



Infor10 ERP Discrete iEnterprise (XA)

Accounting Management Accounts Payable User's Guide

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Publication Information

Release: Infor10 ERP Discrete iEnterprise (XA) Release level 9.1

Publication date: May 23, 2012

To the reader

This book contains the information you need to understand and run this application. The information in this book applies only to XA.

For a complete list of the books in the XA library, see the bibliography included on the XA documentation CD.

Before you begin

If you are not familiar with the System i (or previous products AS/400 and iSeries), please complete the system education for the basic concepts of the server and its operating system.

What this book contains

Chapters 1 and 2 acquaint you with the application. Be sure to read the first two chapters before you use the instructions in the remaining sections. Use these chapters to understand how this application works and what you need to know to manage it.

The next group of chapters describe the options on the Main Menu. For example, Chapter 3 contains information about option 1 of the Main Menu. Each chapter includes information about how to use the displays associated with each option.

The last group of chapters describes the reports and forms for this application.

Use the appendixes to find information about using offline files or other functions specific to your application.

Summary of changes

Changes are marked by revision bars.

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Chapter 1. Introducing the Accounts Payable application

This chapter contains general information you need to know about what Accounts Payable does and how it works on the System i.

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How the application is designed	1-6
Overview of euro currency support.....	1-18
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Some concepts and features that are common to most of the XA applications are discussed in two other books: *Getting Started with Infor ERP XA* and *Planning and Installing Infor ERP XA*.

- Menus and displays
- Graphics support
- Group Job support
- Master file searches
- Audits and controls
- Security

What Accounts Payable does

The Accounts Payable (AP) application uses an accrual or cash accounting system to keep accurate and detailed records of vendor invoices and credit memos from the time they are entered until they are purged from Open Payables.

The Accounts Payable Main Menu

To understand how the AP application works in more detail, you need to understand the menus and their functions. The Main Menu offers eleven choices of operation. Except for options 3 and 11, these choices lead to secondary menus that offer varying numbers of defined operations. The next page shows a summary of the AP menu functions.

```

AMAM00                      Accounting Management Accounts Payable      *****
                              Main Menu

Type option or command; press Enter.

    1. Payables Processing >>
    2. Cash Disbursements Processing >>
    3. Bank Reconciliation
    4. Demand Reports >>
    5. Monthly General Ledger Entries >>
    6. Year-End Close >>
    7. File Maintenance >>
    8. File Listings >>
    9. Inquiry >>
   10. History >>
   11. Revaluation

==> _____

F3=Exit      F4=Prompt      F9=Retrieve      F10=Actions
F11=Job status  F12=Return      F22=Messages

```

Option 1. Payables Processing. Use this option to enter and review invoices and credit memos.

Option 2. Cash Disbursements Processing. Use this option to enter payment selections, print checks and reports, enter manual payments, and payment reversals.

Option 3. Bank Reconciliation. Use this option to display and reconcile checks, renumber checks, enter bank charges, purge reconciled or voided checks and deposits, and print reports that document the reconciliation session.

Option 4. Demand Reports. Use this option to select one of the reports available in Accounts Payable other than those that can be printed using other options on the Accounts Payable menu.

Option 5. Monthly General Ledger Entries. Use this option to print and/or clear the Temporary General Ledger transactions.

Option 6. Year-End Close. Use this option to print year-end vendor statistics, 1099-MISC report and forms, and reset and save the NEC Calendar YTD statistics.

Option 7. File Maintenance. Use this option to select file maintenance.

Option 8. File Listings. Use this option to list information from the master files.

Option 9. Inquiry. Use this option to display information from the master files and history.

Option 10. History. Use this option to archive, delete, and restore current, archived, and restored history.

Option 11. Revaluation. Use this option to revalue the local currency to another exchange rate.

Accounts Payable interfaces

AP sends information to ...

- CA.** For purchased material charged to a contract (through PCC)
- EC.** Payments/remittance advice.
- GL.** Purchase journal distribution and cash disbursements.

- IM.** Cost adjustment transactions.
 - MMS.** Invoice transactions to update MRO requisitions, work orders, and inventory information.
 - PC&C.** Miscellaneous charge transactions.
 - PUR.** P.O. status for invoiced amounts (quantities and prices)
- AP receives information from ...
- AR.** Deposits added directly to the bank account file.
 - EC.** Invoices, invoice credit adjustments, motor carrier freight invoices, and freight invoices to customers.
 - PUR.** P.O. information required to verify that invoiced items were actually ordered, received as ordered, priced as expected, and invoiced as expected.

How the information flows between Accounts Payable and other applications

Passing information between applications is a two-step process. During install/tailor, you first select the Accounts Payable interface to the applications. Once you have selected the interface and completed installation/tailoring, you must then activate the interface to the application using Cross Application Support (CAS).

- If the Accounts Receivable (AR) application is installed and the AP to AR interface is activated, AR sends deposits to the Accounts Payable Bank Account Master file. If multi-currency support is active, AR passes amounts to AP in four currencies: trading, local, payment, and bank account.
- If the General Ledger application (GL) is installed and interfacing, the Accounts Payable application verifies account numbers and passes purchase journal transactions to General Ledger. Accounts Payable also generates and passes cash disbursements transaction to General Ledger for payables processing prepaid invoices and prepaid credit memos, as well as for the cash disbursements processing functions. If multi-currency support is active, amounts are passed to General Ledger in local currency.
- If the Inventory Management application (IM) is installed and interfacing, Accounts Payable edits invoice and credit memo cost adjustment transactions against the open order data base. Accounts Payable verifies the existence of the item number on the purchase order (if Purchasing is also installed) and the existence of the line item in the Item Balance file. To automatically pass the transactions you must activate the AP to IM interface through CAS. If multi-currency support is active, amounts are passed to IM in local currency.
- If the Maintenance Management System (MMS) is installed and interfacing, Accounts Payable invoicing sends invoice transactions to MMS to update Maintenance, Repair, and Overhaul (MRO) requisitions, work orders, and inventory information. File maintenance actions for MRO vendor and vendor/item files also update MMS files simultaneously.
- If the Production Control and Costing (PC&C) application is installed and interfacing, Accounts Payable edits invoice and credit memo miscellaneous charge and outside operation transactions against the open order data base. Accounts Payable verifies the manufacturing order number, order status, charge to operation and the miscellaneous charge number. To automatically pass the transactions you must activate the AP to PC&C interface through CAS. If multi-currency support is active, amounts are passed to PC&C in local currency.

- If the Purchasing (PUR) application is also installed, payables processing along with Vendor Master file maintenance, can be processed by either the Purchasing or Accounts Payable application. Invoices can also be automatically generated from either application. If multi-currency support is active, amounts are passed to Purchasing in both trading (the amounts you enter) and local (the amounts converted by the application) currency.

Note: Certain fields shown in the Payables Processing chapters of the *Accounts Payable User's Guide* apply only to the Purchasing application and do not appear on displays if Purchasing is not installed.

How the information flows within Accounts Payable

Figure 1-1 shows how information flows through the Accounts Payable application. The following paragraphs indicate the order in which information flows through the application.

1. Invoices and credit memos are entered through the work station or from a diskette or disk file. It is also possible to receive invoices from your business partners electronically using electronic data interchange (EDI). Invoices are posted to the Open Payables files. The Purchase Invoice Journal is printed. Updates are made to the Open Payables, Vendor Master, Temporary G/L, and Check Reconciliation files.
2. Open Payables listings are produced to aid in making payment selections.
3. Items due for payment are selected and a Cash Requirements Report can be printed.
4. If you decide to continue, the application produces the Cash Disbursements Journal, Cash Disbursements Register, Transaction Gains/Losses report, and checks. (The Cash Disbursements Journal is used as an audit trail for transactions if the General Ledger application is installed. Transaction Gains/Losses reports are only produced if multi-currency support is active and if there were transaction gains or losses to report). Payments may also be sent to the interface files, CHECKF and REMITF.
5. When the bank statement is received, the information is entered to perform bank reconciliation. Once reconciliation has occurred, you can purge selected reconciled and voided records from the files in either test or purge mode and transfer the paid invoices to the history file.
6. On request, the Vendor Business Analysis Report, Vendor Analysis Report, Summary Aged Open Payables, Detailed Aged Open Payables report, Open Payables reports, Vendor Master file listings, Vendor Master File Year-End Listing, and Temporary General Ledger Listing (available if general ledger distribution is used) can be printed. Open Payables reports print an additional total line for euro currency when the vendor is euro-participating.
7. If multi-currency support is active, two sets of amounts, trading and local, are required by the application. Local currency amounts are always in the national currency and always derived from the trading currency amounts. Exchange rates may be converted using the CAS Currency Conversion Routine, by entering an explicit exchange rate, or by using rates derived from pre-payments such as letters of credit. For information on euro currency, see "During the transition period, various reports can be printed in euro or the trading partner's currency. After the transition period, when all transactions are in euro, all reports and documents will only be available in euro. These reports are intended for analyzing trading partner performance and account status, and are not intended to be sent to your trading partners." later in this chapter.

8. You can inquire about invoice payment history when you want to review information from the Current Invoice Payment History file, the Restored Invoice Payment History file, or both files; about vendor open invoices and aged open payables when you want to review open invoices in the Vendor Master and Open Payables files; and also about bank account balances or payment selection totals for all bank accounts, and payment methods. If multi-currency support is active, amounts are tracked in both payment and local currency. Inquiry displays allow the use of a function key to toggle between local, trading, and alternate currency when the vendor is euro-participating.

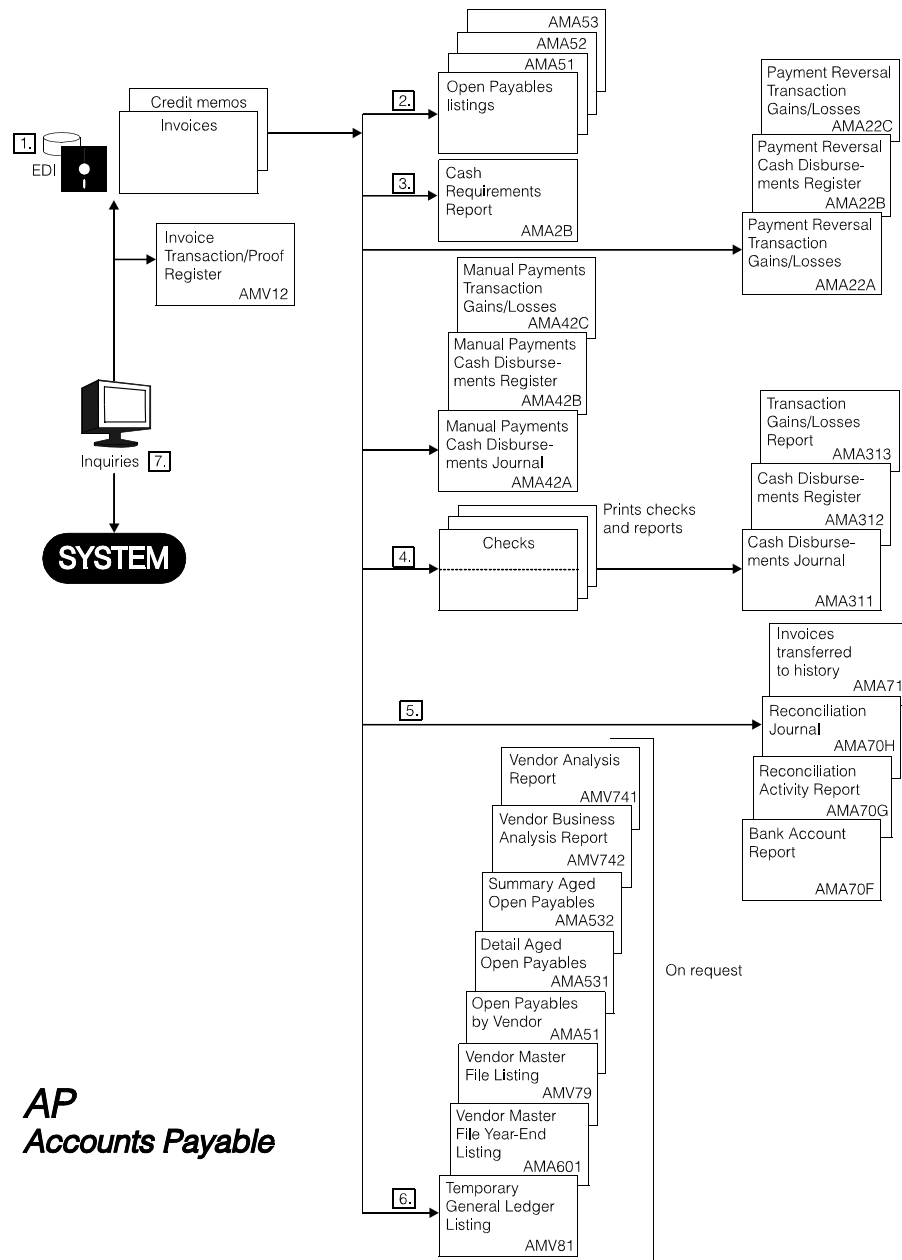


Figure 1-1. Flow of information within Accounts Payable

How the application is designed

In XA, a standard system structure supports the Accounts Payable application and system functions. Most of the structure elements, for example, using menus and displays, and group job support, are discussed in the *Getting Started with Infor ERP XA* book. Some of the structure elements are discussed here:

- **Menus and displays:** Two basic types of information appear at the work station. One is a menu (a list of options) from which you choose the tasks to be performed; the other is a display you use to perform a chosen task.
- **Data entry and update methods:** You can enter transactions on data entry displays or you can enter the information from a diskette or disk file. In some instances, you store the data to process it later in batch mode.
- **Master file searches:** You can use master file searches to look up information in various master files by typing a question mark in a field that supports searching.
- **Group Job support:** You can use Group Job support to perform concurrently a number of interactive jobs from different applications at a single work station. The *CAS User's Guide* also give more information about using Group Job support.
- **Notes function:** The Note Tasks function is a XA activity, using OfficeVision/400*, that allows you to maintain notes for customer, invoice, customer order, item, or vendor numbers depending on the type of information the Accounts Payable application uses. For more information, see Chapter 4 in the *Getting Started with Infor ERP XA* book and the Help text for the Note Tasks function.
- **Batches:** When you enter payables transactions, the application stores them in batches on disk storage. The batches can be selected for review or changes using a display. The same display is used for creating batches of data entered from work stations.
- **Files:** Files are collections of information organized in a meaningful way. Some files contain relatively permanent information and they are called master files. Other files are used to store information until it is processed, printed, or moved to a master file. They are called work files or transaction files. All files are composed of records which are composed of fields. Each field is an item of data such as a vendor name.
- **Major reports:** The Accounts Payable application provides reports for tracking all invoice and payment transactions throughout the application.
- **Inquiries:** In addition to reports, you may want to request specific information about vendors, invoices, payment histories, bank account balances, and so on, to appear on the display. A request of this type is called an inquiry. You can not change any of the information that appears on the inquiry displays. If multi-currency support is active, the displays contain a function key to allow you to toggle between local and trading currencies. If the vendor is euro-participating, the toggle also allows you to display the alternate currency when it is different from the trading currency.

Accounts Payable supports the following inquiries:

- Vendor Open Invoices
 - Aged Open Payables
 - Vendor Master
 - Invoice Payment History
 - Bank Account Balance.
- **Security:** Access to information in your files is maintained by security controls in the system and the Accounts Payable application.

- Application tailoring: Application tailoring is the process of adapting the Accounts Payable application to fit your business. The application is tailored during installation by answering a questionnaire. *Planning and Installing Infor ERP XA* describes this process in detail.

Data entry and update methods

Data entry is the process of getting your transaction data, such as invoices and credit memos and manual payment updates, into the computing system. Updating is the process of applying the entered transactions to your master files.

There are two ways of entering transactions: one at a time from a work station, which is referred to as interactive or online data entry; or in a batch that has been recorded on diskette or disk file, which is referred to as batch data entry. In either case, the application edits the transactions and indicates any errors it detects.

Likewise, there are two ways of updating the master file with the entered transactions: one transaction at a time, immediately after it has been entered and edited, or by the batch. The first way is called immediate or online update; the second way is called batch update. Immediate update normally uses interactive data entry and applies one transaction at a time to the master files. Batch update uses an entire batch of transactions that you entered either interactively or from a diskette or disk file. The batch is then edited and held in a transaction file until the update operation is requested.

The primary advantage of interactive data entry with immediate update is that master files are up-to-the-minute; the response to an inquiry, for example, takes into account the manual payment update that was entered seconds ago. The primary advantage of batch update is that transactions can be processed whenever you choose—such as during periods when the computing system is not busy answering inquiries and editing transactions. Also, errors can be deleted and corrected before master files are updated.

Batches

A batch, as indicated in a preceding discussion, is a group of transactions that are to be processed together and applied to the master files. The transactions can be grouped by type (such as all regular invoices or all credit memos), by order of occurrence (such as one batch for each 100 transactions), by complexity (one person is trained to handle a particular kind of transaction), or by some other category that suits your business.

The transactions are entered into the computing system from a work station or from a diskette or disk file. Either way, they become records in a transaction file in disk storage.

The application keeps track of each batch's status and shows it on the Data Entry Control display. The Data Entry Control display, therefore, is the starting place for any interactive data entry, whether for entering a new batch of transactions or for working on an existing batch that was entered from diskette or disk file.

For Accounts Payable, using the Data Entry Control display (AMVBA1) is a preliminary step for each of the following operations:

- Entering payables transactions online (regular invoices, credit memos and change/delete of posted OPNPAY invoices)

- Correcting a previously entered batch of transactions
- Correcting diskette batches online.

Files

Information in the Accounts Payable application is maintained in three kinds of files: a system control file, master files, and work files.

System Control file (SYSCTL)

The System Control file is the major system file for XA. It shows relatively unchanging information that is used by more than one application or operation. When you install an application and enter responses to the Questionnaire, the information is stored in SYSCTL. It contains the functional options you chose, the report options you chose, and any constant information you entered (such as company name). To change information in the System Control file, answer the Questionnaire again or use Cross Application Support file maintenance.

Master files

Master files in the Accounts Payable application are created during application tailoring. Information contained in these files is relatively permanent and is used repeatedly in processing invoices, checks and reports. For example, vendors' names and addresses are stored in the Vendor Master file. This information is termed "static" because it is seldom changed. "Dynamic" information, also contained in master files, includes items such as outstanding balances. Some of the master files have a field or group of fields called a key. The key is used to identify a record in the file and to access information from the record. The Accounts Payable application has the following master files:

- Bank Account Master (BANKAB)
- Landed Cost Master (LNDCST)
- Open Payables (OPNPAY)
- Vendor Master (VENNAM).

Bank Account Master file (BANKAB). The Bank Account Master file contains records for each bank account and payment method as well as bank balances. Companies having multiple bank accounts can use multiple payment methods they define, and have multiple accounts denominated in any currency.

Landed Cost Master (LNDCST). The Landed Cost Master file contains all of the information used to estimate and accrue importation costs that are not on the invoice and pass these costs to IM, PC&C, and GL. You indicate a landed cost accrual is needed by entering a landed cost code in data entry that references a record in the Landed Cost Master file.

Open Payables file (OPNPAY). The Open Payables files contain records of all the open invoices and credit memos to be paid in the Accounts Payable application. The following files make up the Open Payables files:

File name.	File description
OPNPAYH.	Purchase Order header
OPNPAYM.	Invoice header
OPNPAYN.	Invoice detail
OPNPAYO.	Name and address

OPNPAYP.	Payment detail
OPNPAYS.	Special Charge, Tax, and Freight detail
OPNPAYT.	Extended Tax

In the Open Payables files, the company number, vendor numbers, payment selection number, record code and a system-generated distribution sequence number are used together to form the key to identify each record. Generally, when you want information about a specific invoice you will need to know only the company number (if you have more than one company), vendor number, and the payment information that was assigned to the invoice when it was added to the Open Payables file.

Vendor Master file (VENNAM). The Vendor Master file contains a record for every vendor with whom your company regularly does business. It also contains one record for each assignee to whom checks are written. In the Vendor Master file, vendor number is used to identify records in the file. Each vendor and assignee must have a unique vendor number. A vendor may also be an assignee, in which case only one number is necessary. Information concerning total invoice amounts this year and last year as well as total discount amounts this year and last year are contained in these records. Nonemployee compensation (NEC) amounts allocated to vendors, if they apply, are contained in these records. All assignee check amounts are updated to the primary vendor number record.

The Currency ID, local currency amounts, bank account numbers, and enterprise code in the Vendor Master file support multi-currency support. In addition, the tax suffix and tax ID number support extended tax processing and expanded address information is provided to support international address requirements.

Before you assign a unique number to your vendors, you may want to consider that the Vendor Master file keeps only one set of statistics for each vendor, regardless of the company with whom the vendor was doing business. If a vendor does business with several companies, there are no separate statistics on how much business was done with each company. However, an easy way to get vendor statistics by company is to assign the vendor number so that the first two digits represent the company involved and the last four digits represent the unique vendor. Specifically, vendor 1234 does business with companies 01, 02, and 03. If you want statistics by company, create three Vendor Master records with vendor numbers 011234, 021234, and 031234. An advantage to using this scheme is that you can print the information by company from any menu option that allows you to enter a range of vendor numbers. For example, you can print the 1099-MISC forms for company number 02 by entering a range of vendors 020000 - 029999.

Vendors with whom you do not regularly do business need not be added to the file (for example, a vendor from whom you have made a one time purchase). Such vendors are called miscellaneous vendors and are assigned vendor number 000000 for data entry purposes. Business done with all miscellaneous vendors is summarized in the record for vendor number 000000. You cannot enter or process credit memos against a miscellaneous vendor.

To ensure the integrity of the Vendor Master file, you should protect it so that the statistical amount information cannot be changed or deleted. You protect the file by requiring that only operators assigned to a specified security level can delete or change the statistical amounts. For additional information about the protect feature, see the discussion on "**Vendor Master file protection**".

Depending upon the options chosen during the installation of Accounts Payable and the other application installed, many other files may be used:

- General Ledger (GELMAS)
- Manufacturing Order Master (MOMAST)
- Open Order Miscellaneous Detail (MOMISC)
- Open Order Operations Detail (MOROUT)
- Override Name/Address (OVERRD)
- Purchase Order Item (POITEM)
- Purchase Order Master (POMAST)
- Purchase Order Blanket (POBLKT)
- Purchase Order Debit (PODEBT)
- Free on Board (FRGHTF)
- Ship Via (SHIPVF)
- Terms (TERMSF).

General Ledger Master file (GELMAS) . The Accounts Payable application uses this file only if you chose the general ledger distribution option during application tailoring. If the General Ledger application is installed and interfacing, Accounts Payable uses the file for verification of account numbers.

The General Ledger Master file may contain a maximum of three records (a current record, a last year record and a budget record) for each general ledger account in the file. Accounts Payable uses only the current record. In the General Ledger Master file, the company number, general ledger account number, and the record type code (always assumed to be 1, for current record, by Accounts Payable) are used together to identify each record. A current budget record and a last year record may also be present for each general ledger account. The type code of these records is 2 and 3 respectively.

Manufacturing Order Master file (MOMAST) . If Accounts Payable is interfacing with the Production Control and Costing application, the Manufacturing Order Master file is used to verify the order number of outside operations transactions.

Open Order Miscellaneous Detail file (MOMISC). If Accounts Payable is interfacing with the Production Control and Costing application, the Open Order Miscellaneous Detail file is used. It contains all of the open order miscellaneous charges (detail records) for the open order data base. These charges are only for manufacturing orders. The miscellaneous charge provides a way of describing costs for manufacturing orders that cannot be related directly to any particular job step. Miscellaneous charges can be used for fixed costs as well as costs that vary.

Open Order Operations Detail file (MOROUT). If Accounts Payable is interfacing with the Production Control and Costing application, the Open Order Operations Detail file is used to verify the operation number for outside operation costs.

Purchase Order Item file (POITEM). If Accounts Payable is interfacing with the Inventory Management application, the Purchase Order Item file is used to verify the purchase order number, item number, and warehouse for cost adjustments as well as purchasing data.

Purchase Order Master file (POMAST). If you are invoicing with Purchasing, the Purchase Order Master file is used to verify the purchase order number, status, expected amounts, expected quantities, and the vendor number. When invoices are auto generated from the purchase order, this file provides all the information for the invoice header.

These files support multi-currency support, VAT, extended field lengths, and the History function.

Bank Account Payment Selections file (BANKAP) . The Bank Account Payment Selections file (BANKAP) keeps track of payment selections by company, bank account, payment method, and expected pay date. Totals are maintained by using the payment selection menu option on the Cash Disbursements Processing menu (AMAM20).

Bank Reconciliation Deposits file (CHECKA). The Bank Reconciliation Deposits (CHECKA) file contains records for each outstanding deposit. It supports multiple bank accounts within a company and multiple payment methods within a bank account. This file also contains the reconciliation status code which is used to identify whether transactions have cleared the bank.

Bank Reconciliation Payment file (CHECKB). The Bank Reconciliation (CHECKB) file contains records for each outstanding check. In the Bank Reconciliation file, company number, cash-in-bank account number (zero if general ledger distribution is not used), and the check number are used to identify each record. As checks are reconciled or voided, you can choose whether or not you want to remove them from this file. In addition, if you chose multi-currency support during application tailoring, records activity in bank account, trading, payment, and local currencies. By requiring that only operators with a specified security level can use the bank reconciliation procedure to add outstanding checks to the file, you protect the file and ensure that outstanding checks are added to the file only at your specific request. Refer to Appendix B and in the *CAS User's Guide* and *Planning and Installing Infor ERP XA* for additional information about Accounts Payable and security levels.

Bank Reconciliation Payment History file (CHECKH) . The Bank Reconciliation Payment History (CHECKH) file is used only if you chose to implement Invoice Payment History during application tailoring. Records are created in this file when CHECKB payment records are deleted. The records contain the accumulated amount of the check and any adjustments. The file is used to hold the total payment amount until the Current Invoice Payment History (APHSTS) file is written.

Currency ID file (CURRID) . The Currency ID file (CURRID) contains the information used to convert local currency amounts to foreign currency and foreign currency amounts to local currency. This file is maintained through Cross Application Support. See "Multiple Currency Support" in the *CAS User's Guide* for additional information.

Current Invoice Payment History file (APHSTS) . The Current Invoice Payment History file (APHSTS) is used only if you chose to implement invoice payment history during application tailoring. Records are created in this file when an invoice is deleted from the Open Payables file.

Manual Payments (MANPAY). The Manual Payments file (MANPAY) contains information used to track manual payments and the invoices that have been applied against the payments.

Restored Invoice Payment History file (APHRSS). The Restored Invoice Payment History file (APHRSS) is used only if you chose to save invoice payment information to history. The choice is made during application tailoring.

Information in the Current Invoice Payment History file may be archived and saved to tape. The archived files may be restored to the system when required. When archived files are restored to the system, the information is placed in the Restored Invoice Payment History file.

Override Address file (OVERRD) . The Override Address file (OVERRD) is used to override the vendor's address for an invoice. It is also used to obtain address information for a miscellaneous vendor (000000) on a Purchasing style invoice.

Purchase Order Blanket Release file (POBLKT). If you are invoicing with Purchasing, the Purchase Order Blanket Release file (POBLKT) is used, to verify the release number and blanket item amounts.

Purchase Order Debit Memo file (PODEBT). If you are invoicing with Purchasing, the Purchase Order Debit Memo file (PODEBT) is used to verify the debit memo number, amount and quantity when entering a credit memo.

Terms file (TERMSF) . If you are invoicing with Purchasing, the Terms file (TERMSF) is used to verify an entered terms code.

Free on Board file (FRGHTF). If you are invoicing with Purchasing, the Free on Board file (FRGHTF) is used to verify an entered FOB (Free on Board) code.

Ship Via file (SHIPVF) . If you are invoicing with Purchasing, the Ship Via file (SHIPVF) is used to verify an entered via code.

Work files

Work files are used by the Accounts Payable application to hold transaction information as you enter and pay vendor invoices. Work files include:

- Payables Work. The Payables Work file (PAYWRC) control record includes local currency amounts. One record exists for each batch.
- The Payables Work Purchase Order Header (PAYWRKH) file contains the information for each purchase order is carried in this file. Each purchase order has its own record.
- The Payables Work Invoice Header (PAYWRKM) includes multi-currency support fields, such as:
 - Currency ID, Override Exchange Rate, Exchange Rate Date, and Local currency amounts.
 - Tax, Freight, and Special Charge amounts reflect how invoices are entered.
 - Tax Suffix and Tax Date support reversal of tax data.
 - Bank Account and Payment Method record prepaid invoices.
 - The Total Gross Payment Amount shows how much is being paid against the invoice in trading currency.
- The Payables Work Invoice Details (PAYWRKN) file includes the following:
 - Landed Cost Code supports import accounting calculations.
 - Local currency amounts and Debit Memo Exchange Rate support multi-currency support.
- The Payables Work Miscellaneous Vendor Address (PAYWRKO) file supports multi-country mailing address functions.
- The Payables Work Special Charges Detail (PAYWRKS) file contains special charges, tax and freight details. Prorate Special Charges Code and Landed Cost Code support import accounting calculations.

- The Payables Work Extended Tax (PAYWRKT) file contains all records for processing extended tax such as accrued use tax and tax in price.
- A Tax Indicator suffix and code supports extended tax processing.
- Payment Selection
- The Payment Selection (PAYSLT) file is a temporary file that contains summarized vendor information used only during payment selection.
- Accounts Payable Check Interface
- Records are created in the Accounts Payable Check Interface (CHECKF) file on demand by the Print Checks menu option. The file is used as input to locally developed check print programs.
- Remittance Advice Interface
- Records are created in the Remittance Advice Interface (REMITF) file on demand by the Print Checks menu option. The file is used as input to locally developed remittance advice print programs.
- Shop Activity Update (SHPACT), if Accounts Payable is interfacing with the Production Control and Costing application.
- Temporary General Ledger (TEMGEN), if you selected the general ledger distribution option during application tailoring, all Purchase Journal and Cash Disbursements Journal entries will be posted to this file.
- Offline Inventory Transaction file (INVENT), if Accounts Payable is interfacing with the Inventory Management application.

Master file searches

XA has master file searches that you can use to look up information in various master files. To begin a search, type a question mark (?) in a field that supports searching. Chapters 3–16 in this book identify the eligible fields.

After you type a question mark in an eligible field, use **FIELD EXIT**, and then press **Enter**. A display appears on which you describe the type of search you want and what you want to find.

Major reports

This section defines available reports with this application. Chapter 14 “Report descriptions” contains more information on the reports.

Accounts Payable checks

Checks are printed and a record for each check is added to the Bank Reconciliation Master file to aid in balancing the bank statement. As each check is printed, a statement of remittance, listing all invoices paid by the check, is also prepared. If the number of invoices being paid exceeds the number that can be printed on the check stub, the excess invoices are stored for later printing on a continuous form remittance advice stub. This means that checks do not have to be voided by the system when more invoices are being paid than can fit on the stub attached to the check.

Bank Account Report

The Bank Account Report shows all deposit and check activity. Depending on the options selected, you can use it as either a Check/Deposits register or a reconciliation document. Checks print first. After the last check prints, a new page is forced and all deposits are printed.

Cash Disbursements Journal

This report indicates each invoice being paid and invoices that have been prepaid. If you selected general ledger distribution during application tailoring, cash disbursements transactions are generated and added to the Temporary General Ledger file. If the General Ledger application is also installed and Accounts Payable is interfacing with General Ledger, the transactions will be available for processing by that application. Normally, these entries are debits to the general ledger accounts payable (accrual accounting method) or expense (cash accounting method) accounts and credits to the general ledger cash-in-bank account. If discounts are being taken, credits are also made to the general ledger discount account. This report only prints if you selected general ledger distribution during application tailoring.

In addition to the Journal, a Register and Transaction Gain/Loss report is printed for the Cash Disbursements, Payment Reversals and Manual Payments options on the Cash Disbursements Processing menu.

Cash Requirements Report

This report is printed as needed. You can request the report to print in detail or summary form. If the summary report is chosen, no detail information is printed. The report shows how much money is needed to cover the checks and prints in assignee, vendor number, and invoice sequence.

The detail report shows amounts in bank account currency. When a partial payment is made, the original amount and balance due amounts are shown in trading currency. If multi-currency support is active, the currency ID used appears on the report.

Detail or Summary Aged Open Payables

This report shows the net amount due for vendor invoices and spreads these amounts to four due dates the user enters. The report can show each invoice with totals by vendor or it can list the vendor totals only. The report will not reflect invoices that are due later than the last due date entered. If the vendor is euro-participating, a total for euro currency is added to the report.

Open Payables by Due Date

This report shows invoices in chronological sequence by due date. You can use this report as a checkoff list of the status of invoices in the Open Payables file. The report can be prepared with all open payables included or with current payables only. The application assumes that any invoice past due or due within the next 30 days is current. If the vendor is euro-participating, a total for euro currency is added to the report.

Open Payables by Vendor

This report lists invoices in sequence by vendor. You can use the listing to determine which invoices are to be paid. If the vendor is euro-participating, a total for euro currency is added to the report.

Purchase Invoice Journal

This report shows the transactions that were processed in the Accounts Payable "posting" step. If you selected general ledger distribution during application tailoring and you use accrual accounting, the Purchase Invoice Journal lists all purchase distributions to the General Ledger and debits/credits the Accounts Payable general ledger number with the total of purchases.

If the Purchase Invoice Journal prints without serious errors, the listed transactions are automatically used to update the Accounts Payable files.

Regular invoices and credit memos are added to the Open Payables file. Automatic credit memo entries cause the invoices to be deleted from the Open Payables file. If General Ledger, Production Control and Costing, or Inventory Management is installed and interfacing, Accounts Payable passes transactions to those applications.

Reconciliation Activity Report

The Reconciliation Activity Report shows status, amount and bank charges recorded during the session. If a check has been renumbered, the message *** RENUMBERED *** appears on the report.

Temporary General Ledger Listing

This report shows distribution of accounts payable journal transactions by general ledger account number. The report can be printed only if you selected the general ledger distribution option during application tailoring. Normally, you print the report at the end of an entry period and also request that the distribution transactions be deleted from the temporary general ledger file. If Accounts Payable is interfacing with the General Ledger application, a request for deletion of the transactions must come from a General Ledger menu. Before the General Ledger application deletes the transactions, they are used to post account totals to the General Ledger Master file.

Vendor Analysis and Vendor Business Analysis Reports

The Vendor Analysis Report prints statistical information in vendor number sequence. The Vendor Business Analysis Report prints statistical information for each vendor in descending year-to-date purchase amount sequence. If multi-currency support is active, the trading currency version of the report prints by primary currency ID.

1099-MISC Report

This report shows all vendors who were paid nonemployee compensation amounts. The report also shows vendors' addresses, social security or federal taxpayer identification numbers, and the nonemployee compensation amounts.

Inquiries

In addition to reports, you may want to request that certain current information be shown on a display. This is called an inquiry. In Accounts Payable, you can inquire about:

- All open invoices for a vendor.
- The total amounts due within aging dates for invoices in the Open Payables file.
- The invoice payment history for all invoices, current or restored.
- The currency ID, tax suffix, city and country information as well as bank account numbers and sales tax IDs in the Vendor Master file.

On the Inquiry displays you can use a function key to toggle between local, trading, and alternate currencies (if the vendor is euro-participating).

Security

The System i system has several security features which you can use depending on your needs. For instance, the keylock power switch allows you to lock your work stations and/or central processing unit so that no one can use them without a key. Another security feature, the password, is assigned to each operator by the installation supervisor. The operator must enter the proper password when signing on to the work station. The *CAS User's Guide* covers the security features that pertain to the entire installation.

Note: XA includes an optional security system called Personal Menu Maintenance. Refer to the *CAS User's Guide* for more information.

After you install your application, you can authorize users of your system to perform tasks according to security levels. For example, a person cannot use file maintenance options to change master files unless authorized to do so.

Additional security is provided for the following Accounts Payable functions:

- Payables Processing
- Cash Disbursements Processing
- Bank Reconciliation File Protection
- Demand Reports and File Listings
- Monthly and Yearly Update Processing
- File Maintenance
- Vendor Master File Maintenance Protection
- Inquiry (Bank Account)
- History
- Revaluation.

These safeguards are designed to prevent unauthorized access to master files, reports, and Accounts Payable processing functions. For more information on how to activate and use these functional areas of security, see the *CAS User's Guide*.

Lockups

Under certain conditions, Accounts Payable programs may lock up (that is, remain input-inhibited) with other programs. These lockups generally occur when two or more work stations try to update the same record at the same time. Although these

situations are relatively infrequent, they can occur during invoice entry, post, or file maintenance.

To avoid a lockup situation, you should schedule file maintenance so it does not run at the same time as invoice entry or posting. If lockups occur, you can resolve them by canceling the file maintenance program, which will unlock any other input-inhibited programs. Do not cancel any other programs. After you have resolved the lockup, restart the file maintenance function. Note that you will need to enter the changes again for the record that was on the display when the lockup occurred.

Using eWorkPlace with XA documentation

eWorkPlace (eWP) is the Microsoft®, Windows™-based graphical user interface for XA. The eWP windows co-exist with the XA character-based displays, called Host screens. If you are using eWP, you can view the corresponding Host screen for any eWP window, if necessary.

Note: If you have modified a Host screen, the GUI default is used. The default GUI feature can be enabled or disabled.

The user's guides and help text contain instructions that reference the host XA screens (called panels and displays) rather than the eWP windows.

To understand how a Host screen instruction relates to an action on a eWP window, it is helpful to look for text on a window control that corresponds to the instruction. For example, **Cancel** on a button and on a File pull-down corresponds to the user guide instruction "use **F12=Cancel** to return to the previous display".

Note: For the instruction "press **Enter**", the corresponding control on an eWP window is an **OK** button.

The following table shows other examples of instructions from the documentation and the corresponding actions you take on the eWorkPlace window.

Documentation instructions	eWorkPlace actions
To change the details of a vendor, type 2 next to the vendor and press Enter .	Select a vendor, then select Change or type C from the List menu or select Change using the right mouse. Click the OK button.
To create a vendor, use F6 .	Select Create on the Functions menu or click the Create button.
Position to command. If you want to skip to a particular command, type the full or partial command.	Type the full or partial command in the position to entry field and click the Position button.
Type the information requested and press Enter .	Type values in or select values for the entry fields and click the OK button.
Type the information requested and use a function key.	Type values in or select values for the entry fields and click a button or select an action on the Functions pull-down.
Use the Item Master maintenance display to.....	Use the Item Master maintenance window to.....

For more information about eWP, see *Getting Started with eWorkPlace*.

Overview of euro currency support

As of January 1, 2002, the euro currency became effective and replaced the following European currencies:

- **ATS** Austria, Schilling
- **BEF** Belgium, Franc
- **DEM** Germany, Deutsche Mark
- **ESP** Spain, Peseta
- **FIM** Finland, Markka
- **FRF** France, Franc
- **GRD** Greece, Drachma
- **IEP** Ireland, Pound
- **ITL** Italy, Lira
- **LUF** Luxembourg, Franc
- **NLG** The Netherlands, Guilder (also called Florin)
- **PTE** Portugal, Escudo
- **VAL** Vatican City, Lira

For possible new EU members, the European Monetary Union (EMU) regulations provide for a *transition phase* during which the currencies are said to be *euro-participating*. During this time EMU regulations state that members can comply with governmental reporting requirements in either their national currency or in euros. Your company's employees have the right to be paid in your national currency and government payroll reports must be in that currency once the transition phase is over.

Ensure that your business is completely ready to convert to euros before you attempt this effort. Be aware, though, that the actual conversion process is lengthy, so do not wait to begin the planning process.

Warning: Convert all your systems, offline files, and spreadsheets at the same time. You risk contamination of your data if your conversion is incomplete.

Warning: These XA applications do not support the conversion of local currency amounts to euros:

- Accounting Management Accounts Payable
- Accounting Management Accounts Receivable
- Accounting Management General Ledger
- Financial Analysis
- Payroll

XA provides two types of assistance to help you deal with euro currency:

- Application functional enhancements: XA provides enhancements to help you manage trading currency amounts when your trading partners start doing business in euros in:
 - Customer Order Management (COM)
 - Purchasing/Procurement Management (PUR/PM)
 - International Financial Management (IFM)
 - Accounting Management Accounts Payable (AP)
 - Accounting Management Accounts Receivable (AR).
- Local currency conversion tool: For companies within euro-participating countries, XA provides a tool to convert your local currency when your organization converts your books to euros. Use this tool only once.

The tool, the Euro Currency Conversion Aid (ECCA), is available to all XA Release 5 and later customers. Use the *Euro Currency Conversion Aid Guide* to help plan and implement your conversion efforts. ECCA converts the local currency values from a euro-participating currency to the euro in one or more of the following:

- Local currency values in a Infor environment
- IFM financial divisions in a Infor or non-Infor administrative division
- IFM cash books in a Infor or non-Infor administrative division.

XA provides these functions in support of euro conversion:

- The ability to:
 - Convert current currency through triangulation
 - Print alternate currencies on trading partner documents and reports
 - Toggle between currencies: local, trading, or an alternate
- Additional customer and vendor capabilities for multiple currencies
- Additional COM price book capabilities through offline load and euro price book generation
- Additional IFM capabilities for multiple currencies.

See the XA user's guides for information about euro support for the following specific applications:

- Cross Application Support
- Customer Order Management
- International Financial Management
- Procurement Management
- Purchasing
- Accounting Management Accounts Payable
- Accounting Management Accounts Receivable.

This table shows how XA applications are affected by conversion to euro:

Table 1-1. XA applications affected by euro

Application	Functional changes	Local conversion
Accounting Management Accounts Payable	Yes	No
Accounting Management Accounts Receivable	Yes	No
Accounting Management General Ledger	No	No
Capacity Requirements Planning	No	No
Contract Accounting	No	Yes
Cross Application Support	Yes	No
Customer Order Management	Yes	Yes
EDI support (pre-EC)	Yes	No
Electronic Commerce	No	Yes
Enterprise Product Data Management	No	Yes
Estimate and Quote Management	No	Yes
Executive Information System	Yes	Yes
Financial Analysis	No	No
Finite Capacity Planning/Scheduling	No	No
Forecasting	No	Yes

Table 1-1. (Continued) XA applications affected by euro

Application	Functional changes	Local conversion
International Financial Management	Yes	Yes
InterSite Logistics	No	Yes
Inventory Management	No	Yes
Knowledge-Based Configurator	Yes	Yes
Maintenance Management System	No	No
Manufacturing Performance Analysis	No	Yes
Infor Browser	No	No
Marketing Monitoring and Analysis	Yes	No
Master Production Schedule Planning	No	Yes
Material Requirements Planning	No	No
Materials Management	No	No
Multiple Environment InterSite Logistics	No	Yes
Order-Based Production Management	No	No
Payroll	No	No
PowerVision	No	No
Procurement Management	Yes	No
Production Control and Costing	No	Yes
Product Data Management	No	Yes
PDMPlus	No	No
Production Monitoring and Control	No	Yes
Purchasing	Yes	Yes
Repetitive Manufacturing	Yes	No
Sales Analysis	No	Yes

Application functional enhancements

These functional enhancements are used by many XA applications:

- Alternate currency printing
- Toggle between currencies
- Support for financials, depending on which of the following is installed:
 - XA Accounting Management financials
 - XA IFM
 - Third-party financials
- Currency conversion routines
- Currency exchange rate overrides
- Trading partner reports.

Alternate currency printing

Documents you send to your trading partners can be printed with the details in euro-participating currency or in euro. Where applicable, you can print the totals in both euro-participating currencies and euros. These include:

- Customer quotes
- Invoices

- Purchase orders
- Debit memos
- Shipping schedules
- Order acknowledgements
- Customer statements
- Delinquency notices
- Collection letters
- Audit confirmation letters.

Toggle among currencies

With the introduction of the euro, your customers and vendors may convert to the euro at any point of time during the transition period. They may have orders, quotes, invoices, and so forth, denominated in both euro-participating currencies and the euro. The toggling enhancement modifies the current toggling function available in Infor. This function allows a users to view a euro-participating order, quote, invoice, and so forth, in euro and is intended to help you handle inquiries about the status of a trading partner's account.

IFM installations

You can toggle between euro-participating amounts and the euro. Depending on the inquiry you use, if the ledger, entity, or transaction is denominated in a currency that is euro participating, the toggle to euro is available. The following inquiries are included:

- Online Business inquiry
- Personal Ledger inquiry
- Cashbook inquiry.

Non-IFM installations

You can see the amounts of a transaction in up to three currencies: local, trading, and alternate. The alternate currency is available as an alternative to the trading currency when the trading currency is either euro or euro-participating. Toggling capabilities allow you to see amounts in all three currencies when they are different. This provides the ability to work with transactions in currencies other than the currency in which they were entered. This is especially useful during the euro transition period when transactions are sometimes viewed in the national currency and sometimes need to be looked at in the euro currency.

As an example, a payment is made in euros but the quote, contract, order, or invoice is denominated in a euro-participating currency. You can view the original transaction in euro even though it was entered in the national currency. You define the transaction's alternate currency as the euro in order to toggle.

Another example is one in which a euro-denominated order or invoice will be paid in a euro-participating currency. In this case, you define the alternate currency as the national currency and toggle from euro to the national currency.

The following XA applications use this feature:

- COM
- Purchasing/Procurement Management
- AP
- AR.

Euro support with Accounting Management financials installed

A customer or vendor can only have one primary currency. You cannot change the currency ID for these customers and vendors. If a customer or vendor uses a euro-participating currency, you must create a new customer or vendor for the trading partner when the trading partner converts to euro. You can copy an existing customer or vendor record and change the currency to euro.

- **COM Customer Copy:** This function copies all default customer information such as ship-to and tax registration to the new customer number. It defines a reference between the newly created customer number and the old customer number. Use credit checking to account for the new customer number you created.
- **Purchasing Vendor Copy:** This function copies all default vendor information and, optionally, all vendor/items records. It also optionally updates the Item Master and Item Balance files with the new vendor number.

Warning: Accounting Management Accounts Payable and Accounting Management Accounts Receivable do not support the conversion of local currency amounts to euro.

Euro support with IFM installed

Multiple currency vendors

If you use IFM financial applications, you may change the currency ID in the vendor master file when the trading partner converts to euro. This currency ID will be the default when you enter quotes or orders. You may override the currency to any valid currency ID. Vendor totals in the vendor master file are converted from the old trading currency to the new trading currency as defined in the file. Throughout XA, the currency is no longer dictated by the currency ID of the customer or vendor; it is defined by either the transaction or the order record.

Multiple currency customers

When IFM and COM are both installed, the IFM financial division is the same as a COM company. The customer number created in COM is a combination of an IFM entity and a two-digit suffix derived from the personal ledger defined for the customer.

You can define a personal ledger on the customer master file. This is the default on order entry. You can override the personal ledger on the customer master on order entry to any valid personal ledger. A personal account data record must exist for the personal ledger override.

Personal accounts

Once you create personal ledgers for IFM accounts receivable and accounts payable for the euro in each financial division, you can “mass create” personal account records for each entity identified. The defaults from the personal ledger are used to create the personal accounts.

Credit check

You can credit check IFM entities within a financial division. In COM, any customers within a COM company for the associated entity can be credit checked in the entity currency.

IFM accounts receivable cash receipt

You may receive a cash payment that is different than the invoice amount because of rounding differences. Because these differences can have a major impact on IFM cash receipt processing, IFM supports both positive or negative adjustments to invoices to allow for efficient processing of cash receipts.

IFM alternate currency automated payments

IFM can automatically generate payments using Payment List and Notes Collection Lists in a currency different from the invoice's transaction or cash book currency. You can:

- Enter an exchange rate override if either the payment currency or the financial division currency are non-euro participating.
- Use a payment currency different than the cash book or invoice currency. Payment lists are generated based on the selection criteria and the personal ledgers you select.
- Check to ensure valid exchange rates exist for a split payment list. In they exist, the payment currency is the same as the original payment list.

Payment list reports and lists identify the payment currency. Any gain or loss is based on the payment currency. The generic payment file records show the payment currency amounts.

Euro support with third-party financials installed

If you use third-party financial applications, you may change the currency ID in the customer or vendor master file when the trading partner converts to euro. This currency ID will be the default when you enter quotes or orders. You may override the currency to any valid currency ID. Vendor totals in the vendor master file are converted from the old trading currency to the new trading currency as defined in the file. Throughout XA, the currency is no longer dictated by the currency ID of the customer or vendor; it is defined by either the transaction or the order record.

Currency conversion routine

The Infor currency conversion routine supports the euro. After you establish any currency as euro participating, no direct exchange rate is recognized between a euro-participating currency and any currency other than euro. All currency conversions between euro-participating currencies and all other non-euro currencies are done via the euro in a process known as triangulation.

Currency exchange rate override

Exchange rates between the euro and euro-participating currencies will be established. These exchange rates will be fixed and will not change throughout the transition period. When you set an exchange rate between the currency of the euro-participating countries and the euro, you cannot change this rate, nor can you create a new effective exchange rate. All Infor orders or transactions ensure the exchange rate cannot be overridden between the euro and the euro-participating currency, and between two euro-participating currencies during:

- COM order entry

- Purchasing order entry
- IFM transaction processing.

Trading partner reports

During the transition period, various reports can be printed in euro or the trading partner's currency. After the transition period, when all transactions are in euro, all reports and documents will only be available in euro. These reports are intended for analyzing trading partner performance and account status, and are not intended to be sent to your trading partners.

Chapter 2. Managing Accounts Payable

This chapter contains information about managing Accounts Payable:

Prepare for your Accounts Payable operations	2-1
How Payables processing works	2-5
Understanding the Accounts Payable processing controls	2-9
Activate electronic data interchange (EDI)	2-13
Using Electronic Commerce (EC) for EDI transactions	2-14
Activate fax interface	2-15
Special calculations and features	2-15
Production Control and Costing and Inventory Management interface	2-23
Purchasing interface	2-25
Nonemployee compensation	2-25
Multi-currency support	2-26

Prepare for your Accounts Payable operations

Before beginning your Accounts Payable operations, some preparation is necessary. For example, you need to:

- Determine the tasks involved in managing this application.
- Select which entry method or combination of methods you will use.
- Examine the source material you receive and determine how you will group this information into batches.
- Establish the accounting controls to be used and determine who will be responsible for applying them.
- Understand the Accounts Payable processing controls.
- Understand special calculations and application features.
- Determine what forms you will use in processing Accounts Payable transactions.
- Set the sequence for performing your operations.
- Schedule the work.

Note: If you selected multi-currency support during application tailoring, refer to “Multi-currency support” on page 2-26.

These preparation tasks are discussed in more detail in the following paragraphs.

Determine the tasks

Examine your accounts payable activities, divide the work into several major tasks, and decide who is to do them. This method can help you organize the entire scope of accounts payable activities so that you can focus on one task at a time. For example, you can:

- Receive accounts payable transactions for input and processing through the application.
- Prepare and batch transactions for processing.
- Enter transactions.

- Correct input errors.
- Print an Invoice Transaction Proof / Register and, when error free, post payables transactions to the Accounts Payable files.
- Select invoices for payment.
- Print a Cash Disbursements Journal, Cash Disbursements Register, Transaction Gains/Losses report, and checks.
- Reconcile checks and deposits.
- Record transaction gains/losses when foreign currency invoice amounts are paid and gains/losses occur.
- Close the files at month-end.
- Close the files at fiscal year-end.

Most of these tasks cause updating of the Accounts Payable master files. If the General Ledger, Production Control and Costing, or Inventory Management applications are installed and interfacing, some master files are shared with those applications.

Select an entry method

The system accepts payables data entry transaction information entered directly from a work station, from diskette or disk files, and from transactions received electronically using Electronic Data Interchange (EDI). You must decide which method, or combination of methods, is best for your operation if your company has access to EDI processing and/or offline media support.

For example, you may have expenses, such as rent or utilities, that occur on a periodic basis. It would be more efficient to put transactions for these expenses on a diskette or disk file. Then, instead of re-keying the transactions each processing period, the diskette or disk file could be used for entry.

Conversely, online entry is more efficient for low volume activity such as daily invoicing during a given processing period. Therefore, entering invoices daily using the online entry and edit method would probably require less time than entry from a disk or diskette file.

You need to determine your payables volume, together with other requirements, and weigh them against the resources (people and time) you have to do these tasks. Certain situations may also warrant use of both entry methods. Be sure to consider all future data entry needs when you make these decisions. Keep track of the number of payables transactions received and entered each day or each week and the number of checks written each month. These statistics can be beneficial for plotting trends and showing your operation efficiency.

After a few months, you can predict peak loads better and decide if more help or changes to the operating procedures are needed.

Determine source material and batches

Efficient entry requires that all the information you need is in the source material or is readily available. You should review each of the displays in Chapters 3 and 4 to determine the kinds of information you need. You should also review vendor invoices

and credit memos as they arrive to determine if all the information is available and conveniently located for efficient entry at the work station. After your review, you may decide to transfer the source information to forms in order to standardize the source data entry format. As an alternative, you may want to use a rubber stamp and write the additional information such as vendor numbers, voucher numbers, and general ledger account numbers directly on the original source document.

After you have decided how the source material will be handled, you must decide how to batch the material for entry. You group the batches using the following criteria:

- By entry date. Group your transactions by entry date or period (the date you want used when the batch is posted in the Accounts Payable files). You must use a different batch for each date or period selected. One purchase journal entry date is then used for all transactions in the batch.

Note: This is the date or period that will be used for general ledger distribution, if specified during application tailoring.

- By company. If you have transactions to enter for more than one company, create a batch for each company. You can have a variety of transactions for each company. For example, invoices and credit memos can make up a batch for the same company.

If you select the immediate cash disbursements feature during application tailoring, there are additional considerations. Since invoices entered as paid will automatically be processed by the cash disbursements procedures when the entry batch is posted to the Accounts Payables files, you must make sure that all paid invoices in a batch meet the criteria listed below. When the batch is chosen for posting, respond to the prompt by entering this information:

- Check date. All paid invoices in a batch will be added to the Bank Reconciliation file with the same check date.
- General ledger entry date or period. All paid invoices in a batch must be for the same cash disbursements processing period.

Before a batch is entered, you should prepare totals for all transactions in each batch. Manually prepared batch totals are called control totals. The following manual totals should be posted to the Batch Control form (AP-40) or a similar form of your choice:

- Total number of invoices and credit memos
- Total gross amount
- Control amount.

Note: If multi-currency support is active and there are mixed currencies, use trading currency totals.

Determine what special forms to use

Most printing operations require standard computer paper. After you have loaded and aligned the paper, printing occurs without intervention. Some reports require special forms; each special form has a unique identification number. When the printer requires a special form, it stops and a message appears, identifying the number of that form. Once the form is loaded, additional messages may appear that help with forms alignment.

When checks are printed, the printer prints a line of information on the first check, the printer stops and a message appears. Inspect and adjust the alignment until you are

satisfied that the form is properly aligned. Any check used for alignment purposes is always voided.

At the end of any printing operation requiring special forms, the printer stops again. A message appears asking you to load another form or standard computer paper.

Set the sequence

You must first create the master files using the initial file load functions. Reports can then be run and inquiries made against the files to reflect payables status. These inquiries and reports can occur at any time. File maintenance is done when any specific data must be updated or added.

If Accounts Payable is the first application you are installing, it is a good idea to schedule the various procedures and set deadlines for receiving filled out control forms, and for delivering completed reports. Then, as you add new applications, you will be able to plan your work day in an orderly manner.

Schedule the work

You need to schedule the various accounts payable activities to meet the needs of your company. You must make sure your system time is scheduled so that it can be used efficiently.

Using a monthly calendar, assign each activity from the following list to a specific day or days even if you use 13 four-week periods for the applications. If any other applications are installed, be sure to consider their activities and schedules.

Table 2-1. Monthly activities

Activity	Schedule
Master file maintenance	As needed
Payables processing	Daily or weekly, as needed. You can process payables for different batches at the same time on different work stations.
Cash disbursements	As needed
Bank reconciliation	Period or monthly
Demand reports and inquiry	As needed
Period-end processing	Period or monthly as needed
Revaluation	As needed for open periods or months
Back up (save) files	See the <i>CAS User's Guide</i>

When you have established your schedule, notify other users of the system so they can plan their workloads to meet the specified deadlines. In this way, you can work without interruption.

Daily operations

At the start of each work day, certain things should be done before entering the first batch of payables transactions. For example, you should:

- Determine the status of the previous day's work. Use option 1 from secondary menu AMAM10. Display AMVBA1 appears. Use this display to determine what batches are still open. Check yesterday's reports for any outstanding work that

must be done before entering new transactions. It may be necessary to use some inquiry displays or print a file listing to see if file maintenance is required.

- Plan the day's work and check the following items:
 - Are there batches not entered from yesterday?
 - If you are using EDI, are there EDI invoices to process?
 - Are there transactions not yet batched?
 - Do all batches have control totals?
 - How much file maintenance needs to be done so that transactions can be entered without unnecessary errors?
 - Are there new vendors or assignees that your company will be doing business with on a regular basis?
 - Has vendor name and address information changed for any vendor?
 - Does the General Ledger Master file contain a record for each account number you will be entering?
 - Are there open invoices in the Open Payables file with incorrect information?
 - Is there any special processing required today such as check writing?
 - Is it scheduled?
 - Is there any preparation for revaluation processing or other work in the schedule?
 - What reports are to be run today?
 - Is there any preparation for month-end processing or other work in the schedule?
- Check the other departments or applications. Conditions in other parts of the company or in the system could affect your Accounts Payable application activity.

How Payables processing works

This topic is divided into the following discussions:

- Entering invoices
- Processing invoices
- Posting invoices
- Receiving transmitted invoices

Entering invoices

An invoice represents money owed by your company to a vendor for services or goods received. To enter an invoice, begin with the header information (such as vendor number, invoice number, invoice date, due date) and information for each line item distribution that appears on the invoice. When you enter an invoice for the first time, you may enter special charge, freight, and tax control amounts. You will automatically generate skeleton invoice detail records for the amounts entered if this is an invoice that does not refer to a purchase order.

The style of invoice determines the availability of certain fields and function keys that appear on the displays during data entry and how the control totals feature works. If Purchasing is installed, you can enter two types of invoices:

- AP style invoice. An invoice that does not refer to a purchase order number is considered an AP style invoice. All line items (detail items, special charges, tax, and freight) on this type of invoice are on the same level.
 - Purchasing style invoice. If Purchasing is installed and you enter an invoice referencing a purchase order number, the invoice is considered a Purchasing style invoice. Line items for this type of invoice can be on one or two levels:
 - If the invoice has only one purchase order, all invoice information is on the invoice level and the line items are considered to be attached to the purchase order. When the invoice is posted, all line items will be posted referencing the purchase order number.
 - If the invoice has two or more purchase orders, invoice information can be at the purchase order level and the invoice level. All detail line items (items you purchase) must be associated with a purchase order number. Special charge, tax, and freight line items may or may not be tied explicitly to a purchase order. Whether or not these line items are associated with a purchase order is largely a matter of how you choose to invoice.
- Note:** There is no default account number for special charges. If you are interfacing with General Ledger, you must manually enter a GL account number into any special charge record that is automatically generated from a control total or a purchase order.

If an invoice needs to be handled as a credit from the vendor, enter the invoice with a positive amount and a credit memo code of "C." This credit memo will reduce the amount of money owed to a specific vendor. Negative total gross amounts are not allowed for invoices or credit memos. You may enter negative or positive line items for either invoices or credit memos.

You may have an occasion to enter invoices that you want to post but not pay now because of disputed terms, or for other reasons. For these invoices you may want to indicate the invoice should not be selected for payment. You can do this by assigning a halt code from 0-9. You can enter the halt using display AMV161 during payables processing. To release the halt status of an invoice, blank out the entry you previously assigned using payment selection. For more information on halt codes, refer to the field descriptions for displays AMV161, AMA214, or AMA423 later in this book. As vendor invoices and credit memos are received, verify them manually for accuracy of costs, discounts, taxes and acceptability of the goods or services. Accumulate them into convenient batches containing transactions which can all be posted to the files with the same purchase journal entry date or period, usually weekly or biweekly, and prepare them for entry.

In addition, if you have payables transactions for more than one company, you must accumulate the batches by company. Information contained on the invoices and credit memos can be recorded directly on the invoices or credit memos.

All types of payables transactions (regular invoices and credit memos, and change and delete transactions) may be entered in one batch. The following restrictions apply when grouping transactions into a batch:

- All transactions must be for the same company
- All transactions must be for the same general ledger entry month or period
- All prepaid invoices must be for the same general ledger entry month or period and check date if you are using the immediate cash disbursements feature.

A batch default date should be assigned and batch control totals should be established for later verification of data entered into the application. Control totals are explained in Chapter 16 “Accounting controls and audits”, and can be entered on forms AP-40 and AP-41. You can assign the batch default date using the Payables Data Entry (Options) display (AMV151).

Prepaid invoices

Occasionally when an invoice is received it has already been paid. You enter a prepaid invoice in the same way as you enter an unpaid invoice. However, when entering a prepaid invoice you must specify the check number used to pay the invoice, the bank account number, and the payment method. If you enter a check number and leave the bank account and payment method blank, the system assumes bank account 001 and payment method 1. If you selected general ledger distribution during application tailoring, also specify the cash-in-bank account number against which it was written and the discounts-earned account number against which any discount taken would be credited. If you do not enter an AP or discount account number, the system will use the default account number for the account that you established during application tailoring. If you do not enter a cash account number, the application defaults the cash account for the bank account and payment method from the Bank Account Master file.

The system edits a prepaid check number during entry to determine whether a check with the same number was written to a different vendor or if it has been voided or reconciled. The Accounts Payable application cannot process payables transactions when one of these conditions exist.

Prepaid credit memo

Sometimes a prepaid invoice will include at least one credit memo. When this occurs, the transaction is called a prepaid credit memo. A prepaid credit memo is handled in a similar manner to a prepaid invoice. However, the entries for general ledger distribution are treated as a credit memo. You must ensure that a prepaid credit memo is not processed for a check number without an offsetting debit amount, which results in an attempt to write a negative check.

In instances where a received invoice has only been partially paid, you must enter the invoice as two invoices—the unpaid portion as a regular invoice and the paid portion as a prepaid invoice.

If multi-currency support is active, you must enter the currency type that is invoiced. You may either enter a currency ID that tells the system how to convert the currency amounts to the local currency, reference a prepayment that fixes the exchange rate, or enter an explicit exchange rate. In each case, the entry option validates the data entered, but does not do the actual conversion.

Note: If you selected immediate cash disbursements during application tailoring, you must supply the cash disbursements date or period and the payment date when you select the batch for invoice processing. This information is used for the subsequent automatic cash disbursements processing of all prepaid transactions in the batch.

A vendor credit memo can be issued for a specific line item on a specific invoice or, when the total amount of a vendor statement is a credit, for an entire invoice. In the latter case, you can save time by preparing the source documents and entering the transaction as a credit memo.

Credit memos

Credit memos are entered like a standard invoice with a special code in the invoice header. The line item distribution amounts are then entered as positive amounts if they are credits, and as negative amounts if they are debits. The credit memo can be selected for "payment" along with invoices and will be credited against invoices. This does not apply to miscellaneous vendors.

Note: If you enter the entire transaction as a prepaid credit memo, there must be at least one prepaid invoice in the batch with the same check number. The prepaid invoice total gross must be greater than or equal to the total gross of the prepaid credit memo. Otherwise, the result is a negative check. Accounts Payable cannot process negative checks.

If you selected multi-currency support during application tailoring and a negative check is the result of a rounding difference, the check will be processed and voided with the rounding difference being posted to the gain/loss account in the Temporary General Ledger file.

Change/delete transactions

Change and delete transactions allow you to make extensive updates to open payables that you are unable to perform using the Open Payables File Maintenance menu option.

A change transaction is a previously posted invoice or credit memo brought into the data entry batch in order to make modifications to it. The transaction consists of a "protected" and "unprotected" copy of the invoice or credit memo from open payables (OPNPAY). You can make any necessary changes to the unprotected copy of the change transaction during data entry.

A delete transaction is a previously posted invoice or credit memo brought into the data entry batch in order to remove it entirely from your open payables. It consists of a single protected copy of the invoice or credit memo from open payables (OPNPAY). The delete transaction cannot be modified in data entry. Only its summary and header information can be reviewed in the batch.

Data entry change and delete transactions differ from file maintenance change and delete actions in three important ways:

- The data entry change and delete transactions must first be brought into a data entry batch using the Invoice & Credit Change/Delete display (AMV166).
- Unlike file maintenance change and delete actions which update files immediately, data entry change and delete transactions are not reflected in the master files until the batch containing them is posted.
- The data entry change and delete transactions create temporary general ledger (TEMGEN) reversal entries for the protected copy of the invoice or credit memo. It also creates TEMGEN entries for the unprotected copy of the change transaction you modify. These entries are created when the batch is posted. File maintenance change and delete actions do not affect TEMGEN.

Processing invoices

Processing invoices and credit memos allows you to select a batch and print the Invoice Transaction Proof / Register (AMV12) as preparation for posting. Posting does not occur when you select this option.

In order to process the batch you select, the batch must be closed and free of errors. Use report AMV12 to detect errors in the batch you want to process. You can print the report for any suspended or closed batch.

When you choose option 3, Process Invoices and Credit Memos, the invoices in the selected batch are processed to the point where the application generates reports to document its edit and audit activity.

Posting invoices

Choose option 4, Post Invoices and Credit Memos, on the Payables Processing menu (AMAM10) to print the Purchase Invoice Journal and to post entries for existing batches of invoices and credit memos to the Open Payables and other files. Purchase order postings are done in both trading and local currencies. Only closed batches can be posted.

Receiving transmitted invoices

Electronic Data Interchange (EDI) is a method to electronically transmit standard business forms (such as invoices) between two trading partners. You can use either EDI/400 or the newer Electronic Commerce (EC) application. However, the EC application and the EDI/400 functions are mutually exclusive and cannot co-reside in the same installation.

- EDI/400

EDI/400 is designed to support a single XA environment. Therefore, all received transactions are placed into user files from which they must be selected. A list of all invoices in the user files is shown on the display. You can review the selections you have made. If you have selected an invoice in error you can reverse the selection and "put the invoice back" into the user files.

For more information on EDI, see the *CAS User's Guide*.

- EC application

If Electronic Commerce (EC) is installed and interfacing, you can process EDI data in both EDIFACT and ANSI standard formats. EC provides an interface between XA and any EDI translator. In addition to handling the sending and receiving of EDI transactions, EC also provides an extensive file maintenance function as a point of entry for all of EC's setup tasks and for tasks related to transaction sets and error corrections. Accounts Payable can receive invoices and send remittance advices.

For more information, see the *Electronic Commerce User's Guide*.

Understanding the Accounts Payable processing controls

The most important requirement of the Accounts Payable application is that payables transactions be correctly and completely entered. Although it is ultimately your

responsibility to review and verify your payables data using the listings and data entry review features, the Accounts Payable application has several internal controls that help you maintain the integrity of the application.

Establish accounting controls

Accounting controls are critical to your business not only for accurate reporting of income and taxes, but also for maintaining efficiency and guarding against erroneous information.

Listed below are some examples of accounting control activities you will need to do:

- Add up the control totals manually for each batch.
- Validate information before entry.
- Compare the control totals taken for each payables transaction batch to the totals determined by the Accounts Payable application. This procedure eliminates errors early in the accounting cycle. The following totals will either appear on a display or print on a report in trading currency during the payables processing cycle:

- Number of invoices
- Gross amount
- Discount amount
- Net amount
- Open payables
- Prepaid invoices
- Manual payments
- Miscellaneous charges
- Outside operations
- Cost adjustments
- Nonemployee compensation
- Other costs
- Control

- Determine who is to provide the batch totals and use these totals to fill out your control forms.
- Correct any errors that occurred during entry and that could not be corrected immediately. Printed listings may show errors that must be corrected.

Use the data entry review displays and the inquiry displays for vendor open invoices, aged open payables, invoice payment history and bank account balance to check the information you are entering or have already entered in the file. For example, while inquiry displays are the primary source of checking the status of the Open Payables file, the data entry review displays permit you to review the information you entered and correct errors before the transactions are applied.

Payables processing controls

Payables processing consists of:

- Entering and editing payables transactions
- Processing payables transactions
- Posting the payables transactions to the Accounts Payable files
- Processing EDI invoices, if appropriate.

Controls for payables processing are described in the following paragraphs.

Invoice and credit memo entry controls

When you enter invoices and credit memos from the work station, edits are performed and immediate correction is allowed. When you enter transactions from a diskette, the Invoice Entry Edit (Offline) and Invoice Entry Load (Offline) listings are printed showing all input records, any records which could not be accepted, and any errors that were detected.

When performing payables processing, the Accounts Payable application checks the validity of the vendor number, general ledger account number, bank account number, data relationships and codes. When you enter data from the keyboard, messages appear on the display showing you general ledger account numbers that are missing or not valid, and a request for acceptance of the entry. You can accept the errors or may interrupt processing to perform General Ledger Master file maintenance and to add an account number to the file. After adding the account number, you can continue with keyboard entry. If an account number is missing or not valid in a diskette or disk batch, you can accept it with error. In offline and Electronic Data Interchange, invalid account numbers are edited during proof. A suspended or closed batch containing account number errors cannot be processed beyond printing of an Invoice Transaction Proof / Register. After the account numbers are added to the General Ledger Master file, you can print the Invoice Transaction Proof / Register again. Account numbers previously accepted with error will no longer cause errors.

The application also checks the System Control file to find the processing options selected during application tailoring. The application performs a balance edit on each invoice to ensure that the gross invoice amount equals the sum of the line items. The gross invoice amount is a required entry and balancing is not optional. Line item entries are not accepted by the application until a valid invoice header appears on the display. No invoice is complete without at least one invoice line item. Miscellaneous vendors, those assigned vendor number 000000, will be checked for a name entry. Dates are checked for validity (month must be 01 through 12 and day must be 01 through 31). If you are adding new invoices to a suspended or closed batch you can override or change the batch default date during entry. Refer to the description of the Status display (AMV16S) in "Accounting controls and audits" on page 16-1.

If you are entering at a work station, you can see batch status totals at any time.

Corresponding totals should balance with totals taken manually. When totals calculated by the application agree with the manual totals taken for the batch, and all errors have been corrected, post the totals to a form of your choice similar to the Open Payables Control form (AP-42). Chapter 15, "Forms," contains a sample of this form you can use.

Invoice Transaction Proof / Register controls

An Invoice Transaction Proof / Register can be printed at any time for a suspended or closed data entry batch (one that is currently not in use by another job). You will ordinarily print it after the batch status totals balance with the manual totals taken for the batch. Invoice Transaction Proof / Register processing will re-edit each entry and make sure that there are no duplicate entries. It will also re-edit general ledger account numbers that were originally accepted with error, and check that line item gross amount totals balance with the entered invoice total.

The Proof / Register shows any out-of-balance conditions between entered invoice gross amount and total line item amounts.

Once errors have been corrected, you can run the Purchase Invoice Journal to update the master files. Before you print the Purchase Invoice Journal, be sure:

- There are no errors to correct.
- All transactions for the batch have been entered.
- The batch has been closed.

Whenever the Accounts Payable application detects errors while printing the Invoice Transaction Proof / Register or the Purchase Invoice Journal for a batch, the application automatically suspends the batch. If no closed batches that have successfully gone through the process invoices and credit memos function, an error message stating that no batches are available for processing will be issued.

Purchase Journal update controls

The final control in payables processing takes place when a batch is selected for Purchase Invoice Journal processing and posting. If the batch has not been closed and if an Invoice Transaction Proof / Register has not printed for the batch, it cannot be selected. Nor can it be selected if the Proof / Register was printed, serious errors were detected, and error messages were printed on the report.

Once a batch is selected, multiple edits are made to determine whether the payables transaction can be used to update the files without causing errors. If the updates cannot be made, the error condition is noted on the printed reports. Your data will be saved until the problem has been corrected and the batch can be selected again for processing.

The most important requirement for the successful operation of your Accounts Payable application is to ensure that the data used to update the master files is as accurate and as complete as possible. The preceding discussion of payables processing controls explains several ways of ensuring that this requirement has been met. For further information on controls, see the discussions for each of the Accounts Payable features, by chapter, as well as the discussion in "How to use these controls" on page 16-1.

Immediate cash disbursements controls

If you selected the immediate cash disbursements feature during application tailoring, the cash disbursements procedures will be automatically initiated. This occurs immediately after prepaid invoices are entered and posted to the Accounts Payable files. During the automatic initiation of cash disbursements, the Open Payables Payment file is read to determine if there are invoices which have a check number assigned to them. Prepaid invoices remain in the Open Payables file until a bank reconciliation purge is run.

The following processing steps occur for paid invoices:

- The invoices are listed on the Cash Disbursements Journal.
- If you selected the general ledger distribution feature during application tailoring, Cash Disbursements Journal reference numbers are generated for all items affecting the general ledger: line item expenses (if you are using a cash accounting method), invoice totals (if you are using an accrual accounting method), check amount, and discounts taken where applicable.
- Resulting Cash Disbursements General Ledger transactions are added to the Temporary General Ledger file.

- If the cash disbursements procedure was initiated by purchase journal processing, and if you selected the general ledger distribution feature during application tailoring, these transactions will have the same disbursements entry date or period you entered.
- An outstanding check reflecting the payment (invoice gross amount minus invoice discount amount) will be added to the Bank Reconciliation (CHECKB) file if the check number does not exist in the file. This check will have the same date as the cash disbursements entry date.
- If the check already exists in the CHECKB file, and is written to the same vendor, the prepaid check amount will be added to the check amount already in the file. If the check already exists in the Manual Payments (MANPAY) file, the invoice amount will be applied to the manual payment.

Cash versus accrual accounting

During application tailoring you can choose the accounting method you prefer, either cash or accrual accounting. The basic difference between them is the timing of the recording of the expenses related to your vendor invoices. The Accounts Payable application records your expenses differently for each method:

- Cash Accounting
 - Records expense when the invoice is paid during manual payments, print checks, or if prepaying.
 - Handles extended tax records when the invoice is paid.
 - Handles Landed Cost accruals during invoice entry.
 - Reverses expense during payment reversals.
- Accrual Accounting
 - Records expense when the invoice is posted during payables processing.
 - Records extended tax records when the invoice is entered or posted.
 - Handles Landed Cost accruals during invoice entry.
 - Reverses expense by using the change/delete function in invoice entry.

When invoices are entered and posted, the Open Payables file is updated with the invoice amounts, however no entries are posted to the Temporary General (TEMGEN) Ledger file using cash accounting. The Purchase Invoice Journal (AMV13) shows the General Ledger account numbers which you entered for audit trail purposes. However, there are only purchase journal references on this report when amounts have been posted to TEMGEN using accrual accounting.

Activate electronic data interchange (EDI)

With EDI, you can exchange business documents over a network. The transmission is between trading partners who agree to follow the approved industry standards in translating and exchanging information. EDI is the electronic alternative to printing your business documents and mailing them to a business partner.

The EDI product available in prior XA releases is still supported by this release of XA. It remains functionally unchanged. However, the Electronic Commerce (EC) application and the old EDI functions are mutually exclusive and cannot co-reside in the same installation.

If Electronic Commerce (EC) is installed and interfacing, you can process EDI data in both EDIFACT and ANSI standard formats. EC provides an interface between XA and any EDI translator. In addition to handling the sending and receiving of EDI transactions, EC also provides an extensive file maintenance function as a point of entry for all of EC's setup tasks and for tasks related to transaction sets and error corrections. Accounts Payable can receive invoices and send remittance advices.

Using Electronic Commerce (EC) for EDI transactions

EC facilitates the movement of electronic data interchange (EDI) transactions easily in and out of XA and also provides an interface between XA and any EDI translator. The previous version of EDI transactions is still supported. However, the EC application supports more completely the previous transactions and fully supports the new transactions. Media flags are available at the vendor level so you can specify, by transaction, the communication media to use. Individual transactions have control files in EC where you can define defaults for each trading partner and transaction set.

Note: Throughout this book, the term EDI*** transaction means the ANSI X12 or EDIFACT transaction.

Table 2-2. Supported EDI transactions

ANSI	EDIFACT	Send	Receive	Description
210/ 859	INVOIC		X	Freight Invoice *
810	INVOIC		X	Invoice *
812			X	Credit Adjustment *
820		X		Remittance Advice *
830	DELFOR	X		Planning Schedule
840	REQOTE	X		Request for Quote (RFQ)
843	QUOTES		X	Response to RFQ
850	ORDERS	X		Purchase Order
855	ORDRSP		X	PO Acknowledgment
860	ORDCHG	X		Purchase Order Change
862	DELJIT	X		Shipping Schedule
865	ORDRSP		X	PO Change acknowledgment

* Interface with IFM is not available in Release 4, 5, or 6. XA makes no commitment that the interface to IFM will become generally available.

Transaction sets can be received from a trading partner using any third party translator program that can deliver to the System i a flat file in a format defined by EC. From the flat file, EC processes the transactions into interface files where unique requirements of transaction sets and individual trading partners are implemented. Interface of the data into the XA data is through offline load. When you send transactions, EC formats the data into EDI segments to meet the transaction and trading partner requirements. A call to a program supplied by the translator or a user program then moves the data into the translator's EDI mailbox.

You will need to use the EC application to complete the setup tasks before you can begin using this feature in Accounts Payable. The setup tasks include:

- Defining the translator software you will use
- Defining trading partner relationships

- Defining the transaction sets to be used for each trading partner
- Setting up options in transaction set control files
- Setting up cross references to business entities (customers, vendors, bank accounts)
- Setting up location cross references to addresses and contacts
- Designing a format for printing a transaction set (optional).

You will need to set the media flags for each vendor, using Vendor Master file maintenance. AP supports a separate flag for printing and for EDI, so you can choose one or both communication media types for each type of transaction for a vendor.

You also must use the EC application to maintain, delete, display, and print a transaction set, work with user exits to alter the data in a transaction set, and to access the error log that is updated during the send or receive process. See the *EC User's Guide* for more information.

Activate fax interface

With the fax interface installed, you can send remittance advices to vendors by fax. You set the media flag and enter the fax numbers in Vendor Master Maintenance, option 2 on menu AMAM70. Then users type FAX on an XA command line or select Telex/Fax/400 on the Additional Application menu to access this function. See the *CAS User's Guide* for more information.

Special calculations and features

Special calculations and features include the following subjects:

- Batch correction features for payables data entry
- Recurring expenses
- Accounts Receivable interface
- Bank Reconciliation Master file protection
- Vendor Master file protection
- Voucher number and payment selection number
- Assignees
- Prepaid invoices
- Halt code
- Change and delete transactions
- Discount calculation
- Miscellaneous vendor
- Special use account numbers
- Procedure conflicts.

Batch correction features for payables data entry

The payables processing procedures provide several special features to aid you in correcting and adding information to a data entry batch. You can page through the batch, identify incorrect entries, and correct them. You can also insert line items that were omitted when an invoice was originally entered.

Batch correction features are implemented by the function key **F1=Batch summary** to show all invoice headers in the batch. After you select a header, you can scroll through details attached to an invoice, add more detail, and/or add new purchase orders if Purchasing is installed.

Recurring expenses

Most businesses have certain expenses, such as rent and utilities, that are paid on a periodic basis. Generally, these expenses are entered as invoices, posted to the Accounts Payable files, selected for payment, and paid by checks written each period. If you have a large volume of recurring expenses, you can save a considerable amount of time by capturing the expenses once. Then, each period, the data can be entered from diskette or disk. To implement this savings, follow these steps for each company you have in the system:

- Determine which of your expenses can be entered with the same invoice date and due date. Also determine which of these expenses can be posted to the Purchase Invoice Journal, if applicable, with the same entry date or period. For instance, some expenses will be due on the first of the month, others in the middle of the month and some on other periodic bases.
- Form as many batches as you have company and date requirements.
- Prepare these batches for offline data entry, omitting an invoice date and due date.
- If you are using a diskette, you may want to label it to show when it should be entered into the system.

When you need to process a batch consisting of recurring expenses, use Main Menu, option 1, and secondary menu (AMAM10), option 2, for offline entry.

If you do not have a way to update the file easily, the batch default date will have to be changed from a work station after the transactions have been entered.

When the batch is entered, an edit listing is printed. If the entries require any deletions, changes or additions, make the necessary corrections. After correction, post the batch to the Open Payables file. The invoices selected for payment can be paid by checks written at your convenience.

Accounts Receivable interface

If the interface between Accounts Receivable (AR) and Accounts Payable is active, Accounts Receivable sends deposits to AP. When a cash receipt is entered in AR and the interface is active, the deposits passed to AP automatically update the bank balances maintained by AP in the Bank Account Master file.

Bank Reconciliation Master file protection

It is suggested that you protect the Bank Reconciliation files by assigning the appropriate security level to a minimum number of operators. Once protected, only an operator who has been cleared for that security level can add outstanding checks or deposits to the file and renumber checks.

Note: If security is active, you must be cleared for security level 3 or you will be prevented from running the add checks, add deposits, and renumber checks options.

Printing checks

You can use the default values for printing checks that you set up during application tailoring, or you can supply the following:

- Cash-in-bank account number (against which the checks are to be written)
- Discounts earned account number for all discounts taken
- Beginning check number (beginning check number is updated each time a Cash Disbursements Journal prints).

Note: Account numbers are required only if you are using general ledger distribution. The bank account currency and the payment currency of all payments in the batch must be within the same primary currency group. The GL cost account number is taken from the Bank account master file.

The files are updated in the following way:

- The Open Payables file is updated to reflect the payment. The update is done on two levels:
 - The partial payment amounts on the Open Payables Header record (OPNPAYM) are updated to record the effect of the payment on the amount owed. Two sets of amounts are updated:
 - The trading currency amounts are updated with the value of the payment in trading currency.
 - The local currency amounts are updated with the value of the payment using the exchange rate in effect when the invoice was posted in Payables Processing.
 - For example, at payables posting time, the exchange rate for an invoice was .20. In a subsequent revaluation, the exchange rate was .25. If a payment for 300 (trading currency) was posted, its local currency value would be 60 (300 x .20) and its revaluation value would be 75 (300 x .25).

Table 2-3. Example of revaluation

	Trading currency	Local currency	Revaluation
Invoice	1000	200	250
Payment	300	60	75

- The status of the Open Payables Payment file record that was created when the invoice was chosen for payment is changed to Paid and transaction gain/loss data is added to the record.
- The bank account balance is reduced by the amount of the payment.
- The Bank Reconciliation Payments file (CHECKB) is updated to record the payment in bank account currency, trading currency, local currency, and payment currency.
- The payment selection is deleted from the Bank Account Payment Selection file.
- Vendor Master file amounts are updated in both trading currency and local currency.
- Review the printed checks, remittance advices and Cash Disbursements Journal.

Vendor Master file protection

In order to maintain the integrity of statistical information in the Vendor Master file, it is suggested that you protect the file by assigning the appropriate security level to a minimum number of operators. Once protected, only an operator who has been cleared for that security level can:

- Change the last payment date
- Change the amount fields in a Vendor Master file record.

If you have the proper security clearance and want to delete a record with a non-zero year-to-date or previous year-to-date amount, do the following:

- Change the record to show a 0 (zero) amount
- Delete the record.

Updating the Vendor Master file is controlled by two levels of application security. The first level is the security required for normal file maintenance. This security level allows the you to change vendor descriptive data such as name, address and telephone number. The second level of security allows you to also change the monetary information stored in the Vendor Master file. Normally, there should be no reason to change amount fields because the application automatically updates them with purchases, discounts, reversals and credit memos.

Amount fields are reset as part of the year-end update procedure described in the section on option 4 of menu AMAM60 in Chapter 8. Since changing amount fields could cause the vendor reports to show inaccurate data, it is recommended that the use of the second security level be restricted to management.

Voucher number and payment selection number

Because it is impractical to use the vendors' invoice numbers as unique identifiers for invoices, the Accounts Payable application uses voucher numbers and payment selection numbers for this purpose. You can assign the voucher number or the application can assign the number. The method you use depends on the choice made during application tailoring.

While an invoice is in the payables work file, it can be identified by the voucher number assigned. Once the invoice is in the Open Payables file, it is identified by a payment selection number. If you use voucher numbers entered by an operator, the same number is used for the payment selection number. If the application generates voucher numbers, the voucher numbers are assigned automatically as you enter invoices. Payment selection numbers are assigned when invoices are added to the Open Payables file.

An advantage to letting the application generate voucher numbers is that it ensures that no duplicate payment selection numbers occur during posting to the Open Payables file. When you enter voucher numbers, the Accounts Payable application can edit for duplicates only within the batch that is being entered or within the Open Payables file. (When you assign voucher numbers, the voucher number becomes the payment selection number that uniquely identifies an invoice in the Open Payables file.) If the same voucher number is entered for the same vendor in more than one batch, the duplication cannot be detected until an attempt is made to add another invoice to the Open Payables file. When this occurs, a message is printed and the invoice, with a duplicate voucher number, will not be added to the file. As a result, the totals on your Purchase Invoice Journal will not correctly reflect the updates that were made to the Open Payables file. It is your responsibility to adjust your control totals and to enter the invoice again with a different voucher number.

Assignees

Occasionally, payment of an invoice is to be sent to someone other than the vendor sending the invoice. The Accounts Payable application allows you to indicate this using two different methods. You can enter the assignee number for the invoice either when originally entering the invoice through Accounts Payable, or after the invoice has been added to the Open Payables file. Perform Open Payables file maintenance

and update the invoice with the appropriate assignee number. You can also use Open Payables file maintenance to remove an assignee number entered in error. When an assignee is to receive payment for an invoice, the check is written to the assignee, but amounts are used to update the statistic fields of the originating vendor. To use this feature, you must assign a vendor number to the assignee and then add a record to the Vendor Master file for that assignee.

You can also type in the assignee number for a vendor in the Vendor Master file. This causes that assignee number to appear automatically when an invoice is entered for that vendor.

Updating during payment selection

During payment selection as payments are made or reversed, the files are updated in the following way:

The Open Payables file is updated to reflect the payment selection. The update is done on two levels. The partial payment amounts on the Open Payables Header record (OPNPAYM) are updated to record the effect of the payment on the amount owed. Two sets of amounts are updated:

- The trading currency amounts are updated with the value of the payment in trading currency.
- The local currency amounts are updated with the value of the payment using the exchange rate in effect when the invoice was posted in Payables Processing.

Prepaid invoices

Some invoices you want processed by the Accounts Payable application have already been paid. You indicate this in AP by entering the check number used to pay the invoice, the bank account number, and the payment method when you enter the invoice during Payables Processing.

The posting of prepaid invoices creates a record for the invoice that records the amount of payment in the Open Payables file. The amounts used assume the invoice was paid in full.

If the invoice has been partially paid, it must be entered as two invoices, that is, one invoice for the prepaid portion and one invoice for the unpaid portion. Each of these invoices must have a different voucher number but they may be entered with the same vendor invoice number using a different invoice sequence number. You can use the vendor invoice number as it appears on all open payables reports as your reference number for auditing purposes.

If you are processing with Immediate Cash Disbursements when an invoice is entered with a check number, bank account number and payment method, the application accesses the Bank Reconciliation Master file (CHECKB) to determine if a check with that number has already been written. If one has already been written, a further edit is made to determine if the check was written to the same vendor (or assignee) to which the prepaid check was written. If no check has been written with the entered check number, or one has been written with the same check number but it was to the same vendor, the application will accept the check number entry. In the latter case, the amount of the prepaid invoice will be added to the check amount in the check record that already exists in the Bank Reconciliation file. This will occur when the prepaid invoice is processed by the Cash Disbursements procedures.

Discounts are always taken in full on prepaid invoices, whether entered as prepaid or changed with Manual Payments Update.

For miscellaneous vendors, only one invoice can be paid per check. If a batch containing two prepaid invoices for miscellaneous vendors with the same check number is processed, the second amount will not be added to the check amount.

Prepaid invoices remain in the Open Payables file until a bank reconciliation purge is run.

Halt code

You may have to enter invoices that you want to post but not pay now because of disputed terms or for other reasons. For these invoices you want to indicate that the invoice should not be selected for payment. You can do this by assigning a halt code number from 0 through 9. Since you set these up yourself, you should assign a different meaning to each of the 10 halt codes. In this way, when an invoice appears on the display or is printed with a halt code on a report, you will know why the invoice has been halted.

You can halt an invoice when you enter it during payables processing or after it has been added to the Open Payables file, by performing payment selection operations. During payables processing, use display AMV161. During payment selection operations, use display AMA214 or when assigning invoices, to a manual payment use display AMA423. In all cases, blank out the entry in the HALT field to release a halted invoice, type in a code (0-9) to prevent selection of the invoice for payment, or leave the field blank.

Once an invoice has been halted, the Accounts Payable application will not select it for payment. When you are ready to pay the invoice, release the invoice from the halt status, then select it for payment using the appropriate payment selection criteria.

If you want the invoice deleted from the system rather than paid, you can delete the invoice through invoice entry/edit using option 1 on the Payables Processing menu (AMAM10) and then **F5** when the Invoice and Credit Entry panel (AMV160) appears.

Change and delete transactions

Change and delete transactions (delete transactions have previously been referred to as automatic credit memos) allow you to make extensive updates to open payables that you are unable to perform using the Open Payables File maintenance menu option;

- Use **F5** on the Invoice & Credit Memo Header display (AMV160) to cause the Change/Delete display (AMV166) to appear.
- Identify the invoice to be changed or deleted. No change or delete is accepted if the invoice has been:
 - Selected for payment
 - Partially paid
 - Paid in full
 - Changes are pending.
- The system extracts all the information for the invoice from the Open Payables file and flags the invoice as having a change in process. The flag bars payment and any other change activity.

- If you requested a change, the system brings two copies of the invoice into the batch—a change copy you can edit like any other invoice and a “protected” copy which is used to back out the original invoice. Since a change transaction is equivalent to an offsetting add and delete, control totals initially show zeros. Both the records for the “protected” copy and the copy shown on the Invoice & Credit Batch Summary display (AMV16I) are included in the valid record count. The CONTROL total for a change is twice the value of the invoice or credit memo since this is the sum of the absolute values of the debits and credits.
- You can change all invoice data except vendor number, invoice number, purchase order number, and voucher number. (The invoice number can be changed using File Maintenance to Open Payables.)
- If you requested a deletion, the system brings a “protected” copy into the batch. When you delete an invoice, it appears with negative values and when you delete a credit memo, it appears with positive values.
- You can cancel a change or delete before it is posted using the Batch Summary display. When you do this, both the “protected” and change (if applicable) copies of the invoice are deleted and the flag is removed in the Open Payables file.
- When the invoice is posted, the system processes the “protected” copy of the invoice as if its signs were reversed. The change copy is processed as a regular invoice. There are some exceptions which apply:
 - When a change is processed against the Open Payables (OPNPAY) file, the change copy replaces the original record in OPNPAY and the change in process flag is removed (the “protected” copy is ignored). The same payment selection and voucher numbers are used.
 - When a delete is processed against OPNPAY, the invoice is removed from the Open Payables file when the batch is posted.
 - New tax transmittal numbers and tax sequence numbers are assigned to the tax file records passed to CAS.

Discount calculation

You can enter a different discount percentage for each line item of an invoice rather than entering a single discount percentage for the total invoice. When entering invoice line items you can enter the following values:

- Line item gross amount** The cost for this line item. It can be any value, negative or positive.
- Amount subject to discount** If a value is entered, the application assumes the discount amount is calculated on this amount.
Otherwise, the discount amount is calculated on the line item gross amount. It cannot be greater than the line item gross amount.
- Discount percent** The value entered is multiplied by the line item gross amount or the amount subject to discount. The resulting value is the discount amount. When working with negative discount amounts, the sign of the discount is based upon the sign of the line item gross.
- Discount amount** If a value is entered for discount amount, an entry for discount percent is ignored. If you are making a partial payment, you may want to enter a partial discount. Positive

line items require positive discounts. Likewise, negative line items require negative discounts.

You also have the option of entering a discount amount on the invoice header. If all or most of the line items will use the same discount percentage, using the header discount is more efficient. If you enter a discount percentage in the header, it will not be defaulted to the tax, freight, or special charges lines. You must enter the discount percentage for these lines if they apply.

You have the option of overriding the discount percentage of any line items entered or reviewed during data entry. Each line item calculates discount amounts separately regardless of whether the header discount is used or not.

During printing of the Purchase Invoice Journal, each line item is added to the Open Payables file with the discount amount for that line item equal to the calculated or entered value. The total of line item discount amounts is the invoice discount amount.

When invoices in the Open Payables file appear on the display or are printed showing a discount amount, the discount amount is the result of entries in the above fields during payables processing. During most operations this amount is used only if the invoice due date is equal to, or later than, the processing date. When invoices are selected for payment on a date later than the invoice due date, you can force the discount to be taken.

Discounts are always taken in full on prepaid invoices whether entered as prepaid or changed with Manual Payments Update.

Miscellaneous vendor

If your company does business with a vendor on a one-time or occasional basis, it is not necessary to add a record for that vendor to the Vendor Master file. You must add a record only if you want to carry vendor statistics on an individual basis. If you choose not to add the occasional vendor to the Vendor Master file, that supplier must be treated as a miscellaneous vendor.

When the Vendor Master file is created, a record with vendor number 000000 as the key is added to the file. The record can never be deleted from the file. It is used for accumulation of vendor statistics for all miscellaneous vendors with whom your company does business.

If you enter 000000 for vendor number during payables processing, the application will not look for the vendor's record in the Vendor Master file. It will instead prompt for entry of the vendor's name and address. You are required to enter at least a vendor name and vendor abbreviation. When the payables transaction is added to the Open Payables file, a record with this name and address information is added. The transaction is also assigned a unique payment selection number to distinguish it from other transactions in the Open Payables file that are for miscellaneous vendors. The assigned payment selection number is shown on the Purchase Invoice Journal that prints when the transaction is added to the Open Payables file.

Only one invoice with vendor number 000000 can be paid using the same check number. Only local currency activity is permitted for miscellaneous vendors, and the vendor's Currency ID in the Vendor Master file must be blank. Credit memos cannot be processed for miscellaneous vendors.

When checks are written, one check is written for each invoice with vendor number 000000. If the invoice also contains an assignee number, the check is written to the assignee using the name and address information from the Vendor Master file. If the invoice does not contain an assignee number, the check is written using the name and address information from the record in the Open Payables file. In either case, the check totals are added to the vendor statistic fields in the Vendor Master file record for vendor number 000000.

Special use account numbers

Certain applications reserve general ledger account numbers 9999995, 9999996, 9999997, and 9999998 for special use to prevent out-of-balance conditions. For a description of how the computer uses these account numbers, see the General Ledger User's Guide. The computer also uses general ledger account number 9999999 as a reserved account to store retained earnings calculated by the Income Statement program in the General Ledger application.

Accounts Payable uses 9999998 as a default. If an account number is not found during posting or disbursements processing, the journal entry is charged to this default account. You must be sure to add this account to the General Ledger Master file. If it is ever used, it is your responsibility to make a manual journal entry through General Ledger to transfer the amount to the proper account.

Procedure conflicts

File updates for Accounts Payable should not occur while certain tasks are being run at other work stations. For instance, if the application were to allow a work station operator to post payables transactions to the files at the same time that another work station operator was entering payment selections, newly added invoices might be incorrectly selected for payment. For this reason, the Accounts Payable application will not let you run (perform) certain tasks concurrently.

If you try to initiate a procedure that is in conflict with one already running or scheduled to run, a message appears and the procedure is not initiated. A summary of the procedures that cannot be run concurrently by the Accounts Payable application can be found in the *CAS User's Guide*.

Production Control and Costing and Inventory Management interface

Accounts Payable allows data entry of invoice detail lines with miscellaneous charges and outside operation charges for an order only when Production Control and Costing is installed and interfacing. Edits are performed during the Accounts Payable data entry to ensure the correctness of the data. The miscellaneous charge data is edited to ensure that a record exists for the order and miscellaneous charge number in the Manufacturing Order Miscellaneous Detail file. The option is allowed to add the record during data entry if it is not already in the file. Outside operation data is edited to ensure that a record exists in the Manufacturing Order Master file. Miscellaneous charge and outside operation transactions are passed to PC&C when the AP to PC&C interface is activated through Cross Application Support (CAS).

Accounts Payable allows data entry of invoice detail lines with cost adjustment information only when Inventory Management is installed and interfacing. Cost adjustment transactions are passed to IM when the AP to IM interface is activated through Cross Application Support (CAS). An edit is performed during data entry to

ensure that a record with the purchase order number, item number, and warehouse exists in the Purchase Order Item file. Accounts Payable transfers cost adjustments to Inventory Management for regular invoice line items. Credit memos and automatic credit memos transfer data to both Inventory Management and Production Control and Costing.

Data is passed from Accounts Payable to Production Control and Costing or Inventory Management. Miscellaneous charge and outside operation transactions are passed from Accounts Payable to Production Control and Costing by placing them in a data entry batch in the Shop Activity file (SHPACT).

Cost adjustment transactions are passed from Accounts Payable to Inventory Management as a file. That file is then processed as a batch by Inventory Management's offline data entry programs.

Note: Amounts passed may reflect special charge, tax, and freight prorations and landed cost accruals. All costs are transferred to the temporary general ledger file in local currency.

Accounts Payable transfers data to either Production Control and Costing or to Inventory Management as follows:

- Calculates cost control totals.
- Miscellaneous Charge Costs:
 1. Add together the miscellaneous charge amounts found on all regular invoice and automatic debit memo detail lines.
 2. Add together the miscellaneous charge amounts found on all regular credit memo and automatic credit memo detail lines.
 3. Subtract the total credit amount from the total debit amount. The result is the net miscellaneous charge cost, and is passed to Production Control and Costing only.
- Outside Operations:
 1. Add together the outside operations amounts found on all regular invoice and automatic debit memo detail lines.
 2. Add together the outside operations amounts found on all regular credit invoice and all automatic credit memo detail lines.
 3. Subtract the total credit amount from the total debit amount. The result is the net outside operations amount, and is passed to Production Control and Costing only.
- Cost Adjustments:

Add the gross amounts from all regular invoice detail lines that contain cost adjustment information. This information is passed to Inventory Management only.
- Other Costs
 1. Add together the other costs amounts found on all regular invoice and automatic debit memo detail lines.

Note: Other costs consist of all charges except charges for miscellaneous costs, outside operations, cost adjustments, and nonemployee compensation.
 2. Add together the other costs amounts found on all regular credit invoice and automatic credit memo detail lines.

3. Subtract the total credit amount from the total debit amount. The result is the net other costs amount, and is passed to Production Control and Costing only.
- Prints miscellaneous charge, outside operations, and cost adjustment information on the payables processing reports:
 - Invoice Entry Edit (Offline) (AMV0H)
 - Invoice Entry Load (Offline) (AMV0I)
 - Invoice Transaction Proof / Register (AMV12)
 - Purchase Invoice Journal (AMV13)
 - Purchase Invoices to Inventory Management (AMV0F1)
 - Purchase Invoices to Production Control & Costing (AMV0F2)
 - Purchase Journal Update (AMV14).
 - Posts the invoice and credit memo transactions to an Open Payables file
 - Passes the miscellaneous charge, outside operation, and cost adjustment information to PC&C and IM.

Purchasing interface

Invoice entry and offline entry have been significantly enhanced to handle invoicing with the Purchasing application. The interface option between AP and Purchasing has been removed and is now automatic if both applications are installed. The “style” of invoicing is determined each time an invoice header is entered on the Invoice Entry Select display. If you enter a purchase order number, then this invoice is considered a Purchasing style invoice, and Purchasing fields will appear on subsequent displays. If you do not enter a purchase order number, the invoice is considered an Accounts Payable style invoice and the purchasing fields will not appear. You will not be able to attach purchase orders to this invoice after this stage.

Invoicing batches created by either application can also be accessed by either application. All restrictions as to what entry function had to be entered through Accounts Payable versus Purchasing have been removed. Batches created will be designated as “PAY” BATCHES on AMVBA1 and can be accessed by either application.

Nonemployee compensation

Companies must provide the government, on a calendar year basis, 1099-Miscellaneous forms for each individual to whom they paid nonemployee compensation. Accounts Payable data entry allows detail line items to be designated as nonemployee compensation (NEC). The NEC for each vendor is accumulated and 1099 Miscellaneous forms can be printed each year and reported to the government.

Before you can enter an NEC line item through data entry, you must enter the vendor’s social security or federal tax payer identification number into the Vendor Master file. You activate the NEC function for a vendor by responding Yes to the NEC Y/N question in the Vendor Master file. Assignees should not be used with NEC invoices because the vendor statistics for the originating vendor, not the assignee vendor, are updated when the check is written.

Note: If multiple companies are supported and more than one company is expected to make NEC payments, follow these steps:

- Group NEC vendors for each company separately so that each company is assigned a separate range of vendor numbers.
- Before you assign a unique number to your vendors, you may want to consider that the Vendor Master file keeps only one set of statistics for each vendor, regardless of the company with whom the vendor was doing business. If a vendor does business with several companies, there are no separate statistics on how much business was done with each company. However, an easy way to get vendor statistics by company is to assign the vendor number so that the first two digits represent the company involved and the last four digits represent the unique vendor. Specifically, vendor 1234 does business with companies 01, 02, and 03. If you want statistics by company, create three Vendor Master records with vendor numbers 011234, 021234, and 031234. An advantage to using this scheme is that you can print the information by company for any menu option that allows you to enter a range of vendor numbers. For example, you can print the 1099-MISC forms for company number 02 by entering a range of vendors 020000 - 029999.
- When you print 1099-Miscellaneous forms, enter the beginning and ending vendor for the company you want to print, along with the company name and address.
- Run the program again repeating step 2 until 1099-Miscellaneous forms for all companies have been printed.

NEC data is contained in the Vendor Master file for both the current year and last year. You can print the 1099-MISC Report (option 3 on menu AMAM60) any time during the year. It uses the current year amount field. At the end of a calendar year, the NEC Reset (option 4 on menu AMAM60) should be run to copy the current year's NEC to last year and clear the current year field. Invoices for the new year can then be processed even though the 1099-MISC forms have not been printed yet. Statistics are reset in both trading currency and local currency. The 1099-MISC forms (option 5 on menu AMAM60) can be printed later because that uses the last year amount field.

Multi-currency support

Multi-currency support affects Accounts Payable functions in the following areas:

- Foreign currency invoices
- Extended tax processing
- Invoice review
- Landed cost accrual
- Freight, special charge and tax proration
- Invoice line item splitting
- Multi-purchase order invoices
- Change/Delete of posted OPNPAY invoices
- Multiple bank accounts
- Advance payment selections
- Foreign currency payments
- Alternate payment method.

If the vendor is euro-participating, a toggle function on Inquiry panels allows you to display an alternate currency. The Open Payable reports print a total for euro currency if the vendor is euro-participating.

Foreign currency invoices

You can enter foreign currency invoices and have XA convert them to your currency for GL, IM, and PC&C reporting purposes. You can pay these invoices in any currency and the system automatically calculates and records the transaction gain or loss. A revaluation feature lets you adjust open accounts payable balances to reflect the latest exchange rates. Manual payments processing lets you record payments made via bank drafts.

XA has extensive edits to make sure that you never accidentally combine amounts from two or more national currencies. These edits can be defeated if you misuse the primary currency feature in CAS.

You can have multiple sets of exchange rates for the same national currency, using the primary currency ID. Suppose you had three sets of exchange rates for the US dollar that were called US\$, US1, and US2. You indicate that they are the same national currency like this:

Table 2-4. Example of multiple sets of exchange rates

Currency ID	Primary currency
US\$	
US1	US\$
US2	US\$

When you indicate that currencies belong to the same national currency as in the previous example, the application knows that it is safe to combine amounts because it will not be mixing different currencies.

Extended tax processing

Accounts Payable handles U.S., value added (VAT), and Canadian taxes. If you are subject to VAT, you may record and report VAT on purchases at the required level of detail through the Payables Processing menu. If you are subject to sales tax, you may accrue use tax on taxable purchases not taxed by your vendor and verify that the sales tax is correct through the Payables Processing menu.

You can enter tax options at the invoice level. The programs access the CAS Tax Routine and show the taxes that apply. At this point, you can then:

- Recalculate the tax by changing the tax options you selected
- Cancel the tax calculation if your goal was to verify that taxes were invoiced correctly
- Accept the taxes calculated by the system
- Accrue use tax for taxes owed but not invoiced.

The system responds by making the tax data part of the data for the invoice, recording the tax in the general ledger, and placing the tax data in the CAS Tax Report files. The data is placed in the files when an invoice is posted through the Payables Processing menu or paid using the Cash Disbursements menu.

Invoice review

You can review invoices by using selection displays that show summary information about the invoices in a batch and the line items within an invoice. From these displays, you may go directly to the invoice or invoice line item.

Landed cost accrual

You can have Accounts Payable accrue importation costs (for example, duty and brokerage) not included on the invoice. You can also use this feature to accrue freight on domestic invoices or to apply procurement burden to your purchases.

Freight, special charge, and tax proration

You can have the freight, special charge, and tax amounts on your invoices automatically prorated to the other invoice line items for accounting purposes.

Invoice line item splitting

You can have the application allocate an invoice line item to two or more accounts.

Multi-purchase order invoices

Accounts Payable handles invoices that reference multiple purchase orders if Purchasing is installed.

Change/delete of posted OPNPAY invoices

During Cash Disbursements processing or posting of an automatic credit memo, reversing entries (if applicable) are created for all General Ledger distributions and for the Production Control and Costing applications. A change/delete cannot be entered if the Open Payables file does not contain an invoice for the vendor number and payment selection number you entered.

Multiple bank accounts

You can have multiple bank accounts in Accounts Payable and track deposits, payments, and balances for each account. Bank account balances may be in your own currency or any foreign currency.

Advance payment selections

You may select invoices for payment before they are actually due. The application tracks your payment selections by bank account and due date and shows you how they will impact your bank balances.

Foreign currency payments

You may pay any invoice in any currency. You are not limited to the trading currency you and your vendor agreed upon.

Alternate payment method

Accounts Payable can produce check and remittance advice files that you can submit to locally developed programs. You can type in the vendor's bank account number on the Vendor Master file and it will appear on the new check and remittance advice files.

Cash receipts from Accounts Receivable

Accounts Receivable passes deposits to Accounts Payable if the interface is active. When a receipt is entered in AR, it automatically updates the bank account balances maintained by AP. For more information, refer to the *Accounts Receivable User's Guide*.

Manual payments

You can enter bank draft payments in any currency and match these payments to invoices that are already in the Open Payables file.

Payment reversal

You can reverse payments using the Cash Disbursements menu (AMAM20). In addition, payment reversal voids the outstanding check in the Bank Reconciliation file and adds the check amount back to the bank balance.

Bank reconciliation

This menu option is always active. Bank reconciliation handles multiple bank accounts and both checks and deposits. The system shows outstanding checks and deposits, allowing you to change the check status to outstanding, void, or reconciled. It also allows you to change the check amount.

If you have problems printing checks, you can update Accounts Payable files to reflect the check numbers actually issued. If you have a non-XA bank reconciliation solution, reconcile all the checks with the function key or set ranges of checks and deposits to Reconciled status (R) for Open Payables purging purposes.

Reports and inquiries

Reports and inquiries show amounts in both trading currency and local currency. Invoice Payment History inquiries show amounts in both trading and payment currencies. If the vendor is euro-participating, a toggle function on Inquiry panels allows you to display an alternate currency. The Open Payable reports print a total for euro currency if the vendor is euro-participating.

Chapter 3. Payables Processing

When you choose option 1 from the Main Menu, the Payables Processing menu (AMAM10) appears. This menu has six options that make it easy for you to enter and review invoices.

Option 1. Enter/Edit Invoices and Credit Memos (AMAM10)	3-2
Option 2. Enter/Edit Invoices and Credit Memos from Offline Files (AMAM10)	3-64
Option 3. Process Invoices and Credit Memos (AMAM10)	3-66
Option 4. Post Invoices and Credit memos (AMAM10)	3-70
Option 5. EDI Invoices (AMAM10).....	3-73
Option 6. Recurring Invoices (AMAM10)	3-87

The processing and posting portion of the Payables Processing menu handles foreign currency invoices and gives you flexibility in the way you account for invoices and credit memos. If you have both Purchasing and Accounts Payable installed, Payables Processing works the same way in both applications. If you have only Purchasing installed, you can pass invoice data to General Ledger, Inventory Management, and Production Control and Costing files without the Accounts Payable application.

```

AMAM10                      Accounting Management Accounts Payable      *****
                             Payables Processing

Type option or command; press Enter.

    1. Enter/Edit Invoices and Credit Memos
    2. Enter/Edit Invoices and Credit Memos from Offline Files
    3. Process Invoices and Credit Memos
    4. Post Invoices and Credit Memos
    5. EDI Invoices
    6. Recurring Invoices

==> _____

F3=Exit      F4=Prompt    F9=Retrieve   F10=Actions
F11=Job status  F12=Return   F22=Messages

```

Option 12. Enter/Edit Invoices and Credit Memos. Use this option to enter, edit, and delete the following items at the work station:

- Invoices
- Credit memos
- Changes to and deletes of posted OPNPAY invoices and credit memos
- Prepaid invoices
- Prepaid credit memos.

Option 13. Enter/Edit Invoices and Credit Memos from Offline Files. Use this option to enter a new batch of invoices and credit memos from offline files using the Cross Application Support (CAS) display (AXVOL1) that appears when you choose this option. Refer to the *CAS User's Guide* for more information about display AXVOL1. The following reports are generated:

- Invoice Entry Edit (Offline) (AMV0H)
- Invoice Entry Load (Offline) (AMV0I)

Note: AMV12 prints if one or more transactions were loaded to the PAYWRK file.

Note: You can save time by grouping your transactions according to the type of transaction. Group them in the following order:

1. All invoices
2. All regular credit memos
3. All corrections.

Option 14.Process Invoices and Credit Memos. Use this option to generate an Invoice Transaction Proof/Register (AMV12) of an existing batch of invoices and credit memos. Posting does not occur when you select this menu option.

Option 15.Post Invoices and Credit Memos. Use this option to post accounts payable entries for an existing batch of invoices and credit memos to the Open Payables and other files. Purchase order postings are done in both trading and local currencies. The following reports are generated:

- Invoice Transaction Proof/Register (AMV12)
- Purchase Invoice Journal (AMV13)
- Purchase Journal Update (AMV14)
- Currency Conversion Audit Trail (AMV0E)
- Purchase Invoices to Inventory Management (AMV0F1)
- Purchases Invoices to Production Control and Costing (AMV0F2)
- Open Payables Duplicate Invoices (AMV0G).

If prepaid invoices are included in the batch, the following reports also print:

- Cash Disbursements Journal (AMA311)
- Cash Disbursements Register (AMA312)
- Cash Disbursements Update (AMA34)

Option 16.EDI Invoices. Use this option to choose invoices received using EDI (electronic data interchange) and process them into payables data entry batches. The following reports are generated:

- EDI Invoice Audit (AMV90)
- EDI Invoice Batch Report (AMV91)
- Invoice Entry Edit (Offline) (AMV0H)
- Invoice Entry Load (Offline) (AMV0I)
- Invoice Transaction Proof / Register (AMV12).

Option 17.Recurring Invoices. Use this option to choose invoices that exist in recurring batches and process them into payables data entry batches.

Option 1. Enter/Edit Invoices and Credit Memos (AMAM10)

Use this option to type in a new batch or correct an existing batch of invoices and credit memos.

What information you need:. Any source information you want to include.

What report is printed:. Invoice Entry/Edit (AMV17)

What forms you need:. AP-40 and AP-41

The basic steps to enter invoices and credit memos follow each display. In addition to basic steps, use the function keys to move around within the displays.

When you page in Review mode, “Forward” or “Backward” appears beneath the display mode indicating the direction in which you are paging.

When you make a selection on a summary display, the default direction is always forward. If you selected a display using a function key, the default direction is always backward.

AMVBA1—Data Entry Control

Use this display to:

- Start a new batch of transactions
- Select an active, closed, suspended, or recurring batch for further processing
- Review the status of all batches.

You can choose an active batch only from the work station that originated that batch.

This display appears if you select the following:

- option 1 on the AP or PUR Payables Processing menu
- option 1 OR 4 on the GL Journal Processing menu or option 3 on the GL Post Journal Transactions menu
- option 1 on the AR Transaction Processing menu or option 6 on the AR Master File Processing menu
- option 1 on the PR Time/Adjustment Entry menu or option 1 on the PR Payoffs menu.

```

DATE **/**/**                                AMVBA1 **
                                DATA ENTRY CONTROL
ENTER BATCH NUMBER   nnn                BATCHES CURRENTLY IN USE ***
BATCH                *--ORIGINAL--*    LOCATE BATCH nnn
NO.   TYPE   WSID   OPID   WSID   OPID   STATUS   DATE   USED   ERRORS
***   ***   ***   ***   ***   ***   ***   **/**   ***   ***
***   ***   ***   ***   ***   ***   ***   **/**   ***   ***
***   ***   ***   ***   ***   ***   ***   **/**   ***   ***
***   ***   ***   ***   ***   ***   ***   **/**   ***   ***
***   ***   ***   ***   ***   ***   ***   **/**   ***   ***
***   ***   ***   ***   ***   ***   ***   **/**   ***   ***
***   ***   ***   ***   ***   ***   ***   **/**   ***   ***
***   ***   ***   ***   ***   ***   ***   **/**   ***   ***
***   ***   ***   ***   ***   ***   ***   **/**   ***   ***
***   ***   ***   ***   ***   ***   ***   **/**   ***   ***
***   ***   ***   ***   ***   ***   ***   **/**   ***   ***
***   ***   ***   ***   ***   ***   ***   **/**   ***   ***
***   ***   ***   ***   ***   ***   ***   **/**   ***   ***
***   ***   ***   ***   ***   ***   ***   **/**   ***   ***
***   ***   ***   ***   ***   ***   ***   **/**   ***   ***
***   ***   ***   ***   ***   ***   ***   **/**   ***   ***
                                USE ROLL UP/DOWN
                                F04 NEW BATCH
                                F24 CANCEL THE JOB

```

What to do

- To start a new batch, use **F04**. The Batch Header (Enter) display appears. Press **Enter**.
- To see the status of other existing batches, do one of the following:
 - To see the next group of batches, use the roll keys to scroll forward and backward through the list of existing batches.

- To locate a particular batch beyond the next group of batches, type the batch number in the **LOCATE BATCH** field, press **Field Exit**, then press **Enter**. The batch you selected appears at the top of the list of batches on the display.
- To use an existing batch, type the number of the batch in the **ENTER BATCH NUMBER** field, press **Field Exit**, then press **Enter**. The Batch Header (Enter) display appears.

Note: You can only select an active online batch from the same workstation that initially created that batch. You can select an active offline batch from any workstation if the system is not using the batch.

