

Financial



ADVANCED DISTRIBUTION SYSTEM[®]

By Prelude Systems, Inc.

Tailored To Accommodate Growth

Revision History

October 2003

User Group sample release

December 2003

First Release



Copyright © 2003, Prelude Systems, Inc.

All rights reserved

Prelude Systems, Inc.

2740 N. Dallas Parkway Suite 250

Plano, Texas 75093

800-922-0099

ADS Version: 17

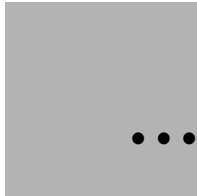
Documentation Version: 1.0

Prelude Systems® and Advanced Distribution Systems® are registered trademarks of Prelude Systems, Inc.

Microsoft® is a registered trademark of Microsoft Corporation in the United States or other countries.

UNIX® is a registered trademark of The Open Group in the United States and other countries.

Esker® and VSI-FAX® are registered trademarks of Esker Software in this and other countries.

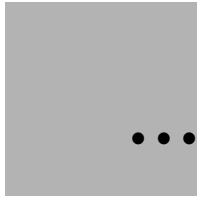


Contents

| | | |
|------------------|--|------------|
| Chapter 1 | Getting Started..... | 1-1 |
| 1.1 | About the Advanced Distribution System | 1-1 |
| 1.2 | About This Manual | 1-2 |
| 1.2.1 | Text Conventions | 1-2 |
| 1.2.2 | Icons | 1-2 |
| 1.3 | Getting Help | 1-3 |
| 1.4 | Logging In..... | 1-4 |
| 1.5 | Logging Out..... | 1-6 |
| 1.6 | Navigating | 1-7 |
| 1.6.1 | Menus..... | 1-7 |
| 1.6.1.1 | Submenus | 1-8 |
| 1.6.1.2 | Hot Keys..... | 1-8 |
| 1.6.1.3 | Arrow Keys | 1-9 |
| 1.6.2 | Slash Commands | 1-9 |
| 1.6.3 | Toolbar and Alerts | 1-10 |
| 1.6.4 | Screens | 1-11 |
| 1.6.4.1 | Navigating | 1-12 |
| 1.6.4.2 | Toolbar | 1-12 |
| 1.6.4.3 | Action Bar | 1-12 |
| 1.6.4.4 | Function Buttons | 1-13 |
| 1.6.4.5 | Default Sort Sequence | 1-13 |
| 1.7 | Printing | 1-14 |
| 1.8 | Working with Reports | 1-15 |
| 1.8.1 | Modifying Report Criteria..... | 1-15 |
| 1.8.2 | Modifying Selection Criteria..... | 1-17 |
| 1.8.3 | Saving Report Parameters | 1-19 |
| 1.8.4 | Using Saved Report Parameters..... | 1-20 |
| 1.8.5 | Understanding Report Output | 1-20 |
| 1.9 | Commonly Used Functions | 1-21 |
| 1.9.1 | Searching | 1-21 |
| 1.9.2 | Using the Product Tagging Entry Screen | 1-23 |
| 1.9.3 | Entering Dates..... | 1-25 |
| 1.9.4 | Working with Line Items | 1-26 |
| 1.9.4.1 | Inserting a Blank Line | 1-26 |
| 1.9.4.2 | Deleting a Line Item | 1-27 |
| 1.9.4.3 | Replacing a Line Item..... | 1-27 |
| 1.9.5 | Emailing Documents | 1-28 |
| 1.9.6 | Faxing Documents | 1-29 |
| 1.9.7 | Using the Location Retrieval Screen | 1-30 |
| 1.9.8 | Using the Calculator | 1-31 |

| | | |
|------------------|---|------------|
| Chapter 2 | Financial | 2-1 |
| 2.1 | Accounts Receivable | 2-1 |
| 2.1.1 | Entering Cash Receipts | 2-2 |
| 2.1.1.1 | Entering Batch Information | 2-3 |
| 2.1.1.2 | Displaying Customer Invoices | 2-4 |
| 2.1.1.3 | Automatically Applying Cash to Invoices | 2-6 |
| 2.1.1.4 | Manually Applying Cash to an Invoice | 2-7 |
| 2.1.1.5 | Applying Cash on Account | 2-10 |
| 2.1.1.6 | Saving Cash Applied to Invoices | 2-11 |
| 2.1.1.7 | Completing the Batch | 2-13 |
| 2.1.2 | Printing Statements | 2-14 |
| 2.1.3 | Generating a Credit Balance Refund | 2-16 |
| 2.1.4 | Printing Charge Back Invoices | 2-17 |
| 2.1.5 | Maintaining Customer A/R Information | 2-18 |
| 2.1.5.1 | Maintaining Customer A/R Contact Information | 2-18 |
| 2.1.5.2 | Maintaining Customer A/R Information | 2-20 |
| | Additional A/R Information | 2-23 |
| 2.1.6 | Accounts Receivable Inquiries and Reports | 2-25 |
| 2.1.6.1 | Accounts Receivable and Customer Credit Inquiry | 2-26 |
| 2.1.6.2 | Customer Invoice Inquiry | 2-27 |
| 2.1.6.3 | Invoice Detail Inquiry | 2-28 |
| 2.1.6.4 | Aged Accounts Receivable Report | 2-29 |
| 2.1.6.5 | Overdue Accounts Receivable Report | 2-31 |
| 2.1.6.6 | Daily Cash Receipts Report | 2-33 |
| 2.1.6.7 | Cash Receipts History Report | 2-35 |
| 2.2 | Accounts Payable | 2-37 |
| 2.2.1 | Reconciling Vendor Invoices | 2-38 |
| 2.2.1.1 | Splitting a Receiver | 2-42 |
| 2.2.1.2 | Merging Receivers | 2-43 |
| 2.2.1.3 | Adjusting Discrepancies | 2-44 |
| | Recosting a P/O | 2-45 |
| | Entering a Credit or Debit Memo | 2-46 |
| | Choosing a G/L Account | 2-48 |
| | Creating an Additional Invoice | 2-49 |
| | Putting the Invoice on Buyer Hold | 2-50 |
| 2.2.2 | Reconciling Vendor Claims | 2-51 |
| 2.2.2.1 | Splitting a Receiver | 2-54 |
| 2.2.2.2 | Merging Vendor Claim Receivers | 2-55 |
| 2.2.2.3 | Adjusting Discrepancies | 2-56 |
| | Recosting a Vendor Claim | 2-57 |
| | Entering a Credit or Debit Memo | 2-58 |
| | Choosing a G/L Account | 2-59 |
| | Creating an Additional Debit or Credit Memo | 2-60 |
| | Putting the Vendor Claim on Buyer Hold | 2-61 |
| 2.2.3 | Setting Up Recurring Vendor Invoices | 2-62 |

| | | | |
|-----------------|---|--|-------|
| | 2.2.3.1 | Entering a Batch of Recurring Invoices | 2-62 |
| | 2.2.3.2 | Generating the Recurring Vendor Invoice Report | 2-65 |
| | 2.2.3.3 | Posting Recurring Vendor Invoices | 2-67 |
| 2.2.4 | | Printing Debit Memos | 2-68 |
| 2.2.5 | | Changing the Vendor Invoice Number | 2-69 |
| 2.2.6 | | Manually Entering Invoices | 2-70 |
| | 2.2.6.1 | Entering a Batch of Manual Invoices | 2-70 |
| | 2.2.6.2 | Manually Entering Invoices | 2-72 |
| 2.2.7 | | Printing Checks | 2-74 |
| | 2.2.7.1 | Starting a Check Batch..... | 2-75 |
| | 2.2.7.2 | Selecting Invoices to Pay | 2-77 |
| | | Automatically Selecting Invoices to Pay | 2-77 |
| | | Manually Selecting Invoices to Pay Without Auto Selecting | 2-78 |
| | | Manually Selecting Invoices to Pay After Auto Selecting..... | 2-80 |
| | 2.2.7.3 | Printing Checks | 2-82 |
| 2.2.8 | | Recording Manual Checks | 2-85 |
| 2.2.9 | | Voiding Checks | 2-87 |
| | 2.2.9.1 | Voiding a Check | 2-87 |
| | 2.2.9.2 | Voiding Multiple Checks | 2-88 |
| 2.2.10 | | Maintaining Vendor A/P Information..... | 2-89 |
| | 2.2.10.1 | Maintaining Vendor A/P Contact Information | 2-89 |
| | 2.2.10.2 | Maintaining Vendor A/P Settings..... | 2-91 |
| 2.2.11 | | Accounts Payable Inquires and Reports | 2-93 |
| | 2.2.11.1 | Accounts Payable Inquiry | 2-94 |
| | 2.2.11.2 | Accounts Payable Released Inquiry..... | 2-95 |
| | 2.2.11.3 | Vendor Invoice Inquiry..... | 2-96 |
| | 2.2.11.4 | Vendor Invoice History Inquiry | 2-98 |
| | 2.2.11.5 | Purchase Order Invoice Inquiry..... | 2-99 |
| | 2.2.11.6 | Check Register Report | 2-100 |
| | 2.2.11.7 | Manual and Voided Check Register Reports | 2-102 |
| | 2.2.11.8 | Vendor Invoices on Hold Report | 2-105 |
| Appendix | Slash Commands | A-1 | |
| A | A.1 General Slash Commands | A-1 | |
| | A.2 Common Slash Commands by Module | A-2 | |
| Appendix | Glossary | B-1 | |
| B | Index | I-1 | |



Figures

Chapter 1 Getting Started

| | |
|--|------|
| Figure 1-1: SBClient Screen..... | 1-4 |
| Figure 1-2: UNIX System Login Prompt | 1-4 |
| Figure 1-3: SB+ Login Prompt..... | 1-5 |
| Figure 1-4: ADS Main Screen..... | 1-6 |
| Figure 1-5: ADS Logout Screen | 1-6 |
| Figure 1-6: Submenu Example Screen | 1-8 |
| Figure 1-7: Process Name Display Screen | 1-9 |
| Figure 1-8: Sales Order Header Screen..... | 1-11 |
| Figure 1-9: Sample Inquiry Screen..... | 1-13 |
| Figure 1-10: GRIM Example Screen | 1-15 |
| Figure 1-11: Execute Report Dialog Box..... | 1-16 |
| Figure 1-12: Output Method Dialog Box..... | 1-16 |
| Figure 1-13: Modify General Report Interface Parameters Screen | 1-17 |
| Figure 1-14: Report Heading Override Screen..... | 1-19 |
| Figure 1-15: Report Parameter Save Screen..... | 1-19 |
| Figure 1-16: Report Parameter Load Screen | 1-20 |
| Figure 1-17: Example Search Screen | 1-21 |
| Figure 1-18: Search Results Example Screen | 1-22 |
| Figure 1-19: Product Tagging Entry Screen..... | 1-23 |
| Figure 1-20: Calendar Screen | 1-25 |
| Figure 1-21: Update Lost Sales Dialog Box | 1-27 |
| Figure 1-22: Lost Sale Reason Code Screen..... | 1-27 |
| Figure 1-23: Email Information Screen..... | 1-28 |
| Figure 1-24: Fax Information Screen..... | 1-29 |
| Figure 1-25: Location Retrieval Screen..... | 1-30 |
| Figure 1-26: Calculator Screen..... | 1-31 |

Chapter 2 Financial

Figure 2-1: Cash Receipts Flowchart 2-2

Figure 2-2: Cash Receipts Entry Screen 2-3

Figure 2-3: Cash Receipts Invoice Detail Entry Screen 2-3

Figure 2-4: Cash Receipts Invoice Detail Entry Screen 2-4

Figure 2-5: Invoice Number Range Entry Screen..... 2-6

Figure 2-6: Consolidated Invoice Number Screen..... 2-6

Figure 2-7: Customer P/O Number Screen 2-6

Figure 2-8: Unearned Discount Dialog Box..... 2-7

Figure 2-9: Unearned Discount Screen 2-7

Figure 2-10: Partial Payment Dialog Box 2-7

Figure 2-11: Charge Back Entry Screen..... 2-8

Figure 2-12: Credit Adjustment Entry Screen..... 2-8

Figure 2-13: Misc Cash Receipts Entry Screen..... 2-9

Figure 2-14: Cash on Account Dialog Box 2-10

Figure 2-15: Cash On Account Invoice Information Screen 2-10

Figure 2-16: Check Amount Out of Balance Dialog Box 2-11

Figure 2-17: Cash Receipts Chargeback By Customer P/O Number Screen 2-11

Figure 2-18: Charge Back Invoice Entry Screen 2-12

Figure 2-19: Cash Receipts Entry Screen..... 2-13

Figure 2-20: Out of Balance Dialog Box 2-13

Figure 2-21: Deposit Slip Dialog Box..... 2-13

Figure 2-22: Statement Printing Screen 2-14

Figure 2-23: Statement Printing Dialog Box 2-15

Figure 2-24: Balance Forward Dialog Box..... 2-15

Figure 2-25: Generate Credit Balance Refund Screen..... 2-16

Figure 2-26: Charge Back Print Screen..... 2-17

Figure 2-27: Load Charge Back Invoice Forms Dialog Box 2-17

Figure 2-28: Customer Maintenance Screen..... 2-18

Figure 2-29: A/R Information Screen..... 2-20

Figure 2-30: Additional A/R Information Screen 2-23

Figure 2-31: Accounts Receivable & Customer Credit Inquiry Screen..... 2-26

Figure 2-32: Customer Invoice Inquiry Screen 2-27

Figure 2-33: Invoice Detail Inquiry Screen 2-28

Figure 2-34: Account Payable Flowchart..... 2-37

Figure 2-35: A/P Account Number Screen 2-38

Figure 2-36: Vendor Invoice Reconciliation Entry Screen 2-38

Figure 2-37: Update Receiver Dialog Box 2-40

Figure 2-38: Discrepancy Warning Dialog Box..... 2-40

Figure 2-39: Discrepancy Writeoff Warning Dialog Box 2-41

| | |
|---|------|
| Figure 2-40: Vendor Invoice Split Routine Screen | 2-42 |
| Figure 2-41: New Receiver Dialog Box | 2-42 |
| Figure 2-42: Vendor Invoice Merge Routine Screen | 2-43 |
| Figure 2-43: Vendor Invoice Reconciliation Entry Screen | 2-44 |
| Figure 2-44: AP/PO Cost Adjustments Screen..... | 2-45 |
| Figure 2-45: AP/PO Credit Memo Entry Screen..... | 2-46 |
| Figure 2-46: G/L Accounts For Discrepancy Screen | 2-48 |
| Figure 2-47: Add. Invoice Information Screen | 2-49 |
| Figure 2-48: Buyer Hold Notes Screen..... | 2-50 |
| Figure 2-49: Buyer Hold Screen | 2-50 |
| Figure 2-50: Buyer Hold Notes Screen..... | 2-50 |
| Figure 2-51: A/P Account Number Screen | 2-51 |
| Figure 2-52: Vendor Claim Reconciliation Entry Screen | 2-51 |
| Figure 2-53: Update Receiver Dialog Box..... | 2-53 |
| Figure 2-54: Discrepancy Warning Dialog Box..... | 2-53 |
| Figure 2-55: Discrepancy Writeoff Warning Dialog Box | 2-53 |
| Figure 2-56: Vendor Claims Split Screen | 2-54 |
| Figure 2-57: New Claim Dialog Box | 2-54 |
| Figure 2-58: Vendor Claim Merge Routine Screen | 2-55 |
| Figure 2-59: Vendor Claim Reconciliation Entry Screen | 2-56 |
| Figure 2-60: A/P-P/O Vendor Claim Cost Adjustments Screen..... | 2-57 |
| Figure 2-61: AP/PO Credit Memo Entry Screen..... | 2-58 |
| Figure 2-62: G/L Accounts For Discrepancy Screen | 2-59 |
| Figure 2-63: Add. Invoice Information Screen | 2-60 |
| Figure 2-64: Buyer Hold Notes Screen..... | 2-61 |
| Figure 2-65: Buyer Hold Screen | 2-61 |
| Figure 2-66: Buyer Hold Notes Screen..... | 2-61 |
| Figure 2-67: A/P Invoice Batch Information Screen | 2-62 |
| Figure 2-68: Standard Account Entry Screen..... | 2-62 |
| Figure 2-69: Recurring Vendor Invoice Entry Screen..... | 2-63 |
| Figure 2-70: Recurring Vendor Invoice Update Screen..... | 2-67 |
| Figure 2-71: Debit Memo Printing Screen | 2-68 |
| Figure 2-72: Invoice Number Change Maintenance Screen | 2-69 |
| Figure 2-73: A/P Invoice Batch Information Screen | 2-70 |
| Figure 2-74: Standard Account Entry Screen..... | 2-71 |
| Figure 2-75: Accounts Payable Manual Invoice Entry Screen | 2-72 |
| Figure 2-76: A/P Payment Selection Header Screen | 2-74 |
| Figure 2-77: A/P Check Add Selection Screen..... | 2-76 |
| Figure 2-78: Automatic Selection Warning Dialog Box..... | 2-77 |
| Figure 2-79: Automatic Selection Warning Dialog Box..... | 2-78 |

Figure 2-80: A/P Payment Manual Selection Screen 2-78

Figure 2-81: A/P Payment Manual Selection Audit Screen 2-79

Figure 2-82: A/P Payment Manual Selection Screen 2-80

Figure 2-83: A/P Payment Manual Selection Audit Screen 2-80

Figure 2-84: Check Stationery Dialog Box 2-82

Figure 2-85: Print Screen 2-82

Figure 2-86: Begin Check Run Dialog Box..... 2-82

Figure 2-87: Alignment Dialog Box Screen 2-83

Figure 2-88: Get the starting Check Number Screen 2-83

Figure 2-89: Verify Last Check Number Dialog Box..... 2-83

Figure 2-90: Reset Printer Dialog Box..... 2-84

Figure 2-91: Get the Last OK Check Screen..... 2-84

Figure 2-92: Manual Check Entry Screen 2-85

Figure 2-93: Invoice Does Not Exist Dialog Box..... 2-86

Figure 2-94: Voided A/P Check Entry Screen 2-87

Figure 2-95: Continue Void Dialog Box 2-87

Figure 2-96: Void Check Batch Entry Screen..... 2-88

Figure 2-97: Continue Void Batch Dialog Box..... 2-88

Figure 2-98: Vendor Maintenance Screen..... 2-89

Figure 2-99: A/P Information Screen 2-91

Figure 2-100: Accounts Payable Inquiry Screen 2-94

Figure 2-101: Accounts Payable Released Inquiry Screen 2-95

Figure 2-102: Vendor Invoice Inquiry Screen 2-96

Figure 2-103: Vendor Invoice Inquiry Screen 2-97

Figure 2-104: Vendor Invoice History Inquiry Screen..... 2-98

Figure 2-105: Purchase Order Invoice Inquiry Screen 2-99



Chapter 1 Getting Started

.....

1.1 About the Advanced Distribution System

The Advanced Distribution System (ADS) fully integrates your operations, allows immediate transfer of information between departments, and permits flexible on-line inquiry into its database. ADS is a feature-rich distribution package with the following standard modules:

- Order Processing.
- Purchasing.
- Inventory.
- Financial (Accounts Receivable, Accounts Payable, General Ledger).
- Sales Analysis.

ADS also offers optional integrated modules such as Rental, Marketing/Contact Management, Shop/Repair, Warehousing, BMW/Work Orders, and much more. The optional modules are not covered in this manual.

1.2 About This Manual

This manual describes how to use ADS. It is intended for users who are new to ADS or who need a quick refresh on a specific procedure.

The procedures provided follow the standard process with the most commonly used flag settings and without modifications or optional modules (e.g., work orders, rental). Therefore, your company's procedures may differ from those described here depending on your company's flag settings and use of modifications or optional modules.



This manual does not discuss all required flag settings or describe every field and its options. For that information, please go to our website at www.prelude.com (refer to Section 1.3 on page 1-3).

1.2.1 Text Conventions

This manual uses the following conventions.

| Convention | Indicates | Example |
|----------------------------|--|--|
| <i>Italics</i> | Field name. | Enter the <i>Customer Number</i> . |
| Bold, Mixed Case | Menu item. | Select Order Processing . |
| BOLD, UPPER CASE | Key on the keyboard. | Press ENTER . |
| Bold, Courier | Text to type in. | Type /MS . |
| Angle brackets <> | Variable to replace with the appropriate data. | Enter the standard description number/name in <std desc>. |
| Right angle bracket only > | Menu structure. | Order Processing > Batch Ticket Printing > Acknowledgement Printing |

1.2.2 Icons

The following icons are used in this manual.

| Icon | Indicates |
|------|---|
| | Suggestion, note, or other non-critical information (e.g., easier ways to find information). |
| | Warning or other critical information. If you do not use this information, you may not be able to complete the procedure. |

1.3 Getting Help

To get help using ADS, use any of the following methods:

- Read this manual.
- Refer to the Customer Support section of Prelude Systems' website.
 - 1 Go to www.prelude.com.
 - 2 Click **Customer Access**.
 - 3 Enter your web *User ID* and *Password* and click **Login** (if you do not have a web login, see your System Administrator).
 - 4 Click **ADS Info Central** and review the help available by module or enter search criteria.
- In ADS, press **F1** for help on a field. If you see F1-More in the help text, press **F1** to see a second level of help is available. If F1-More is in that help text, press **F1** to see a third level of help. Your company may also have its own level of help. For more information, see your System Administrator.
- Type **/HELP** to view the general help menu. The same menu appears after you exhaust all available levels of **F1** help.
- To see a list of options, press **F3** to search. Refer to Section 1.9.1 on page 1-21.
- Refer to your company's documentation, your company help desk, or your System Administrator.

1.4 Logging In

To log in to ADS:


- 1 Double-click on  (SB+ icon). The SBClient screen appears.



Figure 1-1: SBClient Screen



If you do not have any sessions, contact your System Administrator.

- 2 Highlight the name of the session you want to start and click the start session bell or double-click on the session name. The UNIX[®] system login prompt appears.

