Provided that you have proper functional security for approving documents, the system displays this program with the **Approved** checkbox already selected. If you do not want the document to display on the Document register, uncheck this checkbox.
- Click the **Done** button to save the header information that you have entered or enter the detail information for the document.
- In the lower portion of the screen, enter document information for the AP document. Use the table below to guide you in your entries.
- Use the **Add**, **Insert**, and **Del All** buttons to add or remove account numbers from the expense distribution for the adjustment. To remove all expense distribution lines for the AP document, select the **Del All button**.
- In the lower portion of the screen, enter expense distribution information for the AP document. Use the table below to guide you in your entries.

<i>Account</i>	General Ledger account number. This field is a required entry. You can press F5 to access the <i>General Ledger Account Lookup</i> dialog box.
<i>Center</i>	General Ledger center code. This field is a required entry. You can press F5 to access the <i>GL Center Lookup</i> dialog box.
<i>Amount</i>	Dollar amount of the invoice to be distributed to the current account.
<i>Percent</i>	Percentage of the total invoice to be distributed to the current account.

- If you want to enter Value Added Tax information, select the **VAT** tab to access the VAT folder.



- In the lower portion of the screen, enter payment information for the AP document. Use the table below to guide you in your entries. Use the **Add**, and **Delete**, buttons to add and remove tax classes in the browser. Use the table below to guide you in your entries.

- Vat Code** The Value Added Tax (VAT) code for the tax class.
- Net Amount** The net taxable amount for the tax class.
- Vat Amount** The tax amount for the tax class.

- When you have completed the information in the appropriate tab folders for the type of document you are entering, select the **Done** button to complete and/or save the document information.

Prepayment Entry

Using *Prepayment Entry*, you can enter payment information before an invoice has been entered in the system.

You can enter all information for a document on one screen. The program uses tab folders to change the screen display for the different information to be entered. The tab folders include Document information, Detail information, and Payment information.

Multi-currency/Euro Handling

When you activate the Euro system and the Multi-currency feature, the system maintains monetary values for foreign currency PO and AP documents in the foreign currency, with respect to the Euro. The European conversion process between foreign currencies and base currency is calculated with the required triangulation method. The Euro conversion rate of the base and each foreign currency allows the system to calculate the conversion between any two currencies. The system provides GL postings of Realized Gains for foreign bank accounts to provide a means to revalue the bank balances based on a change to the currency exchange rates. The Bank Account Maintenance program contains an exchange rate field that holds the last valuation rate of the current balance.

Limitations/Constraints: Vendor Balances and General Ledger accounts are stored in the base currency. Where Euro triangulation is in use, there are two exchange rates in use; the exchange rate from the foreign currency to the Euro and the exchange rate from the Euro to the base currency. If the user fixes the rate, only the rate from the foreign currency to the Euro is fixed. The exchange rate from the Euro to the base currency can fluctuate.

VAT Processing

The VAT tab allows you to enter the Tax class (VAT Code), the taxable (net) amount, and the tax (VAT) amount. As each line is entered, the system creates an AP Invoice Tax record. As each AP Invoice Tax record is created an expense record will be created/updated for the corresponding tax GL account. The expense records then appear in the Expense tab of AP Invoice Entry. Once entry of the invoice is completed, the system perform a check to insure the totals of the Net amount(s) and VAT amount(s) are equal to the Invoice amount or the Invoice amount minus the terms discount. If the totals are not equal, the system displays a message and the invoice is not saved.

The screenshot shows a 'Prepayment Entry' window with a menu bar (File, Inquiry, Find, Notes, Additional, Activity, Global, Help). The main area contains several input fields and labels:

- Vendor: 100 (Hardware House Distributor)
- Invoice: P876 (Invoice: (98), Date: 12/28/2000)
- Terms: 02 (Code 2)
- Currency: EUR (European Union Currency)
- Discountable: (98)
- Discount: 76
- Undistributed: (98)
- Due: 02/28/2001

Below these fields are tabs for 'Document', 'Detail', 'Payment', and 'VAT'. The 'Detail' tab is active, showing:

- Posting Date: 12/28/2000
- Branch: 001 (001 branch's name is 001)
- Department: 01 (Department 01 - Inside Sales)
- Exp Dist Code: ET1 (Expense Template Test)
- Auto Create Distribution Lines
- Ref Number: [empty]
- Routed To: [empty]
- Memo: [empty]

At the bottom, there is a 'Done' button and a checked 'Approved' checkbox. A footer bar contains the text 'Choose to complete this document.'

Form Contents

Fields, Buttons, Checkboxes, & Icons

For a listing of standard TakeStock icons and buttons, refer to the System Icons and Buttons topic in *Chapter 2, Getting Started of TakeStock Basics*.

Done Saves the entered header and detail information for the AP document.

Approved Indicates that you want to approve the document to display on the Document register. **Note:** Provided that you have proper functional security for approving documents, the system displays this program with the **Approved** checkbox already selected. If you do not want the document to display on the Document register, uncheck this checkbox.

Vendor The vendor to be used for the document.

Invoice The vendor's invoice number.

Terms The terms code (up to 2 characters) for this document. This value defaults from the vendor record, if available, or you can enter a valid terms code.

Currency The currency code (up to 5 characters) that denotes the type of currency to be used for this document.

[Invoice] The amount of the document or adjustment.

Amount

[Invoice] Date The date the document is created. The system displays the current date as the default.

Discountable The amount of the document that is discountable.

Discount The amount of the terms discount for this document, if the invoice is paid by the discount due date. The discount amount calculation is based on the amount, terms code, and discountable amount.

Date
[Discount] In the *[Discount] Date* field, the system displays the date a payment is due in order to receive the previously listed discount. The discount date is calculated based on the terms code.

Due
[Date] The date payment for the invoice is due.

Document Tab Information

Posting Date The posting date for the document. The system displays the invoice date from the header information as the default.

Branch The three character code that denotes to which branch the AP document should post. The system validates this field against the TakeStock Branch table. If you are performing batch processing, this field defaults from *Batch Information* dialog box and cannot be changed.

Department The three character code that denotes the department to which the AP document should post. The system validates this field against the TakeStock Department table.

Exp. Dist.
Code The five character code that denotes the expense distribution to use for default expense distribution. The system validates this field against the vendor expense distribution table.

Auto Create Distribution Lines Indicates that you want to automatically create distribution lines when you save this document or access the Exp. Dist. tab. Note: If PO lines have already been added, selecting this checkbox does not create expense distribution lines. You must select the checkbox before creating or adding PO lines. If you uncheck this box, add at least 1 non-PO distribution line and then check this box, the system does not automatically create the distribution lines.

Ref Number The fifteen-character code that is a reference number from the document.

<i>Routed To</i>	The three-character code that denotes the next person to continue processing the AP document. The system validates this field against the TakeStock User table.
<i>Memo</i>	The system displays up to sixty characters in this field from the first document note entered. The information you enter here displays on the check stub for the AP document.

Detail Tab Information

<i>Remit To</i>	The vendor to whom the check should be addressed. The system validates this field against the TakeStock Vendor table. After you enter the remit code the system displays the remit-to address.
<i>Pay On Date</i>	The date the document is to be paid. This field defaults to the due date or discount due date, if one exists.
<i>GL Table</i>	The GL Table to use for the AP GL and Discount GL accounts. The system validates this field against the TakeStock GL table.
<i>Rep</i>	The vendor representative. The system validates this field against the TakeStock Vendor Representative table.
<i>Pay Priority</i>	Denotes payment priority in payment selection. This field value defaults from the TakeStock Vendor table.
1099	Indicates that payment of document should be recorded for 1099 processing. This value defaults from the TakeStock Vendor table.
<i>Exchange Rate</i>	The current exchange rate for foreign currency (nine digit field with four decimal places). The system displays this field only if the Currency code in the header is not blank (domestic currency).
Fixed	Indicates you want to freeze the exchange rate for the document to the value in the <i>Exchange Rate</i> field.

Payment Tab Information

<i>Bank Acct</i>	The bank account number (up to fourteen characters) that the check is to be drawn against.
<i>Check Date</i>	The date you want to display on the check.
<i>Amount</i>	The amount (up to ten digits) of the check. Note: For prepayments, you cannot modify the value in this field.

<i>Discount</i>	The discount amount. The system displays the discount from the header information as the default, but you can override this value.
Separate Check	Indicates that you want to print a separate check for this invoice alone during the <i>Check Print</i> program. Note: This checkbox is disabled for prepayments.
Check	In the Check section of the form, select a radio button to indicate the type of check you want to create. Available choices are: None —to not create a check. Manual —to print a separate manual check. Note: This option is available only if you select the Separate Manual Check Stock checkbox in <i>SM Bank Maintenance</i> . Otherwise to print a manual check, select <i>Regular</i> , enter the check number and do <u>not</u> choose the Print Check Now checkbox. In the field to the right, modify the check number as necessary; the system displays the next available check number. Regular —to automatically print the check using the next available check number. In the field to the right, modify the check number as necessary; the system displays the next available check number. EFT —to print an electronic funds transaction voucher or pseudo-check number as payment and display it on the next Payment register. You are responsible for seeing that EFT transaction actually takes place manually. In the field to the right, the system displays the electronic funds transaction voucher or pseudo-check number.
Pay in [company base currency]	Indicates the AP document is to be paid in domestic currency even though it was entered and stored in another currency. Note: This check box is only enabled when the currency for the main invoice is different from the base currency, the bank on the invoice is a domestic bank, and the check box, Allow Foreign Currency , is selected on <i>SM Bank Maintenance</i> program.
<i>ACH#</i>	The automated clearing house number supplied by the bank.
Print Check Now	Indicates that you want the <i>Check Print</i> program to run on completion of the document.
Printer	Accesses the Print Setup dialog box where you can

change the print settings and print the invoice

VAT Tab Information	Note: The system displays the VAT only when the European Multi-currency feature is active.
<i>Vat Code</i>	The Value Added Tax (VAT) code for the tax class.
<i>Net Amount</i>	The net taxable amount for the tax class.
<i>Vat Amount</i>	The tax amount for the tax class.
Add	Adds a VAT record to the invoice.
Delete	Deletes the highlighted VAT record from the invoice

Menu Options

File	Inquiry
Find	Notes
Additional	Activity
Global	Help

See Also

How to enter prepayments

How to enter prepayments

1. Access the AP Document Entry program. The complete path is *Accounts Payable* → *Invoices* → *Prepayment Entry*. The system displays the AP Document Entry screen in Prepayment mode.

The screenshot shows the 'Prepayment Entry' window with the following fields and values:

Vendor:	100	Hardware House Distributor	Amount		Date
Invoice:	P876		Invoice:	(98)	12/28/2000
Terms:	02	Code 2	Discountable:	(98)	
Currency:	EUR	European Union Currency	Discount:	76	02/15/2001
Undistributed:	(98)		Due:		02/28/2001

Below the header information, there are tabs for Document, Detail, Payment, and VAT. The 'Detail' tab is active, showing:

- Posting Date: 12/28/2000
- Branch: 001 (001 branch's name is 001)
- Department: 01 (Department 01 - Inside Sales)
- Exp Dist Code: ET1 (Expense Template Test)
- Auto Create Distribution Lines
- Ref Number: [Empty]
- Routed To: [Empty]
- Memo: [Empty]

At the bottom, there is a 'Done' button, an 'Approved' checkbox (checked), and a text box with the prompt 'Choose to complete this document.'

2. If you are using batch processing, when the invoice entry screen is initially displayed, the *Batch Information* dialog box displays automatically. The *Batch Information* dialog box is also available from the *File* menu. To use this dialog box, enter information in the *Batch #*, *Branch*, *Posting Date* and *Batch Total* fields and select the **OK** button. Select the **Cancel** button to return to the calling program without saving any information.

The screenshot shows the 'Batch Information' dialog box with the following fields and values:

- Batch #: 999
- Branch: 010 (Atlanta Branch)
- Posting Date: 11-30-1998
- Batch Total: 100.00
- Distributed: 100.00
- Balance: 0.00

At the bottom, there are three buttons: OK, Delete, and Cancel.

3. In the upper portion of the screen, enter the header information for the AP document. Use the table below to guide you in your entries.

<i>Vendor</i>	The vendor to be used for the document.
<i>Invoice</i>	The vendor's invoice number.
<i>Terms</i>	The terms code (up to 2 characters) for this document. This value defaults from the vendor record, if available, or you can enter a valid terms code.
<i>Currency</i>	The currency code (up to 5 characters) that denotes the type of currency to be used for this document.
<i>[Invoice] Amount</i>	The amount of the document or adjustment.
<i>[Invoice] Date</i>	The date the document is created. The system displays the current date as the default.
<i>Discountable</i>	The amount of the document that is discountable.
<i>Discount</i>	The amount of the terms discount for this document, if the invoice is paid by the discount due date. The discount amount calculation is based on the amount, terms code, and discountable amount.
<i>Date [Discount]</i>	In the <i>[Discount] Date</i> field, the system displays the date a payment is due in order to receive the previously listed discount. The discount date is calculated based on the terms code.
<i>Due [Date]</i>	The date payment for the invoice is due.

- Click the **Approved** checkbox if you want the document to display on the Document register. **Note:** Provided that you have proper functional security for approving documents, the system displays this program with the **Approved** checkbox already selected. If you do not want the document to display on the Document register, uncheck this checkbox.
- In the lower portion of the screen, enter document information for the AP document. Use the table below to guide you in your entries.

<i>Posting Date</i>	The posting date for the document. The system displays the invoice date from the header information as the default.
<i>Branch</i>	The three character code that denotes to which branch the AP document should post. The system validates this field against the TakeStock Branch table. If you are performing batch processing, this field defaults from Batch Information dialog box and cannot be changed.
<i>Department</i>	The three character code that denotes the department to which the AP document should post. The system validates this field against the TakeStock Department table.

Exp. Dist. Code The five character code that denotes the expense distribution to use for default expense distribution. The system validates this field against the vendor expense distribution table.

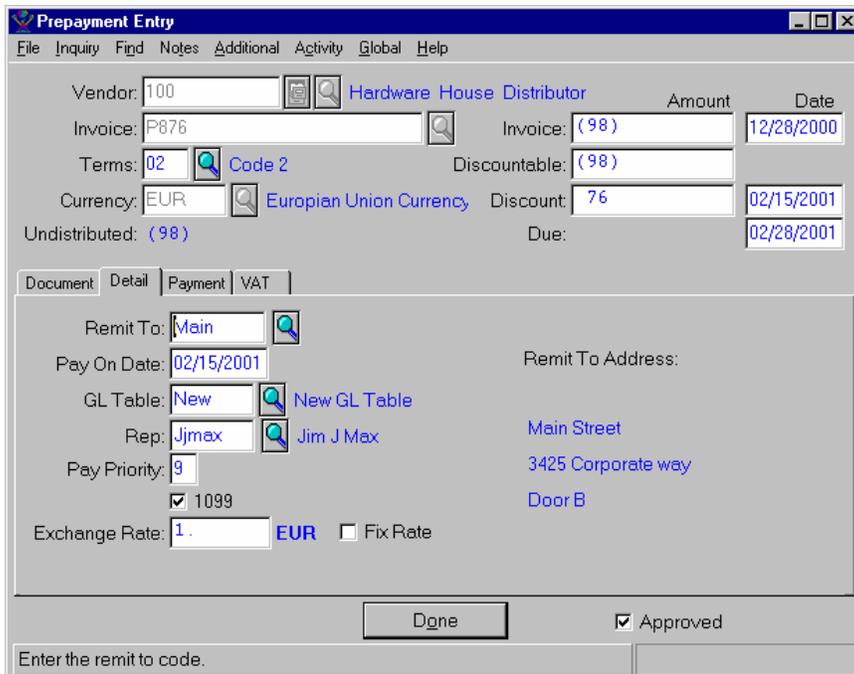
Auto Create Distribution Lines Indicates that you want to automatically create distribution lines when you save this document or access the Exp. Dist. Tab. Note: If PO lines have already been added, selecting this checkbox does not create expense distribution lines. You must select the checkbox before creating or adding PO lines. If you uncheck this box, add at least 1 non-PO distribution line and then check this box, the system does not automatically create the distribution lines.

Ref Number The fifteen-character code that is a reference number from the document.

Routed To The three-character code that denotes the next person to continue processing the AP document. The system validates this field against the TakeStock User table.

Memo The system displays up to sixty characters in this field from the first document note entered. The information you enter here displays on the check stub for the AP document.

6. Select the **Detail** tab to access the Detail folder, where you can enter detailed information, such as the remit-to address and GL table codes.



7. In the lower portion of the screen, enter detail information for the AP document. Use the table below to guide you in your entries.

Remit To The vendor to whom the check should be addressed.

The system validates this field against the TakeStock Vendor table. After you enter the remit code the system displays the remit-to address.

Pay On Date

The date the document is to be paid. This field defaults to the due date or discount due date, if one exists.

GL Table

The GL Table to use for the AP GL and Discount GL accounts. The system validates this field against the TakeStock GL table.

Rep

The vendor representative. The system validates this field against the TakeStock Vendor Representative table.

Pay Priority

Denotes payment priority in payment selection. This field value defaults from the TakeStock Vendor table.

1099 checkbox

Indicates that payment of document should be recorded for 1099 processing. This value defaults from the TakeStock Vendor table.

Exchange Rate

The current exchange rate for foreign currency (nine digit field with four decimal places). The system displays this field only if the Currency code in the header is not blank (domestic currency).

Fixed

Indicates you want to freeze the exchange rate for the document to the value in the *Exchange Rate* field.

- 8. If you want to enter payment information, select the **Payment** tab to access the Payment folder.

The screenshot shows the 'Prepayment Entry' window with the following data:

- Vendor:** 100 Hardware House Distributor
- Invoice:** P876 Invoice: (98) 12/28/2000
- Terms:** 02 Code 2 Discountable: (98)
- Currency:** EUR European Union Currency Discount: 76 02/15/2001
- Undistributed:** (98) Due: 02/28/2001
- Payment Tab:** Bank Acct: VAL Valerie's Bank (Uninsured) Separate Check:
- Check Info:** Check Date: 12/28/2000 Amount: 174 Discount: (272)
- Check Type:** None Manual 00000016 Pay in \$ Regular 00000016 EFT E0000001 ACH #:
- Buttons:** Print Check Now, Printer...
- Footer:** Dgne Approved

9. In the lower portion of the screen, enter payment information for the AP document. Use the table below to guide you in your entries.

<i>Bank Acct</i>	The bank account number (up to fourteen characters) that the check is to be drawn against.
<i>Check Date</i>	The date you want to display on the check.
<i>Amount</i>	The amount (up to ten digits) of the check. Note: For prepayments, you cannot modify the value in this field.
<i>Discount</i>	The discount amount. The system displays the discount from the header information as the default, but you can override this value.
Separate Check	Indicates that you want to print a separate check for this invoice alone during the <i>Check Print</i> program. Note: For prepayments, this checkbox is disabled.
Check	In the Check section of the form, select a radio button to indicate the type of check you want to create. Available choices are: None —to not create a check. Manual —to print a separate manual check. Note: This option is available only if you select the Separate Manual Check Stock checkbox in <i>SM Bank Maintenance</i> . Otherwise to print a manual check, select Regular, enter the check number and do <u>not</u> choose the Print Check Now checkbox. In the field to the right, modify the check number as necessary; the system displays the next available check number. Regular —to automatically print the check using the next available check number. In the field to the right, modify the check number as necessary; the system displays the next available check number. EFT —to print an electronic funds transaction voucher or pseudo-check number as payment and display it on the next Payment register. You are responsible for seeing that EFT transaction actually takes place manually. In the field to the right, the system displays the electronic funds transaction voucher or pseudo-check number.
Pay in [company base currency]	Indicates the AP document is to be paid in domestic currency even though it was entered and stored in another currency. Note: This check box is only enabled when the

currency for the main invoice is different from the base currency, the bank on the invoice is a domestic bank, and the check box, **Allow Foreign Currency**, is selected on SM *Bank Maintenance* program.

ACH# The automated clearing house number supplied by the bank.

10. Select the **Print Check Now** checkbox if you want the *Check Print* program to run on completion of document and click the **Printer** button. Note for manual checks, do not select this checkbox. This check box is available only if you selected the **Regular** check radio button and the **Approved** checkbox to display the document on the Document register. **Note:** Provided that you have proper functional security for approving documents, the system displays this program with the **Approved** checkbox already selected. If you do not want the document to display on the Document register, uncheck this checkbox.



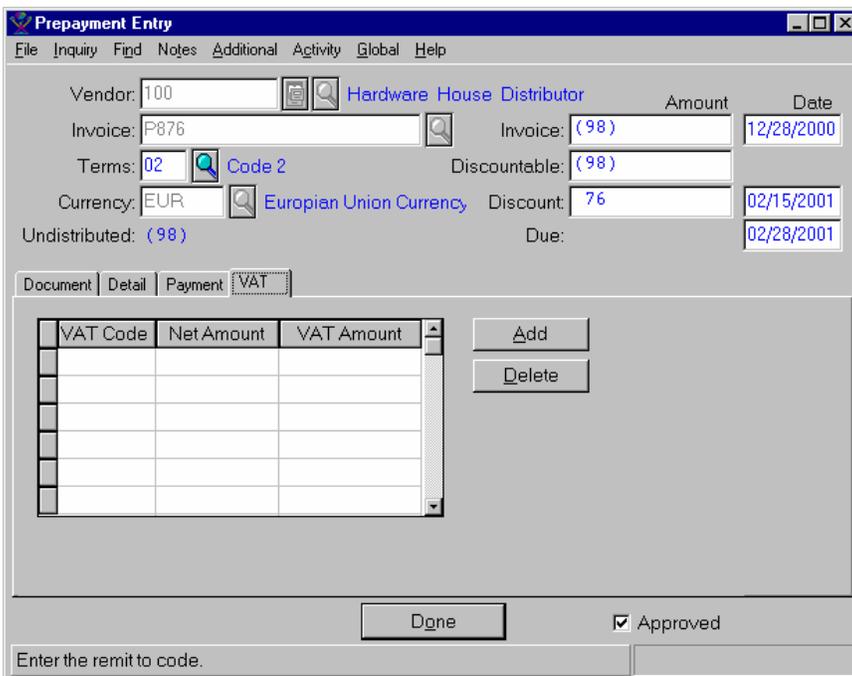
Tip: For immediate pay documents, select the **Print Check Now** checkbox. When you save the document, the Check Print program runs and prints a check for the immediate pay document using the check number and amount you entered. (Notice the check amount does NOT have to equal the total invoice amount. In this case, the check still prints, but when you run the *Document Register*, an open invoice will be created with a balance.)

For *all* immediate pay documents, the system creates an open invoice. If the check is for the full amount, the system creates the invoice with a "completed" status and no balance. After the check print program runs, the system displays a message indicating that the check printed, click **OK** to save the document or **Cancel** to return to the *Document Entry* screen. If you select the Cancel button, the system deletes the check record. (This is safeguard feature in case an error occurs with the check print.) Once you print a check for a document, you cannot edit the document; you must post it using the *Document Register* and then void the check.



Tip: **For Manual Checks:** If you don't select the **Print Check Now** checkbox and enter a check number, the system treats the check as a manual check. The system will NOT create a check record until you run the register, so you can go back in and edit the document at your leisure.

11. If you want to enter Value Added Tax information, select the **VAT** tab to access the VAT folder.



12. In the lower portion of the screen, enter payment information for the AP document. Use the table below to guide you in your entries. Use the **Add**, and **Delete**, buttons to add and remove tax classes in the browser. Use the table below to guide you in your entries.

Vat Code The Value Added Tax (VAT) code for the tax class.

Net Amount The net taxable amount for the tax class.

Vat Amount The tax amount for the tax class.

13. When you have completed the information in the appropriate tab folders for the type of document you are entering, select the **Done** button to complete and/or save the document information.

Receipt Entry

Using *Receipt Entry*, you can enter verify receipt of an invoice. The information that you enter here can be used to track and route the document within your company.

You can enter all information for a document on one screen. The program uses tab folders to change the screen display for the different information to be entered. The tab folders include Document information and Detail information.

Multi-currency/Euro Handling

When you activate the Euro system and the Multi-currency feature, the system maintains monetary values for foreign currency PO and AP documents in the foreign currency, with respect to the Euro. The European conversion process between foreign currencies and base currency is calculated with the required triangulation method. The Euro conversion rate of the base and each foreign currency allows the system to calculate the conversion between any two currencies. The system provides GL postings of Realized Gains for foreign bank accounts to provide a means to revalue the bank balances based on a change to the currency exchange rates. The Bank Account Maintenance program contains an exchange rate field that holds the last valuation rate of the current balance.

Limitations/Constraints: Vendor Balances and General Ledger accounts are stored in the base currency. Where Euro triangulation is in use, there are two exchange rates in use; the exchange rate from the foreign currency to the Euro and the exchange rate from the Euro to the base currency. If the user fixes the rate, only the rate from the foreign currency to the Euro is fixed. The exchange rate from the Euro to the base currency can fluctuate.

VAT Processing

The VAT tab allows you to enter the Tax class (VAT Code), the taxable (net) amount, and the tax (VAT) amount. As each line is entered, the system creates an AP Invoice Tax record. As each AP Invoice Tax record is created an expense record will be created/updated for the corresponding tax GL account. The expense records then appear in the Expense tab of AP Invoice Entry. Once entry of the invoice is completed, the system perform a check to insure the totals of the Net amount(s) and VAT amount(s) are equal to the Invoice amount or the Invoice amount minus the terms discount. If the totals are not equal, the system displays a message and the invoice is not saved.

Form Contents

Fields, Buttons, Checkboxes, & Icons



Lookup icon, which runs the Lookup for the current fields. For example, if the current field is the Warehouse entry, this icon displays the Warehouse Lookup. If the current field is Unit of Measure, this icon displays the Unit of Measure Lookup.



Maintain icon, which runs the maintenance option for the current field. You can add, change, or delete records for the current field from the appropriate maintenance program.



Notes icon, which runs the notes options for the current field.

Done

Saves the entered header and detail information for the AP document.

Approved

Indicates that you want to approve the document to display on the Document register. **Note:** Provided that you have proper functional security for approving documents, the system displays this program with the **Approved** checkbox already selected. If you do not want the document to display on the Document register, uncheck this checkbox.

Vendor

The vendor to be used for the document.

Invoice

The vendor's invoice number.

<i>Terms</i>	The terms code (up to 2 characters) for this document. This value defaults from the vendor record, if available, or you can enter a valid terms code.
<i>Currency</i>	The currency code (up to 5 characters) that denotes the type of currency to be used for this document.
<i>[Invoice] Amount</i>	The amount of the document or adjustment.
<i>[Invoice] Date</i>	The date the document is created. The system displays the current date as the default.
<i>Discountable</i>	The amount of the document that is discountable.
<i>Discount</i>	The amount of the terms discount for this document, if the invoice is paid by the discount due date. The discount amount calculation is based on the amount, terms code, and discountable amount.
<i>Date [Discount]</i>	In the [Discount] <i>Date</i> field, the system displays the date a payment is due in order to receive the previously listed discount. The discount date is calculated based on the terms code.
<i>Due [Date]</i>	The date payment for the invoice is due.

Document Tab Information

<i>Posting Date</i>	The posting date for the document. The system displays the invoice date from the header information as the default.
<i>Branch</i>	The three character code that denotes to which branch the AP document should post. The system validates this field against the TakeStock Branch table. If you are performing batch processing, this field defaults from <i>Batch Information</i> dialog box and cannot be changed.
<i>Department</i>	The three character code that denotes the department to which the AP document should post. The system validates this field against the TakeStock Department table.
<i>Exp. Dist. Code</i>	The five character code that denotes the expense distribution to use for default expense distribution. The system validates this field against the vendor expense distribution table.
Auto Create Distribution Lines	Indicates that you want to automatically create distribution lines when you save this document or access the Exp. Dist. tab. Note: If PO lines have already been added, selecting this checkbox does not create expense

distribution lines. You must select the checkbox before creating or adding PO lines. If you uncheck this box, add at least 1 non-PO distribution line and then check this box, the system does not automatically create the distribution lines.

<i>Ref Number</i>	The fifteen-character code that is a reference number from the document.
<i>Routed To</i>	The three-character code that denotes the next person to continue processing the AP document. The system validates this field against the TakeStock User table.
<i>Memo</i>	The document memo. Information entered here prints on the check stub created for the AP document.

Detail Tab Information

<i>Remit To</i>	The vendor to whom the check should be addressed. The system validates this field against the TakeStock Vendor table. After you enter the remit code the system displays the remit-to address.
<i>Pay On Date</i>	The date the document is to be paid. This field defaults to the due date or discount due date, if one exists.
<i>GL Table</i>	The GL Table to use for the AP GL and Discount GL accounts. The system validates this field against the TakeStock GL table.
<i>Rep</i>	The vendor representative. The system validates this field against the TakeStock Vendor Representative table.
<i>Pay Priority</i>	Denotes payment priority in payment selection. This field value defaults from the TakeStock Vendor table.
1099	Indicates that payment of document should be recorded for 1099 processing. This value defaults from the TakeStock Vendor table.
<i>Exchange Rate</i>	The current exchange rate for foreign currency (nine digit field with four decimal places). The system displays this field only if the Currency code in the header is not blank (domestic currency).
Fixed	Indicates you want to freeze the exchange rate for the document to the value in the <i>Exchange Rate</i> field.
VAT Tab Information	Note: The system displays the VAT only when the European Multi-currency feature is active.
<i>Vat Code</i>	The Value Added Tax (VAT) code for the tax class.
<i>Net Amount</i>	The net taxable amount for the tax class.

Vat Amount

The tax amount for the tax class.

Add

Adds a VAT record to the invoice.

Delete

Deletes the highlighted VAT record from the invoice

Menu Options

File

Inquiry

Find

Notes

Additional

Activity

Global

Help

See Also

How to enter receipts

How to enter receipts

1. Access the AP Document Entry program. The complete path is *Accounts Payable* → *Invoices* → *Receipt Entry*. The system displays the AP Document Entry screen in Receipt mode.

2. If you are using batch processing, when the *Document Entry* screen is initially displayed, the *Batch Information* dialog box displays automatically. The *Batch Information* dialog box is also available from the *File* menu. To use this dialog box, enter information in the *Batch #*, *Branch*, *Posting Date* and *Batch Total* fields and select the **OK** button. Select the **Cancel** button to return to the calling program without saving any information.

3. In the upper portion of the screen, enter the header information for the receipt. Use the table below to guide you in your entries.

Vendor The vendor to be used for the document.

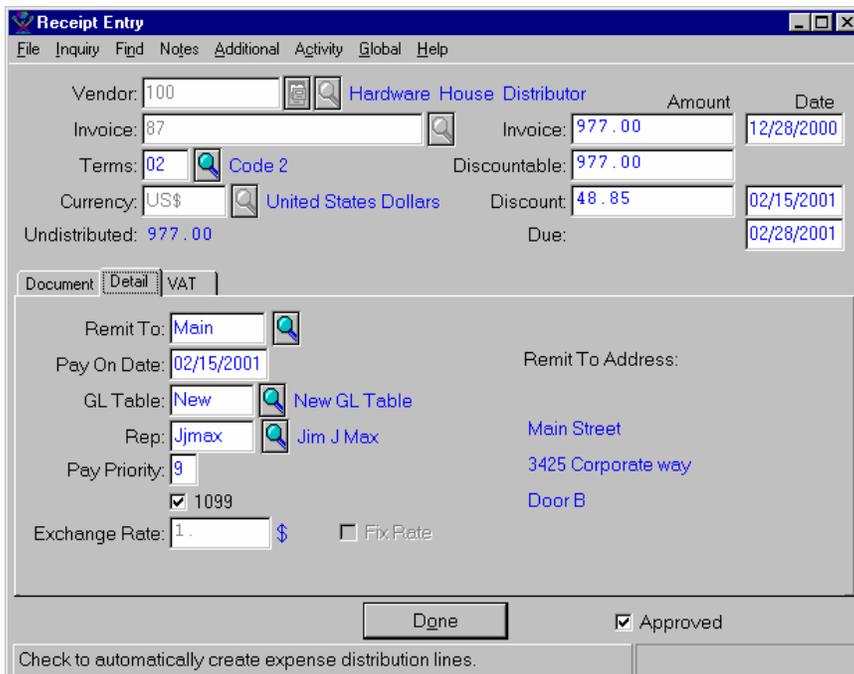
<i>Invoice</i>	The vendor's invoice number.
<i>Terms</i>	The terms code (up to 2 characters) for this document. This value defaults from the vendor record, if available, or you can enter a valid terms code.
<i>Currency</i>	The currency code (up to 5 characters) that denotes the type of currency to be used for this document.
<i>[Invoice] Amount</i>	The amount of the document.
<i>[Invoice] Date</i>	The date the document is created. The system displays the current date as the default.
<i>Discountable</i>	The amount of the document that is discountable.
<i>Discount</i>	The amount of the terms discount for this document, if the invoice is paid by the discount due date. The discount amount calculation is based on the amount, terms code, and discountable amount.
<i>Date [Discount]</i>	In the <i>[Discount] Date</i> field, the system displays the date a payment is due to receive the previously listed discount. The discount date is calculated based on the terms code.
<i>Due [Date]</i>	The date payment for the invoice is due.

- Click the **Approved** checkbox if you want the document to display on the Document register. **Note:** Provided that you have proper functional security for approving documents, the system displays this program with the **Approved** checkbox already selected. If you do not want the document to display on the Document register, uncheck this checkbox.
- Click the **Done** button to save the header information that you have entered or enter the detail information for the document.
- In the lower portion of the screen, enter document information for the AP document. Use the table below to guide you in your entries.

<i>Posting Date</i>	The posting date for the document. The system displays the invoice date from the header information as the default.
<i>Branch</i>	The three character code that denotes to which branch the AP document should post. The system validates this field against the TakeStock Branch table. If you are performing batch processing, this field defaults from <i>Batch Information</i> dialog box and cannot be changed.
<i>Department</i>	The three character code that denotes the department to which the AP document should post. The system validates this field against the TakeStock Department table.

- Exp. Dist. Code* The five character code that denotes the expense distribution to use for default expense distribution. The system validates this field against the vendor expense distribution table.
- Auto Create Distribution Lines** Indicates that you want to automatically create distribution lines when you save this document or access the Exp. Dist. tab. Note: If PO lines have already been added, selecting this checkbox does not create expense distribution lines. You must select the checkbox before creating or adding PO lines. If you uncheck this box, add at least 1 non-PO distribution line and then check this box, the system does not automatically create the distribution lines.
- Ref Number* The fifteen-character code that is a reference number from the document.
- Routed To* The three-character code that denotes the next person to continue processing the AP document. The system validates this field against the TakeStock User table.
- Memo* The system displays up to sixty characters in this field from the first document note entered. Information entered here prints on the check stub created for the AP document.

7. Select the **Detail** tab to access the Detail folder, where you can enter detailed information, such as the remit-to address and GL table codes.



8. In the lower portion of the screen, enter detail information for the AP document. Use the table below to guide you in your entries.

Remit To The vendor to whom the check should be addressed. The system validates this field against the TakeStock Vendor

table. After you enter the remit code the system displays the remit-to address.

Pay On Date The date the document is to be paid. This field defaults to the due date or discount due date, if one exists.

GL Table The GL Table to use for the AP GL and Discount GL accounts. The system validates this field against the TakeStock GL table.

Rep The vendor representative. The system validates this field against the TakeStock Vendor Representative table.

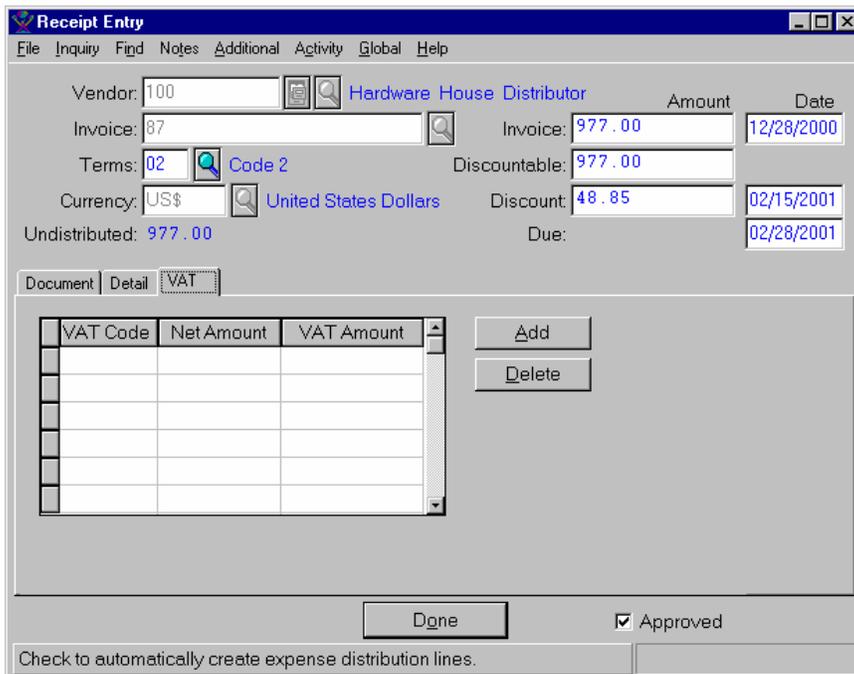
Pay Priority Denotes payment priority in payment selection. This field value defaults from the TakeStock Vendor table.

1099 Indicates that payment of document should be recorded for 1099 processing. This value defaults from the TakeStock Vendor table.

Exchange Rate The current exchange rate for foreign currency (nine digit field with four decimal places). The system displays this field only if the Currency code in the header is not blank (domestic currency).

Fixed Indicates you want to freeze the exchange rate for the document to the value in the *Exchange Rate* field.

- If you want to enter Value Added Tax information, select the **VAT** tab to access the VAT folder.



10. In the lower portion of the screen, enter payment information for the AP document. Use the table below to guide you in your entries. Use the **Add**, and **Delete**, buttons to add and remove tax classes in the browser. Use the table below to guide you in your entries.

Vat Code The Value Added Tax (VAT) code for the tax class.

Net Amount The net taxable amount for the tax class.

Vat Amount The tax amount for the tax class.

11. When you have completed the information in the appropriate tab folders for the type of document you are entering, select the **Done** button to complete and/or save the document information.

Recurring Document Entry

Use the *Recurring Document Entry* program to enter information to be used by more than one document.

You can enter all information for a document on one screen. The program uses tab folders to change the screen display for the different information to be entered. The tab folders include Document information, Detail information, Expense Distribution, and Recurring Invoice options.

Header Information

Recurring Invoice header information does not include the invoice date, discount date, or due date.

Detail Information

The document detail information is entered through a series tab folders. The tab folders allow you to enter document information, detail information, either expense distribution or PO receipt line information, and payment information. For Recurring Invoices, the PO receipt line information folder is replaced by the recurring Options folder.

Multi-currency/Euro Handling

When you activate the Euro system and the Multi-currency feature, the system maintains monetary values for foreign currency PO and AP documents in the foreign currency, with respect to the Euro. The European conversion process between foreign currencies and base currency is calculated with the required triangulation method. The Euro conversion rate of the base and each foreign currency allows the system to calculate the conversion between any two currencies. The system provides GL postings of Realized Gains for foreign bank accounts to provide a means to revalue the bank balances based on a change to the currency exchange rates. The Bank Account Maintenance program contains an exchange rate field that holds the last valuation rate of the current balance.

Limitations/Constraints: Vendor Balances and General Ledger accounts are stored in the base currency. Where Euro triangulation is in use, there are two exchange rates in use; the exchange rate from the foreign currency to the Euro and the exchange rate from the Euro to the base currency. If the user fixes the rate, only the rate from the foreign currency to the Euro is fixed. The exchange rate from the Euro to the base currency can fluctuate.

VAT Processing

The VAT tab allows you to enter the Tax class (VAT Code), the taxable (net) amount, and the tax (VAT) amount. As each line is entered, the system creates an AP Invoice Tax record. As each AP Invoice Tax record is created an expense record will be created/updated for the corresponding tax GL account. The expense records then appear in the Expense tab of AP Invoice Entry. Once entry of the invoice is completed, the system perform a check to insure the totals of the Net amount(s) and VAT amount(s) are equal to the Invoice amount or the Invoice amount minus the terms discount. If the totals are not equal, the system displays a message and the invoice is not saved.

Form Contents

Fields, Buttons, Checkboxes, & Icons

For a listing of standard TakeStock icons and buttons, refer to the System Icons and Buttons topic in *Chapter 2, Getting Started of TakeStock Basics*.

Done Saves the entered header and detail information for the AP document.

Approved Indicates that you want to approve the document to display on the Document register. **Note:** Provided that you have proper functional security for approving documents, the system displays this program with the **Approved** checkbox already selected. If you do not want the document to display on the Document register, uncheck this checkbox.

Vendor The vendor to be used for the document.

Invoice The vendor's invoice number.

Terms The terms code (up to 2 characters) for this document. This value defaults from the vendor record, if available, or you can enter a valid terms code.

Currency The currency code (up to 5 characters) that denotes the type of currency to be used for this document.

[Invoice] Amount The amount of the document or adjustment.

[Invoice] The date the document is created. The system displays

<i>Date</i>	the current date as the default.
<i>Discountable</i>	The amount of the document that is discountable.
<i>Discount</i>	The amount of the terms discount for this document, if the invoice is paid by the discount due date. The discount amount calculation is based on the amount, terms code, and discountable amount.
<i>Date</i> [Discount]	In the [Discount] <i>Date</i> field, the system displays the date a payment is due in order to receive the previously listed discount. The discount date is calculated based on the terms code.
<i>Due</i> [Date]	The date payment for the invoice is due.

Document Tab Information

<i>Posting Date</i>	The posting date for the document. The system displays the invoice date from the header information as the default.
<i>Branch</i>	The three character code that denotes to which branch the AP document should post. The system validates this field against the TakeStock Branch table. If you are performing batch processing, this field defaults from Batch Information dialog box and cannot be changed.
<i>Department</i>	The three character code that denotes the department to which the AP document should post. The system validates this field against the TakeStock Department table.
<i>Exp. Dist. Code</i>	The five character code that denotes the expense distribution to use for default expense distribution. The system validates this field against the vendor expense distribution table.

Auto Create Distribution Lines

Indicates that you want to automatically create distribution lines when you save this document or access the Exp. Dist. Tab. Note: If PO lines have already been added, selecting this checkbox does not create expense distribution lines. You must select the checkbox before creating or adding PO lines. If you uncheck this box, add at least 1 non-PO distribution line and then check this box, the system does not automatically create the distribution lines.

<i>Ref Number</i>	The fifteen-character code that is a reference number from the document.
<i>Routed To</i>	The three-character code that denotes the next person to continue processing the AP document. The system

validates this field against the TakeStock User table.

Memo The AP document memo. The information you enter here displays on the check stub for the AP document.

Detail Tab Information

Remit To The vendor to whom the check should be addressed. The system validates this field against the TakeStock Vendor table. After you enter the remit code the system displays the remit-to address. .

Pay On Date The date the document is to be paid. This field defaults to the due date or discount due date, if one exists.

GL Table The GL Table to use for the AP GL and Discount GL accounts. The system validates this field against the TakeStock GL table.

Rep The vendor representative. The system validates this field against the TakeStock Vendor Representative table.

Pay Priority Denotes payment priority in payment selection. This field value defaults from the TakeStock Vendor table.

1099 Indicates that payment of document should be recorded for 1099 processing. This value defaults from the TakeStock Vendor table.

Exchange Rate The current exchange rate for foreign currency (nine digit field with four decimal places). The system displays this field only if Currency code in the header is not blank (domestic currency).

Fixed Indicates you want to freeze the exchange rate for the document to the value in the *Exchange Rate* field.

Exp. Dist. Tab Information

Account number General Ledger account number. This field is a required entry. You can press **F5** to access the *General Ledger Account Lookup* dialog box.

Center General Ledger center code. This field is a required entry. You can press **F5** to access the *GL Center Lookup* dialog box.

Amount Dollar amount of invoice to be distributed to the current account.

Percent Percentage of total invoice to be distributed to the current account.

Add Adds account numbers from the expense distribution for the adjustment.

Insert	Adds account numbers above the highlighted line in the browser from the expense distribution for the adjustment.
Delete	Removes account numbers from the expense distribution for the adjustment.
Del All	Removes all expense distribution lines for the AP document.

Options Tab Information

Cutoff Basis section Select the appropriate radio button to indicate what to use as the basis for the cutoff. Select the **Date** radio button and enter the date in the field to the right, the **# of Postings** radio button and enter the number in the field to the right, or the **Amount** radio button and enter the amount in the field to the right. The system displays the date last posted, total number of times posted, and the total amount for the recurring document.

Months to Post section Select the appropriate checkbox for each month that you want to post. In the *Post Day* field, enter the date of the month on which you want the recurring document to post.

All Months Mark checkboxes for all of the months. Select this button to post all months.

VAT Tab Information Note: The system displays the VAT only when the European Multi-currency feature is active.

Vat Code The Value Added Tax (VAT) code for the tax class.

Net Amount The net taxable amount for the tax class.

Vat Amount The tax amount for the tax class.

Add Adds a VAT record to the invoice.

Delete Deletes the highlighted VAT record from the invoice

Menu Options

File	Inquiry
Find	Notes
Additional	Activity
Global	Help

See Also

How to enter recurring documents

How to enter recurring documents

1. Access the AP Document Entry program. The complete path is *Accounts Payable* → *Invoices* → *AP Document Entry*. The system displays the AP Document Entry screen in Recurring Document mode.

2. If you are using batch processing, when the invoice entry screen is initially displayed, the *Batch Information* dialog box displays automatically. The *Batch Information* dialog box is also available from the *File* menu. To use this dialog box, enter information in the *Batch #*, *Branch*, *Posting Date* and *Batch Total* fields and select the **OK** button. Select the **Cancel** button to return to the calling program without saving any information.

3. In the upper portion of the screen, enter the header information for the AP document. Use the table below to guide you in your entries.

<i>Vendor</i>	The vendor to be used for the document.
<i>Invoice</i>	The vendor's invoice number.
<i>Terms</i>	The terms code (up to 2 characters) for this document. This value defaults from the vendor record, if available, or you can enter a valid terms code.
<i>Currency</i>	The currency code (up to 5 characters) that denotes the type of currency to be used for this document.
<i>[Invoice] Amount</i>	The amount of the document or adjustment.
<i>Discountable</i>	The amount of the document that is discountable.
<i>Discount</i>	The amount of the terms discount for this document, if the invoice is paid by the discount due date. The discount amount calculation is based on the amount, terms code, and discountable amount.

- Click the **Approved** checkbox if you want the document to display on the Document register. **Note:** Provided that you have proper functional security for approving documents, the system displays this program with the **Approved** checkbox already selected. If you do not want the document to display on the Document register, uncheck this checkbox.
- In the lower portion of the screen, enter document information for the AP document. Use the table below to guide you in your entries.

<i>Posting Date</i>	The posting date for the document. The system displays the invoice date from the header information as the default.
<i>Branch</i>	The three character code that denotes to which branch the AP document should post. The system validates this field against the TakeStock Branch table. If you are performing batch processing, this field defaults from Batch Information dialog box and cannot be changed.
<i>Department</i>	The three character code that denotes the department to which the AP document should post. The system validates this field against the TakeStock Department table.
<i>Exp. Dist. Code</i>	The five character code that denotes the expense distribution to use for default expense distribution. The system validates this field against the vendor expense distribution table.
Auto Create Distribution Lines	Indicates that you want to automatically create distribution lines when you save this document or access the Exp. Dist. tab. Note: If PO lines have already been added, selecting this checkbox does not create expense

distribution lines. You must select the checkbox before creating or adding PO lines. If you uncheck this box, add at least 1 non-PO distribution line and then check this box, the system does not automatically create the distribution lines.

Ref Number The fifteen-character code that is a reference number from the document.

Routed To The three-character code that denotes the next person to continue processing the AP document. The system validates this field against the TakeStock User table.

Memo The AP document memo. The information you enter here displays on the check stub for the AP document.

6. Select the **Detail** tab to access the Detail folder, where you can enter detailed information, such as the remit-to address and GL table codes.

The screenshot shows the 'Recurring Entry' window with the following fields and values:

- Vendor: 1000 (MCI Telecommunications)
- Invoice: R987
- Invoice Amount: 0.00
- Invoice Date: 12/28/2000
- Terms: JB (Jon's Test Term)
- Discountable: 0.00
- Currency: US\$ (United States Dollars)
- Discount: 0.00
- Discount Date: 01/07/2001
- Undistributed: 0.00
- Due Date: 01/27/2001

The 'Detail' tab is selected, showing:

- Remit To: ABC (ABC Corporation)
- Pay On Date: 12/28/2000
- Remit To Address: 55678 Rose Street, Suite 202
- GL Table: New (New GL Table)
- Rep: Tjmax (Tom J Max)
- Pay Priority: 9
- Exchange Rate: 1.00 \$
- Fix Rate:

Buttons: Dgne, Approved

Check to automatically create expense distribution lines.

7. In the lower portion of the screen, enter detail information for the AP document. Use the table below to guide you in your entries.

Remit To The vendor to whom the check should be addressed. The system validates this field against the TakeStock Vendor table. After you enter the remit code the system displays the remit-to address.

Pay On Date The date the document is to be paid. This field defaults to the due date or discount due date, if one exists.

GL Table The GL Table to use for the AP GL and Discount GL accounts. The system validates this field against the TakeStock GL

table.

- Rep* The vendor representative. The system validates this field against the TakeStock Vendor Representative table.
- Pay Priority* Denotes payment priority in payment selection. This field value defaults from the TakeStock Vendor table.
- 1099** Indicates that payment of document should be recorded for 1099 processing. This value defaults from the TakeStock Vendor table.
- Exchange Rate* The current exchange rate for foreign currency (nine digit field with four decimal places). The system displays this field only if the Currency code in the header is not blank (domestic currency).
- Fixed** Indicates you want to freeze the exchange rate for the document to the value in the *Exchange Rate* field.

8. If you want to enter GL expense information, select the **Exp. Dist.** tab to access the Expense Distribution folder.

The screenshot shows the 'Recurring Entry' window with the 'Exp. Dist.' tab selected. The 'Document' tab is also visible. The interface includes the following fields and data:

- Vendor: 1000 (MCI Telecommunications)
- Invoice: R987
- Terms: JB (Jon's Test Term)
- Currency: US\$ (United States Dollars)
- Undistributed: 0.00
- Invoice Amount: 0.00, Date: 12/28/2000
- Discountable: 0.00
- Discount: 0.00, Date: 01/07/2001
- Due: 01/27/2001

The Expense Distribution table is as follows:

Account	Center	Amount	Percent	Memo
33110	Phx-Gen	0.00	25.000	
1101	Phx-Gen	0.00	10.000	
71170	Phx-Tim	0.00	10.000	
21110	Phx-Gen	0.00	25.000	
76130	Phx-Pur	0.00	25.000	
12350	stock_stock	0.00	5.000	

Buttons: Add, Insert, Delete, Del All, Done, Approved (checked).

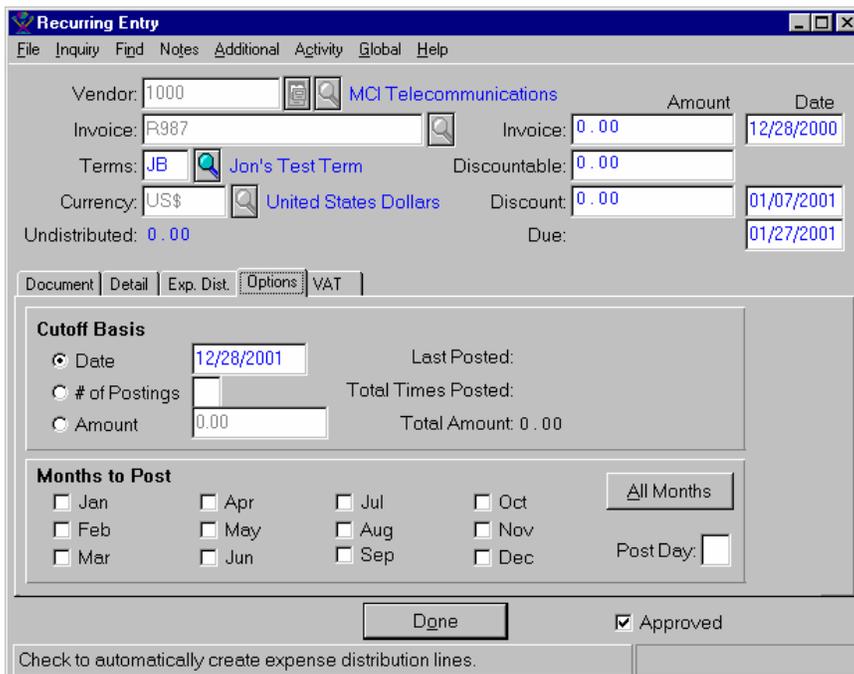
Check to automatically create expense distribution lines.

9. Use the **Add**, **Insert**, and **Delete** buttons to add or remove account numbers from the expense distribution for the adjustment. To remove all expense distribution lines for the AP document, select the **Del All** button.
10. In the lower portion of the screen, enter expense distribution information for the AP document. Use the table below to guide you in your entries.

- Account* General Ledger account number. This field is a required entry. You can press **F5** to access the *General Ledger Account Lookup* dialog box.

- Center* General Ledger center code. This field is a required entry. You can press **F5** to access the *GL Center Lookup* dialog box.
- Amount* Dollar amount of the invoice to be distributed to the current account.
- Percent* Percentage of the total invoice to be distributed to the current account.

11. If you are entering a recurring invoice document, the system displays the Options tab folder. If you want to enter recurring invoice information, select the **Options** tab to access the recurring invoice Options information folder.



12. In the lower portion of the screen, enter the recurring invoice information for the AP document.

In the Cutoff Basis section, select the appropriate radio button to indicate what to use as the basis for the cutoff. Select the **Date** radio button and enter the date in the field to the right, the **# of Postings** radio button and enter the number in the field to the right, or the **Amount** radio button and enter the amount in the field to the right. The system displays the date last posted, total number of times posted, and the total amount for the recurring document.

In the Months to Post section, select the appropriate checkbox for each month that you want to post. In the *Post Day* field, enter the date of the month on which you want the recurring document to post.

Select the **All Months** button to post to all months.

13. If you want to enter Value Added Tax information, select the **VAT** tab to access the VAT folder.

Recurring Entry

File Inquiry Find Notes Additional Activity Global Help

Vendor: 1000 MCI Telecommunications

Invoice: R987 Invoice: 0.00 12/28/2000

Terms: JB Jon's Test Term Discountable: 0.00

Currency: US\$ United States Dollars Discount: 0.00 01/07/2001

Undistributed: 0.00 Due: 01/27/2001

Document Detail Exp. Dist. Options VAT

VAT Code	Net Amount	VAT Amount

Add

Delete

Done Approved

Check to automatically create expense distribution lines.

14. In the lower portion of the screen, enter payment information for the AP document. Use the table below to guide you in your entries. Use the **Add**, and **Delete**, buttons to add and remove tax classes in the browser. Use the table below to guide you in your entries.

Vat Code The Value Added Tax (VAT) code for the tax class.

Net Amount The net taxable amount for the tax class.

Vat Amount The tax amount for the tax class.

15. When you have completed the information in the appropriate tab folders for the type of document you are entering, select the **Done** button to complete and/or save the document information.

AP Document Release

Using this program, you can create payable documents from master recurring payable documents based on requested release dates. You can also print a list of documents to be released to the Entered Documents file.

You can then use the *AP Document Entry* program to modify the payables documents.

When you access this program, the system displays the *Template-Saved Settings* dialog box, which is used by most reports and registers in the system. From this dialog box, you can select any of the available templates to run the report. For more information on the *Template-Saved Settings* dialog box, see the *TakeStock Basics* manual or the *Template-Saved Settings* topic in the online Help.

If you select the **Edit** button to modify a template or the **New** or **Copy** button to enter new settings, the system displays the AP Document Release: Untitled dialog box.

Screen Details

The report prints based on your selections. You can enter a cutoff date and all Master Recurring Payables with a scheduled release date on or before that cutoff will have a payable released to the Entered Documents file. The *Document Release* update prints a report of all documents selected in the limit by section and then releases those documents. You cannot run an update from the *Settings* dialog box. You must choose the **OK** button to save changes to a new or existing template, and then run the update from the *Template-Saved Settings* dialog box. Choosing the **Print** button on this screen prints the report without saving your current selections.

Form Contents

Fields, Buttons, Checkboxes, & Icons

Sort By Defines the sort order in which the information prints. You can select to print these documents in order by any of

the available options. The default **Sort By** option is **Vendor/Rec Doc** (recurring document).

- Limit By** Limits the information that prints by selecting specific identifying characteristics or a range of identifying characteristics. Available choices are: **Recurring Document, Branch, and Vendor**.
- Include** Determines what information to print on the report. Available Include choices for are:
- Expense Distributions**—to print the expense distribution information, and
GL Account Descriptions—to print the full descriptions of GL Accounts, and/or
GL Center Descriptions—to print the full descriptions of GL Centers.
- When you select **Expense Distributions**, the system enables the **GL Account Descriptions** and **GL Center Descriptions** checkboxes.
- Options** Determines information for releasing documents and what to optionally update. In the *Cutoff Date* field, enter the date through which you want to release documents. The system releases only the documents with a request date that is earlier or the same as the date you enter. Select the **Print and Delete Expired Documents** checkbox if you want the system to automatically delete expired documents after printing them on the report.
- Select** Displays the *Selection* dialog box so you can set a range for the highlighted Limit By option.
- Filter** Displays the *Filter Manager* dialog box so you can select filter parameters for the highlighted Limit By option.
- Profile** Accesses the settings from your user profile for the highlighted Limit By option.
- No Limit** Resets Limit By options to **All** for the selected option.
- Ok** Saves the new or modified template and exits the screen.
- Cancel** Exits the screen without saving any changes.
- Print** Prints the register or report.
- Setup** Accesses the *Print Setup* dialog box so you can select settings for printing and updating.
- Help** Accesses online Help for this screen.

See Also

How to create payable documents using Document Release

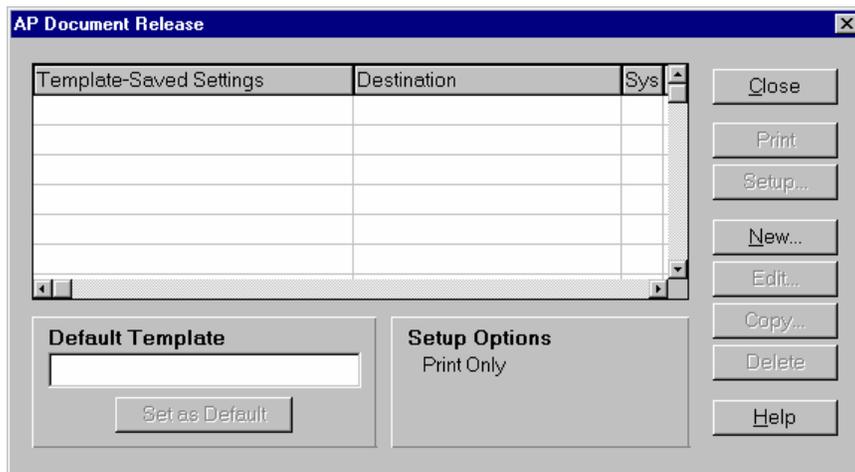
Document Release Report

A typical Document Release report is depicted below:

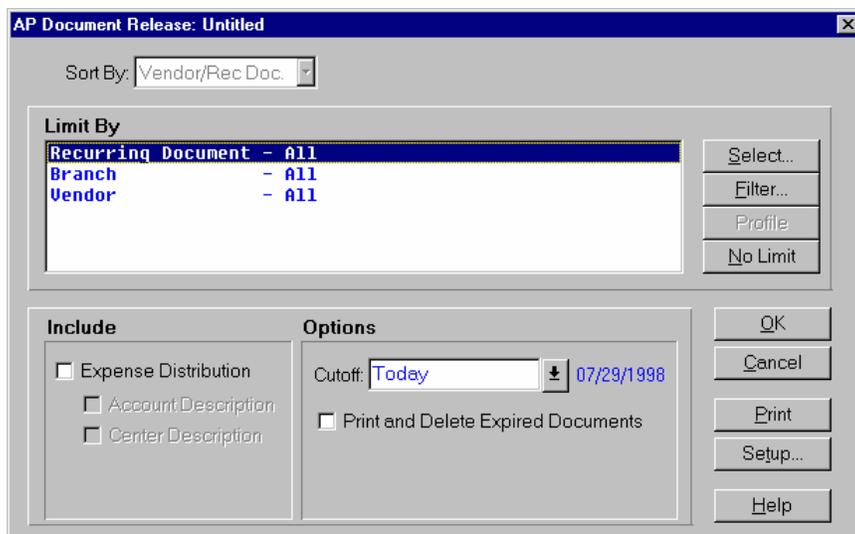
Document	Br	TC	Ref #	Release	Due	Discount	Discount Amount	Invoice Amount	Memo
Date: 12-11-1998 Page: 1 Time: 7:55 AM User: leigh									
QA's Primary Test Co. AP Document Release Listing - Untitled: Temp									
Vendor: lisa Lisa's vendor									
R74456401		010	03	12-11-98	01-30-99	01-15-99	15.00	500.00	
Account	Center	Description			Amount				
66560	010-***	Misc Expense			125.00				
		Br: 010 Dp: ***							
66560	020-***	Misc Expense			125.00				
		Br: 020 Dp: ***							
66560	030-***	Misc Expense			125.00				
		Br: 030 Dp: ***							
66560	050-***	Misc Expense			125.00				
		Br: 050 Dp: ***							
Vendor Total								500.00	
Report Total								500.00	
Number of AP Recurring Documents Released: 1									
Legend:									
Br = Branch									
TC = Terms Code									
Ref # = Reference Number									
Selections for AP Document Release Listing - Untitled: Temp:									
Document : All									
Branch : All									
Vendor : All									
Cutoff Date : 01-11-1999									
Include Expense Distribution									
Include Account Description									
Include Center Description									

How to create payable documents using Document Release

1. Access the *AP Document Release* program in the Invoices submodule of Accounts Payable. The complete path is *Accounts Payable* → *Invoices* → *AP Document Release*. The system displays the Template-Saved Settings dialog box of the *AP Document Release*.



2. Select the **New**, **Edit**, or **Copy** button to access the *AP Document Release: Untitled* dialog box.



3. Select settings for Sort By and the Limit By settings for new or modified templates. Use the table below to guide you in your selections.

Sort By Defines the sort order in which the information prints. You can select to print these documents in order by any of the available options. The default **Sort By** option is **Vendor/Rec Doc** (recurring document).