Function keys

F04 NEW BATCH starts a new batch. The Batch Header display appears.

F24 CANCEL THE JOB cancels the job; no processing occurs.

Fields

BATCHES CURRENTLY IN USE. The number of batches that currently exist.

ENTER BATCH NUMBER. To choose a closed or suspended batch, type in the number of the specific batch with which you want to work. When you press **Enter**, you attach to that batch, and the first record in the batch appears.

LOCATE BATCH. Use this field to search for a specific batch with which you want to work. If you want to see the data entry control information for a batch, type in the batch number. When you press **Enter**, this display appears again with the requested batch appearing first in the list of batches.

BATCH NO. (Batch Number). The sequential number assigned by the application to identify the batch.

TYPE. This field is used by the Accounts Payable, Accounts Receivable, and Purchasing applications. A code used to indicate the application that created the batch. The code for Purchasing and Accounts Payable batches is PAY. The codes used for Accounts Receivable are CAS (cash receipts and adjustments) and INV (invoices and credit memos). You can edit or post from a batch, regardless of the application that created it.

ORIGINAL.

WSID (Work Station Identification): The identification of the workstation from which you originally entered transactions for the batch. For offline batches, asterisks appear.

OPID (Operator Identification): The operator ID of the operator who entered the transactions. Appears only if security is in effect. For offline batches, asterisks appear.

LAST.

WSID (Work Station Identification): The identification of the workstation which last selected the batch. For offline batches, asterisks appear.

OPID (Operator Identification): The operator ID of the operator who last selected the batch. The operator ID appears only if security is in effect. For offline batches, asterisks appear.

STATUS. The current status of the batch. This field contains one of the following codes:

ACTIVE. The batch is being used by another workstation or is incomplete because of some abnormal condition, such as loss of power. You can only work on an active but incomplete batch from the workstation that started the batch.

SUSPND . (Suspend) One of the following conditions:

- Someone used **F23** to end the workstation session, thereby suspending the batch
- The batch was entered from an offline file and is not yet closed
- The application has automatically suspended the batch. Errors exist in the batch and must be corrected.

You can select this batch for further entry and review from any workstation.

RECURS. Batch has been created as a recurring batch. All transactions within this batch are subject to the effective dates specified within. For purposes of data entry, the system treats a RECURS batch the same as a suspended batch; however, they cannot be processed like regular batches; they are templates used to create regular batches. Recurring batches are used only by Accounts Payable.

CLOSED. Someone used **F24** to close the batch. You should not close a batch until you have printed and verified a proof report. For purposes of data entry, the system treats a closed batch the same as a suspended batch; however, you can only choose a closed batch for certain further application processing.

UPDATE. The application has selected the batch for updating the master files.

FINISH. The batch has been applied to the master files. The transactions will remain in the batch until the files are saved.

DATE. The date of last activity in the batch.

RECORDS.

USED. The number of transaction records in the batch.

ERRORS. The number of transaction records with errors that the application has detected. Warning messages also appear as errors.

AMV151—Payables Data Entry (Options)

Use this display to enter the company number and date for a new batch of Payables Processing transactions. The **Recurring Batch** field is used only by Accounts Payable.

This display appears when you use **F04 NEW BATCH** on the Data Entry Control display (AMVBA1).

```
Date **/**/**      Payables Data Entry      Options      AMV151  **
Batch            ***

Company number      nn
Batch default date  nn/nn/nn

Recurring Batch     n

F24=Cancel the job
```

What to do

Enter the company number and date for a new batch of Payables transactions, and press **Enter**.

Function keys

F24 Cancel the job ends processing and causes the Payables Processing menu (AMAM10) to appear again.

Fields

Batch. The identifying number the application assigned to this batch. This number should be recorded with the control totals for the batch.

Company number. This field is required if it appears on the display. Type in the number of the company for which this batch of transactions applies. The number is entered only once for each batch. This field appears only if you indicated multiple companies during application tailoring.

Batch default date. Type in the date that will be used as the default for the invoice date and due date of invoices in this batch. If you do not enter a date, the system date is used.

Note: You can subsequently change this date by using **F4** on the Invoice & Credit Batch Status display (AMV16S). The change will only affect later entries, invoices that are in the batch when the batch default date is changed will not be affected.

Recurring Batch. Accept the default of **N**, or type **Y** to create a recurring batch. This field is used only by Accounts Payable.

AMV160—Invoice & Credit Header (Enter)

Use this display to enter information for an invoice or credit memo. You can process invoices that reference multiple purchase orders, auto-generate line items for purchase orders, enter credit memos, and change or delete existing invoices in the Open Payables files.

This display appears when you:

- Press **Enter** on the Payables Data Entry Control display (AMVBA1)
- Press **Enter** on the Payables Data Entry (Options) display (AMV151)

```

Batch ***  Company **          Invoice & Credit Header          *****  AMV160  **
                Batch date **/**/**

Vendor number      aaaaA6          Purchase order number P aaaaA6
Invoice number     aaaaaaaA10       Completion code <P/C>      A
Invoice seq number      nnn          Auto gen <Y/N/S>          A
Cr memo code <C>      A          Gen qty <1=Ord,2=Del,3=Stk> A
Voucher            nnnnn

Totals:                Control
Invoice gross amount  nnnnnnnnnnnn.nn
Special charges       nnnnnnnnnnnn.nn
Freight               nnnnnnnnnnnn.nn
Taxes                 nnnnnnnnnnnn.nn
Discount amount       nnnnnnnnnnnn.nn
Discount percent      nn.nn

F17=Accept with error

F1=Batch summary     F5=Change/delete       F24=Display status

```

What to do

- To create a purchasing style invoice, type in a purchase order number, all requested information, and press **Enter**.
- To automatically generate an invoice from a purchase order, type in the requested information, type **Y** in the **Auto gen** field and press **Enter**.
- To manually add a regular invoice, type in the information but leave the **Auto gen** field **N**.
- To automatically generate some items from a purchase order, but not all items, type **S** in the **Auto gen** field and press **Enter**.
- To add an invoice with no existing purchase order, type in the invoice (credit memo) number, invoice sequence number, and voucher number and press **Enter**.

Note: The displays associated with this menu option contain message subfiles. To view messages for this display, use the **Roll** keys.

Function keys

F1 Batch summary causes the Invoice & Credit Batch Summary (Review) display (AMV16I) to appear if the invoice is in balance.

F5 Change/delete causes the Invoice & Credit Change/Delete (Enter) display (AMV166) to appear allowing you to create change or delete transactions from invoice and credit memos already posted in the Open Payables file. The Open Payables file is updated by these transactions when the batch is posted.

Note: If you use **F5**, you do not have to enter any information in the fields on this display.

F17 Accept with error allows you to continue with the record even though the application issues a warning message. The Invoice & Credit Header display (AMV161) appears.

F24 Display status causes the Invoice & Credit Batch Status display (AMV16S) to appear.

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

Batch. The identifying number the application assigned to this batch.

Company. The number of the company for which this batch of transactions applies.

Batch date. The batch default date from the Payables Data Entry (Options) display (AMV151) or the Invoice & Credit Batch Date (Change) display (AMV167).

Vendor number [?]. This is a required field. Type in the vendor number that applies to this invoice. If the invoice is for a one-time vendor, without a vendor number in the Vendor Master file, type in **000000** to indicate a miscellaneous vendor.

Notes:

1. Assignee from the Vendor Master file can be entered.
2. The **Purchase order number**, **Completion code**, **Auto gen** and **Gen qty** fields appear.

Purchase order number [?]. This field is required if this invoice is for a purchase order. Type in the purchase order number that applies to the invoice or credit memo. Entering a purchase order number determines whether Purchasing fields appear on subsequent displays and whether you will be able to add purchase orders to this invoice.

Invoice number. This is a required field. Type in the invoice number for this vendor. The default is 1.

Completion code <P/C>. This is a required field if it appears. This field is used to indicate if the invoice or credit memo you are entering completes invoicing activity for the purchase order. Type in one of the following:

- P.** Partial invoice. More invoicing is to be performed for the purchase order at a later time.
- C.** Invoice complete. This invoice completes invoicing for the purchase order. Its status is updated in the Purchase Order Master file when the batch is posted. This is the default.

Invoice seq number (Invoice sequence number). Use this field to specify when the same invoice number is used on multiple entries.

Note: If the same invoice number and invoice sequence number is used for two different vendors, the sequence number will automatically be incremented.

Auto gen <Y/N/S>(Automatic generation code). This is a required field if you enter a purchase order number. Type in **Y** or **S** or accept the default of **N**:

- Y.** Automatically create invoice records from information retrieved from the purchase order files
- N.** Manually type in the invoice detail. Invoice information such as the item description and the expense account is defaulted from the purchase order if these fields are left blank on the Invoice & Credit Detail display (AMV162).
- S.** Select from a list of invoice records that would be automatically generated if you answered **Y**. Only those records selected are automatically generated. The Invoice & Credit Auto Gen display (AMV168) is used to enter your selection criteria.

Cr memo code <C> (Credit memo code). Type in **C** for a credit memo or leave this field blank for an invoice. Recurring batches cannot contain credit memos.

Gen qty (Generation quantity).

1. Auto gen selects records based on ordered quantity
2. Auto gen selects records based on delivered quantity
3. Auto gen selects records based on in stock quantity

The default is 1. Accept the default or type in another value to base the auto gen on either a delivered or in stock quantity. If you choose option 2, the delivered quantity will be the quantity received at dock or to stock, depending on how your system was tailored. The delivered quantity does not consider any vendor returns.

If you choose option 3, the in stock quantity represents the actual stock quantity, which is the net result of any vendor returns.

If you override the default, the new value remains until you end the data entry session or change the value again.

Note: If an item does not require receipts, the item is generated based on the order quantity, even if you chose the delivered or in stock quantity auto gen option.

Voucher. This is a required field if it appears on the display. Type in the voucher number for this invoice. If the field is not shown, the application supplies the number. The method of voucher assignment depends on the choice you made during application tailoring. For more information, refer to the voucher question in the "Accounts Payable Questionnaire" in *Planning and Installing Infor ERP XA*.

Control Totals. When you end an invoice, request a batch summary, or status, the application performs invoice balancing edits against the control totals you enter and the detail totals the application accumulates. If the invoice is out of balance, a message is issued on the Invoice & Credit Header display (AMV161). The totals must balance before the invoice can be ended.

Type in the totals in the following fields you want to use in invoice balancing. When you press **Enter**, these totals appear again on the Invoice & Credit Header display (AMV161) and can be changed on that display.

Invoice gross amount: Type in the total amount of the invoice or credit memo. The application checks the totals of the line items against the invoice total you entered.

Notes:

1. Individual special charge, freight or tax line item records are automatically created.

There is no default account number for special charges. If you are interfacing with General Ledger, you must manually enter a GL account number into any special charge record that is automatically generated from a control total or a purchase order.

Control totals are established for invoice balancing purposes. For example, if the sum of the special charge line items you enter does not equal the amount you enter in the Special charges field, an out of balance condition exists and an error message is issued when you try to end the invoice.

2. If you enter a purchase order number on this display and you answered Y or S to Auto gen, we recommend that you do not enter amounts in these fields unless you are entering an invoice containing multiple purchase orders and want to establish a control total for invoice balancing purposes. Otherwise, you will auto generate an out of balance invoice.

Special charges: Type in the total special charges amount for this invoice or credit memo. If you leave this field blank, the application updates the sum of all special charge amounts for this invoice to this field when you end the invoice.

Freight: Type in the total freight amount for this invoice or credit memo. If you leave this field blank, the application updates the sum of all freight amounts for this invoice to this field when you end the invoice.

Taxes: Type in the total tax amount for this invoice or credit memo. If you leave this field blank, the application updates the sum of all tax amounts for this invoice to this field when you end the invoice.

If you plan to use the extended tax features (Value Added Tax (VAT), VAT tax in price, or Use tax), you should consider the following as they relate to control totals and invoice balancing:

Notes:

1. The VAT tax in price and VAT amounts the application creates when you use F11 on display AMV16T are used in balancing the invoice. The Use tax amounts are not used by the application in invoice balancing.
2. When you use the VAT tax in price feature, individual detail line item gross amounts on display AMV162 must be reduced by the amount of tax in price calculated on the Extended Tax display (AMV16T). Otherwise the invoice will be out of balance.
3. Tax detail created by the extended tax features can be reviewed only through the Extended Tax display (AMV16T). Standard tax records are reviewed via the Detail Summary display (AMV16D).

Discount amount: Type in the total discount amount for this invoice. This amount is used as a control total in balancing. If you leave this field blank, the application updates the sum of all discount amounts of detail line items for this invoice to this field when you end the invoice.

Discount percent: Type in the discount percent that applies to this invoice. When detail items are entered, the discount amount is automatically calculated by the discount percent entered. The discount percent can be overridden at the detail level for line items to which the discount does not apply.

Note: If you use **F5**, you do not have to enter any information in the fields on this display.

AMV161—Invoice & Credit Header (Enter/Review/Delete)

Use this display to type in the information that pertains to an entire invoice or credit memo.

If this invoice refers to more than one purchase order, the Purchase Order Select pop-up window appears if you use **F7=Add detail** on this display. The pop-up window shows the purchase orders you entered on this invoice. You can identify the purchase order to which you want to attach the detail line item. The window shows up to 10 purchase order numbers per panel. If you have more than 10 purchase orders, use the **Roll** keys to page through the panels until you find the purchase order you want.

The pop-up window also appears on the following displays if you use **F7=Add detail** from a tax, freight, or special charge record that is not attached to a purchase order.

AMV163 . Invoice & Credit Tax Detail

AMV164 . Invoice & Credit Special Charge

AMV165 . Invoice & Credit Freight Detail

AMV16D . Invoice & Credit Detail Summary

This display appears when you:

- Press **Enter** and have no errors on the Invoice & Credit Header (Enter) display (AMV160)
- Use **F17** on the Invoice & Credit Header (Enter) display (AMV160)
- Use **F19** on the following displays:
 - AMV162
 - AMV163
 - AMV164
 - AMV165
 - AMV16A (Review mode only)
 - AMV16D
 - AMV16P
 - AMV16T.
- Select an invoice or credit memo from the Invoice & Credit Batch Summary (Review) display (AMV16I).
- Use **F20** on this display in Review mode.
- Use the **Roll** keys to move backward from the first detail record.
- Attempt to exit the invoice using **F1**, **F3**, or **F24** when the invoice is incomplete or out of balance.

```

Batch *** Company ** Invoice & Credit Header ***** AMV161 **
Batch date **/**/** *****
                                          *MRO*
Inv ***** Seq *** Vendor ***** ***** Type
Assignee aaaaA6 *****
P.O. number ***** Amt exp ***** ** Amt inv *****
Voucher no. ***** Desc aaaaaaaaaaaaaaaaaA20
Invoice date nnnnnn Due date nnnnnn Halt code <n,0-9> A
Discount % nn.nn Landed cost code aA3 Tax suffix aaaA5
FOB code aA3 Ship Via code aA3 Terms code aA3
AP acct aaaaaaaaaA15 Cash acct aaaaaaaaaA15 Disc acct aaaaaaaaaA15
Bank account aA3 Payment method A Paid check number nnnnnn
Curr aA3 aaaaaaaaaA15 Exchange rate date nnnnnn Override rate nnnnn.nnnnnn

Totals: Control Detail
Gross nnnnnnnnnn.nn *****.**
Special chg nnnnnnnnnn.nn *****.**
Freight nnnnnnnnnn.nn *****.**
Taxes nnnnnnnnnn.nn *****.**
Discount nnnnnnnnnn.nn *****.**
Use Roll Up/Dn
F12=Next Selection
F17=Accept with error

F1=Batch summary F2=Vendor address F3=New invoice F6=Detail summary
F7=Add detail F8=Extended tax F13=Add tax F14=Add special chg
F15=Add freight F16=Add P.O. F20=Delete invoice F24=Display status
    
```

```

Batch *** Company ** Invoice & Credit Header ***** AMV161 **
Batch date **/**/** *****

Inv ***** Seq *** Vendor **
Assignee aa
P.O. number ***** Amt exp **
Voucher no. ***** Desc aaaaaaaa
Invoice date nnnnnn Due date
Discount % nn.nn Landed cost c
FOB code aA3 Ship Via code
AP acct nnnnnnnnnnnnnnnnn Cash acct nnn
Bank account aA3 Payment metho
Curr aA3 aaaaaaaaaA15 Exch rate date nnnnnn Override rate nnnnn.nnnnnn

+-----+
| Purchase Order Select |
| ***** |
| ***** |
| ***** |
| ***** |
| ***** |
| Selection: nn |
| F12=Return Roll Up/Dn |
+-----+
    
```

What to do

- To enter an invoice or credit memo, type in the information requested and press **Enter**.
- When you press **Enter** in Review mode, the record is edited and if no errors occurred, the record is processed, the file is updated, and the next record in the direction you were paging appears.
- When you press **Enter** in Delete mode, the record appears again in Review mode and no deletion occurs.
- To add detail lines to an invoice with multiple purchase orders attached use **F7** and type in the appropriate purchase order on the Purchase Order Select window to which the detail should be attached.

Function keys

F1 Batch summary causes the Invoice & Credit Batch Summary (Review) display (AMV16I) to appear if the invoice is in balance. If errors occur, the Header display (AMV161) appears again.

F2 Vendor address causes the Invoice & Credit Vendor Address display (AMV16A) to appear for you to enter miscellaneous vendor address information. This function key only appears when you are in Review mode and the Vendor field contains all zeros.

F3 New invoice causes the Invoice & Credit Header display (AMV160) to appear if the invoice is in balance. If the invoice is not in balance, display AMV161 appears again.

F6 Detail summary causes the Invoice & Credit Detail Summary (Review) display (AMV16D) to appear and allows you to review all details attached to this invoice. This function key only appears when you are in Review mode.

F7 Add detail causes the Invoice & Credit Detail display (AMV162) to appear in Enter mode and you can add detail lines. F7 appears only in Review mode. If an invoice has more than one purchase order, the Purchase Order Select pop up window appears. Select the appropriate purchase order number from the list on the window and press **Enter**.

F8 Extended tax causes the Invoice & Credit Extended Tax display (AMV16T) to appear. The CAS Tax Routine calculates the tax associated with this invoice. This function key only appears when you are in Review mode.

F12 Resume Entry appears on the display only in Review mode and only if you rolled out of Enter mode or use **F19** from Enter mode. The display you were on when you last were in Enter mode appears.

F12 Next Selection appears only in Review mode, and only if you made more than one selection on the Summary display (AMV16D). For multiple selections, the first selection is processed and **F12 Next selection** appears until no further selections remain or you use any function key except **F17**, **F19**, **F24**, **Roll** or **Enter**. Selections are processed in the order in which they appear on the Summary display.

F12 Return appears only on the Purchase Order Select pop up window. This function key will return you to the display under this window.

F13 Add tax causes the Invoice & Credit Tax Detail (Enter) display (AMV163) to appear and allows you to add tax detail. If the invoice refers to a purchase order, the line item will be associated with the purchase order number shown in the **P.O.** field on this display. Otherwise the line item is considered an invoice level charge.

F14 Add special chg causes the Invoice & Credit Special Charge (Enter) display (AMV164) to appear and allows you to add special charges. If the invoice refers to a purchase order, the line item will be associated with the purchase order number shown in the **P.O.** field on this display. Otherwise the line item is considered an invoice level charge.

F15 Add freight causes the Invoice & Credit Freight Detail (Enter) display (AMV165) to appear and allows you to add freight charges. If the invoice refers to a purchase order, the line item will be associated with the purchase order number shown in the

P.O. field on this display. Otherwise the line item is considered an invoice level charge.

F16 Add P.O. causes the Invoice & Credit P.O. Header (Enter) display (AMV16P) to appear. This function key only appears if Purchasing is installed, you are in Review mode and the invoice refers to a purchase order.

F17 Accept with error allows you to continue with the next record even though the application issues a warning message. The error should be corrected before the batch is posted. This function key only appears if a warning message is issued on the display.

F20 Delete invoice is used to confirm deletion of a selection from the Invoice & Credit Summary display (AMV16I) or to request and confirm deletion of an invoice on the Invoice & Credit Header display (AMV161). This function key only appears when you are in Review or Delete mode.

If you are in Review mode and use **F20**, this display appears again in Delete mode. If you are in Delete mode, use **F20** again to confirm the deletion. The invoice and associated detail is deleted from the batch. If there are no more invoices in the batch the Invoice & Credit Header display (AMV160) appears. If you press **Enter** to cancel the delete, the display you were on when you requested **F20** appears again.

F24 Display status causes the Invoice & Credit Batch Status display to appear if the invoice is complete and in balance.

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

Note: The following field appears on the Purchase Order Select window.

Selection. Type in a number from 1 to 10 that indicates the purchase order to which you want to attach this detail line item.

Batch. The identifying number the application assigned to this batch.

Company. The number of the company for which this batch of transactions applies.

Batch date. The batch default date from the Payables Data Entry (Options) display (AMV151) or the Invoice & Credit Batch Date (Change) display (AMV167).

Inv (Invoice). The vendor's invoice number.

Seq (Invoice sequence number). The invoice sequence number entered on display AMV160. It is used to specify when the same invoice number is used on multiple entries. If the same invoice number and invoice sequence number is used for two different vendors, the invoice sequence number will automatically be incremented.

Vendor. The vendor number and name.

***MRO*.** This field appears only if the Maintenance Management System (MMS) is interfacing, and indicates that this is an MRO vendor.

Type. Invoice or Credit appears in this field depending on what you entered in the **Cr memo code <C>** field on the Invoice & Credit Header (Enter) display (AMV160).

Assignee [?]. Type in the number of the assignee if someone other than the original vendor is to be paid for this invoice. There must be a record for the assignee in the Vendor Master file and the number cannot be all zeros. Leave the field blank if it does not apply. If the assignee number is already in the Vendor Master file for this vendor, the assignee number and name appears on the display. You can override the assignee number that appears.

P.O. number (Purchase order number). The purchase order number that applies to this invoice or credit memo. This field only appears if Purchasing is installed and you entered a purchase order number on the Invoice & Credit Header display (AMV161).

Amt exp (Amount expected). This field only appears if a purchase order was entered on the Header display (AMV160). The invoice amount expected from the Purchase Order Master file. This is the order quantity times the unit price.

Amt inv (Amount invoiced). This field only appears if a purchase order was entered on the Header display (AMV160). The amount invoiced to date for this purchase order from the Purchase Order Master file.

Voucher no. (Voucher number). An identifier for the invoice. The number is assigned by the application or you typed it in on the Invoice & Credit Select (Enter) display (AMV160).

Desc (Description). Type in a description of the invoice. You can type in either the purchase order number or a physical description; for example, Office Supplies.

Invoice date. Type in the date printed on the invoice or credit memo. If you do not type in a date, the batch default date is used when you press **Enter** on the Invoice & Credit Header (Enter) display (AMV161).

Due date. Type in the last date that the invoice can be paid with a discount. If you do not type in a date, the batch default date is used when you press **Enter** on the Invoice & Credit Header (Enter) display (AMV161).

Halt code <N,0-9>. Type in the code (N,0-9) you assigned to show that an invoice should be held and not paid automatically, or type **N** to prevent the system from assigning a halt code when posting invoices or credit memos for which warning messages have been issued. If you type in a halt code, you must release the invoice during payment selection. The halt codes are user-defined. Code 5, for example, could mean "hold payment until after inspection for damaged goods."

If you do not type in a code, the application assigns a value based on the invoice status when the Invoice Transaction Proof / Register (AMV12) runs:

Blank. Invoices without error
7. Warning error exists

Note: Halt code 7 can be assigned when errors exist in a purchase order.

Discount % (Discount percent). This is the discount percent used as a default when you enter detail items. You can override the line item discount percent if necessary.

Landed cost code. This code defaults from the Vendor Master file. To override the default, type in a code to adjust for importation costs or additional costs (such as freight) already incurred but not included on the invoice. The code you type in must refer to a record in the Landed Cost file.

Tax suffix. The tax suffix defaults from the Vendor Master file. You can type in a new tax suffix. Use the field to remind you of the type of tax you pay on purchases. For example, if you are required to accrue Use tax on purchases from a vendor, use the tax suffix to identify out-of-state vendors who provide taxable goods and services but do not include sales tax on their invoices. Assign a tax suffix like "Usetx" to these vendors in the Vendor Master file. Then each time the Invoice & Credit Header display (AMV161) appears, the tax suffix will act as a reminder.

FOB code (Free on board) [?]. The purchase order FOB code. This field only appears if a purchase order was entered on the Header display (AMV160). Type in a code only if it is different on the invoice. If multiple purchase orders are entered, the FOB code can be entered or defaulted only for the first purchase order.

Ship Via code [?]. The purchase order ship via code. This field appears only if a purchase order was entered on the Header display (AMV160). Type in a code only if it is different on the invoice. If multiple purchase orders are entered, the Ship Via code can be entered or defaulted only for the first purchase order.

Terms code [?]. The purchase order terms code. This field appears only if a purchase order was entered on the Header display (AMV160). Type in a code only if the terms code on the invoice is different. If multiple purchase orders are entered, the Terms code can be entered or defaulted only for the first purchase order.

Note: The invoice due date is not calculated from the terms code.

AP acct (Accounts payable account) [?]. Type in the Accounts Payable account number if the number is different from the one that was specified during application tailoring.

Cash acct (Cash account) [?]. Type in a cash account only if it is different from the one specified for the bank account in the Bank Account Master file and only if the invoice or credit memo is prepaid.

Disc acct (Discount account) [?]. Type in an account for discounts taken if it is different from the one specified during application tailoring and only if the invoice is prepaid.

Bank account. This field appears only if Accounts Payable is installed. The Bank account, Payment method, and Paid check number together identify an invoice or credit memo as prepaid. If you answered no for immediate cash disbursements during application tailoring, the prepayment must already exist in the Manual Payments file before entering the prepaid invoice. If this invoice is not prepaid, leave this field blank.

Payment method. This field appears only if Accounts Payable is installed. The payment method must exist for the bank account in the Bank Account Master file. If the invoice is not prepaid, leave this field blank.

Paid check number. Type in the number of the check used to pay this invoice. If Purchasing is installed without Accounts Payable, this field is for reference only. If the invoice is not prepaid, leave this field blank.

Curr (Currency) [?]. The currency ID from the Vendor Master file appears. You can change the currency ID to any ID within the same primary currency of the vendor. This field only appears if multi-currency support is active.

Exchange rate date. Type in a specific date to reference the Exchange Rate file if you want to use an effective date other than that of the invoice date. If you do not type in a date, the application uses the invoice due date. If you type in Exchange rate date and Override rate, the Override rate is used. This field only appears if multi-currency support is active.

Override rate (Override exchange rate). Type in a specific exchange rate for the invoice if you do not want to use an exchange rate from the Exchange Rate file. If you type in Exchange rate date and Override rate, the Override rate is used. This field only appears if multi-currency support is active.

Totals. Control totals for this invoice appear in the left column and can be changed. Detail totals appearing in the right column are totals the application accumulates from the line item gross amounts. VAT and VAT tax in price are also accumulated in these totals. When you use **F1=Batch summary**, **F3=New invoice**, or **F24=Display status**, the application performs invoice balancing edits against the control totals you enter and the detail totals the application accumulates. If the invoice is out of balance, a message is issued and the display appears again for you to correct the control totals. The totals must balance before the invoice can be ended.

Gross: This is a required field. The amount cannot be negative. Type in the total amount of the invoice or credit memo. The application checks the totals of the line items against the invoice total you entered. An error message appears if the totals do not agree.

Special chg (Special charges): This is an optional field. Type in the total special charges amount for this invoice or credit memo. If you leave this field blank, the application updates the sum of all special charge amounts for this invoice to this field when you end the invoice.

Freight: This is an optional field. Type in the total freight amount for this invoice or credit memo. If you leave this field blank, the application updates the sum of all freight amounts for this invoice to this field when you end the invoice.

Taxes: This is an optional field. Type in the total tax for this invoice. If you leave this field blank, the application updates the sum of all tax amounts for this invoice to this field when you end the invoice.

Discount: This is an optional field. Type in the total discount that applies to this invoice. Entering an amount establishes a control total for invoice balancing purposes. The sum of the discounts you enter for all line items must equal this amount or the application issues an out of balance error message when you use **F3**. If you leave this field blank, the application updates the sum of all discount amounts for this invoice to this field when you end the invoice.

AMV162—Invoice & Credit Detail (Enter/Review/Delete)

Use this display to type in the detail line items for an invoice or credit memo.

This display shows the header information you entered for this invoice. If you entered a purchase order, totals for the line item appear near the top of the display. In Enter mode, these totals will appear after you enter the item number.

This display appears when you:

- Press **Enter** on one of the following displays:
 - AMV161** . Invoice & Credit Header (Enter)
 - AMV162** . Invoice & Credit Header (Enter)
 - AMV16D** . Invoice & Credit Detail Summary (Review)
 - AMV16P** . Invoice & Credit P.O. Header (Enter) and Auto gen=N.
- Use **F07** on AMV161 or AMV16D if you have more than one purchase order on an invoice, or on one of the following displays if the invoice refers to only one purchase order:
 - AMV16D** . Invoice & Credit Detail Summary (Review)
 - AMV161** . Invoice & Credit Header (Review)
 - AMV162** . Invoice & Credit Detail (Review)
 - AMV163** . Invoice & Credit Tax Detail (Review)
 - AMV164** . Invoice & Credit Special Charge
 - AMV165** . Invoice & Credit Freight Detail
- Use **F11** and are in Enter mode on the Invoice & Credit Detail Split (Enter) display (AMV16X).

```

Batch *** Company ** Invoice & Credit Detail ***** AMV162 **
                        Batch date **/**/** *****
Invoice no. Seq Vendor Voucher Type *MRO*
***** ** ***** P.O.
*****
Qty ord *****.*** Qty retd *****.*** Amt expd *****.***
Qty rec *****.*** Qty inv *****.*** Amt inv *****.***

Item no. aaaaaaaaaA15 Misc item seq nnn Blanket release no. nnnn
Description aaaaaaaaaaaaaaaaaaaaaaaaaA30 Line invoice code A
Landed cost code aA3 Detail split <Y/N> A Grs. amt nnnnnnnnnn.nn
Subj disc nnnnnnnnnn.nn Discount % nn.nn Disc amt nnnnnnnnnn.nn
Exp acct aaaaaaaaaA15 Charge type A Warehouse number aA3
Quantity nnnnnn.nnn Unit of measure A2 Item frt nnnnnnnnnn.nn
Order number M/P aaaaA6 Misc chg aaaaaaaaaA15 Debit memo aaaaaaA10
Charge operation aaA4 Work order-Task aaaaA6 nn Cost code aaaaA6

F12=Next selection
F17=Accept with error

F1=Batch summary F3=New invoice F6=Detail summary F7=Add detail
F13=Add tax F14=Add special chg F15=Add freight F16=Add P.O.
F19=Return to header F20=Delete detail F24=Display status Use Roll Up/Dn
    
```

What to do

- To enter a line item for this invoice or credit memo, type in the information requested and press **Enter**.
- To enter basic information for another purchase order and the invoice associated with it, use **F16**.
- To split an invoice line item into more than one line, type in the information requested, type **Y** in the Detail split field and press **Enter**.

Note: When you press **Enter** and the Detail split field contains Y, the Invoice & Credit Detail Split (Enter) display (AMV16X) appears. If Detail split is N, depending on what mode you are in, one of the following occurs:

Enter. AMV162–The record is processed and Invoice & Credit Detail (Enter) appears again for entry of new data.

Review. The record is edited. If no errors, the record is processed and the next record in the direction you were paging appears.

Delete. The record is shown again in Review mode.

Function keys

F1 Batch summary causes the Invoice & Credit Batch Summary (Review) display (AMV16I) to appear if the invoice is in balance.

F3 New invoice causes the Invoice & Credit Header display (AMV160) to appear if the invoice is in balance.

F6 Detail summary causes the Invoice & Credit Detail Summary display (AMV16D) to appear and allows you to review all line items attached to this invoice.

F7 Add detail causes the Invoice & Credit Detail display (AMV162) to appear in Enter mode. **F7** only appears in Review mode.

F12 Resume entry appears only in Review mode and only if you rolled out of Enter mode or used **F19 Return to header** from Enter mode. The display you were on when you were last in Enter mode appears.

F12 Next selection appears only in Review mode, and only if you made more than one selection on the Summary display (AMV16D). For multiple selections, the first selection is processed and **F12 Next selection** appears until no further selections remain or you use any function key except **F17**, **F19**, **F24**, **Roll** or **Enter**. Selections are processed in the order in which they appear on the Summary display.

F13 Add tax causes the Invoice & Credit Tax Detail (Enter) display (AMV163) to appear and allows you to add tax detail. If the invoice refers to a purchase order, the line item will be associated with the purchase order number shown in the **P.O.** field on this display. Otherwise the line item is considered an invoice level charge.

F14 Add special chg causes the Invoice & Credit Special Charge (Enter) display (AMV164) to appear and allows you to add special charges. If the invoice refers to a purchase order, the line item will be associated with the purchase order number shown in the **P.O.** field on this display. Otherwise the line item is considered an invoice level charge.

F15 Add freight causes the Invoice & Credit Freight Detail (Enter) display (AMV165) to appear and allows you to add freight charges. If the invoice refers to a purchase order, the line item will be associated with the purchase order number shown in the **P.O.** field on this display. Otherwise the line item is considered an invoice level charge.

F16 Add P.O. causes the Invoice & Credit P.O. Header (Enter) display (AMV16P) to appear. This function key only appears if Purchasing is installed and the invoice refers to a purchase order.

F17 Accept with error allows you to continue with the record even when the application issues a message for an error you cannot correct immediately. Depending on what mode you are in, one of the following occurs.

Enter. The record is processed and AMV162–Invoice & Credit Detail (Enter) appears again for entry of new data.

Review. The record is processed and the next record in the direction you were paging appears.

F19 Return to header causes the Invoice & Credit Header display (AMV161) to appear.

F20 Delete detail causes the Invoice & Credit Detail (AMV162) to appear in Delete mode. Use F20 again to confirm the deletion. The record is deleted and the next record in the direction you were paging appears.

F24 Display Status causes the Invoice & Credit Batch (Status) display (AMV16S) to appear if the invoice is complete and in balance.

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

Batch. The identifying number the application assigned to this batch.

Company. The number of the company for which this batch of transactions applies.

Batch date. The batch default date from the Payables Data Entry (Options) display (AMV151) or the Invoice & Credit Batch Date (Change) display (AMV167).

***MRO*.** In Add mode, this field appears only if the Maintenance Management System (MMS) is interfacing, and indicates that this is an MRO vendor. In Change mode, this indicates the item is an MRO item.

Invoice number. The vendor's invoice number.

Seq (Sequence). Specifies when the same invoice number is used on multiple entries.

Vendor. The name of the vendor.

Voucher. The identifying number assigned to this invoice or credit memo. Depending on how you answered the questions during application tailoring, either the application generated this number or you entered this number previously.

Type. Invoice or Credit appears in this field depending on what you entered in the **Cr memo code <C>** field on the Invoice & Credit Header (Enter) display (AMV160).

Note: The following fields only appear on the display if Purchasing is installed and you entered a purchase order number on the Invoice & Credit Header display (AMV160).

P.O. (Purchase order). The purchase order number that applies to the invoice.

Qty ord (Quantity ordered). The quantity ordered for this item.

Qty retd (Quantity returned). The quantity of this item that was returned to the vendor from dock or stock.

Amt expd (Amount expected). The expected price as calculated by current price (from the Purchase Order Item file) multiplied by the quantity ordered.

Qty rec (Quantity received). The gross quantity received, not netting any returns. It is determined by all of the receiving transactions processed for the purchase order through Inventory Management.

Qty inv (Quantity invoiced). The accumulated quantity invoiced if you have previously entered an invoice for this item.

Amt inv (Amount invoiced). An accumulated cost if you have previously entered an invoice for this item.

Item no. (Item number). Type in the item number associated with this line item. For invoices with purchase orders, this field is required. For invoices without purchase orders, this field is only required when using Charge type I to pass cost adjustments to Inventory Management.

Misc item seq (Miscellaneous item sequence). Type in the miscellaneous item sequence number assigned to this item on the purchase order. This is only used when the same item number was used more than once on the purchase order. This field only appears when Purchasing is installed.

Blanket release no. (Blanket release number). Type in the blanket release number if the invoice detail line is for an item on a purchase order blanket release. This field only appears when Purchasing is installed and you entered a purchase order number on the Invoice & Credit Header display (AMV160).

Description. Type in the line item description by either typing in the purchase order number or a description of the line item; for example, No. 2 Pencils. If you are entering an invoice that refers to a purchase order, the description is defaulted from the purchase order when you press **Enter** without typing a value in this field.

Line invoice code. Type in one of the following codes:

- C. Completely invoicing this line item
- P. Partially invoicing this line item

This field only appears when Purchasing is installed and you entered a purchase order number on the Invoice & Credit Header display (AMV160).

Landed cost code. The code you entered on the Invoice & Credit Header (Enter) display (AMV161) appears in this field. You can enter another valid code from the Landed Cost file or leave this field blank.

Detail split <Y/N>. The default is N. If you want to charge an invoice line item to two or more general ledger accounts for accounting or costing purposes, type in **Y**. When you press **Enter**, if no errors occur or you use **F17**, the Invoice & Credit Detail Split (Enter) display (AMV16X) appears.

Note: If you answer Y, the following fields, if entered, will be split along with the **Grs. amt: Subj Disc, Disc amt, Quantity, Item frt.**

Grs. amt (Gross amount). Type in the gross amount for the line item. The amount you type in can be negative. On an invoice, if you are entering a credit, the amount should be entered as a negative. On a credit memo, if you are entering a debit, the amount should be entered as a negative. Normal credit memo entry should be positive. You must enter an amount when the quantity is changed.

Subj disc (Subject to discount). Type in the amount subject to discount if a discount is to be based on an amount other than gross amount. This amount cannot be greater than the amount shown in the **Grs. amt** field.

Discount % (Discount percent). Type in the discount percent that applies to this item. If you entered a discount percent on either of the Invoice & Credit Header (Enter) displays (AMV160 or AMV161), that percent appears here. Change the percent if it is different for this detail line. Type in two and a half percent, for example, as 2.5.

Disc amt (Discount amount). Type in the discount amount you are taking. If you type in a discount percent and a discount amount, the discount amount is used.

If you change the **Grs. amt**, **Subj disc**, or the **Discount %** fields, the discount amount must be zeroed out before it is recalculated.

Exp acct (Expense account) [?]. This field is required if you are using general ledger distribution unless you specified Y to Detail split. Type in the general ledger account number to which this line should be debited. If you are typing an invoice that refers to a purchase order, the expense account is defaulted from the P.O. Item Detail file when you press **Enter** without typing a value in this field.

Charge type. The default is a blank. This field is required if invoicing passes this detail to IM or PC&C, or if this detail is a nonemployee compensation transaction. Type in one of the following codes:

- Blank.** No information is passed to IM or PC&C and this line item is not a nonemployee compensation transaction. If the field is left blank, the **Charge operation**, **Order number M/P**, and **Misc chg** fields must also be blank.
- F.** Miscellaneous charge (Forced add). Type in **F** to pass a miscellaneous charge to PC&C when the charge number does not already exist in the Manufacturing Order Miscellaneous Detail (MOMISC) file. The miscellaneous charge is added to MOMISC when the batch is posted. If you type in **F**, the **Misc charge** and **Order number M/P** fields must be entered. If the invoice does not refer to a purchase order, entering a quantity is optional.
- I.** Cost adjustment. Type in **I** to adjust the cost of the item in the Item Balance file. If you type in **I**, the **Item no.**, **Quantity**, **Warehouse number** and the **Unit of measure** fields are required. The **Order number M/P** field is optional. If the order number is entered, it can be the purchase order being invoiced or another purchase order on which this item appears. You can do a cost adjustment for any item type (inventory, miscellaneous, or service) as long as the item has an Item Balance record.
- M.** Miscellaneous Charge. Type in **M** to enter miscellaneous charge information when the charge number already exists in the Manufacturing Order Miscellaneous Detail file. If you type in **M**, then the **Misc chg** and **Order number M/P** fields must be entered. If the invoice does not refer to a purchase order, entering a quantity is optional.
- N.** Nonemployee Compensation. Type in **N** to specify nonemployee compensation.

- O. Outside Operation. Type in **O** to enter outside operation information. If you type in **O**, the **Charge operation** and **Order number M/P** fields must be entered.

Warehouse number. This field is required if invoicing passes information to IM and you typed I in the Charge type field. Leave this field blank if you typed in any other code in the **Charge type** field. If Purchasing is installed or Accounts Payable is interfacing with IM, the warehouse number is defaulted depending upon your response to the default planning warehouse question during application tailoring. This field is not shown if you defined only one warehouse in the Warehouse Master file in Inventory Management. Type in the warehouse that received the material.

Quantity. This field is required for Charge Type I. This field is also required if the invoice refers to a purchase order. This field is optional if the credit memo refers to a purchase order. Type in the number of items to which this transaction applies. This quantity has already been converted for unit of measure.

Unit of measure. This field is required if invoicing passes information to IM, and you typed I in the **Charge type** field. Type in the stocking unit of measure. If the invoice refers to a purchase order, either the purchasing or stocking unit of measure can be used. If you type in the purchasing unit of measure, the Quantity is converted to stocking quantities.

Item frt (Item freight). This field (information only) appears if Purchasing is installed and the invoice refers to a purchase order. Type in the freight charge for this item. If you type in an amount, the value is used in P.O. inquiry and Vendor Performance.

Order number M/P (Order Number, Manufacturing or Purchase). This field is required for Charge type O, F, or M; it is optional for Charge type I. Type in the number that identifies the order to which this line item is charged. Do not type in the order number prefix of M or P. The number cannot be greater than 6 positions.

Misc chg (Miscellaneous charge). Type in the miscellaneous charge number from the Manufacturing Order Miscellaneous Detail (MOMISC) file to which this line item gross amount is charged. This field is required if the Charge type is M or F and invoicing is passing information to PC&C and the interface is active.

Debit memo. This field appears only if Purchasing is installed and the invoice or credit memo refers to a purchase order. However, entering a debit memo number in this field is allowed only if you entered **C** in the **Cr memo** field on display AMV160 specifying the transaction is a credit memo. Type in the debit memo you want to attach to the credit memo. The debit memo number must exist in the PODEBT file, which is created when a VR transaction is processed.

Charge operation. This field is required if Charge type is O and invoicing is passing information to PC&C and the interface is active. In the left most position of the field, type in the operation sequence number to which this charge applies.

The next three fields appear only for MRO vendors and items if the Maintenance Management System (MMS) is interfacing.

WORK ORDER. The number of the work order that originated in MMS. When you enter a work order number, the invoice date (from the invoice header) is edited against the Last Invoice Allowed date in the work order. If the invoice date is later, a warning message appears.

TASK. This field identifies a step on the work order. It represents the task to charge field, not the task sequence number. If the work order and task are valid, the expense account is derived from MMS.

COST CODE. The cost category that MMS uses to accumulate a particular cost associated with this work order or item. It is used only for non-stores and service items in MMS. For stores MRO items, this field is not displayed.

AMV163—Invoice & Credit Tax Detail (Enter/Review/Delete)

Use this display to enter detailed tax information about an invoice or credit memo and to prorate the charges.

Note: A pop up window (Purchase Order Select) appears with this display if this detail is not associated with a purchase order and there is more than one purchase order attached to the invoice. Use **F7=Add detail** to see it. For more information, see "AMV161—Invoice & Credit Header (Enter/Review/Delete)".

This display appears when you:

- Use **F13=Add** tax on:
 - AMV161 .** Invoice & Credit Header
 - AMV162 .** Invoice & Credit Detail
 - AMV163 .** Invoice & Credit Tax Detail
 - AMV164 .** Invoice & Credit Special Charge
 - AMV165 .** Invoice & Credit Detail Summary
 - AMV16D .** Invoice & Credit Freight Detail
- Select a tax line item and press **Enter** on the Invoice & Credit Detail Summary (Review) display (AMV16D).
- Press **Enter** on the Invoice & Credit Tax Detail (Enter) display (AMV163).
- Use **F11=Process** split and are in Enter mode on the Invoice & Credit Detail Split display (AMV16X).

```

Batch *** Company ** Invoice & Credit Tax Detail ***** AMV163 **
                        Batch date **/**/** *****
                        *MRO*
Invoice no. Seq Vendor Voucher Type P.O.
***** ** *****
Item no. aaaaaaaaaaA15
Description aaaaaaaaaaaaaaaaaaaaaaaaaaA30
Landed cost code aa3 Detail split <Y/N> A Grs. amt nnnnnnnnnnnn.nn
Subj disc nnnnnnnnnnn.nn Discount % nn.nn Disc amt nnnnnnnnnnnn.nn
Exp acct aaaaaaaaaaA15 Charge type A Warehouse number aa3
Quantity nnnnnnn.nnn Unit of measure A2 Prorate <Y/N> A
Order number M/P aaaaA6 Misc chg aaaaaaaaaaA15
Charge operation aaA4
F12=Next Selection
F17=Accept with error
F1=Batch summary F3=New invoice F6=Detail summary F7=Add detail
F13=Add tax F14=Add special chg F15=Add freight F16=Add P.O.
F19=Return to header F20=Delete tax F24=Display status Use Roll Up/Dn
    
```

What to do

- To enter detailed tax information about an invoice or credit memo and prorate the charges, type in the information requested, type **Y** in the **Prorate** field, and press **Enter**.
- To split an invoice line item into more than one line, type in the information requested and type **Y** in the **Detail split** field and go to display AMV16X.
- To add detail on this display, use **F7** and the Purchase Order Select window.
- To add special charges, or freight, use the appropriate function key on the display.
- To add another purchase order to this invoice, use **F16** and go to display AMV16P.
- To perform other functions, refer to the function key descriptions for this display.

Function keys

F1 Batch summary causes the Invoice & Credit Batch Summary (Review) display (AMV16I) to appear if the invoice is in balance.

F3 New invoice causes the Invoice & Credit Header display (AMV160) to appear if the invoice is in balance.

F6 Detail summary causes the Invoice & Credit Detail Summary display (AMV16D) to appear and allows you to review all line items attached to this invoice.

F7 Add detail causes the Invoice & Credit Detail display (AMV162) appear in Enter mode.

Note: When you use an add function key (**F7**, **F13**, **F14**, or **F15**) on a purchasing style invoice, the following occurs:

- If the request is initiated from a record tied to a purchase order, the new added record is associated with that purchase order.
- If the request comes from a record which is tied to the invoice but not to a specific purchase order and the added record is a freight, tax, or special charge, it is tied to the invoice. If the added record is a detail and only one purchase order exists for the invoice, the detail is tied to that purchase order. If the added record is a detail and there are multiple purchase orders on the invoice, the pop up window (Purchase Order Select) appears and allows you to identify the appropriate purchase order to which the detail line item should be added.

F12 Resume entry appears only in Review mode and only if you rolled out of Enter mode or used **F19 Return to header** from Enter mode. The display you were on when you were last in Enter mode appears.

F12 Next selection appears only in Review mode, and only if there are multiple selections. In this case, the first selection is processed and the next selection appears until no further selections remain or you use any function key except **F17**, **F19**, **F24**, **Roll** or **Enter**. Selections are processed in the order in which they appear on the Summary display.

F13 Add tax causes the Invoice & Credit Tax Detail display (AMV163) to appear in Enter mode and allows you to add tax detail. If the record that appears on this display refers to a purchase order, the line item will be associated with the purchase order

number shown in the **P.O.** field on the display. Otherwise the line item is considered an invoice level charge.

F14 Add special chg causes the Invoice & Credit Special Charge (Enter) display (AMV164) to appear and allows you to add special charges. If the record that appears on this display refers to a purchase order, the line item will be associated with the purchase order number shown in the **P.O.** field on the display. Otherwise the line item is considered an invoice level charge.

F15 Add freight causes the Invoice & Credit Freight Detail (Enter) display (AMV165) to appear and allows you to add freight charges. If the record that appears on this display refers to a purchase order, the line item will be associated with the purchase order number shown in the **P.O.** field on the display. Otherwise the line item is considered an invoice level charge.

F16 Add P.O. causes the Invoice & Credit P.O. Header (Enter) display (AMV16P) to appear. This function key only appears if Purchasing is installed and the invoice refers to a purchase order.

F17 Accept with error allows you to continue with the record even when the application issues a warning message identifying an error. Depending on what mode you are in, one of the following occurs.

Enter. The record is processed and AMV163–Invoice & Credit Tax Detail (Enter) appears again for entry of new data.

Review. The record is processed and the next record in the direction you were paging appears.

F19 Return to header causes the Invoice & Credit Header display (AMV161) to appear.

F20 Delete tax causes The Invoice & Credit Tax Detail (AMV163) to appear in Delete mode. To confirm the delete, use **F20** again. The record is deleted and the next record in the direction you were paging appears.

F24 Display status causes the Invoice & Credit Batch (Status) display (AMV16S) to appear if the invoice is complete and in balance.

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

Batch. The identifying number the application assigned to this batch.

Company. The number of the company for which this batch of transactions applies.

Batch date. The batch default date from the Payables Data Entry (Options) display (AMV151) or the Invoice & Credit Batch Date (Change) display (AMV167).

***MRO*.** This field appears only if the Maintenance Management System (MMS) is interfacing, and indicates that this is a spare parts item or a maintenance service.

Invoice no. (Invoice number). The vendor's invoice number.

Seq (Item sequence number). Specifies when the same invoice number is used on multiple entries.

Vendor. The name of the vendor.

Voucher. The identifying number assigned to this invoice or credit memo. Depending on how you answered the questions during application tailoring, either the application generated this number or you entered this number previously.

Type. Invoice or Credit appears in this field depending on what you entered in the **Cr memo code <C>** field on the Invoice & Credit Header (Enter) display (AMV160).

P.O. (Purchase order). The purchase order number that applies to the invoice. This field only appears for a Purchasing style invoice.

Item no. (Item number). Type in the item number you want to associate with this tax. This field is required in conjunction with Charge Type I cost adjustments and does not appear unless cost adjustments are being passed to IM.

Description. The default is tax. Type in the line item description using either the purchase order number or a description of the line item. (For example, No. 2 pencils.)

Landed cost code. The code entered on the Invoice & Credit Header (Enter) display (AMV161) appears in this field. You can enter another valid code from the Landed Cost file or leave this field blank.

Detail split <Y/N>. The default is N. If you want to charge an invoice line item to two or more general ledger accounts for accounting or costing purposes, type in **Y**. When you press **Enter**, if no errors occur or you use **F17**, the Invoice & Credit Detail Split (Enter) display (AMV16X) appears.

Note: If you answer **Y**, the following fields, if entered, will be split along with the **Grs. amt**, **Subj Disc**, **Disc amt**, and **Quantity**.

Grs. amt (Gross amount). Type in the gross amount for the tax. On an invoice, if you are entering a credit, the amount should be entered as a negative. On a credit memo, if you are entering a debit, the amount should be entered as a negative. The Quantity, if it applies to this transaction, must be the same sign as the amount.

Subj disc (Subject to discount). Type in the amount subject to discount if a discount is to be based on an amount other than gross amount. This amount cannot be greater than the amount shown in the **Grs. amt** field.

Discount % (Discount percent). Type in the discount percent that applies to this item. If you entered discount percent on either of the Invoice & Credit Header (Enter) displays (AMV160 or AMV161), that percent appears here. Change the percent if it is different for this detail line. Type in two and a half percent, for example, as 2.5. Disc amt takes precedence over this field.

Disc amt (Discount amount). Type in the discount amount you are taking. If you type in a discount percent and a discount amount, the discount amount is used.

If you change the **Grs. amt**, **Subj disc**, and/or the **Discount %** fields, the discount amount must be zeroed out before it is recalculated.

Exp acct (Expense account) [?]. This field is required if you are using general ledger distribution unless you specified Y to **Detail split** or **Prorate**. Type in the account number to which this line should be debited. If you do not type in an account number, the expense account defaults to the default tax account you established during installation tailoring when you press **Enter**.

Charge type. This field is required if invoicing passes this detail to IM or PC&C, or if this detail is a nonemployee compensation transaction. Type in one of the following codes:

- Blank.** No information is passed to IM or PC&C and this line item is not a nonemployee compensation transaction. If the field is left blank, the **Charge oper** and **Misc chg** fields must also be blank.
- F.** Miscellaneous charge (Forced add). Type in **F** to pass a miscellaneous charge to PC&C when the charge number does not already exist in the Manufacturing Order Miscellaneous Detail (MOMISC) file. The miscellaneous charge is added to MOMISC when the batch is posted. If you type in **F**, the **Misc chg** and **Order number M/P** fields must be entered. You may optionally enter a quantity if the invoice does not refer to a purchase order.
- I.** Cost adjustment. Type in **I** to adjust the cost of the item in the Item Balance file. If you type in **I**, the **Item no.**, **Quantity**, **Warehouse number** and the **Unit of measure** fields are required. The **Order number** field is optional. If the order number is entered, it can be the purchase order being invoiced or another purchase order on which this item appears. You can do a cost adjustment for any item type (inventory, miscellaneous, or service) as long as the item has an Item Balance record.
- M.** Miscellaneous Charge. Type in **M** to enter miscellaneous charge information when the charge number already exists in the Manufacturing Order Miscellaneous Detail file. If you type in **M**, the **Misc chg** and **Order number M/P** fields must be entered. You may optionally enter a quantity if the invoice does not refer to a purchase order.
- N.** Nonemployee Compensation. Type in **N** to specify nonemployee compensation.
- O.** Outside Operation. Type in **O** to enter outside operation information. If you type in **O**, the **Charge operation** and **Order number M/P** fields must be entered.

Warehouse number. This field is required if invoicing passes information to IM and you typed **I** in the **Charge type** field. Leave this field blank if you typed in any other code in the **Charge type** field.

If Purchasing is installed or Accounts Payable is interfacing with IM, the warehouse number is defaulted depending upon your response to the default planning warehouse question during application tailoring. The field is not shown if you defined only one warehouse in the Warehouse Master file in Inventory Management. Type in the warehouse that received the material.

Quantity. This field is required for Charge type **I**. Type in the number of items to which this line item applies.

Unit of measure. This field is required if invoicing passes information to IM, and you typed **I** in the Charge type field. Type in the stocking unit of measure.

Prorate <Y/N>. The default is **N**. Type in **Y** if the line item is to be prorated.

Order number M/P (Order Number, Manufacturing or Purchase). This field is required for Charge type O, F, or M and it is optional for charge type I. Type in the number that identifies the order to which this line item is charged. Do not type in the order number prefix of M or P. This order number passes to the temporary G/L record when the expense is posted.

Misc chg (Miscellaneous charge). Type in the miscellaneous charge number from the Manufacturing Order Miscellaneous Detail (MOMISC) file to which the line item gross amount is charged. This field is required if the Charge type is M or F and invoicing is passing information to PC&C and the interface is active.

Charge operation. This field is required if Charge Type is O and invoicing is passing information to PC&C. In the left most position of the field, type in the operation sequence number to which this charge applies.

AMV164—Invoice & Credit Special Charge (Enter/Review/Delete)

Use this display to enter Special Charge information for the invoice or credit memo and to prorate these charges.

Note: A pop up window (Purchase Order Select) appears with this display if this detail is not associated with a purchase order and there is more than one purchase order attached to the invoice. Use **F7=Add detail** to see it. For more information, see AMV161—Invoice & Credit Header (Enter/Review/Delete) on page 11.

This display appears when you:

- Use **F14=Add special charge** on one of the following displays:
 - AMV161** . Invoice & Credit Header
 - AMV162** . Invoice & Credit Detail
 - AMV163** . Invoice & Credit Tax Detail
 - AMV164** . Invoice & Credit Special Charge
 - AMV165** . Invoice & Credit Freight Detail
 - AMV16D** . Invoice & Credit Detail Summary
- Press **Enter** on the Invoice & Credit Special Charge (Enter) display (AMV164).
- Select a special charge line item and press **Enter** on the Invoice & Credit Detail Summary (Review) display (AMV16D). (AMV163).
- Use **F11=Process split** and are in Enter mode on the Invoice & Credit Detail Split display (AMV16X).

```

Batch *** Company ** Invoice & Credit Special Charge ***** AMV164 **
                        Batch date **/**/** *****
Invoice no. Seq Vendor Voucher Type ***** *MRO*
***** ** *****
Item no. aaaaaaaaaaA15
Description aaaaaaaaaaaaaaaaaaaaaaaaaaA30
Landed cost code aA3 Detail split <Y/N> A Grs. amt nnnnnnnnnn.nn
Subj disc nnnnnnnnnn Discnt % nn.nn Disc amt nnnnnnnnnn.nn
Exp acct aaaaaaaaaaA15 Charge type A Warehouse number aA3
Quantity nnnnnnnn Unit of measure A2 Prorate <Y/N> A
Order number M/P aaaaA6 Misc chg aaaaaaaaaaA15
Charge operation aaA4

F12=Next selection
F17=Accept with error

F1=Batch summary F3=New invoice F6=Detail summary F7=Add detail
F13=Add tax F14=Add special chg F15=Add freight F16=Add P.O.
F19=Return to header F20=Delete spc chg F24=Display status Use Roll Up/Dn

```

What to do

- To enter detailed special charge information and prorate the charges, type in the information requested, type **Y** in the **Prorate** field and press **Enter**. If you want to prorate special charges, a detail line item must exist.
- To perform any other function, select one of the function keys on the display.

When you press **Enter** and the **Detail split** field contains a Y, the Invoice & Credit Detail Split (Enter) display (AMV16X) appears. If **Detail split** is N, depending on what mode you are in, one of the following occurs:

Enter . AMV164–Invoice & Credit Special Charge (Enter) appears again for entry of new data.

Review . The record is edited. If no errors, the record is processed and the next record in the direction you were paging appears.

Delete . The record is shown again in Review mode.

Function keys

F1 Batch summary causes the Invoice & Credit Batch Summary (Review) display (AMV16I) to appear if the invoice is in balance.

F3 New invoice causes the Invoice & Credit Header display (AMV160) to appear if the invoice is in balance.

F6 Detail summary causes the Invoice & Credit Detail Summary (Review) display (AMV16D) to appear and allows you to review all line items attached to this invoice.

F7 Add detail causes the Invoice & Credit Detail display (AMV162) appear in Enter mode.

When you use an add function key (**F7**, **F13**, **F14**, or **F15**) on a Purchasing-style invoice, the following occurs:

- If the request is initiated from a record tied to a purchase order, the new added record is associated with that purchase order.
- If the request comes from a record which is tied to the invoice but not to a specific purchase order and the added record is a freight, tax, or special charge, it is tied to the invoice. If the added record is a detail and only one purchase order exists for the invoice, the detail is tied to that purchase order. If the added record is a detail and there are multiple purchase orders attached to the invoice, the pop-up window (Purchase Order Select) appears and allows you to identify the appropriate purchase order to which the detail line item should be attached.

F12 Resume entry appears only in Review mode and only if you rolled out of Enter mode or used **F19 Return to header** from Enter mode. The display you were on when you were last in Enter mode appears.

F12 Next selection appears only in Review mode, and only if there are multiple selections. In this case, the first selection is processed and the next selection appears until no further selections remain or you use any function key except **F17**, **F19**, **F24**, **Roll** or **Enter**. Selections are processed in the order in which they appear on the Summary display.

F13 Add tax causes the Invoice & Credit Tax Detail (Enter) display (AMV163) to appear and allows you to add tax detail. If the record that appears on this display refers to a purchase order, the line item will be associated with the purchase order number shown in the **P.O.** field on the display. Otherwise the line item is considered an invoice level charge.

F14 Add special chg causes the Invoice & Credit Special Charge (Enter) display (AMV164) to appear and allows you to add special charges. If the record that appears on this display refers to a purchase order, the line item will be associated with the purchase order number shown in the **P.O.** field on the display. Otherwise the line item is considered an invoice level charge. **F14** appears only in Review mode.

F15 Add freight causes the Invoice & Credit Freight Detail (Enter) display (AMV165) to appear and allows you to add freight charges. If the record that appears on this display refers to a purchase order, the line item will be associated with the purchase order number shown in the **P.O.** field on the display. Otherwise the line item is considered an invoice level charge.

F16 Add P.O. causes the Invoice & Credit P.O. Header (Enter) display (AMV16P) to appear. This function key only appears if Purchasing is installed and the invoice refers to a purchase order.

F17 Accept with error allows you to continue with the record even when the application issues a message for an error you cannot correct immediately. Depending on what mode you are in, one of the following occurs:

Enter . AMV164–Invoice & Credit Special Charge (Enter) appears again so you can enter new data.

Review . The record is processed and the next record in the direction you were paging appears.

F19 Return to header causes the Invoice & Credit Header display (AMV161) to appear.

F20 Delete spc chg (special charge) causes the Invoice & Credit Special Charge display (AMV164) to appear in Delete mode. Use **F20** again to confirm the deletion. The record is deleted and the next record in the direction you were paging appears.

F24 Display status causes the Invoice & Credit Batch (Status) display (AMV16S) to appear if the invoice is complete and in balance.

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

Batch. The identifying number the application assigned to the batch.

Company. The number of the company for which this batch of transactions applies.

Batch date. The batch default date from the Payables Data Entry (Options) display (AMV151) or the Invoice & Credit Batch Date (Change) display (AMV167).

***MRO*.** This field appears only if the Maintenance Management System (MMS) is interfacing, and indicates that this is a spare part item or a maintenance service.

Invoice no. (Invoice number). The vendor's invoice number.

Seq (Item sequence number). Specifies when the same invoice number is used on multiple entries.

Vendor. The name of the vendor.

Voucher. The identifying number assigned to this invoice or credit memo. Depending on how you answered the questions during application tailoring, either the application generated this number or you entered this number previously.

Type. Invoice or Credit appears in this field depending on what you entered in the **Cr memo code <C>** field on the Invoice & Credit Header (Enter) display (AMV160).

P.O. (Purchase order). The purchase order number that applies to the invoice. This field only appears for a Purchasing style invoice.

Item no. (Item number). Type in the item number you want to associate with this detail. This field is required in conjunction with Charge Type I cost adjustments and does not appear unless cost adjustments are passed to IM.

Description. The default is Special charge. Type in the line item description using either the purchase order number or a description of the line item; for example, No. 2 Pencils.

Landed cost code. The code entered on the Invoice & Credit Header (Enter) display (AMV161) appears in this field. You can enter another valid code from the Landed Cost file or leave this field blank.

Detail split <Y/N>. The default is N. If you want to charge an invoice line item to two or more general ledger accounts for accounting or costing purposes, type in **Y**. When you press **Enter**, if no errors occur or you use **F17**, the Invoice & Credit Detail Split (Enter) display (AMV16X) appears.

Note: If you answer Y, the following fields, if entered, will be split along with the **Grs. amt**: **Subj Disc**, **Disc amt**, and **Quantity**.

Grs. amt (Gross amount). Type in the gross amount for the special charge. On an invoice, if you are entering a credit, the amount should be entered as a negative. On a credit memo, if you are entering a debit, the amount should be entered as a negative.

Subj disc (Subject to discount). Type in the amount subject to discount if a discount is to be based on an amount other than gross amount.

Discount % (Discount percent). Type in the discount percent that applies to this item. The **Disc amt** field takes precedence over this field. If you entered discount percent on either of the Header displays (AMV160 or AMV161), that percentage appears here. Change the percentage if it is different for this detail line. Type in two and a half percent, for example, as 2.5.

Disc amt (Discount amount). Type in the discount amount you are taking. If you type in a discount percent and a discount amount, the discount amount is used.

If you change the **Grs. amt**, **Subj disc**, or the **Discount %** fields, the discount amount must be zeroed out before it is recalculated

Exp acct (Expense account) [?]. This field is required if you are using general ledger distribution unless you specified Y to **Detail split** or **Prorate**. Type in the account number to which this line should be debited. There is no default account number for special charges. If you are interfacing with General Ledger, you must manually enter a GL account number into any special charge record created.

Charge type. This field is required if invoicing passes this detail to IM or PC&C, or if this detail is a nonemployee compensation transaction. Type in one of the following codes:

- Blank .** No information is passed to IM or PC&C and this line item is not a nonemployee compensation transaction. If the field is left blank, the **Charge oper** and **Misc chg fields** must also be blank.
- F .** Miscellaneous charge (Forced add). Type in **F** to pass a miscellaneous charge to PC&C when the charge number does not already exist in the Manufacturing Order Miscellaneous Detail (MOMISC) file. The miscellaneous charge is added to MOMISC when the batch is posted. If you type in **F**, the **Misc charge** and **Order number M/P** fields must be entered. You may optionally enter a quantity if the invoice does not refer to a purchase order.
- I .** Cost adjustment. Type in **I** to adjust the cost of the item in the Item Balance file. If you type in **I**, the **Item no.**, **Quantity**, **Warehouse number** and the **Unit of measure** fields are required. The **Order number** field is optional. If the order number is entered, it can be the purchase order being invoiced or another purchase order on which this item appears. You can do a cost adjustment for any item type (inventory, miscellaneous, or service) as long as the item has an Item Balance record.
- M .** Miscellaneous Charge. Type in **M** to enter miscellaneous charge information when the charge number already exists in the Manufacturing Order Miscellaneous Detail file. If you type in **M**, the **Misc chg** and **Order number M/P** fields must be entered. You may optionally enter a quantity if the invoice does not refer to a purchase order.
- N .** Nonemployee Compensation. Type in **N** to specify nonemployee compensation.

- O . Outside Operation. Type in **O** to enter outside operation information. If you type in **O**, the **Charge operation** and **Order number M/P** fields must be entered.

Warehouse number. This field is required if invoicing passes information to IM and you typed **I** in the **Charge type** field. Leave this field blank if you typed in any other code in the Charge type field. If Purchasing is installed or Accounts Payable is interfacing with IM, the warehouse number is defaulted depending upon your response to the default planning warehouse question during application tailoring. The field is not shown if you defined only one warehouse in the Warehouse Master file in Inventory Management. Type in the warehouse that received the material.

Quantity. This field is required for Charge Type I. This field is also required if the invoice refers to a purchase order. Type in the number of items to which this line item applies.

Unit of measure. This field is required if invoicing passes information to IM, and you typed **I** in the **Charge type** field. Type in the stocking unit of measure.

Prorate <Y/N>. The default is **N**. Type in **Y** if the line item is to be prorated. If you want to prorate special charges, a detail line item must exist.

Order number M/P (Order number, Manufacturing or Purchase). This field is required for Charge type O, F, or M and it is optional for charge type I. Type in the number that identifies the order to which this line item is charged. Do not type in the order number prefix of M or P.

Misc chg (Miscellaneous charge). Type in the miscellaneous charge number from the Manufacturing Order Miscellaneous Detail (MOMISC) file to which this line item gross amount is charged. This field is required if the **Charge type** is M or F and invoicing is passing information to IM or PC&C and the interface is active.

Debit memo. This field appears only if Purchasing is installed and the invoice or credit memo refers to a purchase order. However, entering an amount in this field is allowed only if you entered **C** in the **Cr memo field** on display AMV160 specifying the transaction is a credit memo. Type in the amount you want attached to the purchase order. The debit memo number must exist in the PODEBT file.

Charge operation. This field is required if Charge type is O and invoicing is passing information to PC&C and the interface is active. In the left-most position of the field, type in the operation sequence number to which this charge applies.

AMV165—Invoice & Credit Freight Detail (Enter, Review, Delete)

Use this display to enter detailed freight information about the invoice or credit memo and to prorate the charges.

Note: A pop up window (Purchase Order Select) appears with this display if this detail is not associated with a purchase order and there is more than one purchase order attached to the invoice. Use **F7=Add detail** to see it. For more information, see “AMV161—Invoice & Credit Header (Enter/Review/Delete)”.

This display appears when you:

- Use **F15=Add freight** on any of the following displays:
 - AMV161 . Invoice & Credit Header (Enter/Review)**

- AMV162 .** Invoice & Credit Detail (Enter/Review)
- AMV163 .** Invoice & Credit Tax Detail (Enter)
- AMV164 .** Invoice & Credit Special Charge (Enter).
- AMV165 .** Invoice & Credit Freight Detail (Enter/Review)

- Select a freight line item and press **Enter** on the Invoice & Credit Detail Summary display (AMV16D).
- Use **F11=Process** split and are in Enter mode on the Invoice & Credit Detail Split display (AMV16X).
- Type **2** or **4** in the **Opt** field on the Invoice & Credit Detail Summary (Review) display (AMV16D).
- Press **Enter** on the Invoice & Credit Freight Detail display (AMV165).

```

Batch *** Company ** Invoice & Credit Freight Detail ***** AMV165 **
                        Batch date **/**/** *****
Invoice no. Seq Vendor Voucher Type P.O.
***** ** *****
Item no. aaaaaaaaaaA15
Description aaaaaaaaaaaaaaaaaaaaaaaaaA30
Landed cost code aA3 Detail split <Y/N> A Grs. amt nnnnnnnnnnnn.nn
Subj disc nnnnnnnnnnnn.nn Discount % nn.nn Disc amt nnnnnnnnnnnn.nn
Exp acct aaaaaaaaaaA15 Charge type A Warehouse number aA3
Quantity nnnnnnn.nnn Unit of measure A2 Prorate <Y/N> A
Order number M/P aaaaA6 Misc chg aaaaaaaaaaA15
Charge operation aaA4
F12=Next selection
F17=Accept with error
F1=Batch summary F3=New invoice F6=Detail summary F7=Add detail
F13=Add tax F14=Add special chg F15=Add freight F16=Add P.O.
F19=Return to header F20=Delete freight F24=Display status Use Roll Up/Dn

```

What to do

- To enter detailed freight information about an invoice or credit memo and prorate the charges, type in the information requested, type **Y** in the **Prorate** field, and press **Enter**.
- To perform other functions, select the appropriate function key on the display.

When you press **Enter** and the **Detail split** field contains Y, the Invoice & Credit Detail Split display (AMV16X) appears. If **Detail split** is not Y, depending on what mode you are in, one of the following occurs:

- Enter .** AMV165–Invoice & Credit Freight Detail (Enter) appears again so you can enter new data.
- Review .** The record is edited. If no errors, the record is processed and the next record in the direction you were paging appears.
- Delete .** The record is shown again in Review mode.

Function keys

F1 Batch summary causes the Invoice & Credit Batch Summary (Review) display (AMV16I) to appear if the invoice is in balance.

F3 New invoice causes the Invoice & Credit Header display (AMV160) to appear if the invoice is in balance.

F6 Detail summary causes the Invoice & Credit Detail Summary display (AMV16D) to appear and allows you to review all line items attached to this invoice.

F7 Add detail causes the Invoice & Credit Detail display (AMV162)

Note: When you use an add function key (**F7**, **F13**, **F14**, or **F15**) on a Purchasing-style invoice, the following occurs:

- If the request is initiated from a record tied to a purchase order, the new added record is associated with that purchase order.
- If the request comes from a record which is tied to the invoice but not to a specific purchase order and the added record is a freight, tax, or special charge, it is tied to the invoice. If the added record is a detail and only one purchase order exists for the invoice, the detail is tied to that purchase order. If the added record is a detail and there are multiple purchase orders attached to the invoice, the pop-up window (Purchase Order Select) appears and allows you to identify the appropriate purchase order to which the detail line item should be attached.

F12 Resume entry appears only in Review mode and only if you rolled out of Enter mode or used **F19** from Enter mode. The display you were on when you were last in Enter mode appears.

F12 Next selection appears only in Review mode, and only if there are multiple selections. In this case, the first selection is processed and **F12** appears until no further selections remain or you use any function key except **F17**, **F19**, **F24**, **Roll** or **Enter**. Selections are processed in the order in which they appear on the Summary display.

F13 Add tax causes the Invoice & Credit Tax Detail (Enter) display (AMV163) to appear and allows you to add tax detail. If the record that appears on this display refers to a purchase order, the line item will be associated with the purchase order number shown in the **P.O.** field on the display. Otherwise the line item is considered an invoice level charge.

F14 Add special chg (special charge) causes the Invoice & Credit Special Charge (Enter) display (AMV164) to appear and allows you to add special charges. If the record that appears on this display refers to a purchase order, the line item will be associated with the purchase order number shown in the **P.O.** field on the display. Otherwise the line item is considered an invoice level charge. If you were in Review mode when you selected **F14**, display AMV164 appears.

F15 Add freight causes the Invoice & Credit Freight Detail (Enter) display (AMV165) to appear and allows you to add freight charges. If the record that appears on this display refers to a purchase order, the line item will be associated with the purchase order number shown in the **P.O.** field on the display. Otherwise the line item is considered an invoice level charge. **F15** appears only in Review mode.

F16 Add P.O. causes the Invoice & Credit P.O. Header (Enter) display (AMV16P) to appear. This function key only appears if Purchasing is installed and the invoice refers to a purchase order.

F17 Accept with error allows you to continue with the record even when the application issues a message of an error you cannot correct immediately. Depending on what mode you are in, one of the following occurs.

Enter. AMV165–Invoice & Credit Freight Detail (Enter) appears again so you can enter new data.

Review. The next record in the direction you were paging appears. Choose a function key to exit.

F19 Return to header causes the Invoice & Credit Header display (AMV161) to appear.

F20 Delete freight causes the Invoice & Credit Freight Detail (AMV165) to appear in Delete mode. Use **F20** again to confirm the deletion. The record is deleted and the next record in the direction you were paging appears.

F24 Display status causes the Invoice & Credit Batch (Status) display (AMV16S) to appear if the invoice is complete and in balance.

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

Batch. The identifying number the application assigned to this batch.

Company. The number of the company for which this batch of transactions applies.

Batch date. The batch default date from the Payables Data Entry (Options) display (AMV151) or the Invoice & Credit Batch Date (Change) display (AMV167).

***MRO*.** This field appears only if the Maintenance Management System (MMS) is interfacing, and indicates that this is a spare part item or a maintenance service.

Invoice no. (Invoice number). The vendor's invoice number.

Seq (Item sequence number). Specifies when the same invoice number is used on multiple entries.

Vendor. The name of the vendor.

Voucher. The identifying number assigned to this invoice or credit memo. Depending on how you answered the questions during application tailoring, either the application generated this number or you entered this number previously.

Type. Invoice or Credit appears in this field depending on what you entered in the **Cr memo code <C>** field on the Invoice & Credit Header (Enter) display (AMV160).

P.O. (Purchase order). The purchase order number that applies to the invoice or credit memo. This field only appears for a Purchasing style invoice.

Item no. (Item number). Type in the item number you want to associate with this detail. This field is required in conjunction with Charge Type I cost adjustments and does not appear unless cost adjustments are passed to IM.

Description. The default is Freight. Type in the line item description by either using the purchase order number or a description of the detail; for example, No. 2 Pencils. If you are entering an invoice that refers to a purchase order, the description is defaulted from the purchase order when you press **Enter** without typing a value in this field.

Landed cost code. The code entered on the Invoice & Credit Header (Enter) display (AMV161) appears in this field. You can enter another valid code from the Landed Cost file or leave this field blank.

Detail split <Y/N>. The default is N. If you want to charge an invoice line item to two or more general ledger accounts for accounting or costing purposes, type in **Y**. When you press **Enter**, if no errors occur or you use **F17**, the Invoice & Credit Detail Split (Enter) display (AMV16X) appears.

Note: If you answer Y, the following fields, if entered, will be split along with the **Grs. amt**: **Subj Disc**, **Disc amt**, and **Quantity**.

Grs. amt (Gross amount). Type in the gross amount for the detail. On an invoice, if you are entering a credit, the amount should be negative. On a credit memo, if you are entering a debit, the amount should be negative.

Subj disc (Subject to discount). Type in the amount subject to discount if a discount is to be based on an amount other than gross amount.

Discount % (Discount percent). Type in the discount percent that applies to this item. If you entered Discount % on either of the Invoice & Credit Header (Enter) displays (AMV160 or AMV161), that percent appears here. Change the percent if it is different for this detail line. Type in two and a half percent, for example as 2.5.

Disc amt (Discount amount). Type in the discount amount you are taking. If you type in a discount percent and a discount amount, the discount amount is used.

If you change the **Grs. amt**, **Subj Disc**, or the **Discount %** fields, the discount amount must be zeroed out before it is recalculated

Exp acct (Expense account) [?]. This field is required if you are using general ledger distribution unless you specified Y to **Detail split** or **Prorate**. Type in the account number to which this line should be debited. If you do not type in an account number, the expense account defaults to the default freight account you established during installation tailoring when you press **Enter**.

Charge type. This field is required if invoicing passes this detail to IM or PC&C, or if this detail is a nonemployee compensation transaction. Type in one of the following codes:

- Blank.** No information is passed to IM or PC&C and this line item is not a nonemployee compensation transaction. If the field is left blank, the **Charge operation**, **Order number** and **Misc chg** fields must also be blank.
- F.** Miscellaneous charge (Forced add). Type in **F** to pass a miscellaneous charge to PC&C when the charge number does not already exist in the Manufacturing Order Miscellaneous Detail (MOMISC) file. The miscellaneous charge is added to MOMISC when the batch is posted. If you type in **F**, the

Misc charge and **Order number M/P** fields must be entered. You may optionally enter a quantity if the invoice does not refer to a purchase order.

- I. Cost adjustment. Type in **I** to adjust the cost of the item in the Item Balance file. If you type in **I**, the **Item no.**, **Quantity**, **Warehouse number** and the **Unit of measure** fields are required. The **Order number** field is optional. If the order number is entered, it can be the purchase order being invoiced or another purchase order on which this item appears. You can do a cost adjustment for any item type (inventory, miscellaneous, or service) as long as the item has an Item Balance record.
- M. Miscellaneous Charge. Type in **M** to enter miscellaneous charge information when the charge number already exists in the Manufacturing Order Miscellaneous Detail file. If you type in **M**, the **Misc chg** and **Order number M/P** fields must be entered. You may optionally enter a quantity if the invoice does not refer to a purchase order.
- N. Nonemployee Compensation. Type in **N** to specify nonemployee compensation.
- O. Outside Operation. Type in **O** to enter outside operation information. If you type in **O**, the **Charge operation** and **Order number M/P** fields must be entered.

Warehouse number. This field is required if invoicing passes information to IM and you typed **I** in the **Charge type** field. Leave this field blank if you typed in any other code in the **Charge type** field. If Purchasing is installed or AP is interfacing with IM, the warehouse number is defaulted depending upon your response to the default planning warehouse question during application tailoring. The field is not shown if you defined only one warehouse in the Warehouse Master file in Inventory Management. Type in the warehouse that received the material.

Quantity. This field is required for charge type **I**. This field is also required if the invoice refers to a purchase order. Type in the number of items to which this line item applies.

Unit of measure. This field is required if invoicing passes information to IM and you typed **I** in the **Charge type** field. Type in the stocking unit of measure.

Prorate <Y/N>. The default is **N** for manually entered and auto generated invoices. Type in **Y** if the line item is to be prorated. If you want to prorate freight charges, a detail line item must exist.

Order number M/P (Order number, Manufacturing or Purchase). This field is required for **Charge type** **O**, **F**, or **M** and it is optional for **Charge type** **I**. Type in the number that identifies the order to which this line item is charged. Do not type in the order number prefix of **M** or **P**.

Misc chg (Miscellaneous charge). Type in the miscellaneous charge number from the Manufacturing Order Miscellaneous Detail (MOMISC) file to which this line item gross amount is charged. This field is required if the **Charge type** is **M** or **F** and invoicing is passing information to PC&C and the interface is active. Type in the miscellaneous charges assigned to this invoice.

Charge Operation. This field is required if **Charge type** is **O** and invoicing is passing information to PC&C. In the left-most position of the field, type in the operation sequence number to which this charge applies.

AMV166—Invoice & Credit Change/Delete (Enter)

Use this display to bring previously posted invoices or credit memos into the batch. The delete and change transactions you create when you use this display update the Open Payables (OPNPAY) and related files when you post the batch.

You cannot delete or change if one of the following conditions exist in the invoice or credit memo in OPNPAY:

- You have already requested a delete or change transaction but have not yet posted to OPNPAY.
- You selected the invoice for payment during cash disbursements processing.
- You have already paid the invoice. This is true if you entered and posted the invoice or credit memo as prepaid during payables processing or if you paid the invoice through cash disbursements processing.

This display appears when you use **F5=Change/delete** on the Invoice & Credit Header (Enter) display (AMV160) or the Invoice & Credit Batch Summary display (AMV16I).

```
Batch *** Company ** Invoice & Credit Change/Delete Enter AMV166 **
                        Batch date **/**/**

                        Vendor number      aaaaA6
                        Payment select number nnnnn

                        Change/delete <C/D>  A

F1=Batch summary  F3=New invoice  F24=Display status
```

What to do

To bring change or delete information for an invoice or credit memo already posted back into the batch to permit additional changes or deletions, type in the information requested and press **Enter**.

When you press **Enter** the following occurs:

- The Invoice & Credit Change/Delete (Enter) display (AMV166) appears again allowing you to create another change or delete transaction.
- The application issues a message confirming that the change or delete transaction has been brought into the batch from the Open Payables file. You can then make your corrections to the change transaction.

Function keys

F1 Batch summary causes the Invoice & Credit Batch Summary (Review) display (AMV16I) to appear.

F3 New invoice causes the Invoice & Credit Header (Enter) display (AMV160) to appear.

F24 Display status causes the Invoice & Credit Batch Status display (AMV16S) to appear.

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

Batch. The identifying number the application assigned to this batch.

Company. The number of the company for which this batch of transactions applies.

Batch date. The batch default date from the Payables Data Entry (Options) display (AMV151) or the Invoice & Credit Batch Date (Change) display (AMV167).

Vendor number [?]. This is a required field. Type in the vendor number for the invoice or credit memo that you want to delete or change.

Payment select number. This is a required field. Type in the payment selection number that the application assigned to the invoice when it was posted to the Open Payables file. The number appears on the Open Payables by Due Date and Open Payables by Vendor listings, the Purchase Invoice Journal, and on the Invoice and Credit Memo Inquiry.

Change/delete <C/D>. This is a required field. Type in **C** when you want to bring a previously posted invoice or credit memo into the data entry batch in order to change it in OPNPAY and related files when you post the batch. Type in **D** when you want to remove the invoice or credit memo from OPNPAY and related files.

AMV167—Invoice & Credit Batch Date (Change)

Use this display to change the batch default date and to establish default invoice and invoice due dates for new invoices or credit memos you enter.

This display appears if you use **F4=Change batch date** on the Invoice & Credit Batch Status display (AMV16S).

```
Batch *** Company ** Invoice & Credit Batch Date Change AMV167 **  
  
New batch default date nnnnnn
```

What to do

To change the batch default date, type in the date to be used for future invoices and credit memos and press **Enter**. Invoices and credit memos that already exist in the batch will not be affected by this change.

Function keys

None.

Fields

Batch. The identifying number the application assigned to this batch.

Company. The number of the company for which this batch of transactions applies.

New batch default date. Type in the date you want to use as the batch default date for future entries into this batch.

AMV168—Invoice & Credit Auto Gen (Select)

Use this display to select the line items you want to auto gen for this purchase order.

This display appears if you answer S to **Auto gen** on the Invoice & Credit Header display (AMV160) or on the Invoice & Credit P.O. Header display (AMV16P).

```
Batch *** Company **      Invoice & Credit Auto Gen   Select      AMV168 **
Invoice no.  Seq   Vendor                               Voucher    Type      P.O.
*****      **   *****
Type options; then press Enter.
1=Select

Opt Item no.       MRO Description                                 WH  Seq  Rel   Quantity
A   ***** *     *****                                     ** ** ***   *****
A   ***** *     *****                                     ** ** ***   *****
A   ***** *     *****                                     ** ** ***   *****
A   ***** *     *****                                     ** ** ***   *****
A   ***** *     *****                                     ** ** ***   *****
A   ***** *     *****                                     ** ** ***   *****
A   ***** *     *****                                     ** ** ***   *****
A   ***** *     *****                                     ** ** ***   *****
A   ***** *     *****                                     ** ** ***   *****
A   ***** *     *****                                     ** ** ***   *****
A   ***** *     *****                                     ** ** ***   *****
A   ***** *     *****                                     ** ** ***   *****
A   ***** *     *****                                     ** ** ***   *****
A   ***** *     *****                                     ** ** ***   *****
A   ***** *     *****                                     ** ** ***   *****
A   ***** *     *****                                     ** ** ***   *****
A   ***** *     *****                                     ** ** ***   *****
A   ***** *     *****                                     ** ** ***   *****
A   ***** *     *****                                     ** ** ***   *****
A   ***** *     *****                                     ** ** ***   *****

F11=Process selections   F19=Return to header      Use Roll Up/Dn
```

What to do

- To select specific line items to automatically generate, type **1** beside the line you want to select and press **Enter**.
- To process the selections, use **F11**. **F11** processes the selections and AMV16P appears again.

Function keys

F11 Process selections causes the auto generation of the line items you selected and saved by pressing **Enter**. The function key does not appear until you press **Enter**. If you were on AMV160 and answered S to Auto gen, **F11** processes the selections and AMV161 appears in Review mode.

If you were on display AMV16P and answered S to Auto gen, **F11** processes the selections and AMV16P appears again.

F19 Return to header returns the display you were on when you answered S to Auto gen. Any selections made are ignored.

Fields

- Batch.** The identifying number the application assigned to this batch.
- Company.** The number of the company for which this batch of transactions applies.
- Invoice no. (Invoice number).** The vendor’s invoice number.
- Seq (Invoice sequence number).** Distinguishes when the same invoice number is used on multiple entries.
- Vendor.** The name of the vendor

Voucher. The identifying number assigned to this invoice or credit memo. Either the application generated this number or you entered this number, depending on how your business tailored the application.

Type. Invoice or Credit appears in this field depending on what you entered in the **Credit memo code <C>** field on the Invoice & Credit Header display (AMV160).

P.O. (Purchase order). The purchase order number that applies to this invoice or credit memo. The number you entered on the Invoice & Credit Header display (AMV160) or the Invoice & P. O. Header display (AMV16P) to indicate this invoice refers to a purchase order.

Opt (Option). Type in **1** beside each line item you want to auto gen.

MRO (Maintenance, Repair, Overhaul or Operating supplies). The description of the line item.

Item no. (Item number). The item number associated with the purchase order number or detail item.

Description. The description of the detail. The description can be the purchase order number or a physical description; for example, No. 2 pencils. Freight, tax, and special charges will appear with the full amount even if previously invoiced.

WH (Warehouse). The warehouse number that received the material.

Seq (Item sequence number). The item sequence number if the same item appears more than once on the same purchase order.

Rel (Blanket release number). The blanket release number if this is a detail line on a purchase order blanket release.

Quantity remaining. The quantity remaining to be invoiced. The quantity remaining is the quantity ordered minus any quantity previously invoiced. If you specified the quantity was to be based on the quantity received, the quantity remaining is then the quantity received (to dock or to stock) minus the quantity previously invoiced.

The received quantity (to dock or to stock) is determined by your response to the Purchasing questionnaire during application tailoring.

AMV169—Recurring Batch Header Effective Dates (Enter)

Use this display to enter effective dates for an invoice to be created as a recurring payable. Recurring batches are used only by Accounts Payable.

This display appears when you press **Enter** on the Invoice & Credit Header (Review) display (AMV161) display.

```
Batch *** Company **      Recurring Batch Header      Enter      AMV169 **
                          Batch date **/**/**
Inv ***** Seq *** Vendor ***** *****
* MRO*
Type
Invoice

Voucher no.          ***

Effective dates  nnnnnn to nnnnnn

F19=Return to header
```

What to do

Enter the range of dates in MMDDYY format that this invoice is eligible to be created as a recurring payable and press **Enter**.

Function keys

F19 Return to header causes the Invoice & Credit Header (Enter) display (AMV161) to appear again.

Fields

Batch. The identifying number the application assigned to this batch.

Company. The number of the company for which this batch of transactions applies.

Batch date. The batch default date from the Payables Data Entry (Options) display (AMV151) or the Invoice & Credit Batch Date (Change) display (AMV167).

Inv (Invoice number) . The vendor's invoice number.

Seq (Invoice sequence number). Specifies when the same invoice number is used on multiple entries.

MRO (Maintenance, Repair, Overhaul or Operating supplies). The description of the line item.

Vendor (Vendor number). The vendor number and name. For a miscellaneous vendor, 000000 appears.

Voucher number . The identifying number assigned to this invoice or credit memo. Either the application generated this number or you entered this number, depending on how your business tailored the application.

Effective dates. Type in the from and to dates that this invoice is valid for. Invoices should not be created on dates before the first and after the second date entered here.

AMV16D—Invoice & Credit Detail Summary (Review)

Use this display to change, or delete a line item or to change the completion code of the PO header. The display shows detail lines that have been entered for this invoice. Select an invoice line item for further processing by entering **2** or **4** in the **Opt** field next to it.

Note: A pop up window (Purchase Order Select) appears with this display if this detail is not associated with a purchase order and there is more than one purchase order attached to the invoice. Use **F7=Add detail** to see it. For more information, see “AMV161—Invoice & Credit Header (Enter/Review/Delete)”.

This display appears if you use **F6=Detail** summary on any of the following:

- AMV161** . Invoice & Credit Header
- AMV162** . Invoice & Credit Detail Header
- AMV163** . Invoice & Credit Tax Detail
- AMV164** . Invoice & Credit Special Charge
- AMV165** . Invoice & Credit Freight Detail
- AMV16A** . Invoice & Credit Vendor Address
- AMV16P** . Invoice & Credit P.O. Header
- AMV16X** . Invoice & Credit Detail Split

```

Batch ***  Company **  Invoice & Credit Detail Summary  Review  AMV16D  **
Invoice no.  Seq  Vendor  Voucher  Type
*****  ***  *****  *****  *****

Type options; then press Enter.
2=Review  4=Delete  Page nnnn of ****

Opt  P.O.  Item  MRO  Description  Rel  Gross amount
A *****  *****  * *****  nnnn ***** .**
A *****  *****  * *****  nnnn ***** .**
A *****  *****  * *****  nnnn ***** .**
A *****  *****  * *****  nnnn ***** .**
A *****  *****  * *****  nnnn ***** .**
A *****  *****  * *****  nnnn ***** .**
A *****  *****  * *****  nnnn ***** .**
A *****  *****  * *****  nnnn ***** .**
A *****  *****  * *****  nnnn ***** .**
A *****  *****  * *****  nnnn ***** .**
A *****  *****  * *****  nnnn ***** .**
A *****  *****  * *****  nnnn ***** .**
A *****  *****  * *****  nnnn ***** .**

F1=Batch summary  F3=New invoice  F7=Add detail  F13=Add tax  F14=Add spc chg
F15=Add freight  F16=Add P.O.  F19=Return to header  F24=Dsp status
    
```

What to do

- To review a detail line or change the completion code of a purchase order header, type **2** in the **Opt** field beside the record and press **Enter**.

- To delete a detail line type **4** in the **Opt** field beside the record and press **Enter**.
- To add tax, special charges, or freight to the invoice and have the line item reference a purchase order number on the invoice, position the cursor to one of the purchase order's line items and select it for review. When the line item appears, use the appropriate function key (**F13**, **F14**, or **F15**) to add the new line item.
- If option 4 is selected, one of the following appears depending on the kind of line item you selected:
 - AMV162.** Invoice & Credit Detail (Delete)
 - AMV163.** Invoice & Credit Tax Detail (Delete)
 - AMV164.** Invoice & Credit Special Charge (Delete)
 - AMV165.** Invoice & Credit Freight Detail (Delete)
 - AMV16P.** Invoice & Credit P.O. Header (Delete)
- If option 2 is selected, one of the following appears depending on the kind of detail line you selected:
 - AMV162.** Invoice & Credit Detail (Review)
 - AMV163.** Invoice & Credit Tax Detail (Review)
 - AMV164.** Invoice & Credit Special Charge (Review)
 - AMV165.** Invoice & Credit Freight Detail (Review)
 - AMV16P.** Invoice & Credit P.O. Header (Review)

Function keys

F1 Batch summary causes the Invoice & Credit Batch Summary display (AMV16I) to appear if the invoice is in balance.

F3 New invoice causes the Invoice & Credit Header display (AMV160) to appear if the invoice is in balance.

F7 Add detail causes the Invoice & Credit Detail display to appear in Enter mode.

Note: For the following function keys (**F13**, **F14**, and **F15**), if you want to add tax, special charges, or freight to the invoice and have the line item reference a purchase order number on the invoice, position the cursor to one of the purchase order's line items and select it for review. When the line item appears, use the appropriate function key to add the new line item.

F13 Add tax causes the Invoice & Credit Tax Detail (Enter) display (AMV163) to appear and allows you to add tax detail.

F14 Add spc chg causes the Invoice & Credit Special Charge (Enter) display (AMV164) to appear and allows you to add special charges.

F15 Add freight causes the Invoice & Credit Freight Detail (Enter) display (AMV165) to appear and allows you to add freight charges.

F16 Add P.O. causes the Invoice & Credit P.O. Header (Enter) display (AMV16P) to appear. This function key only appears if Purchasing is installed and the invoice refers to a purchase order.

F19 Return to header causes the Invoice & Credit Memo Header (Review) display (AMV161) to appear again.

F24 Dsp status causes the Invoice & Credit Batch Status display (AMV16S) to appear if the invoice is in balance.

Fields

Batch. The identifying number the application assigned to this batch.

Company. The number of the company for which this batch of transactions applies.

Invoice no. (Invoice number). The vendor's invoice number.

Seq (Invoice sequence number). Specifies when the same invoice number is used on multiple entries.

Vendor. The name of the vendor.

Voucher. The identifying number assigned to this invoice or credit memo. Either the application generated this number or you entered this number, depending on how your business tailored the application.

Type. Invoice or Credit appears in this field depending on what you entered in the **Credit memo code <C>** field on the Invoice & Credit Header (Enter) display (AMV160).

Page nnnn of nnnn. Use this field when you want to limit the number of times you need to use the **Roll** key to locate a specific line you want to review or delete.

For example, your invoice has 12 pages of line items. When the Invoice & Credit Detail Summary display (AMV16D) first appears, 1 of 12 is shown in this field. Based on the total of 12 pages in our example, you estimate the line item you want to see is on page 10. Move the cursor to the **Page** field, type in **10** and press **Enter**. The 10th "page" of line items is shown. You can then enter your option to review the detail of the line item or delete it. If you under or over estimated the line item's location, you can roll up or down from page 10 or type a different number in the **Page** field.

Opt (Option). Type in **2** (to review) or **4** (to delete) beside each line item you want to process. The option you select determines the detail display that appears.

Placing 2 beside a purchase order header allows only the completion code to be changed. Placing 4 beside a purchase order header and confirming the delete (on AMV16P) causes all invoice line items for that purchase order to be deleted.

P.O. (Purchase order number). The purchase order number that applies to this invoice or credit memo. This field only appears if Purchasing is installed and the invoice refers to a purchase order.

Item. The item number associated with the purchase order number or detail item.

MRO. This column appears only if the Maintenance Management System (MMS) is interfacing, and this is an MRO vendor. Y (yes) indicates that the item is a spare part or service item.

Description. The description of the detail. The description can be the purchase order number or a physical description; for example, No. 2 Pencils.

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Rel (Blanket release number). The blanket release number you entered on the Invoice & Credit Detail display (AMV162).

Gross amount. The gross amount for this record.

AMV16I—Invoice & Credit Batch Summary (Review)

Use this display to review the transactions for the entire batch. You can page through the transactions on the display by using the **Roll** keys or the **Page** field. Transactions appear in vendor/voucher sequence.

This display appears when you use **F1=Batch** summary on one of the following displays:

AMV160 . Invoice & Credit Header
AMV161 . Invoice & Credit Header
AMV162 . Invoice & Credit Detail
AMV163 . Invoice & Credit Tax Detail
AMV164 . Invoice & Credit Special Charge
AMV165 . Invoice & Credit Freight Detail
AMV166 . Invoice & Credit Change/Delete
AMV16D . Invoice & Credit Detail Summary

Data entry uses four basic types of transactions:

- Invoices
- Credit memos
- Change transactions
- Delete transactions

Data entry change and delete transactions differ from file maintenance change and delete actions. A change transaction is a previously posted invoice or credit memo brought into the data entry batch in order to modify it. A delete transaction is a previously posted invoice or credit memo brought into the data entry batch in order to remove it entirely from Open Payables. Use change and delete transactions to make extensive updates to open payables that you are unable to perform via the Open Payables File Maintenance menu option. These transactions do not affect your master files until the system posts the batch.

F5 on the Header display (AMV160) or the Batch Summary display (AMV16I) causes the Change/Delete display (AMV166) to appear. You can bring change and delete transactions into the batch.

```

Batch *** Company ** Invoice & Credit Batch Summary Review AMV16I **
Position to . . . . Vendor aaaaA6 Voucher nnnnn
Type options: then press Enter.
2=Review 4=Delete 6=Detail summary Page nnnn of ****

Tran
Opt ID Vendor Voucher Number Seq Inv date Invoice amount
A * ***** ***** ***** ** **/**/** ***** C
A * ***** ***** ***** ** **/**/** *****
A * ***** ***** ***** ** **/**/** *****
A * ***** ***** ***** ** **/**/** *****
A * ***** ***** ***** ** **/**/** ***** C
A * ***** ***** ***** ** **/**/** *****
A * ***** ***** ***** ** **/**/** *****
A * ***** ***** ***** ** **/**/** *****
A * ***** ***** ***** ** **/**/** *****
A * ***** ***** ***** ** **/**/** *****
A * ***** ***** ***** ** **/**/** *****
A * ***** ***** ***** ** **/**/** *****
A * ***** ***** ***** ** **/**/** *****

F3=New invoice F5=Change/delete F24=Display status Use Roll Up/Dn
  
```

What to do

- To start a new invoice, use **F3** and go to display AMV161.
- To bring change and delete transactions into the batch, use **F5**.
- To review, delete, or look at detail summary information, place the appropriate response in the **ACT** field and press **Enter**. (2=Review; 4=Delete; 6=Detail summary).
- To review the status of this batch, use **F24** and go to display AMV16S.

Function keys

F3 New invoice causes the Invoice & Credit Memo Header (Enter) display (AMV160) to appear.

F5 Change/delete causes the Invoice & Credit Change/Delete display (AMV166) to appear.

F24 Display status causes the Invoice & Credit Batch (Status) display (AMV16S) to appear.

Fields

Batch. The identifying number the application assigned to this batch.

Company. The number of the company for which this batch of transactions applies.

Position to Vendor and Voucher. Use these fields to go to a particular vendor or voucher in the batch. The fields are used for quick repositioning. If you type in only the vendor, the application positions the cursor to the first vendor record that is equal to or greater than the one you entered. If you type in a vendor number and a voucher, the application positions the cursor to the first record for that vendor with a voucher equal to or greater than the one you entered.

Page nnnn of nnnn. Use this field when you want to limit the number of times you need to use the **Roll** key to locate a specific transaction to review or delete.

For example, your batch has 12 pages of transactions. When the Invoice & Credit Batch Summary display (AMV161) first appears, 1 of 12 is shown in this field. Based on the total of 12 pages, you estimate the transaction you want to see is on page 10. Move the cursor to the **Page** field, type in **10** and press **Enter**. The 10th “page” of transactions is shown. You can then enter your option to review the detail of the transaction or delete it. If you under or over estimated the transaction’s location, you can roll up or down from page 10 or type a different number in the **Page** field.

Opt (Option). Type **2** (to review), **4** (to delete), or **6** (detail summary) beside each transaction you want to process. Selections are processed in the sequence in which they appear on the display. The following list explains what to do:

2. Select the invoice, credit memo, or change transaction for review or modification.
3. Select a delete transaction for review. You can only review the header (AMV161) of a delete transaction.
4. Delete the invoice, credit memo, delete, or change transaction from the batch. The transaction header (AMV161) appears with a delete confirmation message.
6. Show the detail summary display (AMV16D) for this invoice or credit memo. The header (AMV161) appears if you choose this option for a delete transaction.

Tran ID (Transaction identification). This field is for information only. It identifies how the transaction was created in this batch. One of the following IDs appears:

- A. This invoice or credit memo transaction was created in this batch through invoice entry. You are adding this invoice to the Open Payables file for the first time when the batch is posted.
- C. This invoice or credit memo was previously posted and brought into the batch in order to modify it in the Open Payables master files when the batch is posted. The transaction was brought into the batch using the Invoice & Credit Change/Delete display (AMV166).
- D. This invoice or credit memo was previously posted and brought into the batch in order to remove it from the Open Payables file when the batch is posted. The transaction was brought into the batch using Invoice & Credit Change/Delete display (AMV166).

Vendor. The vendor number.

Voucher. The identifying number assigned to this invoice or credit memo. Either the application generated this number or you entered this number, depending on how you tailored the application.

Invoice Number. The vendor’s invoice number.

Invoice Seq (Invoice sequence number). Specifies when the same invoice number is used on multiple entries.

Inv date (Invoice date). The date entered on the invoice or credit memo.

Invoice amount. The total amount of the invoice. If this is a credit memo, C appears in the column to the right of the invoice amount.

AMV16P—Invoice & Credit P.O. Header (Enter/Review/Delete)

Use this display to enter each purchase order you want to add to the invoice, or to change the completion code. When you page in Review mode, “Forward” or “Backward” appears beneath the display mode to indicate the direction in which you are paging.

When you make a selection on a Summary display, the default direction is forward. The system processes selections in the order in which they appear on the Summary display. If you selected a display using a function key, the default direction is backward.

This display appears if the invoice refers to a purchase order and you do one of the following:

- Enter a **2** or **4** in the **Opt** field on the Invoice & Credit Detail Summary (Enter) display (AMV16D) beside a Purchase Order Header record and press **Enter**.
- Use **F16=Add P.O.** on one of the following displays:

- AMV161 .** Invoice & Credit Header
- AMV162 .** Invoice & Credit Detail
- AMV163 .** Invoice & Credit Tax Detail
- AMV164 .** Invoice & Credit Special Charge
- AMV165 .** Invoice & Credit Freight Detail
- AMV16D .** Invoice & Credit Detail Summary

```

Batch *** Company ** Invoice & Credit P.O. Header ***** AMV16P **
                    Batch date **/**/** *****

Invoice no.  Seq  Vendor                               Voucher  Type
*****      ***  *****

Purchase order number  P  aaaaA6
Completion code <P/C>  A
Auto gen <Y/N/S>      A
Gen qty <1=Ord,2=Del,3=Stk>  A

Special charges  nnnnnnnnnnnn.nn
Freight         nnnnnnnnnnnn.nn
Tax             nnnnnnnnnnnn.nn

F12=Next selection
F17 Accept with error

F6=Detail summary  F19=Return to header  F20=Delete P.O.  Use Roll Up/Dn
    
```

What to do

- To add a purchase order to an invoice, type in the information and press **Enter**.
- To change the completion code, type in the information and press **Enter**.

Function keys

F6 Detail Summary causes the Invoice & Credit Detail Summary display (AMV16D) to appear.

F12 Resume entry appears on the display only in Review mode and only if you rolled out of Enter mode or used **F19 Return** to header from Enter mode. The display you were on when you were last in Enter mode appears.

F12 Next selection appears only in Review mode and only if there are additional selections from which to choose. For multiple selections, the first selection is processed and the next record in the paging direction appears until no further selections remain or you use any function key except **F17**, **F19**, **F24**, **Roll** or **Enter**. Selections are processed in the order in which they appear on the Summary display. If you were paging backward, using **F12** resets the direction to forward and shows the next selection in the forward direction.

F17 Accept with error allows you to continue with the next record when the application issues a warning message.

F19 Return to header causes the Invoice & Credit Memo Header (Review) display (AMV161) to appear.

F20 Delete P.O. causes the Invoice & Credit P.O. header display (AMV16P) to appear in Delete mode. Use **F20** again to confirm the deletion. All records associated with this purchase order are deleted and the next record in the direction you were paging appears.

Fields

Batch. The identifying number the application assigned to this batch.

Company. The number of the company for which this batch of transactions applies.

Batch date. The batch default date from the Payables Data Entry (Options) display (AMV151) or the Invoice & Credit Batch Date (Change) display (AMV167).

Invoice no. (Invoice number). The vendor's invoice number.

Seq (Invoice sequence number). Specifies when the same invoice number is used on multiple entries.

Vendor. The name of the vendor.

Voucher. The identifying number assigned to this invoice or credit memo. Either the application generated this number or you entered this number, depending on how you tailored the application.

Type. Invoice or Credit appears in this field depending on what you entered in the **Cr memo code <C>** field on the Invoice & Credit Header (Enter) display (AMV160).

Purchase order number. This is a required field. Type in the purchase order number that appears on the invoice or credit memo. The number must be in the Purchase Order Master file. The vendor number associated with this purchase order number

must match the vendor number in the invoice header. This field cannot be changed in Review mode.

Completion Code <P/C>. This is a required field. The code determines the status the order will have in the Purchase Order Master file when the invoice is posted. Type in one of the following codes:

- P. Partially completed invoice
- C. Completed invoice

Auto gen <Y/N/S>(Automatic generation code). This is a required field if you enter a purchase order number. The field does not appear on the display when you are in Review mode. Type in **Y** or **S** or accept the default of **N**:

- Y. Automatically create invoice records from information retrieved from the purchase order files
- N. Manually type in the invoice information (default)
- S. Auto gen only specific line items you select.

To auto gen invoice detail from a purchase order, the line items on the purchase order must meet the following criteria:

- For a line item previously invoiced:

The invoiced quantity must be less than the purchase order or receipt quantity for the line item. You can choose which quantity type to use in the **Gen qty** when you auto gen.

The invoiced amount for the line item must be less than the purchase order amount or receipt transaction amount for the line item. This is true whether you choose to auto gen invoice detail based on the ordered, delivered, or stock quantity.

- The purchase amount for the line item must not be equal to zero.

Depending on the mode you are in and your entry in this field, different displays appear when you press **Enter**.

- In Enter mode if the **Auto gen** field contains **Y**, display AMV16P appears.
- In Enter mode if you typed **S** in the **Auto gen** field, display AMV168 appears and allows you to select the items to be generated.
- In Enter mode if you typed **N** in the **Auto gen** field, AMV162 display appears.
- In Review mode, the record is edited and updated and the next record in the direction you were paging is shown. If there are no more records for the invoice in that direction, the previous record is shown and a message is issued that there are no additional records for you to review.
- In Delete mode, the record is shown again in Review mode.

Gen qty (Generation quantity).

1. Auto gen selects records based on ordered quantity
2. Auto gen selects records based on delivered quantity
3. Auto gen selects records based on in stock quantity

The default is 1. Accept the default or type in another value to base the auto gen on either a delivered or in stock quantity. If you choose option 2, the delivered quantity will be the quantity received at dock or to stock, depending on how your system was tailored. The delivered quantity does not consider any vendor returns.

If you choose option 3, the in stock quantity represents the actual stock quantity, which is the net result of any vendor returns.

If you override the default, the new value remains until you end the data entry session or change the value again.

If an item does not require receipts, the item is generated based on the order quantity, even if you chose the delivered or in stock quantity auto gen option.

Note: For the following three fields, a special charge, freight, and/or tax record will be created if you enter an amount here or if you previously entered an amount in the purchase order.

Special charges. Type in the special charge amount, if any, that applies to this purchase order if you want to override the amount entered through purchase order entry. This field appears only in Enter mode.

Freight. Type in the freight amount, if any, that applies to this purchase order if you want to override the amount entered through purchase order entry. The record created will be for the difference between this value or purchase order value and what has been previously invoiced. This field appears only in Enter mode.

Tax. Type in the tax amount, if any, that applies to this purchase order if you want to override the amount entered through purchase order entry. This field appears only in Enter mode.

AMV16S—Invoice & Credit Batch (Status)

Use this display to review amounts for the batch and to end data entry. You cannot type in or change any information on this display. If you selected multi-currency processing during application tailoring, the system issues a message to tell you that the batch may contain mixed currency IDs. When you use **F4=Change batch date**, the Invoice & Credit Batch Date display (AMV167) appears. You can change the batch default date and establish a default invoice and invoice due date for any new invoices you enter.

This display appears if you use **F24=Display** status on any of the following displays:

AMV160 . Invoice & Credit Header
AMV161 . Invoice & Credit Header
AMV162 . Invoice & Credit Detail
AMV163 . Invoice & Credit Tax Detail
AMV164 . Invoice & Credit Special Charge
AMV165 . Invoice & Credit Freight Detail
AMV166 . Invoice & Credit Change/Delete
AMV16A . Invoice & Credit Vendor Address
AMV16D . Invoice & Credit Detail Summary
AMV16I . Invoice & Credit Batch Summary


```

Batch *** Company **      Invoice & Credit Batch Status Status      AMV16S **
                          Batch date **/**/**

Batch status -- Valid records          **,***
                  Error records         **,***
                  Deleted records       **,***

                  Number of invoices   **,***
                  Gross amount          *,***,***,***,***,***,***.***
                  Discount amount       *,***,***,***,***,***,***.***
                  Net amount            *,***,***,***,***,***,***.***
                  Open payables         *,***,***,***,***,***,***.***
                  Prepaid invoices      *,***,***,***,***,***,***.***

                  NEC amount            *,***,***,***,***,***,***.***
                  Misc charge costs     *,***,***,***,***,***,***.***
                  Outside operations    *,***,***,***,***,***,***.***
                  Cost adjustments      *,***,***,***,***,***,***.***
                  Other costs           *,***,***,***,***,***,***.***
                  Control                *,***,***,***,***,***,***.***

F4=Change batch date  F20=Delete batch  F23=Suspend batch  F24=Close batch

```

What to do

- To change the batch default date, use **F4** and go to display AMV167.
- To perform any other function with this option, use one of the function keys on the display.

Function keys

F4 Change batch date causes the Invoice Batch Date (Change) display (AMV167) to appear and allows you to change the batch default date. When you press **Enter**, the display you were on when you requested the status appears again.

F20 Delete batch causes the display to appear again with a message asking you to confirm the deletion. Use **F20** again to confirm the deletion. The batch is deleted and the data entry session ended. If you do not want to delete the batch, press **Enter** or use one of the valid function keys on the display.

F23 Suspend batch ends this data entry session, marks the batch as suspended (held), and causes the Payables Processing menu (AMAM10) to appear again. You can add more transactions later to a suspended batch.

F24 Close batch ends this data entry session and marks the batch as closed, which makes it available for posting. The Payables Processing menu (AMAM10) appears again. You can select the batch again if necessary to make changes.

When you end the data entry session using **F20**, **F23**, or **F24** on this display, the Invoice Entry/Edit report (AMV17) is scheduled for printing and the Payables Processing menu (AMAM10) appears.

Fields

Batch. The identifying number the application assigned to this batch.

Company. The number of the company for which this batch of transactions applies.

Batch date. The batch default date from the Payables Data Entry (Options) display (AMV151) or the Invoice & Credit Batch Date (Change) display (AMV167).

Batch status.

Valid records: The number of error-free records in the batch. Both the unprotected and protected copies of a change transaction as well as the protected copy of a delete transaction are included in this count. If you split a line item into two or more line items, the new line items created are included in the valid record count.

Error records: The number of records you asked the application to accept with errors. Protected copies of a change and delete transaction do not affect the total.

Deleted records: The number of records you have deleted during this session. Both the unprotected and protected copies of a change transaction as well as a protected delete transaction are included in this count. If you split a line item, the line item you split is deleted and is included in the deleted record count.

Number of invoices. The number of invoices, credit memos, change and delete transactions in this batch. The protected copy of the change transaction is also included in this count.

Gross amount. The sum of all line item gross amounts that are debits, less the sum of all line item gross amounts that are credits.

Discount amount. The sum of all line item discounts—entered or calculated by the application—that are debits, less the sum of all the line item discounts that are credits.

Net amount. The Gross amount less the Discount amount.

Open payables. The total amount credited or debited to the Accounts Payable account.

Prepaid invoices. The total amount entered for invoices or credit memos with a prepaid check number.

NEC amount (Nonemployee Compensation Amount). The total amounts you entered as nonemployee compensation amounts.

Misc charge costs (Miscellaneous charge costs). The total amounts if you entered miscellaneous charge costs. This field appears only if PC&C is installed.

Outside operations. The total amounts, if entered, for outside operations. This field appears only if PC&C is installed.

Cost adjustments. The total amounts if you entered cost adjustment amounts. This field appears only if IM is installed.

Other costs. The difference between the Gross amount and the sum of Miscellaneous charge costs, Outside operations, Cost adjustments, and NEC amount. If AP is not interfacing with PC&C or IM, the field shows the Gross amount less the NEC amount.

Control. The total of all line item amounts for all invoices, whether positive or negative.

AMV16T—Invoice & Credit Extended Tax (Enter/Review)

Use this display to have the CAS Tax Routine calculate the tax associated with this invoice. You can also use the display to verify the accuracy of the tax amount charged for the invoice. Entries you make do not affect the tax detail records on the invoice. You can review them only from this display.

This display appears if you use **F8=Extended tax** on the Invoice & Credit Memo Header (Review) display (AMV161).

```

Batch *** Company ** Invoice & Credit Extended Tax ***** AMV16T **
Invoice no. Seq Inv date Vendor Voucher Type
***** ** **/**/** *****
Invoice tax Tax calculated Difference Use tax Tax in price
*****.* ** *****.* ** *****.* ** *****.* ** *****.* **
Discount % nn.nn Disc amt nnnnnnnnnn.nn Tax suffix aaaA5 Tax date nnnnnn
Type options; then press Enter.
1=Value Added Tax 2=VAT tax in price 3=Use tax 4=Delete tax

---- Tax ---- Invoice amount/ ---- Discount ---- Tax
Opt Ind Sufx Code Tax base amount % Amount Percent Tax amount
A aA3 aaaA5 aaaA5 nnnnnnnnnn.nn nn.nn nnnnnnnnnn.nn *.*** nnnnnnnnnn.nn
A aA3 aaaA5 aaaA5 nnnnnnnnnn.nn nn.nn nnnnnnnnnn.nn *.*** nnnnnnnnnn.nn
A aA3 aaaA5 aaaA5 nnnnnnnnnn.nn nn.nn nnnnnnnnnn.nn *.*** nnnnnnnnnn.nn
A aA3 aaaA5 aaaA5 nnnnnnnnnn.nn nn.nn nnnnnnnnnn.nn *.*** nnnnnnnnnn.nn
A aA3 aaaA5 aaaA5 nnnnnnnnnn.nn nn.nn nnnnnnnnnn.nn *.*** nnnnnnnnnn.nn
A aA3 aaaA5 aaaA5 nnnnnnnnnn.nn nn.nn nnnnnnnnnn.nn *.*** nnnnnnnnnn.nn
A aA3 aaaA5 aaaA5 nnnnnnnnnn.nn nn.nn nnnnnnnnnn.nn *.*** nnnnnnnnnn.nn

F11=Process tax F19=Return to header Use Roll Up/Dn

```

What to do

Use **F11** to have the CAS Tax routine calculate the extended tax and add the extended tax records to the batch. When the display appears again, use a function key to exit.