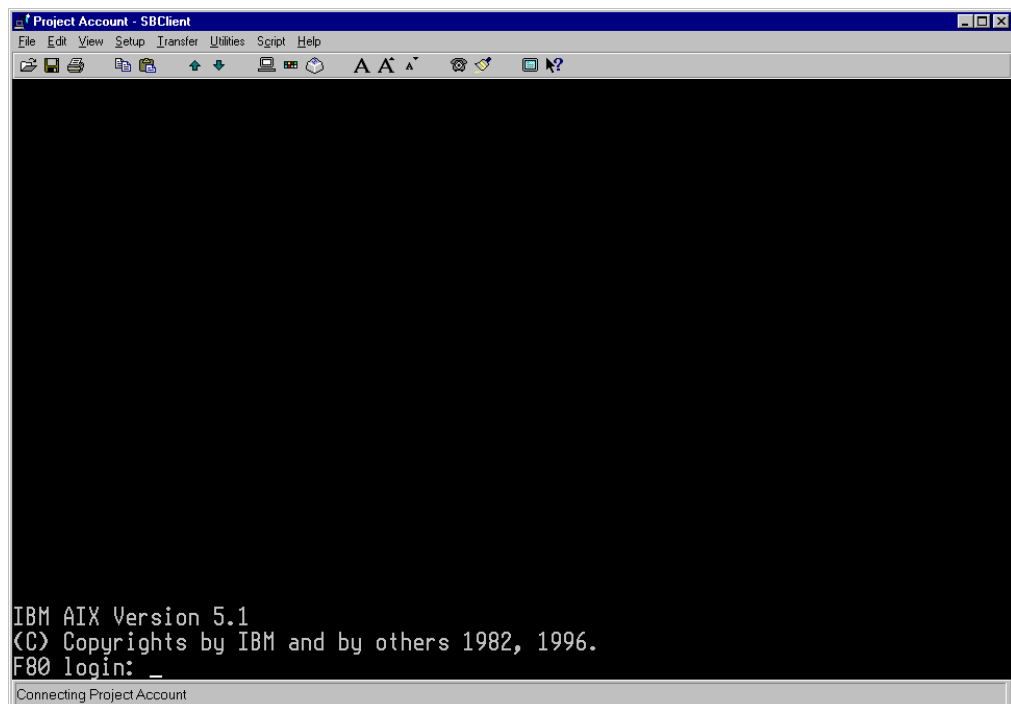


Figure 1-2: UNIX System Login Prompt

1. UNIX[®] is a registered trademark of The Open Group in the United States and other countries.

- 3 Enter your UNIX system login (probably lowercase) and press **ENTER**.
- 4 If prompted, enter your UNIX system password (probably lowercase) and press **ENTER**. The SB+ login prompt appears.

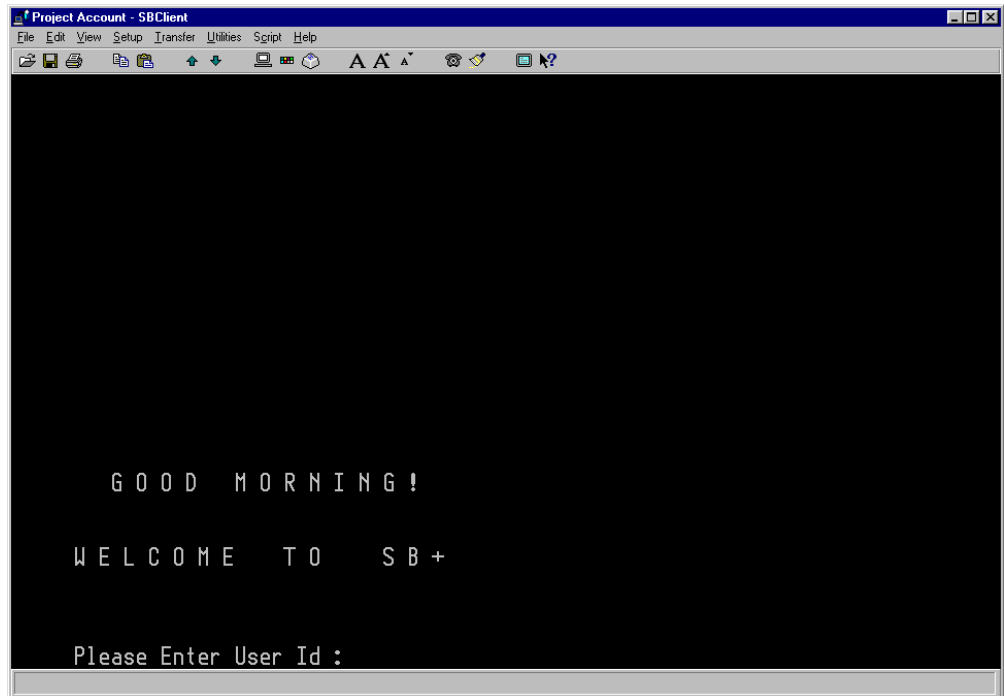


Figure 1-3: SB+ Login Prompt



Your UNIX system login may be set up to automatically log you into SB+. If so, skip to step 7.

- 5 Enter your SB+ login and press **ENTER**.
- 6 Enter your SB+ password and press **ENTER**.
- 7 If your terminal ID is automatically set for you, skip to step 8. If the Terminal ID prompt appears, choose one of the following:
 - Press **ENTER** to accept the terminal in parentheses (if present).
 - Enter a terminal ID (e.g., **TU.WYSE60** for character or **TU.WYSE60.GUI** for GUI) and press **ENTER**.
 - Type ***** (asterisk) and press **ENTER** see a list of available terminal IDs. Then enter a terminal ID and press **ENTER**.

- 8 The main ADS screen appears. A sample is shown below. Your main screen may vary.

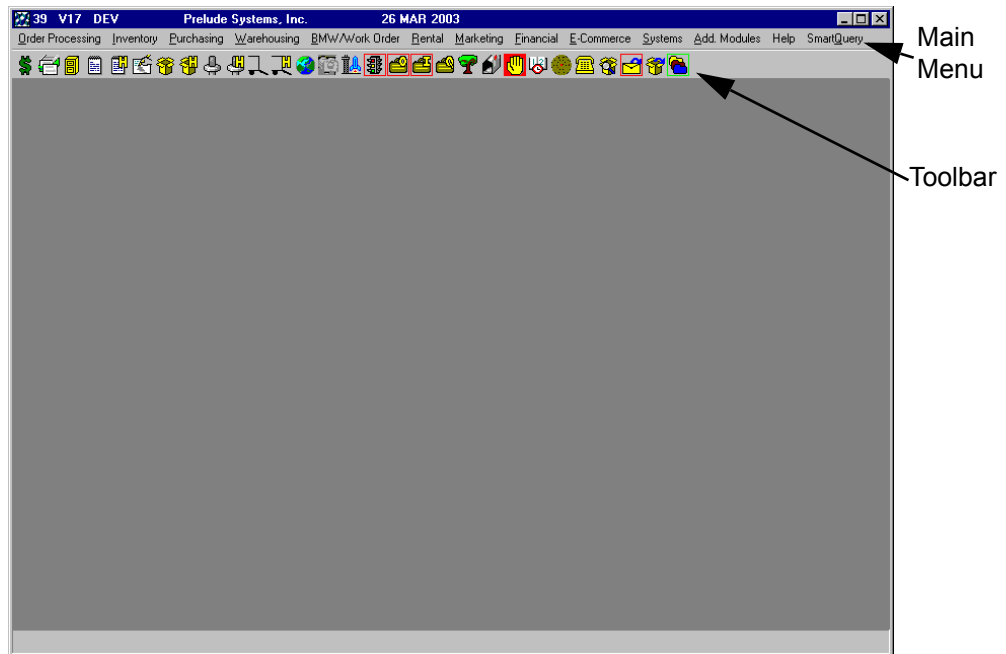


Figure 1-4: ADS Main Screen

1.5 Logging Out

To log out of ADS:

- 1 Close all open screens.
- 2 Press **ESC** three times. The following dialog box appears.

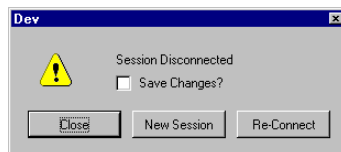


Figure 1-5: ADS Logout Screen

- 3 Choose **Close**.

1.6 Navigating

To use ADS, you must know how to navigate through the system with:

- Menus (refer to Section 1.6.1 on page 1-7).
- Slash commands (refer to Section 1.6.2 on page 1-9).
- Toolbar and alerts (refer to Section 1.6.3 on page 1-10).
- Screens (refer to Section 1.6.4 on page 1-11).

1.6.1 Menus

The menus that appear on your screen may be different from those shown in Figure 1-4 on page 1-6. Also, you may not see some of the standard or optional menus based on your group or user setup. For example, you may be set up as part of a Sales group that does not have access to the **Financial** menu. Also, within a menu, you may not see all available options. You may have access to the **Order Processing** menu, but not the **Commissions Subsystem** submenu. If you see a menu path in this document that you cannot access, and you feel that you need access, please see your System Administrator.

1.6.1.1 Submenus

Each menu may have a submenu. The screen below shows an example.

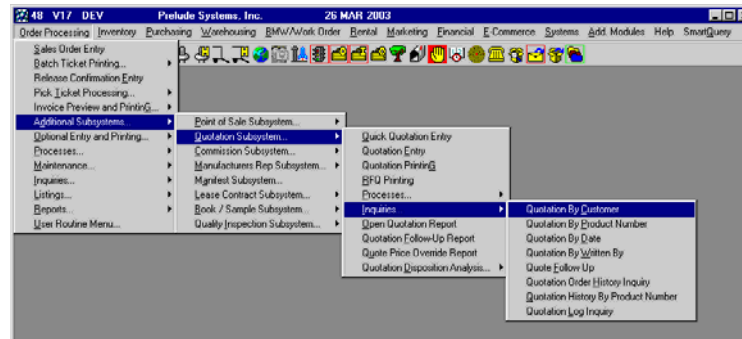


Figure 1-6: Submenu Example Screen

If an item on a menu has ellipses (...) or an arrow, select that item to see its submenu. If the item does not have ellipses or an arrow, select that item to launch a process (e.g., display a screen).

1.6.1.2 Hot Keys

You can use your mouse to point-and-click through the menus, or you can use hot keys. Each menu item has a hot key, which is indicated by an underline. For example, the hot key for the **Order Processing** menu is **O**; the hot key for **Inquiries** is **I**. To access a main menu or process (e.g., Order Processing, Purchasing), press **ALT+<HOT KEY>**. For example, to access the **Financial** menu, press **ALT+F**. To access each subsequent submenu, just type the hot key.



Hot keys are not case sensitive. You can use upper or lower case to access the menus and submenus.

To get to the submenus shown in Figure 1-6 on page 1-8, type:

- 1 **ALT+O** to access the **Ord**er Processing menu.
- 2 **D** to access the **Additional Subsystems** submenu.
- 3 **Q** to access the **Quotation Subsystem** submenu.
- 4 **I** to access the **Quotation Inquiries** submenu.
- 5 Type a hot key for any inquiry to use that inquiry (e.g., **F** for **Quote Follow Up**).

1.6.1.3 Arrow Keys

You can use the arrow keys to move around the system. Use the left and right arrow keys to move back and forth between main menu items and to view submenus. Use the up and down arrows to move within a menu. Once you highlight the process you want to run, press **ENTER**.

1.6.2 Slash Commands

In addition to the mouse and hot keys, you can use slash commands to move around the system. Slash commands (also called processes) are shortcuts that allow you to jump to another screen or process from anywhere in the system. To use a slash command type a / (forward slash - on the key with ?) followed by the process name. Most slash commands are acronyms or abbreviations of the menu item. For example, to get to the Sales Order Entry screen, type `/SOE`; to get to Purchase Order Inquiry, type `/POI`. Refer to Appendix A on page A-1 for a list of commonly used slash commands.

If you do not know the slash command for a menu item, highlight that item, type `/MS`, and press **ENTER**. The Process Name Display screen appears.

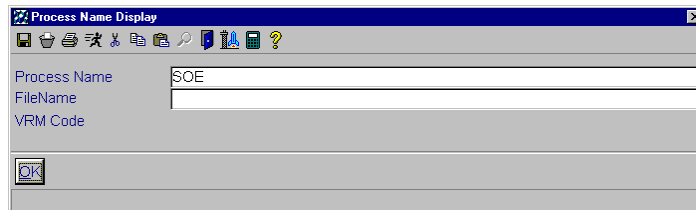































Figure 1-7: Process Name Display Screen

Process Name is the slash command to access that menu item.

1.6.3 Toolbar and Alerts

The main ADS screen also has a toolbar that allows you to quickly access inquiries. Items with an asterisk (*) turn red to alert you that something requires your attention.

Main Toolbar

| Icon | Opens | Icon | Opens |
|---|--------------------------------|---|---------------------------------------|
|  | Price and Availability Inquiry |  | Credit Release Inquiry* |
|  | Inventory Inquiry |  | Administrative Order Inquiry* |
|  | Transaction Audit Inquiry |  | Administrative Invoice Inquiry* |
|  | Open Sales Order Inquiry |  | Administrative Quote Inquiry* |
|  | Sales Order Inquiry History |  | Branch Hold Inquiry* |
|  | Quote Inquiry |  | Sales Representative Message Inquiry* |
|  | Open Purchase Order Inquiry |  | Suspended Order Inquiry* |
|  | Purchase Order History Inquiry |  | Quote Follow Up Inquiry* |
|  | Open Work Order Inquiry |  | Final Price Inquiry |
|  | Work Order History Inquiry |  | Marketing Activity Inquiry* |
|  | Transfer Inquiry |  | Quality Control Inspection Inquiry* |
|  | Transfer History Inquiry |  | Accounts Payable Release Inquiry* |
|  | Universal Inquiry |  | Freight Invoice Release Inquiry* |
|  | Accounts Receivable Inquiry* |  | Buyer Queue Inquiry* |
|  | Launch process (slash command) | | |



All of these buttons appear regardless of how your User ID is set up. However, you may not be able to use the inquiries based on your User ID set up. For example, the Credit Release Inquiry button appears even if your User ID is not set up to be a credit manager. The Credit Release Inquiry button will never turn red because credit holds will not be sent to your attention.

1.6.4 Screens

To use the screens in ADS, you must know how to:

- Navigate through the screens (refer to Section 1.6.4.1 on page 1-12).
- Use the toolbar (refer to Section 1.6.4.2 on page 1-12).
- Use the Action Bar (refer to Section 1.6.4.3 on page 1-12).
- Use function buttons (refer to Section 1.6.4.4 on page 1-13).
- Use the default sort sequence (refer to Section 1.6.4.5 on page 1-13).

The Sales Order Header screen below shows an example of an Action Bar, toolbar, and function buttons.

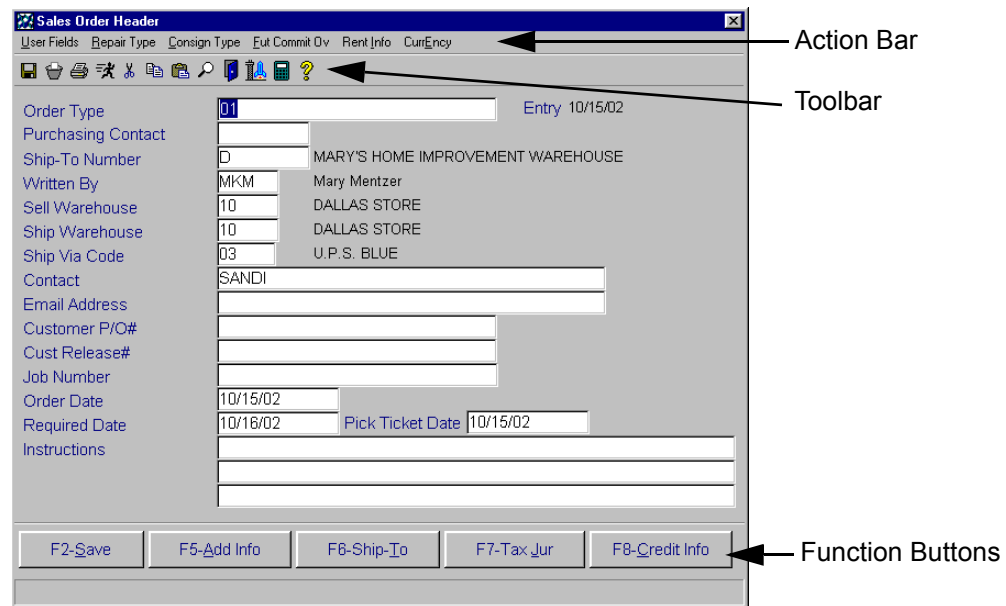


Figure 1-8: Sales Order Header Screen

1.6.4.1 Navigating













Use the following to navigate through a screen:

- **ENTER** to move from one field to the next.
- Arrow keys (up and down) to move between fields.
- **ESC** to close a screen or undo any edits to the field your cursor is in. If you press **ESC**, all changes are lost. Some screens do not allow you to escape without saving (e.g., Sales Order Entry).
- **CTRL+X** to close a screen. This feature is especially useful for inquiry screens where you may need to press **ESC** 2 or 3 times to close a screen. For those screens, press **CTRL+X** to close the screen immediately. If you press **CTRL+X**, all changes are lost.
- **/<#>** to jump to the field on the screen that corresponds to #. For example, *PO Number* is the tenth field on the Sales Order Header screen (refer to Figure 1-8 on page 1-11). To jump straight to *PO Number* from anywhere on the screen, type **/10** and press **ENTER**. This navigation technique may take some trial and error to find the correct number.

1.6.4.2 Toolbar

Each screen also has a toolbar with buttons shown in the following table.

Screen Toolbar

| Icon | Allows you to | Keyboard Alternate | Icon | Allows you to | Keyboard Alternate |
|---|------------------------------------|--------------------|---|--------------------------------|--------------------|
|  | Save the record | F2 |  | Paste cut or copied text | CTRL+V |
|  | Delete a record | F4 |  | Search for available choices | F3 |
|  | Print a screenshot of your desktop | CTRL+P |  | Close the screen | CTRL+X |
|  | Close the screen | ESC |  | Launch process (slash command) | / |
|  | Cut highlighted text | N/A |  | Use the SB+ calculator | /CALC |
|  | Copy highlighted text | CTRL+C |  | Access the help menu | /HELP |

1.6.4.3 Action Bar

Most screens also have an Action Bar above the toolbar. The Action Bar provides additional functionality. To access these functions, click on the item or press **ALT+<HOT KEY>**. If your company has user fields (data your company asked to have collected that is not part of the standard software), you can access them through the **User Fields** option on the Action Bar.

1.6.4.4 Function Buttons

The table below describes the function buttons available on each screen.

Function Buttons

| Key | Description |
|-------|---|
| F1 | On-line help. Never shown but always available. |
| F2 | Save current information or documents; in inquiries, close the screen. |
| F3 | Search for and display valid choices if present (refer to Section 1.9.1 on page 1-21). Never shown but usually available. |
| F4 | Delete entire record (to delete a line item, refer to Section 1.9.4.2 on page 1-27). |
| F5-F9 | Varies (e.g., Additional Information, Contact Info, Header). |
| F9 | Usually to go-to: <ul style="list-style-type: none"> • a line item. • a reference number (e.g., order number). • a page number. • the bottom of page (type B). • the top of page (type T). To use this button, your cursor must be on the controlling field (typically the left-most column) of the inquiry or entry screen. |



The function buttons may appear with text only. If you only see text and would like to see the function button to press, see your System Administrator. This manual references the function buttons only, not the text.

1.6.4.5 Default Sort Sequence

Most inquiries have a sort sequence. The default for the sort sequence is established in Default Sort Sequence Maintenance (**Systems > System Parameter > Maintenance > Option Parameters > Default Parameters Maintenance**). To change the default, go to Default Sort Sequence Maintenance, locate the inquiry you want to change, and choose a different sort sequence option.

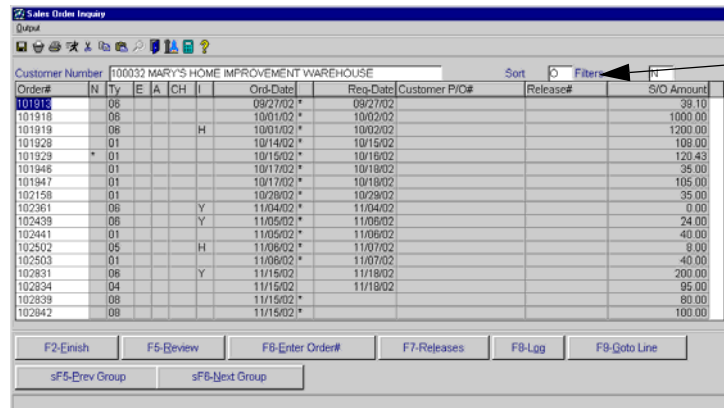


Figure 1-9: Sample Inquiry Screen

1.7 Printing

ADS provides two ways to print documents:

- **Continuous** - documents that are set to print continuously are printed as soon as they are ready. For example, if your pick tickets are set to print continuously and the criteria are met, pick tickets print when you select **Pick Ticket**.
- **Batch** - documents that are set to batch print are held until a process is run to print them. For example, if your pick tickets are set to batch print, they are held in a queue when you select **Pick Ticket**. The pick tickets wait in the queue until **Pick Ticket Printing (/PTP)** is run.

Although this document uses the term “print,” most documents can be faxed and emailed both continuously and by batch. For example, if a customer is set to have invoices faxed, when you print invoices, that customer receives a fax.

Other documents, like purchase orders, give you an option to print, fax, and/or email when you save. The first option provided is the customer or vendor’s preferred method of receiving the document; however, you may choose one of the other options.

1.8 Working with Reports

Reports in ADS uses the General Report Interface, also called GRIM. GRIM allows you to modify selection criteria for each report and save that criteria.



You can modify report criteria based on your user settings. If you would like to modify reports but do not have permission, see your System Administrator.