Limit Limits the information that prints by selecting specific identifying characteristics or a range of identifying

By characteristics. Available choices are: **Recurring Document, Branch, and Vendor.**

4. You can select:

- **Select** to display the *Selection* dialog box so you can set a range for the highlighted **Limit By** option.
- **Filter** to display the Filter Manager dialog box so you can select filter parameters for the highlighted **Limit By** option.
- **Profile** to display the settings from your user profile for the highlighted **Limit By** option.
- **No Limit** to reset the **Limit By** options to **All** for the selected option.

5. In the Include section, check the information to include on the report. Use the table below to guide you in your selections.

Include Available Include choices for are:

Expense Distributions—to print the expense distribution information, and
GL Account Descriptions—to print the full descriptions of GL Accounts, and/or
GL Center Descriptions—to print the full descriptions of GL Centers.

When you select **Expense Distributions**, the system enables the **GL Account Descriptions** and **GL Center Descriptions** checkboxes.

6. Select the *Options* for releasing documents. Use the table below to guide you in your selections.

Options Determines information for releasing documents and what to optionally update. In the *Cutoff Date* field, enter the date through which you want to release documents. The system releases only the documents with a request date that is earlier or the same as the date you enter. Select the **Print and Delete Expired Documents** checkbox if you want the system to automatically delete expired documents after printing them on the report

7. The information for the report and release is complete. Now, you can select:

- **OK** to save the current settings as a template. You can print the report from this dialog box, but you must run the update portion of this program from a saved template. When you select **OK**, the system displays a dialog box where you can name your template. Enter the template name, and select the **Save** button. The system returns you to the *AP Document Release* screen where you can print and/or update the *AP Document Release* program.

- **Setup** to access the Print Setup dialog box where you can change the print or update settings as described in the *TakeStock Basics* manual. These settings determine where the report prints and whether the report is a print, an update, or both.
- **Print** to print the report without saving your current selections. You cannot not perform update function before you save this template. To perform an update function, click the **OK** button, save the current settings as a template, then click the **Print/Upt**, or **Update** button.
- **Cancel** to print nothing and exit without saving your selections.
- **Help** to access the online Help for this screen.

AP Batch Listing

Using this program, you can print a report of AP documents by batch number. You can select to print all postable batches and/or unpostable batches. Batches are only postable if the total of all transactions entered in the batch match the total batch amount.

The program produces a report in two formats:

- Summary, which displays the batch number, totals for the batch, distributed, approved, and unapproved amounts, batch balance, and indicates whether the batch is postable.
- Detail, which displays the summary format information as well as details for each document including the document type, vendor, amount, discount amount (if applicable), and approval status.

When you access this program, the system displays the *Template-Saved Settings* dialog box, which is used by most reports and registers in the system. From this dialog box, you can select any of the available templates to run the report. For more information on the *Template-Saved Settings* dialog box, see the *TakeStock Basics* manual or the *Template-Saved Settings* topic in the online Help.

If you select the **Edit** button to modify a template or the **New** or **Copy** button to enter new settings, the system displays the *AP Batch Listing: Untitled* dialog box.

Form Contents

Fields, Buttons, Checkboxes, & Icons

Sort By Defines the sort order in which the information prints. You can select to print these documents in order by any of the available options. The available **Sort By** options are **Batch/Document** and **Batch/Vendor/Document**.

- Limit By** Limits the information that prints by selecting specific identifying characteristics or a range of identifying characteristics. Available choices are: **Batch**, **Branch**, and **Posting Date**.
- Include** Determines what information to print on the report. Available Include choices for are:
- Postable Batches**—to print only the batches that are able to post (total of all transactions entered in the batch matches the total batch amount) and/or
- Unpostable Batches**—to print only the batches that are unable to post (total of all transactions entered in the batches do not match the total batch amount).
- Options** Indicate the format of the *AP Batch Listing* report.
- Select the **Summary** radio button to print the batch number, totals for the batch, distributed amount, undistributed amount, unapproved amount, and balance.
- Select the **Detail** radio button to print the summary format information as well as details for each document including the document type, vendor, amount, discount amount (if applicable), and approval status.
- Select** Displays the Selection dialog box so you can set a range for the highlighted Limit By option.
- Filter** Displays the Filter Manager dialog box so you can select filter parameters for the highlighted Limit By option.
- Profile** Accesses the settings from your user profile for the highlighted Limit By option.
- No Limit** Resets Limit By options to **All** for the selected option.
- OK** Saves the new or modified template and exits the screen.
- Cancel** Exits the screen without saving any changes.
- Print** Prints the register or report.
- Setup** Accesses the Print Setup dialog box so you can select settings for printing and updating.
- Help** Accesses online Help for this screen.

See Also

How to run the AP Batch Listing

AP Batch Listing

A typical AP Batch Listing report is depicted below:

Batch Br	Description	Posting Date	Amount	Distribute Amount	Approved Amount	Unapproved Amount	Balance
1	010 Atlanta Branch	12/09/98	4,500.00	4,500.00	4,000.00	500.00	0.00
N							

Date: 12-11-1998
 Page: 1
 Time: 7:46 AM
 User: leigh
 QA's Primary Test Co.
 Batch Listing - Untitled: Temp

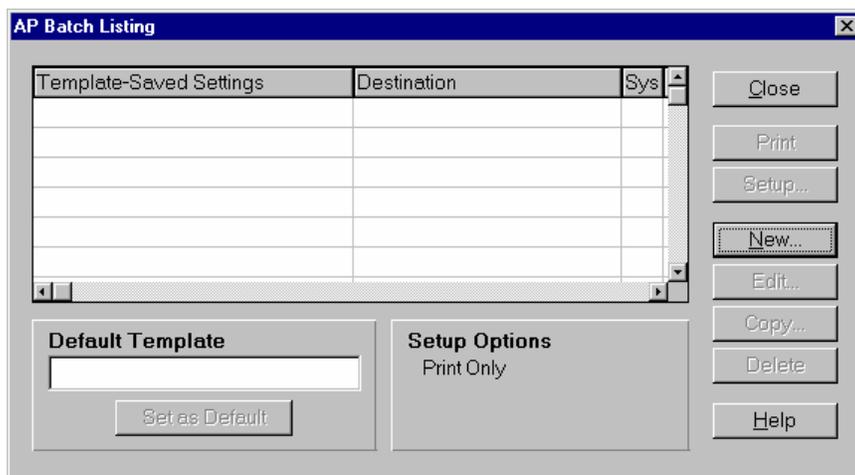
Number of items: 2

Selections for Batch Listing - Untitled: Temp:

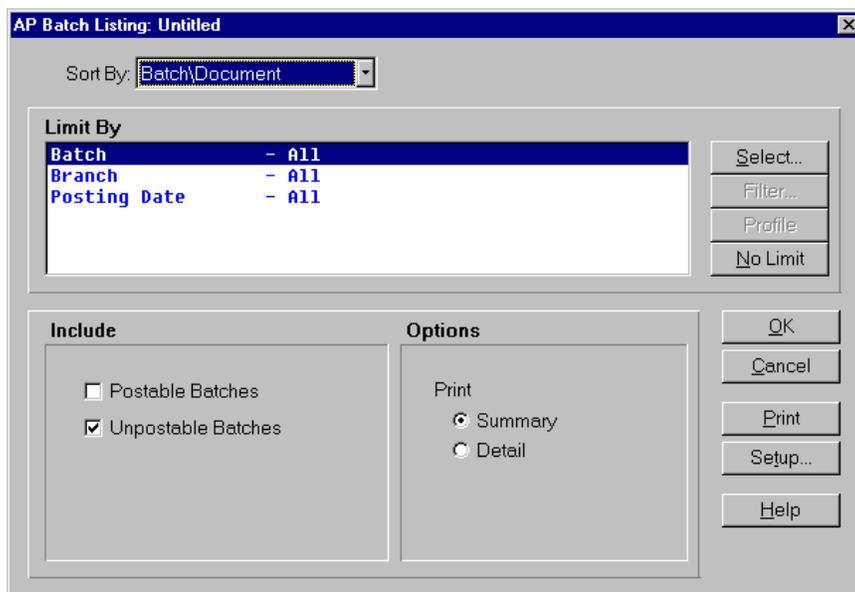
Batch : All
 Branch : All
 Posting Date : All
 Including unpostable batches.

How to run the AP Batch Listing

1. Access the *AP Batch Listing* program in the Invoices submodule of Accounts Payable. The complete path is *Accounts Payable* → *Invoices* → *AP Batch Listing*. The system displays the Template-Saved Settings dialog box of the *AP Batch Listing*.



2. Select the **New**, **Edit**, or **Copy** button to access the *AP Batch Listing: Untitled* dialog box.



3. Select settings for Sort By and the Limit By settings for new or modified templates. Use the table below to guide you in your selections.

Sort By Defines the sort order in which the information prints. You can select to print these documents in order by any of the available options. The available **Sort By** options are **Batch/Document** and **Batch/Vendor/Document**.

Limit By Limits the information that prints by selecting specific

identifying characteristics or a range of identifying characteristics. Available choices are: **Batch**, **Branch**, and **Posting Date**.

4. You can select:
 - **Select** to display the *Selection* dialog box so you can set a range for the highlighted **Limit By** option.
 - **Filter** to display the Filter Manager dialog box so you can select filter parameters for the highlighted **Limit By** option.
 - **Profile** to display the settings from your user profile for the highlighted **Limit By** option.
 - **No Limit** to reset the **Limit By** options to **All** for the selected option.
5. In the Include section, mark the information to include on the report. Use the table below to guide you in your selections.

Include Available Include choices for are:

Postable Batches—to print only the batches that are able to post (total of all transactions entered in the batch matches the total batch amount) and/or

Unpostable Batches—to print only the batches that are unable to post (total of all transactions entered in the batches do not match the total batch amount).

6. Select the *Options* for releasing documents. Use the table below to guide you in your selections.

Options Indicate the format of the *AP Batch Listing* report.

Select the **Summary** radio button to print the batch number, totals for the batch, distributed amount, undistributed amount, unapproved amount, and balance.

Select the **Detail** radio button to print the summary format information as well as details for each document including the document type, vendor, amount, discount amount (if applicable), and approval status.

7. The information for the report and release is complete. Now, you can select:
 - **OK** to save the current settings as a template. You can print the report from this dialog box. When you select **OK**, the system displays a dialog box where you can name your template. Enter the template name, and select the **Save** button. The system returns you to the *AP Batch Listing* screen where you can print the *AP Batch Listing* program.
 - **Setup** to access the Print Setup dialog box where you can change the print or update settings as described in the *TakeStock Basics* manual. These

settings determine where the report prints and whether the report is a print, an update, or both.

- **Print** to print the report without saving your current selections.
- **Cancel** to print nothing and exit without saving your selections.
- **Help** to access the online Help for this screen.

AP Document Register

Using this register, you can print a report of AP documents and adjustments entered through the *Document Entry* program and recurring invoices released by the *AP Document Release* program. The register prints all AP entries grouped by AP/PO invoices, recurring documents created by the AP Document Release program, debit memos, adjustments, and prepayments. The report also contains totals for all documents entered, processed, and left unprocessed.

The register also prints the GL distribution, which contains the Accounts Payable, Discounts Taken, Over and Sort, and Gain/Loss account information based the settings selected on the *AP Control Maintenance—Post GL* screen.

The update portion of this register creates Open AP documents for the invoices entered or released, unless the invoices were paid immediately. The register updates the Open AP documents with the adjustment transactions entered and also updates the General Ledger. During the update processing, the vendor balance, the open payable amount, and GL are updated, and voucher numbers are assigned to all new documents. Vendor ledgers are also updated. The document creation date is stored with the document. The program writes record to the AP register history table and if a document is marked as a 1099 document, updates the 1099 history table as well.

Note: This register does not process any partially entered document, including a document with an undistributed amount.

If you are using batches, and the batch has an undistributed amount in the batch total, the *AP Document Register* will not process the batch. For batches, the entire batch posts to the selected period. (This requires that you pre-sort vendor invoices into batches that post into the appropriate periods.)

If a document is an immediate pay type, the register prints the transaction. The update portion posts the expense distribution to the general ledger, but the payment distribution occurs during the next Payments Register update.

PO Expense Distribution Processing

When you complete an invoice entry in the AP Invoice Entry program, the system checks that the sum of PO Expense distributions equals the PO Received line items total and displays a warning message if they do not.

The AP Document Register also checks to ensure the PO lines invoiced extension matches the un-invoiced receipts GL distribution. The AP Document Register printout displays 2 asterisks (**) at the far right of the 1st PO expense line printout if they are not. The register also includes a new Legend of:

*** = Discrepancy between PO Expense Distribution and PO Received amounts".

Multi-currency/Euro Handling

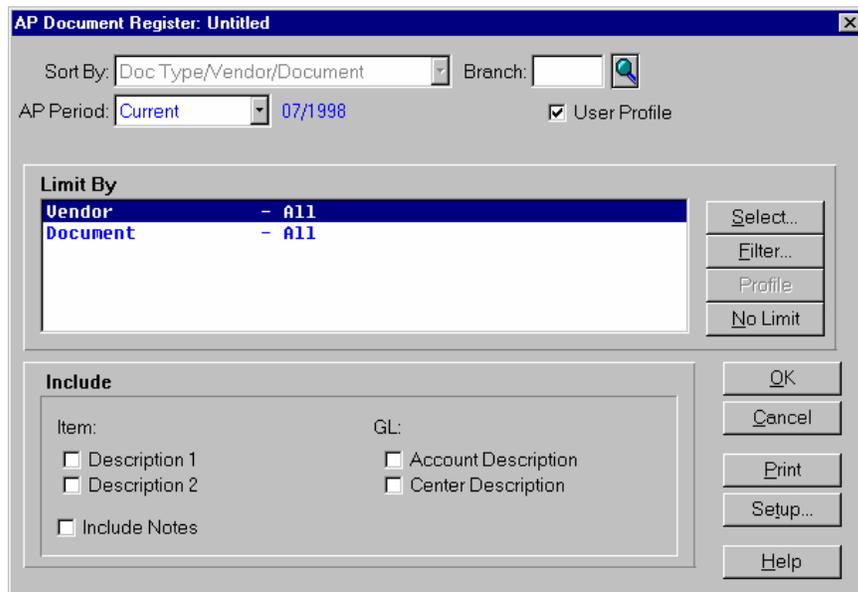
When you activate the Euro system and the Multi-currency feature, the system maintains monetary values for foreign currency PO and AP documents in the

foreign currency, with respect to the Euro. The European conversion process between foreign currencies and base currency is calculated with the required triangulation method. The Euro conversion rate of the base and each foreign currency allows the system to calculate the conversion between any two currencies. The system provides GL postings of Realized Gains for foreign bank accounts to provide a means to revalue the bank balances based on a change to the currency exchange rates. The Bank Account Maintenance programs contain an exchange rate field that holds the last valuation rate of the current balance.

Limitations/Constraints: Vendor Balances and General Ledger accounts are stored in the base currency. Where Euro triangulation is in use, there are two exchange rates in use; the exchange rate from the foreign currency to the Euro and the exchange rate from the Euro to the base currency. If the user fixes the rate, only the rate from the foreign currency to the Euro is fixed. The exchange rate from the Euro to the base currency can fluctuate.

When you access this program, the system displays the *Template-Saved Settings* dialog box, which is used by most reports and registers in the system. From this dialog box, you can select any of the available templates to run the report. For more information on the *Template-Saved Settings* dialog box, see the *TakeStock Basics* manual or the *Template-Saved Settings* topic in the online Help.

If you select the **Edit** button to modify a template or the **New** or **Copy** button to enter new settings, the system displays the *AP Document Register: Untitled* dialog box.



Form Contents

Fields, Buttons, Checkboxes, & Icons

Sort By Defines the sort order in which the information prints. You can select to print these documents in order by any of the available options. The default **Sort By** option is **Batch/Document Type/Vendor/Document** (if you are using batches) or

	Document Type/Vendor/Document (if you are not using batches).
<i>Branch</i>	The branch for this register. You can select the User Profile checkbox to indicate that you want to use the branch set in your user profile information. Note: The system displays the <i>Branch</i> field and User Profile checkbox only if you selected the Run Registers by Branch checkbox on the Registers views of <i>AP Control Maintenance</i> . If you do not select this checkbox, Branch is a limit by setting instead.
<i>AP Period</i>	The period to which you want to post the AP documents. Available choices from the dropdown list are: Current , Next , and Prior .
Limit By	Limits the information that prints by selecting specific identifying characteristics or a range of identifying characteristics. Available choices are: Vendor , Document , and Branch (if you are not running by branch), and Batch (if your system is set up to perform batch processing).
Include	Determines what information to print on the report. In the Item section of the screen, available Include choices are: Description 1 —to print item description 1 on the register and/or Description 2 —to print item description 2 on the register. Select the Include Notes checkbox if you want to print document notes on the register. In the GL section of the screen, available Include choices are: Account Descriptions —to print the GL account descriptions on the register, and/or Center Descriptions —to print the descriptions of GL centers on the register.
Select	Displays the Selection dialog box so you can set a range for the highlighted Limit By option.
Filter	Displays the Filter Manager dialog box so you can select filter parameters for the highlighted Limit By option.
Profile	Accesses the settings from your user profile for the highlighted Limit By option.
No Limit	Resets Limit By options to All for the selected option.

- OK** Saves the new or modified template and exits the screen.
- Cancel** Exits the screen without saving any changes.
- Print** Prints the register or report. If the button your system displays is the **Print/Updt** button, remember that cannot run the update from the this dialog box. To run the update, select the **OK** button, and the system displays a dialog box where you can name your template. Enter the template name, and select the **Save** button. The system returns you to the *Document Register* screen where you can print and/or update the update portion of the program.
- Setup** Accesses the *Print Setup* dialog box so you can select settings for printing and updating.
- Help** Accesses online Help for this screen.

See Also

How to use the Document Register

Document Register

A typical *Document Register* report is depicted below:

Date: 12-11-1998		QA's Primary Test Co.					
Page: 1		AP Document Register #000048 - Untitled: Temp					
Time: 7:58 AM		User: leigh					
Vendor	Name	Document	TC Br	Dept	-----Due----- Amount Date	-----Discount Due----- Amount Date	
=====							
Invoices							
10654	Jim the consultant	120998	PR	010 001	500.00 01-08-99	0.00 12-09-98	
					Acct	Center	Description

Amount							

125.00	34120 010-001 Life Insurance						
250.00	62110 010-001 FICA Expense						
125.00	71440 010-001 Copying Expense						
					Branch 010, Dept. 001		
10654	Jim the consultant	120998a	PR	010 001	10.00 01-08-99	0.00 12-09-98	
					Acct	Center	Description

Amount							

2.50	34120 010-001 Life Insurance						
5.00	62110 010-001 FICA Expense						
2.50	71440 010-001 Copying Expense						
					Branch 010, Dept. 001		
lisa	Lisa's vendor	121098	03	010 001	100.00 01-30-99	3.00 01-15-99	
					Acct	Center	Description

Amount							

25.00	66560 010-*** Misc Expense						
25.00	66560 020-*** Misc Expense						
25.00	66560 030-*** Misc Expense						
25.00	66560 050-*** Misc Expense						
					Br: 010 Dp: ***		
					Br: 020 Dp: ***		
					Br: 030 Dp: ***		
					Br: 050 Dp: ***		
lisa	Lisa's vendor	dfkjldfsklj	03	010 001	4,000.00 01-30-99	120.00 01-15-99	
(Invoiced in: \$		Pay in: \$	Exc Rate:	1.0000	4,000.00	120.00)
					Acct	Center	Description

Amount							

1,000.00	66560 010-*** Misc Expense						
1,000.00	66560 020-*** Misc Expense						
1,000.00	66560 030-*** Misc Expense						
1,000.00	66560 050-*** Misc Expense						
					Br: 010 Dp: ***		
					Br: 020 Dp: ***		
					Br: 030 Dp: ***		
					Br: 050 Dp: ***		
Date: 12-11-1998		QA's Primary Test Co.					
Page: 2		AP Document Register #000048 - Untitled: Temp					
Time: 7:58 AM		User: leigh					
Vendor	Name	Document	TC Br	Dept	-----Due----- Amount Date	-----Discount Due----- Amount Date	
=====							
Br: 050 Dp: ***							

Document Register---Continued

Beginning AP Balance	510066423.91	Register Total	4,610.00
Invoices	4,610.00		
Ending AP Balance	510071033.91		

Number of documents: 4

Legend:

Rct = Receipt number

UM = Unit of Measure

* = Discrepancy between invoiced and received amounts

Selections for AP Document Register - Untitled: Temp:

AP Period : 121998

Vendor : All

Document : All

Include Item Description 1

Include Item Description 2

Include Account Description

Include Center Description

Include Notes

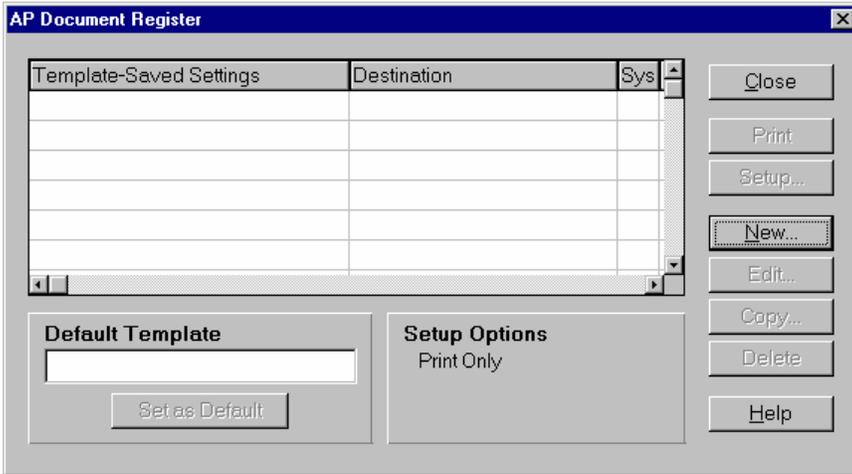
GL Distribution

A typical *GL distribution* is depicted below:

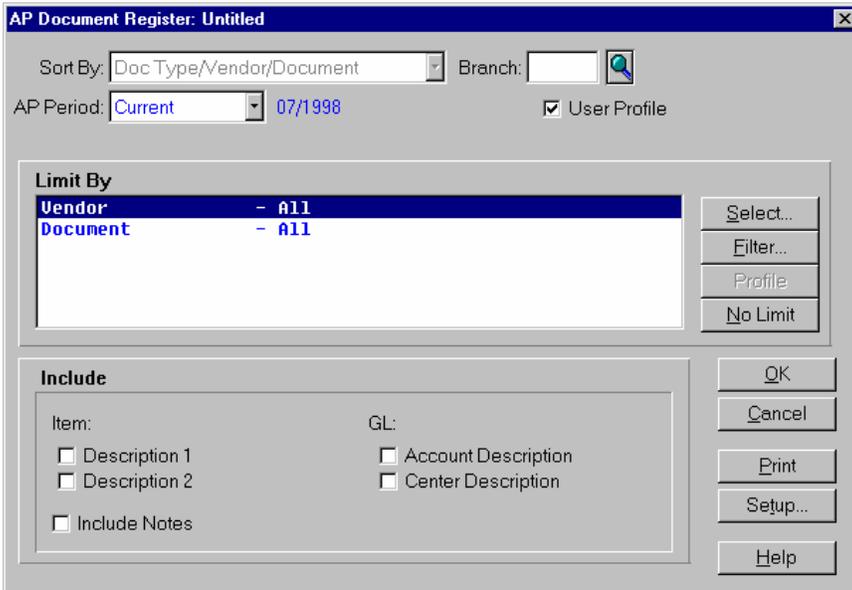
Center	Vendor	Name	Document #	Debit	Credit
Date: 12-11-1998 Page: 1 Time: 8:16 AM User: leigh					
QA's Primary Test Co. AP Document Register GL Distribution #000048					
010-001	10654	Jim the consultant	120998		500.00
	10654	Jim the consultant	120998a		10.00
	lisa	Lisa's vendor	121098		100.00
	lisa	Lisa's vendor	dfkjldfsklj		4,000.00
Center Total				0.00	4,610.00 (
Account Total				0.00	4,610.00 (
[Omitted Information]					
020-***	lisa	Lisa's vendor	121098	25.00	
	lisa	Lisa's vendor	dfkjldfsklj	1,000.00	
Center Total				1,025.00	0.00
030-***	lisa	Lisa's vendor	121098	25.00	
	lisa	Lisa's vendor	dfkjldfsklj	1,000.00	
Center Total				1,025.00	0.00
050-***	lisa	Lisa's vendor	121098	25.00	
	lisa	Lisa's vendor	dfkjldfsklj	1,000.00	
Center Total				1,025.00	0.00
Account Total				4,100.00	0.00
GL#: 71440 Copying Expense					
010-001	10654	Jim the consultant	120998	125.00	
	10654	Jim the consultant	120998a	2.50	
Date: 12-11-1998 Page: 2 Time: 8:16 AM User: leigh					
QA's Primary Test Co. AP Document Register GL Distribution #000048					
Center Total				127.50	0.00
Account Total				127.50	0.00
Total				4,610.00	4,610.00
Number of accounts: 5					

How to use the Document Register

1. Access the *AP Document Register* program in the Invoices submodule of Accounts Payable. The complete path is *Accounts Payable* → *Invoices* → *AP Document Register*. The system displays the Template-Saved Settings dialog box of the *AP Document Register*.



2. Select the **New**, **Edit**, or **Copy** button to access the *AP Document Register: Untitled* dialog box.



3. Select settings for Sort By and the Limit By settings for new or modified templates. Use the table below to guide you in your selections.

Sort By Defines the sort order in which the information prints. You can select to print these documents in order by any of the available options. The default **Sort By** option is **Batch/Document Type/Vendor/Document** (if you are using batches) or **Document Type/Vendor/Document** (if you are not using batches).

Branch The branch for this register. You can select the **User Profile** checkbox to indicate that you want to use the branch set in your user profile information. **Note:** The system displays the *Branch* field and **User Profile** checkbox only if you selected the **Run Registers by Branch** checkbox on the Registers views of *AP Control Maintenance*. If you do not select this checkbox, Branch is a limit by setting instead.

AP Period The period to which you want to post the AP documents. Available choices from the dropdown list are: **Current**, **Next**, and **Prior**.

Limit By Limits the information that prints by selecting specific identifying characteristics or a range of identifying characteristics. Available choices are: **Vendor**, **Document**, and **Branch** (if you are not running by branch), and **Batch** (if your system is set up to perform batch processing).

4. You can select:

- **Select** to display the *Selection* dialog box so you can set a range for the highlighted **Limit By** option.
- **Filter** to display the Filter Manager dialog box so you can select filter parameters for the highlighted **Limit By** option.
- **Profile** to display the settings from your user profile for the highlighted **Limit By** option.
- **No Limit** to reset the **Limit By** options to **All** for the selected option.

5. In the *Include* section, check which information to include on the report. Use the table below to guide you in your selections.

Include In the Item section of the screen, available Include choices are:
Description 1—to print item description 1 on the register and/or **Description 2**—to print item description 2 on the register.

Select the **Include Notes** checkbox if you want to print document notes on the register.

In the GL section of the screen, available Include choices are: **Account Descriptions**—to print the GL account descriptions on the register, and/or **Center Descriptions**—to print the descriptions of GL centers on the register.

6. The information for the report and release is complete. Now, you can select:
- **OK** to save the current settings as a template. You cannot run the update from this dialog box. When you select **OK**, the system displays a dialog box where you can name your template. Enter the template name, and select the **Save** button. The system returns you to the *Document Register* screen where you can print and/or update the update portion of the program.
 - **Setup** to access the Print Setup dialog box where you can change the print or update settings as described in the *TakeStock Basics* manual. These settings determine where the report prints and whether the report is a print, an update, or both.
 - **Print** to print the report without saving your current selections. If the button your system displays is the **Print/Updt** button, remember that cannot run the update from this dialog box. To run the update, select the **OK** button, and the system displays a dialog box where you can name your template. Enter the template name, and select the **Save** button. The system returns you to the *Document Register* screen where you can print and/or update the update portion of the program.
 - **Cancel** to print nothing and exit without saving your selections.
 - **Help** to access the online Help for this screen.

either change the payment amount for a document selected for payment or deselect the document for payment.

Form Contents

Fields, Buttons, Checkboxes, & Icons

For a listing of standard TakeStock icons and buttons, refer to the System Icons and Buttons topic in *Chapter 2, Getting Started of TakeStock Basics*.

Ok	Processes the entered hold status information and return to the <i>AP Hold Selection</i> program.
Hold	Accesses the Hold Detail dialog box, which is used to review hold status detail information and place a document on hold or partial hold.
Release	Removes documents from hold.
Help	Accesses online help for this program.
<i>Vendor</i>	The vendor for whom you want to review documents.
<i>Beginning Doc</i>	The document number that you want to use to start the display in the browser.
<i>Display</i>	The type of documents you want to display. Available choices are: All Docs , On Hold Docs , or Not On Hold .

Menu Options

File	Inquiry
Find	Notes
Global	Help

See Also

How to view and modify document hold status

Hold Status Detail Dialog Box

Using this dialog box, you can review hold status detail information and place a document on hold or partial hold. If an invoice is in a foreign currency, the system displays the foreign currency data on the line labeled "In" below the due information. You can place the document on hold in either the base currency or the foreign currency of the invoice.

Document	Original	Current	Payment Selected
Due: 12/26/1998	250.00	250.00	225.14
(In: GSD	1,000.000	1,000.000	900.563)

On Hold:

No

Yes

Partial

Memo:

OK Cancel Help

The *Hold Status Detail* dialog box operates differently based on the document status and the type of security clearance that you have.

Document Status and Security Conditions

- If the document is not selected for payment and is not pending payment, you can put the document on full, partial, or no hold.
- If the document has already been selected for payment, but the check has not been printed and you (with security clearance to change payment status) put the document on full hold, the program deselects the document for payment.
- If you put the document on partial hold, the system reduces the pay amount to the difference between the hold amount and the current amount.
- If you do not have the appropriate security clearance, you cannot place a document on full hold, and the hold amount cannot be greater than the difference between the current amount due and the amount to pay.
- If a document is pending payment and the check has been printed, you can put the document on partial hold only. The hold amount cannot exceed the difference between the amount due and the payment in process.

7. If you selected the **Hold** button or double clicked a document in the browser, the system displays the Hold Detail dialog box.

Document	Original	Current	Payment Selected
g-invoice2	250.00	250.00	225.14
(In: GSD	1,000.000	1,000.000	900.563)

On Hold:

No

Yes

Partial

Memo:

OK Cancel Help

8. In the upper portion of the dialog box, the system displays vendor, document number and due date, and the Original, Current, Payment Selected or Payment-in-Process information. If your document is in a foreign currency, the system displays radio buttons so you can select the currency to use to view the document hold detail.
9. In the On Hold section of the dialog box, select the **No**, **Yes** or **Partial** radio button to change the hold status of the document provided you have the appropriate security clearance. If you select **Partial**, enter the partial hold amount in the amount field. If the document has an on hold amount and has already been selected for payment, the system displays the **Deselect Payment** checkbox, select this checkbox to deselect the document amount for payment.
10. (Optional) In the *Memo* field, enter a hold memo for the document.
11. Now you can select:
- **OK** to process the entered hold status information and return to the *AP Hold Selection* program.
 - **Cancel** to return to the *AP Hold Selection* program without saving any entered information.
 - **Help** to access online help for this program.
12. When you return to the *AP Hold Selection* program, the system displays the new hold information in the browser.
13. Repeat this process as necessary for additional documents or select *File* → *Exit* to return to the AP main menu.

AP Checks

The Checks menu allows you to select and modify Accounts Payable documents for payment. Entries for the Checks menu are:

<i>Auto Payment Selection</i>	You can automatically select AP documents for payment through <i>Auto Payment Selection</i> .
<i>Payment Selection Entry</i>	Using this program, you can manually select or de-select individual open AP documents or groups of open AP documents for payment.
<i>Payment Selection List</i>	Prints a listing of documents selected for payment through the <i>Automatic Payment Selection</i> and <i>Payment Selection Entry</i> programs.
<i>AP Check Print</i>	The <i>AP Check Print</i> program prints checks and posts credit card and electronic funds transfer (EFT) payments based on the payables documents selected for payment for a given bank account. You can void and/or reprint checks.
<i>AP Payment Register</i>	Using this program, you can print a register of all payments sorted by the bank, payment type and disbursement number.
<i>Void Check Entry</i>	Using the <i>Void Check Entry</i> program, you can void system-generated or manually-processed AP payments.
<i>Document Change Maintenance</i>	Using the <i>Document Change Maintenance</i> program, you can maintain open invoice records.

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Auto Payment Selection

This program allows you to automatically select AP documents for payment. Any document that is on hold may not be automatically selected for payment. If a vendor is on Payment Hold, then any documents for that vendor, whether on hold or not, may not be automatically selected for payment.

This program reads through the AP Open Invoices table and finds the matching documents for the selected vendor, vendor category, branch, documents, bank, and payment currency. Once selected for payment, the program updates the document status to indicate that the document is available for the *Check Print* program and the Payments register. You also have the option to enter an Available Funds Amount. When entered, the system searches for all open documents and begins applying the funds to pay the open documents until the amount of the funds has been completely distributed. For each document selected, the program calculates a payment amount and accumulates it against the available funds amount.

The system also allows you to process zero-amount invoices for payment.

When you access this program, the system displays the *Template-Saved Settings* dialog box, which is used by most reports, updates, and registers in the system. From this dialog box, you can select any of the available templates to run the update. For more information on the *Template-Saved Settings* dialog box, see the *TakeStock Basics* manual or the *Template-Saved Settings* topic in the online Help.

If you select the **Edit** button to modify a template or the **New** or **Copy** button to enter new settings, the system displays the *Auto Payment Selection: Untitled* dialog box.

Auto Payment Selection: Untitled

Sort By: Vendor

Limit By

Vendor	- All
Vendor Category	- All
Branch	- All
Document	- All
Bank	- All
Payment Currency	- All

Select...
Filter...
Profile
No Limit

Options

Pay Through: Today 03/31/2003
Pay By: Due Date
Take Discounts Beg: Today 03/31/2003
Available Funds: 0.00 Apply By: Payment Priority
Pay Discount Docs: Yes
Min Document Amount: 0.00
Min Vendor Balance: 0.00
Include Debits & Prepayments:
 All
 Complete Only
 None
 Use Pay Through Date with Debits & Prepays

OK
Cancel
Update
Help

Form Contents

Fields, Buttons, Checkboxes, & Icons

Sort By	Defines the sort order in which the information updates. The default selection is Vendor .
Limit By	Limits the information that the system updates by selecting specific identifying characteristics or a range of identifying characteristics. Limit By information may be set for Vendor , Vendor Category , Branch , Document , Bank , or Payment Currency .
Options	Select the appropriate drop-down list choices and checkboxes to determine the information to update.
<i>Pay Through</i>	The pay through date.
<i>Pay By</i>	The pay by criteria.
<i>Take Discounts Beg</i>	The date to begin taking document discounts that are available.
<i>Available Funds</i>	The available amount of money for payments.
<i>Apply By</i>	The method of applying funds for payments.
<i>Pay Discounts Docs</i>	Determines whether to pay documents with available discounts. From the drop down list, select: Yes to pay documents with available discounts, First to pay documents with available discounts, or Only to only pay the documents with available discounts.
<i>Min Document Amount</i>	The minimum document amount before selecting for payment.
<i>Min Vendor Balance</i>	The minimum vendor balance amount due before selecting payments of documents for vendor.
Include Debits and Prepayments	In the Include Debits and Prepayments section of the screen, select the None radio button to indicate that you don't want to include debits and prepayments, the All radio button to include all debits and prepayments or Complete Only to include completely allocated debits only.
Use Pay Through Date with Debits	Indicates you want to use a cutoff date depending on what the Pay By is set, for debit memos and prepayments. If you select this option then payment selection honors the pay through date when selecting

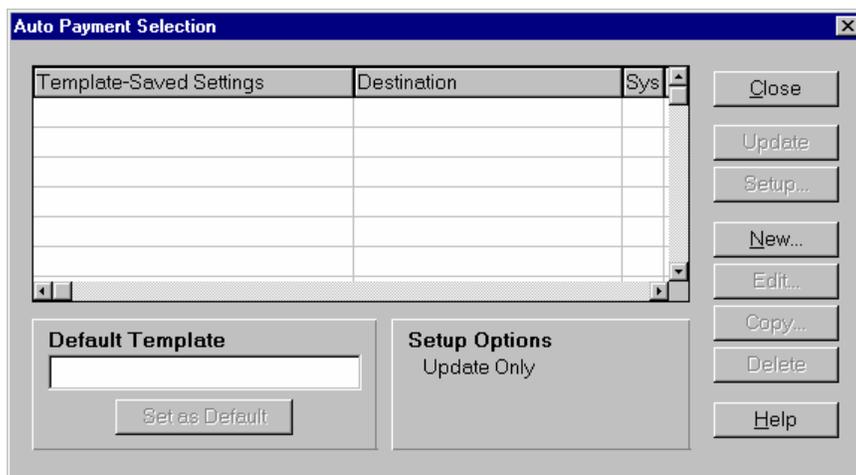
and Prepays	debits and prepayments.
Select	Displays the Selection dialog box so you can set a range for the highlighted Limit By option.
Filter	Displays the Filter Manager dialog box so you can select filter parameters for the highlighted Limit By option.
Profile	Accesses the settings from your user profile for the highlighted Limit By option.
No Limit	Resets Limit By options to All for the selected option.
OK	Saves the new or modified template and exits the screen.
Cancel	Exits the screen without saving any changes.
Update	Updates the AP documents selected for automatic payment. To run the update, select the OK button, and the system displays a dialog box where you can name your template. Enter the template name, and select the Save button. The system returns you to the <i>Auto Payment Selection</i> screen where you can print and/or update the update portion of the program.
Setup	Accesses the Print Setup dialog box so you can select settings for printing and updating.
Help	Accesses online Help for this screen.

See Also

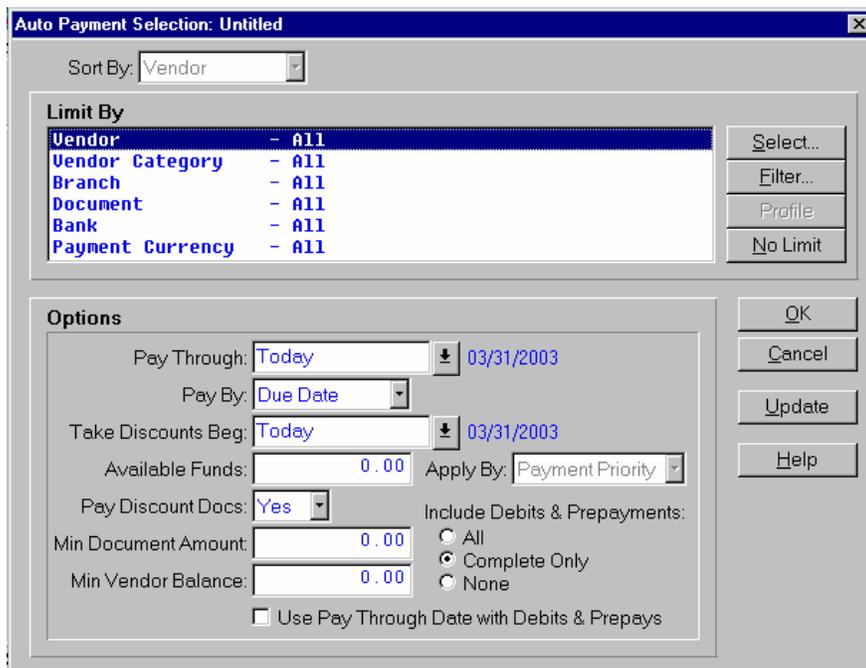
How to run the Auto Payment Selection program

How to run the Auto Payment Selection program

1. Access the *Auto Payment Selection* screen in the Checks submodule of Accounts Payable. The complete path is *Accounts Payable* → *AP Checks* → *Auto Payment Selection*. The system displays the Template-Saved Settings dialog box of the *Auto Payment Selection*.



2. Select the **New**, **Edit**, or **Copy** button to access the *Auto Payment Selection: Untitled* dialog box.



3. Select the Sort By and the Limit By settings for new or modified templates. Use the table below to guide you in your selections.

Sort By Defines the sort order in which the information updates. The default selection is **Vendor**.

Limit By Limits the information that the system updates by selecting specific identifying characteristics or a range of identifying characteristics. Limit By information may be set for **Vendor, Vendor Category, Branch, Document, Bank, or Payment Currency.**

4. You can select:

- **Select** to display the *Selection* dialog box so you can set a range for the highlighted **Limit By** option.
- **Filter** to display the Filter Manager dialog box so you can select filter parameters for the highlighted **Limit By** option.
- **Profile** to display the settings from your user profile for the highlighted **Limit By** option.
- **No Limit** to reset the **Limit By** options to **All** for the selected option.

5. In the Options portion of the screen, select the appropriate drop-down list choices and checkboxes to determine the information to update. Use the table below to guide you in your selections.

<i>Pay Through</i>	The pay through date.
<i>Pay By</i>	The pay by criteria.
<i>Take Discounts Beg</i>	The date to begin taking document discounts that are available.
<i>Available Funds</i>	The available amount of money for payments.
<i>Apply By</i>	The method of applying funds for payments.
<i>Pay Discounts Docs</i>	Determines whether to pay documents with available discounts. From the drop down list, select Yes to pay documents with available discounts, First to pay documents with available discounts, or Only to only pay the documents with available discounts.
<i>Min Document Amount</i>	The minimum document amount before selecting for payment.
<i>Min Vendor Balance</i>	The minimum vendor balance amount due before selecting payments of documents for vendor.
Include Debits and Prepayments	In the Include Debits and Prepayments section of the screen, select the None radio button to indicate that you don't want to include debits and prepayments, the All radio button to include

all debits and prepayments or **Complete Only** to include completely allocated debits only.

Use Pay Through Date with Debits and Prepays

Indicates you want to use a cutoff date depending on what the Pay By is set, for debit memos and prepayments. If you select this option then payment selection honors the pay through date when selecting debits and prepayments.

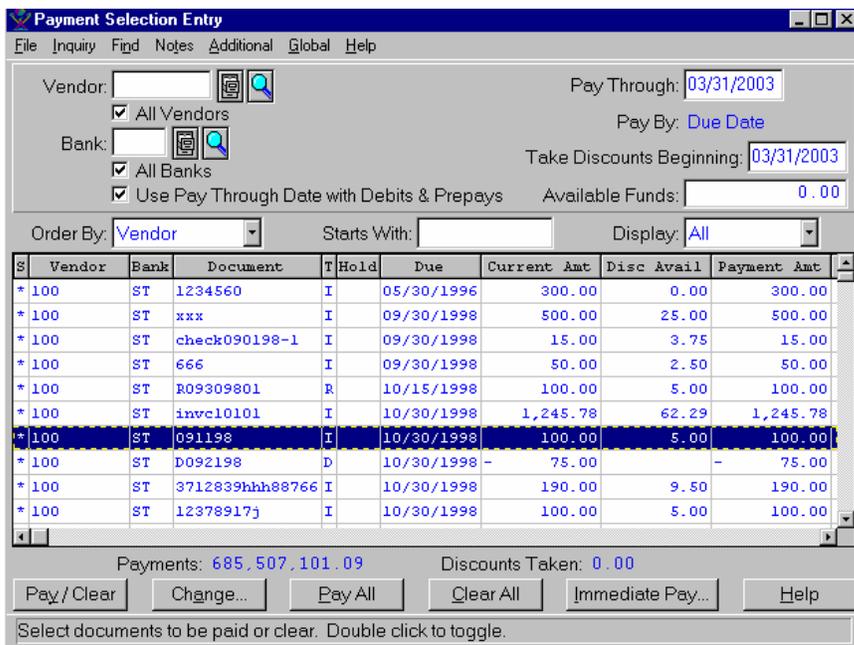
6. You have now completed the information for *Auto Payment Selection*. You can select:

- **OK** to save the current setting as a template.
- **Setup** if you need to access the Print Setup dialog box to modify print and/or update settings.
- **Update** to update the AP documents selected for automatic payment. To run the update, select the **OK** button, and the system displays a dialog box where you can name your template. Enter the template name, and select the **Save** button. The system returns you to the *Auto Payment Selection* screen where you can print and/or update the update portion of the program.
- **Cancel** to exit without saving your current selections or updated the AP documents selected for automatic payment.
- **Help** to access the online Help for this screen.

Payment Selection Entry

Using this program, you can manually select or de-select individual open AP documents or groups of open AP documents for payment. In the browser in the lower portion of the screen, the documents display when you enter a vendor code in the *Vendor* field or click the **All Vendors** checkbox and enter a bank code in the *Bank* field or click the **All Banks** checkbox. You can choose to display all open AP documents, open AP documents selected for payment, or unselected documents. You can further limit the display in the browser by entering a pay-through date.

The system also allows you to process zero-amount invoices for payment.



Screen Details

You can determine the order by which the documents display in the browser by using the *Order By* and *Start With* fields.

The *Payment Selection Entry* program allows you to enter full or partial payments and manually override discounts taken. To modify document information, double click an open document line to initially select it for full or partial payment. Select the **Change** button to access the *Change Payment* dialog box, which is used to override and re-enter existing information for a selected document.

Select the **Immediate Pay** button to access the *Immediate Pay* dialog box, which is used to assign the check information needed to pay the check and give you the option to immediately print the check.

Form Contents

Fields, Buttons, Checkboxes, & Icons

For a listing of standard TakeStock icons and buttons, refer to the System Icons and Buttons topic in *Chapter 2, Getting Started of TakeStock Basics*.

Pay/Clear Pays selected documents or clears selected payments.

Change Accesses the *Change Payment Selection* dialog box, which is used to override and re-enter existing information for a selected document.

Pay All Pays all displayed documents provided the optional *Available Funds* field contains an amount that covers the total payment amount.

Clear All Clears the browser of the documents that were selected for payment.

Immediate Pay Accesses the *Immediate Pay* dialog box, which is used to assign the check information needed to pay the check and give you the option to immediately print the check. Highlight an open document line in the browser then select the **Immediate Pay** button.

Help Accesses the online Help for this screen.

Vendor The vendor code for which you want to display open AP documents or select the **All Vendors** checkbox to display all open AP documents.

All Vendors Indicates that you want to display all open AP documents for all vendors.

Bank The bank code for which you want to display open AP documents or select the **All Banks** checkbox to display all open AP documents.

All Banks Indicates that you want to display all open AP documents for all banks.

Use Pay Through Dates with Debits and Prepays Indicates you want to use a cutoff date cutoff of Due, Discount or Pay On date, depending on what the Pay By is set, for debit memos and prepayments. If you select this option then payment selection honors the pay through date when selecting debits and prepayments.

Pay Through The date through which to select payments.

Take Discounts The starting date from which to set default discounts taken when selecting the documents for payment. This is the date from which the system calculates

<i>Beginning</i>	discounts to be taken with document payments.
<i>Available funds</i>	The total payment amount; this is an optional field. When entered, the available funds are internally depleted with selected payments. Group selections cannot exceed this amount. The system warns you if you select an individual payment that causes the available funds amount to be exceeded. If you select the Pay All button, the system stops making payments when you reach this amount.
<i>Order By</i>	The order in which the open AP documents selected for payment display. Available choices from the drop down list box include: Document, Vendor, Due Date, Discount Date, Pay On Date, Pay Priority . The documents display in ascending order for the parameter that you select. The value for this field defaults to Document . Notice how this setting affects the <i>Pay By</i> display field in the upper portion of the screen. In <i>Payment Selection Entry</i> , there are valid Order Bys with Pay Bys of Document/Due Date, Vendor/Due Date, Due Date/Due Date, Discount, Date/Discount Date, Pay On Date/Pay On Date, Pay Priority/Due Date, and Currency/Due Date.
<i>Starts With</i>	A specific value for the parameter that you entered in the <i>Order By</i> field. Use this feature to further define the order of the documents displayed in the browser.
<i>Display</i>	Determines the status of the documents that you want to display. Available choices are All, Selected, and Unselected .

Menus

File

Selections from the File menu and their purposes are:

Menu Selection	Function
Exit	Exits the current program.

Find

Menu Selection	Function
Lookup	Accesses the <i>Lookup</i> feature for the current maintenance.

Additional

Selections from the Additional menu and their purposes are:

Menu Selection	Function
Maintain Vendor or Maintain Bank	Accesses the appropriate maintenance program for the selected field.
Custom Fields-Header	Opens the <i>User Fields</i> dialog box to enter custom fields information.

Inquiry

Selections from the Inquiry menu and their purposes are:

Menu Selection	Function
Vendor Inquiry F5	Accesses the Vendor Inquiry to display vendor information.
Payment Schedule	Accesses the Open Payment Schedule Inquiry dialog box, which is used to review payment schedule information for the selected document and vendor.

Notes

Selections from the Notes menu and their purposes are:

Menu Selection	Function
Vendor	Opens the <i>Notes Manager</i> for the current vendor.
Bank	Opens the <i>Notes Manager</i> for the current bank.
Document	Opens the <i>Notes Manager</i> for the current document. If a note exists for a document, the Notes Manager will automatically open and display the note each time the document number is entered.

Global

Menu Selection	Functions
User Profile	Accesses your <i>user profile</i> information.
Note Pad	Accesses the <i>Notes</i> dialog box, which is used to enter notes for the current user.

- Personal Favorites** Allows you to access frequently used programs.
- Jump** Accesses the *Program Locator* dialog box, which allows you to move to other TakeStock modules and programs.

Help

Menu Selection

Functions

- Contents** Accesses the online Help table of contents.
- Glossary** Access the TakeStock Glossary.
- Search for Help on** Accesses the Help system index.
- Screen Help** Accesses online Help for the current screen.
- About TakeStock** Displays release, licensing, and support information about TakeStock.
- Special Keys** Accesses the *Special Keys* dialog box, which lists the function keys for the current screen.

See Also

How to use the Payment Selection Entry program

Change Payment dialog box

Using this dialog box, you can override and re-enter existing information for an open document selected for payment. The system displays this dialog box when you select the **Change** button on the *Payment Selection Entry* screen.

Enter information in the following fields. Use the table below to guide you in your entries.

<i>Bank</i>	The code for the bank that you want to use to make the payment.
<i>Pay Priority</i>	The document pay priority (1-9, with 9 being the highest priority).
<i>Pay By</i>	The payment method for the selected document. Available choices are: Check or EFT (Electronic Funds Transfer) .
<i>Payment</i>	The amount that you want to pay on the selected document.
<i>Discnt Taken</i>	The discount amount to take on the selected document.
<i>Pay On</i>	The pay-on date for the selected document.
Print a separate check	Indicates that you want to print a separate check for this document alone.

Now you can select:

- **OK** to accept your entries and return to the Individual Payment Selection program.
- **Pay/Clear** to pay or clear the selected document with the new information and then return to the Individual Payment Selection program.

- **Cancel** to exit without saving your current selections and return to the Individual Payment Selection program.
- **Help** to access the online Help for this screen.

Immediate Pay Dialog Box

Using this dialog box, you can assign the check information needed to pay the check and give you the option to immediately print the check. The system displays this dialog box when you select the **Immediate Pay** button on the *Individual Payment Selection* screen.

Enter information in the following fields. Use the table below to guide you in your entries.

<i>Check Number</i>	The check number to assign for the payment.
<i>Check Date</i>	The date to assign to the check.
<i>Check Type</i>	The type of the check. Select from the Regular and Manual radio buttons.

Now you can select:

- the **Separate Remittance Advice Printer** checkbox to indicate that you want to print remittance advice. Then, you can select the **Remit** button to access the *Print Setup* dialog box to modify print settings for the remittance advice printer.
- **Print Check** to access the *Check Print* program so that you can print this check now.
- **Setup** to access the *Print Setup* dialog box to modify print settings.
- **Cancel** to exit without saving your current selections and return to the *Payment Selection Entry* program.
- **Help** to access the online Help for this screen.

How to use the Payment Selection Entry program

1. Access the *Payment Selection Entry* program. The complete path is *Accounts Payable* → *Checks* → *Payment Selection Entry*. The system displays the *Payment Selection Entry* screen.

S	Vendor	Bank	Document	T Hold	Due	Current Amt	Disc Avail	Payment Amt
* 100	ST	1234560		I	05/30/1996	300.00	0.00	300.00
* 100	ST	xxx		I	09/30/1998	500.00	25.00	500.00
* 100	ST	check090198-1		I	09/30/1998	15.00	3.75	15.00
* 100	ST	666		I	09/30/1998	50.00	2.50	50.00
* 100	ST	R09309801		R	10/15/1998	100.00	5.00	100.00
* 100	ST	invc10101		I	10/30/1998	1,245.78	62.29	1,245.78
* 100	ST	091198		I	10/30/1998	100.00	5.00	100.00
* 100	ST	D092198		D	10/30/1998	- 75.00	-	- 75.00
* 100	ST	3712839hh88766		I	10/30/1998	190.00	9.50	190.00
* 100	ST	12378917j		I	10/30/1998	100.00	5.00	100.00

2. In the *Vendor* field, enter the vendor code for which you want to display open AP documents or select the **All Vendors** checkbox to display all open AP documents.
3. In the *Bank* field, enter the bank code for which you want to display open AP documents or select the **All Banks** checkbox to display all open AP documents. In the browser in the lower portion of the screen, the system displays the open AP documents available for payment for the selected vendor and bank.
4. Select the **Use Pay Through Dates with Debits and Prepays** checkbox to indicate you want to use a cutoff date cutoff of Due, Discount or Pay On date, depending on what the Pay By is set, for debit memos and prepayments. If you select this option then payment selection honors the pay through date when selecting debits and prepayments.
5. In the upper portion of the screen, enter the information for payment selection. Use the table below to guide you in your entries.

Pay Through The date through which to select payments. Use the drop down list to enter a selection.

Take Discounts Beginning The starting date from which to set default discounts taken when selecting the documents for payment. This is the date from which the system calculates discounts to be taken with document payments.

Available funds The total payment amount; this is an optional field. When entered, the available funds are internally depleted with selected payments. Group selections

cannot exceed this amount. The system warns you if you select an individual payment that causes the available funds amount to be exceeded. If you select the **Pay All** button, the system stops making payments when you reach this amount.

6. In the three fields in the center of the screen, enter information to determine the order in which the selected open AP documents display in the browser.

Order By The order in which the open AP documents selected for payment display. Available choices from the drop down list box include: **Document, Vendor, Due Date, Discount Date, Pay On Date, Pay Priority**. The documents display in ascending order for the parameter that you select. The value for this field defaults to **Document**.

Notice how this setting affects the *Pay By* display field in the upper portion of the screen.

In *Payment Selection Entry*, there are valid Order Bys with Pay Bys of Document/Due Date, Vendor/Due Date, Due Date/Due Date, Discount, Date/Discount Date, Pay On Date/Pay On Date, Pay Priority/Due Date, and Currency/Due Date.

Starts With A specific value for the parameter that you entered in the *Order By* field. Use this feature to further define the order of the documents displayed in the browser.

Display Determines the status of the documents that you want to display. Available choices are **All, Selected, and Unselected**.

7. You have now completed the information for *Payment Selection Entry*. You can:
 - Select the **Pay/Clear** button to pay selected documents or to clear selected payments.
 - Select the **Pay All** button to pay all displayed documents provided the optional *Available Funds* field contains an amount that covers the total payment amount.
 - Select the **Clear All** button to clear the browser of the documents that were selected for payment.
 - To modify document information, double click an open document line to initially select it for full or partial payment. Select the **Change** button to access the *Change Payment* dialog box, which is used to override and re-enter existing information for a selected document.
 - Highlight an open document line in the browser and select the **Immediate Pay** button to access the *Immediate Pay* dialog box, which is used to assign the check information needed to pay the check and give you the option to immediately print the check.

- **Help** to access the online Help for this screen.

AP Payment Selection List

Using this program, you can print a report of all documents selected for payment using the *Auto Payment Selection* and *Payment Selection Entry* programs.

For foreign currency invoices, the system prints the foreign amounts and the captured exchange rate below the domestic amounts. To select a single currency, use the bank filter.

When you access this program, the system displays the *Template-Saved Settings* dialog box, which is used by most reports and registers in the system. From this dialog box, you can select any of the available templates to run the report. For more information on the *Template-Saved Settings* dialog box, see the *TakeStock Basics* manual or the *Template-Saved Settings* topic in the online Help.

If you select the **Edit** button to modify a template or the **New** or **Copy** button to enter new settings, the system displays the *AP Payment Selection List: Untitled* dialog box.

Form Contents

Fields, Buttons, Checkboxes, & Icons

- Sort By** Defines the sort order in which the information prints. You can select to print these documents in order by any of the available options. The Sort By options are: **Bank/Vendor/Document**, **Bank/Vendor Name/Document**, **Bank/Alternate Sort/Document**, and **Bank/Category/Name/Document**.
- Limit By** Limits the information that prints by selecting specific identifying characteristics or a range of identifying characteristics. Available choices are: **Bank**, **Vendor**, **Alternate Sort**, **Vendor Category**, **Branch**, and **Document**.
- Include** Select the **Documents On Hold** checkbox to include

documents that have been placed on hold on the report.

Select the **Pymnts Attached to Printed Checks** checkbox to include year-to-date and PYR information on the report.

- | | |
|-----------------|--|
| Select | Displays the <i>Selection</i> dialog box so you can set a range for the highlighted Limit By option. |
| Filter | Displays the <i>Filter Manager</i> dialog box so you can select filter parameters for the highlighted Limit By option. |
| Profile | Accesses the settings from your user profile for the highlighted Limit By option. |
| No Limit | Resets Limit By options to All for the selected option. |
| OK | Saves the new or modified template and exits the screen. |
| Cancel | Exits the screen without saving any changes. |
| Print | Prints the register or report. |
| Setup | Accesses the Print Setup dialog box so you can select settings for printing and updating. |
| Help | Accesses online Help for this screen. |

See Also

How to print the AP Payment Selection List

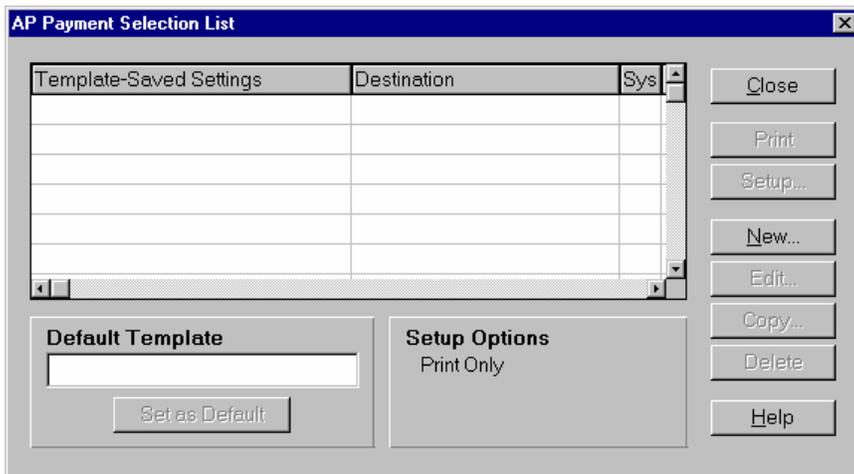
AP Payment Selection List

A typical AP Payment Selection List is depicted below:

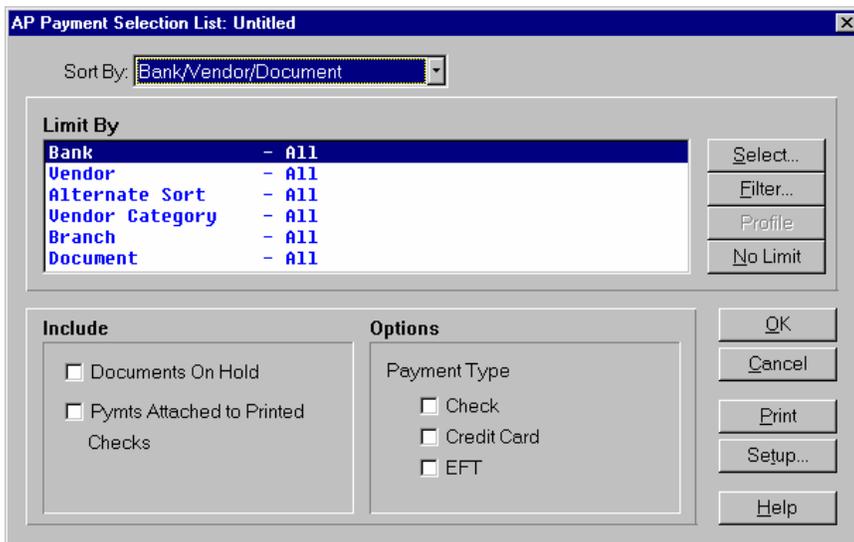
Date: 12-11-1998		QA's Primary Test Co.									
Page: 1		Payment Selection List - Untitled: Temp									
Time: 8:26 AM											
User: leigh											
Remaining	Remit	-----Date-----				Current	Discount	Payment	Discount	Discount	
Document	To	TC	Due	Discount	Pay On	P	Amount	Avail	Amount	Taken	Lost
To Pay	H										
=====											
Bank: 01 - FUNB-Atlanta											
Payment Type: Regular Check											
Vendor: 10654 - Jim the consultant											
D112398			PR 12-23-98	11-23-98	11-23-98	9	250.00-	0.00	250.00-	0.00	0.00
0.00											
								Vendor Total		250.00-	0.00
Vendor: V100 - Philips Lighting Company											
1099 test	abc	01	11-30-98	11-10-98	11-10-98	9	5,000.10	50.00	5,000.10	0.00	50.00
0.00											
asfsdfsdf	abc	mr	10-28-98	09-28-98	11-10-98	9	444.00	0.00	444.00	0.00	0.00
444.00											
								Vendor Total		5,444.10	0.00
								Payment Type Total		5,194.10	0.00
								Bank Total		5,194.10	0.00
Number of Documents: 3											
Legend:											
P - Payment Priority											
TC - Terms Code											
Exc Rate - Exchange Rate											
* - Document attached to printed check											
H - Partial Hold											
Bank : All											
Vendor : All											
Alternate Sort : All											
Category : All											
Branch : All											
Document : All											
Payment Type : Check											

How to print the AP Payment Selection List

1. Access the *AP Payment Selection List* program in the Reports submodule of Accounts Payable. The complete path is *Accounts Payable* → *Checks* → *AP Payment Selection List*. The system displays the Template-Saved Settings dialog box of the *AP Payment Selection List*.



2. Select the **New**, **Edit**, or **Copy** button to access the *AP Payment Selection List: Untitled* dialog box.



3. Select settings for Sort By and the Limit By settings for new or modified templates.

Use the table below to guide you in your selections.