Function keys

F11 Process tax adds the extended tax records to the batch and causes the Invoice & Credit Header (Review) display (AMV161) to appear.

F19 Return to header causes the Invoice & Credit Header (Review) display (AMV161) to appear. Use **F19** to exit without causing any changes.

Fields

Batch. The identifying number the application assigned to this batch.

Company. The number of the company for which this batch of transactions applies.

Invoice no. (Invoice number). The vendor's invoice number.

Seq (Invoice sequence number). Specifies when the same invoice number is used on multiple entries.

Inv date (Invoice date). The date printed on the invoice or credit memo.

Vendor. The name of the vendor.

Voucher. The identifying number assigned to this invoice or credit memo. Either the application generated this number or you entered this number, depending on how you tailored the application.

Type. Invoice or Credit appears in this field depending on what you entered in the **Cr memo code <C>** field on the Invoice & Credit Header (Enter) display (AMV160).

Invoice tax. If you entered an amount in the **Taxes** field on either of the Invoice & Credit Memo Header (Enter) displays (AMV160 or AMV161), it appears here.

Tax calculated. The total tax for the invoice. This includes taxes shown separately and taxes that are hidden in the item amounts.

Difference. The invoice tax amount less the tax calculated amounts. This field applies only to the VAT feature.

Use tax. The sum of the Tax amount column for all use tax records you entered for the invoice.

Tax in price. The amount of tax that is hidden in the invoice price and not shown separately on the invoice. Use of this taxing method varies from country to countries.

Discount % (Discount percent). If you entered a discount percent on the Invoice & Credit Header (Enter) displays (AMV160 or AMV161), it appears here. If you did not enter a discount percent on the header displays, you can enter it here. Use this field if you want to apply the same discount percent to all extended tax records for this invoice. Otherwise, use the line discount percent (**Discount %**) on this display. In either case, the percent is applied to the Tax base amount before the tax is calculated by extended tax processing. This field applies only to the tax in price and use tax features. If the tax is defined in the CAS tax table as based on gross, any discount percent you enter on this display is ignored.

Disc amt (Discount amount). If you entered a discount amount on the Invoice & Credit Header displays (AMV160 or AMV161) it appears here. If you did not enter a discount amount on either of the header displays, you can enter it here. Use this field if you want to apply the same discount amount to all extended tax records for this invoice. Otherwise, use the line discount amount (**Discount amount**) on this display. In either case, the discount is subtracted from the Tax base amount before the tax is calculated by extended tax processing. This field applies only to the tax in price and use tax features.

Note: If you enter both a discount percent and a discount amount, the discount amount is used.

Tax suffix. The tax suffix defaults from the Vendor Master file. You can type in a new tax suffix. Use the field to remind you of the type of tax you pay on purchases. For example, if you are required to accrue use tax on purchases from a vendor, use the tax suffix to identify out-of-state vendors who provide taxable goods and services but who do not include sales tax on their invoices. Assign a tax suffix like "Usetx" to these

vendors in the Vendor Master file. Then, each time the Invoice & Credit Header display (AMV161) appears, the tax suffix will act as a reminder.

Tax date. The invoice date you entered on the Invoice & Credit Header (Enter) display (AMV161). It is used to access a specific record in the CAS Tax Table, and is the date extracted for reporting. You can override the date.

Opt (Option). This field is required. Type in one of the following options to indicate the action you want to perform.

Blank . 1 is assumed

1. Record the VAT (Value Added Tax) invoiced by the vendor, verify and accept it. Type the amount to be recorded in the **Tax amount** field. Extended tax processing returns the Tax base amount and the Tax percent when you press **Enter**.

. The value in the **Tax calculated** field appears in the Taxes control total on the Invoice & Credit (Review) Header display (AMV161) when you use **F11** on this display.

2. Record VAT tax in price when it is included in price but not shown separately on this invoice. On separate lines on the display type in the gross amount for each invoiced item in the **Tax base amount** field. When you press **Enter**, Extended tax processing returns the Tax amount and the Tax percent for each line you entered. The Tax amount is subtracted from the invoice.

. The value in the **Tax calculated** field appears in the Taxes control total on the Invoice & Credit (Review) Header display (AMV161) when you use **F11** on this display.

Using display AMV162, adjust the detail item gross amounts to equal the calculated Tax base amount for each of the detail items. This prevents an out of balance condition when you end the invoice.

3. Accrue the use tax for this invoice. Type in the invoice gross amount in the **Tax base amount** field. Extended tax processing returns the use Tax amount and the Tax percent when you press **Enter**. Use tax is not used in balancing. Therefore, the total use tax calculated does not appear in the Taxes control total on display AMV161 when you use **F11**.

4. Delete the tax records already in the batch.

Tax. The following fields (**Ind, Sufx, Code**) are used by extended tax processing to identify the specific tax record in the CAS tax table that is used for tax calculations. The indicator, suffix, code and tax date combination must exist in the tax table. If not, an error message is issued. If any of the fields are left blank, all data on the line is ignored when you press **Enter** or use **F11**.

Ind (Indicator): Type in the tax indicator used to classify the purchased item for tax purposes. For example, food is not taxed or is taxed at a lower rate in many jurisdictions.

Sufx (Suffix): Type in the tax suffix used to classify the vendor for tax purposes. For example, if you are not required to collect tax from a customer, you assign a tax suffix such as Notax to the customer.

Code: Type in the tax code used to identify the specific tax. For example, Georgia state sales tax could be identified by tax code GA. You assign a tax code such as GAFUL to Georgia Fulton county tax.

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Invoice Amount/Tax base amount. If you have not been invoiced for tax by your vendor and you want extended tax processing to calculate the tax in price or use tax, enter the amount the tax is to be calculated against in this field. The calculated amount appears in the Tax amount field when you press **Enter**.

If you want extended tax processing to verify the accuracy of the tax invoiced by your vendor, do not enter an amount in this field. The verify tax feature calculates the tax base amount for you using the value you enter in the **Tax amount** field.

Note: Negative values entered for this field are displayed as positive amounts.

Discount % Amount. If a value does not appear in the invoice level discount percent (**Disc %**) field on this display, or if one appears and you want to override it for a specific line item, type in the percent here. This field applies only to the VAT tax in price and use tax features: If the tax is defined in the CAS tax table as based on gross, any discount percent you type in is ignored.

If a value does not appear in the invoice level discount amount (**Disc amt**) field on this display, or if one appears and you want to override it for a specific line item, type in the amount here. This field applies only to the tax in price and use tax features.

If the tax is defined in the CAS tax table as based on gross, any discount amount you type in is ignored.

Tax percent. The tax percent calculated by the tax routine.

Tax amount. If you want extended tax processing to verify the accuracy of the tax invoiced by your vendor, enter the amount to be verified here. If you are using the VAT tax in price or use tax features, extended tax processing calculates this amount when you press **Enter**. Negative values entered for this field are displayed as positive amounts.

AMV16X—Invoice & Credit Detail Split (Enter)

Use this display to charge an invoice line item to more than one General Ledger account.

This display appears when you type in **Y** in the Detail split field on one of the following:

AMV162 . Invoice & Credit Detail

AMV163 . Invoice & Credit Tax Detail

AMV164 . Invoice & Credit Special Charge

AMV165 . Invoice & Credit Freight Detail

```

Batch *** Company ** Invoice & Credit Detail Split Enter AMV16X **
Invoice no. Seq Vendor Voucher Type P.O.
***** ** *****
Gross amount Discount amt Disc % Item number Quantity
***** ** ***** ** *MRO*
Description: *****
Expense acct Fixed amount % Gross % Qty dist Amount dist
aaaaaaaaaaaaA15 nnnnnnnnnnnn.nn nn.nn ***.*** *****.*** *****.***
aaaaaaaaaaaaA15 nnnnnnnnnnnn.nn nn.nn ***.*** *****.*** *****.***
aaaaaaaaaaaaA15 nnnnnnnnnnnn.nn nn.nn ***.*** *****.*** *****.***
aaaaaaaaaaaaA15 nnnnnnnnnnnn.nn nn.nn ***.*** *****.*** *****.***
aaaaaaaaaaaaA15 nnnnnnnnnnnn.nn nn.nn ***.*** *****.*** *****.***
aaaaaaaaaaaaA15 nnnnnnnnnnnn.nn nn.nn ***.*** *****.*** *****.***
aaaaaaaaaaaaA15 nnnnnnnnnnnn.nn nn.nn ***.*** *****.*** *****.***
aaaaaaaaaaaaA15 nnnnnnnnnnnn.nn nn.nn ***.*** *****.*** *****.***
aaaaaaaaaaaaA15 nnnnnnnnnnnn.nn nn.nn ***.*** *****.*** *****.***
aaaaaaaaaaaaA15 nnnnnnnnnnnn.nn nn.nn ***.*** *****.*** *****.***
Remaining total ***** ** **.* **.* *****.*** *****.*** +
F6=Detail summary F11=Process split Use Roll Up/Dn

```

What to do

To charge an invoice line item to more than one General Ledger Account, type in the account numbers, the amount to be distributed, and use **F11** to process the split. You must split all percentages in the Fixed Amount Remaining Total before you use **F11**. Refer to the field descriptions and function key descriptions for this display for more information.

Function keys

F6 Detail summary causes the Invoice & Credit Detail Summary (Review) display (AMV16D) to appear. All information you entered is ignored.

F11 Process split accepts the item split, writes new detail records, and deletes the original item being split.

- The display and mode from which you began the split determines the display and mode to which you return. If you were in Enter mode, you return to enter the same record type you split. If you were in Review mode, you return to review the next record in the direction you were paging.

Note: The new records are added to the end of the invoice.

- If the Gross amount has not been completely distributed, the Invoice & Credit Detail Split (Enter) display appears again and indicates the error.

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

Batch. The identifying number the application assigned to this batch.

Company. The number of the company for which this batch of transactions applies.

Invoice no. (Invoice number). The vendor's invoice number.

Seq (Invoice Sequence number). Specifies when the same invoice number is used on multiple entries.

Vendor. The name of the vendor.

Voucher. The identifying number assigned to this invoice or credit memo. Either the application generated this number or you entered this number, depending on how you tailored the application.

Type. Invoice or Credit appears in this field depending on what you entered in the **Cr memo code <C>** field on the Invoice & Credit Header (Enter) display (AMV160).

P.O. (Purchase order). The purchase order number for the invoice or credit memo. This field only appears if Purchasing is installed.

Gross amount. The total amount for the line item.

Discount amt (Discount amount). The total discount amount that you are taking.

Note: If you applied a discount amount on display AMV162, the discount is distributed across all detail splits.

Disc % (Discount percent). The discount percent that applies to this item.

Item number. The item number associated with the line item.

Quantity. The quantity invoiced.

Description. The description of the detail being split.

***MRO*.** This field appears only if the Maintenance Management System (MMS) is interfacing, and indicates that this is a spare part item or a maintenance service.

Expense acct (Expense account) [?]. This field is required if you chose General Ledger distribution during installation tailoring. Type in the General Ledger expense account number that applies to this line item.

Fixed amount. Type in the portion of the Gross amount to be distributed to the expense account you entered. Type in either the **Fixed amount** or the **%** field, but do not type in both fields for the same line item. The sum of the Fixed amount cannot be greater than the Gross amount.

% (Percent). Type in the percentage of the Gross amount to be distributed to the expense account you entered. Type in either the **Fixed amount** or the **%** field, but do not type in both fields for the same line item.

Note: If on different lines you enter fixed amounts and percents to split the Gross amount, the fixed amounts are subtracted from the Gross amount before the percentages are applied. The percentages are then applied to the Fixed amount remaining total. All of the Fixed amount remaining total must be split before using **F11**.

Gross %. The total percent of the gross amount being distributed to the expense account.

Qty dist (Quantity distributed). The quantity of the item on the new detail record split from the original detail record.

Amount dist (Amount distributed). The amount of the item on the new detail record split from the original detail record.

Remaining total. The gross values for the **Fixed amount**, **Gross %**, **Qty dist**, and **Amount dist** fields. As you type in amounts or percents to split and press **Enter**, new Remaining totals are calculated.

Note: The entire gross amount must be distributed across the new detail lines before you use **F11**. The entire gross amount is distributed when remaining total and amount distributed remaining total fields are zero. If you mixed fixed amounts and percents to split the gross amount only the percent remaining total must be zero.

Option 2. Enter/Edit Invoices and Credit Memos from Offline Files (AMAM10)

Use this option to enter a new batch of invoices and credit memos from offline files using the Cross Application Support (CAS) display (AXVOL1). Refer to the *CAS User's Guide* for more information about display AXVOL1. You can enter and edit the following from offline files:

- Invoices
- Credit memos
- Prepaid invoices.

Data entry from offline files differs from the preceding work station procedures in the following ways:

- Enter data onto diskette or disk using offline media support.
- Use the Batch Control form to post control totals. Refer to Chapter 15 later in this manual for a sample of the form.
- Initialize the diskette to VOLID APTRAN and type in file name APTRAN in positions 6 through 11 in the first label. Load the programs required for Accounts Payable data entry. Refer to File Formats later in this manual for the offline file formats.
- The data is edited in a batch program once you have loaded the offline files. After the edit, a list of errors is printed.

When using offline entry, keep the following points in mind:

- You can enter as many transactions per batch as you need, but only one company per batch.
- You must have the company number and batch default date in the first record. Otherwise, the entire batch will be rejected.
- You can keep recurring expenses on diskettes or in a disk file. Remember that the batch default date should be changed each period that a recurring expense is submitted—either in the offline file before it is submitted, or by the operator using interactive data entry after the data has been loaded.

Note: Remember that the invoice number/invoice sequence number key may also need to be changed to prevent duplicate invoice errors.

- You must have the correct diskette ready to insert in the diskette reader at the system console if you are using diskettes. The diskette batch can then be processed at the work station.
- Once an offline file is loaded and edited, it is placed in the data entry file. From there, it can be updated using interactive data entry at the work station.

Payables transactions entered from offline files are processed as follows:

- Transcribe information to diskette or disk.
- Select option 2, Enter/Edit Invoices and Credit Memos from Offline files from the Payables Processing menu (AMAM10). When prompted, supply the requested responses so the system knows if the file is coming from diskette or disk.
- Insert the APTRAN diskette at the system console when prompted.
- To print the report, type in the information requested and press **Enter**. Otherwise, use one of the function keys shown on the display.
- Review the listing to see if you need to change or correct any transactions. You can change transactions interactively by selecting option 1 from the Payables Processing menu (AMAM10). When prompted, enter the batch number that corresponds with the batch number assigned and shown in the edit listing. You can print an Invoice Transaction Proof/Register listing at any time but you must print it before you can post the batch.

Note: Appropriate messages print in the edit listing to indicate each possible problem. The following list tells how to resolve these special situations.

- The first record did not contain the batch options, company number and batch default date.
- Correct the file and repeat the offline data entry procedures.
- No valid transactions processed.
- Use the edit listing to determine the problem, then correct the errors and enter the transactions again.
- Batch accepted but has errors.
- If the errors are not extensive, note the corrections, and enter the corrections for the batch using interactive data entry. If the errors are extensive, prepare a corrected offline file. When the corrected file is ready, delete the first batch and select the offline entry procedures again.
- Invoices have extensive errors.
- Invoices with extensive errors are written to error files labeled APTRANxx, where xx denotes the company number. Once these invoices have been corrected in the error file, the error file can be processed as an offline file. Invoices that pass edit will be loaded to the Payables work file. Invoices still in error will remain in the error file.

What information you need:. The original invoices and credit memos. In addition, you need the batch default date you want to use for this batch, if different from the system date.

What reports are printed:.

- The Invoice Entry Load (Offline) listing (AMV01)
- The Invoice Entry Edit (Offline) listing (AMV0H)
- The Invoice Transaction Proof/Register (AMV12) is printed if one or more PAYWRK records were loaded.

What forms you need:. Control forms AP-40 and AP-41.

Option 3. Process Invoices and Credit Memos (AMAM10)

Use this option to generate an Invoice Transaction Proof/Register (AMV12) of an existing batch of invoices and credit memos.

Choosing option 3, Process Invoices and Credit Memos, on the Payables Processing menu (AMAM10) allows you to process invoices in a selected batch and to print the Invoice Transaction Proof/Register (AMV12). Posting to the Accounts Payable files does not occur when you select the processing option. Before posting of invoices and credit memos can occur, the batch must be closed and error free. Use the Invoice Transaction Proof/Register to detect errors in the batch you want to post. You can print the report for any suspended or closed batch. The batch becomes available for Purchase Invoice Journal processing if the Invoice Transaction Proof/Register report shows that no errors exist in the selected batch.

When you choose the Process Invoices and Credit Memos option, the invoices in the selected batch are processed to the point where the system generates reports to document its edit and audit activity.

What information you need:. The batch number for the invoices and credit memos you want to print.

What report is printed:. Invoice Transaction Proof/Register (AMV12)

What forms you need:. None.

AMV100—Purchase Journal Proof (Select)

Use this display to print the Invoice Transaction Proof/Register for the batch you select, or to select a batch to be posted to the Open Payables file.

This display appears if you choose option 3 (Process Invoices and Credit Memos) or option 4 (Post Invoices and Credit Memos) on the Payables Processing menu.

Note: If you chose option 3, the title of this display is Purchase Journal Proof (Select). If you choose option 4, the title is Purchase Journal (Select).

```
DATE **/**/**          PURCHASE JOURNAL PROOF          SELECT  AMV100  **

          ENTER BATCH NO.   nnn

BATCH NO.  *---LAST---*
            WSID           OPID     STATUS  DATE
***  *****  ***  *****  **/**/**
***  *****  ***  *****  **/**/**
***  *****  ***  *****  **/**/**
***  *****  ***  *****  **/**/**
***  *****  ***  *****  **/**/**
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***  *****  ***  *****  **/**/**
***  *****  ***  *****  **/**/**
***  *****  ***  *****  **/**/**

** END **

F02 PAGE FORWARD
F03 PAGE BACKWARD
F24 CANCEL THE JOB
```

What to do

To print the report, type in the information requested and press **Enter**. Go to display AMV103.

Function keys

F02 PAGE FORWARD causes the next page of batches available for processing to appear.

F03 PAGE BACKWARD causes the previous page of batches available for processing to appear.

F24 CANCEL THE JOB cancels the invoice proof/post session, and the Payables Processing menu appears again.

Fields

ENTER BATCH NO. (Enter batch number). This is a required field. You must type in an existing batch number from the list that appears on the display.

BATCH NO. (Batch number). The identifying number the application assigned to this batch.

LAST WSID (Last work station identification). The identification of the work station where the batch was last chosen. For offline batches, asterisks appear in place of the work station ID.

LAST OPID (Last operator identification). The identification of the work station's operator where the batch was last chosen. The operator ID appears only if password security is in effect. For offline batches, asterisks appear in place of the operator ID.

STATUS. Only SUSPND or CLOSED batches will appear for option 3. Only CLOSED batches will appear for option 4.

DATE. The creation date or date of last activity for the batch.

AMV103—Purchase Journal Proof (Status)

Use this display to print the Invoice Transaction Proof/Register (AMV12) for the batch number and to post the batch of transactions to the Open Payables file and print the reports you requested on the Post Invoices & Credit Memos (Options) display (AMV101). You cannot type in or change any information on this display.

This display appears when you press **Enter** on one of the following displays:

- AMV100** . Purchase Journal Proof (Select)
- AMV101** . Post Invoices & Credit Memos (Options).

This display also appears when you use **F17 ACCEPT WITH ERRORS** on the Post Invoices & Credit Memos (Options) display (AMV101).

Note: If you choose option 3 on the Payables Processing menu (AM6M20), the title of this display is Purchase Journal Proof (Status). If you choose option 4, the title is Purchase Journal (Status).

```

DATE **/**/**          PURCHASE JOURNAL PROOF          STATUS          AMV103  **
BATCH                ***
COMPANY NO. **          BATCH DATE **/**/**

BATCH STATUS          VALID RECORDS                ** , ***
                      ERROR RECORDS                ** , ***
                      NUMBER OF INVOICES           ** , ***

                                AMOUNT
GROSS AMOUNT          ** , *** , *** , *** . **
DISCOUNT AMOUNT     ** , *** , *** , *** . **
NET AMOUNT            ** , *** , *** , *** . **
OPEN PAYABLES         ** , *** , *** , *** . **
PREPAID INVOICES     ** , *** , *** , *** . **
NEC AMOUNT            ** , *** , *** , *** . **
MISC CHARGE COSTS    ** , *** , *** , *** . **
OUTSIDE OPERATIONS   ** , *** , *** , *** . **
COST ADJUSTMENTS     ** , *** , *** , *** . **
OTHER COSTS          ** , *** , *** , *** . **
CONTROL               ** , *** , *** , *** . **
PRINT PROOF REGISTER DETAIL <Y/N>  A

**** PRESS ENTER TO CONTINUE ****

                                F19 RETURN TO SELECT
                                F24 CANCEL THE JOB

```

What to do

You cannot enter or change any data. Press **Enter** to print the report.

Function keys

F19 RETURN TO SELECT returns you to AMV100.

F24 CANCEL THE JOB cancels the invoice proof/post session, and the Payables Processing menu appears again.

Fields

BATCH. The identifying number the application assigned to this batch.

COMPANY NO. (Company number). The number of the company for which this batch of transactions applies.

BATCH DATE. The date used as the invoice date and the due date if you did not type in these dates.

BATCH STATUS.

VALID RECORDS: The number of valid records, minus error records, in the batch.

ERROR RECORDS: The number of records that were accepted with errors. You must correct the errors before the batch is processed.

NUMBER OF INVOICES: The number of invoices and credit memos in the batch.

GROSS AMOUNT. The sum of all line item gross amounts that are debits, less the line item gross amounts that are credits.

DISCOUNT AMOUNT. The sum of all line item discounts—entered or calculated by the application—that are debits, less all the line item discounts that are credits.

NET AMOUNT. The gross amount less the discount amount.

OPEN PAYABLES. The total amount credited or debited to the accounts payable account for this batch.

PREPAID INVOICES. The total entered for invoices with a prepaid check number.

NEC AMOUNT (Non-employee compensation amount). The total entered for nonemployee compensation (charge type N).

MISC CHARGE COSTS (Miscellaneous charge costs). The total entered for line items that are miscellaneous charge costs (charge type M). You must be tailored to pass miscellaneous costs to PC&C.

OUTSIDE OPERATIONS. The totals entered for outside operations (charge type O). You must be tailored to pass operation costs to PC&C.

COST ADJUSTMENTS. The totals entered for cost adjustments (charge type I). You must be tailored to pass cost adjustments to IM.

OTHER COSTS. The difference between the gross amount and the sum of miscellaneous charge costs, outside operations, cost adjustments and NEC amount. If you are not tailored to pass charges and adjustments to PC&C and IM, the field shows the gross amount minus the NEC amount.

CONTROL. The total of the line items for all invoices whether plus or minus.

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PRINT PROOF REGISTER DETAIL <Y/N>. The default is N. Accept the default to print the report in summary form. Type Y to override the default and print all detail for the Invoice Transaction / Proof Register.

Option 4. Post Invoices and Credit memos (AMAM10)

Use this option to post entries for existing batches of invoices and credit memos and to update any changes/deletions in the Open Payables files.

After the Invoice Transaction Proof/Register has run with no hard errors and the batch is closed, you are ready to post. Processing starts with display AMV101. Enter the batch number and posting dates. Here you determine which reports you want to print.

If multi-currency support is active, the currency conversion program calculates prorations and the local currency based upon the prevailing exchange rates.

Transaction information is sent to inventory management (cost adjustments) and Production Control and Costing (miscellaneous charges and outside operation costs) if interfaced and activated via Cross Application Support. The Purchase Invoice Journal prints if you choose the accrual accounting method during install/tailor. If you selected the Cash Accounting method, the Purchase Invoice Journal prints only when landed cost accruals are included in the batch. Printing of the Purchase Journal Update report signifies that all the file updates have been completed.

If prepaid invoices are included in the posted batch, and immediate cash disbursement update was requested, the Cash Disbursements Journal, the Cash Disbursements Register, and the Transaction Gain/Loss reports will print followed by updates to the files and the printing of the Cash Disbursements Update report.

If requested during install/tailor, the Open Payables Duplicate Invoice Numbers report prints information from all invoices in the Open Payables files that were assigned the same invoice number for that vendor.

What information you need:.

- The batch number for the batch to be posted
- The check date for any prepaids in the batch
- The Purchase Journal and Cash Disbursement Journal dates/periods to be used for updating the General Ledger.

What reports are printed:.

- Cash Disbursements Journal (AMA311)
- Cash Disbursements Register (AMA312)
- Cash Disbursements Update (AMA34)
- Currency Conversion Audit Trail (AMV0E)
- Invoices to Inventory Management (AMV0F1)
- Invoice Transaction Proof/Register (AMV12)
- Open Payables Duplicate Invoice Number (AMV0G)
- Purchase Invoice Journal Listing (AMV13)
- Purchase Journal Update (AMV14)
- Transaction Gains/Losses (AMA313)

What forms you need:. None.

AMV101—Post Invoices & Credit Memos (Options)

Use this display to type in the purchase journal entry date, the check date, and the cash disbursements entry date of the batch being posted to the Open Payables file. The files are updated regardless of whether or not you print the reports.

This display appears when you press **Enter** on the Purchase Journal (Select) display (AMV100).

The files are updated whether you select 1 (PRINT) or 2 (DO NOT PRINT).

DATE **/**/**	POST INVOICES & CREDIT MEMOS	OPTIONS	AMV101
BATCH NUMBER	***	PURCHASE JOURNAL ENTRY DATE	nnnnnn
CHECK DATE	nnnnnn	CASH DISBURSEMENT ENTRY DATE	nnnnnn
INVOICE TRAN PROOF REGISTER <1-2>	n	PURCHASE INVOICE JOURNAL <1-2>	n
1 PRINT		1 PRINT	
2 DO NOT PRINT		2 DO NOT PRINT	
PURCHASE JOURNAL UPDATE <1-2>	n	CURRENCY CONVERSION AUDIT <1-2>	n
1 PRINT		1 PRINT	
2 DO NOT PRINT		2 DO NOT PRINT	
INVOICES TO IM <1-2>	n	INVOICES TO PC&C <1-2>	n
1 PRINT		1 PRINT	
2 DO NOT PRINT		2 DO NOT PRINT	
			F17 ACCEPT WITH ERROR
			F19 RETURN TO SELECT
			F24 CANCEL JOB

What to do

When you press **Enter**, the reports you selected are scheduled for printing. If you chose the duplicate invoice number edit option during application tailoring, the Open Payables Duplicate Invoice Numbers report (AMV0G) is also scheduled for printing.

Function keys

F17 ACCEPT WITH ERROR allows you to continue with the next record even though the application issues a warning message for an error that you cannot correct now. The Purchase Journal (Status) display (AMV103) appears.

F19 RETURN TO SELECT causes the Purchase Journal (Select) display (AMV100) to appear.

F24 CANCEL THE JOB cancels processing and causes the Payables Processing menu to appear.

Fields

BATCH NUMBER. The number of the batch that you chose for processing on the Purchase Journal (Select) display (AMV100).

PURCHASE JOURNAL ENTRY DATE. If you use a 12-month accounting system, this field appears on the display and is required. Type in the date to be used for posting the transactions to the Temporary General Ledger file.

PJ ENTRY PERIOD <1-13>(Purchase Journal Entry Period). If you use a 13-period accounting system, this field appears on the display and is required. Type in the appropriate period number to be used for posting transactions Temporary General Ledger file.

CHECK DATE. This field is required if it appears on the display. Type in the check date to be used for prepaid invoices in the batch.

CASH DISBURSEMENTS ENTRY DATE

CD ENTRY PERIOD <1-13> (Cash Disbursements Entry Period). This is a required field. If you use a 12-month or 13-period accounting system, one of these fields appear on the display. Type in the date or appropriate period you want to use to post prepaid invoices using the immediate cash disbursements option.

INVOICE TRAN PROOF REGISTER <1-2> (Invoice Transaction Proof Register). The default is 1, which causes the Invoice Transaction Proof / Register (AMV12) to print. Type in one of the following:

1. Print
2. Do not print

PURCHASE INVOICE JOURNAL <1-2>. This field appears if the interface to GL is active. The default is 1, which causes the Purchase Invoice Journal (AMV13) to print. Type in one of the following:

1. Print
2. Do not print

PURCHASE JOURNAL UPDATE <1-2>. The default is 1, which causes the Purchase Journal Update (AMV14) to print. Type in one of the following:

1. Print
2. Do not print

CURRENCY CONVERSION AUDIT <1-2>. This field appears if multi-currency support processing is active. The default is 1, which causes the Currency Conversion Audit Trail (AMV0E) to print. Type in one of the following:

1. Print
2. Do not print

INVOICES TO IM <1-2> (Invoices to Inventory Management). This field appears if the interface to IM is active. The default is 1, which causes the Purchase Invoices to Inventory Management report (AMV0F1) to print. Type in one of the following:

1. Print
2. Do not print

INVOICES TO PC&C <1-2> (Invoices to Production Control and Costing). This field appears if the interface to PC&C is active. The default is 1, which causes the Purchase Invoices to Production Control and Costing report (AMV0F2) to print. Type in one of the following:

1. Print
2. Do not print

Option 5. EDI Invoices (AMAM10)

EDI/400 is designed to support a single XA environment. Therefore all received transactions are placed into user files from which they must be selected. A list of all invoices in the user files is shown on the display. You can review the selections you have made. If you have selected an invoice in error you can reverse the selection and “put the invoice back” into the user files.

In addition to selecting and reversing, you can delete an invoice. If a trading partner sends you a bad invoice, you can remove it completely from your system by deleting it here.

The invoices are identified by an internal trading partner ID which you set up in EDI/400. You can set up an internal trading partner ID for each vendor you work with. The trading partner record in EDI/400 relates the internal trading partner ID you assign to the vendor’s external trading partner ID. The vendor’s external trading partner ID consists of the vendor’s ID and address on the network. You can set up only one such relationship. The internal trading partner ID includes an environment indicator, the company number and vendor number you want to associate with the vendor.

Once you have selected the invoices into XA, you are asked if you want to process the selected invoices. When you answer YES, the EDI invoices are placed into suspended payables data entry batches and deleted from both the temporary files in the environment and from the user files in EDI/400.

For more information on EDI, refer to the *CAS User’s Guide*.

What information you need:. The incoming invoices that belong in your XA environment.

What reports are printed:. EDI Invoice Audit Report (AMV90)

Note: If you choose to process the selected invoices, the following reports are printed:

- EDI Invoice Batch Report (AMV91)
- Invoice Entry Edit (Offline) (AMV0H)
- Invoice Entry Load (Offline) (AMV0I)
- Invoice Transaction Proof / Register (AMV12)

What forms you need:. None.

AMV900—EDI Invoices (Select)

Use this display to review the input file again.

This display appears when you choose option 5 (EDI Invoices) from the Payables Processing menu (AM6M20) and there are no invoices to be chosen or when you use **F23 SELECT** on display AMV901 and there are no invoices to be reviewed.

When you press **Enter**, the input file is reviewed again by the program. If invoices have been added (by being moved from the incoming Mailbox in IBM EDI/400 or being put back after having been chosen into another XA environment), the EDI Invoices (Select) display (AMV901) appears with the newly available invoices.

```

**/**/**          EDI INVOICES          *****          AMV900  **
OPTIONS          (NO OPTIONS AVAILABLE)

OPT      CO  VENDOR  INVOICE          PO  INVOICE  DR  INVOICE
NUM      NUM  NUMBER  FROM          NUMBER  NUMBER  CR  DATE  ENV

F23 REVIEW MODE
F24 END OF JOB

```

What to do

Use one of the function keys on the display.

Function keys

F23 REVIEW MODE causes this display to appear in REVIEW mode.

F24 END OF JOB ends the EDI Invoice session and takes you to the EDI Input display (AMVP91), which lets you process selected EDI invoices.

Fields

OPT. The number for the processing option.

CO NUM (Company number). The company number for the invoice.

VENDOR NUMBER. The vendor number for the invoice.

INVOICE FROM. The vendor name, from the Vendor Master file, for this vendor.

PO NUMBER (Purchase order number). The purchase order number assigned to the purchase order when you sent it to the vendor.

INVOICE NUMBER. The number assigned to the invoice by the vendor.

DR CR (Debit Credit). Shows a DR if the invoice is a debit memo; shows a CR if the invoice is a credit memo.

INVOICE DATE. The date the invoice was created by the vendor.

ENV (Environment indicator). The designator of the file library for the XA environment to which the EDI invoices belong.

AMV901—EDI Invoices (Select/Review)

Use this display to select, review, or delete any incoming invoice transactions that have not yet been selected or deleted. You can scroll up and down the list of invoices. Use the option numbers to select, reverse select, delete, or view details for an invoice. You can also use this display to change the company number for an invoice.

This display appears when you press **Enter** on the EDI Invoices (Select) display (AMV900) or when you choose option 5 (EDI Invoices) from the Payables Processing menu (AM6M20) and there are invoices from which to choose.

```

**/**/**
                        EDI INVOICES
                        *****
                        AMV901  **
OPTIONS      1=REVERSE SELECTION,  4=DELETE,  5=DISPLAY DETAILS

OPT  CO  VENDOR  INVOICE      PO  INVOICE  DR  INVOICE
   NUM NUMBER  FROM                NUMBER NUMBER CR  DATE   ENV

n  nn  *****  *****  *****  *****  **  **/**/** *
n  nn  *****  *****  *****  *****  **  **/**/** *
n  nn  *****  *****  *****  *****  **  **/**/** *
n  nn  *****  *****  *****  *****  **  **/**/** *
n  nn  *****  *****  *****  *****  **  **/**/** *
n  nn  *****  *****  *****  *****  **  **/**/** *
n  nn  *****  *****  *****  *****  **  **/**/** *
n  nn  *****  *****  *****  *****  **  **/**/** *
n  nn  *****  *****  *****  *****  **  **/**/** *
n  nn  *****  *****  *****  *****  **  **/**/** *
n  nn  *****  *****  *****  *****  **  **/**/** *
n  nn  *****  *****  *****  *****  **  **/**/** *
n  nn  *****  *****  *****  *****  **  **/**/** *
n  nn  *****  *****  *****  *****  **  **/**/** *
n  nn  *****  *****  *****  *****  **  **/**/** *

                        F14 SELECT ALL
                        F23 REVIEW MODE
                        F24 END OF JOB

```

What to do

- To select, reverse, delete, or review invoices, refer to the description in the **OPT** field, choose the appropriate action and press **Enter**.
- To select all incoming invoices, use **F14**.

Function keys

F14 SELECT ALL chooses all invoices in your XA environment for selection or review. The invoices disappear from the display and move into the EDI files in your environment. The EDI Invoices (Select) display (AMV901) appears again. You must use **F24** to exit the display. This function key appears in SELECT mode only.

F23 REVIEW MODE causes this display to appear in REVIEW mode. If there are no invoices to be reviewed, the EDI Invoices (Select) display (AMV900) appears.

F24 END OF JOB ends the EDI Invoice session and takes you to the EDI Input display (AMVP91), which lets you process selected EDI invoices.

Fields

OPT (Processing option). Type one of the following option numbers next to the invoice you want to see:

1. SELECT. This option appears only in SELECT mode. Type **1** next to the invoice you want to choose. After you choose an invoice, the invoice disappears from the display and has been moved into the EDI files in your environment.
1. REVERSE SELECTION. This option appears only in REVIEW mode. Type **1** next to the invoice you want to put back into the EDI/400 files so it will be available to be selected again.
4. DELETE. This option appears only in SELECT mode. Type **4** next to the invoice you want to delete. The EDI Invoices–Header display (AMV902) for that invoice appears with a message asking you to confirm the delete.
5. DISPLAY DETAILS. In SELECT or REVIEW mode, type **5** next to the invoice whose details you want to see. The EDI Invoices–Header display (AMV902) appears for that invoice, and shows you the detail associated with the transaction.

CO NUM (Company number). The company number for the invoice. This field is taken from the internal trading partner ID you set up in EDI/400 to receive this invoice. In SELECT mode, you can change this number by typing another number in the field. Changing company number causes the invoice to move up or down on the list, since the list is sorted by company number within each environment.

VENDOR NUMBER. The vendor number shown is the same as it appears on the *Internal Trading Partner ID* field in the EDI/400 Trading Partner Transaction Type file.

INVOICE FROM. The vendor name from the Vendor Master file. If that vendor number is not found in the Vendor Master file, the following text appears in the field: **** UNKNOWN ****.

PO NUMBER (Purchase order number). The purchase order number assigned to the purchase order when you sent it to the vendor. The vendor is returning it with the invoice so you can relate the invoice to the purchase order.

INVOICE NUMBER. The number assigned to the invoice by the vendor.

DR CR (Debit Credit). Shows DR if the invoice is a debit memo; shows CR if the invoice is a credit memo.

INVOICE DATE. The date the invoice was created by the vendor.

ENV (Environment indicator). The designator of the file library for the XA environment to which the EDI invoice belongs.

AMV902—EDI Invoices–Header (Select/Review/Delete)

Use this display to review detail information about the invoice you indicated using option 5 (Display Details) for an invoice on the EDI Invoices (Select/Review) display (AMV901).

This display appears when you chose option 1, 4, or 5 for an invoice on the EDI Invoices (Select) display (AMV901).

Note: You cannot type in any information on this display.

```

**/**/**
                                EDI INVOICES
                                HEADER
                                *****
                                AMV902  **

CO   VENDOR  INVOICE
NUM  NUMBER  FROM
**   *****
*****
FROM
*****
*****
*****
**   **   *****

CUSTOMER
*****
*****
*****
**   **   *****

SHIP TO
*****
*****
*****
**   **   *****

CUSTOMER NO. *****
PARTNER ID - *****
TERMS DESC.  *****

CREDIT MEMO INV. REF. - *****
LAST INVOICE NUMBER  - *****
SHIP INSTR. *****

F07 ITEM DETAIL
F08 INVOICE COMMENTS
F11 SPECIAL CHARGES
F13 INVOICE TOTALS
F19 RETURN TO SELECT

```

What to do

- To review one line item for a selected invoice, use **F7**. Go to display AMV903.
- To review invoice comments, use **F08** and go to display AMV906.
- To review the Special Charges display, use **F11** and go to display AMV907.
- To review the Invoice Totals display, use **F13** and go to display AMV905.

Function keys

F07 ITEM DETAIL causes the EDI Invoices–Item Detail (Review) display (AMV903) to appear.

F08 INVOICE COMMENTS causes the EDI Invoices–Invoice Comments (Review) display (AMV906) to appear.

F11 SPECIAL CHARGES causes the EDI Invoices–Special Charges (Select) display (AMV907) to appear.

F13 INVOICE TOTALS causes the EDI Invoices–Invoice Totals display (AMV905) to appear.

F19 RETURN TO SELECT returns you to the EDI Invoices display (AMV901), and allows you to select, delete, or display details from a different invoice for processing.

Fields

CO NUM (Company number). The company number for the invoice.

VENDOR NUMBER. The vendor number for the invoice.

INVOICE FROM. The vendor name, from the Vendor Master file, for this vendor.

PO NUMBER. The purchase order number assigned to the purchase order when you sent it to the vendor.

INVOICE NUMBER. The number assigned to the invoice by the vendor.

DR CR (Debit Credit). Shows DR if the invoice is a debit memo; shows CR if the invoice is a credit memo.

INVOICE DATE. The date the invoice was created by the vendor.

ENV (Environment indicator). The designator of the file library for the XA environment to which the EDI invoice belongs.

FROM. The vendor name and address for this vendor number.

CUSTOMER. The sold to name and address.

SHIP TO. The address of the receiving location for this invoice.

CUSTOMER NO. (Customer number). The customer number.

CREDIT MEMO INV. REF. (Credit memo invoice reference). If this is a credit memo, the referenced invoice number.

PARTNER ID. The identifier of the internal trading partner from the trading partner record in EDI/400 that was used to receive this transaction. The partner ID is in the following format:

ENNVVVVVV__ _ P

Where:

E. = Environment Indicator

NN. = Company Number

VVVVVV. = Vendor Number

_ _ _. = Blanks

P. = Print Indicator (P can be 0 or 1 and has significance only for SEND Transactions.)

LAST INVOICE NUMBER. The number of the last invoice that was processed.

TERMS DESC. (Terms description). The description of terms for this invoice.

SHIP INSTR. (Shipping instruction). The shipping instructions for this invoice.

AMV903—EDI Invoices—Item Detail (Select/Review)

Use this display to show one line item at a time for the requested invoice.

This display appears when you use **F07 ITEM DETAIL** on one of the following displays:

- EDI Invoices—Header (Select) display (AMV902)
- EDI Invoices—Item Comments (Review) display (AMV904).

```

**/**/**          EDI INVOICES          *****          AMV903  **
                   ITEM  DETAIL

CO  VENDOR  INVOICE          PO  INVOICE  DR  INVOICE
NUM NUMBER  FROM          NUMBER NUMBER CR  DATE  ENV
**  *      *      *      *      *      *      *      *      *      *
**  *      *      *      *      *      *      *      *      *      *

ITEM NUMBER          W/H  DESCRIPTION          U/M
*****          *      *      *      *      *      *      *
                                *****
                                QUANTITY SHIPPED *****
                                QTY. BACKORDERED *****
                                UNIT PRICE *****
                                TOTAL PRICE *****
                                DISCOUNT AMOUNT *****
                                DISCOUNT RATE *****

                                *
                                DETAIL RECORD NUMBER
                                *
                                F02 PAGE FORWARD
                                F05 RETURN TO HEADER
                                F09 ITEM COMMENTS
                                F19 RETURN TO SELECT

```

What to do

Use one of the function keys on the display.

Function keys

F02 PAGE FORWARD shows you the next page of items on this invoice.

F05 RETURN TO HEADER returns you to the EDI Invoices—Header display (AMV902).

F09 ITEM COMMENTS causes the EDI Invoices—Item Comments (Review) display (AMV904) to appear.

F19 RETURN TO SELECT returns you to the EDI Invoices (Select) display (AMV901), and allows you to select, delete, or show details of a different invoice for processing.

Fields

CO NUM (Company number). The company number for the invoice.

VENDOR NUMBER. The vendor number for the invoice.

INVOICE FROM. The vendor name, from the Vendor Master file, for this vendor.

PO NUMBER. The purchase order number assigned to the purchase order when you sent it to the vendor.

INVOICE NUMBER. The number assigned to the invoice by the vendor.

DR CR (Debit Credit). Shows DR if the invoice is a debit memo; shows CR if the invoice is a credit memo.

INVOICE DATE. The date the invoice was created by the vendor.

ENV (Environment indicator). The designator of the file library for the XA environment to which the EDI invoice belongs.

ITEM NUMBER. The number of the item on the invoice.

W/H (Warehouse). The warehouse from which this item was shipped.

DESCRIPTION. The description of the item being invoiced.

U/M (Unit of measure). The unit of measure for the item.

QUANTITY SHIPPED. The number of items shipped.

QTY. BACKORDERED (Quantity backordered). The number of items on backorder.

UNIT PRICE. The price per unit of the item.

TOTAL PRICE. The total price of the item.

DISCOUNT AMOUNT. The amount of discount applied to this item.

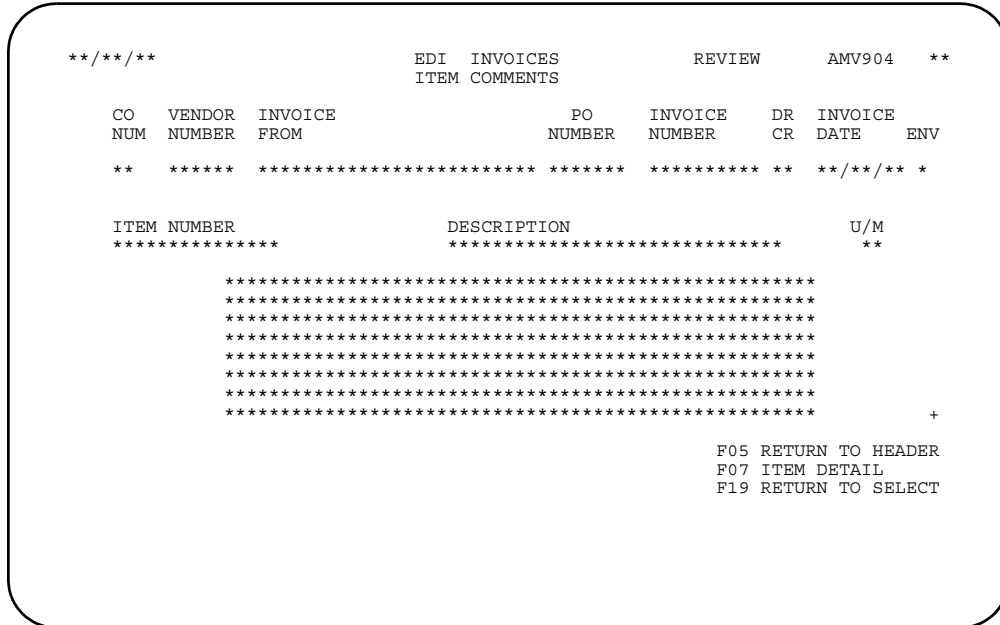
DISCOUNT RATE. The rate of discount applied to this item.

DETAIL RECORD NUMBER. The detail record currently appearing on the display.

AMV904—EDI Invoices—Item Comments (Review)

Use this display to see all comments related to the detail line items shown on the EDI Invoices—Item Detail (Review) display (AMV903).

This display appears when you use **F09 ITEM COMMENTS** on the EDI Invoices—Item Detail (Review) display (AMV903).



What to do

Use one of the function keys on the display.

Function keys

F05 RETURN TO HEADER returns you to the EDI Invoices–Header display (AMV902).

F07 ITEM DETAIL causes the EDI Invoices–Item Detail display (AMV903) to appear.

F19 RETURN TO SELECT returns you to the EDI Invoices (Select) display (AMV901), and allows you to choose, delete, or show details of a different invoice for processing.

Fields

CO NUM (Company number). The company number for the invoice.

VENDOR NUMBER. The vendor number for the invoice.

INVOICE FROM. The vendor name, from the Vendor Master file, for this vendor.

PO NUMBER. The purchase order number assigned to the purchase order when you sent it to the vendor.

INVOICE NUMBER. The number assigned to the invoice by the vendor.

DR CR (Debit Credit). Shows DR if the invoice is a debit memo; shows CR if the invoice is a credit memo.

INVOICE DATE. The date the invoice was created by the vendor.

ENV (Environment indicator). The designator of the file library for the XA environment to which the EDI invoice belongs.

ITEM NUMBER. The number of the item on the invoice.

DESCRIPTION. The description of the item being invoiced.

U/M (Unit of measure). The unit of measure in which the item was shipped.

AMV905—EDI Invoices—Invoice Totals (Select/Review)

Use this display to show the fields related to the totals section of the selected invoice.

This display appears when you use **F13 INVOICE TOTALS** on the EDI Invoices–Header display (AMV902).

```

**/**/**          EDI INVOICES          *****      AMV905      **
                   INVOICE TOTALS

CO  VENDOR  INVOICE          PO  INVOICE  DR  INVOICE
NUM NUMBER  FROM              NUMBER NUMBER  CR  DATE    ENV
**  *      *      *      *      *      *      *      *      *      *      *
**  *      *      *      *      *      *      *      *      *      *      *

TOTAL AMOUNT DUE          **,**,***,***,***.**      TOTAL WEIGHT          **,**,***,***.*
TOTAL NET SALES           **,**,***,***,***.**      TERMS DISCOUNT      **,**,***,***.**
TOTAL FREIGHT CHG        **,**,***,***,***.**      TRADE DISCOUNT      *,***,***,***.**
TOTAL MISC CHG 1         **,**,***,***,***.**      TAX AMOUNT           **,**,***,***,***.**
TOTAL MISC CHG 2         **,**,***,***,***.**

                                                    F05 RETURN TO HEADER
                                                    F19 RETURN TO SELECT

```

What to do

Use one of the function keys on the display.

Function keys

F05 RETURN TO HEADER returns you to the EDI Invoices–Header display (AMV902).

F19 RETURN TO SELECT returns you to the EDI Invoices (Select) display (AMV901), and allows you to choose, delete, or show details of a different invoice for processing.

Fields

CO NUM (Company number). The company number for the invoice.

VENDOR NUMBER. The vendor number for the invoice.

INVOICE FROM. The vendor name, from the Vendor Master file, for this vendor.

PO NUMBER. The purchase order number assigned to the purchase order when you sent it to the vendor.

INVOICE NUMBER. The number assigned to the invoice by the vendor.

DR CR (Debit Credit). Shows DR if the invoice is a debit memo; shows CR if the invoice is a credit memo.

INVOICE DATE. The date the invoice was created by the vendor.

ENV (Environment indicator). The designator of the file library for the XA environment to which the EDI invoice belongs.

TOTAL AMOUNT DUE. The total amount due for the invoice (net sales amount - trade discount + freight + miscellaneous charges + taxes).

TOTAL WEIGHT. The total weight in pounds of the goods shipped for the invoice.

TOTAL NET SALES. The total net sales amounts for all items.

TERMS DISCOUNT. The terms discount for this invoice (cash discount allowed).

TOTAL FREIGHT CHG. The total freight charge for this invoice.

TRADE DISCOUNT. The trade discount for this invoice.

TOTAL MISC CHG 1-2. The miscellaneous charges associated with the order.

TAX AMOUNT. The amount of tax for the taxing jurisdiction.

Note: In Customer Order Management, these values are special miscellaneous charge 1.

AMV906—EDI Invoices—Invoice Comments (Select/Review)

Use this display to review all comments for an invoice.

This display appears when you use **F08 INVOICE COMMENTS** on the EDI Invoices—Header display (AMV902).

```

**/**/**              EDI INVOICES                *****  AMV906  **
                        INVOICE COMMENTS

CO  VENDOR  INVOICE    PO    INVOICE  DR   INVOICE
NUM NUMBER  FROM                                NUMBER  NUMBER  CR   DATE   ENV

**   *****  *****  *****  *****  **  **/**/** *

*****
*****
*****
*****
*****
*****
*****
*****
*****
*****
*****
*****
*****
*****
*****
*****

+

      F05 RETURN TO HEADER
      F19 RETURN TO SELECT

```

What to do

Use one of the function keys on the display.

Function keys

F05 RETURN TO HEADER returns you to the EDI Invoices–Header display (AMV902).

F19 RETURN TO SELECT returns you to the EDI Invoices (Select) display (AMV901), and allows you to choose, delete, or show details of a different invoice for processing.

Fields

CO NUM (Company number). The company number for the invoice.

VENDOR NUMBER. The vendor number for the invoice.

INVOICE FROM. The vendor name, from the Vendor Master file, for this vendor.

PO NUMBER. The purchase order number assigned to the purchase order when you sent it to the vendor.

INVOICE NUMBER. The number assigned to the invoice by the vendor.

DR CR (Debit Credit). Shows DR if the invoice is a debit memo; shows CR if the invoice is a credit memo.

INVOICE DATE. The date the invoice was created by the vendor.

ENV (Environment indicator). The designator of the file library for the XA environment to which the EDI invoice belongs.

AMV907—EDI Invoices—Special Charges (Select/Review)

Use this display to see the descriptions of special charges and amounts.

This display appears when you use **F11 SPECIAL CHARGES** on the EDI Invoices–Header display (AMV902).

```

**/**/**
                                EDI INVOICES
                                SPECIAL CHARGES
                                *****   AMV907   **

CO  VENDOR  INVOICE  PO  INVOICE  DR  INVOICE
NUM NUMBER  FROM      NUMBER NUMBER CR  DATE     ENV
**  *****  *****  *****  *****  **  **/**/** *

SPECIAL CHARGE DESCRIPTION          AMOUNT
*****
**,**,**,**,**,**,**,**,**,**,**
**,**,**,**,**,**,**,**,**,**,**
**,**,**,**,**,**,**,**,**,**,**
**,**,**,**,**,**,**,**,**,**,**
**,**,**,**,**,**,**,**,**,**,**
**,**,**,**,**,**,**,**,**,**,**
**,**,**,**,**,**,**,**,**,**,**
**,**,**,**,**,**,**,**,**,**,**
**,**,**,**,**,**,**,**,**,**,**
**,**,**,**,**,**,**,**,**,**,**
**,**,**,**,**,**,**,**,**,**,**
**,**,**,**,**,**,**,**,**,**,**
**,**,**,**,**,**,**,**,**,**,**
**,**,**,**,**,**,**,**,**,**,**
**,**,**,**,**,**,**,**,**,**,**
*****
F05 RETURN TO HEADER
F19 RETURN TO SELECT

```

What to do

Use one of the function keys on the display.

Function keys

F05 RETURN TO HEADER returns you to the EDI Invoices–Header display (AMV902).

F19 RETURN TO SELECT returns you to the EDI Invoices (Select) display (AMV901), and allows you to choose, delete, or show details of a different invoice for processing.

Fields

CO NUM (Company number). The company number for the invoice.

VENDOR NUMBER. The vendor number for the invoice.

INVOICE FROM. The vendor name, from the Vendor Master file, for this vendor.

PO NUMBER. The purchase order number assigned to the purchase order when you sent it to the vendor.

INVOICE NUMBER. The number assigned to the invoice by the vendor.

DR CR (Debit Credit). Shows a DR if the invoice is a debit memo; shows a CR if the invoice is a credit memo.

INVOICE DATE. The date the invoice was created by the vendor.

ENV (Environment indicator). The designator of the file library for the XA environment to which the EDI invoice belongs.

SPECIAL CHARGE DESCRIPTION. The description of the special charge.

AMOUNT. The amount of the special charge.

AMVP91—EDI Input (Options)

Use this display to process transactions or to cancel the job.

This display appears when you use **F24 END** on one of the following displays:

- EDI Invoices (Select) display (AMV900)
- EDI Invoices (Select/Review) display (AMV901).

```

**/**/**          EDI  INPUT          OPTIONS          AMVP91 **
PROCESS SELECTED EDI INVOICES NOW    <Y/N>      A

F24 CANCEL THE JOB
```

What to do

Type in the information requested and press **Enter**.

Function keys

F24 CANCEL THE JOB ignores anything you typed in on the display and returns you to the menu.

Fields

PROCESS SELECTED EDI INVOICES NOW <Y/N>. A **Y** response initiates processing for the invoices you selected. The documents are removed from the EDI/400 user files and invoices are placed in the Accounts Payable batch. An **N** response leaves the documents in the EDI/400 user file and the Payables Processing menu appears again.

Note: Due to processing through offline files, the update process is limited to one company at a time. If invoices have been selected for more than one company, the update process determines the company number to process when the first invoice is read for processing. Any invoice encountered after that must match that company number. If invoices are encountered that do not match the company number, the invoice is placed back into the EDI/400 files to be reselected.

Option 6. Recurring Invoices (AMAM10)

Use this option to choose invoices that exist in recurring batches and process them into payables data entry batches.

What information you need:. None.

What reports are printed:. None.

What forms you need:. None.

The basic steps to create a payables data entry batch from a recurring batch are displayed on every screen. In addition to basic steps, use the function keys to move around within the displays.

Normal Payables Processing (Process Batches), Post Batches) follows after a payable entry batch is created from a recurring batch.

AMV1801—Payables Recurring Invoices (Control)

Use this display to enter the company number for a new batch of Payables Processing transactions.

This display appears when you select option 6 from the Payables Processing menu (AMAM10).


```
DATE **/**/**          PAYABLES          AMV1801    **
                      Recurring Batches

Enter Data and press Enter.

                          Company Number...:  nn

F3=Exit
```

What to do

Enter the company number for a new batch of transactions, and press **Enter**.

Function keys

F3=Exit ends processing and causes the Payables Processing menu (AMAM10) to appear again.

Fields

Company Number. Type in the number of the company for which this batch of transactions applies.

AMV1802—Payables Recurring Invoices (Select)

Use this display to select invoices that exist in recurring batches. You can process invoices found here into Payables Processing transaction batches, which can then be made into invoices in the Open Payables files.

This display appears when you press **Enter** on the Payables Recurring Invoices Control display (AMV1801).

```

DATE DD/DD/DD                PAYABLES                AMV1802    OO
Recurring Invoices

Company Number..: ** *****

Type option, press Enter: 1=Create New Batch

Opt Bch  Effective Dates    Vendor Invoice Description  Invoice No Seq Vchr
n  *** **/**/** - **/**/** ***** ***** ***** *****
n  *** **/**/** - **/**/** ***** ***** ***** *****
n  *** **/**/** - **/**/** ***** ***** ***** *****
n  *** **/**/** - **/**/** ***** ***** ***** *****
n  *** **/**/** - **/**/** ***** ***** ***** *****
n  *** **/**/** - **/**/** ***** ***** ***** *****
n  *** **/**/** - **/**/** ***** ***** ***** *****
n  *** **/**/** - **/**/** ***** ***** ***** *****
n  *** **/**/** - **/**/** ***** ***** ***** *****
n  *** **/**/** - **/**/** ***** ***** ***** *****
n  *** **/**/** - **/**/** ***** ***** ***** *****

F3=Exit                F12=Previous

```

What to do

To create a Payables Processing transaction batch from the invoices listed here, type **1** beside any desired invoices and press **Enter**. The Payables Recurring Invoices (Recap) display (AMV1803) appears.

Function keys

F3=Exit ends processing and causes the Payables Processing menu (AMAM10) to appear again.

F12=Previous causes the Payables Recurring Invoices Control display (AMV1801) to appear again.

Fields

Opt (Option). Type in **1** beside each invoice you want to select .

Bch. The identifying number the application assigned to this batch.

Effective dates. The range of dates in which this recurring batch applies.

Vendor. The name of the vendor.

Invoice Description. The description line from the invoice’s header record..

Invoice no. (Invoice number). The vendor’s invoice number.

Seq (Invoice sequence number). Distinguishes when the same invoice number is used on multiple entries.

Vchr (Voucher). The identifying number assigned to this invoice or credit memo. Either the application generated this number or you entered this number, depending on how your business tailored the application.

AMV1803—Payables Recurring Invoices (Recap)

Use this display to review and create a new Payables Processing batch of transactions from those invoices you selected on the previous display.

This display appears when you press **Enter** on the Payables Recurring Invoices Select display (AMV1802).

DATE	**/**/**	PAYABLES	AMV1803	**	
Recurring Invoices Recap					
Company Number . . : ** *****					
New Batch Number: ***					
Vendor	Invoice Description	Invoice No	Voucher	Inv Date	Due Date
*****	aaaaaaaaaaaaaaaaA20	aaaaaaaA10	*****	nn/nn/nn	nn/nn/nn
*****	aaaaaaaaaaaaaaaaA20	aaaaaaaA10	*****	nn/nn/nn	nn/nn/nn
*****	aaaaaaaaaaaaaaaaA20	aaaaaaaA10	*****	nn/nn/nn	nn/nn/nn
*****	aaaaaaaaaaaaaaaaA20	aaaaaaaA10	*****	nn/nn/nn	nn/nn/nn
*****	aaaaaaaaaaaaaaaaA20	aaaaaaaA10	*****	nn/nn/nn	nn/nn/nn
*****	aaaaaaaaaaaaaaaaA20	aaaaaaaA10	*****	nn/nn/nn	nn/nn/nn
*****	aaaaaaaaaaaaaaaaA20	aaaaaaaA10	*****	nn/nn/nn	nn/nn/nn
*****	aaaaaaaaaaaaaaaaA20	aaaaaaaA10	*****	nn/nn/nn	nn/nn/nn
*****	aaaaaaaaaaaaaaaaA20	aaaaaaaA10	*****	nn/nn/nn	nn/nn/nn
F3=Exit F12=Previous F24=Process Batch					

What to do

To change the value in any of the enterable fields, type in the new value and press **Enter**.

To create a Payables Processing transaction batch from the invoices listed here, press **F24**.

Function keys

F3=Exit ends processing and causes the Payables Processing menu (AMAM10) to appear again.

F12=Previous causes the Payables Recurring Invoices Select display (AMV1802) to appear again.

F24=Process Batch creates the Payables Processing transaction batch.

Fields

Company number. The number and name of the company selected on the Control display.

New Batch Number. The identifying number the application assigned to this batch.

Vendor. The name of the vendor.

Invoice Description. The description line from the invoice's header record. You can change it and then press **Field Exit**.

Invoice no. (Invoice number). The vendor's invoice number. You can change it and then press **Field Exit**.

Voucher. The identifying number assigned to this invoice or credit memo. Either the application generated this number or you entered this number, depending on how your business tailored the application. You can change it and then press **Field Exit**.

Inv Date (Invoice Date). Accept the default of the invoice date or type in a new date and press **Field Exit**.

Due Date. Accept the default of the due date or type in a new date and press **Field Exit**.

Chapter 4. Cash Disbursements Processing

If you choose option 2 from the Main Menu (AMAM00), the Cash Disbursements Processing menu (AMAM20) appears. This menu has five options.

Option 1. Enter Payment Selections (AMAM20)	4-2
Option 2. Print Cash Requirements Report (AMAM20).....	4-16
Option 3. Print Checks/Payment Files (AMAM20).....	4-18
Option 4. Enter Manual Payments (AMAM20)	4-23
Option 5. Enter Payment Reversals (AMAM20).....	4-37

```

AMAM20                      Accounting Management Accounts Payable          *****
                          Cash Disbursements Processing

Type option or command; press Enter.

    1. Enter Payment Selections
    2. Print Cash Requirements Report
    3. Print Checks / Payment Files
    4. Enter Manual Payments
    5. Enter Payment Reversals

==> _____

F3=Exit      F4=Prompt      F9=Retrieve      F10=Actions
F11=Job status  F12=Return      F22=Messages
    
```

Option 18. Enter Payment Selections. Use this option to identify the invoices you want to select for payment by typing in selection criteria such as date range, vendor, or invoice number.

Option 19. Print Cash Requirements Report. Use this option to print the Cash Requirements Report (AMA28) for a payment selection group. You can print the report in a detail or a summary version.

Option 20. Print Checks / Payment Files. Use this option to print checks, to send records to the interface files, and to print the Cash Disbursements Journal (AMA311), Cash Disbursements Register (AMA312), Transaction Gains/Losses (AMA313), and the Cash Disbursements Update Report (AMA34). The Transaction Gains/Losses Report is only generated if multi-currency support is active and there are transaction gains/losses.

Option 21. Enter Manual Reversals. Use this option to record manually written checks, letters of credit, and wire transfers that are not processed through the Print Check/Payment Files menu option. Three reports are generated: Manual Payments Cash Disbursement Journal (AMA42A), Manual Payments Cash Disbursements Register (AMA42B), and Manual Payments Cash Transactions Gains/Losses Report (AMA42C). Transaction gains/losses are only reported if multi-currency support is active and there are transaction gains/losses.

Option 22. Enter Payment Reversals. Use this option to reverse payments previously processed by manual payments or system generated payments and to update the Bank Account, General Ledger, Bank Reconciliation, Manual Payments and Vendor Master files. The Payment Reversal Cash Disbursements Journal (AMA22A), Payment Reversal Cash Disbursement Register (AMA22B), and Payment Reversal Transaction Gains/Losses Report (AMA22C) are generated to document the activity. Transaction gains/losses are only reported if multi-currency support is active and there are transaction gains/losses.

Option 1. Enter Payment Selections (AMAM20)

The payment selection group is defined as all payment selections entered on display AMA211 with the same selection criteria for the following fields: **Company number**, **Bank Account Number**, **Payment method**, plus the **Expected Payment Date**. If multi-company processing is active, **Payment Currency** is also included and is the only field within the Payment selection group that can be changed prior to check writing without creating another payment selection group.

Notes:

1. If you make any changes to the information in the fields except **Payment Currency**, multiple payment selection groups will be created. If multi-currency support is active, the payment selection group also contains the payment currency.
2. There are four payment currencies:

Trading currency.	The currency you use with the vendor.
Local currency.	The currency that you use internally.
Bank account currency.	The currency you use with the bank.
Payment currency.	The currency you use to pay the vendor.
3. To see all active payment selection groups, choose option 9 on the Main Menu, option 5 on menu AMAM90 and then use the Bank Account Payment Selections (Inquiry) display (AMA8L1). Type **P** beside the bank account to view payment selections for that account. For a description of these displays, see Chapter 11.
4. You can have multiple payment selections active at any time. You can have these payment selections assigned to different bank accounts and payment methods or continue to use the same bank accounts and payment methods but with different expected payment dates.

Payment selections are normally performed on invoices where the trading currency and bank account currency are the same. However, you can choose invoices where the currencies differ and enter supplemental information on the override display.

When you choose an invoice for payment, you create a record with a status of S (selected) in the Open Payables Payment file. If the selection is for the full amount, you cannot select the invoice for any other payment selection group. If you are making a partial payment, you can select the remaining balance to be paid in other payment selection groups.

What information you need:. The company number (if you have more than one company), bank account, and payment method (these establish the bank account) plus the expected payment date for this payment selection session. These four fields constitute the payment selection group. The information in these fields must remain the same until checks are written. If

you are using payment currency, you can change that field prior to check writing, but that is the only field that you should change. Changing the information in the other fields will result in creating multiple payment selection groups.

What reports are printed:. None.

What forms you need:. None.

AMA211—Payment Selection Group (Options)

Use this display to:

- Choose the bank account used to make payments
- Establish a payment selection group

This display appears when you choose option 1 (Enter Payment Selections) from the Cash Disbursements Processing menu (AMAM20).

Note: The displays associated with this menu option contain message subfiles. To view messages for a display, position the cursor on the message line and use **ROLL UP/DOWN**.

DATE **/**/**	PAYMENT SELECTION GROUP	OPTIONS	AMA211 **
	COMPANY NUMBER	nn	
	BANK ACCOUNT NUMBER	nnn	
	PAYMENT METHOD	n	
	EXPECTED PAYMENT DATE	nnnnnn	
	PAYMENT CURRENCY	aA3	
	INVOICE SEQUENCE (1,2)	A	
	1 VENDOR/INVOICE	A	
	2 VENDOR/DUE DATE	A	
			F24 END OF JOB

What to do

- If you want to have only one active payment selection group, all fields on this display except **PAYMENT CURRENCY** must contain the same information until checks are written.
- Set the bank account and the payment method to the values you wish to use for this payment selection group, and type the expected payment date. It is important to remember that you must keep using the same information (except the payment currency) until checks are written for this payment selection group.
- Once checks are issued for this selection group, you can change the information to start a new payment selection group.

- If you wish to create additional payment selection groups, reselect payment selections and use different criteria for the next group.

Function keys

F24 END OF JOB ends the session and causes the Cash Disbursements Processing menu (AMAM20) to appear.

Fields

COMPANY NUMBER. This field appears on the display only if you specified multiple companies during application tailoring. Type in the number of the company making payments in this payment selection session.

BANK ACCOUNT NUMBER. This is a required field. The default is 001. Accept the default or type in the account number from which the checks are to be written.

PAYMENT METHOD. This is a required field. The default is 1. Accept the default or type in the number to identify the payment method you want to use.

Note: The combination of the company number, bank account, and payment method creates a key that is used to search the Bank Account Master file. A record with the entries from each of these fields must exist in the Bank Account Master file.

EXPECTED PAYMENT DATE. This is a required field. Accept the default or type in the date you expect to write checks. Defaults to today's date. If retrieving a previous selection group, type in the original group date.

PAYMENT CURRENCY. Type in the currency ID used to pay the vendors. This field appears only if multi-currency support is active. This entry must match the currency ID in the Bank Account Master file.

INVOICE SEQUENCE <1/2>. This is a required field. Accept the default for vendor by invoice number sequence for invoice details, or type in a **2** for vendor by due date sequence.

AMA212—Payment Selection Criteria (Enter)

Use this display to identify your criteria for selecting invoices for payment. If multi-currency support is active, the system shows the bank account currency as the default. You can override this default by typing in a valid currency or by typing in **ALL** to exclude the currency from your selection criteria.

- Enter a range of due dates and let the application select the invoices that fall within this range
- Restrict your selection criteria further by:
 - Limit selection to a specific vendor
 - Limit selection to a specific invoice number
 - Limit selection to invoices that have a specific currency ID.

This display appears when you have no errors and press **Enter** on the Payment Selection Group (Options) display (AMA211).


```

DATE **/**/**          PAYMENT SELECTION CRITERIA  ENTER      AMA212  **
CO   PAY DATE  BANK  METH  DESCRIPTION  PAYMENT CURRENCY
**   **/**/**   ***   *   *****
                                     *** *****

      BEGINNING DUE DATE          nnnnnn
      ENDING DUE DATE             nnnnnn
      VENDOR                      aaaaA6
      INVOICE NUMBER              aaaaaaaA10
      CURRENCY                     aA3 *****

      FORCED DISCOUNT <Y/N>      n
      INDIVIDUAL MISC VENDORS <Y/N> n
      PREVIOUS SELECTIONS ONLY <Y/N> n

                                     F24 DISPLAY STATUS
    
```

What to do

To select invoices for payment based on the due date, vendor, or vendor/invoice number, type in the information requested and press **Enter** and go to display AMA213 or use a function key shown on the display.

Function keys

F24 DISPLAY STATUS causes the Payment Selection Review Status display (AMA216) to appear.

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

CO (Company). The company number typed in on the Payment Selection Group (Options) display.

PAY DATE (Payment date). The expected payment date you typed in on the Payment Selection Group (Options) display.

BANK (Bank account number). The account number from which checks are written that you typed in on the Payment Selection Group (Options) display.

METH (Payment method). The payment method you typed in on the Payment Selection Group (Options) display.

DESCRIPTION. The bank account description for the bank account you typed in on the Payment Selection Group (Options) display.

PAYMENT CURRENCY. The currency used to pay the vendors. This field appears only when multi-currency support is active.

BEGINNING DUE DATE. To enter a range of dates, type in the earliest due date you want to use in selecting invoices to be paid. To select invoices for a specific date, type in a beginning due date and leave the **ENDING DUE DATE** field blank.

ENDING DUE DATE. To enter a range of dates, type in the latest date you want to use for selecting invoices to be paid. To select invoices for a specific date, type the date in the **BEGINNING DUE DATE** field and leave this field blank.

VENDOR [?]. Type in the number of the vendor to see only invoices for a specific vendor. The number you type in must refer to a vendor in the Vendor Master file.

INVOICE NUMBER. Type in the invoice number to see only invoices for the invoice/ vendor number you type in. Otherwise, leave this field blank.

CURRENCY [?]. This field appears only if multi-currency support is active. Accept the default or type in the currency ID that applies to this invoice, such as FFR for French Francs. For example, if you type in FFR (French Francs), only invoices with a currency ID of FFR appear. If you type in **ALL**, currency is not included in the selection criteria. If you leave this field blank, only vendors without currency IDs will be selected.

FORCED DISCOUNT <Y/N>. The default is N. Type **Y** to set forced discounts on for all vendors. Accept the default to set forced discounts off for all vendors.

INDIVIDUAL MISC VENDORS <Y/N>. The default is N. Type **Y** to see individual amounts for each miscellaneous vendor or accept the default to see a accumulated amount for all miscellaneous vendors.

PREVIOUS SELECTIONS ONLY <Y/N>. This is a required field. The default is N. Type **Y** to view only invoices previously selected for the payment selection group you are processing. When using this option, you will not be able to select additional invoices for payment, but you can clear existing selections.

AMA213—Payment Selection Vendor (Enter)

Use this display to view the amounts selected for payment and the amounts available for selection. If you enter a vendor number, the system presents the panel containing the requested vendor.

This display appears when you:

- Press **Enter** with no errors on the Payment Selection Criteria (Enter) display (AMA212).
- Use **F04 PROCESS VENDORS** on the Payment Selection by Vendor (Enter) display (AMA214) or the Payment Selection Review Status (Enter) display (AMA216).

```

DATE   **/**/**   PAYMENT SELECTION VENDOR REVIEW   ENTER   AMA213   **

CO    PAY DATE  BANK  METH   DESCRIPTION              PAYMENT CURRENCY
**    **/**/**   ***   *    *****
VENDOR SELECTION n <1=SELECT ALL, 2=SELECT EACH, 3=CLEAR CURRENT SELECTIONS>
GO TO VENDOR NUMBER nnnnnn  GROSS           GROSS           DISCOUNT
SEL   ----- VENDOR ----- AVAILABLE       SELECTED        SELECTED
n     *****
n     *****
n     *****
n     *****
n     *****
n     *****
n     *****
n     *****

                                         USE ROLL UP/DOWN
                                         F19 RETURN TO SELECT
                                         F24 DISPLAY STATUS

```

What to do

To view the total amount previously selected for payment and the total amount available for selection, do one of the following:

- To see the next group of vendors, use the **ROLL/UP DOWN** keys to scroll forward and backward through the list of vendors.
- To locate a specific vendor, type the vendor number in the **GO TO VENDOR NUMBER** field and press **Enter**.
- To view the invoices for a specific vendor, type **2** in the **SEL** field next to the correct vendor and press **Enter** and go to the next display.
- To clear all current payment selections for all vendors, type **3** in the **VENDOR SELECTION** field. Refer to the field descriptions that follow for more information about the choices available for this field.

Function keys

F19 RETURN TO SELECT causes the Payment Selection Criteria display (AMA212) to appear.

F24 DISPLAY STATUS causes the Payment Selection Review Status display (AMA216) to appear.

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

CO (Company). The company number entered on the Payment Selection Group (Options) display (AMA211).

PAY DATE. The expected payment date you typed in on the Payment Selection Group (Options) display (AMA211).

BANK (Bank account number). The account number from which checks are to be written.

METH (Payment method). The number for the payment method used.

DESCRIPTION. The bank account description.

PAYMENT CURRENCY. The currency ID and description associated with the ID used to pay the vendor. This field appears only if multi-currency support is active.

VENDOR SELECTION. The default is 2. Type **1** to select all invoices meeting the selection criteria entered on display AMA212. The invoices are then edited and those invoices meeting the edit criteria are selected for payment. If errors exist, vendors must be processed individually. Type **3** to clear all current payment selections for all vendors. Invoice amounts are then available for selection again.

Accept the default **2** and use the **SEL** field to process each vendor individually.

GO TO VENDOR NUMBER [?]. Type in the specific vendor number whose invoices you want to see.

SEL (Select). Use this field to select individual invoices for a vendor for payment. Type **1** to select all invoices for this vendor, type **2** to select each invoice on an individual basis (on display AMA214), or type **3** to clear current selections for this vendor.

Note: If you entered 1 (select all) or 3 (clear current selections) in **VENDOR SELECTION** and only 1 or 3 in the **SEL** field, pressing **Enter** causes display AMA213 to appear again.

If you accepted the default of 2 in the **VENDOR SELECTION** field (select each) and then selected individual invoices by entering **2** in the **SEL** field, pressing **Enter** causes the Payment Selection by Vendor (Enter) display (AMA214) to appear.

If you enter a combination of 1s, 2s, and 3s in the **SEL** field, pressing **Enter** processes the 1 and 3 entries and causes display AMA214 to appear to allow processing of the entries containing 2.

VENDOR. The vendor number and abbreviated name.

GROSS AVAILABLE. The total gross amount available for selection for a vendor.

GROSS SELECTED. The total gross amount selected for payment for a vendor.

DISCOUNT SELECTED. The total discount amount selected for payment for a vendor.

AMA214—Payment Selection Invoice Review (Enter)

Use this display to select, modify, or exclude invoices from payment. The amounts shown are in trading currency and represent the unpaid portion of the invoice and any discount not previously taken.

To make a partial payment, change the **Payment Amount** and **Discount Amount**. **Halt Code** and **Force Discount (F/D)** fields are also available. If you force a discount, the system uses whatever you type in that field as the discount amount.

This display appears when you:

- Press **Enter** on the Payment Selection Vendor (Review) display (AMA213).
- Use **F05 VENDOR INVOICES** on the Payment Selection Override (Enter) display (AMA215).

```

DATE **/**/**          PAYMENT SELECTION INVOICE REVIEW          ENTER          AMA214  **
CO   PAY DATE  BANK  METH      DESCRIPTION          PAYMENT CURRENCY
**   **/**/**   ***   *          *****          *** *****

VENDOR ***** ALL <Y/N> N CURR *** *****
ACT INVOICE NO INV DATE DUE DATE HALT PAYMENT AMOUNT DISCOUNT F/D OVR
A ***** **/**/** **/**/** A nnnnnnnnnnnn.nn nnnnnnnnnnnn.nn A A
A ***** **/**/** **/**/** A nnnnnnnnnnnn.nn nnnnnnnnnnnn.nn A A
A ***** **/**/** **/**/** A nnnnnnnnnnnn.nn nnnnnnnnnnnn.nn A A
A ***** **/**/** **/**/** A nnnnnnnnnnnn.nn nnnnnnnnnnnn.nn A A
A ***** **/**/** **/**/** A nnnnnnnnnnnn.nn nnnnnnnnnnnn.nn A A
A ***** **/**/** **/**/** A nnnnnnnnnnnn.nn nnnnnnnnnnnn.nn A A
A ***** **/**/** **/**/** A nnnnnnnnnnnn.nn nnnnnnnnnnnn.nn A A
A ***** **/**/** **/**/** A nnnnnnnnnnnn.nn nnnnnnnnnnnn.nn A A
A ***** **/**/** **/**/** A nnnnnnnnnnnn.nn nnnnnnnnnnnn.nn A A
A ***** **/**/** **/**/** A nnnnnnnnnnnn.nn nnnnnnnnnnnn.nn A A
A ***** **/**/** **/**/** A nnnnnnnnnnnn.nn nnnnnnnnnnnn.nn A A
A ***** **/**/** **/**/** A nnnnnnnnnnnn.nn nnnnnnnnnnnn.nn A A
A ***** **/**/** **/**/** A nnnnnnnnnnnn.nn nnnnnnnnnnnn.nn A A
A ***** **/**/** **/**/** A nnnnnnnnnnnn.nn nnnnnnnnnnnn.nn A A
A ***** **/**/** **/**/** A nnnnnnnnnnnn.nn nnnnnnnnnnnn.nn A A
A ***** **/**/** **/**/** A nnnnnnnnnnnn.nn nnnnnnnnnnnn.nn A A
1-SELECT INVOICE, 3-CLEAR PAYMENT          USE ROLL UP/DOWN
*-PREVIOUSLY SELECTED                      F04 PROCESS VENDORS
                                           F24 DISPLAY STATUS

```

What to do

- To select an invoice for payment, type **1** in the **ACT** field next to the invoice number, and press **Enter**.
- To delete a payment selection, type **3** in the **ACT** field and press **Enter**.
- To select all of one vendor's invoices for payment, type **Y** in the **ALL <Y/N>** field and press **Enter**.
- To prevent selection of the invoice for payment, type the halt code and press **Enter**.
- To release a halted invoice, remove the payment code in the **HALT <N,0-9>** field before you have selected and press **Enter**.
- To force a discount even if the invoices you selected are past due, type **Y** in the **F/D** field before you have selected and press **Enter**.
- To arrange payments in currencies other than bank account currency, type **Y** in the **OVR** field and press **Enter** and go to display AMA215.
- To review and process vendors available for selection, use **F04** and go to display AMA213.

If you entered a **2** in the **SEL** field (select each) on display AMA213 and pressed **Enter**, display AMA214 shows all invoices for the vendors you indicated were to be selected individually. If you entered a **2** for more than one vendor, use **F04** after

making your selections for that vendor. The next vendor and associated invoices for that vendor appear. Continue using **F04** until all vendors with an entry of **2** have been processed.

Make sure all changes are made and you have pressed **Enter** to select the invoice for payment. Once an invoice is selected, an asterisk (*) appears in the **ACT** field.

Function keys

F04 PROCESS VENDORS causes the Payment Selection (Enter) display (AMA213) to appear. Multiple entries of **2** (select each) causes display AMA214 to appear.

F24 DISPLAY STATUS causes the Payment Selection Review Status display (AMA216) to appear.

Fields

CO (Company). The company number typed in on the Payment Selection Group (Options) display.

PAY DATE. The expected payment date you typed in on the Payment Selection Group (Options) display.

BANK (Bank account number). The account number you typed in on the Payment Selection Group (Options) display.

METH (Payment method). The payment method you typed in on the Payment Selection Group (Options) display.

DESCRIPTION. The bank account description.

PAYMENT CURRENCY. The currency ID and description associated with the ID. This field appears only if multi-currency support is active and shows the payment currency you entered on the Payment Selection Group (Options) display.

VENDOR. The vendor number and name.

ALL <Y/N>. The default is N. Type in **Y** to select all invoices for this vendor for payment. After you press **Enter**, a **1** appears in the **ACT** field for each invoice. Press **Enter** again to complete the selections.

CURR (Currency). The vendor's currency ID and description associated with the ID. This field appears only if multi-currency support is active.

ACT (Action). Type in **1** to select an invoice for payment. Type in **3** to clear the payment selection. An asterisk in this field indicates the invoice was selected previously for payment, a blank in this field indicates the invoice is available for selection.

INVOICE NO (Invoice number). The number for invoices that meet the selection criteria you typed in on the Payment Selection Criteria (Enter) display (AMA212).

INVOICE (Invoice date). The date that appears on the vendor's invoice.

DUE DATE. The date the invoice is due.

HALT <N,0-9>(Halt code). Remove the halt code to release a halted invoice, type in a code (N,0-9) to prevent selection of the invoice for payment, or leave the field blank. You must press **Enter** after any changes are made and before selecting the invoice.

PAYMENT AMOUNT. Leave the amount shown on the display if you are paying the invoice in full. Type in a partial payment if the invoice is not to be paid in full. Press **Enter** after any change and before selecting the invoice.

DISCOUNT. The discount amount that applies to this invoice. If the invoice is past due and if the **Force Discount** field remains as N, this amount must be removed. Press **Enter** to make change before selecting.

F/D (Force discount) <Y/N>. The default is N. Type **Y** to force a discount even if invoices selected are past due and you are paying the full invoice amount.

Note: If you force a discount the system uses the amount from the original invoice.

OVR (Override) <Y/N>. The value normally defaults to N. Y appears when the invoice's trading currency is not equal to the payment currency. This field appears only if multi-currency support is active.

AMA215—Payment Selection Override (Enter)

Use this display to perform one or both of the following functions:

- Enter explicit local currency amounts.
- Set up payments in currencies other than the Bank Account currency.

This display appears only if multi-currency support is active. If multi-currency support is active, the display appears when you press **Enter** with no errors on the Payment Selection by Vendor (Enter) display (AMA214) and the OVR (Override) code is Y. The invoice data and amount to pay in trading currency appears as typed on the Payment Selection By Vendor display (AMA214). You cannot change the trading currency amounts.

```

DATE **/**/**          PAYMENT SELECTION OVERRIDE          ENTER          AMA215  **
CO   PAY DATE  BANK  METH  DESCRIPTION          PAYMENT CURRENCY
**   **/**/**   ***   *   *****
VENDOR ***** ***** CURR *** *****
INVOICE NUMBER ***** INV DATE **/**/** DUE DATE **/**/**
----- CURRENCY ----- PAYMENT AMOUNT          DISCOUNT
TRADING   *** ***** ***** ** ***** **
BANK ACCOUNT aA3 ***** nnnnnnnnnnnn.nn nnnnnnnnnnnn.nn
PAYMENT    aA3 ***** nnnnnnnnnnnn.nn nnnnnnnnnnnn.nn
LOCAL     aA3 ***** nnnnnnnnnnnn.nn nnnnnnnnnnnn.nn

F05 VENDOR INVOICES
F24 DISPLAY STATUS

```

What to do

- To override the local currency amounts, type in an explicit local currency amount (only if the local currency and the trading currency are not the same). Press **Enter** and go to display AMA214.
- To review vendors available for selection, use **F05** and go back to display AMA214.

Function keys

F05 VENDOR INVOICES causes the Payment Selection by Vendor (Enter) display (AMA214) to appear.

F24 DISPLAY STATUS causes the Payment Selection Review Status display (AMA216) to appear.

Fields

CO (Company). The company number typed in on the Payment Selection Group (Options) display.

PAY DATE. The expected payment date you typed in on the Payment Selection Group Options display (AMA211).

BANK (Bank account number). The account number from which checks are to be written.

METH (Payment method). The number for the payment method used.

DESCRIPTION. The bank account description.

PAYMENT CURRENCY. The currency ID and the description associated with the ID used to pay the vendor.

VENDOR. The vendor number and name.

CURR (Currency). The vendor's currency ID and the description associated with the ID. This field appears only if multi-currency support is active.

INVOICE NUMBER. The number for the invoice you selected on the Payment Selection by Vendor (Enter) display (AMA214).

INVOICE (Invoice date). The date that appears on the vendor's invoice.

DUE DATE. The date the invoice is due to be paid.

TRADING. The following amounts appear in trading currency and cannot be changed.

CURRENCY: The currency ID and description.

PAYMENT AMOUNT: The amount of the invoice to be paid.

DISCOUNT: The discount that applies to this invoice.

BANK ACCOUNT. The following amounts appear in the currency associated with the customer's bank account. If trading currency and bank account currency are the same, you cannot change these amounts. If they are different, you can change the payment amount and discount shown.

CURRENCY: The currency ID and description.

PAYMENT AMOUNT: The amount of the invoice to be paid.

DISCOUNT: The discount that applies to this invoice.

PAYMENT. The following amounts appear in payment currency. If trading currency and payment currency are the same, you cannot change these amounts. If they are different, you can change the payment amount and discount shown.

CURRENCY: The currency ID and description.

PAYMENT AMOUNT: The amount of the invoice to be paid.

DISCOUNT: The discount that applies to this invoice.

LOCAL. The following amounts appear in local currency. If trading currency and local currency are the same, you cannot change these amounts. If they are different, you can change the payment and discount shown.

PAYMENT AMOUNT: The amount of the invoice to be paid.

DISCOUNT: The discount that applies to this invoice.

AMA216—Payment Selection Review Status (Enter)

Use this display to show amounts of planned payments and their effect on the bank account balance. Amounts are shown in bank account currency. If multi-currency support is active, the amount also appears in local currency.

This display appears when you use **F24 DISPLAY STATUS** on any of the following displays:

- AMA211.** Payment Selection Group
- AMA212.** Payment Selection Criteria
- AMA213.** Payment Selection Vendor
- AMA214.** Payment Selection by Vendor
- AMA215.** Payment Selection Override

```

DATE **/**/**          PAYMENT SELECTION REVIEW STATUS  ENTER      AMA216  **
CO   PAY DATE  BANK  METH  DESCRIPTION          PAYMENT CURRENCY
**   **/**/**   ***   *   *****
                                     AMOUNT      LOCAL CURRENCY
CURRENT BANK ACCOUNT BALANCE      ***** ** ***** **
PAYMENT SELECTIONS FOR THIS ACCOUNT:
BEFORE EXPECTED PAY DATE          ***** ** ***** **
EXPECTED PAY DATE TOTAL           ***** ** ***** **
PROJECTED BALANCE                  ***** ** ***** **
AFTER EXPECTED PAY DATE           ***** ** ***** **
CLEAR PAYMENT SELECTION <Y/N>  A
PRINT CASH REQUIREMENTS REPORT <0/1/2> n
    0 - NO REPORT
    1 - VENDOR SUMMARY
    2 - VENDOR / INVOICES
                                     F04 PROCESS VENDORS
                                     F19 RETURN TO SELECT
                                     F24 END OF JOB
    
```

What to do

- To return to the Payment Selection Criteria display, use **F19** and go to display AMA212.
- To review and process vendor selections, use **F04** and go to display AMA213.
- To delete all selections made during this session, type **Y** in the **CLEAR PAYMENT SELECTION (Y/N)** field and press **Enter**.
- To print the Cash Requirement Report, type **1** for a summary list of vendor to be paid or type **2** for a list of invoices for each vendor to be paid.

Function keys

F04 PROCESS VENDORS returns you to the originating display from which you initiated the status request.

F19 RETURN TO SELECT causes the Payment Selection Criteria display (AMA212) to appear.

F24 END OF JOB ends the session and causes the Cash Disbursements Processing menu (AMAM20) to appear again.

Fields

CO (Company). The company number typed in on the Payment Selection Group (Options) display.

PAY DATE. The date you expect payments to be made.

BANK (Bank account number). The account number from which checks are to be written.

METH (Payment method). The number for the payment method used.

DESCRIPTION. The bank account description.

PAYMENT CURRENCY. The currency ID and the description associated with the currency ID used to pay the vendor. This field appears only if multi-currency support is active.

CURRENT BANK ACCOUNT BALANCE. The current bank balance amount.

Note: The bank account balance appears only as a result of your selections during application tailoring. The local currency Current Bank Account Balance displays only if multi-currency support is being used.

PAYMENT SELECTIONS FOR THIS ACCOUNT. The local currency **EXPECTED PAY DATE TOTAL**, **PROJECTED BALANCE**, and **AFTER EXPECTED PAY DATE** fields display in local currency only if multi-currency support is being used. The amount column is in trading currency. These amounts display in this group if your company does not use foreign vendors.

BEFORE EXPECTED PAY DATE: The sum of all invoices that will be paid from the bank account before the date of the payment that is being processed. This is the sum of previous payment selection groups.

EXPECTED PAY DATE TOTAL: The sum of all invoices for the payment that is being processed, including discounts.

PROJECTED BALANCE: The bank account balance less payment selections.

Note: The projected balance appears only as a result of your selections during application tailoring.

AFTER EXPECTED PAY DATE: The sum of all invoices that will be paid from the bank account after the date of the payment that is being processed.

CLEAR PAYMENT SELECTION (Y/N). Type in **Y** and press **Enter** to delete all selections made for invoices meeting the selection criteria you entered on the Payment Selection Group (Options) display (AMA211).

PRINT CASH REQUIREMENTS REPORT. One of the following:

0. No report
1. Summary report by vendor number
2. Detail report by invoice within vendor number

Option 2. Print Cash Requirements Report (AMAM20)

Use this option to identify the cash requirements for a payment selection group and to see the amounts to be disbursed when a payment is issued. You can request the report in detail or summary form. The detailed version shows amounts by invoice within vendor. The summary version shows amounts by vendor. The report shows the assignee vendor invoices and credit memos separate from the primary vendor.

Payment amounts are reported in bank account currency. When a partial payment is made, the original amount and balance due amounts are shown in trading currency. If multi-currency support is active, the trading currency ID also appears. If trading currency or payment currency are different, it is noted after the invoice on the detail version of the report, or after the vendor on the summary version of the report.

The totals at the end of the report show amounts by bank account currency, trading currency (separate by primary currency), and payment currency (separate by primary currency).

What information you need:.

- Company number
- Bank account
- Payment method
- Expected payment date
- Know the format in which you want the report to print.

What report is printed:. Cash Requirements Report (AMA28).

What forms you need:. None.

AMA271—Cash Requirements Report (Options)

Use this display to type in information you want to appear on the Cash Requirements Report (AMA28). When you enter the report options you want and press **Enter**, the Cash Requirements Report (AMA28) is scheduled for printing. Use the report to see the cash requirements for a payment selection group and to see the amount to be disbursed when a payment is issued.

This display appears when you choose option 2 (Print Cash Requirements Reports) on the Cash Disbursements Processing menu (AMAM20).

```
DATE **/**/**          CASH REQUIREMENTS REPORT  OPTIONS  AMA271  **  
  
COMPANY                nn  
BANK ACCOUNT NUMBER   nnn  
PAYMENT METHOD         n  
EXPECTED PAYMENT DATE nnnnnn  
  
REPORT FORMAT <1-2>  n  
1 VENDOR SUMMARY  
2 VENDOR / INVOICES
```

F24 END OF JOB

What to do

Type in the information requested and press **Enter**. Be sure to specify whether you want the detail or summary version of the report.

Note: The detail version shows amounts by invoice within vendor with a final total by vendor. The summary version shows amounts by vendor.

Function keys

F24 END OF JOB ends the session and causes the Cash Disbursements menu (AMAM20) to appear.

Fields

COMPANY. This field appears only if you selected multiple company support during application tailoring. Type in the number of the company you want to appear on the report.

BANK ACCOUNT NUMBER. This is a required field. The default is 001. Type in the account number from which the checks will be paid.

PAYMENT METHOD. This is a required field. The default is 1. Accept the default or type in the number for the payment method you want to use.

EXPECTED PAYMENT DATE. The default is the system date. Type in the date of the payments you want selected for the report. This should be the date typed in during payment selections.

Note: The company number, bank account, payment method, and expected payment date will be used to locate a specific payment selection group that was created during payment selection.

REPORT FORMAT <1-2>. This is a required field. Type one of the following codes to indicate in which format you want the report to print.

1. Print the report in summary by vendor sequence. No invoice details are printed.
2. Print the report in invoice within vendor sequence. Invoice details are included.

Option 3. Print Checks/Payment Files (AMAM20)

Use this option to see active payment selection groups, select the ones to be paid, and issue checks and remittance advices using either forms or files.

You can print checks from multiple bank accounts. The beginning check number is incremented by one from the last number the system generated in check writing, and manual payments entry. In lieu of printing checks and remittance advices, you can create files to handle payments such as bank drafts. If multi-currency support is active and the vendor is a foreign currency vendor, transaction gains/losses are calculated and entries passed to General Ledger when the foreign currency invoices are paid. Journal entries are created and passed to General Ledger to record all cash disbursements transactions.

Note: If a payment selection batch contains invoices in which the payment currency is in a different currency family than the bank account currency, the following rules apply:

1. Payments must be issued via files.
2. A separate check number must be assigned to each payment currency within a vendor.
3. If the payment will result in a negative balance, confirm or cancel the payment in response to the message that you receive.

If you are using the general ledger distribution feature, but you were not using the option when a payables transaction was originally posted to the Open Payables file, the transaction may not have general ledger account numbers associated with it. The general ledger distribution feature requires that each transaction affecting the Temporary General Ledger be posted to the Temporary General Ledger file against a valid General Ledger account number.

Therefore, when necessary, Accounts Payable will assign to a transaction the number 9999998 (the general ledger accounts payable default account number) for all companies.

The Cash Disbursements Journal will indicate when this occurs. Additionally, when the Temporary General Ledger Listing is printed for a fiscal accounting period, it will show all transactions that have been posted against the Accounts Payable default account number.

When this happens, if Accounts Payable is interfacing with the General Ledger application, you must manually transfer the entries to the proper accounts prior to closing the period in General Ledger. To do this, you may first have to add the general ledger account number to the General Ledger Master file. Then, using General Ledger data entry, make the needed entries to zero the 9999998 account and put the entries into the proper accounts. You can use the Temporary General Ledger listing

for the accounting period as a source document to manually make your adjustment entries into your ledger.

The Cash Disbursements Journal prints prior to check printing. This report serves as your check register of the checks that are to be printed. It is the book of original entry for the General Ledger transactions that are created by the printing of Accounts Payable checks.

Occasionally, the Cash Disbursements Journal will show that if check writing is allowed to continue, negative checks will be written. In this instance, check writing is discontinued for those companies that would write negative checks. Before selecting check printing for those companies again, repeat the payment selection procedure, making your selections so that no negative checks will be written.

After all checks and remittance advices are printed, reload the printer with standard computer paper (it has a forms identification number of 0001) to print the Cash Disbursements Update AMA34. Keep this report as part of your audit trail. The forms and reports are discussed later on in this user's guide.

What information you need:.

- Company number
- Check issue date
- General ledger entry date (for 12-month accounting) or entry period (for 13-period accounting)
- Preprinted check forms
- Remittance advices.

What reports are printed:.

- Cash Disbursements Journal (AMA311)
- Cash Disbursements Register (AMA312)
- Transaction Gains/Losses Report (AMA313)
- Cash Disbursements Update Report (AMA34).

What forms you need:. Checks and or remittance advices if you are not sending checks in file format.

Note: The System i issues messages to change and align the check form. A response of I allows the first check to print on the same check form and a response of G prints the first check on the next check form.

AMA301—Print Checks (Select)

Use this display to choose a payment selection group for processing. All amounts are shown in bank account currency.

This display appears when you choose option 3 (Print Checks/Payment Files) on the Cash Disbursements Processing menu (AMAM20).

```
DATE **/**/**          PRINT CHECKS          SELECT      AMA301  **

SEL ----- PAYMENT SELECTION ----- CURR  NET PAYMENT AMOUNT
A ** ** * ***** **/**/** *****
A ** ** * ***** **/**/** *****
A ** ** * ***** **/**/** *****
A ** ** * ***** **/**/** *****
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A ** ** * ***** **/**/** *****

                                USE ROLL UP/DOWN
                                F24 END OF JOB

1-SELECT INVOICE
```

What to do

To select a payment for processing, type **1** in the **SEL** field next to the payment group you wish to choose and press **Enter**.

Function keys

F24 END OF JOB ends the session and causes the Cash Disbursements Processing menu (AMAM20) to appear.

Fields

SEL (Select). This is a required field. Type **1** next to the payment group you wish to choose for processing. You can only select one payment group at a time for check writing.

PAYMENT SELECTION.

Company: The company typed in on the Payment Selection Group (Options) display (AMA211).

Bank Account: The bank account number from which checks are written.

Payment Method: The payment method used.

Description: The bank account description.

Payment Date: The expected payment date.

CURR (Currency). The ID for the currency associated with the payment you typed in on the Options display, such as FFR for French francs. This field appears only if multi-currency support is active.

NET PAYMENT AMOUNT. The total amount of payment for which the selected checks will be written.

AMA302—Print Checks (Enter)

Use this display to enter options to control how the payment is processed, print the checks, remittance advices, and the following three reports: The Cash Disbursements Journal (AMA311), the Cash Disbursements Register (AMA312), the Transaction Gains/Losses (AMA313), and the Cash Disbursements Update (AMA34). The Transaction Gains/Losses Report prints only if multi-currency support is active and only if there are transaction gain/loss amounts to report. The display shows default values from the Bank Account Master file which you can override.

This display appears when you press **Enter** with no errors on the Print Checks (Select) display (AMA301).

```

DATE **/**/**          PRINT CHECKS          ENTER          AMA302  **
CO   PAY DATE  BANK  METH   DESCRIPTION          CURRENCY
**   **/**/**   ***   *   *****          *** *****

          PAYMENT DATE          nnnnnn
          GL ENTRY DATE          nnnnnn
          CASH IN BANK ACCOUNT    nnnnnnnnnnnnnnnn
          DISCOUNTS EARNED ACCOUNT nnnnnnnnnnnnnnnn
CHECK SEQUENCE          N          CHECK CONSOLIDATION <Y/N>          A
  1 = PAYEE NUMBER          LIST VENDORS          <Y/N>          A
  2 = PAYEE NAME

AP CHECKS <Y/N>          A          REMITTANCE ADVICE <Y/N>          A
AP CHECK FILE <Y/N>      A          REMITTANCE ADVICE FILE <Y/N>      A
AP CHECK FORM NAME      aaaaaaaA10  REMITTANCE ADVICE FORM NAME      aaaaaaaA10
          BEGINNING CHECK NUMBER    nnnnnn
          EXCHANGE RATE              nnnnn . nnnnnn
          BALANCE AFTER PAYMENT      nnnnnnnnnnnnn . nn

                                          F17 ACCEPT WARNING
                                          F19 RETURN TO SELECT
                                          F24 END OF JOB

```

What to do

To print the checks, remittance advices, and the following four reports, type in the information requested and press **Enter**:

- Cash Disbursements Journal (AMA311)
- Cash Disbursements Register (AMA312)
- Cash Disbursements Update (AMA34)
- Transaction Gains/Losses (AMA313),

Function keys

F17 ACCEPT WARNING allows you to continue with the record even though the application issues a warning message.

F19 RETURN TO SELECT causes the Print Checks (Select) display (AMA301) to appear.

F24 END OF JOB ends the session and causes the Cash Disbursements Processing menu (AMAM20) to appear again.

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

CO (Company). The company number typed in on the Payment Selection (Options) display (AMA211).

PAY DATE. The expected pay date for the batch selected on the Print Checks (Select) display (AMA301).

BANK (Bank account number). The account number from which checks are written.

METH (Payment method). The payment method used.

DESCRIPTION. The bank account description.

CURR (Currency). The ID for the currency associated with the payment and its description such as French Francs. This field appears only if multi-currency support is active.

PAYMENT DATE. This is a required field. Enter the date that you wish to print on the check and the stub.

Note: Only one of the two following fields appear on the display. The field that appears is determined by whether you use monthly accounting or period accounting and is a required field.

GL ENTRY DATE

GL PERIOD <1-13>. Type in the transaction date or the general ledger period number used in posting the general ledger accounts.

CASH IN BANK ACCOUNT [?]. This is a required field. Type in the number of the account you want credited with the check amounts if you do not want to use the account number typed in the Bank Account Master file.

DISCOUNTS EARNED ACCOUNT [?]. This is a required field. If you do not want to use the account number chosen during application tailoring, type in the account number you want credited with discounts earned.

CHECK SEQUENCE. This is a required field. Type in **1** to print checks in payee number sequence. Type in **2** to print checks in payee name sequence. This field defaults to the value in the Bank Account Master File.

CHECK CONSOLIDATION <Y/N>. This is a required field. Type in **Y** to print consolidated checks by assignee. Type in **N** to print separate checks for each change of vendor within an assignee. This field defaults to the value in the Bank Account Master File.

LIST VENDORS <Y/N>. This is a required field. Type in **Y** to print all vendor names on the check stub. Type in **N** to print only the assignee name on the check stub. This

field can only be Y when **CHECK CONSOLIDATION** is Y. This field defaults to the value in the Bank Account Master File.

AP CHECKS <Y/N>. The default is from the Bank Account Master file. Type in Y if you want to print on preprinted check forms.

REMITTANCE ADVICE <Y/N>. The default is from the Bank Account Master file. Type in Y if you want to print on preprinted remittance advices.

If you respond Y in the **AP CHECKS** field, you must also respond Y in the **REMITTANCE ADVICE** field.

AP CHECK FILE <Y/N>. The default is from the Bank Account Master file. Type in Y if you want a record for each payment created in the Check Interface (CHECKF) file.

REMITTANCE ADVICE FILE <Y/N>. The default is from the Bank Account Master file. Type in Y if you want records created in the Remittance Advice Interface (REMITF) file.

AP CHECK FORM NAME. The default is from the Bank Account Master file. Accept the default or type in the name of the form used to print the check. This is a required field if you responded Y to **AP CHECKS**. This form name is used by the system to identify the preprinted check form.

REMITTANCE ADVICE FORM. The default is from the Bank Account Master file. Accept the default or type in the name of the form used to print the remittance advice. This is a required field if you responded Y to **REMITTANCE ADVICE**. This form name is used by the system to identify the preprinted remittance advice form.

BEGINNING CHECK NUMBER. This is a required field. The default is from the Bank Account Master file. A warning message is issued if you enter a number lower than the default. Use F17 to accept the warning message.

EXCHANGE RATE. The default is from the Bank Account Master file. This field appears only if you selected multi-currency support during application tailoring, and if the bank account currency is a foreign currency.

This rate is used to calculate the local currency amount for each payment made. The default rate is obtained from the currency conversion routine. If the local currency amount has already been locked in during payment selection, the rate is not used for that payment.

BALANCE AFTER PAYMENT. This field appears if selected during application tailoring and represents the current bank balance less the current payment. You can maintain this field via the Bank Account Master file.

Option 4. Enter Manual Payments (AMAM20)

You enter manual payments to make payments not processed through the Cash Disbursements menu option. Once entered, these payments are equivalent to system-generated payments and open invoices can be assigned to the payments. With this option you can make payments such as letters of credit, which are often used to pay for imports. If multi-currency support is active, transaction gains/losses are calculated on foreign currency invoices. Manual Payments Cash Disbursements

Journal, Register, and Transaction Gains/Losses reports are printed to document the activity.

Manual checks are identified with a company number, bank account, payment method, and check number. For a single company installation, the default company number is 01. The default bank account is 001. The default payment method is 1.

Notes:

1. A payment method “1” record must exist in the Bank Account Master file before any other payment methods for the bank account can be entered.
2. To pay multiple primary vendors with one check, add a common assignee vendor number to each invoice.

Manual payment processing works with local, trading, bank account, and payment currencies in the same way as other Cash Disbursements menu options.

The Manual Payments Cash Disbursements Journal and Register document the manual payments activity. If multi-currency support is active and the invoice is a foreign currency invoice, transaction gains/losses are calculated (if applicable) and journal entries are created and recorded in General Ledger.

What information you need:.

- Company number
- Bank account
- Payment method
- Indicate if new payment or if you are assigning invoices to a previous payment.

What reports are printed:.

- Manual Payments Cash Disbursements Journal (AMA42A)
- Manual Payments Cash Disbursements Register (AMA42B)
- Manual Payments Transaction Gains/Losses (AMA42C) if there were transaction gains or losses to report.

What forms you need:. None.

AMA421—Enter Manual Payments (Select)

Use this display to enter manually written checks or letters of credit and invoice assignments for a previously entered manual payment. Whether you select Action 1 or Action 2, all fields are required.

This display appears when you choose option 4 (Enter Manual Payments) on the Cash Disbursements Processing menu (AMAM20).

Note: The displays associated with this menu option contain message subfiles. To view messages for a display, position the cursor on the message line and use **ROLL UP/DOWN**.

```

DATE **/**/**          ENTER MANUAL PAYMENTS          SELECT          AMA421  **

COMPANY                nn
BANK ACCOUNT           aA3
PAYMENT METHOD          A
VENDOR                 aaaaA6
CHECK NUMBER           nnnnnn
PAYMENT DATE           nnnnnn
PAYMENT CURRENCY       aA3
GL ENTRY DATE          nnnnnn
ACTION <1/2/3/4>       n
1  NEW PAYMENT
2  ASSIGN INVOICE
3  INQUIRY
4  PRINT

F24 DISPLAY STATUS
    
```

What to do

- To enter a new manual payment, type in the information requested, type **1** in the **ACTION** field, press **Enter** and go to display AMA422.
- To assign invoices to a previously entered payment, type in the information requested and type **2** in the **ACTION** field. Press **Enter** and go to display AMA422.

Function keys

F24 DISPLAY STATUS causes the Manual Payment Status display (AMA424) to appear and shows you the number of payments added during this manual payment session.

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

COMPANY. This field appears on the display only if you specified multiple companies during application tailoring. Type in the number of the company making payments in this payment selection session.

BANK ACCOUNT NUMBER. This is a required field. The default is 001. Accept the default or type in the account number from which the checks have been written.

PAYMENT METHOD. This is a required field. The default is 1. Accept the default or type in the number for the payment method you want to use.

Note: The combination of the Company Bank Account and Payment Method must be used to access the Bank Account Master file. A payment method 1 record for each account must exist in the Bank Account Master file before any other payment methods can be added for that account.

VENDOR [?]. This is a required field. Type in the vendor number. The number you type in must refer to a record in the Vendor Master file.

CHECK NUMBER. This is a required field. Type in the check number of the payment.

PAYMENT DATE. This is a required field. Type in the date the payment was made.

PAYMENT CURRENCY [?]. If multi-currency support is active, type in the currency used to pay the vendor. If you wish to see payments for local currencies only, leave the field blank. If you wish to see a specific currency, type in that currency ID. If you wish to see invoices for all currencies, type in **ALL**.

Only one of the two following fields appears on the display. The field that appears is determined by whether you specified period or monthly accounting during application tailoring. When either field appears, it is a required field.

GL PERIOD <1-13>

GL ENTRY DATE. This is a required field. Type in the period or month depending on your selection during application tailoring for the update to the TEMGEN file.

ACTION <1/2>. This is a required field. Type in one of the following:

1. Enter a new payment
2. Assign invoices to a previously entered payment. Valid only if there is a manual payment record for the selection you typed in.
3. Inquire on specific or all manual payments records
4. Print Manual Payments Inquiry/Report

Note: Action code 2 is valid only if there is a manual payment record for the selection being typed in and an invoice exists for the vendor in open payable.

Note: If you wish to combine multiple vendors into one check, set up one assignee number for all the vendor invoices. This will update each invoice to the primary vendor.

AMA422—Manual Payment (Enter)

Use this display to enter the amount of the manual payment and record bank charges. You may also force exchange rates by entering specific bank, local, or payment amounts.

This display appears when you press **Enter** with no errors on the Enter Manual Payments (Select) display (AMA421).

```

DATE **/**/**                MANUAL PAYMENT                ENTER        AMA422  **
CO   PAY DATE  BANK  METH   DESCRIPTION          CHECK
**   **/**/**  ***   *    *****
VENDOR *****  NAME          aaaaaaaaaaaaaaaaaaaaaaaaaA35      ADDRESS
                                         ADDRESS 1  aaaaaaaaaaaaaaaaaaaaaaaaaA35      FORMAT   n
                                         ADDRESS 2  aaaaaaaaaaaaaaaaaaaaaaaaaA35
                                         ADDRESS 3  aaaaaaaaaaaaaaaaaaaaaaaaaA35
                                         CITY       aaaaaaaaaaaaaaaaaaaaaaaaaA35
                                         STATE      A2  POSTAL  aaaaaaaA10  COUNTRY  aA3

CASH ACCT aaaaaaaaaA15 DISC ACCT aaaaaaaaaA15 INV CLEAR nnnnnnnnnnnnnnn
BANK CHGS ACCOUNT aaaaaaaaaA15

                TRADING      ***  BANK ACCT  ***  LOCAL      ***  PAYMENT      ***
DESCRIPTION *****  *****  *****  *****  *****
GROSS          nnnnnnnnnn .nn  nnnnnnnnnn .nn  nnnnnnnnnn .nn  nnnnnnnnnnn .nn
DISCOUNT     nnnnnnnnnn .nn  nnnnnnnnnn .nn  nnnnnnnnnnn .nn  nnnnnnnnnnn .nn
NET           ***** .**  ***** .**  ***** .**  ***** .**
BANK CHGS     nnnnnnnnnn .nn  nnnnnnnnnn .nn  nnnnnnnnnnn .nn

ASSIGN INVOICES <Y/N>      A  F11 PROCESS PAYMENT          F18 REFRESH SCREEN
                               F19 RETURN TO SELECT          F24 DISPLAY STATUS

```

What to do

- To assign invoices to this payment, type in the information requested, accept the Y default in the **ASSIGN INVOICES** field, and press **Enter**.
- To enter a payment without assigning invoices to it, type in the information requested, type **N** in the **ASSIGN INVOICES** field, and press **Enter**.
- To process a payment with a Y in the **ASSIGN INVOICES** field, use **F11** and go to AMA423.
- To process a payment with an N in the **ASSIGN INVOICES** field, use **F11** and go to display AMA421.
- You must press **F11** to process the payment after you have typed in the check amount and pressed **Enter**.
- To enter another manual payment without creating this manual payment, use **F19** and go to display AMA421.

Function keys

F11 PROCESS PAYMENT causes the Assign Invoices to Manual Payments display (AMA423) to appear if you typed **Y** in the **ASSIGN INVOICES** field. The Enter Manual Payments Select display (AMA421) appears if you typed **N** in the **ASSIGN INVOICES** field.

F18 REFRESH SCREEN ignores any information you typed in and shows you the display as it originally appeared.

F19 RETURN TO SELECT causes the Enter Manual Payments (Select) display (AMA421) to appear again.

F24 DISPLAY STATUS causes the Manual Payment Status display (AMA424) to appear.

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

CO (Company). The company number that appeared or was typed in on the Enter Manual Payments (Select) display (AMA421).

PAY DATE. The date the payment is expected to be made. This date was typed in on the Enter Manual Payments (Select) display (AMA421).

BANK. The bank account number. This number was typed in on the Enter Manual Payments (Select) display (AMA421).

METH (Payment method). The payment method typed in on the Enter Manual Payments (Select) display (AMA421).

DESCRIPTION. The bank account description.

CHECK. The check number of the payment typed in on the Enter Manual Payments (Select) display (AMA421).

Note: The following vendor/address information fields are taken from the Vendor Master file based on the vendor number you entered on display AMA421. This information can be overridden only for miscellaneous vendors.

VENDOR. The vendor number.

NAME. The vendor's company name.

ADDRESS FORMAT. Type in a code that determines how name and address are presented on panels and documents. With the three format types (0, 1, 2), you get a maximum of six lines of name and address information. The default code is 0 (US style).

On panels, Address formats 0 (US style) and 1 (International style) appear as Name; Address lines 1-3; City, which becomes Address line 4; and State, Country, and Postal Code, which become Address line 5. For Address format 2 (free or free-form), you see Name and Address lines 1-5.

When using Address format 2 (Free), you still see the State, Country, and Postal Code fields on the panel; however, they are for information only. These fields are not included in the formatting routine for addressing documents. You need to add that information as part of Address lines 1-5. You can enter the State, Country, and Postal Code fields separately if you have user defined queries or reports that need to recognize the fields.

The formatted results for Address formats 0 and 1 are shown in the following table. When an address is used on a document, it gets formatted in a particular way, depending on the Address format. The formatted results that would appear on a document (for example, a purchase order) are shown in the following table. Format 2 (Free) is not shown; it prints the formatted results exactly the way you entered it.

Table 4-1. Format of US and International addresses

Format 0 = US	Format 1 =International
Name	Name
Address 1	Address 1
Address 2	Address 2
Address 3	Address 3
City State Postal	Country Postal City
Country	State

The format description of US for 0, International for 1, and Free for 2 appears beside the format type.

These values for Address format flag are used only by the AP and Purchasing applications. You can change from format 0 to 1, to 2, and back again. The panel adjusts the address fields based on format type.

Note: COM and IFM use the values of 1, 2, and 3, instead of 0, 1, and 2, in the Address format field.

ADDRESS 1

ADDRESS 2

ADDRESS 3. The first, second, and third line of the vendor's company address.

CITY. The name of the city in which the vendor's company is located.

STATE. The abbreviated version of the state in which the vendor's company is located.

POSTAL. The 10-digit postal code of the vendor's company address. You can type in a new postal code.

COUNTRY. The abbreviated version of the country in which the vendor's company is located.

CASH ACCT (Cash account) [?]. This is a required field. Type in a valid cash account number or accept the default from the Bank Account Master file.

DISC ACCT (Discount account) [?]. This is a required field. Type in an account number for discounts or accept the account specified during application tailoring.

INV CLEAR (Invoice clearing account) [?]. This is a required field. Type in the account number where you want the checks to be recorded in your General Ledger until it is assigned to an invoice. This field defaults to the account number you specified for Accounts Payable during application tailoring.

BANK CHGS ACCOUNT (Bank charges account) [?]. This is a required field. Type in the bank account that charges such as costs for wire transfers are charged against or accept the default from the Bank Account Master file.

TRADING. The trading currency ID. This field appears only if multi-currency support is active. The following fields appear in trading currency:

DESCRIPTION: The bank account description.

GROSS: This is a required field. Type in the total amount of the payment.

DISCOUNT: Type in the discount taken on the amount if applicable.

NET: The gross amount less the discount amount. This is calculated by the system.

BANK CHGS (Bank charges): This is not applicable for trading currency.