1.8.1 Modifying Report Criteria

When you select a report to run, the standard GRIM screen appears. A sample is shown below.

| | |
|-----------------------------|--|
| Division Number = | |
| Warehouse Number = | |
| Department Number = | |
| Customer Number = | |
| Salesrep Number = | |
| Written By = | |
| Order Type = | |
| Required Date >= | |
| Required Date <= | |
| Sort By Cust,Salesrep, WB = | |
| | |
| | |
| | |
| | |

F2-Save F5-Modify Criteria F6-Load Parameters F7-Report Heading

Figure 1-10: GRIM Example Screen



Only hierarchy levels that your company uses appear in GRIM screens. For example, if your company does not use department number but does use cost center number, *Cost Center Number* appears instead of *Department Number* in the screen above.

To run a report:

- 1 Enter selection criteria in any or all fields.
 - If you wish to use all available criteria for a field (e.g., all divisions or locations), leave that field blank. If data is mandatory, a warning dialog box appears.
 - To select multiple criteria, separate the data with commas. For example to view results for warehouse 10 and 20, enter 10 ,20 for *Warehouse Number*.
 - Put your cursor in the field you want to search and press **F3** to search for criteria, if available. For more information, refer to Section 1.9.1 on page 1-21.
 - Use brackets ([]) as wildcards, if allowed. For example, to lookup P/Os that begin with 123, enter 123] .

- 2 After entering criteria, press **F2** to run the report. The following dialog box appears.

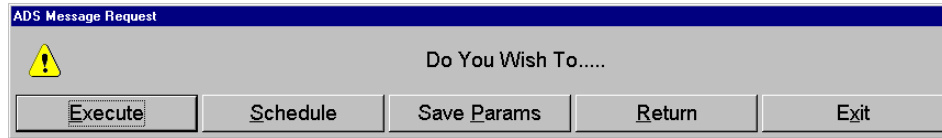


Figure 1-11: Execute Report Dialog Box

- 3 Choose one of the following:
- **Execute** to run the report. The following prompt appears. Continue to step 4.

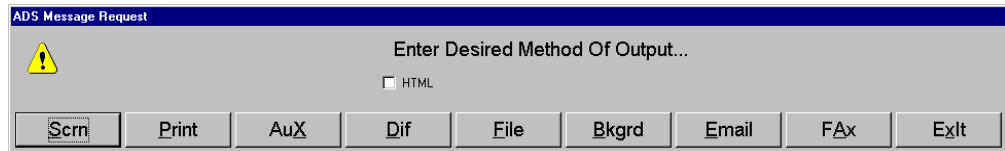


Figure 1-12: Output Method Dialog Box

- **Schedule** to schedule a report. See your System Administrator.
 - **Save Params** to save report criteria. Refer to Section 1.8.2 on page 1-17.
 - **Return** to return to the GRIM screen and change criteria.
 - **Exit** to close the GRIM screen and return to the menu without running the report.
- 4 Choose an output option:
- **HTML** - displays the report in HTML format. Only **Scrn** and **Aux** are available if you check **HTML**.
 - **Scrn** - displays the report on your desktop.
 - **Print** - sends the report to a printer.
 - **Email** - emails the report to the email address(es) you specify. For more information on emailing, refer to Section 1.9.5 on page 1-28.
 - **Fax** - faxes the report to the fax number you specify. For more information on faxing, refer to Section 1.9.6 on page 1-29.
 - **Exit** - closes GRIM without generating the report.

To use **Aux**, **Dif**, **File**, or **Bkgrd**, see your System Administrator. You may also see an option to export to Microsoft® Excel. See your System Administrator for more information.

1.8.2 Modifying Selection Criteria



You may or may not be able to modify selection criteria based on your User ID. If you cannot modify selection criteria, but would like to, see your System Administrator.

You can use GRIM to modify selection criteria and then save that criteria. To modify selection criteria:

- 1 On the main report screen, press **F5**. The Modify General Report Interface Parameters screen appears.

| Dictionary Name | Description | Oper | Mult | Man | Cnv | Sel | W | Add |
|-----------------|---------------------------|------|------|-----|-----|-----|---|-----|
| DIV NUM | Division Number | = | Y | N | | Y | N | Y |
| SEL WHSE | Warehouse Number | = | Y | N | | Y | N | Y |
| DEP NUM | Department Number | = | Y | N | | Y | N | Y |
| CUST NUM | Customer Number | = | Y | N | | Y | N | Y |
| SLSM NUM | Salesrep Number | = | Y | N | | Y | N | Y |
| WB | Written By | = | Y | N | | Y | N | Y |
| ORD TYPE | Order Type | = | Y | N | | Y | N | Y |
| REQ DATE | Required Date | >= | N | N | D2/ | Y | N | Y |
| REQ DATE | Required Date | <= | N | N | D2/ | Y | N | Y |
| WORK<4> | Sort By Cust,Salesrep, WB | = | N | Y | | N | N | Y |

Figure 1-13: Modify General Report Interface Parameters Screen

- 2 Enter the *Dictionary Name* that you want to add or press **F3** to search.
- 3 Change the *Description* if necessary.
- 4 For *Oper*, choose an operator:
 - = - equal (default).
 - # - not equal.
 - > - greater than.
 - < - less than.
 - >= - greater than or equal to.
 - <= - less than or equal to.
- 5 For *Mult*, choose one of the following:
 - **Y** - to allow multiple values to be entered (default).
 - **N** - to allow only one value to be entered.
- 6 For *Man*, choose one of the following:
 - **Y** - to make this field mandatory.
 - **N** - to make this field optional (default).
- 7 For *Cnv*, accept the default conversion code.
- 8 For *Sel*, choose one of the following:
 - **Y** - to use this criteria to select data (default).
 - **N** - to not use this criteria to select data.

- 9** For *W*, choose one of the following:
- **B** - to allow brackets at the beginning and end of a string as wildcards (e.g., [**text**]).
 - **L** - to allow brackets at the left (beginning) of the string (e.g., [**text**]).
 - **R** - to allow brackets at the right (end) of the string (e.g., **text**]).
 - **N** - to not allow wildcards (default).
- 10** Repeat steps 2-9 for each *Dictionary Name* you want to add.
- 11** Press **F2**. Your changes appear in the GRIM screen.

1.8.3 Saving Report Parameters

You can save any changes to a report, including criteria changes and/or data entered in the GRIM screen (refer to Section 1-10 on page 1-15). For example, if you always want to run a report for a specific warehouse/salesrep combination, enter the warehouse and salesrep number(s) in the GRIM screen and save the report parameters.

To save report parameters:

- 1 Modify the report criteria (refer to Section 1.8.2 on page 1-17) and/or enter data in the GRIM screen.
- 2 To change the report heading to reflect your changes, press **F7**. The Report Heading Override screen appears.

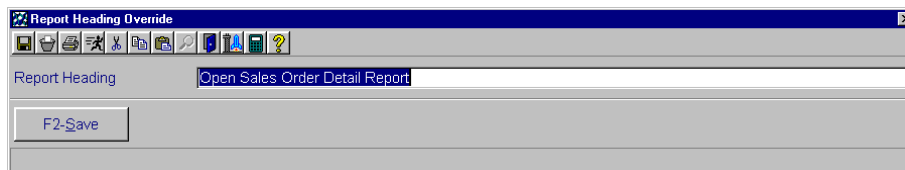


Figure 1-14: Report Heading Override Screen

- 3 Enter a new *Report Heading* and press **F2** on the Report Heading Override screen.
- 4 Press **F2** on the GRIM screen.
- 5 On the dialog box that appears, choose **Save Params**. The Report Parameter Save screen appears.

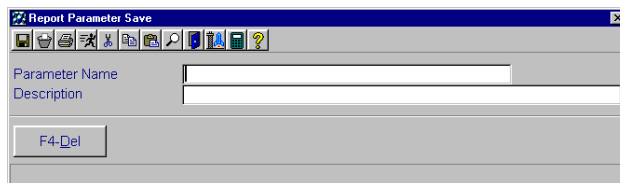


Figure 1-15: Report Parameter Save Screen

- 6 Enter a *Parameter Name*. The name should be brief, but descriptive. Append identifying initials to the name (e.g., **CUST.ZIP.PSI**).
- 7 Enter a *Description* and press **F2**.

1.8.4 Using Saved Report Parameters

To use saved report parameters:

- 1 On the GRIM screen, press **F6**. The Report Parameter Load screen appears.

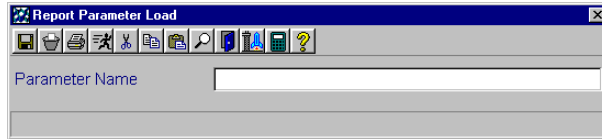


Figure 1-16: Report Parameter Load Screen

- 2 In *Parameter Name*, enter the name of the saved report parameters you want to use or press **F3** to search. Continue with the report as usual (refer to Section 1.8.1 on page 1-15).



You can also run a report with saved parameters by typing `/<report.name>, <parameter.name>`. For example, if you saved parameters named DIV1 for the Monthly Invoice Register Report, type `/MLY . INV . REG . RPT , DIV1` to open the GRIM screen and load the parameters.

1.8.5 Understanding Report Output

The first 3 lines of each report contain the same kind of information:

- Line 1 - company name, user ID, page number.
- Line 2 - report name, date, time.
- Line 3 - selection criteria.

A sample is shown below.

```
Development Company                               User Id MKM   Page 1
Open Sales Order Summary Report As Of 10:32:48 On 01/30/03
CUST.NUM = "000111" [Sort By Cust, W/B, Slsm = "C"]
```

1.9 Commonly Used Functions

1.9.1 Searching

ADS allows you to search either by pressing **F3** and entering search criteria or by simply entering criteria in a field (for products, customers, vendors, and prospects) and pressing **F3** or **ENTER**.



When searching in a maintenance screen, use a period (.) before the criteria. For example, to find DALLAS, enter **.DALLAS**. If you do not use the period, ADS assumes that you are entering a new record.

When you press **F3**, a search screen appears (if you are on a date field, a calendar appears - refer to Section 1.9.3 on page 1-25). The search screen typically has only one field, but may have more.

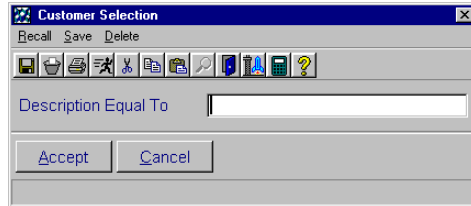


Figure 1-17: Example Search Screen

Press **ENTER** to see all values or search using the following criteria (depending on the data required):

- **Keyword.** For example, when searching for a customer or vendor, you can use the standard keywords *Description*, *City*, *State*, and/or *ZIP*. Your company may also specify additional keywords. You can enter the whole keyword or just the first few letters. You can also combine keywords. For example, if you're looking for a restaurant supply customer in Georgia, you could enter **REST GA**.
- **Description.** For example, if you're searching for a code for a salesperson and you know the salesperson's name is Jane Smith, you can enter **JANE**.



You can only search for characters at the beginning of a word or code. For example, if you enter **DRIVE**, **SCREWDRIIVER** does not appear. To find the keyword **SCREWDRIIVER**, you have to enter text from the beginning of the word (e.g., **SCR**).

When you enter criteria and/or press **ENTER**, a results screen appears.



Figure 1-18: Search Results Example Screen

If you only want to select one item, scroll through the list, highlight the item you want, and press **F2** or **ENTER**.

If you want to select multiple items (e.g., for a report and some screens) you can use item tagging:

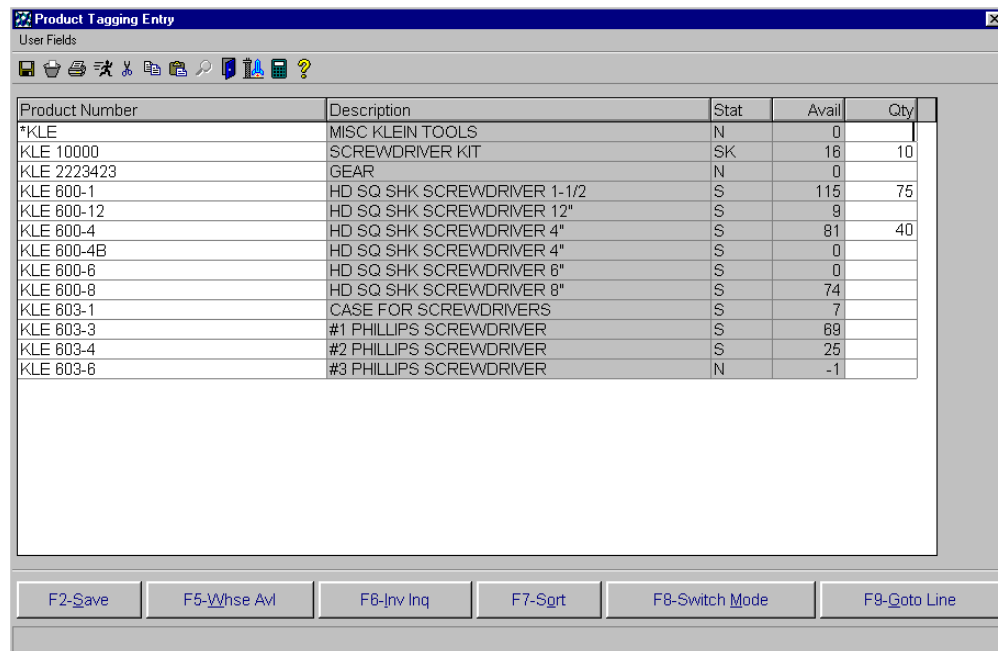
- To tag items, hold **CTRL** and use your arrow keys to move up and down the list. Continue holding **CTRL** and press **F5** or **SPACE** on each item you want to select.
- To untag items, hold **CTRL** and use your arrow keys to move up and down the list. Without holding **CTRL**, press **SHIFT+F5** or **SHIFT+SPACE** on each item you want to untag.
- To tag all items, press **F9**.
- To untag all items, press **SHIFT+F9**.
- To tag only items that contain specific text, press **F8**. In the screen that appears, enter a text string that you want to select and press **ENTER**. Items with text that match that string are selected.
- To untag only items that contain specific text, press **SHIFT+F8**. In the screen that appears, enter a text string that you want to search for and press **ENTER**. Items with text that match that string are untagged.



After you choose a customer, product, vendor, or prospect from a selection screen, you can look at the next and previous items on the list without repeating the search. Type **NN** to look at the next item or **BB** to look at the previous item. Use **.NN** and **.BB** on maintenance screens.

1.9.2 Using the Product Tagging Entry Screen

When you search for a product from a transaction entry screen (e.g., Sales Order Entry, Transfer Entry) a Product Lookup screen or Product Tagging Entry screen appears based on your systems settings. Both screens list the product number, product description, status, and availability. Only the Product Tagging Entry Screen provides a column for you to enter a quantity. You can use the quantity column to enter a quantity to order for each product the search returned. An example of the Product Tagging Entry screen is shown below.



| Product Number | Description | Stat | Avail | Qty |
|----------------|-----------------------------|------|-------|-----|
| *KLE | MISC KLEIN TOOLS | N | 0 | |
| KLE 10000 | SCREWDRIVER KIT | SK | 16 | 10 |
| KLE 2223423 | GEAR | N | 0 | |
| KLE 800-1 | HD SQ SHK SCREWDRIVER 1-1/2 | S | 115 | 75 |
| KLE 800-12 | HD SQ SHK SCREWDRIVER 12" | S | 9 | |
| KLE 800-4 | HD SQ SHK SCREWDRIVER 4" | S | 81 | 40 |
| KLE 800-4B | HD SQ SHK SCREWDRIVER 4" | S | 0 | |
| KLE 800-8 | HD SQ SHK SCREWDRIVER 8" | S | 0 | |
| KLE 800-8 | HD SQ SHK SCREWDRIVER 8" | S | 74 | |
| KLE 803-1 | CASE FOR SCREWDRIVERS | S | 7 | |
| KLE 803-3 | #1 PHILLIPS SCREWDRIVER | S | 69 | |
| KLE 803-4 | #2 PHILLIPS SCREWDRIVER | S | 25 | |
| KLE 803-8 | #3 PHILLIPS SCREWDRIVER | N | -1 | |

Figure 1-19: Product Tagging Entry Screen

The codes in *Stat* indicate:

- N - non-stock item.
- B - BOM parent.
- K - kit parent.
- R - rental item.
- S - stock item.
- X - obsolete item.
- Null - no warehouse record exists.

These codes can be combined (e.g., SK = stock kit parent).

Refer to the table below for more information on the function buttons on the Product Tagging Entry screen.

| Press | To | Comments |
|-----------|--|---|
| F2 | Put any lines for which you entered a <i>Qty</i> on the sales order. If you press F2 without entering a <i>Qty</i> , a detail screen for the product the cursor is on appears. | Use if you know you want to go the detail screen. |
| F5 | Open the Warehouse Availability screen to see how much of the item is available at all warehouses. | |
| F6 | Open the Inventory Inquiry screen to see the status of the item's inventory (e.g., on order, committed). | Refer to the Inventory Manual. |
| F7 | Switches between resorting the list according to <i>Description</i> or <i>Product Number</i> . | |
| F8 | Switches between placing the cursor in <i>Qty</i> or <i>Product Number</i> . Default placement is set with the <i>Product Tagging Entry Mode</i> flag in Default Parameters Maintenance. | |
| F9 | When the cursor is on the product number, identify a reference number on the screen that you want to jump to. | |



If you press **F2** on a product without entering a *Qty*, a detail screen appears for that product.

To use the Product Tagging Entry screen:

- 1 For each item, review cost, dates, quantities, and any other information as necessary.
- 2 For each item that the customer wants to order, enter the quantity in *Qty*.
- 3 Press **F2**. The order items for which you entered quantities appear in the screen.

To view the detail screen for a product, put your cursor on that product and press **ENTER**.

1.9.3 Entering Dates

ADS provides several shortcuts for entering dates in a date field:

| Enter | To |
|-------------------|---|
| T | Use today's date. |
| +<#> | Add # days to today's date. For example, if today is 3/1 and you enter +14 , the date that appears is 3/15. |
| -<#> | Subtract # days from today's date. For example, if today is 3/15 and you enter -14 , the date that appears is 3/1. |
| <#> | Use that day in the current month. For example, if the month and year is 3/03 and you enter 15 , the date that appears is 3/15/03. |

Although dates appear in ADS separated by a forward slash (/), you can enter a period (.) or dash (-) as a separator. Also, if you do not specify a year, ADS uses the current year.

You can view a calendar by pressing **F3** from any date field or typing **/DATE** from anywhere in the system. An example of the calendar is shown below.

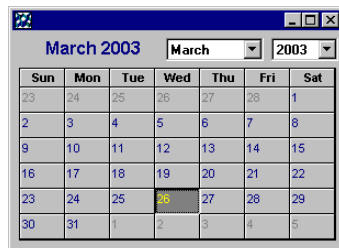


Figure 1-20: Calendar Screen

1.9.4 Working with Line Items

Line items appear throughout ADS (e.g., Sales Order Entry, Purchase Order Entry). Use the following procedures to work with line items:

- Insert a blank line (refer to Section 1.9.4.1 on page 1-26).
- Delete a line item (refer to Section 1.9.4.2 on page 1-27).
- Replace a line item (refer to Section 1.9.4.3 on page 1-27).

1.9.4.1 Inserting a Blank Line

To insert a blank line between line items:

- 1 Put the cursor on the line below where you want to insert a blank line.
- 2 Press **CTRL+INSERT**. The new line appears above the cursor.
- 3 In the blank line, add a new line item or comment.



Your terminal type may affect how you insert a blank line. Type **/KEYS** to view how your keys are set up.

1.9.4.2 Deleting a Line Item

To delete a line item:

- 1 Put the cursor on the line you wish to delete. It is automatically highlighted.
- 2 Type \ and press **ENTER**.



You cannot delete an item that is linked to a P/O, W/O, or transfer. If an item is linked, a warning message appears and you cannot proceed. You must first delete the linked P/O, W/O, or transfer. Warning messages appear if a pick ticket exists. Find the pick ticket before continuing.

- 3 If you are deleting a line from a sales order and your company tracks lost sales, the following dialog box appears.



Figure 1-21: Update Lost Sales Dialog Box

- 4 Choose one of the following:
 - Select **Yes** to update lost sales (e.g., the product is out of stock or the price is too high).
 - Select **No** not to update lost sales (e.g., you initially entered the wrong product).
- 5 If you select **Yes**, the Lost Sale Reason Code screen appears.

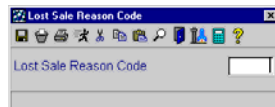


Figure 1-22: Lost Sale Reason Code Screen

- 6 Enter the *Lost Sale Reason Code* or press **F3** to search for the code and press **ENTER**.

1.9.4.3 Replacing a Line Item

You cannot replace a line item with another. You must:

- 1 Delete the incorrect line item (refer to Section 1.9.4.2 on page 1-27).
- 2 Enter the correct line item.

1.9.5 Emailing Documents

ADS allows you to email documents such as reports, invoices, purchase orders, and many others. If you choose the email option, the Email Information screen appears.



For emailing to work properly, you may need to update your user forms. For more information, see your System Administrator.

Figure 1-23: Email Information Screen

To email a document:

- 1 Change *Email From*, if necessary. Defaults to the email in your User ID.
- 2 Enter as many addresses as necessary in *Email To*.
- 3 Enter a *Subject*.
- 4 Enter *Coverpage Notes*. Any text entered here appears as the body of the email.
- 5 For *File Type*, enter the file extension for the attachment:
 - **TXT** - opens in Microsoft® Notepad.
 - **RTF** - opens in Microsoft Word or Microsoft WordPad.
 - **PDF** - see your System Administrator before using this option.
- 6 For *Format*, choose the stationery type for the attachment:
 - **P** - portrait.
 - **L** - landscape.
 - **U** - user-defined. Typically used to send data to another computer. See your System Administrator before using this option.
- 7 For *File Name*, enter the name of the attachment. If you do not enter a name, ADS generates a name.
- 8 Press **F2**.

1.9.6 Faxing Documents

ADS allows you to fax documents such as reports, invoices, and purchase orders to your customers and/or vendors. If you choose the fax option, the Fax Information screen appears.