Sort By Defines the sort order in which the information prints. You can select to print these documents in order by any of the available options. The Sort By options are:
Bank/Vendor/Document, Bank/Vendor Name/Document,

**Bank/Alternate Sort/Document, and
Bank/Category/Name/Document.**

Limit By Limits the information that prints by selecting specific identifying characteristics or a range of identifying characteristics. Available choices are: **Bank, Vendor, Alternate Sort, Vendor Category, Branch,** and **Document.**

4. You can click:

- **Select** to display the *Selection* dialog box so you can set a range for the highlighted **Limit By** option.
- **Filter** to display the Filter Manager dialog box so you can select filter parameters for the highlighted **Limit By** option.
- **Profile** to display the settings from your user profile for the highlighted **Limit By** option.
- **No Limit** to reset the **Limit By** options to **All** for the selected option.

5. In the Include section, select the information to include on the report. Use the table below to guide you in your selections.

Include Select the **Documents On Hold** checkbox to include documents that have been placed on hold on the report.

Select the **Pymnts Attached to Printed Checks** checkbox to include year-to-date and PYR information on the report.

6. Select the Options for the *AP Payment Selection List*. Use the table below to guide you in your selections.

Options Determines the additional information to print on the report. In the Payment Type section of the form, select the

Check checkbox to include documents with a payment type of check,

Credit Card checkbox to include documents with a payment type of credit card,
and

EFT checkbox to include documents with a payment type of electronic funds transfer.

Note: The payment method selected must be valid for the bank selected in the Limit By. If the payment method is not valid for the bank, the report does not print data.

7. The information for the report is complete. Now, you can select:
- **OK** to save the current settings as a template. When you select **OK**, the system displays a dialog box where you can name your template. Enter the template name, and select the **Save** button. The system returns you to the *AP Recurring Payables Listing* screen where you can print the report.
 - **Setup** to access the Print Setup dialog box where you can change the print or update settings as described in the *TakeStock Basics* manual. These settings determine where the report prints and whether the report is a print, an update, or both.
 - **Print** to print the report without saving your current selections.
 - **Cancel** to print nothing and exit without saving your selections.
 - **Help** to access the online Help for this screen.

AP Check Print

The *AP Check Print* program prints checks and posts credit card and electronic funds transfer (EFT) payments based on the payables documents selected for payment for a given bank account. You can void and/or reprint checks.

When you access this program, the system displays the *Template-Saved Settings* dialog box, which is used by most reports, updates, and registers in the system. From this dialog box, you can select any of the available templates to run the update. For more information on the *Template-Saved Settings* dialog box, see the *TakeStock Basics* manual or the *Template-Saved Settings* topic in the online Help.

If you select the **Edit** button to modify a template or the **New** or **Copy** button to enter new settings, the system displays the *AP Check Print: Untitled* dialog box.

Processing Notes

This program does not print credit card and EFT payments but creates transaction or pseudo-check numbers as payments and displays them on the next Payment register. You are responsible for seeing that the credit card and EFT transactions actually take place manually—credit card and EFT transactions are not automatic and are not part of this program.

A separate remittance advice printout is available for checks paying more than a prescribed number of documents. (Remittance advice is the information on the check stub indicating what documents, amounts, and so on are being paid.)

All checks print in the bank's currency. You can print foreign currency checks or make a foreign currency payment against a domestic bank. When you make a foreign currency payment against a domestic bank, this program does not print a check but creates a payment with a transaction or pseudo-check number and displays it on the next Payment register. For foreign currency payments where the bank currency does not match the payment currency, the processing assumes

that you will go to the bank and procure a check in the foreign currency to send to the vendor.

Checks print for the aggregate of the documents selected for payment for a given vendor. The program processes all documents selected for payment for a given bank account unless the documents or their vendor have been put on hold. For amounts greater than 99,999,999.99, this program prints multiple checks.

Form Contents

Fields, Buttons, Checkboxes, & Icons

Sort By	Defines the sort order in which the information updates. The available selections are: Vendor , Vendor Name , Alternate , or Vendor Category .
<i>Bank</i>	The bank account against which the checks are to print.
Limit By	Limits the information that the system prints by selecting specific identifying characteristics or a range of identifying characteristics. Limit By information may be set for Vendor , Vendor Category , and Branch .
Options	Select the appropriate drop-down list choices and checkboxes to determine the information to update.
<i>Check Date</i>	The date to print on the checks. The system displays today as the default.
<i>Beginning Check</i>	The beginning check number for this run. The system displays the next available check number.
Void Checks	Indicates you want to void a range of checks that have not been printed. The system enables this checkbox when there are checks in the system eligible for voiding. If you select this checkbox, enter the range of check numbers to void in the fields that display to the right when you select this checkbox.
Reprint Checks	Indicates you want to reprint a range of checks. If you select this checkbox, enter the range of check numbers to reprint in the fields to the right that display to the right when you select this checkbox. You can only reprint checks that have not been processed by the <i>Payment Register</i> program. To reprint a range of checks, ensure that the last check

number in the reprint range does not overwrite an existing check.

Print Initial Alignment

Indicates you want to print an initial document to check printer/paper alignment before printing checks. If you select this checkbox, the system prints the alignment when you select the **Print** button and then displays a message notifying you that the alignment is complete then asking you if it is now OK to print the checks. Select **OK** to print, **Align** to realign the printer and paper, or **Cancel** to return to the *AP Check Print: Untitled* dialog box.

Separate Remittance Advice Printer

Indicates you want to print a separate remittance advice print out to a different printer location. If you select this checkbox, the **Remit** button is available for you to access the *Print Setup* dialog box to set up another printer. **Note:** A separate remittance advice print is only available for checks that meet the following conditions: When the checks print, the system determines the number of documents that display on the check stub. If that number is greater than the number that can fit on one check stub, then the system determines how many (if any) void checks are permitted to complete the check stub remittance advice. If this quantity is greater than the number entered for the Maximum Checks to Void setting in the Forms view of the *SM Bank Maintenance* program, then the system prints a separate remittance advice. If a separate remittance advice is printed, then the original check stub print displays: "See Remittance Advice."

Payment Method

In the Payment Method section of the form, select the checkboxes to indicate type of payments you want to process.

Select:

Check to process checks. (This option is available only if the bank account you selected is setup for check processing.)

Credit Card to process credit card payments. (This option is available only if the bank account you selected is setup for credit card processing.)

EFT to process electronic funds transfers. (This option is available only if the bank account you selected is setup for EFT)

processing.)

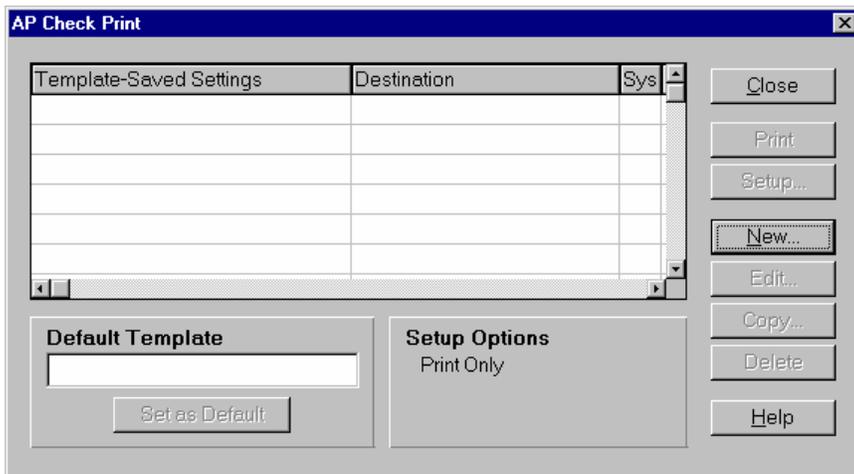
- | | |
|-----------------|---|
| Select | Displays the Selection dialog box so you can set a range for the highlighted Limit By option. |
| Filter | Displays the Filter Manager dialog box so you can select filter parameters for the highlighted Limit By option. |
| Profile | Accesses the settings from your user profile for the highlighted Limit By option. |
| No Limit | Resets Limit By options to All for the selected option. |
| OK | Saves the new or modified template and exits the screen. |
| Cancel | Exits the screen without saving any changes. |
| Print | Prints the check based on your current template settings. |
| Setup | Accesses the <i>Print Setup</i> dialog box so you can select settings for printing and updating. |
| Help | Accesses online Help for this screen. |

See Also

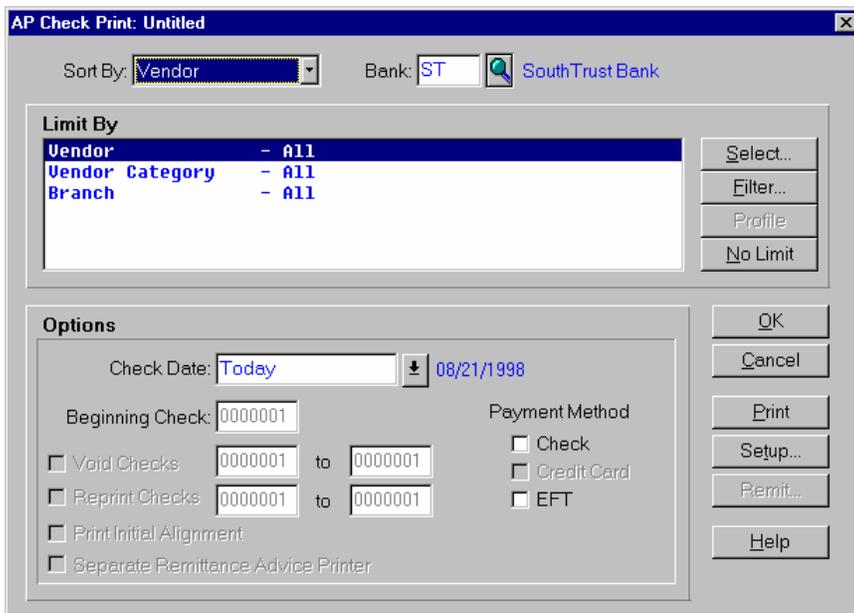
How to print checks

How to print checks

1. Access the AP Check Print screen in the *AP Checks* submodule of *Accounts Payable*. The complete path is *Accounts Payable* → *Checks* → *AP Check Print*. The system displays the Template-Saved Settings dialog box of the AP Check Print.



2. Select the **New**, **Edit**, or **Copy** button to access the *AP Check Print: Untitled* dialog box.



3. Select the Sort By and the Limit By settings for new or modified templates. Use the table below to guide you in your selections.

Sort By Defines the sort order in which the information updates. The available selections are: **Vendor**, **Vendor Name**, **Alternate**, or **Vendor Category**.

Bank The bank account against which the checks are to

print.

Limit By Limits the information that the system prints by selecting specific identifying characteristics or a range of identifying characteristics. Limit By information may be set for **Vendor**, **Vendor Category**, and **Branch**.

4. You can select:
 - **Select** to display the *Selection* dialog box so you can set a range for the highlighted **Limit By** option.
 - **Filter** to display the Filter Manager dialog box so you can select filter parameters for the highlighted **Limit By** option.
 - **Profile** to display the settings from your user profile for the highlighted **Limit By** option.
 - **No Limit** to reset the **Limit By** options to **All** for the selected option.
5. In the Options portion of the screen, select the appropriate drop-down list choices and checkboxes to provide check parameters. Use the table below to guide you in your selections.

<i>Check Date</i>	The date to print on the checks. The system displays today as the default.
<i>Beginning Check</i>	The beginning check number for this run. The system displays the next available check number.
Void Checks	Indicates you want to void a range of checks that have not been printed. If you select this checkbox, enter the range of check numbers to void in the fields to the right.
Reprint Checks	Indicates you want to reprint a range of checks. If you select this checkbox, enter the range of check numbers to reprint in the fields to the right. You can only reprint checks that have not been processed by the <i>Payment Register</i> program. To reprint a range of checks, ensure that the last check number in the reprint range does not overwrite an existing check.
Print Initial Alignment	Indicates you want to print an initial document to check printer/paper alignment before printing checks. If you select this checkbox, the system prints the alignment when you select the Print button and then displays a message notifying you that the alignment is

complete asking you if it is now OK to print the checks. Select **OK** to print, **Align** to realign the printer and paper, or **Cancel** to return to the *AP Check Print: Untitled* dialog box.

**Separate
Remittance
Advice Printer**

Indicates you want to print a separate remittance advice print out to a different printer location. If select this checkbox, the **Remit** button is available for you to access the *Print Setup* dialog box to set up another printer. **Note:** A separate remittance advice print is only available for checks that meet the following conditions: When the checks print, the system determines the number of documents that display on the check stub. If that number is greater than the number that can fit on one check stub, then the system determines how many (if any) void checks are permitted to complete the check stub remittance advice. If this quantity is greater than the number entered for the Maximum Checks to Void setting in the Forms view of the *SM Bank Maintenance* program, then the system prints a separate remittance advice. If a separate remittance advice is printed, then the original check stub print displays: "See Remittance Advice."

**Payment
Method**

In the Payment Method section of the screen, select the checkboxes to indicate type of payments you want to process.
Select:
Check to process checks. (This option is available only if the bank account you selected in step 3 is setup for check processing.)
Credit Card to process credit card payments. (This option is available only if the bank account you selected in step 3 is setup for credit card processing.)
EFT to process electronic funds transfers. (This option is available only if the bank account you selected in step 3 is setup for EFT processing.)

6. You have now completed the information for *AP Check Print*. You can select:
- **OK** to save the current setting as a template.
 - **Setup** if you need to access the Print Setup dialog box to modify print and/or update settings.

- **Print** to print the check based on your current template settings.
- **Remit** to access the *Print Setup* dialog box to set up another printer. **Note:** A separate remittance advice print is only available for checks that meet the following conditions: When the checks print, the system determines the number of documents that display on the check stub. If that number is greater than the number that can fit on one check stub, then the system determines how many (if any) void checks are permitted to complete the check stub remittance advice. If this quantity is greater than the number entered for the Maximum Checks to Void setting in the Forms view of the *SM Bank Maintenance* program, then the system prints a separate remittance advice. If a separate remittance advice is printed, then the original check stub print displays: "See Remittance Advice."
- **Cancel** to exit without saving your current selections.
- **Help** to access the online Help for this screen.

AP Payment Register

Using this program, you can print a register of all payments sorted by the bank, payment type and disbursement number. The *Payment Register* includes manual checks and voided checks entered through the *Manual Check Entry* and *Void Check Entry* programs. Immediate pay disbursements also print on this register. An optional GL Distribution printout is available from this program depending on the GL Distributions setting you selected on the Post GL view of *AP Control Maintenance*.

The *Payment Register* optional update portion of the program posts to Open Payables, and updates the AP Ledger Accounts, Vendor Ledgercards, and Vendor (for balances) tables to reflect all disbursements processed. The *Payment Register* closes all zero balance documents and records check numbers used in payments made to the Bank Reconciliation table. The program does not write credit card and electronic funds transfer (EFT) disbursements to the Bank Reconciliation table. This register reopens all documents related to voided payments entered through the *Void Check Entry* program. All documents processed by this register are removed from payment selection programs. If documents are applied against one another, as in a credit applied to a payment during the *Payment Selection Entry* program, the register indicates this processing.

Multi-currency/Euro Handling

When you activate the Euro system and the Multi-currency feature, the system maintains monetary values for foreign currency PO and AP documents in the foreign currency, with respect to the Euro. The European conversion process between foreign currencies and base currency is calculated with the required triangulation method. The Euro conversion rate of the base and each foreign currency allows the system to calculate the conversion between any two currencies. The system provides GL postings of Realized Gains for foreign bank accounts to provide a means to revalue the bank balances based on a change to the currency exchange rates. The Bank Account Maintenance programs contain an exchange rate field that holds the last valuation rate of the current balance.

Limitations/Constraints: Vendor Balances and General Ledger accounts are stored in the base currency. Where Euro triangulation is in use, there are two exchange rates in use; the exchange rate from the foreign currency to the Euro and the exchange rate from the Euro to the base currency. If the user fixes the rate, only the rate from the foreign currency to the Euro is fixed. The exchange rate from the Euro to the base currency can fluctuate.

When you access this program, the system displays the *Template-Saved Settings* dialog box, which is used by most reports, updates, and registers in the system. From this dialog box, you can select any of the available templates to run the update. For more information on the *Template-Saved Settings* dialog box, see the *TakeStock Basics* manual or the *Template-Saved Settings* topic in the online Help.

If you select the **Edit** button to modify a template or the **New** or **Copy** button to enter new settings, the system displays the *Payment Register* dialog box.

Form Contents

Fields, Buttons, Checkboxes, & Icons

- Sort By Defines the sort order in which the information updates. The default selection is **Bank/Payment Type/Check #**.

- Branch* The branch for this register. You can select the **User Profile** checkbox to indicate that you want to use the branch set in your user profile information. **Note:** The system displays the *Branch* field and **User Profile** checkbox only if you selected the **Run Registers by Branch** checkbox on the Registers views of *AP Control Maintenance*. If you do not select this checkbox, Branch is a limit by setting instead.

- Limit By Limits the information that the system prints by selecting specific identifying characteristics or a range of identifying characteristics. Limit By information may be set for **Bank**, or **Branch** (if you did not select the **Run Registers by Branch** checkbox on the Registers views of *AP Control Maintenance*).

- Options** Select the appropriate drop-down list choices and checkboxes to determine the information to update.

- Payment Type In the Payment Type section of the screen, select the checkboxes to indicate the payment

Fields, Buttons, Checkboxes, & Icons

methods that you want to print on the register and optionally update. Available choices are:

Check—to include check processing in the register.

Credit Card—to include credit card processing in the register.

EFT—to include electronic fund transfer processing in the register.

Select	Displays the Selection dialog box so you can set a range for the highlighted Limit By option.
Filter	Displays the Filter Manager dialog box so you can select filter parameters for the highlighted Limit By option.
Profile	Accesses the settings from your user profile for the highlighted Limit By option.
No Limit	Resets Limit By options to All for the selected option.
OK	Saves the new or modified template and exits the screen.
Cancel	Exits the screen without saving any changes.
Print or Print/ Updt	Prints the <i>Payment Register</i> for your current template settings. You cannot not perform update function before you save this template. To perform an update function, click the OK button, save the current settings as a template, then click the Print/Upt , or Update button. Note that the label display for this button changes based on the setting you select in the Print/Update Setting section of the <i>Print Setup</i> dialog box.
Setup	Accesses the Print Setup dialog box so you can select settings for printing and updating.
Help	Accesses online Help for this screen.

See Also

How to run the AP Payment Register

AP Payment Register

A typical AP Payment Register is depicted below:

Date: 12-11-1998									
Page: 1									
Time: 8:42 AM									
User: leigh									
					QA's Primary Test Co.				
Payment Register #000032 - Untitled: Temp									
-----Check-----									
Discount									Payment
Number	Date	Amount	Vendor	Name	Document	Invoiced	Due	Amount	
Taken									
=====									
Bank: 01									
Payment Type: Regular Checks									
00200001	12-08-98	475.00	Joel	Joe's 1 Pyament Stop	dduck	12-08-98	12-25-98	475.00	
25.00					Duck	12-08-98	12-25-98		
400.00-	0.00								
00200002	12-08-98	380.00	Joel	Joe's 1 Pyament Stop	teeet	12-08-98	12-25-98	380.00	
20.00									
00200003	12-08-98	75.00	Joel	Joe's 1 Pyament Stop	Dgduck	12-08-98	12-25-98		
400.00-	0.00				gduck	12-08-98	12-25-98	475.00	
25.00									
00200004	12-08-98	75.00	Joel	Joe's 1 Pyament Stop	dducky	12-08-98	12-25-98	475.00	
25.00					Ducky	12-08-98	12-25-98		
400.00-	0.00								
00200005	12-09-98	475.00	Joel	Joe's 1 Pyament Stop	tste	12-09-98	12-25-98	475.00	
25.00									

120.00					Regular Checks Total			1,080.00	

120.00					Bank Total			1,080.00	

Bank: 06 Nations Bank									
Payment Type: Regular Checks									
D0000001	12-09-98	1,000.00	lisa	Lisa's vendor	P456456564132	12-09-98	01-30-99	1,000.00	
0.00									

0.00					Regular Checks Total			1,000.00	

0.00					Bank Total			1,000.00	

120.00					Register Total			2,080.00	

Number of Payments: 6									
Selections for Payment Register - Untitled: Temp:									
AP Period : 12/1998									
Bank : 01, 06									
Branch : 010									
Include Check Payments									
Include Credit Card Payments									
Include Electronic Funds Transfer Payments									
Date: 12-11-1998									
Page: 2									
Time: 8:42 AM									
User: leigh									
					QA's Primary Test Co.				
Payment Register #000032 - Untitled: Temp									
-----Check-----									
Discount									Payment
Number	Date	Amount	Vendor	Name	Document	Invoiced	Due	Amount	
Taken									
=====									
Recap:									
Beginning AP Balance : 510,066,423.91									
-----Payments-----									
		Amounts		Discounts		Amounts		Discounts	
Regular Checks	:	2,080.00		120.00		0.00		0.00	
Manual Checks	:	0.00		0.00		0.00		0.00	
Credit Cards	:	0.00		0.00		0.00		0.00	
EFTs	:	0.00		0.00		0.00		0.00	

-----Voids-----									
		Amounts		Discounts		Amounts		Discounts	
	:	0.00		0.00		0.00		0.00	
	:	0.00		0.00		0.00		0.00	

Ending AP Balance : 510,064,223.91

A typical *GL Distribution* is depicted below:

Center	Vendor	Name	Remit Check #	Debit	Credit
Date: 12-11-1998 QA's Primary Test Co.					
Page: 1					
Time: 8:44 AM					
User: leigh					
Payment Register GL Distribution #000032					

GL#: 13088 Cash In Bank					
010-001	Joel	Joe's 1 Pyament Stop	00200001		75.00
	Joel	Joe's 1 Pyament Stop	00200002		380.00
	Joel	Joe's 1 Pyament Stop	00200003		75.00
	Joel	Joe's 1 Pyament Stop	00200004		75.00
	Joel	Joe's 1 Pyament Stop	00200005		475.00
	lisa	Lisa's vendor	D0000001		1,000.00
				Center Total	0.00
					2,080.00 (

				Account Total	0.00
					2,080.00 (

GL#: 33110 Accounts Payable					
010-001	Joel	Joe's 1 Pyament Stop	00200001	100.00	
	Joel	Joe's 1 Pyament Stop	00200002	400.00	
	Joel	Joe's 1 Pyament Stop	00200003	100.00	
	Joel	Joe's 1 Pyament Stop	00200004	100.00	
	Joel	Joe's 1 Pyament Stop	00200005	500.00	
	lisa	Lisa's vendor	D0000001	1,000.00	
				Center Total	2,200.00
					0.00

				Account Total	2,200.00
					0.00

GL#: 42300 Discounts Given					
010-001	Joel	Joe's 1 Pyament Stop	00200001		25.00
	Joel	Joe's 1 Pyament Stop	00200002		20.00
	Joel	Joe's 1 Pyament Stop	00200003		25.00
	Joel	Joe's 1 Pyament Stop	00200004		25.00
	Joel	Joe's 1 Pyament Stop	00200005		25.00
				Center Total	0.00
					120.00 (

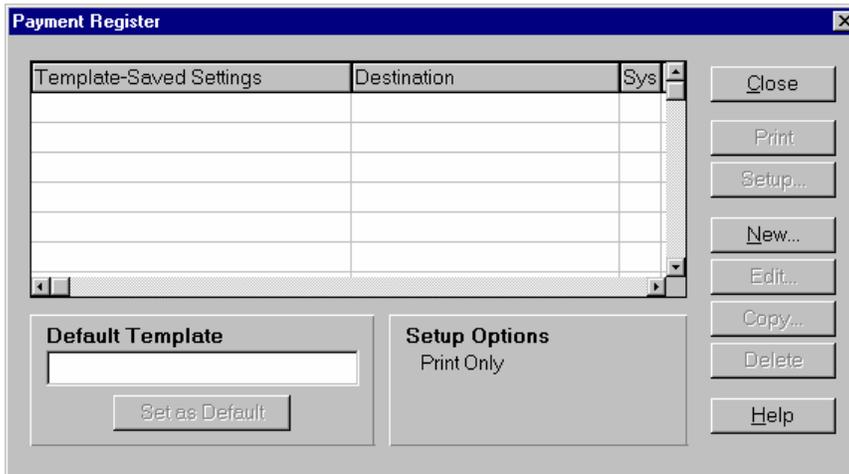
				Account Total	0.00
					120.00 (

				Total	2,200.00
					2,200.00

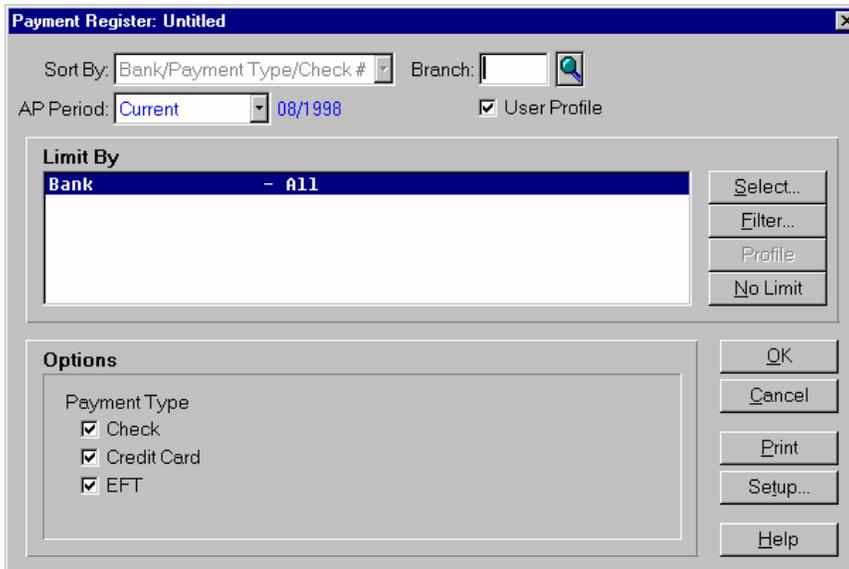
0.00					
Number of accounts: 3					

How to run the AP Payment Register

1. Access the *AP Payment Register* screen in the Checks submodule of Accounts Payable. The complete path is *Accounts Payable* → *Checks* → *Payment Register*. The system displays the Template-Saved Settings dialog box of the *Payment Register*.



2. Select the **New**, **Edit**, or **Copy** button to access the *Payment Register: Untitled* dialog box.



3. Select the Sort By and the Limit By settings for new or modified templates. Use the table below to guide you in your selections.

Sort By Defines the sort order in which the information updates. The default selection is **Bank/Payment Type/Check #**.

Branch The branch for this register. You can select the **User Profile** checkbox to indicate that you want to use the

branch set in your user profile information. **Note:** The system displays the *Branch* field and **User Profile** checkbox only if you selected the **Run Registers by Branch** checkbox on the Registers views of *AP Control Maintenance*. If you do not select this checkbox, Branch is a limit by setting instead.

Limit By Limits the information that the system prints by selecting specific identifying characteristics or a range of identifying characteristics. Limit By information may be set for **Bank**, or **Branch** (if you did not select the **Run Registers by Branch** checkbox on the Registers views of *AP Control Maintenance*).

4. You can select:

- **Select** to display the *Selection* dialog box so you can set a range for the highlighted **Limit By** option.
- **Filter** to display the Filter Manager dialog box so you can select filter parameters for the highlighted **Limit By** option.
- **Profile** to display the settings from your user profile for the highlighted **Limit By** option.
- **No Limit** to reset the **Limit By** options to **All** for the selected option.

5. In the Options portion of the screen, select the payment type for the register and optional update processing. Use the table below to guide you in your selections.

Payment Type	In the Payment Type section of the screen, select the checkboxes to indicate the payment methods that you want to print on the register and optionally update. Available choices are: Check —to include check processing in the register. Credit Card —to include credit card processing in the register. EFT —to include electronic fund transfer processing in the register.
---------------------	--

6. You have now completed the information for *Payment Register*. You can select:

- **OK** to save the current setting as a template.
- **Setup** if you need to access the Print Setup dialog box to modify print and/or update settings.
- **Print or Print/Updt** to print the *Payment Register* for your current template settings. You cannot not perform update function before you save this template. To perform an update function, click the **OK** button, save the current settings as a template, then click the **Print/Upt**, or **Update** button.

Note that the label display for this button changes based on the setting you select in the Print/Update Setting section of the *Print Setup* dialog box.

- **Cancel** to exit without saving your current selections.
- **Help** to access the online Help for this screen.

AP Void Check Entry

Using the *Void Check Entry* program, you can void system-generated or manually-processed AP payments. You can void previous payments, including manual checks, electronic funds transfers (EFTs), credit cards payments, or foreign currency payments regardless of whether the payment has been run through the *Payment Register*. For prepayments that have already been applied, you cannot void the original check for the prepayment.

You can delete a void check entry any time prior to running the *Payment Register*. You cannot void an AP check that has been posted through the *Payment Register*, and you cannot void a reconciled AP check.

TakeStock Void records are like vouchers for the payment register. A printed check with a void record is not usable again until you rerun the *Payment Register*. When the payment register runs, the void record information is applied and processing for the void record is completed. For example, you cannot select a printed check with a void record for repayment or reprinting processing until you run the *Payment Register*.

Form Contents

Fields, Buttons, Checkboxes, & Icons

For a listing of standard TakeStock icons and buttons, refer to the System Icons and Buttons topic in *Chapter 2, Getting Started of TakeStock Basics*.

Bank Account The bank account code for the AP payment you want to void.

Check # The check number, EFT batch transaction number (starts with an E), or credit card batch transaction number (starts

Fields, Buttons, Checkboxes, & Icons
with a C) that you want to void.

Void Date The date for the void entry. The system displays the current date as the default.

Memo The note or comment for the void entry.

Select for Repayment Indicates that you want to return the AP payment documents that were paid by the transaction you are voiding to the Selected for Payment status.

Menu Options

File

Selections from the File menu and their purposes are:

Menu Selection	Function
New	Adds a new record. When new is active, <i>End New</i> displays here and is available.
Edit	Makes changes to an existing record.
Save	Saves the information for the current record.
Save As	Saves the information for the current record with a different code or number.
Delete	Deletes the current record.
Revert	Sets the information for the current record back to its original state.
Exit	Exits the current program.

Find

Menu Selection	Function
Lookup	Accesses the <i>Lookup</i> feature for the current maintenance.
Lookup	Opens the Lookup feature for the current field, or brings it to the front if it is already open.
Filter	Opens the <i>Filter Manager</i> to select or maintain a filter.
First Record	Opens the first record in the current maintenance, using the current filter.
Previous Record	Opens the previous record in the current maintenance, using the current filter.
Next Record	Opens the next record in the current maintenance, using

the current filter.

Last Record Opens the last record in the current maintenance, using the current filter.

Options

Menu Selection Function

Void Check List Accesses the *AP Void Check Lookup* screen so that you can select a check to void. The Lookup displays the bank code, check number, date and void date (if any).

Toolbar Toggles the display of the toolbar on and off.

AutoAdd Mode Toggles the AutoAdd mode on or off. When on, you will be in continuous add mode each time you select to add a new record.

Defaults Displays the default record settings on the screen.

User Preferences Opens the *Preferences* dialog box where you can set the status of the Lookup window, AutoAdd Mode, and Toolbar each time you open the maintenance program.

System Preferences Accesses the *Maintenance Audit Control* dialog box, which is used to select the fields in which you want to track changes for audit history.

Global

Menu Selection Functions

User Profile Accesses your *user profile* information.

Note Pad Accesses the *Notes* dialog box, which is used to enter notes for the current user.

Personal Favorites Allows you to access frequently used programs.

Jump Accesses the *Program Locator* dialog box, which allows you to move to other TakeStock modules and programs.

Help

Menu Selection Functions

Contents Accesses the online Help table of contents.

Glossary Access the TakeStock Glossary.

Search for Help on Accesses the Help system index.

Screen Help Accesses online Help for the current screen.

About TakeStock Displays release, licensing, and support information about TakeStock.

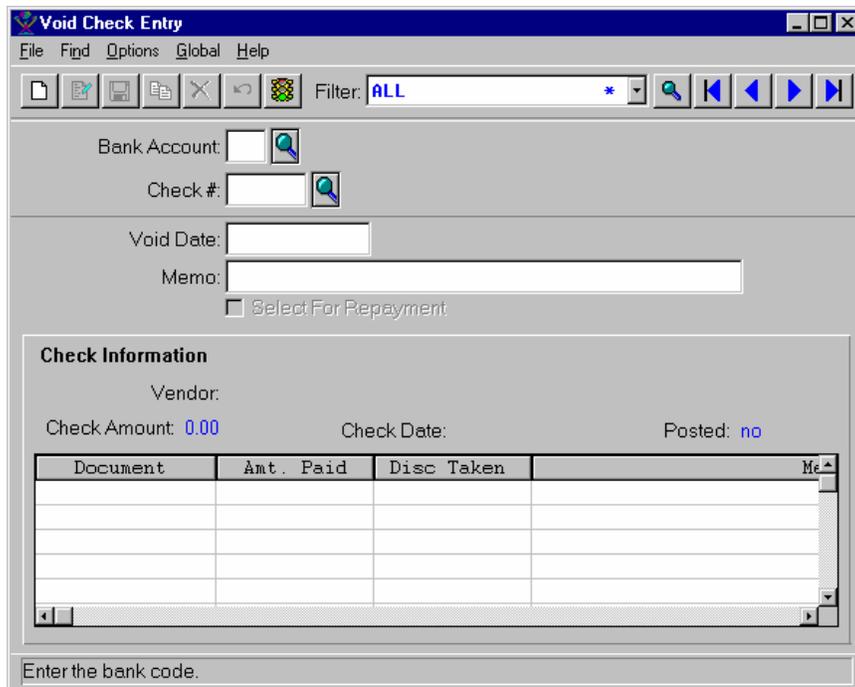
Special Keys Accesses the *Special Keys* dialog box, which lists the function keys for the current screen.

See Also

How to void AP payments

How to void AP payments

1. Access the AP *Void Check Entry* program. The complete path is *Accounts Payables* → *Checks* → *Void Check Entry*. The system displays the *Void Check Entry* screen.



2. In the upper portion of the screen, enter the information for the void check entry. Use the table below to guide you in your entries.

Bank Account The bank account code for the AP payment you want to void.

Check # The check number, EFT batch transaction number (starts with an E), or credit card batch transaction number (starts with a C) that you want to void.

Void Date The date for the void entry. The system displays the current date as the default.

Memo The note or comment for the void entry.

Select for Repayment Indicates that you want to return the AP payment documents that were paid by the transaction you are voiding to the Selected for Payment status.

3. In the browser in the lower portion of the screen, the system displays information about the check or transaction you are voiding, including the vendor, check amount and status, and information about the AP documents paid by the transaction.

4. Review the displayed information and select the **Save** icon to save the voided transaction entry.

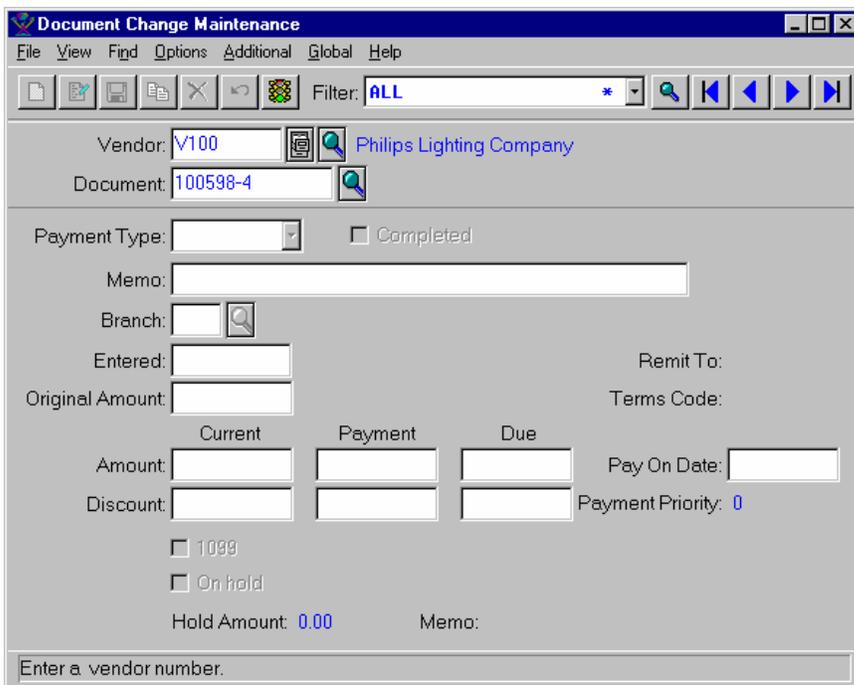
Document Change Maintenance

Using the *Document Change Maintenance* program, you can maintain open invoice records. You can change values for certain fields for a document. The program stores and retrieves documents by vendor and document number.

The fields that are available for maintenance are :

- (date) *Entered*
- Memo*
- Due* (date for discount)
- Pay-on Date*
- (on-hold) *Memo* (provided the document is on hold).

To change other fields, such as the current amount for the document, use the *Document Entry* program.



Form Contents

Fields, Buttons, Checkboxes, & Icons

For a listing of standard Maintenance icons and buttons, refer to the *Maintenance Toolbar* topic at the beginning of the *Maintenances* chapter.

- Vendor* The vendor code for which you wish to access documents.
- Document* The document number.
- Entered* The document entry date or invoice date.

Fields, Buttons, Checkboxes, & Icons

<i>Pay On Date</i>	The pay-on date for the document.
<i>Discount Due Date</i>	The date the document is due to be eligible for a discount.
1099	Indicate if this document is reportable on vendor's 1099.

Menu Options**File**

Selections from the File menu and their purposes are:

Menu Selection	Function
New	Adds a new record. When new is active, <i>End New</i> displays here and is available.
Edit	Makes changes to an existing record.
Save	Saves the information for the current record.
Save As	Saves the information for the current record with a different code or number.
Delete	Deletes the current record.
Revert	Sets the information for the current record back to its original state.
Exit	Exits the current program.

Find

Menu Selection	Function
[feature]	Accesses the <i>Lookup</i> feature for the current maintenance.
Lookup	
Vendor Lookup	Opens the Lookup feature for the vendor, or brings it to the front if it is already open.
Filter	Opens the <i>Filter Manager</i> to select or maintain a filter.
First Record	Opens the first record in the current maintenance, using the current filter.
Previous Record	Opens the previous record in the current maintenance, using the current filter.

Next Record Opens the next record in the current maintenance, using the current filter.

Last Record Opens the last record in the current maintenance, using the current filter.

Options

Menu Selection Function

Toolbar Toggles the display of the toolbar on and off.

AutoAdd Mode Toggles the AutoAdd mode on or off. When on, you will be in continuous add mode each time you select to add a new record.

Defaults Displays the default record settings on the screen.

User Preferences Opens the *Preferences* dialog box where you can set the status of the Lookup window, AutoAdd Mode, and Toolbar each time you open the maintenance program.

System Preferences Accesses the *Maintenance Audit Control* dialog box, which is used to select the fields in which you want to track changes for audit history.

Additional

Menu Selection Function

Notes Accesses the *Notes Manager* to view or enter maintenance notes.

Payment Schedule Accesses the Open Payment Schedule Inquiry dialog box, which is used to review payment schedule information for the selected document and vendor.

Maintain Opens the maintenance program for the current field.

Audit History Accesses the *Maintenance Audit History* dialog box, which is used to view changes to the fields selected for audit tracking.

View

Menu Selection	Function
General	Displays the General view.

Global

Menu Selection	Functions
User Profile	Accesses your <i>user profile</i> information.
Note Pad	Accesses the <i>Notes</i> dialog box, which is used to enter notes for the current user.
Personal Favorites	Allows you to access frequently used programs.
Jump	Accesses the <i>Program Locator</i> dialog box, which allows you to move to other TakeStock modules and programs.

Help

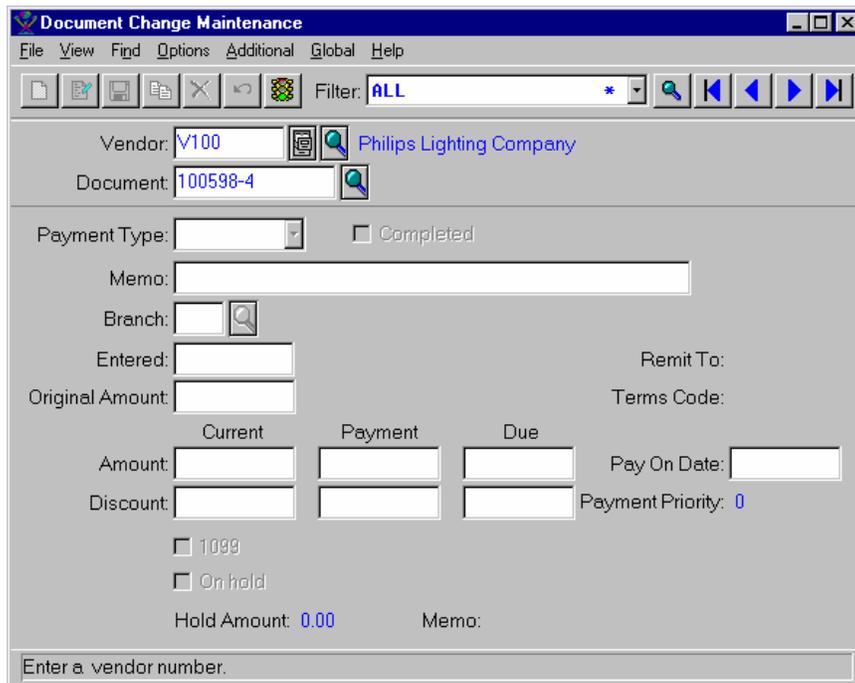
Menu Selection	Functions
Contents	Accesses the online Help table of contents.
Glossary	Access the TakeStock Glossary.
Search for Help on	Accesses the Help system index.
Screen Help	Accesses online Help for the current screen.
About TakeStock	Displays release, licensing, and support information about TakeStock.
Special Keys	Accesses the <i>Special Keys</i> dialog box, which lists the function keys for the current screen.

See Also

How to use the Document Change Maintenance program

How to use the Document Change Maintenance program

1. Access the *Document Change Maintenance* program. The complete path is *Accounts Payable*→*Checks*→*Document Change Maint.* The system displays the *Document Change Maintenance* screen.



2. In the *Vendor* field, enter the vendor code for which you wish to access documents.
3. In the *Document* field, enter the document number.
4. The system retrieves the information for the document and displays it in the remaining fields on the screen.
5. Modify the information in the following fields as necessary. Remember, not all fields in this program are modifiable. Use the table below to guide you in your entries.

Entered The document entry date or invoice date.

Pay On Date The pay-on date for the document.

Discount Due Date The date the document is due to be eligible for a discount.

1099 Indicate if this document is reportable on vendor's 1099.

6. Review the displayed information and select the **Save** icon to save the document maintenance changes.

AP 1099 Processing

The 1099 Processing menu allows you to enter and modify 1099 tax information for the AP transactions. Entries for the 1099 Processing menu are:

- 1099 History Maintenance* Using this program, you can maintain the 1099 history information by vendor by year.
- 1099 Print* Using this program, you can print the IRS form, 1099-MISC.

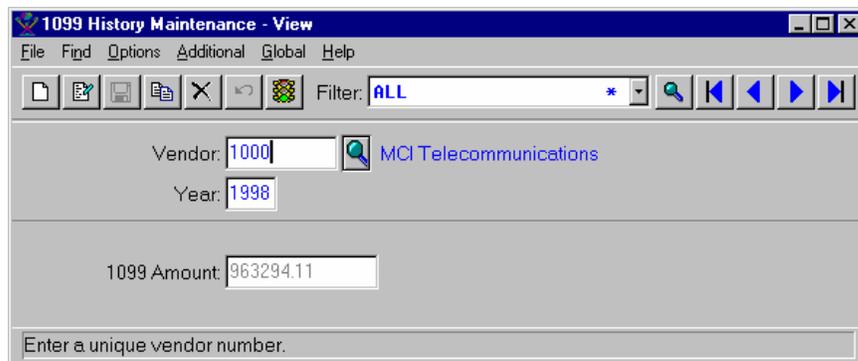
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1099 History Maintenance

Using this program, you can maintain the 1099 history information by vendor by year. TakeStock 1099 processing allows you to leave an AP period open and continue processing for the new year when those new payments may apply to a different 1099 calendar year.

A 1099 screen is filed with the IRS to report non-employee compensation paid by the company or to report interest paid by the company on loans from an individual.



Form Contents

Fields, Buttons, Checkboxes, & Icons

For a listing of standard Maintenance icons and buttons, refer to the *Maintenance Toolbar* topic at the beginning of the *Maintenances* chapter.

<i>Vendor</i>	The code (up to 10 characters) for the vendor for which you are entering the 1099 information. The vendor must be established using the <i>Vendor Maintenance</i> program.
<i>Year</i>	The reporting year for which this 1099 information applies.
<i>1099 Amount</i>	The amount of the total payments to the vendor that are 1099 applicable. During <i>Payment Register</i> processing, the system updates this value based on the transactions that were flagged for 1099 processing.

Menus

File

Selections from the File menu and their purposes are:

Menu Selection	Function
New	Adds a new record. When new is active, <i>End New</i> displays here and is available.
Edit	Makes changes to an existing record.

Save	Saves the information for the current record.
Save As	Saves the information for the current record with a different code or number.
Delete	Deletes the current record.
Revert	Sets the information for the current record back to its original state.
Exit	Exits the current program.

Find**Menu Selection****Function**

Lookup	Accesses the <i>Lookup</i> feature for the current maintenance.
Lookup	Opens the Lookup feature for the current field, or brings it to the front if it is already open.
Filter	Opens the <i>Filter Manager</i> to select or maintain a filter.
First Record	Opens the first record in the current maintenance, using the current filter.
Previous Record	Opens the previous record in the current maintenance, using the current filter.
Next Record	Opens the next record in the current maintenance, using the current filter.
Last Record	Opens the last record in the current maintenance, using the current filter.

Options**Menu Selection****Function**

Void Check List	Accesses the AP <i>Void Check Lookup</i> screen so that you can select a check to void. The Lookup displays the bank code, check number, date and void date (if any).
Toolbar	Toggles the display of the toolbar on and off.
AutoAdd Mode	Toggles the AutoAdd mode on or off. When on, you will be in continuous add mode each time you select to add a new

record.

Defaults	Displays the default record settings on the screen.
User Preferences	Opens the <i>Preferences</i> dialog box where you can set the status of the Lookup window, AutoAdd Mode, and Toolbar each time you open the maintenance program.
System Preferences	Accesses the <i>Maintenance Audit Control</i> dialog box, which is used to select the fields in which you want to track changes for audit history.

Additional

Menu Selection

Function

Audit History	Accesses the <i>Maintenance Audit History</i> dialog box, which is used to view changes to the fields selected for audit tracking.
----------------------	--

Global

Menu Selection

Functions

User Profile	Accesses your <i>user profile</i> information.
Note Pad	Accesses the <i>Notes</i> dialog box, which is used to enter notes for the current user.
Personal Favorites	Allows you to access frequently used programs.
Jump	Accesses the <i>Program Locator</i> dialog box, which allows you to move to other TakeStock modules and programs.

Help

Menu Selection

Functions

Contents	Accesses the online Help table of contents.
Glossary	Access the TakeStock Glossary.
Search for Help on	Accesses the Help system index.
Screen Help	Accesses online Help for the current screen.
About TakeStock	Displays release, licensing, and support information about TakeStock.

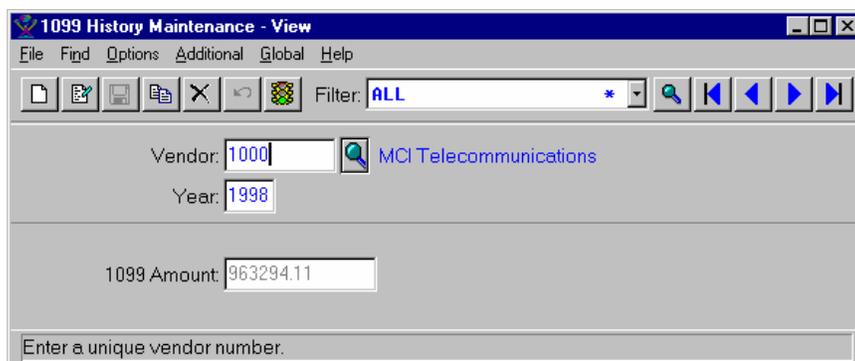
Special Keys Accesses the *Special Keys* dialog box, which lists the function keys for the current screen.

See Also

How to enter 1099 history maintenance information

How to enter 1099 history maintenance information

1. Access the *1099 History Maintenance* program by selecting *Maintenances* → *1099 History Maintenance* from the AP main menu. The system displays the *1099 History Maintenance* program.



2. Select the **New** or **Edit** icon as necessary.
3. Enter or modify information for all fields, checkboxes, and radio buttons as necessary. Refer to the table below for fields, checkbox, and radio button definitions.

<i>Vendor</i>	The code (up to 10 characters) for the vendor for which you are entering the 1099 information. The vendor must be established using the <i>Vendor Maintenance</i> program.
<i>Year</i>	The reporting year for which this 1099 information applies.
<i>1099 Amount</i>	The amount of the total payments to the vendor that are 1099 applicable. During <i>Payment Register</i> processing, the system updates this value based on the transactions that were flagged for 1099 processing.

4. Save your work, and exit the program.

1099 Print

Using this program, you can print the IRS form, 1099-MISC. This program reads the 1099 history (stored by year) for the 1099 accumulated payment amount. For the reporting year, the program prints your company information, EIN (The vendor's employer identification number. This is 12-character field.), vendor information (name, address, payee identification number), and the 1099 payment amount (in box 7) on the IRS 1099-MISC form.

For the 2001 tax year, the standard 1099-MISC document prints as two forms per page to provide large boxes and more boxes for improved processing. The printout works with continuous feed forms as well as laser cut sheet forms.

When you access this program, the system displays the *Template-Saved Settings* dialog box, which is used by most reports and registers in the system. From this dialog box, you can select any of the available templates to run the report. For more information on the *Template-Saved Settings* dialog box, see the *TakeStock Basics* manual or the *Template-Saved Settings* topic in the online Help.

If you select the **Edit** button to modify a template or the **New** or **Copy** button to enter new settings, the system displays the *1099 Print: Untitled* dialog box.

Form Contents

Entry fields, buttons, icons, and checkboxes for this screen

Fields, Buttons, Checkboxes, & Icons

Sort By Defines the sort order in which the information prints. You can select to print these documents in order by any of the available options. The Sort By options are: **Vendor**, **Vendor Name**, **Alternate**, and **Vendor Category**.

Limit By Limits the information that prints by selecting specific identifying characteristics or a range of identifying

characteristics. Available choices are: **Vendor**, **Alternate**, and **Vendor Category**.

Options

Determines the additional information to print on the report.

In the *1099 Reporting Year* field, enter the 1099 reporting year to print.

In the *Reporting Limit* field, enter or modify the reporting limit set by the IRS. The system displays the reporting limit that you entered on the Payments view of *AP Control Maintenance*.

For the Form Type radio set, select the type of form you are using for the print: either Cut Sheet Forms or Continuous (Feed) Forms. The default value is Continuous Forms.

If Form Type is Continuous Forms, then Copies per Recipient and Collate options are disabled.

If you selected the Cut Sheet Forms radio button, complete the following:

In the Copies per Recipient box, enter the number of 1099 copies each receipt should receive (between 1 and 6). The system uses 1 as the default.

If the Copies per Recipient value is greater than 1, the system enables the Collate checkbox. Select the Collate checkbox to print the sheets for each recipient one after the other.

If you do not select Collate, then the first sheet prints for each recipient, and a message will be displayed so you can change the paper (if necessary) and then print the second sheet for each recipient. This pattern continues until the desired number of copies has been reached. The default value is unchecked or 'not collated'.

For example, if Copies per Recipient is greater than 1 and Collate is Yes, then the print program will print the selected number of copies for each recipient in turn. For example, if Copies per Recipient is 3 and Collate is Yes, then the print program would print 3 copies of the 1099 for the first recipient, then 3 copies for the next recipient, and so forth. If Copies per Recipient is 3 and Collate is No, then the first copy will print for all recipients, then the second copy will print for all recipients, then the third copy will print for all recipients.

Select the **Print Initial Alignment** checkbox to print an

initial document to check printer/paper alignment before printing 1099-MISC forms. If you select this checkbox, the system prints the alignment when you select the **Print** button and then displays a message notifying you that the alignment is complete and asking you if it is now OK to print the checks. Select **OK** to print, **Align** to realign the printer and paper, or **Cancel** to return to the *1099 Print: Untitled* dialog box

- Select** Displays the *Selection* dialog box so you can set a range for the highlighted Limit By option.
- Filter** Displays the *Filter Manager* dialog box so you can select filter parameters for the highlighted Limit By option.
- Profile** Accesses the settings from your user profile for the highlighted Limit By option.
- No Limit** Resets Limit By options to All for the selected option.
- OK** Saves the new or modified template and exits the screen.
- Cancel** Exits the screen without saving any changes.
- Print** Prints the register or report.
- Setup** Accesses the *Print Setup* dialog box so you can select settings for printing and updating.
- Help** Accesses online Help for this screen.

See Also

How to use the 1099 Print program

1099 Print

A typical *1099 Print* is depicted below:

QA's Primary Test Co.
9380 Medlock Bridge Road
Suite 550
Alpharetta, GA 30022
(312)848-1828

031819881

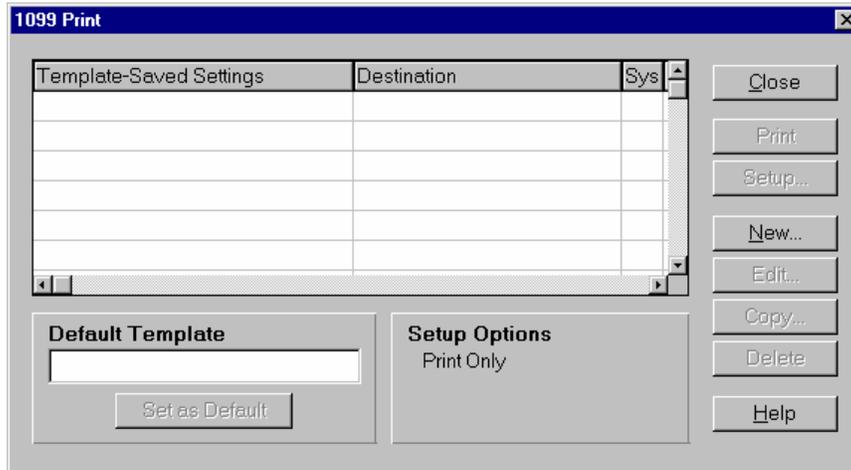
M & P Consulting, Inc.

6650

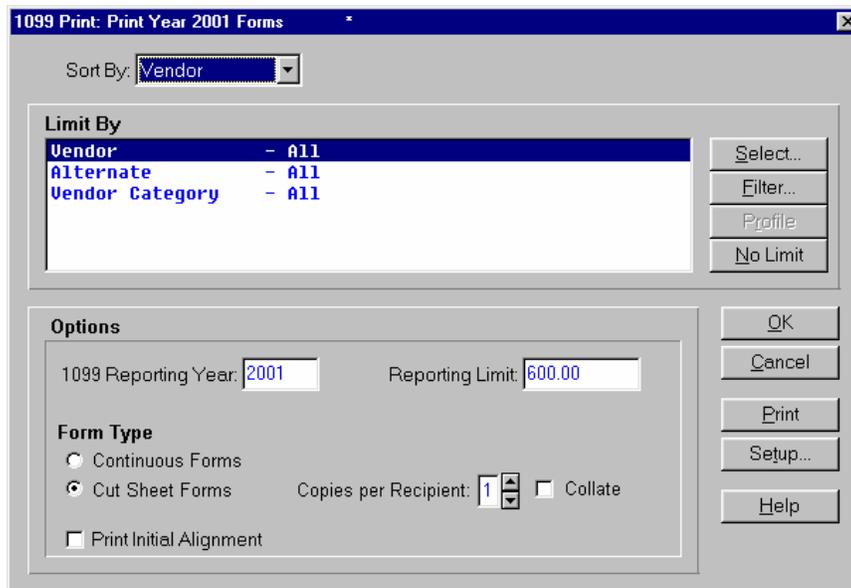
9485 Terrace Place
Alpharetta, GA 30022

How use to the 1099 Print program

1. Access the *1099 Print* program in the 1099 Processing submodule of Accounts Payable. The complete path is *Accounts Payable* → *1099 Processing* → *1099 Print*. The system displays the Template-Saved Settings dialog box of the *1099 Print*.



2. Select the **New**, **Edit**, or **Copy** button to access the *1099 Print: Untitled* dialog box.



3. Select settings for Sort By and the Limit By settings for new or modified templates. Use the table below to guide you in your selections.

Sort By Defines the sort order in which the information prints. You can select to print these documents in order by any of the available options. The Sort By options are: **Vendor**, **Vendor Name**, **Alternate**, and **Vendor Category**.

Limit By Limit the information that prints by selecting specific identifying characteristics or a range of identifying characteristics. Available choices are: **Vendor**, **Alternate**, and **Vendor Category**.

4. You can click:

- **Select** to display the *Selection* dialog box so you can set a range for the highlighted **Limit By** option.
- **Filter** to display the Filter Manager dialog box so you can select filter parameters for the highlighted **Limit By** option.
- **Profile** to display the settings from your user profile for the highlighted **Limit By** option.
- **No Limit** to reset the **Limit By** options to **All** for the selected option.

5. Select the Options for the *1099 Print* program. Use the table below to guide you in your selections.

Options Determines the additional information to print on the report.

In the *1099 Reporting Year* field, enter the 1099 reporting year to print.

In the *Reporting Limit* field, enter or modify the reporting limit set by the IRS. The system displays the reporting limit that you entered on the Payments view of *AP Control Maintenance*.

For the Form Type radio set, select the type of form you are using for the print: either Cut Sheet Forms or Continuous (Feed) Forms. The default value is Continuous Forms.

If Form Type is Continuous Forms, then Copies per Recipient and Collate options are disabled.

If you selected the Cut Sheet Forms radio button, complete the following:

In the Copies per Recipient box, enter the number of 1099 copies each receipt should receive (between 1 and 6). The system uses 1 as the default.

If the Copies per Recipient value is greater than 1, the system enables the Collate checkbox. Select the Collate checkbox to print the sheets for each recipient one after the other.

If you do not select Collate, then the first sheet prints for each recipient, and a message will be displayed so you can change the paper (if necessary) and then print the second sheet for each recipient. This pattern continues until the

desired number of copies has been reached. The default value is unchecked or 'not collated'.

For example, if Copies per Recipient is greater than 1 and Collate is Yes, then the print program will print the selected number of copies for each recipient in turn. For example, if Copies per Recipient is 3 and Collate is Yes, then the print program would print 3 copies of the 1099 for the first recipient, then 3 copies for the next recipient, and so forth. If Copies per Recipient is 3 and Collate is No, then the first copy will print for all recipients, then the second copy will print for all recipients, then the third copy will print for all recipients.

Select the **Print Initial Alignment** checkbox to print an initial document to check printer/paper alignment before printing 1099-MISC forms. If you select this checkbox, the system prints the alignment when you select the **Print** button and then displays a message notifying you that the alignment is complete and asking you if it is now OK to print the checks. Select **OK** to print, **Align** to realign the printer and paper, or **Cancel** to return to the *1099 Print: Untitled* dialog box

6. The information for the report is complete. Now, you can select:
 - **OK** to save the current settings as a template. When you select **OK**, the system displays a dialog box where you can name your template. Enter the template name, and select the **Save** button. The system returns you to the *1099 Print* screen where you can print the report.
 - **Setup** to access the Print Setup dialog box where you can change the print or update settings as described in the *TakeStock Basics* manual. These settings determine where the report prints and whether the report is a print, an update, or both.
 - **Print** to print the report without saving your current selections.
 - **Cancel** to print nothing and exit without saving your selections.
 - **Help** to access the online Help for this screen.

AP Inquiries Introduction

The *Inquiries* menu in *Accounts Payable* lets you select to sort and view information that you and other users have entered, as well as information generated by the system during routine processing. You can select the records on which to inquire by using a filter in combination with an inquiry.

Entries for the Inquiries menu are:

- Vendor Inquiry* Use *Vendor Inquiry* to inquire on pertinent vendor information that is maintained by the system as well as perform system inquiries.

- PO Document Inquiry* Use *PO Document Inquiry* to view information about a customer as you enter sales documents, cash receipts, or any other type of entry. For example, you can view open payment history as you enter sales orders. If the customer has a large outstanding balance, you can easily assign special payment terms for the sales order.

- AP Invoice QuickSearch* Use the *AP Invoice QuickSearch* to quickly find an Accounts Payable invoice using either the purchase order, vendor or item number associated with that document.

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Inquiries Sub-module Overview

The Main window and Secondary window or dialog box are independent of each other with regard to bringing them to the front or moving them around on your screen. This allows you to keep a Secondary dialog box open and in the foreground as you run other options, such as entering a sales order.

The following provides a general description of how Inquiries work throughout *TakeStock*.

Sample screens from *Customer Inquiry* are used to illustrate basic inquiry operations. Specific names of fields, views, and other selections will be different for other inquiry selections.

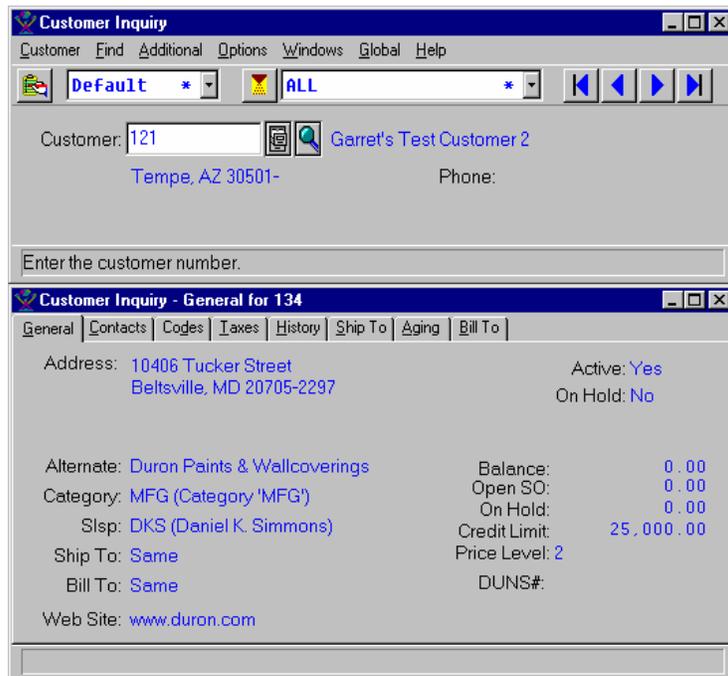
Inquiry Main Window

When you open an inquiry, the system displays the *Main* window to select the record for which you want to view information. The system also displays the *Secondary* dialog box, which is the first *View* available in the inquiry by default.