Note: If multi-currency support is active, type in the **GROSS** and **DISCOUNT** fields in trading currency amounts and the system calculates the bank account, local, and payment currency amounts. You can override the amounts calculated by the system.

BANK ACCT (Bank account) . The ID for the currency associated with the customer's bank account. This field appears only if multi-currency support is active. The following fields appear in the bank account currency:

DESCRIPTION: The bank account description.

GROSS: Type in the total amount of the payment if you want to override amounts calculated by the system.

DISCOUNT: Type in the discount taken on the amount if applicable if you want to override amounts calculated by the system.

NET: The gross amount less the discount amount. This is calculated by the system.

BANK CHGS (Bank charges): Type in the fee amount charged against the bank account.

LOCAL. The local currency ID. This field appears only if multi-currency support is active. The following fields appear in local currency:

DESCRIPTION: The bank account description.

GROSS: Type in the total amount of the payment if you want to override amounts calculated by the system.

DISCOUNT: Type in the discount taken on the amount if applicable if you want to override amounts calculated by the system.

NET: The gross amount less the discount amount. This is calculated by the system.

BANK CHGS (Bank charges): Type in the fee amount charged against the bank account. This is calculated by the system or you may override it.

PAYMENT. The payment currency ID. This field appears only if multi-currency support is active. The following fields appear in payment currency:

DESCRIPTION: The bank account description.

GROSS: Type in the total amount of the payment if you want to override amounts calculated by the system.

DISCOUNT: Type in the discount taken on the amount if applicable if you want to override amounts calculated by the system.

NET: The gross amount less the discount amount. This is calculated by the system.

ASSIGN INVOICES <Y/N>. This is a required field. Type in **N** if you do not want to assign invoices to the payment you typed in. The default is Y. (You should accept the default if the invoice being paid has been entered and posted to Open Payables file.)

AMA423—Assign Invoices to Manual Payments (Select)

Use this display to identify which invoices were paid by the manual payment typed in on display AMA422. The display allows partial payments to be typed in the **AMOUNT DUE** field.

This display appears when you press **Enter** on the Manual Payments (Enter) display (AMA422) with no errors.

```

DATE **/**/**          ASSIGN INVOICES TO MANUAL PAYMENTS      SELECT      AMA423  **
CO   PAY DATE  BANK  METH      DESCRIPTION          CHECK
**   **/**/**   ***   *          *****          *****

VENDOR *****          *****          TRADING  CURR *** *****
UNAPPLIED BALANCE *****.***

ACT INVOICE NO INV DATE DUE DATE  HALT      AMOUNT DUE

A   *****   **/**/** **/**/**   A   nnnnnnnnnnnn.nn
A   *****   **/**/** **/**/**   A   nnnnnnnnnnnn.nn
A   *****   **/**/** **/**/**   A   nnnnnnnnnnnn.nn
A   *****   **/**/** **/**/**   A   nnnnnnnnnnnn.nn
A   *****   **/**/** **/**/**   A   nnnnnnnnnnnn.nn
A   *****   **/**/** **/**/**   A   nnnnnnnnnnnn.nn
A   *****   **/**/** **/**/**   A   nnnnnnnnnnnn.nn

                                         USE ROLL UP/DOWN
                                         F11 PROCESS SELECTIONS
                                         F24 DISPLAY STATUS

1-SELECT INVOICE, 3-CLEAR PAYMENT
*-PREVIOUSLY SELECTED
    
```

What to do

- Type 1 beside each invoice you want to select and press **Enter**. The **UNAPPLIED OPTION** field should now show 0.
- To process the payment, you must press **F11**. You then go to display AMA421.

Function keys

F11 PROCESS SELECTIONS processes the payment and causes the Enter Manual Payment display (AMA421) to appear.

F24 DISPLAY STATUS causes the Manual Payment (Status) display (AMA424) to appear.

Fields

CO (Company). The company number that appeared or was typed in on the Enter Manual Payments (Select) display (AMA421).

PAY DATE. The date the payment was made. This date was typed in on the Enter Manual Payments (Select) display (AMA421).

BANK. The bank account number. This number was typed in on the Enter Manual Payments (Select) display (AMA421).

METH (Payment method). The payment method typed in on the Enter Manual Payments (Select) display (AMA421).

DESCRIPTION. The bank account description.

CHECK. The check number of the payment typed in on the Enter Manual Payments (Select) display (AMA421).

VENDOR. The vendor number and name.

TRADING CURRENCY. The trading currency that applies, such as FFR for French francs. This field appears only if multi-currency support is active.

UNAPPLIED BALANCE. The check amount in trading currency. Each time you select an invoice and press **Enter**, this field is reduced to reflect the selections you made and those you removed from selection by typing in **3**. The files are not updated until **F11** is pressed.

Note: When all invoices have been assigned to this manual payment, the unapplied balance should be zero. Press **Enter**, then **F11** to process this manual payment. If your Manual Payment Cash Disbursement Register shows "Check Unapplied", you did not press **F11**. Run Option 2, Assign Invoice, to correct this problem.

ACT (Action). Type in **1** next to the invoices you want to select. Multiple selections are allowed. To remove a selection, type in **3**.

INVOICE NO (Invoice number). The number assigned to the invoice.

INV DATE (Invoice date). The date for the invoice.

DUE DATE. The date the payment is due.

HALT (Halt code). The code (N,0-9) you assigned to the invoice to indicate it should be held and not paid immediately. To assign the invoice, blank out the halt code, and press **Enter**. You can then type **1** in the **ACT** field.

AMOUNT DUE. The total or partial invoice amount due. If you type in an amount, press **Enter**. Then type **1** in the **ACT** field.

AMA424—Enter Manual Payment (Status)

Use this display to review the status of this manual payment session.

This display appears when you use **F24 DISPLAY STATUS** on the following displays:

- AMA421.** Enter Manual Payments (Select)
- AMA422.** Manual Payment (Enter)
- AMA423.** Assign Invoices to Manual Payments (Select)

```
DATE **/**/**          ENTER MANUAL PAYMENT          STATUS          AMA424  **

SESSION STATUS
PAYMENTS ADDED      *, ***, ***

F24 END OF JOB
```

What to do

To return to the previous display, press **Enter** or use a function key on the display.

Function keys

F24 END OF JOB ends processing and the following reports are scheduled for printing:

- Manual Payments Cash Disbursements Journal (AMA42A)
- Manual Payments Cash Disbursements Register (AMA42B)
- Manual Payment Transaction Gains/Losses report (AMA42C)
- The Transaction Gains/Losses Report prints only if multi-currency support is active and if there were transaction gains/losses to report.

The Cash Disbursements Processing menu (AMAM20) appears again.

Fields

PAYMENTS ADDED. The number of manual payments you added during this session.

AMA431—Manual Payments Inquiry (Select)

Use this display to select specific or all manual payments records for inquiry.

This display appears when you choose action 3, Inquiry, from the Enter Manual Payments (Select) display (AMA421).

```
DATE **/**/**          MANUAL PAYMENTS INQUIRY          SELECT          AMA431  **

                        COMPANY                nn
                        BANK ACCOUNT            nnn
                        PAYMENT METHOD          n

                        CHECK NUMBER            nnnnnn
                        CHECK DATE              nnnnnn
                        VENDOR NUMBER           nnnnnn
                        INVOICE NUMBER          nnnnnnnnnn

                                                F24 END OF JOB
```

What to do

- Type in the company number, bank account, and payment method that contains the checks you want to view, and press **Enter**.
- Type in check number, check date, vendor number, or invoice number to select specific payment information from the Manual Payments file, and press **Enter**. One or more of these fields may be used although they are not required.

Function keys

F24 END OF JOB ends the manual payments inquiry and causes the Cash Disbursements Processing menu (AMAM20) to appear again.

Fields

COMPANY (Company number). This field is required if it appears on the display. Type in the number of the company whose payments you want to see. This field appears only if multiple companies were indicated during application tailoring.

BANK ACCOUNT. This field is required. Type in the bank account number from the Bank Account Master file.

PAYMENT METHOD. This field is required. Type in the payment method associated with this record.

CHECK NUMBER. Type in the number of the check that was issued for payment.

CHECK DATE. Type in the date of the issued check.

VENDOR NUMBER. To see all manual payments issued to a vendor, type the appropriate vendor number.

INVOICE NUMBER. To see a specific invoice number, type the appropriate invoice number.

AMA432—Manual Payments Inquiry (Inquiry)

Use this display to view details of the manual payments information that you typed on the Manual Payments Inquiry (Select) display AMA431.

```

DATE **/**/**          MANUAL PAYMENTS INQUIRY          INQUIRY          AMA432  **
COMPANY NUMBER  **      BANK ACCOUNT  ***      PAYMENT METHOD  *

SEL  CHECK    CHECK    VENDOR    CHECK    AMOUNT APPLIED    ASSIGNED
     NUMBER   DATE     NUMBER    AMOUNT   TO INVOICES      INVOICES
n    ***** **/**/** ***** ***** ** ***** ** *****
n    ***** **/**/** ***** ***** ** ***** ** *****
n    ***** **/**/** ***** ***** ** ***** ** *****
n    ***** **/**/** ***** ***** ** ***** ** *****
n    ***** **/**/** ***** ***** ** ***** ** *****
n    ***** **/**/** ***** ***** ** ***** ** *****
n    ***** **/**/** ***** ***** ** ***** ** *****
n    ***** **/**/** ***** ***** ** ***** ** *****
n    ***** **/**/** ***** ***** ** ***** ** *****
n    ***** **/**/** ***** ***** ** ***** ** *****
n    ***** **/**/** ***** ***** ** ***** ** *****
n    ***** **/**/** ***** ***** ** ***** ** *****
n    ***** **/**/** ***** ***** ** ***** ** *****
n    ***** **/**/** ***** ***** ** ***** ** *****
n    ***** **/**/** ***** ***** ** ***** ** *****

ENTER 1 TO DISPLAY PAYMENT DETAILS

USE ROLL UP/DOWN
F19 RETURN TO SELECT
F24 END OF JOB
    
```

What to do

To see additional information about a check, enter **1** in the **SEL** field and press **Enter**.

Function keys

F19 RETURN TO SELECT returns you to the Manual Payments Inquiry (Select) display (AMA431).

F24 END OF JOB ends the manual payments inquiry and causes the Cash Disbursements Processing menu (AMAM20) to appear again.

Fields

COMPANY NUMBER. The number for the company whose manual payments you wish to view.

BANK ACCOUNT. The bank account number from the Bank Account Master file.

PAYMENT METHOD. The payment method associated with this record.

SEL (Select). Type **1** next to the manual payment that you wish to view in detail. You may choose more than one payment.

CHECK NUMBER. The number of the check that was issued for payment.

CHECK DATE. The date of the issued check.

VENDOR NUMBER. The vendor number associated with the check number.

CHECK AMOUNT. The amount of the check associated with the check number.

AMOUNT APPLIED TO INVOICES. The portion of the total payment amount that was applied to a particular credit memo or invoice.

ASSIGNED INVOICES. Invoices that have been matched to a payment. This information comes from the Open Payables file.

AMA433—Manual Payments Inquiry Invoice Detail (Inquiry)

Use this display to view the checks you selected on the Manual Payments Inquiry (Inquiry) display AMA432.

This display appears when you choose one or more checks from the Manual Payments Inquiry (Inquiry) display (AMA432).

DATE **/**/**	MANUAL PAYMENTS INQUIRY INVOICE DETAIL		INQUIRY	AMA433 **
COMPANY NUMBER **	BANK ACCOUNT ***	PAYMENT METHOD *		
VENDOR ASSIGNEE *****	*****	INVOICE NO-SEQ *****	INVOICE DATE **/**/**	***
CHECK NUMBER *****	CHECK DATE **/**/**	INVOICE AMOUNT *****	AMOUNT APPLIED TO INVOICE *****	DISCOUNT TAKEN *****
F12 CANCEL F19 RETURN TO SELECT F24 END OF JOB				

What to do

If you made multiple selections, press **Enter** to view each selection.

Function keys

F12 CANCEL the manual payments inquiry invoice detail and return you to the Manual Payments Inquiry (Inquiry) display (AMA432).

F19 RETURN TO SELECT returns you to the Manual Payments Inquiry (Select) display (AMA431).

F24 END OF JOB ends the manual payments inquiry and causes the Cash Disbursements Processing menu (AMAM20) to appear again.

Fields

COMPANY NUMBER. The number for the company whose manual payments you wish to view.

BANK ACCOUNT. The bank account number from the Bank Account Master file.

PAYMENT METHOD. The payment method associated with this record.

VENDOR ASSIGNEE. The number and name of the vendor that received this payment.

INVOICE NO-SEQ (Invoice number sequence). The invoice number and invoice sequence number associated with the invoice if the invoice number has been used more than once.

INVOICE DATE. The date the invoice was written.

CHECK NUMBER. The number of the check that was issued for payment.

CHECK DATE. The date of the issued check.

INVOICE AMOUNT. The total amount for which the payment was issued.

AMOUNT APPLIED TO INVOICE. The portion of the total payment amount that was applied to a particular credit memo or invoice.

DISCOUNT TAKEN. The total amount of discount taken for the invoice.

Option 5. Enter Payment Reversals (AMAM20)

Use this option to reverse previous payments that have not cleared the bank. The payment to be reversed is identified by the bank account, payment method, and check number. The system verifies that the payment has been issued without clearing the bank. All invoices paid by the payment in the Open Payables file are located by the system and restored to unpaid status.

The payment check is flagged as void in the Bank Reconciliation file. Vendor Master file related field amounts are reduced by the amount of the reversal, and the bank account balance in the Bank Account Master file is increased by the amount of the voided payment. The journal entries to reverse the payment (and applicable gains/losses if multi-currency support is active) are written to the Temporary General Ledger (TEMGEN) file. The Open Payables file payments records are flagged as Void. The invoice is reopened for processing in the Open Payables file.

What information you need:. The company number, bank account, payment method, and check number. The system verifies that the

payment is in the Bank Reconciliation file and has not cleared the bank.

What reports are printed:.

- Payment Reversal Cash Disbursements Journal (AMA22A)
- Payment Reversal Cash Disbursements Register (AMA22B)
- Payment Reversal Transaction Gains/Losses (AMA22C).
- Report AMA22C is generated only if there were any transaction gains/losses that were reversed.

What forms you need:. None.

AMA221—Payment Reversal (Select)

Use this display to identify the payment that is to be reversed. This is the first of three displays to appear.

This display appears when choose option 5 (Enter Payment Reversals) on the Cash Disbursements Processing menu (AMAM20).

Note: Displays for this menu option contain message subfiles. To view messages on any of these displays, position the cursor on the message line and use **ROLL UP/DOWN**.

DATE **/**/**	PAYMENT REVERSAL	SELECT	AMA221 **
	COMPANY	nn	
	BANK ACCOUNT	aA3	
	PAYMENT METHOD	n	
	GL ENTRY DATE	nnnnnn	
	CHECK NUMBER	nnnnnn	
F24 DISPLAY STATUS			

What to do

Type in the information identifying the payment to be reversed and press **Enter**. The system verifies the payment is in the Bank Reconciliation file and has not cleared the bank.

Function keys

F24 DISPLAY STATUS causes the Payment Reversal (Status) display (AMA223) to appear.

Fields

COMPANY. This field appears only if you specified multiple companies during application tailoring. Type in the number of the company for which you want to reverse a payment. The number must have a corresponding record in the Bank Account Master file.

BANK ACCOUNT. This is a required field. The default is 001. Accept the default or type in the number of the bank account you want to use. The number you type in must refer to a record in the Bank Account Master file.

PAYMENT METHOD. This is a required field. The default is 1. Accept the default or type in the number for the payment method you want to use. The number you type in must refer to a record in the Bank Account Master file.

Note: A payment method 1 record must exist for each account in the Bank Account Master file before any other payment methods for an account can be added to the file.

GL ENTRY DATE. This is a required field. This is the date used to post transactions to the temporary General Ledger file.

CHECK NUMBER. This is a required field. Type in the check number associated with the payment to be reversed.

AMA222—Payment Reversal (Enter)

Use this display to review information about the payment that has been selected for reversal. The system prompts you to either confirm or cancel the payment reversal.

If you confirm the reversal, the system verifies that the check has been issued without clearing the bank, locates the invoices paid by the check in the Open Payables file, reverses the payment in the General Ledger, CHECKB, Vendor Master, Open Payables, and Bank Account Master files, MANPAY for manual payments, and generates reports to document the reversal.

This display appears when you press **Enter** with no errors on the Payment Reversal (Select) display (AMA221).

```

DATE **/**/**          PAYMENT REVERSAL          ENTER          AMA222  **
CO ** BANK ACCT ***  METHOD * ***** CHECK *****
VENDOR *****          NAME *****
ADDR 1 *****          ADDR 2 *****
CITY *****          STATE ** ZIP ***** CTY ***

          CURR    GROSS          DISCOUNT          NET
AMOUNT      *** ***** ** ***** ** ***** **
LOCAL CURR ***** ** ***** ** ***** **
BANK CURR ***** ** ***** ** ***** **

CONFIRM REVERSAL <Y/N>          A

                                     F19 RETURN TO SELECT
                                     F24 DISPLAY STATUS

```

What to do

Confirm or cancel the reversal, press **Enter** and go to display AMA221.

Function keys

F19 RETURN TO SELECT causes the Payment Reversal (Select) display (AMA221) to appear again.

F24 DISPLAY STATUS causes the Payment Reversal (Status) display (AMA223) to appear.

Fields

CO (Company). The company number typed in on the Payment Reversal (Select) display (AMA221).

BANK ACCT (Bank account). The bank account number typed in on the Payment Reversal (Select) display (AMA221).

METHOD. The payment method typed in on the Payment Reversal (Select) display (AMA221).

CHECK. The check number typed in on the Payment Reversal (Select) display (AMA221).

VENDOR. The vendor number.

NAME. The vendor’s company name.

ADDR 1 (Address 1)
ADDR 2 (Address 2). The first and second line of the vendor’s company address.

CITY. The name of the city in which the vendor's company is located.

STATE. The abbreviated version of the state in which the vendor's company is located.

ZIP. The 10-digit postal code of the vendor's company address.

CTY (Country). The abbreviated version of the country in which the vendor's company is located.

AMOUNT. The following amounts are in trading currency and appear only if multi-currency support is active.

CURR (Currency): The ID that indicates the currency used to make the payment you want reversed.

GROSS: The total amount of the payment.

DISCOUNT: The discount taken on the payment.

NET: The gross amount less the discount amount.

LOCAL CURR (Local Currency). The following amounts are in local currency.

GROSS: The total amount of the payment.

DISCOUNT: The discount taken on the payment.

NET: The gross amount less the discount amount.

BANK CURR (Bank Account Currency). The following amounts are in Bank Account currency and appear only if multi-currency support is active.

GROSS: The total amount of the payment.

DISCOUNT: The discount taken on the payment.

NET: The gross amount less the discount amount.

CONFIRM REVERSAL <Y/N>. This is a required field. Type in **Y** if you want to reverse payment. The default is **N**.

AMA223—Payment Reversal (Status)

Use this display to review the status of this payment reversal session.

This display appears when use **F24 DISPLAY status** on either the Payment Reversal (Select) display (AMA221) or the Payment Reversal (Enter) display (AMA222).

```
DATE **/**/**          PAYMENT REVERSAL          STATUS    AMA223  **

SESSION STATUS
PAYMENTS REVERSED  *,***,***

F24 END OF JOB
```

What to do

To return to the previous display, press **Enter** and go back to the display where you selected **F24**.

Function keys

F24 END OF JOB ends processing and schedules the following reports for printing:

- Payment Reversal Cash Disbursements Journal (AMA22A)
- Payment Reversal Cash Disbursements Register (AMA22B)
- Payment Reversal Transaction Gains/Losses Report (AMA42C)

The Transaction Gains/Losses report prints only if multi-currency support is active and only if there were transaction gains/losses to report.

The Cash Disbursements Processing menu (AMAM20) appears again.

Fields

PAYMENTS REVERSED. The number of payments reversed during this session.

When the payments are reversed, if the invoices cannot be balanced to the check, processing of that reversal is stopped and reported. If invoices can be balanced to the check, General Ledger entries are created to reverse the payment and any transaction gain/loss. The invoices are reset to open status. Amounts in the Vendor Master file are reduced by the amount of the reversed payment, the bank account balance is increased by the amount of the voided payment, and the CHECKB record is voided.

Note: If you intend to reuse the reversed check number, you must use Bank Reconciliation to first purge the voided check after processing the reversal.

Chapter 5. Bank Reconciliation

Adding checks	5-1
Adding deposits	5-1
Entering checks from bank	5-2
Reconciling and voiding checks	5-2
Reconciling deposits.....	5-3
Printing reports	5-4
Bank File purge	5-4
Renumbering checks.....	5-5

When you choose option 3 from the Main Menu, Bank Reconciliation allows you to add, reconcile, and void checks and deposits in the Bank Reconciliation files. You can change check amounts, renumber checks, enter bank charges, purge the reconciled or voided checks/deposits, and print reports that document the reconciliation session.

Note: If security is active, operators must be cleared for security level 3 or they will be prevented from running the add checks, add deposits, and renumber checks functions.

More information about the fields and their descriptions on the Bank Reconciliation displays can be found later in this chapter. For more information and a description of the reports printed using this menu option, refer to Chapter 14 “Report descriptions” in this user’s guide.

Adding checks

When checks are added using this option, the application assumes it is being done to initialize the system or as a response to a simple void and replace need. The application adds the check to the Bank Reconciliation (CHECKB) file and reduces the balance on the Bank Account Master file. This allows you to enter a check for reconciliation purposes without going through the manual payments menu option.

No General Ledger entries are made because the application assumes they were made elsewhere. If multi-currency support is active and a bank account is in a foreign currency, the system must have a local currency amount for the check. You may either enter the amount or have the system calculate it at the exchange rate in effect as of the check date. Amounts are tracked in both bank account currency and local currency.

Adding deposits

You can enter deposits in two ways:

- You can enter them directly, using display AMA703
- You can enter them via Accounts Receivable (AR) if that application is installed and interfacing to Accounts Payable.

When a deposit is entered, it is written to the Bank Reconciliation Deposits (CHECKA) file. The bank account balance on the Bank Account Master file is updated to reflect the deposit.

AR passes deposits to AP. When a cash receipt is entered in AR and the interface is active, the deposits passed to AP automatically update the bank balances maintained by AP in the Bank Account Master file and write a record to the Bank Reconciliation Deposit file (CHECKA). For more information, refer to the *Accounts Receivable User's Guide*.

No General Ledger entries are made because the system assumes they were made elsewhere.

If multi-currency support is active and the bank account is in a foreign currency, the system will accept a local currency amount for the deposit. You can either enter the amount or have the system calculate the amount at the exchange rate in effect on the date of deposit.

Entering checks from bank

This is one of two options in which checks can be voided, reopened, or reconciled against a bank statement. A display appears prompting you to enter the check number and amount. Up to 13 checks can be entered on one display. After you enter the check numbers, the application displays the check amount and vendor name for the check to be reconciled. Any discrepancies are flagged as errors.

Reconciling and voiding checks

Using this option, you can choose the checks that are candidates for reconciliation. The Reconcile Checks display (AMA704) allows you to specify a range of check numbers for reconciliation and to choose if you want to view only checks that are open or all checks. The next display (AMA705) allows you to change the check's status, select the check for applying bank charges, and enter an adjustment. You can change the check's status to open, reconciled, or void as often as necessary. Adjustments appear on the display in reverse image and are protected. If an adjustment is entered with an error, you must enter a corresponding adjustment to back it out.

If the check was selected for change, you can also change the check amount and record any applicable bank charges. This is important because you may not know the exact amount required to settle a foreign currency invoice when you issued the payment. Generally banks debit customers' accounts for service charges in connection with these payments. A sequence number of 00 identifies the original entry. A sequence number of 01 through 89 identifies adjustments to the original entry and a sequence number of 90 to 99 identifies bank charges.

When you enter check amount changes and bank charges on display AMA706, the system:

- Adds an adjustment record to the Bank Reconciliation (CHECKB) file for the amount of the change. The record also contains the check number and a sequence number which is incremented by 1 each time an additional adjustment record is created.
- Adjusts the bank balance on the Bank Account Master file.
- Updates the payments data on the Vendor Master file.
- Creates GL journal entries to record the change.

If multi-currency support is active and the bank account is in a foreign currency, the system provides critical data from AMA705 in local currency. You can enter the local currency amount for the change or bank charges or have the system calculate it at the exchange rate in effect on the check date.

If the bank account currency and the trading currency are different, the system converts the local currency amount to trading currency in order to update the Vendor Master file.

General Ledger journal entries are created in the following way:

- For changes in check amounts, the bank account's Cash Account is credited if the check is increased and debited if the check is decreased. An offsetting entry is made to the account you entered.
- For bank charges, the bank account's Cash Account is credited and the bank account's Bank Charges Account is debited.

What to use

The checks or the bank statement which lists the checks to be added, reconciled, or voided.

What to do

- Transcribe the needed information to a bank reconciliation form when you receive your canceled checks from the bank. You may use the checks or the bank statement if they contain all the information you need.
- Select option 3 on the Main Menu (AMAM00).
- Enter the information using the Bank Reconciliation displays.

Reconciling deposits

You can choose the deposits that are candidates for reconciliation using the deposit reconciliation displays. If multi-currency support is active and the bank account is in a foreign currency, the local currency amount of the check is shown. An action code allows you to change the status of a deposit or to select a deposit for applying bank charges or an adjustment. You can change the status of the deposit to open, void, or reconciled as often as necessary. Adjustments appear on the display in reverse image, and are protected. If an adjustment is entered with an error, a corresponding adjustment must be entered to correct the error. A sequence number of 00 identifies the original entry. A sequence number of 01 through 89 identifies adjustments to the original entry and a sequence number of 90-99 identifies bank charges.

When you change amounts and/or bank charges, the system:

- Adds an adjustment record to the Bank Reconciliation Deposits (CHECKA) file for the amount of the change. The key within the adjustments record includes the deposit number and a sequence number. Each time an adjustment record is created within the same deposit number, the sequence number is incremented by 1.
- Adjusts the bank balance on the Bank Account file.
- Creates GL journal entries to record the change.

If the bank account is in a foreign currency, the system must have a local currency amount for the deposit. You may either enter the amount or have the system calculate it at the exchange rate in effect on the deposit date.

The following rules for creating GL journal entries apply:

- For changes in deposit amounts, the bank account's Cash Account is debited if the deposit is increased and credited if the deposit is decreased. An offsetting entry is made to the account you entered.
- For bank charges, the bank account's Cash Account is credited and the bank account's Bank Charges Account is debited.

Note: The Vendor Master file is not updated for deposits.

The Bank Account file is immediately updated as the deposits are reconciled. If another operator requires this file while the update to the file is occurring, the system issues a message stating that the file is unavailable.

Printing reports

At the end of the bank reconciliation session, up to four reports are printed as part of your audit trail:

- The Bank Account Report (AMA70F) shows check and deposit activity. You can use this as a register or a reconciliation document. The report prints all checks first and then prints all deposits. Use display AMA70A to enter your selection criteria for the report.
- The Reconciliation Activity Report (AMA70G) shows all status amounts and bank charges recorded during the session. If a check has been renumbered, the previous check number is printed on the next print line along with a message ***** RENUMBERED *****.
- The Reconciliation Journal report (AMA70H) documents any General Ledger entries during the session. The report is only printed if the activity results in journal entries being created.
- The Invoices Transferred to History report (AMA71) shows all of the invoices that have been deleted from the Open Payables file after the reconciliation session. The deleted invoices are added to the APHSTS file.

Bank File purge

When checks and deposits have cleared and been reconciled, you can enter selection criteria to purge them from the file. This can be done in one of two modes, test or purge, on display AMA70B. In test mode, you can get a list of the records that would be purged based on your selection criteria. The system tests invoices to see if the checks written against them have been reconciled and/or purged.

In purge mode, the range of checks and deposits you selected are physically purged from the bank reconciliation files. If you choose to purge CHECKB in purge mode, Report AMA71 will be scheduled for printing and all completed invoices will be purged from the Open Payables file and the Payment History file will be updated. If the history function is not implemented, all purged Open Payables records will be deleted. When you want to review the status of a reconciliation session, request the status display (AMA70E) from any reconciliation display.

Completed invoices are those invoices that are fully paid, all payments/checks for the invoice are reconciled, and all purchase orders associated with the invoice have been closed and purged.

The purge will not transfer paid invoices to history if the associated check record still exists in the check file. Run the Purge Files option for only one company/bank account/payment method combination at a time.

What information you need:. Any source information such as checks you want to include

What reports are printed:.

- Bank Account Report (AMA70F)
- Reconciliation Activity Report (AMA70G)
- Reconciliation Journal (AMA70H)
- Invoices Transferred to History (AMA71).

Use the Bank Account report as a check/deposit register or a bank reconciliation list. You may want to keep this report as part of your audit trail.

Renumbering checks

Occasionally it is necessary to renumber checks. When this happens, perform the following steps:

- Select option 3, Bank Reconciliation, on the Main Menu (AMAM00).
- Select option 8 on the Bank Reconciliation display (AMA701). The Renumber Checks (Select) display (AMA70C) appears.
- Type the numbers of the first and last checks in the group that you want to renumber, and the number that you want the first renumbered check to have. The new number must be higher than the first check number that you need to renumber.
- The next available check number in the Bank Account Master file is shown. Type **Y** in the **RESET NEXT AVAILABLE CHECK NUMBER <Y/N>** field to reset this number if it does not match the number you want the first renumbered check to have.
- Make sure the check numbers on the Renumber Checks display (AMA70D) are correct. Use **F11** to start the renumbering process.

The system performs several edits to ensure against duplicate check numbers and other errors. Renumbering will not occur if the application encounters duplicates in the group you have chosen. All checks to be renumbered must be consecutive and have a status of open (O). If no errors occur, all checks that fall in the range you selected are processed in descending order by the old check number. The records are physically deleted, one at a time, from the Bank Reconciliation (CHECKB) file. A new XA CHECKB record is written with the check number based on the preprinted check number. If a matching OPNPAYP record exists, the check number field (CHKNO) is updated in the Open Payables (OPNPAYP) file to match the new number assigned. Any checks that may have been damaged in the printer must be manually reentered into the system as void if necessary.

The Bank Account (Status) display (AMA70E) shows the actual number of checks renumbered, reconciled, voided, added, changed, purged as well as the number of deposits reconciled, voided, added, changed, or purged.

Both the old and new check numbers appear on your Reconciliation Activity Report.

Consider running check reversals, reselecting, and re-running your checks instead of renumbering. If you have not printed the checks, you can use the same check numbers by running the Purge Files option. This will insure that all reports and updates to your files contain the correct check number. Renumbering checks does not change the check numbers on your CD Journal or Register nor does it reflect the new check number in the temporary general ledger entry.

AMA701—Bank Reconciliation (Select)

Use this display to identify the bank account you want to reconcile and the action you want to perform. The action you select determines the displays that appear and the reports that are printed. You can add void, or reconcile checks and deposits, enter or change check or deposit amounts from the bank, add bank charges, print the Bank Account Report, purge files, or renumber checks. If you want to purge reconciled and voided records, you can do so in test mode or in purge mode. In either mode, the records to be purged or actual purged records are listed on the Bank Account Report (AMA70F).

This is the first display that appears when you choose option 3 (Bank Reconciliation) on the Main Menu (AMAM00).

Note: The displays associated with this menu option contain message subfiles. To view messages for any of these displays, position the cursor on the message line and use **ROLL UP/DOWN**.

```

DATE **/**/**          BANK RECONCILIATION          SELECT          AMA701  **

COMPANY                nn
BANK ACCOUNT           aA3
PAYMENT METHOD         n
ENTRY DATE            nnnnnn
ENTRY PERIOD          nn
ACTION <1-8>          n
  1 ADD CHECKS
  2 ADD DEPOSITS
  3 ENTER CHECKS FROM BANK
  4 RECONCILE CHECKS
  5 RECONCILE DEPOSITS
  6 BANK ACCOUNT REPORT
  7 PURGE FILES
  8 RENUMBER CHECKS

F24 DISPLAY STATUS
    
```

What to do

To perform any of the actions listed on the Select display (AMA701), type all required information and press **Enter**. The display that appears depends on the action you selected.

Function keys

F24 DISPLAY STATUS shows you the Status display (AMA70E).

Fields

COMPANY. This field appears only if you indicated multiple companies during application tailoring. If it appears, this is a required field. Type in the company associated with the bank account you want to work with.

BANK ACCOUNT. This is a required field. Type in the bank account you want to work with. The combination of company number, bank account, and payment method is used to access the Bank Reconciliation file.

PAYMENT METHOD. This is a required field. Type in the payment method that you want to work with.

ENTRY PERIOD

ENTRY DATE. This is a required field. The field that appears depends on whether you selected monthly accounting or period accounting. Type in the date or period of the entry you want to change.

ACTION <1-8>. This is a required field. Type in one of the following action codes. The code you enter determines the next display to appear.

1. Add checks
2. Add deposits
3. Enter checks from bank
4. Reconcile checks
5. Reconcile deposits
6. Bank Account Report
7. Purge files
8. Renumber checks

Note: If security is active, you must be cleared for security level 3 in order to run options 1, 2, and 8.

AMA702—Add Checks to Reconciliation (Enter)

Use this display to add a new check to the Bank Reconciliation file for reconciliation purposes. The bank account, payment method, and bank account currency are identified on the display. If multi-currency support is active and the bank account is in a foreign currency, you can type in a local currency equivalent.

Note: No General Ledger entries are created with this option, but the bank account balance is affected.

This display appears when you choose action code 1 (Add Checks) on the Bank Reconciliation (Select) display (AMA701).

```

DATE **/**/**          ADD CHECKS TO RECONCILIATION          ENTER          AMA702 **
CO ** BANK ACCT *** METH * ***** CURR *** *****

          PAYMENT METHOD          A
          CHECK NUMBER          nnnnnn
          CHECK DATE            nnnnnn
          VENDOR NUMBER        aaaaA6

          CHECK AMOUNT          nnnnnnnnnnn.nn

                                          F19 RETURN TO SELECT
                                          F24 DISPLAY STATUS
    
```

What to do

Type the information requested to add checks to reconciliation, press **Enter**.

Function keys

F19 RETURN TO SELECT shows you the Bank Reconciliation Select display (AMA701).

F24 DISPLAY STATUS shows you the Status display (AMA70E).

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

CO (Company number). The company number typed in on the Bank Reconciliation (Select) display (AMA701).

BANK ACCT (Bank account). The bank account you entered on the Bank Reconciliation (Select) display (AMA701) and its associated description.

METH (Payment method). The payment method you entered on the Bank Reconciliation (Select) display (AMA701).

CURR (Currency). The ID for the currency associated with the bank account you entered on the Bank Reconciliation (Select) display (AMA701), and its description, such as French francs. This field appears only if multi-currency support is active.

PAYMENT METHOD. This is a required field. Type in the payment method associated with the check you want to add. The payment method you enter must have a corresponding record in the Bank Account Master file.

CHECK NUMBER. This is a required field. Type in the number of the check you are adding.

CHECK DATE. This is a required field. Type in the date of the check.

VENDOR NUMBER[?]. This is a required field. Type in the number of the vendor associated with the invoice. The vendor must exist in the Vendor Master file.

CHECK AMOUNT. Type in the amount of the check you are adding to the file.

LOCAL CURRENCY. If multi-currency support is active and the bank account is in a foreign currency, you can type in a local currency equivalent. If this field is left blank, the Currency Conversion Routine is used to make the conversion as of the check date.

AMA703—Add Deposits to Reconciliation (Enter)

Use this display to add a deposit to the Bank Reconciliation Deposits file. The bank account, payment method and bank account currency are identified on the display. If multi-currency is support active and the bank account is in a foreign currency, you can type in a local currency equivalent.

Note: No General Ledger entries are created with this option.

This display appears when you choose action code 2 (Add Deposits) on the Bank Reconciliation (Select) display (AMA701).

```

DATE **/**/**          ADD DEPOSITS TO RECONCILIATION          ENTER          AMA703  **
CO ** BANK ACCT *** METH * ***** CURR *** *****

          PAYMENT METHOD          A
          DEPOSIT NUMBER          nnnnnnnnn
          DEPOSIT DATE            nnnnnn
          CHECK NUMBER            nnnnnn
          CUSTOMER NUMBER         aaaaaaA8

          AMOUNT                  nnnnnnnnnnnn.nn
          LOCAL CURRENCY          nnnnnnnnnnnn.nn

                                     F19 RETURN TO SELECT
                                     F24 DISPLAY STATUS
    
```

What to do

Type the information requested to add the deposits to reconciliation, press **Enter**.

Function keys

F19 RETURN TO SELECT shows you the Bank Reconciliation Select display (AMA701).

F24 DISPLAY STATUS shows you the Status display (AMA70E).

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

CO (Company number). The company number typed in on the Bank Reconciliation (Select) display (AMA701).

BANK ACCT (Bank account). The bank account you typed in on the Bank Reconciliation (Select) display (AMA701) and its associated description.

METH (Payment method). The payment method you entered on the Bank Reconciliation (Select) display (AMA701).

CURR (Currency). The ID for the currency associated with the bank account you typed in on the Bank Reconciliation (Select) display (AMA701), and its description such as French francs. This field appears only if multi-currency support is active.

PAYMENT METHOD. This is a required field. Type in the payment method associated with the deposit you are adding. The payment method must have a corresponding record in the Bank Account Master file.

DEPOSIT NUMBER. This is a required field. Type in the number you assigned to this deposit. The number cannot be zero.

DEPOSIT DATE. This is a required field. Type in the date of the deposit. The day must be within the 1-31 range and the month must be within the 1-12 range.

CHECK NUMBER. Type in the number of the check to be deposited.

CUSTOMER NUMBER. Type in the customer number associated with this deposit.

AMOUNT. This is a required field. Type in the amount of the deposit you are adding.

LOCAL CURRENCY. If multi-currency support is active and the bank account is in a foreign currency, you can type in a local currency equivalent. Leave the field blank to have the Currency Conversion Routine make the conversion as of the deposit date you typed in.

AMA70F—Enter Checks from Bank

Use this display to enter check numbers and amounts for the bank account you want to reconcile. You can enter action codes, check numbers and bank amounts for up to 14 checks on one display. Press **Enter** and the application shows you the amount on file in the Bank Reconciliation file (CHECKB) and the vendor. Press **Enter** again and the Reconciliation Activity Report (AMA70G) is scheduled for printing. To view messages for this display, position the cursor on the message line and use

BANK ACCT (Bank account). The bank account you entered on the Bank Reconciliation (Select) display (AMA701) and its associated description.

METH (Payment method). The payment method you entered on the Bank Reconciliation (Select) display (AMA701) and its associated description.

CURR (Currency). The ID for the currency associated with the bank account you typed in on the Bank Reconciliation (Select) display (AMA701), and its description, such as French francs. This field appears only if multi-currency support is active.

ACT (Action). This is a required field. Type in one of the following codes to indicate the action you want to take. If you leave the field blank, the default value set by the application is R.

- O.** Change status to open
- R.** Change status to reconciled
- V.** Change status to void

CHECK. This is a required field. Type in the number of the check whose check amount you want to reconcile. You can enter up to 14 check numbers on the display. The check number you enter must exist in the CHECKB file.

BANK AMOUNT. Type in the amount on the bank statement. This field can be left blank.

CHECK AMOUNT. The amount of the check in the CHECKB file that is associated with the check number you entered. It includes the original amount and any changes. It does not include any bank charges.

AMA704—Reconcile Checks (Select)

Use this display to type in a range of check numbers to be reconciled. The bank account, payment method, and bank account currency are identified on the display. You can select open checks or you can select all checks.

This display appears when you choose action code 4 (Reconcile Checks) on the Bank Reconciliation (Select) display (AMA701).

```

DATE **/**/**          RECONCILE CHECKS          SELECT    AMA704  **
CO ** BANK ACCT *** METH * ***** CURR *** *****

          BEGINNING CHECK NUMBER  nnnnnn
          ENDING CHECK NUMBER      nnnnnn

          SELECT FORMAT <1/2>      n
          1 UNRECONCILED CHECKS
          2 ALL CHECKS

                                          F19 RETURN TO SELECT
                                          F24 DISPLAY STATUS
    
```

What to do

Select the format along with the beginning and ending check numbers if you want a range and press **Enter**.

Function keys

F19 RETURN TO SELECT shows you the Bank Reconciliation Select display (AMA701).

F24 DISPLAY STATUS shows you the Status display (AMA70E).

Fields

CO (Company number). The company number typed in on the Bank Reconciliation (Select) display (AMA701).

BANK ACCT (Bank account). The bank account you typed in on the Bank Reconciliation (Select) display (AMA701) and its associated description.

METH (Payment method). The payment method you entered on the Bank Reconciliation (Select) display (AMA701)

CURR (Currency). The ID for the currency associated with the bank account you typed in on the Bank Reconciliation (Select) display (AMA701), and its description such as French francs. This field appears only if multi-currency support is active.

BEGINNING CHECK NUMBER. Type in the beginning number of the range of checks you want to see. The beginning number must be equal to or less than the ending number. If you leave this field blank, all checks will be selected.

ENDING CHECK NUMBER. Type in the ending number of the range of checks you want to see. The ending number must be equal to or greater than the beginning

F19 RETURN TO SELECT shows you the Bank Reconciliation Select display (AMA701).

F24 DISPLAY STATUS shows you the Status display (AMA70E).

Fields

CO (Company number). The company number typed in on the Bank Reconciliation (Select) display (AMA701).

BANK ACCT (Bank account). The bank account you typed in on the Bank Reconciliation (Select) display (AMA701) and its associated description.

METH (Payment method). The payment method you entered on the Bank Reconciliation (Select) display (AMA701)

CURR (Currency). The ID for the currency associated with the bank account you typed in on the (Select) display (AMA701), and its description such as French francs. This field appears only if multi-currency support is active.

ACT (Action). This is a required field. The action code applies only to the original check, not to any adjustments or bank charges. Type in one of the following codes to change the status of the check or to change the amount:

- C.** Change amount or record bank charges
- O.** Change status to open
- R.** Change status to reconciled
- V.** Change status to void

When you type **C** in the **ACT** field and press **Enter**, the Reconcile Checks Change Amount (Enter) display (AMA706) appears. If you press **Enter** and type a letter other than **C** in this field, the Reconcile Checks (Select) display (AMA704) appears again.

CHECK. The check number. A highlighted check number cannot be changed.

SEQ (Item sequence number). The identifying number the application assigns to this record. Adjustments to the check amount show as 01 through 89. Bank charges show as 90 through 99.

DATE. The check date.

METH (Payment method). The payment method.

VENDOR. The abbreviated vendor name.

AMOUNT. The amount of the check.

LOCAL CURRENCY. This field appears only if multi-currency support processing is active and the bank account is in a foreign currency. The local currency amounts appear.

AMA706—Reconcile Checks Change Amount (Enter)

Use this display to change the check amount or to type in bank charges. If multi-currency support is active and the bank account is in a foreign currency, you can type in local currency amounts for the change and bank charge amounts.

This display appears when you choose action code C (Change Amount) on the Reconcile Checks (Enter) display (AMA705).

```

DATE **/**/**          RECONCILE CHECKS CHANGE AMOUNT      ENTER      AMA706  **
CO ** BANK ACCT *** METH * ***** CURR *** *****
CHECK      DATE      VENDOR  STATUS      AMOUNT      LOCAL CURRENCY
*****    **/**/**  *****  ****      ***** **
                                CHANGED AMOUNT  nnnnnnnnnnnn.nn  nnnnnnnnnnnn.nn
                                CHANGE ACCOUNT  aaaaaaaaaaaaA15
                                BANK CHARGES    nnnnnnnnnnnn.nn  nnnnnnnnnnnn.nn

                                F19 RETURN TO SELECT
    
```

What to do

Type the information requested to change the check amount or bank charges, and press **Enter**.

Function keys

F19 RETURN TO SELECT shows you the Bank Reconciliation Select display (AMA701).

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

CO (Company number). The company number typed in on the Bank Reconciliation (Select) display (AMA701).

BANK ACCT (Bank account). The bank account you typed in on the Bank Reconciliation (Select) display (AMA701) and its associated description.

METH (Payment method). The payment method you entered on the Bank Reconciliation (Select) display (AMA701)

CURR (Currency). The ID for the currency associated with the bank account you typed in on the Bank Reconciliation (Select) display (AMA701), and its description such as French francs. This field appears only if multi-currency support is active.

CHECK. The check number.

DATE. The check date.

VENDOR. The vendor number.

STATUS. The status of the check: open, reconciled, or void.

AMOUNT. The amount of the check.

LOCAL CURRENCY. This field appears only if multi-currency support is active and the bank account is in a foreign currency.

CHANGED AMOUNT.

AMOUNT: Type in the new check amount. An adjustment record is created for the difference between the old and new check amount.

LOCAL CURRENCY: This field appears only if multi-currency support is active and the bank account is in a foreign currency. You can type in a new amount or allow the system to convert the amount to local currency at the rate in effect on the check date.

CHANGE ACCOUNT[?]. Type in the General Ledger account that reflects where the difference is charged. The account number must exist in the General Ledger Master file.

BANK CHARGES.

AMOUNT: Type in the bank charge associated with this payment.

LOCAL CURRENCY: This field appears only if multi-currency support is active and the bank account is in a foreign currency. You can type in a new amount or allow the system to convert the amount to local currency at the rate in effect on the check date.

AMA707—Reconcile Deposits (Select)

Use this display to type in a range of deposit dates to be reconciled. You can specify whether you want only open deposits to display or if you want to work with regardless of the current status.

This display appears when you choose action code 5 (Reconcile Deposits).

```

DATE **/**/**          RECONCILE DEPOSITS          SELECT      AMA707  **
CO ** BANK ACCT *** METH * ***** CURR *** *****

          BEGINNING DATE          nnnnnn
          ENDING DATE              nnnnnn

SELECT FORMAT <1-2>    n
1 UNRECONCILED DEPOSITS
2 ALL DEPOSITS

                                F19 RETURN TO SELECT
                                F24 DISPLAY STATUS
    
```

What to do

Type in the information requested and press **Enter**. Be sure to specify whether you want unreconciled or all deposits.

Function keys

F19 RETURN TO SELECT shows you the Bank Reconciliation Select display (AMA701).

F24 DISPLAY STATUS shows you the Status display (AMA70E).

Fields

CO (Company number). The company number typed in on the Bank Reconciliation (Select) display (AMA701).

BANK ACCT (Bank account). The bank account you typed in on the Bank Reconciliation (Select) display (AMA701) and its associated description.

METH (Payment method). The payment method you entered on the Bank Reconciliation (Select) display (AMA701).

CURR (Currency). The ID for the currency associated with the bank account you typed in on the Bank Reconciliation (Select) display (AMA701), and its description such as French francs. This field appears only if multi-currency support is active.

BEGINNING DATE. Type in the beginning date (From) to indicate the range of deposit dates you want to include for reconciliation.

ENDING DATE. Type in the ending date (To) to indicate the range of deposit dates you want to include for reconciliation.

SELECT FORMAT <1/2>. This is a required field. Type in the number that corresponds to the type of deposits you want to reconcile. The display that appears next is determined by the number you type in.

- 1. Unreconciled deposits
- 2. All deposits

AMA708—Reconcile Deposits (Enter)

Use this display to change the status of a deposit to open, reconciled, or void, to select a deposit for an amount change, or to record bank charges. If multi-currency support is active and the bank account is in a foreign currency, the local currency amount of the deposit appears.

This display appears when you press **Enter** with no errors on the Reconcile Deposits (Select) display (AMA707).

Note: When you use **F13 RECONCILE ALL**, the status of selected records (except voids) are updated with a status of R and the Reconcile Deposits (Select) display (AMA707) appears again.

```
DATE **/**/**             RECONCILE DEPOSITS             ENTER             AMA708  **
CO ** BANK ACCT *** METH * ***** CURR *** *****
ACT DEPOSIT  CHECK SEQ DATE  METH CUSTOMER      AMOUNT          LOCAL CURRENCY
A *****  ***** ** **/**/** * ***** ***** ** *****
A *****  ***** ** **/**/** * ***** ***** ** *****
A *****  ***** ** **/**/** * ***** ***** ** *****
A *****  ***** ** **/**/** * ***** ***** ** *****
A *****  ***** ** **/**/** * ***** ***** ** *****
A *****  ***** ** **/**/** * ***** ***** ** *****
A *****  ***** ** **/**/** * ***** ***** ** *****
A *****  ***** ** **/**/** * ***** ***** ** *****
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A *****  ***** ** **/**/** * ***** ***** ** *****
A *****  ***** ** **/**/** * ***** ***** ** *****
A *****  ***** ** **/**/** * ***** ***** ** *****

USE ROLL UP/DOWN
F13 RECONCILE ALL
F19 RETURN TO SELECT
F24 DISPLAY STATUS
```

What to do

- Type in the information requested to change the status of a deposit or to record bank charges, and press **Enter**.
- To update the status of records (except voids) with a status of R, use **F13** and go to display AMA707.

Function keys

F13 RECONCILE ALL updates all selected deposits (except voids) with a status of R and shows you the Reconcile Deposits Select display (AMA707).

F19 RETURN TO SELECT shows you the Bank Reconciliation Select display (AMA701).

F24 DISPLAY STATUS shows you the Status display (AMA70E).

Fields

CO (Company number). The company number typed in on the Bank Reconciliation (Select) display (AMA701).

BANK ACCT (Bank account). The bank account you typed in on the Bank Reconciliation (Select) display (AMA701) and its associated description.

METH (Payment method). The payment method you entered on the Bank Reconciliation (Select) display (AMA701).

CURR (Currency). The ID for the currency associated with the bank account you typed in on the Bank Reconciliation (Select) display (AMA701), and its description such as French francs. This field appears only if multi-currency support is active.

ACT (Action). This is a required field. The action code applies only to the original deposit, not to any adjustments or bank charges. Type in one of the following codes to change the status of the deposit or to change the amount:

- C.** Change amount or record bank charges
- O.** Change status to open
- R.** Change status to reconciled
- V.** Change status to void

DEPOSIT. The deposit number. A highlighted deposit number cannot be changed.

CHECK. The check number.

SEQ (Item sequence number). The identifying number the application assigns to this record. Adjustments to the check amount show as 01 through 89. Bank charges show as 90 through 99.

DATE. The deposit date.

METH (Payment method). The payment method.

CUSTOMER. The customer number.

AMOUNT. The amount of the deposit.

LOCAL CURRENCY. This field appears only if multi-currency support is active and the bank account is in a foreign currency.

AMA709—Reconcile Deposits Change Amount (Enter)

Use this display to change a deposited check amount or to type in bank charges.

This display appears when you type in an action code of C (Change Amount) on the Reconcile Deposits (Enter) display (AMA708).

```

DATE **/**/**      RECONCILE DEPOSITS CHANGE AMOUNT      ENTER      AMA709 **
CO ** BANK ACCT *** METH * ***** CURR *** *****
DEPOSIT      DATE  METH CUSTOMER STATUS      AMOUNT      LOCAL CURRENCY
***** **/**/** * ***** ** ***** ** *****
                CHANGED AMOUNT      nnnnnnnnnnnn.nn  nnnnnnnnnnnn.nn
                CHANGE ACCOUNT      aaaaaaaaaaaaA15
                BANK CHARGES      nnnnnnnnnnnn.nn  nnnnnnnnnnnn.nn

F19 RETURN TO SELECT
    
```

What to do

Type the information requested to change a deposited amount or type in bank charges, and press **Enter**.

Function keys

F19 RETURN TO SELECT shows you the Bank Reconciliation Select display (AMA701).

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

CO (Company number). The company number typed in on the Bank Reconciliation (Select) display (AMA701).

BANK ACCT (Bank account). The bank account you typed in on the Bank Reconciliation (Select) display (AMA701) and its associated description.

METH (Payment method). The payment method you entered on the Bank Reconciliation (Select) display (AMA701).

CURR (Currency). The ID for the currency associated with the bank account you typed in on the Bank Reconciliation (Select) display (AMA701), and its description such as French francs. This field appears only if multi-currency support is active.

DEPOSIT. The deposit number.

DATE. The deposit date.

CUSTOMER. The customer number.

STATUS. The status of the deposit: open, reconciled (rec), or void.

AMOUNT. The amount of the deposit check.

LOCAL CURRENCY. This field appears only if multi-currency support is active and the bank account is in a foreign currency.

CHANGED AMOUNT.

AMOUNT: Type in the new deposit amount. An adjustment record is created for the difference between the old and new deposit amount.

LOCAL CURRENCY: This field appears only if multi-currency support is active and the bank account is in a foreign currency. You can type in a new amount or allow the system to convert the amount to local currency at the rate in effect on the deposit date.

CHANGE ACCOUNT[?]. Type in the account to identify where the difference in the amount should be charged. Defaults to the AP liability account general ledger number.

BANK CHARGES.

AMOUNT: Type in the bank charge applicable to this deposit.

LOCAL CURRENCY: This field appears only if multi-currency support is active and the bank account is in a foreign currency. You can type in a new amount or allow the system to convert the amount to local currency at the rate in effect on the deposit date.

AMA70A—Bank Account Report (Options)

Use this display to specify your selection criteria and the information you want to print on the Bank Account Report (AMA70F). The report prints in either number/date sequence or in date/number sequence and can be used as a check/deposit register or a bank reconciliation list.

If multi-currency support is active, specify whether amounts are reported in bank account or local currency. Separate sets of options exist for checks and deposits. A record must meet all of the selection criteria you enter in order to be selected.

This display appears when you choose action code 6 (Bank Account Report) on the Bank Reconciliation (Select) display (AMA701).

Note: The displays associated with this menu option contain message subfiles. To view messages for any of these displays, position the cursor on the message line and use **ROLL UP/DOWN**. Use a function key to exit this display.

```

DATE **/**/**          BANK ACCOUNT REPORT          OPTIONS  AMA70A  **
CO ** BANK ACCT *** METH * ***** CURR *** *****

REPORT CHECKS      <Y/N> A
PAYMENT METH RANGE: FROM  A          TO  A
DATE RANGE:        FROM  nnnnnn    TO  nnnnnn
CHECK RANGE:       FROM  nnnnnn    TO  nnnnnn
STATUS:            OPEN <Y/N> A RECONCILED <Y/N> A VOID <Y/N> A

REPORT DEPOSITS    <Y/N> A
PAYMENT METH RANGE: FROM  A          TO  A
DATE RANGE:        FROM  nnnnnn    TO  nnnnnn
DEP. RANGE:        FROM  nnnnnnnnn TO  nnnnnnnnn
STATUS:            OPEN <Y/N> A RECONCILED <Y/N> A VOID <Y/N> A

SEQUENCE <1-2>     n          CURRENCY <1-2>     n
 1 NUMBER, DATE    1 BANK ACCOUNT
 2 DATE, NUMBER    2 LOCAL

F19 RETURN TO SELECT
F24 DISPLAY STATUS
    
```

What to do

Type in the information requested to specify your selection criteria and the information you want to print on the Bank Account Report (AMA70F), press Enter.

Function keys

F19 RETURN TO SELECT shows you the Bank Reconciliation Select display (AMA701).

F24 DISPLAY STATUS shows you the Status display (AMA70E).

Fields

CO (Company number). The company number typed in on the Bank Reconciliation (Select) display (AMA701).

BANK ACCT (Bank account). The bank account you typed in on the Bank Reconciliation (Select) display (AMA701) and its associated description.

METH (Payment method). The payment method you entered on the Bank Reconciliation (Select) display (AMA701).

CURR (Currency). The ID for the currency associated with the bank account you typed in on the Bank Reconciliation (Select) display (AMA701), and its description such as French francs. This field appears only if multi-currency support is active.

REPORT CHECKS <Y/N>. This is a required field. The default is Y. Accept the default or type in **N** if you only want to print deposit records.

PAYMENT METH RANGE. Type in the beginning payment method (FROM) and the ending payment method (TO) to indicate the range of payment methods you want

included on the report. If you leave these fields blank, the application uses your entry from the Select display (AMA701).

DATE RANGE. Type in the beginning date (FROM) and the ending date (TO) to indicate the check dates you want included on the report. To include all check dates on the report, leave these fields blank.

CHECK RANGE. Type in the beginning (FROM) check number and the ending (TO) check number to indicate the range of check numbers to be included on the report. To include all check numbers on the report, leave these fields blank.

STATUS. Type in the status of the checks in the next three fields. The default for OPEN is Y. The default for **RECONCILED** and **VOID** is N. You can accept the default for any of the above fields or override the default to further specify the print options for the report.

REPORT DEPOSITS <Y/N>. This is a required field. The default is Y. Accept the default or type in **N** if you want to override the default and do not want deposit records to print.

PAYMENT METH RANGE. Type in the beginning payment method (FROM) and the ending payment method (TO) to indicate the range of payment methods you want included on the report. If you leave these fields blank, the application uses your entry from the Select display (AMA701).

DATE RANGE. Type in the beginning date (FROM) and the ending date (TO) to indicate the range of deposit dates you want included on the report. To include all deposit dates on the report, leave these fields blank.

DEP. RANGE (Deposit range). Type in the beginning (FROM) deposit number and the ending (TO) deposit number to indicate the range of deposits to be included on the report. To include all deposit numbers on the report, leave these fields blank.

STATUS. Type in the status of the checks in the next three fields. The default for OPEN is Y. The default for **RECONCILED** and **VOID** is N. You can accept the default for any of the three status fields or override the default to further specify the print options for the report.

SEQUENCE <1/2>. Type in one of the following codes to identify the sequence in which you want the report to print.

1. Prints the report in number/date sequence
2. Prints the report in date/number sequence

CURRENCY <1/2>. This field appears only if multi-currency support is active. Type in one of the following codes to indicate in which currency the amounts are to be reported:

1. Bank account currency
2. Local currency

AMA70B—Bank File Purge (Select)

Use this display to specify the reconciled and voided checks and deposits which can be purged from the bank reconciliation files. You can run the purge in test mode and receive a list of the checks or deposits that would be purged based on the criteria you

choose. If you are in purge mode, the records are removed from the files, and the Invoices Transferred to History Report is printed. The Bank Account Report (AMA70F) is printed regardless of the mode you selected. You must use a function key to exit this display.

Note: If payments/checks exist in the Check Reconciliation file that have been reconciled or voided and are within the range of the selection made and a request for purge mode was made, the system also schedules the job to purge all completed invoices from the the Open Payables files and updates the Invoice Payment History file for each company and bank account requested. Completed invoices are those invoices that are fully paid, all payments/checks for that invoice are reconciled, and all purchase orders associated with that invoice have been closed and purged.

The Invoices Transferred to History Report (AMA71) prints to show the invoices that have been deleted out of the Open Payables files and written to the Accounts Payable History file. The report is printed automatically when any reconciliation activity has occurred and when bank file purge is selected for checks. The invoice set is deleted and basic information about the invoice is printed on the report. The Payment History file is updated for each invoice/check combination that is deleted. If invoice payment history is not implemented, all eligible purged records will be deleted from the system.

This display appears when you choose action code 7 (Purge Files) on the Bank Reconciliation (Select) display (AMA701).

```

DATE **/**/**          BANK FILE PURGE          SELECT      AMA70B  **
CO ** BANK ACCT *** METH * ***** CURR *** *****

PURGE CHECKS          <Y/N>      A
PAYMENT METH RANGE:  FROM      A          TO      A
DATE RANGE:         FROM      nnnnnn     TO      nnnnnn
CHECK RANGE:        FROM      nnnnnn     TO      nnnnnn
STATUS: RECONCILED  <Y/N>      A VOID <Y/N>  A

PURGE DEPOSITS       <Y/N>      A
PAYMENT METH RANGE:  FROM      A          TO      A
DATE RANGE:         FROM      nnnnnn     TO      nnnnnn
DEPOSIT RANGE:      FROM      nnnnnnnn    TO      nnnnnnnn
STATUS: RECONCILED  <Y/N>      A VOID <Y/N>  A

MODE <1-2>  A
  1 TEST
  2 PURGE

F19 RETURN TO SELECT
F24 DISPLAY STATUS
    
```

What to do

Type in the information requested that you want to purge from the bank reconciliation files, and press **Enter**.

Function keys

F19 RETURN TO SELECT shows you the Bank Reconciliation Select display (AMA701).

F24 DISPLAY STATUS shows you the Status display (AMA70E).

Fields

CO (Company number). The company number typed in on the Bank Reconciliation (Select) display (AMA701).

BANK ACCT (Bank account). The bank account you typed in on the Bank Reconciliation (Select) display (AMA701) and its associated description.

METH (Payment method). The payment method you typed in on the Bank Reconciliation (Select) display (AMA701).

CURR (Currency). The ID for the currency associated with the bank account you typed in on the Bank Reconciliation (Select) display (AMA701), and its description such as French francs. This field appears only if multi-currency support is active.

PURGE CHECKS <Y/N>. This is a required field. The default is N. Accept the default or type in Y if you want to actually purge reconciled or voided checks from the bank reconciliation files.

Note: If you have had reconciliation activity during this session and request a purge for checks, the system also purges all completed invoices from the Open Payables file and updates the Invoice Payment History file.

PAYMENT METH RANGE. Type in the beginning payment method (FROM) and the ending payment method (TO) to indicate the range of payment methods you want included on the report. If you leave these fields blank, the application uses your entry from the Select display (AMA701).

DATE RANGE. Type in the beginning date (FROM) and the ending date (TO) to indicate the range of check dates you want to purge from the files. If you want to purge all dates, press **Enter** without entering these fields.

CHECK RANGE. Type in the beginning (FROM) check number and the ending (TO) check number to indicate the range of check numbers you want to purge from the files. If you want to purge all checks, press **Enter** without entering these fields.

STATUS. Type in the status of the checks in the next two fields. The default for RECONCILED and VOID is N. You can run the purge in test mode to get a list of the records that would be purged based on your selection criteria.

PURGE DEPOSITS <Y/N>. This is a required field. The default is N. Accept the default or type in Y if you want to actually purge reconciled or voided deposits from the bank reconciliation files.

PAYMENT METH RANGE. Type in the beginning payment method (FROM) and the ending payment method (TO) to indicate the range of payment methods you want included on the report. If you leave these fields blank, the application uses your entry from the Select display (AMA701).

DATE RANGE. Type in the beginning date (FROM) and the ending date (TO) to indicate the range of deposit dates you want to purge from the files. If you want to purge all dates, press **Enter** without entering these fields.

DEPOSIT RANGE. Type in the beginning (FROM) deposit number and the ending (TO) deposit number to indicate the range of deposits you want to purge from the files. If you want to purge all deposits, press **Enter** without entering these fields.

STATUS. Type in the status of the deposits in the next 2 fields: The default for **RECONCILED** and **VOID** is N. You can run the purge in test mode to get a list of the records that would be purged based on your selection criteria. When you press **Enter**, the report is run interactively.

MODE <1/2>. Type in one of the following codes to indicate the mode you want.

1. Test
2. Purge

Select 1 to test what the results would be without actually removing the reconciled and voided checks or deposits from the files.

Select 2 to actually remove the selected reconciled and voided checks and deposits from the bank reconciliation files and to purge completed invoices if a purge of checks was requested.

AMA70C—Renumber Checks (Select)

Use this display to specify the range of checks to be renumbered and the check number where the process is to start. The renumbering process allows you to match the preprinted number on a check with the check number when a discrepancy occurs between the numbers.

In order to renumber checks, the new check range must:

- Not be reconciled
- Not have bank charges or adjustments
- Not have been used previously
- Have every check number available in the sequence
- Have the same bank account and payment method
- Be higher than the original starting check number.

This display appears when you choose option 8 on the Bank Reconciliation (Select) display (AMA701).

Warning: Do not attempt to renumber checks if any print checks batches are in the job queue or are active. During either of those conditions, any attempt to renumber checks will cause unpredictable results.

```

DATE **/**/**                RENUMBER CHECKS                SELECT    AMA70C  97
CO ** BANK ACCT *** METH * *****                      CURR *** *****

PAYMENT METHOD                n
BEGINNING CHECK NUMBER      nnnnnn
ENDING CHECK NUMBER         nnnnnn
NEW BEGINNING CHECK NUMBER  nnnnnn

NEXT AVAILABLE CHECK NUMBER  nnnn
RESET NEXT AVAILABLE CHECK NUMBER <Y/N>  a

F19 RETURN TO SELECT
F24 DISPLAY STATUS
    
```

What to do

Type in the information requested to renumber checks, and press **Enter**.

Function keys

F19 RETURN TO SELECT shows you the Bank Reconciliation Select display (AMA701).

F24 DISPLAY STATUS shows you the Status display (AMA70E).

Fields

CO (Company number). The company number typed in on the Bank Reconciliation (Select) display (AMA701).

BANK ACCT (Bank account). The bank account you typed in on the Bank Reconciliation (Select) display (AMA701) and its associated description.

METH (Payment method). The payment method you entered on the Bank Reconciliation (Select) display (AMA701) and its associated description.

CURR (Currency). The ID for the currency associated with the bank account you typed in on the Bank Reconciliation (Select) display (AMA701), and its description such as French francs. This field appears only if multi-currency support is active.

PAYMENT METHOD. This is a required field. Type in the payment method code associated with the check you want to renumber.

BEGINNING CHECK NUMBER. Type in the lowest check number in the range of checks you want renumbered. If you leave this field blank, all checks will be selected.

Function keys

F11 PROCESS RENUMBERING updates the check numbers and shows you the Bank Reconciliation Select display (AMA701). If the system determines a duplicate number would occur in the range you specified, no updating occurs and an error message is issued. If no duplicates encountered, the check number field in the Open Payables Payment and Bank Reconciliation files is changed to match the new check number.

F19 RETURN TO SELECT shows you the Bank Reconciliation Select display (AMA701).

F24 DISPLAY STATUS shows you the Status display (AMA70E).

Fields

CO (Company number). The company number typed in on the Bank Reconciliation (Select) display (AMA701).

BANK ACCT (Bank account). The bank account you typed in on the Bank Reconciliation (Select) display (AMA701) and its associated description. (Select) display (AMA70C).

METH (Payment method). The payment method you entered on the Bank Reconciliation (Select) display (AMA701).

CURR (Currency). The ID for the currency associated with the bank account you typed in on the Bank Reconciliation (Select) display (AMA701), and its description, such as French francs. This field appears only if multi-currency support is active.

NEW NO. (New number). The new check number that the system will assign as the starting check number for the check range.

OLD NO. (Old number). The old check number for the check before renumbering.

SEQ (Item sequence number). The identifying number the application assigns to this record.

DATE. The check date.

METH (Payment method). The payment method.

VENDOR. The vendor number.

AMOUNT. The amount of the check.

LOCAL CURRENCY. This field appears only if multi-currency support is active and the bank account is in a foreign currency.

AMA70E—Bank Account (Status)

Use this display to review the record counts and transaction amounts for this reconciliation session.

This display appears when you use **F24 DISPLAY STATUS** on one of the following displays:

- AMA701.** Bank Reconciliation
- AMA702.** Add Checks to Reconciliation
- AMA703.** Add Deposits to Reconciliation
- AMA704.** Reconcile Checks
- AMA705.** Reconcile Checks
- AMA707.** Reconcile Deposits
- AMA708.** Reconcile Deposits
- AMA70A.** Bank Account Report
- AMA70B.** Bank File Purge
- AMA70C.** Renumber Checks
- AMA70D.** Renumber Checks
- AMA70F.** Enter Checks from Bank

```

DATE **/**/**          BANK ACCOUNT          STATUS      AMA70E  **
                                C H E C K   A C T I V I T Y
                                COUNT          TRANS AMT          BANK CHG AMT
RECONCILED * , * * * , * * *          * * * * * * * * * * . * *          * * * * * * * * * * . * *
VOIDED     * , * * * , * * *
OPEN       * , * * * , * * *
CHANGED    * , * * * , * * *
PURGED     * , * * * , * * *
RENUMBERED * , * * * , * * *

                                D E P O S I T   A C T I V I T Y
                                COUNT          TRANS AMT          BANK CHG AMT
RECONCILED * , * * * , * * *          * * * * * * * * * * . * *          * * * * * * * * * * . * *
VOIDED     * , * * * , * * *
OPEN       * , * * * , * * *
CHANGED    * , * * * , * * *
PURGED     * , * * * , * * *

                                F24 END OF JOB
    
```

What to do

To return to the previous display, press **Enter** and go back to the display where you selected **F24**.

Function keys

F24 END OF JOB ends processing, updates the files and causes the Main Menu (AMAM00) to appear again.

Fields

COUNT. The number of checks and deposits reconciled, voided, open, changed, purged, and the number of checks renumbered during this session.

TRANS AMT (Transaction amount). The cumulative total amounts for all checks and deposits that have been reconciled, voided, are open, changed, and purged, as well as the cumulative total for any checks that have been renumbered.

BANK CHG AMT. The cumulative total bank charges for all checks and deposits that have been reconciled, voided, are open, changed, and purged, as well as the cumulative total for any checks that have been renumbered.

When you use **F24**, the Reconciliation Activity Report (AMA70G), the Reconciliation Journal report (AMA70H), and the Invoices Transferred to History report (AMA71) are scheduled for printing.

The Reconciliation Activity Report shows the status, amount and bank charges recorded during the session. If a check has been renumbered, the previous check number is printed on the next print line along with the message

*** RENUMBERED ***.

The Reconciliation Journal report documents general ledger journal entries created during the reconciliation session. This report is only printed if journal entries were created during reconciliation.

Chapter 6. Demand Reports

If you choose option 4 on the Main Menu (AMAM00), the Demand Reports menu (AMAM40) appears. These reports can be printed at any time. There is no specific sequence you must follow when printing them.

- Option 1. Open Payables Reports (AMAM40)..... 6-2
 - Option 1. Open Payables by Vendor—All (AMAM42) 6-3
 - Option 2. Open Payables by Vendor—Halted (AMAM42) 6-5
 - Option 3. Open Payables Listing by Vendor—All/Specific Vendor (AMAM42) 6-6
 - Option 4. Open Payables Listing by Vendor—Halted/Specific Vendor (AMAM42) 6-8
 - Option 5. Open Payables by Due Date (AMAM42)..... 6-9
 - Option 6. Detail Aged Open Payables (AMAM42) 6-11
 - Option 7. Summary Aged Open Payables (AMAM42)..... 6-11
- Option 2. Vendor Analysis Report (AMAM40) 6-13
- Option 3. Vendor Business Analysis Report (AMAM40)..... 6-13

Within Option 1 there are seven secondary options. Depending on the report option you choose, you can print the information according to your selection criteria such as all invoices for all vendors, only halted invoices, invoices for a specific vendor, etc. Options 1, 2, 3 and 4 are used for printing different versions of an open payables by vendor report. Option 5 is used for printing the Open Payables by Due Date report. Options 6 and 7 are used for printing different versions of the Aged Open Payables report.

```

AMAM40                      Accounting Management Accounts Payable          *****
                             Demand Reports

Type option or command; press Enter.

    1. Open Payables Reports >>
    2. Vendor Analysis Report
    3. Vendor Business Analysis Report

==> _____

F3=Exit      F4=Prompt    F9=Retrieve   F10=Actions
F11=Job status  F12=Return   F22=Messages
    
```

Option 23. Open Payables Reports. Use this option to print Open Payables Reports. The Open Payables Reports menu (AMAM42) appears, listing the various open payables report options available to you for printing.

Note: If an invoice has been selected for payment, the expected payment date overrides the due date for reporting purposes. If you set up multiple expected due dates for the invoice, use the date closest to, but not past the present date.

If multi-currency support is active, specify whether you want the report in trading or local currency. If you choose trading currency, the report is sorted in primary currency

ID sequence, no amount totals are reported above this level, and the Primary Currency ID appears at the top of each page.

All Open Payables reports have one currency per vendor. Totals are printed in both the local and trading currencies. An additional total line is printed for euro currency if the vendor is euro-participating.

Option 24. Vendor Analysis Report. Use this option to print the Vendor Analysis Report (AMV741).

Option 25. Vendor Business Analysis Report. Use this option to print the Vendor Business Analysis Report (AMV742).

Option 1. Open Payables Reports (AMAM40)

If you choose option 1 on the Demand Reports menu (AMAM40), the Open Payables Report menu (AMAM42) appears. There are seven options associated with Open Payables Reports.

```
AMAM42                Accounting Management Accounts Payable      *****
                        Open Payables Reports

Type option or command; press Enter.

  1. Open Payables by Vendor - All
  2. Open Payables by Vendor - Halted
  3. Open Payables by Vendor - All/Specific Vendor
  4. Open Payables by Vendor - Halted/Specific Vendor
  5. Open Payables by Due Date
  6. Detail Aged Open Payables
  7. Summary Aged Open Payables

==> _____

F3=Exit      F4=Prompt   F9=Retrieve  F10=Actions
F11=Job status F12=Return  F22=Messages
```

Option 1. Open Payables by Vendor – All. Use this option to print, in vendor sequence, all invoices in the Open Payables file (AMA51) using display AMA501. If multi-currency support is active, the local currency version of the report is sequenced by company, vendor and due date. The trading currency version of the report is sequenced by primary currency, company, vendor and due date and the Primary Currency ID and its description appear at the top of each page.

If the invoice is paid to an assignee, the assignee name and number print below the vendor name and number.

Option 2. Open Payables by Vendor – Halted. Use this option to print, in vendor sequence, all halted invoices in the Open Payables file (AMA51) using display AMA501.

Option 3. Open Payables by Vendor – All/Specific vendor. Use this option to print all invoices in the Open Payables file for a specific vendor (AMA51) using display AMA501.

Option 4. Open Payables by Vendor – Halted/Specific vendor. Use this option to print all halted invoices in the Open Payables file for a specific vendor (AMA51) using display AMA501.

Option 5. Open Payables by Due Date. Use this option to print, in due date sequence, all invoices in the Open Payables file (AMA52) using display AMA502.

The system uses the due date you enter to determine whether the discount applies for each unpaid invoice. If the due date on the invoice falls on or after the due date you entered, the discount applies.

If multi-currency support is active, the local currency version of the report is sequenced by company, vendor and assignee. The trading currency version of the report is sequenced by company, primary currency, vendor and assignee. The Primary Currency ID and its description appear at the top of each page. An additional total line is printed for euro currency if the vendor is euro-participating.

If the invoice is paid to an assignee, the assignee name and number print below the vendor name and number.

Note: If multiple payment dates have been set up for the invoice, use the date closest to, but not past, the present date.

Option 6. Detail Aged Open Payables. Use this option to print the Detail Aged Open Payables report (AMA531) using display AMA503.

Option 7. Summary Aged Open Payables. Use this option to print the Summary Aged Open Payables report (AMA532) using display AMA503.

Option 1. Open Payables by Vendor—All (AMAM42)

What information you need:.

- Company number if you have multiple companies
- Type of currency (trading or local) if multi-currency is active
- Vendor number.

What report is printed:. Open Payables Listing by Vendor All (AMA51).

Note: An additional total line appears on the report showing euro currency totals, if the vendor is euro-participating.

What forms you need:. None.

AMA501— Open Payables Listing by Vendor-All Vendors-All Invoices

Use this display to print the Open Payables by Vendor report (AMA51) for all vendors and all invoices.

This display appears when you choose option 1 (Open Payables by Vendor – All) on the Open Payables Reports menu (AMAM42) and you indicated multiple companies or multi-currency support during application tailoring.

```
DATE **/**/**          OPEN PAYABLES LISTING BY VENDOR (OPTIONS)  AMA501  **
                        ALL VENDORS - ALL INVOICES

INCLUDE ALL COMPANIES <Y/N>          A
OR ENTER COMPANY NUMBER              nn

                                CURRENCY <1-2>          1
                                1  TRADING CURRENCY
                                2  LOCAL CURRENCY

                                F24 CANCEL THE JOB
```

What to do

Type in the information requested and press **Enter**. The report is scheduled for printing.

Function keys

F24 CANCEL THE JOB causes the Open Payables Reports menu (AMAM42) to appear. Any information you typed in is ignored. No report is printed.

Fields

INCLUDE ALL COMPANIES <Y/N>. This is a required field. It appears on your display if multicurrency support is active. Type in **Y** or **N**.

OR ENTER COMPANY NUMBER. This is a required field if the response to the previous field was N. Type in a valid company number 01 through 89.

CURRENCY <1-2>. This is a required field. It appears if multi-currency support is active. Type in the number that corresponds to the currency in which you want the net amount calculated. The default is 1.

1. Trading currency
2. Local currency

Option 2. Open Payables by Vendor–Halted (AMAM42)

What information you need:.

- Company number if you have multiple companies
- Type of currency (trading or local) if multi-currency is active
- Vendor number if printing for a specific vendor
- The way you want to print the report:
 - With all open invoices for all vendors
 - With all halted invoices for all vendors
 - With all open invoices for a specific vendor
 - With all halted invoices for a specific vendor
 - With all open invoices in due date sequence
 - With all open invoices by vendor within aging periods
 - With total aged amounts by vendor within aging periods.
- The aging dates, if you are printing reports for selected aging periods.

What reports are printed:.

Depending on the options you select, one or more of the following reports print:

- Open Payables by Vendor report (AMA51)
- Open Payables by Due Date report (AMA52)
- Detail Aged Open Payables report (AMA531)
- Summary Aged Open Payables report (AMA532)

Note: An additional total line appears on the report showing euro currency totals, if the vendor is euro-participating.

What forms you need:.

None.

AMA501—Open Payables Listing by Vendor–All Vendors–Halted Invoices

Use this display to print the Open Payables by Vendor Report (AMA51) which shows halted invoices for all vendors.

This display appears when you choose option 2 (Open Payables by Vendor - Halted) on the Open Payables Reports menu (AMAM42) and you indicated multiple companies or multi-currency support during application tailoring.

```
DATE **/**/**          OPEN PAYABLES LISTING BY VENDOR  OPTIONS  AMA501  **
                        ALL VENDORS - HALTED INVOICES

                        INCLUDE ALL COMPANIES <Y/N>          A
                        OR ENTER COMPANY NUMBER                nn
                        CURRENCY <1/2>                          n
                        1 TRADING CURRENCY
                        2 LOCAL CURRENCY

                                                                F24 CANCEL THE JOB
```

What to do

Type in the information requested and press **Enter**. The report is scheduled for printing.

Function keys

F24 CANCEL THE JOB causes the Open Payables Reports menu (AMAM42) to appear. Any information you typed in is ignored. No report is printed.

Fields

For a description of these fields, see “AMA501— Open Payables Listing by Vendor-All Vendors-All Invoices” on page 6-3.

Option 3. Open Payables Listing by Vendor–All/Specific Vendor (AMAM42)

What information you need:.

- Company number if you have multiple companies
- Type of currency (trading or local) if multi-currency is active
- Vendor number if printing for a specific vendor.

What report is printed:.

Open Payables Report (AMA51).
Note: An additional total line appears on the report showing euro currency totals, if the vendor is euro-participating.

What forms you need:.

None.

AMA501—Open Payables Listing by Vendor—Specific Vendor—All Invoices

Use this display to print the Open Payables Report (AMA51) for all invoices for a specific vendor.

This display appears when you choose option 3 (Open Payables by Vendor – All/ Specific Vendor) on the Open Payables Reports menu (AMAM42).

```
DATE **/**/**          OPEN PAYABLES LISTING BY VENDOR   OPTIONS   AMA501   **
                        SPECIFIC VENDOR - ALL INVOICES

INCLUDE ALL COMPANIES <Y/N>          A
OR ENTER COMPANY NUMBER              nn
      VENDOR NUMBER   aaaaA6
      CURRENCY <1/2>          n
      1 TRADING CURRENCY
      2 LOCAL CURRENCY

F24 CANCEL THE JOB
```

What to do

Type in the information requested and press **Enter**. The report is scheduled for printing.

Function keys

F24 CANCEL THE JOB causes the Open Payables Reports menu (AMAM42) to appear. Any information you typed in is ignored. No report is printed.

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

INCLUDE ALL COMPANIES <Y/N>. This is a required field. It appears on your display if multicompany support is active. Type in **Y** or **N**.

OR ENTER COMPANY NUMBER. This is a required field if the response to the previous field was N. Type in a valid company number 01 through 89. This field appears only if multicompany support is active.

VENDOR NUMBER [?]. This is a required field. Type in the number of the vendor for which the report is to be printed.

CURRENCY <1-2>. This is a required field. It appears if multi-currency support is active. Type in the number that corresponds to the currency in which you want the net amount calculated. The default is 1.

1. Trading currency
2. Local currency

Option 4. Open Payables Listing by Vendor–Halted/Specific Vendor (AMAM42)

What information you need.

- Company number if you have multiple companies
- Type of currency (trading or local) if multi-currency is active
- Vendor number if printing for a specific vendor.

What report is printed:. Open Payables Listing by Vendor–Halted/Specific Vendor (AMAM42).

Note: An additional total line appears on the report showing euro currency totals, if the vendor is euro-participating.

What forms you need:. None.

AMA501—Open Payables Listing by Vendor–Specific Vendor–Halted Invoices

Use this display to print the Open Payables report (AMA51) which shows halted invoices for a specific vendor.

This display appears when you choose option 4 (Open Payables by Vendor – Halted/Specific Vendor) on the Open Payables Reports menu (AMAM42).

```
DATE **/**/**          OPEN PAYABLES LISTING BY VENDOR (OPTIONS)  AMA501  **
                        SPECIFIC VENDOR - HALTED INVOICES

                        INCLUDE ALL COMPANIES <Y/N>          A
                        OR ENTER COMPANY NUMBER              nn
                        VENDOR NUMBER      aaaaA6
                        CURRENCY <1-2>          n
                        1  TRADING CURRENCY
                        2  LOCAL CURRENCY
```

F24 CANCEL THE JOB

What to do

Type in the information requested and press **Enter**. The report is scheduled for printing.

Function keys

F24 CANCEL THE JOB causes the Open Payables Reports menu (AMAM42) to appear. Any information you typed in is ignored. No report is printed.

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

For a description of these fields, see “AMA501—Open Payables Listing by Vendor—Specific Vendor—All Invoices” on page 6-7.

Option 5. Open Payables by Due Date (AMAM42)

What information you need:.

- Company number if you have multiple companies
- Type of currency (trading or local) if multi-currency is active
- Vendor number

What report is printed:. Open Payables by Due Date (AMA52).

Note: An additional total line appears on the report showing euro currency totals, if the vendor is euro-participating.

What forms you need:. None.

AMA502—Open Payables by Due Date (Options)

Use this display to print the Open Payables by Due Date report (AMA52). This report shows all open invoices in the order in which they are scheduled to be due.

This display appears when you choose option 5 (Open Payables by Due Date) on the Open Payables Reports menu (AMAM42).

```
DATE **/**/**          OPEN PAYABLES BY DUE DATE      OPTIONS  AMA502  **

INCLUDE ALL COMPANIES <Y/N>          A
OR ENTER COMPANY NUMBER              nn
DUE DATE FOR REPORT                  nnnnnn
CURRENCY <1-2>                        n
1  TRADING CURRENCY
2  LOCAL CURRENCY

F24 CANCEL THE JOB
```

What to do

Type in the information requested and press **Enter**. The report is scheduled for printing.

Function keys

F24 CANCEL THE JOB causes the Open Payables Reports menu (AMAM42) to appear. Any information you typed in is ignored. No report is printed.

Fields

INCLUDE ALL COMPANIES <Y/N>. This is a required field. It appears on your display if multicurrency support is active. Type in **Y** or **N**.

OR ENTER COMPANY NUMBER. This is a required field if the response to the previous field was N. Type in a valid company number 01 through 89.

DUE DATE FOR REPORT. This is a required field. The date that is compared with the invoice due date to determine whether the discount amount is to be subtracted from the gross amount when calculating the net due amount for the invoice. If the due date is earlier than this date, a discount is not shown. If you do not type in a date, the system date is used.

CURRENCY <1-2>. This is a required field. It appears if multi-currency support is active. Type in the number that corresponds to the currency in which you want the net amount calculated. The default is 1.

1. Trading currency
2. Local currency

Option 6. Detail Aged Open Payables (AMAM42)

What information you need:.

- Company number if you have multiple companies
- Type of currency (trading or local) if multi-currency is active
- Vendor number

What reports are printed:. Detail Aged Open Payables Report (AMA531)

Note: An additional total line appears on the report showing euro currency totals, if the vendor is euro-participating.

What forms you need:. None.

Option 7. Summary Aged Open Payables (AMAM42)

What information you need:.

- Company number if you have multiple companies
- Type of currency (trading or local) if multi-currency is active
- Vendor number

What reports are printed:. Summary Aged Open Payables Report (AMA532)

Note: An additional total line appears on the report showing euro currency totals, if the vendor is euro-participating.

What forms you need:. None.

AMA503—Detail/Summary Aged Open Payables Report (Options)

Use this display to print the Detail Aged Open Payables report (AMA531) or the Summary Aged Open Payables report (AMA532). You can define up to five aging periods. A summary shows the total aging amounts.

This display appears when you choose option 6 (Detail Aged Open Payables) or option 7 (Summary Aged Open Payables) on the Open Payables Reports menu (AMAM42).

Note: If you chose option 6, the title of this display is Detail Aged Open Payables. If you chose option 7, the title is Summary Aged Open Payables.

```

DATE **/**/**  DETAIL/SUMMARY AGED OPEN PAYABLES REPORT  OPTIONS  AMA503  **

      INCLUDE ALL COMPANIES <Y/N>                A
      OR ENTER COMPANY NUMBER                    nn
      REPORT AS OF DATE                          nnnnnn
      AGING DATES
      DATE 1                                     nnnnnn
      DATE 2                                     nnnnnn
      DATE 3                                     nnnnnn
      DATE 4                                     nnnnnn
      DATE 5                                     nnnnnn

      1=TRADING OR 2=LOCAL CURRENCY <1-2>        n

                                                    F24 CANCEL THE JOB
    
```

What to do

Type in the information requested and press **Enter**. The report is scheduled for printing.

Function keys

F24 CANCEL THE JOB causes the Open Payables Reports menu (AMAM42) to appear. Any information you typed in is ignored. No report is printed.

Fields

INCLUDE ALL COMPANIES <Y/N>. This is a required field. It appears on your display if multicompany support is active. Type in **Y** or **N**.

OR ENTER COMPANY NUMBER. This is a required field if the response to the previous field was N. Type in a valid company number 01 through 89. This field appears only if you indicated multiple companies during application tailoring.

REPORT AS OF DATE. The date that is compared with the invoice due date to determine whether the discount amount is to be subtracted from the gross amount when calculating the net due amount for the invoice. If the due date is earlier than this date, a discount is not shown. Amounts due between two aging dates are reported on the latter aging date. If you do not type in a date, the system date is used.

AGING DATES. You must type in at least one aging date. Type in dates in chronological order that define aging periods. An invoice amount falls into an aging period if its due date is earlier than the aging date for the period, but later than the aging date for the preceding period. For example, if the due date is 12/11/**, and you type in aging dates of 12/01/**, 12/10/**, and 12/15/**, the amount falls under the last aging period. An amount due later than 12/15/** would not appear on the report. To list all open invoices, use 99/99/** as last aging date.

DATE 1: The first date in chronological order to define the aging period.

DATE 2: The second date in chronological order to define the aging period.

DATE 3: The third date in chronological order to define the aging period.

DATE 4: The fourth date in chronological order to define the aging period.

DATE 5: The fifth date in chronological order to define the aging period.

Note: The euro currency total for aging is based on the current system date.

1=TRADING OR 2=LOCAL CURRENCY <1-2>. This field is required if multi-currency support is active. Type in the number that corresponds to the currency in which you want the net amount calculated. The default is 1.

The Detail Aged Open Payables report (AMA531) report shows all invoices in sequence depending on your entry in the **TRADING OR LOCAL CURRENCY** field. If you type in **1** for trading currency, the report is sequenced by company, vendor, and due date. If you type in **2** for local currency, the report is sequenced by primary currency, company, vendor, and due date.

Option 2. Vendor Analysis Report (AMAM40)

What information you need:. Sequence in which you want to print the report.

What report is printed:. Vendor Analysis Report (AMV741).

What forms you need:. None.

Option 3. Vendor Business Analysis Report (AMAM40)

What information you need:. Sequence in which you want to print the report.

What report is printed:. Vendor Business Analysis Report (AMV742).

What forms you need:. None.

This report prints statistical information for all vendors in descending sequence by Y-T-D amounts.

When IFM is interfacing, these reports show statistics that represent the amount you have been invoiced by the vendor. You will see statistics for amount this year, amount last year, and amount to date.

AMV0C1—Vendor Analysis Report (Options)

Use this panel to select the print options and the sequence in which you want to print the information on the Vendor Analysis Report (AMV741) or the Vendor Business Analysis Report (AMV742). You can select a report sequence and the kind of vendors to include.

This panel appears when multi-currency support is active or if MMS is interfacing and you choose option 10 or 11 on the Purchasing Reports menu (AM6M40) or option 2 or 3 on the Accounts Payable Demand Reports menu (AMAM40).

The same panel appears for both reports; only the title changes, depending on the option you select.

```
DATE **/**/**                VENDOR ANALYSIS REPORT    OPTIONS    AMV0C1  **
                                REPORT SEQUENCE <1-2>      n
                                1  PRIMARY CURRENCY/VENDOR NUMBER
                                2  VENDOR NUMBER/LOCAL CURRENCY

                                INCLUDE VENDORS <1-2-3>    n
                                1  PRODUCTION ONLY
                                2  MRO ONLY
                                3  BOTH

                                F24 END OF JOB
```

What to do

Type in the information requested and press **Enter**. The report is scheduled for printing.

Function keys

F24 END OF JOB ends processing, prints the Vendor Analysis Report (AMV741) or the Vendor Business Analysis Report (AMV742) and returns you to the menu.

Fields

REPORT SEQUENCE <1/2>. This field appears only if multiple currency support was selected during application tailoring. This is a required field. Type **1** to print the report amounts in primary currency. Type **2** to print the report in vendor number sequence and amounts in local currency. The default is 1.

INCLUDE VENDORS <1-2-3>. This field appears only if the Maintenance Management System (MMS) is interfacing. It allows you to limit the amount of information that prints on the report. This field does not appear if IFM is installed.

You can select to print information for only XA (production) vendors, only Maintenance Repair and Overhaul (MRO) vendors, or both.

Chapter 7. Monthly General Ledger Entries

If you choose option 5 on the Main Menu (AMAM00), the secondary menu, Monthly General Ledger Entries (AMAM50), appears. There are two options and one display (AMV601) associated with Monthly General Ledger Entries processing.

- Option 1. Print Temporary General Ledger Listing (AMAM50) 7-1
- Option 2. Print Temporary General Ledger Listing and Clear Transactions 7-3

```
AMAM50                      Accounting Management Accounts Payable          *****
                             Monthly General Ledger Entries

Type option or command; press Enter.

    1. Print Temporary General Ledger Listing
    2. Print Temporary General Ledger Listing and Clear Transactions

==> _____

F3=Exit      F4=Prompt      F9=Retrieve      F10=Actions
F11=Job status  F12=Return      F22=Messages
```

Option 26. Print Temporary General Ledger Listing. Use this option to print the Temporary General Ledger Listing (AMV61). This option is available if you indicated General Ledger distribution during application tailoring.

Option 27. Print Temporary General Ledger Listing and Clear Transactions. Use this option to print the Temporary General Ledger Listing (AMV61) and clear the listed transactions from the file.

Option 1. Print Temporary General Ledger Listing (AMAM50)

This option is available only if you chose General Ledger distribution during application tailoring. The Temporary General Ledger listing shows only Accounts Payable transactions including entries generated by transaction gains/losses, bank charges, revaluations, and partial payments. The transactions appear in the local currency for the specified accounting period or month and year. If you are using a 13-period accounting system, there is no distinction made between transactions posted to the same period number but for different years. All transactions for the entered period number are processed.

What information you need:. The processing period or month and year for which the list is to be printed and the company numbers you want to include on the report.

What report is printed:. Temporary General Ledger Listing (AMV61).

What forms you need:. None.

AMV601–Temporary General Ledger Print

Use this display to select the transaction records to list from the Temporary General Ledger file.

This display appears if you select the appropriate option on General Ledger menus in Accounts Payable, Accounts Receivable, Inventory Management, and Purchasing.

If IFM is installed, this display does not appear.

```
DATE **/**/**                *****
                                TEMPORARY GENERAL LEDGER
                                PRINT
                                OPTIONS   AMV601  **

INCLUDE ALL COMPANIES <Y/N>    A
OR ENTER COMPANY NUMBER      nn

MONTH TO BE PROCESSED <01-12> nn
YEAR TO BE PROCESSED <00-99> nn

                                F24 CANCEL THE JOB
```

What to do

To print the report, type in the information requested and press **Enter**.

Function keys

F24 CANCEL THE JOB cancels processing and causes the menu to appear. No listing prints.

Fields

INCLUDE ALL COMPANIES (Y/N). This is a required field. It appears only if you indicated multiple companies during application tailoring. Type in **Y** to print and clear for all companies. Type in **N** to print and clear for a single company.

OR ENTER COMPANY NUMBER. This field is required if you typed N in the **INCLUDE ALL COMPANIES** field. Type in a company number from 01 through 89.

PERIOD TO BE PROCESSED <01-13> or **MONTH TO BE PROCESSED <01-12>**. This is a required field. Only one of these fields appears on the display. The field that appears depends on whether you indicated period accounting or monthly accounting during application tailoring. Type in

the number of the month or period you want to use to print the Temporary General Ledger file.

YEAR TO BE PROCESSED <00-99>. This field is required if it appears on the display. This field appears if you indicated 12-month accounting during application tailoring. Type in the last two digits of the year you want to use to print the Temporary General Ledger file. The year that you enter will not be edited.

Option 2. Print Temporary General Ledger Listing and Clear Transactions

This option is available only if you chose General Ledger distribution during application tailoring. This option is not available if the General Ledger application is installed and interfacing. If the General Ledger application is installed, only that application can remove the transactions from the file. This occurs when General Ledger closes a period. If the interface to General Ledger has been activated, you must coordinate your activities with the activities of that application. In this way you can ensure that General Ledger does not close a processing period and remove the Accounts Payable transactions before you want them removed.

If you are not interfacing with General Ledger, the use of the security password feature for this procedure will prevent the removal of Accounts Payable transactions by an unauthorized system user. The Temporary General Ledger Listing may be used as a source document for manual postings to your general ledger.

Printing and clearing the Temporary General Ledger performs critical updates to your files. To lessen the chance that it is chosen accidentally, the application issues a message warning that all AP and Purchasing transactions will be removed and asks you to type in a response of 0 or 3.

If the job should not be run, type in **3**. Otherwise, continue by typing in **0**.

Note: This procedure should be initiated only after all payables transactions (Purchase Invoice Journal and Cash Disbursements Journal) for a fiscal period have been posted. It is important that you consider carefully the sequence in which you process transactions and especially how you perform functions which may affect other applications you are using. Monthly (period) close is one of these functions. The following list of questions may help you to coordinate the Accounts Payable monthly (period) close function with that of other applications.

- Are all transactions processed for the affected month and year or period?
- If the General Ledger application is installed but you are not interfacing with it, are there manual transactions that must be made to General Ledger as a result of Accounts Payable's monthly close?
- If you interface with General Ledger, have you coordinated your monthly close activities so that Accounts Payable is closed before General Ledger?
- Are there any other applications installed that affect the monthly close of Accounts Payable or that are affected by Accounts Payable?

What information you need: The accounting month and year or the accounting period of the transactions you want to print.

What report is printed: Temporary General Ledger Listing (AMV61).

What forms you need: None.

AMV601–Temporary General Ledger Print and Clear

Use this display to select the transaction records to list and clear all transactions associated with a general ledger account number for the period or month selected from the file. You must run this option from the General Ledger main menu if the General Ledger application is installed and interfacing.

This display appears if you select the appropriate option on the General Ledger menu in Accounts Payable, Accounts Receivable, Inventory Management, and Purchasing. The journal and line number for each transaction prints with debit or credit amounts for each general ledger account. The control totals printed at the end of the report highlight any out-of-balance conditions.

The journal and line number for each transaction prints with debit or credit amounts for each general ledger account. The control totals printed at the end of the report highlight any out-of-balance conditions.

Before you continue this task, make sure you have processed all entries for the period or month. This option eliminates all transactions from the file for the period or month selected. You can no longer print these transactions.

```

DATE **/**/**                *****
                                TEMPORARY GENERAL LEDGER
                                PRINT AND CLEAR
                                OPTIONS   AMV601  **

INCLUDE ALL COMPANIES <Y/N>    A
OR ENTER COMPANY NUMBER      nn

MONTH TO BE PROCESSED  <01-12> nn
YEAR TO BE PROCESSED   <00-99> nn

                                F24 CANCEL THE JOB

```

What to do

To clear the general ledger entries and print the report, type in the information requested and press **Enter**. The file is cleared.

Function keys

F24 CANCEL THE JOB cancels processing and causes the menu to appear. No listing prints.

Fields

INCLUDE ALL COMPANIES (Y/N). This is a required field. It appears only if you indicated multiple companies during application tailoring. Type **Y** to print and clear for all companies. Type **N** to print and clear for a single company.

OR ENTER COMPANY NUMBER. This field is required if you typed **N** in the **INCLUDE ALL COMPANIES** field. Type in a company number from 01 through 89.

PERIOD TO BE PROCESSED <01-13>

MONTH TO BE PROCESSED <01-12>. This is a required field. Only one of these fields appears on the display. The field that appears depends on whether you indicated period accounting or monthly accounting during application tailoring. Type in the number of the month or period you want to use to print and clear the Temporary General Ledger file.

YEAR TO BE PROCESSED <00-99>. This field is required if it appears on the display. This field appears if you indicated 12-month accounting during application tailoring. Type in the last two digits of the year you want to use to print and clear the Temporary General Ledger file.

Chapter 8. Year-End Close

If you choose option 6 on the Main Menu (AMAM00), the Year-End Close menu (AMAM60) appears. There is one display associated with the Year-End Close menu and it appears when you choose option 5.

Option 1. Print Vendor Master Year-End Listing (AMAM60).....	8-2
Option 2. Print Vendor Master Year-End Listing and Update (AMAM60)	8-2
Option 3. Print 1099-MISC Report (AMAM60)	8-3
Option 4. Reset and Save NEC Calendar YTD Statistics (AMAM60).....	8-3
Option 5. Print 1099-MISC Forms (AMAM60).....	8-3

Note: You should back up the master files when you are ready to close the year. Choose option 4, Back Up/Recover/Reorganize, on the Cross Application Support Master Menu (AMZM00).

If multi-currency support is active, all amounts that appear on the following reports and forms are in both trading currency and local currency.

```

AMAM60                      Accounting Management Accounts Payable          *****
                             Year-End Close

Type option or command; press Enter.

    1. Print Vendor Master Year-End Listing
    2. Print Vendor Master Year-End Listing and Update Vendor Statistics
    3. Print 1099-MISC Report
    4. Reset and Save NEC Calendar YTD Statistics
    5. Print 1099-MISC Forms

==> _____

F3=Exit      F4=Prompt    F9=Retrieve   F10=Actions
F11=Job status  F12=Return   F22=Messages
    
```

Option 28. Print Vendor Master Year-End Listing. Use this option to print the Vendor Master File Year-End Listing (AMA601). The balances printed on the listing reflect the beginning totals for the new year when the vendor statistics are updated.

Option 29. Print Vendor Master Year-End Listing and Update Vendor Statistics. Use this option to replace previous year-to-date balances, reset year-to-date balances to zero (to provide proper vendor analysis for the next year), and print the Vendor Master File Year-End Update listing (AMA602).

Note: You should run this option only once per calendar or fiscal year. When you choose option 2, the previous year-to-date balances are replaced with data from the current year-to-date. If the current year-to-date contains a zero balance, then a zero amount will be moved into the previous year-to-date balance.

This option performs critical updates to your files. To lessen the chance that it is chosen accidentally, the application issues a prompt to verify that you want to continue the job now.

If the job should not be run, type in **3**. Otherwise, continue by typing in **0**.

Option 30. Print 1099-MISC Report. Use this option to print the 1099-MISC Report (AMA61). This report can be run at any time and as often as necessary.

Option 31. Reset and Save NEC Calendar YTD Statistics. Use this option to reset the current nonemployee compensation year-to-date amount to zero and save the year-to-date amount into the previous year's nonemployee compensation amount field. The amounts printed are from the previous year NEC amount field in the Vendor Master file. You should run this option only once per calendar or fiscal year.

Notes:

1. This procedure updates only those vendors with the NEC code equal to Yes in the Vendor Master file.
2. When the prompt appears, if the job should not be run, type in **3**. Otherwise, continue by typing in **0**.
3. Be sure to run option 4 before you run option 5 since the previous year's NEC amounts are printed on the 1099-MISC forms.

Option 32. Print 1099-MISC Forms. Use this option to print the Federal 1099-MISC forms. The amounts printed are from the previous year's NEC amount field in the Vendor Master file.

Option 1. Print Vendor Master Year-End Listing (AMAM60)

Use this option at the end of the year in preparation for closing the year.

The listing prints all information in the Vendor Master file in vendor number sequence. The report shows zero amounts for all year-to-date statistical amount fields and shows this year values in the last year fields. The report prints with USA style addresses only.

If multi-currency support is active and the vendor's currency ID indicates a foreign currency, amounts are printed in both trading currency and local currency.

Select option 1 to verify that the correct updates will be made. After verification, select option 2 to perform the updates if you wish to perform the update.

What information you need:. None.

What report is printed:. Vendor Master File Year End Listing (AMA601)

What forms you need:. None.

Option 2. Print Vendor Master Year-End Listing and Update (AMAM60)

Select option 2 to set the Vendor Master file statistical amount fields to the values they should be at the beginning of a new processing year. If multi-currency support is active and the vendor's currency ID indicates a foreign currency, amounts are updated in both trading currency and local currency. Because option 2 causes updates to the Vendor Master file, it is suggested that only an operator with security clearance be allowed to initiate this procedure. Run this option only once per calendar or fiscal year.

Vendor Master file amounts are maintained and reported in both trading and local currency. No displays are associated with this menu option.

What information you need:. Authorization to close year end.

What report is printed:. Vendor Master File Year End Update Listing (AMA602)

What forms you need:. None.

Option 3. Print 1099-MISC Report (AMAM60)

Select option 3 to print the 1099-MISC Report by vendor number. This report prints only local currency amounts, even when multi-currency support is active.

What information you need:. None.

What report is printed:. 1099-MISC Report (AMA61)

What forms you need:. None.

Option 4. Reset and Save NEC Calendar YTD Statistics (AMAM60)

Note: Run this option only once per calendar or fiscal year.

Select option 4 to save the current nonemployee compensation year-to-date amount in the previous year's nonemployee compensation amount field and reset the current nonemployee compensation year-to-date amount to zero. If multi-currency support is active, the amounts are reset in both trading currency and local currency. Be sure to run option 4 before you run option 5 since the previous year's NEC amounts are printed on the 1099-MISC forms.

What information you need:. Authorization to update NEC data.

What report is printed:. None.

What forms you need:. None.

Option 5. Print 1099-MISC Forms (AMAM60)

Select option 5 to print the Federal 1099-Miscellaneous Forms by vendor number. The forms use only local currency amounts, even when multi-currency support is active.

What information you need:. All Payer's information that you want to print on the 1099-MISC form.

What reports are printed:. None.

What forms are needed:. 1099-MISC forms

AMA651—Print 1099-MISC Forms (Options)

Use this display to type in the payer information that prints on the Federal 1099-Miscellaneous Forms.

This display appears when you choose option 5 (Print 1099–MISC Forms) on the Year-End Close menu (AMAM60).

Note: For information about forms alignment on the printer, refer to "Forms alignment" discussion in the *CAS User's Guide*.

```
DATE **/**/**          PRINT 1099-MISC FORMS          OPTIONS   AMA651  **

TYPE PAYER'S INFORMATION WHICH WILL PRINT ON THE FORMS

COMPANY NAME          aaaaaaaaaaaaaaaaaaaaaaaaaaaaaA30
ADDRESS LINE 1       aaaaaaaaaaaaaaaaaaaaaaaaaaaaaA30
ADDRESS LINE 2       aaaaaaaaaaaaaaaaaaaaaaaaaaaaaA30
CITY, STATE, ZIP     aaaaaaaaaaaaaaaaaaaaaaaaaaaaaA34
TELEPHONE NUMBER     nnnnnnnnnn
FEDERAL ID NUMBER    aaaaaaaaA11
MINIMUM NEC AMOUNT  nnnnn.nn

INCLUDE ALL VENDORS WITH NEC AMOUNTS <Y/N>      A
IF NO, TYPE NEC VENDOR SELECTION
FROM VENDOR aaaaA6
TO VENDOR aaaaA6

F24 CANCEL THE JOB
```

What to do

Type in the information requested and press **Enter**.

Function keys

F24 CANCEL THE JOB cancels processing and causes the Year-End Close menu (AMAM60) to appear. The 1099-MISC forms do not print.

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

COMPANY NAME. This field is required. Type in your company name as you would like it to appear on the 1099-Miscellaneous Forms.

ADDRESS LINE 1,2. These fields are required. Type in your company's mailing address.

CITY, STATE, ZIP. This field is required. Type in your company's city, state, and postal code.

TELEPHONE NUMBER. This field is required. Type in your company's telephone number.

FEDERAL ID NUMBER. This field is required. Type in your company's federal identification number.

MINIMUM NEC AMOUNT. Type in the NEC minimum amount for which you want Federal 1099-Misc forms to print. Vendors with NEC amounts greater than or equal to

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this amount will print. The default is zero, which will print all vendors with NEC amounts.

INCLUDE ALL VENDORS WITH NEC AMOUNTS <Y/N>. This field is required. Type in **Y** to include all the vendors with nonemployee compensation amounts. Type in **N** to choose vendors you want to print. If you answer N, you must type in a range of vendors in the From Vendor and To Vendor fields.

FROM VENDOR

TO VENDOR [?]. This field is required if you typed **N** in the **INCLUDE ALL VENDORS WITH NEC AMOUNTS** field. Type in the beginning and ending vendor numbers for which you want to print Federal 1099-Misc forms.

Chapter 9. File Maintenance

If you choose option 7 from the Main Menu (AMAM00), the File Maintenance menu (AMAM70) appears. This menu has five options to allow you to maintain your files.

Option 1. Update General Ledger Master (AMAM70)	9-2
Option 2. Update Vendor Master (AMAM70).....	9-6
Option 3. Update Open Payables (AMAM70).....	9-27
Option 4. Update Landed Cost Master (AMAM70).....	9-31
Option 5. Update Bank Account Master (AMAM70).....	9-37

```

AMAM70                      Accounting Management Accounts Payable          *****
                               File Maintenance

Type option or command; press Enter.

    1. Update General Ledger Master
    2. Update Vendor Master
    3. Update Open Payables
    4. Update Landed Cost Master
    5. Update Bank Account Master

==> _____

F3=Exit      F4=Prompt      F9=Retrieve      F10=Actions
F11=Job status  F12=Return      F22=Messages
    
```

Option 33. Update General Ledger Master. Use this option to add, change, or delete information in the General Ledger Master file. The General Ledger Master Entry/Change Listing (AMV04) is printed.

Option 34. Update Vendor Master. Use this option to add, change, or delete information in the Vendor Master file. The Vendor Master File Maintenance report (AMV77) is printed.

Option 35. Update Open Payables. Use this option to change information in the Open Payables file. The Open Payables File Maintenance report (AMA8A) is printed.

Option 36. Update Landed Cost Master. Use this option to add, change, or delete information in the Landed Cost Master file. The Landed Cost Master File Maintenance report (AMV08) is printed.

Option 37. Update Bank Account Master. Use this option to add, change, or delete information in the Bank Account Master file. The Bank Account Master File Maintenance report (AMA7D) is printed.

Note: Bank Account Master file maintenance allows the system to handle situations if a company has multiple bank accounts.

Each bank account must have a Payment Method 1 record. The system rejects any attempts to add any other payment method before Payment Method 1 has been created. (The bank account balance for all payment methods within each account is carried in this record.) You cannot delete a Payment Method 1 record for a bank account if there are other payment methods on file. If there are no other payment

methods on file, you can delete a Payment Method 1 record regardless of the balance.

Other types of changes to the Bank Account Master file are accomplished by using the Cash Disbursements Processing (secondary menu AMAM20) and Bank Reconciliation procedures.

Option 1. Update General Ledger Master (AMAM70)

This procedure does not apply if the General Ledger application is installed. For installations with both Accounts Payable and General Ledger applications, all maintenance to the General Ledger Master file is performed through the General Ledger application. Consult with the General Ledger application users if you need to add general ledger account numbers used by the Accounts Payable application to the General Ledger Master file.

If the Payroll, Financial Analysis, or Accounts Receivable applications are installed, they may also be using the General Ledger Master file. Therefore, before requesting any changes to the file, consult with the other user departments to ensure that your changes will not adversely affect them.

The following information applies only if you do not have the General Ledger application installed.

There are two ways to perform General Ledger Master file maintenance when you make additions, changes or deletions to the files:

- Enter transactions as necessary or as they occur.
- Accumulate transactions into manageable batches using the General Ledger Master File Maintenance form (AP-20).

What information you need:. The company number if you have more than one company, the general ledger account number, and the action you want to take.

What report is printed:. General Ledger Master Entry/Change Listing (AMV04)

What forms you need:. AP-20

AMV041—General Ledger Maintenance (Select)

Use this display to choose the company and account you want to maintain and to indicate the type of action you want to perform. This is the first display to appear when you are maintaining the General Ledger Master file.

This display appears when you select option 5 on the Inventory Management General Ledger Management menu (AMIMB3), option 11 on the Purchasing File Maintenance menu, option 1 on the Accounts Payable File Maintenance menu (AMAM70), and option 8 on the Accounts Receivable Master File Processing menu (AMRM20).


```
DATE **/**/**          GENERAL LEDGER MAINTENANCE          SELECT  AMV041  **
COMPANY NUMBER         nn
ACCOUNT NUMBER         aaaaaaaaaaaaA15
ACTION CODE <A/C/D>    A

F24 DISPLAY STATUS
```

What to do

- To add or update or delete a record in the General Ledger Master file (GELMAS), type in the information requested and press **Enter**. The General Ledger Maintenance display (AMV042) appears.
- To review the status of the changes you have made during this session, use **F24**. The General Ledger Maintenance display (AMV043) appears.

Function keys

F24 DISPLAY STATUS causes the General Ledger Maintenance (Status) display (AMV043) to appear.

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

COMPANY NUMBER. Required if the field appears on the display. Type in the company number (1-89) for the general ledger record. This field appears only if multiple companies are supported.

ACCOUNT NUMBER [?]. Required. Number used to classify business activity for financial purposes. Enter the number for the account you want to maintain.

ACTION CODE <A/C/D>. Type in one of the following:

- A. Add a record
- C. Change an existing record
- D. Delete an existing record.

AMV042—General Ledger Maintenance (Add, Change, or Delete)

Use this display to add, change, or delete a general ledger record.

This display appears when you press **Enter** with no errors on the General Ledger Maintenance (Select) display (AMV041).

```
DATE **/**/**                                ***** AMV042 **
                                           GENERAL LEDGER MAINTENANCE
COMPANY      **                                *****
ACCOUNT      *****                          DESCRIPTION      aaaaaaaaaaaaaaaaaaaaaA25
TYPE CODE    * *****                          ACCOUNT TYPE      a2

                                           F18 REFRESH SCREEN
                                           F19 RETURN TO SELECT
```

What to do

Type in the information requested and press **Enter**. The General Ledger Master file is updated and display (AMV041) appears again.

Function keys

F18 REFRESH SCREEN causes this display to appear again in its original form. Any data that you typed is ignored.

F19 RETURN TO SELECT causes the General Ledger Maintenance (Select) display (AMV041) to appear. Any data that you typed is ignored.

Fields

COMPANY. The company number and name that you entered on display AMV041. It appears only if multiple companies are supported.

ACCOUNT. The account number that you entered on display AMV041.

DESCRIPTION. Required for a new record. Type in the description of the account. For an existing record, change the description by typing over the old description.

TYPE CODE. Code indicating the accounting year for the record. Type in one of the following:

1. Current year

2. Budget year
3. Previous year (history).

ACCOUNT TYPE. Required for a new record. You can change the account type of an existing record. Type in one of the following to show the type of account:

- AS.** Asset
- LI.** Liability
- IC.** Income
- EX.** Expense.

AMV043—General Ledger Maintenance (Status)

Use this display to view the status of the General Ledger Master File maintenance session and to end the job. You cannot enter or change any fields. The General Ledger Master Entry/Change Listing (AMV04) is printed if you chose this option during application tailoring.

This display appears when you use **F24 DISPLAY STATUS** on the General Ledger Maintenance (Select) display (AMV041).

```
DATE **/**/**          GENERAL LEDGER MAINTENANCE      STATUS      AMV043  **

SESSION STATUS
RECORDS ADDED          *, ***, ***          RECORDS DELETED  *, ***, ***
RECORDS CHANGED       *, ***, ***

ENTER TO CONTINUE
F24 END OF JOB
```

What to do

- To update more records in the General Ledger Master file, press **Enter**. The General Ledger Maintenance (Select) display (AMV041) appears.
- To end the session, use **F24**. The system schedules the General Ledger Master Ledger Entry/Change Listing (AMV04) for printing.

Function keys

F24 END OF JOB causes the session to end and status information shown on the display to print. If specified during application tailoring, before and after images of the record changes are also printed.

Fields

SESSION STATUS.

RECORDS ADDED: The number of records that have been added during the session.

RECORDS DELETED: The number of records that have been marked for deletion during the session.

RECORDS CHANGED: The number of records that have been changed during the session.

Option 2. Update Vendor Master (AMAM70)

Use this option anytime you need to add a new vendor to the Vendor Master file or to change or delete vendor information already in the file.

If IFM is installed, vendor master maintenance is performed through Work with Entities. In IFM the entity represents who you are paying; the assignee, and the vendor represents who you purchased from. When an entity is created in IFM, and designated as a vendor, two records are created. An assignee entity record is added to the Entity files in IFM to record the pay to information. An assignee vendor record is created in VENNAM in Purchasing to record the buy from information. After you have created the entity, you can add additional vendors to it. This is used when you buy from several vendor locations but pay to a consolidated receivables location.

If MMS is interfacing, this menu option is the sole point of entry for vendor information for both production and MRO vendors. The Purchasing Vendor Master file (VENNAM) will contain all vendors in the file, both production and MRO. The MRO Vendor file (MVNMSP) will contain only MRO vendors. When an MRO vendor is created, maintained, or deleted in Purchasing, the corresponding action is performed immediately in MMS.

Updating the Vendor Master file is controlled by two levels of application security. The first level is the security required for normal file maintenance. This security level allows you to change vendor descriptive data such as name, address and telephone number. The second level of security allows you to also change the monetary information stored in the Vendor Master file. Since changing amount fields could cause the vendor reports to show inaccurate data, it is recommended that the use of the second security level be restricted to management. Normally, there should be no reason to change amount fields because the application automatically updates them with payments, discounts, reversals, and credit memos. When IFM is installed, the amount to date, amount last year, and amount year to date (local and trading) fields are updated when IFM invoices. See the *IFM User's Guide* for information on resetting vendor statistics yearly.