For faxing to work properly, you must use faxing software (e.g., VSI-FAX®). For more information, see your System Administrator.

The screenshot shows a window titled "Fax Information" with a standard Windows-style toolbar. The form contains the following fields:

- Fax Number
- To Name
- Company
- From Name
- Company
- From Phone
- From Fax
- Subject

Below the fields is a large text area labeled "Coverpage Notes". At the bottom left of the window is a button labeled "F2-Save".

Figure 1-24: Fax Information Screen

To enter fax coverpage information:

- 1 Enter a *Fax Number*, *To Name*, and *Company*.
- 2 *From Name*, *Company*, *From Phone*, and *From Fax* default from the information in your User ID. Edit them as necessary.
- 3 Enter a *Subject* and *Coverpage Notes*.
- 4 Press **F2**.

1.9.7 Using the Location Retrieval Screen

The Location Retrieval screen may appear when you enter orders or other transactions. An sample screen is shown below.

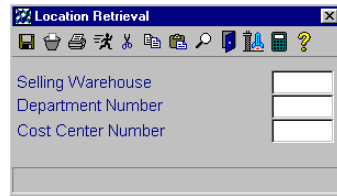


Figure 1-25: Location Retrieval Screen

This screen appears depending on your User ID settings. If your User ID has a set warehouse, department, and/or cost center, this screen never appears. If they are not set in your User ID, this screen appears and allows you to change the warehouse, department, and/or cost center in which to enter the transaction. Your company may or may not use department or cost center.

1.9.8 Using the Calculator

To access the calculator ADS provides, type `/CALC`.

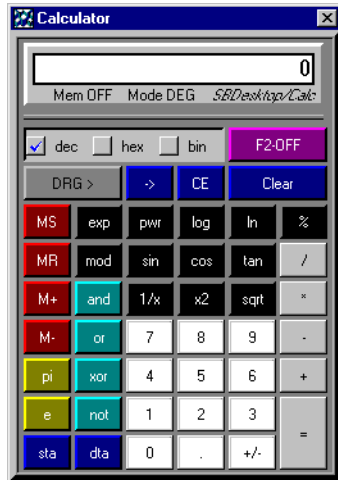


Figure 1-26: Calculator Screen

The table below lists the function of each button on the calculator.

| Button | Function | Button | Function |
|--|--|--------|---|
| Gray Buttons - Base, Mode, and Basic Mathematical Functions | | | |
| / | Divide | * | Multiply |
| - | Subtract | + | Add |
| = | Equals (show total) | dec | Decimal base |
| hex | Hexidecimal base | bin | Binary base |
| DEG> | Toggle between Degree and Radian modes. Current mode is shown under the display as Mode DEG or Mode RAD. | | |
| Blue Buttons - Deletion and Statistics Functions | | | |
| -> | Delete right-most character | CE | Clear entry (clears current entry but retains total) |
| Clear | Delete current entry and total | sta | Open Statistics screen, where you can find the sum, average, or standard deviation of a list of values. |
| dta | Open the Statistics screen, where you can find the sum, average, or standard deviation of a list of values. Load a value from the calculator display into the Statistics screen. | | |
| Red Buttons - Memory Functions | | | |
| MS | Turn memory functions on and off. Noted under the display as Mem OFF or Mem ON. | MR | Display the total in memory |
| M+ | Add the value displayed to the memory total | M- | Subtract the value displayed from the memory total |
| Yellow-Green Buttons - Constants | | | |
| pi | 3.14 (π) | e | 2.718 (base of natural logarithms) |

| Button | Function | Button | Function |
|---|---|-------------|--|
| Blue-Green Buttons - Bitwise Functions (Hexidecimal base only) | | | |
| and | Bitwise AND | or | Bitwise OR |
| xor | Bitwise exclusive OR | not | Bitwise inverse |
| Black Buttons - Advanced Mathematical Functions | | | |
| exp | Raise the constant e to the value displayed (e^x) | pwr | Raise the value displayed to a power (e.g., to see the value of 5^3 , press 5, pwr, 3, =) |
| log | Logarithm (base 10) | ln | Natural logarithm (base e) |
| % | Percent | mod | Modulus (remainder). For example, to see the remainder of 15 divided by 6, press 15, mod, 6 . |
| sin | Sine | cos | Cosine |
| tan | Tangent | 1/x | Reciprocal |
| x2 | Square | sqrt | Square root |
| White Buttons - Numbers | | | |
| 0-9 | Enter number on button | . | Enter decimal point |
| +/- | Change the value displayed to positive or negative | | |

A small screen also appears with the following buttons:

- **F7 - Run Process.** The ADS Process Request screen appears. Refer to Section 1.6.2 on page 1-9 for more information.
- **F9 - Expression.** The Build Expression screen appears. Either enter text for the expression press **F3** to search for expression and operator options.



Chapter 2 Financial

.....

2.1 Accounts Receivable

The following Accounts Receivable procedures are described in this manual:

- Entering cash receipts (refer to Section 2.1.1 on page 2-2).
- Printing customer statements (refer to Section 2.1.2 on page 2-14).
- Generating credit balance refunds (refer to Section 2.1.3 on page 2-16).
- Printing charge back invoices (refer to Section 2.1.4 on page 2-17).
- Maintaining customer information (refer to Section 2.1.5 on page 2-18).

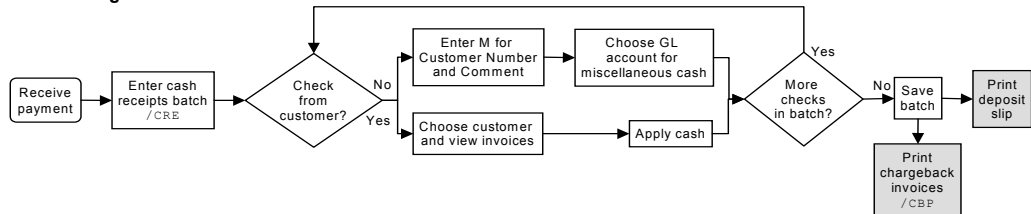
2.1.1 Entering Cash Receipts

To enter cash receipts you can:

- Enter batch information (refer to Section 2.1.1.1 on page 2-3).
- Display customer invoices (refer to Section 2.1.1.2 on page 2-4).
- Apply cash to an invoice automatically (refer to Section 2.1.1.3 on page 2-6).
- Apply cash to an invoice manually (refer to Section 2.1.1.4 on page 2-7).
- Apply cash on account (refer to Section 2.1.1.5 on page 2-10).
- Save cash applied to invoices (refer to Section 2.1.1.6 on page 2-11).
- Complete the batch (refer to Section 2.1.1.7 on page 2-13).

The following flowchart shows the cash receipts process.

Processing the Batch



Applying Cash

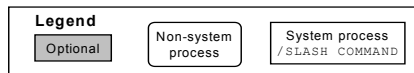
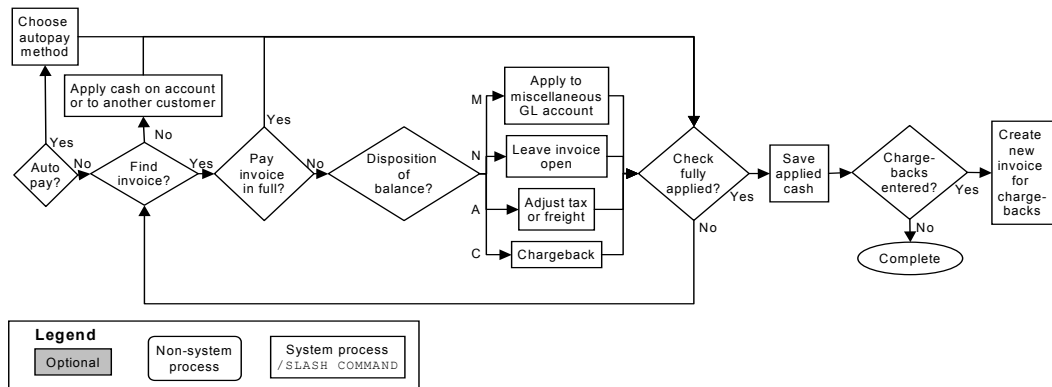


Figure 2-1: Cash Receipts Flowchart

2.1.1.1 Entering Batch Information

To enter a batch of cash receipts:

- 1 Type **/CRE** (**Financial > Accounts Receivable > Cash Receipts Entry**). The Cash Receipts Entry screen appears.



If you have access to more than one warehouse, the Location Retrieval screen appears first (refer to Section 1.9.7 on page 1-30). Enter the appropriate *Selling Warehouse*, *Department Number*, and/or *Cost Center Number* and press **ENTER**.

Figure 2-2: Cash Receipts Entry Screen

- 2 For *Batch Number*, choose one of the following:
 - Type **NEW** and press **ENTER**.
 - Press **F3** to search for a suspended batch.
- 3 Enter the *Deposit Date*. The fiscal period appears.
- 4 Enter or search for the *Bank Code*.
- 5 Enter the *Deposit Total*.
- 6 Press **F5**. The Cash Receipts Invoice Detail Entry screen appears.

Figure 2-3: Cash Receipts Invoice Detail Entry Screen

To display customer invoices, refer to Section 2.1.1.2 on page 2-4.

The following table lists the function buttons on the Cash Receipts Invoice Detail Entry screen.

| Press | To | Comments |
|-----------|--|---|
| F2 | Save the cash applied to this customer's invoices. | Refer to Section 2.1.1.6 on page 2-11. |
| F5 | Discard the cash you applied to the customer's invoices. | Use the clear your entries and start over. |
| F6 | Automatically pay invoices. | Refer to Section 2.1.1.3 on page 2-6. |
| F7 | Open the Cumulative Balance Inquiry screen. | Lists invoice number, open balance on the invoice, and the cash applied to the invoice. |
| F9 | Identify a place on the screen that you want to jump to. | Valid codes are invoice number, page number, line number, or B (bottom) or T (top). |

To apply cash to the invoices automatically, refer to Section 2.1.1.3 on page 2-6. To apply cash to the invoices manually, refer to Section 2.1.1.4 on page 2-7.

2.1.1.3 Automatically Applying Cash to Invoices

After choosing a customer and displaying invoices (refer to Section 2.1.1.2 on page 2-4), you can automatically apply cash to invoice by pressing **F6**. Each Auto Pay option applies the discount amount in *Disc Av* (unless the invoice is past its discount day) and pays as much of the invoice balance as possible. Choose one of the following Auto Pay features:

- **Pay from Invoice Down** - automatically pays each invoice down starting from your cursor.
- **Invoice Number Range** - pays invoices in a range you specify the Invoice Number Range Entry screen.

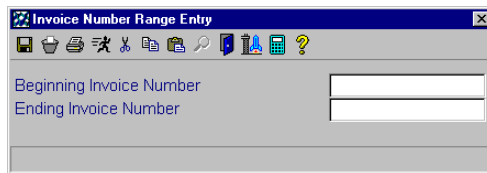


Figure 2-5: Invoice Number Range Entry Screen

- **Consolidated Invoice** - pays the consolidated invoice you specify in the Consolidated Invoice Number screen.

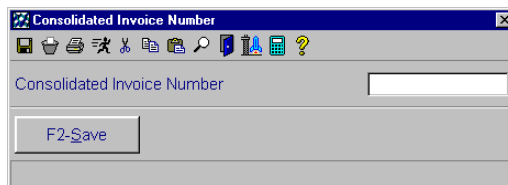


Figure 2-6: Consolidated Invoice Number Screen

- **Customer P/O Number** - pays invoices with the customer P/O you enter in the Customer P/O Number screen.

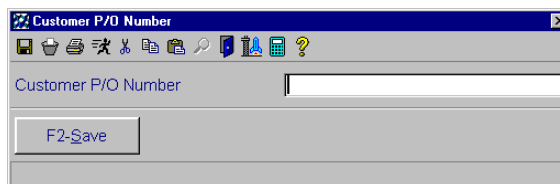


Figure 2-7: Customer P/O Number Screen

After using an Auto Pay feature, choose one of the following:

- To edit the discount or cash applied or to adjust the invoice or generate a charge back, refer to Section 2.1.1.4 on page 2-7.
- If you have fully applied the cash for this check, refer to Section 2.1.1.6 on page 2-11.
- To apply remaining cash to the account, refer to Section 2.1.1.5 on page 2-10.

2.1.1.4 Manually Applying Cash to an Invoice

After choosing a customer and displaying invoices (refer to Section 2.1.1.2 on page 2-4), you can manually apply cash to an invoice. To manually apply cash to an invoice:

- 1 Put your cursor on the invoice number you want to pay and press **ENTER** to go to *Disc Av* (discount available).
- 2 To override the *Disc Av*, enter the new discount amount in *Disc Appl* (discount applied). If the invoice is past its discount date, *Disc Appl* defaults to 0.00. A warning dialog box appears notifying you if the amount is over or under the *Disc Av*.
- 3 Choose **Continue** on the warning dialog box. If the amount entered in *Disc Appl* is unearned, the following dialog box appears.



Figure 2-8: Unearned Discount Dialog Box

- 4 Choose one of the following:
 - **Change Discount** to go back to the Cash Receipts Invoice Detail Entry screen and change the discount.
 - **Allow Unearned Discount** to use the discount amount you entered. The Unearned Discount screen appears. Enter an unearned discount reason or press **F3** to search. Press **F2**.

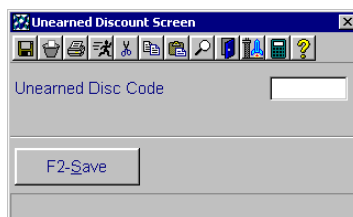


Figure 2-9: Unearned Discount Screen

- 5 Enter the amount of cash to apply toward this invoice in *Cash Appl* (defaults to the amount open if enough cash is available). If the amount does not equal the balance, the following dialog box appears.

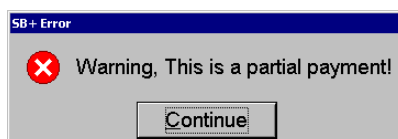


Figure 2-10: Partial Payment Dialog Box

- 6 Press **ENTER**.

- 7 For each invoice you pay, enter one of the following for *M/C*:
- N - No adjustment (default).
 - C - Charge back. If your company requires a customer P/O for each reason code on charge backs, you will generate the charge back after you finish applying cash for the customer (refer to Section 2.1.1.6 on page 2-11). If your company does not require a customer P/O for charge backs, the Charge Back Entry screen appears. Enter or search for a *Reas*, enter the *Debit Amount*, and press **F2**.

| Reas | Description | Ln# | Debit Amount |
|------|-------------|-----|--------------|
| | | | |

Amount Left To Distribute: 0.00

F2-Save

Figure 2-11: Charge Back Entry Screen

- A - Adjust the invoice. The Credit Adjustment Entry screen appears. To adjust freight charges, change *Inbound Freight* and/or *Outbound Freight*. To adjust tax, change the *Taxable Amount*, *Nontaxable Amount* and/or change the *Tax?* flag for a tax jurisdiction. After you adjust the tax and/or freight, press **F2**.

Inbound Freight: 0.00
Outbound Freight: 40.00

Taxable Amount: 0.00
Nontaxable Amount: 992.00

| Ln# | Jur | Description | Tax? | | |
|-------|------|-----------------|------|-------|------|
| 1 | TXS | TEXAS STATE TAX | Y | 6.250 | 0.00 |
| 2 | DART | RAPID TRANSIT | Y | 1.000 | 0.00 |
| Total | | | | | 0.00 |

F2-Save F5-Review Order

Figure 2-12: Credit Adjustment Entry Screen

2.1.1.5 Applying Cash on Account

If the customer overpaid or paid an amount that cannot be applied to another invoice, you can:

- Overpay an invoice to leave the invoice open with a credit balance.
- Apply the cash on account.

To apply this cash on account:

- 1 On a blank line on the Cash Receipts Detail Invoice Entry screen, type **N** to get the next sequential invoice number or type **NEW** or a new invoice number (e.g., if the check number is 1234, you enter **OA1234**) in *Invoices* and press **ENTER**. The following dialog box appears.

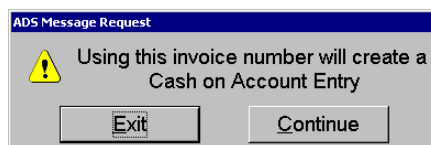


Figure 2-14: Cash on Account Dialog Box

- 2 Choose **Continue**. The Cash On Account Invoice Information screen appears.

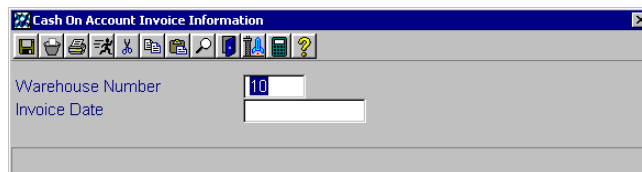


Figure 2-15: Cash On Account Invoice Information Screen

- 3 Change the *Warehouse Number*, if necessary. It defaults to the selling warehouse in Customer Maintenance.
- 4 Enter the *Invoice Date* and press **ENTER**.
- 5 On the Cash Receipts Invoice Detail Entry screen, enter the amount to apply in *Cash Appl.*



If you apply cash to the account instead of paying open invoices, the customer may lose discounts on those invoices.

To apply more cash to this batch, refer to Section 2.1.1.2 on page 2-4. To complete the batch, refer to Section 2.1.1.7 on page 2-13.

2.1.1.6 Saving Cash Applied to Invoices

When you finish applying the cash from the check:

- 1 On the Cash Receipts Invoice Detail Entry screen, press **F2**. If the *Amount Applied* does not equal the *Check Amt*, the following dialog box appears.

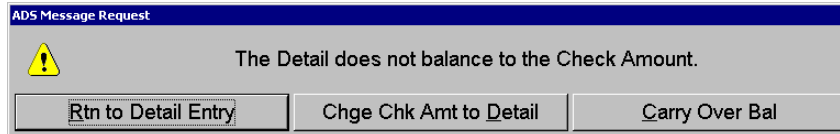


Figure 2-16: Check Amount Out of Balance Dialog Box

- 2 Choose one of the following:
 - **Rtn to Detail Entry** to go back to the Cash Receipts Invoice Detail Entry screen and adjust the invoices.
 - **Chge Chk Amt to Detail** to automatically change *Check Amt* to the *Amount Applied*.
 - **Carry Over Bal** to apply the *Amount Remaining* to another customer's account. The Cash Receipts Invoice Detail Entry screen appears with the check information only. Enter a new *CustNo* and apply the cash to their invoices.
- 3 If your company requires a customer P/O for charge backs and you entered c in M/C for any invoice, the following screen appears.

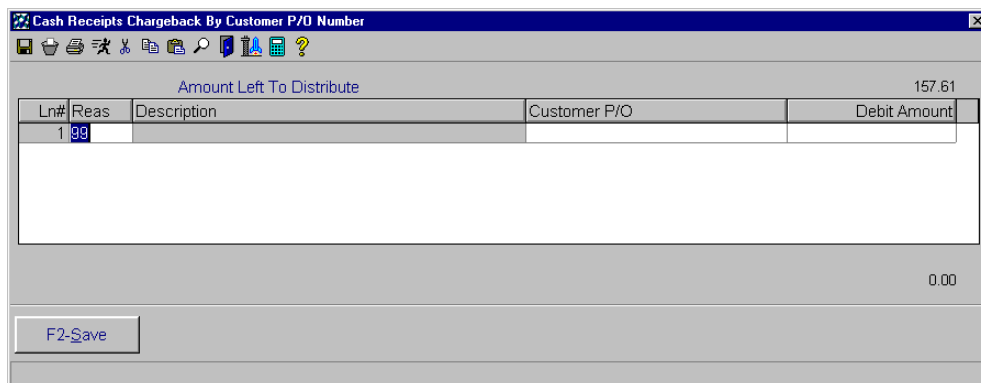


Figure 2-17: Cash Receipts Chargeback By Customer P/O Number Screen

- 4 For *Reas*, enter the reason code for the charge back or press **F3** to search.
- 5 Enter the *Customer P/O* that is associated with this charge back.
- 6 Enter *Debit Amount* of the charge back.
- 7 Repeat steps 4-6 for each charge back.

- 8 For each charge back invoice you need to create, the Charge Back Invoice Entry screen appears.

The screenshot shows a software window titled "Charge Back Invoice Entry". The window has a standard Windows-style title bar with a close button. Below the title bar is a toolbar with several icons. The main area of the window contains a form with the following fields and values:

- Charge Back Reason Code: 99
- Customer P/O Number: 12345
- Charge Back Amount: 25.00
- Warehouse Number: 10
- Invoice Number: (empty text box)
- Invoice Date: (empty text box)
- Comments: (empty text box)

At the bottom left of the window, there is a button labeled "F2-Save".

Figure 2-18: Charge Back Invoice Entry Screen



If your company does not require a customer P/O for charge backs, your company may consolidate charge back invoices, a charge back is created for each reason code you entered. For example, you entered 5 charge backs for the customer: 2 for reason 01 and 3 for reason 03:

- If you consolidate charge back invoices, you only generate 2 charge back invoices: 1 for reason 01 and 1 for reason 02.
- If you do not consolidate charge back invoices, you generate 5 charge back invoices.

- 9 Enter a *Warehouse Number* or press **F3** to search.
- 10 For *Invoice Number*, enter a new number or type **NEW** and press **ENTER** to get the next sequential number.
- 11 Enter an *Invoice Date*.
- 12 Enter *Comments* (if any) and press **F2**.
- 13 Repeat steps 9-12 for each charge back and press **F2**.
- 14 Choose one of the following:
- To apply cash from another check, refer to Section 2.1.1.2 on page 2-4.
 - To complete the batch, refer to Section 2.1.1.7 on page 2-13.