Other menu options available for Inquiries allow you to:

- exit and close all view Secondary dialog boxes
- find a specific document
- view or enter notes for an item
- open the Maintenance for a detail field
- display custom user fields

Main Inquiry Window and Secondary Inquiry Dialog Box



The Main Inquiry Window and Secondary Inquiry dialog boxes are shown above. The title bar shows the view chosen; you can select Tabs to open topics of information within a view.

Inquiry Secondary Windows or Dialog Boxes

As you open Secondary dialog boxes, they cascade in front of any other view dialog boxes that are already open. There are several views or Secondary dialog boxes you can open for displaying different types of information. The views available for the Inquiry are chosen from the View menu.

When the system displays multiple Secondary dialog boxes, you can click on the title bar of the view you want to bring to the front. When a Secondary dialog box is open, you can close it by choosing it from the View menu, or by choosing the close command as you would for any other dialog box.

The information for each Secondary dialog box is divided into topics. Each topic has a tab that you can select to view the information for that topic. Simply click on a tab to open it. Topic information may be displayed in columns or in fields.

When the system displays information in columns, the up and down scroll arrows let you scroll to see additional rows of information. The left and right scroll arrows let you scroll sideways to see additional columns of information.

The following is an example of the views available in *Customer Inquiry*.

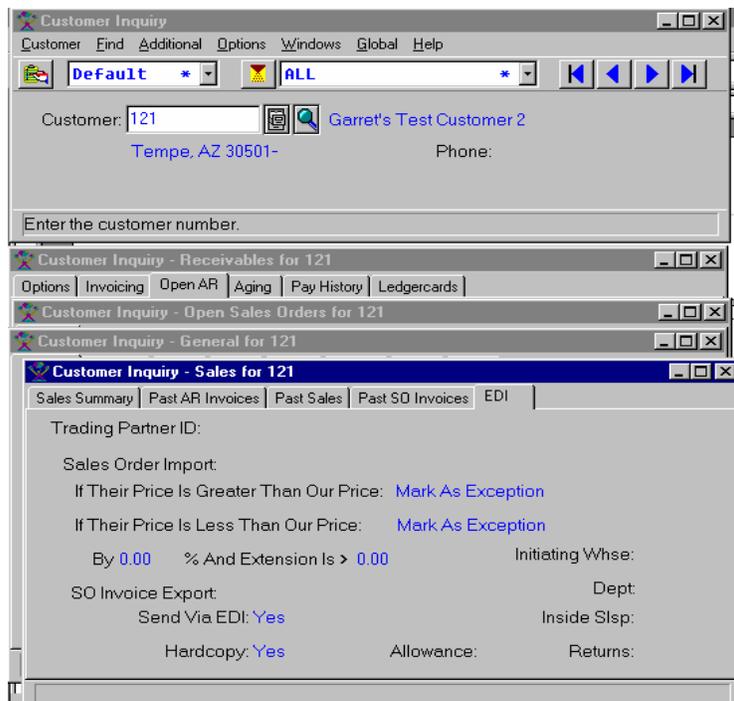


A checkmark indicates that the view is open.

When multiple Secondary dialog boxes are open, you can click on the title bar of the dialog box you want to view to bring it to the front. You can also select which dialog box to view or bring to the front from the Window menu on the Main Inquiry Window.

As you open Secondary dialog boxes, they will cascade in front of any other view dialog boxes already open.

The following is an example of an inquiry with multiple views or Secondary dialog boxes open.



Secondary dialog box Tabs let you select additional information for viewing; main window record buttons let you select the customer for viewing information.

The screenshot shows a window titled "General Info for FallsCust" with a "Ship To" tab selected. Below the tab is a text field for "Beginning Ship To:". A table lists shipping addresses with columns for "Ship To", "Name", and "City, State Postal Code".

Ship To	Name	City, State Postal Code
miash2	Alt Ship to for FallsCust	Miami, FL 30089

Enter beginning Ship To.

Scroll up or down to see additional rows. Scroll left or right to see additional columns.

Some fields let you select the record you want to view, the time period you want to view, or similar information, as shown in the following example.

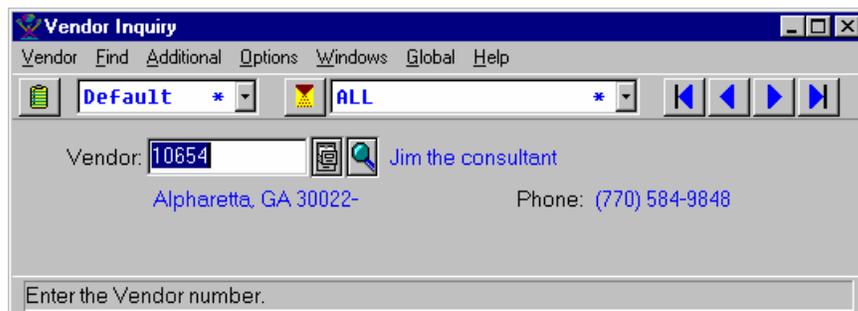
The screenshot shows a window titled "Open SO Documents for FallsCust" with a "Blanket" tab selected. It includes text fields for "Beginning Doc#" and "Beginning Date:". A table displays blanket order details with columns for "Blanket", "Entered", "Last Release", "Customer PO #", "Amount", and "Whs".

Blanket	Entered	Last Release	Customer PO #	Amount	Whs
B00024	03/25/1997	Never		1,618.42	001
B00023	03/24/1997	Never		1,499.06	001
B00022	03/24/1997	03/31/1997		14,767.11	333

Enter beginning document # or F9 for beginning customer PO#.

Vendor Inquiry

Using this program, you can select vendors for inquiry, and select views for displaying information topics. When you first access *Vendor Inquiry*, the Main screen and the General view display by default. From the Windows menu, you can select other windows of information to open.



As you open multiple windows, they cascade in front of other open views. Click the title bar of a window dialog box that you want to bring to the front or foreground. You can also bring a window to the front by selecting it from the Window menu. When viewing documents, you can double-click a document in the browser to view additional detail. When you are ready to exit the inquiry, choose Exit from the File menu. This closes all open dialog boxes and then closes the inquiry program.

Vendor Inquiry is divided into a main screen and six windows, and the windows are further separated into tabs of information:

- The General window, which displays information mainly from *Vendor Maintenance*.
- The Payables window, which displays information from *Vendor Maintenance*, open payables, and un-invoiced purchase order receipts.
- The EDI window, which displays the trading partner Id number and PO exporting parameters for the selected vendor.
- The Purchasing window, which displays information about generating purchase orders for the vendor, default costs, item information and review cycles by product line and warehouse.
- The History window, which displays purchase history information for the current vendor.

The Open PO Documents window, which displays open purchase order document information.

Form Contents

Fields, Buttons, Checkboxes, & Icons

For a listing of standard TakeStock icons and buttons, refer to the System Icons and Buttons topic in *Chapter 2, Getting Started of TakeStock Basics*.

Fields, Buttons, Checkboxes, & Icons

[configu ration]	This display-only field indicates the configuration of the Vendor Inquiry program. This determines what information is available for inquiry. To modify this setting, select <i>Options</i> → <i>Customize</i> from the menu bar.
<i>Vendor</i>	The vendor code for the inquiry.
Menus	
<u>Vendor</u>	
Menu Selection	Function
Most Recently Used	Displays the vendor code and description for the last vendor used for the inquiry.
Exit	Exits the current program.
<u>Find</u>	
Menu Selection	Function
Vendor Lookup	Accesses the <i>Lookup</i> feature for the vendor.
Filter	Opens the <i>Filter Manager</i> to select or maintain a filter.
Document	Displays the <i>Document Finder</i> dialog box, which is used to locate invoices and purchase orders.
First Record	Opens the first record in the current maintenance, using the current filter.
Previous Record	Opens the previous record in the current maintenance, using the current filter.
Next Record	Opens the next record in the current maintenance, using the current filter.
Last Record	Opens the last record in the current maintenance, using the current filter.
<u>Additional</u>	
Menu Selection	Function
Maintain Vendor	Opens the Vendor Maintenance program for the current vendor.
Vendor Notes	Accesses the <i>Notes Manager</i> to view or enter maintenance notes.

Custom Fields	Accesses the <i>Custom Fields</i> dialog box for the current vendor.
Price Find	Accesses the <i>Price Inquiry</i> dialog box, which is used to select an item and customer for pricing information and the <i>Price Selection</i> dialog box, which is used to view all pricing levels and schedules for all units of measure for a particular item.
Phone Book Maintenance	Access the <i>SM Phone Book</i> program, which is used to enter or view phone numbers for the current vendor.
Phone Book Query	Access the <i>SM Phone Book Query</i> program, which is used to locate phone numbers for the current vendor.
<u>Options</u>	
Menu Selection	Function
Toolbar	Toggles the display of the toolbar on and off.
Customize	Accesses the <i>Inquiry Configuration Setup</i> dialog box, which is used to select the tabs to display on the Vendor Inquiry views.
<u>Windows</u>	
Menu Selection	Function
Main	Displays the Main <i>Vendor Inquiry</i> screen.
General	Displays the General view.
History	Displays the History view.
Open PO Documents	Displays the Open PO Documents view.
Payables	Displays the Payables view.
Purchasing	Displays the Purchasing view.
<u>Global</u>	
Menu Selection	Functions
User Profile	Accesses your <i>user profile</i> information.
Note Pad	Accesses the <i>Notes</i> dialog box, which is used to enter notes for the current user.
Personal Favorites	Allows you to access frequently used programs.

Jump	Accesses the <i>Program Locator</i> dialog box, which allows you to move to other TakeStock modules and programs.
Help	
Menu Selection	Functions
Contents	Accesses the online Help table of contents.
Glossary	Access the TakeStock Glossary.
Search for Help on	Accesses the Help system index.
Screen Help	Accesses online Help for the current screen.
About TakeStock	Displays release, licensing, and support information about TakeStock.
Special Keys	Accesses the <i>Special Keys</i> dialog box, which lists the function keys for the current screen.

See Also

Vendor Inquiry—General View

Vendor Inquiry History View

Vendor Inquiry Open PO Documents View

Vendor Inquiry Payables View

Vendor Inquiry Purchasing View

Vendor Inquiry EDI View

Vendor Inquiry—General View

Vendor Inquiry - General for V100

General | Contacts | Codes | History | Ship From | Vendor Rep

Address: 9610 Dunwoody, Pl.
Suite 133-134

Active: Yes
Purchase Hold: No
Payment Hold: No
Valid in PO: No

Country: USA
Remit To: Same

Alternate Sort: GENERALIN
Balance: 0.00

Buyer: 1333 (nuts & bolts)
Credit Limit: 0

Ship From: Same
Our Customer ID: S890-0

The Information for the General view comes mainly from *Vendor Maintenance*. The information is sorted into six topic tabs.

Topic Tab	Topic Information
General	This tab displays summary of information from <i>Vendor Maintenance</i> , which includes the credit limit and current balance for this vendor, hold statuses, and the customer ID the vendor uses for your account.
Contacts	This tab includes the name, addresses, call type, phone number, and memos for each contact linked to the specified vendor.
Codes	Information from the Codes view in <i>Vendor Maintenance</i> , such as the category, terms code, GL table, center, warehouse, cost class codes.
History	The tab displays the date when the account was opened and the date of last activity as well as a highest balance date for the vendor.
Ship From	This tab displays ship-from detail including Ship From code, address, contact, and ship via. You can enter a Ship From code in the <i>Beginning Ship From</i> field to locate the Ship From code in the browser. If you double click a ship from code in the browser, the system displays the Ship From dialog box for the selected vendor. The dialog box displays the address, Contacts, buyer code, ship via, FOB, freight code and country code for the selected Ship-From.
Vendor Rep	This tab displays vendor representative information including name, location, vendor representative code, and primary contact indicator.

Ship From Dialog Box

This dialog box displays details about the ship from code for the vendor.

Ship From for health

Ship From: Health Vendor - North Fulton

Address: 3090 Medlock Bridge Road
Suite 107

Buyer: d3
Ship Via: AIR
FOB:
Freight: Prepaid
Country: USA

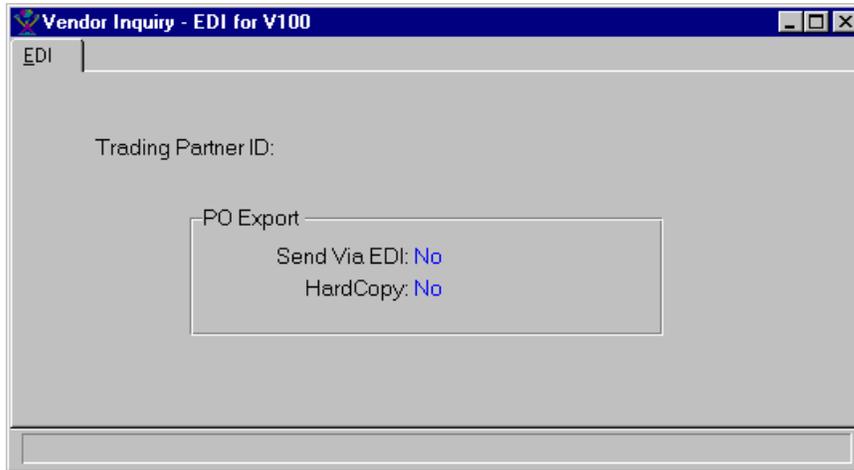
Contact	Title	Phone Number	Type

Close Help

The system displays this dialog box when you double click a ship from entry in the select the browser on the Ship From tab of the General view of the Vendor Inquiry program. After you review the information, select the **Close** button to return to the Ship From tab of the General view of the Vendor Inquiry program.

Vendor Inquiry—EDI View

Information for the EDI view comes from *Vendor Maintenance*.



The system displays EDI information on one topic tab.

Topic Tab	Topic Information
EDI	The system displays information about sending purchase orders via EDI and printing a copy of the purchase order that was sent via EDI as well as the trading partner ID for the selected vendor.

Vendor Inquiry—History View

The History view information comes from purchase history for the current vendor. The information is sorted into five topic tabs. For the **Past AP**, **Payments** and **Receipts** tabs, you can click your right mouse button to open a dialog box and then select whether to list the documents in ascending or descending order.

Document	Tp	Entered	Invoice	Due	Original	Disc
020400-004	IN	02/04/2000	02/04/2000	02/29/2000	400.00	02/15
020400-003	IN	02/04/2000	02/04/2000	02/29/2000	300.00	02/15
020400-002	IN	02/04/2000	02/04/2000	02/29/2000	200.00	02/15
020400-001	IN	02/04/2000	02/04/2000	02/29/2000	100.00	02/15
D020300-002	DM	02/03/2000	02/03/2000	02/29/2000	50.00-	02/15
020300-003	IN	02/03/2000	02/03/2000	02/29/2000	100.00	02/15
020300-001	IN	02/03/2000	02/03/2000	02/29/2000	200.00	02/15

Topic Tab

Topic Information

Past AP

This tab displays past invoices, and posting information such as the amount, branch, entered, invoiced, due, and posted dates, and period. You can enter a document number in the *Beginning Doc #* field and a beginning date in the *Beginning Date* field to locate the past invoices in the browser. You can double-click an invoice in browser to access the *Detail AP Inquiry* dialog box to details about the invoice.

Payments

This tab displays payment information by check number. You can enter a document number in the *Beginning Check #* field and a beginning date in the *Beginning Date* field to locate the check in the browser. The browser details include payment date and amount, posting period and register number, exchange rate and foreign currency details if applicable.

You can double-click any check in the browser to access the *Check Detail dialog box* to view check amount, number, date, type, currency, bank details and the documents paid by the check.

VI History

This tab displays the item history for the current vendor and selected warehouse in order by item number. In the *Warehouse* field, enter the warehouse that you want to search or use the record buttons to scroll through warehouses. You can double-click any item to access the *Vendor Item Detail* dialog box to view a year-to-date and

Topic Tab

Topic Information

prior-year summary of vendor/item history, such as number of receipts and dollar amount of returns. From the summary screen, you can double-click to view detailed history by month.

VI Receipts

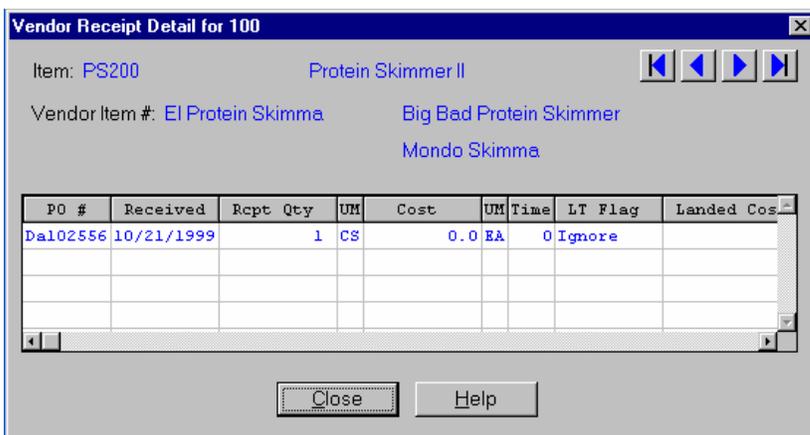
This tab displays the item receipts in the vendor's item number order for the selected warehouse. In the *Warehouse* field, enter the warehouse that you want to search or use the record buttons to scroll through warehouses. You can double-click any item to view the *Vendor Receipt Detail* dialog box to review detail receipt information for the last 3 receipts.

Receipts

This tab displays the past receipts from the vendor beginning with a specific document number or receipt date. You can enter a document number in the *Beginning Doc #* field and a beginning date in the *Beginning Date* field to locate the past receipts in the browser. You can double-click any of the receipts to access the *PO Document Inquiry* screen, which displays details of the receipt.

Vendor Receipt Detail Dialog Box

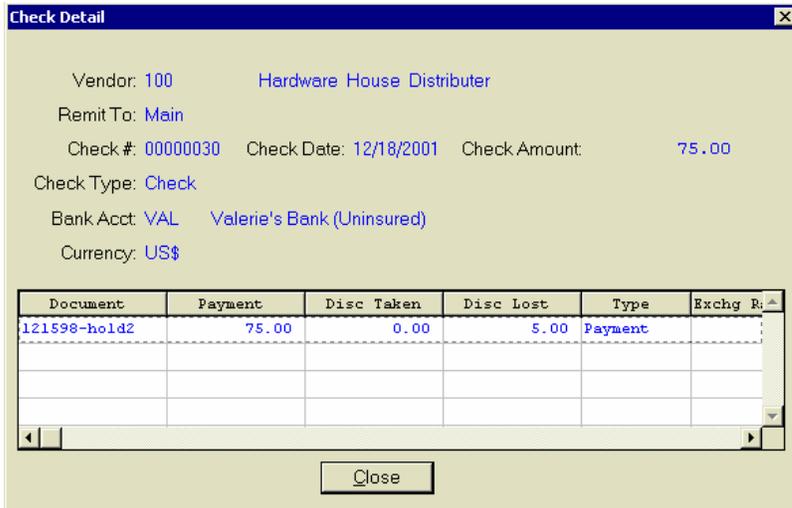
Use the Vendor Receipt Detail dialog box to review detail receipt information for the last 3 receipts. Information includes the purchase order number, received quantity, unit of measure, and date, Cost and costing unit of measure, time, LT flag status, landed cost, foreign cost, currency and exchange rate. From this screen you can double click a line in the browser to access the PO Document Inquiry program for the selected purchase order.



Check Detail Dialog Box

Use the *Check Detail* dialog box to review information about a check listed in the Payments view of the Vendor Inquiry History tab screen. Information includes the check amount, number, date, type, currency, and bank details.

A browser in the lower portion of dialog box lists documents paid by the check. Document details include payment amount, discount taken, discount lost, payment type, exchange rate, foreign amount, and document memo.



The screenshot shows a dialog box titled "Check Detail" with a close button in the top right corner. The dialog contains the following information:

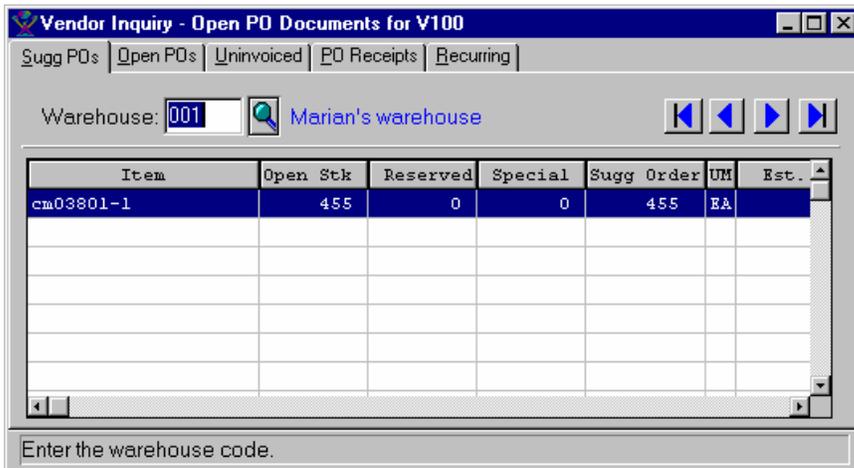
Vendor: 100 Hardware House Distributer
Remit To: Main
Check #: 00000030 Check Date: 12/18/2001 Check Amount: 75.00
Check Type: Check
Bank Acct: VAL Valerie's Bank (Uninsured)
Currency: US\$

Document	Payment	Disc Taken	Disc Lost	Type	Exchg R:
121598-hold2	75.00	0.00	5.00	Payment	

At the bottom of the dialog is a "Close" button.

Vendor Inquiry—Open PO Documents View

The Open PO Documents - view information comes from open purchase order documents. The information is sorted into five topic tabs. For the **Open POs**, **Uninvoiced**, **Receipts** and **Recurring** tabs, you can click your right mouse button to open a dialog box and then select whether to list the documents in ascending or descending order.

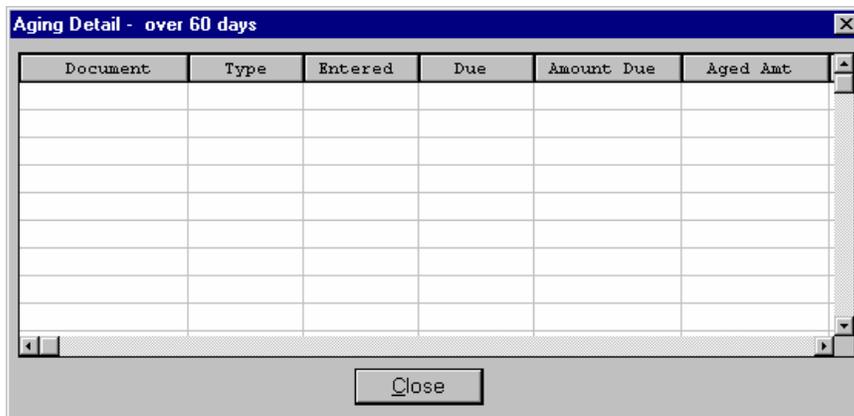


Topic Tab	Topic Information
Sugg POs	This tab displays the items on suggested purchase orders and the quantity detail by item for a specific warehouse. In the <i>Warehouse</i> field, enter the warehouse code for the inquiry.
Open POs	This tab displays the open purchase order documents for the vendor beginning with a specific document number or document date. You can enter a document number in the <i>Beginning Doc #</i> field and a beginning date in the <i>Beginning Date</i> field to locate the past receipts in the browser. You can double-click any of the receipts to access the <i>PO Document Inquiry</i> screen, which displays details of the receipt.
Uninvoiced	For the current vendor, this tab displays each purchase order that has not yet been invoiced, including the date the items on the purchase order were received. You can select to display the un-invoiced purchase orders based on the first purchase order number by entering the number in the <i>Beginning PO</i> field or first purchase order date to show in the list by entering the number in the <i>Beginning Date</i> field. You can double-click any of the purchase orders in the browser to open the <i>Detail Uninvoiced Receipt</i> dialog box to display the items ordered on that document. From this dialog box, you access the <i>PO Document Inquiry</i> program.
PO	This tab displays the item receipts for a vendor that have not yet been updated beginning with a specific document

Topic Tab	Topic Information
Receipts	receipt number or receipt date. You can enter a document number in the <i>Beginning Doc #</i> field and a beginning date in the <i>Beginning Date</i> field to locate the PO receipts in the browser. You can double-click any of the receipts to access the <i>PO Document Inquiry</i> screen, which displays details of the receipt.
Recurring	This tab displays recurring invoices by document number and includes detail information such as the date entered, amount, posting totals, cutoff details, posting totals, and currency details. You can enter a document number in the <i>Beginning Doc #</i> field to locate the recurring document in the browser.

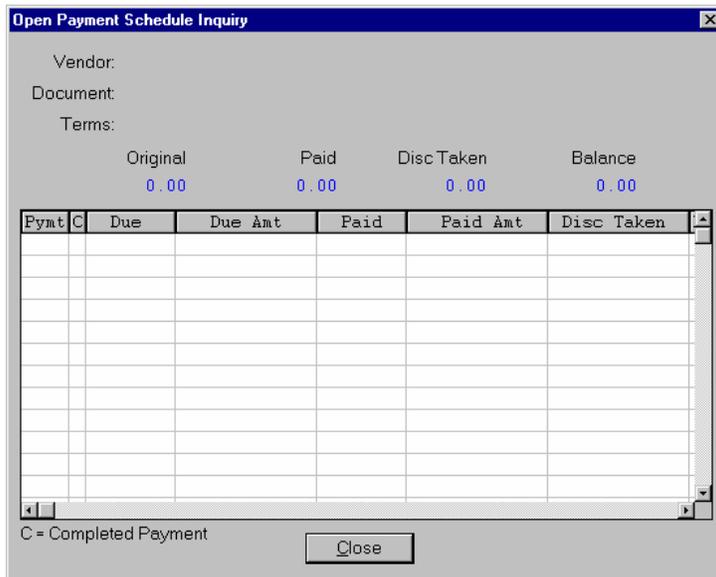
Aging Details Dialog Box

Using this dialog box, you can review aging details for the selected document for the specified vendor. The system displays the document number, type, due, aged, and paid amounts, date entered and due and discount information. You can select the **Detail Info** radio button to display PO number, receipt number, item number purchased, dates invoiced and received, and cost and received cost for the PO in the browser in the lower portion of the dialog box. You can select the **Posting Info** radio button to display item number, account number and description, center number and description, and amount for the PO in the browser in the lower portion of the dialog box. After you review the information, select the **Close** button to return to the *Vendor Inquiry* program. You can double click on a document in the browser to display the Detail AP Inquiry dialog box, which is used to display the details for an open payables transaction for the selected vendor.



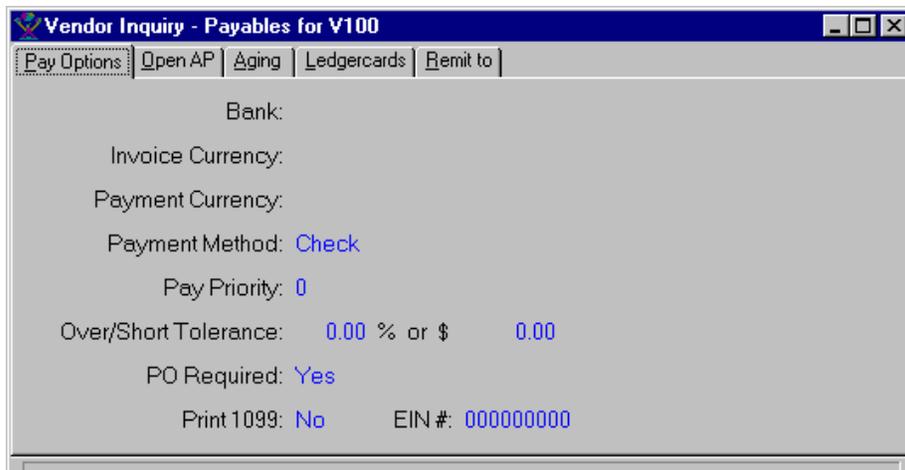
Payment Schedule Inquiry

Using the *Open Payment Schedule Inquiry* dialog box, you can review payment schedule information for the selected document and vendor. In the upper portion of the dialog box, the system displays the vendor and document number, terms code, and the original, paid, discount taken and balance amounts. In the browser in the lower portion of the screen, the system displays the payment number, the date and amount due, the date and amount paid (if any), the discount taken, discount due date, and discount amount available, as well as the Pay on date (if any) the percentage due and the discount percentage. The browser also contains a "C" column; an asterisk in this column indicates a completed payment.



Vendor Inquiry—Payables View

Information for the Payables view comes from *Vendor Maintenance*, open payables, and un-invoiced purchase order receipts.



The information is sorted into five topic tabs. For the Open AP tab, you can click your right mouse button to open a dialog box and then select whether to list the documents in ascending or descending order.

Topic Tab	Topic Information
Pay Options	This tab displays settings in the Payments view of the <i>Vendor Maintenance</i> program and other options relating to paying AP invoices for the vendor.
Open AP	This tab displays a summary of open payables for the vendor. You can enter a document number in the <i>Beginning Doc #</i> field and a beginning date in the <i>Beginning Date</i> field to locate the open payables document in the browser. You can double-click any of the AP transactions to open the <i>Detail AP Inquiry</i> dialog box to display the details for that transaction. For on-hold documents, the system displays the Hold Amount and Hold Memo information.
Aging	This tab displays credit limit, balance, and on-hold information for the selected vendor. From this tab you can access aging credit information for current account as well as accounts that are overdue. Overdue accounts are placed in 30, 60, 90, and so on overdue buckets. Select the appropriate button to display aging details for the selected timeframe. Double click any detail line in the aging detail display to access the Detail AP Inquiry dialog box.
Ledgercards	This tab displays the ledgercard information for the vendor, such as the date, transaction, invoice number, invoice amount, and balance. You can enter a date in the

Topic Tab	Topic Information
Remit to	<p data-bbox="505 254 1279 310"><i>Beginning Date</i> field to display ledgercard information for the selected date in the browser.</p> <p data-bbox="505 344 1279 407">This tab displays the Primary Remit to code and other remit to name and address information for the vendor.</p>

Detail AP Inquiry Dialog Box

Using this dialog box, you can display the details for an open payables transaction for the selected vendor. For on-hold documents, the system displays the Hold Amount and Hold Memo information. The system accesses this dialog box, when you double click an entry in the browser of the Open AP or Aging tabs on the Payables view of the Vendor Inquiry program.

In the upper portion of the dialog box, the system displays the document name, hold status, date due and original and current amounts due, discount date and original and current discount amounts, terms code document memo, pay priority code and notes for the current document.

In the browser in the lower portion of the screen, the system displays transaction details for the document.

Document: today

Hold: No

Entered: 09/08/1998	Original	Current
Due: 10/30/1998	500.00	500.00
Discount: 10/15/1998	0.00	25.00

Terms: 02 (Code 2) Pay Priority: 9

Memo:

Notes:

Date	Type	Amount	Check #	Bank

Close Expenses PO Lines Pay Sched Help

Form Contents

Fields, Buttons, Checkboxes, & Icons

- Close** Exits the screen.
- Expenses** Accesses the *Expense Detail* dialog box for the current transaction.
- PO Lines** Accesses the *PO Detail* dialog box for the current transaction.
- Pay Sched** Accesses the *Open Payment Schedule Inquiry* dialog box for

Fields, Buttons, Checkboxes, & Icons
the current transaction.

Help

Accesses online Help for this screen.



First Record icon, which allows you to view the first record in table, using the current filter.



Previous Record icon, which allows you to view the previous record in table, using the current filter.



Next Record icon, which allows you to view the next record in table, using the current filter.



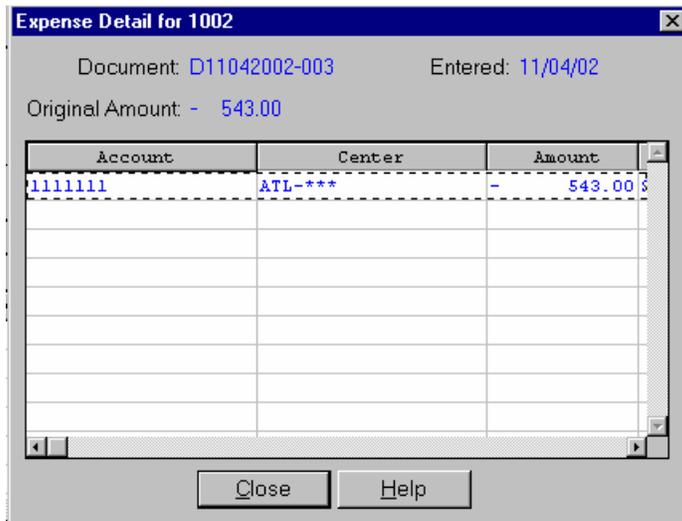
Last Record icon, which allows you to view the last record in table, using the current filter.



Notes icon, which runs the notes options for the current field.

Expense Detail Dialog Box

Using this dialog box, you can review expense information for the selected document. In the upper portion of the screen the system displays the document number, original amount, and date entered. In the browser in the lower portion of the screen, the system displays the center and amount for each account listed.



The screenshot shows a dialog box titled "Expense Detail for 1002". It contains the following information:

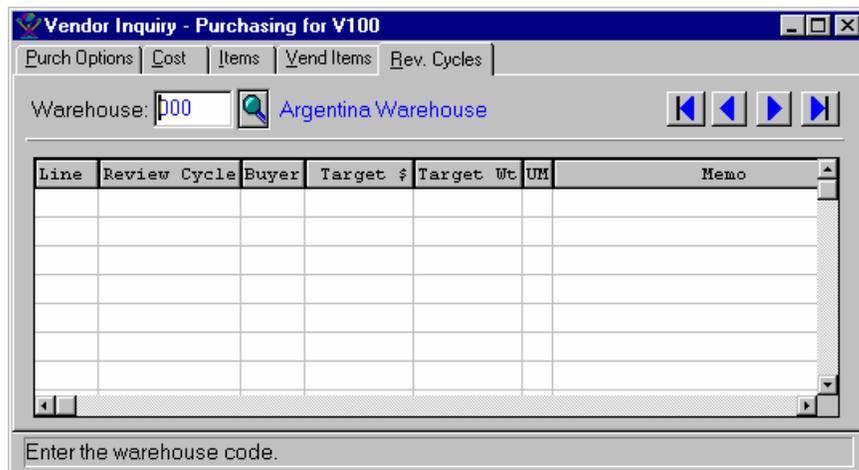
- Document: D11042002-003
- Entered: 11/04/02
- Original Amount: - 543.00

Account	Center	Amount
1111111	ATL-***	- 543.00

At the bottom of the dialog box are two buttons: "Close" and "Help".

Vendor Inquiry—Purchasing View

The Purchasing view shows information about generating purchase orders for the vendor, default costs, item information and review cycles by product line and warehouse.



The information is sorted into five topic tabs.

Topic Tab	Topic Information
Purch Options	This tab displays information on purchasing from the vendor record as entered in the Purchasing view of <i>Vendor Maintenance</i> .
Cost	This tab displays information on costs for the vendor including the Default Cost Hierarchy and Cost Schedule Hierarchy from the Cost view of <i>Vendor Maintenance</i> .
Items	This tab displays the items in item number order for a specific warehouse that are set up for this vendor in the TakeStock Warehouse Vendor/Item table. In the <i>Warehouse</i> field, enter the warehouse code for the inquiry or use the record buttons to scroll through warehouses. You can enter an item number in the <i>Beginning Item</i> field to locate the item in the browser.
Vend Items	This tab displays the items in the vendor's item number order for a specific warehouse that are set up for this vendor in the TakeStock Warehouse Vendor/Item table. In the <i>Warehouse</i> field, enter the warehouse code for the inquiry or use the record buttons to scroll through warehouses. You can enter an item number in the <i>Beginning Vendor Item</i> field to locate the item in the browser.
Rev Cycle	This tab displays the review cycles by product lines for the vendor within a specific warehouse. In the <i>Warehouse</i> field, enter the warehouse code for the inquiry or use the record

Topic Tab**Topic Information**

buttons to scroll through warehouses. You can double-click any of the product lines in the browser to view the vendor/warehouse/product line review cycle detail information.

How to view vendor information

1. Access the Vendor Inquiry program. The complete path is *Accounts Payable*→*Inquiries*→*Vendor Inquiry*. You can also access this program from entry programs throughout the AP module and TakeStock.
2. Enter the *Vendor* for whom you want to view information. Select a filter if you want to limit the vendor records for which you are viewing information.
3. Use the  (record) buttons to scroll through vendor records, or to jump to the first or last vendor based on the filter you are using.
4. From the View menu, select which view dialog box you want to open.
5. If multiple views are already open, from the Window menu select which view to bring to the front.
6. After choosing a view, click the tab to display the topic information that you want to view. Many topic tabs have fields where you can enter the beginning document number, beginning check number, beginning date, and beginning item number to limit the information that displays in the browser. Some topic tabs contain a *Warehouse* field, which is used to limit the vendor information displayed to a particular warehouse, and  (record) buttons that you can use to scroll through all the warehouse records for the selected vendor.

Fields, Buttons, Checkboxes, & Icons

<i>Receipt</i>	The beginning receipt number to display in the browser. You can select the All Receipts checkbox to display all receipts in the browser.
AP Doc Register	The invoice posting status to display. You can select from Posted , Unposted , or Both .
Close	Exits the screen.
Find	Displays all invoices that match the entered search criteria.
Clear All	Removes the current search criteria.
Help	Accesses online Help for this screen.

AP Reports Introduction

<i>Open Payables Report</i>	Prints a listing of open AP documents and optionally prints a list of transactions that have occurred against the documents.
<i>Aged Payables Report</i>	Prints a listing of all current and past due open AP documents, based on user-defined aging buckets established in <i>AP Control Maintenance</i> , and optionally prints a list of transactions that have occurred against the documents. The report also performs on-the-fly AP aging functions.
<i>Cash Requirements Report</i>	Prints a listing of future payments due to vendors for purchases orders and optionally include AP information. This is a useful cash management tool, which shows upcoming cash outlays.
<i>AP Variance Report</i>	Using this program, you can print a listing of discrepancies in cost or quantity between purchase orders received and their corresponding AP invoices. You can also optionally print warehouse and/or direct ships in addition to cost and/or quantity discrepancies.
<i>AP Register History Report</i>	Using this program, you can print a report of all registers affecting the accounts payable balance. This provides a trace of what transpired to obtain the current AP balance.
<i>AP Recurring Payables Listing</i>	Using this program, you can obtain a listing of all recurring payables. You can enter a post date that limits the print out to documents with a release date on or before this date.
<i>Ship From Report</i>	Prints a listing of vendors with ship-from addresses and optionally print the vendor addresses, contact names and phone numbers.
<i>Ship From Label Print</i>	Prints the shipping labels for vendor ship-from addresses and the permanent secondary ship-from addresses that are in the

	TakeStock Vendor Ship-from and Ship-from tables.
<i>Revaluation Register</i>	Using this register you can recalculate foreign currency invoices based on the latest exchange rate.
<i>Payment History Report</i>	Use the Payment History Report to report on vendor payment history.

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Open Payables Report

Using this program, you can print a list of documents from the AP Open Invoice table for the selected Vendors.

You can print the report in three formats:

- Summary (vendor and balance information),
- Detail (vendor and document information), or
- Detail with Transactions (vendor and document information and all transactions against that document).

The detail formats provide the option to print foreign currency information.

When you access this program, the system displays the *Template-Saved Settings* dialog box, which is used by most reports and registers in the system. From this dialog box, you can select any of the available templates to run the report. For more information on the *Template-Saved Settings* dialog box, see the *TakeStock Basics* manual or the *Template-Saved Settings* topic in the online Help.

If you select the **Edit** button to modify a template or the **New** or **Copy** button to enter new settings, the system displays the *AP Open Payables Report: Untitled* dialog box.

MS Excel Report Output

You can output this report to MS Excel to the screen or save it into disk file in the Excel file format so that report data can be viewed or manipulated in an alternative way. To view the report in Excel, select MS Excel Printer as the Print To option on the Print Setup dialog box. To create a file with a .xls file extension, select the Disk File as the Print To option, enter the directory path and file name, then select the MS Excel checkbox on the Print Setup dialog box.

You can also select Disk File as the output destination, the checkbox "MS Excel" will be enabled. If checkbox "MS Excel" is not checked, the report will be processed in the current way, that is, a text file will be saved to the disk.

If you want to save the report output as an Excel file, select Disk File as the output destination, enter a file name with extension ".xls" (if no file extension is entered, the program will append ".xls" to the entered file name), then select the MS Excel checkbox. When saving an Excel compatible file, you can select to run in the background processor by selecting the Run in Background checkbox. If the Run in Background checkbox is unchecked, the printing process outputs the report data to a MS Excel file "filename.xls" (the content is html format). If you double click the file, MS Excel will automatically open it.

Note that some selected report options may generate too many duplicated data in the Excel file. These report options are selectively ignored if Excel is chosen as the report destination. For the Open Payables Report, the report Include option, Print Foreign Currency Amount, is ignored. The Print Option "Detail with Transactions" will not print transaction data in Excel.

Form Contents

Fields, Buttons, Checkboxes, & Icons

- Sort By** Defines the sort order in which the information prints. You can select to print these documents in order by any of the available options. The Sort By options are: **Vendor/Document**, **Vendor Name/Document**, **Alternate Sort/Vendor/Document**, **Buyer/Vendor Name/Document**, and **Vendor Category/Vendor Name/Document**.
- Limit By** Limits the information that prints by selecting specific identifying characteristics or a range of identifying characteristics. Available choices are: **Vendor**, **Alternate Sort**, **Buyer**, **Vendor Category**, **Branch** and **Document**.
- Options** Determines the additional information to print on the report.
- In the *Cutoff Basis* field, use the drop down list to select a type of date for running the report. Available choices are: **Invoice Date**, **Entering Date**, **Posting Date**.
- In the *Cutoff Date* field, use the drop down list to enter the cutoff date for running the report.
- In the Print section of the form, determine the report format.
- Select:
- the **Summary** radio button to print vendor and balance information,
 - the **Detail** radio button to print vendor and document information,

Fields, Buttons, Checkboxes, & Icons

or
 the **Detail with Transactions** radio button to print vendor and document information and all transactions against that document.

Select the **Print Foreign Currency Amounts** checkbox to print amounts in foreign currency on the report.

- Select** Displays the *Selection* dialog box so you can set a range for the highlighted Limit By option.
- Filter** Displays the *Filter Manager* dialog box so you can select filter parameters for the highlighted Limit By option.
- Profile** Accesses the settings from your user profile for the highlighted Limit By option.
- No Limit** Resets Limit By options to All for the selected option.
- OK** Saves the new or modified template and exits the screen.
- Cancel** Exits the screen without saving any changes.
- Print** Prints the register or report.
- Setup** Accesses the *Print Setup* dialog box so you can select settings for printing and updating.
- Help** Accesses online Help for this screen.

See Also

How to print the Open Payables Report

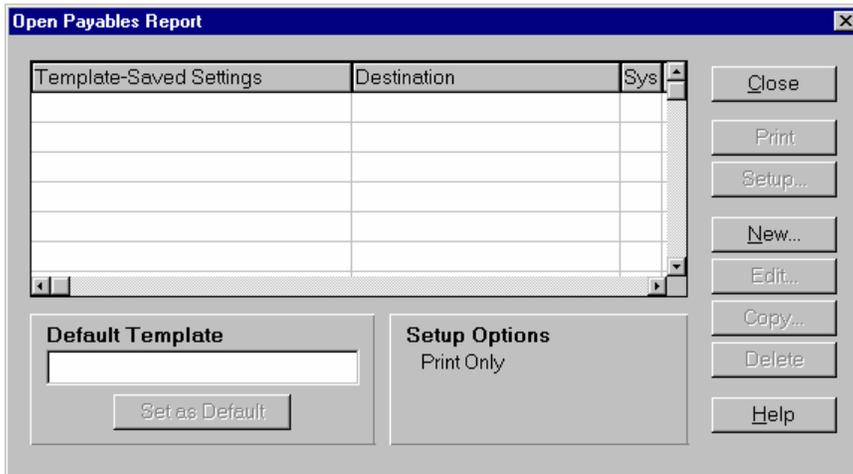
Open Payables Report

A typical *Open Payables Report* is depicted below:

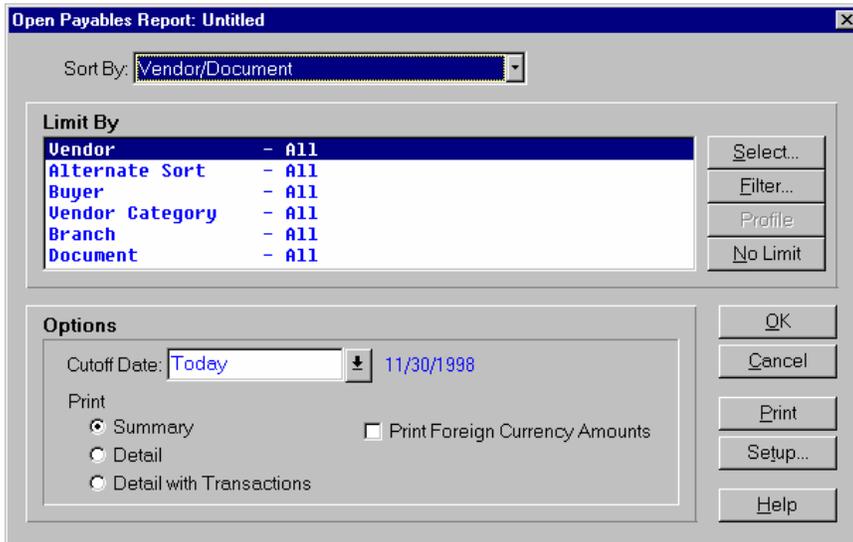
Date: 12-11-1998	QA's Primary Test Co.	Page: 1
Time: 9:51 AM	Open Payables Report - Untitled: Temp	User: leigh
Summary		
Vendor	Name	Balance
=====		
7290	Mason's Karate Studio	33,565.31
	Report Total	33,565.31
Number of Vendors: 1		
Selections for Open Payables Report - Untitled: Temp:		
Vendor	: 7290, 998, adobe, advent, allie, Alter	
Alternate	: All	
Buyer	: All	
Vendor Category	: All	
Branch	: All	
Open Document	: All	
Cutoff Date	: 12-11-1998	

How to print the Open Payables Report

1. Access the *Open Payables Report* program in the Reports submodule of Accounts Payable. The complete path is *Accounts Payable* → *Reports* → *Open Payables Report*. The system displays the Template-Saved Settings dialog box of the *Open Payables Report*.



2. Select the **New**, **Edit**, or **Copy** button to access the *Open Payables Report: Untitled* dialog box.



3. Select settings for Sort By and the Limit By settings for new or modified templates. Use the table below to guide you in your selections.

Sort By Defines the sort order in which the information prints. You can select to print these documents in order by any of the available options. The Sort By options are: **Vendor/Document**, **Vendor Name/Document**, **Alternate Sort/Vendor/Document**, **Buyer/Vendor Name/Document**, and **Vendor Category/Vendor Name/Document**.

Limit By Limits the information that prints by selecting specific identifying characteristics or a range of identifying characteristics. Available choices are: **Vendor**, **Alternate Sort**, **Buyer**, **Vendor Category**, **Branch** and **Document**.

4. You can click:

- **Select** to display the *Selection* dialog box so you can set a range for the highlighted **Limit By** option.
- **Filter** to display the Filter Manager dialog box so you can select filter parameters for the highlighted **Limit By** option.
- **Profile** to display the settings from your user profile for the highlighted **Limit By** option.
- **No Limit** to reset the **Limit By** options to **All** for the selected option.

5. Select the Options for the *Open Payables Report*. Use the table below to guide you in your selections.

Options	<p>Determines the additional information to print on the report.</p> <p>In the <i>Cutoff Basis</i> field, use the drop down list to select a type of date for running the report. Available choices are: Invoice Date, Entering Date, Posting Date.</p> <p>In the <i>Cutoff Date</i> field, use the drop down list to enter the cutoff date for running the report.</p> <p>In the Print section of the form, determine the report format.</p> <p>Select:</p> <p>the Summary radio button to print vendor and balance information,</p> <p>the Detail radio button to print vendor and document information,</p> <p>or</p> <p>the Detail with Transactions radio button to print vendor and document information and all transactions against that document.</p> <p>Select the Print Foreign Currency Amounts checkbox to print amounts in foreign currency on the report.</p>
----------------	---

6. The information for the report is complete. Now, you can select:

- **OK** to save the current settings as a template. When you select **OK**, the

system displays a dialog box where you can name your template. Enter the template name, and select the **Save** button. The system returns you to the *Aged Payables Report* screen where you can print the report.

- **Setup** to access the Print Setup dialog box where you can change the print or update settings as described in the *TakeStock Basics* manual. These settings determine where the report prints and whether the report is a print, an update, or both.
- **Print** to print the report without saving your current selections.
- **Cancel** to print nothing and exit without saving your selections.
- **Help** to access the online Help for this screen.

Aged Payables Report

Using this program, you can print information from the TakeStock Open Documents table and the TakeStock Payment Schedule table.

You can print the report in three formats:

- Summary, which includes the vendor number and name, last payment date, vendor balance and total amount due in each aging column.
- Detail, which includes the vendor number and name, last payment date, vendor balance and the document number, transaction type, entry date, the invoice date, discount due date, and due date for the open items, and the current amount in the appropriate aging column; this provides basic information necessary for AP management.
- Detail with transactions, which includes all information on the detail format and the original amount, transaction date, transaction type, and transaction amount for each transaction for each document.

When you access this program, the system displays the *Template-Saved Settings* dialog box, which is used by most reports and registers in the system. From this dialog box, you can select any of the available templates to run the report. For more information on the *Template-Saved Settings* dialog box, see the *TakeStock Basics* manual or the *Template-Saved Settings* topic in the online Help.

If you select the **Edit** button to modify a template or the **New** or **Copy** button to enter new settings, the system displays the *AP Aged Payables Report: Untitled* dialog box.

Aging Basis

The Aging Basis for the report is tied to the options you select in *AP Control Maintenance*. When the Age Credits option is set to **Age Normally**, the Age Payables Report and the Vendor Inquiry Aging display always use the Credit Invoice date when calculating the aging buckets. When the Age Credits option in *AP Control Maintenance* is set to **Subtract from Oldest** and **Subtract from Current**, the system places the AP Credits, for aging purposes, in the corresponding Oldest or Current aging bucket and the Invoice Date does not matter.

In the Aging Basis for the *Aged Payables Report*, the options **Invoice Date** and **Due Date** are used for normal invoices, but credit memos always use the invoice date for aging report calculations and printouts if the Age Credits flag in *AP Control Maintenance* is set to **Age Normally**. For delinquent documents the aging is based upon the Due Date.

MS Excel Report Output

You can output this report to MS Excel to the screen or save it into disk file in the Excel file format so that report data can be viewed or manipulated in an alternative way. To view the report in Excel, select MS Excel Printer as the Print To option on the Print Setup dialog box. To create a file with a .xls file extension, select the Disk File as the Print To option, enter the directory path and file name, then select the MS Excel checkbox on the Print Setup dialog box.

You can also select Disk File as the output destination, the checkbox "MS Excel" will be enabled. If checkbox "MS Excel" is not checked, the report will be processed in the current way, that is, a text file will be saved to the disk.

If you want to save the report output as an Excel file, select Disk File as the output destination, enter a file name with extension ".xls" (if no file extension is entered, the program will append ".xls" to the entered file name), then select the MS Excel checkbox. When saving an Excel compatible file, you can select to run in the background processor by selecting the Run in Background checkbox. If the Run in Background checkbox is unchecked, the printing process outputs the report data to a MS Excel file "filename.xls" (the content is html format). If you double click the file, MS Excel will automatically open it.

Note that some selected report options may generate too many duplicated data in the Excel file. These report options are selectively ignored if Excel is chosen as the report destination. For the Aged Payables Report, two report Include options are ignored: 1) Primary Contact, 2) Payment Information. To see the data related to these three options, you must choose other printing destinations. The Print Option "Detail with Transactions" will not print transaction data in Excel. The Buyer Code and Name (if sorting by buyer is chosen) as well as Vendor's Category and Description (if sorting by vendor's category is selected) will be added to the report as new columns.

Form Contents

Fields, Buttons, Checkboxes, & Icons

Sort By

Defines the sort order in which the information prints. You can select to print these documents in order by any of the available options. The Sort By options are: **Vendor/Document, Vendor Name/Document, Alternate Sort/Vendor/Document, Vendor Category/Vendor/Document, and Buyer/Vendor**

Fields, Buttons, Checkboxes, & Icons**Name/Document.**

- Limit By** Limits the information that prints by selecting specific identifying characteristics or a range of identifying characteristics. Available choices are: **Vendor**, **Alternate Sort**, **Buyer**, **Vendor Category**, **Branch** and **Document**.
- Include** Select from the following checkboxes to indicate the information that you want to print on the report.
- Select:
- Primary Contact**—to include the contact name and phone number.
- Payment Information**—to include year-to-date payments.
- On Hold Documents**—to include each vendor's on-hold documents.
- Print Delinquents Only**—to print only documents that are delinquent.
- If you select the **Print Delinquents Only** checkbox, the system enables the *Days Delinquent* field and the **Credit Only** checkbox.
- In the *Days Delinquent* field, enter the number of days the documents should be delinquent to print on the report.
- Print Credits**—to include credit documents on the "Delinquents" report.
- Options** Determines the additional information to print on the report.
- In the *Cutoff Basis* field, use the drop down list to select a type of date for running the report. Available choices are: **Invoice Date**, **Entering Date**, **Posting Date**.
- In the *Cutoff Date* field, use the drop down list to enter the cutoff date for running the report.
- In the *Aging Date* field, use the drop down list to enter the date on which to base document aging for the report.
- In the Print section of the form, determine the report format.

Fields, Buttons, Checkboxes, & Icons

Select:

the **Summary** radio button to print the vendor number and name, last payment date, vendor balance and total amount due in each aging column,

the Detail radio button to print the vendor number and name, last payment date, vendor balance and the document number, transaction type, invoice date, discount due date, and due date for the open items, and the current amount in the appropriate aging column; this provides basic information necessary for AP management,

or

the **Detail with Transactions** radio button to print all information included in the detail format as well as the original amount, transaction date, and transaction amount for each transaction for each document.

Select	Displays the <i>Selection</i> dialog box so you can set a range for the highlighted Limit By option.
Filter	Displays the <i>Filter Manager</i> dialog box so you can select filter parameters for the highlighted Limit By option.
Profile	Accesses the settings from your user profile for the highlighted Limit By option.
No Limit	Resets Limit By options to All for the selected option.
OK	Saves the new or modified template and exits the screen.
Cancel	Exits the screen without saving any changes.
Print	Prints the register or report.
Setup	Accesses the <i>Print Setup</i> dialog box so you can select settings for printing and updating.
Help	Accesses online Help for this screen.

See Also

How to print the Aged Payables Report

Aged Payables Report

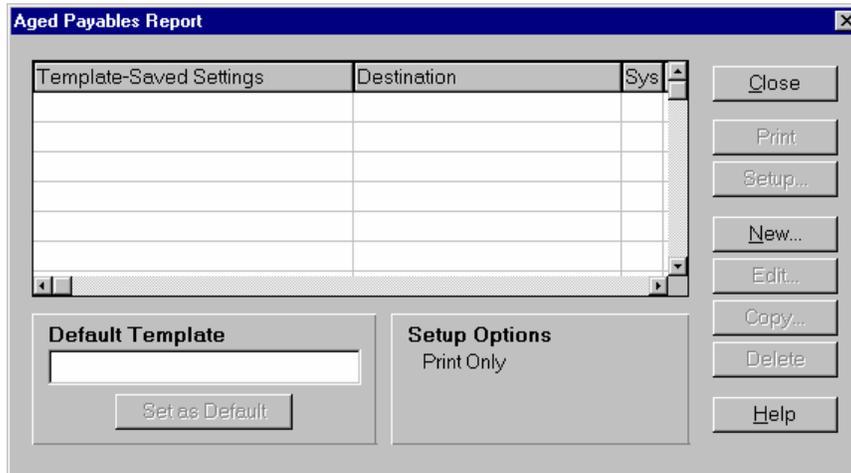
A typical *Aged Payables Report* is depicted below:

Date: 08/27/2001		TakeStock Development, Inc.					
Page: 1		Aged Payables - doc					
Time: 4:32 PM		Summary					
User: leigh		Last -----As of 08/27/01-----					
Vendor	Name	Balance	Payment	0 - 5	6 - 30	31 - 60	61
- 90	over 90						
=====							
100	Hardware House Distributor	1005063997	11/10/00	0.00	0.00	0.00	
0.00	1100063186						

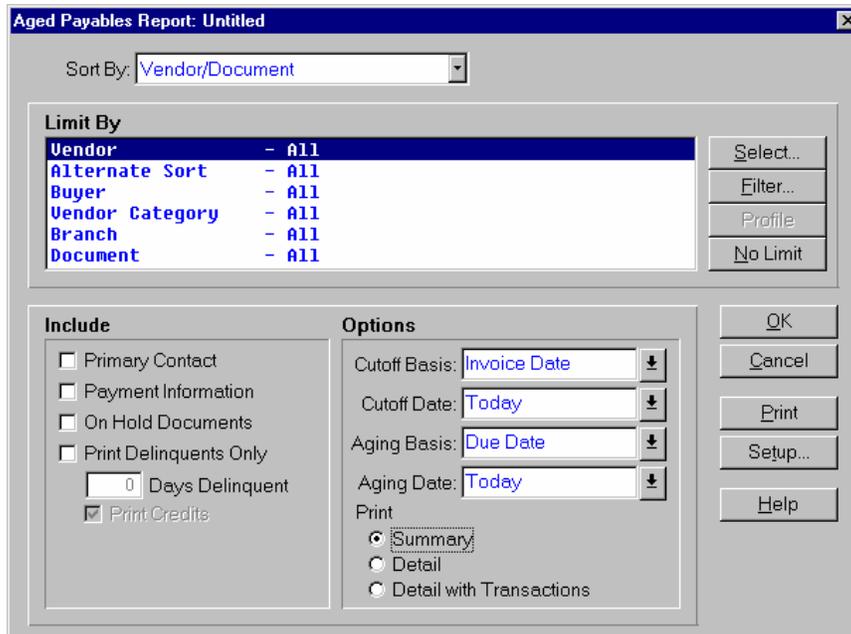
0.00	1100063186	Report Total	1005063997	1100063186	0.00	0.00	0.00
Number of Vendors: 1							
Legend:							
Balance = Vendor's Open Balance Amount.							
Selections for Aged Payables Report - doc:							
Vendor : 100							
Alternate : All							
Buyer : All							
Vendor Category : All							
Branch : All							
Open Document : All							
Cutoff Date : 08/27/2001							
Aged Date : 08/27/2001							
Print : Summary							
YTD Payments Information is up to 08/27/01							

How to print the Aged Payables Report

1. Access the *Aged Payables Report* program in the Reports submodule of Accounts Payable. The complete path is *Accounts Payable* → *Reports* → *Aged Payables Report*. The system displays the Template-Saved Settings dialog box of the *Aged Payables Report*.



2. Select the **New**, **Edit**, or **Copy** button to access the *Aged Payables Report: Untitled* dialog box.



3. Select settings for Sort By and the Limit By settings for new or modified templates. Use the table below to guide you in your selections.

Sort By Defines the sort order in which the information prints. You can select to print these documents in order by any of the available options. The Sort By options are:

Vendor/Document, Vendor Name/Document, Alternate Sort/Vendor/Document, Vendor Category/Vendor/Document, and Buyer/Vendor Name/Document.

Limit By Limits the information that prints by selecting specific identifying characteristics or a range of identifying characteristics. Available choices are: **Vendor, Alternate Sort, Buyer, Vendor Category, Branch** and **Document**.

4. You can click:
 - **Select** to display the *Selection* dialog box so you can set a range for the highlighted **Limit By** option.
 - **Filter** to display the Filter Manager dialog box so you can select filter parameters for the highlighted **Limit By** option.
 - **Profile** to display the settings from your user profile for the highlighted **Limit By** option.
 - **No Limit** to reset the **Limit By** options to **All** for the selected option.
5. In the Include section, select the information to include on the report. Use the table below to guide you in your selections.

Include Select from the following checkboxes to indicate the information that you want to print on the report.

Select:

Primary Contact—to include the contact name and phone number.

Payment Information—to include year-to-date payments.

On Hold Documents—to include each vendor's on-hold documents.

Print Delinquents Only—to print only documents that are delinquent.

If you select the **Print Delinquents Only** checkbox, the system enables the *Days Delinquent* field and the **Credit Only** checkbox.

In the *Days Delinquent* field, enter the number of days the documents should be delinquent to print on the report.

Print Credits—to include credit documents on the "Delinquents" report.

6. Select the Options for the *Aged Payables Report*. Use the table below to guide you in your selections.

Options	Determines the additional information to print on the report. In the <i>Cutoff Basis</i> field, use the drop down list to select a type of date for running the report. Available choices are: Invoice Date, Entering Date, Posting Date. In the <i>Cutoff Date</i> field, use the drop down list to enter the cutoff date for running the report. In the <i>Aging Date</i> field, use the drop down list to enter the date on which to base document aging for the report. In the Print section of the form, determine the report format. Select: the Summary radio button to print the vendor number and name, last payment date, vendor balance and total amount due in each aging column, the Detail radio button to print the vendor number and name, last payment date, vendor balance and the document number, transaction type, invoice date, discount due date, and due date for the open items, and the current amount in the appropriate aging column; this provides basic information necessary for AP management, or the Detail with Transactions radio button to print all information included in the detail format as well as the original amount, transaction date, and transaction amount for each transaction for each document.
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7. The information for the report is complete. Now, you can select:
- **OK** to save the current settings as a template. When you select **OK**, the system displays a dialog box where you can name your template. Enter the template name, and select the **Save** button. The system returns you to the *Aged Payables Report* screen where you can print the report .
 - **Setup** to access the Print Setup dialog box where you can change the print or update settings as described in the *TakeStock Basics* manual.
 - **Print** to print the report without saving your current selections.
 - **Cancel** to print nothing and exit without saving your selections.
 - **Help** to access the online Help for this screen.

Cash Requirements Report

Using this program, you can print a report of future payments due to vendors for purchases orders. This is a useful cash management tool that shows upcoming cash outlays.