Amount fields are reset as part of the year-end update procedure, if you have Accounts Payable installed and interfacing. During file maintenance, field amounts containing monetary information should be changed only when absolutely necessary.

Since the Vendor Number field is alphanumeric, the field is not right justified; blanks are significant. Remember to enter the vendor number exactly as you want it to appear. If you want to enter Vendor Number 100 and use the **Field Exit** key, the

vendor number will always be 100 blank blank blank (100). If you enter blank blank blank 100 (100), the system recognizes that as a different vendor.

Before you assign a unique number to your vendors, you may want to consider that the Vendor Master file keeps only one set of statistics for each vendor, regardless of the company with whom the vendor was doing business. If a vendor does business with several companies, there are no separate statistics on how much business was done with each company.

However, an easy way to get vendor statistics by company is to assign the vendor number so the first two digits represent the company involved and the last four digits represent the unique vendor. For example, vendor 1234 does business with companies 01, 02, and 03.

If you want statistics by company, create three Vendor Master records with vendor numbers 011234, 021234, and 031234. An advantage to using this scheme is that you can print the information by company for any menu option that allows you to enter a range of vendor numbers. For example, you can print the Open Purchase Orders report for company number 02 by entering a range of vendors 020000 to 029999.

There are two ways to update the Vendor Master file with additions, changes and deletions:

- Enter file maintenance transactions as they occur.
- Accumulate transactions into conveniently sized batches using the appropriate data entry forms.

When you are ready to maintain files, choose the appropriate option on the menu. When the Select display appears, enter the information requested as well as an action code to specify the type of maintenance you want to do. Depending on which action was specified, you can add or change the information in the fields. If you chose to delete information, the Vendor Master file record appears on the display. Press **Enter** to delete the record. The Select display appears again allowing you to maintain another record. A record cannot be deleted if there are any amounts in the vendor statistics fields.

Before you begin the session, have the necessary vendor numbers to locate the files you want to change. If you selected the option that provides file maintenance listings during application tailoring, you will receive a report. This report shows each file maintenance transaction entered. It is strongly recommended that you request and retain these reports since they can provide an audit trail of file maintenance transactions. Otherwise, in order to have a record of all changes made to the Vendor Master file, you will have to request and keep a listing of the Vendor Master file each time file maintenance is performed.

What information you need:. Form AP-21.

What reports are printed:. Vendor Master File Maintenance (AMV77)

The basic steps for performing this task follow each display.

AMV771—Vendor Master—File Maintenance (Select)

Use this panel to specify the vendor master record you want to maintain and to indicate the kind of maintenance you want to perform.

This panel appears when you choose option 2 (Vendor Master) on the File Maintenance menu. It does not appear if IFM is installed.

```
Date **/**/**          Vendor Master          Select  AMV771  **
                        File Maintenance

                        Vendor number . . . . . aaaaA6

                        Action code <A/C/D/S/R/X> a
                        A - Add
                        C - Change
                        D - Delete
                        S - Suspend
                        R - Reactivate
                        X - Copy

Last updated
Vendor number          *****

F24=Status
```

What to do

Type the information requested and press **Enter**. The appropriate panel for the action you selected appears.

Function keys

F24=Status causes the Vendor Master—File Maintenance (Status) panel (AMV776) to appear.

Fields

[?]. Appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

Vendor number [?]. This field is required. Type the vendor number.

If MMS is interfacing, vendor number is edited against both Purchasing's Vendor Master and MMS's Vendor Master to determine if the number is a production vendor, an MRO vendor, or both.

If you are entering an MRO vendor number, remember that it can be only six characters in length, even though MMS allows vendor numbers of eight characters.

Action code <A/C/D/S/R/X>. This field is required. Type one of the following codes:

- A.** Add a record
- C.** Change an existing record
- D.** Delete an existing record
- S.** Suspend an existing record
- R.** Reactivate an existing record.

X. Copy an existing record.

Note: Suspended vendors are used only by the Purchasing application. Existing purchase orders for a suspended vendor can be processed to completion. If a vendor is suspended, new purchase orders cannot be entered if they reference a suspended vendor. Suspended vendors still can be used for invoicing and for assignee addressing for mailing checks.

If you choose to delete a vendor, be aware of the following:

The system will not delete the vendor if open payables exist for the vendor. The system checks OPNPAY to make sure the vendor is not used as a vendor or assignee on an invoice.

The system checks POMAST for the vendor, and does not delete if any POs exist for that vendor.

The system will not delete the vendor if any quotes, contracts, or vendor/item records exist for that vendor. You cannot delete a vendor if there are any nonzero amounts for Year-to-Date and Last year statistics in the Vendor Master record.

Last updated Vendor number. The last vendor record that was maintained.

AMV772—Vendor Master—File Maintenance (Add/Change) (Page 1 of 3)

Use this panel to add or change an existing record in the Vendor Master file.

This panel is the first of three panels to appear when you enter A or C in the Action Code field on the Vendor Master—File Maintenance (Select) panel (AMV771). If IFM is installed, this panel appears in Change mode when you select option 2=Change by the vendor in Work with Vendors.

Some of the fields on this panel do not appear when IFM is installed. Function keys **F3** and **F12** appear to return you to Work With Vendors, and **F16** appears so you can delete a vendor. **F19** and **F24** do not appear.

If a note exists for this vendor, an icon @ appears on the second line in the right corner of this panel.

```

Date **/**/**          Vendor Master - File Maintenance          Add AMV772 **
                                                                Page 1 of 3 @
Vendor      *****          MRO A          Address format n
Name        aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA35          Abbreviation aaaaaaaA10
Address 1   aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA35
Address 2   aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA35
Address 3   aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA35
City        aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA35

State       A2          Country aA3          Postal code aaaaaaaA10
Telephone   aaaaaaaaaaaaaaaaaA20          Fax number aaaaaaaaaaaaaA20
Contact     aaaaaaaaaaaaaaaaaA25

Require PO accept          A          Send closeout acknowledgement          A
Allow multiple items on a PO          A          Allow multiple ship-to on PO          A
Allow blanket order          A          Print vendor catalog number on PO          A
Print engineering drawing on PO          A

Ship via aA3 aaaaaaaaaaaaaA15          Our customer no. aaaaaaaaaaaaaA20
Terms    aA3 aaaaaaaaaaaaaA25          FOB aA3 aaaaaaaaaaaaaA15
Currency aA3 *****          Default GL Acct. aaaaaaaaaaaaaA15
Alt curr aA3 *****          Last payment nn/nn/nn
                                          Last maintenance **/**/**

F8=Forward   F10=VAT   F15=Notes   F18=Refresh   F19=Select   F24=Status
    
```

What to do

Type the information you need and press **Enter**. The second of three panels appears so you can continue adding or changing vendor information.

Function keys

F8=Forward causes the Vendor Master—File Maintenance (Add/Change) panel (Page 2 of 3) to appear.

F10=VAT causes the EEC VAT (European Economic Community Value Added Tax) pop-up window to appear.

F15=Notes allows you to access the Note Tasks function. If a note exists, @ appears in the upper right corner of the panel. For more information on this function, see the *Planning and Installing Infor ERP XA* book.

F18=Refresh ignores any information you typed and shows you the panel as it originally appeared.

F19=Select ignores any information you entered and shows you the Vendor Master—File Maintenance (Select) panel (AMV771) again. No file updating occurs. This function key does not appear if IFM is installed.

F24=Status causes the Vendor Master—File Maintenance (Status) panel (AMV776) to appear. This function key does not appear if IFM is installed.

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

When IFM is installed and this is the assignee vendor, the vendor number, name, address lines, city, state, country, and postal code fields are output only and come from the entity. The vendor number is the entity ID and assignee is always blank, because you cannot assign this record to a different assignee vendor here. Telephone and Fax number fields contain the first telecom number from the entity that is designated as office telephone and fax, respectively.

When IFM is installed and this is the buy from vendor, the vendor number, name, address and telephone information are input capable. In this case, the assignee number is the entity ID and it cannot be changed.

IFM initially defaults a buy-from address to the entity's address, but you can change it. If the entity's address changes, the change will be propagated to all unmodified buy-from addresses.

Vendor. The number of the vendor you typed on the Vendor Master—File Maintenance (Select) panel (AMV771).

MRO. This field appears only if the Maintenance Management System (MMS) is interfacing. It is required. Accept the default **N** (no) or type **Y** (yes) to indicate that you can order MRO items from this vendor. You cannot make a miscellaneous vendor (000000) an MRO vendor. When maintaining an MRO vendor, the following fields must be valid both in Purchasing and MMS: **STATE, FOB, SHIP VIA, TERMS,** and **CURRENCY ID.**

Address format. A code that determines how name and address are presented on panels and documents. With the three format types (0, 1, 2), you get a maximum of six lines of name and address information. The default code is 0 (US style).

On panels, Address formats 0 (US style) and 1 (International style) appear as Name; Address lines 1-3; City, which becomes Address line 4; and State, Country, and Postal Code, which become Address line 5. For Address format 2 (free or free-form), you see Name and Address lines 1-5.

When using Address format 2 (Free), you still see the State, Country, and Postal Code fields on the panel; however, they are for information only. These fields are not included in the formatting routine for addressing documents. You need to add that information as part of Address lines 1-5. You can enter the State, Country, and Postal Code fields separately if you have user defined queries or reports that need to recognize the fields.

The formatted results for Address formats 0 and 1 are shown in the following table. When an address is used on a document, it gets formatted in a particular way, depending on the Address format. The formatted results that would appear on a document (for example, a purchase order) are shown in the following table. Format 2 (Free) is not shown; it prints the formatted results exactly the way you entered it.

Table 9-1. US and International address formats

Format 0 = US	Format 1 =International
Name	Name
Address 1	Address 1
Address 2	Address 2
Address 3	Address 3

Table 9-1. US and International address formats

Format 0 = US	Format 1 =International
City State Postal	Country Postal City
Country	State

The format description of US for 0, International for 1, and Free for 2 appears beside the format type.

These values for Address format flag are used only by the AP and Purchasing applications. You can change from format 0 to 1, to 2, and back again. The panel adjusts the address fields based on format type.

Note: COM and IFM use the values of 1, 2, and 3, instead of 0, 1, and 2, in the Address format field.

Name. This is a required field. Type the vendor's name.

Abbreviation. This is a required field. Type the abbreviated name for the vendor.

Address 1, 2, and 3. These fields are for the vendor's address. Type the address for the vendor. If you select Address format 2, City is replaced with Address line 4, and Address line 5 appears.

City. Type the name of the city where the vendor is located. If you are using Address format 2, this field appears as Address 4 so you can use a free format.

State. Type the 2-character abbreviation of the state where the vendor is located. This must be a valid state code as defined through VAT Tables Maintenance, menu AMZMBA. When using Address format 2, this field is information only, as it should also be typed on one of the Address lines to be included in the formatted address.

Country. Type the 3-character abbreviation of the name of the country where the vendor is located. This must be a valid country code as defined through VAT Tables Maintenance, menu AMZMBA. When using Address format 2, this field is information only, as it should also be typed on one of the Address lines to be included in the formatted address.

Postal code. Type the designated code assigned by the postal authorities for the vendor's address. When using Address format 2, this field is information only, as it should also be typed on one of the address lines to be included in the formatted address.

Telephone. Type the vendor's telephone number.

Contact. Type the name of the person you contact for business with this vendor. If this is an MRO vendor, you cannot enter more than 15 characters.

Fax number. Type the telephone number for the vendor's facsimile system.

Accounts Payable displays the next 12 fields only if Purchasing is installed and active.

Require PO accept. This is a required field. The default is N. Accept the default if the vendor is not required to accept the conditions of the purchase order or type **Y** to

indicate the vendor will confirm acceptance of purchase orders. If you enter **Y**, a Vendor Accept (VA) transaction is required.

Send closeout acknowledgment. The default is N. Accept the default or type **Y** to print closeout acknowledgments for the vendor when the purchase order is closed.

Allow multiple items on a PO. The default is Y. Accept the default or type **N** if the vendor does not allow multiple items on a purchase order.

Allow multiple ship-to on PO. The default is Y. Accept the default or type **N** if the vendor does not accept multiple delivery points.

Allow blanket orders. The default is Y. Accept the default or type **N** if the vendor does not handle blanket orders. Blanket orders are a series of deliveries on different dates for the same item.

Print vendor catalog number on PO. The default is Y. Accept the default or type N if the vendor does not require vendor catalog numbers on purchase orders.

Print engineering drawing on PO. The default is N. Accept the default or type **Y** if the vendor requires engineering drawing numbers on purchase orders.

Our customer number. Type the number that the vendor uses to identify your company in the vendor's receivables system.

Ship via [?]. Type the code for the method normally used for deliveries from this vendor. After you press **Enter**, the Ship via description is retrieved from the Ship Via Master file. Optionally, you can leave the code blank and type the Ship via description you want associated with this vendor. You do not need to enter both a code and a description.

FOB (Free on board) [?]. Type the FOB code that applies to the vendor. When you press **Enter**, the description is retrieved. Optionally, you can leave the code blank and type the FOB description you want associated with this vendor. You do not need to enter both a code and a description.

Terms[?]. Type the terms code that applies to the vendor. When you press **Enter**, the description is retrieved. Optionally, you can leave the code blank and type the terms description you want associated with this vendor. You do not need to enter both a code and a description. When IFM is installed, searching on this field gives the IFM terms.

Default GL Acct. This field is used by Accounting Management users only. This field enables you to perform fast-path Accounts Payable invoicing for a vendor from which you have a set purchasing requirement. The GL account specified here is generated into the line item record on an AP invoice record for this vendor, allowing you to skip any detail transaction entry. Invoices created in this manner require only entries into the Control Gross Amount section on the invoice header record (AMV161), and do not support entries into the other Control fields (such as Freight, Special Charges, etc.).

Currency [?]. This field appears only when multi-currency processing is active. Type the currency ID that applies to this vendor. If AP is installed, or if this is an MRO vendor, you cannot change the currency ID.

Alt Currency [?]. This field appears only when multi-currency processing is active. Type the alternate currency ID that applies to this vendor. This is an alternative to the trading currency when the trading currency is euro or euro-participating. It allows a transaction to be printed or to appear in a currency other than the transaction's trading or local currency.

Last payment. Type the date you last paid the vendor. This field does not appear when IFM is installed.

Last maintenance. The last date the record was maintained.

To display EEC VAT fields. Use **F10=VAT** from panel AMV772, AMV773, AMV774, AMV775, AMV778, or AMV779, and a pop-up window appears.

```

Date **/**/**                               Vendor Master          Change   AMV773  **
                                           File Maintenance

Vendor ***** ****
  *MRO*
Year-to-date:  n  Type information, then press Enter.
Amount         n  EEC VAT fields:
Discount taken n  Delivery terms code aA3 *****
Discount lost  n  Transaction code   A2 *****
NEC amount     n  Transport code    A2 *****
Last year:    n  Port of entry code aaaaA6 *****
Amount        n  EEC country code  *** *****
Discount taken n  EEC state code   ** *****
Discount lost  n
NEC amount     n  F12=Cancel      F18=Refresh
    
```

What to do

Type the information requested and press **Enter**.

Function keys

F12=Cancel causes the previous panel to appear.

F18=Refresh ignores any information you entered and shows you the panel as it originally appeared.

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

EEC VAT fields. The following fields must be valid codes defined through VAT Tables Maintenance, menu AMZMBA, or you can use the search here to access the edit functions.

Delivery terms code [?]. This field identifies the normal delivery terms used for shipments from the vendor.

Transaction code [?]. This field identifies the normal nature of transaction used for shipments from the vendor.

Transport code [?]. This field identifies the normal mode of transport used for shipments from the vendor.

Port of entry code [?]. This field identifies the normal port of entry for goods.

EEC country code (European Economic Community country code) [?]. This field cannot be changed. It identifies the member country for the vendor within the EEC. It is associated with the vendor country you entered on panel AMV772.

EEC state code (European Economic Community state code) [?]. This field cannot be changed. It identifies the vendor state within the EEC country. It is associated with the vendor state you entered on panel AMV772.

Note: To enter a different EEC country or state code, return to panel AMV772.

AMV778—Vendor Master—File Maintenance (Add/Change) (Page 2 of 3)

Use this panel to continue to add or change a record in the Vendor Master File.

This panel appears when you use **F8** or press **Enter** with no errors on the Vendor Master--File Maintenance (Add or Change) panel (AMV772) (Page 1 of 3).

Some of the fields on this panel do not appear when IFM is installed. Function keys **F3** and **F12** appear to return you to Work With Vendors in place of function keys **F19** and **F24** when IFM is installed.

```

Date **/**/**          Vendor Master - File Maintenance          Add      AMV778  **
                               Page 2 of 3
Vendor *****
*MRO* *****
Assignee number aaaaA6 aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA35
Tax city        aaaaaaaA10
Tax country     aaaaaaaA10
Bank 1         aaaaaaaaaaaaaaaaaA20   Bank 2      aaaaaaaaaaaaaaaaaA20
Fed T/P ID     aaaaaaaaaA11   NEC (Y/N)  a
Tax suffix     aaaA5
Tax ID 1       aaaaaaaaaA15   Tax ID 2   aaaaaaaaaA15
Landed cost    aA3           Enterprise aaaaA6
Shipping profile aaaaA6           Planning profile aaaaA6

Media Flags      Print    EDI    Fax    Fax number *****
Remittance advice  A      A      A      aaaaaaaaaaaaaaaaaA20
Purchase orders   A      A      A      aaaaaaaaaaaaaaaaaA20
Purchase order changes A    A      A      aaaaaaaaaaaaaaaaaA20
Quotes           A      A      A      aaaaaaaaaaaaaaaaaA20
Receiving advice A      A
Shipping schedules A    A      A      aaaaaaaaaaaaaaaaaA20
Planning schedules A    A      A      aaaaaaaaaaaaaaaaaA20

F7=Backward  F8=Forward  F10=VAT  F18=Refresh  F19=Select  F24=Status
    
```

What to do

Type the information requested and press **Enter**.

Function keys

F7=Backward causes the previous panel to appear.

F8=Forward causes the next panel to appear.

F10=VAT causes the EEC VAT (European Economic Community Value Added Tax) pop-up window to appear.

F18=Refresh ignores any information you entered and shows you the panel as it originally appeared.

F19=Select ignores any information you entered and shows you the Vendor Master-File Maintenance (Select) panel (AMV771) again. No file updating occurs. This function key does not appear when IFM is installed.

F24=Status causes the Vendor Master--File Maintenance (Status) panel (AMV776) to appear. This function key does not appear when IFM is installed.

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

Vendor. The number and name of the vendor.

MRO . The MRO indicator appears under the vendor number if you entered Y in the MRO field on panel AMV772. This field appears only when MMS is interfacing.

Assignee number. Type a vendor number that refers to an address, other than the vendor address, where payment is to be sent.

Tax city [?]. The IFM tax city that has taxing authority for this vendor. This field appears only when IFM is installed. A valid state and country are required to enter this field.

Tax county [?]. The IFM tax county that has taxing authority for this vendor. A valid state and country are required to enter this field. This field appears only when IFM is installed.

Bank 1 and 2. Additional bank account information you want to maintain for this vendor. This field is for information purposes only. It is not used when IFM is installed.

Fed T/P ID (Federal tax payer's identification number). Type the vendor's federal identification number. This field does not appear when IFM is installed.

NEC (Y/N). Type Y if this vendor receives nonemployee compensation. This field does not appear when IFM is installed.

Tax suffix. Type a vendor classification for tax purposes. For example, if you are not required to collect tax from a customer, you assign a tax suffix such as NOTAX to the customer.

Tax ID 1 and 2. Type the identification numbers assigned to the vendor by the government. These field do not appear when IFM is installed.

Landed cost. Type a code you assigned to control how landed cost uplifts are applied to vendor's invoices. The code you type must reference a record in the Landed Cost Master file. This field does not appear when IFM is installed.

Enterprise code. Type the group code that applies to the vendor. This field does not appear when IFM is installed.

Shipping profile [?]. Type the identifier of the shipping profile that applies to the vendor. This field is used only by Purchasing to create EDI 862 Shipping Schedules. In addition to the shipping profiles you create, there are two other valid values. *NONE indicates Shipping Schedules are not created for this vendor; normal PO's are created. *DAILY indicates that PO's entered for this vendor will print or be sent via EDI as daily Shipping Schedules.

Planning profile [?]. Type the identifier of the purchase planning profile that applies to the vendor. This field is used only by Purchasing and MRP to create EDI 830 Planning Schedules.

Media flags. The media flags appear only if either EC or Fax is installed. If only EC is installed, you see the **Print** and **EDI** fields. If only Fax is installed, you see the **Print** and **Fax** fields. If both EC and Fax are installed, you see the **Print**, **EDI**, and **Fax** fields.

Remittance advice: Type **Y** in the appropriate **Print**, **EDI**, or **Fax** fields to indicate how remittance advices are to be sent for this vendor. This field is used only by Accounts Payable or IFM.

Purchase orders: Type **Y** in the appropriate **Print**, **EDI**, or **Fax** fields to indicate how purchase orders are to be sent for this vendor. This field is used only by Purchasing.

Purchase order changes: Type **Y** in the appropriate **Print**, **EDI**, or **Fax** fields to indicate how purchase order changes are to be sent for this vendor. This field is used only by Purchasing.

Quotes: Type **Y** in the appropriate **Print**, **EDI**, or **Fax** fields to indicate how quotes are to be sent for this vendor. This field is used only by Purchasing.

Receiving advice: Type **Y** in the **EDI** field to indicate how receiving advices are to be sent for this vendor. This field is used only by IM. There is no separate media flag to print a receiving advice. Receiving advice information prints on the Advance Shipping Notice in IM.

Shipping schedules: Type **Y** in the appropriate **Print**, **EDI**, or **Fax** fields to indicate how shipping schedules are to be sent for this vendor. This field is used only by Purchasing.

Planning schedules: Type **Y** in the appropriate **Print**, **EDI**, or **Fax** fields to indicate how purchase planning schedules are to be sent for this vendor. This field is used only by Purchasing and MRP.

Fax number. The default fax telephone number for the vendor (that was entered on panel AMV772) is displayed to the right of the field heading. Type the override fax

telephone number, if any, for each document that can be faxed in the field to the right of the fax flag. If Y appears in the media flag field, either a default fax number or an override fax number must be specified.

Fax telephone numbers in Telex/Fax/400 contain only the characters actually used in dialing. Any other characters are removed by the Fax interface as it formats the number for storage in its Short Code file. If characters are being removed from the default fax number, it is displayed in reverse image.

AMV773—Vendor Master—File Maintenance (Add/ Change) (Page 3 of 3)

Use this panel to add or change a record in the Vendor Master File. If multi-currency support is active, you can do one of the following:

- Enter both trading and local currency amounts; no conversion occurs
- Enter the trading currency amount and use the currency conversion routine to calculate the local currency amount at the latest exchange rate
- Enter the local currency amount and use the currency conversion routine to calculate the trading currency amount at the latest exchange rate.
- Maintain EEC VAT (European Economic Community Value Added Tax) extensions on a pop-up window.

This panel appears when you use **F8** or press **Enter** with no errors on the Vendor Master--File Maintenance (Add or Change) panel (AMV778) (Page 2 of 3).

Some of the fields on this panel do not appear when IFM is installed. Function keys **F3** and **F12** appear to return you to Work With Vendors in place of function keys **F19** and **F24** when IFM is installed.

Note: You must have second level security clearance to use this panel.

```

Date **/**/**      Vendor Master - File Maintenance      Add      AMV773  **
Vendor            *****
*MRO*

Year-to-date:      *** *****
Amount             nnnnnnnnnnnn.nn-      nnnnnnnnnnnn.nn-
Discount taken    nnnnnnnnnnnn.nn-      nnnnnnnnnnnn.nn-
Discount lost     nnnnnnnnnnnn.nn-      nnnnnnnnnnnn.nn-
NEC amount        nnnnnnnnnnnn.nn-      nnnnnnnnnnnn.nn-
Last year:
Amount            nnnnnnnnnnnn.nn-      nnnnnnnnnnnn.nn-
Discount taken    nnnnnnnnnnnn.nn-      nnnnnnnnnnnn.nn-
Discount lost     nnnnnnnnnnnn.nn-      nnnnnnnnnnnn.nn-
NEC amount        nnnnnnnnnnnn.nn-      nnnnnnnnnnnn.nn-
To date:
Amount            nnnnnnnnnnnn.nn-      nnnnnnnnnnnn.nn-

Payment method code      aA3
DFI ID number qualifier  aA3  DFI ID number  aaaaaaaaaA13
Account number qualifier aA3  Account number aaaaaaaaaaaaaaaaaaaaaaaaaaaaaA
35

F7=Backward  F10=VAT  F17=Accept  F18=Refresh  F19=Select  F24=Status
    
```

What to do

Type the information requested and press **Enter**.

Function keys

F7=Backward causes the previous panel to appear.

F10=VAT causes the EEC VAT (European Economic Community Value Added Tax) pop-up window to appear.

F17=Accept allows you to continue with the next record even though the application issues a warning message for an error that you cannot correct now. Eventually, you must correct the error.

F18=Refresh ignores any information you entered and shows you the panel as it originally appeared.

F19=Select ignores any information you entered and shows you the Vendor Master--File Maintenance (Select) panel (AMV771) again. No file updating occurs. This function key does not appear when IFM is installed.

F24=Status causes the Vendor Master--File Maintenance (Status) panel (AMV776) to appear. This function key does not appear when IFM is installed.

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

Vendor. The number and name of the vendor.

MRO. The MRO indicator appears under the vendor number if you entered **Y** in the **MRO** field on panel AMV772. This field appears only if MMS is interfacing.

Year-to-date. If multi-currency support is active, the heading indicates the currency ID and description of the amounts being displayed. If currency ID was changed on the previous panel, the heading here reflects the new currency description and the trading amounts display "converted" to the new currency. If multi-currency support is not active, "Amounts" appears as the heading instead of a currency ID and description on the panel.

Amount: The amount you have paid year-to-date to the vendor. When IFM is installed, this is the amount you have invoiced year-to date.

Discount taken: The amount of discount you have received year-to-date from the vendor. This field does not appear when IFM is installed.

Discount lost: The amount of discount lost year-to-date because of late payment. This field does not appear when IFM is installed.

NEC amount: The amount paid for services furnished by the vendor year-to-date. This field does not appear when IFM is installed.

Last year.

Amount: The amount you paid last year to the vendor. When IFM is installed, this is the amount you invoiced last year.

Discount taken: The amount of discount received from the vendor last year. This field does not appear when IFM is installed.

Discount lost: The amount of discount lost last year because of late payment. This field does not appear when IFM is installed.

NEC amount: The amount paid for services furnished by the vendor last year. This field does not appear when IFM is installed.

To date.

Amount: The total amount to date for this vendor. When IFM is installed, this is the amount invoiced to date.

The following fields appear only if Electronic Commerce (EC) is installed:

Payment method. The method of funds transfer to be used for this vendor. Used on remittance advice.

DFI ID number qualifier. The user-defined code identifying the type of Depository Financial Institution (DFI) associated with this vendor.

DFI ID number. The Depository Financial Institution (DFI) number to be used for this vendor.

Account number qualifier. The user-defined code identifying the type of bank account used in EFT for this vendor.

Account number. The EFT bank account number to be used for this vendor.

AMV774—Vendor Master—File Maintenance (Delete, Suspend, or Reactivate) (Page 1 of 3)

Use this panel to view information that is to be deleted, suspended, or reactivated depending on the action you selected on the Select panel (AMV771). If you decide not to take any action on the record that appears on the panel, use **F19** to return to the Select panel (AMV771).

This panel appears when you enter **D**, **S**, or **R** in the **Action Code** field on the Select panel. It is informational only. You cannot enter or change any fields. When IFM is installed, this panel appears when you use **F16** on the Add/Change panel.

Some of the fields on this panel do not appear when IFM is installed. Function keys **F3** and **F12** appear to return you to Work With Vendors in place of function keys **F19** and **F24** when IFM is installed.

If a note exists for this vendor number, an icon @ appears on the second line in the right corner of this panel.

```

Date **/**/**          Vendor Master -
File Maintenance      ***** AMV774 **

Vendor      *****      MRO *
Name        *****      Address format *
Address 1   *****      Abbreviation *****
Address 2   *****
Address 3   *****
City        *****

State       **      Country ***      Postal code *****
Telephone   *****      Fax number *****
Contact     *****

Require PO accept      *      Send closeout acknowledgement      *
Allow multiple items on a PO      *      Allow multiple ship-to on PO      *
Allow blanket order      *      Print vendor catalog number on PO      *
Print engineering drawing on PO      *

Ship via   *** *****      Our customer no. *****
Terms      *** *****      FOB      *** *****
Currency   *** *****      Last payment   **/**/**
Alt curr   *** *****      Last maintenance **/**/**

F8=Forward      F10=VAT      F15=Notes      F19=Select      F24=Status

```

What to do

Review the information on the panel. Press **Enter** and go to the next panel. All pages of the vendor information appear in Delete mode before the vendor is deleted.

If you do not have security authorization to go to the next panel, a confirmation message to delete, suspend, or reactivate appears on this panel.

Function keys

F8=Forward causes the next panel to appear if you have security authorization.

F10=VAT causes the EEC VAT (European Economic Community Value Added Tax) pop-up window to appear.

F15=Notes allows you to access the Note Tasks function. If a note exists, @ appears in the upper right corner of the panel. For more information on this function, see the *Planning and Installing Infor ERP XA* book.

F19=Select causes the Vendor Master--File Maintenance (Select) panel (AMV771) to appear again. This function key does not appear if IFM is installed.

F24=Status causes the Vendor Master--File Maintenance (Status) panel (AMV776) to appear. This function key does not appear if IFM is installed.

Fields

All fields are informational only. For additional field information, refer to the Vendor Master-File Maintenance (Add/Change) panel (AMV772) (Page 1 of 3).

AMV779—Vendor Master—File Maintenance (Delete, Suspend, or Reactivate) (Page 2 of 3)

Use this panel to continue to view information you might want to delete, suspend, or reactivate.

This panel appears when you use **F8** or press **Enter** with no errors on the Vendor Master—File Maintenance (Delete, Suspend, or Reactivate) panel (AMV724) (Page 1 of 3).

Some of the fields on this panel do not appear when IFM is installed. Function keys **F3** and **F12** appear to return you to Work With Vendors in place of function keys **F19** and **F24** when IFM is installed.

```

Date **/**/**          Vendor Master -
File Maintenance      Delete      AMV779  **
                                                                Page 2 of 3

Vendor *****
*MRO*
Assignee number *****
Tax city *****
Tax county *****
Bank 1 ***** Bank 2 *****
Fed T/P ID ***** NEC (Y/N) *
Tax suffix ***** Tax ID 2 *****
Tax ID 1 ***** Tax ID 2 *****
Landed cost *** Enterprise *****

Shipping profile ***** Planning profile *****

Media Flags      Print  EDI  Fax  Fax number *****
Remittance advice *    *    *    *****
Purchase orders  *    *    *    *****
Purchase order changes * *    *    *****
Quotes          *    *    *    *****
Receiving advice *    *    *    *****
Shipping schedules *  *    *    *****
Planning schedules *  *    *    *****

F7=Backward  F8=Forward  F10=VAT  F19=Select  F24=Status
    
```

What to do

To delete, suspend, or reactivate a record in the Vendor Master file, Press **Enter**. The next panel of Vendor Master information appears. If you decide not to delete, suspend or reactivate, use **F19**.

Function keys

F7=Backward causes the previous panel to appear.

F8=Forward causes the next panel to appear.

F10=VAT causes the EEC VAT (European Economic Community Value Added Tax) pop-up window to appear.

F19=Select causes the Vendor Master—File Maintenance (Select) panel (AMV771) to appear again. This function key does not appear when IFM is installed.

F24=Status causes the Vendor Master—File Maintenance (Status) panel (AMV776) to appear. This function key does not appear when IFM is installed.

Fields

All fields are informational only. For additional field information, refer to the Vendor Master-File Maintenance (Add/Change) panel (AMV778) (Page 2 of 3).

AMV775—Vendor Master—File Maintenance (Delete, Suspend, or Reactivate) (Page 3 of 3)

Use this panel to continue to view information that you may want to delete, suspend, or reactivate. A confirmation message appears since this is the last page of vendor information.

You cannot delete a record if the year-to-date or last year amount fields contain a nonzero amount. You must use file maintenance to zero out any year-to-date or last year field that contains a nonzero amount.

If multi-currency processing is active, amounts appear in trading and local currency.

This panel appears when you use **F8** or press **Enter** on the Vendor Master File Maintenance (Delete, Suspend, or Reactivate) panel (AMV779).

Some of the fields on this panel do not appear when IFM is installed. Function keys **F3** and **F12** appear to return you to Work With Vendors in place of function keys **F19** and **F24** when IFM is installed.

Note: You must have security clearance to use this panel.

```

Date **/**/**                               Vendor Master          Delete   AMV775  **
                                           File Maintenance

Vendor *****
*MRO*
Year-to-date:
Amount          *** *****          *** *****
Discount taken  *,***,***,***,***.**-  *,***,***,***,***.**-
Discount lost   *,***,***,***,***.**-  *,***,***,***,***.**-
NEC amount      *,***,***,***,***.**-  *,***,***,***,***.**-

Last year:
Amount          *,***,***,***,***.**-  *,***,***,***,***.**-
Discount taken  *,***,***,***,***.**-  *,***,***,***,***.**-
Discount lost   *,***,***,***,***.**-  *,***,***,***,***.**-
NEC amount      *,***,***,***,***.**-  *,***,***,***,***.**-

To date:
Amount          *,***,***,***,***.**-  *,***,***,***,***.**-

***** PRESS ENTER TO DELETE VENDOR *****

F7=Backward   F10=VAT       F19=Select    F24=Status

```

What to do

To delete, suspend, or reactivate a record in the Vendor Master file, press **Enter**. If you decide not to delete, suspend or reactivate, use **F19**.

Function keys

F7=Backward causes the previous panel to appear.

F10=VAT causes the EEC VAT (European Economic Community Value Added Tax) pop-up window to appear.

F19=Select causes the Vendor Master - File Maintenance (Select) panel (AMV771) to appear again. This function key does not appear if IFM is installed.

F24=Status causes the Vendor Master--File Maintenance (Status) panel (AMV776) to appear. This function key does not appear if IFM is installed.

Fields

All fields are informational only. For additional field information, refer to the Vendor Master-File Maintenance (Add/Change) panel (AMV773) (Page 3 of 3).

AMV770—Vendor Master—File Maintenance (Copy)

Use this panel to view and change information for a new vendor (target) whose record is being created by copying an existing vendor (source) record. If you decide not to take any action on the record that appears on the panel, use **F19** to return to the Select panel (AMV771).

This panel appears when you enter **X** in the **Action code** field on the Select panel.

```

Date **/**/**          Vendor Master -
File Maintenance      Copy    AMV770  **

Source vendor  *****
Target vendor  aaaaaA6                               Address format  n
Name          aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA35   Abbreviation    aaaaaaaA1
0
Address 1     aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA35
Address 2     aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA35
Address 3     aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA35
City         aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA35

State        A2      Country  aA3      Postal code aaaaaaaaaA10
Telephone    aaaaaaaaaaaaaaaaaA20      Fax number  aaaaaaaaaaaaaaaaaA20
Contact      aaaaaaaaaaaaaaaaaA25
Currency     aA3 *****
Alt currency aA3 *****

Replace vendor in Item Balance      A
Replace vendor in Item Master       A
Replace vendor as assignee vendor   A
Copy performance and statistics     A
Copy vendor/item records            A

F19=Select      F24=Status
    
```

What to do

To copy an existing vendor record to a new vendor record, type the new vendor number in the **Target vendor** field. Then accept the default entries that appear in the other fields, or type over them as needed. When you press **Enter**, the copy action takes place. Use one of the function keys to exit the panel.

Note: When the new vendor number record is used initially, the quote number will be initialized to “000001” and the contract number will be initialized as blanks.

Function keys

F19=Select causes the Vendor Master - File Maintenance (Select) panel (AMV771) to appear again.

F24=Status causes the Vendor Master--File Maintenance (Status) panel (AMV776) to appear.

Fields

With the exception of the Target vendor field, the fields in the top portion of the panel are described in the Vendor Master-File Maintenance (Add/Change) panel (AMV772) (Page 1 of 3).

Target vendor. Type in the number you want to assign to the new vendor record.

Replace vendor in Item Balance. Accept the default of N or type **Y** to replace the vendor number of all item balance records for the copied vendor with the new vendor number.

Replace vendor in Item Master. Accept the default of N or type **Y** to replace the vendor number of all item master A-records for the copied vendor with the new vendor number.

Replace vendor as assignee vendor. Accept the default of N or type **Y** to replace the vendor number of all vendor master records for the copied vendor with the new vendor number.

Copy performance and statistics. Accept the default of N or type **Y** to copy the performance data and business statistics for the copied vendor to the new vendor number.

Copy vendor/item records. Accept the default of N or type **Y** to copy the vendor/item records for the copied vendor to the new vendor number. When the new vendor number is set up, quote number will be initialized to “000001”. This field appears only if Purchasing is installed.

Note: If you choose to copy performance and statistics, and the currency ID of the target vendor is different from the currency ID of the source vendor, the statistics (all amounts) in Vendor Master are converted to the target vendor’s currency. If vendor/item records are being copied and MMS is interfacing, the vendor/item unit price will be converted to the target vendor’s currency.

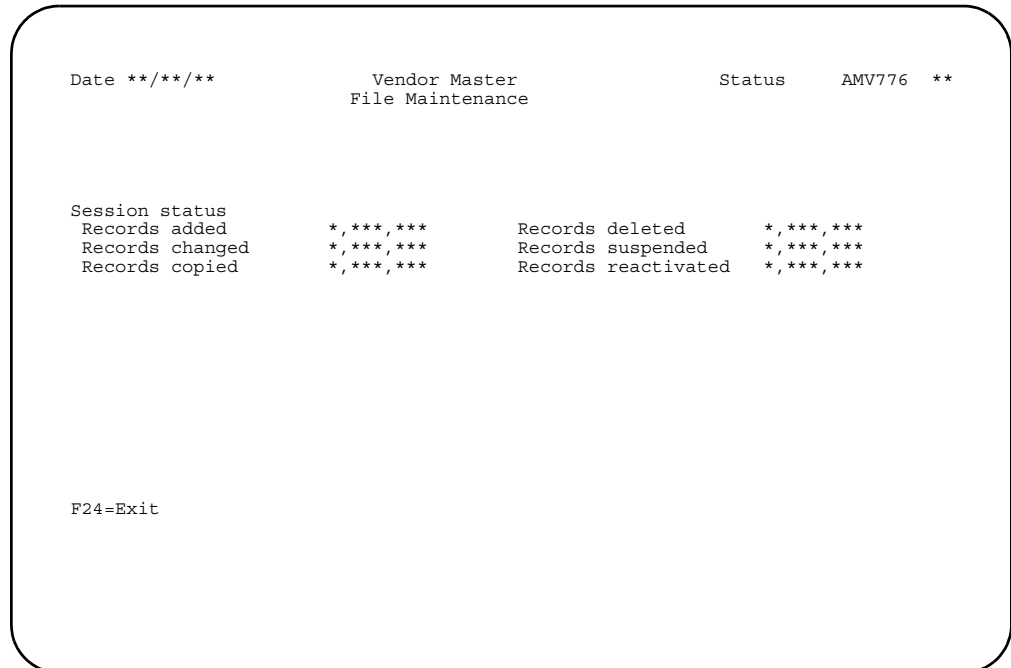
AMV776—Vendor Master—File Maintenance (Status)

Use this panel to see the status of the Vendor Master file maintenance session and to end the job. You cannot enter or change any information on this panel. The Vendor Master—File Maintenance report (AMV77) prints if you chose this option during application tailoring.

This panel appears when you use **F24=Status** on one of the following Vendor Master File Maintenance panels:

- AMV771.** Select
- AMV772.** Add or Change (Page 1 of 3)
- AMV778.** Add or Change (Page 2 of 3)
- AMV773.** Change (Page 3 of 3)
- AMV775.** Delete, Suspend, or Reactive (Page 3 of 3)
- AMV770.** Copy

When IFM is installed, this panel does not appear.



What to do

To return to the previous panel, press **Enter**.

Function keys

F24 EXIT ends the maintenance session and the File Maintenance menu appears again. If indicated during application tailoring, the Vendor Master —File Maintenance report (AMV77) prints.

Fields

Session status. Shows the number of records added, deleted, changed, suspended, reactivated, and copied during this session.

Option 3. Update Open Payables (AMAM70)

When you use this option you can change information only in the Open Payables file. You cannot add or delete Open Payables file records using File Maintenance.

There are two ways to update the Open Payables file with changes:

- Enter file maintenance transactions as they occur.
- Accumulate transactions into manageable batches.

If, during installation of the Accounts Payable application, you selected the option which provides file maintenance reports, a report is printed. The report shows each file maintenance transaction entered. It is strongly recommended that you request and retain these reports since they provide an audit trail of file maintenance transactions. Otherwise, in order to have a record of all changes made to the Open Payables file, you will need to request and keep an open payables report each time file maintenance is performed.

Note: If you need to change fields other than those allowed in this procedure, you must use the change/delete function to make changes to the invoice, then process and post the invoice again.

What information you need:.

- Company number if you have more than one company
- Vendor number
- Payment Selection number of the invoice from Purchase Invoice Journal report AMV13 or any of the Open Payables listings.

What report is printed:. Open Payables File Maintenance report (AMA8A)

What form you need:. AP-22

AMA8A1—Open Payables—File Maintenance (Select)

Use this display to choose the record you want to change in the Open Payables file. This is the first display to appear when you are changing information in the Open Payables file.

This display appears when you choose option 3 (Update Open Payables) on the File Maintenance menu (AMAM70).

```
DATE **/**/
**          OPEN PAYABLES          SELECT      AMA8A1  **
           FILE MAINTENANCE

COMPANY NUMBER  nn  VENDOR NUMBER  aaaaA6  PAYMENT SELECTION NO.  nnnnn

F24 DISPLAY STATUS
```

What to do

Type the information requested to select the record you want to change in the Open Payables file, and press **Enter**.

Function keys

F24 DISPLAY STATUS causes the Open Payables–File Maintenance (Status) display (AMA8A4) to appear.

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

COMPANY NUMBER. This field is required if it appears on the display. Type in the number (1 through 89) for the company that received the invoice. This field appears only if multiple companies were indicated during application tailoring.

PAYMENT SELECTION NO. (Payment selection number). This is a required field. Type in the payment selection number of the invoice as shown on the Purchase Invoice Journal (AMV13). This number was assigned by the application during posting.

AMA8A2—Open Payables–File Maintenance (Change)

Use this display to change a record in the Open Payables file.

Note: You cannot delete Open Payables file records using File Maintenance.

This display appears when you press **Enter** with no errors on the Open Payables–File Maintenance (Select) display (AMA8A1).

```

DATE **/**/**                OPEN PAYABLES                CHANGE    AMA8A2  **
                              FILE MAINTENANCE

COMPANY NUMBER  **  VENDOR NUMBER  *****  PAYMENT SELECTION NO.  *****

ASSIGNEE NO.   aaaaA6                ** CREDIT MEMO **
INVOICE NO.    aaaaaaaA10           DESCRIPTION  aaaaaaaaaaaaaaaaaA20
INVOICE DATE   nnnnnn                DUE DATE    nnnnnn

MISCELLANEOUS VENDOR NAME           aaaaaaaaaaaaaaaaaA25
ADDRESS LINE 1  aaaaaaaaaaaaaaaaaA25
ADDRESS LINE 2  aaaaaaaaaaaaaaaaaA25
CITY            aaaaaaaaaaaaaaaaaA25
STATE           A2      ZIP CODE aaaaaaaA10
COUNTRY        aA3

F18 REFRESH SCREEN
F19 RETURN TO SELECT
F24 DISPLAY STATUS
    
```

What to do

Type the information requested to change a record in the Open Payables file, and press **Enter**.

Function keys

F18 REFRESH SCREEN ignores any information you typed in and shows you the display as it originally appeared.

F19 RETURN TO SELECT ignores any information you typed in and shows you the Open Payables–File Maintenance (Select) display (AMA8A1) again. No file updating occurs.

F24 DISPLAY STATUS causes the Open Payables–File Maintenance (Status) display (AMA8A4) to appear.

Fields

COMPANY NUMBER. The number of the company from whom the invoice was received.

VENDOR NUMBER. The number of the vendor who sent the invoice.

PAYMENT SELECTION NO. (Payment selection number). The payment selection number of the invoice as shown on the Purchase Invoice Journal (AMV13).

ASSIGNEE NO. (Assignee number). The number of an assignee if the invoice is to be paid to someone other than the original vendor. This number was typed in during transaction processing. Type the primary vendor number to delete the assignee vendor number.

INVOICE NO. (Invoice number). The number of the invoice the vendor sent to your business.

DESCRIPTION. The description that appears on the invoice.

INVOICE DATE. The date that appears on the invoice.

DUE DATE. The date by which you must pay the invoice in order to receive a discount.

MISCELLANEOUS VENDOR NAME. This is a required field if it appears on the display AMA8A2. The associated address fields appear only for a miscellaneous vendor and can only be changed if the vendor number is 000000.

Note: If you change this information and a name/address record does not exist in the Open Payables file, a record will be created.

ADDRESS LINE 1

ADDRESS LINE 2. The address information for the vendor.

CITY. The vendor's city.

STATE. The vendor's state.

ZIP CODE. The vendor's postal code.

COUNTRY. The vendor's country.

AMA8A4—Open Payables—File Maintenance (Status)

Use this display to review the status of the Open Payables file maintenance session and to end the session. The Open Payables File Maintenance report (AMA8A) is printed if you chose this option during application tailoring.

Note: You cannot enter or change any fields on this display.

```
DATE **/**/**          OPEN PAYABLES          STATUS    AMA8A4  **
                        FILE MAINTENANCE

SESSION STATUS
RECORDS ADDED          *****
RECORDS CHANGED        *****

                                F24 END OF JOB
```

What to do

To return to the previous display, press **Enter** or use the function key on the display.

Note: The Open Payables File Maintenance report (AMA8A) is printed if you chose this option during application tailoring.

Function keys

F24 END OF JOB ends the session and prints the Open Payables File Maintenance report (AMA8A) if you chose this option during application tailoring. The File Maintenance menu (AMAM70) appears again.

Fields

SESSION STATUS.

RECORDS ADDED: The number of Open Payables name/address records added during this session.

RECORDS CHANGED: The number of records changed during this session.

Option 4. Update Landed Cost Master (AMAM70)

When you choose this option, you can add, change, or delete landed cost codes in the file. You can change up to five landed cost adders. For each adder maintained, enter the description, percent, and the GL account numbers used as the charge and offset accounts. To delete a landed cost code and its associated information, press **Enter**.

If you selected the application tailoring option to provide file maintenance reports, a report is printed each time you perform Landed Cost file maintenance. This report

shows each file maintenance transaction entered. It is strongly recommended that you retain these reports for an audit trail of file maintenance transactions.

Taking advantage of the automatic report feature during application tailoring is the easiest method of assuring that a record of all maintenance to the file is available.

What information you need:. Landed cost code and the action code

What report is printed:. Landed Cost Master File Maintenance report (AMV08)

What forms you need:. AP-23

AMV081—Landed Cost Master—File Maintenance (Select)

Use this display to select the Landed Cost file record you want to add, change, or delete and to indicate the type of action you want to perform.

This display appears when you choose option 4 on the Accounts Payable File Maintenance menu (AMAM70) or option 10 on the Purchasing File Maintenance menu (AM6M60).

```
DATE **/**/**          LANDED COST MASTER          SELECT    AMV081  **
                        FILE MAINTENANCE

                        LANDED COST CODE:      aA3
                        ACTION CODE <A/C/D>:    A

LAST UPDATED LANDED COST CODE      ***

                        F24 DISPLAY STATUS
```

What to do

To add, change, or delete a Landed Cost file record, type in the Landed Cost code. Then type the appropriate code (**A/C/D**) in the **ACTION CODE** field and press **Enter**. Go to display AMV082.

Function keys

F24 DISPLAY STATUS causes the Landed Cost Master—File Maintenance (Status) display (AMV084) to appear.

Fields

LANDED COST CODE. This is a required field if you are adding a record. Type in the code that identifies accrued import taxes not on the invoice. If you are changing or deleting, the code you type in must reference a record in the Landed Cost Master file.

ACTION CODE <A/C/D>. This is a required field. Type in one of the following:

- A. Add a record
- C. Change a record
- D. Delete a record

LAST UPDATED LANDED COST CODE. The last code you maintained appears on the display for informational purposes.

AMV082—Landed Cost Master—File Maintenance (Add/Change)

Use this display to describe records added or changed in the Landed Cost Master file. The Landed Cost code you are adding or maintaining appears in the header. You can add or change up to five landed cost adders on this display.

This display appears when you enter either **A** or **C** in the **ACTION CODE** field on the Landed Cost Master—File Maintenance (Select) display (AMV081).

DATE **/**/**	LANDED COST MASTER FILE MAINTENANCE	*****	AMV082 **
LANDED COST CODE ***			
DESCRIPTION	PERCENT	CHARGE ACCOUNT	OFFSET ACCOUNT
aaaaaaaaaaaaA15	nnn.nnn	aaaaaaaaaaaaA15	aaaaaaaaaaaaA15
aaaaaaaaaaaaA15	nnn.nnn	aaaaaaaaaaaaA15	aaaaaaaaaaaaA15
aaaaaaaaaaaaA15	nnn.nnn	aaaaaaaaaaaaA15	aaaaaaaaaaaaA15
aaaaaaaaaaaaA15	nnn.nnn	aaaaaaaaaaaaA15	aaaaaaaaaaaaA15
aaaaaaaaaaaaA15	nnn.nnn	aaaaaaaaaaaaA15	aaaaaaaaaaaaA15
DATE LAST MAINTAINED **/**/**			
F18 REFRESH SCREEN F19 RETURN TO SELECT F24 DISPLAY STATUS			

What to do

To add or change information, type in the description, percents, and the GL account numbers to be used as the charge account and the offset account and press **Enter**. The Landed Cost Master File Maintenance report prints if you requested maintenance reports during application tailoring.

Function keys

F18 REFRESH SCREEN ignores any information you typed in and shows you the display as it originally appeared.

F19 RETURN TO SELECT ignores any information you typed in and shows you the Landed Cost Master–File Maintenance (Select) display (AMV081) again. No file updating occurs.

F24 DISPLAY STATUS causes the Landed Cost Master–File Maintenance (Status) display (AMV084) to appear. No updating occurs.

Fields

LANDED COST CODE. The landed cost code you typed on the Landed Cost Master–File Maintenance (Select) display (AMV081).

DESCRIPTION. This is a required field. Type in the description for each adder you want to add or change.

PERCENT. This is a required field. Type in the percent that applies to each adder for the landed cost. A negative percent is allowed if applicable.

CHARGE ACCOUNT. Type in the account used to record the landed cost accrual for each adder. The number you type in must exist in the General Ledger Master file if you have one.

OFFSET ACCOUNT. Type in the account used to offset the charge account for each adder. The number you type in must exist in the General Ledger Master file if you have one.

DATE LAST MAINTAINED. This field shows the date the Landed Cost Master file was last maintained.

AMV083—Landed Cost Master–File Maintenance (Delete)

Use this display to view information you selected for deletion in the Landed Cost Master file. The display shows the records you selected to be deleted as well as the last date the record was maintained. Verify this is the record you want to delete and press **Enter** to confirm the deletion. You cannot enter or change any information on this display.

This display appears when you enter D in the **ACTION CODE** field on the Landed Cost Master–File Maintenance (Select) display (AMV081).


```
DATE **/**/**                LANDED COST MASTER        DELETE    AMV083  **
                               FILE MAINTENANCE

LANDED COST CODE    ***

DESCRIPTION          PERCENT  CHARGE ACCOUNT      OFFSET ACCOUNT
*****
*****              ***_***  *****
*****              ***_***  *****
*****              ***_***  *****
*****              ***_***  *****
*****              ***_***  *****
*****              ***_***  *****

DATE LAST MAINTAINED  **/**/**

PRESS ENTER TO DELETE

                                F19 RETURN TO SELECT
                                F24 DISPLAY STATUS
```

What to do

To delete the record, verify the records to make sure that this is the record you want to delete. Press **Enter** and go to display AMV081.

Function keys

F19 RETURN TO SELECT causes the Landed Cost Master–File Maintenance (Select) display (AMV081) to appear. No file updating occurs.

F24 DISPLAY STATUS causes the Landed Cost Master–File Maintenance (Status) display (AMV084) to appear. No file updating occurs.

Fields

LANDED COST CODE. The landed cost code you typed on the Landed Cost Master–File Maintenance (Select) display (AMV081).

DESCRIPTION. The description for each adder you want to delete.

PERCENT. The percent that applies to each adder for the landed cost. A negative percent is allowed if applicable.

CHARGE ACCOUNT. The account used to record the landed cost accrual for each adder.

OFFSET ACCOUNT. The account used to offset the charge account for each adder.

DATE LAST MAINTAINED. The date the Landed Cost file was last maintained.

AMV084—Landed Cost Master—File Maintenance (Status)

Use this display to see the number of records that were added, changed, or deleted during this file maintenance session. You cannot enter or change any information on this display.

This display appears when you use **F24 DISPLAY STATUS** on one of the following displays:

- Landed Cost Master—File Maintenance (Select) (AMV081)
- Landed Cost Master—File Maintenance (Add/Change) (AMV082)
- Landed Cost Master—File Maintenance (Delete) (AMV083)

```
DATE **/**/**          LANDED COST MASTER      STATUS  AMV084  **
                        FILE MAINTENANCE

SESSION STATUS

RECORDS ADDED   * , * , * , *
RECORDS CHANGED * , * , * , *           RECORDS DELETED * , * , * , *

                                F24 END OF JOB
```

What to do

- To return to the previous display, press **Enter**.
- To end the session, use **F24**. The Landed Cost Master File Maintenance Report is scheduled for printing. The menu appears.

Function keys

F24 END OF JOB ends processing and returns you to the File Maintenance menu. The Landed Cost Master—File Maintenance report (AMV08) prints if you requested it during application tailoring.

Fields

SESSION STATUS.

RECORDS ADDED: The number of records added during this session.

RECORDS DELETED: The number of records deleted during this session.

RECORDS CHANGED: The number of records changed during this session.

Option 5. Update Bank Account Master (AMAM70)

When you use this option, you can specify the bank account you want to add, change, or delete.

What information you need:. The company, bank account and action code you want to work with.

What report is printed:. Bank Account Master File Maintenance report (AMA7D).

What forms you need:. AP-24.

AMA7D1—Bank Account Master—File Maintenance (Select)

Use this display to specify which bank account you want to add, change, or delete. You must have a payment method 1 in the Bank Account Master file before you can add another payment method for that bank account. You cannot delete payment method 1 for a bank account if other payment methods for that account exist in the file. If other payment methods do not exist for that bank account, you can delete payment method 1, regardless of the balance. The display shows the last bank account you updated.

This display appears when you choose option 5 (Update Bank Account Master) on the File Maintenance menu (AMAM70).

```

DATE **/**/**                BANK ACCOUNT MASTER      SELECT   AMA7D1  **
                               FILE MAINTENANCE

                               COMPANY          nn
                               BANK ACCOUNT      aA3
                               PAYMENT METHOD    A
                               ACTION CODE <A/C/D>:  A

LAST UPDATED BANK ACCOUNT    aA3

                               F24 DISPLAY STATUS

```

What to do

- To add, change, or delete a bank account, type in the information requested, type the appropriate action in the **Action Code** field and go to display AMA7D2.

Function keys

F24 DISPLAY STATUS causes the Bank Account Master—File Maintenance (Status) display (AMA7D4) to appear.

Fields

COMPANY. This field is required if it appears on the display. This field appears if you indicated multiple companies during application tailoring. Type in the company number.

BANK ACCOUNT. This is a required field. Type in the bank account you want to add, change, or delete.

PAYMENT METHOD. Type in the payment method associated with the bank account you want to add, change, or delete. The default is 1. The number you type in must reference a record in the Bank Account Master file.

ACTION CODE <A/C/D>. This is a required field. Type in one of the following:

- A . Add a record
- C . Change a record
- D . Delete a record

LAST UPDATED BANK ACCOUNT. This field shows the bank account number that was maintained last.

AMA7D2—Bank Account Master—File Maintenance (Add / Change / Delete)

Use this display to add, change, or delete records in the Bank Account file. The company, bank account, and payment method you typed on the Select display (AMA7D1) appears in the header on the display.

This display appears when you type either **A**, **C**, or **D** in the **ACTION CODE** field on the Bank Account Master—File Maintenance (Select) display (AMA7D1).

DATE **/**/**	BANK ACCOUNT MASTER FILE MAINTENANCE	*****	AMA7D2	**
COMPANY **	BANK ACCOUNT ***	PAYMENT METHOD *		
DESCRIPTION		aaaaaaaaaaaaaaaaaaaaA25		
CURRENCY		aA3 aaaaaaaaaaaaaA15		
CASH IN BANK ACCOUNT		aaaaaaaaaaaaA15		
BANK CHARGES ACCOUNT		aaaaaaaaaaaaA15		
CHECK SEQUENCE	N	CHECK CONSOLIDATION <Y/N>		A
1 = PAYEE NUMBER		LIST VENDORS <Y/N>		A
2 = PAYEE NAME				
ELECTRONIC FUNDS <Y/N>	N			
AP CHECKS <Y/N>	A	REMITTANCE ADVICE <Y/N>		A
AP CHECK FILE <Y/N>	A	REMITTANCE ADVICE FILE <Y/N>		A
AP CHECK FORM NAME	aaaaaaaaA10	REMITTANCE ADVICE FORM NAME		aaaaaaaa10
BEGINNING CHECK NUMBER		nnnnnn		
BANK BALANCE		nnnnnnnnnnnn		
BANK BALANCE - LOCAL CURRENCY		nnnnnnnnnnnn		
DATE LAST MAINTAINED	**/**/**			
		F18 REFRESH SCREEN		
		F19 RETURN TO SELECT		
		F24 DISPLAY STATUS		

What to do

Type in the information for the action code that you selected and press **Enter**.

Function keys

F18 REFRESH SCREEN ignores any information you typed in and shows you the display as it originally appeared.

F19 RETURN TO SELECT ignores any information you typed in and causes the Bank Account Master–File Maintenance (Select) display (AMA7D1) to appear. No file updating occurs.

F24 DISPLAY STATUS causes the Bank Account Master–File Maintenance (Status) display (AMA7D5) to appear. No file updating occurs.

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

COMPANY. The company number you typed on the Bank Account File Maintenance (Select) display (AMA7D1).

BANK ACCOUNT. The bank account number you typed on the Bank Account File Maintenance (Select) display (AMA7D1).

PAYMENT METHOD. The payment method you typed on the Bank Account File Maintenance (Select) display (AMA7D1).

DESCRIPTION. Type in a description if you are adding a bank account, or type in any changes you want to make to the description for an existing bank account record.

CURRENCY [?]. This field appears if multi-currency support is active. It can only be changed if the PAYMENT METHOD is 1. You cannot delete it or change it to another currency ID family.

CASH IN BANK ACCOUNT [?]. Type in a valid cash account number that exists in the General Ledger Master (GELMAS) file.

BANK CHARGES ACCOUNT [?]. Type in a valid bank charges account number that exists in the General Ledger Master (GELMAS) file.

CHECK SEQUENCE. This is a required field. The default is 1. Press **Enter** to print checks in payee number sequence. Type in **2** to print the checks in payee name sequence.

CHECK CONSOLIDATION <Y/N>. This is a required field. The default is N. Press **Enter** to print separate checks for each change of vendor within an assignee. Type in **Y** to print checks consolidated by assignee.

LIST VENDORS <Y/N>. This is a required field. Type in **Y** to print all vendor names on the check stub. Type in **N** to print only the assignee name on the check stub. This field can only be Y when **CHECK CONSOLIDATION** is Y. The default is N.

ELECTRONIC FUNDS. The default is N. Type in **Y** if this bank account/payment method is an electronic fund. When you type **Y**, display **AMA7D3** appears so you can enter additional transfer (EFT) information.

AP CHECKS <Y/N>. The default is N. Type in **Y** if the payment method for the bank account being added or changed is a printed check. **Y** allows checks to be printed for this bank account and payment method.

REMITTANCE ADVICE <Y/N>. The default is N. Type in **Y** if the payment method for the bank account being added or changed includes printed remittance advices.

Note: If you responded **Y** in the **AP CHECKS** field, you must respond **Y** in the **REMITTANCE ADVICE** field.

AP CHECK FILE <Y/N>. The default is N. Accept the default or type in **Y** if you want a record for each payment created in the Check Interface (CHECKF) file.

REMITTANCE ADVICE FILE <Y/N>. The default is N. Accept the default or type in **Y** if you want records created in the Remittance Advice Interface (REMITF)file.

AP CHECK FORM NAME. This is a required field if you responded **Y** to **AP CHECKS**. This form name is used by the system to identify the preprinted check form. Special characters are not allowed.

REMITTANCE ADVICE FORM NAME. This field is required if you responded **Y** to **REMITTANCE ADVICE**. This form name is used by the system to identify the preprinted remittance advice form.

BEGINNING CHECK NUMBER. This field is required if you are adding a record. Type in the first preprinted check number for the bank account you entered. The field is updated when you choose the Print Checks option on the Cash Disbursements Processing menu (AMAM20).

BANK BALANCE. This field is required if you are adding a record. The field appears only if you entered **1** in the **PAYMENT METHOD** field on the Select display (AMA7D1). The bank balance is updated by the Print Checks, Enter Manual Payments, and Enter Payment Reversals menu options on the Cash Disbursements Processing menu (AMAM20) and the Bank Reconciliation menu option on the Main Menu (AMAM00).

BANK BALANCE – LOCAL CURRENCY. This field appears only if you indicated multi-currency support during application tailoring. If this field is left blank, the system uses the Currency Conversion Routine to calculate the amount.

DATE LAST MAINTAINED. The date of the last bank account file maintenance session.

AMA7D3—Bank Account Master–File Maintenance (Change)

Use this display to enter information regarding electronic fund transfers. This display appears when you type **Y** in the **EFT<Y/N>** field on the Bank Account Master - File Maintenance (Add/Change/Delete) display (AMA7D2).

```
Date **/**/**          Bank Account Master      Change   AMA7D3  **
                        File Maintenance

Company **      Bank Account  ***      Payment Method  *

EFT (Payer)
Payment Method Code          aA3
Payment Format Code          aA3
DFI ID Number Qualifier      A2
DFI Identification Number    aaaaaaaaaA12
Orig Company ID Number       aaaaaaaA10
Orig Company Supp Code       aaaaaaaA9
Account Number Qualifier     aA3
Account Number               aaaaaaaaaaaaaaaaaaaaaaaaaaaaaA35

F18 REFRESH SCREEN
F19 RETURN TO SELECT
F24 DISPLAY STATUS
```

What to do

Type in the information and press **Enter**.

Function keys

F18 REFRESH SCREEN ignores any information you typed in and shows you the display as it originally appeared.

F19 RETURN TO SELECT ignores any information you typed in and shows you the Bank Account Master - File Maintenance (Select) display (AMA7D1) again. No file updating occurs.

F24 DISPLAY STATUS causes the Bank Account Master–File Maintenance (Status) display (AMA7D5) to appear.

Fields

PAYMENT METHOD CODE. This field contains the code to designate the actual funds transfer method.

PAYMENT FORMAT CODE. Code identifying the payment format to be used.

CCD - Cash Concentration/Disbursement

DFI ID NUMBER QUALIFIER (Depository Financial Institution identification number qualifier). This field contains the code identifying the type of identification number of the Depository Financial Institution (DFI).

- 01 - ABA transit routing number including check digits (9 digits)
- 02 - Swift identification (8 or 11 characters)
- 03 - CHIPS (3 or 4 digits)
- 04 - Canadian Bank Branch and institution number

- ZZ - Mutually defined

DFI IDENTIFICATION NUMBER (Depository Financial Institution identification number). Unique Depository Financial Institution identification number.

ORIG COMPANY ID NUMBER (Originating company identification number). A unique identifier designating the company initiating the funds transfer instructions. The first character is a 1-digit ANSI identification code designation (ICD) followed by the 9-digit identification number.

- EIN - IRS employer identification number (1)
- DUNS - Data universal numbering system (3)
- User assigned (9)

ORIG COMPANY SUPP CODE (Originating company supplemental code). Code defined between the originating company and the Originating Depository Financial Institution (ODFI) that uniquely identifies the company initiating the transfer instruction.

ACCOUNT NUMBER QUALIFIER. Code indicating type of bank account.

- 01 - Time Deposit
- DA - Demand Deposit
- SG - Savings
- ZZ - Mutually Defined

ACCOUNT NUMBER. Payer's bank account number.

AMA7D4—Bank Account Master—File Maintenance (Change)

Use this display to enter company information regarding electronic fund transfers. This display appears when you type **Y** in the **EFT <Y/N>** field on the Bank Account Master - File Maintenance (Add/Change/Delete) display (AMA7D2). This is the second EFT display.

Date **/**/**	Bank Account Master File Maintenance	Change	AMA7D4 **
Company **	Bank Account ***	Payment Method *	
Address Information		Address Format	n
Company	aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA35		
Address 1	aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA35		
Address 2	aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA35		
Address 3	aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA35		
City	aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA30		
State	A2 Country aA3	Postal Code	aaaaaaaA9
Telephone	aaaaaaaaaaaaaaaaaaaaaaaaA21		
Contact	aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA35		

F18 REFRESH SCREEN
F19 RETURN TO SELECT
F24 DISPLAY STATUS

What to do

Type in the information and press **Enter**.

Function keys

F18 REFRESH SCREEN ignores any information you typed in and shows you the display as it originally appeared.

F19 RETURN TO SELECT ignores any information you typed in and shows you the Bank Account Master - File Maintenance (Select) display (AMA7D1) again. No file updating occurs.

F24 DISPLAY STATUS causes the Bank Account Master – File Maintenance (Status) display (AMA7D5) to appear.

Fields

COMPANY. Enter the company's name information for EFT remittance advice transfer to vendors.

ADDRESS FORMAT. A code that determines how name and address are presented on panels and documents. With the three format types (0, 1, 2), you get a maximum of six lines of name and address information. The default code is 0 (US style).

On panels, Address formats 0 (US style) and 1 (International style) appear as Name; Address lines 1-3; City, which becomes Address line 4; and State, Country, and Postal Code, which become Address line 5. For Address format 2 (free or free-form), you see Name and Address lines 1-5.

When using Address format 2 (Free), you still see the State, Country, and Postal Code fields on the panel; however, they are for information only. These fields are not included in the formatting routine for addressing documents. You need to add that information as part of Address lines 1-5. You can enter the State, Country, and Postal Code fields separately if you have user defined queries or reports that need to recognize the fields.

The formatted results for Address formats 0 and 1 are shown in the following table. When an address is used on a document, it gets formatted in a particular way, depending on the Address format. The formatted results that would appear on a document (for example, a purchase order) are shown in the following table. Format 2 (Free) is not shown; it prints the formatted results exactly the way you entered it.

Table 9-2. US and International address formats

Format 0 = US	Format 1 =International
Name	Name
Address 1	Address 1
Address 2	Address 2
Address 3	Address 3
City State Postal	Country Postal City
Country	State

The format description of US for 0, International for 1, and Free for 2 appears beside the format type.

These values for Address format flag are used only by the AP and Purchasing applications. You can change from format 0 to 1, to 2, and back again. The panel adjusts the address fields based on format type.

Note: COM and IFM use the values of 1, 2, and 3, instead of 0, 1, and 2, in the Address format field.

ADDRESS 1, 2, and 3. Enter the company's address information for EFT remittance advice transfer to vendors. If you are using Address format 2, City is replaced with Address line 4, and Address line 5 appears.

CITY. Type the name of the city where the company is located. If you are using Address format 2, this field appears as Address 4 so you can use a free format.

STATE. Type the 2-character abbreviation of the state where the company is located. This must be a valid state code as defined through VAT Tables Maintenance, menu AMZMBA. When using Address format 2, this field is information only, as it should also be typed on one of the Address lines to be included in the formatted address.

COUNTRY. Type the 3-character abbreviation of the name of the country where the vendor is located. This must be a valid country code as defined through VAT Tables Maintenance, menu AMZMBA. When using Address format 2, this field is information only, as it should also be typed on one of the Address lines to be included in the formatted address.

POSTAL CODE. Type the designated code assigned by the postal authorities for the company's address. When using Address format 2, this field is information only, as it should also be typed on one of the address lines to be included in the formatted address.

TELEPHONE. Enter the A/P contact phone number for sending of EFT remittance advice to vendors.

CONTACT. Enter the A/P contact name for sending of EFT remittance advice to vendors.

AMA7D5—Bank Account Master—File Maintenance (Status)

Use this display to see the number of records added, changed, or deleted during this file maintenance session. You cannot enter or change any information on this display.

```
DATE **/**/**                BANK ACCOUNT MASTER    STATUS    AMA7D5  **
                             FILE MAINTENANCE

SESSION STATUS

RECORDS ADDED    *,***,***    RECORDS DELETED    *,***,***
RECORDS CHANGED *,***,***
```

F24 END OF JOB

What to do

View the number of records you added, changed, or deleted in the current file maintenance session.

Function keys

F24 END OF JOB ends the session and causes the File Maintenance menu (AMAM70) to appear. The Bank Account Master File Maintenance report (AMA7D) is printed if you requested maintenance reports during application tailoring.

Fields

SESSION STATUS.

RECORDS ADDED: The number of records added during this session.

RECORDS DELETED: The number of records deleted during this session.

RECORDS CHANGED: The number of records changed during this session.

Chapter 10. File Listings

If you choose option 8 from the Main Menu (AMAM00), the File Listings menu (AMAM80) appears. Options 1, 3, and 4 do not require any additional information, so there are no displays for these options.

Option 1. General Ledger Chart of Accounts–All Accounts (AMAM80)	10-2
Option 2. General Ledger Chart of Accounts–Within Limits (AMAM80).....	10-2
Option 3. Vendor Names and Addresses (AMAM80).....	10-4
Option 4. Vendor Master– All Vendors (AMAM80).....	10-4
Option 5. Vendor Master File–Within Limits (AMAM80)	10-4
Option 6. Landed Cost Master (AMAM80)	10-5
Option 7. Bank Account Master (AMAM80).....	10-7

```

AMAM80                      Accounting Management Accounts Payable          *****
                               File Listings

Type option or command; press Enter.

1. General Ledger Chart of Accounts - All Accounts
2. General Ledger Chart of Accounts - Within Limits
3. Vendor Names and Addresses
4. Vendor Master - All Vendors
5. Vendor Master - Within Limits
6. Landed Cost Master
7. Bank Account Master

==> _____

F3=Exit      F4=Prompt    F9=Retrieve   F10=Actions
F11=Job status  F12=Return   F22=Messages
    
```

Option 38. General Ledger Chart of Accounts–All Accounts. Use this option to list all accounts in the General Ledger Master file. The General Ledger Chart of Accounts – All Accounts (AMV03) prints.

Option 39. General Ledger Chart of Accounts–Within Limits. Use this option to list, within limits, accounts in the General Ledger Master file. The General Ledger Chart of Accounts – Specific Accounts (AMV03) prints.

Option 40. Vendor Names and Addresses. Use this option to list vendor names and addresses from the Vendor Master file. The Vendor Master Names and Addresses report (AMV76) prints.

Option 41. Vendor Master–All Vendors. Use this option to list vendor names and statistics for all vendors from the Vendor Master file. The Vendor Master File Year-End Listing – All Vendors (AMA601) prints.

Option 42. Vendor Master–Within Limits. Use this option to list, within limits, vendor names and statistics from the Vendor Master file. The Vendor Master File Year-End Listing – Specific Vendors (AMA601) prints. The Landed Cost Master File Listing (AMV0A) prints.

Option 43. Landed Cost Master. Use this option to list all records or a range of records in the Landed Cost Master file. The Landed Cost Master File Listing (AMV0A) prints.

Option 44. Bank Account Master. Use this option to list all records or a range of records in the Bank Account Master file. The Bank Account Master File Listing (AMA8J) prints.

Option 1. General Ledger Chart of Accounts—All Accounts (AMAM80)

When you choose this option, the General Ledger Chart of Accounts prints for selected accounts within a selected company. It does not print any monetary information. Monetary information in the General Ledger Master file can only be printed by the General Ledger application, if it is installed and interfacing. Depending on your choice, the listing will contain only the specific accounts for the company you selected or it will contain all accounts for the company you selected.

What information you need:. The range of account numbers you want to print.

What reports are printed:. General Ledger Chart of Accounts (AMV03).

What forms you need:. None.

No display appears.

Option 2. General Ledger Chart of Accounts—Within Limits (AMAM80)

What information you need:. The company number and beginning and ending account number of the range of accounts you want to print.

What report is printed:. General Ledger Chart of Accounts (AMV03)

What forms you need:. None.

Display AMV021 appears so you can specify limits.

AMV021—Chart of Accounts (Options)

Use this display to specify limits for the General Ledger Chart of Accounts.

This display appears if you select the appropriate option in Accounts Payable, Accounts Receivable, General Ledger, Inventory Management, Payroll, and Purchasing. You can print a partial listing if you specify account types and account numbers to include in the listing for the company selected.

```
DATE **/**/
**                                OPTIONS    AMV021  **
                                CHART OF ACCOUNTS

ENTER Y FOR EACH GL ACCOUNT TYPE NEEDED:

CURRENT ACCOUNTS    A
BUDGET ACCOUNTS    A
LAST YEAR ACCOUNTS  A

COMPANY NUMBER      nn

FROM ACCOUNT        aaaaaaaaaaaaA15
TO ACCOUNT          aaaaaaaaaaaaA15

OR LEAVE BLANK FOR ALL ACCOUNTS

                                F24 CANCEL THE JOB
```

What to do

- To print the General Ledger Chart of Accounts report, type in the information requested and press **Enter**. The system schedules the report for printing. The previous menu appears. Select another option or return to the Main Menu.
- To cancel the session, use **F24**. You return to the Main Menu.

Function keys

F24 CANCEL THE JOB causes the previous menu to appear again. No processing occurs and no listing is printed.

Fields

CURRENT ACCOUNTS

BUDGET ACCOUNTS

LAST YEAR ACCOUNTS. These fields are required. Type in **Y** for each account type for which you want a report. Type in **N** if you do not want a report for that account type.

COMPANY NUMBER. This field appears only if you specified multiple companies during application tailoring. This field is required. If this field appears, type in the company number.

FROM ACCOUNT. Type in the first general ledger account number to appear on the report. The number must be equal to or less than the **TO ACCOUNT** number.

TO ACCOUNT. Type in the last general ledger account number to appear on the report. To print information for only one account, enter the same number that is entered for **FROM ACCOUNT**.

Option 3. Vendor Names and Addresses (AMAM80)

When you choose this option, the names, addresses and telephone numbers of the vendors in your Vendor Master file are printed. No monetary information is printed on this list.

What information you need:. The range of account numbers you want to print.

What report is printed:. Vendor Master Names and Addresses (AMV76)

What forms you need:. None.

No display appears.

Option 4. Vendor Master– All Vendors (AMAM80)

When you choose this option, all the information stored in the Vendor Master file, including monetary information for all vendors, is printed. If multi-currency support is active, vendor amounts are shown in both trading and local currencies.

What information you need:. The range of account numbers you want to print.

What report is printed:. Vendor Master File Year-End Listing – All Vendors (AMA601).

What forms you need:. None.

No display appears.

Option 5. Vendor Master File–Within Limits (AMAM80)

When you choose this option, you can limit your selection criteria by entering a beginning and ending vendor number. All the information contained in the Vendor Master file for the vendors you selected is printed.

What information you need:. The range of vendor numbers you want to print.

What report is printed:. Vendor Master File Listing (AMV79)

What forms you need:. None.

AMA781—Vendor Master File Listing (Options)

Use this display to specify the range of vendor numbers you want to appear on the Vendor Master File Year-End Listing (AMA601).

This display appears when you choose option 5 (Vendor Master – Within Limits) on the File Listings menu (AMAM80).

```
DATE **/**/**          VENDOR MASTER FILE LISTING          OPTIONS   AMA781  **  
  
BEGINNING VENDOR NUMBER  aaaaA6  
ENDING VENDOR NUMBER     aaaaA6  
  
F24 CANCEL THE JOB
```

What to do

To print the report, type in the information requested and press **Enter**.

Function keys

F24 CANCEL THE JOB cancels processing and causes the File Listing menu (AMAM80) to appear again. Any information you typed in is ignored. No listing is printed.

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

BEGINNING VENDOR NUMBER [?]. This is a required field. Type in the first vendor record you want to appear on the listing.

ENDING VENDOR NUMBER [?]. This is a required field. Type in the last vendor record you want to appear on the listing.

To print one vendor record only, type in the same number for both the **BEGINNING VENDOR NUMBER** and the **ENDING VENDOR NUMBER**.

Option 6. Landed Cost Master (AMAM80)

When you choose this option, all the information contained in the Landed Cost Master file for landed cost accruals is printed.

What information you need:. The beginning and ending cost codes you want on the list.

What report is printed:. Landed Cost Master File Listing (AMV0A)

What forms you need:. None.

AMV091—Landed Cost Master File Listing (Options)

Use this display to print the Landed Cost Master File Listing (AMV0A).

This display appears when you choose option 6 (Landed Cost Master) on the File Listings menu (AMAM80).

```
DATE **/**/**          LANDED COST MASTER FILE LISTING      OPTIONS  AMV091  **

ENTER OPTIONAL LIMITS:

      LANDED COST   FROM  aA3          TO  aA3

F24 CANCEL THE JOB
```

What to do

- To print the report for all landed cost codes, leave the landed cost code field blank.
- To print specific landed cost codes, type in the beginning and ending cost codes and press **Enter**.

Function keys

F24 CANCEL THE JOB ends the job and causes the File Listings menu to appear again. No report is printed.

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

ENTER OPTIONAL LIMITS.

LANDED COST FROM - TO: Type in the beginning code you want to appear in the **FROM** field. Type in the ending code you want to appear in the **TO** field. The beginning entry cannot exceed the ending entry. Leave both fields blank to print all contents of the file.

Option 7. Bank Account Master (AMAM80)

When you choose this option, all the information contained in the Bank Account Master file is printed.

What information you need:. The beginning and ending company numbers if you have multiple companies, and the beginning and ending bank accounts you want printed on the list.

What report is printed:. Bank Account Master File Listing (AMA8J)

What forms you need:. None.

AMA8H1—Bank Account Master File Listing (Options)

Use this display to specify the company and bank account or a range of companies with the same bank accounts that you want to print on the Bank Account Master File Listing (AMA8J).

This display appears when you choose option 7 (Bank Account Master) on the File Listings menu (AMAM80).

```
DATE **/**/**          BANK ACCOUNT MASTER FILE LISTING  OPTIONS  AMA8H1  **

ENTER OPTIONAL LIMITS:

COMPANY      FROM  nn      TO  nn
BANK ACCOUNT FROM  aA3     TO  aA3

F24 CANCEL THE JOB
```

What to do

To print the report, type in the information requested and press **Enter**.

Function keys

F24 CANCEL THE JOB ends the job and causes the File Listings menu (AMAM80) to appear again. No report is printed.

Fields

ENTER OPTIONAL LIMITS.

Contents

Index

COMPANY FROM – TO: Type in the company number or range of company numbers you want to list. The company number you type in the **FROM** field cannot be greater than the company number you type in the **TO** field. Leave the field blank to print all companies with the same bank account.

BANK ACCOUNT FROM – TO: Type in the bank account for the company number you specified or leave the **COMPANY** and the **BANK ACCOUNT** fields blank to list all bank accounts contained in the Bank Account file.

Chapter 11. Inquiry

If you choose option 9 from the Main Menu (AMAM00), the Inquiry menu (AMAM90) appears. Inquiry is a good management tool for providing quick access to limited information stored by the application. If you want to see large volumes of information it is usually more efficient to obtain it through printed reports.

Option 1. Vendor Open Invoices (AMAM90)	11-2
Option 2. Aged Open Payables (AMAM90).....	11-6
Option 3. Vendor Master (AMAM90)	11-9
Option 4. Invoice Payment History (AMAM90).....	11-20
Option 5. Bank Account Balance (AMAM90).....	11-34

```

AMAM90                Accounting Management Accounts Payable      XXXXXXXXXXXX
                        Inquiry                                     XX
                                                                XXXXXXXXXX

Type option or command; press Enter.

    1. Vendor Open Invoices
    2. Aged Open Payables
    3. Vendor Master
    4. Invoice Payment History
    5. Bank Account Balance

==> _____

F3=Exit      F4=Prompt   F9=Retrieve   F10=Actions
F11=Job status  F12=Return  F22=Messages
    
```

Option 45. Vendor Open Invoices. Use this option to view open and paid vendor invoices in the Open Payables file.

Option 46. Aged Open Payables. Use this option to calculate and show open payables totals within aging dates.

Option 47. Vendor Master. Use this option to view your vendors. You can access these vendors by vendor number or name.

Option 48. Invoice Payment History. Use this option to review payment history. You can make inquiries by vendor number, check number, payment date, purchase order, or invoice number.

Option 49. Bank Account Balance. Use this option to see balances for all bank accounts in the Bank Account Master file and to see payment selections made against the bank accounts.

You can make inquiries from this menu or from the Group Job menu. Some inquiry options may not be available to you if your company has tailored the standard Group Job menu.

What to do

To see an open invoice, type in the information requested and press **Enter**.

Function keys

F24 END OF JOB causes the Inquiry menu (AMAM90) to appear again; open invoices are not shown.

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

COMPANY NUMBER. This field is required if it appears on the display. Type in the number of the company whose invoices you want to see. This field appears only if multiple companies were indicated during application tailoring.

EXPECTED PAYMENT DATE. Type in the date of the payments you want selected for review. If you leave the date blank, the system date is used. If the due date on the invoice is on or later than the date you typed here, the discount is subtracted from the gross amount (if the discount is applicable). The result appears as NET DUE on the Vendor Open Invoices Inquiry display (AMA203).

To view all invoices for a vendor, type in 999999. This entry includes all future invoices with a due date beyond today's date.

VENDOR NUMBER [?]. Type in the number of the vendor whose invoices you want to review. To review invoices from all vendors, leave this field blank.

DUE DATE. Type in the due date. The due date you specify limits the invoices you see. Only those invoices due on or before the date you enter appear. If you want to review invoices without regard to due date, leave this field blank.

The following table summarizes how your entries determine the invoices that appear on the display:

Vendor number	Due date	Invoices shown
None	None	All open invoices in the Open Payables file
Any	None	All open invoices for the entered vendor number
None	Any	All open invoices with payment due on or before the entered due date
Any	Any	All open invoices, for the entered vendor number, with payment due on or before the entered due date.

INCLUDE PAID INVOICES <Y/N>. Type **Y** if you want to include paid invoices. Type **N** if you do not want to include paid invoices.

AMA203—Vendor Open Invoices Inquiry

Use this display to review the invoices you requested on the Vendor Open Invoices Inquiry (Options) display (AMA201). You cannot enter or change any fields on this display. If multi-currency support is active, the Currency ID and Description appear for the vendor.

This display appears when you press **Enter** with no errors on the Vendor Open Invoices Inquiry (Options) display (AMA210).

Note: Invoices remain in the Open Payables file until they are paid in full and then purged using the Bank Reconciliation option. If an invoice is paid in full and still in the Open Payables file, the message *****PAID***** appears in the center of the display.

```

DATE **/**/
**
** VENDOR OPEN INVOICES INQUIRY OPTIONS AMA203 **
COMPANY NO. ** EXPECTED PAYMENT DATE **/**/**
TRADING CURRENCY

VENDOR NUMBER ***** CURRENCY ** *****
VENDOR NAME ***** ORIGIN *****
TELEPHONE NO. *****

*** CREDIT MEMO ***
PAYMENT SELECTION NO. ***** CASH DISBURSEMENTS NO.
INVOICE NUMBER ***** DESCRIPTION *****
INVOICE DATE **/**/** DUE DATE **/**/

**
GROSS AMOUNT ** , ** , ** , ** . ** DISCOUNT AMOUNT ** , ** , ** , ** . **
PAID TO DATE ** , ** , ** , ** . ** NET DUE ** , ** , ** , ** . **
*** PAID ***

HALT CODE <R/0-9> *
PAY? <Y/N> *
PAYMENT DATE **/**/**
PARTIAL PAYMENT AMT. ** , ** , ** , ** . **
FORCE DISCOUNT CODE <FD> **

F02 PAGE FORWARD
F03 PAGE BACKWARD
F09 ALTERNATE CURRENCY
F19 RETURN TO SELECT
F24 END OF JOB

```

What to do

- To see the next open invoice, use **F02** until you have seen all invoices in the forward direction.
- To see the previous open invoice, use **F03** until you have seen all invoices in the backward direction.
- To alternate between payment, trading, and alternate currency amounts, use **F09**. **F09** appears only if multi-currency support is active. The alternate toggle is active only if the vendor is euro- participating. If the alternate currency is the same as the trading currency, trading currency is displayed.

Function keys

F02 PAGE FORWARD causes the next invoice to appear.

F03 PAGE FORWARD causes the previous invoice to appear.

F09 ALTERNATE CURRENCY appears only if multi-currency support is active and allows you to alternate between payment, trading, and alternate (euro) currency

amounts for the following fields: **GROSS AMOUNT, DISCOUNT AMOUNT, NET DUE, PAID TO DATE, PARTIAL PAYMENT AMOUNT.**

F19 RETURN TO SELECT causes the Vendor Open Invoices Inquiry (Options) display (AMA201) to appear again so you can inquire about more open invoices.

F24 END OF JOB ends the inquiry and causes the Inquiry menu (AMAA90) to appear again.

Fields

COMPANY NO. (Company number). The number of the company that received the invoice.

EXPECTED PAYMENT DATE. Either the date typed on display AMA201 or the system date.

VENDOR NUMBER. The number assigned to the vendor whose invoice appears on the display.

CURRENCY. The currency ID that applies to this invoice, such as FFR for French francs. This field only appears if multi-currency support is active.

VENDOR NAME. The name of the vendor whose invoice appears on the display.

ORIGIN. The origin of the invoice.

Note: An invoice origination flag in the Open Payables file (OPNPAYM) indicates the origin of the invoice on the display. Depending on the origin of the invoice, the invoices are flagged in the following way and the appropriate text appears on the display:

Unknown . If the invoice was converted from another XA system

EDI invoice. If the invoice was received using Electronic Data Interchange (EDI)

Offline Invoice. If the invoice was typed in using offline invoice entry or if an EDI invoice was placed in an error file when it was received

If the invoice was typed in through data entry, no additional information appears in this field.

TELEPHONE NO. (Telephone number). The telephone number of the vendor.

PAYMENT SELECTION NO. (Payment selection number). The number assigned to the invoice when it was added to the Open Payables file. The application uses this number to identify the invoice, instead of the vendor's invoice number.

INVOICE NUMBER. The number the vendor assigned to the invoice.

DESCRIPTION. The purpose of the invoice.

INVOICE DATE. The date the invoice was written.

DUE DATE. The last date that the discount can be taken for this invoice.

GROSS AMOUNT. The amount originally due for the invoice.

DISCOUNT AMOUNT. The allowable discount for all items on the invoice.

PAID TO DATE. The amount partially paid on the invoice thus far if a partial payment has been paid.

NET DUE. The amount remaining to be paid. If the due date is on or later than expected payment date, or if the invoice was chosen for payment and you typed a forced discount code, the net due equals:

GROSS AMOUNT – (PAID TO DATE + DISCOUNT AMOUNT)

Otherwise, it equals gross amount less paid to date.

HALT CODE <R10-9>. The meanings of the halt codes 0 through 9 are user-defined. One of the following appears:

- A code from 0 through 9 you assigned to indicate that the invoice is halted (cannot be chosen for payment)
- A blank to indicate that it can be chosen

PAY? <YIN>. A Y appears if the invoice has been chosen for payment. An N appears if it has not been chosen for payment.

PAYMENT DATE. The check date of the payment.

PARTIAL PAYMENT AMT. (Partial payment amount). The amount paid if a payment is made against the invoice. The invoice remains open until fully paid or until a credit memo is applied to it.

FORCE DISCOUNT CODE <FD>. FD appears if the pay code (PAY?) is Y and if you typed **FD** when the invoice was chosen for payment. The FD indicates that a discount is to be taken even though the invoice is past due.

Option 2. Aged Open Payables (AMAM90)

When you use this option to inquire into Aged Open Payables, the total due within each of five aging dates for all the open invoices for a specific company is shown. Because this procedure reviews each open payable invoice in the application, the process can be time consuming. However, it provides you with an immediate means of determining your maximum cash requirements within any period.

All of the open invoices for the specified company are aged in accordance with the five aging dates you specified. The as of date is used to determine whether to deduct the discount from the invoice amount before adding them into the total. A discount will be deducted if the invoice due date is equal to or later than the as of date.

If multi-currency support is active, you can page forward and backward to see aged amounts owned by a primary trading currency and the local currency equivalent. After the entire file has been aged, a display shows the five aging dates and the total due on each date. A net due amount is included within an aging date if the invoice due date is earlier than or equal to the aging date but later than the preceding aging date.

What information you need:. The company number, as of date, and the five aging dates you selected.

What reports are printed:. None.

What forms you need:. None.

AMA801—Aged Open Payables Inquiry (Options)

Use this display to request the totals for open invoices by aging dates.

This display appears when you choose option 2, Aged Open Payables, on the Inquiry menu (AMAM90).

```
DATE **/**/**          AGED OPEN PAYABLES INQUIRY          OPTIONS  AMA801  **

                          COMPANY NO.   nn
                          AS OF DATE    nnnnnn
                          AGING DATES
                          DATE 1       nnnnnn
                          DATE 2       nnnnnn
                          DATE 3       nnnnnn
                          DATE 4       nnnnnn
                          DATE 5       nnnnnn

                                      F24 END OF JOB
```

What to do

Type in the information requested and press **Enter** to view the open payable amounts by aging dates.

Function keys

F24 END OF JOB cancels the inquiry and the Inquiry menu (AMAM90) appears again. Any information that you typed is ignored.

Fields

COMPANY NO. (Company number). This field appears only if multiple companies were indicated during application tailoring. This field is required if it appears on the display. Type in the number of the company, from 01 through 89, whose open payables you want to review.

AS OF DATE. The date compared with an invoice's due date. If the due date is on or later than the as-of-date, the discount is subtracted from the gross amount in

calculating the net amount due, if the discount applies. If you do not type in a date, the system date is used.

AGING DATES. The dates that define the periods within which the totals are aged. An invoice amount is included in the total for an aging date if the due date is on or earlier than that aging date but later than the preceding aging date. The dates must be typed in chronologically, and a date cannot be skipped (you can type in **DATE 1, 2, and 3** but not **DATE 1, 2, and 4**). To include all open invoices, use 99/99/** as the last aging date.

DATE 1: The first date in chronological order to define the aging period.

DATE 2: The second date in chronological order to define the aging period.

DATE 3: The third date in chronological order to define the aging period.

DATE 4: The fourth date in chronological order to define the aging period.

DATE 5: The fifth date in chronological order to define the aging period.

AMA802—Aged Open Payables (Inquiry)

Use this display to view the open payable amounts by aging dates that you requested on the Aged Open Payables Inquiry (Options) display (AMA801).

This display appears when you press **Enter** on the Aged Open Payables Inquiry (Options) display (AMA801). The fields on this display are for information only.

DATE **/**/**	AGED OPEN PAYABLES	INQUIRY	AMA802 **
COMPANY ** AS OF DATE **/**/** CURRENCY *** *****			
AGING DATE	NET AMOUNT DUE	LOCAL CURRENCY	
//**	***** **	***** **	
//**	***** **	***** **	
//**	***** **	***** **	
//**	***** **	***** **	
//**	***** **	***** **	
TOTAL	***** **	***** **	
EURO CURRENCY	TOTAL DUE	***** **	
F02 PAGE FORWARD F03 PAGE BACKWARD F19 RESELECT OPTIONS F24 CANCEL JOB			

What to do

To see open invoice totals for another company or for a different set of aging dates, use **F19** and go to display AMA801.

Function keys

F02 PAGE FORWARD allows you to page forward to the next currency totals if multi-currency support is active.

F03 PAGE BACKWARD allows you to page backward to the previous currency totals if multi-currency support is active.

F19 RETURN TO SELECT causes the Aged Open Payables Inquiry (Options) display (AMA801) to appear again.

F24 END OF JOB ends the inquiry and the Inquiry menu (AMAM90) appears again.

Fields

COMPANY NO (Company number). The number of the company whose open payables you want to review.

AS OF DATE. Either the date you typed from the Aged Open Payables Inquiry (Options) display (AMA801), or the system date.

CURRENCY. The currency that applies, such as FFR for French francs. This field only appears if multi-currency support is active.

AGING DATE. The dates that define the periods within which the totals are aged.

NET AMOUNT DUE. The amounts due for all invoices within the corresponding aging dates. An invoice falls within an aging date if the due date is later than the preceding aging date, but equal to or earlier than the aging date under consideration. Invoices with a due date later than the last nonzero aging date entered are not used by the application to calculate net amount due. Net amount due is calculated by taking the invoice gross amount and subtracting amounts paid to date and the discount amount, if applicable.

LOCAL CURRENCY. This field appears only if multi-currency support is active. It shows the local currency equivalent amounts of the amounts shown in the **NET AMOUNT DUE** column.

TOTAL. The total amount due for all selected invoices.

EURO CURRENCY TOTAL DUE. The total amount due in euro currency for all selected invoices. This amount is aged based on the current system date.

Option 3. Vendor Master (AMAM90)

Use this inquiry to review detail information such as the name, address, year-to-date (YTD) amounts, discounts received YTD, nonemployee compensation (NEC) amounts, federal taxpayer ID, multiple purchase orders, landed cost codes, sales tax, and bank account numbers for each vendor in the Vendor Master file. You must have the second level of security to see these amounts.

What information you need:. A valid vendor number and the proper security clearance.

What reports are printed:. None.

What forms you need:. None.

If IFM is installed, selecting this menu option takes you to Work with Entities in IFM. From the Work with Entities panel, take option 14, Work with Vendors, beside the assignee entity whose vendor information you want to see. From the Work with Vendors panel, take option 5=Display to see the date for the Assignee vendor or Buy from vendor. At that point, the Vendor Master Inquiry panels AMV732 and AMV733 appear.

Remember, with IFM, all the records in the Vendor Master file represent Buy from information. The Pay to information is kept with the Assignee entity in the IFM files.

AMV731—Vendor Master Inquiry (Options)

Use this panel to enter the vendor number you want to use for inquiry.

This panel appears when you choose the Vendor Master option on the Inquiry menu. It does not appear if IFM is installed.

```

Date **/**/**                Vendor Master Inquiry                Options  AMV731  **

Vendor number      aaaaA6

F24=Exit

```

What to do

Type the vendor number you want to review and press **Enter** to see the Inquiry panel (AMV732).

Function keys

F24=Exit ends the vendor master inquiry session. The Inquiry menu appears again.

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

Vendor number [?]. This is a required field. To see detail information for a vendor, type a valid vendor number.

AMV732—Vendor Master Inquiry (Inquiry) (Page 1 of 3)

Use this panel to view details of a vendor.

This panel appears when you enter a valid vendor number on the Vendor Master Inquiry (Options) panel (AMV731) or when you use **F7=Backward**, or the **ROLL UP** key, on the next panel (AMV734). It also appears when you select option 5 on the IFM Work with Vendors display.

If a note exists for this vendor number, @ appears on the second line in the right corner of this panel.

If IFM is installed, the following differences apply to this panel:

- Function keys **F3** and **F12** appear, to return you to Work With Vendors in place of **F19** and **F24**.

```

Date **/**/**                Vendor Master                INQUIRY   AMV732  **
                                   Page 1 of 3

Vendor      aaaaA6                Address format * ****
Name       *****                Abbreviation  *****
Address 1   *****                *MRO*
Address 2   *****                ** SUSPENDED **
Address 3   *****
Address 4   *****
Address 5   *****
State      ** Country ***        Postal code *****
Telephone *****                Fax number *****
Contact    *****

Require PO accept                * Send closeout acknowledgement *
Allow multiple items on a PO     * Allow multiple ship-to on PO   *
Allow blanket orders             * Print vendor catalog number on PO *
Print engineering drawing on PO  *

Ship via *** *****                Our customer no. *****
Terms   *** *****                FOB *** *****
Currency *** *****                Last payment   **/**/**
Alt curr *** *****                Last maintenance **/**/**

F8=Forward      F15=Notes      F19=Select      F24=Exit

```

What to do

To see information for another vendor, type the vendor number and press **Enter**.

Function keys

F3=Exit returns you to Work With Vendors. This key appears only if IFM is installed.

F8=Forward causes the second Inquiry panel (AMV734) to appear.

F12=Cancel returns you to Work With Vendors. This key appears only if IFM is installed.

F15=Notes allows you to access the Note Tasks function. If a note exists, @ appears in the upper right corner of the panel. For more information on this function, see the *Planning and Installing Infor ERP XA* book.

F19=Select returns you to the Vendor Master Inquiry (Options) panel (AMV731). This function key does not appear if IFM is installed.

F24=Exit ends the vendor inquiry session. The Inquiry menu appears. This function key does not appear if IFM is installed.

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

Vendor [?]. The number of the vendor you requested on the Vendor Master Inquiry (Options) panel (AMV731) appears. You can type another vendor.

Address format. A code that determines how name and address are presented on panels and documents. With the three format types (0, 1, 2), you get a maximum of six lines of name and address information. The default code is 0 (US style).

On panels, Address formats 0 (US style) and 1 (International style) appear as Name; Address lines 1-3; City, which becomes Address line 4; and State, Country, and Postal Code, which become Address line 5. For Address format 2 (free or free-form), you see Name and Address lines 1-5.

When using Address format 2 (Free), you still see the State, Country, and Postal Code fields on the panel; however, they are for information only. These fields are not included in the formatting routine for addressing documents. You need to add that information as part of Address lines 1-5. You can enter the State, Country, and Postal Code fields separately if you have user defined queries or reports that need to recognize the fields. Refer to “AMV772—Vendor Master—File Maintenance (Add/Change) (Page 1 of 3)” on page 9-9 for additional information.

The formatted results for Address formats 0 and 1 are shown in the following table. When an address is used on a document, it gets formatted in a particular way, depending on the Address format. The formatted results that would appear on a document (for example, a purchase order) are shown in the following table. Format 2 (Free) is not shown; it prints the formatted results exactly the way you entered it.

Format 0 = US	Format 1 = International
Name	Name
Address 1	Address 1
Address 2	Address 2
Address 3	Address 3

Format 0 = US	Format 1 = International
City State Postal	Country Postal City
Country	State

The format description of US for 0, International for 1, and Free for 2 appears beside the format type.

These values for Address format flag are used only by the AP and Purchasing applications. You can change from format 0 to 1, to 2, and back again. The panel adjusts the address fields based on format type.

Note: COM and IFM use the values of 1, 2, and 3, instead of 0, 1, and 2, in this field.

Name. The vendor's name.

Abbreviation. The abbreviated name you assigned to the vendor.

Address 1, 2, 3, 4, and 5. The lines of the vendor's address. If using Address format 2, you see Address lines 1-5. If using Address format 0 or 1, you see only Address lines 1, 2, and 3.

***MRO* .** This field appears only if the Maintenance Management System (MMS) is interfacing and indicates that this is an MRO vendor.

**** SUSPENDED **** appears if the vendor number you enter is for a vendor that has been suspended through Vendor Master Maintenance.

City, State, Country, and Postal code. These fields indicate where the vendor's company is located and the code assigned by the postal authorities for the vendor's address.

Telephone. The telephone number of the vendor.

Fax number. The telephone number for the vendor's facsimile system.

Contact. The name of the person you contact for business with this vendor.

Accounts Payable displays the next seven fields only if Purchasing is installed. If AP is installed without Purchasing, the fields do not appear.

Require PO accept. The vendor must accept the terms of the purchase order. If Y appears, a Vendor Accept (VA) transaction is required. Otherwise N appears.

Send closeout acknowledgment. If vendor closeout acknowledgments are printed for the vendor when the purchase order is closed, Y appears. Otherwise N appears.

Allow multiple items on PO. If the vendor accepts multiple line items on a purchase order, Y appears. If the vendor accepts only single line items, N appears.

Allow multiple ship-to on PO. If the vendor accepts multiple drop shipments on a purchase order, Y appears. Otherwise N appears.

Allow blanket orders. If the vendor accepts multiple releases for an item, Y appears. If the vendor accepts only a single date and quantity, N appears.

Print vendor catalog number on PO. If the vendor requires the vendor catalog number on purchase orders, Y appears. If the vendor does not require vendor catalog numbers, N appears.

Print engineering drawing on PO. If the vendor does not require the engineering drawing number on purchase orders, N appears. If the vendor requires engineering drawing numbers, Y appears.

Ship via. The code and description of the method normally used for deliveries from this vendor.

Our customer no. The identifier the vendor uses for your company.

Terms. The code and description of the sales terms that apply to the vendor.

Currency. The code and description of the currency that applies to the vendor.

Alt curr. The code and description of the alternate currency that applies to the vendor. This is an alternative to the trading currency when the trading currency is euro or euro-participating. It allows a transaction to be printed or to appear in a currency other than the transaction's trading or local currency.

FOB (Free on board). The code and description that indicates the point at which the buyer assumes payment for the purchase order from the Free on Board Master file.

Last payment. The date you last paid the vendor. This field does not appear if IFM is installed.

Last maintenance. The date the Vendor Master files were last maintained.

AMV734—Vendor Master (Inquiry) (Page 2 of 3)

Use this panel to continue to view details about the vendor.

The fields on this panel are for information only.

If IFM is installed, the following differences apply to this panel:

- Function keys **F3** and **F12** appear, to return you to Work With Vendors in place of **F19** and **F24**.
- Fields that do not relate to IFM are hidden:
 - **Bank account 1 and 2**
 - **Fed T/P ID**
 - **NEC (Y/N)**
 - **Tax ID 1 and 2**
 - **Landed cost code**
 - **Enterprise code**
- If the Vendor number is the same as the **Entry ID** and the **Assignee number** is blank, this is the assignee vendor. If the Vendor and Assignee numbers are different, this is a Buy from vendor and the Assignee number is the Entity ID.

```

Date **/**/**          Vendor Master          Inquiry  AMV734  **
                               Page 2 of 3
Vendor          *****
*MRO*           **SUSPENDED**
Assignee number *****
Tax city        *****
Tax county      *****
Bank 1          *****
Fed T/P ID      *****
Tax suffix      ****
Tax ID 1        *****
Landed cost    ***
NEC Vendor      *
Shipping profile *****

Bank 2          *****
Fed T/P ID      *****
Tax suffix      ****
Tax ID 2        *****
Enterprise      *****

Planning profile *****

Media Flags      Print  EDI  Fax  Fax number *****
Remittance advice *    *    *    *****
Purchase orders  *    *    *    *****
Purchase order changes * * * *
Quotes           *    *    *    *****
Receiving advice *
Shipping schedules * * * *
Planning schedules * * * *

F7=Backward  F8=Forward  F19=Select  F24=Exit
    
```

What to do

To view additional details, continue to the next panel.

Function keys

F3=Exit returns you to Work With Vendors. This key appears only if IFM is installed.

F7=Backward causes the previous panel, AMV732, to appear.

F8=Forward causes the next panel, AMV733, to appear. You can review the vendor amounts that are currently being tracked if you have second level security clearance.

F12=Cancel returns you to Work With Vendors. This key appears only if IFM is installed.

F19=Select returns you to the Vendor Master Inquiry (Options) panel (AMV731). This function key does not appear if IFM is installed.

F24=Exit ends the inquiry session. The Inquiry menu appears again. This function key does not appear if IFM is installed.

Fields

Vendor. The vendor number and name.

MRO. This field appears only if the Maintenance Management System (MMS) is interfacing and indicates that this is an MRO vendor.

**** SUSPENDED **** appears if the vendor number you enter is for a vendor that has been suspended through Vendor Master Maintenance.

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Assignee number. The number of the vendor, other than the original vendor, that is to be paid for the invoice.

Tax city. The IFM tax city that has taxing authority for this vendor. This field appears only if IFM is installed.

Tax county. The IFM tax county that has taxing authority for this vendor. This field appears only if IFM is installed.

Bank 1 and 2. Additional bank account information for this vendor. This field is for information purposes only. It is not used when IFM is installed.

Fed T/P ID (Federal tax payer identification). The vendor's federal identification number, which is required if the vendor receives nonemployee compensation. This field does not appear if IFM is installed.

Tax suffix. The vendor's classification for tax purposes.

Tax ID 1 and 2. The identification numbers assigned to the vendor by the government. These fields do not appear if IFM is installed.

Landed cost code. The code you assigned to control how landed cost uplifts are applied to the vendor's invoices. This field does not appear if IFM is installed.

Enterprise code. The group code that applies to the vendor used for tax purposes. This field does not appear if IFM is installed.

NEC Vendor. Y appears if the vendor receives nonemployee compensation; N appears if the vendor does not receive nonemployee compensation. This field does not appear if IFM is installed.

Shipping profile. The identifier of the shipping profile that applies to the vendor. This field appears only if Purchasing is installed.

Planning profile. The identifier of the purchase planning profile that applies to the vendor. This field appears only if Purchasing and MRP are installed.

Media flags. The following fields appear only if EC is installed.

Remittance advice: Y or N appears in the appropriate **Print**, **EDI**, or **Fax** fields to indicate how remittance advices are to be sent for this vendor. This field appears only if AP is installed.

Purchase orders: Y or N appears in the appropriate **Print**, **EDI**, or **Fax** fields to indicate how purchase orders are to be sent for this vendor. This field appears only if Purchasing is installed.

Purchase order changes: Y or N appears in the appropriate **Print**, **EDI**, or **Fax** fields to indicate how purchase order changes are to be sent for this vendor. This field appears only if Purchasing is installed.

Quotes: Y or N appears in the appropriate **Print**, **EDI**, or **Fax** fields to indicate how quotes are to be sent for this vendor. This field appears only if Purchasing is installed.

Receiving advice: Y or N appears in the **EDI** field to indicate how receiving advices are to be sent for this vendor. This field appears only if Purchasing is installed. There is no separate media flag to print a receiving advice. Receiving advice information prints on the Advance Shipping Notice in IM.

Shipping schedules: Y or N appears in the appropriate **Print**, **EDI**, or **Fax** fields to indicate how shipping schedules are to be sent for this vendor. This field appears only if Purchasing is installed.

Planning schedules: Y or N appears in the appropriate **Print**, **EDI**, or **Fax** fields to indicate how purchase planning schedules are to be sent for this vendor. This field appears only if Purchasing and MPR are installed.

Fax number. The default fax telephone number for the vendor is displayed to the right of the field heading. The override fax telephone number, if any, for each document that can be faxed is displayed to the right of the fax flag. Fax telephone numbers in Telex/Fax/400 contain only the characters actually used in dialing. Any other characters are removed by the Fax interface as it formats the number for storage in its Short Code file. If characters are being removed from the default fax number, it is displayed in reverse image.

AMV733—Vendor Master (Inquiry) (Page 3 of 3)

Use this panel to view the vendor amounts that are currently being tracked.

If you have second level security clearance, this panel appears when you use **F8=Forward** or the **ROLL DOWN** key on the previous Inquiry panel (AMV734). The fields on this panel are for information only.

If IFM is installed, the following differences apply to this panel:

- Function keys **F3** and **F12** appear, to return you to Work With Vendors in place of **F19** and **F24**.
- The only fields that display (in trading and local currency) are:
 - Amount to date
 - Amount year to date
 - Amount last year
 - Payment method
 - Electronic Commerce (EC) related fields
 - EEC VAT codes

```

Date **/**/**          Vendor Master          INQUIRY  AMV733  **
                                   Page 3 of 3
Vendor *****
  *MRO*          **SUSPENDED**
*** *****
Amount to date   *, ***, ***, ***, ***, **
Amount year to date *, ***, ***, ***, ***, **
Amount last year *, ***, ***, ***, ***, **
Discount year to date *, ***, ***, ***, ***, **
Discount last year *, ***, ***, ***, ***, **
Discount lost year to date *, ***, ***, ***, ***, **
Discount lost last year *, ***, ***, ***, ***, **
NEC amount year to date *, ***, ***, ***, ***, **
NEC amount last year *, ***, ***, ***, ***, **

Payment method          ***
DFI ID number qualifier **      DFI ID number          *****
Account number qualifier ***      Account number          *****

EEC VAT codes:
Delivery terms          ***      Transaction          **      Transport          **
Port of entry          *****      Country          ***      State          **

F7=Backward      F19=Select          F24=Exit
  
```

What to do

To return to the previous Inquiry panel AMV734, use **F7**.

Function keys

F3=Exit returns you to Work With Vendors. This key appears only if IFM is installed.

F7=Backward causes the previous panel, AMV734, to appear.

F12=Cancel returns you to Work With Vendors. This key appears only if IFM is installed.

F19=Select returns you to the Vendor Master Inquiry (Options) panel (AMV731). This function key does not appear if IFM is installed.

F24=Exit ends the invoice payment history inquiry session. The Inquiry menu appears again. This function key does not appear if IFM is installed.

Fields

Vendor. The vendor number and name.

MRO. This field appears only if the Maintenance Management System (MMS) is interfacing and indicates that this is an MRO vendor.

**** SUSPENDED **** appears if the vendor number you enter is for a vendor that has been suspended through Vendor Master Maintenance.

***** ***** (Currency ID and description).** The following fields show values in the currency identified when using multi-currency support. If the vendor is using local currency, only one column appears with no heading.

Amount to date. The amount to date in both currencies for this vendor.

Amount year to date. The amount year-to-date in both currencies for this vendor.

Amount last year. The amount for last year in both currencies for this vendor.

Discount year to date. The discount amount year-to-date in both currencies for this vendor. This field does not appear if IFM is installed.

Discount last year. The discount amount last year in both currencies for this vendor. This field does not appear if IFM is installed.

Discount lost year to date. The discount amount lost year-to-date in both currencies for this vendor. This field does not appear if IFM is installed.

Discount lost last year. The discount amount lost last year in both currencies for this vendor. This field does not appear if IFM is installed.

NEC amount year to date. The nonemployee compensation amount year-to-date for this vendor. This field does not appear if IFM is installed.

NEC amount last year. The nonemployee compensation amount last year for this vendor. This field does not appear if IFM is installed.

Payment method. Code identifying type of payment procedures relative to the terms of sale. Values are defined in EDI standards. This field appears only if EC is installed.

DFI ID number qualifier. The user-defined code identifying the type of Depository Financial Institution (DFI) associated with this vendor. This field appears only if EC is installed.

DFI ID number. The Depository Financial Institution (DFI) number to be used for this vendor. This field appears only if EC is installed.

Account number qualifier. The user-defined code identifying the type of bank account used in EFT for this vendor. This field appears only if EC is installed.

Account number. The EFT bank account number to be used for this vendor. This field appears only if EC is installed.

EEC VAT codes (European Economic Community Value Added Tax codes). These fields must be valid codes defined through the VAT Tables Maintenance menu (AMZMPA).

Delivery terms. This code identifies the delivery terms normally used for shipments from the vendor.

Transaction. This code identifies the normal nature of transaction used for shipments from the vendor.

Transport. This code identifies the mode of transportation normally used for shipments from the vendor.

Port of entry. This code identifies the port of entry normally used for goods.

Country. This code identifies the member country for the vendor within the EEC.

State. This code identifies the vendor state within the EEC country.

Option 4. Invoice Payment History (AMAM90)

Use this option when you want to review information in the Invoice Payment History file and you selected invoice payment history during application tailoring.

What information you need:.

- The company number whose invoice payments you want to review, if this application is installed for more than one company. A company number is required if you enter a check number, payment date, order number or invoice number.
- The vendor number, if you want to review payments made to a particular vendor.
- The assignee number, if you want to review payments made to a particular assignee.
- The check number, if you want to review the payments included on a particular check.
- The payment date, if you want to review the payments issued on a particular date.
- The order number, if you want to review payments made for a particular manufacturing or purchase order.
- The invoice number, if you want to review payments made for a particular invoice.

What reports are printed:. None.

What forms you need:. None.

AMA9D1—Invoice Payment History Inquiry (Select)

Use this display to select specific payment history records for inquiry.

This display appears when you choose option 4 (Invoice Payment History) on the Inquiry menu (AMAM90).

Note: Payment Reversals do not create transactions to the Invoice Payment History files. Previously created reversal information will appear on the displays.

```

DATE **/**/**          INVOICE PAYMENT HISTORY INQUIRY      SELECT      AMA9D1  **
      COMPANY NUMBER   nn
ENTER VENDOR NUMBER   nnnnnn
      OR ASSIGNEE NUMBER nnnnnn          BANK
      OR CHECK NUMBER   nnnnnn   AND    ACCOUNT   PAYMENT
      OR PAYMENT DATE   nnnnnn          NUMBER   METHOD
      OR ORDER NUMBER   aaaaaA7         aA3      A
      OR INVOICE NUMBER aaaaaaaA10
      SELECT HISTORY   n
                      1 = CURRENT HISTORY
                      2 = RESTORED HISTORY
                      3 = BOTH CURRENT AND RESTORED HISTORY

                                F24 END OF JOB

```

What to do

- To see payments made to a vendor or assignee, type in the vendor or assignee number, press **Enter** and go to display AMA9D2.
- To see details of a particular payment, type in the check number, bank account, and payment method, and press **Enter**. Go to display AMA9D3.
- To see payments issued on a particular date, type in the payment date and press **Enter**. Go to display AMA9D4.
- To see payments made for a particular manufacturing or purchase order, type in the order number and press **Enter**. Go to display AMA9D5.
- To see payments made for a particular invoice, type in the invoice number and press **Enter**. Go to display AMA9D7.

Function keys

F24 END OF JOB ends the invoice payment history inquiry session. The Inquiry menu (AMAM90) appears again.

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

COMPANY NUMBER. This field is required if you type in a check number, payment date, order number, or invoice number. You may, optionally, type in a company number if you type in vendor number or assignee number for inquiry. If you type in vendor number or assignee number for inquiry and do not type in a company number, information for all companies will appear.

VENDOR NUMBER [?]. To see all payments issued to a vendor, type the appropriate vendor number.

ASSIGNEE NUMBER [?]. To see all payments issued to an assignee, type the appropriate assignee number.

CHECK NUMBER. To see all invoices paid by a check, type in the appropriate check number.