2.1.1.7 Completing the Batch

After you apply cash from all checks, you must complete the batch. To complete the batch:

- 1 Apply cash and complete charge back invoices and press **F2** on the Cash Receipts Detail Entry screen. The *Batch Total Applied* appears in the Cash Receipts Entry screen.

| | | | | |
|------------------|----------|---------------|---------------------|-----------|
| Batch Number | 000498 | Deposit Total | 120563.23 | |
| Deposit Date | 08/26/03 | 03-08 | Batch Total Applied | 120563.23 |
| Bank Code | A | Bank Cash | | |
| Deposit Comments | | | | |

F2-Save F5-Enter Detail F6-Status Display

Figure 2-19: Cash Receipts Entry Screen

- 2 Verify that the *Deposit Total* matches the *Batch Total Applied*. If it does not match, press **F6** to review the status of each check and verify that the amounts are correct or **F5** to go back to the Cash Receipts Invoice Detail Entry screen.
- 3 Press **F2**. One of the following occurs:
 - If the *Deposit Total* and *Batch Total Applied* do not match, the following dialog box appears. Choose **Return** to edit the batch. Choose **Suspend Batch** to save the batch and update it later. If you choose **Suspend Batch**, you must return to the batch and reconcile the *Deposit Total* and *Batch Total Applied* to update the batch system.

ADS Message Request

Batch Total Applied Does Not Balance To Deposit Total! Do You Wish To Return To Cash Receipts Entry To Resume Cash Applications Or Suspend The Current Batch?

Return Suspend Batch

Figure 2-20: Out of Balance Dialog Box

- If the *Deposit Total* and *Batch Total Applied* match, the following dialog box appears. Choose **Yes** to complete cash receipts entry and print a deposit slip. Choose **No** to complete cash receipts entry without a deposit slip.

ADS Message Request

Would you like a deposit slip printed?

Yes No

Figure 2-21: Deposit Slip Dialog Box

2.1.2 Printing Statements

You can print statements that show an open balance or a balance forward. An open balance statement lists all open invoices for a customer. A balance forward statements shows a total balance due for open invoices preceding this period and lists individual invoices for this period only. To print customer statements:



To print statements for a customer, make sure that *Print Statement* in Customer Maintenance is set to **x** to print open balance statements or **B** to print balance forward statements.

- 1 Type **/CSF (Financial > Accounts Receivable > Customer Statement Printing)**. The Statement Printing screen appears.

Figure 2-22: Statement Printing Screen

- 2 For *Warehouse Number*, choose one of the following:
 - To print statements for a single warehouse, enter the warehouse number or press **F3** to search.
 - To print statements for all warehouses, leave *Warehouse Number* blank.
- 3 For *Customer Number*, choose one of the following:
 - To print statements for a single customer, enter the customer number or keyword or press **F3** to search.
 - To print statements for all customers, leave *Customer Number* blank.
- 4 For *Statement Type*, type one of the following:
 - **O** to print open balance statements.
 - **B** to print balance forward statements for customers who are set up to print balance forward statements.
- 5 Choose one of the following:
 - If you are printing open balance statements, enter a *Statement Date*.
 - If you are printing balance forward statements, enter fiscal period for the statements in *Stmt Fiscal Period*.
- 6 For *Statement Message*, enter text that you would like to appear at the footer of each statement.

- 7 For *Document Option*, type one of the following to generate statements:
- **B** - print and fax.
 - **E** - email.
 - **M** - print and email.
 - **N** - print.
 - **Y** - fax.
- 8 For *Printer Form Queue*, enter the printer to which the statements should print.
- 9 For *Print Zero Balances*, type one of the following:
- **Y** to include invoices with a zero dollar balance on the statement.
 - **N** not to include invoices with a zero dollar balance on the statement.



If you want to include invoices with a zero-dollar balance, purge the zero balance A?R records **after** printing checks.

- 10 Press **F2**. The following dialog box appears.

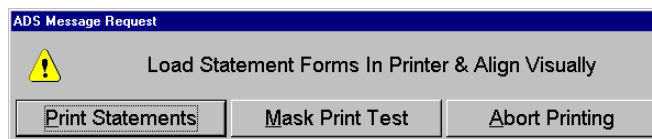


Figure 2-23: Statement Printing Dialog Box

- 11 Choose one of the following:
- Select **Print Statements** to print the customer statements.
 - Select **Mask Print Test** to test the alignment of the statement forms in the printer. Not necessary for laser printers. After the forms are correctly aligned, select **Print Statements**.
 - Select **Abort Printing** to cancel. No statements are created.
- If *Statement Type* is **B**, the following dialog box appears.

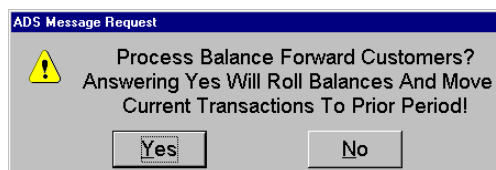


Figure 2-24: Balance Forward Dialog Box

- 12 Choose one of the following:
- Select **Yes** to move current transactions to the previous fiscal period for balance forward customers.
 - Select **No** to leave the transactions in the current fiscal period.

2.1.3 Generating a Credit Balance Refund

You can use this option to create a refund for a customer with a credit balance. After you run this process, an A/P record is created for the refund. The next time checks are printed, the refund will be in the check batch.

To generate a credit balance refund:

- 1 Go to **Financial > Accounts Receivable > Processes > Generate Credit Balance Refund**. The Generate Credit Balance Refund screen appears.

The screenshot shows a software window titled "Generate Credit Balance Refund". At the top is a standard Windows-style toolbar with icons for file operations (save, print, copy, paste, delete, search, help) and a question mark. Below the toolbar are two input fields: "Bank Code" and "Customer#". Underneath these is a table with two columns: "Invoice#" and "Refund Amt". The table is currently empty. Below the table is a label "Total Refund Amount". At the bottom of the window are two buttons: "F2-Save" and "F5-Remittance Comment".

Figure 2-25: Generate Credit Balance Refund Screen

- 2 Enter the *Bank Code* or press **F3** to search.
- 3 For *Customer#*, enter the customer number or a keyword or press **F3** to search.
- 4 For *Invoice#*, enter the invoice number you want to refund or press **F3** to search.
- 5 Edit the *Refund Amt* if necessary.
- 6 Repeat steps 4-5 until you enter all invoices you want to refund.
- 7 Press **F2**.

2.1.4 Printing Charge Back Invoices

To print charge back invoices:

- 1 Type **/CBP** (**Financial > Accounts Receivable > Charge Back Invoice Printing**). The Charge Back Print screen appears.

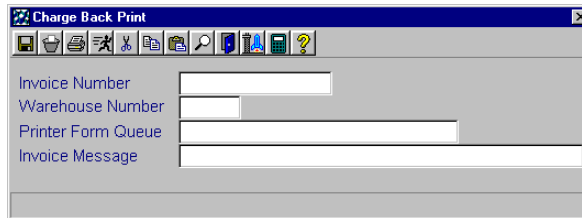


Figure 2-26: Charge Back Print Screen

- 2 For *Invoice Number*, choose one of the following:
 - To print a single charge back invoice, enter the invoice number or press **F3** to search.
 - To print all charge back invoices, leave *Invoice Number* blank.
- 3 For *Warehouse Number*, choose one of the following:
 - To print charge back invoices for a single warehouse, enter the warehouse number or press **F3** to search.
 - To print charge back invoices for all warehouses, leave *Warehouse Number* blank.
- 4 For *Printer Form Queue*, enter the printer to which the statements should print.
- 5 For *Invoice Message*, enter text that you want to appear at the bottom of each charge back invoice.
- 6 Press **ENTER**. The following dialog box appears.



Figure 2-27: Load Charge Back Invoice Forms Dialog Box

- 7 Choose one of the following:
 - Select **Print Invoices** to print the charge back invoices.
 - Select **Mask Print Test** to test the alignment of the charge back invoice forms in the printer. Not necessary for laser printers. After the forms are correctly aligned, select **Print Invoices**.
 - Select **Abort Printing** to cancel. No charge back invoices are created.

2.1.5 Maintaining Customer A/R Information

Customer Maintenance allows you to enter A/R contact information and A/R information for a customer (in addition to many other settings that are not covered in this manual).



If you want to view information for a customer, use Customer Inquiry. Type /CI (**Financial > Accounts Receivable > Inquiries > Customer Inquiry**).

2.1.5.1 Maintaining Customer A/R Contact Information

To maintain A/R contact information for a customer, type /CM (**Financial > Accounts Receivable > Maintenance > Customer Maintenance**). The Customer Maintenance screen appears.

Figure 2-28: Customer Maintenance Screen

The fields on the Customer Maintenance screen are described in the following table.

| Field | Description |
|--------------------|---|
| Customer Number | This number identifies the customer in ADS. |
| Description | The name of the customer's company. |
| Desc. (To Sort By) | The description to sort by if the name of the customer's company is not useful for sorting. For example, if the <i>Description</i> is "The Supply Company," ADS sorts on the first word "The." If you want ADS to sort on a different word (e.g., "Supply"), enter it here. |
| Address Line One | The first line of the customer's address. |

| Field | Description |
|--------------------|---|
| Address Line Two | The second line of the customer's address. |
| Address Line Three | The third line of the customer's address. |
| Bill To Attention | The name of the person that the customer's invoices should be sent to. |
| Country | The customer's country. |
| GeoCode | The customer's geographic code. |
| City | The customer's city. |
| State | The customer's state. |
| Zip | The customer's zip code. |
| County | The customer's county. |
| Salesrep #1 | Your primary sales representative for the customer (setup in Sales Representative Maintenance). |
| Salesrep#2 | Your secondary sales representative for the customer (setup in Sales Representative Maintenance). |
| A/R Terms Code | The customer's A/R terms (from A/R Terms Maintenance). |
| Contact | The name of the customer's A/P contact person. |
| Email Address | The A/P contact's email address. |
| Phone Number | The A/P contact's phone number. |
| Ext | The A/P contact's extension. |
| Fax | The A/P contact's fax number. |
| Cellular Number | The A/P contact's cell phone number. |
| Pager | The A/P contact's pager number. |
| Telex | The A/P contact's telex number. |

The function buttons on the Customer Maintenance screen are described in the following table.

| Button | Description |
|-----------|--|
| F2 | Saves your changes to the customer record. |
| F4 | Deletes the customer record. |
| F5 | Opens the Additional Information screen, which includes information about the owner, keywords, and sales tax. |
| F6 | Opens the A/R Information screen, which is described in Section 2.1.5.2 on page 2-20. |
| F7 | Opens the Order Information screen, which allows you to set flags and default information for the customer's orders. |
| F8 | Opens the Customer Contacts screen, which allows you to enter other purchasing contacts or employees. |
| F9 | Opens the Customer Statistics screen, which shows the customer's sales activity over the past 3 years. |

2.1.5.2 Maintaining Customer A/R Information

To set up A/R information for a customer, press **F6** on the Customer Maintenance screen. The A/R Information screen appears.

Figure 2-29: A/R Information Screen

The fields on the A/R Information screen are described in the following table.

| Field | Description |
|--------------------|---|
| Auto Credit Review | Indicates how the automatic credit review should affect this customer. Choose one of the following: <ul style="list-style-type: none"> Y - the customer's credit is automatically reviewed. N - the customer's credit is not automatically reviewed. If the customer goes on hold through automatic credit review, this field changes to H. To suppress credit holds due to past due invoices, enter a Y. The customer will go on credit hold again the next time their credit is evaluated unless overdue invoices are paid. |
| Auto Credit Days | The number of days past due the customer must be to go on automatic credit hold. Overrides the setting in Order Processing Parameters. |
| Credit Limit | The customer's credit limit. |
| Credit Code | Indicates how sales orders will go on credit hold. Choose one of the following: <ul style="list-style-type: none"> N - no sales orders or quotes can be entered. H - all sales orders go on credit hold. A - all sales orders require authorization before they can be entered. E or null - sales orders can be entered up to the credit limit. When the customer passes their credit limit, orders will go on credit hold. |
| Credit Manager ID | To override the warehouse-level credit manager for this customer's days late and dollars past due flags, enter the credit manager ID. Setup in Credit Manager Maintenance. |

| Field | Description |
|---|--|
| Admin Hold Override | If you want the customer's order to always go on hold, choose one of the following: <ul style="list-style-type: none"> • O - orders and quotes always go on admin/quote hold. • B - orders and quotes always go on admin order and admin invoice hold. • N - orders and quotes never place on admin hold. • I - orders and quotes always go on invoice hold. |
| Service Charge % | Enter the percent that the customer should be charged for overdue invoices. If they should not be charged for overdue invoices, enter 0 or leave this field blank. |
| Service Charge Days | Enter the number of days past due for an invoice to be charged a service charge. Overrides the days entered in Auto Service Charge Entry. |
| About Master Accounts | |
| Use master accounts to link the A/R and invoices of multiple customer records. You can identify a customer as the master account and then specify which other customer records should be linked to that master customer and how A/R and invoicing should be updated. If the company is a parent company, only Master Account Flag should be set. If the company is a subsidiary, Master Account and/or Master Account Invoice should be set. All three master account flags should not be set for one customer. | |
| Master Account Flag | Indicates if this customer is a master account (i.e., is a parent company). Choose one of the following: <ul style="list-style-type: none"> • Y - the customer is a master account. • N - the customer is not a master account. |
| Master Account | If the customer record should be linked to a master account, enter the customer's number or press F3 to search. The customer you choose must be set up as a master account. |
| Master Account Invoice | Indicates how A/R and invoicing should affect the master account. Choose one of the following: <ul style="list-style-type: none"> • Y - update the master account A/R and use the master account's billing address on the invoice. • N - update this customer's A/R and use this customer's billing address on the invoice. • A - update the master account A/R and use this customer's billing address on the invoice. |
| D&B Rating | The customer's Dun and Bradstreet rating (1-4), which is based on the customer's net worth and their composite credit appraisal. |
| D&B Date | The date on which the Dun and Bradstreet rating was established. |
| D&B Number | The customer's Dun and Bradstreet DUNS (Data Universal Numbering System) number, which is a 9-digit number that links the customer to products and services from Dun and Bradstreet. |
| D&B PayDex Score | The customer's Dun and Bradstreet PayDex score, which compares payment to terms of sales and scores the overall manner of payment. |
| Currency Indicator | The customer's currency (defaults in SOE). Required if you use multiple currencies. |
| Override Exch Rate | If the customer uses non-native currency, enter the negotiated exchange rate between the native currency and the customer's currency. Overrides Daily Currency Exchange Rate Maintenance and Currency Rate Table. |

| Field | Description |
|---------------------------|--|
| E-mail Address | The e-mail address for credit collections and customer statements. |
| Admin Order Mgr ID | To override the warehouse-level admin order manager for the customer, enter the admin order manager ID. Setup in Credit Manager Maintenance. |
| Admin Invoice Mgr ID | To override the warehouse-level admin invoice manager for the customer, enter the admin invoice manager ID. Setup in Credit Manager Maintenance. |
| Admin Qte Mgr Id | To override the warehouse-level admin quote manager for the customer, enter the admin quote manager ID. Setup in Credit Manager Maintenance. |
| Cred Collections Type | Choose a credit collections type for the customer. The credit collection type controls how the customer is processed through the Collections Subsystem. |
| Suppress Collections | Indicates if the customer is processed through credit collections. Choose one of the following: <ul style="list-style-type: none"> • N - included in credit collections. • Y - not included in credit collections. • D - included in credit collections only if the A/R balance is above the system-level or customer-level minimum collections amount. The customer-level minimum overrides the system-level minimum. |
| Credit Collections Min \$ | To override the system-level minimum A/R balance for credit collections, enter the customer's minimum collections amount. |
| Collections Method | Indicates how credit collections letters are generated and sent to the customer. Choose one of the following: <ul style="list-style-type: none"> • B - mail and fax. • E - email. • F - fax. • M - mail. • S - mail and email. |
| Oversize Order Value | To override the system-level and/or warehouse-level oversize order values for the customer, enter the customer's oversize order value. If a sales order for the customer is greater than this value, the order goes on credit hold. |

The function buttons on the A/R Information screen are described in the following table.

| Button | Description |
|-----------|--|
| F2 | Save changes to the A/R Information screen. |
| F5 | Open the Additional A/R Information screen. Described in the following section. |
| F6 | Open the Credit Comment screen to enter comments about the customer's credit history. |
| F7 | Open the Customer Credit Card Information screen and enter a card type, number, expiration date, and cardholder name for each credit card. |
| F8 | Open the Floor Planning Maintenance screen and enter floor plan information for the customer. |

Additional A/R Information

| Field | Value |
|---------------------------|-------|
| Print Statement | Y |
| Statement Document Option | Y |
| Print Credits/Stmts | |
| Detail A/R | Y |
| Unauth Cash Disc Taken | |
| Personal Guarantee | |
| Checks Accepted | Y |
| Dep Req'd For B/O | N |
| CC Process Type | |
| CC Inv Process Type | |
| CC Hold Flag | |

F2-Save

Figure 2-30: Additional A/R Information Screen

The fields on the A/R Information screen are described in the following table.

| Field | Description |
|---------------------------|--|
| Print Statement | Indicates if the customer receives monthly statements. Choose one of the following: <ul style="list-style-type: none"> • N - do not print monthly statements. • Y - print monthly open item statements. • B - print monthly balance forward statements. |
| Statement Document Option | Indicates how the monthly customer statement will be generated. Choose one of the following: <ul style="list-style-type: none"> • B - fax and print. • E - email. • M - email and print. • N - print. • Y - fax. |
| Print Credits/Stmts | Indicates whether credit memos print on the customer's statement. Choose one of the following: <ul style="list-style-type: none"> • Y - print credit memos on the customer's monthly statement. • N - do not print credit memos on the customer's monthly statement. |
| Detail A/R | Indicates if the system should maintain a list of open invoices to use in Cash Receipts Entry (refer to Section 2.1.1 on page 2-2). Choose one of the following: <ul style="list-style-type: none"> • Y - the list is maintained. You can choose from the list of invoices in Cash Receipts Entry. • N - the list is not maintained. In Cash Receipts Entry, you must enter the invoice number that you want to pay. May be used for customers with a large number of open invoices (e.g., more than 500). |
| Unauth Cash Disc Taken | Indicates if the customer has taken an unearned discount. Choose one of the following: <ul style="list-style-type: none"> • Y - the customer has taken an unearned discount. Automatically set by Cash Receipts Entry. • N - the customer has not taken an unearned discount. |

| Field | Description |
|---|---|
| Personal Guarantee | Indicates if the customer offers a personal guarantee that balances will be paid (for information only). Choose one of the following: <ul style="list-style-type: none"> • Y - the customer does offer a personal guarantee. • N - the customer does not offer a personal guarantee. |
| Checks Accepted | Indicates if the customer can pay for cash sales with a check. Choose one of the following: <ul style="list-style-type: none"> • Y - the customer can pay for cash sales with a check. • N - the customer cannot pay for cash sales with a check. |
| Dep Req'd for B/O | Indicates if the customer must pay for back ordered material in advance. Choose one of the following: <ul style="list-style-type: none"> • Y - the customer must pay a deposit equal to the value of all backordered stock on a sales order. • N - the customer does not have to pay a deposit for back ordered material. |
| These credit card flags are used for automatic credit card processing only. | |
| CC Process Type | If the customer pays A/R invoices by credit card, choose one of the following: <ul style="list-style-type: none"> • D - pay invoices daily. • M - pay invoices monthly. |
| CC Inv Process Type | If the customer pays invoices by credit card, choose one of the following: <ul style="list-style-type: none"> • I - pay each open invoice separately. • A - pay all open invoices together. |
| CC Hold Flag | To hold all of the customer's credit card transactions, enter an H . If the customer pays invoices by credit card and a credit card transaction is declined, an H automatically appears. |

The function button on the Additional A/R Information screen is described in the following table.

| Button | Description |
|-----------|--|
| F2 | Save changes to the Additional A/R Information screen. |

2.1.6 Accounts Receivable Inquiries and Reports

Use an inquiry to look up information when you will not change data. For example, to view the details about a customer, use /C \bar{I} to review the invoice instead of /CM. To avoid accidental changes, use inquiries when possible.

Use a report when you want to do one of the following with the data:

- Print.
- Fax (refer to Section 1.9.6 on page 1-29).
- Email (refer to Section 1.9.5 on page 1-28).
- View on your screen.
- Export to HTML.
- Export to Microsoft® Excel.




Not all of these options are available for every report. For more information on the General Report Interface and output options, refer to Section 1.8 on page 1-15.

Accounts Receivable inquiries are available under **Financial > Accounts Receivable > Inquiries**. Accounts Receivable reports are available under **Financial > Accounts Receivable > Reports**. This section describes a few of the available Accounts Receivable inquiries and reports:

- Accounts Receivable and Customer Credit Inquiry (refer to Section 2.1.6.1 on page 2-26).
- Customer Invoice Inquiry (refer to Section 2.1.6.2 on page 2-27).
- Invoice Detail Inquiry (refer to Section 2.1.6.3 on page 2-28).
- Aged Accounts Receivable Report (refer to Section 2.1.6.4 on page 2-29).
- Overdue Accounts Receivable Report (refer to Section 2.1.6.5 on page 2-31).
- Daily Cash Receipts Report (refer to Section 2.1.6.6 on page 2-33).
- Cash Receipts History Report (refer to Section 2.1.6.7 on page 2-35).

2.1.6.1 Accounts Receivable and Customer Credit Inquiry

Accounts Receivable and Customer Credit Inquiry (**Financial > Accounts Receivable > Inquiries > A/R and Credit Comments Inquiry**) allows you to view credit and A/R information about the customer. To view the Accounts Receivable and Customer Credit Inquiry:

- 1 Type **/ARI** or click . The Accounts Receivable & Customer Credit Inquiry screen appears.
- 2 Enter the *Customer Number*, keyword, or press **F3** to search and press **ENTER**.

Open transactions for the customer combination appear. An example is shown below.