You can print the report in a summary or detail format.

The report prints in two formatting options:

- Summary, which includes the vendor number, name, terms and vendor's balance due as of the date groupings.
- Detail, which includes the summary information plus the document number, document type, due date and the document amount due in each of the date groupings. This formatting options includes both vendor and report totals.

Processing for Purchase Orders with No Promise Date

The Cash Requirements Report offers the option to include open purchase orders. The cash requirements date for open purchase orders is based upon the promise date, which may be found on the purchase order header as well as on individual purchase order lines. Purchase order processing allows the user to enter a promise date of NONE. Previously, this report evaluated promise date of NONE as December 31, 2099. Since this typically date falls beyond the horizon of dates set up by the user in the Cash Requirements Report template, such purchase orders were not included on the report.

The Cash Requirements Report performs a thorough evaluation of purchase orders with promise date of NONE. The report now reviews information on the purchase order in a certain sequence to estimate the cash requirements date. The system checks the dates sequence as follows:

- Purchase order line promise date. If found, use it; if NONE, continue.
- Purchase order header promise date. If found, use it; if NONE, continue.
- Purchase order line request date. If found, use it; if ASAP, continue.
- Purchase order header request date. If found, use it; if ASAP, continue.
- Purchase order date plus vendor delivery days from the vendor maintenance record.

Purchase order add-on amounts for open purchase orders are also included in the Cash Requirements Report. Here is the sequence of dates that are checked.

- Purchase order header promise date. If found, use it; if NONE, continue.
- Purchase order header request date. If found, use it; if ASAP, continue.
- Purchase order date plus vendor delivery days from the vendor record.

Once a date is selected from the sequences described above, the software adds either the number of due days or discount due days (report template option)

found in the purchase order terms code to come up with a final cash requirements date. Notice that a single purchase order can have several different cash requirements dates and amounts.

When you access this program, the system displays the *Template-Saved Settings* dialog box, which is used by most reports and registers in the system. From this dialog box, you can select any of the available templates to run the report. For more information on the *Template-Saved Settings* dialog box, see the *TakeStock Basics* manual or the *Template-Saved Settings* topic in the online Help.

If you select the **Edit** button to modify a template or the **New** or **Copy** button to enter new settings, the system displays the *Cash Requirements Report: Untitled* dialog box.

Form Contents

Fields, Buttons, Checkboxes, & Icons

- Sort By** Defines the sort order in which the information prints. You can select to print these documents in order by any of the available options. The Sort By options are: **Vendor**, **Vendor Name**, **Alternate Sort/Vendor Name**, **Vendor Category/Vendor Name**, and **Buyer/Vendor Name**.
- Limit By** Limits the information that prints by selecting specific identifying characteristics or a range of identifying characteristics. Available choices are: **Vendor** and **Warehouse**. The warehouse limit by has no affect on included open AP invoice documents. The warehouse limit by option is used only by the PO type of included documents.
- Include** Select from the following checkboxes to indicate the types of documents to include on the report:

Fields, Buttons, Checkboxes, & Icons

Open AP—to include open Accounts Payable documents.

Open POs and Backorders—to include open purchase order type documents.

PO Returns—to include returns-type documents.

NOTE: Open POs, Backorders and Returns use the promise date and terms on the purchase order to determine the due and discount dates. If an Open PO has a promise date set to None (the default when entering the purchase order), the document total or line total amounts displays in the last aging column. This distorts the figures for your last aging column. You may want to manually set the last aging column to a date of 12/31/2099 or older to keep from distorting any of the aging columns.

PO Receipts —to include receipt-type documents.

On Hold Documents—to include documents that are on hold.

If a document is on hold and you select this option, the system displays the full document amount and a 'H' by the document number. If a document contains a partial hold and you select this option, the system displays the full document amount as the document amount and a 'P' by the document number. If a document contains a partial hold and you select this option, the system displays the amount **not** on hold as the document amount and a 'P' by the document number.

If you do **not** select this option, the report does not display documents that are on 'Vendor Hold'.

Options

Determines the additional information to print on the report. In the Print section of the form, select

the **Summary** radio button to indicate that you want to print the *Cash Requirements Report* in a summary format

or

the **Detail** radio button to indicate that you want to print the *Cash Requirements Report* in a detailed format.

In the Base On section of the form, select

the **Due Date** radio button to indicate that you want to base the aging of cash due to vendors on the due date

Fields, Buttons, Checkboxes, & Icons

of the document,

or

the **Discount Due Date** radio button to indicate that you want to base the aging of cash due to vendors on the discount due date of the document.

In the *Groupings* field, enter the number of sets of dates (2-5) to print on the report.

In the *Auto Increment* field, enter the number of days (1-99) to automatically increment the grouping dates. You can select the **Manual Dates** button to access the *Manual Date Entry* dialog box, which is used to manually enter the specific dates in each of the age groupings.

Select	Displays the <i>Selection</i> dialog box so you can set a range for the highlighted Limit By option.
Filter	Displays the <i>Filter Manager</i> dialog box so you can select filter parameters for the highlighted Limit By option.
Profile	Accesses the settings from your user profile for the highlighted Limit By option.
No Limit	Resets Limit By options to All for the selected option.
OK	Saves the new or modified template and exits the screen.
Cancel	Exits the screen without saving any changes.
Print	Prints the register or report.
Setup	Accesses the <i>Print Setup</i> dialog box so you can select settings for printing and updating.
Help	Accesses online Help for this screen.

See Also

How to print the Cash Requirements Report

Cash Requirements Report

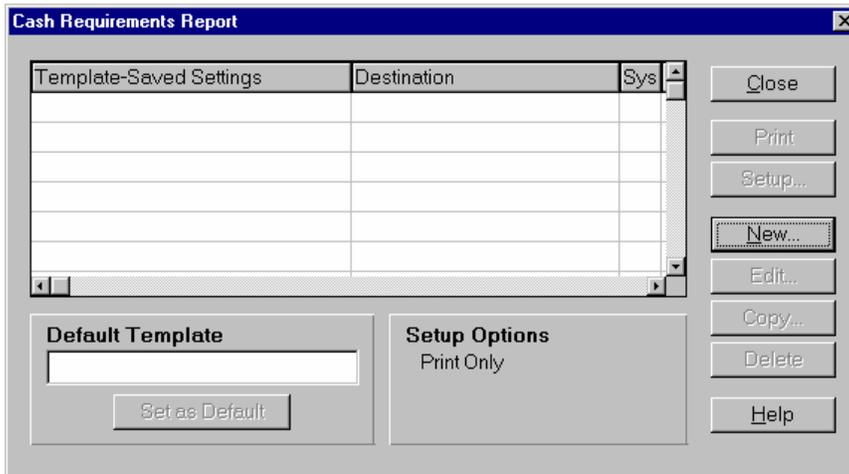
A typical *Cash Requirements Report* is depicted below:

Date: 12-11-1998	QA's Primary Test Co.	Page:		
1				
Time: 10:03 AM	Cash Requirements Report - Untitled: Temp	User:		
leigh				
-----Dates-----				
Vendor	Name	Balance	Thru 12-11	12-12-12-12
=====				
10654	Jim the consultant	4,398.00	4,398.00	
1554	Candy's Stuff, Inc.	83,052.07	83,052.07	
7290	Mason's Karate Studio	1,007.75	1,007.75	
Bill's New	Bill's New Vendor	357.00	357.00	
Burt	Burt & Ernie's Company	9,381.04	9,381.04	
China	Candy's Chinese Vendor	300.00	300.00	
cmh	cmh test	5,000.00	5,000.00	
Cory	Cory's cabinets	200.01	200.01	
InActive	An Inactive Vendor	500.00	500.00	
Joe1	Joe's 1 Pyament Stop	4,153.00	4,153.00	
Joe3	Joe's 3 Payment Station	75.00	75.00	
Joe4	Joe's 4 Payment Services	419.40	419.40	
Joe5	Joe's 5 Payment Systems	898.65	898.65	
lisa	Lisa's vendor	229,493.05	229,493.05	
lisa2	Lisa's second vendor	10,129.61	10,129.61	
nv	Candy's new vendor	517.06	517.06	
PetSmart	PetSmart Company	6,196.31	6,196.31	
ruger	Rugers Road House	3,000.00	3,000.00	
V100	Philips Lighting Company	139,105.03	139,105.03	
VFalls	Falls Art Supply Vendor	21,550.00	21,550.00	
whippets	The Whippet Company	9,065.86	9,065.86	
Report Total		\$ 528,798.84	528,798.84	0.00

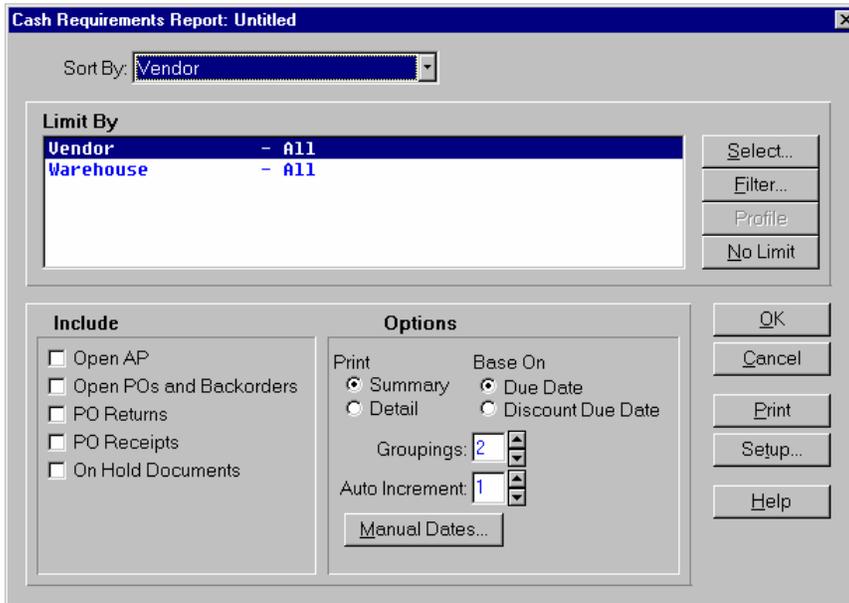
Number of Vendors: 21				
Legend:				
Selections for Cash Requirements Report - Untitled: Temp:				
Vendor	: All			
Warehouse	: All			
Document	: All			
Print	: Summary			
Based on Due Date				
Include Open AP				

How to print the Cash Requirements Report

1. Access the *Cash Requirements Report* program in the Reports submodule of Accounts Payable. The complete path is *Accounts Payable* → *Reports* → *Cash Requirements Report*. The system displays the Template-Saved Settings dialog box of the *Cash Requirements Report*.



2. Select the **New**, **Edit**, or **Copy** button to access the *Cash Requirements Report: Untitled* dialog box.



3. Select settings for Sort By and the Limit By settings for new or modified templates. Use the table below to guide you in your selections.

Sort By Defines the sort order in which the information prints. You can select to print these documents in order by any of the available options. The Sort By options are: **Vendor**, **Vendor Name**, **Alternate Sort/Vendor Name**, **Vendor Category/Vendor Name**, and **Buyer/Vendor Name**.

Limit By Limits the information that prints by selecting specific identifying characteristics or a range of identifying characteristics. Available choices are: **Vendor** and **Warehouse**. The warehouse limit by has no affect on included open AP invoice documents. The warehouse limit by option is used only by the PO type of included documents.

4. You can click:

- **Select** to display the *Selection* dialog box so you can set a range for the highlighted **Limit By** option.
- **Filter** to display the Filter Manager dialog box so you can select filter parameters for the highlighted **Limit By** option.
- **Profile** to display the settings from your user profile for the highlighted **Limit By** option.
- **No Limit** to reset the **Limit By** options to **All** for the selected option.

5. In the Include section, select the information to include on the report. Use the table below to guide you in your selections.

Include Select from the following checkboxes to indicate the types of documents to include on the report:

Open AP—to include open Accounts Payable documents.

Open POs and Backorders—to include open purchase order type documents.

PO Returns—to include returns-type documents.

NOTE: Open POs, Backorders and Returns use the promise date and terms on the purchase order to determine the due and discount dates. If an Open PO has a promise date set to None (the default when entering the purchase order), the document total or line total amounts displays in the last aging column. This distorts the figures for your last aging column. You may want to manually set the last aging column to a date of 12/31/2099 or older to keep from distorting any of the aging columns.

PO Receipts —to include receipt-type documents.

On Hold Documents—to include documents that are on hold.

If a document is on hold and you select this option, the system displays the full document amount and a 'H' by the document number. If a document contains a partial hold and you select this option, the system

displays the full document amount as the document amount and a 'P' by the document number. If a document contains a partial hold and you select this option, the system displays the amount **not** on hold as the document amount and a 'P' by the document number.

If you do **not** select this option, the report does not display documents that are on 'Vendor Hold'.

6. Select the Options for the *Cash Requirements Report*. Use the table below to guide you in your selections.

Options Determines the additional information to print on the report. In the Print section of the form, select

the **Summary** radio button to indicate that you want to print the *Cash Requirements Report* in a summary format

or

the **Detail** radio button to indicate that you want to print the *Cash Requirements Report* in a detailed format.

In the Base On section of the form, select

the **Due Date** radio button to indicate that you want to base the aging of cash due to vendors on the due date of the document,

or

the **Discount Due Date** radio button to indicate that you want to base the aging of cash due to vendors on the discount due date of the document.

In the *Groupings* field, enter the number of sets of dates (2-5) to print on the report.

In the *Auto Increment* field, enter the number of days (1-99) to automatically increment the grouping dates. You can select the **Manual Dates** button to access the *Manual Date Entry* dialog box, which is used to manually enter the specific dates in each of the age groupings.

7. The information for the report is complete. Now, you can select:
 - **OK** to save the current settings as a template. When you select **OK**, the system displays a dialog box where you can name your template. Enter the template name, and select the **Save** button. The system returns you to the *AP Cash Requirements Report* screen where you can print the report.
 - **Setup** to access the Print Setup dialog box where you can change the print

or update settings as described in the *TakeStock Basics* manual. These settings determine where the report prints and whether the report is a print, an update, or both.

- **Print** to print the report without saving your current selections.
- **Cancel** to print nothing and exit without saving your selections.
- **Help** to access the online Help for this screen.

AP Variance Report

Using this program, you can print a listing of discrepancies in cost or quantity between purchase orders received and their corresponding AP invoices. You can also optionally print warehouse and/or direct ships in addition to cost and/or quantity discrepancies.

Normally, this report is run by accounts payable and forwarded to buyers. Buyers can use this report to follow up with vendors and correct billing errors or item costing information.

This report works only if the AP Invoice Entry clerk enters correct invoice cost and/or quantity information in the *AP Invoice Entry* Detail browser. This report only reviews invoices that have been updated with the *AP Document Register*.

When you access this program, the system displays the *Template-Saved Settings* dialog box, which is used by most reports and registers in the system. From this dialog box, you can select any of the available templates to run the report. For more information on the *Template-Saved Settings* dialog box, see the *TakeStock Basics* manual or the *Template-Saved Settings* topic in the online Help.

If you select the **Edit** button to modify a template or the **New** or **Copy** button to enter new settings, the system displays the *AP Variance Report: Untitled* dialog box.

Form Contents

Fields, Buttons, Checkboxes, & Icons

Sort By Defines the sort order in which the information prints. You can select to print these documents in order by any of the available options. The Sort By options are: **Vendor**, **Vendor by Date**, **Vendor Name**, **Vendor Name by Date**, **Item**, **Item by Date**, and **Buyer**.

Fields, Buttons, Checkboxes, & Icons

Limit By	Limits the information that prints by selecting specific identifying characteristics or a range of identifying characteristics. Available choices are: Vendor, Item, Branch, Document, Buyer, and Posting Date.
Include	Select from the following checkboxes to indicate the types of documents to include on the report: Description 2 (If selected, descriptions 1 and 2 print on second detail line.)
Options	Determines the additional information to print on the report. In the Print section of the form, select Direct Ship —to include direct-ship invoices and POs on the report, Warehouse —to include the warehouse location on the report. In the Discrepancies section, select: Cost —to print cost discrepancies between AP invoices and the corresponding POs, and/or Quantity —to print quantity discrepancies between AP invoices and the corresponding POs.
Select	Displays the <i>Selection</i> dialog box so you can set a range for the highlighted Limit By option.
Filter	Displays the <i>Filter Manager</i> dialog box so you can select filter parameters for the highlighted Limit By option.
Profile	Accesses the settings from your user profile for the highlighted Limit By option.
No Limit	Resets Limit By options to All for the selected option.
OK	Saves the new or modified template and exits the screen.
Cancel	Exits the screen without saving any changes.
Print	Prints the register or report.
Setup	Accesses the <i>Print Setup</i> dialog box so you can

Fields, Buttons, Checkboxes, & Icons
select settings for printing and updating.

Help Accesses online Help for this screen.

See Also

How to print the AP Variance Report

AP Variance Report

Accounts Payable

Dal02087 joe	Joe Migh jon's	Jon's Testing	1	2	EA	160.81	160.81
EA 160.81							
Dal02087 joe	Joe Migh I135	120V 15FT PIPE CABLE	130	131	CS	24.74	24.74
CS 24.74							

518.88

Document Total

Invoice: 3114 Br: ATL Date: 09/25/2000

Dal03114 joe	Joe Migh 55 Gal Drum	55 Gallon Plastic Drum	2	2	EA	45.00	50.00
EA 10.00							

10.00

Document Total

124,095.88

Vendor Total

Vendor: MLO100 General Industrial MFG

Invoice: 1001002 Br: ATL Date: 09/25/1998

00930010 1333	nuts & b WYBS156b	Wyse Base System	0	1	EA	500.00	500.00
EA 500.00							
00930010 1333	nuts & b Disc	Discount	1	2	EA -	10.00 -	10.00
EA 10.00-							
00930010 1333	nuts & b WY12703	Wyse 101 Enhanced keyboard	0	1	EA	90.00	90.00
EA 90.00							
00930010 1333	nuts & b WY150b	Wy-150 Terminal, Black	2	3	EA	201.00	201.00
EA 201.00							

Date: 02/21/2001
 Page: 2
 Time: 6:04 PM
 User: leigh

TakeStock Development, Inc.
 AP Variance Report - doc

			-----Quantity-----			-----Cost-----		
PO	Buyer	Item	Description	Received	Invoiced	UM	Received	Invoiced
UM	Discrepancy							

Vendor: MLO100 General Industrial MFG (continued)

Invoice: 1001002 Br: ATL Date: 09/25/1998 (continued)

00930010 1333	nuts & b Frt	Freight	1	2	EA	10.00	10.00
EA 10.00							
00930012 1333	nuts & b WYCOOLP486	Wyse Pent 60/66 cooling f	20	21	EA	3.00	3.00
EA 3.00							
00930010 1333	nuts & b WYMPSSI	Wyse mouse pad SSI	0	1	EA	2.00	2.00
EA 2.00							

796.00

Document Total

Continued Next Page

Invoice: 1001003 Br: ATL Date: 09/25/1998

00930001 1333	nuts & b WYCOOL486	Wyse 486 cooling fan	10	0	EA	5.00	5.00
EA 50.00-							
00930001 1333	nuts & b MARKO3	MARK'S 3RD ITEM	10	0	EA	23.0	23.0
EA 230.00-							
00930001 1333	nuts & b WYHD12	Wyse 1.2gb HD	4	5	EA	95.00	95.00
EA 95.00							
00930001 1333	nuts & b Frt	Freight	1	0	EA	20.00	20.00
EA 20.00-							

205.00-	Document Total

591.00	Vendor Total

126,946.14	Report Total

Number of Vendors: 3

Legend:

Br = Branch

Quantity UM = Buying Unit of Measure

Cost UM = Costing Unit of Measure

Selections for AP Variance Report - doc:

Vendor : All

Item : All

Branch : All

Document : All

Buyer : All

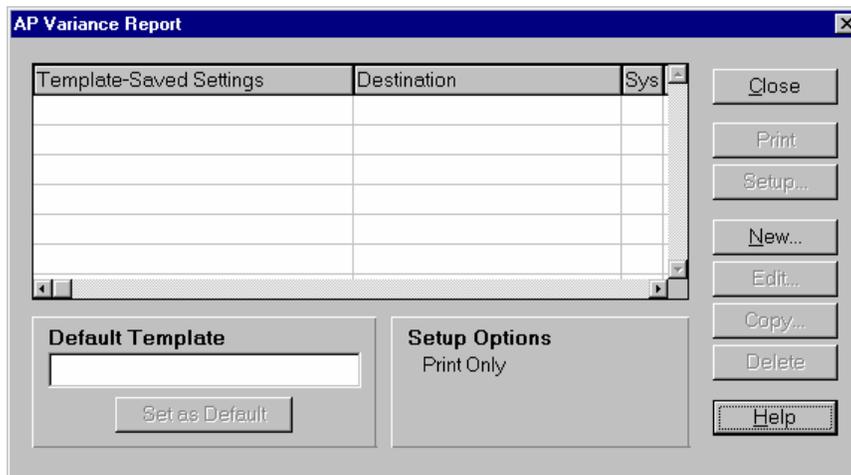
Invoice Date : First to Last

Include Cost and Quantity Discrepancies

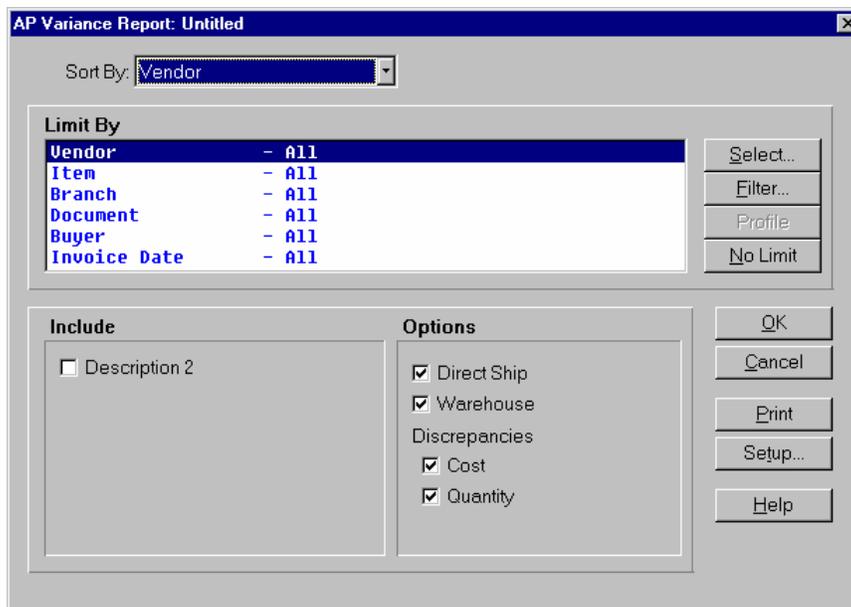
Include Direct Ship and Warehouse Shipped Items

How to print the AP Variance Report

1. Access the *AP Variance Report* program in the Reports submodule of Accounts Payable. The complete path is *Accounts Payable* → *Reports* → *AP Variance Report*. The system displays the Template-Saved Settings dialog box of the *AP Variance Report*.



2. Select the **New**, **Edit**, or **Copy** button to access the *AP Variance Report: Untitled* dialog box.



3. Select settings for Sort By and the Limit By settings for new or modified templates. Use the table below to guide you in your selections.

Sort By Defines the sort order in which the information prints. You can select to print these documents in order by any of the available options. The Sort By options are:
Vendor, Vendor by Date, Vendor Name, Vendor

Name by Date, Item, Item by Date, and Buyer.

Limit By Limits the information that prints by selecting specific identifying characteristics or a range of identifying characteristics. Available choices are: **Vendor, Item, Branch, Document, Buyer, and Posting Date.**

4. You can click:

- **Select** to display the *Selection* dialog box so you can set a range for the highlighted **Limit By** option.
- **Filter** to display the Filter Manager dialog box so you can select filter parameters for the highlighted **Limit By** option.
- **Profile** to display the settings from your user profile for the highlighted **Limit By** option.
- **No Limit** to reset the **Limit By** options to **All** for the selected option.

5. In the Include section, select the information to include on the report. Use the table below to guide you in your selections.

Include Select from the following checkboxes to indicate the types of documents to include on the report:

Description 2 (If selected, descriptions 1 and 2 print on second detail line.)

6. Select the Options for the *AP Variance Report*. Use the table below to guide you in your selections.

Options Determines the additional information to print on the report. In the Print section of the form, select

Direct Ship—to include direct-ship invoices and POs on the report,

Warehouse—to include the warehouse location on the report.

In the Discrepancies section, select:

Cost—to print cost discrepancies between AP invoices and the corresponding POs, and/or

Quantity—to print quantity discrepancies between AP invoices and the corresponding POs.

7. The information for the report is complete. Now, you can select:

- **OK** to save the current settings as a template. When you select **OK**, the system displays a dialog box where you can name your template. Enter

the template name, and select the **Save** button. The system returns you to the *AP Cash Requirements Report* screen where you can print the report.

- **Setup** to access the Print Setup dialog box where you can change the print or update settings as described in the *TakeStock Basics* manual. These settings determine where the report prints and whether the report is a print, an update, or both.
- **Print** to print the report without saving your current selections.
- **Cancel** to print nothing and exit without saving your selections.
- **Help** to access the online Help for this screen.

AP Register History Report

Using this program, you can print a report of all registers affecting the accounts payable balance. This provides a trace of what transpired to obtain the current AP balance.

The registers that display on this report include:

- Document Entry Register
- Revaluation Register
- Payment Register

When you access this program, the system displays the *Template-Saved Settings* dialog box, which is used by most reports and registers in the system. From this dialog box, you can select any of the available templates to run the report. For more information on the *Template-Saved Settings* dialog box, see the *TakeStock Basics* manual or the *Template-Saved Settings* topic in the online Help.

If you select the **Edit** button to modify a template or the **New** or **Copy** button to enter new settings, the system displays the *AP Register History: Untitled* dialog box.

Form Contents

Fields, Buttons, Checkboxes, & Icons

- Sort By** Defines the sort order in which the information prints. You can select to print these documents in order by any of the available options. The default Sort By option is: **Trace**.
- Limit By** Limits the information that prints by selecting specific identifying characteristics or a range of identifying characteristics. The available Limit By

Fields, Buttons, Checkboxes, & Icons

choice is: **Period**.

- Include** Select the **Recap** checkbox to indicate that you want to print recap information on the report.
- Select** Displays the *Selection* dialog box so you can set a range for the highlighted Limit By option.
- Filter** Displays the *Filter Manager* dialog box so you can select filter parameters for the highlighted Limit By option.
- Profile** Accesses the settings from your user profile for the highlighted Limit By option.
- No Limit** Resets Limit By options to All for the selected option.
- OK** Saves the new or modified template and exits the screen.
- Cancel** Exits the screen without saving any changes.
- Print** Prints the register or report.
- Setup** Accesses the *Print Setup* dialog box so you can select settings for printing and updating.
- Help** Accesses online Help for this screen.

See Also

How to print the AP Register History Report

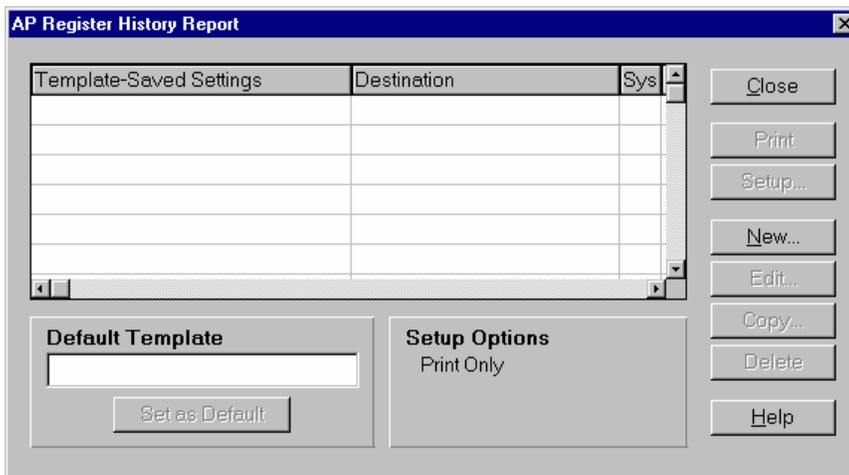
AP Register History Report

A typical *Register History Report* is depicted below:

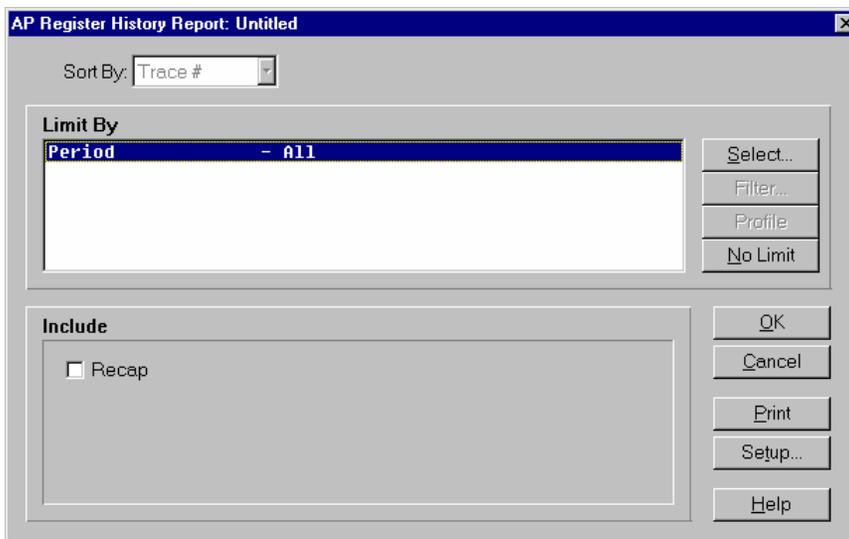
			TakeStock Development, Inc.		
Date: 09/25/2000			Page: 1		
Time: 4:14 PM			Payment History Report - payhist33		
User: leigh					
Trans #	Date	Bank	Payment Amount	Discount Taken	Lost
Vendor: 1000 MCI Telecommunications					
Period: 10/1998 October, 1998					
00000000	10/14/98	ST	0.00	2.20	2.00
00000994	09/29/98	ST	100.00	10.00	0.00
00001006	10/14/98	ST	37.59	20.25	0.00
00001007	10/14/98	ST	230.00	36.00	0.00
00001008	10/15/98	ST	12,345,678.90	0.00	246,913.58
00001009	10/15/98	ST	12,345,678.90	0.00	246,913.58
00001010	10/16/98	ST	120.00	0.00	0.00
00001011	10/16/98	ST	200.00	0.00	0.00
Period Total:			24,691,845.39	48.45	493,829.16
Period: 12/1998 December, 1998					
00000002	12/01/98	JHB	50.00	0.00	54.00
00000003	12/01/98	JHB	60.00	0.00	16.20
00001038	12/03/98	ST	0.22	0.00	0.00
00001039	12/07/98	ST	2,283.80	0.00	10.00
00001040	12/07/98	ST	104.17	0.00	150.00
00001041	12/08/98	ST	114.58	0.00	150.00
00001042	12/08/98	ST	140.00	0.00	288.00
00001043	12/08/98	ST	250.00	0.00	135.00
00001044	12/08/98	ST	0.00	0.00	0.00
00001045	12/09/98	ST	0.00	0.00	0.00
00001046	12/09/98	ST	60.00	0.00	6.90
00001047	12/09/98	ST	0.00	0.00	0.00
00001048	12/09/98	ST	0.00	0.00	0.00
00001049	12/09/98	ST	0.00	0.00	0.00
00001050	12/09/98	ST	0.00	0.00	0.00
00001051	12/09/98	ST	0.00	0.00	0.00
00001052	12/14/98	ST	99.00	0.00	22.50
00001053	12/18/98	ST	0.00	0.00	0.00
00001054	12/18/98	ST	0.00	0.00	0.00
00001055	12/18/98	ST	0.00	0.00	0.00
00001056	12/18/98	ST	0.00	0.00	0.00
D0000002	12/07/98	ST	384.00	0.00	144.00
D0000003	12/08/98	ST	105.60	0.00	144.00
D0000004	12/08/98	ST	76.80	0.00	144.00
D0000005	12/08/98	ST	0.00	0.00	0.00
D0000006	12/08/98	ST	0.00	0.00	0.00
D0000007	12/08/98	ST	0.00	0.00	0.00
Period Total:			3,728.17	0.00	1,264.60
Period: 03/1999 March 1999					
00000008	03/25/99	ST	950.00	50.00	0.00
00001060	02/11/99	ST	38.00	2.00	0.00
00001067	03/22/99	ST	100.00	0.00	0.00
00001072	03/25/99	ST	850.00	150.00	0.00
00001073	03/25/99	ST	33.44	0.00	20.25
00001074	03/26/99	ST	35.00	5.00	0.00
00001075	03/26/99	ST	35.00	5.00	0.00
00001076	03/26/99	ST	35.00	5.00	0.00
Date: 09/25/2000			TakeStock Development, Inc.		
Page: 2			Page: 1		
Time: 4:14 PM			Payment History Report - payhist33		
User: leigh					
Trans #	Date	Bank	Payment Amount	Discount Taken	Lost
Vendor: 1000 MCI Telecommunications (continued)					
Period: 03/1999 March 1999 (continued)					
00001077	03/26/99	ST	4.20	0.60	0.00
00001078	03/26/99	ST	56,924.90	3,070.29	0.00
00001080	03/30/99	ST	42.50	7.50	0.00
Period Total:			59,048.04	3,295.39	20.25
Vendor Total:			24,754,621.60	3,343.84	495,114.01
Report Total:			24,754,621.60	3,343.84	495,114.01
Number of Payments: 46					
Selections for AP Payment History Report - payhist33:					
Vendor : 1000, 1002					
Period : 1998/03, 1998/02, 1998/04, 1997/09, 1997/10, 1997/11, 1997/02, 1997/03, 1997/04, 1997/05, 1999/02, 1999/03, 1998/12,					
1998/10					
Payment : All					
Request Date : All					
Currency : All					

How to print the AP Register History Report

1. Access the *AP Register History Report* program in the Reports submodule of Accounts Payable. The complete path is *Accounts Payable* → *Reports* → *AP Register History Report*. The system displays the Template-Saved Settings dialog box of the *AP Register History Report*.



2. Select the **New**, **Edit**, or **Copy** button to access the *AP Register History Report: Untitled* dialog box.



3. Select settings for Sort By and the Limit By settings for new or modified templates. Use the table below to guide you in your selections.

Sort By Defines the sort order in which the information prints. You can select to print these documents in order by any of the available options. The default Sort By option is: **Trace**.

Limit Limits the information that prints by selecting specific

By identifying characteristics or a range of identifying characteristics. The available Limit By choice is:
Period.

4. You can click:

- **Select** to display the *Selection* dialog box so you can set a range for the highlighted **Limit By** option.
- **Filter** to display the Filter Manager dialog box so you can select filter parameters for the highlighted **Limit By** option.
- **Profile** to display the settings from your user profile for the highlighted **Limit By** option.
- **No Limit** to reset the **Limit By** options to **All** for the selected option.

5. In the Include section, select the information to include on the report. Use the table below to guide you in your selections.

Include Select the **Recap** checkbox to indicate that you want to print recap information on the report.

6. The information for the report is complete. Now, you can select:

- **OK** to save the current settings as a template. When you select **OK**, the system displays a dialog box where you can name your template. Enter the template name, and select the **Save** button. The system returns you to the *AP Register History Report* screen where you can print the report .
- **Setup** to access the Print Setup dialog box where you can change the print or update settings as described in the *TakeStock Basics* manual. These settings determine where the report prints and whether the report is a print, an update, or both.
- **Print** to print the report without saving your current selections.
- **Cancel** to print nothing and exit without saving your selections.
- **Help** to access the online Help for this screen.

Payment History Report

Use the Payment History Report to report on vendor payment history. The report allows you to print a listing of payments made to Vendors, discounts taken and discounts lost. You can optionally include invoice information for each payment.

If you use the Multi-currency feature, you can include the foreign currency/amount information.

All references to Check number in this report refers to the payment document number, defined from the Bank Maintenance and used for the payment. The report runs off the AP transaction table.

Bank totals do not print on the report, nor does the bank account code/name.

When you access this program, the system displays the *Template-Saved Settings* dialog box, which is used by most reports, updates, and registers in the system. From this dialog box, you can select any of the available templates to run the update. For more information on the *Template-Saved Settings* dialog box, see the *TakeStock Basics* manual or the *Template-Saved Settings* topic in the online Help.

If you select the **Edit** button to modify a template or the **New** or **Copy** button to enter new settings, the system displays the *Payment History Report* dialog box

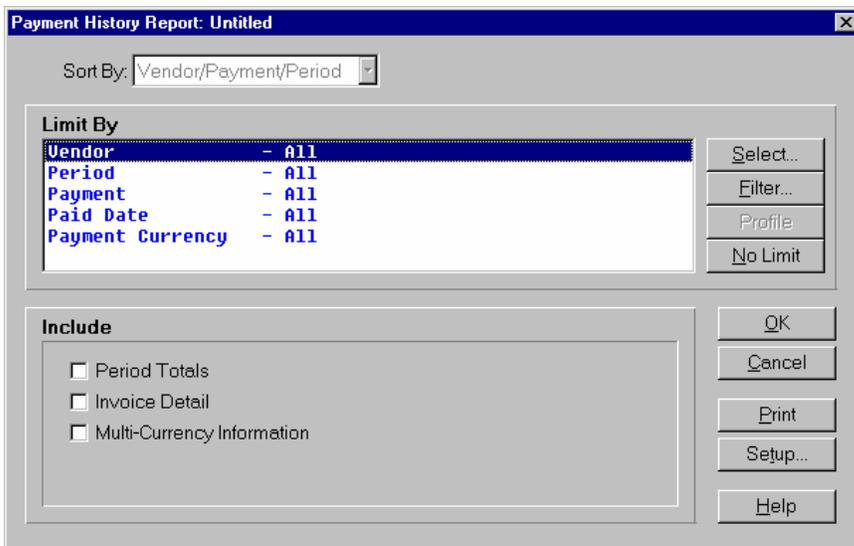
MS Excel Report Output

You can output this report to MS Excel to the screen or save it into disk file in the Excel file format so that report data can be viewed or manipulated in an alternative way. To view the report in Excel, select MS Excel Printer as the Print To option on the Print Setup dialog box. To create a file with a .xls file extension, select the Disk File as the Print To option, enter the directory path and file name, then select the MS Excel checkbox on the Print Setup dialog box.

You can also select Disk File as the output destination, the checkbox "MS Excel" will be enabled. If checkbox "MS Excel" is not checked, the report will be processed in the current way, that is, a text file will be saved to the disk.

If you want to save the report output as an Excel file, select Disk File as the output destination, enter a file name with extension ".xls" (if no file extension is entered, the program will append ".xls" to the entered file name), then select the MS Excel checkbox. When saving an Excel compatible file, you can select to run in the background processor by selecting the Run in Background checkbox. If the Run in Background checkbox is unchecked, the printing process outputs the report data to a MS Excel file "filename.xls" (the content is html format). If you double click the file, MS Excel will automatically open it.

Note that some selected report options may generate too many duplicated data in the Excel file. These report options are selectively ignored if Excel is chosen as the report destination. For the Payment History Report, three report Include options are ignored: 1) Period Totals, 2) Invoice Detail, and 3) Multicurrency Information. To see the data related to these three options, you must choose other printing destinations.



Form Contents

Fields, Buttons, Checkboxes, & Icons

Sort By Defines the sort order in which the information updates. The default selection is **Vendor/Payment/Period**.

Limit By Limits the information that the system prints by selecting specific identifying characteristics or a range of identifying characteristics. Limit By information may be set for **Vendor, Period, Payment, and Paid Date**.

Note: Where the multi-currency feature is in use, the **Payment Currency** is also Limit By option.

Options Determines the additional information to print on the report.

Select the **Period Totals** checkbox to include period total on the report.

Select the **Invoice Details** checkbox to include invoice information for each payment.

Select the **Multi-currency Information** checkbox to include the multi-currency information on the report.

Note: The numerical fields use the currency masks as defined in SM Currency maintenance. If selected to print, the payment currency, payment amount /discount taken/discount lost appears below the payment amount (printed in the domestic currency) and below each invoice the invoice currency, the invoice amount and the exchange rate.

Fields, Buttons, Checkboxes, & Icons

- Select** Displays the Selection dialog box so you can set a range for the highlighted Limit By option.
- Filter** Displays the Filter Manager dialog box so you can select filter parameters for the highlighted Limit By option.
- Profile** Accesses the settings from your user profile for the highlighted Limit By option.
- No Limit** Resets Limit By options to All for the selected option.
- OK** Saves the new or modified template and exits the screen.
- Cancel** Exits the screen without saving any changes.
- Print** Prints the *Revaluation Register* for your current template settings.
- Setup** Accesses the Print Setup dialog box so you can select settings for printing and updating.
- Help** Accesses online Help for this screen.

See Also

How to run the Payment History Report

Payment History Report

A typical *Payment History Report* is depicted below:

Date: 12-11-1998	QA's Primary Test Co.	Page:
Date: 09/25/2000	TakeStock Development, Inc.	
Page: 1	Register History Report - doc33	
Time: 4:10 PM		
User: leigh		

Ending	Beginning										
Trace#	Date	Period	Reg#	Type	Br	AP Balance	Payables	Discounts	Adjustments		
=====											
AP Balance											
0001	09/03/98	08/1998	000011	Payment	Atl	0.00	12,195.60	22.80	0.00		
12,218.40											
0004	09/03/98	08/1998	000011	Payment	Atl	12,218.40	12.15	1.35	0.00		
12,231.90											
0070	09/03/98	08/1998	000026	Payment	Atl	10,408.90 -	393.45	0.00	0.00		
10,015.45											
0152	09/17/98	08/1998	000002	Payment	Phx	123,452.31 -	41,383.30	23.08	0.00		
82,092.09											
0164	09/18/98	08/1998	000050	Payment	ATL	115,028.09 -	1,234.50	0.00	0.00		
113,793.59											
0176	09/21/98	08/1998	000007	Payment	Phx	129,787.22	11,140.10	1,965.90	0.00		
142,893.22											

						Period					
Change						Total	08/1998	\$ -	19,663.40	2,013.13	0.00 -
21,676.53											

Number of Registers Run: 6

Legend:
 Reg# = Register Number
 Type = Register Type

Accounts Payable

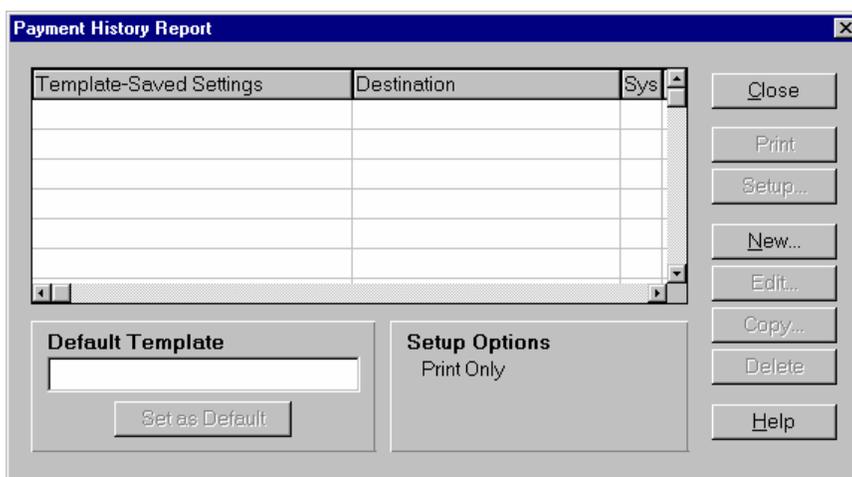
Br = Branch

Selections for Register History Report - doc33:

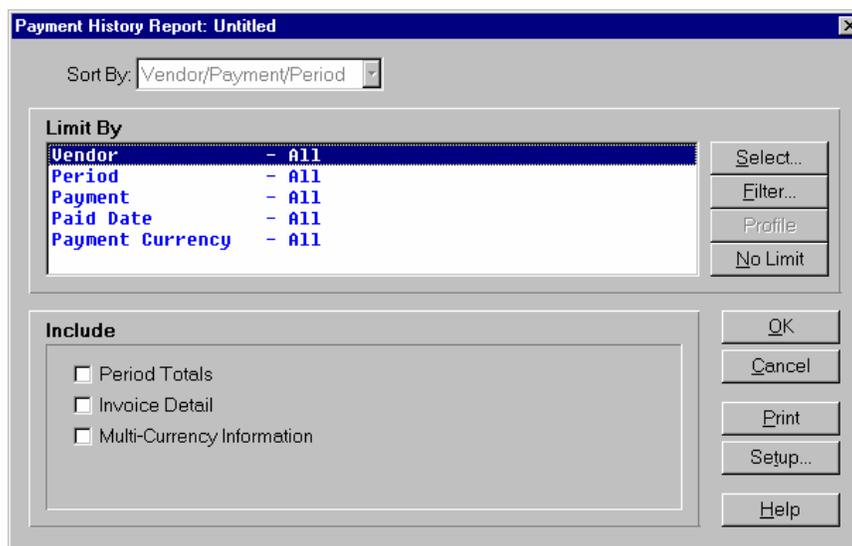
Period : 2000/08, 2000/05, 1999/02, 1998/07, 1998/08

How to run the Payment History Report

1. Access the AP *Payment History Report* screen in the Reports submodule of Accounts Payable. The complete path is *Accounts Payable* → *Reports* → *Payment History Report*. The system displays the Template-Saved Settings dialog box of the *Payment History Report*.



2. Select the **New**, **Edit**, or **Copy** button to access the *Payment History Report: Untitled* dialog box.



3. Select the Sort By and the Limit By settings for new or modified templates and enter information in the *Branch* and *GL Period* fields..

Use the table below to guide you in your selections.

Sort By	Defines the sort order in which the information updates. The default selection is Vendor/Payment/Period .
Limit By	Limits the information that the system prints by selecting specific identifying characteristics or a range of identifying characteristics. Limit By information may

be set for **Vendor**, **Period**, **Payment**, and **Paid Date**.

Note: Where the multi-currency feature is in use, the **Payment Currency** is also Limit By option.

4. You can select:
- **Select** to display the *Selection* dialog box so you can set a range for the highlighted **Limit By** option.
 - **Filter** to display the Filter Manager dialog box so you can select filter parameters for the highlighted **Limit By** option.
 - **Profile** to display the settings from your user profile for the highlighted **Limit By** option.
 - **No Limit** to reset the **Limit By** options to **All** for the selected option.
5. Select the Options for the *Payment History Report*. Use the table below to guide you in your selections.

Options	<p>Determines the additional information to print on the report.</p> <p>Select the Period Totals checkbox to include period total on the report.</p> <p>Select the Invoice Details checkbox to include invoice information for each payment.</p> <p>Select the Multi-currency Information checkbox to include the multi-currency information on the report.</p> <p>Note: The numerical fields use the currency masks as defined in SM Currency maintenance. If selected to print, the payment currency, payment amount /discount taken/discount lost appears below the payment amount (printed in the domestic currency) and below each invoice the invoice currency, the invoice amount and the exchange rate.</p>
----------------	--

6. You have now completed the information for *Revaluation Register*. You can select:
- **OK** to save the current setting as a template.
 - **Setup** if you need to access the Print Setup dialog box to modify print and/or update settings.
 - **Print or Print/Updt** to print the *Payment Register* for your current template settings. You cannot not perform update function before you save this template. To perform an update function, click the **OK** button, save the current settings as a template, then click the **Print/Upt**, or **Update** button. Note that the label display for this button changes based on the setting you select in the Print/Update Setting section of the *Print Setup* dialog box.

- **Cancel** to exit without saving your current selections.
- **Help** to access the online Help for this screen.

AP Recurring Payables Listing

Using this program, you can obtain a listing of all recurring payables. You can enter a post date that limits the print out to documents with a release date on or before this date.

If you are printing a foreign currency invoice, the document amount still prints in the domestic currency, but immediately below this amount is the foreign currency, current exchange rate, and foreign currency amount. The program calculates the domestic amount from the foreign amount.

The report prints all master recurring documents in the currency of the originally entered document. You also have the option to print Expense Distributions and GL Account Descriptions for the master recurring payable.

When you access this program, the system displays the *Template-Saved Settings* dialog box, which is used by most reports and registers in the system. From this dialog box, you can select any of the available templates to run the report. For more information on the *Template-Saved Settings* dialog box, see the *TakeStock Basics* manual or the *Template-Saved Settings* topic in the online Help.

If you select the **Edit** button to modify a template or the **New** or **Copy** button to enter new settings, the system displays the *AP Recurring Payables Listing: Untitled* dialog box.

Form Contents

Fields, Buttons, Checkboxes, & Icons

Sort By

Defines the sort order in which the information prints. You can select to print these documents in order by any of the available options. The Sort By options are: **Vendor/Recurring Document, Vendor Name/Recurring Document, Alternate Sort/Recurring Document, Vend**

Fields, Buttons, Checkboxes, & Icons**Category/Vedor Name/Recurring Document, and Buyer/Vendor Name/Recurring Document.**

Limit By	Limits the information that prints by selecting specific identifying characteristics or a range of identifying characteristics. Available choices are: Recurring Document, Vendor, Buyer, Branch, and Vendor Category.
Include	<p>In the Documents section of the form, select:</p> <p>the Post This Period checkbox to include payables posted this period on the report,</p> <p>the Complete This Period checkbox to include payables completed this period on the report,</p> <p>the Expired checkbox to include expired payables on the report, and</p> <p>the Unexpired checkbox to include unexpired payables on the report.</p> <p>Select the Expense Distribution checkbox to indicate that you want to print the expense distribution for the payables. When you select the Expense Distribution checkbox, the system enables the Account Description and Center Description checkboxes.</p> <p>Select the Account Description checkbox to indicate that you want to print the full description of the accounts along with the expense distribution for the payables.</p> <p>Select the Center Description checkbox to indicate that you want to print the full description of the centers along with the expense distribution for the payables.</p>
Options	Determines the report format and the additional information print on the report. In the <i>Post Date</i> field, use the drop down list to enter the cutoff date for the report.
Select	Displays the <i>Selection</i> dialog box so you can set a range for the highlighted Limit By option.
Filter	Displays the <i>Filter Manager</i> dialog box so you can select filter parameters for the highlighted Limit By option.
Profile	Accesses the settings from your user profile for the

Fields, Buttons, Checkboxes, & Icons
highlighted Limit By option.

- No Limit** Resets Limit By options to All for the selected option.
- OK** Saves the new or modified template and exits the screen.
- Cancel** Exits the screen without saving any changes.
- Print** Prints the register or report.
- Setup** Accesses the Print Setup dialog box so you can select settings for printing and updating.
- Help** Accesses online Help for this screen.

See Also

How to print the AP Recurring Payables Listing

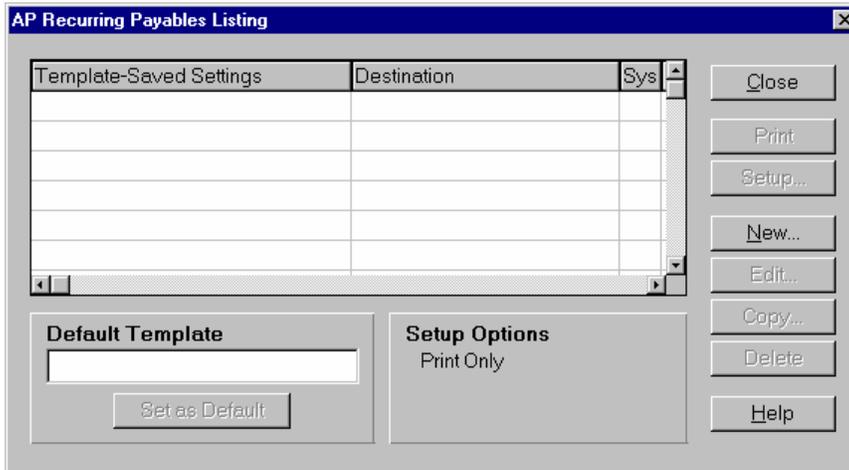
AP Recurring Payables Listing

A typical AP Recurring Payables Listing is depicted below:

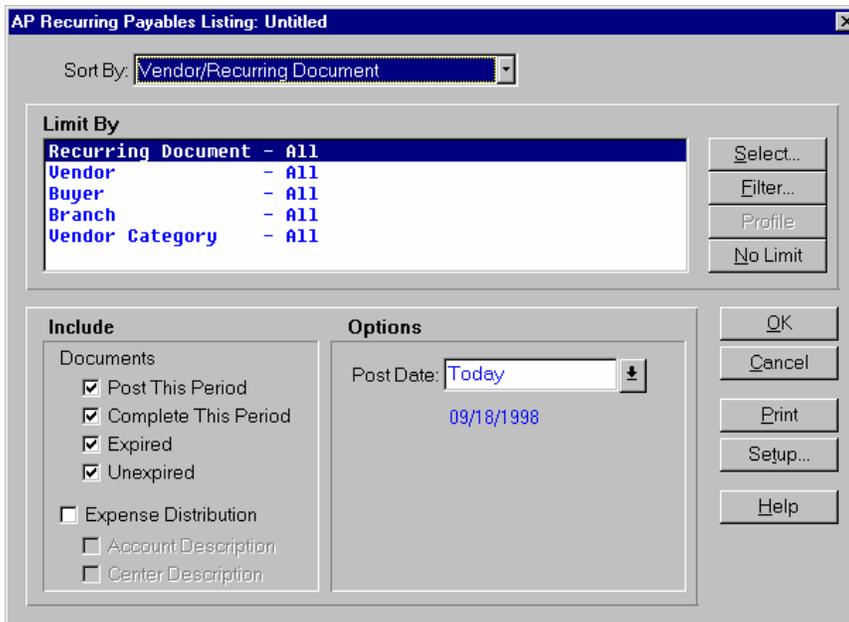
Date: 12/11/98		QA's Primary Test Co.		Page: 1					
Time: 10:29 AM		AP Recurring Document Listing - Untitled: Temp		User: leigh					
Recur'g Document	Buyer	TC	Post Day	Months to Post	Document Amount	-----Cutoff-----	Posted to Date #	Total	Status
Vendor: health - Health Foods, Inc.									
R120398	e2	01	03	01,12	100.00	0.00	002	200.00	Entered
Account		Center		Description		Amount			
34120				010-001	Life Insurance			25.00	
62110				010-001	Branch 010, Dept. 001			50.00	
71440				010-001	FICA Expense			25.00	
					Branch 010, Dept. 001				
					Copying Expense				
					Branch 010, Dept. 001				
Vendor: lisa - Lisa's vendor									
R744564	b9	03	01	01,02,03,04,05,06,07,08,09,10,11,12	500.00	6,000.00	000	0.00	Entered
Account		Center		Description		Amount			
66560				010-***	Misc Expense			125.00	
					Br: 010 Dp: ***				
66560				020-***	Misc Expense			125.00	
					Br: 020 Dp: ***				
66560				030-***	Misc Expense			125.00	
					Br: 030 Dp: ***				
66560				050-***	Misc Expense			125.00	
					Br: 050 Dp: ***				
Vendor: V100 - Philips Lighting Company									
Rasdfs	bob	01	00		500.00	0.00	000	0.00	Entered
Account		Center		Description		Amount			
Number of Recurring Documents: 3									
Legend:									
TC = Terms Code									
C = Currency									
Status : 'expired', 'unexpired', 'posted' this period, 'completed' this period									
Selections for Report Name - Untitled: Temp:									
Document : All									
Vendor : All									
Buyer : All									
Branch : All									
Category : All									
Including Expense Distribution, Including Account Description, Including Center Description									

How to print the AP Recurring Payables Listing

1. Access the *AP Recurring Payables Listing* program in the Reports submodule of Accounts Payable. The complete path is *Accounts Payable* → *Reports* → *AP Recurring Payables Listing*. The system displays the Template-Saved Settings dialog box of the *AP Recurring Payables Listing*.



2. Select the **New**, **Edit**, or **Copy** button to access the *AP Recurring Payables Listing: Untitled* dialog box.



3. Select settings for Sort By and the Limit By settings for new or modified templates. Use the table below to guide you in your selections.

Sort By Defines the sort order in which the information prints. You can select to print these documents in order by any of the available options. The Sort By options are:
Vendor/Recurring Document, Vendor Name/Recurring

Document, Alternate Sort/Recurring Document, Vend Category/Vendor Name/Recurring Document, and Buyer/Vendor Name/Recurring Document.

Limit By Limits the information that prints by selecting specific identifying characteristics or a range of identifying characteristics. Available choices are: **Recurring Document, Vendor, Buyer, Branch, and Vendor Category.**

4. You can click:

- **Select** to display the *Selection* dialog box so you can set a range for the highlighted **Limit By** option.
- **Filter** to display the Filter Manager dialog box so you can select filter parameters for the highlighted **Limit By** option.
- **Profile** to display the settings from your user profile for the highlighted **Limit By** option.
- **No Limit** to reset the **Limit By** options to **All** for the selected option.

5. In the Include section, check which information to include on the report. Use the table below to guide you in your selections.

Include In the Documents section of the form, select:

the **Post This Period** checkbox to include payables posted this period on the report,

the **Complete This Period** checkbox to include payables completed this period on the report,

the **Expired** checkbox to include expired payables on the report, and

the **Unexpired** checkbox to include unexpired payables on the report.

Select the **Expense Distribution** checkbox to indicate that you want to print the expense distribution for the payables. When you select the **Expense Distribution** checkbox, the system enables the **Account Description** and **Center Description** checkboxes.

Select the **Account Description** checkbox to indicate that you want to print the full description of the accounts along with the expense distribution for the payables.

Select the **Center Description** checkbox to indicate that you want to print the full description of the centers along with the expense distribution for the payables.

6. Select the Options for the *AP Recurring Payables Listing*. Use the table below to guide you in your selections.

Options Determines the report format and the additional information print on the report. In the *Post Date* field, use the drop down list to enter the cutoff date for the report.

7. The information for the report is complete. Now, you can select:
- **OK** to save the current settings as a template. When you select **OK**, the system displays a dialog box where you can name your template. Enter the template name, and select the **Save** button. The system returns you to the *AP Recurring Payables Listing* screen where you can print the report.
 - **Setup** to access the Print Setup dialog box where you can change the print or update settings as described in the *TakeStock Basics* manual. These settings determine where the report prints and whether the report is a print, an update, or both.
 - **Print** to print the report without saving your current selections.
 - **Cancel** to print nothing and exit without saving your selections.
 - **Help** to access the online Help for this screen.

Ship From Report

Using this program, you can generate a report of vendors including the ship from addresses, contact names, and phone numbers.

When you access this program, the system displays the *Template-Saved Settings* dialog box, which is used by most reports and registers in the system. From this dialog box, you can select any of the available templates to run the report. For more information on the *Template-Saved Settings* dialog box, see the *TakeStock Basics* manual or the *Template-Saved Settings* topic in the online Help.

If you select the **Edit** button to modify a template or the **New** or **Copy** button to enter new settings, the system displays the *Ship From Report: Untitled* dialog box.

Form Contents

Fields, Buttons, Checkboxes, & Icons

Sort By Defines the sort order in which the information prints. You can select to print these documents in order by any of the available options. The Sort By options are: **Vendor/Ship From**, **Vendor Name/Ship From**, **Alternate Sort/Ship From**, **Buyer/Vendor/Ship From**, and **Vendor Category/Vendor/Ship From**.

Limit By Limits the information that prints by selecting specific identifying characteristics or a range of identifying characteristics. Available choices are: **Vendor**, **Alternate Sort**, **Buyer**, **Vendor Category**, and **Ship From**.

Include Available Include choices are: **Vendor Addresses**—to print the vendor address on the report.

In the Contacts and Phone Numbers section of the form,

Fields, Buttons, Checkboxes, & Icons

select:

the **None** radio button to indicate that you do not want to vendor's contacts and phone numbers on the report,

the **Primary** radio button to indicate that you want to print the vendor and ship-from contacts and phone numbers from the TakeStock Phone table that are set as primary,

and **All** radio button to indicate that you want to print all the vendor and ship-from contacts and phone numbers from TakeStock Phone Book record.

Options	Determines the additional information to print on the report. In the <i>Lines to Skip</i> field, enter the number of lines to skip between ship-from information.
Select	Displays the <i>Selection</i> dialog box so you can set a range for the highlighted Limit By option.
Filter	Displays the <i>Filter Manager</i> dialog box so you can select filter parameters for the highlighted Limit By option.
Profile	Accesses the settings from your user profile for the highlighted Limit By option.
No Limit	Resets Limit By options to All for the selected option.
OK	Saves the new or modified template and exits the screen.
Cancel	Exits the screen without saving any changes.
Print	Prints the register or report.
Setup	Accesses the <i>Print Setup</i> dialog box so you can select settings for printing and updating.
Help	Accesses online Help for this screen.