BANK ACCOUNT NUMBER. The default is 001. Accept the default or type in the bank account number associated with this record.

PAYMENT METHOD. The default is 1. Accept the default or type in the payment method associated with this record.

PAYMENT DATE. To see all payments issued on a particular date, type in the appropriate date.

ORDER NUMBER. To see all payments made for a particular manufacturing or purchase order, type the appropriate order number. You must include the M or P prefix.

INVOICE NUMBER. To see all payments made for an invoice, type the appropriate invoice number.

SELECT HISTORY. This is a required field. Type in one of the following codes to see information in the history files.

1. Current history. Looks into the history file APHSTS and the open payables files for paid records.
2. Restored history. Looks into the restored history file APHRSS.
3. Both current and restored history. Looks into APHSTS, APHRSS, and the open payables files for paid records.

AMA9D2—Invoice Payment History by Vendor (Inquiry)

Use this display to view payments issued to the vendor or assignee you typed on the Invoice Payment History Inquiry (Select) display (AMA9D1).

This display appears when you type in a valid vendor number on the Invoice Payment History Inquiry (Select) display (AMA9D1). Depending on what you type in the **SELECT HISTORY** field on display AMA9D1, RESTORED HISTORY, CURRENT HISTORY, or BOTH CURRENT AND RESTORED HISTORY appears near the top of the display.

```

DATE **/**/**          INVOICE PAYMENT HISTORY BY VENDOR      INQUIRY      AMA9D2  **
*****                ***** CURRENCY *****
*****                *****

      CHECK PAYMENT   TOTAL PAYMT   CR/INVOICE CR   AMT APPLIED
SL TY NUMBER   DATE       AMOUNT   CUR  NUMBER   IN   TO INVOICE CO BAPM
n ** ***** **/**/** ***** ** ** ***** ** ***** ** ** *****
n ** ***** **/**/** ***** ** ** ***** ** ***** ** ** *****
n ** ***** **/**/** ***** ** ** ***** ** ***** ** ** *****
n ** ***** **/**/** ***** ** ** ***** ** ***** ** ** *****
n ** ***** **/**/** ***** ** ** ***** ** ***** ** ** *****
n ** ***** **/**/** ***** ** ** ***** ** ***** ** ** *****
n ** ***** **/**/** ***** ** ** ***** ** ***** ** ** *****
n ** ***** **/**/** ***** ** ** ***** ** ***** ** ** *****
n ** ***** **/**/** ***** ** ** ***** ** ***** ** ** *****
n ** ***** **/**/** ***** ** ** ***** ** ***** ** ** *****
n ** ***** **/**/** ***** ** ** ***** ** ***** ** ** *****
n ** ***** **/**/** ***** ** ** ***** ** ***** ** ** *****
n ** ***** **/**/** ***** ** ** ***** ** ***** ** ** *****
ENTER 1 TO DISPLAY PAYMENT DETAILS
                                     USE ROLL UP/DOWN
                                     F09 ALTERNATE CURRENCY
                                     F19 RETURN TO SELECT
                                     F24 END OF JOB

```

What to do

- To see details of a particular payment or several payments, type in **1** next to each payment you want to view and press **Enter**. Go to display AMA9D3.
- To alternate between payment, trading, or alternate currency amounts, use **F09**, if multi-currency support is active and the vendor is euro -participating. The currency ID field displays the currency being used.
- To choose another vendor, assignee, check number, payment date, order number or invoice, use **F19** and go to AMA9D1.

Function keys

F09 ALTERNATE CURRENCY appears only if multi-currency support is active and allows you to alternate between payment, trading, and alternate currency amounts. Euro currency appears only if the vendor is euro -participating. If the alternate currency is the same as the trading currency, trading currency is displayed.

F19 RETURN TO SELECT returns you to the Invoice Payment History Inquiry (Select) display (AMA9D1).

F24 END OF JOB ends the invoice payment history inquiry session. The Inquiry menu (AMAM90) appears again.

Fields

PAYMENT/TRADING/ALTERNATE CURRENCY. The currency in which the amounts on the display appear. This field appears only if multi-currency support is active. Using **F09** causes the field to appear alternately as **PAYMENT CURRENCY**, **TRADING CURRENCY**, or **ALTERNATE CURRENCY**.

VENDOR/ASSIGNEE. The vendor or assignee number you typed on the Invoice Payment History Inquiry (Select) display (AMA9D1). It is followed by the vendor or

assignee name. This field appears as **VENDOR** or **ASSIGNEE** depending on which one you entered on the Payment History Inquiry (Select) display (AMA9D1).

SL (Select). Type **1** next to the payment that you wish to view in detail. You may choose more than one payment

TY (Type). This field shows whether the details shown are for a payment or a payment reversal.

CH. The details shown are for a payment.

RV. The details shown are for a payment reversal.

CHECK NUMBER. The number of the check that was issued or reversed.

PAYMENT DATE . The date on which the payment was issued.

TOTAL PAYMT AMOUNT. The total amount for which the payment was issued.

CUR (Currency). The ID for the currency used to pay the invoice. This field appears only when multi-currency support is active.

CR/INVOICE NUMBER (Credit memo or invoice number). The credit memo or invoice numbers for which the payment was issued. More than one credit memo or invoice may appear for the payment.

CR/IN (Credit memo or invoice). This field shows whether the details shown are for a credit memo or an invoice.

CR. Credit Memo

IN. Invoice

AMT APPLIED TO INVOICE (Amount applied to invoice). The portion of the total payment amount that was applied to a particular invoice.

CO (Company number). The number of the company for which the payment was issued.

BAPM (Bank account and payment method). The bank account and payment method from the Bank Account Master file.

AMA9D3—Invoice Payment History by Check (Inquiry)

Use this display to view the invoices that were paid by a particular check number.

This display appears when you type in a check number on the Invoice Payment History Inquiry (Select) display (AMA9D1); when you choose a particular payment on the Invoice Payment History by Vendor (Inquiry) display (AMA9D2); or when you choose a particular payment on the Invoice Payment History by Check Date (Inquiry) display (AMA9D4).

Depending on what you type in the **SELECT HISTORY** field on display AMA9D1, **RESTORED HISTORY**, **CURRENT HISTORY**, or **BOTH CURRENT AND RESTORED HISTORY** appears near the top of the display after the type of currency.

Note: When multiple invoices exist for this check number, the vendor and payment information fields are not displayed.

```

DATE **/**/**          INVOICE PAYMENT HISTORY BY CHECK      INQUIRY      AMA9D3  **
***** CURRENCY      ***      *****
COMPANY **          CHECK NUMBER ***** BANK ACCT *** PAYMT METHOD *
VENDOR *****          *****          PAYMENT DATE **/**/**
ASSIGNEE *****          *****          AMOUNT ***** **

SEL  TYPE      CR/INVOICE  CR  INVOICE      DESCRIPTION      AMT APPLIED
n    **          NUMBER      IN   DATE          *****          TO INVOICE
n    **          *****          ** **/**/**      *****          *****
n    **          *****          ** **/**/**      *****          *****
n    **          *****          ** **/**/**      *****          *****
n    **          *****          ** **/**/**      *****          *****
n    **          *****          ** **/**/**      *****          *****
n    **          *****          ** **/**/**      *****          *****
n    **          *****          ** **/**/**      *****          *****
n    **          *****          ** **/**/**      *****          *****
n    **          *****          ** **/**/**      *****          *****
n    **          *****          ** **/**/**      *****          *****
n    **          *****          ** **/**/**      *****          *****
n    **          *****          ** **/**/**      *****          *****
ENTER 1 TO DISPLAY INVOICE DETAILS
                                         USE ROLL UP/DOWN
                                         F09 ALTERNATE CURRENCY
                                         F19 RETURN TO SELECT
                                         F24 END OF JOB
    
```

What to do

- To see details of a particular invoice or several invoices, type **1** next to each invoice you want to view and press **Enter**. Go to display AMA9D7.
- To view details of the next payment you chose on display AMA9D2 or AMA9D4, press **Enter**.
- To alternate between payment, trading, and alternate currency amounts, use **F09**, if multi-currency support is active. Euro currency appears only if the vendor is euro-participating.
- To choose another vendor, assignee, check number, payment date, order number or invoice, use **F19** and go to AMA9D1.

Function keys

F09 ALTERNATE CURRENCY appears only if multi-currency support is active and allows you to alternate between payment, trading, and alternate currency amounts. Euro currency appears only if the vendor is euro-participating. If the alternate currency is the same as the trading currency, trading currency is displayed.

F19 RETURN TO SELECT returns you to the Invoice Payment History Inquiry (Select) display (AMA9D1).

F24 END OF JOB ends the invoice payment history inquiry session. The Inquiry menu (AMAM90) appears again.

Fields

PAYMENT/TRADING/ALTERNATE CURRENCY. The currency ID for the amounts shown. This field only appears if multi-currency support is active. Using **F09** causes the name of this field to appear alternately as **PAYMENT CURRENCY**, **TRADING CURRENCY**, or **ALTERNATE CURRENCY**.

COMPANY. The company number you typed on the Invoice Payment History Inquiry (Select) display (AMA9D1). This field appears only if you have multiple companies installed.

CHECK NUMBER. The check number you typed on the Invoice Payment History Inquiry (Select) display (AMA9D1), or the number of the payment you chose on either the Invoice Payment History by Vendor (Inquiry) display (AMA9D2) or the Invoice Payment history by Check Date (Inquiry) display (AMA9D4).

BANK ACCT. The bank account number associated with this record.

PAYMENT METHOD . The method of payment associated with this record.

VENDOR. The number and name of the vendor to which the payment relates. If multiple invoices exist for a check, this field is not displayed. The check could have been written against a different vendor.

PAYMENT DATE . The date on which the payment was issued. If multiple invoices exist for a check, this field is not displayed. The check could have been written on a different date.

ASSIGNEE. The number and name of the assignee to whom the payment was issued. If multiple invoices exist for a check, this field is not displayed. The check could have been written for a different assignee.

AMOUNT. The total amount for which the payment was issued. If multiple invoices exist for a check, this field is not displayed. The check could have been written for a different amount.

SEL (Select). Type **1** next to the invoice that you wish to view in detail. You may choose more than one invoice.

TYPE. This field shows whether the invoice details shown are for a payment (check) or payment reversal.

CR/INVOICE NUMBER (Credit memo or invoice number). The credit memo or invoice numbers for which the payment was issued. More than one credit memo or invoice may appear for the payment.

CR/IN (Credit memo or invoice). This field shows whether the details shown are for a credit memo or an invoice.

CR. Credit Memo
IN. Invoice

INVOICE DATE. The date of the invoice.

DESCRIPTION. The description of the invoice.

AMT APPLIED TO INVOICE (Amount applied to invoice). The portion of the total payment amount that was applied to a particular invoice.

AMA9D4—Invoice Payment History by Payment Date (Inquiry)

Use this display to view all payments issued on a particular date.

This display appears when you type in a payment date on the Invoice Payment History Inquiry (Select) display (AMA9D1). Depending on what you type in the **SELECT HISTORY** field on display AMA9D1, RESTORED HISTORY, CURRENT HISTORY, or BOTH CURRENT AND RESTORED HISTORY appears near the top of the display.

```

DATE **/**/**      INVOICE PAYMENT HISTORY BY PAYMENT DATE  INQUIRY      AMA9D4  **
***** CURRENCY
COMPANY  **        PAYMENT DATE  **/**/
**        *****

SEL  TYPE  CHECK    PAYMENT          TOTAL    VENDOR  ASSIGNEE
n    **    NUMBER  DATE            PAYMT AMT  CUR  NUMBER  NUMBER  BAPM
n    **    *****  **/**/**      ***** **  **  *****  *****  ****
n    **    *****  **/**/**      ***** **  **  *****  *****  ****
n    **    *****  **/**/**      ***** **  **  *****  *****  ****
n    **    *****  **/**/**      ***** **  **  *****  *****  ****
n    **    *****  **/**/**      ***** **  **  *****  *****  ****
n    **    *****  **/**/**      ***** **  **  *****  *****  ****
n    **    *****  **/**/**      ***** **  **  *****  *****  ****
n    **    *****  **/**/**      ***** **  **  *****  *****  ****
n    **    *****  **/**/**      ***** **  **  *****  *****  ****
n    **    *****  **/**/**      ***** **  **  *****  *****  ****
n    **    *****  **/**/**      ***** **  **  *****  *****  ****
n    **    *****  **/**/**      ***** **  **  *****  *****  ****
n    **    *****  **/**/**      ***** **  **  *****  *****  ****

ENTER 1 TO DISPLAY PAYMENT DETAILS          USE ROLL UP/DOWN
OR ENTER VENDOR NUMBER  nnnnnn            F09 ALTERNATE CURRENCY
                                           F19 RETURN TO SELECT
                                           F24 END OF JOB
    
```

What to do

- To see details of a particular payment or several payments, type **1** next to each payment you want to view and press **Enter**. Go to display AMA9D3.
- To see payments made to a particular vendor, type in the vendor number and press **Enter**. Go to display AMA9D2.
- To alternate between payment, trading, and alternate currency amounts, use **F09**, if multi-currency support is active. Euro currency appears only if the vendor is euro-participating.
- To choose another vendor, assignee, check number, check date, order number or invoice, use **F19** and go to AMA9D1.

Function keys

F09 ALTERNATE CURRENCY appears only if multi-currency support is active and allows you to alternate between payment, trading, and alternate currency amounts. Euro currency appears only if the vendor is euro-participating. If the alternate currency is the same as the trading currency, trading currency is displayed.

F19 RETURN TO SELECT returns you to the Invoice Payment History Inquiry (Select) display (AMA9D1).

F24 END OF JOB ends the invoice payment history inquiry session. The Inquiry menu (AMAM90) appears again.

Fields

PAYMENT/TRADING/ALTERNATE CURRENCY. The currency in which the amounts on the display appear. This field only appears if multi-currency support is active. Using **F09** causes the field to appear alternately as **PAYMENT CURRENCY**, **TRADING CURRENCY**, or **ALTERNATE CURRENCY**.

COMPANY. The company number you typed on the Invoice Payment History Inquiry (Select) display (AMA9D1).

PAYMENT DATE . The payment date you typed on the Invoice Payment History Inquiry (Select) display (AMA9D1).

SEL (Select). Type **1** next to the payment that you wish to view in detail. You may choose more than one payment.

TYPE. This field shows whether the details shown are for a payment or a payment reversal.

CH. The details shown are for a payment.

RV. The details shown are for a payment reversal.

CHECK NUMBER. The number of the check that was issued or reversed.

PAYMENT DATE . The date the payment was issued or reversed. When all payments for the date you chose have been shown, payments issued or reversed on the next date, forward in time, appear.

TOTAL PAYMT AMT (Total payment amount). The total amount for which the payment was issued.

CUR (Currency). The ID for the currency used to pay the invoice. This field appears only when multi-currency support is active.

VENDOR NUMBER. The number of the vendor to whom the payment was issued or reversed.

ASSIGNEE NUMBER. The number of the assignee to which the payment was issued or reversed.

BAPM (Bank account and payment method). The bank account and payment method from the Bank Account Master file.

SELECT 1 TO DISPLAY PAYMENT DETAILS OR ENTER VENDOR NUMBER [?]. Type a vendor number to see all payments issued to that vendor.

AMA9D5—Invoice Payment History by Order (Inquiry)

Use this display to view all payments for a manufacturing or purchase order.

This display appears when you type in an order number on the Invoice Payment History Inquiry (Select) display (AMA9D1). Depending on what you type in the **SELECT HISTORY** field on display AMA9D1, **RESTORED HISTORY**, **CURRENT HISTORY**, or **BOTH CURRENT AND RESTORED HISTORY** appears near the top of the display.

Note: If an invoice was created with multiple purchase orders, all invoice payment history invoice information will be associated with the first purchase order on the invoice.

```

DATE **/**/**      INVOICE PAYMENT HISTORY BY ORDER      INQUIRY      AMA9D5 **
PAYMENT CURRENCY      CURRENT HISTORY
COMPANY **      ORDER NUMBER      *****

CHECK          TOTAL      PAYMENT      VENDOR      CR/INVOICE      CR      LINE ITEM
S TYP NUMBER      PAYMT AMT      DATE      NUMBER      NUMBER      IN      GROSS AMT      BAPM
n ** ***** ***** .**      **/**/** ***** ***** ** ***** .*** ****
n ** ***** ***** .**      **/**/** ***** ***** ** ***** .*** ****
n ** ***** ***** .**      **/**/** ***** ***** ** ***** .*** ****
n ** ***** ***** .**      **/**/** ***** ***** ** ***** .*** ****
n ** ***** ***** .**      **/**/** ***** ***** ** ***** .*** ****
n ** ***** ***** .**      **/**/** ***** ***** ** ***** .*** ****
n ** ***** ***** .**      **/**/** ***** ***** ** ***** .*** ****
n ** ***** ***** .**      **/**/** ***** ***** ** ***** .*** ****
n ** ***** ***** .**      **/**/** ***** ***** ** ***** .*** ****
n ** ***** ***** .**      **/**/** ***** ***** ** ***** .*** ****
n ** ***** ***** .**      **/**/** ***** ***** ** ***** .*** ****
n ** ***** ***** .**      **/**/** ***** ***** ** ***** .*** ****
n ** ***** ***** .**      **/**/** ***** ***** ** ***** .*** ****
n ** ***** ***** .**      **/**/** ***** ***** ** ***** .*** ****
n ** ***** ***** .**      **/**/** ***** ***** ** ***** .*** ****
n ** ***** ***** .**      **/**/** ***** ***** ** ***** .*** ****
n ** ***** ***** .**      **/**/** ***** ***** ** ***** .*** ****
ENTER 1 TO DISPLAY INVOICE DETAILS

USE ROLL UP/DOWN
F09 ALTERNATE CURRENCY
F19 RETURN TO SELECT
F24 END OF JOB
    
```

What to do

- To see summary information for a particular invoice or several invoices, type **1** next to each invoice you want to view and press **Enter**. Go to AMA9D7.
- To alternate between payment, trading, and alternate currency amounts, use **F09**, if multi-currency support is active. Euro currency appears only if the vendor is euro-participating.
- To choose another vendor, assignee, check number, payment date, order number or invoice, use **F19** and go to AMA9D1.

Function keys

F09 ALTERNATE CURRENCY appears only if multi-currency support is active and allows you to alternate between payment, trading, and alternate currency amounts. Euro currency appears only if the vendor is euro-participating. If the alternate currency is the same as the trading currency, trading currency is displayed.

F19 RETURN TO SELECT returns you to the Invoice Payment History Inquiry (Select) display (AMA9D1).

F24 END OF JOB ends the invoice payment history inquiry session. The Inquiry menu (AMAM90) appears again.

Fields

PAYMENT/TRADING/ALTERNATE CURRENCY. The currency in which the amounts on the display appear. This field only appears if multi-currency support is active. Using **F09** causes the field to appear alternately as PAYMENT CURRENCY, TRADING CURRENCY, or ALTERNATE CURRENCY.

COMPANY (Company number). The company number you typed on the Invoice Payment History Inquiry (Select) display (AMA9D1).

ORDER NUMBER. The order number you typed on the Invoice Payment History Inquiry (Select) display (AMA9D1).

S (Select). Type **1** next to the invoice that you wish to view in detail. You may choose more than one invoice.

TYP (Type). This field shows whether the details shown are for a payment or a payment reversal.

CH. The details shown are for a payment.

RV. The details shown are for a payment reversal.

CHECK NUMBER. The number of the check that was issued or reversed.

TOTAL PAYMT AMT (Total payment amount). The total amount for which the payment was issued.

PAYMENT DATE . The date the payment was issued or reversed. When all payments for the date you chose have been shown, payments issued or reversed on the next date, forward in time, appear.

VENDOR NUMBER. The number of the vendor to whom the payment was issued or reversed.

CR/INVOICE NUMBER (Credit memo or invoice number). The credit memo or invoice numbers for which the payment was issued. More than one credit memo or invoice may appear for the payment.

CR/IN (Credit memo or invoice). This field shows whether the details shown are for a credit memo or an invoice.

CR. Credit Memo

IN. Invoice

LINE ITEM GROSS AMOUNT. The portion of the total payment amount that was applied to a particular line item on the order.

BAPM (Bank account and payment method). The bank account and payment method from the Bank Account Master file.

AMA9D6—Invoice Payment History by Invoice Detail (Inquiry)

Use this display to view all detail line items for an invoice.

This display appears when you choose an invoice on the Invoice Payment History by Invoice (Inquiry) display (AMA9D7). Depending on what you type in the **SELECT HISTORY** field on display AMA9D1, RESTORED HISTORY, CURRENT HISTORY, or BOTH CURRENT AND RESTORED HISTORY appears near the top of the display.

```

DATE **/**/**  INVOICE PAYMENT HISTORY BY INVOICE DETAIL INQUIRY  AMA9D6  **
TRADING CURRENCY *****
COMPANY **  INVOICE NO. *****  *****  INVOICE DATE **/**/**

VENDOR ***** ***** ***** INVOICE/CR AMOUNT *****.**
ASSIGNEE ***** ***** ***** DISCOUNT DUE DATE **/**/**

CHECK PAYMENT          TOTAL
TYPE NUMBER  DATE      PAYMT AMT  CUR      AMT APPLIED  DISCOUNT  BAPM
                TO CR/INV  TAKEN
** ***** **/**/** *****.** *****.** *****.** *****
** ***** **/**/** *****.** *****.** *****.** *****
** ***** **/**/** *****.** *****.** *****.** *****
** ***** **/**/** *****.** *****.** *****.** *****
** ***** **/**/** *****.** *****.** *****.** *****
** ***** **/**/** *****.** *****.** *****.** *****
** ***** **/**/** *****.** *****.** *****.** *****
** ***** **/**/** *****.** *****.** *****.** *****
** ***** **/**/** *****.** *****.** *****.** *****
** ***** **/**/** *****.** *****.** *****.** *****
** ***** **/**/** *****.** *****.** *****.** *****
                USE ROLL UP/DOWN
                F09 ALTERNATE CURRENCY
                F19 RETURN TO SELECT
                F24 END OF JOB

```

What to do

- To see details of the next invoice you chose on AMA9D7, press **Enter**.
- To alternate between payment, trading, and alternate currency amounts, use **F09**, if multi-currency support is active. Euro currency appears only if the vendor is euro- participating.
- To choose another vendor, assignee, check number, payment date, order number or invoice, use **F19** and go to AMA9D1.

Function keys

F09 ALTERNATE CURRENCY appears only if multi-currency support is active and allows you to alternate between payment, trading, and alternate currency amounts. Euro currency appears only if the vendor is euro- participating. If the alternate currency is the same as the trading currency, trading currency is displayed.

F19 RETURN TO SELECT returns you to the Invoice Payment History Inquiry (Select) display (AMA9D1).

F24 END OF JOB ends the invoice payment history inquiry session. The Inquiry menu (AMAM90) appears again.

Fields

PAYMENT/TRADING/ALTERNATE CURRENCY. The currency in which the amounts on the display appear. This field only appears if multi-currency support is active. Using **F09** causes the field to appear alternately as **PAYMENT CURRNCEY**, **TRADING CURRENCY**, or **ALTERNATE CURRENCY**.

COMPANY (Company number). The company number you typed on the Invoice Payment History Inquiry (Select) display (AMA9D1).

INVOICE NO. (Invoice number). The invoice number and description you typed on the Invoice Payment History Inquiry (Select) display (AMA9D1).

INVOICE DATE. The date of the invoice.

VENDOR. The vendor number and name for the invoice chosen.

INVOICE/CR AMOUNT (Invoice/credit memo amount). The total amount of the invoice or credit memo.

ASSIGNEE. The assignee number and name for the invoice chosen.

DUE DATE. The date the invoice is due.

DISC DATE. The last date on which the invoice could be paid with a discount.

TYPE. This field shows whether the details shown are for a payment or a payment reversal.

CH. The details shown are for a payment.

RV. The details shown are for a payment reversal.

CHECK NUMBER. The number of the check that was issued or reversed.

PAYMENT DATE. The date the payment was issued or reversed.

TOTAL PAYMT AMT (Total payment amount). The total amount for which the payment was issued.

CUR (Currency). The ID for the currency used to pay the invoice. This field only appears when multi-currency support is active.

AMT APPLIED TO CR/INV (Amount applied to credit memo/invoice). The portion of the total payment amount that was applied to a particular credit memo or invoice.

DISCOUNT TAKEN (Discount taken for invoice). The total amount of discount taken for the invoice.

BAPM (Bank account and payment method). The bank account and payment method from the Bank Account Master file.

AMA9D7—Invoice Payment History by Invoice (Inquiry)

Use this display to review summary information for one or several invoices.

This display appears when you:

- Enter an invoice number on the Invoice Payment History Inquiry (Select) display (AMA9D1)
- Choose an invoice on the Invoice Payment History by Check (Inquiry) display (AMA9D3)
- Choose an invoice on the Invoice Payment History by Order (Inquiry) display (AMA9D5).

Depending on what you type in the **SELECT HISTORY** field on display AMA9D1, RESTORED HISTORY, CURRENT HISTORY, or BOTH CURRENT AND RESTORED HISTORY appears near the top of the display.

DATE **/**/**		INVOICE	PAYMENT HISTORY BY	INVOICE	INQUIRY	AMA9D7	**
COMPANY **		TRADING CURRENCY *****		*****			
		INVOICE *****					
SEL	TYPE	CHECK	PAYMENT	TOTAL	VENDOR	ASSIGNEE	AMT APPLIED
		NUMBER	DATE	PAYMT AMT	NUMBER	NUMBER	TO CR/INV
n	**	*****	**/**/**	*****	*****	*****	*****
n	**	*****	**/**/**	*****	*****	*****	*****
n	**	*****	**/**/**	*****	*****	*****	*****
n	**	*****	**/**/**	*****	*****	*****	*****
n	**	*****	**/**/**	*****	*****	*****	*****
n	**	*****	**/**/**	*****	*****	*****	*****
n	**	*****	**/**/**	*****	*****	*****	*****
n	**	*****	**/**/**	*****	*****	*****	*****
n	**	*****	**/**/**	*****	*****	*****	*****
n	**	*****	**/**/**	*****	*****	*****	*****
n	**	*****	**/**/**	*****	*****	*****	*****
n	**	*****	**/**/**	*****	*****	*****	*****
n	**	*****	**/**/**	*****	*****	*****	*****
n	**	*****	**/**/**	*****	*****	*****	*****
n	**	*****	**/**/**	*****	*****	*****	*****
n	**	*****	**/**/**	*****	*****	*****	*****
n	**	*****	**/**/**	*****	*****	*****	*****
n	**	*****	**/**/**	*****	*****	*****	*****
n	**	*****	**/**/**	*****	*****	*****	*****
n	**	*****	**/**/**	*****	*****	*****	*****
ENTER 1 TO DISPLAY INVOICE DETAILS						USE ROLL UP/DOWN	
						F09 ALTERNATE CURRENCY	
						F19 RETURN TO SELECT	
						F24 END OF JOB	

What to do

To see details of a particular invoice or several invoices, type **1** next to each invoice you want to view and press **Enter**. Go to display AMA9D6.

Function keys

F09 ALTERNATE CURRENCY appears only if multi-currency support is active and allows you to alternate between payment, trading, and alternate currency amounts. Euro currency appears only if the vendor is euro- participating. If the alternate currency is the same as the trading currency, trading currency is displayed.

F19 RETURN TO SELECT returns you to the Invoice Payment History Inquiry (Select) display (AMA9D1).

F24 END OF JOB ends the invoice payment history inquiry session. The Inquiry menu (AMAM90) appears again.

Fields

PAYMENT/TRADING/ALTERNATE CURRENCY. The currency in which the amounts on the display appear. This field only appears if multi-currency support is active. Using **F09** causes the field to appear alternately as **PAYMENT CURRENCY, TRADING, or ALTERNATE CURRENCY.**

COMPANY. The company number you typed on the Invoice Payment History Inquiry (Select) display (AMA9D1).

INVOICE. The invoice number you typed on the Invoice Payment History Inquiry (Select) display (AMA9D1).

SEL (Select). Type **1** next to the invoice that you wish to view. You may choose more than one invoice. The checks you select will appear in the order they appear in on this display.

TYPE. This field shows whether the details shown are for a payment or a payment reversal.

CH. The details shown are for a payment.

RV. The details shown are for a payment reversal.

CHECK NUMBER. The number of the check that was issued or reversed.

PAYMENT DATE . The date the payment was issued or reversed. When all payments for the date you chose have been shown, payments issued or reversed on the next date, forward in time, appear.

TOTAL PAYMT AMT (Total payment amount). The total amount for which the payment was issued.

CUR (Currency). The ID for the currency used to pay the invoice. This field only appears when multi-currency support is active.

VENDOR NUMBER. The number of the vendor to whom the payment was issued or reversed.

ASSIGNEE NUMBER. The number of the assignee to whom the payment was issued or reversed.

AMT APPLIED TO CR/INV (Amount applied to credit memo/invoice). The portion of the total payment amount that was applied to a particular credit memo or invoice.

Option 5. Bank Account Balance (AMAM90)

When you choose this option, balances for all bank accounts appear. If multi-currency support is active, balances in both bank account and local currency are shown. You can then choose a bank account and view summary payment selection information.

What information you need:. The company number whose bank account you want to review, if this application is installed for more than one company.

What reports are printed:. None.

What forms you need:. None.

AMA8L1—Bank Account Balance (Inquiry)

Use this display to see the balance for each bank account.

This display appears when you choose option 5 (Bank Account Balance) on the Inquiry menu (AMAM90) or when you use **F17 BANK ACCOUNTS** on the one of the following displays:

AMA8L2. Bank Account Payment Selections (Inquiry)
AMA8L3. Bank Account Balance Inquiry (Options).

DATE	**/**/**	BANK ACCOUNT BALANCE	INQUIRY	AMA8L1	**	
ACT	CO	BANK	DESCRIPTION	CURR	BALANCE	LOCAL CURRENCY
A	**	***	*****	***	*****	*****
A	**	***	*****	***	*****	*****
A	**	***	*****	***	*****	*****
A	**	***	*****	***	*****	*****
A	**	***	*****	***	*****	*****
A	**	***	*****	***	*****	*****
A	**	***	*****	***	*****	*****
A	**	***	*****	***	*****	*****
A	**	***	*****	***	*****	*****
A	**	***	*****	***	*****	*****
A	**	***	*****	***	*****	*****
A	**	***	*****	***	*****	*****
A	**	***	*****	***	*****	*****

USE ROLL UP/DOWN
F24 END OF JOB

What to do

- To see payment selection groups for the bank account, type **P** in the **ACT** field next to the account you select. Press **Enter** and go to display AMA8L2.
- To see balance detail for the bank account, type **X** in the **ACT** field next to the account you select. Press **Enter** and go to display AMA8L3.

Function keys

F24 END OF JOB ends the bank account balance inquiry and causes the Inquiry menu (AMAM90) to appear again.

Fields

ACT (Action). Type **X** beside a bank account balance to view balance detail for the bank account. Type **P** beside a bank account to view payment selections for the bank account. Depending on the action code you selected, either the Balance Detail Inquiry display (AMA8L3) or the Bank Account Payment Selections Inquiry (AMA8L2) display appears.

CO (Company number). The number for the company whose bank account balance you may view.

BANK. The bank account number from the Bank Account Master File.

DESCRIPTION. A description of the bank account from the Bank Account Master file.

CURR (Currency). The currency ID, such as FFR for French francs. This field appears only when multi-currency support is active.

BALANCE. The balance for the bank account from the Bank Account Master file.

LOCAL CURRENCY. The bank account balance in local currency. This field appears when multi-currency support is active.

AMA8L2—Bank Account Payment Selections (Inquiry)

Use this display to see the current bank account balance, payment selections by payment method and expected payment date, and the projected impact of the payment on the bank.

This display appears when you type **P** beside any bank account balance record on the Bank Account Balance (Inquiry) display (AMA8L1). This display also appears if you use **F16 PAYMENT SELECTIONS** on the Bank Account Balance Inquiry (Inquiry) display (AMA8L3).

DATE	**/**/**	BANK ACCOUNT PAYMENT SELECTIONS	INQUIRY	AMA8L2	**
CO	**	BANK ***	*****	CURRENCY ***	*****
CURRENT BALANCE				***** .**	
ACT	METHOD	EXP. PAY DATE	AMOUNT	PROJECTED BALANCE	
A	*	**/**/**	***** .**	***** .**	
A	*	**/**/**	***** .**	***** .**	
A	*	**/**/**	***** .**	***** .**	
A	*	**/**/**	***** .**	***** .**	
A	*	**/**/**	***** .**	***** .**	

USE ROLL UP/DOWN
F17 BANK ACCOUNTS
F24 END OF JOB

What to do

- To see balance detail for the bank account balance record, type **X** in the **ACT** field next to the record you select. Press **Enter** and go to display AMA8L3.
- To return to the Bank Account Balance (Inquiry) display (AMA8L1), use **F17**. Go to display AMA8L1.

Function keys

F17 BANK ACCOUNTS causes the Bank Account Balance (Inquiry) display (AMA8L1) to appear again.

F24 END OF JOB ends the bank account payment selection inquiry and causes the Inquiry menu (AMAM90) to appear again.

What to do

- To return to the Bank Account Payment Selections (Inquiry) display (AMA8L2), use **F16** and go to display AMA8L2. This function key does not appear if you typed **X** on AMA8L1.
- To return to the Bank Account Balance (Inquiry) display, use **F17** and go to display AMA8L1.

Function keys

F16 PAYMENT SELECTIONS causes the Bank Account Payment Selections (Inquiry) display (AMA8L2) to appear.

F17 BANK ACCOUNTS causes the Bank Account Balance (Inquiry) display (AMA8L1) to appear.

F24 END OF JOB ends the bank account detail inquiry and causes the Inquiry menu (AMAM90) to appear.

Fields

COMPANY (Company number). The company number associated with the bank account balance you selected.

BANK ACCOUNT. The bank account number.

PAYMENT METHOD. The payment method you typed.

DESCRIPTION. A description of the bank account.

CURRENCY. This field appears only if multi-currency support is active. The currency ID used to make the payment.

CASH IN BANK ACCOUNT. The cash account number.

BANK CHARGES ACCOUNT. The bank charges account number.

CHECK SEQUENCE. This field shows the default for check sequencing. This field contains either 1 for payee number sequence or 2 for payee name sequence. The value appears as the default on the Print Checks (Enter) display (AMA302).

CHECK CONSOLIDATION <Y/N>. This field shows the default option for consolidating checks. It contains a Y to print consolidated checks by assignee. The field contains a N to print separate checks for each change of vendor within an assignee.

LIST VENDORS <Y/N>. This field shows the default option for listing vendors. This field contains a Y to print all vendor names on the check stub. This field contains a N to print only the assignee name on the check stub. This field can only be Y when CHECK CONSOLIDATION is Y.

ELECTRONIC FUNDS <Y/N>. Y appears if the bank account/payment method is an electronic funds transfer (EFT). This field's default is determined in the EFT<Y/N>

field on the Bank Account Master - File Maintenance (Add/Change/Delete) display (AMA7D2).

AP CHECKS <Y/N> (Accounts payable checks). Y appears if the payment method for the bank account is a printed check.

REMITTANCE ADVICE <Y/N>. Y appears if the payment method for the bank account includes printed remittance advices.

AP CHECK FILE <Y/N> (Accounts payable check file). Y appears if you requested to have a record sent to the Check Interface (CHECKF) file.

REMITTANCE ADVICE FILE <Y/N>. Y appears if you requested to have records sent to the Remittance Advice Interface (REMITF) file.

AP CHECK FORM NAME (Account payable check form name). This field was required if you responded Y to **AP CHECKS**. This form name is used by the system to identify the preprinted check form.

REMITTANCE ADVICE FORM NAME. This field was required if you responded Y to REMITTANCE ADVICE. This form name is used by the system to identify the preprinted remittance advice form.

BEGINNING CHECK NUMBER. The beginning check number in the bank account balance record.

BANK BALANCE. The bank account balance in bank currency.

BANK BALANCE-LOCAL CURRENCY. This field appears only if you indicated multi-currency support during application tailoring. The bank account balance in local currency.

DATE LAST MAINTAINED. The date of the last bank account file maintenance session.

AMA8L4—Bank Account Balance Detail (Inquiry)

Use this display to show information regarding electronic fund transfers. This display appears if the default is Y in the **EFT<Y/N>** field on the Bank Account Inquiry (Inquiry) display (AMA8L3).

```
Date **/**/  
** Bank Account Balance Detail Inquiry AMA8L4 **  
  
Company ** Bank Account *** Payment Method *  
  
EFT (Payer)  
Payment Method Code ***  
Payment Format Code ***  
DFI ID Number Qualifier **  
DFI Identification Number *****  
Orig Company ID Number *****  
Orig Company Supp Code *****  
Account Number Qualifier ***  
Account Number *****
```

F17 Bank Accounts
F24 End of Job

What to do

- To return to the Bank Account Balance (Inquiry) display, use **F17** and go to display AMA8L1.
- Press **Enter** to show the second Bank Account Balance Detail (Inquiry) display (AMA8L5).

Function keys

F17 BANK ACCOUNTS causes the Bank Account Balance (Inquiry) display (AMA8L1) to appear.

F24 END OF JOB ends the bank account detail inquiry and causes the Inquiry menu (AMAM90) to appear.

Fields

PAYMENT METHOD CODE. This field contains the code to designate the actual funds transfer method.

PAYMENT FORMAT CODE. Code identifying the payment format to be used. CCD - Cash Concentration/Disbursement

DFI ID NUMBER QUALIFIER (Depository Financial Institution identification number qualifier). This field contains the code identifying the type of identification number of the Depository Financial Institution (DFI).

- 01 - ABA transit routing number including check digits (9 digits)
- 02 - Swift identification (8 or 11 characters)
- 03 - CHIPS (3 or 4 digits)
- 04 - Canadian Bank Branch and institution number
- ZZ - Mutually defined

DFI IDENTIFICATION NUMBER (Depository Financial Institution identification number). Unique Depository Financial Institution identification number.

ORIG COMPANY ID NUMBER (Originating company identification number). A unique identifier designating the company initiating the funds transfer instructions. The first character is a 1-digit ANSI identification code designation (ICD) followed by the 9-digit identification number.

- EIN - IRS employer identification number (1)
- DUNS - Data universal numbering system (3)
- User assigned (9)

ORIG COMPANY SUPP CODE (Originating company supplemental code). Code defined between the originating company and the Originating Depository Financial Institution (ODFI) that uniquely identifies the company initiating the transfer instruction.

ACCOUNT NUMBER QUALIFIER. Code indicating type of bank account.

- 01 - Time Deposit
- DA - Demand Deposit
- SG - Savings
- ZZ - Mutually Defined

ACCOUNT NUMBER. Payer's bank account number.

AMA8L5—Bank Account Balance Detail (Inquiry)

Use this display to show additional company information regarding electronic fund transfers (EFT). This is the second EFT display for Bank Account Balance Detail (Inquiry).

```

Date **/**/**          Bank Account Balance Detail      Inquiry      AMA8L5 **

Company **      Bank Account   ***      Payment Method *

Address Information                                Address Format *
Company          *****
Address 1        *****
Address 2        *****
Address 3        *****
Address 4        *****
Address 5        *****
State            ** Country   ***      Postal Code   *****
Telephone        *****
Contact          *****

F17 Bank Accounts
F24 End of Job

```

What to do

To return to the Bank Account Balance (Inquiry) display, use **F17** and go to display AMA8L1.

Function keys

F17 BANK ACCOUNTS causes the Bank Account Balance (Inquiry) display (AMA8L1) to appear.

F24 END OF JOB ends the bank account detail inquiry and causes the Inquiry menu (AMAM90) to appear.

Fields

COMPANY. This field shows the company number for EFT remittance advice transfer to vendors.

BANK ACCOUNT. This field shows the bank account established for this vendor against which the checks will be written.

PAYMENT METHOD. This field shows the payment method.

ADDRESS FORMAT. A code that determines how name and address are presented on panels and documents. With the three format types (0, 1, 2), you get a maximum of six lines of name and address information. The default code is 0 (US style).

On panels, Address formats 0 (US style) and 1 (International style) appear as Name; Address lines 1-3; City, which becomes Address line 4; and State, Country, and Postal Code, which become Address line 5. For Address format 2 (free or free-form), you see Name and Address lines 1-5.

When using Address format 2 (Free), you still see the State, Country, and Postal Code fields on the panel; however, they are for information only. These fields are not included in the formatting routine for addressing documents. You need to add that information as part of Address lines 1-5. You can enter the State, Country, and Postal Code fields separately if you have user defined queries or reports that need to recognize the fields. Refer to “AMV772—Vendor Master—File Maintenance (Add/Change) (Page 1 of 3)” on page 9-9 for additional information.

The formatted results for Address formats 0 and 1 are shown in the following table. When an address is used on a document, it gets formatted in a particular way, depending on the Address format. The formatted results that would appear on a document (for example, a purchase order) are shown in the following table. Format 2 (Free) is not shown; it prints the formatted results exactly the way you entered it.

Table 11-1. US and International address formats

Format 0 = US	Format 1 =International
Name	Name
Address 1	Address 1
Address 2	Address 2
Address 3	Address 3
City State Postal	Country Postal City
Country	State

The format description of US for 0, International for 1, and Free for 2 appears beside the format type.

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These values for Address format flag are used only by the AP and Purchasing applications. You can change from format 0 to 1, to 2, and back again. The panel adjusts the address fields based on format type.

Note: COM and IFM use the values of 1, 2, and 3, instead of 0, 1, and 2, in the Address format field.

ADDRESS 1, 2, 3, 4 and 5. This field contains the company's address information for EFT remittance advice transfer to vendors. If using Address format 2, you see Address lines 1-5. If using Address format 0 or 1, you see only Address lines 1, 2, and 3.

CITY, STATE/COUNTRY, and POSTAL CODE. This field shows where the company is located and the code assigned by the postal authorities for the company's address.

TELEPHONE. This field contains the A/P contact phone number for sending of EFT remittance advice to vendors.

CONTACT. This field contains the A/P contact name for sending of EFT remittance advice to vendors.

Chapter 12. History

If you choose option 10 from the Main Menu (AMAM00), the History menu (AMAMA0) appears. This menu has five options.

Option 1. Archive Current History (AMAMA0)	12-2
Option 2. Delete Current History (AMAMA0).....	12-3
Option 3. Restore Archived History (AMAMA0).....	12-5
Option 4. Delete Archived History (AMAMA0).....	12-6
Option 5. Delete Restored History (AMAMA0)	12-8

```

AMAMA0                      Accounting Management Accounts Payable      *****
                               History
Type option or command; press Enter.

1. Archive Current History
2. Delete Current History
3. Restore Archived History
4. Delete Archived History
5. Delete Restored History

==> _____

F3=Exit      F4=Prompt    F9=Retrieve   F10=Actions
F11=Job status  F12=Return   F22=Messages
    
```

Option 50. Archive Current History. Use this option to save invoice payment history on tape. The Archive/Delete Invoice Payment History report (AMAKB) is printed.

Option 51. Delete Current History. Use this option to delete current invoice payment history when it is no longer required. The Archive/Delete Invoice Payment History report (AMAKB) is printed.

Option 52. Restore Archived History. Use this option to transfer invoice payment history recorded on tape to the system. The Archive/Delete Invoice Payment History report (AMAKD) is printed.

Option 53. Delete Archived History. Use this option to delete archived invoice payment history. The control record is flagged to show that this archived tape file is no longer available.

Option 54. Delete Restored History. Use this option to delete the restored invoice payment history which has been transferred from tape.

Option 1. Archive Current History (AMAMA0)

Option 1 saves current invoice payment history records to tape. The records saved are within a range of company numbers and payment dates you selected. The records saved can, optionally, be removed from the Current Invoice Payment History file.

What information you need:. The range of company numbers and payment dates to be saved to tape.

Note: You should have on hand a sufficient quantity of blank tapes. The tapes do not have to be initialized.

What reports are printed:. Archive/Delete Invoice Payment History report (AMAKB).

What forms you need:. None.

AMAKA1—Archive Current History (Options)

Use this display to choose options for archiving current invoice payment history. The Archive/Delete Invoice Payment History report (AMAKB) is printed if you indicated this option during application tailoring. You can choose a range of company numbers or payment dates for archiving invoice payment history to tape.

This display appears when you choose option 1 (Archive Current History) from the History menu (AMAMA0).

```
DATE **/**/**          ARCHIVE CURRENT HISTORY          OPTIONS  AMAKA1 **

BEGINNING COMPANY NUMBER      nn
ENDING COMPANY NUMBER         nn
BEGINNING PAYMENT DATE        nnnnnn
ENDING PAYMENT DATE           nnnnnn

DELETE FROM CURRENT HISTORY <Y/N>  A

F24 CANCEL THE JOB
```

What to do

Type in the range of company numbers and payment dates and then load the tapes when prompted by the system to start the archive process, and press **Enter**.

Function keys

F24 CANCEL THE JOB causes the History menu (AMAMA0), to appear again; no processing occurs.

Fields

BEGINNING COMPANY NUMBER

ENDING COMPANY NUMBER. Use these fields to type in a range of company numbers. The beginning number in the range you type in must be less than, or equal to, the ending number in the range. Type in a range of company numbers whose invoice payment records you want to archive.

BEGINNING PAYMENT DATE

ENDING PAYMENT DATE. Use these fields to type in a range of payment dates to indicate which history records are to be archived. The beginning number in the range you type in must be less than, or equal to the ending number in the range. Type in the range of final payment dates you want to archive. The date format you use depends on what you specified during system tailoring.

DELETE FROM CURRENT HISTORY <Y/N>. Type in **Y** to delete current history after it is archived. Type in **N** to retain the current history on the system.

Option 2. Delete Current History (AMAMA0)

Option 2 deletes current invoice payment history records. The records deleted are within the range of company numbers and payment dates you selected.

If you chose not to delete the records from current history when you archived (Option 1), you can use this option to delete the archived range of current invoice payment records.

What information you need:. Range of company numbers and payment dates to be deleted.

What report is printed:. Archive/Delete Invoice Payment History report (AMAKB).

What forms you need:. None.

AMAKA2—Delete Current History (Options)

Use this display to choose options for deleting current invoice payment history.

This display appears when you choose option 2 (Delete Current History) from the History menu (AMAMA0).

```
DATE **/**/**          DELETE CURRENT HISTORY          OPTIONS          AMAKA2 **

BEGINNING COMPANY NUMBER          nn
ENDING COMPANY NUMBER             nn
BEGINNING PAYMENT DATE            nnnnnn
ENDING PAYMENT DATE               nnnnnn

F24 CANCEL THE JOB
```

What to do

Enter the information you want to remove from the system, and press **Enter**.

Function keys

F24 CANCEL THE JOB causes the History menu (AMAMA0) to appear again; no processing occurs.

Fields

BEGINNING COMPANY NUMBER

ENDING COMPANY NUMBER. Use these fields to type in a range of company numbers. The beginning number in the range you type in must be less than, or equal to, the ending number in the range you type in. Type in a range of company numbers whose invoice payment records you want to delete.

BEGINNING PAYMENT DATE

ENDING PAYMENT DATE. Use these fields to type in a range of payment dates to indicate which history records are to be deleted. The beginning date in the range you type in must be earlier than, or equal to, the ending date in the range you type in. Type in the range of final payment dates that are to be deleted.

Option 3. Restore Archived History (AMAMA0)

Option 3 restores to the system any of the history files that were saved to tape through option 1 on the History menu. The archived files are restored into the Restored Invoice Payment History file.

What information you need:. The archived files you want to restore. You cannot select any file that is already in the Restored Invoice Payment History file.

What report is printed:. None.

What forms you need:. None.

AMAKC1—Restore Archived History (Select)

Use this display to choose archived invoice payment history files to be restored.

This display appears if you choose option 3 (Restore Archived History) from the History menu (AMAMA0). A maximum of ten sets of archived history files can be shown at one time on the display.

DATE **/**/**	RESTORE ARCHIVED HISTORY					SELECT	AMAKC1 **
SEL	ARCHIVED FILE NAME	COMPANY BEGIN	NUMBER END	PAYMENT BEGIN	DATES END	CREATION DATE	RECORD COUNT
A	*****	**	**	**/**/**	**/**/**	**/**/**	*****
A	*****	**	**	**/**/**	**/**/**	**/**/**	*****
A	*****	**	**	**/**/**	**/**/**	**/**/**	*****
A	*****	**	**	**/**/**	**/**/**	**/**/**	*****
A	*****	**	**	**/**/**	**/**/**	**/**/**	*****
A	*****	**	**	**/**/**	**/**/**	**/**/**	*****
A	*****	**	**	**/**/**	**/**/**	**/**/**	*****
A	*****	**	**	**/**/**	**/**/**	**/**/**	*****
A	*****	**	**	**/**/**	**/**/**	**/**/**	*****
A	*****	**	**	**/**/**	**/**/**	**/**/**	*****
A	*****	**	**	**/**/**	**/**/**	**/**/**	*****
A	*****	**	**	**/**/**	**/**/**	**/**/**	*****

TYPE IN AN 'R' BESIDE EACH ARCHIVED HISTORY FILE TO BE RESTORED. PRESS F21 TO RESTORE THE FILES.

USE ROLL UP/DOWN
F21 RESTORE FILES
F24 CANCEL THE JOB

What to do

Type in the archived files you want to restore and use **F21**. Then load the tapes when prompted by the system. The files are restored. No processing occurs when you press **Enter**. The command to signal the system to process your choices is **F21 RESTORE FILES**.

Function keys

F21 RESTORE FILES ends the selection process and causes the History menu (AMAMA0) to appear again. You must use **F21** to restore the files.

F24 CANCEL THE JOB ignores any information on the display, stops processing, and causes the History menu (AMAMA0) to appear again.

Fields

SEL (Select). Type **R** beside each archived history file to be restored.

ARCHIVED FILE NAME. The name you gave to a particular set of archived invoice payment history files.

COMPANY NUMBER BEGIN

COMPANY NUMBER END. Shows you the range of company numbers for multicompany installations, or shows you the same company number for both beginning and ending company numbers for single company installations for an archived history file.

PAYMENT DATES BEGIN

PAYMENT DATES END. Shows you the range of final payment dates in an archived history.

CREATION DATE. The date the archived history file was saved on tape.

RECORD COUNT. The number of records in the archived invoice payment history file.

Option 4. Delete Archived History (AMAMA0)

Option 4 removes all references to one or more archived history files. When an archived file is deleted using option 4, it can no longer be restored to the system through option 3 on the History menu.

What information you need:. The archived files you want to delete.

What report is printed:. Archive/Delete Invoice Payment History report (AMAKD).

What forms you need:. None.

AMAKD1—Delete Archived History (Select)

Use this display to choose archived invoice payment history files for deletion.

This display appears if you choose option 4 (Delete Archived History) from the History menu (AMAMA0). A maximum of ten archived invoice payment history files can be shown at one time.

```

DATE **/**/**          DELETE ARCHIVED HISTORY          SELECT          AMAKD1  **

          ARCHIVED    COMPANY NUMBER    PAYMENT DATES    CREATION    RECORD
          SEL  FILE NAME    BEGIN    END    BEGIN    END    DATE    COUNT

A          *****          **          **          **/**/**          **/**/**          **/**/**          *****
A          *****          **          **          **/**/**          **/**/**          **/**/**          *****
A          *****          **          **          **/**/**          **/**/**          **/**/**          *****
A          *****          **          **          **/**/**          **/**/**          **/**/**          *****
A          *****          **          **          **/**/**          **/**/**          **/**/**          *****
A          *****          **          **          **/**/**          **/**/**          **/**/**          *****
A          *****          **          **          **/**/**          **/**/**          **/**/**          *****
A          *****          **          **          **/**/**          **/**/**          **/**/**          *****
A          *****          **          **          **/**/**          **/**/**          **/**/**          *****
A          *****          **          **          **/**/**          **/**/**          **/**/**          *****

TYPE IN A 'D' BESIDE EACH ARCHIVED HISTORY FILE TO
BE DELETED.  PRESS F20 TO DELETE THE FILES.

                                     USE ROLL UP/DOWN
                                     F20 DELETE FILES
                                     F24 CANCEL THE JOB
    
```

What to do

To select the files you want to delete, type **D** beside the appropriate files and use **F20**. The files are deleted.

When this selection has been processed, you will not be able to restore the archived file again.

Note:

Function keys

F20 DELETE FILES ends the selection process and causes the History menu (AMAMA0) to appear again. Also, the Archive/Delete Invoice Payment History report (AMAKD) is printed.

F24 CANCEL THE JOB ignores any information on the display, stops processing, and causes the History menu (AMAMA0) to appear again.

Fields

SEL (Select). Type **D** beside each archived history file to be deleted.

ARCHIVED FILE NAME. The name given to a particular archived invoice payment history file.

COMPANY NUMBER BEGIN

COMPANY NUMBER END. Shows you the range of company numbers for multicompany installations, or shows you the same company number for both beginning and ending company numbers for single company installations for an archived history file.

PAYMENT DATES BEGIN

PAYMENT DATES END. Shows you the range of final payment dates in an archived history.

CREATION DATE. The date the archived history file was saved on tape.

RECORD COUNT. The number of records in the archived invoice payment history file.

Option 5. Delete Restored History (AMAMA0)

Use this option to remove the contents of the Restored Invoice Payment History file when it is no longer needed.

There is no display associated with this option. When you choose this option, the contents of the Restored Invoice Payment History file are deleted. A warning message appears and gives you the opportunity to cancel the delete request or to continue. Press **Enter** when you have entered your response.

You can choose to restore the same data again from the archived tape at a later time, if needed, by using option 3 on the History menu.

What information you need:. None.

What report is printed:. None.

What forms you need:. None.

Chapter 13. Revaluation

Transaction gain/loss..... 13-1
 Open Payables file revaluation..... 13-2

If you choose option 11 from the Main Menu (AMAM00) and multi-currency support is active, the Revaluation (Options) display (AMA401) appears. This is the only display associated with the Revaluation function. Two reports may be printed:

- Open Payables Revaluation report (AMV0B)
- Bank account Revaluation report (AMA41)

Accounting principles often require companies to record transaction gains/losses before the invoice is actually paid. This means you must revalue your foreign currency bank accounts and open accounts payables so their local currency values reflect period end or year end exchange rates.

If multi-currency support is active, you can choose the Revaluation option. This option recalculates the local currency amounts in the Open Payables and Bank Account master files and creates General Ledger journal entries to record the unrealized gain or loss.

Transaction gain/loss

When you enter a foreign currency invoice, it is converted to local currency at the current or overridden exchange rate.

Letters of credit are an exception. They should be entered as manual payments. When the invoice is entered, it is converted at the exchange rate used for the letter of credit and there is no transaction gain or loss. When the invoice is paid, the exchange rate used is usually different. As a result, the cost of the invoice in local currency is either more or less than the local currency cost of the invoice when it was first entered. This difference is called the transaction gain or loss.

For example, suppose you initially recorded a 1000 French franc invoice as being worth 200 US dollars. If exchange rate changes make the invoice worth 220 US dollars at month end, increase the amount owed to 220 US dollars and record a 20 US dollar loss in the general ledger.

	Debit	Credit
Accounts payable		20.00
Transaction gain/loss	20.00	

If you make a payment and it costs 250 US dollars, the loss recognized at payment time is 30 US dollars, the difference between the amount of the payment and the revalued amount of the invoice.

Open Payables file revaluation

When you choose the Open Payables Revaluation option on display AMA401, the system reads the Open Payables file for records meeting the criteria specified, calculates the amount of the revaluation, reports it, and if you are processing in update mode, updates the file and creates the General Ledger journal entries.

Note: An invoice with an override exchange rate is never revalued.

The Open Payables file invoice header record contains two sets of local currency amounts. One field shows the local currency value of the invoice at the time the invoice was posted and is never changed. The revaluation fields show the local currency value of the invoice after revaluation activity. These are the amounts the system uses in the revaluation calculation.

The revaluation program converts the net payables amount into local currency, reports the previous value, new value, and the difference between the new and previous values. If you request update mode, the program changes the local currency revalued amount in the file. The net payables amount is calculated for trading and local currency amounts. The trading currency net payables amount is passed to the CAS currency conversion routine. Transaction gain/loss amounts are generated and offsetting TEMGEN entries are made to the Accounts Payable account and the gain/loss account.

AMA401—Revaluation (Options)

Use this display when you want to see the revaluation impact on your Open Payables or Bank Account files. You can choose either Open Payables (Option 1) revaluation or Bank Account (Option 2) revaluation. The open payables or bank account balances are revalued in local currency. The new value and old value amounts from the revaluation print on the appropriate report:

- Open Payables Revaluation report (AMV0B)
- Bank Account Revaluation report (AMA41)

You can select one of two modes: Update or No Update. If Update mode was requested, the local currency amounts are changed in the file. Gain/loss and Accounts Payable entries are created and sent to the Temporary General Ledger (TEMGEN) file. If No Update mode was selected, the amounts in the file remain unchanged and no entries are sent to TEMGEN. If you processed the report in update mode, keep the report as part of your audit trail.

This display appears when you choose option 11 (Revaluation) on the Main Menu (AMAM00).


```

DATE **/**/**          REVALUATION          OPTIONS          AMA401  **
REVALUATION TYPE <1-2> n          REVALUATION MODE <1-2> n
1  OPEN PAYABLES          1  NO UPDATE
2  BANK ACCOUNT          2  UPDATE

COMPANY NUMBER: FROM nn TO nn          PRIMARY CURRENCY ID FROM: aA3 TO: aA3
REVALUATION DATE          nnnnnn          TRANSACTION DATE          nnnnnn

F19 RESELECT OPTIONS
F24 CANCEL JOB
    
```

What to do

Type the required information and press **Enter** to process the report.

Function keys

F19 RESELECT OPTIONS ignores any information you typed in and shows you the display as it originally appeared.

F24 CANCEL THE JOB ignores any information you typed in and ends the revaluation option session. The Main Menu (AMAM00) appears again.

Fields

[?] appears next to a field name in the following field definitions to identify a field from which you can begin a master file search.

REVALUATION TYPE <1-2>. This field is required. Type **1** to see the revaluation impact on open payables. Type **2** to see the revaluation impact on bank account balances.

REVALUATION MODE <1-2>. The default is 1. Accept the default or type **2** to update the information in the files.

COMPANY NUMBER FROM [?]

COMPANY NUMBER TO [?]. Type in a single company number, a range of company numbers, or accept the default (blank) to revalue and print all companies on the report. To see the revaluation impact for a single company, type the same company number in both the **FROM** and **TO** fields.

PRIMARY CURRENCY ID FROM [?]

PRIMARY CURRENCY ID TO [?]. If you selected Open Payables, type in a primary currency ID, a range of primary currency IDs, or accept the the default (blank) to

revalue and print all primary currency IDs on the report. If you selected Bank Account, this field appears as **CURRENCY ID**.

REVALUATION DATE . This field is required. The system extracts the exchange rate as of this date.

TRANSACTION DATE

ACCOUNTING PERIOD . This field is required. The field that appears is determined by your selection for either period or monthly accounting during application tailoring. This field appears only if you selected Update mode. Type the date for monthly accounting or type the period for which you want Temporary General Ledger (TEMGEN) records created. Revaluation is not allowed if closed periods or months are typed in.

The Open Payables Revaluation report (AMV0B) shows the impact of a revaluation on open payables in both trading and local currency and the net change in the local currency amounts from the revaluation. Totals are accumulated at the Currency ID, company, and report levels. The revaluation options you selected appear on the first page of the report.

The Bank Account Revaluation report (AMA41) shows the impact of a revaluation on bank account balances and the cash and transaction gain/loss accounts used to record the revaluation. The revaluation options you selected appear on the first page of the report.

Chapter 14. Report descriptions

This section contains samples of checks, listings, and reports that the Accounts Payable application produces. Depending on which options were chosen during application tailoring, you may not print certain reports or listings.

The Accounts Payable application-generated checks, listings, and reports, with report ID, are listed below:

Table 14-1. (Page 1 of 2) List of reports, sorted by report ID

ID	Report	See page
AMAKB	Archive/Delete Invoice Payment History	14-9
AMAKD	Deleted Archived Invoice Payment History	14-27
AMA22A	Payment Reversal Cash Disbursements Journal	14-71
AMA22B	Payment Reversal Cash Disbursements Register	14-71
AMA22C	Payment Reversal Transaction Gains/Losses	14-73
AMA28	Cash Requirements Report	14-24
AMA311	Cash Disbursements Journal	14-19
AMA312	Cash Disbursements Register	14-21
AMA313	Transaction Gains/Losses	14-90
AMA32	Accounts Payable checks	14-7
AMA33	Remittance Advices	14-84
AMA34	Cash Disbursements Update	14-22
AMA41	Bank Account Revaluation	14-17
AMA42A	Manual Payments Cash Disbursements Journal	14-54
AMA42B	Manual Payments Cash Disbursements Register	14-57
AMA42C	Manual Payment Transaction Gains/Losses	14-53
AMA45	Manual Payments Inquiry/Report	14-59
AMA51	Open Payables By Vendor	14-62
AMA512	Open Payables By Vendor - Halted	14-64
AMA52	Open Payables By Due Date	14-60
AMA531	Detail Aged Open Payables	14-27
AMA532	Summary Aged Open Payables	14-86
AMA601	Vendor Master File Year-End Listing	14-99
AMA602	Vendor Master File Year-End Update	14-102
AMA61	1099-MISC Report	14-105
AMA66	1099-MISC Forms	14-104
AMA7D	Bank Account Master File Maintenance	14-13
AMA70F	Bank Account Report	14-16
AMA70G	Reconciliation Activity Report	14-81
AMA70H	Reconciliation Journal	14-82
AMA71	Invoices Transferred to History	14-50

Table 14-1. (Page 2 of 2) List of reports, sorted by report ID

ID	Report	See page
AMA8A	Open Payables File Maintenance	14-67
AMA8J	Bank Account Master File Listing	14-10
AMKA4	Vendor Master File Load All Records	14-95
AMKV1	General Ledger Master File Initial Load	14-34
AMV0A	Landed Cost Master File Listing	14-51
AMV0B	Open Payables Revaluation	14-69
AMV0E	Currency Conversion Audit Trail	14-26
AMV0F1	Purchase Invoices to Inventory Management	14-77
AMV0F2	Purchase Invoices to Production Control & Costing	14-78
AMV0G	Open Payables Duplicate Invoice Numbers	14-66
AMV0H	Invoice Entry Edit (Offline)	14-36
AMV0I	Invoice Entry Load (Offline)	14-40
AMV03	General Ledger Chart of Accounts	14-31
AMV04	General Ledger Master Entry/Change Listing	14-32
AMV08	Landed Cost Master File Maintenance	14-52
AMV12	Invoice Transaction Proof / Register	14-46
AMV13	Purchase Journal and Check Reversal Listing	14-75
AMV14	Purchase Journal Update	14-79
AMV17	Invoice Entry/Edit	14-44
AMV61	Temporary General Ledger Listing	14-87
AMV741	Vendor Analysis Report	14-91
AMV742	Vendor Business Analysis Report	14-93
AMV76	Vendor Master Names and Addresses/Vendor Contacts	14-103
AMV77	Vendor Master File Maintenance	14-101
AMV79	Vendor Master File Listing	14-94
AMV90	EDI Invoice Audit Report	14-29
AMV91	EDI Invoice Batch Report	14-30

Table 14-2. (Page 1 of 3) List of reports, sorted by report name

Report	ID	See page
Accounts Payable checks	AMA32	14-7
Archive/Delete Invoice Payment History	AMAKB	14-9
Bank Account Master File Listing	AMA8J	14-10
Bank Account Master File Maintenance	AMA7D	14-13
Bank Account Report	AMA70F	14-16
Bank Account Revaluation	AMA41	14-17
Cash Disbursements Journal	AMA311	14-19
Cash Disbursements Register	AMA312	14-21

Table 14-2. (Page 2 of 3) List of reports, sorted by report name

Report	ID	See page
Cash Disbursements Update	AMA34	14-22
Cash Requirements Report	AMA28	14-24
Currency Conversion Audit Trail	AMV0E	14-26
Deleted Archived Invoice Payment History	AMAKD	14-27
Detail Aged Open Payables	AMA531	14-27
EDI Invoice Audit Report	AMV90	14-29
EDI Invoice Batch Report	AMV91	14-30
General Ledger Chart of Accounts	AMV03	14-31
General Ledger Master Entry/Change Listing	AMV04	14-32
General Ledger Master File Initial Load	AMKV1	14-34
Invoice Entry Edit (Offline)	AMV0H	14-36
Invoice Entry Load (Offline)	AMV0I	14-40
Invoice Entry/Edit	AMV17	14-44
Invoice Transaction Proof / Register	AMV12	14-46
Invoices Transferred to History	AMA71	14-50
Landed Cost Master File Listing	AMV0A	14-51
Landed Cost Master File Maintenance	AMV08	14-51
Manual Payment Transaction Gains/Losses	AMA42C	14-53
Manual Payments Cash Disbursements Journal	AMA42A	14-54
Manual Payments Cash Disbursements Register	AMA42B	14-57
Manual Payments Inquiry/Report	AMA45	14-59
Open Payables By Due Date	AMA52	14-60
Open Payables By Vendor	AMA51	14-62
Open Payables By Vendor - Halted	AMA512	14-64
Open Payables Duplicate Invoice Numbers	AMV0G	14-66
Open Payables File Maintenance	AMA8A	14-67
Open Payables Revaluation	AMV0B	14-69
Payment Reversal Cash Disbursements Journal	AMA22A	14-71
Payment Reversal Cash Disbursements Register	AMA22B	14-73
Payment Reversal Transaction Gains/Losses	AMA22C	14-73
Purchase Journal and Check Reversal Listing	AMV13	14-75
Purchase Invoices to Inventory Management	AMV0F1	14-77
Purchase Invoices to Production Control & Costing	AMV0F2	14-78
Purchase Journal Update	AMV14	14-79
Reconciliation Activity Report	AMA70G	14-81
Reconciliation Journal	AMA70H	14-82
Remittance Advices	AMA33	14-84
Summary Aged Open Payables	AMA532	14-86

Table 14-2. (Page 3 of 3) List of reports, sorted by report name

Report	ID	See page
Temporary General Ledger Listing	AMV61	14-87
Transaction Gains/Losses	AMA313	14-90
Vendor Analysis Report	AMV741	14-91
Vendor Business Analysis Report	AMV742	14-93
Vendor Master File Listing	AMV79	14-94
Vendor Master File Load All Records	AMKA4	14-95
Vendor Master File Maintenance	AMV77	14-101
Vendor Master File Year-End Listing	AMA601	14-99
Vendor Master File Year-End Update	AMA602	14-102
Vendor Master Names and Addresses/Vendor Contacts	AMV76	14-103
1099-MISC Forms	AMA66	14-104
1099-MISC Report	AMA61	14-105

Table 14-3. (Page 1 of 4) List of reports, sorted by task and report name

Report	ID
Bank Reconciliation	
Bank Account Report	AMA70F
Invoices Transferred to History	AMA71
Reconciliation Activity Report	AMA70G
Reconciliation Journal	AMA70H
Cash Disbursements	
Accounts Payable checks	AMA32
Cash Disbursements Journal	AMA311
Cash Disbursements Register	AMA312
Cash Disbursements Update	AMA34
Remittance Advices	AMA33
Transaction Gains/Losses	AMA313
Cash Requirements	
Cash Requirements Report	AMA28
Data Entry	
Invoice Entry/Edit	AMV17
Demand Reports	
Detail Aged Open Payables	AMA531
Open Payables By Due Date	AMA52

Table 14-3. (Page 2 of 4) List of reports, sorted by task and report name

Report	ID
Open Payables by Vendor	AMA51
Open Payables by Vendor - Halted	AMA512
Summary Aged Open Payables	AMA532
Vendor Analysis Report	AMV741
Vendor Business Analysis Report	AMV742
EDI - Electronic Data Interchange	
EDI Invoice Audit Report	AMV90
EDI Invoice Batch Report	AMV91
File Listing	
Bank Account Master File Listing	AMA8J
General Ledger Chart of Accounts	AMV03
Landed Cost Master File Listing	AMV0A
Temporary General Ledger Listing (Monthly)	AMV61
Vendor Master Names and Addresses	AMV76
Vendor Master File Listing	AMV79

Table 14-3. (Page 3 of 4) List of reports, sorted by task and report name

Report	ID
File Maintenance	
Bank Account Master File Maintenance	AMA7D
General Ledger Master Entry/Change Listing	AMV04
Landed Cost Master File Maintenance	AMV03
Open Payables File Maintenance	AMA8A
Vendor Master File Maintenance	AMV77
History	
Archive/Delete Invoice Payment History	AMAKB
Deleted Archived Invoice Payment History	AMAKD
Initial File Load	
General Ledger Master File Initial Load	AMKV1
Vendor Master File Load All Records	AMKA4
Manual Payments	
Manual Payments Cash Disbursements Journal	AMA42A
Manual Payments Cash Disbursements Register	AMA42B
Manual Payments Inquiry/Report	AMA45
Manual Payment Transaction Gains/Losses	AMA42C
Offline Data Entry	
Invoice Entry Edit (Offline)	AMV0H
Invoice Entry Load (Offline)	AMV0I
Payment Reversal	
Payment Reversal Cash Disbursements Journal	AMA22A
Payment Reversal Cash Disbursements Register	AMA22B
Payment Reversal Transaction Gains/Losses	AMA22C
Posting	
Currency Conversion Audit Trail	AMV0E
Invoice Transaction Proof / Register	AMV12
Open Payables Duplicate Invoice Numbers	AMV0G
Purchase Invoice Journal	AMV13
Purchase Invoices to Inventory Management	AMV0F1
Purchase Invoices to Production Control & Costing	AMV0F2
Purchase Journal Update	AMV14

Table 14-3. (Page 4 of 4) List of reports, sorted by task and report name

Report	ID
Revaluation	
Bank Account Revaluation	AMA41
Open Payables Revaluation	AMV0B
Year-End	
1099-MISC Forms	AMA66
1099-MISC Report	AMA61
Vendor Master File Year-End Listing	AMA601
Vendor Master File Year-End Update	AMA602

Accounts Payable checks

INVOICE NO.	INVOICE DATE	DESCRIPTION	GROSS AMOUNT	DISCOUNT	NET AMOUNT
00452	VENDOR	JOHNSON & PARTNERS CO.		CHECK DATE	11/20/11
LT44	11/10/11	8 X 10 CAMERA	575.00		575.00
LT45	11/10/11	2 1/4 CAMERA	324.00		324.00
LT46	11/10/11	55 MM LENS	85.00		85.00
LT47	11/10/11	28 MM LENS	115.00		115.00
LT48	11/11/11	B & W ENLARGER	150.00		150.00
LT49	11/11/11	COLOR ENLARGER	375.00		375.00
LT50	11/11/11	CHEMICALS	65.00		65.00
LT51	11/11/11	TONER	20.00		20.00
LT52	11/11/11	THERMOMETERS	35.00		35.00
LT53	11/12/11	BACKGROUNDS	320.00		320.00
LT54	11/12/11	STUDIO LIGHTS	650.00		650.00
CONTINUED ON REMITTANCE ADVICE					
CHECK NUMBER	132	TOTALS	3,056.00		3,056.00

P.001

CHECK DATE	CHECK NO.
11/20/11	132

CHECK AMOUNT
3,056.00

THREE THOUSAND FIFTY-SIX AND 00/100 *****

TO THE ORDER OF

JOHNSON & PARTNERS CO.
 SOUTH COURTWRIGHT
 BUFFALO NY 20155-0532

_____ AUTHORIZED SIGNATURE
 _____ AUTHORIZED SIGNATURE

This procedure is initiated by selecting option 2 on the Main Menu and option 5 on the Cash Disbursements Processing menu. The check stub lists up to 12 invoices that may be included in this check total. If there are more than 12 invoices, they will be saved for printing on remittance advices.

Fields

INVOICE NO. (Invoice number). The invoice number of each invoice being paid on this check.

INVOICE DATE. The date printed on the invoice.

DESCRIPTION. The description of goods or services that this invoice represents.

GROSS AMOUNT. The total amount that is being paid on this check for this invoice.

DISCOUNT. The amount of discount taken on this invoice, if any.

NET AMOUNT. The total amount of the invoice minus any discounts.

NAME. Vendor name. If the invoice being paid is from a miscellaneous vendor, vendor number 000000, or if payment is being made to an assignee, the address also appears.

Note: If consolidated checks was Y for this check writing run, the vendor number will be slightly different from this example.

If List Vendors is Y, all vendors paid to a common assignee will be listed on the stub prior to the vendor's invoices. This listing may cause the contents of the stub to spill onto a Remittance Advice.

If List Vendors is N, the assignee's name will print on the stub, rather than the vendor's name. In this case, assignee name will appear on both the check stub and the body of the check.

CHECK DATE. The payment date as entered with check writing options from form AP-6.

CHECK NUMBER. The number assigned to this check. It should agree with the check number on the Cash Disbursements Journal.

TOTALS. The sum of the gross amounts for all invoices on this check.

CHECK AMOUNT. The numeric check value and the written check value. The written check value is a check protection feature. It should agree with the Net Amount.

The descriptive amount of the check.

TO THE ORDER OF. The vendor or assignee name and address as it appears in the Vendor Master file. Make sure this is correct.

Note: In the address line, the state prints one position after the city and the postal code prints two positions after the state. If the city and state are more than 12 positions long, the postal code prints on the next line. Refer to Postal Service publication 28 for guidelines on accepted abbreviations of the city. The primary vendor name prints on the check stub when an assignee check is printed.

Archive/Delete Invoice Payment History (AMAKB)

ARCHIVE/DELETE INVOICE PAYMENT HISTORY DATE 12/15/** TIME 13.44.01 PAGE 1 AMAKB

XX

NUMBER OF INVOICE PAYMENT TRANSACTIONS ARCHIVED AND DELETED 14

This report prints as a result of selecting option 10 on the Main Menu and option 1 or 2 on the History Main Menu (AMAMA0). You can print the report for archived transactions only, deleted transactions only, or both archived and deleted transactions.

Fields

Message. Message line.

NUMBER OF INVOICE PAYMENT TRANSACTIONS ARCHIVED AND DELETED.

The number of invoice payment transactions you archived and deleted for this run.

Bank Account Master File Listing (AMA8J)

Bank Account Master File Listing						
Date	3/19/**	Time	10.22.20	Page	1	AMA8J Oper
Company	01	Bank Account	001	Payment method	1	
Description	Wachovia	Currency		Cash in bank account		1050
Bank charges acct	3100	AP checks	Y	Remittance advice	Y	
AP check file	Y	Remittance advice file	Y	AP check form name	APCHK	
Remit adv form	REMIT	Beginning check number	517	Bank balance		5792.62-
Bank bal lcl curr	5796.62-	Check sequence	1	Check consolidation	n	
Electronic funds	Y	List vendors	N	Last maintenance date	5/17/**	
EFT (Payer):						
Paymt method code	AAA	Payment format code	ZZZ	DFI Id number qual	GG	
DFI Id Number	AAAAAAAAAAAA	Orig company id no	AAAAAAAAAAAA	Orig company supp cd	AAAAAAAAAAAA	
Acct no. qual.	FF	Account number	AAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA	Address format	0=US	
Company	Simmons and Simmons Associates					
Address 1	222 Main St.					
Address 2	PO Box 2000					
Address 3						
City	Marietta					
State	GA	Country	USA	Postal code		30136-0001
Telephone	404-555-5234	Contact	Ms. Simmons			
Company	01	Bank account	001	Payment method	1	
Description	EC Test Account	Currency		Cash in bank account		1050
Bank charges acct	1050	AP checks	Y	Remittance advice	Y	
AP check file	Y	Remittance advice file	Y	AP check form name	CK01	
Remit adv form	RMT01	Beginning check number	1002	Bank balance		
Bank bal lcl curr		Check sequence	1	Check consolidation	Y	
Electronic funds	Y	List vendors	N	Last maintenance date	6/26/**	
EFT (Payer):						
Paymt method code	ACD	Payment format code	ZZZ	DFI Id number quali	CG	
DFI id number	0003902912	Orig company Id no	2901293	Orig company supp cd	490214	
Acct no. qual.	FF	Account number	930953109512	Address format	0=US	
Company	Michael company					
Address 1	123 Main Street					
Address 2	PO BOX 1000					
Address 3						
City	Cranford					
State	NJ	Country	USA	Postal code		07888-0001
Telephone	(201) 393-3939	Contact	Mr. Green			
Total number of bank accounts printed 2						

This report prints as a result of selecting option 8 on the Main Menu and option 7 on the File Listings menu (AMAM80). The report prints the contents of the Bank Account Master file.

Fields

BEGINNING COMPANY

ENDING COMPANY. The beginning and ending companies included on this report.

BEGINNING BANK ACCOUNT

ENDING BANK ACCOUNT. The beginning and ending bank accounts associated with this vendor.

COMPANY. The company number by which the checks will be written.

BANK ACCOUNT. The bank account established for this company against which the checks will be written.

PAYMENT METHOD. The payment method.

DESCRIPTION. The bank account description.

CURRENCY. The currency in which the bank account is established.

CASH-IN-BANK ACCOUNT. The GL cash-in-bank account number.

BANK CHARGES ACCT. The account number used to debit bank charges associated with this bank account.

AP CHECKS. Y indicates that a check will be printed by the system.

REMITTANCE ADVICE. Indicates that remittance advices will be used if remittance advice records are to be created as a file.

AP CHECK FILE. Indicates if checks are to be sent as a file. No system checks will be printed.

REMITTANCE ADVICE FILE. Indicates if remittance advice record is sent as a file. No remittance advices will be printed.

AP CHECK FORM NAME. The check form name you use to identify the form loaded on the printer.

REMIT ADV FORM. The remittance advice form name used to identify the form loaded on the printer.

BEGINNING CHECK NUMBER. The beginning check number.

BANK BALANCE. The bank balance for this account.

BANK BAL LCL CURR. The local currency amount of the bank balance if multi-currency support was specified during application tailoring.

CHECK SEQUENCE. This field contains 1 if checks print in payee number sequence. This field contains 2 if the checks print in payee name sequence.

CHECK CONSOLIDATION. This field contains a Y if consolidated checks should be printed, or it contains an N if separate checks should be printed for each change of vendor within an assignee.

LIST VENDORS. This field contains a Y if all vendor names are to be printed on the check stub along with the invoices that are being paid on the checks.

If the field contains an N, only assignee name will print on the check stub prior to all invoices that are paid on the checks. This option can only be Y if CONSOLIDATED CHECKS is Y.

LAST MAINTENANCE DATE. The last date this record was maintained.

PAYMENT METHOD CODE. This field contains the code to designate the actual funds transfer method.

PAYMENT FORMAT CODE. Code identifying the payment format to be used. CCD - Cash Concentration/Disbursement

DFI ID NUMBER QUALIFIER (Depository Financial Institution identification number qualifier). This field contains the code identifying the type of identification number of the Depository Financial Institution (DFI).

- 01 - ABA transit routing number including check digits (9 digits)
- 02 - Swift identification (8 or 11 characters)
- 03 - CHIPS (3 or 4 digits)
- 04 - Canadian Bank Branch and institution number
- ZZ - Mutually defined

DFI IDENTIFICATION NUMBER (Depository Financial Institution identification number). Unique Depository Financial Institution identification number.

ORIG COMPANY ID NUMBER (Originating company identification number). A unique identifier designating the company initiating the funds transfer instructions. The first character is a 1-digit ANSI identification code designation (ICD) followed by the 9-digit identification number.

- EIN - IRS employer identification number (1)
- DUNS - Data universal numbering system (3)
- User assigned (9)

ORIG COMPANY SUPP CODE (Originating company supplemental code). Code defined between the originating company and the Originating Depository Financial Institution (ODFI) that uniquely identifies the company initiating the transfer instruction.

ACCOUNT NUMBER QUALIFIER. Code indicating type of bank account.

- 01 - Time Deposit
- DA - Demand Deposit
- SG - Savings
- ZZ - Mutually Defined

ACCOUNT NUMBER. Payer's bank account number.

COMPANY. This field shows the company's name information for EFT remittance advice transfer to vendors.

ADDRESS FORMAT. Code identifying the type of address format:

- 0=US is the format used in the United States (1 name line and 4 address lines).
- 1=Intl is an international format (1 name line and 4 address lines).
- 2=Free is a free-format (1 name line and 5 address lines).

Note: These values for this field are used only by the AP and Purchasing applications. Also, COM and IFM use the values of 1, 2, and 3, instead of 0, 1, and 2, in the Address format field.

ADDRESS 1, 2, 3, 4 and 5. This field contains the company's address information for EFT remittance advice transfer to vendors. If using Address format 2, you see Address lines 1-5. If using Address format 0 or 1, you see only Address lines 1, 2, and 3

CITY, STATE/COUNTRY, and POSTAL CODE. This field shows where the company is located and the code assigned by the postal authorities for the company's address.

TELEPHONE. This field contains the A/P contact phone number for sending of EFT remittance advice to vendors.

CONTACT. This field contains the A/P contact name for sending of EFT remittance advice to vendors.

TOTAL NUMBER OF BANK ACCOUNTS PRINTED. The total number of bank accounts printed.

Bank Account Master File Maintenance (AMA7D)

Bank Account Master File Maintenance		Date	3/19/**	Time	10.22.20	Page	1	AMA7D
						OPER	51	Update 048
						***	Before	***
Company	01	Bank Account	SSC	Payment Method			1	
Description	Southern Savings Co	Currency		Cash In Bank Account				2000
Bank Charges Acct	2001	AP Checks	Y	Remittance Advice			Y	
AP Check File	Y	Remittance Advice File	Y	AP Check Form Name			AP1	
Remit Adv Form	RM1	Beginning Check Number	100	Bank Balance			100000.00	
Bank Bal LCL Curr	100000.00	Check Sequence	2	Check Consolidation			Y	
Electronic Funds	Y	List Vendors	Y	Last Maintenance Date			3/14/**	
EFT (Payer):								
Paymt Method Code	AAA	Payment Format Code	ZZZ	DFI Id Number Qual			GG	
DFI Id Number	AAAAAAAAAAAA	Orig Company Id No	AAAAAAAAAAAA	Orig Company Supp Cd			AAAAAAAAAAAA	
Acct No. Qual.	FF	Account Number	AAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA	Address Format			0=US	
Company	Southern Savings Company							
Address 1	4453 Elden Dr							
Address 2	PO Box 1000							
Address 3	Suite 2000							
City	Atlanta							
Address 5								
State	GA	Country	USA	Postal Code				30136-0001
Telephone	404-555-5234	Contact	MS. SIMMONS					
*** After ***								
Company	01	Bank Account	SSC	Payment Method			1	
Description	Southern Savings Co	Currency		Cash In Bank Account				2000
Bank Charges Acct	2001	AP Checks	Y	Remittance Advice			Y	
AP Check File	Y	Remittance Advice File	Y	AP Check Form Name			AP1	
Remit Adv Form	RM1	Beginning Check Number	100	Bank Balance			100000.00	
Bank Bal LCL Curr	100000.00	Check Sequence	2	Check Consolidation			Y	
Electronic Funds	Y	List Vendors	Y	Last Maintenance Date			4/09/96	
EFT (Payer):								
Paymt Method Code	AAA	Payment Format Code	ZZZ	DFI Id Number Qual			CG	
DFI Id Number	AAAAAAAAAAAA	Orig Company Id No	AAAAAAAAAAAA	Orig Company Supp Cd			AAAAAAAAAAAA	
Acct No. Qual.	FF	Account Number	AAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA	Address Format			0=US	
Company	Southern Savings Company							
Address 1	4453 Elden Dr							
Address 2	PO Box 1000							
Address 3	Suite 2000							
City	Atlanta							
Address 5								
State	GA	Country	USA	Postal Code				30136-0001
Telephone	404-555-5234	Contact	Ms. Simmons					
Session Status								
Records Added	0	Records Deleted						0
Records Added	1							

This report prints when you select option 7 on the Main Menu and option 5 on the File Maintenance menu (AMAM70). The report shows the additions, changes, or deletions made to the Bank Account Master file, and lists the bank account, payment method, and currency in which the bank account is established. The report also shows the bank account numbers being debited or credited, the bank account balance in local currency, and shows whether a check record or remittance advice record created as a file.

Fields

COMPANY. The number assigned to this company.

BANK ACCOUNT. The bank account established for this vendor against which the checks will be written.

PAYMENT METHOD. The payment method.

DESCRIPTION. The description of the bank account.

CURRENCY. The currency in which the bank account is established.

CASH IN BANK ACCOUNT. The GL cash-in-bank account number associated with this payment.

BANK CHARGES ACCT. The account against which bank charges will be debited.

AP CHECKS. Indicates that check will be printed by the system. Y indicates that this record is a check. N indicates that no check will be printed.

REMITTANCE ADVICE. Indicates if check record is sent as a file. Indicates that remittances will be printed by the system. Y indicates this record is a remittance advice.

AP CHECK FILE. Indicates if check record is sent as a file.

REMITTANCE ADVICE FILE. Indicates if remittance advice record is sent as a file.

AP CHECK FORM NAME. Name of check form used in the printer, if applicable.

REMIT ADV FORM (Remittance advice form). Name of advice form used in the printer, if applicable.

BEGINNING CHECK NUMBER. The beginning check number.

BANK BALANCE. The balance of this bank account.

BANK BALANCE LCL CURR (Bank balance local currency). The bank account balance in local currency.

CHECK SEQUENCE. This field contains 1 if checks print in payee number sequence. This field contains 2 if the checks print in payee name sequence.

CHECK CONSOLIDATION. This field contains a Y if consolidated checks should be printed, or it contains an N if separate checks should be printed for each change of vendor within an assignee.

LIST VENDORS. This field contains a Y if all vendor names are to be printed on the check stub along with the invoices that are being paid on the checks.

If the field contains an N, only assignee name will print on the check stub prior to all invoices that are paid on the checks. This option can be Y only if **CONSOLIDATED CHECKS** is Y.

LAST MAINTENANCE DATE. The last date this record was maintained.

PAYMENT METHOD CODE. This field contains the code to designate the actual funds transfer method.

PAYMENT FORMAT CODE. Code identifying the payment format to be used.

CCD - Cash Concentration/Disbursement

DFI ID NUMBER QUALIFIER (Depository Financial Institution identification number qualifier). This field contains the code identifying the type of identification number of the Depository Financial Institution (DFI).

- 01 - ABA transit routing number including check digits (9 digits)
- 02 - Swift identification (8 or 11 characters)
- 03 - CHIPS (3 or 4 digits)
- 04 - Canadian Bank Branch and institution number
- ZZ - Mutually defined

DFI IDENTIFICATION NUMBER (Depository Financial Institution identification number). Unique Depository Financial Institution identification number.

ORIG COMPANY ID NUMBER (Originating company identification number). A unique identifier designating the company initiating the funds transfer instructions. The first character is a 1-digit ANSI identification code designation (ICD) followed by the 9-digit identification number.

- EIN - IRS employer identification number (1)
- DUNS - Data universal numbering system (3)
- User assigned (9)

ORIG COMPANY SUPP CODE (Originating company supplemental code). Code defined between the originating company and the Originating Depository Financial Institution (ODFI) that uniquely identifies the company initiating the transfer instruction.

ACCOUNT NUMBER QUALIFIER. Code indicating type of bank account.

- 01 - Time Deposit
- DA - Demand Deposit
- SG - Savings
- ZZ - Mutually Defined

ACCOUNT NUMBER. Payer's bank account number.

COMPANY. This field shows the company's name information for EFT remittance advice transfer to vendors.

ADDRESS FORMAT. Code identifying the type of address format:

- 0=US is the format used in the United States (1 name line and 4 address lines).
- 1=Intl is an international format (1 name line and 4 address lines).
- 2=Free is a free-format (1 name line and 5 address lines).

Note: These values for this field are used only by the AP and Purchasing applications. Also, COM and IFM use the values of 1, 2, and 3, instead of 0, 1, and 2, in the Address format field.

ADDRESS 1, 2, 3, 4 and 5. This field contains the company's address information for EFT remittance advice transfer to vendors. If using Address format 2, you see Address lines 1-5. If using Address format 0 or 1, you see only Address lines 1, 2, and 3

CITY, STATE/COUNTRY, and POSTAL CODE. This field shows where the company is located and the code assigned by the postal authorities for the company's address.

TELEPHONE. This field contains the A/P contact phone number for sending of EFT remittance advice to vendors.

CONTACT. This field contains the A/P contact name for sending of EFT remittance advice to vendors.

SESSION STATUS. Session status for the following:

RECORDS ADDED: The number of records added during this session.

RECORDS CHANGED: The number of records changed during this session.

RECORDS DELETED: The number of records deleted during this session.

Bank Account Report (AMA70F)

NORTHCREEK IND.	NO. 01	BANK ACCOUNT REPORT			DATE 1/25/**	TIME 10.52.14	PAGE 1	AMA70F
***** MODE								
CO 01 BANK 1 MORGAN GTY	CURRENCY FFR FRENCH FRANCS							
TYPE	DATE	NUMBER	METH	VENDOR	STATUS	CHECK AMOUNT	DEPOSIT AMOUNT	
CHECK	1/24/**	1000	1	TOM	AAA	OPEN	615.00	
CHECK	1/24/**	1005	1	200	ALLIED	OPEN	625.00	
NORTHCREEK IND.	NO. 01	BANK ACCOUNT REPORT			DATE 1/25/**	TIME 10.52.14	PAGE 2	AMA70F
DEPOSIT	300	REPORT TOTAL					1,240.00	.00
SUMMARY BY STATUS:								
2 OPEN						1,240.00	.00	
0 RECONCILED						.00	.00	
0 VOID						.00	.00	

This report prints as a result of selecting option 3 on the Main Menu and selecting option 6 or 7 on display AMA701. After all entries have been entered and edited, the Bank Account report is produced. It serves as a reference of all current activity against the Bank Reconciliation file. Depending on the options selected, use the report as either a check/deposit register, or a bank reconciliation list. Checks appear first. The beginning deposit forces a new page.

Fields

MODE. The mode: Test or Purge. This field only appears if you selected option 7 on the options display, AMA701. When you choose option 6, either bank or local currency prints under the title.

CO (Company name). The number assigned to the company.

BANK. The general ledger cash-in-bank account number and bank name to which the following checks and deposits were distributed.

CURRENCY. The currency used.

TYPE. The type of transaction, check or deposit.

DATE. The date the check was written or the deposit was made.

NUMBER. The number that was assigned to this check or deposit.

METH (Payment method). The payment method.

VENDOR. The vendor or customer to which this invoice applies and the status open, reconciled or void.

STATUS. The status of the check: open, reconciled, or void.

CHECK AMOUNT

DEPOSIT AMOUNT. The amount of the check or deposit.

REPORT TOTAL. Total of all the check and deposit amounts.

SUMMARY BY STATUS. Total number of checks and deposits for this bank account that are open, reconciled, or void.

OPEN: The number of open checks for this company's bank account.

RECONCILED: The number of reconciled check for this company's bank account.

VOID: The number of voided check for this company's bank account.

Bank Account Revaluation (AMA41)

BANK ACCOUNT REVALUATION				DATE 1/15/**	TIME 16.09.49	PAGE 1	AMA41
OPTIONS							
REVALUATION MODE - 2 FILE UPDATE							
COMPANY NUMBER RANGE - FROM 02 TO 02							
CURRENCY ID RANGE - FROM C01 TO I02							
REVALUATION DATE - 3/01/**							
ACCOUNTING PERIOD - 03							
BANK ACCOUNT REVALUATION				DATE 1/15/**	TIME 16.09.49	PAGE 2	AMA41
UPDATE MODE							
				***** LOCAL CURRENCY AMOUNTS *****			
BANK CURR	CASH ACCOUNT	FOREIGN CURR	GAIN/LOSS ACCOUNT	BANK BALANCE	BEFORE REVAL	AFTER REVAL	GAIN/LOSS
G01 DM	1090000000000000	0000000000009000		789546.32	529613.00	502576.00	27037.00
	TOTAL CURRENCY	DM DEUTSCHE MARKS		789546.32	529613.00	502576.00	27037.00
	TOTAL COMPANY	01			529613.00	502576.00	27037.00
	TOTAL REPORT				529613.00	502576.00	27037.00

This report prints when you choose option 11 on the Main Menu and multi-currency support is active. The report shows the impact of revaluation on bank account balances and the cash and transaction gain/loss accounts used to record the revaluation. The revaluation options selected appear on the first page of the report.

Fields

REVALUATION MODE. The mode selected as the report option, either UPDATE or NO UPDATE.

COMPANY NUMBER RANGE. The range of company numbers included on the report.

CURRENCY ID RANGE. The range of currency IDs included on the report.

REVALUATION DATE. The date used to revalue the bank accounts.

ACCOUNTING PERIOD. The accounting period for which Temporary General Ledger records were created during application tailoring.

UPDATE MODE. The mode requested for the report.

BANK CURR (Bank Currency). The currency ID set up for this bank account.

CASH ACCOUNT. The GL account number from the Bank Account Master file.

GAIN/LOSS ACCOUNT. The GL account number used to record the gain/loss transactions.

FOREIGN CURR

BANK BALANCE (Foreign Currency Bank Balance). The bank account currency balance.

LOCAL CURRENCY AMOUNTS. The local currency amounts before and after revaluation and the difference between the old value and the new value.

BEFORE REVAL (Before revaluation): The local currency amount that was associated with this invoice prior to adjustments using revaluation.

AFTER REVAL (After revaluation): The local currency amount that was associated with this invoice after adjustments using revaluation.

GAIN/LOSS: The net change to the local currency comparing the before revaluation to the after revaluation entries.

Note: If UPDATE MODE was requested, journal entries were created for the net change amount and posted to TEMGEN.

TOTAL CURRENCY. The currency total (local and trading).

TOTAL COMPANY. The company to which the amount totals apply. Page breaks are forced by company totals.

TOTAL REPORT. The report total (in local currency) amounts.

Cash Disbursements Journal (AMA311)

NORTHCREEK IND.		NO. 02	CASH DISBURSEMENTS JOURNAL		DATE 1/15/**	TIME 15.38.31	PAGE 1	AMA311
CHECK DATE 2/01/**		ENTRY DATE 2/15	BANK ACCOUNT L01 PAY METH 1 MODE CHECKS					
JNL REFER	-----	VENDOR	-----	INV NUM	ORIG JNL	GROSS AMOUNT	DISCOUNT	NET AMOUNT
CD00113-00001	2019	STANDARD CHEM	1000	PR1		140151.67	2756.00	137395.67
					PJ00043-00001	140151.67	2756.00	137395.67
** 2019 CHECK TOTAL								
CHECK DISTRIBUTION								
ACCOUNT		DEBIT		CREDIT		ACCOUNT	DEBIT	CREDIT
AP 2000		140151.67		.00	GAIN / LOSS		.00	.00
DISCOUNT 6010		.00		2756.00				
CASH IN BANK 1050		.00		137395.67				
CD00113-00004	2020	BOB SMITH-DBA	2000	A-176543		90857.00	1817.00	89040.00
					PJ00054-00001	96076.00	1922.00	94154.00
2020 CHECK TOTAL								
**								
CHECK DISTRIBUTION								
ACCOUNT		DEBIT		CREDIT		ACCOUNT	DEBIT	CREDIT
AP 2000		96076.00		.00	GAIN / LOSS	9000	.00	5114.00
DISCOUNT 6010		.00		1922.00	CHGS ACCT	8500	.00	.00
CASH IN BANK	1050		.00		89040.00			
REPORT TOTALS:								
ACCOUNTS PAYABLE		236227.67						
DISCOUNT		4678.00-						
CASH IN BANK		226435.67-						
GAIN / LOSS		5114.00-						
UNAPPLIED		.00						
GL CONTROL		236227.67						
NUMBER OF CHECKS				2				

This report prints when you select option 2 on the Main Menu and option 3 on the Cash Disbursements menu. It will print prior to the printing of checks. The Cash Disbursements Journal serves as your check register of all the checks that are to be printed. It lists the general ledger transactions that are created by the printing of the Accounts Payable checks. This report can also be used as the entry information source for bank reconciliation.

Notes:

1. Printing the Cash Disbursements Journal does not indicate that updates have been made to the files.
2. An error message will be issued and processing will stop if a negative check is encountered.

Fields

CHECK DATE. The check date you entered. This date is used in determining whether or not the discount will be taken.

ENTRY DATE. The cash disbursement entry date or period as entered by the operator. This is the entry date or period for posting to the general ledger.

BANK ACCOUNT. The bank account established for this vendor against which checks were written.

PAY METH (Payment method). The payment method used.

MODE. The mode identifies whether the report is documenting checks or manual payments.

JNL REFER (Journal reference number). The Cash Disbursements Journal reference number for this run for each invoice. The number is created as follows:

CDxxxxx-yyyyy

where:

CD is always the first two characters.

xxxxx is a sequential journal number, automatically assigned, indicating this disbursement run.

yyyyy is a sequential number beginning with 1 and incremented by 1 for each transaction.

Check number. The assigned check number for this vendor check or the number given to the prepaid check.

VENDOR. The name of the vendor from whom this invoice was received.

INV NUM (Invoice number). The vendor's invoice number that prints on the invoice.

ORIG JNL (Original journal). The original Purchase Journal reference number for this run on each invoice. This number does not apply to the Cash Accounting method.

GROSS AMOUNT. The total amount of all line items on this invoice before any discounts were taken.

DISCOUNT. The amount of discount taken on this invoice, if any.

NET AMOUNT. The gross amount of the invoice minus the discount.

CHECK TOTAL. The total amount of this check.

CHECK DISTRIBUTION. The distribution of the checks in a bank account for AP, discount, cash in bank account, and gain/loss.

AP: The accounts payable account number and the credit or debit amounts for this invoice shown as either a debit or credit.

DISCOUNT: The discount account number and the credit or debit amounts for this invoice shown as either a debit or credit.

CASH IN BANK: The cash in bank account number and the credit or debit amounts for this invoice shown as either a debit or credit.

GAIN / LOSS: The gain/loss account number and the credit or debit amounts for this invoice shown as either a debit or credit.

REPORT TOTALS. The total report sums applied in this invoice.

ACCOUNTS PAYABLE: The account used to contain liability amounts for the Open Payables.

DISCOUNT: The total discount amount available for this check run.

CASH IN BANK: The amount of cash used to pay the invoices in this check run.

GAIN / LOSS: The gain/loss amount applied to this check run.

UNAPPLIED: The difference between the payment amount and the total invoice amount.

GL CONTROL: The sum of all general ledger transactions. These are always added, not subtracted.

NUMBER OF CHECKS: The number of payments that are being created.

Cash Disbursements Register (AMA312)

NORTHCREEK IND. NO. 02		CASH DISBURSEMENTS REGISTER			DATE 1/30/**	TIME 15.38.33	PAGE 1	AMA312	
CO 01 PAY DATE 2/01/**							MODE	CHECKS	
VENDOR	INVOICE NO	INV DATE	DUE DATE	GROSS AMOUNT	THIS PAYMENT DISCOUNT	NET AMOUNT	BANK	METH	CURRENCY
ASSIGNEE 1000	STANDARD CHEM	1000	1000						
1000 PR1		1/15/**	2/01/**	140151.67	2756.00	137395.67	L01	1	US DOLLARS
CHECK NO.	2019 TOTAL			140151.67	2756.00	137395.67			
ASSIGNEE 2000	BOB SMITH-DBA	2000	2000						
2000 A-176543		1/15/**	1/15/**	90857.00	1817.00	89040.00	L01	1	US DOLLARS
TRADING CURRENCY LR	ITALIAN LIRE			195475.22	3909.50	191565.72			
CHECK NO. 2020 TOTAL				90857.00	1817.00	89040.00			
PAYMENT TOTAL				231008.67	4573.00	226435.67			
NUMBER OF PAYMENTS				2					

This report prints by selecting option 2 on the Main Menu and option 3 or 4 on the Cash Disbursements Processing menu (AMAM20). The report lists payments in check number, vendor number and invoice sequence and shows the amount that has been disbursed. Totals are reported on check number breaks. Payment amounts are reported in bank account currency and in trading if it differs from the bank.

Fields

CO (Company number). The number assigned to this company.

PAY DATE. The date that the invoices are expected to be paid. The pay date is used for determining whether or not the discount will be taken.

MODE. The mode identifies whether the report is documenting checks.

VENDOR ASSIGNEE. The number and name of the assignee to whom payment was made in lieu of the vendor.

INVOICE NO (Invoice number). The vendor's invoice number that prints on the invoice.

INVOICE (Invoice date). The date printed on the invoice.

DUE DATE. The date by which the invoice must be paid to take advantage of the discount.

THIS PAYMENT. The sum of payments for this invoice.

GROSS AMOUNT: The sum of all the gross amounts for this invoice.

DISCOUNT: The sum of all the discount amounts for this invoice.

NET AMOUNT: The total gross amount minus the total discount amount, if any.

Note: Payment amounts are reported in bank account currency and trading amounts are referenced if different.

BANK. The bank account number to which the following checks are distributed.

METH (Payment method). The payment method for the payment record being processed.

CURRENCY. The currency description.

CHECK NO. (Check number). The number of the check that is to be printed.

PAYMENT TOTAL. The total amount of payments for this check run.

NUMBER OF PAYMENTS. The number of payments (checks) for this check run.

Cash Disbursements Update (AMA34)

NORTHCREEK IND. NO.02 CASH DISBURSEMENTS UPDATE RUN DATE 1/15/** TIME 15.38.44 PAGE 1 AMA34
 CHECK DATE 2/01/**
 ENTRY PERIOD 02

COMPANY TOTAL: GROSS AMOUNT 231,008.67
 PREPAID DISCOUNT .00
 PAYMENT DISCOUNT 4,573.00
 PREPAID AMOUNT .00
 PAYMENT AMOUNT 226,435.67
 JOURNAL AMOUNT 236,227.67
 GAIN/LOSS AMOUNT 00.00-
 NEW BEGINNING
 CHECK NUMBER 2023

*** SUMMARY *** CASH DISBURSEMENTS UPDATE RUN DATE 1/15/** TIME 10.03.30 PAGE 2 AMA34
 CHECK DATE 2/01/**
 ENTRY PERIOD 02

SUMMARY TOTAL: GROSS AMOUNT 231,008.67
 PREPAID DISCOUNT .00
 PAYMENT DISCOUNT 4,573.00
 PREPAID AMOUNT .00
 PAYMENT AMOUNT 226,435.67
 JOURNAL AMOUNT 236,227.67
 GAIN/LOSS AMOUNT 00.00-

This report is one in the series that is initiated from option 2 on the Main Menu and option 3 on the Cash Disbursements Processing menu. It prints after checks have been printed and after updates have been made to the files. It serves as a summary of the activity of this disbursement run by showing totals of all discounts and amounts.

Fields

CHECK DATE. The check date that was used when checks were written.

ENTRY DATE

ENTRY PERIOD. The entry date or period for posting disbursements to the general ledger.

COMPANY TOTAL

SUMMARY TOTAL. The company or summary total includes the following amounts:

GROSS AMOUNT: The sum of all gross amounts for all invoices processed for this company or for all companies.

PREPAID DISCOUNT: The total amount of discounts taken on all invoices entered as prepaid and selected for this company or all companies. This is a total for all invoices on which the check number was entered.

PAYMENT DISCOUNT: The sum of all discounts taken for all invoices paid for this company or all companies. This is a total for all invoices for which the application generated the checks.

PREPAID AMOUNT: The total amount of all invoices entered as prepaid and selected for this company or all companies. This is a total for invoices on which the work station operator entered the check number.

PAYMENT AMOUNT: The total gross amount minus total payment discounts resulting in the total amount paid for this company or all companies. This is a total for invoices on which the application generated the checks.

JOURNAL AMOUNT: If you use the General Ledger Distribution option, the journal amount is the total amount of all transactions posted to the Temporary General Ledger file for this company or all companies.

GAIN/LOSS AMOUNT: The amount of gain/loss disbursed if multi-currency processing is active and if a gain or loss was incurred for this company or all companies.

NEW BEGINNING CHECK NUMBER. The next available check number to be assigned to the first check printed in the next run, unless you select an override number with the next check writing options.

Summary totals appear at the end of this report, if checks were printed for multiple companies.

Cash Requirements Report (AMA28)

NORTHCREEK IND.		CASH REQUIREMENTS		REPORT DATE 11/05/**		TIME 11.55.41	PAGE 1	AMA28	
CO 02	EXPECTED PAY DATE 2/01/**	BANK ACCOUNT L01	METHOD 1	LOCAL CURRENCY	CURRENCY US DOLLARS				
		----- THIS PAYMENT -----				---- PARTIAL PAYMENT DATA -----			
VENDOR	INVOICE NO	INV DATE	DUE DATE	GROSS AMOUNT	DISCOUNT	NET AMOUNT	CURR	ORIGINAL AMOUNT	BALANCE DUE
STANDARD CHEM									
1000	PR1	1/15/**	2/01/**	140151.67	2756.00	137395.67			
* VENDOR TOTAL				140151.67	2756.00	137395.67			
BOB SMITH-DBA									
2000	A-176543	1/15/**	1/15/**	90857.00	1817.00	89040.00			
TRADING CURRENCY	CN			195475.22	3909.50	191565.72			
PAYMENT CURRENCY				97736.11	1954.75	95781.36			
VENDOR TOTAL				90857.00	1817.00	89040.00			
SUMMARY BY VENDOR:									
----- VENDOR -----				GROSS AMOUNT	DISCOUNT	NET AMOUNT			
1000	STANDARD CHEM			140151.67	2756.00	137395.67			
2000	BOB SMITH-DBA			90857.00	1817.00	89040.00			
TRADING CURRENCY				195475.22	3909.50	191565.72			
PAYMENT CURRENCY				97736.11	1954.75	94785.36			
PAYMENT TOTAL				231008.67	4573.00	226435.67			
NUMBER OF PAYMENTS				2					

This report prints when you select option 2 on the Main Menu (AMAM00) and option 2 on the Cash Disbursements Processing menu (AMAM20). The report shows data for each payment selection that falls within the selection criteria you requested. The report lists payments in assignee, vendor number and payment selection number sequence.

Payment amounts are reported in bank account currency. When a partial payment is made, the original amount and balance due amount are shown in trading currency. If multi-currency support is active, the trading currency ID appears. The number of payments appears at the end of the report.

You can print the report in detail or summary format. The detail version of the report shows amounts by invoice within vendor. The summary version shows amounts by vendor. Amounts are shown on the report in bank account currency. If trading currency and payment currency are different, it is noted on the detail report after the invoice and noted on the summary report after the vendor. The payment amount in trading currency is for information only and is not included in any totals.

Use the report to see all invoices that will be paid when checks are written for a company.

Totals show amounts by banking currency, trading currency (separate by primary currency), local currency, and payment currency (separate by primary currency). A message will print if a negative check results from current payment selections.

Fields

CO (Company number). The number assigned to this company.

EXPECTED PAY DATE. The date that the invoices are expected to be paid. The pay date is used for determining whether or not the discount will be taken.

BANK ACCOUNT. The bank account established for this vendor against which the checks were written.

METHOD (Payment method). The payment method and description.

CURRENCY. The currency ID and description, for example US Dollars.

VENDOR. The vendor name and number.

INVOICE NO (Invoice number). The vendor's invoice number that prints on the invoice.

INV DATE (Invoice date). The date of the invoice.

DUE DATE. The date the invoice must be paid to receive the discount.

THIS PAYMENT. The current payment amounts which include:

GROSS AMOUNT: The original gross amount of the selected invoice.

DISCOUNT: The amount of discount that will be taken on this invoice.

NET AMOUNT: The total amount due for the invoice minus any discounts and any prepaid amounts.

PARTIAL PAYMENT DATA. The partial payment information which includes:

CURR (Currency): The amount of the invoice when it was posted.

ORIGINAL AMOUNT: The trading currency ID if multi-currency support is active.

BALANCE DUE: The balance due after the partial payment has been made. Amounts in these fields are in trading currency and are not reflected in the totals.

TRADING CURRENCY. The trading currency amounts for this invoice, if different from bank account currency.

PAYMENT CURRENCY. The payment currency amounts for this invoice, if different from bank account currency.

VENDOR TOTAL. The vendor's totals for gross amount, discount amount, and net payment amount. The sum, in bank account currency, of all invoices for this vendor.

SUMMARY BY VENDOR. The summary information by vendor which includes:

VENDOR: The vendor number and name.

GROSS AMOUNT: The gross amount, discount amount and net amounts by invoice that were selected for payment for this vendor.

DISCOUNT: The trading and payment currency totals for any invoices whose trading and payment currencies are different from their bank account currency.

NET AMOUNT: The total gross amount minus the total discount amount, if any.

NUMBER OF PAYMENTS. The total number of payments that will be made for all companies on this report.

Currency Conversion Audit Trail (AMV0E)

NORTHCREEK IND.	NO. 02	CURRENCY CONVERSION AUDIT TRAIL	DATE 1/15/**	TIME 15.34.34	PAGE 1	AMV0E
			BATCH DATE 1/15/**	OPER DON	BATCH 81	
TRANSACTION TYPE	INVOICE	ACTION ADD				
INVOICE NUMBER	A-176543	VENDOR 2000	BOB SMITH-DBA	CURRENCY	CN	CANADIAN DOLLAR
INVOICE SEQUENCE NUMBER	1	ADDRESS 1	010 ELM STREET	EXCHANGE RATE DATE	1/12/**	
INVOICE DATE	1/15/**	ADDRESS 2	P.O. BOX 222			
VOUCHER NUMBER	200	CITY	HARPERVILLE			
		STATE	ZIP 30533-3333	COUNTRY SA	EXCHANGE RATE	.491500
CONTROL TOTALS	TRADING CURRENCY	LOCAL CURRENCY				
GROSS AMOUNT	195,475.22	96,077.00				
DISCOUNT	3,909.50	1,922.00				
NET AMOUNT	191,565.72	94,154.00				
LINE ITEMS	180,950.00	88,936.00				
FREIGHT	2,500.00	1,229.00				
SPECIAL CHARGES	475.22	234.00				
TAX	11,550.00	5,677.00				

This audit report is printed when you select option 5, EDI Invoices, from the Payables Processing menu (AM6M20). Select and review invoices on displays AMV900 and AMV901, and use **F24** to reach the EDI Input (Options) display (AMVP91). Press **Enter** to process the invoices you selected and print the EDI Invoice Audit Report. The report lists invoices received electronically that you selected for processing. Use this report as part of your audit trail to track incoming and deleted invoices received via EDI.

Fields

CO. NUM (Company number). The company number the invoice is billed against.

VENDOR NUMBER. The number assigned to this vendor.

INVOICE FROM. The name of the company who sent the invoice.

PO NUMBER. The purchase order number.

INVOICE NUMBER. The number on the invoice.

DR CR (Debit/Credit). Indicates whether the record is a debit or credit.

INVOICE DATE. The date that appears on the invoice.

PARTNER ID. The trading partner ID.

ACTION SELECTED. Indicates whether the record was selected or deleted.

Deleted Archived Invoice Payment History (AMAKD)

DELETED ARCHIVED INVOICE PAYMENT HISTORY						DATE 12/01/**	TIME 23.13.16	PAGE 1	AMAKD
ARCHIVED HISTORY FILE NAME	CREATION DATE	BEGINNING COMPANY NUMBER	ENDING COMPANY NUMBER	BEGINNING PAYMENT DATE	ENDING PAYMENT DATE				
	10/25/**	01	06	06/01/**	09/30/**				

This report prints when you select option 10 on the Main Menu and option 4 on the History menu (AMAMA0). The report shows all deleted archived history records.

Fields

ARCHIVED HISTORY FILE NAME. The name of the archived history file.

CREATION DATE. The date the file was created.

BEGINNING COMPANY NUMBER. The beginning company number in the range of companies selected for deletion.

ENDING COMPANY NUMBER. The ending company number in the range of companies selected for deletion.

BEGINNING PAYMENT DATE. The beginning payment date in the range selected for deletion.

ENDING PAYMENT DATE. The ending payment date in the range selected for deletion.

Detail Aged Open Payables (AMA531)

NORTHCREEK IND. NO. 02		DETAIL AGED OPEN PAYABLES FOR ALL COMPANIES			DATE 4/25/**	TIME 15.20.33	PAGE 1	AMA531	
					AS OF DATE 3/14/**				
***** CURRENCY									
*** N E T A M O U N T D U E ***									
INVOICE NO	INV DATE	DUE DATE	UNPAID AMT	DISCOUNT AMT	3/01/**	3/15/**	3/31/**	4/15/**	4/30/**
CURRENCY US DOLLARS									
VENDOR V12345 PAUL MELROY INC.									
LAST PAY 3/07/** TELEPHONE 919-234-2222									
V1234501	3/05/**	3/05/**	99999.00			99999.00			
V1234502	3/05/**	3/05/**	699999.00	70.00*		699929.00			
V1234504	3/05/**	3/05/**	899999.00			899999.00			
V1234503	3/05/**	3/05/**	799999.00			799999.00			
* VENDOR TOTALS			2499996.00			2499926.00			
** CURRENCY TOTALS LINE 1			2499996.00			2499926.00			
** CURRENCY TOTALS LINE 2				.00					
EURO TOTALS									
** COMPANY TOTALS LINE 1			2499996.00			2499926.00			
** COMPANY TOTALS LINE 2				70.00			.00		
OPEN PAYABLES TOTALS LINE 1			2499996.00			2499926.00			
OPEN PAYABLES TOTALS LINE 2				.00			.00		

This report is generated by selecting option 4 from the Main Menu, option 1 from the Demand Reports menu, and option 6 from the Open Payables Reports menu. The report lists all the invoices whose due date falls within one of five aging periods. The Open Payables totals print under the following conditions:

- If multi-currency support is inactive
- If multi-currency support is active and trading currency was selected.

The local currency version of the report is sequenced by company number, vendor and assignee. The trading currency version is sequenced by primary currency ID, company, vendor and assignee, and the primary currency ID appears at the top of each page. The heading identifies whether the report is in trading currency or local currency. A line prints after the currency totals with euro currency totals.

The report can serve as a guide for determining the cash requirements for future periods of time.

Note: If the unpaid amount field is too large to accumulate across the appropriate aging date fields, asterisks print on the report.

Fields

INVOICE NO (Invoice number). The vendor's invoice number that prints on the invoice.

INV DATE (Invoice Date). The date printed on the invoice.

DUE DATE. The date by which the invoice must be paid to take advantage of the discount.

UNPAID AMT (Unpaid amount). The unpaid balance of this invoice.

DISCOUNT AMT (Discount amount). The discount amount of this invoice. If the discount has been lost because this invoice is overdue, an asterisk prints to the right.

AGING DATES. The aging dates as entered by a work station operator. Up to five different aging periods can be established for the net amount due.

CURRENCY. The type of currency used by the vendor.

VENDOR. The number and name of the vendor who sent the invoice.

LAST PAY (Last payment date). The date last payment was made to this vendor.