Figure 2-31: Accounts Receivable & Customer Credit Inquiry Screen

The following table lists the function buttons on the Accounts Receivable & Customer Credit Inquiry screen.

| Press | To | Comments |
|-----------|---|--|
| F5 | Opens the Customer Invoice Inquiry screen. | Refer to Section 2.1.6.2 on page 2-27. |
| F6 | Opens the Sales Order Inquiry screen. | Refer the the Order Processing Manual. |
| F7 | Opens the Customer Credit Comments and Review screen. | Displays credit comments about the customer. |
| F8 | Opens the Detail Aging Inquiry screen. | Lists aging of the customer's open invoices. |
| F9 | Displays a bar graph of the customer's aging. | Can also print the graph. |

2.1.6.2 Customer Invoice Inquiry

The Customer Invoice Inquiry (**Financial > Accounts Receivable > Inquiries > Customer Invoice Inquiry**) allows you to view invoice information about the customer. To view the Customer Invoice Inquiry:

- 1 Type **/CII**. The Customer Invoice Inquiry screen appears.
- 2 Enter the *Customer Number*, keyword, or press **F3** to search and press **ENTER**.
- 3 Choose one of the following *Invoice Status* options and press **ENTER**:
 - **O** - view open invoices
 - **P** - view paid invoices.
 - **B** - view open and paid invoices.
- 4 Enter a *Display Sequence* (e.g., by date, by amount). Press **F3** to see display options.

Invoices for the customer appear. An example is shown below.

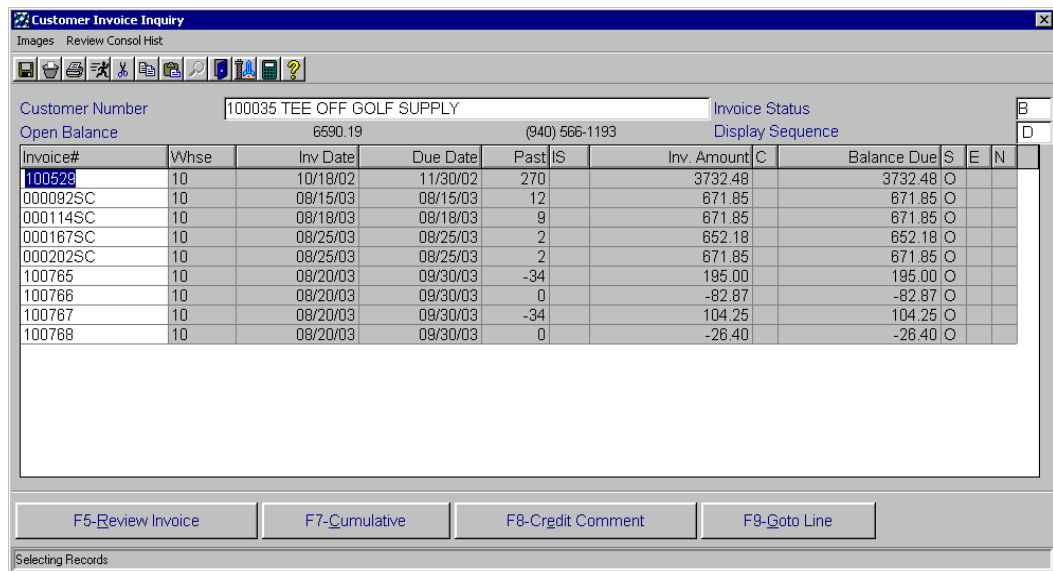


Figure 2-32: Customer Invoice Inquiry Screen

The following table lists the function buttons on the Customer Invoice Inquiry screen.

| Press | To | Comments |
|-----------|--|---|
| F5 | Opens the Invoice Detail Inquiry screen. | Refer to Section 2.1.6.3 on page 2-28. |
| F6 | Opens the Cumulative Balance Inquiry screen. | |
| F7 | Opens the Credit Comments screen. | Displays credit comments about the customer. |
| F9 | Identify a place on the screen that you want to jump to. | Valid codes are invoice number, page number, line number, or B (bottom) or T (top). |

2.1.6.3 Invoice Detail Inquiry

The Invoice Detail Inquiry (**Financial > Accounts Receivable > Inquiries > Invoice Detail Inquiry**) allows you to view detailed invoice information about one invoice. To view the Invoice Detail Inquiry:

- 1 Type **/IDT**. The Invoice Detail Inquiry screen appears.
- 2 Enter the *Invoice Number* or press **F3** to search and press **ENTER**. Detailed information about the invoices appears. An example is shown below.

The screenshot shows the 'Invoice Detail Inquiry' window. At the top, it displays 'Multi Level Discounts' and 'Enter Release#'. Below this is a toolbar with various icons. The main area contains the following information:

Invoice Number: 100538 Customer: 100032 MARY'S HOME IMPROVEMENT WAREHOUSE

| Customer P/O# | Order# | Sell | Merchandise | Freight | Tax Amt | Other |
|---------------|--------|------|-------------|---------|---------|-------|
| | 101914 | 10 | 992.00 | 40.00 | 0.00 | 0.00 |

| Inv Date | Due Date | Dsc Date | Disc Amount | Disc Taken | Ex | Cons Inv# | Stat |
|----------|----------|----------|-------------|------------|----|-----------|------|
| 11/18/02 | 12/30/02 | 12/10/02 | 19.84 | 0.00 | | | |

| Trn Date | Check Number | Check Amount | Cash Amount | Misc. Amount | Chrgbck Amt |
|----------|--------------|--------------|-------------|--------------|-------------|
| 08/26/03 | 563264 | 120563.23 | 1032.00 | 0.00 | 0.00 |

Invoice Amount: 1032.00 Balance Due: 0.00

Buttons: OK, F5-Review Order, F6-Notes, F7-Pending RGAs

Figure 2-33: Invoice Detail Inquiry Screen

The following table lists the function buttons on the Invoice Detail Inquiry screen.

| Press | To | Comments |
|-----------|------------------------|---|
| F2 | Close this screen. | |
| F5 | View the sales order. | |
| F6 | View invoice notes. | Notes are entered in Accounts Receivable Maintenance (/ARM). |
| F7 | View any pending RGAs. | |

2.1.6.4 Aged Accounts Receivable Report

To generate the Accounts Receivable Aging Report, use the following menu path: **Financial > Accounts Receivable > Reports > A/R Aging Reports > Aged Accounts Receivable**. The report shows open A/R aged by date using the following filters:

- Customer Number range.
- Selling Warehouse.
- Sales Representative.
- Invoice Status (include listed status codes).
- Invoice Status (exclude listed status codes).
- Sort by Warehouse:
 - **Y** - sort by selling warehouse.
 - **N** - sort by customer or salesrep (refer to next filter).
- Sort by Cust or Slmn:
 - **C** - sort by customer.
 - **N** - sort by sales representative.
- Age by Due Date or Invoice Date (required):
 - **D** - age by due date.
 - **I** - age by invoice date.
- Currency Code.

Column headings are described in the table below. An example of the report is shown on the next page.

| Column Heading | Description |
|----------------|--|
| Cust# | The customer's number. |
| Description | The name of the customer's company. |
| Invoice# | The invoice number. |
| Cust P/O# | The customer's P/O number on the invoice (if any). |
| St# | Ship-to number. |
| Inv Date | The date on which the order was invoiced. |
| Future | Total that is not yet due. |
| Current | Total that is due now. |
| 1-30 | Total due that is 1-30 days late. |
| 31-60 | Total due that is 31-60 days late. |
| 61-90 | Total due that is 61-90 days late. |
| Over 90 | Total due that is over 90 days late. |

Development Company
 Accounts Receivable Aging Report As Of 16:54:18 On 09/12/03
 SEL.WHSE = "10" [Sort By Warehouse? = "N" AND Sort By Cust Or Slmn? = "C" AND Age by Due Date or Inv Date = "D"]

User Id MKM Page 1

| Cust# | Description | Invoice# | Cust P/O# | St# | Inv Date | Future | Current | 1-30 | 31-60 | 61-90 | Over 90 |
|--|----------------|----------|--------------|---------------------|----------|----------|----------|---------|---------|-------|---------|
| 000099 | Johnny's Store | 100605-1 | | D | 08/01/03 | | | | 877.09 | | |
| | | 100606-1 | | D | 08/04/03 | | | | 526.26 | | |
| | | 100810 | | D | 08/26/03 | | 48.33 | | | | |
| | | 100605-3 | | D | 09/05/03 | | | 438.55 | | | |
| | | 100606-3 | | D | 09/08/03 | | | 263.12 | | | |
| | | 100604 | | D | 08/01/03 | | 11065.31 | | | | |
| | | 100605-4 | | D | 09/20/03 | | 438.55 | | | | |
| | | 100606-4 | | D | 10/13/03 | | 263.12 | | | | |
| | | 100605-5 | | D | 11/12/03 | 438.55 | | | | | |
| | | 100606-5 | | D | 11/12/03 | 263.12 | | | | | |
| | | 100605-6 | | D | 12/17/03 | 438.55 | | | | | |
| | | 100606-6 | | D | 12/17/03 | 263.12 | | | | | |
| Totals For Customer 000099 Johnny's Store Johnny | | | Total Due | 15323.67 | 1403.34 | 11815.31 | 701.67 | 1403.35 | 0.00 | 0.00 | |
| | | | 555-565-5656 | 2% 10TH PROX NET 30 | | | | | | | |
| 000BTM | Outdoor World | 100363 | | D | 11/19/02 | | | | | | 29.61 |
| | | 100364 | | D | 11/19/02 | | | | | | 4.83 |
| | | 100365 | | D | 11/19/02 | | | | | | 4.83 |
| | | 100366 | | D | 11/19/02 | | | | | | 4.83 |
| | | 100557 | | D | 05/23/03 | | | | 2422.50 | | |
| | | 100699 | | D | 08/12/03 | | 10.83 | | | | |
| | | 100729 | | D | 08/14/03 | | 332.50 | | | | |
| | | 100735 | | D | 08/14/03 | | 313.50 | | | | |
| | | 100736 | | D | 08/14/03 | | 627.00 | | | | |
| | | 100751 | | D | 08/18/03 | | 285.00 | | | | |
| | | 100779 | | D | 08/21/03 | | 845.50 | | | | |
| | | 100912 | | D | 09/11/03 | 335.75 | | | | | |
| | | 100913 | | D | 09/11/03 | 339.28 | | | | | |
| | | 100959 | | D | 09/08/03 | 289.28 | | | | | |
| | | 100960 | | D | 09/08/03 | -260.35 | | | | | |
| Totals For Customer 000BTM Outdoor World Brandon Munro | | | Total Due | 5584.89 | 703.96 | 2414.33 | 0.00 | 0.00 | 2422.50 | 44.10 | |
| | | | 972-724-2018 | 2% 10TH PROX NET 30 | | | | | | | |
| Grand Totals | | | Total Due | 20908.56 | 2107.30 | 14229.64 | 701.67 | 1403.35 | 2422.50 | 44.10 | |

2.1.6.5 Overdue Accounts Receivable Report

To generate the Overdue Accounts Receivable Report, use the following menu path: **Financial > Accounts Receivable > Reports > Overdue Accounts Receivable**. The report shows past due A/R using the following filters:

- Selling Warehouse.
- Customer Number.
- Days Old For Invoice - enter the number of days past due the invoices must be to appear on the report.

Column headings are described in the table below. An example of the report is shown on the next page.

| Column Heading | Description |
|----------------|---|
| Cust# | The customer's number. |
| Description | The name of the customer's company. |
| Phone Number | The customer's phone number. |
| Contact | The name of the customer's A/R contact. |
| Customer P/O# | The P/O number for the invoice (if any). |
| LastPaid | The date on which the customer last paid. |
| AveDays | Average days to pay. |
| Invoice# | The invoice number. |
| COD | If the invoice is COD, an asterisk (*) appears. |
| Due Date | The date on which the invoice was due. |
| Balance Due | The amount left to pay on the invoice. |
| D | If the invoice is disputed, a D appears. |

Development Company
 Overdue Accounts Receivable As Of 16:54:52 On 09/12/03
 SEL.WHSE = "10"

User Id MKM Page 1

| Cust# | Description | Phone Number | Contact | LastPaid | AveDays | Invoice# | COD | Due Date | Balance Due D |
|---|-------------------------|--------------|----------------------|----------|---------|----------|-----|----------|---------------|
| 001000 | A-1 MAINTENANCE SERVICE | 214-588-5656 | JOAN | 06/30/93 | 59.92 | 100095 | | 11/10/02 | 944.50 |
| | | | Customer P/O# 123456 | | | | | | |
| | | | Customer P/O# 100 | | | 100107 | | 11/10/02 | 554.08 |
| | | | Customer P/O# 100376 | | | 100108 | | 11/10/02 | 555.11 |
| | | | | | | 100112 | | 11/10/02 | 28.58 |
| | | | | | | 100113 | | 11/10/02 | 543.75 |
| | | | | | | 100117 | | 11/10/02 | 1139.16 |
| | | | | | | 100205 | | 11/10/02 | 450.00 |
| | | | | | | 100452 | | 11/10/02 | 171.00 |
| | | | | | | 100453 | | 11/10/02 | 125.40 |
| | | | | | | 000032SC | | 12/31/02 | 49.06 |
| | | | | | | 000015SC | | 01/31/03 | 49.06 |
| | | | | | | 000050SC | | 01/31/03 | 49.06 |
| | | | | | | 000065SC | | 08/15/03 | 67.67 |
| | | | | | | 000132SC | | 08/18/03 | 67.67 |
| | | | | | | 000168SC | | 08/25/03 | 67.67 |
| | | | | | | 000204SC | | 08/25/03 | 67.67 |
| Totals For 001000 A-1 MAINTENANCE SERVICE | | | | | | | | | 4929.44 |
| THEY WILL PAY 300.00 BY 10/22 | | | | | | | | | |
| 000BTM | Outdoor World | 972-724-2018 | Brandon Munro | 07/18/01 | 607.00 | 100363 | | 12/30/02 | 29.61 |
| | | | | | | 100364 | | 12/30/02 | 4.83 |
| | | | | | | 100365 | | 12/30/02 | 4.83 |
| | | | | | | 100366 | | 12/30/02 | 4.83 |
| | | | | | | 100557 | | 06/30/03 | 2422.50 |
| | | | | | | 000061SC | | 08/15/03 | 443.99 |
| | | | | | | 000100SC | | 08/18/03 | 443.99 |
| | | | | | | 000139SC | | 08/25/03 | 7.94 |
| | | | | | | 000175SC | | 08/25/03 | 7.94 |
| | | | | | | 100647 | | 09/30/03 | 84.55 |
| | | | | | | 100648 | | 09/30/03 | 417.05 |
| | | | | | | 100686 | | 09/30/03 | 20.30 |
| | | | | | | 100699 | | 09/30/03 | 10.83 |
| | | | | | | 100703 | | 09/30/03 | 285.00 |
| | | | | | | 100704 | | 09/30/03 | 85.00 |
| | | | | | | 100705 | | 09/30/03 | 85.00 |
| | | | | | | 100729 | | 09/30/03 | 332.50 |
| | | | | | | 100735 | | 09/30/03 | 313.50 |
| | | | | | | 100736 | | 09/30/03 | 627.00 |
| | | | | | | 100751 | | 09/30/03 | 285.00 |
| | | | | | | 100779 | | 09/30/03 | 845.50 |
| | | | | | | 100788 | | 10/30/03 | 1419.53 |
| | | | | | | 100789 | | 10/30/03 | 176.00 |
| | | | | | | 100827 | | 10/30/03 | 47.50 |
| | | | | | | 100909 | | 10/30/03 | 297.18 |
| | | | | | | 100910 | | 10/30/03 | 285.00 |
| | | | | | | 100911 | | 10/30/03 | 385.00 |
| | | | | | | 100912 | | 10/30/03 | 335.75 |
| | | | | | | 100913 | | 10/30/03 | 339.28 |
| | | | | | | 100959 | | 10/30/03 | 289.28 |
| | | | | | | 100960 | | 10/30/03 | -260.35 |
| | | | | | | 100977 | | 10/30/03 | 669.28 |
| | | | | | | 100986 | | 10/30/03 | 248.47 |
| Totals For 000BTM Outdoor World | | | | | | | | | 10993.61 |
| Totals For Warehouse DALLAS STORE | | | | | | | | | 15923.05 |
| Grand Totals | | | | | | | | | 15923.05 |

2.1.6.6 Daily Cash Receipts Report

To generate the Daily Cash Receipts Report, use the following menu path: **Financial > Accounts Receivable > Reports > Cash Receipts Reports > Daily Cash Receipts Report**. The report shows cash applied using the following filters:

- Bank Code.
- Deposit Date range.
- Batch Number range.

Column headings are described in the table below. An example of the report is shown on the next page.

| Column Heading | Description |
|-------------------|---|
| Date | The deposit date. |
| Cust# | Line 1 - The customer's number. Line 2 - The name of the customer's company. |
| Check Number | The number of the check used to pay the invoice(s). |
| Check Amt | The total amount of the check. |
| Invoice# | The invoice numbers that were paid on the check. |
| Cash Appl | The cash applied from the check to the invoice. |
| Disc Appl | The discount applied to the invoice. |
| Chrg Back | The amount placed on a charge back invoice. |
| Misc Appl | The amount written off to a miscellaneous G/L account. |
| Miscellaneous G/L | The G/L account to which the miscellaneous amount was written off. |

Development Company
 Daily Cash Receipts Report As Of 16:14:15 On 09/19/03
 DEPOSIT.DATE >= "09/19/03" AND DEPOSIT.DATE <= "09/19/03"

MKM Page 1

| Date | Cust# | Check Number | Check Amt | Invoice# | Cash Appl | Disc Appl | Chrg Back | Misc Appl | Miscellaneous G/L |
|----------------------------|-------------------------|--------------|-----------|----------|-----------|-----------|-----------|-----------|-------------------|
| 09/19/03 | 000001 | 11021 | 200.00 | 100480 | 200.00 | 0.00 | | | |
| | The Golf Hut | | | | | | | | |
| | Total For Batch | 000534 | 200.00 | | 200.00 | 0.00 | 0.00 | 0.00 | |
| 09/19/03 | 000001 | 11011 | 200.00 | 100480 | 200.00 | 0.00 | | | |
| | The Golf Hut | | | | | | | | |
| | Total For Batch | 000535 | 200.00 | | 200.00 | 0.00 | 0.00 | 0.00 | |
| 09/19/03 | 100035 | 413685 | 5000.00 | 100529 | 3732.48 | 0.00 | | | |
| | TEE OFF GOLF SUPPLY | | | | | | | | |
| | | | | 000092SC | 671.85 | 0.00 | | | |
| | | | | 000114SC | 595.67 | 0.00 | | | |
| 09/19/03 | 001000 | 895627 | 4215.18 | 100095 | 944.50 | 0.00 | | | |
| | A-1 MAINTENANCE SERVIC | | | | | | | | |
| | | | | 100107 | 554.08 | 0.00 | | | |
| | | | | 100108 | 555.11 | 0.00 | | | |
| | | | | 100112 | 28.58 | 0.00 | | | |
| | | | | 100113 | 543.75 | 0.00 | | | |
| | | | | 100117 | 1139.16 | 0.00 | | | |
| | | | | 100205 | 450.00 | 0.00 | | | |
| 09/19/03 | 000001 | 7542961 | 1000.00 | 100458 | 4.28 | 0.00 | | | |
| | The Golf Hut | | | | | | | | |
| | | | | 100480 | 995.72 | 0.00 | | | |
| | Total For Batch | 000538 | 10215.18 | | 10215.18 | 0.00 | 0.00 | 0.00 | |
| | Total For Date 09/19/03 | | 10615.18 | | 10615.18 | 0.00 | 0.00 | 0.00 | |
| Total for Bank A Bank Cash | | | 10615.18 | | 10615.18 | 0.00 | 0.00 | 0.00 | |
| Grand Total | | | 10615.18 | | 10615.18 | 0.00 | 0.00 | 0.00 | |
| Total A/R Amount | | | 10615.18 | | | | | | |

2.1.6.7 Cash Receipts History Report

To generate the Cash Receipts History Report, use the following menu path: **Financial > Accounts Receivable > Reports > Cash Receipts Reports > Cash Receipts History Report**. The report shows cash applied using the following filters:

- Post Date range.
- Customer Number.
- Check Number.

Column headings are described in the table below. An example of the report is shown on the next page.

| Column Heading | Description |
|-------------------|---|
| Description | Line 1 - The customer's number. Line 2 - The name of the customer's company. |
| Batch | The batch number. |
| Check Num | The number of the check used to pay the invoice(s). |
| Check Amt | The total amount of the check. |
| Pst-Date | The date the deposit was posted. |
| Invoice# | The invoice numbers that were paid on the check. |
| Cash Appl | The cash applied from the check to the invoice. |
| Disc Appl | The discount applied to the invoice. |
| Chrg Back | The amount placed on a charge back invoice. |
| Misc Appl | The amount written off to a miscellaneous G/L account. |
| Miscellaneous G/L | The G/L account to which the miscellaneous amount was written off. |

Development Company
 Cash Receipts History Report As Of 16:18:26 On 09/19/03
 CUST.NUM = "001000"
 Development Company

User Id MKM Page 1

| Description | Batch | Check Num | Check Amt | Pst-Date | Invoice# | Cash Appl | Disc Appl | Chrg Back | Misc Appl | Miscellaneous | G/L |
|------------------------------------|--------|-----------|-----------|----------|----------|-----------|-----------|-----------|-----------|---------------|-----|
| 001000 | 000326 | 12131 | 100.00 | 06/30/93 | 100009 | 100.00 | 0.00 | | | | |
| A-1 MAINTENANCE SERVICE | | | | | | | | | | | |
| Totals For A-1 MAINTENANCE SERVICE | | | | | | 100.00 | 0.00 | 0.00 | 0.00 | | |
| Total For Currency | | | | | | 100.00 | 0.00 | 0.00 | 0.00 | | |
| 001000 | 000538 | 895627 | 4215.18 | 09/19/03 | 100095 | 944.50 | 0.00 | | | | |
| A-1 MAINTENANCE SERVICE | | | | | | | | | | | |
| | | | | | 100107 | 554.08 | 0.00 | | | | |
| | | | | | 100108 | 555.11 | 0.00 | | | | |
| | | | | | 100112 | 28.58 | 0.00 | | | | |
| | | | | | 100113 | 543.75 | 0.00 | | | | |
| | | | | | 100117 | 1139.16 | 0.00 | | | | |
| | | | | | 100205 | 450.00 | 0.00 | | | | |
| Totals For A-1 MAINTENANCE SERVICE | | | | | | 4215.18 | 0.00 | 0.00 | 0.00 | | |
| Total For Currency US | | | | | | 4215.18 | 0.00 | 0.00 | 0.00 | | |

2.2 Accounts Payable

The following Accounts Payable procedures are described in this manual:

- Reconcile vendor invoices (refer to Section 2.2.1 on page 2-38).
- Reconcile vendor claims (refer to Section 2.2.2 on page 2-51).
- Setup recurring vendor invoices (refer to Section 2.2.3 on page 2-62).
- Print debit memos (refer to Section 2.2.4 on page 2-68).
- Change the vendor number or vendor invoice number (refer to Section 2.2.5 on page 2-69).
- Manually enter invoices (refer to Section 2.2.6 on page 2-70).
- Print checks (refer to Section 2.2.7 on page 2-74).
- Record manual checks (refer to Section 2.2.8 on page 2-85).
- Void checks (refer to Section 2.2.9 on page 2-87).
- Maintain vendor information (refer to Section 2.2.10 on page 2-89).