See Also

How to print the Ship From Report

Ship From Report

A typical *Ship From Report* is depicted below:

Vendor	Name	Cat	Buyer	ShipFrom	Name	Buyer
1000	Wizard of OZ	trade	b9	123456	THE WIZARD OF OZ	b9
1554	Candy's Stuff, Inc.	trade	DQ	1554a	Candy's Fun Stuff	b9
health	Health Foods, Inc.	hfood	e2	h1 h2	Health Vendor - North Fulton Health Vendor - Gwinnett	d3 m9
lisa	Lisa's vendor	trade	b9	junk	Junk test ship from	b9
Parlor	Paige's Parlor	500	pn	Par1 Par2 Par3	Whs 1 Whs2 Whs3	b9 b9 b9
pn test	Paige's Test Co.	500	pn	Rock	Rock Eagle	b9
ruger	Rugers Road House	trade	pn	Rug1 Rug2	Whs1 Whs2	b9 b9
Troy's Ven	Troy's Test Vendor	trade	b9	here	Troy City	b9
Wings	Little Wings	Pets	pn	Whs1 Whs2 Whs3 Whs4	Wing's 1 Wing's 2 Wing's 3 Wing's 4	b9 b9 b9 b9
Zilly	Zildjian's Symbols	trade	pn	Zill1 Zill2	Whs1 Whs2	b9 b9

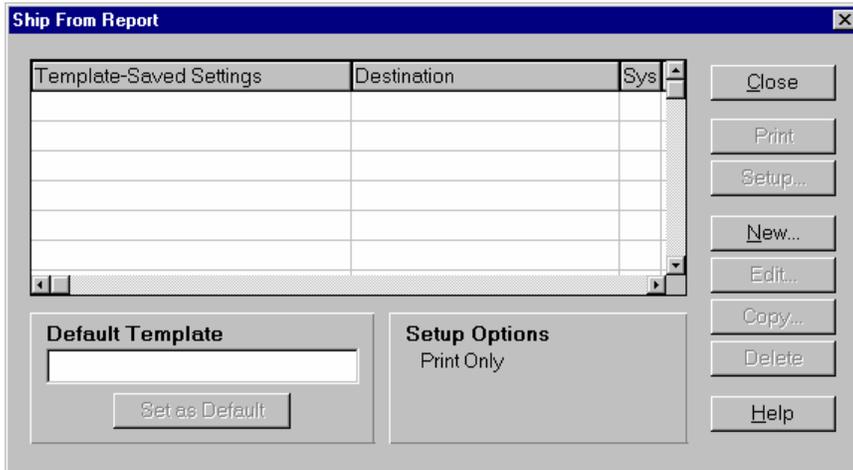
Number of Vendors: 10

Legend:
Cat = Vendor Category

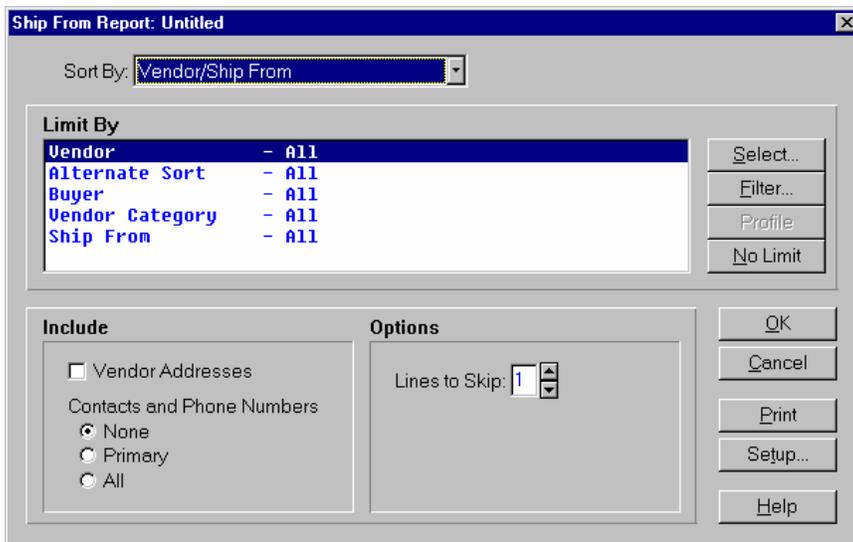
Selections for Report Name - Untitled: Temp:
 Vendor : All
 Alternate : All
 Buyer : All
 Vendor Category : All
 Ship From : All

How to print the Ship From Report

1. Access the *Ship From Report* program in the Reports submodule of Accounts Payable. The complete path is *Accounts Payable* → *Reports* → *Ship From Report*. The system displays the Template-Saved Settings dialog box of the *Ship From Report*.



2. Select the **New**, **Edit**, or **Copy** button to access the *Ship From Report: Untitled* dialog box.



3. Select settings for Sort By and the Limit By settings for new or modified templates. Use the table below to guide you in your selections.

Sort By Defines the sort order in which the information prints. You can select to print these documents in order by any of the available options. The Sort By options are: **Vendor/Ship From**, **Vendor Name/Ship From**, **Alternate Sort/Ship From**, **Buyer/Vendor/Ship From**, and **Vendor Category/Vendor/Ship From**.

Limit By Limits the information that prints by selecting specific identifying characteristics or a range of identifying characteristics. Available choices are: **Vendor, Alternate Sort, Buyer, Vendor Category, and Ship From.**

4. You can click:

- **Select** to display the *Selection* dialog box so you can set a range for the highlighted **Limit By** option.
- **Filter** to display the Filter Manager dialog box so you can select filter parameters for the highlighted **Limit By** option.
- **Profile** to display the settings from your user profile for the highlighted **Limit By** option.
- **No Limit** to reset the **Limit By** options to **All** for the selected option.

5. In the Include section, check which information to include on the report. Use the table below to guide you in your selections.

Include Available Include choices are:
Vendor Addresses—to print the vendor address on the report.

In the Contacts and Phone Numbers section of the form, select:

the **None** radio button to indicate that you do not want to vendor's contacts and phone numbers on the report,

the **Primary** radio button to indicate that you want to print the vendor and ship-from contacts and phone numbers from the TakeStock Phone table that are set as primary,

and **All** radio button to indicate that you want to print all the vendor and ship-from contacts and phone numbers from TakeStock Phone Book record.

6. Select the Options for the *Ship From Report*. Use the table below to guide you in your selections.

Options Determines the additional information to print on the report. In the *Lines to Skip* field, enter the number of lines to skip between ship-from information.

7. The information for the report is complete. Now, you can select:

- **OK** to save the current settings as a template. When you select **OK**, the system displays a dialog box where you can name your template. Enter the template name, and select the **Save** button. The system returns you to the *Ship From Report* screen where you can print the report .
- **Setup** to access the Print Setup dialog box where you can change the print

or update settings as described in the *TakeStock Basics* manual. These settings determine where the report prints and whether the report is a print, an update, or both.

- **Print** to print the report without saving your current selections.
- **Cancel** to print nothing and exit without saving your selections.
- **Help** to access the online Help for this screen.

Ship From Label Print

Using the *Ship From Label Print* program, you can generate the shipping label prints of vendor Ship from addresses that are stored in the TakeStock Vendor Ship From table (the Ship from 'same' address), and the shipping label prints of the TakeStock Ship From table for permanent secondary Ship-from addresses. The ship-from information in the TakeStock Ship From table is originally entered through the *Ship from Maintenance* program.

You can select the number of labels (from 1 to 99) to print per vendor or contact. The selection number prints that many labels per vendor if not printing a contact line or that many labels per contact if the option to print primary contacts is selected.

Label print requirements: Per TakeStock Forms Requirements, label print programs should utilize 4 X 1-7/16 inch labels, and you should indicate, when using this program, whether to print 1, 2 or 3 labels across.

When you access this program, the system displays the *Template-Saved Settings* dialog box, which is used by most reports and registers in the system. From this dialog box, you can select any of the available templates to run the report. For more information on the *Template-Saved Settings* dialog box, see the *TakeStock Basics* manual or the *Template-Saved Settings* topic in the online Help.

If you select the **Edit** button to modify a template or the **New** or **Copy** button to enter new settings, the system displays the *Ship From Label Print: Untitled* dialog box.

Ship From Label Print: Untitled

Sort By: Vendor

Limit By

Vendor	- All
Vendor Category	- All
Buyer	- All
Ship From	- All

Select...
Filter...
Profile
No Limit

Include

Vendor/Contact

None
 Vendor #
 Primary Contact

Options

Vendor's Same Address

Ship From Address

None Primary All

of Labels Across

1 2 3

of Labels: 1

OK
Cancel
Print
Setup...
Help

Form Contents

Fields, Buttons, Checkboxes, & Icons

- Sort By** Defines the sort order in which the information prints. You can select to print these documents in order by any of the available options. The Sort By options are: **Vendor**, **Vendor Name**, and **Vendor Category**.
- Limit By** Limits the information that prints by selecting specific identifying characteristics or a range of identifying characteristics. Available choices are: **Vendor**, **Vendor Category**, **Buyer**, and **Ship From**.
- Include** In the Vendor Contact section of the form, select the:
- None** radio button to indicate that you do not want to print the vendor number or primary contact on the label,
 - Vendor #** radio button to indicate that you want to print the vendor number on the label, or
 - Primary Contact** radio button to indicate that you want to print the primary contact name on the label.
- Options** Determines the additional information to print on the report.
- Select the **Vendor's Same Address** checkbox to print labels for the vendor's same address
- In the Ship From Address section of the form, select the:
- None** radio button to indicate that you do not want to print ship-from address labels,
 - the **Primary** radio button to print only address labels for the primary ship-from address,
- or
- the **All** radio button to print address labels for the all ship-from addresses.
- In the # of Labels Across section of the form, select the **1**, **2** or **3** radio button to indicate whether to print 1, 2 or 3 labels across.
- In the # of Labels field, enter the number of labels to print per customer or contact.
- Select** Displays the *Selection* dialog box so you can set a range

Fields, Buttons, Checkboxes, & Icons

for the highlighted Limit By option.

Filter	Displays the <i>Filter Manager</i> dialog box so you can select filter parameters for the highlighted Limit By option.
Profile	Accesses the settings from your user profile for the highlighted Limit By option.
No Limit	Resets Limit By options to All for the selected option.
OK	Saves the new or modified template and exits the screen.
Cancel	Exits the screen without saving any changes.
Print	Prints the register or report.
Setup	Accesses the <i>Print Setup</i> dialog box so you can select settings for printing and updating.
Help	Accesses online Help for this screen.

See Also

How to print ship-from labels

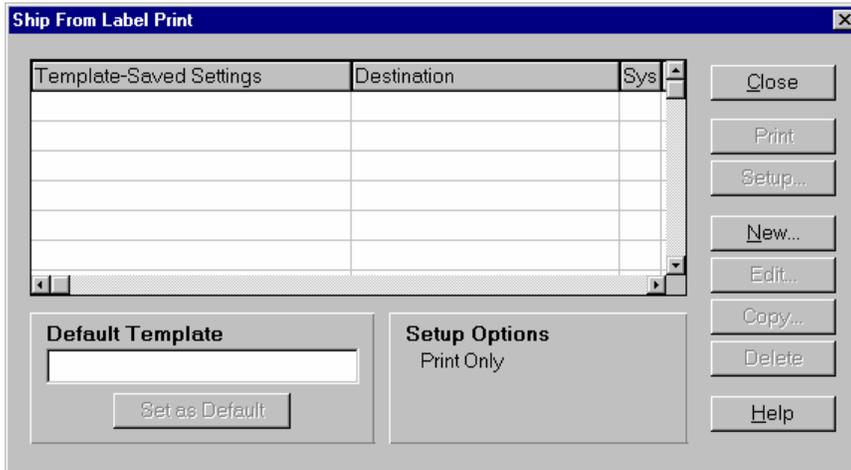
Ship From Label Print

A typical *Ship From Label Print* is depicted below:

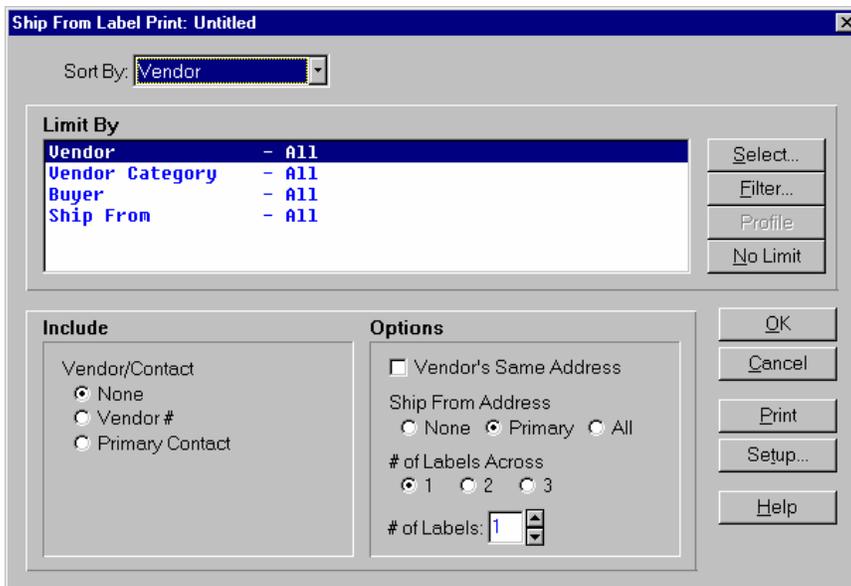
Mason's Karate Studio 3948 Jones Bridge Road Alpharetta, GA 30022-
--

How to print ship-from labels

1. Access the *Ship From Label Print* program in the Reports submodule of Accounts Payable. The complete path is *Accounts Payable* → *Reports* → *Ship From Label Print*. The system displays the Template-Saved Settings dialog box of the *Ship From Label Print*.



2. Select the **New**, **Edit**, or **Copy** button to access the *Open Payables Report: Untitled* dialog box.



3. Select settings for Sort By and the Limit By settings for new or modified templates. Use the table below to guide you in your selections.

Sort By Defines the sort order in which the information prints. You can select to print these documents in order by any of the available options. The Sort By options are: **Vendor**, **Vendor Name**, and **Vendor Category**.

Limit By Limits the information that prints by selecting specific identifying characteristics or a range of identifying characteristics. Available choices are: **Vendor**, **Vendor Category**, **Buyer**, and **Ship From**.

4. You can click:

- **Select** to display the *Selection* dialog box so you can set a range for the highlighted **Limit By** option.
- **Filter** to display the Filter Manager dialog box so you can select filter parameters for the highlighted **Limit By** option.
- **Profile** to display the settings from your user profile for the highlighted **Limit By** option.
- **No Limit** to reset the **Limit By** options to **All** for the selected option.

5. In the Include section, select the information to include on the labels. Use the table below to guide you in your selections.

Include In the Vendor Contact section of the form, select the:

None radio button to indicate that you do not want to print the vendor number or primary contact on the label,

Vendor # radio button to indicate that you want to print the vendor number on the label, or

Primary Contact radio button to indicate that you want to print the primary contact name on the label.

6. Select the Options for the *Ship From Label Print*. Use the table below to guide you in your selections.

Options Determines the additional information to print on the report.

Select the **Vendor's Same Address** checkbox to print labels for the vendor's same address

In the Ship From Address section of the form, select the:

None radio button to indicate that you do not want to print ship-from address labels,

the **Primary** radio button to print only address labels for the primary ship-from address,

or

the **All** radio button to print address labels for the all

ship-from addresses.

In the *# of Labels Across* section of the form, select the **1**, **2** or **3** radio button to indicate whether to print 1, 2 or 3 labels across.

In the *# of Labels* field, enter the number of labels to print per customer or contact.

7. The information for the report is complete. Now, you can select:
- **OK** to save the current settings as a template. When you select **OK**, the system displays a dialog box where you can name your template. Enter the template name, and select the **Save** button. The system returns you to the *Ship From Label Print* screen where you can print the report .
 - **Setup** to access the Print Setup dialog box where you can change the print or update settings as described in the *TakeStock Basics* manual. These settings determine where the report prints and whether the report is a print, an update, or both.
 - **Print** to print the report without saving your current selections.
 - **Cancel** to print nothing and exit without saving your selections.
 - **Help** to access the online Help for this screen.

Revaluation Register

Using this register you can recalculate foreign currency invoices based on the latest exchange rate. The program also recalculates any payments outstanding. The *AP Revaluation Register* prints all foreign currency documents, their amounts in both foreign and domestic currencies, and the change based on the exchange rates.

You can use this program at the end of a period to ensure that the Accounts Payables values are in sync with the current exchange rate. You can also run this program prior to printing checks to set the correct, most recent, exchange rates. This reduces manual adjusting entries later.

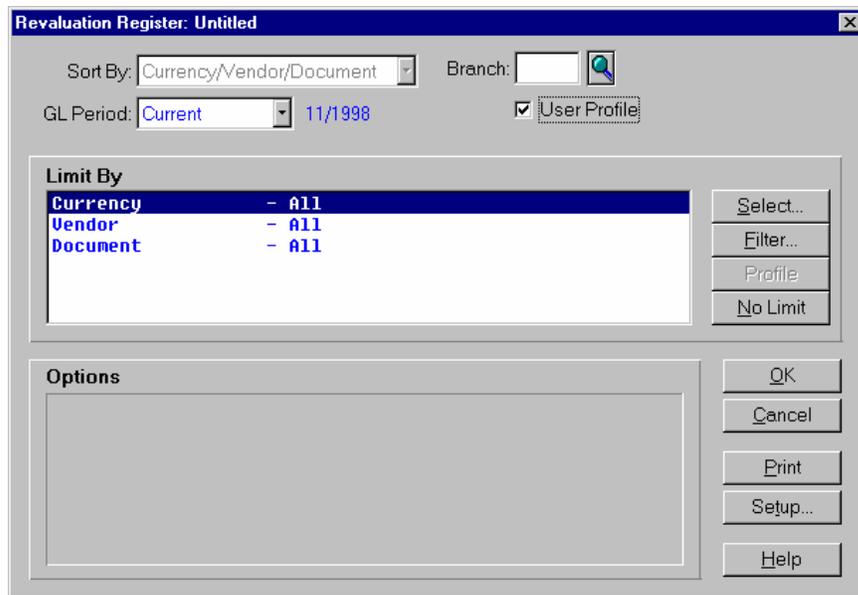
The *Revaluation Register* does not include the following types of invoices:

- Invoices that have a fixed exchange rate
- Invoices that are already being processed for payment, meaning the *Check Print* program has been run but the Payment register has not been run.

Payment amounts that are selected for payment by the *AP Revaluation Register* are adjusted based on the previous proportion of payment to the new portion using the current exchange rate. The program reads the most recent currency exchange rate for each currency in the Currency Exchange Rate Maintenance program file. For example: If an invoice was originally \$25, 100 Francs with an exchange rate of 4, then if the most current exchange rate is 5, the 100 Francs remains the same but the amount in dollars becomes 20. If the payment was previously entered as \$25 (100% payment), the program adjusts the payment to \$20 (still 100% payment). If the payment was previously entered as \$20 (80% payment), the program adjusts the new payment to 80% of \$20 at the current exchange rate or 16\$.

When you access this program, the system displays the *Template-Saved Settings* dialog box, which is used by most reports, updates, and registers in the system. From this dialog box, you can select any of the available templates to run the update. For more information on the *Template-Saved Settings* dialog box, see the *TakeStock Basics* manual or the *Template-Saved Settings* topic in the online Help.

If you select the **Edit** button to modify a template or the **New** or **Copy** button to enter new settings, the system displays the *Revaluation Register* dialog box.



Form Contents

Fields, Buttons, Checkboxes, & Icons

- Sort By** Defines the sort order in which the information updates. The default selection is **Currency/Vendor/Document**.
- Branch** The branch for this register. You can select the **User Profile** checkbox to indicate that you want to use the branch set in your user profile information. **Note:** The system displays the *Branch* field and **User Profile** checkbox only if you selected the **Run Registers by Branch** checkbox on the Registers views of *AP Control Maintenance*. If you do not select this checkbox, Branch is a limit by setting instead.
- GL Period** The GL period for this register. Select from the drop down list.
- Limit By** Limits the information that the system prints by selecting specific identifying characteristics or a range of identifying characteristics. Limit By information may be set for **Currency**, **Vendor** or **Document**.
- Options** There are no options for this register.
- Select** Displays the Selection dialog box so you can set a range for the highlighted Limit By option.
- Filter** Displays the Filter Manager dialog box so you can select filter parameters for the highlighted Limit By

Fields, Buttons, Checkboxes, & Icons

option.

Profile	Accesses the settings from your user profile for the highlighted Limit By option.
No Limit	Resets Limit By options to All for the selected option.
OK	Saves the new or modified template and exits the screen.
Cancel	Exits the screen without saving any changes.
Print	Prints the <i>Revaluation Register</i> for your current template settings.
Setup	Accesses the Print Setup dialog box so you can select settings for printing and updating.
Help	Accesses online Help for this screen.

See Also

How to run the Revaluation Register

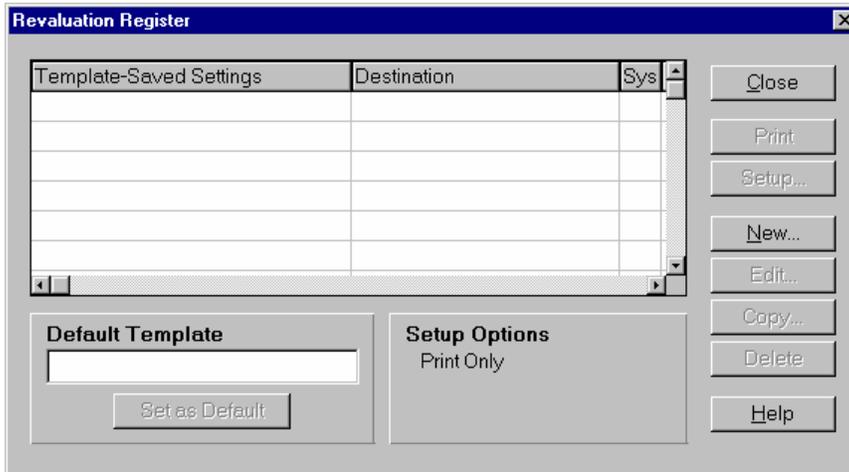
Revaluation Register

A typical *Revaluation Register* is depicted below:

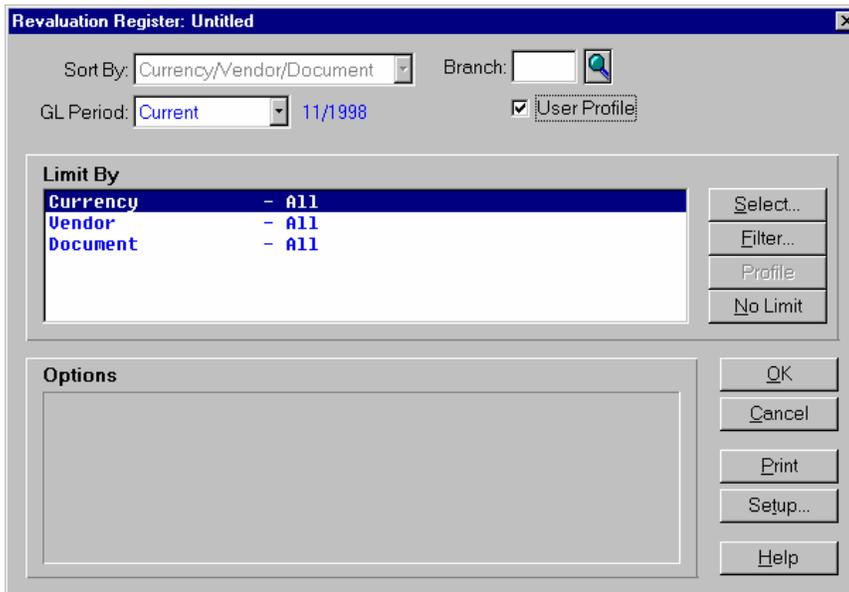
Date: 12-11-1998									
Page: 1									
Time: 11:17 AM									
User: paige									
QA's Primary Test Co.									
Revaluation Register #000001 - multi curr									
-----Foreign----- Old-----New-----									
Difference-----	Original	Balance	Exc Rate	Original	Balance	Original	Balance	Original	
Document									
Balance									
=====									
Foreign Currency: usa WRONG US dollars Exc Rate: 1.0000 as of 11-19-98									
Vendor: 7290 Mason's Karate Studio									
100598d	50.00	1.00	0.0000	50.00	1.00	50.00	1.00	50.00	0.00
0.00									
100598e	125.00	2.50	0.0000	125.00	2.50	125.00	2.50	125.00	0.00
0.00									
100898a	35,028.34	31,340.48	0.0000	35,028.34	31,340.48	35,028.34	31,340.48	35,028.34	0.00
0.00									
7290	100.00	2.00	0.0000	100.00	2.00	100.00	2.00	100.00	0.00
0.00									
92198	406.21	0.00	0.0000	406.21	0.00	406.21	0.00	406.21	0.00
0.00									
R0928a01	250.99	250.99	0.0000	250.99	250.99	250.99	250.99	250.99	0.00
0.00									
-----					-----				
					Vendor Total	31,596.97	31,596.97		
0.00					-----				
-----					-----				
					Register Total	31,596.97	31,596.97		
0.00					-----				
Number of Documents: 6									
Legend:									
Exc Rate = Exchange Rate									
Selections for Revaluation Register - multi curr : Temp:									
AP Period : 11/1998									
Currency : All									
Vendor : 7290, adobe, gold, health, Home Depot, silver									
Document : All									
Branch : 010									

How to run the Revaluation Register

1. Access the AP *Revaluation Register* screen in the Checks submodule of Accounts Payable. The complete path is *Accounts Payable* → *Reports* → *Revaluation Register*. The system displays the Template-Saved Settings dialog box of the *Revaluation Register*.



2. Select the **New**, **Edit**, or **Copy** button to access the *Revaluation Register: Untitled* dialog box.



3. Select the Sort By and the Limit By settings for new or modified templates and enter information in the *Branch* and *GL Period* fields. Use the table below to guide you in your selections.

Sort By Defines the sort order in which the information updates. The default selection is **Currency/Vendor/Document**.

Branch The branch for this register. You can select the **User Profile** checkbox to indicate

that you want to use the branch set in your user profile information. **Note:** The system displays the *Branch* field and **User Profile** checkbox only if you selected the **Run Registers by Branch** checkbox on the Registers views of *AP Control Maintenance*. If you do not select this checkbox, Branch is a limit by setting instead.

GL Period The GL period for this register. Select from the drop down list.

Limit By Limits the information that the system prints by selecting specific identifying characteristics or a range of identifying characteristics. Limit By information may be set for **Currency**, **Vendor** or **Document**.

4. You can select:

- **Select** to display the *Selection* dialog box so you can set a range for the highlighted **Limit By** option.
- **Filter** to display the Filter Manager dialog box so you can select filter parameters for the highlighted **Limit By** option.
- **Profile** to display the settings from your user profile for the highlighted **Limit By** option.
- **No Limit** to reset the **Limit By** options to **All** for the selected option.

5. You have now completed the information for *Revaluation Register*. You can select:

- **OK** to save the current setting as a template.
- **Setup** if you need to access the Print Setup dialog box to modify print and/or update settings.
- **Print or Print/Updt** to print the *Payment Register* for your current template settings. You cannot not perform update function before you save this template. To perform an update function, click the **OK** button, save the current settings as a template, then click the **Print/Upt**, or **Update** button. Note that the label display for this button changes based on the setting you select in the Print/Update Setting section of the *Print Setup* dialog box.
- **Cancel** to exit without saving your current selections.
- **Help** to access the online Help for this screen.

AP Document Register

Using this register, you can print a report of AP documents and adjustments entered through the *Document Entry* program and recurring invoices released by the AP *Document Release* program. The register prints all AP entries grouped by AP/PO invoices, recurring documents created by the AP Document Release program, debit memos, adjustments, and prepayments. The report also contains totals for all documents entered, processed, and left unprocessed.

For form contents information, report samples, and a step-by-step procedure for this function, refer to the AP Document Register section of the *Chapter 2, Invoices*.

AP Maintenances

Maintenances offers programs to select the controls that tailor Accounts Payable for the way your company does business, and set up and maintain information for processing business activity.

Use maintenance programs to make changes at any time after you have set up *TakeStock*. The changes you make can have a deep effect on the information you have developed and how *TakeStock* handles the information. Changes affect future transactions, but do not affect any existing transactions.

Selections on the *Maintenance* menu include:

*Vendor
Maintenance*

Using this program, you can set up and maintain vendor address, purchasing and payment information. The vendor information is used throughout the PO and AP modules.

*Ship From
Maintenance*

You can enter, correct or view invoices through *Invoice Entry*. Using this program, you can enter general information such as expense distribution, department, and currency exchange as well as GL expense distribution or PO receipt information.

*Remit To
Maintenance*

Using this program, you can create and assign multiple Remit-to vendors for a specific vendor to whom a purchase order is issued.

*Vendor
Representative
Maintenance*

Using this program, you can create and maintain vendor representative records.

*MR Commission
Maintenance*

Using this program, you can create

*MR Salesperson
Commission
Maintenance*

Using this program, you can

*Vendor
Category
Maintenance*

Using this program, you create and maintain vendor category records.

*AP GL Table
Maintenance*

Using this program, you can create and maintain the GL posting tables. The posting tables determine the General Ledger distribution after the printing of various registers throughout the system.

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Maintenances Submodules Overview

You can use the *TakeStock* maintenance programs to make changes at any time after you have set up *TakeStock*. Keep in mind, however, that the changes you make can have greatly affected the information you have developed and on how *TakeStock* handles that information. Changes to maintenance programs affect future transactions, but not any existing transactions. You should be very cautious about changing *TakeStock* processing options after the initial set up.

Each record you add using maintenance programs is identified with a unique code or key to that record. These codes cannot contain leading or trailing spaces. If you enter a leading or trailing space, the system removes it when you save the record.

All maintenances work basically the same. When you open a maintenance, the system places the cursor in the first field of the record code or number. At this point, there is no active mode. When you enter a record number or code and press **Enter**, you are in the View mode to keep from locking the record from other users.

Using maintenances, you can:

Add a new record

Add multiple new records

Undo (reset) the changes to a record

Copy an existing record

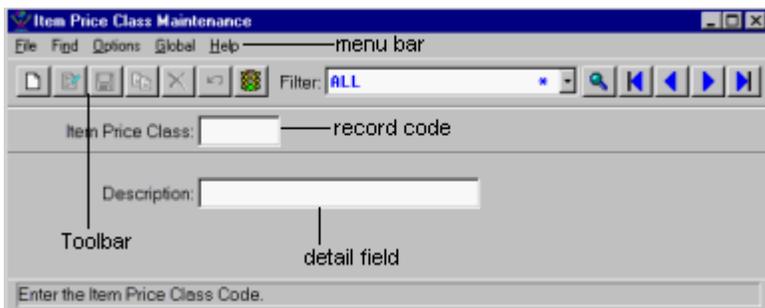
Change the detail for a record

Delete a record

Maintenance Windows

Every maintenance opens as a window with common elements.

There is a menu bar, toolbar, record code or number, and detail fields.



Maintenance Toolbar

As you work with the maintenances, you will find the icons on the toolbar very helpful as a shortcut to selecting options. Each of the icons has a corresponding option available from a menu.

The maintenance toolbar offers shortcuts to certain operations. You can select to use an existing filter, or select any of the following icon buttons:

Button	Purpose
	New icon, which makes the entry fields active so that you can enter a new maintenance record. When the system is in Active mode, the purpose of this button changes to <i>End New</i> . If you are editing an maintenance record, your system will have the Edit icon instead of the New icon.
	Edit icon, which makes the entry fields active so that you can make changes to an existing maintenance record. If you are entering a new maintenance record, your system will have the New icon instead of the Edit icon.
	Save icon, which saves a new record or save the changes to an existing record.
	Copy icon, which saves a copy of an existing record with a different record code or number.
	Delete icon, which deletes an existing record.
	Reset icon, which sets all fields to the original defaults for a new record and restores all fields to the values when the record was opened for an

existing record.



Go icon, which allows you to view a record that matches the entry in the record code or number field(s).



Lookup icon, which runs the Lookup for the current fields. For example, if the current field is the Warehouse entry, this menu offers the Warehouse Lookup. If the current field is Unit of Measure, this menu offers the Unit of Measure Lookup.



Maintain icon, which run the maintenance option for the current field. You can add, change, or delete records for the current field from the appropriate maintenance program.



First Record icon, which allows you to view the first record in table, using the current filter.



Previous Record icon, which allows you to view the previous record in table, using the current filter.



Next Record icon, which allows you to view the next record in table, using the current filter.



Last Record icon, which allows you to view the last record in table, using the current filter.

Control Maintenance Toolbar

The control maintenance toolbar offers shortcuts to the following menu options.

Button	Purpose
	Edit icon, which makes the entry fields active so that you can make changes to an existing Control record. If you are entering a new control record, your system will have the New icon instead of the Edit icon.
	Save icon, which saves a new record or save the changes to an existing record.
	Reset icon, which sets all fields to the original defaults for a new record and restores all fields to the values when the record was opened for an existing record.

Maintenance Modes

There are several modes or states in which to work with maintenances. When you open a maintenance program, the cursor is in the first field of the record code or number. At this point there is no active mode. When you choose a mode, system displays the current mode of the maintenance in the title bar as a reference.

Available modes are:

View Mode

The View mode is available so you can view the detail of a record without locking the record. This allows other users to access the record even though you are viewing it. If you edit a record, it is locked from other users. You should make any changes and save the record as quickly as possible so you do not interfere with the work of other users.

Edit Mode

To change an existing record, enter the record code or number and press **Enter** or choose the *Go* icon button to open the record. Then, choose *File* → *Edit* or choose the **Edit** icon button. Make any necessary changes to the record and then choose *File* → *Save* or choose the *Save* icon button. The changes for the record are saved, and the maintenance returns to the View mode. Before saving, you can choose the *Reset* icon button to remove any changes to the detail since you selected to edit the record.

New Mode

To add a new record, choose *File* → *New* or choose the *New* icon button. The *File* → *New* menu option and the *New* icon button change to *End New*. Enter the information for the new record and choose *File* → *Save* or choose the *Save* icon button. The new record is saved, and the maintenance returns to the View mode. You can also choose *End New* to end without saving the new record. The *Reset* icon button is available to return the detail fields to their default values after you have entered new detail.

AutoAdd Mode

To add and save multiple records without being placed in View mode, choose *Options* → *AutoAdd* to toggle the AutoAdd mode as active. You will remain in Add mode until you choose *File* → *End New* or the *End New* icon button, or toggle the AutoAdd mode off. When the AutoAdd mode is toggled on, you will be in AutoAdd mode every time you choose to add a new record.

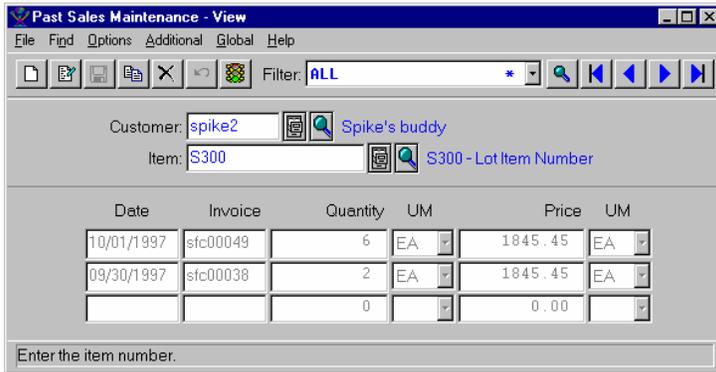
Maintenance Views

Some maintenances have multiple views for entering detail information. These maintenances have View buttons at the bottom of the window. You can move from one view to another by choosing one of the View buttons, choosing a view from the View menu, or pressing **Ctrl+(1, 2, 3, etc)**. For example, pressing **Ctrl+1** displays the first view, and pressing **Ctrl+4** displays the fourth view.

The detail portion of the maintenance window changes as you switch views, but the menu, toolbar, record number or code fields and View buttons remain the same. You can open or add a new record while in any of the views.

Record Code with Multiple Fields

Some maintenances have more than one field in the record code or number. For example, *Past Sales Maint.* uses both the customer number and item number as the record code.



You must enter a value for both fields in order to access a record. You can use **Tab** to move among the fields in the record code, and then press **Enter** to access the record.

Record Maintenance Procedures

How to add one new record

1. Choose *New* from the File menu, press **Ctrl+N**, or choose the **New** icon button.
2. Enter the number or code of the new record. Some records require more than one field in the record code. Use **Tab** to move among the fields in the record code and detail fields. The record number or code cannot have spaces before or after them. If you enter spaces before or after a record number or code, the system will remove them when you save the record.
3. Enter all detail for the new record. Some maintenances have multiple views for entering detail. Use the **View** buttons at the bottom of the screen or choose views from the View menu to move among multiple views.
4. Choose *Save* from the File menu, press **Ctrl+S** or choose the **Save** icon button on the toolbar when all detail information for the record is complete. The system returns you to the View mode.

Note: The text for some views appear in a warning (usually red) color to indicate that they are required views when adding new records. You must access all required views (even if you do not add or change information in that view) before you can save a new record. Once you access a required view, the text for that view returns to normal color.

How to add multiple records without being placed in View mode

1. Choose *AutoAdd* from the Options menu to toggle the AutoAdd mode as active. You remain in Add mode each time you save a record.
2. Choose *End New* from the File menu, press **Ctrl+N**, choose the **End New** icon button, or toggle the AutoAdd mode off when you are ready to stop adding records. When the AutoAdd mode is toggled on, you will be in AutoAdd mode every time you choose to add a new record.

How to change the detail for an existing record

1. Enter the number or code of the existing record. The **Record** buttons (First, Next, Previous and Last) on the toolbar are available to help locate records. You can use the Lookup icon to locate existing records.
2. Press **Enter** or choose the **Go** icon button when the record code is complete to access the record in the View mode.
3. Choose *Edit* from the File menu, press **Ctrl+E**, or choose the **Edit** icon button.
4. Change the detail information for the record.
5. Choose *Save* from the File menu, press **Ctrl+S**, or choose the **Save** icon button when all detail information for the record is complete. You will return to the View mode.

How to reset (undo) the changes to a new or existing record

1. Choose *Reset* from the File menu, press **Ctrl+R**, or choose the **Reset** icon button before saving any changes. The values of all fields are placed back to the values when the record was accessed, or to the original default values if you made changes to a new record.

How to copy an existing record

1. Enter the number or code of the existing record to copy. The **Record** buttons (First, Next, Previous and Last) on the toolbar are available to help locate records. You can use the *Lookup* to locate existing records.
2. Press **Enter** or choose the **Go** icon button when the record code is complete to access the record. You are now in the View mode for the record.
3. Choose *Save As* from the File menu or choose the **Save As** icon button.
4. Enter the number or code of the new record.
5. Change any of the detail fields for the new record.
6. Choose *Save* from the File menu, press **Ctrl+S**, or choose the **Save** icon button to save the new record.
7. (Optional) For maintenance records that have additional records associated with them, the system displays the Copy Related Records dialog box, so you can select the types of related records you want to copy to the new record you are creating.
8. (Optional) On the Copy Related Records dialog box, select the checkboxes for all the categories of related records you want to copy from the existing record to the new record. The system enables only the checkboxes for which related records exist. You can select the Quick Whse button to access the Quick Warehouse Setup dialog box to quickly assign a new item to warehouses and enter replenishment, cost, price, and usage information at the time you copy the related record information. Select the OK button to copy the selected related records.

How to delete a record

1. Enter the number or code of the existing record. The **Record** buttons (First, Next, Previous and Last) on the toolbar are available to help locate records. You can use the *Lookup* to locate existing records.
2. Press **Enter** or choose the **Go** icon button when the record code is complete to access the record. You are now in the View mode for the record.
3. Choose *Delete* from the File menu, press **Ctrl+D**, or choose the **Delete** icon button.
4. Choose *Yes* from the dialog box that opens to confirm that you want to delete the record.

AP Maintenances Menu Options

This section presets the standard menu options that are available from AP maintenance programs. Refer to the menu section of a program for specific menu options. Note that not all selections described below are available for every program.

File

Menu Selection

Function

New	Adds a new record. When new is active, <i>End New</i> displays here and is available.
Edit	Makes changes to an existing record.
Save	Saves the information for the current record.
Save As	Saves the information for the current record with a different code or number.
Delete	Deletes the current record.
Reset	Sets the information for the current record back to its original state.
Transfer/Change Codes	Accesses the <i>Transfer/Changes Codes</i> dialog box, which is used to change values for the record information. Note this menu option only displays for certain maintenance programs. Refer to the <i>Transfer/Change Code Dialog Box</i> topic at the end of this section for details
Exit	Exits the current program.

Find

Menu Selection

Function

[feature] Lookup	Accesses the <i>Lookup</i> feature for the current field.
Lookup	Opens the <i>Lookup</i> feature for the current field, or brings it to the front if it is already open.
Filter	Opens the <i>Filter Manager</i> to select or maintain a filter.
First Record	Opens the first record in the current maintenance, using the current filter.
Previous Record	Opens the previous record in the current

maintenance, using the current filter.

Next Record Opens the next record in the current maintenance, using the current filter.

Last Record Opens the last record in the current maintenance, using the current filter.

Options

Menu Selection

Function

Toolbar Toggles the display of the toolbar on and off.

AutoAdd Mode Toggles the AutoAdd mode on or off. When on, you will be in continuous add mode each time you select to add a new record.

Defaults Displays the default record settings on the screen.

User Preferences Opens the *Preferences* dialog box where you can set the status of the Lookup window, AutoAdd Mode, and Toolbar each time you open the maintenance program.

System Preferences Accesses the *Maintenance Audit Control* dialog box, which is used to select the fields in which you want to track changes for audit history.

Additional

Menu Selection

Function

Maintain Opens the maintenance program for the current field.

Audit History Accesses the *Maintenance Audit History* dialog box, which is used to view changes to the fields selected for audit tracking.

Global

Menu Selection

Functions

User Profile Accesses your *user profile* information.

Note Pad Accesses the *Notes* dialog box, which is used to enter notes for the current user.

Personal Allows you to access frequently used

Favorites	programs.
Jump	Accesses the <i>Program Locator</i> dialog box, which allows you to move to other TakeStock modules and programs.

Help

Menu Selection

Contents	Accesses the online Help table of contents.
Glossary	Access the TakeStock Glossary.
Search for Help on	Accesses the Help system index.
Screen Help	Accesses online Help for the current screen.
About TakeStock	Displays release, licensing, and support information about TakeStock.
Special Keys	Accesses the <i>Special Keys</i> dialog box, which lists the function keys for the current screen.

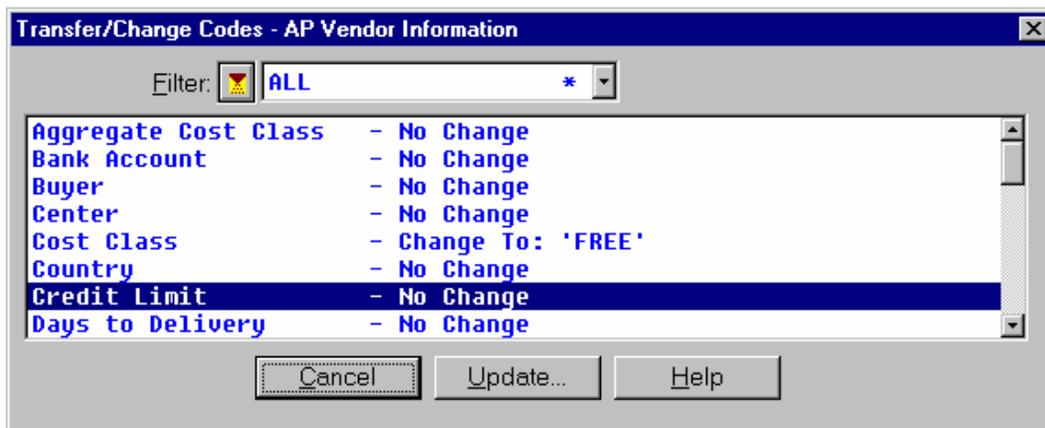
Functions

Transfer/Change Code Dialog Box

Use the Transfer/Change Codes dialog box to globally change or transfer code values to specific maintenance records defined by a search filter. You reach this dialog box by selecting File→Transfer Change/Codes from certain Maintenance programs within the TakeStock system.

For each type of maintenance record that contains this option, the dialog box displays all the available types of codes.

To change a code, double-click the appropriate field in the browser, enter the new value, then select **OK**. When you have entered new values for all of the desired fields, select the **Update** button on the *Transfer/Change Code* dialog box.



Vendor Maintenance

Using this program, you can set up and maintain vendor address, purchasing and payment information. The vendor information is used throughout the PO and AP modules.

There are eight views for entering vendor maintenance information:

- The General view, which is used to enter general vendor information that is used throughout the AP and PO modules as defaults and options.
- The Codes view, which is used to enter default codes for costing information, tax, center, terms, and the GL table.
- The Purchases view, which is used to define default purchasing options.
- The Remit view, which is used to define the remit-to information for the vendor.
- The Cost view, which is used to enter default cost and cost hierarchy information.
- The History view, which is used to display the date the vendor account was opened, the latest vendor activity date, payment date, and highest balance date and amount.
- The EDI view, which is used to define the EDI processing information.
- The Payments view, which is used to enter default banking and payment processing information.
- The MR view, which is used to allow MR transactions for a vendor and enter default MR processing information.

Specific Vendor Maintenance Menu Options

File

Menu Selection

Function

New	Adds a new record. When new is active, <i>End New</i> displays here and is available.
Edit	Makes changes to an existing record.
Save	Saves the information for the current record.
Save As	Saves the information for the current record with a different code or number.
Delete	Deletes the current record.
Reset	Sets the information for the current record back to its original state.

Reports	Accesses links to the Receiving Schedule and Cash Requirements reports. You can use these reports to print out information about the vendor.
Transfer/Change Codes	Accesses the <i>Transfer/Changes Codes</i> dialog box, which is used to change values for the vendor information.
Exit	Exits the current program.

View**Menu Selection****Function**

General	Displays the General view.
Codes	Displays the Codes view.
Purchases	Displays the Purchases view.
Remit	Displays the Remit view.
Cost	Displays the Cost view.
History	Displays the History view.
EDI	Displays the EDI view.
Payments	Displays the Payments view.

Additional**Menu Selection****Function**

Notes	Accesses the <i>Notes Manager</i> to view or enter maintenance notes.
Maintain	Opens the maintenance program for the current field.
Ship From Maint	Accesses the Ship From Maintenance program for the current vendor.
Remit To	Accesses the Remit To Address Maintenance program for the current vendor.
Expense Templates	Accesses the <i>Expense Template Maintenance</i> dialog box for the current vendor.
Vendor Representatives	Accesses the <i>Representative Maintenance</i> dialog box program for the current vendor.
Phone Book	Access the <i>SM Phone Book</i> program, which is used to enter or view phone numbers for the current vendor.
Custom Fields	Accesses the <i>Custom Fields</i> dialog box for the current vendor.

Audit History

Accesses the *Maintenance Audit History* dialog box, which is used to view changes to the fields selected for audit tracking.

See Also

Vendor Maintenance General View

Vendor Maintenance Codes View

Vendor Maintenance Purchases View

Vendor Maintenance Remit View

Vendor Maintenance Cost View

Vendor Maintenance History View

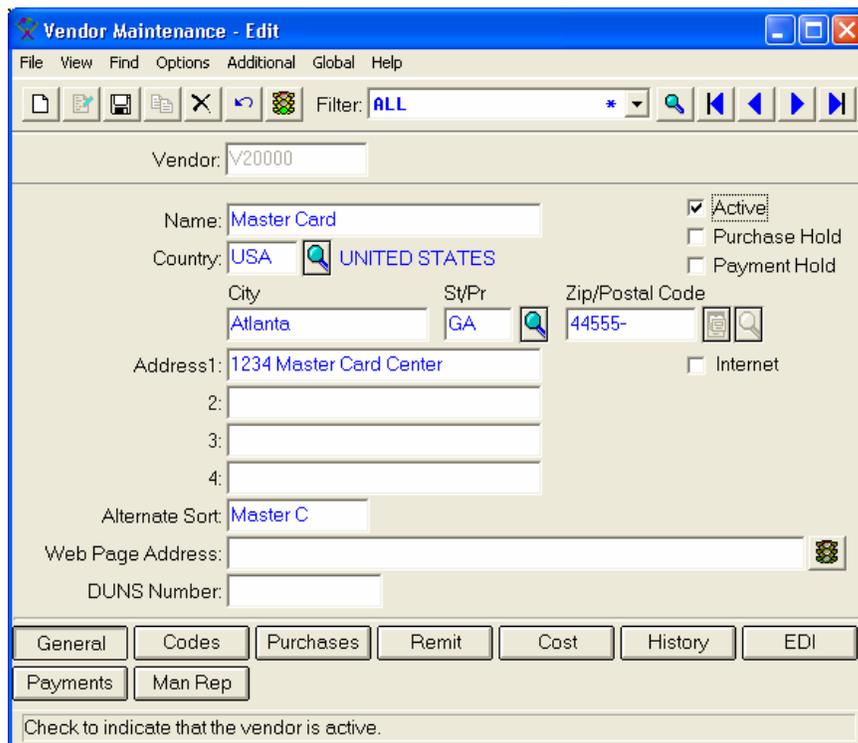
Vendor Maintenance EDI View

Vendor Maintenance Payments View

Vendor Maintenance Man Rep View

Vendor Maintenance—General View

Using this program, you can set up and maintain vendor address, purchasing and payment information. The vendor information is used throughout the PO and AP modules. Using the General view, you can enter general vendor information that is used throughout the AP and PO modules as defaults and options.



Vendor: V20000

Name: Master Card Active

Country: USA UNITED STATES Purchase Hold

City: Atlanta St/Pr: GA Zip/Postal Code: 44555- Payment Hold

Address1: 1234 Master Card Center Internet

2:

3:

4:

Alternate Sort: Master C

Web Page Address:

DUNS Number:

General Codes Purchases Remit Cost History EDI

Payments Man Rep

Check to indicate that the vendor is active.

Form Contents

Fields, Buttons, Checkboxes, & Icons

For a listing of standard Maintenance icons and buttons, refer to the *Maintenance Toolbar* topic at the beginning of the *Maintenances* chapter.

- Vendor* The vendor code (up to 10 characters) to use for this vendor. You can press **F9** to automatically assign the next vendor number available in the system.
- Name* The vendor's name (up to 30 characters). This name displays on entry screens (such as *PO Entry*, *PO Receipts Entry*, etc.) and prints on forms (purchase orders) exactly as you enter it here.
- Country* The country code (up to 5 characters) in the vendor's address. The country you set up for your company in *Country Maintenance* in SM displays in this field as the default.
- City* The city (up to 15 characters) in the vendor's address.

Fields, Buttons, Checkboxes, & Icons

<i>St/Pr</i>	The 3-character abbreviation for the state or province in the vendor's address.
<i>Zip/Postal</i>	The zip code or postal code in the vendor's address. The format for this code is determined by the Country code you enter for this vendor. The system checks and validates the zip code if you selected the Auto City State from Zip checkbox in <i>SM Country Maintenance</i> .
<i>Address 1-4</i>	There are four lines available for entering the address to display on screens and print on forms. If you only need one address line, use Address 1. Each address line can be up to 35 characters.
<i>Alternate Sort</i>	The Alternate Sort (up to 30 characters) for this vendor. The vendor's name displays in this field as the default. In many reports and Lookups, you can use the Alternate Sort to help you locate a vendor's record. If you use vendor names for the Alternate Sort, then you can sort and list vendors alphabetically by name instead of listing them by vendor code.
Active	Indicates this is an active vendor from whom you purchase merchandise and receive and pay invoices. You cannot process purchase orders or enter or pay invoices for an inactive vendor. If you no longer purchase from a vendor, remove the active status so you can print reports that include only active vendors.
Purchase Hold	Indicates that you want place the vendor temporarily on hold so that purchase orders cannot be processed.
Payment Hold	Indicates that you want place the vendor temporarily on hold so that checks cannot be processed. You can still process purchase orders for vendors who are on payment hold.
<i>Web Page Address</i>	The web page address for this vendor.
<i>DUNS Number</i>	The DUNS number for this vendor. DUNS refers to the Dun and Bradstreet Universal Numbering System. Most businesses have a DUNS number.
	 Aperum™ anticipates that the DUNS number will be used to identify trading partners in future business-to-business e-commerce over the Internet and are providing this database field now so that TakeStock distributors can begin to collect this information in their database and be ready for e-commerce.
Internet	Indicates that the vendor is to be set as an Internet vendor.

Fields, Buttons, Checkboxes, & Icons

This setting defaults to selected; it is the user's responsibility to disable any vendors that they do not want to show up in the Internet InterLink.

Codes	Accesses the Codes view of <i>Vendor Maintenance</i> .
Purchases	Accesses the Purchases view of <i>Vendor Maintenance</i> .
Remit	Accesses the Remit view of <i>Vendor Maintenance</i> .
Cost	Accesses the Cost view of <i>Vendor Maintenance</i> .
History	Accesses the History view of <i>Vendor Maintenance</i> .
EDI	Accesses the EDI view of <i>Vendor Maintenance</i> .
Payments	Accesses the Payments view of <i>Vendor Maintenance</i> .
Man Rep	Accesses the Man Rep view of <i>Vendor Maintenance</i> .

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See Also

How to set up vendor maintenance information

Vendor Maintenance Codes View

Vendor Maintenance Purchases View

Vendor Maintenance Remit View

Vendor Maintenance Cost View

Vendor Maintenance History View

Vendor Maintenance EDI View

Vendor Maintenance Payments View

Vendor Maintenance Man Rep View

Vendor Maintenance—Codes View

Using this program, you can set up and maintain vendor address, purchasing and payment information. The vendor information is used throughout the PO and AP modules. Using the Codes view, you can enter default codes for costing information, tax, center, terms, and the GL table.

Form Contents

Fields, Buttons, Checkboxes, & Icons

For a listing of standard Maintenance icons and buttons, refer to the *Maintenance Toolbar* topic at the beginning of the *Maintenances* chapter.

- | | |
|-------------------|---|
| <i>Center</i> | The center for posting to <i>General Ledger</i> for this vendor. |
| <i>Category</i> | The category for this type of vendor. |
| <i>Buyer</i> | The code for the normal buyer for this vendor. This is the default buyer when you enter this vendor on a purchase order. |
| <i>Terms Code</i> | The terms code for the terms you have with this vendor. This must be a valid terms code set up in <i>SM Terms Code Maintenance</i> and must be set as Valid for AP . |

Fields, Buttons, Checkboxes, & Icons

<i>Cost Class</i>	The item cost class to which this vendor belongs. The cost class is used when entering the purchase of merchandise from a vendor. If the cost class assigned to the vendor matches a cost class in a cost schedule, that schedule is included in the hierarchy that determines the default cost of the merchandise. Item cost classes are set up in Inventory Management using Item Cost Class Maintenance. The cost schedules are set up in Inventory Management using Costing & Pricing. The vendor cost class is used if there is no Vendor/Item record in the system.
<i>Aggregate Cost Class</i>	The aggregate cost class to which this vendor belongs. The aggregate cost class is used when entering the purchase of merchandise from a vendor to determine the amount of discount to allow on aggregate purchases. If the vendor/item record does not have an aggregate cost class assigned, then the aggregate cost class you assign to the vendor in this field is used.
<i>Default GL Table</i>	The GL table to which the vendor posts.
<i>Tax Code</i>	The tax code for the vendor. This value is used in <i>System Management</i> .
<i>Expense Template</i>	The primary expense template code for the vendor displays. This is a display only field. To enter an expense template for this vendor select the Valid Exp button.
<i>Vendor Rep</i>	The vendor representative for this vendor code. This is a display only field. To enter a primary vendor representative for this vendor code, select the Valid Reps button.
General	Accesses the General view of <i>Vendor Maintenance</i> .
Purchases	Accesses the Purchases view of <i>Vendor Maintenance</i> .
Remit	Accesses the Remit view of <i>Vendor Maintenance</i> .
Cost	Accesses the Cost view of <i>Vendor Maintenance</i> .
History	Accesses the History view of <i>Vendor</i>

Fields, Buttons, Checkboxes, & Icons*Maintenance.*

EDI	Accesses the EDI view of <i>Vendor Maintenance</i> .
Payments	Accesses the Payments view of <i>Vendor Maintenance</i> .
Man Rep	Accesses the Man Rep view of <i>Vendor Maintenance</i> .

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See Also

How to set up vendor maintenance information

Vendor Maintenance General View

Vendor Maintenance Purchases View

Vendor Maintenance Remit View

Vendor Maintenance Cost View

Vendor Maintenance History View

Vendor Maintenance EDI View

Vendor Maintenance Payments View

Vendor Maintenance Man Rep View

Vendor Maintenance—Purchases View

Using this program, you can set up and maintain vendor address, purchasing and payment information. The vendor information is used throughout the PO and AP modules. Using the Purchases view, you can define default purchasing options.

The screenshot shows the 'Vendor Maintenance - Edit' window. At the top, there is a menu bar (File, View, Find, Options, Additional, Global, Help) and a toolbar with icons for file operations and navigation. Below the toolbar, the 'Vendor' field is set to '100' with the name 'Hardware House Distributer'. The 'Ship From' field is 'Front' with a search icon and 'The Front Warehouse'. The 'Ship Via' field is 'UPS' with a search icon and 'United Parcel Service'. The 'Warehouse' field is 'Atl' with a search icon and 'Atlanta - Regional Center, Inc'. The 'Free On Board' field is 'nocrross'. The 'Freight Code' field is 'BillLater'. The 'Our Customer ID' field is empty. The 'Credit Limit' field is '10,000.00'. The 'Review Cycle Days' field is '0'. The '% Above Min Stock' field is '20.0'. The 'Days to Delivery' field is '9'. On the right side, there are several checkboxes: 'Valid in PO' (checked), 'Allow Backorders' (unchecked), 'Allow New NonStock Items' (unchecked), and 'AutoCreate Vendor Item' (checked). Below these is a section for 'Print Vendor Item on PO:' with radio buttons for 'None' (selected), 'Before', and 'After'. At the bottom, there are buttons for 'General', 'Codes', 'Purchases', 'Remit', 'Cost', 'History', 'EDI', 'Payments', and 'Man Rep'. A checkbox at the very bottom is labeled 'Check to allow purchase orders for this vendor.'

Form Contents

Fields, Buttons, Checkboxes, & Icons

For a listing of standard Maintenance icons and buttons, refer to the *Control Maintenance Toolbar* topic at the beginning of the *Maintenances* chapter.

Ship From The primary Ship From location for this vendor. This can be the same as the vendor's location or a different location that you have set up in *Ship From Maintenance*. If it is the same as the vendor's name and address, leave this field blank and the system will default to *Same*. Otherwise, enter the code of the Ship From for this vendor. The Ship From you enter here is the default Ship From location when you enter purchase orders for this vendor.

Ship Via The method of shipping merchandise for this vendor. This method is used as the default Ship Via when you enter purchase orders for this vendor.

Fields, Buttons, Checkboxes, & Icons

<i>Warehouse</i>	The warehouse to which this vendor usually delivers the merchandise.
<i>Free on Board</i>	The Free On Board (FOB) code to use as the default when entering purchase orders for this vendor. The FOB code indicates at what point freight is charged. If FOB is destination, the seller bears the freight cost. If FOB is shipping point, the buyer bears the freight cost.
<i>Freight Code</i>	The code for freight that the vendor charges you for shipping the merchandise. You can select: Prepaid —to indicate that shipping charges are prepaid, Collect —to indicate that shipping charges are paid at delivery, or Bill Later —to indicate that shipping charges billed and paid at a later time.
<i>Our Customer ID</i>	(Optional) The customer ID code the vendor uses for your account with them. This is a memo only field for your information; you can leave this field blank.
<i>Credit Limit</i>	(Optional) The credit limit you have with this vendor. This is a memo only field for your information; you can leave this field blank.
<i>Review Cycle Days</i>	The number of days in the vendor's review cycle. The vendor review cycle is the amount of time between dates that a vendor is reviewed for replenishment in order to meet dollar amount buying targets. The days you enter are used for printing the Vendor Review Cycles using <i>Vendor Review Cycle Reset</i> .
<i>% Above Min Stock</i>	The percent above minimum stock to use for this vendor when calculating replenishment.
<i>Days to Delivery</i>	The number of days it takes this vendor to deliver merchandise.

Note: The vendor Days to Delivery field is a user-defined, non-system maintained, average to calculate the Cash Requirements on a PO document. The Days to Delivery are used for the Cash Requirements instead of calculating an average based on the individual PO line items. Using this field provides additional control in estimating the time necessary for

Fields, Buttons, Checkboxes, & Icons

vendor payments.

Valid in PO	Indicates you want to be able to enter purchase orders for this vendor. If you do not select this option, you can receive and pay invoices from the vendor, but you cannot enter new purchase orders.
Allow Backorders	Indicates you allow the processing of backorders from the vendor.
Allow New NonStock Items	Indicates you allow the purchase of new nonstock items from the vendor. If not selected, a nonstock item entered on a purchase order for this vendor that does not yet exist will not be accepted.
Auto Create Vendor	Indicates you want to have the system automatically create a vendor/item record when you receive an item from the vendor that does not yet exist in the VENDOR/ITEM TABLE. The records are automatically created when you run the <i>PO Receipts Register</i> . If you do not select this option, you will be prompted to manually add a vendor/item record when you run the <i>PO Receipts Register</i> and an item and vendor are found that do not exist in the VENDOR/ITEM TABLE.
Print Vendor Item on PO	<p>In the Print Vendor Item on PO section of the form, select whether and where to print the vendor's item number along with your item number on the purchase order. Select:</p> <p>None—if you do not want to print the vendor's item number on purchase orders.</p> <p>Before—if you want to print the vendor's item number before your item number on purchase orders.</p> <p>After—if you want to print the vendor's item number after your item number on purchase orders.</p>
General	Accesses the General view of <i>Vendor Maintenance</i> .
Codes	Accesses the Codes view of <i>Vendor Maintenance</i> .
Remit	Accesses the Remit view of <i>Vendor Maintenance</i> .

Fields, Buttons, Checkboxes, & Icons

Cost	Accesses the Cost view of <i>Vendor Maintenance</i> .
History	Accesses the History view of <i>Vendor Maintenance</i> .
EDI	Accesses the EDI view of <i>Vendor Maintenance</i> .
Payments	Accesses the Payments view of <i>Vendor Maintenance</i> .
Man Rep	Accesses the Man Rep view of <i>Vendor Maintenance</i> .

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See Also

How to set up vendor maintenance information

Vendor Maintenance General View

Vendor Maintenance Codes View

Vendor Maintenance Remit View

Vendor Maintenance Cost View

Vendor Maintenance History View

Vendor Maintenance EDI View

Vendor Maintenance Payments View

Vendor Maintenance Man Rep View

Vendor Maintenance—Remit View

Using this program, you can set up and maintain vendor address, purchasing and payment information. The vendor information is used throughout the PO and AP modules. Using the Remit view, you can define the remit-to information for the vendor.

The screenshot shows a software window titled "Vendor Maintenance - Edit". The menu bar includes File, View, Find, Options, Additional, Global, and Help. Below the menu is a toolbar with icons for file operations and a filter dropdown set to "ALL". The main area displays "Vendor: 100" and "Hardware House Distributer". Under "Primary Remit To:", the value "Main" is selected. Below this, the fields for "Name:", "Country: USA", and "Address: Main Street, 3425 Corporate way, Door B" are visible. At the bottom, there are buttons for "General", "Codes", "Purchases", "Remit", "Cost", "History", "EDI", "Payments", and "Man Rep". A text box at the very bottom contains the prompt "Enter the vendor remit to code."

Form Contents

Fields, Buttons, Checkboxes, & Icons

For a listing of standard Maintenance icons and buttons, refer to the *Maintenance Toolbar* topic at the beginning of the *Maintenances* chapter.

Primary Remit To The primary remit code for this vendor. The system displays the remit-to address associated with this code in the lower portion of the screen.

General Accesses the General view of *Vendor Maintenance*.

Codes Accesses the Codes view of *Vendor Maintenance*.

Purchases Accesses the Purchases view of *Vendor Maintenance*.

Cost Accesses the Cost view of *Vendor Maintenance*.