TELEPHONE. The area code and telephone number of the vendor.

VENDOR TOTALS. The gross sum of all invoice amounts for this vendor.

CURRENCY TOTALS. The currency total for this currency group.

EURO TOTALS. The euro currency total for this currency group.

COMPANY TOTALS. The total outstanding amounts for this company.

OPEN PAYABLES TOTALS. The true gross open payables totals of unpaid, discounts and net amounts due for all companies. This line only prints on the local currency version of the report.

EDI Invoice Audit Report (AMV90)

CO.		VENDOR		INVOICING		DATE	TIME	PAGE	AMV90
NUM	NUMBER	INVOICE FROM	EDI INVOICE AUDIT REPORT	PO	INVOICE	DR	INVOICE		
			NUMBER	NUMBER	NUMBER	CR	DATE	PARTNER ID	ACTION
01	VEN01	ABC COMPANY		0000000018		DR	4/19/**	C01VEN01	1 SELECTED
		1 INVOICES SELECTED							
		0 INVOICES DELETED							
		0 COMPANY NUMBER CHANGED							
*** END OF REPORT ***									

This audit report is printed when you select option 5, EDI Invoices, from the Payables Processing menu (AM6M20). Select and review invoices on displays AMV900 and AMV901, and use **F24** to reach the EDI Input (OptionsB) display (AMVP91). Press **Enter** to process the invoices you selected and print the EDI Invoice Audit Report. The report lists invoices received electronically that you felected for processing. Use this report as part of your audit trail to track incoming and deleted invoices received via EDI.

Fields

CO. NUM (Company number). The company number the invoice is billed against.

VENDOR NUMBER. The number assigned to this vendor.

INVOICE FROM. The name of the company who sent the invoice.

PO NUMBER (Purchase order number). The purchase order number.

INVOICE NUMBER. The number on the invoice.

DR CR (Debit/Credit). Indicates whether the record is a debit or credit.

INVOICE DATE. The date that appears on the invoice.

PARTNER ID. The trading partner ID.

ACTION SELECTED. Indicates whether the record was selected or deleted.

EDI Invoice Batch Report (AMV91)

INVOICING											
EDI INVOICE BATCH REPORT						DATE	2/15/**	TIME	8.41.30	PAGE	1
AMV91											
INVOICE											
CO	VENDOR NUMBER	VENDOR NAME	PO NUMBER	INVOICE NUMBER	DR CR	INVOICE DATE	DUE DATE	GROSS AMOUNT	DISCOUNT AMOUNT	INVOICED AMOUNT	
01	100	B & E MACHINE COMPANY	P999897	1234567890	DR	11/29/**	12/29/**	1500.00	100.00	1400.00	
SPECIAL CHARGES: DIE CHARGE								500.00			
ITEM NUMBER/DESCRIPTION	QUANTITY	U/M	- AMOUNT -	W/H	- - C O M M E N T S - -						
BOLTING ONE INCH RETENTION RING	10,000.00	EA	1,000.00	1--	BLUEPRINTS INCLUDED						
NO DETAIL RECORDS FOR THIS INVOICE											

Fields

CO (Company number). The number of the company for which this batch of transactions applies.

VENDOR NUMBER. The number assigned to this vendor.

VENDOR NAME. The name of the vendor from whom this invoice was received.

PO NUMBER (Purchase order number). Purchase order number associated with this invoice.

INVOICE NUMBER. The vendor's invoice number that is printed on the invoice.

DR CR (Debit/Credit). Indicates whether the record is a debit or credit.

INVOICE DATE. The date this invoice was printed.

DUE DATE. The date the invoice must be paid to receive the discount.

GROSS AMOUNT. The total gross amount for this vendor.

DISCOUNT AMOUNT. The total amount of discounts for this vendor.

INVOICED AMOUNT. The gross sum of all line items on this invoice.

SPECIAL CHARGES. The description of the special charge.

ITEM NUMBER/DESCRIPTION. The item number and description associated with this detail.

QUANTITY. The number of items to which this transaction applies.

U/M (Unit of measure). The stocking unit of measure.

AMOUNT. The total amount for the number of items.

W/H (Warehouse number). The number of the warehouse that received material. The default is your control warehouse.

General Ledger Chart of Accounts (AMV03)

NORTHCREEK IND. NO.01		CHART OF ACCOUNTS		DATE 1/09/**	TIME 8.21.32	PAGE 1	AMV03
GL ACCOUNT NUMBER	DESCRIPTION	ACCOUNT TYPE	ACCOUNT CODE	CURRENCY ID	CONSOLIDATED COMPANY NUMBER	CONSOLIDATED ACCOUNT NUMBER	
1000	PETTY CASH	AS	1		8	102030405060708	
1000	PETTY CASH	AS	3				
1050	CASH-IN-BANK - GENERAL	AS	1				
1050	CASH-IN-BANK - GENERAL	AS	3				
1060	CASH-IN-BANK - PAYROLL	AS	1				
1060	CASH-IN-BANK - PAYROLL	AS	3				
1070	CASH-IN-BANK - OTHER	AS	1				
1070	CASH-IN-BANK - OTHER	AS	3				
1080	CREDIT UNION DEPOSITS	AS	1				
1080	CREDIT UNION DEPOSITS	AS	3				
1100	SHORT TERM INVESTMENTS	AS	1				
1100	SHORT TERM INVESTMENTS	AS	3				
1200	ACCTS REC - TRADE	AS	1				
1200	ACCTS REC - TRADE	AS	3				
1220	ACCTS REC - EMPLOYEES	AS	1				
1220	ACCTS REC - EMPLOYEES	AS	3				
1230	INTERCOMPANY PAYROLL REC	AS	1				
1230	INTERCOMPANY PAYROLL REC	AS	3				
1240	ACCTS REC SERVICE CHARGE	AS	1				
1240	ACCTS REC SERVICE CHARGE	AS	3				
1260	NOTES RECEIVABLE	AS	1				
4000	SALES	IC	1	USF			
4000	SALES	IC	2	USF			
TOTAL ACTIVE ACCOUNTS- 23							

Use option 6 on the File Listings menu (AMPM11) to print this report. No monetary information appears.

Fields

GL ACCOUNT NUMBER. Number used to classify business activity for financial purposes.

DESCRIPTION. Description of or identity given to an account.

ACCOUNT TYPE. Description of an account using the following values:

- AS.** Asset account
- LI.** Liability account
- IC.** Income or revenue account
- EX.** Expense account

ACCOUNT CODE. Code indicating the account type:

- 1.** Current
- 2.** Budget
- 3.** Last Year

CURRENCY ID. Code identifying the currency used for translation purposes for a parent or foreign subsidiary.

CONSOLIDATED COMPANY NUMBER. Company number by which accounts are grouped for consolidation purposes.

CONSOLIDATED ACCOUNT NUMBER. Account number by which accounts are grouped for consolidation purposes.

TOTAL ACTIVE ACCOUNTS. Count of the number of active records.

General Ledger Master Entry/Change listing (AMV04)

GENERAL LEDGER MASTER ENTRY/CHANGE LISTING										DATE 7/14/**	TIME 16.06.32	PAGE 1	AMV04
										OPER			UPDATE 004
NORTHCREEK IND. NO.	1	ACCOUNT NUMBER	5090	TYPE CODE	1	CURRENT				CHANGE			
**** BEFORE ****		ACCOUNTS RECEIVABLE - EMP		ACCOUNT TYPE	AS					DATE LAST MAINTAINED	6/19/**		
CURRENCY ID		CONSOLIDATION COMPANY 60		CONSOLIDATION ACCOUNT		10612000000000							
BALANCE FORWARD		DEBITS		CREDITS		PERIOD 7	DEBITS		CREDITS				
PERIOD 1		126.00		26,126.84		PERIOD 8	5,000.00		25,000.01				
PERIOD 2		277.88		277.88		PERIOD 9	599.00		599.00				
PERIOD 3		65,189.02		189.00		PERIOD 10	45,000.44		.00				
PERIOD 4		277.00		18,277.88		PERIOD 11	.00		.00				
PERIOD 5		456.23		456.23		PERIOD 12	.00		.00				
PERIOD 6		21,898.45		898.00		PERIOD 13	.00		.00				
NORTHCREEK IND. NO.	1	ACCOUNT NUMBER	5090	TYPE CODE	1	CURRENT				CHANGE			
**** AFTER ****		ACCOUNTS RECEIVABLE - EMP		ACCOUNT TYPE	AS					DATE LAST MAINTAINED	6/19/**		
CURRENCY ID	GBA	CONSOLIDATION COMPANY 60		CONSOLIDATION ACCOUNT		10612000000000							
BALANCE FORWARD		DEBITS		CREDITS		PERIOD 7	DEBITS		CREDITS				
PERIOD 1		126.00		26,126.84		PERIOD 8	5,000.00		25,000.01				
PERIOD 2		277.88		277.88		PERIOD 9	599.00		599.00				
PERIOD 3		65,189.02		189.00		PERIOD 10	45,000.44		.00				
PERIOD 4		277.00		18,277.88		PERIOD 11	.00		.00				
PERIOD 5		456.23		456.23		PERIOD 12	.00		.00				
PERIOD 6		21,898.45		898.00		PERIOD 13	.00		.00				
***** CHANGED *****													

This report prints only if IFM is not installed and General Ledger is selected. This report prints each time an operator performs General Ledger master file maintenance, if you selected general ledger distribution and file maintenance report options during application tailoring. This report shows information about changes you made to the General Ledger master file. You can use this report to keep a record of changes you made to the General Ledger master file. The system draws information for this report from the General Ledger master file.

Note: The system adds two records (Current and History) to the General Ledger master file each time you add an entry. It deletes two records from the General Ledger master file each time you delete an entry.

Fields

Company name and number. The name and number of the company for this listing.

ACCOUNT NUMBER. Number used to classify business activity for financial purposes.

Each account record updated by General Ledger Master file maintenance appears.

TYPE CODE. Code used to show the kind of account balances in the record:

1. Current year
2. Budget year
3. Last year.

DELETE/ADD/CHANGE. When you add, change or delete a record, an appropriate message appears on the listing. When you delete an account, its associated budget and last-year records are also deleted; when you change an account description, its associated budget and last-year records are also changed; however, only the current record is printed.

BEFORE/AFTER. The before and after images of the record, including the date of last update are shown.

Note: The number of records added, changed, or deleted during the File Maintenance session appears at the end of the report.

ACCOUNT TYPE. Description of an account using the following values:

- AS.** Asset
- LI.** Liability
- IC.** Income
- EX.** Expense.

DATE LAST MAINTAINED. Date when the record was last processed.

CURRENCY ID. Code identifying the type of currency used for translation purposes; for example, FFR for French francs.

CONSOLIDATION COMPANY. Company number by which accounts are grouped for consolidation purposes.

CONSOLIDATION ACCOUNT. Account number by which accounts are grouped for consolidation purposes.

DEBITS/CREDITS. Summary amounts for each account and related to the financial statement affected.

BALANCE FORWARD. Balance amount from prior period.

General Ledger Master File Initial Load (AMKV1)

NORTHCREEK IND.		NO. 01	GENERAL LEDGER MASTER FILE INITIAL LOAD		DATE 09/26/**	TIME 09.51	PAGE 1	AMKV1
"ERROR ONLY REPORT"								
AA CO	ACCOUNT NO	CD	DESCRIPTION	TYPE	PER01 DR	PER02 DR	PER03 DR	
BB CO	ACCOUNT NO	CD	BAL FWD DR	PER04 DR	PER05 DR	PER06 DR		
CC CO	ACCOUNT NO	CD		PER08 DR	PER09 DR	PER10 DR		
DD CO	ACCOUNT NO	CD	PER07 DR	PER11 DR	PER12 DR	PER13 DR		
EE CO	ACCOUNT NO	CD		PER01 CR	PER02 CR	PER03 CR		
FF CO	ACCOUNT NO	CD	BAL FWD DR	PER04 CR	PER05 CR	PER06 CR		
GG CO	ACCOUNT NO	CD		PER08 CR	PER09 CR	PER10 CR		
HH CO	ACCOUNT NO	CD	PER07 CR	PER11 CR	PER12 CR	PER13 CR		
JJ CO	ACCOUNT NO	CD						
AA 01	1000	1	PETTY CASH	AS				
BB 01	1000	1	2,173.24		.00	.00	.00	
					.00	.00	.00	
01	1050		CASH-IN-BANK - GENERAL	AS				
BB 01	1050	1	107,785.96		.00	.00	.00	
					.00	.00	.00	
CC 01	1050	1			.00	.00	.00	
					119,762.18	.00	.00	
AA 01	1060	1	CASH-IN-BANK - PAYROLL	AS				
BB 01	1060	1	92,742.49		.00	.00	.00	
					.00	.00	.00	
CC 01	1060	3	.00		.00	.00	.00	
					92,742.49	.00	.00	
AA 01	1100	1	SHORT TERM INVESTMENTS	AS				
BB 01	1100	1	193,613.49		.00	.00	.00	
					.00	.00	.00	
CC 01	1100	1	.00		.00	.00	.00	
					215,126.10	.00	.00	
AA 01	1200	1	ACCTS REC - TRADE	AS				
BB 01	1200	1	460,901.24		.00	.00	.00	
					.00	.00	.00	
CC 01	1200	3	.00		.00	.00	.00	
					460,901.24	.00	.00	
AA 01	1290	1	ALLOW FOR DOUBTFUL ACCTS	AS				
DD 01	1290	1	45,823.68		.00	.00	.00	
					.00	.00	.00	
EE 01	1290	3	.00		.00	.00	.00	
					45,823.68	.00	.00	
AA 01	1300	1	RAW MATERIAL INVENTORY	AS				
BB 01	1300	1	320,145.46		.00	.00	.00	
					.00	.00	.00	
CC 01	1300	1	.00		.00	.00	.00	
					205,717.18	.00	.00	
COMPANY TOTALS-			CURRENT Y-T-D	PREVIOUS Y-T-D				
	ASSETS		7,512,927.37	3,629,807.70				
	LIABILITIES		7,272,431.37	3,629,807.70				
	DIFFERENCE		240,496.00	.00				
	DEBITS		13,126,085.95	8,587,121.00				
	CREDITS		13,126,085.95	8,587,121.00				
	DIFFERENCE		.00	.00				
	ACTIVE							
	DELETED							
	RECORDS TO BE ADDED							
	CURRENT		160					
	BUDGET		61					
	LAST YEAR		161					

Fields

Record Information. A line appears for each record. The column headings define what information appears in each record type.

ACCOUNT NO. Number used to classify business activity for financial purposes.

DESCRIPTION. Description of or identity given to an account.

TYPE. Type of account. It can be one of the following:

AS. Asset
LI. Liability
IC. Income
EX. Expense

COMPANY TOTALS. Total amount for this company.

CURRENT Y-T-D. Summary of current year amounts.

PREVIOUS Y-T-D. Summary of previous year amounts.

Note: If debits and credits and assets and liabilities do not equal, the Initial File Load is incorrect.

ASSETS. Summary of the amounts related to asset accounts.

LIABILITIES. Summary of the amounts related to liability accounts.

DIFFERENCE. Difference between the income and expense amounts. These amounts should be reconciled to the amounts in your own system.

RECORDS TO BE ADDED. Number of accounts to be added to the General Ledger Master.

Note: Accounts will only be added when there are no severe errors.

CURRENT: Number of current records to be added for this company.

BUDGET: Number of budget records to be added for this company.

LAST YEAR: Number of last year records to be added for this company.

Invoice Entry Edit (Offline) (AMV0H)

```

NORTHCREEK IND NO. 01 INVOICE ENTRY EDIT (OFFLINE) DATE 11/08/
** TIME 13.39.01 PAGE 1 AMV0H BATCH DATE 10/15/** OPER 42

RECORD CODE COMPANY 01
RECORD CODE MA/MB
INVOICE NUMBER 13579 TYPE INVOICE
SEQUENCE NUMBER 001 VENDOR 800 ACCURATE MACHINE WORKS PAYMENT SELECT
09/25/** ADDRESS 1 NORTHSIDE IND. PARK DUE DATE
INVOICE DATE 08/30/
** ADDRESS 2 19730 SW CIPOLE RD TRANSACTION SUBTYPE P
VOUCHER NUMBER 1371 CITY DISCOUNT PERCENT
.00 STATE ZIP 97140 COUNTRY PAID BANK / METH /
ASSIGNEE CHECK 001 - 1 - 427653 DESCRIPTION HALT CODE LANDED COST CODE
AP ACCOUNT CASH ACCOUNT DISCOUNT ACCOUNT
FOB CODE SHIP-
VIA CODE 4 TERMS CODE 4
TAX SUFFIX TAX DATE 12/30/** DISCOUNT AMT
CURRENCY OVERRIDE EXCHANGE RATE .000000 EXCHANGE RATE DATE

INVOICE TOTALS:
GROSS AMOUNT 1,075.00 LINE ITEMS .00 TAX
.00
DISCOUNT AMOUNT .00 FREIGHT .00 SPECIAL CHARGES
.00
NET AMOUNT .00

RECORD CODE NA/NB RA/RB SA/SB TA/TB
PURCHASE ORDER NUMBER P29
ITEM NUMBER NON01 MISC ITEM SEQ 001 BLANKET RELEASE NUMBER
0000
DESCRIPTION ITEM DESCRIPTION FOR NON01 LINE INVOICE CODE
C LANDED COST CODE GROSS AMOUNT 1,000.00 ITEM FREIGHT
.00
DISCOUNT PERCENT .00 DISCOUNT BASE .00 DISCOUNT AMOUNT
.00
QUANTITY 1000.000 UNIT OF MEASURE EA WAREHOUSE
1
EXPENSE ACCOUNT DEBIT MEMO NUMBER OPERATION SEQUENCE NUMBER
ORDER NUMBER CHARGE TYPE
MISC CHARGE NUMBER
    
```

This report prints when you select option 2 from the Payables Processing menu (AMAM10) and Edit only on AMXVOL1.

Fields

BATCH DATE. The date that was identified as batch default date when this batch was entered. If it was left blank, the system date was assigned.

OPER (Operator). The identification of the operator who originally entered transactions for the batch.

RECORD CODE. The two position code that represents the type of record being added. See program formats for offline entry for details.

COMPANY. The number of the company for which this batch of transactions applies.

TYPE. Invoice or Credit appears depending on the type of transaction.

INVOICE NUMBER. The vendor's invoice number that is printed on the invoice.

VENDOR. The vendors number and name.

PAYMENT SELECT. The payment selection number that the application will assigned to the invoice when it was posted to the Open Payables file.

SEQUENCE NUMBER (Invoice sequence number). The number given to this invoice when more than one invoice is entered with the same invoice number.

ADDRESS 1

ADDRESS 2. The vendor's address information that is printed on the invoice.

DUE DATE. The last date the invoice can be paid with a discount.

TRANSACTION SUBTYPE. Defines type of invoice through the use of the following values:

- X. Ordinary invoice
- P. Purchasing invoice

INVOICE DATE. The date printed on the invoice.

TRANSACTION SUBTYPE. Defines type of invoice through the use of the following values:

- X. Ordinary invoice
- P. Purchasing invoice

VOUCHER NUMBER. A unique number used to further identify an invoice. It can be assigned when data is entered into the batch or by the application.

CITY. The vendor's city.

DISCOUNT PERCENT. The discount percent that applies to this invoice.

ASSIGNEE. The number of the vendor that should receive payment for the invoice.

STATE. The vendor's state.

COUNTRY. The vendor's country.

PAID BANK/METH/CHECK (Paid bank account/Payment method/Check number). The bank account, payment method, and check number for this invoice. This only shows for prepaid invoices.

DESCRIPTION. A description of the invoice.

HALT CODE. The code assigned to show that an invoice should be held and not paid automatically.

LANDED COST CODE. The code that identifies accrued import costs not on this invoice.

AP ACCOUNT (Accounts payable account number). The GL Account Number used for Accounts Payable if you use accrual accounting.

CASH ACCOUNT. The GL cash account number.

DISCOUNT ACCOUNT. The GL discount account number.

FOB CODE (Free-on-board code). This field is used for a purchasing style invoice. The purchase order value FOB code.

SHIP-VIA CODE. This field is used for a purchasing style invoice. The purchase order Ship-Via code.

TERMS CODE. This field is used for a purchasing style invoice. The purchase order Terms code.

TAX SUFFIX. The vendor's tax status.

TAX DATE. The invoice date you entered in the Invoice & Credit Header file.

DISCOUNT AMT (Discount amount). The discount amount for this vendor.

CURRENCY. The currency used for this invoice.

OVERRIDE EXCHANGE RATE. The exchange rate requested for this invoice.

EXCHANGE RATE DATE. The date on which you want the system to convert the currency amount.

INVOICE TOTALS. The totals for the invoice.

GROSS AMOUNT: The total amount of all line items for this invoice. This includes all special charge tax and freight records.

LINE ITEMS: Total amount of the line item.

TAX: Total tax amount for this invoice.

DISCOUNT AMOUNT: The total amount of the discounts available on the line items.

FREIGHT: The total freight charges for this invoice.

SPECIAL CHARGES: The total amount of special charges for this invoice.

NET AMOUNT: The amount of the invoice when the discount is subtracted from the gross amount.

PURCHASE ORDER NUMBER. The purchase order number that applies to this invoice or credit memo.

ITEM NUMBER. The item number associated with this detail line item.

MISC ITEM SEQ (Miscellaneous item sequence number). The sequence number assigned to this invoice on the purchase order. This is only used when the same item number was used more than once on the purchase order.

BLANKET RELEASE NUMBER. The blanket release number if the invoice detail line is for an item on a purchase order blanket release.

DESCRIPTION. The item description.

LINE INVOICE CODE. The code that indicates if the line item is completely or partially invoiced.

LANDED COST CODE. The code to adjust for importation costs or additional costs already incurred but not on the invoice.

GROSS AMOUNT. The gross amount for the line item.

ITEM FREIGHT. The freight charge for the item.

DISCOUNT PERCENT. The discount percentage that applies to this item.

DISCOUNT BASE. The amount to which the discount is applied.

DISCOUNT AMOUNT. The discount amount you are taking.

QUANTITY. The number of items to which this transaction applies.

UNIT OF MEASURE. The stocking unit of measure.

WAREHOUSE. The number of the warehouse that received the material.

EXPENSE ACCOUNT. The account number to which this line is debited.

DEBIT MEMO NUMBER. The number used to reference a debit memo that exists for a purchase order.

OPERATION SEQUENCE NUMBER. The operation sequence number to which this charge applies.

ORDER NUMBER. The number that identifies the order to which this transaction is charged.

CHARGE TYPE. The charge code that applies to this detail.

MISC CHARGE NUMBER (Miscellaneous charge number). Miscellaneous charges assigned to this invoice.

Invoice Entry Load (Offline) (AMV0I)

```

WILDWOOD IND      NO. 01      INVOICE ENTRY LOAD (OFFLINE)      DATE 8/26/
** TIME 11.25.53  PAGE 1      AMV0I                                BATCH DATE 6/23/

** OPER S1      BATCH 456
RECORD CODE AA (PAYWRKM)
INVOICE NUMBER      APTRAN01      TYPE INVOICE
                    52.00      VENDOR DDS001 SIMMONS AND SIMMONS      GROSS AMOUNT
SEQUENCE NUMBER      001      ADDRESS 1      SUITE 100      DUE DATE
6/23/92
INVOICE DATE      6/23/
** ADDRESS 2      SIMMONS TOWER      TRANSACTION SUBTYPE      X
VOUCHER NUMBER      1      CITY      MARIETTA      DISCOUNT PERCENT
.00
ASSIGNEE      DDS001      STATE GA      ZIP 30067      COUNTRY USA      PAID BANK / METH /
CHECK 001 - 1 - 703
DESCRIPTION      OFFICE SUPPLIES      HALT CODE
AP ACCOUNT      2000      CASH ACCOUNT      1050      LANDED COST CODE
8300
FOB CODE      SHIP-VIA CODE      TERMS CODE
TAX SUFFIX      TAX DATE      0/00/
00 DISCOUNT AMT      4.50
CURRENCY      0/00/00      OVERRIDE EXCHANGE RATE      .000000      EXCHANGE RATE DATE

RECORD CODE AN (PAYWRKN)
PURCHASE ORDER NUMBER
ITEM NUMBER      MISC ITEM SEQ      000      BLANKET RELEASE NUMBER
0000
DESCRIPTION      PENCILS
LANDED COST CODE      GROSS AMOUNT      10.00      LINE INVOICE CODE
.00      ITEM FREIGHT
DISCOUNT PERCENT      .00      DISCOUNT BASE      .00      DISCOUNT AMOUNT
1.00
QUANTITY      .000      UNIT OF MEASURE      WAREHOUSE
EXPENSE ACCOUNT      6490      DEBIT MEMO NUMBER      OPERATION SEQUENCE NUMBER
ORDER NUMBER
MISC CHARGE NUMBER

RECORD CODE AR (PAYWRKS)
PURCHASE ORDER NUMBER
ITEM NUMBER      FREIGHT
DESCRIPTION
LANDED COST CODE      GROSS AMOUNT      3.50
DISCOUNT PERCENT      .00      DISCOUNT BASE      .00      DISCOUNT AMOUNT
.00
QUANTITY      .000      UNIT OF MEASURE      WAREHOUSE
EXPENSE ACCOUNT      7000      PRORATE SPECIAL CHARGE
ORDER NUMBER
MISC CHARGE NUMBER      CHARGE TYPE      OPERATION SEQUENCE NUMBER
RECORD CODE ALL (PAYWRKH)
PURCHASE ORDER NUMBER
INVOICES PROCESSED      5      COMP CODE      INVOICES IN ERROR      INVOICES TO PAYWRK      INVOICES TO APTRANXX
5      5      5
*****
*
*      ***** BATCH NUMBER 456 HAS BEEN CLOSED *****
*
* ORIGINAL WORKSTATION 2347128394 ORIGINAL OPERATOR S1 *
* LAST WORKSTATION 1283749682 LAST OPERATOR S1 *
*
*****

```

This report prints when you select option 2 from the Payables Processing menu (AMAM10) and Load Only on AMXV0L1.

Fields

Company number

Company name. The number and name of the company for which this batch of transactions applies.

BATCH DATE. The date that was identified as batch default date when this batch was entered. If it was left blank, this would be the system date when the batch was entered.

OPER (Operator). The identification of the operator who originally entered transactions for the batch.

BATCH. The identifying number the application assigned to this batch.

RECORD CODE. The two position code that represents the type of record being added. See program formats for offline entry for details.

TYPE. Invoice or Credit appears in this field depending on the type of transaction.

INVOICE NUMBER. The vendor's invoice number that is printed on the invoice.

VENDOR. If invoice is for miscellaneous vendor (vendor number 000000), the vendor name.

GROSS AMOUNT. The total amount for this invoice before discounts.

SEQUENCE NUMBER (Invoice sequence number). The number given to this invoice when more than one invoice is entered with the same invoice number.

ADDRESS 1. The first line of the vendor's address information that is printed on the invoice.

DUE DATE. The last date the invoice can be paid with a discount.

INVOICE DATE. The date printed on the invoice.

ADDRESS 2. The second line of the vendor's address information that is printed on the invoice.

TRANSACTION SUBTYPE. Defines type of invoice through the use of the following values:

- X. Ordinary invoice
- P. Purchasing invoice

VOUCHER NUMBER. A unique number used to further identify an invoice. It can be assigned when the data is entered into the batch or by the application.

CITY. The vendor's city.

DISCOUNT PERCENT. The discount percentage that applies to this item.

ASSIGNEE. The number of the vendor that should receive payment for the invoice.

ZIP. The vendor's ZIP code.

STATE. The vendor's state.

COUNTRY. The vendor's country.

PAID BANK / METH / CHECK (Paid bank account/Payment method/Check number). The bank, method, and payment type for this invoice.

DESCRIPTION. A description of the invoice.

HALT CODE. The code assigned to show that an invoice should be held and not paid automatically.

LANDED COST CODE. The code that identifies accrued import taxes not on this invoice.

AP ACCOUNT (Accounts payable account). The AP account number. This number is used in accrual accounting.

CASH ACCOUNT. The cash account number for prepaid invoices.

DISCOUNT ACCOUNT. The GL discount account number.

FOB CODE (Free-on-board code). The purchase order value FOB code. This field is used for a purchasing style invoice.

SHIP-VIA CODE. The purchase order Ship-Via code. This field is used for a purchasing style invoice.

TERMS CODE. The purchase order Terms code. This field is used for a purchasing style invoice.

TAX SUFFIX. The vendor's tax status.

TAX DATE. The invoice date you entered in the Invoice & Credit Header file.

DISCOUNT AMT (Discount amount). The discount amount you are taking.

CURRENCY. The currency used for this invoice.

OVERRIDE EXCHANGE RATE. The exchange rate requested for this invoice.

EXCHANGE RATE DATE. The date on which you want the system to convert the currency amount.

PURCHASE ORDER NUMBER. The purchase order number that applies to this invoice or credit memo.

ITEM NUMBER. The item number associated with this detail.

MISC ITEM SEQ (Miscellaneous item sequence number). The miscellaneous item sequence number assigned to this invoice on the purchase order. This is only used when the same item number was used more than once on the purchase order.

BLANKET RELEASE NUMBER. The blanket release number if the invoice detail line is for an item on a purchase order blanket release.

DESCRIPTION. The item description.

LINE INVOICE CODE. The code that indicates if the line item is completely or partially invoiced.

GROSS AMOUNT. The gross amount for the line item.

ITEM FREIGHT. The freight charge for the item.

DISCOUNT BASE. The amount to which the discount is applied.

QUANTITY. The number of items to which this invoice applies.

UNIT OF MEASURE. The stocking unit of measure.

WAREHOUSE. The number of the warehouse that received the material.

EXPENSE ACCOUNT. The account number to which this line is debited.

DEBIT MEMO NUMBER. The number used to reference a debit memo that exists for a purchase order.

OPERATION SEQUENCE NUMBER. The operation sequence number to which this charge applies.

ORDER NUMBER. The number that identifies the order to which this transaction is charged.

CHARGE TYPE. The charge code that applies to this detail.

MISC CHARGE NUMBER (Miscellaneous charge number). Miscellaneous charges assigned to this invoice.

PRORATE SPECIAL CHARGE. Whether you have prorated any special charges for this invoice.

INVOICES PROCESSED. The number of invoices in the batch.

INVOICES IN ERROR. The number of invoices that are incorrect in the batch.

INVOICES TO PAYWRK. The number of invoices that can be loaded to the PAYWRK file family.

INVOICES TO APTRANxx. The number of invoices with errors that are loaded to a correction batch in APTRAN. The error batch is assigned a 2-character suffix by XA.

ORIGINAL WORKSTATION/ORIGINAL OPERATOR

LAST WORKSTATION OPERATOR. The identification of the work station operator who originally entered the batch and the last work station operator who worked on the batch. These identification characters print only if security has been established for the data entry task. If the batch was originally entered from offline files, the original work station and work station operator are indicated by two asterisks (**). If the last work station operator deleted the batch, a message prints.

Note: The work stations from which these original workstation/last workstation operators entered transactions.

DELETED RECORDS: The number of records deleted from the batch for this session.

BATCH NUMBER. Batch number as assigned by the system when the transactions were originally entered from a diskette or disk file or entered from the work station as a new batch.

NUMBER OF INVOICES. The total number of invoices and credit memos contained in the batch.

GROSS AMOUNT. The sum of all gross amounts for all invoices processed for this batch.

DISCOUNT AMOUNT. The total discount amount that applies to this batch.

NET AMOUNT. The gross amount minus the discount amount.

OPEN PAYABLES. The total amount credited to the accounts payable account.

PREPAID INVOICES. The total amount of all invoices entered with a prepaid check number.

NEC AMOUNT (Nonemployee compensation amount). The total of all non-employee compensation line items.

MISC CHARGE COSTS (Miscellaneous charge costs). The other costs represent the total of miscellaneous charges, outside operations, cost adjustments, and nonemployee compensation.

OUTSIDE OPERATIONS. The total amounts for outside operations that were entered with charge type O. This applies only if PC&C is interfacing.

COST ADJUSTMENTS. The total amounts from records that were entered with charge type I. This applies only if IM is interfacing.

OTHER COSTS. The difference between the gross amount and the sum of miscellaneous charge costs, outside operations, cost adjustments, and NEC amount. If PC&C or IM is not interfacing with invoicing, the field shows the gross amount less the NEC amount.

CONTROL. The total of all line item amounts for all invoices, whether positive or negative.

ORIGINAL WORKSTATION/ORIGINAL OPERATOR

LAST WORKSTATION/LAST OPERATOR. The identification of the work station operator who originally entered the batch and the last work station operator who worked on the batch. These identification characters print only if security has been established for the data entry task. If the batch was originally entered from offline files, the original work station and work station operator are indicated by two asterisks (**). If the last work station operator deleted the batch, a message prints.

Invoice Transaction Proof / Register – Summary (AMV12)

WILDWOOD IND NO. 01 INVOICE TRANSACTION PROOF / REGISTER DATE 2/25/
 ** TIME 10.46.29 PAGE 1 AMV12 BATCH DATE 2/25/
 ** OPER 9P BATCH 9
 TRANSACTION TYPE INVOICE ACTION ADD
 INVOICE NUMBER IS1 VENDOR SIMMON SIMMONS AND SIMMONS PAYMENT SELECT
 INVOICE SEQUENCE NUMBER 1 ADDRESS 1 SIMMONS ADDRESS LINE 1 DUE DATE
 2/25/**
 INVOICE DATE 2/25/
 ** ADDRESS 2 SIMMONS ADDRESS LINE 2 INVOICE TYPE P
 VOUCHER NUMBER 14 CITY SIMMONS CITY DISCOUNT PERCENT
 .00
 ASSIGNEE STATE GA POSTAL 30303-3030 COUNTRY USA PAID BANK / METH /
 CHECK - -
 DESCRIPTION HALT CODE LANDED COST CODE
 AP ACCOUNT 2000 CASH ACCOUNT DISCOUNT ACCOUNT
 FOB CODE SHIP-VIA CODE TERMS CODE
 CURRENCY OVERRIDE EXCHANGE RATE .000000 EXCHANGE RATE DATE
 0/00/00
 PURCHASE ORDER NUMBER COMP CODE
 ITEM NUMBER *MRO* M123456789 MISC ITEM SEQ BLANKET RELEASE NUMBER
 DESCRIPTION LINE INVOICE CODE
 WORK ORDER-TASK W23654-12 COST CODE A54321
 LANDED COST CODE 100.00 ITEM FREIGHT
 .00
 DISCOUNT PERCENT .00 SUBJ TO DISCOUNT .00 DISCOUNT AMOUNT
 .00
 QUANTITY .000 UNIT OF MEASURE WAREHOUSE
 ATL
 EXPENSE ACCOUNT 4100 DEBIT MEMO NUMBER CHARGE OPERATION NUMBER
 ORDER NUMBER CHARGE TYPE
 MISC CHARGE NUMBER

TOTALS:	INVOICE ADD	DETAIL
GROSS AMOUNT	100.00	100.00
DISCOUNT AMOUNT	.00	.00
NET AMOUNT	100.00	-----
LINE ITEMS	100.00	100.00
SPECIAL CHARGES	.00	.00
FREIGHT	.00	.00
TAX	.00	.00

WILDWOOD IND NO. 01 INVOICE TRANSACTION PROOF / REGISTER DATE 4/23/
 ** TIME 17.51.05 PAGE 1 AMV12 BATCH DATE 4/16/
 ** OPER S1 BATCH 368
 VENDOR NAME ASSIGNEE VOUCHER INVOICE SEQ INV DATE DUE DATE INV DESCRIPTION BNK/M/
 CHECK CUR HALT TRNS TP ACTION
 PO NO. ITEM NO. ITEM DESCRIPTION EXP ACCOUNT WHSE QUANTITY U/
 M CHG TYPE DISCOUNT GROSS AMOUNT
 DDS001 SMITH & CO 678 IN1 1 4/16/** 5/27/
 ** INVOICE ADD
 PD00010 BLUE INT/
 EXT COLOR OPT (B 4100 ATL 100.000 EA .00 500.00
 MRO WORK ORDER-TASK: W23654-12 COST CODE: A54321
 PD00010 BLACK INT/
 EXT COLOR OPTION 4100 ATL 25.000 EA .00 137.50
 PD00010 WHITE INT/
 EXT COLOR OPT (W 4100 ATL 30.000 EA .00 180.00
 INVOICE TOTALS .00
 817.50
 HALT CODE 7 WILL BE ASSIGNED TO THIS INVOICE

WILDWOOD IND NO. 01 INVOICE TRANSACTION PROOF / REGISTER DATE 4/23/
 ** TIME 17.51.05 PAGE 2 AMV12 BATCH DATE 4/16/
 ** OPER S1 BATCH 368
 BATCH TOTALS --
 NUMBER OF INVOICES 1
 GROSS AMOUNT 817.50
 DISCOUNT AMOUNT .00
 NET AMOUNT 817.50
 OPEN PAYABLES 817.50
 PREPAID INVOICES .00
 NEC AMOUNT .00
 MISC CHARGE COSTS .00
 OUTSIDE OPERATIONS .00
 COST ADJUSTMENTS .00
 OTHER COSTS 817.50
 CONTROL 817.50

You can print this report for a payables data entry batch at any time by selecting one of the following options:

from application	Payables Processing menu	option
Accounts Payable	AMAM10	3 or 4
Purchasing	AM6M20	3 or 4

You can print the report in detail or summary form. In summary form, the transactions appear in vendor/voucher sequence regardless of whether the user or system assigned the voucher numbers.

The Invoice Transaction Proof/Register can help you resolve data entry errors. This report must be free of serious errors before you can select Post Invoices and Credit Memos.

The fields are described in the order in which they appear in the detail report.

Fields

BATCH DATE. The date that was identified as batch default date when this batch was entered.

OPER (Operator). The identification of the operator who originally entered transactions for the batch.

BATCH. The number assigned to this batch.

TRANSACTION TYPE. Invoice or Credit appears in this field depending on the type of transaction.

ACTION. Indicates whether the transaction was added, changed, or deleted.

INVOICE NUMBER. The vendor's invoice number that prints on the invoice.

VENDOR. The name from whom the invoice was received.

PAYMENT SELECT. The payment selection number for changed or deleted invoices.

INVOICE SEQUENCE NUMBER. The number given to an invoice when more than one invoice is entered with the same invoice number.

ADDRESS 1 and 2, CITY, STATE, POSTAL, and COUNTRY. The address information of the vendor that appears on the invoice or credit memo.

DUE DATE. The last date the invoice can be paid.

INVOICE DATE. The date the invoice was created.

INVOICE TYPE. The type of the invoice.

VOUCHER NUMBER. The number of the document that verifies the transaction for this invoice.

DISCOUNT PERCENT. The amount of discount given for the line item.

ASSIGNEE. The number of the vendor that should receive payment.

PAID BANK/METH/CHECK. The bank account, payment method, and check number for this invoice. This appears only for prepaid invoices.

DESCRIPTION. The description of this invoice.

HALT CODE. The code assigned to show that an invoice should be held and not paid automatically.

LANDED COST CODE. The code used to adjust importation costs or additional costs already incurred.

AP ACCOUNT. The accounts payable account number to accrue line item costs.

CASH ACCOUNT. The cash account number for prepaid invoices.

DISCOUNT ACCOUNT. The general ledger discount account number.

FOB CODE (Free on board code). This code identifies the terms of the sale that determines title transfer of goods.

SHIP-VIA CODE. The code that identifies the method of delivery from the vendor.

CURRENCY. The currency used for this invoice.

OVERRIDE EXCHANGE RATE. The exchange rate requested for this invoice.

EXCHANGE RATE DATE. The date on which the system converted the currency amount.

PURCHASE ORDER NUMBER. The purchase order number that applies to this invoice.

COMP CODE (Completion code). The invoice can be completed (C) or partially completed (P).

ITEM NUMBER. The item number associated with this detail line item.

***MRO*.** This field appears only if the Maintenance Management System (MMS) is interfacing and indicates that this is a spare part item or a maintenance service.

MISC ITEM SEQ. The miscellaneous item sequence number assigned to this invoice on the purchase order. This is used only when the same item number is used more than once on the purchase order.

BLANKET RELEASE NUMBER. This number appears if the invoice detail line is for an item on a purchase order blanket release.

DESCRIPTION. The description associated with the item number.

LINE INVOICE CODE. This code indicates whether the line item is completely (C) or partially (P) invoiced.

The next three fields appear only if the Maintenance Management System (MMS) is interfacing and this is an MRO item.

WORK ORDER. The number of the work order that originated in MMS.

TASK. This field identifies a step on the work order. It represents the task to charge field, not the task sequence number.

COST CODE. The cost category that MMS uses to accumulate a particular cost associated with this work order or item. It is used only for non-stores and service items in MMS.

GROSS AMOUNT. The gross amount for the line item.

ITEM FREIGHT. The freight charge for the item.

DISCOUNT AMOUNT. The amount of discount given for the line item.

QUANTITY. The number of items to which this transaction applies.

UNIT OF MEASURE. The stocking unit of measure.

WAREHOUSE. The number of the warehouse that received the material.

EXPENSE ACCOUNT. The account number to which this line is debited.

DEBIT MEMO NUMBER. This number is used to reference a debit memo that exists for a purchase order.

CHARGE OPERATION NUMBER. The operation sequence number to which this charge applies.

ORDER NUMBER. The order to which this transaction is charged.

CHARGE TYPE. The charge code that applies to this detail.

MISC CHARGE NUMBER. Miscellaneous charges assigned to this invoice.

TOTALS. The total amounts entered for an invoice or credit memo and the sum of the detail lines. The report indicates whether the transaction was an add, change, delete or reversal.

BATCH TOTALS. The batch totals for this invoice follow.

NUMBER OF INVOICES. The total number of invoices and credit memos contained in the batch.

GROSS AMOUNT. The sum of all gross amounts for all invoices processed for this batch.

DISCOUNT AMOUNT. The total discount amount that applies to this batch.

NET AMOUNT. The gross amount minus the discount amount.

OPEN PAYABLES. The total amount credited to the accounts payable account.

PREPAID INVOICES. The total amount of all invoices entered with a prepaid check number.

NEC AMOUNT (Non-Employee Compensation Amount). The total of all non-employee compensation line items.

MISC CHARGE COSTS (Miscellaneous charge costs). The other costs represent the total of miscellaneous charges, outside operations, cost adjustments, and nonemployee compensation.

OUTSIDE OPERATIONS. The total amounts for outside operations that were entered with charge type O. This applies only if PC&C is interfacing.

COST ADJUSTMENTS. The total amounts from records that were entered with charge type I. This applies only if IM is interfacing.

OTHER COSTS. The difference between the gross amount and the sum of miscellaneous charge costs, outside operations, cost adjustments, and NEC amount. If PC&C or IM is not interfacing with invoicing, the field shows the gross amount less the NEC amount.

CONTROL. The total of all line item amounts for all invoices, whether positive or negative.

Invoices Transferred to History (AMA71)

INVOICES TRANSFERRED TO HISTORY							DATE	1/25/
CHECK NO.	VENDOR NAME	INVOICE NO.	SEQ	--DATE--	-----TRADING CURRENCY-----			
GROSS AMOUNT	DISCOUNT	AMOUNT	NET AMOUNT					
**	TIME 10.44.59 PAGE 01 AMA71							
1	101 Accurate Machine	0491	001	1/10/**	1000.00	.00		
1	101 Accurate Machine	051	001	1/10/				
**	1000.00	.00	1000.00					
11	123 Allen Furniture	078	001	1/10/				
**	10.00	.00	10.00					
23	136 New World Enterprises	081	001	1/10/				
**	25.00	.00	25.00					
TOTAL			1035.00		.00	1035.00		

This report prints when you select option 3 on the Main Menu, perform reconciliation using AMA701, and view the status of your session (AMA70E). The report prints automatically if any reconciliation activity occurred and you chose to purge checks in Update mode. The report documents basic information for any invoices that have been deleted from the Open Payables file.

Fields

CHECK NO. (Check number). The number assigned to this check.

VENDOR NAME. The number and name to whom the invoice was paid.

INVOICE NO. (Invoice number). The number that prints on the invoice.

SEQ (Invoice sequence number). A unique number assigned to this invoice.

DATE. The date that the payment was made for the invoice.

GROSS AMOUNT. The sum of this invoice before discounts were taken.

DISCOUNT AMOUNT. The discount amount for this invoice.

NET AMOUNT. The gross amount minus the discount amount.

REPORT TOTAL. The total gross amounts, discount amounts, and net amounts in trading currency for the invoices that are transferred to history.

Landed Cost Master File Listing (AMV0A)

**	TIME	10.29.23	PAGE	1	AMV0A	LANDED COST MASTER FILE LISTING	DATE	3/14/	
									OPER
51	BEGINNING LANDED COST CODE	IMP	ENDING LANDED COST CODE	IMP					
	LANDED COST CODE	IMP	LAST MAINTENANCE DATE	3/14/**					
	DESCRIPTION	PERCENT	CHARGE ACCOUNT	OFFSET ACCOUNT					
	LANDING FEE	5.000	2000	1050					
	IMPORT COST	7.000	2000	1050					
	OVERSEAS	2.000	2000	1050					
	TOTAL NUMBER OF LANDED COST CODES PRINTED				1				

This report prints when you select option 8 on the Main Menu and option 6 on the File Listings (AMAM80) menu. It prints all the contents of the Landed Cost Master file.

Fields

BEGINNING LANDED COST CODE

ENDING LANDED COST CODE. The beginning and ending cost codes in the range of codes you specified.

LANDED COST CODE. A code that identifies duty or brokerage costs not invoiced.

LAST MAINTENANCE DATE. Last date that a work station operator maintained the landed cost master file record.

DESCRIPTION. The description associated with each percentage that you specify.

PERCENT. The land cost percent that applies to this invoice.

CHARGE ACCOUNT. The account used to record the landed cost accrual.

OFFSET ACCOUNT. The account used to offset the charge account.

TOTAL NUMBER OF LANDED COST CODES PRINTED. The total number of landed cost codes printed for this range of landed cost codes.

Landed Cost File Maintenance (AMV08)

** TIME 10.27.59		PAGE	1	AMV08	LANDED COST MASTER	DATE	3/14/
				FILE MAINTENANCE			OPER
51	UPDATE 010						
LANDED COST CODE	IMP	LAST MAINTENANCE DATE 3/14/					
**		**** BEFORE ****					
DESCRIPTION	PERCENT	CHARGE ACCOUNT	OFFSET	ACCOUNT			
LANDING FEE	5.000	2000		1050			
IMPORT COST	7.000	2000		1050			
LANDED COST CODE		IMP	LAST MAINTENANCE DATE 3/14/				
**		**** AFTER ****					
DESCRIPTION	PERCENT	CHARGE ACCOUNT	OFFSET	ACCOUNT			
LANDING FEE	5.000	2000		1050			
IMPORT COST	7.000	2000		1050			
OVERSEAS	2.000	2000		1050			
SESSION STATUS		RECORDS ADDED		1	RECORDS DELETED	0	
		RECORDS CHANGED		0			

Fields

LANDED COST CODE. A code that identifies duty or brokerage costs not invoiced.

LAST MAINTENANCE DATE. Last date that a work station operator maintained the landed cost master file record.

DESCRIPTION. The description associated with each percentage that you specify.

PERCENT. The land cost percent that applies to this invoice.

CHARGE ACCOUNT. The account used to record the landed cost accrual.

OFFSET ACCOUNT. The account used to offset the charge account.

Note: BEFORE and AFTER images of the Landed Cost Master information print for each record change (if requested during application tailoring).

SESSION STATUS. The number of records added, changed, or deleted.

RECORDS ADDED: The number of records added for the session.

RECORDS CHANGED: The number of records changed for the session.

RECORDS DELETED: The number of records deleted for the session.

Manual Payment Transaction Gains/Losses (AMA42C)

NORTHCREEK IND.		MANUAL PAYMENT TRANSACTION GAINS/LOSSES						DATE 1/01/	
**	TIME 12.03.29	PAGE 1	AMA42C						
CO 01	PAY DATE 1/01/**	BANK I01	METH 1	ITALIAN LIRE	PROCESSING	CHECK	CURRENCY LR	ITALIAN LIRE	
----- VENDOR									
INV NUMBER	INV DATE	CHECK	LOCAL	CURR	GROSS	BANK ACCT	CURR	GROSS	
						TRADING	CURRENCY	GROSS	
5000	SMITH & JONES		3		1/02/				
**	3000	12.20	LR		15,000.00	LR		15,000.00	
INVOICE IN LOCAL CURRENCY							12.06		
TRANSACTION GAIN / LOSS							.14		
CHECK TOTALS							12.20	15,000.00	
15,000.00	INVOICE IN LOCAL CURRENCY							12.06	
TRANSACTION GAIN / LOSS							.14		
MANUAL PAYMENT TOTALS							12.20	15,000.00	
15,000.00	INVOICE IN LOCAL CURRENCY							12.06	
TRANSACTION GAIN/LOSS							.14		

This report prints when you select option 2 on the Main Menu, option 4 on the Cash Disbursements Processing menu, and multi-currency support is active. It is only printed if there were gains/losses calculated during a manual payments session. Payments are listed in check number/invoice sequence for each transaction gain/loss. Totals are reported at the check and payment selection levels. No trading currency amounts are shown at the payment selection level because the payment could have mixed trading currencies.

Fields

CO (Company number). The number assigned to this company.

PAY DATE. The date that the invoice was paid.

BANK (Bank account). The bank account established for this vendor against which the checks were written.

METH (Payment method). The payment method against which the checks were written.

CHECK (Check number). The assigned check number for this vendor check or the number given to the prepaid check.

CURRENCY. The currency ID and description, for example Italian Lire.

VENDOR. The vendor number and name.

INV NUMBER (Invoice number). The vendor's invoice number that prints on the invoice.

INV DATE (Invoice date). The date of the invoice.

CHECK (Check number). The assigned check number for this vendor check or the number given to the prepaid check.

LOCAL CURR GROSS (Local currency gross). The applied local currency gross payment for this invoice. Calculations are shown in:

INVOICE IN LOCAL CURRENCY: Shows payment in local currency, bank account currency, and trading currency.

TRANSACTION GAIN / LOSS: Shows the gain/loss which is the difference between the payment and invoice amounts in local currency.

CHECK TOTALS: Shows the check totals in local currency, bank account currency, and trading currency.

MANUAL PAYMENT TOTALS: Shows the manual payment totals in local currency, bank account currency, and trading currency.

BANK ACCT CURR GROSS (Bank account currency gross). The applied bank account currency gross payment for this invoice. Calculations are shown in:

CHECK TOTALS: Shows the check payment totals in bank account currency.

MANUAL PAYMENT TOTALS: Shows the manual payment totals bank account currency.

TRADING CURRENCY GROSS. The applied trading currency gross payment for this invoice. Calculations are shown in:

CHECK TOTALS: Shows the check totals in trading currency.

MANUAL PAYMENT TOTALS: Shows the manual payment totals in trading currency.

Manual Payments Cash Disbursements Journal (AMA42A)

NORTHCREEK IND.		MANUAL PAYMENTS CASH DISBURSEMENTS JOURNAL				DATE	1/01/
** TIME	12.03.29	PAGE	1	AMA42A			
CHECK DATE	3/01/9**	ENTRY DATE	3/01/**	BANK ACCOUNT I01	PAY METH	1	
JOURNAL REF	CHECK	----- VENDOR		-----			
INV NUM	ORIG JOURNAL	GROSS AMOUNT	DISCOUNT	NET AMOUNT			
CD00357-							
00006	3000 5000 SMITH & JONES				12.26		.06
	12.20						
		5000 SMITH & JONES	3	PJ03540-			
00002	12.26	.06	12.20				
CHECK DISTRIBUTION							
	CREDIT	ACCOUNT	DEBIT	CREDIT	ACCOUNT	DEBIT	
AP		2000	12.26	.00	GAIN /		
LOSS	9000	.00	.00	.06	BANK CHGS.	8100	.00
DISCOUNT		6010	.00				
	.00						
CASH IN BANK		1070	.00	12.20	INV CLEARING	2200	12.26
	12.26						
REPORT TOTALS:							
ACCOUNTS PAYABLE		12.26					
DISCOUNT		.06-					
CASH IN BANK		12.20-					
GAIN / LOSS		.00					
BANK CHARGES		.00					
INVOICE CLEARING		.00					
GL CONTROL		24.52					
NUMBER OF CHECKS		1					

This report prints when you select option 2 on the Main Menu and option 4 on the Cash Disbursements Processing menu (AMAM20). It prints GL entries made during a manual payment session. All amounts are in local currency. It shows key payment selection data at the top of each page, invoices paid on each check, discrepancies between payments and invoice amounts, as well as a clearing account line to balance the payment, journal entry summaries, and report totals.

Fields

CHECK DATE. The date of the check.

ENTRY DATE

ENTRY PERIOD. The entry date or period.

BANK ACCOUNT. The bank account established for this vendor against which the checks have been written.

PAY METH (Payment method). The payment method used.

JOURNAL REF (Journal reference number). The Cash Disbursements Journal reference number for this run on each invoice. The number is created as follows:

CDxxxxx-yyyyy

where:

CD is always the first two characters.

xxxxx is a sequential journal number, automatically assigned, indicating all entries for disbursement run.

yyyyy is a sequential number beginning with 1 and incremented by 1 for each transaction.

CHECK (Check Number). The assigned check number for this vendor check or the number given to the prepaid check.

VENDOR. The vendor to whom this invoice applies.

INV NUM (Invoice number). The vendor's invoice number that prints on the invoice.

ORIG JOURNAL (Original journal number). The reference number as it was automatically assigned when the Purchase Journal was written for this invoice. This number is only available for accrual accounting.

GROSS AMOUNT. The total amount of all line items on this invoice before any discounts were taken.

DISCOUNT. The amount of discount taken on this invoice, if any.

NET AMOUNT. The gross amount of the invoice minus the discount.

CHECK DISTRIBUTION. The distribution of the checks in a bank account for AP, discount, cash in bank account, and gain/loss.

AP: The accounts payable account number and the credit or debit amounts for this invoice shown as either a debit or credit.

GAIN / LOSS: The gain/loss account number and the credit or debit amounts for this invoice shown as either a debit or credit.

DISCOUNT: The discount account number and the credit or debit amounts for this invoice shown as either a debit or credit.

BANK CHGS.: The bank charges account number and the credit or debit amounts for this invoice shown as either a debit or credit.

CASH IN BANK: The cash in bank account number and the credit or debit amounts for this invoice shown as either a debit or credit.

INV CLEARING (Invoice clearing): The invoice clearing account number and the credit or debit amounts for this invoice shown as either a debit or credit.

REPORT TOTALS. The total for this report for entries made to the listed accounts.

ACCOUNTS PAYABLE:

EXPENSE SUMMARY: The total gross amount of invoices that are to be paid.

DISCOUNT: The total amount of discounts available.

CASH IN BANK: The total amount of cash used to pay invoices. This is the gross amount minus the discount.

GAIN / LOSS: The difference between the original invoice payment amount and the current invoice payment amount.

BANK CHARGES: Any charges that are generated by bank services.

INVOICE CLEARING: A holding account used to contain cash until invoices are assigned to a payment.

GL CONTROL: The sum of all general ledger transactions. These are always added, not subtracted.

NUMBER OF CHECKS: The number of payments that are being created.

Manual Payments Cash Disbursements Register (AMA42B)

NORTHCREEK IND. MANUAL PAYMENTS CASH DISBURSEMENTS REGISTER										DATE	1/01/
** TIME	12.03.29	PAGE	1	AMA42B							
PAY DATE	3/01/**	BANK ACCOUNT	I01	METHOD	1	ITALIAN LIRE	PROCESSING	CURRENCY	LR	ITALIAN LIRE	
ASSIGNEE	5000	SMITH & JONES	CHECK	3000	GROSS	15,075.00	DISCOUNT			75.00	
NET	15,000.00										
----- THIS PAYMENT -----											
VENDOR	INVOICE NO	INV DATE	DUE DATE	GROSS AMOUNT	DISCOUNT	NET AMOUNT					
5000	3	01/02/**	3/03/**	15,075.00	75.00	15,000.00					
BANK CHARGES				.00		.00					
CHECK APPLIED				15,075.00	75.00	15,000.00					
CHECK UNAPPLIED				.00	.00	.00					
TOTAL PAYMENTS APPLIED											
TOTAL PAYMENTS UNAPPLIED											
NUMBER OF PAYMENTS	1			15,075.00	.00	15,000.00					

This report prints when you select option 2 on the Main Menu and option 4 on the Cash Disbursements Processing menu (AMAM20). The report shows the amount disbursed during a manual payments session and lists payments in check number, vendor number, and invoice sequence. Totals are reported on check number breaks. When there is an imbalance between the payment amount and invoice amount, an additional line, "Unapplied Manual Payment," prints to balance the payment.

Fields

PAY DATE. The date that the manual payment was created.

BANK ACCOUNT. The bank account established for this vendor against which the checks have been written.

METHOD (Payment method). The payment method against which the checks were written.

CURRENCY. The currency ID and description; for example, FFR French Francs.

ASSIGNEE. The number of the vendor that should receive payment.

CHECK. The assigned check number for this vendor check or the number given to the prepaid check.

GROSS. The total amount of the check before any discounts were taken.

DISCOUNT. The amount of discount taken on this check, if any.

NET. The gross amount of the check minus any discounts.

VENDOR. The number that is assigned to this vendor in the Vendor Master file.

INVOICE NO (Invoice number). The vendor's invoice number that prints on the invoice.

INV DATE (Invoice date). The date of the invoice.

DUE DATE. The date the invoice must be paid to receive the discount.

THIS PAYMENT. The currency payment amounts if multi-currency support is active which include:

GROSS AMOUNT: The original gross amount of the selected invoice.

DISCOUNT: The amount of the discount that will be taken on this invoice.

NET AMOUNT: The total amount due for the invoice minus any discounts and any prepaid amounts.

Note: If the bank account currency and trading currency are different, the payment amount in trading currency is listed for information purposes and is not included in the totals.

BANK CHARGES. The bank charges if applicable for this invoice. The charges are included in the totals.

CHECK APPLIED

CHECK UNAPPLIED. If the check applied field is zero, no invoices have been assigned to this payment. If the check unapplied field is greater than zero, there is a balance remaining to apply to invoices.

TOTAL PAYMENTS APPLIED. Payments applied to selected invoices.

TOTAL PAYMENTS UNAPPLIED. A check was entered but no invoices were selected for payment.

NUMBER OF PAYMENTS. The total amount of payments applied against outstanding invoices.

Manual Payments Inquiry/Report (AMA45)

WILDWOOD		MANUAL PAYMENTS INQUIRY/REPORT				TIME 10:07:17	DATE 10/08/		
** PAGE	1	AMA45							
COMPANY NUMBER	01	BANK ACCOUNT	001	PAYMENT METHOD	1				
CHECK#	CHK DATE	CHECK AMOUNT	VENDOR/	INVOICE	SEQ	INV DATE	INV AMOUNT	AMT APPLIED	DISC TAKEN
208	11/15/**	45.00	SCHREER					-000	0/00/
**		.00							
209	11/15/**	45.00	SCHREER					-001	11/15/
**		49.50					4.50		
214	11/15/**	10.00	SCHREER					-001	11/15/
**		10.00					.00		
215	11/15/**	9.00	SCHREER					-001	11/15/
**		10.00					1.00		
216	11/15/**	9.00	SCHREER					-001	11/15/
**		10.00					1.00		
217	11/15/**	45.00	SCHREER					-001	11/15/
**		49.50					4.50		
218	11/15/**	45.00	SCHREER					-001	11/15/
**		49.50					4.50		
219	11/15/**	45.00	SCHREER					-001	11/15/
**		49.50					4.50		
231	11/15/**	10.00	SCHREER					-000	0/00/
**		.00					.00		
235	11/15/**	10.00	SCHREER					-001	11/15/
**		10.00					.00		
236	11/15/**	10.00	SCHREER					-001	11/15/
**		10.00					.00		
237	11/15/**	10.00	ISAACS					-001	11/15/
**		10.00					.00		
239	11/15/**	15.00	ISAACS					-001	11/15/
**		15.00					.00		
241	11/15/**	47.00	ISAACS					-001	11/15/
91	51.50	51.50					4.50		
243	11/15/**	47.00	HARPER					-001	11/15/
**		51.50					4.50		
244	11/15/**	9.00	HARPER					-001	11/15/
**		10.00					1.00		
245	11/15/**	9.00	SIMMONS					-001	11/15/
**		10.00					1.00		
249	11/15/**	20.00	SIMMONS					-000	0/00/
**		.00					.00		
250	11/15/**	20.00	SIMMONS					-000	0/00/
**		.00					.00		
252	11/15/**	10.00	SIMMONS					-001	11/15/
**		10.00					.00		
254	11/15/**	12.60	SIMMONS					-001	11/15/
**		12.60					.00		
260	11/15/**	9.00	SIMMONS					-000	0/00/
**		.00					.00		

This report prints when you select option 2 on the Main Menu and option 4 on the Cash Disbursements Processing menu (AMAM20). The report shows all manual payments that exist in the Manual Payments file. It also shows which payments have been fully or partially applied to one or more invoices.

Fields

COMPANY NUMBER. The company number for which the payments were written.

BANK ACCOUNT. The bank account number from which the checks were written.

PAYMENT METHOD. The payment method code.

CHECK # (Check number). The check number for the payment.

CHK DATE (Check date). The date entered as check payment date when the check was originally printed.

CHECK AMOUNT. The amount of the check that was written for the manual payment.

VENDOR/ASSIG (Vendor/Assignee name). The name of the vendor or person assigned (other than the vendor) to whom payment was made.

INVOICE. The vendor's invoice number that prints on the invoice.

SEQ (Item sequence number). A unique number assigned to this invoice.

INV DATE (Invoice date). The date printed on the invoice.

INV AMOUNT (Invoice amount). The total amount of the invoice.

AMT APPLIED (Amount applied). The applied net payment for this invoice.

DISC TAKEN (Discount taken). The amount of discount taken on this invoice, if any.

Open Payables By Due Date (AMA52)

NORTHCREEK IND.		NO. 02	OPEN PAYABLES BY DUE DATE				DATE 3/29/
**	TIME 16.31.28	PAGE 1	AMA52	FOR COMPANY NO. 02			--
---PAYMENT----							
	DUE DATE	INVOICE NO	INV. DATE	INVOICE DESCRIPTION	UNPAID AMT	DISCOUNT AMT	NET AMT DUE
	LECT PAY	EXP DATE					ORIG INV AMT
	SE						
	CURRENCY	YEN	JAPANESE	YEN			
VENDOR	100	ABCS	VENDOR	100			
VENDOR	02YEN2	COMPANY	02YEN2				
**	2/30/**	02YEN221	3/07/		5000.00	5000.00	22 H6
**	2/30/**	02YEN222	3/07/		6000.00	6000.00	23 .. 3/30/**
**	2/30/**	02YEN223	3/07/		7000.00	7000.00	24 ..
**					18000.00	18000.00	18000.00
* VENDOR TOTALS					18000.00	18000.00	18000.00
* DUE DATE TOTAL	30	TO	CURRENT DATE		18000.00	18000.00	18000.00
** CURRENT TOTALS					18000.00	18000.00	18000.00
** FUTURE TOTALS					18000.00	18000.00	18000.00
* COMPANY TOTALS					18000.00	18000.00	18000.00
* CURRENCY	YEN	JAPANESE	YEN	TOTAL	18000.00	18000.00	18000.00
EURO TOTAL				9000.00		9000.00	

This report prints when you select option 4 on the Main Menu, option 1 on the Demand Reports menu, and option 5 on the Open Payables Reports menu. The report shows amounts owed by due date. If multi-currency support is active, and trading currency specified, the report prints in primary currency ID, company, due date and vendor sequence. No amount totals are reported above the primary currency level. The local currency version of the report prints in company, due date, and vendor sequence.

Fields

DUE DATE. The date when payment was due if a discount applied.

INVOICE NO (Invoice number). The vendor's invoice number that prints on the invoice.

INV. DATE (Invoice date). The date printed on the invoice.

INVOICE DESCRIPTION. The description of this invoice.

UNPAID AMT (Unpaid amount). The unpaid balance of this invoice.

DISCOUNT AMT (Discount amount). The discount amount of this invoice. If the discount has been lost because this invoice is overdue, an asterisk prints to the right.

NET AMT DUE (Net amount due). The amount due minus the discount amount.

ORIG INV AMT (Original invoice amount). The gross amount of the invoice before payments or discounts were taken.

SELECT. The payment selection number.

PAY. One of the following appears to identify the status:

- H0-H9 identifies invoices that are halted
- Y identifies those that were selected for payment
- PT indicates that the invoice is partially paid (PT)
- ** indicates a past due invoice
- .. indicates an invoice not selected for payment or due date is in less than 30 days
- Blank indicates an invoice not past due, not halted, not partially paid, and not due in less than 30 days.

EXP DATE (Expected payment date). The date payment is expected for this invoice. If blank, the invoice is due on the due date.

CURRENCY. The currency, for example Japanese yen.

VENDOR. The vendor name and number from whom this invoice was received.

VENDOR TOTALS. The vendor's totals for the unpaid amount and discount amount. This line only appears on the report if there are multiple invoices for the vendor.

DUE DATE TOTALS. These totals print on an invoice due date break. Counts the number of days to/from the current date entered, and only appears on the report if there are multiple invoices for the due date.

CURRENT TOTAL. The current totals for the unpaid amount, discount amount, and total net amount for total invoices due on or before this date.

FUTURE TOTALS. The future totals for the unpaid amount, discount amount and total net amount for all future invoices whose due date is after the report as of date.

COMPANY TOTALS. The company totals for the unpaid amount, discount amount and total net amount for all invoices for this company in local/trading currency amounts.

CURRENCY. The trading currency totals for the unpaid amount, discount amount and total net amount of all invoices in this currency group.

EURO TOTALS. The euro currency totals.

Note: The *** summary *** page prints only if you specified multiple company support during application tailoring and you have selected all companies to print, and you are using only one currency. If multiple currencies are used, current, future, company, and currency totals appear after each currency type. Currencies of different types cannot be combined into summary totals.

Open Payables By Vendor (AMA51)

WILDWOOD IND. NO. 01		OPEN PAYABLES BY VENDOR				DATE 1/29/		
**	TIME 16.31.13	PAGE 1	AMA51	ALL INVOICES/ALL VENDORS				-
---- PAYMENT ----								
FOR ALL COMPANIES								
DUE DATE	INVOICE NO	INV DATE	INVOICE DESCRIPTION	UNPAID AMT	DISCOUNT AMT	NET AMT DUE	ORIG INV AMT	S
ELECT PAY EXP DATE								
CURRENCY YEN	JAPANESE YEN 1							
VENDOR 100	SCHREER JEWELRY CORP							
ASSIGNEE 200	HEATHER'S TOYOTA							
1/29/** 69		1/29/						
**			1000.00	1000.00	1000.00	12710	Y	2/01/**
1/21/** 701		1/21/						
**			500.00	500.00	1000.00	12788	PT	1/30/**
1/22/** 0711		12/30/						
**			1000.00	1000.00	1000.00	12791	..	2/01/**
1/29/** 1441		1/29/						
**			27211.35	26667.12	27211.35	13003	Y	2/01/**
* VENDOR TOTAL				29711.35		29167.12		
COMPANY TOTAL				29711.35		29167.12		
CURRENCY TOTAL				29711.35		29167.12		
EURO TOTAL								
OPEN PAYABLES TOTAL				29711.35		29167.12		

This report prints when you select option 4 on the Main Menu and option 1 on the Demand Reports menu (AMAM42). The report shows amounts owed by vendor. The report prints in either local or trading currency. A line prints with euro totals.

If you specified multiple company support during application tailoring, this report may print for all companies or for a specific company using options 1, 2, 3, or 4 on the Demand Reports menu (AMAM42).

Fields

DUE DATE. The date payment for the invoice was due in order to take advantage of the discount.

INVOICE NO (Invoice number). The vendor's invoice number that prints on the invoice.

INV DATE (Invoice date). The date printed on the invoice.

INVOICE DESCRIPTION. The description of this invoice.

UNPAID AMT (Unpaid amount). The total unpaid amount of this invoice.

DISCOUNT AMT (Discount amount). The total discount amount of the amount of this invoice.

NET AMT DUE (Net amount due). The net amount due after subtracting the discount amount from the unpaid amount.

ORIG INV AMT (Original invoice amount). The gross amount of the invoice before payments or discounts were taken.

SELECT (Payment selection number). The payment selection number.

PAY. One of the following appears to identify the status:

- H0-H9 identifies invoices that are halted
- Y identifies those that were selected for payment
- PT indicates that the invoice is partially paid (PT)
- ** indicates a past due invoice
- .. indicates an invoice not selected for payment or due date is in less than 30 days
- Blank indicates an invoice not past due, not halted, not partially paid, and not due in less than 30 days.

EXP DATE (Expected payment date). The date payment is expected for this invoice. If blank, the invoice is due on the due date.

CURRENCY. The currency, for example Japanese yen.

VENDOR. The vendor name and number from whom this invoice was received.

ASSIGNEE. The number of the vendor that should receive payment.

VENDOR TOTAL. The total unpaid, total discounts, and total net due amounts for this vendor. The totals line only prints for the vendor if there are multiple invoices for the vendor.

COMPANY TOTAL. The total unpaid, total discounts, and total net due for this company.

CURRENCY TOTAL. The total unpaid, total discounts, and total net due for all companies. If multi-currency support is active, totals print on primary currency breaks.

EURO TOTAL. The euro total.

OPEN PAYABLES TOTAL. The true gross open payables totals of unpaid, discounts and net amounts due for all companies. This total line prints only on the local currency version of the report.

Note: The *** summary *** page will print only if your application is multicompany and you have selected all companies to print.

Open Payables By Vendor - Halted (AMA512)

NORTHCREEK IND.		NO. 02	OPEN PAYABLES BY VENDOR				DATE 3/29/		
** TIME 16.31.28		PAGE 1	AMA512						
---		HALTED INVOICES/ALL VENDORS				---			
---		FOR COMPANY NO. 02				---			
---PAYMENT---									
DUE DATE	INVOICE NO	INV DATE	INVOICE DESCRIPTION	UNPAID AMT	DIS	COUNT	AMT NET AMT DUE	ORIG INV AMT	SE
LECT PAY	EXP DATE								
CURRENCY YEN JAPANESE YEN									
VENDOR	100	SCHREER JEWELRY CORP							
ASSIGNEE	200	HEATHER'S TOYOTA							
**	2/30/**	02YEN221	3/07/	5000.00			5000.00 22 H6		
**	2/30/**	02YEN222	3/07/	6000.00			6000.00 23 H2 3/30/**		
**	2/30/**	02YEN223	3/07/	7000.00			7000.00 24 H8		
* VENDOR TOTALS				18000.00			18000.00	18000.00	
* DUE DATE TOTAL 30 TO CURRENT DATE				18000.00			18000.00	18000.00	
** CURRENT TOTALS				18000.00			18000.00	18000.00	
** FUTURE TOTALS				18000.00			18000.00	18000.00	
* COMPANY TOTALS				18000.00			18000.00	18000.00	
* CURRENCY YEN JAPANESE YEN TOTAL				18000.00			18000.00	18000.00	
EURO TOTAL									

This report prints when you select option 4 on the Main Menu and option 2 or 4 on the Demand Reports menu (AMAM42). The report shows halted invoices by vendor. The report prints in either local or trading currency.

If you specified multiple company support during application tailoring, this report may print for all companies or for a specific company using options 2 or 4 on the Demand Reports menu (AMAM420).

Fields

DUE DATE. The date payment for the invoice is due in order to take advantage of the discount.

INVOICE NO (Invoice number). The vendor's invoice number that prints on the invoice.

INV. DATE (Invoice date). The date printed on the invoice.

INVOICE DESCRIPTION . The description of this invoice.

UNPAID AMT (Unpaid amount). The total unpaid amount of this invoice.

DISCOUNT AMT (Discount amount). The total discount amount of the amount of this invoice.

NET AMT DUE (Net amount due). The net amount due after subtracting the discount amount from the unpaid amount.

ORIG INV AMT (Original invoice amount). The gross amount of the invoice before payments or discounts were taken.

SELECT. The payment selection number.

PAY. One of the following appears to identify the status:

- H0-H9 identifies invoices that are halted
- Y identifies those that were selected for payment
- PT indicates that the invoice is partially paid (PT)
- ** indicates a past due invoice
- .. indicates an invoice not selected for payment or due date is in less than 30 days
- Blank indicates an invoice not past due, not halted, not partially paid, and not due in less than 30 days.

EXP DATE (Expected date). The date payment is expected for this invoice. If blank, the invoice is due on the due date.

CURRENCY. The currency name and description; for example, Japanese Yen,

VENDOR. The vendor name and number from whom this invoice was received.

ASSIGNEE. The number of the vendor that should receive payment.

VENDOR TOTALS. The total unpaid, total discounts, and total net due amounts for this vendor. The totals line only prints for the vendor if there are multiple invoices for the vendor.

DUE DATE TOTAL. The total unpaid, total discounts, and total net due for all companies. If multiple currency support is active, totals print on primary currency breaks.

CURRENT TOTALS. The current totals for the unpaid amount, discount amount, and total net amount for total invoices for this vendor.

FUTURE TOTALS. The future totals for the unpaid amount, discount amount, and total net amount for future invoices for this vendor.

COMPANY TOTALS. The total unpaid, total discounts, and total net due for this company.

CURRENCY. The true gross open payables totals of unpaid, discounts, and net amounts due for all companies. This total line prints only on the local currency version of the report.

EURO TOTAL. The euro total is printed.

Note: The *** summary *** page will print only if your application is multicompany and you have selected all companies to print.

Open Payables Duplicate Invoice Numbers (AMV0G)

NORTHCREEK IND.	NO. 01	OPEN PAYABLES DUPLICATE INVOICE NUMBERS		DATE 10/30/
** TIME 16.45.38	PAGE 2	AMV0G		
*** SUMMARY ***				
*** SUMMARY TOTALS		NUMBER OF INVOICES	3	NUMBER OF DUPLICATES 3

NORTHCREEK IND.	NO. 01	OPEN PAYABLES DUPLICATE INVOICE NUMBERS		DATE 03/30/
** TIME 16.45.30	PAGE 1	AMV0G		
VENDOR INVOICE				
NUMBER NUMBER				
INVOICE	INVOICE	DUE	INVOICE	GL
HALT INV				GL CASH
DESCRIPTION	DATE	DATE	AMOUNT	ACCOUNT
CODE SEQ				ASSIGN
001011 39612				PAY SEL
TOOLS	1/01/**	1/01/		
**	150.00	2000	001011 51	999 ** CREDIT
TOOLS	12/15/**	12/15/		
**	50.00	2000	001011 58	999 ** CREDIT
* VENDOR 001011	TOTALS		3	NUMBER OF DUPLICATES 2
** COMPANY TOTALS			3	NUMBER OF DUPLICATES 2

This report prints when you select option 1 on the Main Menu and option 4 on the Payables Processing menu, (if you chose the duplicate invoice number edit option during application tailoring). The report prints invoice header information from all of a vendor's invoices in the Open Payables file that were assigned the same invoice number.

Fields

VENDOR NUMBER. The number that appears on the invoice sent to you by the vendor.

INVOICE NUMBER. Invoice number that was assigned more than once for the vendor.

INVOICE DESCRIPTION. The description of the invoice.

INVOICE DATE. The date printed on the invoice.

DUE DATE. The last date the invoice can be paid with a discount.

INVOICE AMOUNT. The amount of the invoice.

GL ACCOUNT (General ledger account number). The account number used to post transactions.

GL CASH ACCOUNT (General ledger cash account). The GL account used for cash.

ASSIGN NO. (Assignee number). The number of the vendor who is be paid for this invoice.

PAY SEL NO. (Payment selection number). The payment selection number that the application assigned to the invoice when it was posted to the Open Payables file.

HALT CODE. The code assigned to show that an invoice should be held and not paid automatically.

INV SEQ (Invoice sequence number). A unique number assigned to this invoice.

VENDOR TOTALS. Number of invoices in the Open Payables file for the vendor and the number of these invoices which are duplicates.

COMPANY TOTALS. The number of invoices in the Open Payables file for this company and the number of these invoices which are duplicates.

SUMMARY TOTALS. Total number of invoices in the Open Payables file and total number which are duplicates.

Open Payables File Maintenance (AMA8A)

** TIME 12.23.24 PAGE 1		AMA8A		OPEN PAYABLES FILE MAINTENANCE		DATE 10/30/		
								OPER
UPDATE 012								
COMPANY NO.	01	VENDOR NO.	000000	LAST MAINTENANCE DATE	10/30/			
**	*BEFORE							
ASSIGNEE NO.	200	INVOICE NO.	4747	PAY SELECTION NO.	665			
INVOICE DATE	12/07/**	DUE DATE	12/07/**	DESCRIPTION	CREDIT OUT EXTRA			
SCHREER JEWELRY CORP	ADDRESS LINE 2		98670 NE MISTY RD	ADDRESS LINE 1	NORTHSIDE IND. PARK			
STATE	GA	ZIP CODE	13811-0321	CITY	PARKWAY CITY			
COUNTRY								
COMPANY NO.	01	VENDOR NO.	000000	LAST MAINTENANCE DATE	10/30/			
**	*AFTER							
ASSIGNEE NO.	300	INVOICE NO.	1378	PAY SELECTION NO.	666			
INVOICE DATE	12/07/**	DUE DATE	12/07/**	DESCRIPTION	CREDIT OUT EXTRA			
SCHREER JEWELRY CORP	ADDRESS LINE 2		98670 NE MISTY RD	ADDRESS LINE 1	NORTHSIDE IND. PARK			
STATE	GA	ZIP CODE	13811-0321	CITY	PARKWAY CITY			
COUNTRY								
SESSION STATUS		RECORDS ADDED		RECORD CHANGES				
		2		1				

This report prints each time you perform Open Payables file maintenance by selecting option 7 on the Main Menu and option 3 on the File Maintenance menu, if you chose the file maintenance report option during application tailoring. It prints both a BEFORE and an AFTER image of the record to serve as an audit trail of all changes made.

Fields

COMPANY NO. (Company number). The number of the vendor from whom the invoice was received.

VENDOR NO. (Vendor number). The number that appears on the invoice sent to you by the vendor.

LAST MAINTENANCE DATE. Last date that a work station operator maintained the open payables master file record.

ASSIGNEE NO. (Assignee number). The number of the assignee if the invoice is paid to someone other than the vendor.

INVOICE NO. (Invoice number). The number assigned to the invoice by the vendor during invoice entry.

PAY SELECTION NO. (Payment selection number). The payment selection number that was assigned by the application during invoice posting.

INVOICE DATE. The date that appears on the invoice.

DUE DATE. The date by which you must pay the invoice in order to receive the discount.

DESCRIPTION. The words that describe what is being invoiced.

Miscellaneous vendor name. The name and address of the vendor. The field prints only if the vendor number is all zeros.

ADDRESS LINE 1. The first line of address information. This field prints only if the vendor number is all zeros.

ADDRESS LINE 2. The second line of address information. This field prints only if the vendor number is all zeros.

CITY. The vendor's city. This field prints only if the vendor number is all zeros.

STATE. The vendor's state. This field prints only if the vendor number is all zeros.

ZIP CODE. The vendor's postal code. This field prints only if the vendor number is all zeros.

COUNTRY. The vendor's country. This field prints only if the vendor number is all zeros.

SESSION STATUS. Session status:

RECORDS ADDED: The number of records added during this session.

RECORD CHANGES: The number of times you selected a record and entered changes. BEFORE and AFTER images of the invoice header information print for each record change if you selected the report option during application tailoring.

Open Payables Revaluation (AMV0B)

NORTHCREEK IND. NO. 01		OPEN PAYABLES REVALUATION			DATE 2/18/		
**	TIME 10.06.45	PAGE 2	AMV0B	NO UPDATE MODE			
PRIMARY CURRENCY YEN JAPANESE YEN 1							
----- NET PAYABLES AMOUNT --							
AMOUNTS *****				TRADING CURR ***** LOCAL CURRENCY			
INVOICE NO	SEQ	DATE	VENDOR CURR	AP LIABILITY ACCT	GAIN/		
LOSS ACCT	AMOUNT		BEFORE REVAL	AFTER REVAL	GAIN / LOSS		
0711	001	12/30/					
** 100	YEN		4000	5000	1000.00	250.00 7.56 242.44	
0721	001	12/30/					
** 100	YEN		4000	5000	1000.00	500.00 7.56 492.44	
0751	001	12/30/					
** 100	YEN		4000	5000	1000.00	250.00 7.56 242.44	
0771	001	12/30/					
** 100	YEN		4000	5000	1045.00	261.25 7.90 253.35	
0781	001	12/30/					
** 100	YEN		4000	5000	1000.00	250.00 7.56 242.44	
0791	001	12/30/					
** 100	YEN		4000	5000	1000.00	250.00 7.56 242.44	
0811	001	12/30/					
** 100	YEN		4000	5000	1000.00	250.00 7.56 242.44	
0821	001	12/30/					
** 100	YEN		4000	5000	1000.00	250.00 7.56 242.44	
0831	001	12/30/					
** 100	YEN		4000	5000	1000.00	250.00 7.56 242.44	
0841	001	12/30/					
** 100	YEN		4000	5000	1000.00	250.00 7.56 242.44	
0851	001	12/30/					
** 100	YEN		4000	5000	1000.00	250.00 7.56 242.44	
0861	001	12/30/					
** 100	YEN		4000	5000	1000.00	250.00 7.56 242.44	
0871	001	12/30/					
** 100	YEN		4000	5000	1000.00	250.00 7.56 242.44	
				CURRENCY TOTAL		13045.00 3511.25 9	
8.62	3412.63					COMPANY TOTAL	3511.25 9
8.62	3412.63					REPORT TOTAL	3511.25
98.62	3412.63						

NORTHCREEK IND. NO. 01		OPEN PAYABLES REVALUATION			DATE 2/18/	
**	TIME 10.06.45	PAGE 1	AMV0B	OPTIONS		
REVALUATION MODE - 1 NO FILE UPDATE						
COMPANY NUMBER RANGE - FROM 01 TO 89						
PRIMARY CURRENCY ID RANGE - FROM A TO 999						
REVALUATION DATE - 2/18/**						
TRANSACTION DATE - 11/25/**						

Fields

REVALUATION MODE. The mode selected to either UPDATE or NOT UPDATE the files with revalued amounts.

COMPANY NUMBER RANGE. A single number, company number, a range of company numbers, or blank to revalue and print all companies on this report.

PRIMARY CURRENCY ID RANGE. A primary ID range of primary currency IDs or blank to revalue and print all primary currency IDs on the report.

REVALUATION DATE. The date as of which open payables are to be revalued.

TRANSACTION DATE. The date or period to be used when posting gains or losses to your general ledger.

PRIMARY CURRENCY. The type of currency used for this revaluation.

INVOICE NO (Invoice number). The number assigned to the invoice by the application during invoice entry.

SEQ (Invoice sequence number). A unique number assigned to this invoice.

DATE. The invoice date.

VENDOR. The vendor number for the revalued invoice.

CURR (Currency). The primary currency ID for this revaluation.

AP LIABILITY ACCT. The account number assigned to this accounts payable liability.

GAIN/LOSS ACCT. The account number assigned to hold the price fluctuations when using multi-currency.

TRADING CURR AMOUNT (Trading currency amount). The trading currency amount for this invoice.

LOCAL CURRENCY AMOUNTS.

BEFORE REVAL (Before revaluation): The local currency amounts taken before the revaluation request.

AFTER REVAL (After revaluation): The local currency amounts taken after the revaluation request.

GAIN / LOSS: The local currency amounts reported for gains/losses.

CURRENCY TOTAL. The currency total for both local and trading.

COMPANY TOTAL. The company totals for local currency.

REPORT TOTAL. The report totals for local currency.

Payment Reversal Cash Disbursements Journal (AMA22A)

NORTHCREEK IND. PAYMENT REVERSAL CASH DISBURSEMENTS JOURNAL						DATE	1/01/
** TIME 12.06.13 PAGE 1 AMA22A							
CHECK DATE 1/31/** ENTRY DATE 3/01/**						BANK ACCOUNT I01 PAY METH 1	
JOURNAL REF CHECK ----- VENDOR -----							
INV NUM	ORIG JOURNAL	GROSS AMOUNT	DISCOUNT	NET AMOUNT			
CD00358-							
00004	3000 5000 SMITH & JONES					12.26	.06
	12.20						
00002	12.12 5000 SMITH & JONES	.06	3	PJ03540-			
			12.06				
CHECK DISTRIBUTION							
CREDIT				DEBIT			
ACCOUNT	DEBIT	CREDIT	ACCOUNT	DEBIT	ACCOUNT	DEBIT	DEBIT
AP	2000000000000000	00	12.12	GAIN /			
LOSS	9000	.00	.14				
DISCOUNT	6010	.06	.00	BANK CHGS.	8502	.00	
	.00						
CASH IN BANK	1070000000000000	12.20	.00	INV CLEARING	2200000000000000		12.26
	12.26						
REPORT TOTALS:							
ACCOUNTS PAYABLE		12.12-					
DISCOUNT		.06					
CASH IN BANK		12.20					
GAIN / LOSS		.14-					
BANK CHARGES		.00					
INVOICE CLEARING		.00					
GL CONTROL		24.52					
NUMBER OF CHECKS		1					

This report prints where you select option 2 on the Main Menu and option 5 on the Cash Disbursements Processing menu (AMAM20). The report shows the General Ledger entries made to record a payment reversal. All amounts are in local currency. Report totals at the end of the report summarize all the checks.

Fields

CHECK DATE. The date entered as check payment date when the check was originally printed.

ENTRY PERIOD.

ENTRY DATE. The entry period or date for posting disbursements to the general ledger.

BANK ACCOUNT. The bank account established for this vendor against which the checks were reversed.

PAY METH (Payment method). The payment method.

JOURNAL REF (Journal reference number). The Cash Disbursements Journal reference number for this run on each invoice. The number is created as follows:

CDxxxxx-yyyyy

where:

CD is always the first two characters.

xxxxx is a sequential journal number, automatically assigned, indicating this disbursement run.

yyyyy is a sequential number beginning with 1 and incremented by 1 for each transaction.

CHECK. The assigned check number for this vendor check.

VENDOR. The name of the vendor from whom this invoice was received.

INV NUM (Invoice number). The vendor's invoice number that prints on the invoice.

ORIG JOURNAL (Original journal number). The reference number as it was automatically assigned when the Purchase Journal was written for this invoice.

GROSS AMOUNT. The total amount of all line items on this invoice before discounts were taken.

DISCOUNT. The amount of discount taken on this invoice, if any.

NET AMOUNT. The gross amount of the invoice minus any discounts.

CHECK DISTRIBUTION. The distribution of the checks in a bank account for AP, discount, cash in bank account, and gain/loss.

AP: The accounts payable account number and the credit or debit amounts for this invoice.

GAIN / LOSS: The gain/loss account number and the credit or debit amounts for this invoice.

DISCOUNT: The discount account number and the credit or debit amounts for this invoice.

BANK CHGS. (Bank charges): The bank charges account number and the credit or debit amounts for this invoice.

CASH IN BANK: The cash in bank account number and the credit or debit amounts for this invoice.

INV CLEARING (Invoice clearing): The invoice clearing account number and the credit or debit amounts for this invoice.

REPORT TOTALS. The total report sums applied to this invoice. The GL Control Amount is the sum of all the entries created.

ACCOUNTS PAYABLE:

EXPENSE SUMMARY: The total gross amount of invoices that are to be paid.

DISCOUNT: The total amount of discounts available.

CASH IN BANK: The total amount of cash used to pay invoices. This is the gross amount minus the discount.

GAIN / LOSS: The difference between the original invoice payment amount and the current invoice payment amount.

BANK CHARGES: Any charges that are generated by bank services.

INVOICE CLEARING: A holding account used to contain cash until invoices are assigned to a payment.

GL CONTROL: The sum of all general ledger transactions. These are always added, not subtracted.

NUMBER OF CHECKS: The number of payments that are being created.

Payment Reversal Transaction Gains/Losses (AMA22C)

NORTHCREEK IND.		PAYMENT REVERSAL TRANSACTION GAINS/LOSSES				DATE 1/01/	
**	TIME 12.06.13	PAGE 1	AMA22C				
	PAY DATE 1/01/**	BANK I01	METH 1	ITALIAN LIRE	PROCESSING	CURRENCY LR	ITALIAN LIRE
----- VENDOR -----							
INV NUMBER	INV DATE	CHECK	LOCAL CURR NET	BANK ACCT	CURR NET	TRADING CURRENCY NET	
5000	SMITH & JONES		3	1/02/			
**	3000	12.20	LR	15,000.00	LR	15,000.00	
						12.06	
						.14	
						12.20	LR 15,000.00
						12.06	
						.14	
						12.20	15,000.00
						12.06	
						.14	

This report prints when you choose option 5 (Enter Payment Reversals) on the Cash Disbursements Processing menu (AMAM20). The report prints only if there were any transaction gains/losses that were reversed.

Fields

PAY DATE. The date that the invoices were paid.

BANK. The bank account number from which the checks will be made.

METH (Payment method). The payment method and description.

CURRENCY. The currency; for example, Italian lire.

VENDOR. The vendor name and number to whom the payment was made.

INV NUMBER (Invoice number). The vendor's invoice number that prints on the invoice.

INV DATE (Invoice date). The date printed on the invoice.

CHECK. The check number for this invoice.

LOCAL CURR NET (Local currency net). The applied local currency net payment for this invoice. Calculations are shown in:

- **INVOICE IN LOCAL CURRENCY:** Shows payment in local currency, bank account currency, and trading currency.

- **TRANSACTION GAIN / LOSS:** Shows the gain/loss which is the difference between the payment and invoice amounts in local currency.
- **CHECKS TOTALS:** Shows the check totals in local currency, bank account currency, and trading currency.
- **PAYMENT REVERSAL TOTALS:** Shows the payment reversal totals in local currency, bank account currency, and trading currency.

BANK ACCT CURR NET (Bank account currency net). The applied bank account currency net payment for this invoice. Calculations are shown in:

- **CHECKS TOTALS:** Shows the check payment totals in bank account currency.
- **PAYMENT REVERSAL TOTALS:** Shows the payment reversal totals bank account currency.

TRADING CURRENCY NET. The applied trading currency net payment for this invoice. Calculations are shown in:

CHECKS TOTALS: Shows the check totals in trading currency.

PAYMENT REVERSAL TOTALS: Shows the payment reversal totals in trading currency.

CHECK TOTALS. The check totals for this invoice.

Purchase Journal and Check Reversal Listing (AMV13)

NORTHCREEK IND.		NO. 02	PURCHASE INVOICE JOURNAL		DATE 1/15/	
**	TIME 15.34.36	PAGE 1	AMV13		BATCH DATE 1/15/	
**	OPER 81	BATCH 81			ENTRY DATE 1/15/**	
INV NUMBER/SEQ	A-17653 001	INVOICE DATE	1/15/			
** VOUCHER	200	PAYMENT NO.	10073	HALT CD	TYPE INVOICE ADD	
VENDOR 2000	BOB SMITH-DBA	DUE DATE	1/15/**	ASSIGNEE	BANK/	
METH/CHECK	001-1-508					
ENTRY	ITEM NUMBER	DESCRIPTION	ACCOUNT NUMBER	JOURNAL REF	AMOUNT ENTERED	PRORAT
IONS	GL AMOUNT					
ACCT PAY HEADER			2000	PJ00054-		
00001	96076.00					
SPEC CHG		SPECIAL CHARGE	7500		234.00	234
.00-	.00					
TAX		TAX	8200	PJ00054-		
00002	5677.00	.00				
FREIGHT		FREIGHT	6000	PJ00054-		
00003	1229.00	.00				
EXPENSE	123	PAPER PRODUCTS	7010	PJ00054-		
00004	24458.00	64.35				
L CST EX	123	TARIFFS	7030	PJ00054-		
00005						
L CST OF	123	TARIFFS	2030	PJ00054-		
00006						
EXPENSE	123	PAPER PRODUCTS	7020	PJ00054-		
00007	28993.00	76.28				
L CST EX	123	TARIFFS	7030	PJ00054-		
00008						
L CST OF	123	TARIFFS	2030	PJ00054-		
00009						
EXPENSE	123	PAPER PRODUCTS	7030	PJ00054-		
00010	35485.00	93.37				
L CST EX	123	TARIFFS	7030	PJ00054-		
00011						
L CST OF	123	TARIFFS	2030	PJ00054-		
00012						
	MRO					
BATCH TOTALS:						
GROSS AMOUNT		96,076.00				
ACCRUED EXPENSE		1,185.00				
GL DEBITS		97,261.00				
GL CREDITS		97,261.00				

This report prints when you select option 4 on the Main Menu and option 4 on the Payables Processing menu (AM6M20). This report represents all the transactions that have successfully been added to the Open Payables file and the total amounts that have been debited and credited to the Temporary General Ledger file. If any unrecoverable errors are encountered, messages are printed to inform you of the problem, the batch is suspended, and the operation is canceled. If the IM and PC&C application interfaces are active, credit memos are passed to those applications if they do not reference a debit memo number.

Fields

BATCH DATE. The date that was identified as batch default date when this batch was entered.

OPER (Operator). The identification of the operator who originally entered transactions for the batch.

BATCH. The identifying number the application assigned to this batch.

ENTRY DATE. The posting date for updating the purchase journal transactions to the Temporary General Ledger file.

INV NUMBER/SEQ (Invoice number/Invoice sequence number). The vendor's invoice number that is printed on the invoice.

INVOICE DATE. The date printed on the invoice.

VOUCHER. A number used to further identify an invoice. It can be assigned by the work station operator or by the application.

PAYMENT NO. (Payment number). The payment selection number that the application assigned to the invoice when it was posted to the Open Payables file.

HALT CD (Halt Code). The code assigned to show that an invoice should be held and not paid automatically.

TYPE. Invoice or Credit appears depending on the type of transaction and the action used (add, change, delete, or reverse). add, change, delete, or reverse

VENDOR. The vendor number and name.

DUE DATE. The last date the invoice can be paid with a discount.

ASSIGNEE. The number that is given to the assignee in the Vendor Master file. It appears only if payment of this invoice is to be redirected to someone other than the vendor.

BANK/METH/CHECK (Bank account/Payment method/Check number). The bank, payment method, and check number for this invoice if it is a prepaid check.

ITEM NUMBER. The item number associated with this detail.

DESCRIPTION. A description of the item.

ACCOUNT NUMBER. The general ledger account number for this item.

JOURNAL REF (Journal reference number). The Purchase Journal reference number for this item.

AMOUNT ENTERED. The amount entered for this entry.

PRORATIONS. The amount of charges prorated to this item.

GL AMOUNT (General ledger amount). The General Ledger amount for this invoice item.

BATCH TOTALS. The fields below represent the following totals for the batch:

GROSS AMOUNT: The total debit and credit amount in the **AMOUNT ENTERED** column for expense accounts.

ACCRUED EXPENSE: The total debit and credit amount in the **GL AMOUNT** column for landed cost accrual expense accounts.

GL DEBIT: The total debit amount in the **GL AMOUNT** column for all accounts.

GL CREDIT: The total credit amount in the **GL AMOUNT** column for all accounts.

Purchase Invoices To Inventory Management (AMV0F1)

NORTHCREEK IND. NO. 01		PURCHASE INVOICES TO INVENTORY MANAGEMENT			DATE 10/30/	
**	TIME 12.23.34	PAGE 1	AMV0F1	BATCH DATE 10/30/		
**	OPER 80	BATCH 012				
TRANSACTION	ACTION	INVOICE NO	INV DATE	VOUCHER	VENDOR 0138	
INVOICE	CHANGE	1001	10/15/**	501	ABC MOVING CO.	
ITEM NUMBER	SEQ	QUANTITY	IM AMOUNT	GROSS AMOUNT	PRORATIONS	ACCRUALS
0006128	21	.00	.00	.00	.00	.00
INVOICE TOTALS			.00	.00	.00	.00
BATCH TOTALS			.00	.00	.00	.00

This report prints each time you select option 1 on the Main Menu and option 4 on the Payables Processing menu (AMAM10) and cost adjustment transactions are being passed to IM. The AP to IM interface must be active. The report documents cost adjustment information passed to the IM application.

Fields

BATCH DATE. The date that was identified as batch default date when this batch was entered. If it was left blank this would be the system date when the batch was entered.

OPER (Operator). The identification of the operator who originally entered transactions for the batch.

BATCH. The identifying number the application assigned to this batch.

TRANSACTION. The transaction can be an invoice or credit memo.

ACTION. The action can be add, change, delete, or reverse.

INVOICE NO (Invoice number). The vendor's invoice number that is printed on the invoice.

INV DATE (Invoice date). The date printed on the invoice.

VOUCHER. The number assigned to this invoice or credit memo.

VENDOR. The vendor name and number from whom this invoiced was received.

ITEM NUMBER. The item number associated with the purchase order number.

SEQ (Item sequence number). The number given to this item when there are multiple entries for the same item in IM batch.

QUANTITY. The number of items for this transaction.

IM AMOUNT (Inventory management amount). The inventory management amount for this invoice.

GROSS AMOUNT. The gross amount for this invoice.

PRORATIONS. The amount of special charges prorated to this item. This proration amount is not used by IM.

ACCRUALS. The amount of landed cost accruals associated with this item. This accrual amount is not used by IM.

INVOICE TOTALS. The combined totals for this invoice.

BATCH TOTALS. Batch totals for all invoices in this batch.

Purchase Invoices To Production Control & Costing (AMV0F2)

NORTHCREEK IND.		NO. 01	PURCHASE INVOICES TO PRODUCTION CONTROL AND COSTING			DATE 10/30/
** TIME 10.30.21	PAGE	1	AMV0F2			
						BATCH DATE 10/30/
** OPER 80	BATCH 012					
TRANSACTION	ACTION		INVOICE NO	INV DATE	VOUCHER	VENDOR 232
INVOICE	ADD		1001	2/18/**	501	NORTH AMERICAN SUPPLIES
ITEM NUMBER	ITEM SEQ	ORDER NUMBER	PC&C AMOUNT	GROSS AMOUNT	PRORATIONS	ACCRUALS
03010	001	M00030	1000.00	1000.00	20.50	50.00
INVOICE TOTALS			1000.00	1000.00	20.50	50.00
BATCH TOTALS			1000.00	1000.00	20.50	50.00

This report prints each time you select option 1 on the Main Menu and option 4 on the Payables Processing menu (AMAM10) and there are miscellaneous charge or outside operation transactions being passed to PC&C. The AP to PC&C interface must be active. The report documents miscellaneous charge and outside operation information passed to PC&C.

Fields

BATCH DATE. The date that was identified as batch default date when this batch was entered. If it was left blank this would be the system date when the batch was entered.

OPER (Operator). The identification of the operator who originally entered transactions for the batch.

BATCH. The identifying number the application assigned to this batch.

TRANSACTION. The transaction can be an invoice or credit memo.

ACTION. The action can be add, change, delete or reverse.

INVOICE NO (Invoice number). The vendor's invoice number that is printed on the invoice.

INV DATE (Invoice date). The date printed on the invoice.

VOUCHER. The number assigned to this invoice or credit memo.

VENDOR. The vendor name and number from whom this invoiced was received.

ITEM NUMBER. The item number associated with the purchase order number.

ITEM SEQ (Item sequence number). The number given to this item when there are multiple entries required or more than one item is entered.

ORDER NUMBER. The manufacturing order number for this invoice.

PC&C AMOUNT. The Production Control and Costing amount for this invoice item.

GROSS AMOUNT. The gross amount for this item.

PRORATIONS. The amount of charges prorated to this item. This proration amount is not used by PC&C.

ACCRUALS. The amount of accruals charge associated with this item. This accrual amount is not used by PC&C.

INVOICE TOTALS. The combined totals for this invoice.

BATCH TOTALS. All batch totals for all invoices in the batch.

Purchase Journal Update (AMV14)

NORTHCREEK IND.	NO. 01	PURCHASE JOURNAL UPDATE	DATE	3/14/
** TIME 15.34.39	PAGE 1	AMV14	BATCH DATE	3/14/
** OPER DON	BATCH 418		ENTRY DATE	3/14/**
NUMBER OF INVOICES	1			
	TRADING CURRENCY	LOCAL CURRENCY		
GROSS AMOUNT	1,090.00	8.24		
DISCOUNT AMOUNT	15.00	.11		
NET AMOUNT	1,075.00	8.13		
OPEN PAYABLES	1,090.00	8.24		
PREPAID INVOICES	.00	.00		
NEC AMOUNT	.00	.00		
MISC CHARGE COSTS	.00	.00		
OUTSIDE OPERATIONS	.00	.00		
COST ADJUSTMENTS	.00	.00		
OTHER COSTS	1,090.00	8.24		
CONTROL	1,090.00	8.24		

This report is initiated by selecting option 3 on the Payables Processing menu (AM6M20). It prints as a result of posting entries in a batch to the Purchasing files. The report serves as a record of the total amounts of the invoices and credit memos that were added to the Open Payables file and, if general ledger distribution was selected, the total amounts debited and credited to the Temporary General Ledger file.

Fields

BATCH DATE. The date that was identified as batch default date when this batch was entered.

OPER (Operator). The identification of the operator who originally entered transactions for the batch.

BATCH. The identifying number the application assigned to this batch.

ENTRY DATE. The posting date for updating the purchase journal transactions to the Temporary General Ledger file.

NUMBER OF INVOICES. The total number of invoices and credit memos that were added to the transaction file from this batch.

GROSS AMOUNT. The sum of all gross amounts for all invoices processed for this batch on trading and local currency.

DISCOUNT AMOUNT. The total discount amount that applies to this batch on trading and local currency.

NET AMOUNT. The gross amount minus the discount amount on trading and local currency.

OPEN PAYABLES. The total amount credited to the accounts payable account on trading and local currency.

PREPAID INVOICES. The total amount of all invoices entered with a prepaid check number on trading and local currency.

NEC AMOUNT (Non-employee compensation amount). The total of all non-employee compensation line items on trading and local currency.

MISC CHARGE COSTS (Miscellaneous charge costs). The other costs represent the total of miscellaneous charges, outside operations, cost adjustments, and non-employee compensation on trading and local currency.

OUTSIDE OPERATIONS. The total amounts for outside operations that were entered with charge type O on trading and local currency. This applies only if PC&C is interfacing.

COST ADJUSTMENTS. The total amounts from records that were entered with charge type 1 on trading and local currency. This applies only if IM is interfacing.

OTHER COSTS. The difference between the gross amount and the sum of miscellaneous charge costs, outside operations, cost adjustments, and NEC amount on trading and local currency. If PC&C or IM is not interfacing with invoicing, the field shows the gross amount less the NEC amount.

CONTROL. The total of all line item amounts for all invoices, whether positive or negative on trading and local currency.

Reconciliation Activity Report (AMA70G)

NORTHCREEK IND.		NO. 01		RECONCILIATION ACTIVITY REPORT				DATE 1/31/	
** TIME 18.20.01		PAGE 1		AMA70G					
CO 01 BANK 001 NY BANK AND TRUST		CURRENCY FFR FRENCH FRANCS							
BEFORE				-----				AFTER	
TYPE	DATE	NUMBER	METH	VENDOR/	STATUS	AMOUNT	BANK	CHARGES	
CUSTOMER		STATUS	AMOUNT						
CHECK	11/15/**	3012	1	12971	HBVNDR	OPEN	172.00	OPEN	172.00
PREVIOUS CHECK		2999	***	RENUMBERED	***				
CHECK	11/15/**	3333	1	12971	HBVNDR	OPEN	200,000.00	OPEN	100,000.00
CHECK	11/15/								
**	3333	1	12971	HBVNDR	OPEN	OPEN			35.00
CHECK	11/15/**	3367	1	12971	HBVNDR	OPEN	2,000.00	OPEN	20,000.00
DEPOSIT	11/22/**	576858	1	20540		OPEN	1,500.55	OPEN	20,000.00
DEPOSIT	11/22/								
*	576858	1	20540		OPEN				26.50
NK CHARGES						CHECK SUMMARY BY STATUS:			
							COUNT	AMOUNT	BA
						RECONCILED	0	.00	
						VOID	0	.00	
						OPEN	0	82,000.00-	
						CHANGED	2		
						PURGED	0		
						RENUMBERED	1		
NK CHARGES						DEPOSIT SUMMARY BY STATUS:			
							COUNT	AMOUNT	BA
						RECONCILED	0	.00	
						VOID	0	.00	
						OPEN	0	18,499.45	
						CHANGED	1		
						PURGED	0		

This report prints as a result of selecting option 3 on the Main Menu, and selecting option 3, 4, or 8 on display AMA701. The report shows all reconciliation activity for the session and includes:

- Check and deposit status
- Check or deposit amount
- Any associated bank charges.

It identifies any renumbered check, giving the number of both the previous check and the renumbered check. The report also shows a check and deposit summary by status.

Fields

CO (Company number). The number assigned to the company.

BANK. The bank account and its description to which the following checks and deposits were distributed.

CURRENCY. The currency used; for example, FFR French francs.

TYPE. The type of transaction (check or deposit).

DATE. The date entered as check payment or deposit date as originally printed.

NUMBER. The check or deposit number assigned to this transaction.

METH (Payment method). The payment method.

VENDOR/CUSTOMER. The customer or vendor number to whom payment was made.

STATUS. The status and amounts before and after the reconciliation session for the vendor or customer.

BANK CHARGES. The bank charges for this transaction.

CHECK SUMMARY BY STATUS. A breakdown of the number, amount, and bank charges for checks reconciled, void, open, changed, purged, and renumbered.

DEPOSIT SUMMARY BY STATUS. A breakdown of the number, amount, and bank charges for deposits reconciled, void, open, changed, and purged.

Reconciliation Journal (AMA70H)

CREDIT -----		DEBIT -----	
JOURNAL REF	TYPE NUMBER	DATE CUST/	ACCOUNT AMOUNT
VEND REASON	ACCOUNT	AMOUNT	AMOUNT
CD00361-00001	CHECK 5000	2/28/	
** 200	AMOUNT		10.00
CD00361-00002	CHECK 5000	2/28/	
** 200	AMOUNT 2000		10.00
CD00361-00003	CHECK 5000	2/28/	
** 200	BK CHG 2000		5.00
CD00361-00004	CHECK 5000	2/28/	
** 200	BK CHG		5.00
		TOTAL	15.00
15.00		NUMBER OF CHANGES	4

This report prints when you select option 3 on the Main Menu (AMAM00), option 4 or 5 on display AMA701, and only if the activity during reconciliation resulted in changing amounts or entering bank charges.

Fields

CO (Company number). The number assigned to the company.

BANK. The bank account number and its description to which the following checks and deposits were distributed.

ENTRY DATE

ENTRY PERIOD. The entry date or period during which the journal entries were created.

JOURNAL REF (Journal reference number). The Cash Disbursements Journal reference number for this run on each invoice. The number is created as follows:

CDxxxxx-yyyyy

where:

CD is always the first two characters.

xxxxx is a sequential journal number, automatically assigned, indicating this disbursement run.

TYPE. The type of transaction, check or deposit.

NUMBER. The number (that was assigned) to this check or deposit.

DATE. The date entered as check payment or deposit date as originally printed.

CUST/VEND (Customer/Vendor number). The customer or vendor number to whom the check or deposit applies.

REASON. If the type of transaction is a check or deposit, amount is shown in this field. If the type is bank charge, BK CHG appears in this field.

DEBIT

CREDIT. The GL account numbers used to debit and credit bank charges and changed check amounts and the debit and credit amounts.

TOTAL. The total debit amount and credit amount for current reconciliation activity.

NUMBER OF CHANGES. The number of cash disbursement entries created.

Remittance Advice (Print)

INVOICE NO.	INVOICE DATE	DESCRIPTION	GROSS AMOUNT	DISCOUNT	NET AMOUNT
000452	VENDOR JOHNSON & PARTNERS CO.			CHECK DATE 11/20/11	
LT55	11/12/11	LIGHT MOUNTS	70.00		70.00
LT56	11/12/11	CLOSE-UP LENSES	30.00		30.00
LT57	11/12/11	50 - 200 MM ZOOM	200.00		200.00
LT58	11/12/11	SCREENS	42.00		42.00
TOTALS			3,056.00		3,056.00
CHECK NUMBER	132				

Remittance advices are printed as necessary during the check writing procedure that is initiated by option 2 on the Main Menu and option 3 on the Cash Disbursements Processing menu. If all the invoices which a check is paying cannot be listed on the check stub due to lack of space, the remaining invoices are saved and the system operator is prompted to load remittance advice forms. Remittance advices should be printed on preprinted forms.

Fields

INVOICE NO (Invoice number). The number assigned to the invoice by the application during invoice entry.

INV DATE (Invoice date). The date that appears on the invoice.

DESCRIPTION. The words that describe what is being invoiced. This comes from the invoice header record.

GROSS AMOUNT. Gross amount being paid. The totals are printed on the last remittance advice page for the check number.

DISCOUNT. Discount amount being paid. The totals are printed on the last remittance advice page for the check number.

NET AMOUNT. Net amount being paid. The totals are printed on the last remittance advice page for the check number. They must agree with those printed on the check.

VENDOR. Vendor number and name.

CHECK DATE. Check date as entered by the operator.

CHECK NO (Check number). Check number with which this remittance must be matched.

TOTALS. The final gross amount, discount, and net amount totals for this vendor.

Remittance Advice (EDI or Fax)

```

                REMITTANCE ADVICE/PAYMENT NOTIFICATION                1
CHECK NUMBER    2077                CHECK DATE    7/02/**

FROM:
Customer Company Name
Customer Address Line 1
Customer Address Line 2
Customer Address Line 3
Customer Address Line 4

PAYMENT AUTHORIZED FROM:
Customer Bank Name
123456 PURCHASED FROM VENDOR:    000006
Vendor Company Name
Vendor Address Line 1
Vendor Address Line 2
Vendor Address Line 3

[etc.]
    
```

If you have EC or the Fax Interface installed, you can use this report to notify a vendor of invoices paid by a payment, either by check or by EDI.

To print this report and/or to fax this report to a vendor, the following conditions must be met:

- In the Bank Account Master file, set the AP Check File field to Y (Yes) and set the Remittance Advice File field to Y (Yes).
- In the Vendor Master file, set the Remittance Advice Print and/or Fax media flags to Y for the vendor.

When you select option 3 on the Cash Disbursements Processing menu (AMAM20), and the above conditions are met, the remittance advice is sent to the fax output queue, and the short code is added to the document, for use by Telex/Fax/400.

The fields are self-explanatory.

Summary Aged Open Payables (AMA532)

NORTHCREEK IND. NO. 01		SUMMARY AGED OPEN PAYABLES		DATE 3/14/	
** TIME 15.44.51	PAGE 1 AMA532	FOR ALL COMPANIES		AS OF DATE 3/14/**	
***** CURRENCY					
-----	-----	-----	-----	-----	-----
INVOICE NO	INV DATE	UNPAID AMT	DISCOUNT AMT	2/01/**	2/15/
** 3/01/**	3/15/**				
CURRENCY FFR FRENCH FRANC					
VENDOR GMLVN2 BOURGET					
LAST PAY 1/25/** TELEPHONE 404-555-2222					
VENDOR GMLVN3 PAUL MELROY					
* VENDOR TOTALS		1500.00	80.00	0.00	700.00
** CURRENCY TOTALS LINE 1		1500.00		0.00	
** CURRENCY TOTALS LINE 2			80.00		700.00
EURO TOTALS					
** COMPANY TOTALS LINE 1		1500.00		0.00	700.00
** COMPANY TOTALS LINE 2					
OPEN PAYABLES TOTALS LINE 1		1500.00		0.00	
OPEN PAYABLES TOTALS LINE 2			80.00		700.00

This report can be printed at any time by selecting option 4 on the Main Menu, option 1 on the Demand Reports menu (AMAM40), and option 7 on the Open Payables Reports menu (AMAM42). This report is similar to the Detail Aged Open Payables Report except that it does not list individual invoices. It shows the total amount owed to a vendor aged across the selected aging periods. It can provide a summary view of the company's cash requirement position for the present and for several near future periods. This report can be printed for a specific company or all companies. The Open Payables totals print under the following conditions:

- If multi-currency support is inactive
- If multi-currency support is active and trading currency was selected.

The report prints in either local currency or trading currency. The local currency version prints in company, vendor, and assignee sequence. The trading currency version prints in primary currency ID, company, vendor, and assignee sequence. The primary currency ID prints at the top of each page and the report heading identifies whether the report is in trading or local currency.

Note: If the unpaid amount field is too large to accumulate across the appropriate aging date fields, asterisks print on the report.

Fields

INVOICE NO (Invoice number). The vendor's invoice number that prints on the invoice.

INV DATE (Invoice date). The date printed on the invoice.

UNPAID AMT (Unpaid amount). The unpaid balance of this invoice.

DISCOUNT AMT (Discount amount). The discount amount of this invoice. If the discount has been lost because this invoice is overdue, an asterisk prints to the right.

Aging dates. The aging dates as entered by a work station operator. Up to five different aging periods can be established.

CURRENCY. The currency, for example, FFR French francs.

LAST PAY (Last payment date). The date last payment was made to this vendor.

TELEPHONE. The area code and telephone number of the vendor.

VENDOR. The vendor name and number to whom the payment was made.

VENDOR TOTALS. The total unpaid, total discounts, and total net due amounts for this vendor. The total line prints only if there are multiple invoices for the vendor.

CURRENCY TOTALS. The total unpaid, total discounts, and total net due for all companies in local currency. The currency totals print on primary currency breaks.

EURO TOTALS. The euro totals.

COMPANY TOTALS. The company totals for the unpaid amount, discount amount, and total net amount for all invoices for this company.

OPEN PAYABLES TOTALS. The true gross open payables totals of unpaid, discounts and net amounts due for all companies. This line only prints on the local currency version of the report.

Note: The *** summary *** page will print only if your application is multicompany and you have selected all companies to print.