The basic Accounts Payable flowchart is shown in the figure below.

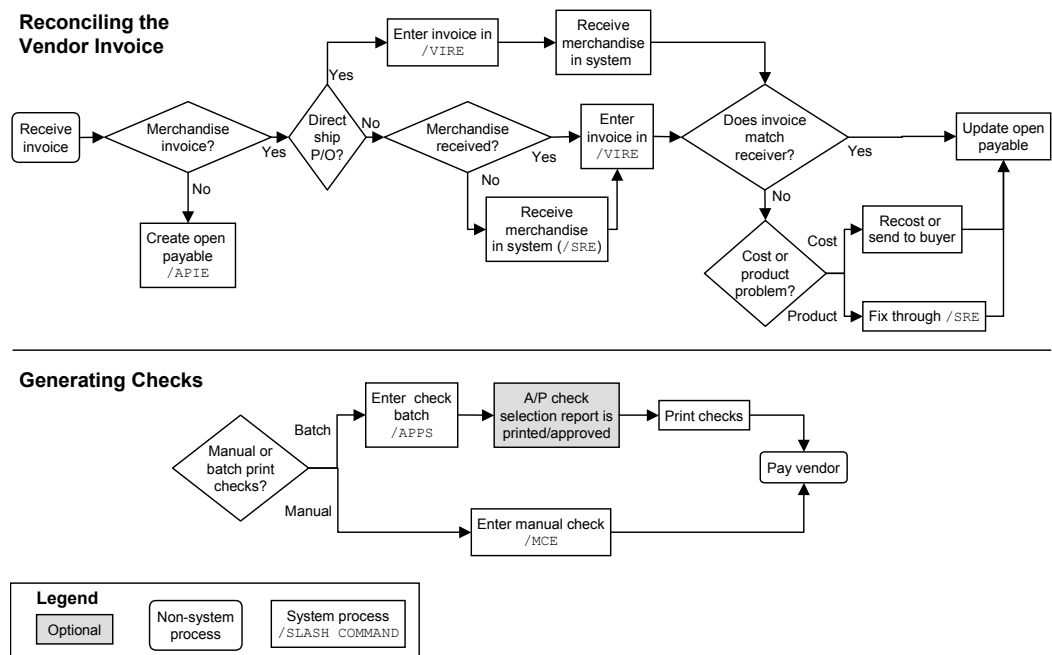


Figure 2-34: Account Payable Flowchart

2.2.1 Reconciling Vendor Invoices

Vendor invoice reconciliation allows you to match a receiver (refer to the Inventory Manual) with an invoice from a vendor. To reconcile a receiver with an invoice:

- 1 Type **/VIRE** (**Financial > Accounts Payable > AP/PO Subsystem > Vendor Invoice Reconciliation > Invoice Reconciliation Entry**). The A/P Account Number screen appears.

| Ln# | Table Heading | Div# | Reg# | Loc# | Dep# | Ccr# | Account# |
|-----|--------------------------|------|------|------|------|------|----------|
| | Accounts Payable Account | XX | | XX | 00 | | 2000 |

Figure 2-35: A/P Account Number Screen

- 2 If necessary, enter the appropriate number or press **F3** to search for:
 - *Div#.*
 - *Reg#.*
 - *Loc#.*
 - *Dep#.*
 - *Ccr#.*
 - *Account#* (defaults to your Accounts Payable G/L account number).
- 3 Press **F2**. The Vendor Invoice Reconciliation Entry screen appears.

Figure 2-36: Vendor Invoice Reconciliation Entry Screen

- 4 For *Receiver Number*, choose one of the following:
 - If the vendor invoice matches a single receiver, enter the receiver number (e.g., 123456-1) or press **F3** to search for the receiver number.
 - If the vendor invoice reflects part of a receiver, split the receiver (refer to Section 2.2.1.1 on page 2-42).
 - If the vendor invoice reflects two or more receivers, merge the receivers (refer to Section 2.2.1.2 on page 2-43).
 - If the P/O was for a direct ship, enter the P/O number. The Stock Receipts Entry screen appears. Refer to the Inventory Manual.
- 5 After you enter, split, or merge receivers, the *Vendor Number* and *Terms Code* appear.
- 6 Enter the vendor's *Invoice Number* and *Invoice Date*. You can only use an invoice number once.
- 7 For *Status*, choose one of:
 - **O** - open (default).
 - **H** - hold.
 - **B** - bank deduction.
 - **E** - electronic transfer.
- 8 *Discount Date* and *Due Date* default based on A/P terms and invoice date. Change them if necessary.
- 9 Enter the *Merch Amount* from the invoice. This amount is for the merchandise **only**. If the *Merch Amount* does not match the *Received Total* from the P/O and the discrepancy exceeds your company's limit, you must adjust the discrepancy. Refer to Section 2.2.1.3 on page 2-44. You can adjust the discrepancy now by:
 - Recosting the P/O (refer to "Recosting a P/O" on page 2-45).
 - Putting the invoice on buyer hold (refer to "Putting the Invoice on Buyer Hold" on page 2-50).If you proceed with the reconciliation, more options appear when you save the entry.



If the *Merch Amount* and *Received Total* match but you want to issue a debit or credit memo to the vendor, refer to "Entering a Credit or Debit Memo" on page 2-46.

- 10 If any of the following are listed on the invoice, enter them in the following fields:
 - *Freight Amount*.
 - *Duty Amount*.
 - *Brokerage Amt*.

- 11 If you entered amounts in any of the fields in step 10, choose one of the following for *Include?*:
 - **N** if the charges should not be included in the payment to the vendor, but should be allocated to the cost of the items (based on your company settings).
 - **Y** if the charges should be included in the payment to the vendor.
- 12 Enter any other charges in *Misc Amt*.
- 13 The *Discount Amt* defaults based on the *Terms Code*. Change it if necessary.
- 14 Press **F2**.
- 15 One of the following occurs:
 - If the difference between *Merch Amt* and *Received Total* is within your system-level tolerance or if they match, the following dialog box appears. Choose **Yes** to update the receiver and flag it to be paid (if *Status* is **N**, it is not flagged to be paid) or **No** to save your changes and return to the receiver and update your open A/P.

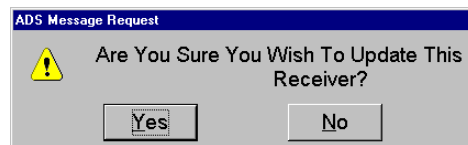


Figure 2-37: Update Receiver Dialog Box

- If the difference between *Merch Amt* and *Received Total* is outside of your system-level tolerance, the following dialog box appears.

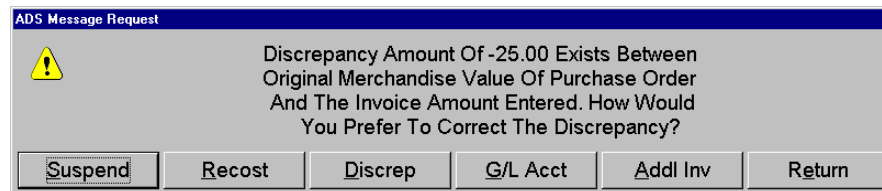


Figure 2-38: Discrepancy Warning Dialog Box

Choose one of the following:

- **Suspend** to save the information but not flag the invoice to be paid. You must return to Vendor Invoice Reconciliation Entry and correct the discrepancy before the invoice will be paid.
- **Recost** to change cost on the purchase order. Refer to “Recosting a P/O” on page 2-45.
- **Discrep** to write the discrepancy off to a discrepancy account. The amount you can write off to this account is limited. If the discrepancy exceeds the limit, the following dialog box appears. Select **Continue** and choose another option to resolve the discrepancy.



Figure 2-39: Discrepancy Writeoff Warning Dialog Box

- **G/L Acct** to write the discrepancy off to any G/L account. Refer to “Choosing a G/L Account” on page 2-48.
- **Addl Inv** to generate another invoice (can be a credit or debit memo) to bill the difference back to the vendor. Refer to “Creating an Additional Invoice” on page 2-49.
- **Return** to go back to the Vendor Invoice Reconciliation Entry screen and update it.

2.2.1.1 Splitting a Receiver

If the vendor invoice does not include all items on a receiver, you must split the receiver. When you split a receiver, ADS creates a new receiver with the line items that are not on the vendor invoice. The new receiver automatically appends -50 to the first split receiver (e.g., 123456-50) so that you can easily identify which receivers were split. Additional split receivers increment by one (e.g, 123456-51, 123456-52).



Check your company procedures splitting a receiver. You may need to verify that the stock was received correctly in the warehouse and have any discrepancy corrected in Stock Receipts (refer to the Inventory Manual).

To split a receiver:

- 1 On the Vendor Invoice Reconciliation Entry screen, press **F5**. The Vendor Invoice Split Routine screen appears.

| Ln# | Product# / Description | Whse | Qty-Rec | U/M | Cost/Disc% | Inc? | Qty-Inc |
|-----|-----------------------------------|------|---------|-----|----------------|------|---------|
| 1 | MKM L1 LAMP BASE SILVER | 10 | 15 EA | | 15,000 0.00 | Y | |
| 2 | MKM L2 GREEN LAMP SHADE | 10 | 20 EA | | 10,000 0.00 | Y | |
| 3 | MKM L3 ELECTRICAL KIT FOR LAMP | 10 | 20 EA | | 1,000 0.00 | Y | |

Figure 2-40: Vendor Invoice Split Routine Screen

- 2 For *Receiver#*, enter the receiver number or press **F3** to search for the receiver. The open lines on the receiver appear.
- 3 If the line item is on the invoice, enter Y in *Inc?*.
- 4 In *Qty-Inc*, enter the the quantity that is on the invoice.
- 5 Repeat steps 3-4 for each line item on the invoice.
- 6 Press **F2**. A notification dialog box with the new receiver number appears.

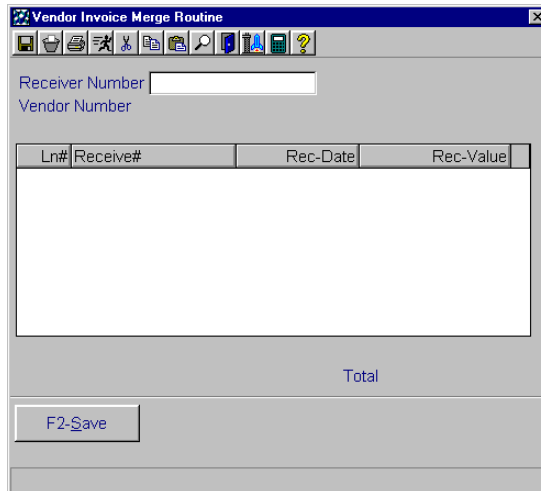
Figure 2-41: New Receiver Dialog Box

- 7 Choose **Continue**.
- 8 Continue reconciling the invoice as usual. Refer to Section 2.2.1 on page 2-38.

2.2.1.2 Merging Receivers

If a vendor invoice reflects 2 or more receivers, you must merge the receivers. To merge the receivers:

- 1 On the Vendor Invoice Reconciliation Entry screen, press **F6**. The Vendor Invoice Merge Routine screen appears.



| Ln# | Receive# | Rec-Date | Rec-Value |
|-------|----------|----------|-----------|
| Total | | | |

Figure 2-42: Vendor Invoice Merge Routine Screen

- 2 For *Receiver Number*, enter a receiver number or press **F3** to search for the receiver that you want to merge with the other receivers.
- 3 For *Receive#*, enter a receiver number or press **F3** to search for the other receivers you want to merge with the receiver in *Receiver Number*.
- 4 Press **F2**.
- 5 Continue reconciling the invoice as usual. Refer to Section 2.2.1 on page 2-38.

2.2.1.3 Adjusting Discrepancies

If a discrepancy exists between the the *Merch Amt* and *Received Total*, use one of the following tools to resolve the discrepancy:

- Recosting the P/O.
- Entering a credit or debit memo - use if *Merch Amt* and *Received Total* do match.
- Choosing a G/L account.
- Creating an additional invoice - use if *Merch Amt* and *Received Total* don't match.
- Putting the invoice on buyer hold.
- Entering a negative receiver (refer to the Inventory Manual).

Figure 2-43: Vendor Invoice Reconciliation Entry Screen

The following table lists the function buttons on the Vendor Invoice Reconciliation Entry screen.

| Press | To | Comments |
|-----------|--------------------------------------|---|
| F2 | Save the reconciliation. | Refer to Section 2.2.1 on page 2-38. |
| F4 | Delete the reconciliation. | Do not use this option. If you delete a receiver, the stock receipts entry is reversed. |
| F5 | View the header screen from the P/O. | Refer to the Purchasing Manual. |
| F6 | Enter a credit or debit memo. | Refer to "Entering a Credit or Debit Memo" on page 2-46. |
| F7 | Recost the P/O. | Refer to "Recosting a P/O" on page 2-45. |
| F8 | Put the receiver on buyer hold. | Refer to "Putting the Invoice on Buyer Hold" on page 2-50. |

Recosting a P/O

If a vendor invoice does not match the total merchandise received because of a cost difference, you can recost the P/O. You can also put the invoice on buyer hold so that the buyer can recost the P/O or approve/disapprove the vendor's cost (refer to "Putting the Invoice on Buyer Hold" on page 2-50).

To recost the P/O:

- 1 Choose one of the following:
 - From the Vendor Invoice Reconciliation Entry screen, press **F7**.
 - From the Discrepancy Warning dialog box, choose **Recost**.

The AP/PO Cost Adjustments screen appears.

| Ln# | Product#/Description | Whse | Qty-Rec | U/M | Cost/Disc% | Rev. Cost/Est |
|---------------------------|----------------------------------|------|---------|-----|----------------|--------------------------|
| 1 | MKM L1 LAMP BASE SILVER | 10 | 15 | EA | 15.000 0.00 | 15.000 0.00 225.00 |
| 2 | MKM L2 GREEN LAMP SHADE | 10 | 20 | EA | 10.000 0.00 | 10.000 0.00 200.00 |
| 3 | MKM L3 ELETRICAL KIT FOR LAMP | 10 | 20 | EA | 1.000 0.00 | 1.000 0.00 20.00 |
| Revised Merchandise Total | | | | | | 445.00 |

F2-Save F5-Notes F9-Goto Line

Figure 2-44: AP/PO Cost Adjustments Screen

- 2 For each line item, adjust the cost per unit of measure or the discount percent under *Rev. Cost/Est*.
- 3 When each line item is correct, press **F2**.

Entering a Credit or Debit Memo

You can create a debit or credit memo if the *Merch Amount* and *Received Total* match. This debit or credit memo can create an invoice or credit to the vendor that is not necessarily related to this invoice (e.g., rebate, advertising expense).



If the *Merch Amount* and *Received Total* do not match and you want to create a credit or debit memo, refer to "Creating an Additional Invoice" on page 2-49.

To create a credit or debit memo:

- 1 On the Vendor Invoice Reconciliation Entry screen, press **F6**. The AP/PO Credit Memo Entry screen appears.

| Ln# | Div# | Reg# | Loc# | Dep# | Ccr# | Account# | Credit Amt |
|-----|------|------|------|------|------|----------|------------|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

Total Credit Memo Amount 0.00

F2-Save

Figure 2-45: AP/PO Credit Memo Entry Screen

- 2 In *Comments*, enter the reason you are creating this credit or debit memo.
- 3 For each G/L account you want to credit or debit, enter or press **F3** to search for each of the following (if applicable):
 - *Div#*.
 - *Reg#*.
 - *Loc#*.
 - *Dep#*.
 - *Ccr#*.
 - *Account#*.
 - *Credit Amt* - enter a positive number to create an additional charge that you owe the vendor or enter a negative number to create credit that you will take.
- 4 Press **F2**.

The number of the additional invoice is the vendor's original invoice number appended with an A. For example, if the original invoice was 12345, the additional invoice number is 12345A.

Choosing a G/L Account

You can specify G/L account(s) to write off a discrepancy. To choose G/L account(s):

- 1 From the Discrepancy Warning dialog box, choose **G/L Acct.** The G/L Accounts For Discrepancy screen appears.

| Ln# | Div# | Reg# | Loc# | Dep# | Ccr# | Account# | Disc. Amount |
|-----|------|------|------|------|------|----------|--------------|
| | | | | | | | -25.00 |
| | | | | | | | |
| | | | | | | | |

Discrepancy Amount Applied: 0.00

F2-Save F9-Goto Line

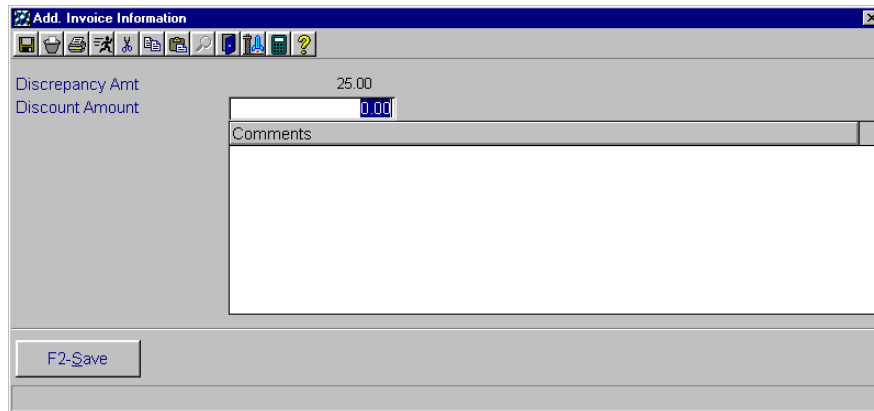
Figure 2-46: G/L Accounts For Discrepancy Screen

- 2 For each G/L account you want to credit or debit, enter or press **F3** to search for each of the following (if applicable):
 - *Div#.*
 - *Reg#.*
 - *Loc#.*
 - *Dep#.*
 - *Ccr#.*
 - *Account#.*
 - *Disc. Amount.*
- 3 Press **F2**.

Creating an Additional Invoice

If the *Merch Total* is different from the *Received Total*, you can create an additional invoice to bill back the difference. To create an additional invoice:

- 1 From the Discrepancy Warning dialog box, choose **Addl Inv.** The Add. Invoice Information screen appears. The entire discrepancy appears in *Discrepancy Amt.*



The screenshot shows a software window titled "Add. Invoice Information". The window has a standard Windows-style title bar with a close button. Below the title bar is a toolbar with several icons. The main area of the window contains the following fields:

- Discrepancy Amt:** A text field containing the value "25.00".
- Discount Amount:** A text field containing the value "0.00".
- Comments:** A large, empty text area for entering notes.

At the bottom of the window, there is a button labeled "F2-Save".

Figure 2-47: Add. Invoice Information Screen

- 2 Change the *Discount Amount*, if necessary.
- 3 Enter *Comments* about the invoice.
- 4 Press **F2**.

The number of the additional invoice is the vendor's original invoice number appended with an A. For example, if the original invoice was 12345, the additional invoice number is 12345A.

Putting the Invoice on Buyer Hold

If you want the buyer to review and/or recost the P/O, put the invoice on buyer hold. To put the invoice on buyer hold:

- 1 On the Vendor Invoice Reconciliation Entry screen, press **F8**. The Buyer Hold Notes screen appears.



Figure 2-48: Buyer Hold Notes Screen

- 2 Edit the *Buyer Number* if necessary (defaults to the buyer on the P/O).
- 3 Press **ENTER**. The Buyer Hold screen appears.

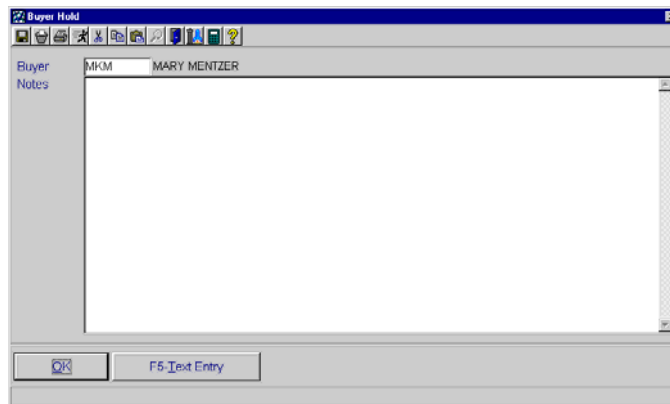


Figure 2-49: Buyer Hold Screen

- 4 To enter notes, press **F5**. The Buyer Hold Notes screen appears.

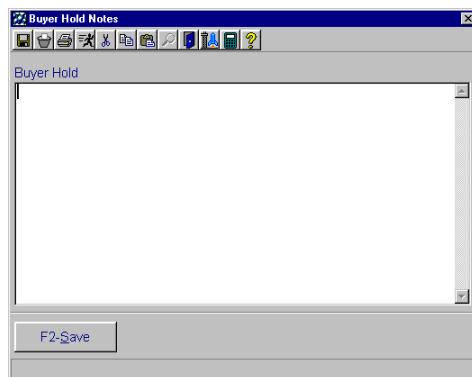


Figure 2-50: Buyer Hold Notes Screen

- 5 Enter notes and press **F2**.
- 6 On the Buyer Hold screen, choose **OK**.