Fields, Buttons, Checkboxes, & Icons

History	Accesses the History view of <i>Vendor Maintenance</i> .
EDI	Accesses the EDI view of <i>Vendor Maintenance</i> .
Payments	Accesses the Payments view of <i>Vendor Maintenance</i> .
Man Rep	Accesses the Man Rep view of <i>Vendor Maintenance</i> .

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See Also

How to set up vendor maintenance information

Vendor Maintenance General View

Vendor Maintenance Codes View

Vendor Maintenance Purchases View

Vendor Maintenance Cost View

Vendor Maintenance History View

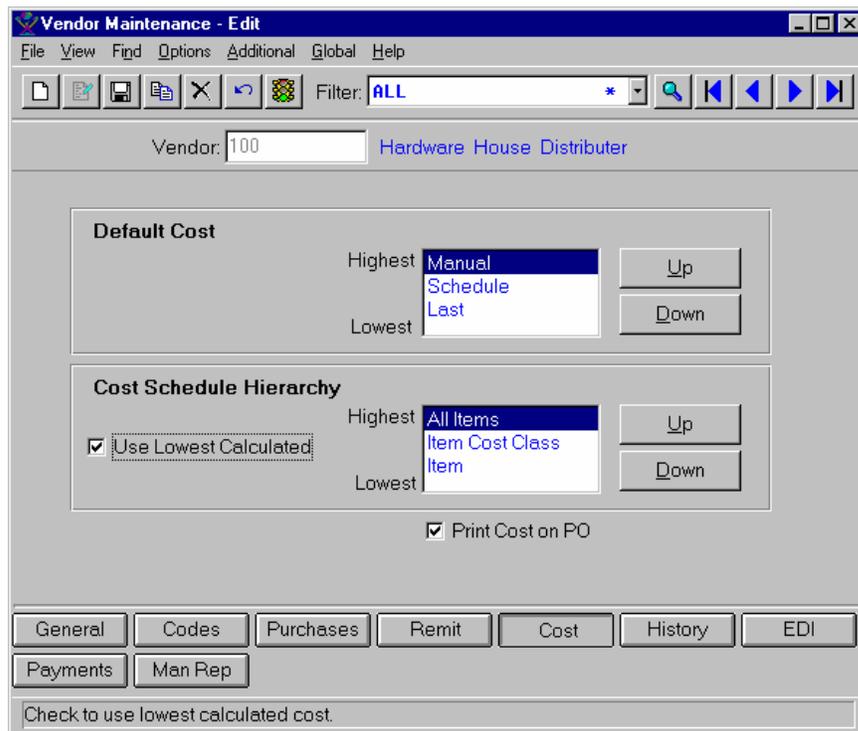
Vendor Maintenance EDI View

Vendor Maintenance Payments View

Vendor Maintenance Man Rep View

Vendor Maintenance—Cost View

Using this program, you can set up and maintain vendor address, purchasing and payment information. The vendor information is used throughout the PO and AP modules. Using the Cost view, you can enter default cost and cost hierarchy information.



Form Contents

Fields, Buttons, Checkboxes, & Icons

For a listing of standard Maintenance icons and buttons, refer to the *Maintenance Toolbar* topic at the beginning of the *Maintenances* chapter.

Default Cost In the Default Cost section of the form, select the order in which the default cost of items is determined when they are entered on a purchase order for the vendor. The first match for an item in the ranking from top to bottom is the default cost used. To set the order, select the type of cost in the list and then use the **Up** and **Down** buttons to position the cost in the list.

The order includes three types of costs:

Schedule—A cost schedule set up for the vendor or item or a cost schedule for a cost

Fields, Buttons, Checkboxes, & Icons

class that is assigned to an item.

Last—A cost level set up in *Create Sugg. Costs & Prices* or *Enter Sugg. Costs & Prices* and then assigned to an item.

Manual—The standard cost of an item assigned to the item in the ITEM TABLE.

Cost
Schedule
Hierarchy

In the Cost Schedule Hierarchy section of the form, select the cost schedule hierarchy to use when determining the default cost of items as they are entered on purchase orders. The first match for an item in this hierarchy from top to bottom is the cost schedule used.

To set the hierarchy, select the type of cost in the list and then use the **Up** and **Down** buttons to position the cost schedule type in the list.

The hierarchy includes three types of cost schedules:

All Items—All cost schedules set up to include *All Items* are checked. The first schedule that includes all items is the selected schedule to use.

Item Cost Class—All cost schedules set up to include the *Item Cost Class* assigned to the vendor item record are checked. The first schedule found is used. If a schedule is not found for the vendor item record, then the *Item Cost Class* assigned to the vendor record is checked for matching cost schedules.

Item—Only the cost schedules set up specifically for the item entered on the purchase order are checked. The first schedule for the item that is found is used.

**Use Lowest
Calculated**

Indicates you want to have the system use the lowest calculated cost for an item, regardless of the priority assigned in *Cost Schedule Hierarchy*.

**Print Cost
on PO**

Indicates you want to print the default cost of

Fields, Buttons, Checkboxes, & Icons
the item on the purchase order.

General	Accesses the General view of <i>Vendor Maintenance</i> .
Codes	Accesses the Codes view of <i>Vendor Maintenance</i> .
Purchases	Accesses the Purchases view of <i>Vendor Maintenance</i> .
Remit	Accesses the Remit view of <i>Vendor Maintenance</i> .
History	Accesses the History view of <i>Vendor Maintenance</i> .
EDI	Accesses the EDI view of <i>Vendor Maintenance</i> .
Payments	Accesses the Payments view of <i>Vendor Maintenance</i> .
Man Rep	Accesses the Man Rep view of <i>Vendor Maintenance</i> .

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See Also

How to set up vendor maintenance information

Vendor Maintenance General View

Vendor Maintenance Codes View

Vendor Maintenance Purchases View

Vendor Maintenance Remit View

Vendor Maintenance History View

Vendor Maintenance EDI View

Vendor Maintenance Payments View

Vendor Maintenance Man Rep View

Vendor Maintenance—History View

Using this program, you can set up and maintain vendor address, purchasing and payment information. The vendor information is used throughout the PO and AP modules. Using the History view, you can display the date the vendor account was opened, the latest vendor activity date, payment date, and highest balance date and amount.

The screenshot shows the 'Vendor Maintenance - Edit' window with the following data:

Vendor:	100	Hardware House Distributer
Opened:	?	
Last Activity:	12/31/1999	
Last Payment:	05/19/1999	Balance: 1005010806.04
Highest Balance Date:	11/12/1998	Highest Balance: 1100009461.81

Buttons at the bottom: General, Codes, Purchases, Remit, Cost, History, EDI, Payments, Man Rep.

Select filter to use.

Form Contents

Fields, Buttons, Checkboxes, & Icons

For a listing of standard Maintenance icons and buttons, refer to the *Maintenance Toolbar* topic at the beginning of the *Maintenances* chapter.

- | | |
|---------------|--|
| Last Activity | Each time you process activity with the vendor, such as entering a purchase order, entering the receipt of an invoice, or issuing a check, the system updates this field to reflect the date of last activity. |
| Last Pay Date | Each time you process payment activity for the vendor, this field is updated to reflect the date of last activity. |
| Balance | The system updates this field to display the vendor |

Fields, Buttons, Checkboxes, & Icons

balance on the last pay date.

Highest Balance Date	Each time the vendor balance reaches a new high point, this field is updated to reflect the date of highest balance.
Highest Balance	The system updates this field to display the highest balance for the vendor.
General	Accesses the General view of <i>Vendor Maintenance</i> .
Codes	Accesses the Codes view of <i>Vendor Maintenance</i> .
Purchases	Accesses the Purchases view of <i>Vendor Maintenance</i> .
Remit	Accesses the Remit view of <i>Vendor Maintenance</i> .
Cost	Accesses the Cost view of <i>Vendor Maintenance</i> .
EDI	Accesses the EDI view of <i>Vendor Maintenance</i> .
Payments	Accesses the Payments view of <i>Vendor Maintenance</i> .
Man Rep	Accesses the Man Rep view of <i>Vendor Maintenance</i> .

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See Also

How to set up vendor maintenance information

Vendor Maintenance General View

Vendor Maintenance Codes View

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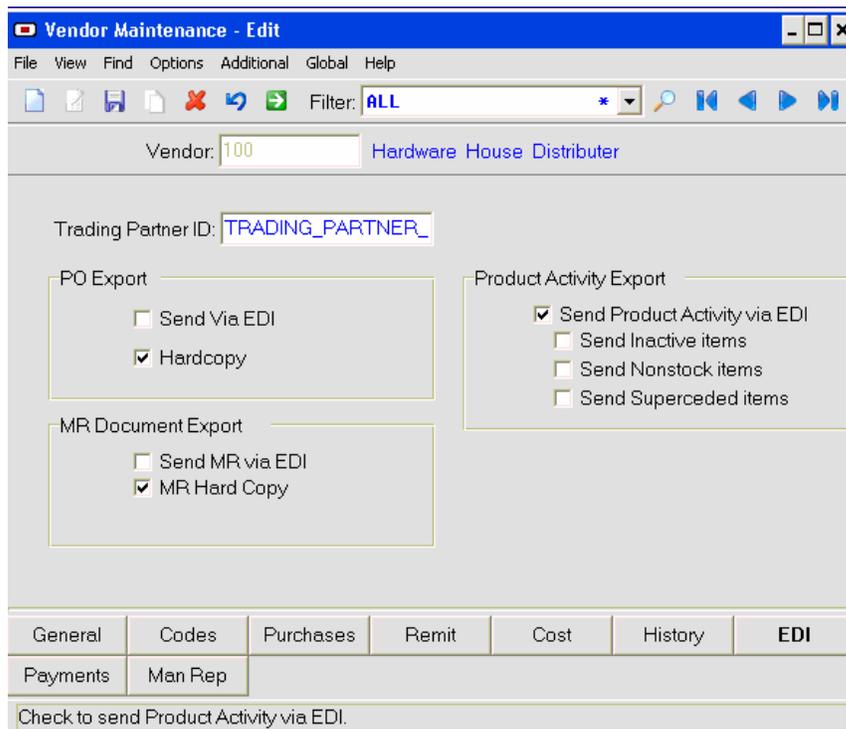
Vendor Maintenance EDI View

Vendor Maintenance Payments View

Vendor Maintenance Man Rep View

Vendor Maintenance—EDI View

Using this program, you can set up and maintain vendor address, purchasing and payment information. The vendor information is used throughout the PO and AP modules. Using the EDI view, you can define the EDI processing information.



Form Contents

Fields, Buttons, Checkboxes, & Icons

For a listing of standard Maintenance icons and buttons, refer to the *Maintenance Toolbar* topic at the beginning of the *Maintenances* chapter.

Trading Partner ID The trading partner ID number for this vendor.

PO Export In the PO export section of the form, select **Send Via EDI** to send purchase orders for the trading partner via EDI, and select **Hardcopy** to print a copy of the purchase order that was send via EDI.

MR Document Export In the MR Document export section of the form, select **Send Via EDI** to send MR documents for the trading partner via EDI, and select **Hardcopy** to print a copy of the MR document that was sent via EDI.

Product Activity In the Product Activity export section of the form, select **Send Via EDI** to send product

Fields, Buttons, Checkboxes, & Icons

Export activity information for the trading partner via EDI. Select **Send Inactive Items** to include product activity information for inactive items when sending via EDI. Select **Send Superceded Items** to include product activity information for superceded items when sending via EDI. Select **Send Nonstock Items** to include product activity information for non-stock items when sending via EDI.

General Accesses the General view of *Vendor Maintenance*.

Codes Accesses the Codes view of *Vendor Maintenance*.

Purchases Accesses the Purchases view of *Vendor Maintenance*.

Remit Accesses the Remit view of *Vendor Maintenance*.

Cost Accesses the Cost view of *Vendor Maintenance*.

History Accesses the History view of *Vendor Maintenance*.

Payments Accesses the Payments view of *Vendor Maintenance*.

Man Rep Accesses the Man Rep view of *Vendor Maintenance*.

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Vendor Maintenance General View

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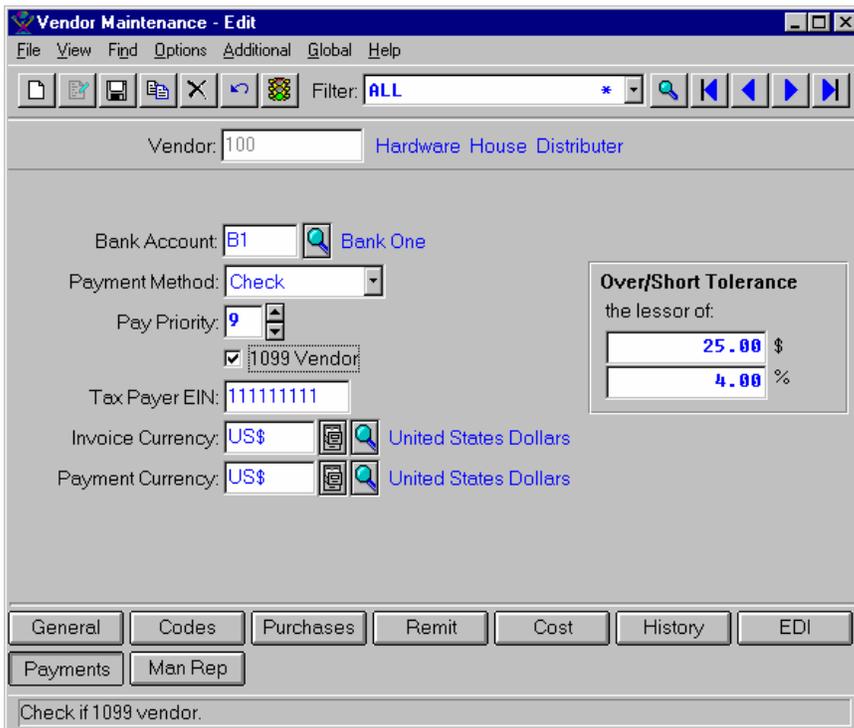
Vendor Maintenance History View

Vendor Maintenance Payments View

Vendor Maintenance Man Rep View

Vendor Maintenance—Payments View

Using this program, you can set up and maintain vendor address, purchasing and payment information. The vendor information is used throughout the PO and AP modules. Using the Payments view, you can enter default banking and payment processing information.



Form Contents

Fields, Buttons, Checkboxes, & Icons

For a listing of standard Maintenance icons and buttons, refer to the *Maintenance Toolbar* topic at the beginning of the *Maintenances* chapter.

- Bank Account** The code of the bank from which you write checks for this vendor. This must be an existing bank that is set up in System Management.
- Payment Method** The default payment method for this vendor. You can select **Check**, **Credit Card**, or **EFT** (electronic funds transfer) from the drop down list.
- Pay Priority** The code of the pay priority in Accounts Payable to assign to the invoices you receive from this vendor. The valid pay priority codes are 0 to 9. This code is used when you select invoices for payment.

Fields, Buttons, Checkboxes, & Icons

1099 Vendor	Indicates that this vendor is a 1099 vendor (independent or contract workers) that you pay through Accounts Payable and need to print 1099 forms for this vendor.
Tax Payer EIN	The vendor's employer identification number. (This is a 12-character field.)
Over/Short Tolerance	In the Over/Short Tolerance section of the form, enter the dollar and/or percent limits for the Over and Short GL account.
Invoice Currency	The currency used for invoices for this vendor.  Tip: Multicurrency: To use multicurrency in for invoices and payments, use the rules below for multi currency processing: 1. If the Invoice currency is US dollars, then the Payment currency (the field below) must also be US dollars. 2. If the Invoice currency is not US dollars, the Payment currency (the field below) must be the same as the invoice currency. 3. If the bank (that you entered in the Bank Account field above) does not allow foreign currency, then Invoice currency and the Payment currency must be the bank's currency.
Payment Currency	The payment currency for this vendor.
General	Accesses the General view of <i>Vendor Maintenance</i> .
Codes	Accesses the Codes view of <i>Vendor Maintenance</i> .
Purchases	Accesses the Purchases view of <i>Vendor Maintenance</i> .
Remit	Accesses the Remit view of <i>Vendor Maintenance</i> .
Cost	Accesses the Cost view of <i>Vendor Maintenance</i> .
History	Accesses the History view of <i>Vendor Maintenance</i> .
EDI	Accesses the EDI view of <i>Vendor Maintenance</i> .
Man Rep	Accesses the Man Rep view of <i>Vendor</i>

Fields, Buttons, Checkboxes, & Icons
Maintenance.

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Vendor Maintenance Codes View

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Vendor Maintenance History View

Vendor Maintenance EDI View

Vendor Maintenance Man Rep View

Vendor Maintenance—Man Rep View

Using this program, you can allow MR transactions for a vendor and enter default MR processing information.

Form Contents

Fields, Buttons, Checkboxes, & Icons

For a listing of standard Maintenance icons and buttons, refer to the *Maintenance Toolbar* topic at the beginning of the *Maintenances* chapter.

Allow MR Transactions	Indicates whether to allow use of this vendor as a manufacturing representative vendor.
<i>Customer</i>	The valid "linked Customer code to which all AR documents generated for that vendor get posted.
MR Document Print	Indicates whether to allow the printing MR documents for this vendor.
Include Commissions Due	Indicates whether to include commissions due when printing MR documents.
Include Costs	Indicates whether to include costs when printing MR documents.
Include Prices	Indicates whether to include prices when printing

Fields, Buttons, Checkboxes, & Icons

Prices	MR documents.
Include Vendor Name and Address	Indicates whether to include the vendor name and address when printing MR documents.
Slsp Commissions calculated from	Indicates the figure on which to base the salesperson commission. Select from MR Commissions or Total Sales.
General	Accesses the General view of <i>Vendor Maintenance</i> .
Codes	Accesses the Codes view of <i>Vendor Maintenance</i> .
Purchases	Accesses the Purchases view of <i>Vendor Maintenance</i> .
Remit	Accesses the Remit view of <i>Vendor Maintenance</i> .
Cost	Accesses the Cost view of <i>Vendor Maintenance</i> .
History	Accesses the History view of <i>Vendor Maintenance</i> .
EDI	Accesses the EDI view of <i>Vendor Maintenance</i> .
Man Rep	Accesses the Man Rep view of <i>Vendor Maintenance</i> .

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Vendor Maintenance General View

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Vendor Maintenance Remit View

Vendor Maintenance Cost View

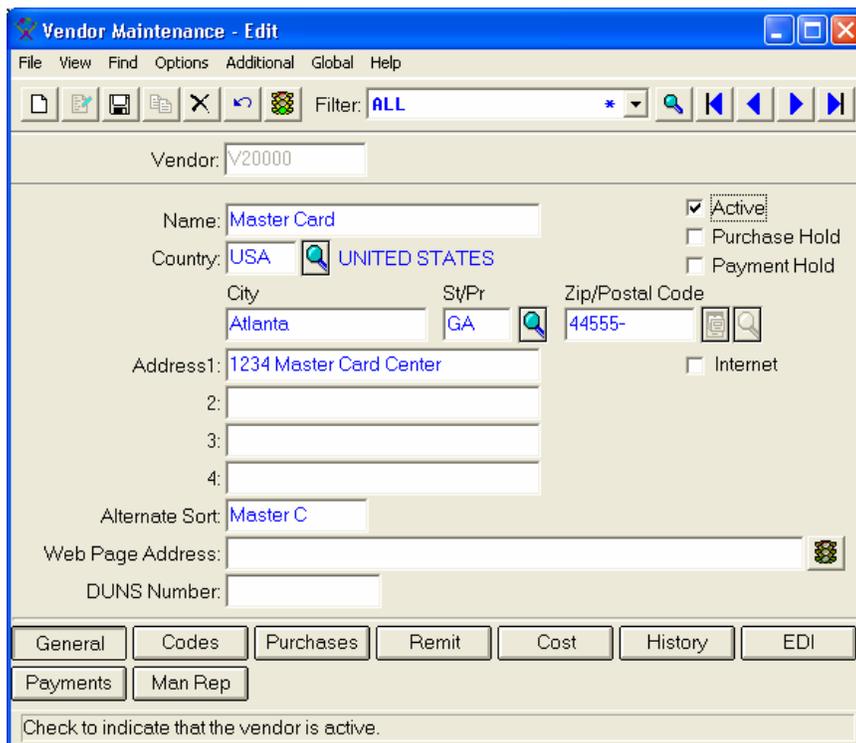
Vendor Maintenance History View

Vendor Maintenance EDI View

Vendor Maintenance Payments View

How to set up vendor maintenance information

1. Access the *Vendor Maintenance* program by selecting *Maintenances* → *Vendor Maintenance* from the AP main menu. The system displays the General view of the *Vendor Maintenance* program.



2. Select the **New** or **Edit** icon as necessary.
3. Enter or modify information for all fields, checkboxes, and radio buttons as necessary.

Vendor The vendor code (up to 10 characters) to use for this vendor. You can press **F9** to automatically assign the next vendor number available in the system.

Name The vendor's name (up to 30 characters). This name displays on entry screens (such as *PO Entry*, *PO Receipts Entry*, etc.) and prints on forms (purchase orders) exactly as you enter it here.

Country The country code (up to 5 characters) in the vendor's address. The country you set up for your company in *Country Maintenance* in SM displays in this field as the default.

City The city (up to 15 characters) in the vendor's

address.

<i>St/Pr</i>	The 3-character abbreviation for the state or province in the vendor's address.
<i>Zip/Postal</i>	The zip code or postal code in the vendor's address. The format for this code is determined by the Country code you enter for this vendor. The system checks and validates the zip code if you selected the Auto City State from Zip checkbox in <i>SM Country Maintenance</i> .
<i>Address 1-4</i>	There are four lines available for entering the address to display on screens and print on forms. If you only need one address line, use Address 1. Each address line can be up to 35 characters.
<i>Alternate Sort</i>	The Alternate Sort (up to 30 characters) for this vendor. The vendor's name displays in this field as the default. In many reports and Lookups, you can use the Alternate Sort to help you locate a vendor's record. If you use vendor names for the Alternate Sort, then you can sort and list vendors alphabetically by name instead of listing them by vendor code.
Active	Indicates this is an active vendor from whom you purchase merchandise and receive and pay invoices. You cannot process purchase orders or enter or pay invoices for an inactive vendor. If you no longer purchase from a vendor, remove the active status so you can print reports that include only active vendors.
Purchase Hold	Indicates that you want place the vendor temporarily on hold so that purchase orders cannot be processed.
Payment Hold	Indicates that you want place the vendor temporarily on hold so that checks cannot be processed. You can still process purchase orders for vendors who are on payment hold.
Web Page Address	The web page address for this vendor.
DUNS Number	The DUNS number for this vendor. DUNS refers to the Dun and Bradstreet Universal Numbering System. Most businesses have a DUNS number.



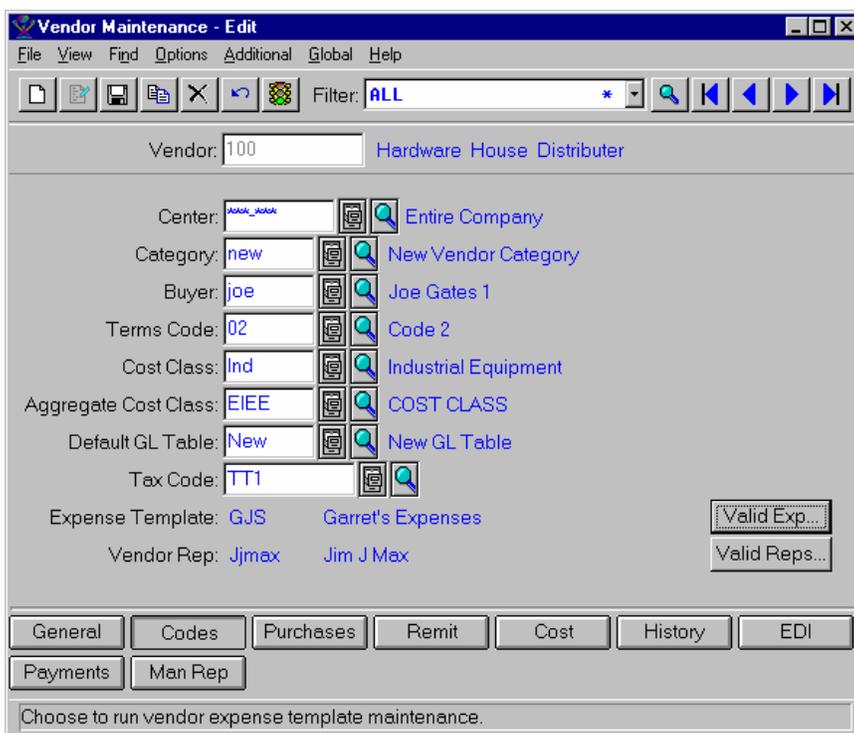
Aperum anticipates that the DUNS number

will be used to identify trading partners in future business-to-business e-commerce over the Internet and are providing this database field now so that TakeStock distributors can begin to collect this information in their database and be ready for e-commerce.

Internet

Indicates that the vendor is to be set as an Internet vendor. This setting defaults to selected; it is the user’s responsibility to disable any vendors that they do not want to show up in the Internet InterLink.

4. Access the Codes view of the *Vendor Maintenance* screen by selecting the **Codes** button or *View*→*Codes* from the menu bar. The system displays the Codes view.



5. Enter or modify information for all fields, checkboxes, and radio buttons as necessary. Refer to the table below for fields, checkbox, and radio button definitions.

Center The center for posting to *General Ledger* for this vendor.

Category The category for this type of vendor.

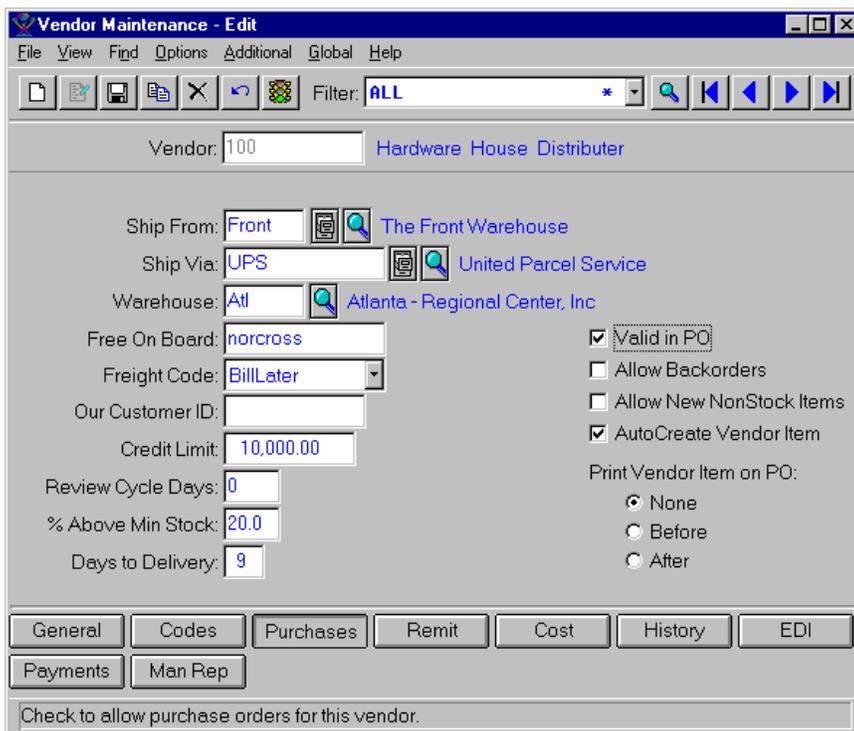
Buyer The code for the normal buyer for this vendor. This is the default buyer when you enter this vendor on a purchase order.

<i>Terms Code</i>	The terms code for the terms you have with this vendor. This must be a valid terms code set up in <i>SM Terms Code Maintenance</i> and must be set as Valid for AP .
<i>Cost Class</i>	The item cost class to which this vendor belongs. The cost class is used when entering the purchase of merchandise from a vendor. If the cost class assigned to the vendor matches a cost class in a cost schedule, that schedule is included in the hierarchy that determines the default cost of the merchandise. Item cost classes are set up in Inventory Management using Item Cost Class Maintenance. The cost schedules are set up in Inventory Management using Costing & Pricing. The vendor cost class is used if there is no Vendor/Item record in the system.
<i>Aggregate Cost Class</i>	The aggregate cost class to which this vendor belongs. The aggregate cost class is used when entering the purchase of merchandise from a vendor to determine the amount of discount to allow on aggregate purchases. If the vendor/item record does not have an aggregate cost class assigned, then the aggregate cost class you assign to the vendor in this field is used.
<i>Default GL Table</i>	The GL table to which the vendor posts.
<i>Tax Code</i>	The tax code for the vendor. This value is used in the System Management.
<i>Expense Template</i>	The primary expense template code for the vendor displays. This is a display only field. To enter an expense template for this vendor, select the Valid Exp button.
<i>Vendor Rep</i>	The vendor representative for this vendor code. This is a display only field. To enter a primary vendor representative for this vendor code, select the Valid Reps button.

7. You can select the **Valid Exp** button to access the *Expense Template Maintenance* dialog box, which is used to select the an expense template for the vendor. The expense template is designed to speed expense distribution during document entry. By using expense templates, you can quickly distribute an invoice between 1-999 expense accounts.
8. You can select the **Valid Rep** button to access the *Representative Maintenance* dialog box, which is used to select a primary vendor representative for this vendor code. A vendor representative is an agent that represents vendors for

purchasing and service purposes. The vendor representative may be assigned to multiple vendors; a vendor may have multiple vendor representatives.

9. Access the Purchases view of the *Vendor Maintenance* screen by selecting the **Purchases** button or *View* → *Purchases* from the menu bar. The system displays the Purchases view.



10. Enter or modify information for all fields, checkboxes, and radio buttons as necessary. Refer to the table below for fields, checkbox, and radio button definitions.

Ship From The primary Ship From location for this vendor. This can be the same as the vendor’s location or a different location that you have set up in *Ship From Maintenance*. If it is the same as the vendor’s name and address, leave this field blank and the system defaults to *Same*. Otherwise, enter the code of the Ship From for this vendor. The Ship From you enter here is the default Ship From location when you enter purchase orders for this vendor.

Ship Via The method of shipping merchandise for this vendor. This method is used as the default Ship Via when you enter purchase orders for this vendor.

Warehouse The warehouse to which this vendor usually delivers the merchandise.

<i>Free on Board</i>	The Free On Board (FOB) code to use as the default when entering purchase orders for this vendor. The FOB code indicates at what point freight is charged. If FOB is destination, the seller bears the freight cost. If FOB is shipping point, the buyer bears the freight cost.
<i>Freight Code</i>	The code for freight that the vendor charges you for shipping the merchandise. You can select: Prepaid —to indicate that shipping charges are prepaid, Collect —to indicate that shipping charges are paid at delivery, or Bill Later —to indicate that shipping charges billed and paid at a later time.
<i>Our Customer ID</i>	(Optional) The customer ID code the vendor uses for your account with them. This is a memo only field for your information; you can leave this field blank.
<i>Credit Limit</i>	(Optional) The credit limit you have with this vendor. This is a memo only field for your information; you can leave this field blank.
<i>Review Cycle Days</i>	The number of days in the vendor's review cycle. The vendor review cycle is the amount of time between dates that a vendor is reviewed for replenishment in order to meet dollar amount buying targets. The days you enter are used for printing the Vendor Review Cycles using <i>Vendor Review Cycle Reset</i> .
<i>% Above Min Stock</i>	The percent above minimum stock to use for this vendor when calculating replenishment.
<i>Days to Delivery</i>	The number of days it takes this vendor to deliver merchandise. This should be the total days from order date to delivery date. This number is used as the lead time for items purchased from this vendor when calculating replenishment.
Valid in PO	Indicates you want to be able to enter purchase orders for this vendor. If you do not select this option, you can receive and pay invoices from the vendor, but cannot enter new purchase orders.
Allow Backorders	Indicates you allow the processing of backorders from the vendor.

Allow New NonStock Items	Indicates you allow the purchase of new nonstock items from the vendor. If not selected, a nonstock item entered on a purchase order for this vendor that does not yet exist will not be accepted.
Auto Create Vendor	Indicates you want to have the system automatically create a vendor/item record when you receive an item from the vendor that does not yet exist in the VENDOR/ITEM TABLE. The records are automatically created when you run the <i>PO Receipts Register</i> . If you do not select this option, you will be prompted to manually add a vendor/item record when you run the <i>PO Receipts Register</i> and an item and vendor are found that do not exist in the VENDOR/ITEM TABLE.
Print Vendor Item on PO	<p>In the Print Vendor Item on PO section of the form, select whether and where to print the vendor's item number along with your item number on the purchase order. Select:</p> <p>None—if you do not want to print the vendor's item number on purchase orders.</p> <p>Before—if you want to print the vendor's item number before your item number on purchase orders.</p> <p>After—if you want to print the vendor's item number after your item number on purchase orders.</p>

11. Access the Remit view of the Vendor Maintenance screen by selecting the **Remit** button or *View*→*Remit* from the menu bar. The system displays the Remit view.

Vendor Maintenance - Edit

File View Find Options Additional Global Help

Filter: ALL

Vendor: 100 Hardware House Distributer

Primary Remit To: Main

Name:

Country: USA

Address: Main Street
3425 Corporate way
Door B

General Codes Purchases Remit Cost History EDI

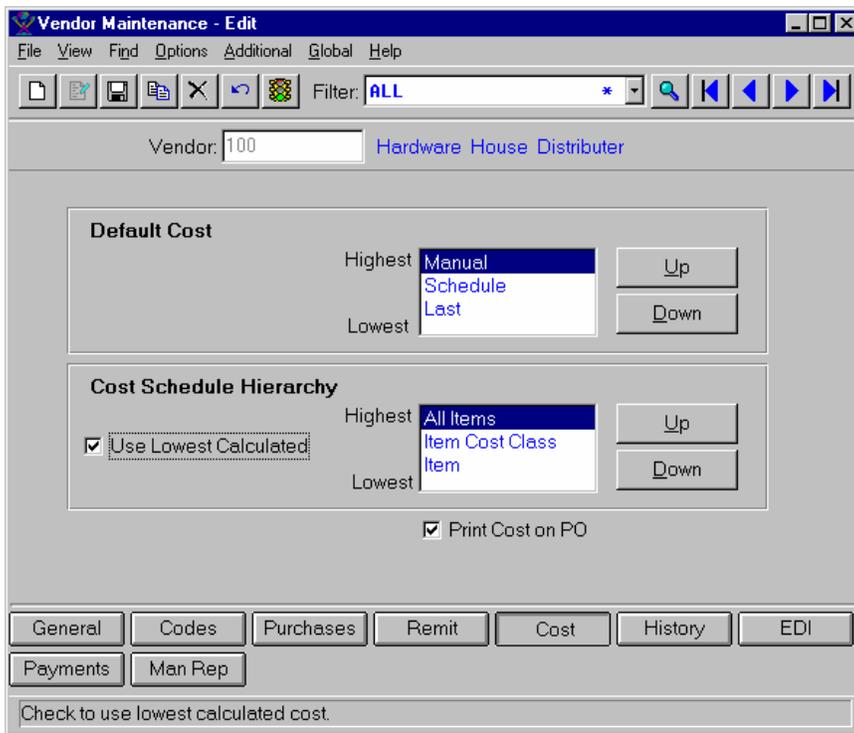
Payments Man Rep

Enter the vendor remit to code.

12. Enter or modify information for all fields, checkboxes, and radio buttons as necessary. Refer to the table below for fields, checkbox, and radio button definitions.

Primary Remit To	The primary remit code for this vendor. The system displays the remit-to address associated with this code in the lower portion of the screen.
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- Access the Cost view of the *Vendor Maintenance* screen by selecting the **Cost** button or *View*→*Cost* from the menu bar. The system displays the Cost view.



- Enter or modify information for all fields, checkboxes, and radio buttons as necessary. Refer to the table below for fields, checkbox, and radio button definitions.

Default Cost

In the Default Cost section of the form, select the order in which the default cost of items is determined when they are entered on a purchase order for the vendor. The first match for an item in the ranking from top to bottom is the default cost used. To set the order, select the type of cost in the list and then use the **Up** and **Down** buttons to position the cost in the list.

The order includes three types of costs:

Schedule—A cost schedule set up for the vendor or item or a cost schedule for a cost class that is assigned to an item.

Last—A cost level set up in *Create Sugg. Costs & Prices* or *Enter Sugg. Costs & Prices* and then assigned to an item.

Manual—The standard cost of an item assigned to the item in the TakeStock Item table.

Cost Schedule Hierarchy

In the Cost Schedule Hierarchy section of the form, select the cost schedule hierarchy to use when determining the default cost of items as they are entered on purchase orders. The first match for an item in this hierarchy from top to bottom is the cost schedule used.

To set the hierarchy, select the type of cost in the list and then use the **Up** and **Down** buttons to position the cost in the list.

The hierarchy includes three types of cost schedules:

All Items—All cost schedules set up to include *All Items* are checked. The first schedule that includes all items is the selected schedule to use.

Item Cost Class—All cost schedules set up to include the *Item Cost Class* assigned to the vendor item record are checked. The first schedule found is used. If a schedule is not found for the vendor item record, then the *Item Cost Class* assigned to the vendor record is checked for matching cost schedules.

Item—Only the cost schedules set up specifically for the item entered on the purchase order are checked. The first schedule for the item that is found is used.

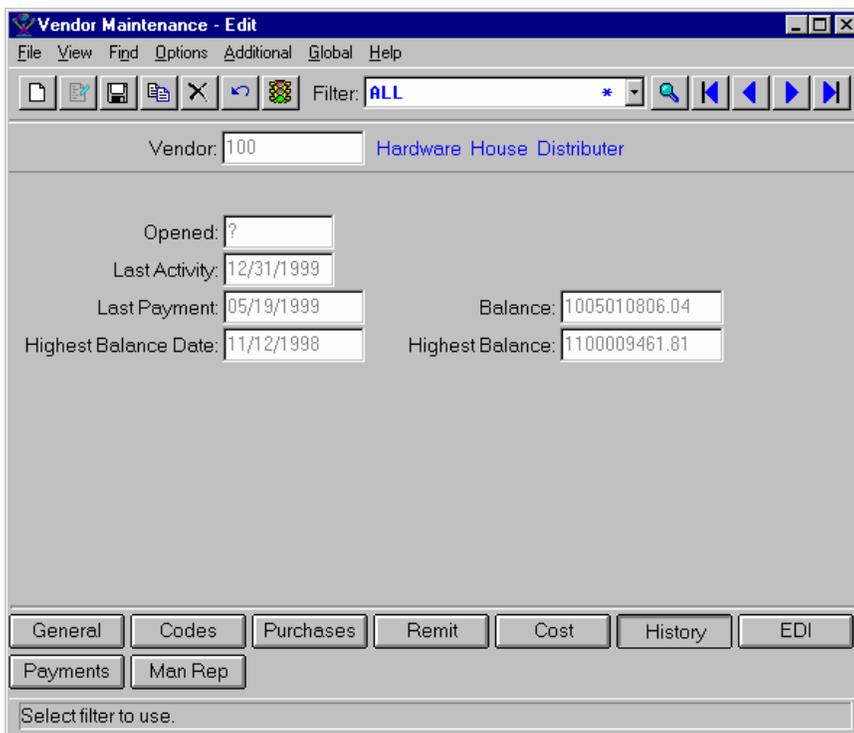
Use Lowest Calculated

Indicates you want to have the system use the lowest calculated cost for an item, regardless of the priority assigned in *Cost Schedule Hierarchy*.

Print Cost on PO

Indicates you want to print the default cost of the item on the purchase order.

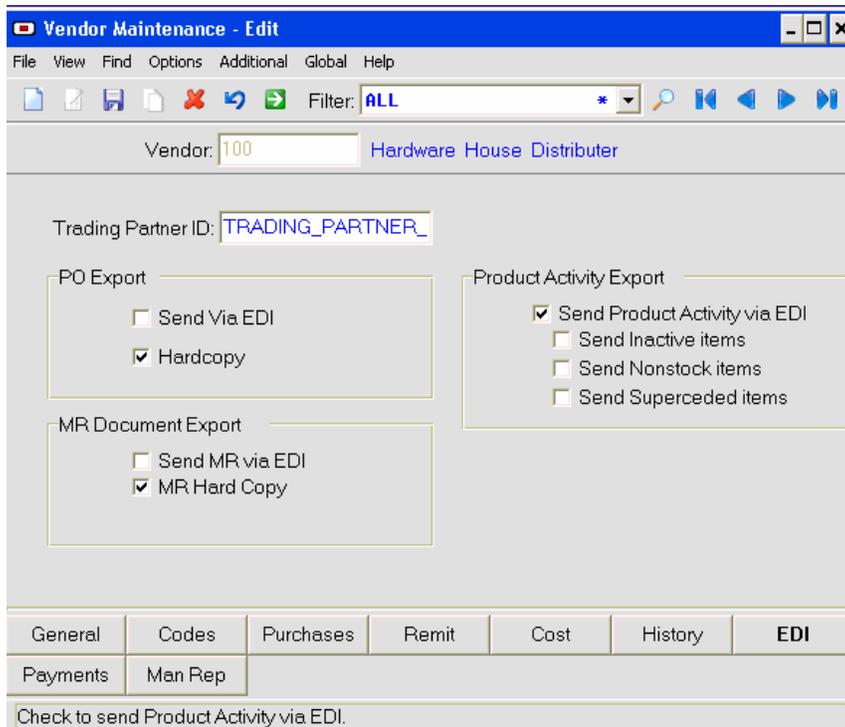
15. Access the History view of the *Vendor Maintenance* screen by selecting the **History** button or *View* → *History* from the menu bar. The system displays the History view.



16. For new records, you can enter the date you opened your account with this vendor in the *Opened* field. The system displays the current date as the default. This is a memo only field for your reference. For existing records, the system displays and updates the information in the fields below.

- Last Activity** Each time you process activity with the vendor, such as entering a purchase order, entering the receipt of an invoice, or issuing a check, the system updates this field to reflect the date of last activity.
- Last Pay Date** Each time you process payment activity for the vendor, this field is updated to reflect the date of last activity.
- Balance** The system updates this field to display the vendor balance on the last pay date.
- Highest Balance Date** Each time the vendor balance reaches a new high point, this field is updated to reflect the date of highest balance.
- Highest Balance** The system updates this field to display the highest balance for the vendor.

17. Access the EDI view of the *Vendor Maintenance* screen by selecting the **EDI** button or *View*→*EDI* from the menu bar. The system displays the EDI view.

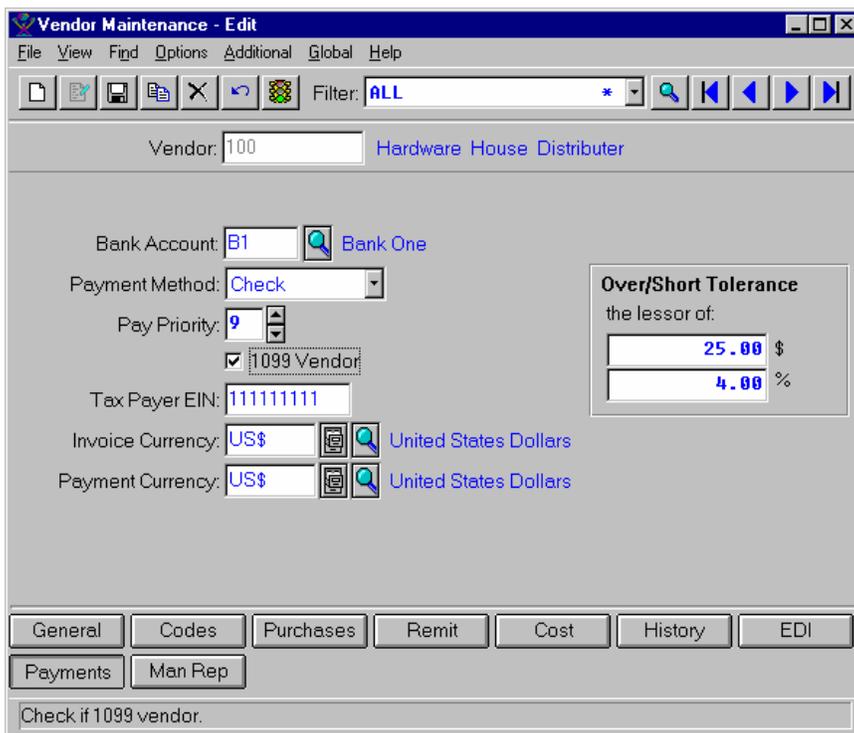


Enter or modify information for all fields, checkboxes, and radio buttons as necessary. Refer to the table below for fields, checkbox, and radio button definitions.

<i>Trading Partner ID</i>	The trading partner ID number for this vendor.
PO Export	In the PO export section of the form, select Send Via EDI to send purchase orders for the trading partner via EDI, and select Hardcopy to print a copy of the purchase order that was send via EDI.
MR Document Export	In the MR Document export section of the form, select Send Via EDI to send MR documents for the trading partner via EDI, and select Hardcopy to print a copy of the MR document that was sent via EDI.
Product Activity Export	In the Product Activity export section of the form, select Send Via EDI to send product activity information for the trading partner via EDI. Select Send Inactive Items to include product activity information for inactive items when sending via EDI. Select Send Superceded Items to include product activity information for superceded items when sending via EDI. Select Send Nonstock Items to include product activity

information for non-stock items when sending via EDI.

19. Access the Payments view of the *Vendor Maintenance* screen by selecting the **Payments** button or *View* → *Payments* from the menu bar. The system displays the Payments view.

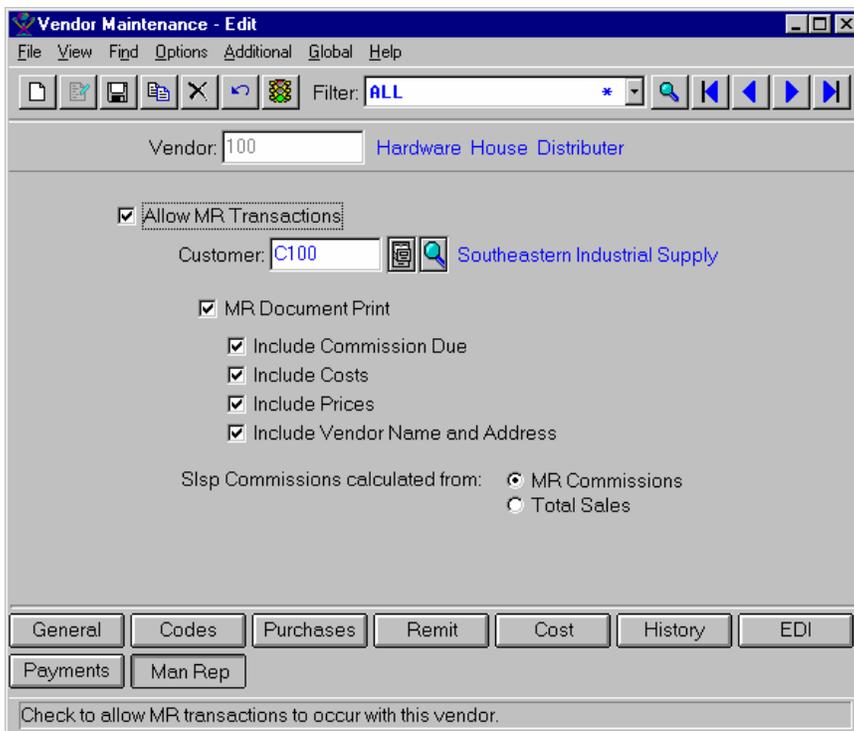


20. Enter or modify information for all fields, checkboxes, and radio buttons as necessary. Refer to the table below for fields, checkbox, and radio button definitions.

Bank Account	The code of the bank from which you write checks for this vendor. This must be an existing bank that is set up in System Management.
Payment Method	The default payment method for this vendor. You can select Check , Credit Card , or EFT (electronic funds transfer) from the drop down list.
Pay Priority	The code of the pay priority in Accounts Payable to assign to the invoices you receive from this vendor. The valid pay priority codes are 0 to 9. This code is used when you select invoices for payment.
1099 Vendor	Indicates that this vendor is a 1099 vendor (independent or contract workers) that you pay through Accounts Payable and need to print 1099 forms for this vendor.

Tax Payer EIN	The vendor's employer identification number. (This is a 12-character field.)
Over/Short Tolerance	In the Over/Short Tolerance section of the form, enter the dollar and/or percent limits for the Over and Short GL account.
Invoice Currency	<p>The currency used for invoices for this vendor.</p> <p> Tip: Multicurrency: To use multicurrency in for invoices and payments, use the rules below for multi currency processing:</p> <ol style="list-style-type: none">1. If the Invoice currency is US dollars, then the Payment currency (the field below) must also be US dollars.2. If the Invoice currency is not US dollars, the Payment currency (the field below) must be the same as the invoice currency.3. If the bank (that you entered in the Bank Account field above) does not allow foreign currency, then Invoice currency and the Payment currency must be the bank's currency.
Payment Currency	The payment currency for this vendor.

21. Access the Manufacturing Representative view of the *Vendor Maintenance* screen by selecting the **Man Rep** button or *View*→*Man Rep* from the menu bar. The system displays the Manufacturing Representative view.



22. Enter or modify information for all fields, checkboxes, and radio buttons as necessary. Refer to the table below for fields, checkbox, and radio button definitions.

Allow MR Transactions	Indicates whether to allow use of this vendor as a manufacturing representative vendor.
<i>Customer</i>	The valid “linked Customer code to which all AR documents generated for that vendor get posted.
MR Document Print	Indicates whether to allow the printing MR documents for this vendor.
Include Commissions Due	Indicates whether to include commissions due when printing MR documents.
Include Costs	Indicates whether to include costs when printing MR documents.
Include Prices	Indicates whether to include prices when printing MR documents.
Include Vendor Name and	Indicates whether to include the vendor name and address when printing MR documents.

Address

Slsp Commission Indicates the figure on which to base the salesperson commission. Select from MR Commissions or Total Sales calculated from

23. Save your work, and exit the program.

Ship From Maintenance

Using this program, you create and maintain additional shipping locations from which the vendor ships merchandise.

There are two views for entering ship-from maintenance information:

- The General view, which is used to enter general ship-from address information for vendor. This address information is used throughout the AP and PO modules as defaults.
- The Purchases view, which is used to enter default buyer, freight, and ship-via information.

Ship From Maintenance Menu Options

View

Menu Selection

Function

General	Displays the General view.
Purchases	Displays the Purchases view.

Find

Menu Selection

Function

Ship From	Accesses the <i>Lookup</i> feature for the Ship From code.
Lookup	
Vendor Lookup	Opens the Lookup feature for the current vendor, or brings it to the front if it is already open.
Filter	Opens the <i>Filter Manager</i> to select or maintain a filter.
First Record	Opens the first record in the current maintenance, using the current filter.
Previous Record	Opens the previous record in the current maintenance, using the current filter.
Next Record	Opens the next record in the current maintenance, using the current filter.
Last Record	Opens the last record in the current maintenance, using the current filter.

Additional**Menu
Selection****Function**

Notes	Accesses the <i>Notes Manager</i> to view or enter maintenance notes.
Maintain Vendor	Opens the Vendor Maintenance program for the current vendor.
Phone Book	Access the <i>SM Phone Book</i> program, which is used to enter or view phone numbers for the current vendor.
Audit History	Accesses the <i>Maintenance Audit History</i> dialog box, which is used to view changes to the fields selected for audit tracking.

See Also

Ship From Maintenance General View

Ship From Maintenance Purchases View

Ship From Maintenance—General View

Using this program, you create and maintain additional shipping locations from which the vendor ships merchandise. Using the General view, you can enter general ship-from address information for vendor. This address information is used throughout the AP and PO modules as defaults.

Form Contents

Fields, Buttons, Checkboxes, & Icons

For a listing of standard Maintenance icons and buttons, refer to the *Maintenance Toolbar* topic at the beginning of the *Maintenances* chapter.

Vendor The code of the vendor for whom you are adding or editing a Ship From record. There is no limit to the number of Ship From locations you can set up for a vendor.

Ship From Enter up to 6 characters for the code to use for the Ship From record. You can use any type of code you like. You can use a duplicate Ship From code as long as it is entered for a different vendor.

Name Enter up to 30 characters for the Ship From vendor's name. This name displays on entry screens (such as PO Entry, PO Receipts Entry, etc.) and print on forms (purchase orders) exactly as you enter it here.

Fields, Buttons, Checkboxes, & Icons

<i>Country</i>	Enter up to 5 characters for the country in the Ship From vendor's address. The country you set up for your company in <i>Country Maintenance</i> in <i>SM</i> displays in this field as the default.
<i>City</i>	Enter up to 20 characters for the city in the Ship From vendor's address.
<i>St/Pr</i>	Enter the 2-character abbreviation for the state or province in the Ship From vendor's address.
<i>Zip/Postal Code</i>	Enter up to 5 characters for the country in the Ship From vendor's address. The country you set up for your company in <i>Country Maintenance</i> in <i>SM</i> displays in this field as the default.
<i>Address 1-4</i>	There are four lines available for entering the address to display on screens and print on purchase order forms. Use as many of these lines as you need to enter the mailing address or location where you receive merchandise



Tip: After you enter the previous city, state, and zip code fields, you can press **F9** to automatically insert them on an address line. You can also press **F10** to automatically insert the county code on an address line. Changes you make to the previous field address fields will not automatically update these address lines and vice versa. If an address changes, you must change it in both places.

Any blank lines you leave in the address appear as blank lines on screen displays, but are suppressed when printed on forms. For example, if you enter a street address on line 1 and the city, state and zip on line 4, entry programs (PO Entry, Invoice Receipts Entry, etc.) will show the address with two blank lines in the middle. However, purchase order forms will print the address without blank lines.

Purchases	Accesses the Purchases view of <i>Ship From Maintenance</i> .
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Menus

File	View
Find	Options
Additional	Global
Help	

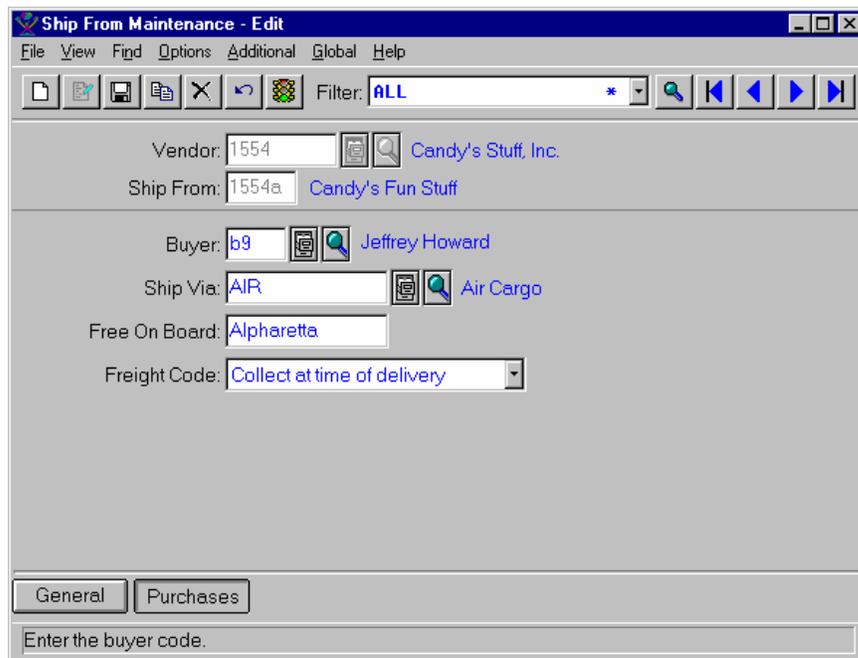
See Also

How to set up ship-from maintenance information

Ship From Maintenance Purchases View

Ship From Maintenance—Purchases View

Using this program, you create and maintain additional shipping locations from which the vendor ships merchandise. Using the Purchases view, you can enter default buyer, freight, and ship-via information.



Form Contents

Fields, Buttons, Checkboxes, & Icons

For a listing of standard Maintenance icons and buttons, refer to the *Maintenance Toolbar* topic at the beginning of the *Maintenances* chapter.

- Buyer* The normal buyer for this Ship From vendor. This will be the default buyer when you enter this Ship From vendor on a purchase order.

- Ship Via* The normal buyer for this Ship From vendor. This will be the default buyer when you enter this Ship From vendor on a purchase order.

- Free On Board* The Free On Board (FOB) code to use as the default when entering purchase orders for this ship-from address for the vendor. The FOB code indicates at what point freight is charged. If FOB is destination, the seller bears the freight cost. If FOB is shipping point, the buyer bears the freight cost.

- Freight* The code for freight that the vendor charges you for shipping the merchandise from this ship-from

Fields, Buttons, Checkboxes, & Icons

Code address. You can select:
Prepaid—to indicate that shipping charges are prepaid,
Collect—to indicate that shipping charges are paid at delivery, or
Bill Later—to indicate that shipping charges billed and paid at a later time.

General Accesses the General view of *Ship From Maintenance*.

Menus

File	View
Find	Options
Additional	Global
Help	

See Also

How to set up ship-from maintenance information

Ship From Maintenance General View

Ship From Maintenance—Purchases View

How to enter ship-from maintenance information

1. Access the *Ship From Maintenance* program by selecting *Maintenances* → *Ship From Maintenance* from the AP main menu. The system displays the General view of the *Ship From Maintenance* program.

2. Select the **New** or **Edit** icon as necessary.
3. Enter or modify information for all fields, checkboxes, and radio buttons as necessary.

Vendor The code of the vendor for whom you are adding or editing a Ship From record. There is no limit to the number of Ship From locations you can set up for a vendor.

Ship From Enter up to 6 characters for the code to use for the Ship From record. You can use any type of code you like. You can use a duplicate Ship From code as long as it is entered for a different vendor.

Name Enter up to 30 characters for the Ship From vendor's name. This name displays on entry screens (such as PO Entry, PO Receipts Entry, etc.) and print on forms (purchase orders)

exactly as you enter it here.

<i>Country</i>	Enter up to 5 characters for the country in the Ship From vendor's address. The country you set up for your company in <i>Country Maintenance</i> in <i>SM</i> displays in this field as the default.
<i>City</i>	Enter up to 20 characters for the city in the Ship From vendor's address.
<i>St/Pr</i>	Enter the 2-character abbreviation for the state or province in the Ship From vendor's address.
<i>Zip/Postal Code</i>	Enter up to 5 characters for the country in the Ship From vendor's address. The country you set up for your company in <i>Country Maintenance</i> in <i>SM</i> displays in this field as the default.
<i>Address 1-4</i>	There are four lines available for entering the address to display on screens and print on purchase order forms. Use as many of these lines as you need to enter the mailing address or location where you receive merchandise

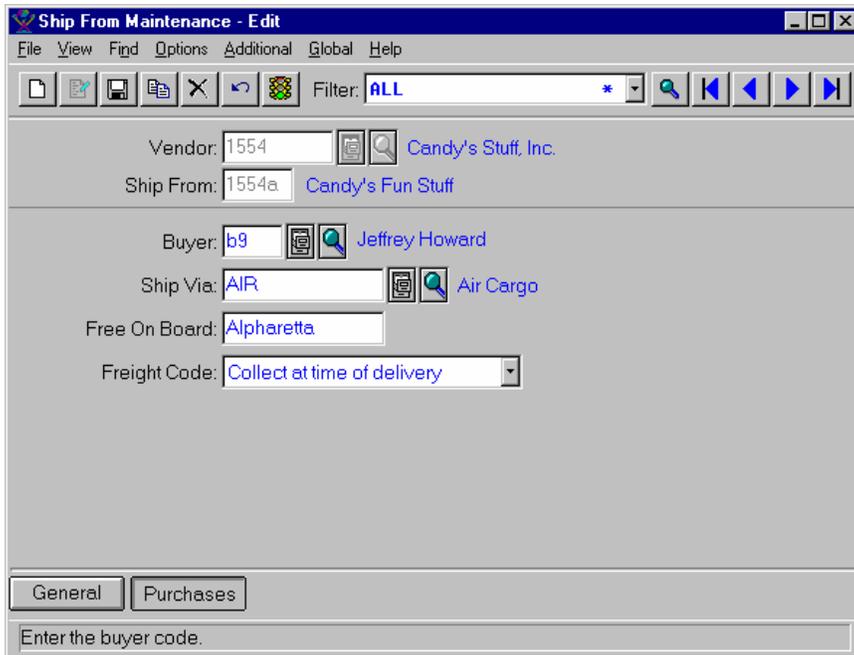


Tip: After you enter the previous city, state, and zip code fields, you can press **F9** to automatically insert them on an address line. You can also press **F10** to automatically insert the county code on an address line. Changes you make to the previous field address fields will not automatically update these address lines and vice versa. If an address changes, you must change it in both places.

Any blank lines you leave in the address appear as blank lines on screen displays, but are suppressed when printed on forms. For example, if you enter a street address on line 1 and the city, state and zip on line 4, entry programs (PO Entry, Invoice

Receipts Entry, etc.) will show the address with two blank lines in the middle. However, purchase order forms will print the address without blank lines.

4. Access the Purchases view of the *Ship From Maintenance* screen by selecting the **Purchases** button or *View*→*Purchases* from the menu bar. The system displays the Purchases view.



5. Enter or modify information for all fields, checkboxes, and radio buttons as necessary. Refer to the table below for fields, checkbox, and radio button definitions.

<i>Buyer</i>	The normal buyer for this Ship From vendor. This will be the default buyer when you enter this Ship From vendor on a purchase order.
<i>Ship Via</i>	The normal buyer for this Ship From vendor. This will be the default buyer when you enter this Ship From vendor on a purchase order.
<i>Free On Board</i>	The Free On Board (FOB) code to use as the default when entering purchase orders for this ship-from address for the vendor. The FOB code indicates at what point freight is charged. If FOB is destination, the seller bears the freight cost. If FOB is shipping point, the buyer bears the freight cost.

Freight Code

The code for freight that the vendor charges you for shipping the merchandise from this ship-from address. You can select:
Prepaid—to indicate that shipping charges are prepaid,
Collect—to indicate that shipping charges are paid at delivery, or
Bill Later—to indicate that shipping charges billed and paid at a later time.

6. Save your work, and exit the program.

Remit To Address Maintenance

Using this program, you can create and assign multiple Remit-to vendors for a specific vendor to whom a purchase order is issued. The vendor to whom a purchase order for goods or services is issued is known as a "bought-from vendor". A "remit-to vendor" is the vendor that accepts the actual payment for the goods or services purchased.

Using the Remit view of *Vendor Maintenance*, you can assign one remit-to address per bought-from vendor. When you enter document information on the Detail tab of the *Document Entry* program, you can enter the remit-to code for a vendor. The remit-to codes that you enter using the *Remit To Address Maintenance* program are the remit-to vendors that you can assign on during AP document entry.

Form Contents

Fields, Buttons, Checkboxes, & Icons

For a listing of standard Maintenance icons and buttons, refer to the *Maintenance Toolbar* topic at the beginning of the *Maintenances* chapter.