Temporary General Ledger Listing (AMV61)

WILDWOOD IND.		NO. 01	TEMPORARY GENERAL LEDGER LISTING				RUN DATE 01/05/	
**	TIME 14.37.26	PAGE	1	AMV61	PRINT OPTION		ENTRY PERIOD 12	
GENERAL LEDGER CREDIT NUMBER	AMOUNT	JOURNAL REFERENCE NUMBER	CHECK NUMBER	ORDER NUMBER	TRANSACTION SOURCE	TRANSACTION DESCRIPTION	ENTRY PERIOD	DEBIT AMOUNT
00002	1050	CD00001-						
	120	ABLE MFG.	AP	CHECK	TOTAL	12		114.00
00002	1050	CD00002-						
	123	ALPHA CORP	AP	CHECK	TOTAL	12		20,158.89
00005	1050	CD00002-						
	125	FULTON CO	AP	CHECK	TOTAL	12		16,955.00
00007	1050	CD00002-						
	121	P489213 J & P CO	AP	CHECK	TOTAL	12		2,830.30
00010	1050	CD00002-						
	121	J & P CO	AP	CHECK	TOTAL	12		5,660.60
00012	1050	CD00002-						
	122	ZEBCOR INC	AP	CHECK	TOTAL	12		1,071.25
00002	1050	CD00003-						
	126	PARAMUS WH	AP	CHECK	TOTAL	12		103.00
00004	1050	CD00003-						
	127	P333721 ALLRIGHT P	AP	CHECK	TOTAL	12		190.00
000129	1050	CD00004-00001	129			JOHNSON/CA 001-1-		54.00
					* ACCOUNT			
TOTALS							47,137.04	

WILDWOOD IND. NO. 01		PAGE 2 AMV61		RUN DATE 01/05/			
** TIME 14.37.26				TEMPORARY GENERAL LEDGER LISTING		ENTRY PERIOD 12	
				PRINT OPTION			
GENERAL LEDGER	JOURNAL	CHECK	ORDER	TRANSACTION	TRANSACTION	ENTRY	DEBIT
CREDIT	REFERENCE			SOURCE	DESCRIPTION	PERIOD	AMOUNT
NUMBER	NUMBER	NUMBER	NUMBER				
AMOUNT							
2000	CD00001-00001	120		ABLE MFG.	NUTS/BOLTS	12	142.50
2000	CD00002-00001	123		ALPHA CO	RM CYLINDERS	12	20,782.35
2000	CD00002-00004	125		FULTON CO	STEEL/IRON	12	16,955.00
2000	CD00002-00006	121		J & P CO	PLATES/BRACKET	12	3,437.50
2000	CD00002-00009	122		J & P CO	35 MM CAMERA	12	200.00
2000	CD00002-00011	126		ZEBCOR INC	RUBBER/TIRES	12	1,200.00
2000	CD00004-00002	129		JOHNSON/AP	001-1-FLOWERS	12	54.00
* ACCOUNT TOTALS							42,771.35
				** COMPANY	94,373.84		
TOTALS				94,373.84	94,373.84		

*** SUMMARY ***		PAGE 3 AMV61		RUN DATE 01/05/			
** TIME 14.37.26				TEMPORARY GENERAL LEDGER LISTING		ENTRY PERIOD 12	
						DEBIT	
						AMOUNT	
CREDIT							DEBIT
AMOUNT							AMOUNT
				**** FINAL TOTALS		94,373.84	
94,373.84							
TOTAL RECORDS IN FILE			63				
TOTAL RECORDS PROCESSED			18				
TOTAL RECORDS REMAINING			0				

This report prints when you select various options in IM, AP, AR, Payroll, and Purchasing on the General Ledger Management menu. It is not available if IFM is installed and interfacing. You can use this report to make journal entries if the General Ledger application is not installed and interfacing. The system draws information for this report from the Temporary General Ledger file.

Fields

REPORT TYPE. There are two listing options for this report.

- Print ***** Temporary General Ledger transactions (depending on the application you are in)
- Print and clear if your application is not interfacing with the General Ledger application. Prints transactions and removes them from the Temporary General Ledger file.

GENERAL LEDGER NUMBER. The general ledger account to which these amounts will be applied.

JOURNAL REFERENCE NUMBER. The journals that accounted for these transactions. These numbers were automatically assigned by your application in the Purchase Invoice Journal Listing, or the Cash Disbursements Journal. The prefixes to these numbers vary depending on the application printing this report.

CHECK NUMBER. The check number associated with the journal reference number for the transaction. This field appears only if you are using the Accounts Payable, Purchasing, or Accounts Receivable applications.

ORDER NUMBER. The order number for the transaction.

TRANSACTION SOURCE. The name of the company associated with the transaction.

TRANSACTION DESCRIPTION. The description of the general ledger transaction.

ENTRY PERIOD. The entry date or period that the amounts were applied to this general ledger account.

DEBIT AMOUNT. The debit amount associated with the Journal Reference Number in the Temporary General Ledger file.

CREDIT AMOUNT. The credit amount associated with the Journal Reference Number in the Temporary General Ledger file.

ACCOUNT TOTALS. The account totals for the debit and credit amounts for all general ledger transactions for this accounting period.

COMPANY TOTALS. The company totals for the debit and credit amounts for all general ledger transactions for this accounting period.

FINAL TOTALS. The final totals for this report.

TOTAL RECORDS IN FILE: The total number of records in the Temporary General Ledger file.

TOTAL RECORDS PROCESSED: The total number of records processed for this accounting period.

TOTAL RECORDS REMAINING: The total number of remaining checks for this accounting period.

Transaction Gains/Losses (AMA313)

NORTHCREEK IND. NO. 02		TRANSACTION GAINS/LOSSES		DATE 1/15/	
**	TIME 15.38.35 PAGE 1	AMA313			
	PAY DATE 2/01/				
**	BANK L01 METH 1 LOCAL CURRENCY				MODE CHECKS
----- VENDOR -----					
INV NUMBER	INV DATE	CHECK	LOCAL CURR GROSS	BANK ACCT CURR GROSS	TRADING CURRENCY GROSS
2000		BOB SMITH-DBA	A-176543	1/15/	
**		89040.00	89040.00	CN	191565.72
		PAYMENT AT INVOICE RATE			94154.00
		TRANSACTION GAIN / LOSS			5114.00-
		CHECK TOTALS		2020	89040.00
191565.72					89040.00 CN
		PAYMENT AT INVOICE RATE			94154.00
		TRANSACTION GAIN / LOSS			5114.00-
		PAYMENT SELECT TOTALS			89040.00
191565.72					89040.00
		PAYMENT AT INVOICE RATE			94154.00
		TRANSACTION GAIN/LOSS			5114.00-

This report prints when you select option 2 on the Main Menu (AMAM00), options 3 and 4 on the Cash Disbursements processing menu (AMAM20), multi-currency support is active, and only if there were transaction gains/losses to report. The report lists payments where there is a transaction gain/loss in check number/invoice sequence. Totals are reported at the check and payment selection levels. No trading currency amounts are shown at the payment selection level because the payment could have mixed trading currencies. Totals are reported at the check and payment selection levels.

Fields

PAY DATE. The date that the invoices were paid.

BANK. The bank account to which the following checks are distributed.

METH (Payment method). The payment method used.

Description. The bank account description.

MODE. The mode identifies whether the report is documenting checks, manual payments, or payment reversals.

VENDOR. The vendor name and number to whom the payment was made.

INV NUMBER (Invoice number). The number assigned to this invoice.

INV DATE (Invoice date). The date printed on the invoice.

CHECK. The number assigned to this check.

LOCAL CURR GROSS (Local currency gross). The applied local currency gross payment for this invoice. Calculations are shown in:

- **PAYMENT AT INVOICE RATE:** Shows payment at invoice rate in local currency, bank account currency, and trading currency.

- **TRANSACTION GAIN / LOSS:** Shows the gain/loss which is the difference between the payment and invoice amounts in local currency.
- **CHECKS TOTALS:** Shows the check totals in local currency, bank account currency, and trading currency.
- **PAYMENT SELECT TOTALS:** Shows the payment select totals in local currency, bank account currency, and trading currency.

BANK ACCT CURR GROSS (Bank account currency gross). The applied bank account currency gross payment for this invoice. Calculations are shown in:

- **CHECKS TOTALS:** Shows the check payment totals in bank account currency.
- **PAYMENT SELECT TOTALS:** Shows the payment select totals bank account currency.

TRADING CURRENCY GROSS. The applied trading currency gross payment for this invoice. Calculations are shown in:

CHECKS TOTALS: Shows the check totals in trading currency.

PAYMENT SELECT TOTALS: Shows the payment select totals in trading currency.

Vendor Analysis Report (AMV741)

NORTHCREEK IND.		VENDOR ANALYSIS REPORT				DATE 3/14/	
** TIME 15.46.36 PAGE 1 AMV741		PRIMARY CURRENCY/VENDOR SEQUENCE					
PRIMARY CURRENCY I.D. US DOLLARS		MRO AND PRODUCTION VENDORS					
VENDOR NO.	VENDOR NAME	LAST DISCOUNTS LOST TO-DATE	PAYMENT Y-T-D	DISCOUNTS TAKEN Y-T-D	LAST YEAR	Y-T-D	LAST YEAR
GMLVN3	PAUL MELROY	3/08/**	100.00	100.00			
10000	STANDARD CHEM	3/07/**	2000.00	2000.00			
V12346	ABC	1/25/**					
2000 DBA	BOB SMITH-		5000.00	5000.00	4000.00	4000.00	2000.00
**			2000.00				1000.00
000000 1		12/12/**	500.00				
01REG1	COMPANY 01REG1	3/05/**	6000.00	6000.00			50.00
02REG1	COMPANY 02REG1	2/15/**	200.00	200.00			
*TOTAL			13800.00	13800.00	4000.00	4000.00	2000.00
			2000.00				1000.00

This report prints when you select

From application	Menu	Option
Accounts Payable	Demand Reports (AMAM40)	2
Purchasing	Reports (AM6M40)	10

The report prints in either primary currency/vendor number or vendor number/local currency sequence. To print by primary or local currency sequence, multi-currency support must be active. If you requested primary currency sequence, the primary currency ID prints at the top of each page. A new page is forced when the primary currency ID changes.

The report shows the statistical information in alpha sequence by vendor number for all vendors in the Vendor Master file.

By providing, at a glance, the volume of business (amount paid) conducted with a certain vendor, this report can be used as input to many decisions regarding vendors.

If IFM is installed, the only statistics reported are amount to date, amount Y-T-D, and amount last year. The amounts represent how much was invoiced by the vendor.

If MMS is interfacing, you can get the report for production vendors, MRO vendors, or both.

Fields

PRIMARY CURRENCY I.D.. The primary currency associated with this vendor.

VENDOR NO. and NAME. The number and name of the vendor for which you are running the analysis report.

***MRO* .** This field appears only if the Maintenance Management System (MMS) is interfacing and indicates that this is an MRO vendor. The indicator prints under the vendor number.

AMOUNT. The comparative volume of business conducted with this vendor for all years (to-date), so far this year (Y-T-D), and all of last year (LAST YEAR).

DISCOUNTS TAKEN. Comparative amounts all companies have saved by paying on time and taking advantage of discounts, for all years (to-date), so far this year (Y-T-D), and all of last year (LAST YEAR).

DISCOUNTS LOST. Comparative amounts all companies have lost by not paying within due dates, for all years (to-date), so far this year (Y-T-D), and all of last year (LAST YEAR).

LAST PAYMENT. The date this vendor was last paid.

TOTAL. The combined totals for amount, discounts taken, discounts lost, and last year payments, for all years (TO-DATE) in descending sequence, so far this year (Y-T-D), and all of last year (LAST YEAR).

Vendor Business Analysis Report (AMV742)

NORTHCREEK IND.		VENDOR BUSINESS ANALYSIS REPORT				DATE 3/14/	
** TIME 15.46.47 PAGE 1 AMV742		PRIMARY CURRENCY/VENDOR SEQUENCE				MRO AND PRODUCTION VENDORS	
PRIMARY CURRENCY I.D. US DOLLARS							
LAST		A M O U N T		DISCOUNTS TAKEN			
VENDOR NO.	VENDOR NAME	DISCOUNTS LOST TO-DATE	PAYMENT Y-T-D	LAST YEAR	Y-T-D	LAST YEAR	Y-T-
1000	STANDARD CHEM	9000.00	1000.00	2000.00	1000.00	2000.00	
5000.00	01REG1 HEATHER CHEM	4000.00	1033447740.28	.00	.00	.00	
3/05/**	V12345 JOSH PHARMACY	1999998.00	1999998.00	.00	.00	.00	.00
3/07/**	02REG1 SCHREER & CO	21002.87	.00	.00	.00	.00	2/15/**
21001.87	GMLVN3 PAUL MELROY	100.00	100.00	.00	.00	.00	1/25/**
100.00		.00	.00	.00	.00	.00	.00
*TOTAL	9000105469341.16	105468841.15	105468841.15	4000.00	1000.00	2000.00	1000.00
2000.00							
*TOTAL	9000105469341.15	105468841.15	105468841.15	4000.00	1000.00	2000.00	1000.00
1000.00		2000.00					

This report prints when you select one of the following options:

From application	Payables Processing menu	Option
Accounts Payable	AMAM40	3
Purchasing	AM6M40	11

Like the Vendor Analysis Report, it prints the statistical information for all the vendors in the Vendor Master file and prints amounts in descending Y-T-D sequence.

If IFM is installed, the only statistics reported are amount to date, amount Y-T-D, and amount last year. The amounts represent how much was invoiced by the vendor.

If MMS is interfacing, you can get the report for production vendors, MRO vendors, or both.

Fields

PRIMARY CURRENCY I.D.. The primary currency identification associated with this vendor.

VENDOR NO. (Vendor number). The number associated with the vendor.

VENDOR NAME. The name of the vendor.

***MRO*.** This field appears only if the Maintenance Management System (MMS) is interfacing and indicates that this is an MRO vendor.

AMOUNT. The comparative volume of business conducted with this vendor for all years (TO-DATE) in descending sequence, so far this year (Y-T-D), and all of last year (LAST YEAR).

DISCOUNTS TAKEN. Comparative amount that all companies have saved by paying on time and taking advantage of discounts, for all years (TO-DATE) in descending sequence, so far this year (Y-T-D), and all of last year (LAST YEAR).

DISCOUNTS LOST. Comparative amount that all companies have lost by not paying within due dates, for all years (TO-DATE) in descending sequence, so far this year (Y-T-D), and all of last year (LAST YEAR).

LAST PAYMENT. Date this vendor was last paid.

TOTAL. The combined totals for amount, discounts taken discounts lost, and last year payments, for all years (TO-DATE) in descending sequence, so far this year (Y-T-D), and all of last year (LAST YEAR).

Vendor Master File Listing (AMV79)

Vendor Master File Listing										1/03/	
AMV79	** 9.14.19	Oper	Henry	Page	1						
	Beginning vendor	10000	Ending vendor	70000							
Vendor	12345	*MRO*			Address format		0				
Name	PLASTIC FABRICATORS			Abbreviation		PLAS FAB					
Address 1	INDUSTRIAL BLVD			Address 2		SUITE #25					
Address 3				City		JENKINSVILLE					
				State		GA		Postal code	30067-4534		
Telephone	800-555-2222			Fax		800-555-3332			Contact	SMEDLEY WINIFER	
Require PO accept confirmation	Y			Send closeout acknowledgement		Y			Allow multiple items on a PO	Y	
Allow multiple ship-to on a PO	Y			Allow blanket orders		Y			Print vendor catalog no PO	N	
Print engineering drawing on PO	N			Our customer no.					Shipping profile	*N	
Ship via	ONE			FOB		2 TERMINAL ANNEX			Planning profile	12/	
Terms	30 NET 30 DAYS			Bank 2		CITIZENS & CHEMICAL			Fed T/		
Assignee	14/**			Tax ID 1		TN20-5988			Tax ID 2	EX20-	
Bank 1	CITY NATIONAL BANK			Tax ID 2					Enterprise code	12/	
P ID	AZ300-45			Transaction					Alternate currency	EUR EURO CURRENCY	
Tax suffix	EXEMT			Transport					Print	Print	
890				Last Year					EDI	Fax	
Landed cost	15/**			Amount		124,009,635.00			Purchase orders	Y N N	
Currency	FRG FRENCH FRANC			Discount taken		.00			Receiving advice	N	
Media Flags:	Print EDI Fax			Discount lost		.00			Remittance advice	Y N N	
EDI Fax				NEC amount		.00			EEC VAT Codes:		
Purchase orders	Y N N			Amount-to-date		124,009.635.00			Delivery terms		
Receiving advice	N			Payment method		DFI 30-500x			Port of entry		
Remittance advice	Y N N			Account number					Transaction		
EEC VAT Codes:				Total number of vendors printed:		1			Transport		
Delivery terms									EEC State		
Port of entry									EEC country		
Amounts: Year-to-date											
Amount	124,009,635.00										
Discount taken	.00										
Discount lost	.00										
NEC amount	.00										
Amount-to-date	124,009.635.00										
Payment method	DFI 30-500x										

This report prints when you select one of the following options:

From application	File Listings menu	Option	Report version
Accounts Payable	AMAM80	4/5	All Vendors/Within Limits
Purchasing	AM6M70	2	All Vendors

If multi-currency support is active, vendor amounts (Year-to-date and Last Year) are identified as to what currency they appear in.

If IFM is installed, the only statistics fields that print are year-to-date amount, last year amount, and amount to date. The amounts represent purchases invoiced instead of purchases paid.

For information on the fields on the report, refer to "AMV772-Vendor Master File Maintenance (Add/Change)" display.

Vendor Master File Load All Records (AMKA4)

```

** TIME 10.59.46 PAGE 1 AMKA4 VENDOR MASTER FILE LOAD ALL RECORDS DATE 10/14/
                                         OPER
UPDATE 005 ***** LOCAL CUR
RENCY *****
VENDOR NUMBER 564231

VENDOR NAME ABL INDUSTRIES, INC. LAST MAINTENANCE DATE 7/26/**
ADDRESS LINE 1 1104 MAIN ST. NAME ABBREVIATION ABL MFG. YEAR TO DATE
LAST YEAR
ADDRESS LINE 2 SOC SEC/FED ID # 45-
5699422 AMOUNT 18,880.09 17,64.78
CITY MUSKEGON LAST PAYMENT DATE 9/10/
** DISCOUNT TAKEN 31.20 2.60
STATE MI COUNTRY FRA DISCOUNT LOST 6.40
ZIP CODE 00555-
3050 TAX SUFFIX GADEK NEC AMOUNT .00 2,02.00
TELEPHONE NO. 4041234567 CURRENCY ID FFR FRENCH FRANCS AMOUNT TO DATE 47,645.78
FAX NUMBER 4041234567 ADDRESS FORMAT FLAG 0
MULTIPLE LINES Y VENDOR CLOSED ACK N MULT SHIP-TO FLAG Y
BLANKET ALLOWED Y PO ACCEPT REQUIRED N
EEC COUNTRY CD USA EEC STATE CD MI EEC DELV TERMS CD TR2
.00
EEC TRANSACTION CD AL EEC TRANSPORT CD AC EEC PORT OF ENTRY CD ROME01
.00
RENCY ***** TRADING CU
AMOUNT TO DATE .00
YEAR TO DATE
LAST YEAR
AMOUNT .00
DISCOUNT TAKEN .00
DISCOUNT LOST .00
NEC AMOUNT .00
** EDIT OPTION
RECORDS TO BE ADDED 1 TOTAL VENDOR GROUPS 3
VALID VENDOR GROUPS 3
    
```

This report prints when you install the Accounts Payable application and load your Vendor Master file for the first time from offline files (Main Menu, AMZM00, option 14, and secondary menu AMZM80, option 9—Edit Only, or option 10—Edit Load). You can select the Edit Only option and use the listing to verify that all vendors will be loaded and that the information for each vendor is correct. A message will print if the

system detects an error that will prevent it from adding a record for the vendor to the Vendor Master file.

When you select the Edit Load option, the listing will serve as a record of the vendor information loaded to the Vendor Master file.

Fields

VENDOR NUMBER

VENDOR NAME. The number and name of the vendor.

LAST MAINTENANCE DATE. Last date that a work station operator maintained the vendor's master file record.

ADDRESS LINE 1. The first line of the vendor's address information that is printed on the report.

NAME ABBREVIATION. The abbreviation associated with the vendor's name.

YEAR-TO-DATE. Comparative information on activity with this vendor, including total amount and discounts taken and lost for this year so far. If multiple currency is active, totals appear in both local and trading currency.

AMOUNT: The total amount for year-to date and last year in local currency.

DISCOUNT TAKEN: The discount taken for year-to-date and last year in local currency.

DISCOUNT LOST: The discount lost for year-to-date and last year in local currency.

NEC AMOUNT: The amount paid for services furnished by the vendor year-to-date and last year in local currency.

ADDRESS LINE 2. The continuation of the vendor's address information that is printed on the report.

SOC SEC/FED ID # (Social security/Federal identification number). The social security or federal ID number associated with the vendor.

CITY. The vendor's city.

LAST PAYMENT DATE. Date last payment was made to this vendor.

STATE. The vendor's state.

COUNTRY. The vendor's country.

ZIP CODE. The vendor's zip code.

TAX SUFFIX. A code that identifies the taxing authorities this vendor is subject to.

TELEPHONE NO. (Telephone number). The vendor's area code and telephone number.

CURRENCY ID. The name and description of the currency used by the vendor.

FAX NUMBER. The vendor's complete fax number.

ADDRESS FORMAT FLAG. The address format used in external documents. The code 0 is for the United States and 1 for European. Shows on the report when Purchasing is installed and active.

ASSIGNEE NUMBER. The number of the vendor that is normally paid for invoices received from this vendor.

MULTIPLE LINES. The vendor allows or does not allow multiple lines on a purchase order.

VENDOR CLOSED ACK (Vendor closed acknowledgement). The vendor closeout acknowledgements are printed when the purchase order is closed.

MULT SHIP-TO FLAG (Multiple ship-to flag). The vendor accepts or does not accept multiple delivery points.

BLANKET ALLOWED. Indicates whether a blanket order is allowed for this vendor.

PO ACCEPT REQUIRED (Purchase order acceptance required). The vendor may or may not require purchase order closeout confirmation.

EEC COUNTRY CD (European Economic Community country code). This field identifies the member state for the vendor within the EEC.

This field must be a valid country code as defined through VAT Tables Maintenance, menu AMZMBA.

EEC STATE CD (European Economic Community state code). This field identifies the vendor state within the EEC country.

This code must be a valid state code as defined through VAT Tables Maintenance, menu AMZMBA.

EEC DELV TERMS CD (European Economic Community delivery terms code).

This field identifies the normal delivery terms used for shipments from the vendor.

This field must be a valid delivery terms code as defined through VAT Tables Maintenance, menu AMZMBA.

EEC TRANSACTION CD (European Economic Community transaction code).

This field identifies the normal nature of transaction used for shipments from the vendor.

This field must be a valid nature of transaction code as defined through VAT Tables Maintenance, menu AMZMBA.

EEC TRANSPORT CD (European Economic Community transport code). This field identifies the normal mode of transport used for shipments from the vendor.

This field must be a valid mode of transport code as defined through VAT Tables Maintenance, menu AMZMBA.

EEC PORT OF ENTRY CD (European Economic Community point of entry code). This field identifies the normal port of entry for goods.

This field must be a valid port of entry code as defined through VAT Tables Maintenance, menu AMZMBA.

AMOUNT TO DATE. The total to date amount in trading currency.

LAST YEAR. Comparative information on activity with this vendor, including total amount and discounts taken and lost for last year. If multiple currency is active, totals appear in both local and trading currency.

AMOUNT: The amount for year-to-date and last year in trading currency.

DISCOUNT TAKEN: The discount taken for year-to-date and last year in trading currency.

DISCOUNT LOST: The discount lost for year-to-date and last year in trading currency.

NEC AMOUNT: The amount paid for services furnished by the vendor for year-to-date and last year in trading currency.

RECORDS TO BE ADDED. The total records in the archived invoice payment file.

TOTAL VENDOR GROUPS. Total number of vendors for which there were name and address (record code is AS) or comparative amount (record code is AT) records in the file.

VALID VENDOR GROUPS. Total number of vendors for which there were records with no errors and for which a record can be, or was, loaded to the Vendor Master file.

Vendor Master File Year-End Listing (AMA601)

```

VENDOR MASTER FILE YEAR-END LISTING                DATE 1/24/
** TIME 15.36.25 PAGE 1 AMA601
*MRO*
***** TRADING CURRENCY *
*****
VENDOR NUMBER 001011 CURRENCY ID USA TAX SUFFIX GADEK AMOUNT TO DATE 517,016.52
VENDOR NAME AMERICAN STEEL LAST MAINTENANCE DATE 9/01/**
ADDRESS LINE 1 RT. 45 NAME ABBREVIATION AMERCNSTEL YEAR-TO-
DATE LAST YEAR
ADDRESS LINE 2
3289 AMOUNT .00 SOC. SEC/FED. ID # 055-56-
CITY MOBILE LAST PAYMENT DATE 12/28/
** DISCOUNT TAKEN .00 775.90
STATE AL POSTAL CODE 38059-
0361 SALES TAX ID 1 DISCOUNT LOST .00 200.00
COUNTRY USA SALES TAX ID 2 NEC AMOUNT .00
.00
TELEPHONE NO. 205-351-5426
FAX NUMBER 801-260-
1722
***** LOCAL CURRENCY *****
BANK ACCOUNT 1 AMOUNT TO DATE 517,016.52
BANK ACCOUNT 2
DATE LAST YEAR AMOUNT YEAR-TO-
140,520.65 .00
775.90 DISCOUNT TAKEN .00
200.00 DISCOUNT LOST .00
.00 NEC AMOUNT .00
*** TOTAL NUMBER OF RECORDS -- 1
    
```

This report is used to verify that the correct updates are made to the Vendor Master file in preparation for closing the year. It shows information as it will exist in the Vendor Master file if the year-end update option is selected now.

To print the report, select option 6 on the Main Menu (AMAM00) and option 1 on the Year-End Close menu (AMAM60). The report prints in vendor number sequence. However, it shows zero amounts for all year-to-date fields and shows updated values for last year fields. If multi-currency support is active, both trading and local currencies appear.

Fields

VENDOR NUMBER. The number of the vendor.

***MRO* (Maintenance Repair Overhaul).** This field appears only if the Maintenance Management System (MMS) is interfacing and indicates that this is an MRO vendor. The indicator prints above the vendor number.

CURRENCY ID. The name and description of the currency used by the vendor.

TAX SUFFIX. A code that identifies the taxing authorities this vendor is subject to.

******* TRADING/LOCAL CURRENCY *****.** If multiple currency is active, totals appear in both trading and local currency.

AMOUNT TO DATE. The total year-end amount to date in trading/local currency for this vendor.

YEAR-TO-DATE and LAST YEAR. Comparative information on activity with this vendor.

AMOUNT: The total amount for year-to-date and last year in trading/local currency.

DISCOUNT TAKEN: The discount taken for year-to-date and last year in trading/local currency.

DISCOUNT LOST: The discount lost for year-to-date and last year in trading/local currency.

NEC AMOUNT (Nonemployee Compensation amount): The amount paid for services furnished by the vendor year-to-date and last year in trading/local currency.

VENDOR NAME. The name of the vendor.

LAST MAINTENANCE DATE. Last date that a work station operator maintained the vendor's master file record.

ADDRESS LINE 1 and 2, CITY, STATE, COUNTRY, and POSTAL CODE. The vendor's address information.

NAME ABBREVIATION. The abbreviation associated with the vendor's name.

SOC. SEC/FED. ID # (Social Security/Federal Identification number). The Social Security or Federal ID number associated with the vendor.

LAST PAYMENT DATE. Date last payment was made to this vendor.

SALES TAX ID 1 and 2. The vendor's tax payer identification number.

TELEPHONE NO.. The vendor's area code and telephone number.

FAX NUMBER. The telephone number for the vendor's facsimile system.

BANK 1 and 2. The bank account numbers for this vendor to which payments may be wired or funds transferred.

TOTAL NUMBER OF RECORDS. Total number of active Vendor Master file records in the file.

Vendor Master File Maintenance (AMV77)

```

AMV77 Vendor Master File Maintenance 1/04/
** 17.27.16 Oper Update 051 Page 1
Vendor VESTED *MRO* Address format 2 *** Before ***
Name Vested Industries Abbreviation VESTED
Address 1 1515 North Avenue Address 2 Suite 300
Address 3 Address 4
Address 5 Atlanta State GA Country USA Postal code 30028
Telephone 404/396-7777 Fax 404/396-7888 Contact David Lang
Require PO accept confirmation N Send closeout acknowledgement N Allow multiple items on a P
O Y
Allow multiple ship-
to on a PO Y Allow blanket orders Y Print vendor catalog on PO Y
Print engineering drawing on PO N
Ship via 1 RYDER/MMS Our customer no. NX-123499 Shipping profile *NONE
Terms 2 20% 20/ NET 60 DAYS FOB Planning profile
Assignee VESTED Vested Industries Last maintenance 1/04/
**
Bank 1 Bank 2 Fed T/P ID
Tax suffix Tax ID 1 Tax ID 2
Landed cost Enterprise code Last payment 0/00/
00
Tax city ATLANTA Atlanta, Georgia
Tax county
Currency US DOLLARS
Media Flags: Print EDI Fax Print EDI Fax Print
t EDI Fax
Purchase orders Y N Y Purchase order changes Y N N Quotes Y
N N
Receiving advice N 404-396-8412 Shipping schedules Y N N Planning schedules Y
N N
Remittance advice Y N N
EEC VAT Codes: Transaction EEC state
Delivery terms Transport EEC country
Port of entry
Amounts: Year-To-Date Last Year
Amount .00 .00
Discount taken: .00 .00
Discount lost: .00 .00
NEC amount: .00 .00
Amount-to-date .00 .00
Payment method DFI ID number Account number
Vendor VESTED *MRO* Address format 2 *** After ***
Name Vested Industries Abbreviation VESTED
Address 1 1515 North Avenue Address 2 Suite 300
Address 3 Address 4
Address 5 Atlanta State GA Country USA Postal code 30028
Telephone Fax Contact James Mason
Require PO accept confirmation N Send closeout acknowledgement N Allow multiple items on a P
O Y
Allow multiple ship-
to on a PO Y Allow blanket orders Y Print vendor catalog on PO Y
Print engineering drawing on PO N
Ship via 1 RYDER/MMS Our customer no. NX-123499 Shipping profile *NONE
Terms 2 20% 20/ NET 60 DAYS FOB Planning profile
Assignee VESTED Vested Industries Last maintenance 1/04/
**
Bank 1 Bank 2 Fed T/P ID
Tax suffix Tax ID 1 Tax ID 2
Landed cost Enterprise code Last payment 0/00/
00
Tax city ATLANTA Atlanta, Georgia
Tax county
Currency US DOLLARS Alternate currency FRANCS Default GL Acct. 123456
Media Flags: Print EDI Fax Print EDI Fax Print
t EDI Fax
Purchase orders Y N N Purchase order changes Y N N Quotes Y
N N
Receiving advice N Shipping schedules Y N N Planning schedules Y
N N
Remittance advice Y N N
EEC VAT Codes: Transaction EEC state
Delivery terms Transport EEC country
Port of entry
Amounts: Year-To-Date Last Year
Amount .00 .00
Discount taken: .00 .00
Discount lost: .00 .00
NEC amount: .00 .00
Amount-to-date .00 .00
Payment method DFI IF number Account number

```

```

AMV77                               Vendor Master File Maintenance          1/04/
** 17.27.16                         Oper Update 051 Page 2
Session Status
Records added                        0                Records deleted      0
Records changed                      1                Records suspended    0
Records copied                       0                Records reactivated   0
    
```

This is a sample representation only. Every field is not depicted in this example.

If multi-currency support is active, vendor amounts (Year-to-date and Last Year) are identified as to what currency they appear in.

This report prints each time you perform Vendor Master file maintenance, if you chose the file maintenance report option during application tailoring. It serves as an audit trail of all activity against the Vendor Master file. It shows before and after images of all changed records and notes any records that were added or deleted. It also shows what copy options were selected for any copy actions. If IFM is installed, the only statistics fields that print are year-to-date amount, last year amount, and amount to date. The amounts represent purchases invoiced instead of purchases paid.

Vendor Master File Year-End Update (AMA602)

```

VENDOR MASTER FILE YEAR-END UPDATE          DATE 11/14/
** TIME 10.09.24 PAGE 1 AMA602
*MRO*
***** TRADING CURRENCY *
VENDOR NUMBER 001011 CURRENCY ID USA TAX SUFFIX GADEK AMOUNT TO DATE 517,016.52
VENDOR NAME AMERICAN STEEL LAST MAINTENANCE DATE 9/01/**
ADDRESS LINE 1 RT. 45 NAME ABBREVIATION AMERCNSTEL YEAR-TO-
DATE LAST YEAR
ADDRESS LINE 2 SOC. SEC/FED. ID # 055-56-
3289 AMOUNT .00 140,520.65
CITY MOBILE LAST PAYMENT DATE 08/15/
** DISCOUNT TAKEN .00 775.90
STATE AL POSTAL CODE 38059- DISCOUNT LOST .00 200.00
0361 SALES TAX ID 1 SALES TAX ID 2 NEC AMOUNT .00
COUNTRY xxx
.00
TELEPHONE NO. 205-351-5426
FAX NUMBER 801-260-
1722
BANK ACCOUNT 1 ***** LOCAL CURRENCY *****
BANK ACCOUNT 2 AMOUNT TO DATE 517,016.52
DATE LAST YEAR YEAR-TO-
AMOUNT .00
140,520.65 DISCOUNT TAKEN .00
775.90 DISCOUNT LOST .00
200.00 NEC AMOUNT .00
.00
*** TOTAL NUMBER OF RECORDS -- 23
    
```

Running this report causes updates to the Vendor Master file. This procedure should be initiated only prior to beginning a new fiscal year because it moves year-to-date amounts to last year amounts and resets year-to-date amounts to zero.

Note: It is suggested that only an operator with security clearance be allowed to initiate this procedure.

This report prints when the year-end update operation is performed by selecting option 6 on the Main Menu (AMAM00) and option 2 on the Year-End Close menu (AMAM60).

If multi-currency support is active, both trading and local currencies appear.

Refer to the Vendor Master File Year-End Listing (AMA601) for field descriptions.

Vendor Master Names and Addresses/Vendor Contact Sheet (AMV76)

```

NORTHCREEK IND.          VENDOR MASTER NAMES AND ADDRESSES          DATE 08/11/
** TIME 14.17.17 PAGE 1  AMV76
OPER
BEGINNING VENDOR 001011          ENDING VENDOR 001011
VENDOR VENDOR NAME/          VENDOR ADDRESS 1/          VENDOR ADDRESS 2/          CITY & STATE/
        POSTAL CODE/
NUMBER ABBREVIATION          TELEPHONE NO.          FAX NUMBER          CONTACT
        COUNTRY
001011 AMERICAN STEEL          RT.45          MOBILE, AL
        38059-0361
*MRO* AMERCNSTEL ** SUSPENDED ** 205-351-5426          678-514-
4343          KAREN LONG          USA
        *** TOTAL NUMBER OF RECORDS -- 1
    
```

The title of this report changes depending on the application you are using. This report prints when you select one of the following:

From Application	File Listings Menu	Option	Report Name
Accounts Payable	AMAM80	3	Vendor Master Names and Addresses
Purchasing	AM6M70	2	Vendor Contact Sheet

Only names, addresses, and telephone numbers of the vendors appear in this report. No monetary information appears in this report.

Fields

BEGINNING VENDOR

ENDING VENDOR. The range of vendor numbers selected for this report.

VENDOR. The identifier of the vendor.

ABBREVIATION. The abbreviated form of the vendor's name.

**** SUSPENDED **.** appears under the abbreviated name if the vendor number was suspended through Vendor Master Maintenance.

***MRO*.** This field appears only if the Maintenance Management System (MMS) is interfacing and indicates that this is an MRO vendor.

(Vendor name, Address, City, State, Postal code, and Country). The vendor's name and address.

CONTACT. The person to contact at the company.

TELEPHONE NO. (Telephone number). The vendor's area code and telephone number.

FAX NUMBER. The vendor's area code and telephone number used for faxes.

FORMAT. The address format used for the vendor: 0=US, 1=International, 2=free format.

TOTAL NUMBER OF RECORDS. Total number of Vendor Master file records.

1099-MISC Forms

VOID CORRECTED

PAYER'S name, street address, city, state, ZIP code, and telephone number		1 Rents \$	OMB No. 1545-0115 2 ***	Miscellaneous Income
		2 Royalties \$		
		3 Prizes, awards, etc. \$		
PAYER'S Federal identification number	RECIPIENT'S identification number	4 Federal income tax withheld \$	5 Fishing boat proceeds \$	Copy C For Payer For Paperwork Reduction Act Notice and instructions for completing this form, see Instructions for Forms 1099, 1098, 5498, and W-2G
RECIPIENT'S name		6 Medical and health care payments \$	7 Nonemployee compensation \$	
Street address (including apt. no.)		8 Substitute payments in lieu of dividends or interest \$	9 Payer made direct sales of \$5,000 or more of consumer products to a buyer (recipient) for resale <input type="checkbox"/>	
City, state, and ZIP code		10 Crop insurance proceeds \$	11 State income tax withheld \$	
Account number (optional)	2nd TIN Not. <input type="checkbox"/>	12 State/Payer's state number		

Form 1099-MISC

Department of the Treasury - Internal Revenue Service

When you are ready to print the 1099-MISC forms, choose option 6 on the Main Menu and option 5 on the Year-End Close menu to input the information to be printed on the form.

Fields

PAYER'S name and address. Name, address, and telephone number of company paying nonemployee compensation.

Note: This prints in when the report is run.

Recipient's identification number. Identification number of vendor receiving nonemployee compensation. This can be either Federal ID number or Social Security number.

Recipient's name and address. Name and address of vendor receiving nonemployee compensation. Address Line 1 from the Vendor Master file prints in the

RECIPIENT'S name block. Address Line 2 from the Vendor Master file prints in the Street Address block.

Nonemployee compensation. Total amount of nonemployee compensation paid.

1099-MISC Report (AMA61)

Select option 6 on the Main Menu and option 3 on the Year-End Close menu to print the 1099-MISC Report. The report prints for each vendor who was paid nonemployee compensation in the current year.

** TIME 10.06.08 PAGE 1 AMA61		1099-MISC REPORT	DATE 10/30/
VENDOR PAID NUMBER	VENDOR NAME AND ADDRESS	YTD	LAST YR
011011 5699422	ABLE MANUFACTURING CO. 1104 MAIN ST. Suite 116 MUSKEGON MI. 00055-3050 U.S.A	187.00	2,024.00
			SOC. SEC/ 45-
			COMPENSATION

Fields

VENDOR NUMBER. The vendor number.

VENDOR NAME AND ADDRESS. The vendor name and address.

SOC. SEC/FED ID # (Social security/Federal identification number). The vendor's Social Security or Federal identification number.

COMPENSATION PAID. The sum of nonemployee compensation paid to the vendor year-to-date and last year.

Chapter 15. Forms

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Accounts Payable Offline Input–AP-1.....	15-2
General Ledger Master File Maintenance–AP-20	15-5
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Open Payables Control form–AP-42	15-15
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Check Control Log form–AP-44.....	15-17

Accounts Payable Offline Input-AP-1

Company record -- Invoice header, part 1

Record code* (A2)	CO	Company no. (N2)	__	Batch date (N6)	_____
Record code (A2)		MA		Invoice number* (A10)	_____
Invoice sequence (N3)		___		Transaction subtype (A1)	_
Vendor number* (A6)		_____		Voucher number (N5)	_____
Assignee number (A6)		_____		Check number (N6)	_____
Invoice description (A20)		_____			
Invoice date (N6)		_____		Due date (N6)	_____
Halt code (A1)		_		Invoice type code (A1)	_
Gross amount* (N13.2)		_____			
Discount percent (N4.2)		__ . __		Ship via code (A3)	___
Terms code (A3)		___		Free on board code (A3)	___
Landed cost code (A3)		___		Bank account (A3)	___
				Payment method (A1)	_

Invoice header, part 2

Record code (A2)	MB	AP account (A15)	_____
GL cash account (A15)		_____	
GL discount account (A15)		_____	
Currency ID (A3)		___	Override exchange date (N6) _____
Override exchange rate (N11.6)		_____	
Tax suffix (A5)		_____	Tax date (N6) _____
Discount amount (N13.2)		_____	
Invoice Completion (A1)		_	

Invoice header, part 3

Record code (A2)		__	User field - switch A (A1)	_
User field - code A (A5)		_____	User field - quantity 1 (N15)	_____
User field - amount 1 (N15)		_____		
User field - date 1 (N15)		_____		
User field - text 4 (A40)		_____		

Invoice header, part 4

Record code (A2)	MO	Vendor name* (A35)	_____
Vendor name abb. (A10)		_____	
Vendor address line 1* (A35)		_____	
Vendor address line 2 (A35)		_____	
Vendor address line 3 (A35)		_____	
Vendor address line 4 (A35)		_____	
Vendor address line 5 (A35)		_____	
City* (A25)		_____	
State code* (A2)	__	Country (A3)	___
		Vendor postal code (A)	_____
Quantity (N10.3)		_____	
Charge type (A1)		_	Order number (A7) _____

*Indicates a required field

Accounts Payable Offline Input-AP-1 (continued)

Regular detail, part 1

Record code (A2) NA Item number* (A15) _____
 Warehouse* (A3) _____ Entry unit of measure* (A2) ____
 Item description (A30) _____
 GL expense account* (A15) _____
 Discount percent (N4.2) _____ Gross amount* (N13.2) _____
 Subject to discount (N13.2) _____
 Discount amount (N13.2) _____

Regular detail, part 2

Record code (A2) NB Misc charge detail no. (A15) _____
 Operation sequence no. (A4) _____ Landed cost code (A3) ____
 Purchase order number (A7) _____
 Freight amount (N13.2) _____
 Misc item sequence (N3) _____ Blanket sequence (N4) _____
 Debit memo no. (A10) _____
 Completion code (A1) _____ Prorate code (A1) ____

Regular detail (Part 3)

Record code (A2) _____ User field - switch A (A1) ____
 User field - code A (A5) _____ User field - quantity 1 (N15) _____
 User field - amount 1 (N15) _____
 User field - date 1 (N15) _____
 User field - text 40 (A40) _____

Freight detail, part 1

Record code (A2) RA Item number (A15) _____
 Warehouse (A3) _____ Entry unit of measure* (A2) ____
 Item description (A30) _____
 GL Expense account (A15) _____
 Discount percent (N4.2) _____ Gross amount (N13.2) _____
 Subject to discount (N13.2) _____
 Discount amount (N13.2) _____
 Quantity (N10.3) _____
 Charge type (A1) _____ Order number (A7) _____

Freight detail, part 2

Record code (A2) RB Misc charge detail no.* (A15) _____
 Operation sequence no. (A4) _____ Landed cost code (A3) ____
 Purchase order number (A7) _____
 Freight amount (N13.2) _____
 Misc item sequence (N3) _____ Blanket sequence (N4) _____
 Debit memo no. (A10) _____
 Line invoice code (A1) _____ Prorate code (A) ____

*Indicates a required field

Accounts Payable Offline Input-AP-1 (continued)

Special charge detail, part 1

Record code (A2) SA Item number* (A15) -----
Warehouse* (A3) Entry unit of measure (A2) --
Item description (A30) -----
GL Expense account (A15) -----
Discount percent (N4.2) Gross amount (N13.2) -----
Subject to discount (N13.2) -----
Discount amount (N13.2) -----
Quantity (N10.3) -----
Charge type (A1) Order number (A7) -----

Special charge detail, part 2

Record code (A2) SB Misc charge detail no.* (A15) -----
Operation sequence no. (A4) Landed cost code (A3) --
Purchase order number (A7) -----
Freight amount (N13.2) -----
Misc item sequence (N3) -----
Blanket sequence (N4) Debit memo no. (A10) -----
Line invoice code (A1) Prorate code (A) --

Tax detail, part 1

Record code (A2) TA Item number* (A15) -----
Warehouse* (A3) Entry unit of measure (A2) --
Item description (A30) -----
GL Expense account (A15) -----
Discount percent (N4.2) Gross amount (N13.2) -----
Subject to discount (N13.2) -----
Discount amount (N13.2) -----
Quantity (N10.3) -----
Charge type (A1) Order number (A7) -----

Tax detail, part 2

Record code (A2) TB Misc charge detail no.* (A15) -----
Operation sequence no. (A4) Landed cost code (A3) --
Purchase order number (A7) -----
Freight amount (N13.2) -----
Misc item sequence (N3) Blanket sequence (N4) -----
Debit memo no. (A10) -----
Line invoice code (A1) Prorate code (A) --

*Indicates a required field

General Ledger Master File Maintenance–AP-20

Display AMV041, AMV042

Company number (N2) -- --

Account no. * (A15)	Action code* (A/C/D)	General ledger account description (A25)	Account type
-----	-	-----	--
-----	-	-----	--
-----	-	-----	--
-----	-	-----	--
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-----	-	-----	--
-----	-	-----	--

*Indicates a required field

See display AMV041 for field description information.
Note: For every new GL account number added, two records (one current and one History) are added to the General Ledger master file.

Vendor Master File Maintenance-AP-21

Panel AMV771
Vendor number* (A6) - - - - -

Action code (check one) (A) Add -
 Change -
 Delete -
 Suspend -
 Reactivate -

Panel AMV772 (Page 1 of 3)
MRO <Y/N>

Address format <0/1/2> (N) - -

Name (A35) * - - - - -

Name abbreviation * (A10) - - - - -

Address line 1 (A35) - - - - -

Address line 2 (A35) - - - - -

Address line 3 (A35) - - - - -

City (A35) - - - - -

Address line 5 (A35) - - - - -

State (A2) - - Country (A3) - - - Postal code (A10) - - - - -

Telephone (A20) - - - - -

Fax number (A20) - - - - -

Contact (A25) - - - - -

Require PO accept <Y/N> (A) - Send closeout acknowledgement <Y/N> (A) -

Allow multiple lines on a PO <Y/N> (A) - Allow multiple ship-to on PO <Y/N> (A) -

Allow blanket orders <Y/N> (A) - Print vendor catalog number on PO <Y/N> (A) -

Print engineering drawing on PO <Y/N> (A) -

Ship via (A13) (A15) - - - - -

Our customer no (A20) - - - - -

Terms (A3) (A25) - - - - -

FOB (A3) (A15) - - - - -

Currency (A3) (A15) - - - - -

Alt currency (A3) (A15) - - - - -

Last payment (N6) - - - - -

Last maintenance (N6) - - - - -

* Indicates a required field

Vendor Master File Maintenance-AP-21 (continued)

Panel AMV778 (Page 2 of 3)
Assignee number (A6) (A35)

-----	-----	-----	-----	-----
Tax city (A10)	-----			
Tax county (A10)	-----			
Bank 1 (A20)	-----			
Bank 2 (A20)	-----			
Fed T/P I (A11)	-----		NEC (Y/N) (A)	_
Tax suffix (A5)	-----			
Tax ID 1 (A15)	-----		Tax ID2 (A15)	-----
Landed cost (A3)	---		Enterprise (A6)	-----
Shipping profile (A6)	-----		Planning profile (A6)	-----
Media Flags	Print	EDI	Fax	Fax number (A20)
Remittance advice (A)	-	-	-	-----
Purchae orders (A)	-	-	-	-----
Purchase order changes (A)	-	-	-	-----
Quotes (A)	-	-	-	-----
Receiving advice (A)	-	-	-	-----
Shipping schedules (A)	-	-	-	-----
Planning schedules (A)	-	-	-	-----

* Indicates a required field

Vendor Master File Maintenance–AP-21 (continued)

Panel AMV773 (Page 3 of 3)

Year-to-date:	Trading currency	Local currency
Amount (N15.2)	----- . --	----- . --
Discount taken (N15.2)	----- . --	----- . --
Discount lost (N15.2)	----- . --	----- . --
NIC amount (N15.2)	----- . --	----- . --
 Last Year:		
Amount (N15.2)	----- . --	----- . --
Discount taken (N15.2)	----- . --	----- . --
Discount lost (N15.2)	----- . --	----- . --
NIC amount (N15.2)	----- . --	----- . --
 To Date:		
Amount (N15.2)	----- . --	----- . --
Payment method (A3)	---	
DFI ID number qualifer (A3)	---	DFI ID number (A13) -----
Account number qualifier (A3)	---	
Account number (A35)	-----	
 EEC VAT fields:		
Delivery terms code (A3)	--- Transaction code (A2)	-- Transport coded (A2) --
Port of entry code (A6)	----- EEC country code (A3)	--- EEC state code (A2) --

*Indicates a required field

Open Payables File Maintenance-AP-22

Display AMA8A2

Company number (N2)	--
Vendor number (A6)	-----
Payment selection no. (N5)	-----
Assignee no. (A6)	-----
Invoice no. (A10)	-----
Description (A20)	-----
Invoice date (N6)	-----
Due date (N6)	-----
Miscellaneous vendor name (A25)	-----
Address line 1 (A25)	-----
Address line 2 (A25)	-----
City (A25)	-----
State (A2)	--
Zip code (A10)	-----
Country (A3)	---

* Required for more than one company.

See display AMA8A2 for field descriptions.

Landed Cost Master File Maintenance-AP-23

Display AMV081

Landed cost code * _ _ _ Action code < A/C/D>* (A1) _

Display AMV082 (change) or
Display AMV083 (delete)

Description* (A15) _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
Percent* (N6.3) (+/-) _ _ _ . _ _ _ _ _
Charge account no. (N15) _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
Offset account no. (N15) _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

* Indicates a required field.
(+/-) Write + or - in last position.

See display AMV081 for field descriptions.

Bank Account Master File Maintenance-AP-24 (1 of 2)

Display AMA7D1

Company* (N2) _ _ Bank account* (A3) _ _ _ Payment method* (A1) _
 Action code* <A/C/D> (A1) _

Display AMA7D2 (add/change/delete)

Description (A25) -----
 Currency ID (A3) --
 Currency description (A15) -----
 Cash in bank account (A15) -----
 Bank charges account (A15) -----
 Check sequence (N1) -
 Check consolidation <Y/N> (A) -
 List vendors <Y/N> (A) -
 Electronic funds <Y/N> (A) -
 AP checks* <Y/N> (A) -
 Remittance advice* (Y/N) (A) -
 AP check file* <Y/N> (A) -
 Remittance advice file* <Y/N> (A) -
 AP check form name* (A10) -----
 Remittance advice form name* (A10) -----
 Beginning check number* (N6) -----
 Bank balance (N13.2) ----- . --
 Bank balance - local currency (N13.2) ----- . --

* Indicates a required field

Bank Account Master File Maintenance–AP-24 (2 of 2)

Display AMA7D3 (Change)

EFT (Payer) Fields:

Payment method code (A3)	---
Payment format code (A3)	---
DFI ID Number Qualifier (A2)	--
DFI Identification number (A12)	-----
Orig Company ID number (A10)	-----
Orig Company Supp code (A9)	-----
Account number qualifier (A3)	---
Account number (A35)	-----

Display AMA7D4 (Change)

Address Information Fields:

Address format (N1)	-
Company (A35)	-----
Address 1 (A35)	-----
Address 2 (A35)	-----
Address 3 (A35)	-----
City (A30)	-----
State (A2)	--
Country (A3)	---
Postal code (A9)	-----
Telephone (A21)	-----
Contact (A35)	-----

See displays AMA7D1, AMA7D3, and AMA7D4 for field descriptions.

* Indicates a required field

Batch Control-AP-40

Batch number _____

Company number _____

Period/month number _____

Total number of invoices, credit memos _____

Total gross amount _____

Control amount _____

Comments _____

Date _____ By _____

Control form—AP-41

Company number _____ Period or month of _____

Purchase	Batch no.	No. of invoices	Gross amount	Open payables	Prepaid invoices
Manual				////////	//////////
Status					
Proof/Register					
Purchase Invoice Journal			////////		
Batch totals			////////		
Posting					

Purchase	NEC amount	Misc. charges	Outside oper.	Cost adj.	Control	Init/Date
Manual	////////	////////	////////	//////////	///	
Status						
Proof/Register						
Purchase Invoice Journal						
Batch totals						
Posting						

Disbursements	Batch no.	Gross amount	Prepaid discount	Payment discount	Prepaid amount	Payment amount	Init/Date
Cash requirements	////////						
Cash disbursements	////////						
Posting	////////						

Open Payables Control form-AP-42

Company number _____ Period or month of _____.

	Open Payables amount	Prepaid amount	Journal number	Init	Date
Brought forward from last month					

Add:

Purchases 1			PJ		
Purchases 2			PJ		
Purchases 3			PJ		
Purchases 4			PJ		
Purchases 5			PJ		
Purchases 6			PJ		
Total 1					

Subtract:

Payments 1			CD		
Payments 2			CD		
Payments 3			CD		
Payments 4			CD		
Payments 5			CD		
Payments 6			CD		
Total 2					

Subtract:

Discount taken 1			CD		
Discount taken 2			CD		
Discount taken 3			CD		
Discount taken 4			CD		
Discount taken 5			CD		
Discount taken 6			CD		
Total 3					
New open payables total for next month					

General Ledger Period Control form-AP-43

Company number ___

Period or month of _____, _____

Page _____

	Journal number	Run date	General ledger amount	Entry date or period no.
General journal	GJ			
	GJ			
	GJ			
	GJ			
	GJ			
	GJ			
Purchase journal	PJ			
	PJ			
	PJ			
	PJ			
	PJ			
	PJ			
Cash disbursemtns journal	CD			
	CD			
	CD			
	CD			
	CD			
	CD			
Payroll journal	PR			
	PR			
	PR			
	PR			
	PR			
	PR			
Cash receipts journal	CR			
	CR			
	CR			
	CR			
	CR			
	CR			
Total for period				
Closing entries	GJ			
	GJ			
Final total for period				
Previous general ledger total				
Total for general ledger				

Chapter 16. Accounting controls and audits

This chapter describes the following topics about accounting control and audits:

How to use these controls	16-1
How to use the control forms	16-2
How to log transactions	16-3

When you create your master files during installation, you should check and double check the account balances for accuracy. The same care must be taken as you use the application on a daily basis.

How to use these controls

The people in your company who prepare the forms for adding or changing Accounts Payable information should use the totals from these reports.

Report	ID	Main Menu Option
Invoice Transaction Proof / Register	AMV12	1
Purchases Invoices to IM	AMV0F1	1
Purchase Invoices to PC&C	AMV0F2	1
Currency Conversion Audit Trail	AMV0E	1
EDIT Batch Report	AMV91	1
Cash Disbursements Journal	AMA311	2
Cash Disbursements Register	AMA312	2
Cash Disbursements Transaction Gains/Losses	AMA313	2
Manual Payments Cash Disbursements Journal	AMA42A	2
Manual Payments Cash Disbursements Register	AMA42B	2
Manual Payments Cash Disbursements Transaction Gains/Losses	AMA42C	2
Payment Reversals Cash Disbursements Journal	AMA22A	2
Payment Reversals Cash Disbursements Register	AMA22B	2
Payment Reversals Cash Disbursements Transaction Gains/Losses	AMA22C	2
Reconciliation Activity Report	AMA70G	3

When the system prepares totals on the same data you must make sure these totals agree. If they do not, you must find the error and correct it before proceeding to the next step.

The following table lists optional reports that you can keep to make your records more thorough.

Option	Use to	See page
All File Maintenance reports		
Open Payables	AMA8A1	7
Vendor Master	AMV77	7
Landed Cost	AMV08	7
Bank Account Master	AMA7D	7
Revaluation Reports		
Bank Account Revaluation	AMA41	11
Open Payables Revaluation	AMV0B	11

Since all of the procedures have built-in edits and control totals, you should ensure that these control totals are always used. This section describes how to use the control forms (AP-40 through AP-44) in Chapter 15. You should review this chapter and decide who is to provide the totals to proof against and who will do the actual checking.

In addition to using the control totals, you should scan the entry data for any erroneous information and correct any mistakes before proceeding further.

How to use the control forms

On the next several pages are examples of how to fill out the control forms for Accounts Payable. These examples show you where on the reports and listings you obtain your control figures and where to post them.

The control forms you will need are:

- Batch Control form AP-40 to enter the control totals from the Batch Register before posting these totals. For more information on using the control log, see “How to log transactions” later in this chapter.
- Control form AP-41 to record totals during the two cycles of Accounts Payable—the posting of invoices and cash disbursements.
- Open Payables Control form AP-42 to record Accounts Payable activity for the entire month or period. These entries are summarized at the month or period end.
- General Ledger Period Control form AP-43 to provide the control link to General Ledger by showing all journals generated by Accounts Payable.
- Check Control Log form AP-44 to record check numbers used during check writing.

How to log transactions

Each user department should be responsible for its own data. Enter the date of the batch, note the value of the transactions, and count the number of transactions to be included in the batch. The number of transactions should be limited to an easily workable number. This will facilitate tracking and correction of errors.

In addition, initial the notations to identify who will enter the transactions. Once the transactions are entered in the batch, be sure you enter the batch number on the batch of transactions or source documents. Write the batch number onto the control log. If any discrepancies exist, note the discrepancies and correct them before completing the batch at the work station. Catching and resolving errors now can save time later.

Grouping invoices and credit memos

To save time at the workstation, group your invoices and credit memos into batches. The first step in your audit trail is to establish batch totals. Make sure that all data entered is complete and accurate, and enter the information on Batch Control form AP-40.

Attach the posted Batch Control form (AP-40) to the batch of data entry source documents before you give them to the operator. When you enter data from a work station, you can compare the posted totals to the batch status totals at any time. If these totals do not match, data may have been entered incorrectly. Review and correct the entries immediately.

Before you end a data entry work station session, the Accounts Payable Data Entry (Status) display (AMV16S) appears and the batch status information prints at the system printer. This information is also printed whenever a data entry batch is entered from a diskette or disk file. The batch number that appears on the display or the report should be posted to AP-40, as well as the number of invoices in the batch, the total gross amount, and the control amount. The batch number is needed for all additional processing of the batch.

Note: If an Accounts Payable batch contains invoices with mixed currencies, the control totals (should be the same as what appears on the display) are hash totals.

If you do not want hash totals, group the foreign invoices by currency so that batch control totals represent only one currency per batch.

Filling out control form, AP-41

To fill out the control form, do the following in order:

1. Enter the manual control amount to Batch Control form AP-40. Use the following listings to verify that information from the source document was entered correctly:
 - Invoice Entry/Edit Report (AMV17). Review this listing for the batch of invoices you entered. This report contains the totals which you must balance against the recorded manual totals.
 - If the data does not balance, make sure that the totals on the Batch Control form (AP-40) were added correctly. If they were, review the information that has been entered to make sure it is correct. You can use the data entry Review displays to look at all invoices in a batch, but it is faster to look at the appropriate reports or listings.
 - Enter/Edit Invoices & Credit Memos (Offline), AMV0H and AMV0I. Review this edit listing of information in the batch if the batch was entered from diskette or disk.
 - Invoice Transaction Proof / Register (AMV12). Print and review the Proof / Register for the entered batch. You can print the Invoice Transaction Proof / Register for any entered batch.
2. Make required corrections to the batch at the work station. A new Invoice/Entry Edit status (AMV17) report is printed. Verify that the batch totals balance.
3. Post the information to Control form AP-41, comparing the information on the reports to the corresponding entries on the status display and control forms.

Invoice Transaction Proof / Register controls

Before a batch of payables transactions can be posted to the Accounts Payable master files, you must print an Invoice Transaction Proof / Register. The listing shows all transactions in the batch, messages for errors detected, and batch control totals. Review the listing noting error messages and the control totals.

Control totals are provided to help you determine that all the transactions have been completely and accurately entered. Unless your manual totals are incorrect, the control totals on the proof listing should agree with both the manual totals and the batch status totals that you have already logged on the Control form (AP-41). Correct error conditions, out of balance conditions, if any, and any transaction entries. After correcting any errors, print the Invoice Transaction Proof / Register again. Repeat the correction steps until you are satisfied that the report is an accurate representation of the payables transaction batch.

The control total normally equals the debit or credit total on the control totals page for a batch. Any negative amount typed in will, in effect, be subtracted from this control amount. However, the debit or credit designation and the arithmetic sign is reversed at invoice time for negative amounts. Therefore, the debit or credit amounts on the control totals page will differ from the control amount by the negative entry's amount.

When all data entry activity for the batch is complete, use the last Invoice Transaction Proof / Register listing as your reference and copy the control totals from the Proof / Register, AMV12 and AMV121, to Control form AP-41. File the proof listing for your audit trail of the transactions.

Your next step is to select the batch for Purchase Invoice Journal processing, print the Purchase Invoice Journal, and post the transactions to the Accounts Payable Master files. The Invoice Transaction Proof / Register will only run on a closed batch, and it must be completed before the batch can be posted.

Purchase Invoice Journal posting

The batch can be selected for purchase journal processing if the last activity against a batch was printing an Invoice Transaction Proof / Register without errors, if its totals balanced with your batch status totals, and if the batch is closed.

There are three different reports that can be printed during purchase journal processing. All three reports contain totals that should be posted to your Control form, AP-41. The reports are:

- Purchase Invoice Journal (AMV13)
- Purchase Journal Update (AMV14)
- Currency Conversion Audit Trail (AMV0E).

Note: The Currency Conversion Audit Trail report prints only if multi-currency support is active and conversion activity occurred.

The Purchase Invoice Journal shows:

- Purchase journal control totals
- Batch control totals.

All of these totals are needed for your next posting to Control form, AP-41. However, if any error messages appeared on the report, purchase journal processing was automatically discontinued. Do not log the totals. Correct the errors. As a minimum, start the audit again by requesting another Invoice Transaction Proof / Register and follow the steps discussed under "Invoice Transaction Proof / Register Controls." If there were no errors shown on the Purchase Invoice Journal, purchase invoice journal processing continues. Log all three sets of totals to Control form AP-41. File the listing for your audit trail of the transactions.

The control total normally will equal the debit or credit total on the control totals page for a batch. Any negative amount typed in will, in effect, be subtracted from this control amount. However, the debit or credit designation and the arithmetic sign are reversed at Purchase Journal time for a negative amount. Therefore, the debit or credit amounts on the control totals page will differ from the control amount by the amount of the negative entry.

If you are using a cash accounting method, no purchase journal transactions are generated. In this instance, the purchase journal control totals are only informational and may be logged at your discretion.

Final posting entries

As part of purchase journal processing, a Purchase Journal Update (AMV14) is also printed. Log the totals from AMV14 on Control form AP-41 as your posting totals.

If all transactions cannot be added to the Open Payables file, an error listing is printed and the posting totals will not balance with the previously logged totals. Post them anyway and note the reason they were out of balance. After you have corrected the problem that prevented a transaction from being posted, enter the transactions that could not be posted in another data entry batch.

If your company selected immediate cash disbursements of prepaid items during application tailoring, and if the batch selected for purchase journal processing contained prepaid invoices, Cash Disbursements Journal and Update listings print. Make the remainder of your purchase journal postings on Open Payables Control form (AP-42).

Cash requirements posting

Before you print any checks, request a Cash Requirements Report (AMA28). The report lists all invoices to be paid as well as the totals that must be posted. The totals to be posted appear at the end of the Cash Requirements Report and are summary totals. Transcribe these totals to Control form AP-41, using the disbursements portion of the form. Initial and date the entry.

Cash disbursements posting

The Cash Disbursements Journal prints under three conditions: during the check writing procedure, during purchase journal processing if prepaid invoices are processed and your company selected immediate cash disbursements during application tailoring, and after entry of manual payments.

The totals to be posted are summarized at the end of the Cash Disbursements Journal. Transcribe these totals to Control form AP-41.

Control totals posting

The Cash Disbursements Update listing (AMA34) prints under the same conditions as the Cash Disbursements Journal: during the check writing procedure; during the purchase journal processing procedure, if prepaid invoices are processed, and after entry of manual payments.

Copy the totals at the end of the report into the appropriate columns. The remainder of your cash disbursements posting will be made on the Open Payables Control form (AP-42).

Filling out Open Payables Control form, AP-42

This form is a summary of the open payables and paid invoices.

AP-42 posting brought forward. Copy the open payables amount and the prepaid invoice amount from the last line on the Open Payables Control form, AP-42 (open payables posting), for the previous month. Initial and date the line.

Purchases. Copy the open payables amount and prepaid invoice amount from the Purchase Journal Update report (AMV14) onto Control form AP-42. Copy the journal reference number from the Purchase Journal to AP-42. Initial and date the line.

Payments. Copy the prepaid amount and payment amount from the Cash Disbursements Update report. Initial and date the line. Copy the journal number from the Cash Disbursements Journal.

Discount. Copy the prepaid discount and payment discount from the Cash Disbursements Update report (AMA34). Copy the journal number from the Cash Disbursements Journal (AMA31). Initial and date the line.

Totals for next month/period. After posting each run for the month or period on AP-41 and AP-42, add total 1 to the balance brought forward and subtract totals 2 and 3. This number should now be placed on the New Open Payables Total for Next Month line and should match the total of the Accounts Payable accounts. Initial and date the line.

Filling out General Ledger Period Control form, AP-43

This form is necessary only if you selected General Ledger distribution during application tailoring.

Purchases. From the Purchase Invoice Journal (AMV13), copy one of the journal numbers, the run date, the general ledger credit amount, and the entry date onto the General Ledger Period Control form, AP-43 .

Filling out Check Control Log, AP-44

The Accounts Payable application generates its own check numbers when vendor checks are written. If you have bank reconciliation, the application will not assign a check number more than once. You can use control form AP-44 to keep track of your check usage. Whenever you manually write checks or let the system write them, fill out control form AP-44. If you void checks, especially if you use preprinted check numbers, you should also fill out the form.

Appendix A. Offline file load and data entry

Understanding Offline File Load	A-1
Entering transaction data into offline files	A-3

As an alternative to loading master files or entering transaction data interactively at a work station, you can prepare the information offline in files on a separate system. The files that you create offline can then be loaded into the XA system and processed by XA. Offline files can be created on a diskette or written to a disk file; the same format requirements apply to both.

Understanding Offline File Load

For disk offline file load, the disk file resides on the System i, but outside of XA. For diskette offline file load, you enter records into a file created on a floppy (or flexible) disk.

To use data from offline files in XA, you must:

1. Gather the information to be entered.
2. Create a file with the information on diskette or disk; the file must follow the corresponding file layout given in this appendix.
3. Process the offline files by selecting a XA menu option.

This section describes these activities.

Gathering the information

Blank versions of all the entry forms are provided in Chapter 15. These entry forms explain exactly what information you need, a code listing and the special values available, as well as show you the format and length of each enterable field.

Fill out the input forms as though you were going to use them to enter the data directly into the system.

Creating a diskette or disk file

You can create offline files on diskette or disk. To create a diskette file, you need an offline data entry device. However, you can create a disk file in several ways:

- You can create the records with a user-written program on an offline data entry device, and write them to a disk file or diskette file.
- You can have another system create the records on tape using the required file layout. You copy the tape file to disk.
- You can have a remote location send the records via telecommunications. You can write them to a disk or diskette file.

It does not matter how or where the records originate. As long as they reside in a disk file that has the defined file layout, they can be processed by XA.

Understanding the file format

Use the file format shown later in this appendix to set up records for the file you want to load from diskette or disk. The format gives you the following information for each enterable field:

- A brief description of the field
- The short field name (5 characters)
- The position of the field in the record (From and To)
- Whether the field is alphabetic or numeric (A/N)
- For numeric fields only, the number of decimal positions in the field (Dec pos).

Assigning a file name

Assign a special name to each file, or use the default name listed here. You must enter the name when you load the file.

Note: When you process the offline data entry file, APTRAN, error records that are not accepted are put into an error file. This file has the same layout as APTRAN and has the company number appended to it. For example, the error file for company 01 is called APTRAN01. Using data file utility (DFU), an System i function, you can edit the error file and make the appropriate corrections. You can then process this file by overriding the file name APTRAN as APTRAN01 on display AXVOL1.

Master file to be loaded or updated	Offline file name (default)
Accounts Payable Data Entry (PAYWRK) file (CO, MA, MB, MO, NA, NB, RA, RB, SA, SB, TA, and TB records)	APTRAN
Vendor Master (VENNAM) file	DAMKA4
General Ledger Master (GELMAS) file (LA records)	DAMKV1

The General Ledger Master (Chart of Accounts) and Vendor Master files are loaded into Accounts Payable through Cross Application System Support. The data entry file, APTRAN, is processed using the Enter/Edit from Offline Files option on the Payables Processing menu (AMAM10).

Record length

Assign a record length of 128, unless otherwise specified in the file formats section of this appendix.

Special data requirements

When you enter the information for an offline record, type in the record code shown on the input form as the first two characters of the record.

If you enter dates, type them in using the date format you specified in answering the Questionnaire.

Type the information carefully. The system will check for errors when you process the files. If it finds errors, you must correct the records with errors before you can finish processing them.

Processing the offline files

When you have finished creating the offline files, you are ready to load the information onto the system. For instructions on how to load master files from offline files, see the "Load data from offline files" section in the *CAS User's Guide*. For instructions on how to load transaction data from offline files, see "Entering transaction data into offline files".

Entering transaction data into offline files

Regardless of what offline method you use for entering transaction data, the transaction files must be organized in the layout shown in the offline data entry formats shown later in this section. The tables show the fields contained in each file record in the correct sequence for offline data entry.

The alphabetic/numeric column (A/N) in the layout format contains important information for setting up the offline transaction files. The letter A indicates alphabetic fields. Numeric fields are indicated by the letter N.

All numeric fields must contain zeros or numeric data in each position. Otherwise, data decimal errors will occur and the file will fail the system edits conducted when you enter the offline invoice and credit memo files into Accounts Payable.

Entering offline files into AP

Once you have entered the invoice and credit memo data into your offline files, use the Enter/Edit invoices and credit memos from offline files option on the Payables Processing menu (AMAM10). This option takes you to the Copy Offline Files display (AXVOL1). See the *CAS User's Guide* for general instructions for using this display. The system edits determine whether the data for an invoice or credit memo is accepted or rejected.

You need to note the following considerations when using display AXVOL1 to enter offline transaction files.

- APTRAN is the default logical file name for disk offline order entry. You can override this field by entering the file name you used when creating your offline transaction files.
- AMTLIBx is the default library name, override this field with the name of your library if you did not use AMTLIBx.
- If you select Y for the "IF DISK - DELETE OFFLINE FILES <Y/N>?" question, the physical file remains on disk after it is processed. If you select N, the file is deleted after being processed.
- Accepted transactions are copied from disk to a regular batch where they are assigned a batch number and left as a suspended batch. They can then be processed like an interactive batch. The rejected transaction records are placed into a file called APTRANnn where nn represents the company number and can now be corrected and reprocessed.

- The rejected transactions are never deleted automatically. They must be corrected and processed, or you must delete them manually.
- All of the fields on display AXVOL1 are required.

Processing offline invoices and credit memos

After you enter all of the requested information on display AXVOL1, the system begins checking the validity of the transaction data in the offline transaction files. The results of these edits appear on two offline reports. In addition, the Invoice Transaction Proof/Register (AMV12) is also printed. All transactions entered in the batch appear on the Invoice Entry Edit (Offline) report, AMV0H.

The Invoice Entry Load (Offline) report, AMV0I, shows the transactions that passed the system edits. The transactions that appear on this report are placed into a suspended data entry batch. To access the transactions in order to review or change them, use option 1 on the Payables Processing menu (AMAM10).

The Invoice Entry/Edit (Offline) report (AMV0H) lists all transactions and contains messages indicating where errors occurred in the transaction data. To continue processing these rejected transactions, return to the offline data entry utility you used to create the offline transaction records and process the APTRANnn (nn=company number found on the batch header record) file. Records placed in this file must still be processed as an offline file by using option 2 and display AXVOL1. Change the offline file name to APTRANnn, and enter the library name that contains the file.

The following table shows the fields required to create the invoice header and detail records for an invoice or credit memo.

Record Code	Field Name	Description
CO-company record	COMNO	Company number
	DFLDT	Default date
MA-Invoice header part 1	INVNO	Invoice number
	VNDNR	Vendor number
	VCHNO	Voucher number (if user assigned option chosen)
	GRAMT	Gross amount
	SUBTP	Transaction Subtype
MB-Invoice header part 2	GLANO	AP Account number (if GL option was chosen)
MO-Invoice header part 3 (Optional - for miscellaneous vendors)	VNAME	Vendor name
NA/RA/SA/TA	DGRAM	Gross Amount
	GLEXP	GL Expense account (If GL option was chosen)

Note: The following record types are required when entering invoices:

CO. header record (1 per batch permitted)

MA,MB. 1 set required for each invoice

MO. required if invoice is for a miscellaneous vendor

NA,NB. 1 set required for a regular invoice or credit memo
RA,RB. 1 set required for Freight
SA,SB. 1 set required for Special Charges
TA,TB. 1 set required for Tax.
MC,NC. 1 set user defined formats*

The following pages list the record formats for the offline files you can load for this application.

*Use of record code type MC and record type NC requires customer modification to programs AMV0I an AMV0H.

File formats

Accounts Payable Offline Input file format

Master file name: Payables Work (PAYWRK)
Offline file name (default): Accounts Payable Offline Input (APTRAN)
Record length: 128
Function: . Add invoice and credit memo information to the Payables Work file.

Table 16-1. Accounts Payable Offline Input file format

Field description	Field name	From	To	A/N	Dec pos
Record type: CO - Required					
Company record					
Record code (CO)	RCDCD	1	2	A	
Company number	COMNO	3	4	N	0
Batch update	DFLDT	5	10	N	0
Reserved	RS118	11	128	A	
Record type: MA					
Invoice header (part 1)					
Record code (MA)	RCDCD	1	2	A	
Invoice number	INVNO	3	12	A	
Invoice sequence	INVSQ	13	15	N	0
Transaction subtype (x or P)	SUBTP	16	16	A	
Vendor number	VNDNR	17	22	A	
Voucher number	VCHNO	23	27	N	0
Assignee number	ASSIG	28	33	A	
Check number	CHKNO	34	39	N	0
Invoice description	ADESC	40	59	A	
Invoice date	INVDT	60	65	N	0
Due date	DUEDT	66	71	N	0
Halt code	HALTC	72	72	A	
Invoice type code (Blank or C)	AITYP	73	73	A	
Gross amount	GRAMT	74	86	N	2
Invoice percent discount	INPCT	87	90	N	2

Table 16-1. Accounts Payable Offline Input file format

Field description	Field name	From	To	A/N	Dec pos	
Ship via code	VIACD		91	93	A	
Terms code	TRMCD		94	96	A	
Free on board code	FOBCD		97	99	A	
Landed cost code	LCSTC		100	102	A	
Bank account	BANKA		103	105	A	
Payment method	PAYME		106	106	A	
EDITERROS (XA use only)	ERINV		107	107	A	
Reserved	RS021		108	128	A	
Record type: MB						
Invoice header (part 2): MB						
Record code (MB)	RCDCD	1	2	A		
AP Liability account	GLANO	3	17	A		
GL cash account	GLCSH	18	32	A		
GL discount account	GLDIS		33	47	A	
Currency ID	CURID		48	50	A	
Override exchange date	OEXDT		51	56	N	0
Override exchange rate	OEXRT		57	67	N	6
Tax suffix	TXSUF		68	72	A	
Tax date	TXDAT		73	78	N	0
Discount amount	DSAMT		79	91	N	2
Invoice completion code	INCP		92	92	A	
Record type: MC						
Invoice header (part3)						
Record code	RCDC		1	2	A	
User field - switch A	UUSA		3	3	A	
User field - code A	UUCA		4	8	A	
User field - quantity1	UUQ1		9	19	P	
User field - amount 1	UUA1		20	34	P	
User field - date 1	UUD1		35	41	S	
User field - text 40	UU40		42	81	A	
Record type: MO						
Inv. header (part 4)						
Miscellaneous vendor						
Record code (MO)	RCDCD		1	2	A	
Vendor name	VNAME		3	27	A	
Vendor name abbreviation	VNAMA		28	37	A	
Vendor address line 1	VADD1		38	62	A	
Vendor address line 2	VADD2		63	87	A	
City	CITYN		88	112	A	
State code	STACD		113	114	A	

Table 16-1. Accounts Payable Offline Input file format

Field description	Field name	From	To	A/N	Dec pos
Country	CTYNA	115	117	A	
Vendor postal code	VZIPC	118	127	A	
Record type: NA					
Invoice detail part 1					
Record code (NA)	RCDCD	1	2	A	
Item number	ITNBR	3	17	A	
Warehouse	HOUSE	18	20	A	
Entry unit of measure	ENTUM	21	22	A	
Item description	ITDSC	23	52	A	
GL expense account	GLEXP	53	67	A	
Discount percent	DSPER	68	71	N	2
Gross amount	DGRAM	72	84	N	2
Subject to discount	AMTDS	85	97	N	2
Discount amount	DDSAM	98	110	N	2
Quantity	QTINV	111	120	N	3
Charge type	CHGTP	121	121	A	
Order number	MORDN	122	128	A	
Record type: NB					
Invoice detail (part 2)					
Record code (NB)	RCDCD	1	2	A	
Miscellaneous charge detail number	MITNO	3	17	A	
Operation sequence number	OPSEQ	18	21	A	
Landed cost code	LCSTI	22	24	A	
Purchase order number	PONUM	25	31	A	
Freight amount	FRTAM	32	44	N	2
Miscellaneous item sequence	ITSEQ	45	47	N	0
Blanket sequence	RELNO	48	51	N	0
Debit memo number	DEBIT	52	61	A	
Line invoice code	INVDS	62	62	A	
Prorate code	PRSPC	63	63	A	
Reserved	RS065	64	128	A	
Record type: NC					
Invoice detail (part 3)					
Record code	RCDC	1	2	A	
User field - switch A	UUSA	3	3	A	
User field - code A	UUCA	4	8	A	
User field - quantity 1	UUQ1	9	19	P	
User field - amount 1	UUA1	20	34	P	
User field - date 1	UUD1	35	41	S	

Table 16-1. Accounts Payable Offline Input file format

Field description	Field name	From	To	A/N	Dec pos
User field - text 40	UU40	42	81	A	
Record type: RA					
Freight detail (part 1)					
Record code (RA)	RCDCD	1	2	A	
Item number	ITNBR	3	17	A	
Warehouse	HOUSE	18	20	A	
Entry unit of measure	ENTUM	21	22	A	
Item description	ITDSC	23	52	A	
GL expense account	GLEXP	53	67	A	
Discount percent	DSPER	68	71	N	2
Gross amount	DGRAM	72	84	N	2
Subject to discount	AMTDS	85	97	N	2
Discount amount	DDSAM	98	110	N	2
Quantity	QTINV	111	120	N	3
Charge type	CHGTP	121	121	A	
Order number	MORDN	122	128	A	
Record type: RB					
Freight detail (part 2)					
Record code (RB)	RCDCD	1	2	A	
Miscellaneous charge detail number	MITNO	3	17	A	
Operation sequence number	OPSEQ	18	21	A	
Landed cost code	LCSTC	22	24	A	
Purchase order number	PONUM	25	31	A	
Freight amount	FRTAM	32	44	N	2
Miscellaneous item sequence	ITSEQ	45	47	N	0
Blanket sequence	RELNO	48	51	N	0
Debit memo number	DEBIT	52	61	A	
Line invoice code	INVDS	62	62	A	
Prorate code	PRSPC	63	63	A	
Reserved	RS065	64	128	A	
Record type: SA					
Special charge detail (part 1)					
Record code (SA)	RCDCD	1	2	A	
Item number	ITNBR	3	17	A	
Warehouse	HOUSE	18	20	A	
Entry unit of measure	ENTUM	21	22	A	
Item description	ITDSC	23	52	A	
GL expense account	GLEXP	53	67	A	
Discount percent	DSPER	68	71	N	2

Table 16-1. Accounts Payable Offline Input file format

Field description	Field name	From	To	A/N	Dec pos
Gross amount	DGRAM	72	84	N	2
Subject to discount	AMTDS	85	97	N	2
Discount amount	DDSAM	98	110	N	2
Quantity	QTINV	111	120	N	3
Charge type	CHGTP	121	121	A	
Order number	MORDN	122	128	A	
Record type: SB					
Special charges detail (part 2)					
Record code (SB)	RCDCD	1	2	A	
Miscellaneous charge detail number	MITNO	3	17	A	
Operation sequence number	OPSEQ	18	21	A	
Landed cost code	LCSTC	22	24	A	
Purchase order number	PONUM	25	31	A	
Freight amount	FRTAM	32	44	N	2
Miscellaneous item sequence	ITSEQ	45	47	N	0
Blanket sequence	RELNO	48	51	N	0
Debit memo number	DEBIT	52	61	A	
Line invoice code	INVDS	62	62	A	
Prorate code	PRSPC	63	63	A	
Reserved	RS065	64	128	A	
Record type: TA					
Tax detail (part 1)					
Record code (TA)	RCDCD	1	2	A	
Item number	ITNBR	3	17	A	
Warehouse	HOUSE	18	20	A	
Entry unit of measure	ENTUM	21	22	A	
Item description	ITDSC	23	52	A	
GL expense account	GLEXP	53	67	A	
Discount percent	DSPER	68	71	N	2
Gross amount	DGRAM	72	84	N	2
Subject to discount	AMTDS	85	97	N	2
Discount amount	DDSAM	98	110	N	2
Quantity	QTINV	111	120	N	3
Charge type	CHGTP	121	121	A	
Order number	MORDN	122	128	A	
Record type: TB					
Tax detail (part 2)					
Record code (TB)	RCDCD	1	2	A	

Table 16-1. Accounts Payable Offline Input file format

Field description	Field name	From	To	A/N	Dec pos
Miscellaneous charge detail number	MITNO		3	17	A
Operation sequence number	OPSEQ	18		21	A
Landed cost code	LCSTC	22		24	A
Purchase order number	PONUM	25		31	A
Freight amount	FRTAM	32		44	N 2
Miscellaneous item sequence	ITSEQ	45		47	N 0
Blanket sequence	RELNO	48		51	N 0
Debit memo number	DEBIT	52		61	A
Line invoice code	INVDS	62		62	A
Prorate code	PRSPC	63		63	A
Reserved	RSO65	64		128	A

Vendor Master Offline Load file format

Master file name: Vendor Master File (VENNAM)
Offline file name (default): Vendor Master Files Offline Load (DAMKA4)
Externally described file: TMP114
Record length: 1120
Function: Add, change, delete, suspend, or activate a record in the Vendor Master file.

* Use the transaction code for the type of maintenance to be performed:

- A0VM0100.** Add
- A0VM0200.** Change
- A0VM0300.** Delete
- A0VM0400.** Suspend
- A0VM0500.** Reactivate

Table 16-2. Vendor Master Offline Load file format

Field description	Field name	From	To	A/N	Dec. Pos.
Transaction ID *	TRID14		1	8	A
DAE Generated Seq Number	DAES14		9	17	S 0
MPOI generated Seq Number	MPOS14		18	26	S 0
Level of response flag	RSPF14	27		27	A
Vendor number	VNDR14	28		33	A
Vendor name 35 alpha	VN3514	34		68	A
Vendor name abbreviation	VNMA14	69		78	A

Table 16-2. Vendor Master Offline Load file format

Field description	Field name	From	To	A/N	Dec. Pos.
Address format flag	AFMT1 4	79	79	S	0
Vendor address 1 35 alpha	V13514	80	114	A	
Vendor address 2 35 alpha	V23514	115	149	A	
Vendor address 3 35 alpha	V33514	150	184	A	
Vendor address 4 35 alpha	V43514	185	219	A	
Vendor address 5 35 alpha	V53514	220	254	A	
Vendor state code	VSTA14	255	256	A	
Vendor postal code	VZIP14	257	266	A	
Vendor country	CTRY1 4	267	269	A	
Vendor telephone number	VNPH1 4	270	289	A	
Fax telephone number	VFAX14	290	309	A	
Vendor contact	VNCN1 4	310	334	A	
P.O. acceptance required code	POAC1 4	335	335	A	
Vendor closed acknowledgements flag	VNAF14	336	336	A	
Multiple lines to PO flag	MLPO1 4	337	337	A	
Multiple ship-to flag	MLST14	338	338	A	
Blanket allowed	BLKF14	339	339	A	
Vendor catalog print flag	CATP14	340	340	A	
Engineering drawing number print flag	DRWP1 4	341	341	A	
Our customer number	OURC1 4	342	361	A	
Terms code	TRMC1 4	362	364	A	
Ship via code	VIAC14	365	367	A	
Free on board code	FBCD1 4	368	370	A	
Last payment date	DLPY14	371	377	S	0
Assignee number	ASGN1 4	378	383	A	
Soc Sec/Fed ID number	NCCD1 4	384	394	A	
Tax suffix	TXSF14	395	399	A	
Sales tax ID 1	STX114	400	414	A	
Sales tax ID 2	STX214	415	429	A	
Bank account 1	BNK114	430	449	A	
Bank account 2	BNK214	450	469	A	

Table 16-2. Vendor Master Offline Load file format

Field description	Field name	From	To	A/N	Dec. Pos.
Enterprise code	ENTP14	470	475	A	
Landed cost code	LCST14	476	478	A	
Planning schedule profile	PSPR1	479	484	A	
	4				
Shipping schedule profile	SSPR1	485	490	A	
	4				
P.O. print flag	PPRT14	491	491	A	
P.O. EDI flag	PEDI14	492	492	A	
P.O. Fax flag *	PFAX14	493	493	A	
PO change print flag	CPRT1	494	494	A	
	4				
PO change EDI flag	CEDI14	495	495	A	
PO change Fax flag *	CFAX14	496	496	A	
Quote EDI flag	QEDI14	497	497	A	
Quote Fax flag *	QFAX14	498	498	A	
Quote print flag	QPRT1	499	499	A	
	4				
P.O. receipt print flag	RPRT1	500	500	A	
	4				
P.O. receipt EDI flag	REDI14	501	501	A	
P.O. receipt Fax flag *	RFAX14	502	502	A	
Shipping schedule print flag	HPRT1	503	503	A	
	4				
Shipping schedule EDI flag	HEDI14	504	504	A	
Shipping schedule Fax flag *	HFAX14	505	505	A	
Planning schedule print flag	SPRT14	506	506	A	
Planning schedule EDI flag	SEDI14	507	507	A	
Planning schedule Fax flag *	SFAX14	508	508	A	
Payment method code	PAYM1	509	511	A	
	4				
DFI ID number qualifier	DFQU1	512	514	A	
	4				
DFI identification number	DFID14	515	526	A	
EFT account number qualifier	EFTQ14	527	529	A	
EFT account number	EFTA14	530	564	A	
EEC vendor country code	ECCU1	565	567	A	
	4				
EEC state code	ECST14	568	569	A	
EEC mode of transportation code	ECTP14	570	571	A	
EEC terms of delivery code	ECDT1	572	574	A	
	4				
EEC nature of transaction code	ECTR1	575	576	A	
	4				

Table 16-2. Vendor Master Offline Load file format

Field description	Field name	From	To	A/N	Dec. Pos.
EEC port of entry code	ECPE1 4	577	582	A	
Tag number	TAGN1 4	583	612	A	
Tag origin	TAGR1 4	613	614	A	
Amount to date	APTD14	615	622	P	2
Amount year-to-date	AYTD14	623	630	P	2
Amount last year	ALYR14	631	638	P	2
Discount taken year-to-date	DCTY1 4	639	646	P	2
Discount taken last year	DCTL14	647	654	P	2
Discount lost year-to-date	DCLY14	655	662	P	2
Discount lost last year	DCLL14	663	670	P	2
NEC current YTD amount	NCAY1 4	671	678	P	2
NEC prior year amount	NCAP1 4	679	686	P	2
Currency ID	CUID14	687	689	A	
Amt to date LC	LCAT14	690	697	P	2
Amt YTD LC	LCAY14	698	705	P	2
Amount last year LC	LCAP14	706	713	P	2
Discount taken YTD LC	LCTY14	714	721	P	2
Disc taken prior yr LC	LCTP14	722	729	P	2
Disc lost YTD LC	LCLY14	730	737	P	2
Disc lost pr yr LC	LCLP14	738	745	P	2
NEC current amt LC	LCNT14	746	753	P	2
NEC amount YTD LC	LCNY14	754	761	P	2
NEC amount prior yr LC	LCNP14	762	769	P	2
User field - switch A	UUSA1 4	770	770	A	
User field - switch B	UUSB1 4	771	771	A	
User field - switch C	UUSC1 4	772	772	A	
User field - switch D	UUSD1 4	773	773	A	
User field - switch E	UUSE1 4	774	774	A	
User field - switch F	UUSF1 4	775	775	A	
User field - code A	UUCA1 4	776	780	A	

Table 16-2. Vendor Master Offline Load file format

Field description	Field name	From	To	A/N	Dec. Pos.
User field - code B	UUCB1 4	781	785	A	
User field - code C	UUCC1 4	786	790	A	
User field - code D	UUCD1 4	791	795	A	
User field - code E	UUCE1 4	796	800	A	
User field - quantity 1	UUQ11 4	801	806	P	3
User field - amount 1	UUA114	807	814	P	2
User field - amount 2	UUA214	815	822	P	2
User field - amount 3	UUA314	823	830	P	2
User field - date 1	UUD114	831	837	S	0
User field - text 25	UU2514	838	862	A	
User field - text 40	UU4014	863	902	A	
Remittance advice print	APRT14	903	903	A	
Remittance advice EDI	AEDI14	904	904	A	
Remittance advice Fax	AFAX14	905	905	A	
NEC Include flag	NEC114	906	906	A	
Vendor tax county	TXCN1 4	907	916	A	
Vendor tax city	TXCI14	917	926	A	
E-mail address	EADR1 4	927	996	A	
MRO vendor	MROV1 4	997	997	A	
P.O. FAX override number	PFOV1 4	998	1017	A	
P.O. Change FAX override number	CFOV1 4	1018	1037	A	
Quote request FAX override number	QFOV1 4	1038	1057	A	
Planning schedule FAX override number	SFOV1 4	1058	1077	A	
Shipping schedule FAX override number	HFOV1 4	1078	1097	A	
Remittance advice FAX override number	AFOV1 4	1098	1117	A	
Alternate currency	ACUR1 4	1118	1120	A	

General Ledger Master Offline Load file format

Master file name: General Ledger Master (GELMAS)

Offline file name (default): General Ledger Master Offline File Load (DAMKV1)

Record length: 128

Function: Used to store data entered offline before entry into the General Ledger Master file.

Table 16-3. General Ledger Master Offline Load file format

Field description	Field name	From	To	A/N	Dec. pos.
Record type: LA					
Record Code	RCD CD	1	2	A	
Company Number	COMNO	3	4	N	0
General Ledger Account Number	GLANO	5	19	A	
General Ledger Account Type Code	GLTYP	20	20	N	0
General Ledger Account Description	GLDES	21	45	A	
Account Type	ACTYP	46	47	A	
Currency ID	CURID	48	50	A	
Consolidated Company Number	CONCO	51	52	N	0
Consolidated Account Number	CONAC	53	67	A	
Reserved	RS058	68	128	A	
Record type: LB					
Record Code	RCD CD	1	2	A	
Company Number	COMNO	3	4	N	0
General Ledger Account Number	GLANO	5	19	A	
General Ledger Account Type Code	GLTYP	20	20	N	0
Balance Forward Debit	BALFD	21	35	N	2
Period 01 Debit Amount	PDR01	36	50	N	2
Period 02 Debit Amount	PDR02	51	65	N	2
Period 03 Debit Amount	PDR03	66	80	N	2
Period 04 Debit Amount	PDR04	81	95	N	2
Period 05 Debit Amount	PDR05	96	110	N	2
Period 06 Debit Amount	PDR06	111	125	N	2
Record type: LC					
Record Code	RCD CD	1	2	A	
Company Number	COMNO	3	4	N	0
General Ledger Account Number	GLANO	5	19	A	
General Ledger Account Type Code	GLTYP	20	20	N	0
Period 07 Debit Amount	PDR07	21	35	N	2
Period 08 Debit Amount	PDR08	36	50	N	2
Period 09 Debit Amount	PDR09	51	65	N	2
Period 10 Debit Amount	PDR10	66	80	N	2
Period 11 Debit Amount	PDR11	81	95	N	2

Table 16-3. General Ledger Master Offline Load file format

Field description	Field name	From	To	A/N	Dec. pos.
Period 12 Debit Amount	PDR12	96	110	N	2
Period 13 Debit Amount	PDR13	111	125	N	2
Record code: LD					
Record Code	RCDCD	1	2	A	
Company Number	COMNO	3	4	N	0
General Ledger Account Number	GLANO	5	19	A	
General Ledger Account Type Code	GLTYP	20	20	N	0
Balance Forward Credit	BALFC	21	35	N	2
Period 01 Credit Amount	PCR01	36	50	N	2
Period 02 Credit Amount	PCR02	51	65	N	2
Period 03 Credit Amount	PCR03	66	80	N	2
Period 04 Credit Amount	PCR04	81	95	N	2
Period 05 Credit Amount	PCR05	96	110	N	2
Period 06 Credit Amount	PCR06	111	125	N	2
Record type: LE					
Record Code	RCDCD	1	2	A	
Company Number	COMNO	3	4	N	0
General Ledger Account Number	GLANO	5	19	A	
General Ledger Account Type Code	GLTYP	20	20	N	0
Period 07 Credit Amount	PCR07	21	35	N	2
Period 08 Credit Amount	PCR08	36	50	N	2
Period 09 Credit Amount	PCR09	51	65	N	2
Period 10 Credit Amount	PCR10	66	80	N	2
Period 11 Credit Amount	PCR11	81	95	N	2
Period 12 Credit Amount	PCR12	96	110	N	2
Period 13 Credit Amount	PCR13	111	125	N	2

Appendix B. Security areas

The options on the CAS Security Maintenance menu (AMZM38) allow you to protect application tasks from unauthorized users. You can define security areas and then define specific tasks associated with each area.

Security areas protect access to a group of menu options. The following table shows the application security areas and their associated menu options and task IDs. To print a report of all application areas, see the description of the Generate reports option in the Security Maintenance chapter of the *CAS User's Guide*.

Table 16-4. CAS security areas

Security area	Menu/option	Description	Task ID
Payables Processing	AMAM10/1	Enter/Edit Invoices and Credit Memos	AMAM1001
	AMAM10/2	Enter/Edit Invoices and Credit Memos from Offline Files	AMAM1002
	AMAM10/3	Process Invoices and Credit Memos	AMAM1003
	AMAM10/4	Post Invoices and Credit Memos	AMAM1004
	AMAM10/5	EDI Invoices	AMAM1005
Cash Disbursements Processing	AMAM20/1	Enter Payment Selections	AMAM2001
	AMAM20/2	Print Cash Requirements Report	AMAM2002
	AMAM20/3	Print Checks/Payment Files	AMAM2001
	AMAM20/4	Enter Manual Payments	AMAM2001
	AMAM20/5	Enter Payment Reversals	AMAM2001
Bank Reconciliation	AMAM70/4	Update Landed Cost Master	AMAM7004
	AMAM00/3	Bank Reconciliation	AMAM0003
Demand Reports and File Listings	AMAM40/2	Vendor Analysis Report	AMAM4002
	AMAM40/3	Vendor Business Analysis Report	AMAM4003
	AMAM42/1	Open Payables by Vendor—All	AMAM4201
	AMAM42/2	Open Payables by Vendor—Halted	AMAM4202
	AMAM42/3	Open Payables by Vendor—All/Specific Vendor	AMAM4203
	AMAM42/4	Open Payables by Vendor—Halted/Specific Vendor	AMAM4204
	AMAM42/5	Open Payables by Due Date	AMAM4205
	AMAM42/6	Detail Aged Open Payables	AMAM4206
	AMAM42/7	Summary Aged Open Payables	AMAM4207
	AMAM50/1	Print Temporary General Ledger Listing	AMAM5001
	AMAM60/1	Print Vendor Master Year-End Listing	AMAM6001
	AMAM60/3	Print 1099—MISC Report	AMAM6003
	AMAM60/5	Print 1099—MISC Forms	AMAM6005
AMAM70/5	Update Bank Account Master	AMAM7005	
AMAM80/1	General Ledger Chart of Accounts—All Accounts	AMAM8001	

Table 16-4. CAS security areas

Security area	Menu/option	Description	Task ID
	AMAM80/2	General Ledger Chart of Accounts—Within Limits	AMAM8002
	AMAM80/3	Vendor Names and Addresses	AMAM8003
	AMAM80/4	Vendor Master—All Vendors	AMAM8004
	AMAM80/5	Vendor Master—Within Limits	AMAM8005
	AMAM80/6	Landed Cost Master	AMAM8006
	AMAM80/7	Bank Account Master	AMAM8007
Monthly and Yearly Update Processing	AMAM50/2	Print Temporary General Ledger Listing and Clear Transactions	AMAM5002
	AMAM60/2	Print Vendor Master Year-End Listing and Update Vendor Statistics	AMAM5002
File Maintenance	AMAM00/11	Revaluation	AMAM0011
	AMAM60/4	Reset and Save NEC Calendar YTD Statistics	AMAM6004
	AMAM70/1	Update General Ledger Master	AMAM7001
	AMAM70/2	Update Vendor Master	AMAM7002
	AMAM70/3	Update Open Payables	AMAM7003
Inquiry	AMAM90/1	Vendor Open Invoices	AMAM9001
	AMAM90/2	Aged Open Payables	AMAM9002
	AMAM90/3	Vendor Master	AMAM9003
	AMAM90/4	Invoice Payment History	AMAM9004
	AMAM90/5	Bank Account Balance	AMAM9005
History	AMAMA0/1	Archive Current History	AMAM001
	AMAMA0/2	Delete Current History	AMAM002
	AMAMA0/3	Restore Archived History	AMAM003
	AMAMA0/4	Delete Archived History	AMAM004
	AMAMA0/5	Delete Restored History	AMAM005

Glossary

This glossary defines terms that are important for this application. It does not include all XA terms nor all terms established for your system. If you do not find the term you are looking for, refer to the Index in this book, to glossaries in other XA publications, or to the *IBM Dictionary of Computing*, SC20-1699.

This glossary includes definitions from:

- The American National Dictionary for Information Processing Systems, copyright 1982 by the Computer and Business Equipment Manufacturers Association (CBEMA). Copies may be purchased from the American National Standards Institute, 1430 Broadway, New York, New York 10018. Definitions are identified by symbol (A) after definition.
- The ISO Vocabulary – Information Processing and the ISO Vocabulary – Office Machines, developed by the International Organization for Standardization, Technical Committee 97, Subcommittee 1. Definitions of published sections of the vocabulary are identified by symbol (I) after definition; definitions from draft international standards draft proposals, and working papers in development by the ISO/TC97/SC1 vocabulary subcommittee are identified by symbol (T) after definition, indicating final agreement has not yet been reached among participating members.

accounting period. A period at the end of which and for which financial statements are prepared.

accounting procedure. The established processes for recording and summarizing financial information to produce financial statements and reports and to provide internal control.

accounting system. The classification of accounts, and the books of account, forms, procedures, and controls by which assets, liabilities, revenues, expenses, and the results of transactions generally are recorded and controlled.

account number. A designation for an account, entry, invoice, voucher, etc., chosen in such a manner that it quickly reveals certain information.

accounts payable. (1) The amount of money owed by a company to its creditors. (2) The maintenance of records that represent the money owed by a company to its creditors.

accounts payable distribution report. A record of the distribution of paid expenses by account number.

accounts payable voucher. A document used to consolidate all data necessary for payment. Sources of data are purchase orders, vendor's invoices, and material receipts.

accrual accounting method. An accounting method which records revenues when earned and expenses when the liability is incurred. In contrast to cash accounting method.

adjustment. (1) A transaction that changes a specific balance in a master file, such as the quantity on hand of an inventory item. (2) In payroll, an amount added to gross or net pay.

allowance. (1) In accounts payable, a concession or reduction against an invoice, brought about by varying conditions and reasons, and agreed to between the purchaser and the seller. (2) In accounts receivable, an adjustment to a customer's bill, generally reducing the amount owed. (3) In Customer Order Management, a credit transaction that does not affect the inventory balance of the credited item.

aging date. The date used to compare with the invoice due date to determine if the invoice is past due.

alphanumeric. Pertaining to a character set that contains letters, digits, and usually other characters, such as punctuation marks. (A)

AP style invoice. An invoice with no purchase orders attached.

application. A use to which a data processing system is put; for example, keeping a record of a company's inventory.

application tailoring. The process of selecting application options to satisfy the specific needs of a company.

asset. Any object or right having a money value.

assignee. A vendor, other than the original vendor, that indicates where the payment is to be sent. Another term for factoring.

audit. (1) A formal or official examination and verification of an account book. (2) The final report of an examination of books of account by auditors.

audit trail. (1) Data, in the form of a logical path linking a sequence of events, used for tracing the transactions that have affected the contents of a record. (T) (2) Information that allows tracing of the history of things such as a customer account or item record.

automatic credit/debit memo. An invoice created to reverse a previously entered invoice or credit memo out of the Open Payables (OPNPAY) file. See change/delete transactions.

back order. An order prepared to cover items which cannot be included in the original shipment, but which will be sent when available.

bank account currency. The currency you use with the bank.

bank charges. Costs associated with banking services.

batch. (1) An accumulation of data to be processed. (2) A group of jobs to be run on a computer at one time with the same program.

batch mode. A method of running jobs that do not require continuous operator attention; that is, processing that is not interactive. Contrast with interactive mode.

batch number. A number printed on a document to delineate a group of transactions.

billing. The preparation of a document called an invoice (or bill) describing commodities shipped and/or services rendered and setting forth the charges and terms.

bill of lading. A document the shipper must produce to give a transportation company (rail, motor, etc.) authority to move a commodity from vendor to customer. It must show destination, routing, freight class, and gross weight.

blanket order. A purchase order that calls for an amount of goods to be delivered over a specified length of time in predefined quantities and at specified release dates.

cancel. To end the current job before it is completed.

cash. Currency, coin, checks, postal and express money orders, or bankers' drafts.

cash accounting method. An accounting method which records revenues when received and expenses when paid out. In contrast to accrual accounting method.

cash disbursement register. A listing of paid vendors' invoices.

cash discount. A discount earned on an invoice if it is paid by the due date. Synonymous with credit discount, term discount.

cash flow. Movement of money in and out of a business.

cash requirements report. A list of invoices selected to be paid and prepared in order to anticipate capital required.

character. A member of a set of elements that is used for the representation, organization, or control of data. Characters may be letters, digits, punctuation marks, or other symbols. (T)

chart of accounts. A list of accounts systematically arranged, applicable to a specific concern, giving account names and numbers, if any.

confirmation date. This date is optionally entered when the Purchase Order is created. If entered, this date will be used to print a message on the Purchase Order and revisions, 'ORDER CONFIRMATION REQUIRED BY XX/XX/XX.' until a Vendor Acknowledgment (VA) transaction is received.

control sheet. A document, generally posted daily with summary totals from other reports, that is used to prove that all entries affecting a master file or ledger have been properly posted and that the master file or ledger itself is correct.

control tape. Generally, an adding-machine listing of amounts from source documents such as invoices and cash remittances. The total from this tape, once proved, is used to ensure that corresponding entries to a master file or ledger are made correctly.

credit. An addition to a revenue, net worth, or liability account; a deduction from an expense or asset account.

credit discount. Synonym for cash discount.

credit memo. A document issued to the customer detailing merchandise returned to the vendor, or other adjustments reducing the amount owed by the customer to the vendor. Contrast with debit memo.

currency conversion. The process of changing foreign currency to local currency or local currency to foreign currency.

current resources. Resources that can be used to meet current expenses.

data. A representation of facts, concepts, or instructions in a formalized manner suitable for communication, interpretation, or processing by humans or automatic means. (I) (A)

data base. A set of data, part or the whole of another set of data, that consists of at least one file, and that is sufficient for a given purpose or for a given data processing system. (I) (A)

data entry. The process of putting data onto a machine-readable medium; for example, to enter data into a payroll file on a flexible disk from a terminal. (T)

debit. An addition to an expense or asset account; a deduction from a revenue, net worth, or liability account.

debit memo. (1) In Customer Order Management, a document representing a charge to the customer for corrections, additions, or special or unusual charges. (2) In Accounts Receivable, a document increasing the original amount of an invoice because of a billing or shipping error. (3) In Accounts Payable, a document increasing the amount owed a vendor. (4) Contrast with credit memo.

default. Pertaining to an attribute, value, or option that is assumed when none is explicitly specified. (I)

delete. To remove a unit of data such as a character, field, file, or record.

dependent transaction. An entry that depends on the creation of a preceding transaction; for example, a receipt is dependent upon a purchase order entry transaction.

description. The details required to identify a given item or commodity.

disbursement. Payment in currency or by check.

display. A visual presentation of data. (I) (A)

distribution. The assignment of costs or revenue to the various accounts affected.

double-entry accounting. The system of recording accounting transactions wherein a general ledger of accounts is maintained. Double-entry accounting is based on the principle that if there is any increase or decrease in one account there must be a corresponding increase or decrease in some other account so as to cause an equality in debits and credits.

due date. (1) The date on which, according to the terms and the date of the invoice, payment must be made to take advantage of the discounts offered. (2) The date by

which the work on a shop order is to be completed or a purchase order is to be received.

EDI. Electronic data interchange.

Electronic data interchange (EDI). A method of transmitting business information over a network, between trading associates who agree to follow approved national or industry standards in translating and exchanging information.

enter. To send coding, data, or a message to a computer from a keyboard.

enterprise code. A code used to combine vendors within a tax jurisdiction.

entry. (1) The record of a financial transaction in its appropriate book of account or master file. (2) The act of recording a transaction in the book of account or master file.

entry date. The date on which a transaction is entered into the computer.

error message. (1) An indication that an error has been detected. (2) Contrast with informational message.

European Monetary Union (EMU). Created by the Maastricht Treaty, comprised of 15 European countries. Predecessor was the European Economic Community (EEC) formed in 1958.

euro. The single European currency as defined in the *Regulation on the introduction of the euro*.

euro-participating country. EMU countries that will initially participate in the euro currency transition.

exchange rate. The effective foreign currency ratio used to convert trading currency to local currency on a purchase order or invoice. Appears only if multi-currency processing is active.

exchange rate date. The date used to look up the exchange rate in the Exchange Rate file. Appears only if multi-currency processing is active.

expected payment date. The date that you expect to print checks. The date used during payment selection to determine if discounts can be taken.

expense item. Paint, glue, and similar materials often not covered as part of the bill of material.

expenses. Charges incurred, whether paid or unpaid, for operation, maintenance, interest, and other charges which are presumed to benefit the current period.

export adders. Costs added to a commodity conveyed from one country or region to another for purposes of trade. For example, costs associated with charges such as casing, insurance, freight amounts, and landed cost accruals which are separately invoiced.

extended tax processing. Value added tax in price and use tax processing.

factoring. See assignee.

field. In a form, display, or record, a specified area used for a particular category of data. For example, the area on a display that is regularly used to show an item number.

financial statement. A balance sheet, income statement, statement of application of funds, or any supporting statement or other presentation of financial data derived from accounting records.

fixed assets. Assets such as land, buildings, machinery, and furniture that are held or used for long periods of time.

foreign currency orders. Invoice orders entered in a foreign currency. Domestic pricing methods or override exchange rates can be entered for the order.

free on board. A description of the terms of sale that determines when the title for goods is transferred to the customer. For example FOB our plant means that the title passes when the goods are shipped.

gain/loss. (1) The difference between the value of an invoice when it is entered and when it is paid. (2) The difference between the value of an invoice when it is entered and when it is revalued.

general journal. A journal in which are entered all entries not recorded in special journals.

general ledger. A book, file, or other device that contains the accounts needed to reflect, in summary and in detail, the financial position and the results of financial operations of a company.

GST. Goods and services tax.

hash total. A control total, accumulated manually from a batch of input documents, that helps ensure that entry of data into the computer system is correct and documents are not lost. Hash totals can be kept on quantities, part number, invoice number, and so on.

ID. Identification.

income statement. A statement showing earnings or incomes retained in the business for future use, supporting the retained earnings figure on the balance sheet.

informational message. A message that is not the result of an error condition. Normally, an informational message gives the status of a job or operation. Contrast with error message.

inquiry. (1) A request to display information in storage. (2) A request to display information that puts the system into inquiry mode.

inquiry mode. The mode of operation when the system is responding to an inquiry.

interactive mode. A mode of operation in which information is entered and immediately processed by the computer. Contrast with batch mode.

invoice. A description of goods or services purchased from a vendor.

invoice date. Date that appears on the invoice.

invoice due date. The date payment is due for the invoice in which the discount can be taken.

invoice tailoring. Producing cosmetic changes to the invoices without building your own interfaces to Accounts Receivable and Sales Analysis. In addition, comment text can be printed to describe payment terms that apply.

item. Any raw material, manufactured or purchased part, or assembly.

job. (1) A unit of work for a computer; for example, printing of checks is an Accounts Payable job. (2) One or more related procedures or programs grouped into a first-level procedure.

job queue. A waiting list of the jobs that have been submitted to the computing system.

journal. (1) Any book of original entry. (2) A report showing financial transactions entered into the system.

journal entry. Detail items or transactions for recording in a journal. Related transactions having the same journal number, journal source code, and reference number comprise a journal entry.

journal transaction. A single debit or credit to an account.

journal voucher. An internal document used to make miscellaneous entries to accounts receivable.

landed cost. An importation cost usually associated with duty or brokerage costs not invoiced.

lead time - vendor. Time in days between purchase order release date and dock date. This is usually the vendor quoted lead time. The default for XA items is the purchase lead time taken from the Item Balance file when the item record is created in the purchasing system.

ledger. A group of accounts in which are recorded the financial transactions of a company.

letter of credit. A letter addressed by a banker to a person to whom credit is given authorizing withdrawals on the issuing bank or on a bank in his country up to a certain sum and guaranteeing to accept the drafts if duly made.

liabilities. Debt or other legal obligations arising out of transactions in the past which must be liquidated, renewed, or reduced at some future date.

line item. An individual entry on a voucher.

load. To enter data or programs into storage; for example, to load a master file.

local currency. The currency you use to record transactions in the General Ledger; normally your own national currency. (The currency you use for accounting purposes.)

Main Menu. The first or primary menu in a series of menus. See also secondary menu.

Manual payment. An external payment for an invoice.

master file. A file that is used as an authority in a given job and that is relatively permanent, even though its contents may change. (I) (A)

MCS. Multi-currency support.

menu. A displayed list of items from which the operator makes a selection.

message. A series of words or symbols, appearing on the display or printed output, that convey information. See also error message, informational message.

message identifier. The leading part of a message that contains information such as its source and an identification number.

mode. A method of operation. See batch mode, interactive mode.

MRO. Maintenance, Repair and Overhaul.

Nonemployee compensation (NEC). Designates an amount paid by a company to an individual who is not an employee, for services rendered, and for which a 1099-MISC form will be issued.

numeric. Pertaining to the digits 0 through 9.

offline. Pertaining to the operation of a functional unit when not under the direct control of a computer. (I) (A) Contrast with online.

online. (1) Pertaining to the operation of a functional unit when under the direct control of a computer. (I) (A) (2) Pertaining to a user's ability to interact with a computer. (A)

open. To prepare a file for processing.

open item. A bill that has not been paid.

order. (1) A request from a customer for goods to be delivered or services to be performed. (2) An authorization to purchase or manufacture.

password. An alphanumeric security code that allows access to a set of computer operations or data.

payment currency. The currency you use to pay the vendor.

payment method. A user defined field designating a specific type of check or payment.

payment reversal. The method used to back out a payment and establish the invoice previously paid by that payment as an open invoice. The payment is voided and the reversed amount is subtracted from the vendor's to-date and year-to-date amounts.

post. To transfer to an account in a ledger or file the data, either detailed or summarized, contained in a book or document of original entry.

prepaid check. A check that is issued prior to an invoice being entered into an accounts payable system.

prepaid invoices. Invoices that have been prepaid in full prior to entry into an accounts payable system.

primary currency code. The field that identifies multiple currency IDs as being members of the same national currency. The local currency is a primary currency and no other secondary Currency ID is permitted within the local currency.

pro forma invoices. Advance invoices which you can use to comply with customers regulations and satisfy bank draft requirements.

prompt. To issue a message to an operator requesting information or describing an action that is needed to continue processing.

proof. In General Ledger and Accounts Payable, a listing of balances used to ensure that data is correct before processing continues.

PST. Provincial Sales Tax.

purchase order. A document sent to a vendor requesting goods or services.

purchase requisition. A request to the purchasing department authorizing purchase of materials or services.

Purchasing style invoice. An invoice referencing a purchase order.

reconciliation. Comparing two values of the same measurement and adjusting to force agreement; for example, reconciling outstanding checks to a bank statement.

record. (1) A set of data treated as a unit. (T) For example, one line of an invoice could constitute a record. (2) To store data on a reusable input/output medium, such as a disk or diskette.

register. A record for the consecutive entry of a certain class of events, documents, or transactions, with a proper notation of all the required particulars.

remittance advice. An overflow document prepared by the purchaser, and enclosed with his check, to describe the invoices being paid. It generally shows invoice numbers, invoice amounts, and discounts taken.

reporting period. Synonym for accounting period.

requisition. An authorization to purchase materials or release quantities of items from stock.

returns. Items that are sent back to the vendor and for which a credit is given.

sales tax. An amount which represents a cost of doing business that is regulated by the local government.

secondary menu. A menu showing an expanded list of options for an item that appears on a Main Menu. See also Main Menu.

session. The elapsed time between operator sign on and operator sign off.

session date. The date associated with a session. If a session date is not entered, the session date becomes the same as the system date. See also system date.

sort. To arrange records in a specified sequence, according to data contained in one or more specific fields within the records.

source document. The original record of a transaction.

special character. A character other than alphabetic or numeric.

statement. (1) A document periodically sent by the vendor to the customer (frequently at month end) that shows the total amount owed to the vendor on unpaid bills. (2) A presentation of financial data showing the financial position and the results of financial operations of a company for a particular accounting period.

supplier. See vendor.

suspended vendor. A vendor for which no new purchase orders can be entered.

system date. The date assigned by the system operator during initial program load. Generally, the system date is the same as the actual date. See also session date.

tax code. A means of identifying taxes you are required to collect from your vendor or accrue for government reporting. Each tax collected requires a code.

tax indicator. The tax status of the item or service sold or purchased.

tax suffix. A code used to identify the vendor's tax jurisdiction(s) and tax status within the tax jurisdictions.

temporary file. A file that cannot be automatically deleted until after its expiration date.

term discount. Synonym for cash discount.

terms. The conditions on which a sale is made.

trading currency. The currency you use in your dealings with your vendors. It can be your own national currency or any foreign currency.

transaction. An item of business, such as receipt of an order or paying a bill.

transaction file. A file containing relatively transient data that, for a given application, is processed together with the appropriate master file.

trial balance. A periodic listing of all open items to prove that the accounts receivable or accounts payable ledger is in balance with the control sheet.

unit of measure. A code indicating the measurement basis for inventory, such as each, pound, tons, gallons, feet.

unit price. The price per standard unit of a product or service.

update. To modify a file with current information according to a specified procedure.

user ID. A special value assigned to an operator and typed in when the operator signs on. The system uses the value to determine whether the operator is authorized to use the system or requested function.

VAT. Value Added Tax (VAT).

value added tax. The net tax paid to vendors against the tax collected from the customers which results in an amount owed to the government.

vendor. A seller of goods or services.

voucher. A document that verifies a transaction, usually indicating the accounts that are affected.

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