<i>Vendor</i>	The code (up to 10 characters) for the "bought-from" vendor for whom you are entering an additional remit-to information.
<i>Remit To</i>	The code (up to 5 characters) for the new remit-to vendor.
<i>Name</i>	The name (up to 30 characters) of the remit-to vendor.

Fields, Buttons, Checkboxes, & Icons

<i>Country</i>	The country code (up to 5 characters) for the remit-to vendor
<i>City</i>	The city (up to 15 characters) for the remit-to vendor.
<i>St/Pr</i>	The state or province code (up to 3 characters) for the remit-to vendor.
<i>Zip/Postal Code</i>	The zip or postal code (up to 10 characters) for the remit-to vendor.
<i>Address 1-4</i>	The address for the remit-to vendor.

Menus

File	Find
Options	Additional
Global	Help

See Also

How to enter remit-to address maintenance information

How to enter remit-to address maintenance information

1. Access the *Remit To Address Maintenance* program by selecting *Maintenances* → *Remit To Address Maintenance* from the AP main menu. The system displays the *Remit To Address Maintenance* program.

2. Select the **New** or **Edit** icon as necessary.
3. Enter or modify information for all fields, checkboxes, and radio buttons as necessary.

<i>Vendor</i>	The code (up to 10 characters) for the "bought-from" vendor for whom you are entering an additional remit-to information.
<i>Remit To</i>	The code (up to 5 characters) for the new remit-to vendor.
<i>Name</i>	The name (up to 30 characters) of the remit-to vendor.
<i>Country</i>	The country code (up to 5 characters) for the remit-to vendor
<i>City</i>	The city (up to 15 characters) for the remit-to vendor.
<i>St/Pr</i>	The state or province code (up to 3 characters) for the remit-to vendor.

Zip/Postal Code The zip or postal code (up to 10 characters) for the remit-to vendor.

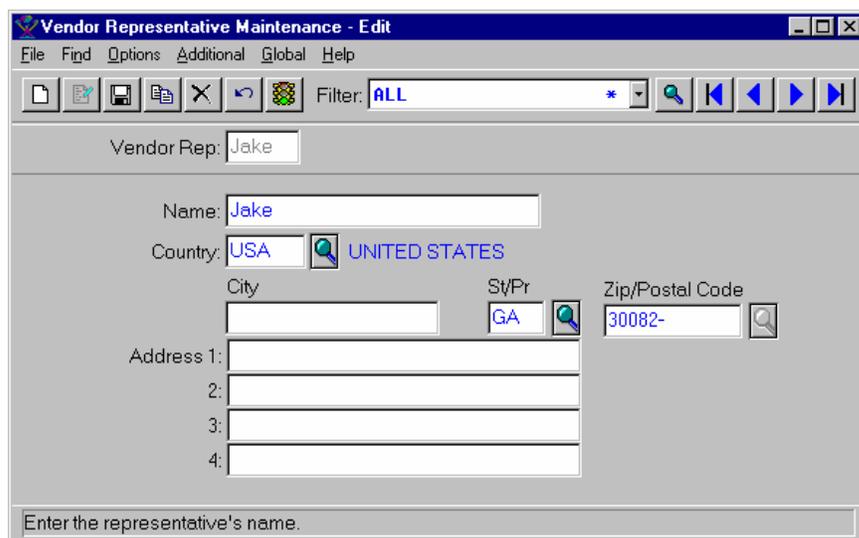
Address 1-4 The address for the remit-to vendor.

4. Save your work, and exit the program.

Vendor Representative Maintenance

Using this program, you can create and maintain vendor representative records. A vendor representative is an agent who represents vendors for purchasing and service purposes. The vendor rep may be assigned to multiple vendors; a vendor may have multiple vendor representatives.

You can use the *Vendor Maintenance* program to associate the vendor reps with a vendor and the *Phone Book* maintenance program in *System Management* to enter phone number, fax number, and contact information and create links to vendor records for this information.



Form Contents

Fields, Buttons, Checkboxes, & Icons

For a listing of standard Maintenance icons and buttons, refer to the *Maintenance Toolbar* topic at the beginning of the *Maintenances* chapter.

<i>Vendor Rep</i>	The code (up to 5 characters) for the vendor representative for whom you are adding or editing a record.
<i>Name</i>	The name (up to 30 characters) of the vendor representative.
<i>Country</i>	The country code (up to 5 characters) for the vendor representative.
<i>City</i>	The city (up to 15 characters) for the vendor representative.
<i>St/Pr</i>	The state or province code (up to 3 characters) for the vendor representative.

Fields, Buttons, Checkboxes, & Icons

<i>Zip/Postal Code</i>	The zip or postal code (up to 10 characters) for the vendor representative.
<i>Address 1-4</i>	The address for the vendor representative.

Menus

File	Find
Options	Additional
Global	Help

Additional**Menu Selection****Function**

Notes	Accesses the <i>Notes Manager</i> to view or enter maintenance notes.
Maintain Vendor	Opens the <i>Vendor Maintenance</i> program for the current vendor.
Audit History	Accesses the <i>Maintenance Audit History</i> dialog box, which is used to view changes to the fields selected for audit tracking.

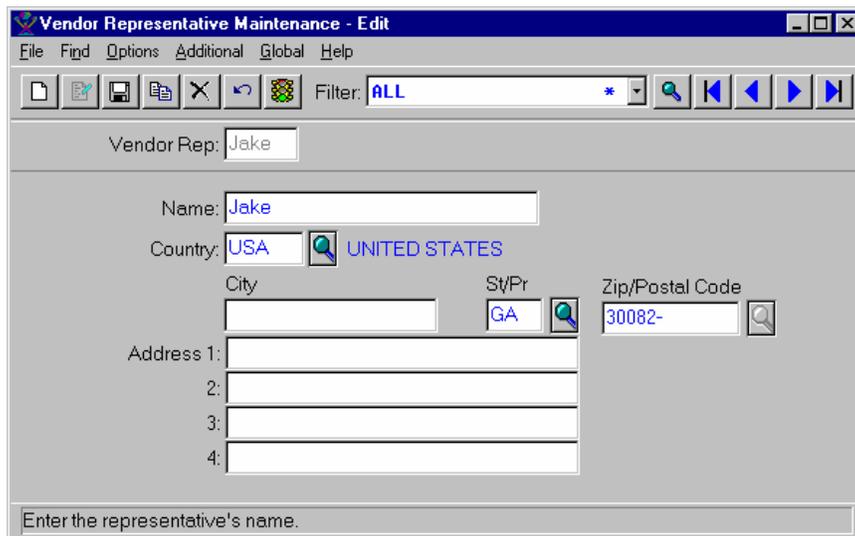
See Also

How to enter vendor rep maintenance information

How to enter vendor rep maintenance information

Program Information

1. Access the *Representative Maintenance* program by selecting *Maintenances* → *Representative Maintenance* from the AP main menu. The system displays the *Representative Maintenance* program.



2. Select the **New** or **Edit** icon as necessary.
3. Enter or modify information for all fields, checkboxes, and radio buttons as necessary. Refer to the table below for fields, checkbox, and radio button definitions.

<i>Vendor Rep</i>	The code (up to 5 characters) for the vendor representative for whom you are adding or editing a record.
<i>Name</i>	The name (up to 30 characters) of the vendor representative.
<i>Country</i>	The country code (up to 5 characters) for the vendor representative.
<i>City</i>	The city (up to 15 characters) for the vendor representative.
<i>St/Pr</i>	The state or province code (up to 3 characters) for the vendor representative.
<i>Zip/Postal Code</i>	The zip or postal code (up to 10 characters) for the vendor representative.
<i>Address 1-4</i>	The address for the vendor

representative.

4. Save your work, and exit the program.

MR Commission Maintenance

Using this program, you can set up information, which controls the overall behavior of programs in the AP module, and programs in other modules which interface with AP. The information maintained through this program is stored by company; it is effective for all users who are logged in using the same company. Using the Payments view, you can define the 1099 processing information.

Form Contents

Fields, Buttons, Checkboxes, & Icons

For a listing of standard Maintenance icons and buttons, refer to the *Maintenance Toolbar* topic at the beginning of the *Maintenances* chapter.

Vendor	The vendor (Principal) for the contract
Customer ID	The valid <u>Sold to</u> customer for the contract
Product Line	The valid product line for the contract
Item Code	The valid item for the contract

Select the commission type by selecting the **MR Commission Percentage** or **MR Commission Amount per UM** radio button. Then enter the value in the corresponding field.

MR Commission Percentage	The commission % amount to be paid by the principal
MR Commission Amount per UM	The commission \$ amount to be paid by the principal – option is enabled only if a single item has been entered in the above key.

Menus

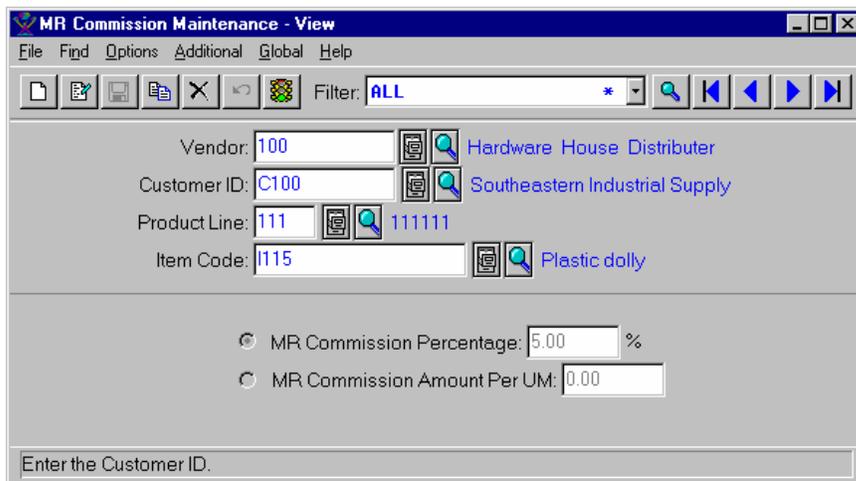
File	View
Lookup	Options
Additional	Global
Help	

See Also

How to use MR Commission Maintenance

How to use MR Commission Maintenance

1. Access the *MR Commission Maintenance* program by selecting *Maintenances* → *Setup* → *MR Commission Maintenance* from the AP main menu. The system displays the *MR Commission Maintenance* program.



2. Select the **New** or **Edit** icon as necessary.
3. Enter or modify information for all fields, checkboxes, and radio buttons as necessary. Refer to the table below for fields, checkbox, and radio button definitions.

Vendor The vendor (Principal) for the contract

Customer ID The valid Sold to customer for the contract

Product Line The valid product line for the contract

Item Code The valid item for the contract

Select the commission type by selecting the **MR Commission Percentage** or **MR Commission Amount per UM** radio button. Then enter the value in the corresponding field.

MR Commission Percentage The commission % amount to be paid by the principal

MR Commission Amount per UM The commission \$ amount to be paid by the principal – option is enabled **only** if a single item has been entered in the above key.

4. Save your work, and exit the program.

MR Salesperson Commission Maintenance

Using this program, you can set up information, which controls the overall behavior of programs in the AP module, and programs in other modules which interface with AP. The information maintained through this program is stored by company; it is effective for all users who are logged in using the same company. Using the Payments view, you can define the 1099 processing information.

Form Contents

Fields, Buttons, Checkboxes, & Icons

For a listing of standard Maintenance icons and buttons, refer to the *Maintenance Toolbar* topic at the beginning of the *Maintenances* chapter.

Salesperson	The Salesperson applicable for the rate.
<i>Vendor</i>	The primary Vendor for the item.
<i>Customer</i>	The <u>Sold to</u> Customer.
<i>Product Line</i>	The applicable product line.
<i>Item Code</i>	The applicable item.
<i>MR Salesperson Commission</i>	The salesperson commission rate to be applied for the (above) combination.

Menus

File	View
Lookup	Options
Additional	Global

Help

See Also

How to use MR Salesperson Commission Maintenance

How to use MR Salesperson Commission Maintenance

1. Access the *MR Salesperson Commission Maintenance* program by selecting *Maintenances* → *Setup* → *MR Salesperson Commission Maintenance* from the AP main menu. The system displays the *MR Salesperson Commission Maintenance* program.

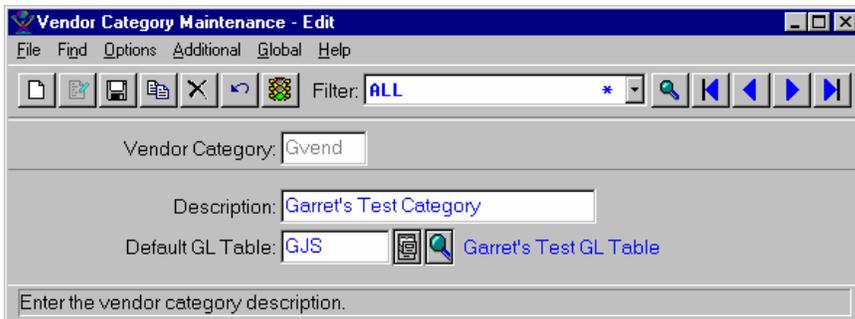
2. Select the **New** or **Edit** icon as necessary.
3. Enter or modify information for all fields, checkboxes, and radio buttons as necessary.

<i>Salesperson</i>	The Salesperson applicable for the rate.
<i>Vendor</i>	The primary Vendor for the item.
<i>Customer</i>	The <u>Sold to</u> Customer.
<i>Product Line</i>	The applicable product line.
<i>Item Code</i>	The applicable item.
<i>MR Salesperson Commission</i>	The salesperson commission rate to be applied for the (above) combination.

4. Save your work, and exit the program.

Vendor Category Maintenance

Using this program, you create and maintain vendor category records. A Vendor Category is a sub-grouping of all vendors to allow reporting to be done at a summary level. Each vendor must be assigned a category. These categories are used to group vendors in AP reports and inquiries. If you choose not to use vendor categories, then one category must be entered and all vendors are assigned to that category.



Form Contents

Fields, Buttons, Checkboxes, & Icons

For a listing of standard Maintenance icons and buttons, refer to the *Maintenance Toolbar* topic at the beginning of the *Maintenances* chapter.

<i>Vendor Category</i>	The code (up to 5 characters) for this vendor category.
<i>Description</i>	The description (up to 30 characters) for this vendor category code.
<i>Default GL Table</i>	The default GL table to use when entering the vendor.

Menus

File	Find
Options	Additional
Global	Help

Additional

Menu Selection

Function

Audit History

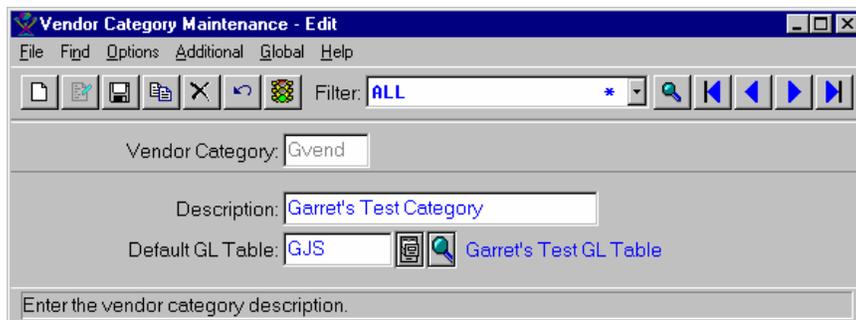
Accesses the *Maintenance Audit History* dialog box, which is used to view changes to the fields selected for audit tracking.

See Also

How to enter vendor category maintenance information

How to enter vendor category maintenance information

1. Access the *Vendor Category Maintenance* program by selecting *Maintenances* → *Vendor Category Maintenance* from the AP main menu. The system displays the Vendor Category Maintenance program.



2. Select the **New** or **Edit** icon as necessary.
3. Enter or modify information for all fields, checkboxes, and radio buttons as necessary.

Vendor Category The code (up to 5 characters) for this vendor category.

Description The description (up to 30 characters) for this vendor category code.

Default GL Table The default GL table to use when entering a vendor.

4. Save your work, and exit the program.

AP Expense Template Maintenance

How-to

Using this program, you can create and maintain the expense templates. You can establish your company's own set of expense templates to be used during AP document entry. An expense template is designed to speed expense distribution during document entry. By using expense templates, you can quickly distribute an invoice between 1 and 999 expense accounts.

You can assign valid expense templates to vendors using the *Vendor Maintenance* program. Vendors have a default or primary expense template, but you can select other expense templates that are valid for that vendor.

AP Expense Template Maintenance - Edit

File Find Options Additional Global Help

Filter: ALL

Expense Template: inv

Description: inventory supplier

Enter: Amount Percent

Account	Center	Percent	Account Description
13011		100.00	Kim's Inventory Account

Total Percent: 100.00

Enter the expense template description.

Form Contents

Fields, Buttons, Checkboxes, & Icons

For a listing of standard Maintenance icons and buttons, refer to the *Maintenance Toolbar* topic at the beginning of the *Maintenances* chapter.

Expense Template The code (up to 5 characters) for the expense template for which you are entering information.

Description The description for the expense template.

Enter In the Enter section of the form, select the **Amount** radio button to indicate that you want to enter actual dollars in this template or the **Percent** radio button to indicate that you want to enter percentages in this template.

Fields, Buttons, Checkboxes, & Icons

Notice that the *Amount/Percent* column label in the browser and the *Total Amount/Percent* display field label in the lower portion of the screen change based on your selection.

If you select **Percent**, the total percentage for the account/center distribution lines that you enter must equal 100.

<i>Account</i>	The GL account number to which this template distributes expenses.
<i>Center</i>	The center code to which this template distributes expenses.
<i>Amount or Percent</i>	The amount or percent (depending on your selection in step 3) to be distributed to this GL account/center.
<i>Account Description</i>	The description for the GL account number that you selected. The system automatically displays this information from the GL account number record.
<i>Center Description</i>	The description for the center code that you selected. The system automatically displays this information from the GL center code record.

Menus

File	Find
Options	Additional
Global	Help

Additional

Menu Selection

Function

Notes	Accesses the <i>Notes Manager</i> to view or enter maintenance notes.
Maintain	Opens the maintenance program for the current field.
[Center Segment 1] Note: Your system displays the name of the center segment 1	Accesses the <i>GL Table Maintenance for the [Center Segment 1]</i> dialog box, which is to review or modify Accounts Payable, Discounts Taken, and Prepayments Owed account numbers for the user-

that you defined in GL Control Maintenance.

defined center segment 1.

[Center Segment 2]
Note: Your system displays the name of the center segment 2 that you defined in *GL Control Maintenance*.

Accesses the *GL Table Maintenance for the [Center Segment 2]* dialog box, which is to review or modify Accounts Payable, Discounts Taken, and Prepayments Owed account numbers for the user-defined center segment 2.

Audit History

Accesses the *Maintenance Audit History* dialog box, which is used to view changes to the fields selected for audit tracking.

See Also

How to enter AP expense template maintenance information

How to enter AP expense template maintenance information

Program Information

1. Access the *AP Expense Template Maintenance* program by selecting *Maintenances* → *AP Expense Template Maintenance* from the AP main menu. The system displays the *AP Expense Template Maintenance* program.

Account	Center	Percent	Account Description
13011	كشك_كشك	100.00	Kim's Inventory Account

Total Percent: 100.00

Enter the expense template description.

2. Select the **New** or **Edit** icon as necessary.
3. Enter or modify information for all fields, checkboxes, and radio buttons as necessary. Refer to the table below for fields, checkbox, and radio button definitions.

Expense Template The code (up to 5 characters) for the expense template for which you are entering information.

Description The description for the expense template.

Enter In the Enter section of the form, select the **Amount** radio button to indicate that you want to enter actual dollars in this template or the **Percent** radio button to indicate that you want to enter percentages in this template.

Notice that the *Amount/Percent* column label in the browser and the *Total Amount/Percent* display field

label in the lower portion of the screen change based on your selection.

If you select **Percent**, the total percentage for the account/center distribution lines that you enter must equal 100.

- To assign GL accounts, centers, and values, select the **Add** or **Insert** button as appropriate. To edit information for an existing account/center distribution line, click the line in the browser.



Tip: The **Insert** button adds the information above the highlighted line in the browser; the **Add** button adds the line at the bottom of the browser.

- The system accesses the line in the browser so that you can enter information. Refer to the table below to guide you in your entries.

<i>Account</i>	The GL account number to which this template distributes expenses.
<i>Center</i>	The center code to which this template distributes expenses.
<i>Amount or Percent</i>	The amount or percent (depending on your selection in step 3) to be distributed to this GL account/center.
<i>Account Description</i>	The description for the GL account number that you selected. The system automatically displays this information from the GL account number record.
<i>Center Description</i>	The description for the center code that you selected. The system automatically displays this information from the GL center code record.

- If you want to delete an account/center distribution line from the template, highlight the line item then select the **Delete** button.
- Save your work, and exit the program.

AP GL Table Maintenance

Using this program, you can create and maintain the GL posting tables. The posting tables determine the General Ledger distribution after the printing of various registers throughout the system.

If you process prepayment documents using the *Document Entry* program, the system uses the prepayments owed account number that you define for the GL posting table.

In the *Vendor Maintenance* program, each vendor is assigned to a GL posting table, which determines the correct GL account numbers to post to when posting a transaction to the General Ledger for that vendor.

The following registers and programs use the GL account numbers set up in the AP GL posting tables:

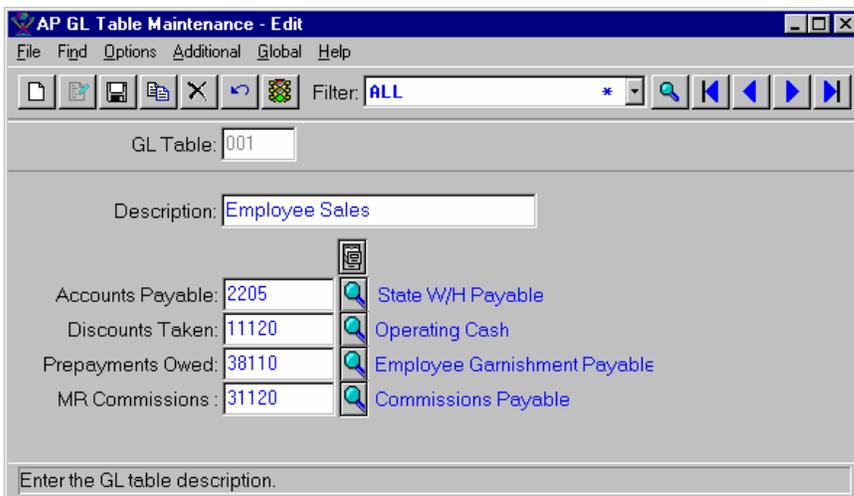
AP Document Register

Payment Register

Document Entry

In the *AP Control Maintenance* program, if the Post by Branch and/or Post by Department option is selected, the *AP Document Register* and *Payment Register* automatically insert the branch (assigned to each document) in the Accounts Payable GL number and Discounts Taken GL account number when posting to the General Ledger.

There is no limit to the number of GL Posting tables that can be set up. The AP and Discounts Taken GL numbers are mandatory and may not be overridden during entry of current payment selection or check writing.



Form Contents

Fields, Buttons, Checkboxes, & Icons

For a listing of standard Maintenance icons and buttons, refer to the *Maintenance Toolbar* topic at the beginning of the *Maintenances* chapter.

<i>GL Table</i>	The code (up to 5 characters) for the GL table.
<i>Description</i>	The description (up to 30 characters) for this GL table code.
<i>Accounts Payable</i> [Account Number]	The Accounts Payable GL number to use to when posting a transaction to the General Ledger.
<i>Discount Taken</i> [Account Number]	The Discounts Taken GL number to use to when posting a transaction to the General Ledger.
<i>Prepayments Owed</i> [Account Number]	The Prepayments Owed GL number to use to when posting a prepayment transaction to the General Ledger.
<i>MR Commissions</i>	The GL account that is optionally used to post MR commission revenues

NOTE: The center components, segment 1 and segment 2, that you define using the Center view of *GL Control Maintenance* and the *GL Segment Maintenance* programs determine whether the corresponding buttons and sections of this screen display. If you have defined these components, select the buttons to display the fields to enter the center segment information for each account number.

Menus

File	Find
Options	Additional
Global	Help

See Also

How to enter GL Table maintenance information

GL Table Maintenance Dialog Box for Center Segment #1

Using this dialog box you can define the center segment #1 for the GL table used. The system displays this dialog box when you select the center segment button on the GL Table Maintenance program. This button label is unique; it is the name you assigned to the center in Center view of *GL Control Maintenance* and the *GL Segment Maintenance* programs.

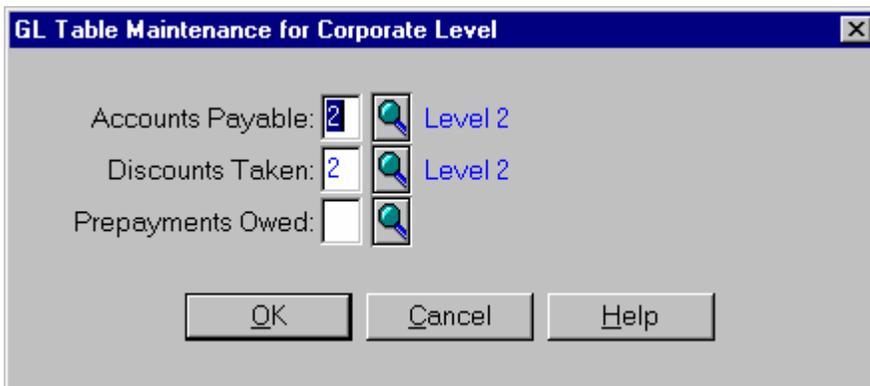
Form Contents

Fields, Buttons, Checkboxes, & Icons

OK	Saves the new or modified information and exits the screen.
Cancel	Exits the screen without saving any changes.
Help	Accesses online Help for this screen.
	Lookup icon, which runs the Lookup for the current fields. For example, if the current field is the Warehouse entry, this icon displays the Warehouse Lookup. If the current field is Unit of Measure, this icon displays the Unit of Measure Lookup.
Accounts Payable	The segment code #1 for the Accounts Payable account number.
Discounts Taken	The segment code #1 for the Discounts Taken account number.
Prepayments Owed	The segment code #1 for the Prepayments Owed account number.

GL Table Maintenance Dialog Box for Center Segment #2

Using this dialog box you can define the center segment #2 for the GL table used. The system displays this dialog box when you select the center segment button on the GL Table Maintenance program. This button label is unique; it is the name you assigned to the center in Center view of *GL Control Maintenance* and the *GL Segment Maintenance* programs.



Form Contents

Fields, Buttons, Checkboxes, & Icons

OK Saves the new or modified information and exits the screen.

Cancel Exits the screen without saving any changes.

Help Accesses online Help for this screen.



Lookup icon, which runs the Lookup for the current fields. For example, if the current field is the Warehouse entry, this icon displays the Warehouse Lookup. If the current field is Unit of Measure, this icon displays the Unit of Measure Lookup.

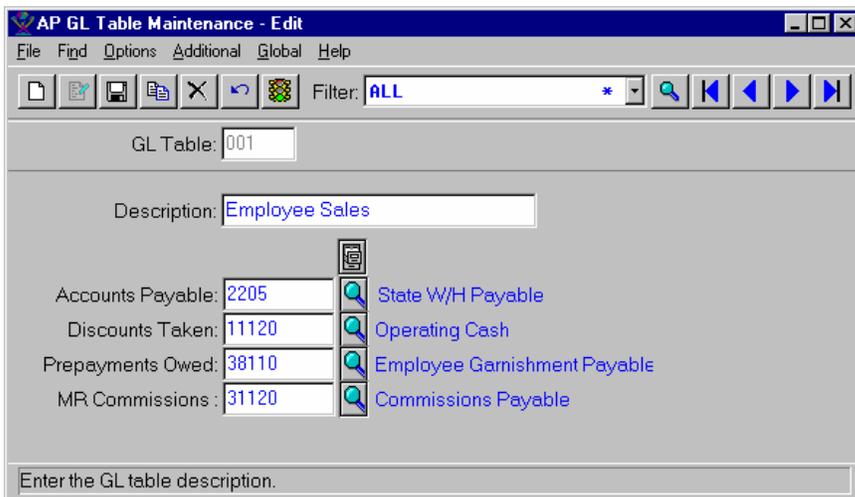
Accounts Payable The segment code #2 for the Accounts Payable account number.

Discounts Taken The segment code #2 for the Discounts Taken account number.

Prepayments Owed The segment code #2 for the Prepayments Owed account number.

How to enter GL table maintenance information

1. Access the *AP GL Table Maintenance* program by selecting *Maintenances* → *AP GL Table Maintenance* from the AP main menu. The system displays the *AP GL Table Maintenance* program.



2. Select the **New** or **Edit** icon as necessary.
3. Enter or modify information for all fields, checkboxes, and radio buttons as necessary. Refer to the table below for fields, checkbox, and radio button definitions.

<i>GL Table</i>	The code (up to 5 characters) for the GL table.
<i>Description</i>	The description (up to 30 characters) for this GL table code.
<i>Accounts Payable</i> [Account Number]	The Accounts Payable GL number to use to when posting a transaction to the General Ledger.
<i>Discount Taken</i> [Account Number]	The Discounts Taken GL number to use to when posting a transaction to the General Ledger.
<i>Prepayments Owed</i> [Account Number]	The Prepayments Owed GL number to use to when posting a prepayment transaction to the General Ledger.
<i>MR Commissions</i>	The GL account that is optionally used to post MR commission revenues

NOTE: The center components, segment 1 and segment 2, that you define using the Center view of *GL Control Maintenance* and the *GL Segment Maintenance* programs determine whether the corresponding buttons and sections of this screen display. If you have defined these components, select the buttons to display the fields to enter the center segment information for each account number.

4. Save your work, and exit the program.

AP Control Maintenance

Using this program, you can set up information, which controls the overall behavior of programs in the AP module, and programs in other modules, which interface with AP. The information maintained through this program is stored by company; it is effective for all users who are logged in using the same company.

There are five views for entering AP control maintenance information:

- ◆ The General view, which is used to enter general parameters that are used throughout the AP module as defaults and options.
- ◆ The Aging view, which is used to indicate how to treat credit documents for aging purposes.
- ◆ The Post GL view, which is used to define how you want to post processing for the Accounts Payable module to the General Ledger.
- ◆ The Payments view, which is used to define the 1099 processing information.
- ◆ The Registers view, which is used to indicate whether you run registers by branch and display register status information.
- ◆ The Documents view, which is used to set the default posting date for invoices.

AP Control Maintenance Menu Options

File

Menu Selection

Function

Edit	Makes changes to an existing record.
Save	Saves the information for the current record.
Reset	Sets the information for the current record back to its original state.
Exit	Exits the current program.

View

Menu Selection

Function

General	Displays the General view.
Aging	Displays the Aging view.
Post GL	Displays the Post GL view.
Payments	Displays the Payments view.

Registers Displays the Registers view.

Documents Displays the Documents view.

See Also

AP Control Maintenance General View

AP Control Maintenance Aging View

AP Control Maintenance Post GL View

AP Control Maintenance Payments View

AP Control Maintenance Registers View

AP Control Maintenance—General View

Using this program, you can set up information, which controls the overall behavior of programs in the AP module, and programs in other modules which interface with AP. The information maintained through this program is stored by company; it is effective for all users who are logged in using the same company. Using the General view, you can enter general parameters that are used throughout the AP module as defaults and options.

Form Contents

Fields, Buttons, Checkboxes, & Icons

For a listing of standard Maintenance icons and buttons, refer to the *Control Maintenance Toolbar* topic at the beginning of the *Maintenances* chapter.

<i>Current AP Balance</i>	The current AP balance for this company. This field is maintained by the system and is not available for editing.
<i>Current AP Period</i>	The current AP period.
<i>Last EOP Update</i>	The date of the last AP end-of-period update.
<i>Last Assigned Vendor</i>	The last vendor number assigned.
<i>Years to Store</i>	The number of years of history to be stored. The End-of-Period processing removes older

Fields, Buttons, Checkboxes, & Icons

history records.

*Default
Bank Code*

The default bank code for the current company.

**Use
Batches**

Indicates that you want to allow batch entry of AP documents.

**Require
Document
Entry Batch
Total**

Indicates that a batch total must be entered in the *Document Entry* program before any transactions can be entered for the batch. The total of all transactions entered must then agree with the batch total before the batch can be posted by the *AP Document Register*.

Aging

Accesses the Aging view of *AP Control Maintenance*.

Post GL

Accesses the Post GL view of *AP Control Maintenance*.

Payments

Accesses the Payments view of *AP Control Maintenance*.

Registers

Accesses the Registers view of *AP Control Maintenance*.

Documents

Accesses the Documents view of *AP Control Maintenance*.

Menus

File	View
Lookup	Options
Additional	Global
Help	

See Also

How to set up Accounts Payables controls

AP Control Maintenance Aging View

AP Control Maintenance Post GL View

AP Control Maintenance Payments View

AP Control Maintenance Registers View

AP Control Maintenance Documents View

AP Control Maintenance—Aging View

Using this program, you can set up information which controls the overall behavior of programs in the AP module, and programs in other modules which interface with AP. The information maintained through this program is stored by company; it is effective for all users who are logged in using the same company. Using the Aging view, you can indicate how to treat credit documents for aging purposes.

The screenshot shows the 'AP Control Maintenance - View' window with the following configuration:

- Age Credits:**
 - Subtract From Oldest
 - Age Normally
 - Subtract From Current
- Aging Columns:** 5
- Days and Column Heading table:**

	Days	Column Heading
1:	5	0 - 5
2:	30	6 - 30
3:	60	31 - 60
4:	90	61 - 90
5:	9999	over 90
- Buttons:** General, Aging, Post GL, Payments, Registers, Documents

Form Contents

Fields, Buttons, Checkboxes, & Icons

For a listing of standard Maintenance icons and buttons, refer to the *Control Maintenance Toolbar* topic at the beginning of the *Maintenances* chapter.



Edit icon, which makes the entry fields active so that you can make changes to an existing AP Control record.



Save icon, which saves your changes.



Reset icon, which sets all fields to the original defaults for a new record and restores all fields to the values when the record was opened for an existing record.



Lookup icon, which runs the Lookup for the current fields. For example, if the current field is the Warehouse entry, this icon displays the Warehouse Lookup. If the current field is Unit of Measure, this icon displays the Unit of Measure

Fields, Buttons, Checkboxes, & Icons

Lookup.

Age Credits In the Age Credits section of the form, indicate how credit documents are to be treated for aging purposes. Select the **Subtract from Oldest** radio button to indicate that the credit is to be aged against the oldest document, the **Age Normally** radio button to indicate that the credit is to be included in the aging bracket indicated by the date of the credit, or the **Subtract from Current** radio button to indicate that the credit is always considered current.

Note: The **Age Normally** radio button applies to the invoice date only. For credit memos, the system always uses the credit invoice date for aging calculations in the Aged Payables report and the Vendor Inquiry aging display.

Aging Columns Determines the number of aging columns to use. The minimum is 2; the maximum is 5.

Days 1-5 Determines the number of days to base aging columns (e.g., 30, 60, 90, 90+).

Column Heading 1-5 A description (up to 12 characters) of the aging column headings.

Translate This button is reserved for future enhancements.

General Accesses the General view of *AP Control Maintenance*.

Post GL Accesses the Post GL view of *AP Control Maintenance*.

Payments Accesses the Payments view of *AP Control Maintenance*.

Registers Accesses the Registers view of *AP Control Maintenance*.

Menus

File	View
Lookup	Options
Additional	Global
Help	

See Also

How to set up Accounts Payables controls

AP Control Maintenance General View

AP Control Maintenance Post GL View

AP Control Maintenance Payments View

AP Control Maintenance Registers View

AP Control Maintenance Documents View

AP Control Maintenance—Post GL View

Using this program, you can set up information, which controls the overall behavior of programs in the AP module, and programs in other modules, which interface with AP. The information maintained through this program is stored by company; it is effective for all users who are logged in using the same company. Using the Post GL view, you can define how you want to post processing for the Accounts Payable module to the General Ledger.

The screenshot shows the 'AP Control Maintenance - Edit' window. The 'GL Distributions' section has three radio buttons: 'No GL Distribution', 'Print Only', and 'Print and Post' (which is selected). Below this is a table with columns for 'Source', 'Br', 'Dept', and 'GL#'. The table lists several entries with checkboxes for 'Br' and 'Dept' and a magnifying glass icon for each 'GL#'.

Source	Br	Dept	GL#	
Accts. Payable: Vendor GL Table	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	33110	Accounts Payable
Discounts Taken: Default	<input type="checkbox"/>	<input type="checkbox"/>	56110	Sales Discounts Given
Over / Short: Default	<input type="checkbox"/>	<input type="checkbox"/>	56110	Sales Discounts Given
Prepayments: Default	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1111111	Slush Fund
Commissions: Default	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	61310	Commission Expense
AP / PO Variance: Default	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	13333	AP / PO Variance Account

At the bottom of the window, there are buttons for 'General', 'Aging', 'Post GL', 'Documents', and 'Registers'. Below these buttons is a text field labeled 'Select GL posting method.'

Form Contents

Fields, Buttons, Checkboxes, & Icons

For a listing of standard Maintenance icons and buttons, refer to the *Control Maintenance Toolbar* topic at the beginning of the *Maintenances* chapter.

GL Distribu-
tions

In the GL Distributions section of the form, indicate how AP documents post to the General Ledger. Select the **No GL Distribution** radio button to indicate that the system does not post or print activity for GL, **Print Only** to indicate you want to print a GL distribution for manual posting, or **Print and Post** to indicate you want to print a GL distribution and automatically post the General Ledger.

Accts Payable

The source of the Accounts Payable GL number. Select **Default** from the drop-down list to use the accounts payable GL number for all vendors or **Vendor GL Table** to use the vendor's payable GL number, so that

Fields, Buttons, Checkboxes, & Icons

	different vendors can post to different accounts.
[Accts Payable] Br	Indicates that the GL posting for payables will be to a profit/cost center that includes the branch.
[Accts Payable] Dept	Indicates that the GL posting for payables will be to a profit/cost center that includes the department.
[Accts Payable] <i>GL #</i>	The accounts payable account number.
<i>Discounts Taken</i>	The source of the Discounts Taken account number. Select Default from the drop-down list to use the Discounts Taken GL number for all vendors or Vendor GL Table to use the vendor's payable GL number, so that different vendors can post to different accounts.
[Discounts Taken] Br	Indicates that the GL posting for discounts will be to a profit/cost center that includes the branch.
[Discounts Taken] Dept	Indicates that the GL posting for discounts will be to a profit/cost center that includes the department.
[Discounts Taken] <i>GL #</i>	The discounts taken account number.
<i>Over/Short</i>	The source of the Over/Short GL number. Select Default from the drop-down list to use the Over/Short GL number for all vendors.
[Over/Short] Br	Indicates that the GL posting for overages/shortages will be to a profit/cost center that includes the branch.
[Over/Short] Dept	Indicates that the GL posting for overages/shortages will be to a profit/cost center that includes the department.
[Over/Short] <i>GL #</i>	The over & short account number.
<i>Prepayments</i>	The source of the prepayments-owed account number. Select Default from the

Fields, Buttons, Checkboxes, & Icons

	drop-down list to use the prepayments account number for all vendors.
[Prepayments] Br	Indicates that the GL posting for prepayments will be to a profit/cost center that includes the branch.
[Prepayments] Dept	Indicates that the GL posting for prepayments will be to a profit/cost center that includes the department.
[Prepayments] <i>GL #</i>	The prepayments account number.
<i>Commissions</i>	The source of the commissions account number. Select Default from the drop-down list to use the commissions account number for all vendors.
[Commissions] Br	Indicates that the GL posting for commissions will be to a profit/cost center that includes the branch.
[Commissions] Dept	Indicates that the GL posting for commissions will be to a profit/cost center that includes the department.
[Commissions] <i>GL #</i>	The commissions account number.
[AP/PO Variance] Br	Indicates that the GL posting for AP/PO Variance will be to a profit/cost center that includes the branch.
[AP/PO Variance] Dept	Indicates that the GL posting for AP/PO Variance will be to a profit/cost center that includes the department.
[AP/PO Variance] <i>GL #</i>	The AP/PO Variance account number.
General	Accesses the General view of <i>AP Control Maintenance</i> .
Aging	Accesses the Aging view of <i>AP Control Maintenance</i> .
Payments	Accesses the Payments view of <i>AP Control Maintenance</i> .

Fields, Buttons, Checkboxes, & Icons**Registers**

Accesses the Registers view of *AP Control Maintenance*.

Menus

File	View
Lookup	Options
Additional	Global
Help	

See Also

How to set up Accounts Payables controls

AP Control Maintenance General View

AP Control Maintenance Aging View

AP Control Maintenance Payments View

AP Control Maintenance Registers View

AP Control Maintenance Documents View

AP Control Maintenance—Payments View

Using this program, you can set up information that controls the overall behavior of programs in the AP module, and programs in other modules, which interface with AP. The information maintained through this program is stored by company; it is effective for all users who are logged in using the same company. Using the Payments view, you can define the 1099 processing information.

The screenshot shows a window titled "AP Control Maintenance - View". The menu bar includes "File", "View", "Lookup", "Options", "Additional", "Global", and "Help". Below the menu bar are three icons: a document with a pencil, a floppy disk, and a circular arrow. The main area is titled "1099 Processing" and contains two input fields: "Reporting Limit" with the value "40,545.00" and "Tax Payer EIN" with the value "12-1234567". At the bottom of the window is a navigation bar with six buttons: "General", "Aging", "Post GL", "Payments", "Registers", and "Documents".

Form Contents

Fields, Buttons, Checkboxes, & Icons

For a listing of standard Maintenance icons and buttons, refer to the *Control Maintenance Toolbar* topic at the beginning of the *Maintenances* chapter.

Reporting Limit	The current 1099 reporting limit as set by the IRS.
Tax Payer EIN	The federal tax payer employer identification number.
General	Accesses the General view of <i>AP Control Maintenance</i> .
Aging	Accesses the Aging view of <i>AP Control Maintenance</i> .
Post GL	Accesses the Post GL view of <i>AP Control Maintenance</i> .
Registers	Accesses the Registers view of <i>AP Control Maintenance</i> .

Menus

File	View
Lookup	Options
Additional	Global
Help	

See Also

How to set up Accounts Payables controls
AP Control Maintenance General View
AP Control Maintenance Aging View
AP Control Maintenance Post GL View
AP Control Maintenance Registers View
AP Control Maintenance Documents View

AP Control Maintenance—Registers View

Using this program, you can set up information, which controls the overall behavior of programs in the AP module, and programs in other modules, which interface with AP. The information maintained through this program is stored by company; it is effective for all users who are logged in using the same company. Using the Registers view, you can indicate whether you run registers by branch and display register status information.

	Last Reg#	Current User	Status
Document Entry Register:	000092		Not Running
Payment Register:	000124		Not Running
Revaluation Register:	000000		Not Running

Form Contents

Fields, Buttons, Checkboxes, & Icons

For a listing of standard Maintenance icons and buttons, refer to the *Control Maintenance Toolbar* topic at the beginning of the *Maintenances* chapter.

Run Registers by Br Indicates that AP registers are run by branch. If selected, the register control information for the branch is used, and the same register can be run simultaneously for different branches. The information for the Document Entry Register, Payment Register, Revaluation Register is maintained by the SM *Branch Maintenance* program.

Last Reg. # Each time a register is updated, the last register number used is incremented by one, assigned to the register, and updated. These numbers are tracked by the system but can't be modified here. During initial setup, leave the register numbers blank.

Fields, Buttons, Checkboxes, & Icons

Current User	This field displays the user code of the person currently running this register. This field is maintained by the system and cannot be entered or changed.
[Register Status Indicators:]	These radio buttons are selected by the system and cannot be changed. Not Running —If selected, indicates that the system is not currently running this register. Printing —If selected, indicates that the system is printing this register. Updating —If selected, indicates that the system is updating this register.
General	Accesses the General view of <i>AP Control Maintenance</i> .
Aging	Accesses the Aging view of <i>AP Control Maintenance</i> .
Post GL	Accesses the Post GL view of <i>AP Control Maintenance</i> .
Payments	Accesses the Payments view of <i>AP Control Maintenance</i> .

Menus

File	View
Lookup	Options
Additional	Global
Help	

See Also

How to set up Accounts Payables controls

AP Control Maintenance General View

AP Control Maintenance Aging View

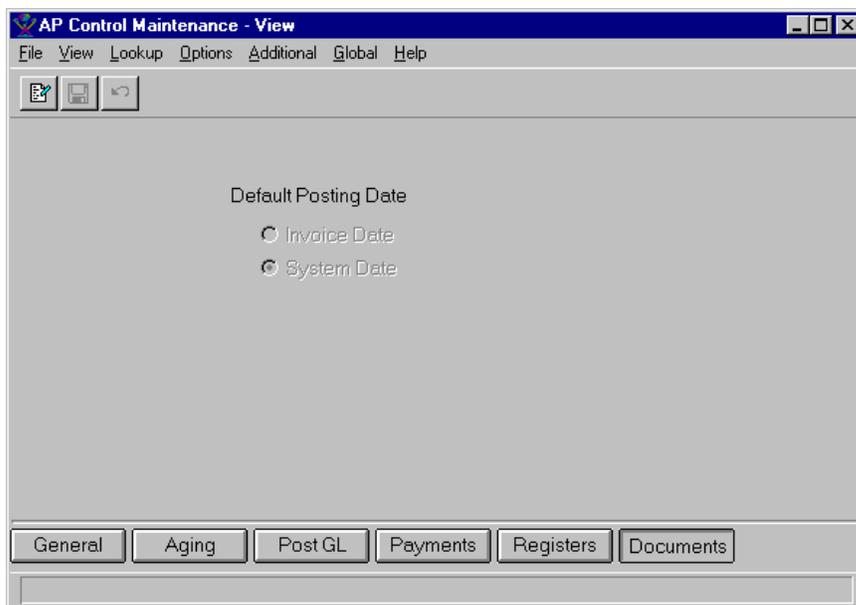
AP Control Maintenance Post GL View

AP Control Maintenance Payments View

AP Control Maintenance Documents View

AP Control Maintenance—Documents View

Using this program, you can set up information, which controls the overall behavior of programs in the AP module, and programs in other modules, which interface with AP. The information maintained through this program is stored by company; it is effective for all users who are logged in using the same company. Using the Documents view, you can indicate the defaults posting date to use within the AP system.



Form Contents

Fields, Buttons, Checkboxes, & Icons

For a listing of standard Maintenance icons and buttons, refer to the *Control Maintenance Toolbar* topic at the beginning of the *Maintenances* chapter.

Default Posting Date	In the Default Posting Dates section of the screen, select Invoice Date to set the default posting date to the invoice date or System Date to set the default posting date to the current system date.
General	Accesses the General view of <i>AP Control Maintenance</i> .
Aging	Accesses the Aging view of <i>AP Control Maintenance</i> .
Post GL	Accesses the Post GL view of <i>AP Control Maintenance</i> .
Payments	Accesses the Payments view of <i>AP Control Maintenance</i> .

How to set up Accounts Payable Controls

1. Access the *AP Control Maintenance* program by selecting *Maintenances* → *Setup* → *AP Control Maintenance* from the AP main menu. The system displays the General view of the *AP Control Maintenance* program.

2. Select the **New** or **Edit** icon as necessary.
3. Enter or modify information for all fields, checkboxes, and radio buttons as necessary. Refer to the table below for fields, checkbox, and radio button definitions.

Current AP Balance The current AP balance for this company. This field is maintained by the system and is not available for editing.

Current AP Period The current AP period.

Last EOP Update The date of the last AP end-of-period update.

Last Assigned Vendor # The last vendor number assigned.

Years to Store The number of years of history to be stored. The End Of Period process will remove older history records.

Default Bank Code The default bank code for the current company.

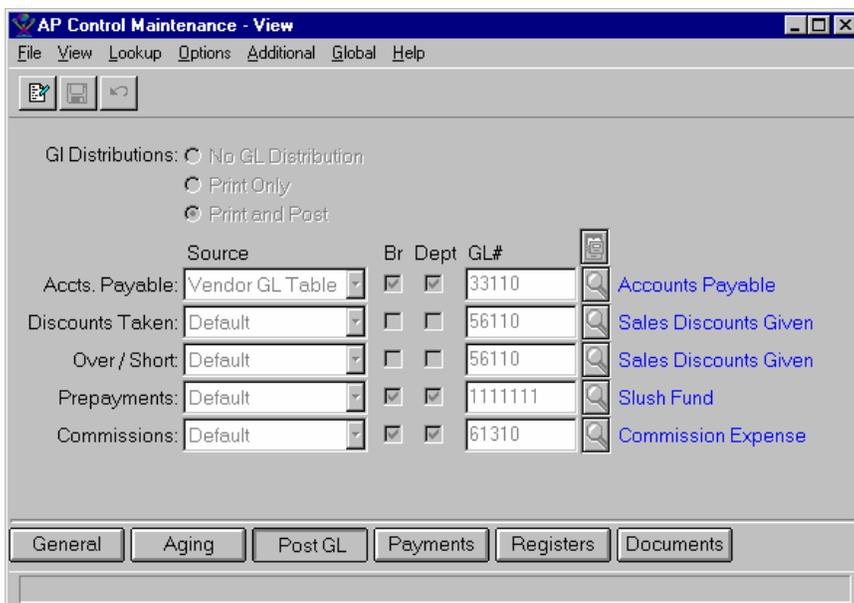
Use Batches Indicates that you want to allow

batch entry of AP documents.

Require Document Entry Batch Total

Indicates that a batch total must be entered in the *Document Entry* program before any transactions can be entered for the batch. The total of all transactions entered must then agree with the batch total before the batch can be posted by the *AP Document Register*.

4. Access the Aging view of the *AP Control Maintenance* screen by selecting the **Aging** button or *View* → *Aging* from the menu bar. The system displays the Aging view.



5. Enter or modify information for all fields, checkboxes, and radio buttons as necessary. Refer to the table below for fields, checkbox, and radio button definitions.

Age Credits

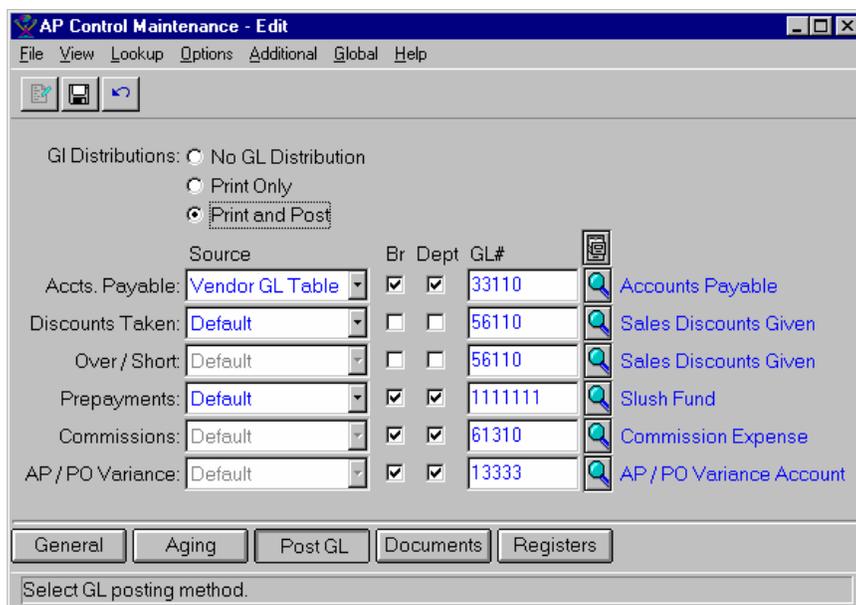
In the Age Credits section of the form, indicate how credit documents are to be treated for aging purposes. Select the **Subtract from Oldest** radio button to indicate that the credit is to be aged against the oldest document, the **Age Normally** radio button to indicate that the credit is to be included in the aging bracket indicated by the date of the credit, or the **Subtract from Current** radio button to indicate that the credit is always considered current.

Aging

Determines the number of aging

- Columns* columns to use. The minimum is 2; the maximum is 5.
- Days 1-5* Determines the number of days to base aging columns (e.g., 30, 60, 90, 90+).
- Column Heading 1-5* A description (up to 12 characters) of the aging column headings.
- Translate** This button is reserved for future enhancements.

6. Access the Post GL view of the *AP Control Maintenance* screen by selecting the **Post GL** button or *View* → *Post GL* from the menu bar. The system displays the Post GL view.



7. Enter or modify information for all fields, checkboxes, and radio buttons as necessary. Refer to the table below for fields, checkbox, and radio button definitions.

GL Distributions In the GL Distributions section of the form, indicate how AP documents post to the General Ledger. Select the **No GL Distribution** radio button to indicate that the system does not post or print activity for GL, **Print Only** to indicate you want to print a GL distribution for manual posting, or **Print and Post** to indicate you want to print a GL distribution and automatically post the General Ledger.

Accts Payable The source of the Accounts Payable GL number. Select **Default** from the drop-down list to use the accounts payable GL

	number for all vendors or Vendor GL Table to use the vendor's payable GL number, so that different vendors can post to different accounts.
[Accts Payable] Br	Indicates that the GL posting for payables will be to a profit/cost center that includes the branch.
[Accts Payable] Dept	Indicates that the GL posting for payables will be to a profit/cost center that includes the department.
[Accts Payable] <i>GL #</i>	The accounts payable account number.
<i>Discounts Taken</i>	The source of the Discounts Taken account number. Select Default from the drop-down list to use the Discounts Taken GL number for all vendors or Vendor GL Table to use the vendor's payable GL number, so that different vendors can post to different accounts.
[Discounts Taken] Br	Indicates that the GL posting for discounts will be to a profit/cost center that includes the branch.
[Discounts Taken] Dept	Indicates that the GL posting for discounts will be to a profit/cost center that includes the department.
[Discounts Taken] <i>GL #</i>	The discounts taken account number.
<i>Over/Short</i>	The source of the Over/Short GL number. Select Default from the drop-down list to use the Over/Short GL number for all vendors.
[Over/Short] Br	Indicates that the GL posting for overages/shortages will be to a profit/cost center that includes the branch.
[Over/Short] Dept	Indicates that the GL posting for overages/shortages will be to a profit/cost center that includes the department.
[Over/Short] <i>GL #</i>	The over & short account number.
<i>Prepayments</i>	The source of the prepayments-owed account number. Select Default from the

	drop-down list to use the prepayments account number for all vendors.
[Prepayments] Br	Indicates that the GL posting for prepayments will be to a profit/cost center that includes the branch.
[Prepayments] Dept	Indicates that the GL posting for prepayments will be to a profit/cost center that includes the department.
[Prepayments] <i>GL #</i>	The prepayments account number.
<i>Commissions</i>	The source of the commissions account number. Select Default from the drop-down list to use the commissions account number for all vendors.
[Commissions] Br	Indicates that the GL posting for commissions will be to a profit/cost center that includes the branch.
[Commissions] Dept	Indicates that the GL posting for commissions will be to a profit/cost center that includes the department.
[Commissions] <i>GL #</i>	The commissions account number.
[AP/PO Variance] Br	Indicates that the GL posting for AP/PO Variance will be to a profit/cost center that includes the branch.
[AP/PO Variance] Dept	Indicates that the GL posting for AP/PO Variance will be to a profit/cost center that includes the department.
[AP/PO Variance] GL #	The AP/PO Variance account number.

8. Access the Payments view of the *AP Control Maintenance* screen by selecting the **Payments** button or *View*→*Payments* from the menu bar. The system displays the Payments view.

The screenshot shows a software window titled "AP Control Maintenance - View". The menu bar contains "File", "View", "Lookup", "Options", "Additional", "Global", and "Help". Below the menu bar are three icons: a document with a pencil, a floppy disk, and a circular arrow. The main content area is titled "1099 Processing" and contains two text input fields: "Reporting Limit" with the value "40,545.00" and "Tax Payer EIN" with the value "12-1234567". At the bottom of the window is a row of six buttons: "General", "Aging", "Post GL", "Payments", "Registers", and "Documents".

9. Enter or modify information for all fields, checkboxes, and radio buttons as necessary. Refer to the table below for fields, checkbox, and radio button definitions.

Reporting Limit	The current 1099 reporting limit as set by the IRS.
Tax Payer EIN	The federal tax payer employer identification number.

10. Access the Registers view of the *AP Control Maintenance* screen by selecting the **Registers** button or *View* → *Registers* from the menu bar. The system displays the Registers view.

	Last Reg#	Current User	Status
Document Entry Register:	000092		Not Running
Payment Register:	000124		Not Running
Revaluation Register:	000000		Not Running

11. Enter or modify information for all fields, checkboxes, and radio buttons as necessary. Refer to the table below for fields, checkbox, and radio button definitions.

Run Registers by Br

Indicates that AP registers are run by branch. If selected, the register control information for the branch is used, and the same register can be run simultaneously for different branches. The information for the Document Entry Register, Payment Register, Revaluation Register is maintained by the SM *Branch Maintenance* program.

12. In the lower portion of the form, the system displays the last register number, current user, and status of each of the registers contained in the AP module. These registers are: Document Entry Register, Payment Register, and Revaluation Register. If you do not run registers by branch, the following information is maintained for the registers in *Accounts Payable*.

Last Reg. # Each time a register is updated, the last register number used is incremented by one, assigned to the register, and updated. These numbers are tracked by the system but can't be modified here. During initial setup, leave the register numbers blank.

Current User This field displays the user code of the person currently running this register.

This field is maintained by the system and cannot be entered or changed.

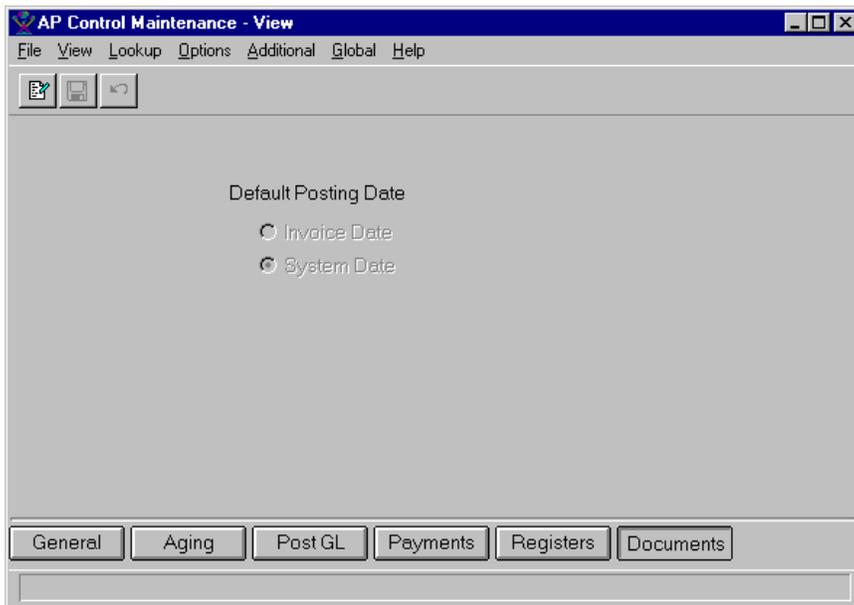
[Register Status Indicators:] These radio buttons are selected by the system and cannot be changed.

Not Running—If selected, indicates that the system is not currently running this register.

Printing—If selected, indicates that the system is printing this register.

Updating—If selected, indicates that the system is updating this register.

13. Access the Documents view of the *AP Control Maintenance* screen by selecting the **Documents** button or *View* → *Documents* from the menu bar. The system displays the Documents view.



14. Enter or modify information for all fields, checkboxes, and radio buttons as necessary. Refer to the table below for fields, checkbox, and radio button definitions.

Default Posting Date In the Default Posting Dates section of the screen, select **Invoice Date** to set the default posting date to the invoice date or **System Date** to set the default posting date to the current system date.

15. Save your work, and exit the program.

AP Terminology

The list below provides summary information on terms used in the *TakeStock* Accounts Payable module.

1099

The 1099 form is filed with the IRS to report payments to non-employees for whom taxes are not taken from their compensation or to report interest paid by the company on loans from an individual.

Aging

A list/view of open payables grouped into aging columns according to document due date.

AP Recurring Payable

A Payable Document that will be paid and posted more than one time over a given time frame.

Branch

Branch is used to refer to user-defined locations within a company.

Batch

A batch is a group of AP entry transactions entered by a user for a given time period.

Department

Departments are used to track revenues and expenses by functional group within a company. Departments are often used on GL financial reports to track profitability.

Disbursement

Payment made to a vendor by one of several different payment methods: check, credit card, electronic funds transfer.

Discount Cutoff Date Disbursement

During payment selection, enter a discount cutoff date. If a document's discount date is on or before this entered cutoff date, the system takes the discount when the document is paid.

Document Receipt

The function of recording sufficient information from an invoice as it arrives in the mail for location tracking purposes. Document Receipt provides the necessary information to locate a document after it has arrived and has been forwarded to someone in the company.

Debit Memo

Credit issued by a vendor to the wholesale distributor.

EFT

(Electronic Funds Transfer) Payments made electronically.

Freight Table

A user defined table that contains methods of tracking freight (Will Call, Prepaid, etc.).

GL Table

A table that contains the GL account numbers to be used for distributing an AP document amount.

Immediate Pay

The option to pay immediately (e.g. print a check) for an invoice at the time of document entry or individual payment selection.

Manual Check

A manual check is a check that is manually written by the wholesaler distributor.

Non-Invoice Entry

The ability to record a new payable and a disbursement in one function. The processing of entering "non-invoice" checks is handled in Document & Adjustment Entry through the immediate pay function.

Pay On Date

A document includes a "pay on" date that allows the you to define the date the document will be paid. This date may be different from a due date or discount date.

Pay Priority

A numerical assignment (0–9) which allows prioritizing documents for payment.

Partial Pay

The ability to pay a portion of a document by either entering a partial payment amount through Individual Payment Selection or by placing a portion of a document amount on hold and selecting the remaining amount for payment.

Prepayment

The ability to pay a vendor prior to entering the document into the system. Prepayments are considered credit or debit memos in payables.

RMA Number

Return merchandise authorization number.

Remittance Advice

The remittance advice is a list of documents paid by a check when the number of documents paid is greater than the number of lines on one check stub. Optionally, the remittance advice will print in lieu of voiding subsequent checks.

Remittance Comment

Comments regarding a document that prints on a check stub.

Vendor Rep

An agent that represents vendors for purchasing and service purposes. The vendor rep may be assigned to multiple vendors; a vendor may have multiple vendor reps.

Voucher Number

An internally generated number that is used to sequentially track documents entered into payables and used for sorting, printing or inquiry purposes.

WD

Wholesale Distributor

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