The buyer reviews the receiver in Accounts Payable Discrepancy Inquiry where they can recost the P/O (refer to the Purchasing Manual) and release the P/O back to A/P. You can then release the receiver in Accounts Payable Released Inquiry (refer to Section 2.2.11.2 on page 2-95).

2.2.2 Reconciling Vendor Claims

Vendor claim reconciliation allows you to match a claim from Vendor Claim Entry with an credit from a vendor. To reconcile one receiver with a credit memo:

- 1 Type **/VCR** (**Financial > Accounts Payable > AP/PO Subsystem > Vendor Claim Reconciliation > Claim Reconciliation Entry**). The A/P Account Number screen appears.

| Ln# | Table Heading | Div# | Reg# | Loc# | Dep# | Ccr# | Account# |
|-----|--------------------------|------|------|------|------|------|----------|
| 1 | Accounts Payable Account | XX | | XX | 00 | | 2000 |

Figure 2-51: A/P Account Number Screen

- 2 Enter the appropriate number or press **F3** to search for:
 - *Div#.*
 - *Reg#.*
 - *Loc#.*
 - *Dep#.*
 - *Ccr#.*
 - *Account#* (defaults to your Accounts Payable G/L account number).
- 3 Press **F2**. The Vendor Claim Reconciliation Entry screen appears.

Figure 2-52: Vendor Claim Reconciliation Entry Screen

- 4 For *Receiver Number*, choose one of the following:
 - If the credit memo matches a single vendor claim, enter the claim number (e.g., 123456-1) or press **F3** to search for the claim number.
 - If the credit memo reflects part of a vendor claim, split the claim (refer to Section 2.2.2.1 on page 2-54).
 - If the credit memo reflects two or more vendor claims, merge the claims (refer to Section 2.2.2.2 on page 2-55).
- 5 After you enter, split, or merge claims, the *Vendor Number* and *Terms Code* appear.
- 6 Enter the credit memo's number in *Invoice Number* and *Invoice Date*. You can only use a number once.
- 7 For *Status*, choose one of:
 - **O** - open (default).
 - **H** - hold.
 - **B** - bank deduction.
 - **E** - electronic transfer.
- 8 *Discount Date* and *Due Date* based on A/P terms and claim date. Change them if necessary.
- 9 Enter the *Merch Amount* from the credit memo. This amount should be for the merchandise **only**. If the *Merch Amount* does not match the *Received Total* from the claim and the discrepancy exceeds your company's limits, you must adjust the discrepancy. Refer to Section 2.2.2.3 on page 2-56. You can adjust the discrepancy now by:
 - Recosting the claim (refer to "Recosting a Vendor Claim" on page 2-57).
 - Putting the credit memo on buyer hold (refer to "Putting the Vendor Claim on Buyer Hold" on page 2-61).If you proceed with the reconciliation, more options appear when you save the entry.

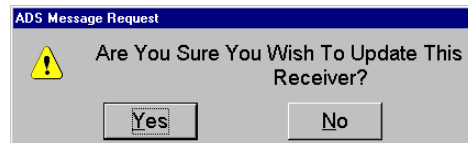


If *Merch Amount* and *Received Total* match, but you want to issue a credit or debit memo, refer to "Entering a Credit or Debit Memo" on page 2-58.

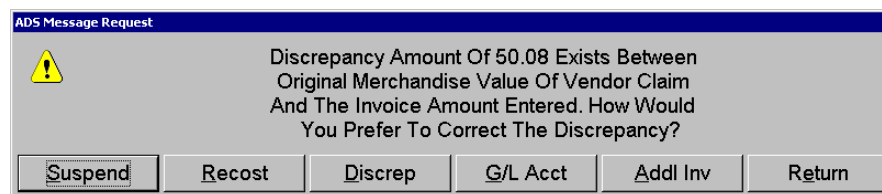
- 10 If any of the following are listed on the credit memo, enter them in the following fields:
 - *Freight Amount*.
 - *Duty Amount*.
 - *Brokerage Amt*.
- 11 Enter any other charges in *Misc Amt*.
- 12 The *Discount Amt* defaults based on the *Terms Code*. Change it if necessary.

13 Press F2.**14 One of the following occurs:**

- If the difference between *Merch Amt* and *Received Totals* is within your system-level tolerance or they match, the following dialog box appears. Choose **Yes** to save your changes and update them in A/P or **No** to save your changes and return to the credit memo later to update it.

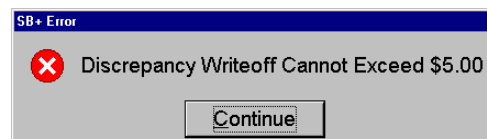
**Figure 2-53: Update Receiver Dialog Box**

- If the difference between *Merch Amt* and *Received Totals* is outside of your system-level tolerance, the following dialog box appears.

**Figure 2-54: Discrepancy Warning Dialog Box**

Choose one of the following:

- **Suspend** to save the information. You must return to Vendor Claim Reconciliation Entry and correct the discrepancy before the credit memo will be updated.
- **Recost** to change cost on the credit memo. Refer to “Recosting a Vendor Claim” on page 2-57.
- **Discrep** to write the discrepancy off to a discrepancy account. The amount you can write off to this account is limited. If the discrepancy exceeds the limit, the following dialog box appears. Select **Continue** and choose another option to resolve the discrepancy.

**Figure 2-55: Discrepancy Writeoff Warning Dialog Box**

- **G/L Acct** to write the discrepancy off to any G/L account (e.g., restocking fee). Refer to “Choosing a G/L Account” on page 2-59.
- **Addl Inv** to generate another invoice to bill the difference back to the vendor or pay extra to the vendor. Refer to “Creating an Additional Invoice” on page 2-49.
- **Return** to go back to the Vendor Claim Reconciliation Entry screen and update it.

2.2.2.1 Splitting a Receiver

If the credit memo reflects part of your claim, you must split the claim. When you split a claim, ADS creates a new claim with the line items that are not on the vendor claim. The new receiver automatically appends -50 to the first split claim (e.g., 123456-50) so that you can easily identify which claims were split. Additional split claims increment by one (e.g, 123456-51, 123456-52).

To split a claim:

- 1 On the Vendor Claim Reconciliation Entry screen, press **F5**. The Vendor Claims Split screen appears.

| Ln# | Product# / Description | Whse R/S | Qty-Clm Qty-Alw | U/M | Cost-Clm Cost-Alw | Disc% | Inc? | QtyInc | Disc% |
|-----|---|----------|-----------------|-----|-------------------|--------------------|------|--------|-------|
| 1 | RSH-34567 Firestorm Drill Bits 1/100/1000 | | 10 | | -1 C -1 | 4,000 4,000 | 0.00 | Y | |
| 2 | RSH-34567 Firestorm Drill Bits 1/100/1000 | | 10 | | -1 M -1 | 40,000 40,000 | 0.00 | Y | |
| 3 | RSH-23456 Firestorm Battery | | 10 | | -1 EA -1 | 50,000 50,000 | 0.00 | Y | |
| 4 | RSH-23456 Firestorm Battery | | 10 | | -1 DZ -1 | 600,000 600,000 | 0.00 | Y | |

Figure 2-56: Vendor Claims Split Screen

- 2 For *Claim#*, enter the credit memo number or press **F3** to search for the credit memo number. The open lines on the credit memo appear.
- 3 If the line item is on the credit memo, enter Y in *Inc?*.
- 4 In *Qty-Inc*, enter the the quantity that is on the credit memo.
- 5 Repeat steps 3-4 for each line item on the credit memo.
- 6 Press **F2**. A notification dialog box with the new number appears.



Figure 2-57: New Claim Dialog Box

- 7 Choose **Continue**.
- 8 Continue reconciling the claim as usual. Refer to Section 2.2.2 on page 2-51.

2.2.2.2 Merging Vendor Claim Receivers

If a credit memo reflects 2 or more claims, you must merge the claims. To merge the claims:

- 1 On the Vendor Claim Reconciliation Entry screen, press **F6**. The Vendor Claim Merge Routine screen appears.

| Receive# | Ln# | | Rec-Value |
|----------|-----|----------|-----------|
| 100363-1 | 1 | 11/10/99 | -850.00 |

Total -1300.08

F2-Save

Figure 2-58: Vendor Claim Merge Routine Screen

- 2 For *Receiver Number*, enter a claim number or press **F3** to search for the claim that you want to merge with the other claims.
- 3 For *Receive#*, enter claim numbers or press **F3** to search for the other claims you want to merge with the claim in *Receiver Number*.
- 4 Press **F2**.
- 5 Continue reconciling the claim as usual. Refer to Section 2.2.2 on page 2-51.

2.2.2.3 Adjusting Discrepancies

If a discrepancy exists between the the *Merch Amt* and *Received Total*, use one of the following tools to resolve the discrepancy:

- Recosting the claim.
- Entering a credit or debit memo - use if *Merch Amt* and *Received Total* do match.
- Choosing a G/L account.
- Creating an additional invoice - use if *Merch Amt* and *Received Total* don't match.
- Putting the claim on buyer hold.

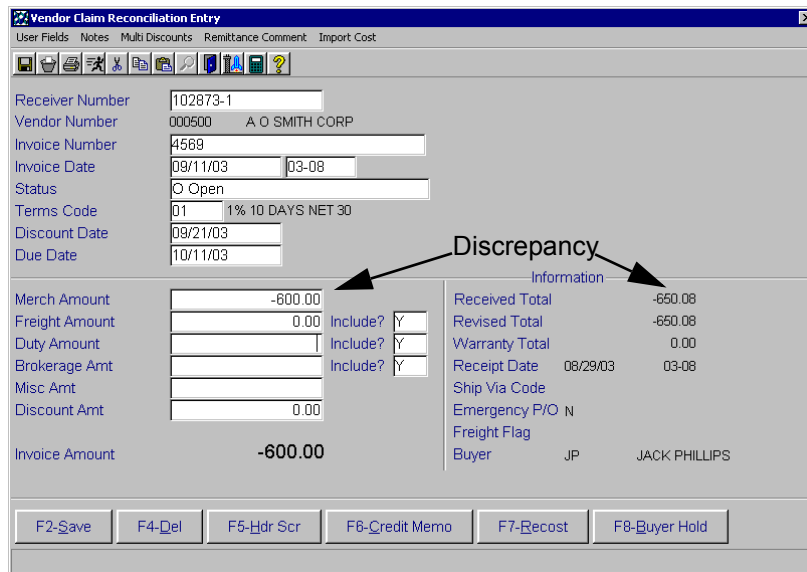


Figure 2-59: Vendor Claim Reconciliation Entry Screen

The following table lists the function buttons on the Vendor Claim Reconciliation Entry screen.

| Press | To | Comments |
|-------|-------------------------------------|--|
| F2 | Save the claim reconciliation. | Refer to Section 2.2.2 on page 2-51. |
| F4 | Delete the claim reconciliation. | Do not use this option. If you delete a receiver, the credit memo is reversed. |
| F5 | View the header screen from the P/O | Refer to the Purchasing Manual. |
| F6 | Enter a credit or debit memo. | Refer to "Entering a Credit or Debit Memo" on page 2-58. |
| F7 | Recost the claim. | Refer to "Recosting a Vendor Claim" on page 2-57. |
| F8 | Put the receiver on buyer hold. | Refer to "Putting the Vendor Claim on Buyer Hold" on page 2-61. |

Recosting a Vendor Claim

If a vendor claim does not match the total merchandise received because of a cost difference, you can recost the claim. You can also put the credit memo buyer hold so that the buyer can recost it (refer to “Putting the Vendor Claim on Buyer Hold” on page 2-61).

To recost the claim:

- 1 Choose one of the following:
 - From the Vendor Claim Reconciliation Entry screen, press **F7**.
 - From the Discrepancy Warning dialog box, choose **Recost**.

The A/P-P/O Vendor Claim Cost Adjustments screen appears.

| Ln# | Product# / Description | Whse R/S | Qty-Clm Qty-Alw | U/M | Cost-Clm Cost-Alw | Disc%-Clm Disc%-Alw | Ok? |
|---------------------|---|----------|-----------------|-----|-------------------|---------------------|-------------------------------------|
| 1 | RSH-34567 Firestorm Drill Bits 1/100/1000 | 10 | -1 -1 | C | 4.000 4.000 | 0.00 0.00 | <input type="checkbox"/> |
| | | | | | | | -0.04 |
| 2 | RSH-34567 Firestorm Drill Bits 1/100/1000 | | -1 -1 | M | 40.000 40.000 | 0.00 0.00 | <input checked="" type="checkbox"/> |
| | | | | | | | -0.04 |
| 3 | RSH-23456 Firestorm Battery | | -1 -1 | EA | 50.000 50.000 | 0.00 0.00 | <input checked="" type="checkbox"/> |
| | | | | | | | -50.00 |
| 4 | RSH-23456 Firestorm Battery | | -1 -1 | DZ | 600.000 600.000 | 0.00 0.00 | <input checked="" type="checkbox"/> |
| | | | | | | | -600.00 |
| Total Revised Claim | | | | | | | -650.08 |

Figure 2-60: A/P-P/O Vendor Claim Cost Adjustments Screen

- 2 Change the *Qty-Alw* to the quantity that the vendor allowed.
- 3 Change the *Cost-Alw* to the cost the vendor allowed.
- 4 Change the *Disc%-Alw* to the discount the vendor allowed.
- 5 Repeat steps 2-4 for each line item you need to adjust.
- 6 When each line item is correct, press **F2**.

Entering a Credit or Debit Memo

You can create a debit or credit memo in addition to the credit memo being processed if the *Merch Amount* and *Received Total* match.



If the *Merch Amount* and *Received Total* do not match and you want to create a credit or debit memo, refer to “Creating an Additional Debit or Credit Memo” on page 2-60.

To create a credit or debit memo:

- 1 On the Vendor Claim Reconciliation Entry screen, press **F6**. The AP/PO Credit Memo Entry screen appears.

| Ln# | Div# | Reg# | Loc# | Dep# | Ccr# | Account# | Credit Amt |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Total Credit Memo Amount 0.00

Figure 2-61: AP/PO Credit Memo Entry Screen

- 2 In *Comments*, enter the reason you are creating this credit or debit memo.
- 3 For each G/L account you want to credit or debit, enter or press **F3** to search for each of the following (if applicable):
 - *Div#*.
 - *Reg#*.
 - *Loc#*.
 - *Dep#*.
 - *Ccr#*.
 - *Account#*.
 - *Credit Amt* - can be a negative number to create a debit memo.
- 4 Press **F2**.

The number of the additional credit or debit memo is the original credit memo number appended with an A. For example, if the original credit memo was 12345, the additional credit or debit memo number is 12345A.

Choosing a G/L Account

You can specify G/L account(s) to write off a discrepancy. To choose G/L account(s):

- 1 From the Discrepancy Warning dialog box, choose **G/L Acct.** The G/L Accounts For Discrepancy screen appears.

| Ln# | Div# | Reg# | Loc# | Dep# | Ccr# | Account# | Disc. Amount |
|-----|------|------|------|------|------|----------|--------------|
| | | | | | | | -25.00 |
| | | | | | | | |
| | | | | | | | |

Discrepancy Amount Applied: 0.00

F2-Save F9-Goto Line

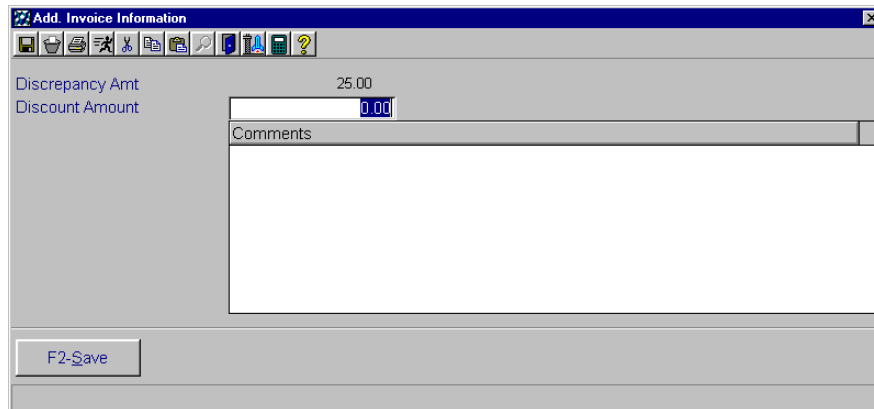
Figure 2-62: G/L Accounts For Discrepancy Screen

- 2 For each G/L account you want to credit or debit, enter or press **F3** to search for each of the following (if applicable):
 - *Div#.*
 - *Reg#.*
 - *Loc#.*
 - *Dep#.*
 - *Ccr#.*
 - *Account#.*
 - *Disc. Amount.*
- 3 Press **F2**.

Creating an Additional Debit or Credit Memo

If the *Merch Total* is different than the *Received Total*, you can create an additional credit or debit memo to make up the difference. To create an additional credit or debit memo:

- 1 From the Discrepancy Warning dialog box, choose **Addl Inv.** The Add. Invoice Information screen appears. The entire discrepancy appears in *Discrepancy Amt.*



The screenshot shows a software window titled "Add. Invoice Information". The window has a standard toolbar at the top with icons for file operations and help. Below the toolbar, there are two labeled fields: "Discrepancy Amt" with the value "25.00" and "Discount Amount" with the value "0.00". Below these fields is a large text area labeled "Comments". At the bottom left of the window, there is a button labeled "F2-Save".

Figure 2-63: Add. Invoice Information Screen

- 2 Change the *Discount Amount*, if necessary.
- 3 Enter *Comments* about the claim.
- 4 Press **F2**.

The number of the additional claim is the vendor's original invoice number appended with an A. For example, if the original invoice was 12345, the additional invoice is 12345A.

Putting the Vendor Claim on Buyer Hold

If you want the buyer to review and/or recost the claim, put the claim on buyer hold. To put the claim on buyer hold:

- 1 On the Vendor Claim Reconciliation Entry screen, press **F8**. The Buyer Hold Notes screen appears.



Figure 2-64: Buyer Hold Notes Screen

- 2 Edit the *Buyer Number* if necessary (defaults to the buyer on the vendor claim).
- 3 Press **ENTER**. The Buyer Hold screen appears.

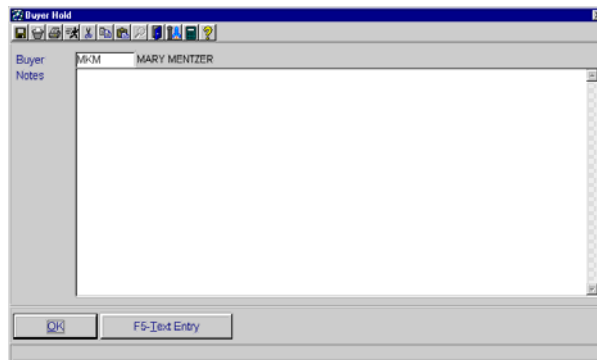


Figure 2-65: Buyer Hold Screen

- 4 To enter notes, press **F5**. The Buyer Hold Notes screen appears.

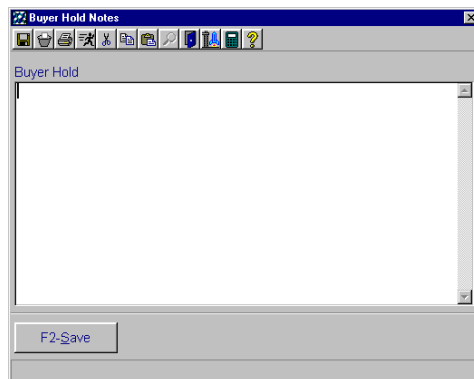


Figure 2-66: Buyer Hold Notes Screen

- 5 Enter notes and press **F2**.
- 6 On the Buyer Hold screen, choose **OK**.

The buyer reviews the receiver in Accounts Payable Discrepancy Inquiry (refer to the Purchasing Manual) and releases the claim back to A/P. You can then release the receiver for payment in Accounts Payable Released Inquiry (refer to Section 2.2.11.2 on page 2-95).

2.2.3 Setting Up Recurring Vendor Invoices

You can use recurring vendor invoices for non-inventory expenses that are paid on the same day of the month and are the same amount or you can change the due date and amount. To use recurring vendor invoices, you can:

- Enter a batch of recurring invoices (refer to Section 2.2.3.1 on page 2-62).
- Generate the Recurring Vendor Invoice Report (refer to Section 2.2.3.2 on page 2-65).
- Post recurring invoices (refer to Section 2.2.3.3 on page 2-67).

2.2.3.1 Entering a Batch of Recurring Invoices



This screen may not appear based on your system settings.

To enter a batch of recurring invoices:

- 1 Type **/RVIE (Financial > Accounts Payable > Recurring Vendor Invoices > Recurring Vendor Invoice Entry)**. The A/P Invoice Batch Information screen appears.

Figure 2-67: A/P Invoice Batch Information Screen

- 2 For *Batch Number*, choose one of the following:
 - To get a new batch number, press **ENTER** over **NEW**.
 - To update a batch, enter the batch number.
- 3 Enter the date on which the batch is created for *Batch Date*.
- 4 For *Batch Amount*, enter the total amount of the invoices that will be entered for the batch.
- 5 Press **F2**. The Standard Account Entry screen appears.

| Ln# | Table Heading | Div# | Reg# | Loc# | Dep# | Ccr# | Account# |
|-----|--------------------------|------|------|------|------|------|----------|
| 1 | Accounts Payable Account | XX | | XX | 00 | | 2000 |

Figure 2-68: Standard Account Entry Screen

- 6 Enter the appropriate number or press **F3** to search for:
 - *Div#*.
 - *Reg#*.
 - *Loc#*.
 - *Dep#*.
 - *Ccr#*.
 - *Account#* (defaults to your Accounts Payable G/L account number).
- 7 Press **F2**. The Recurring Vendor Invoice Entry screen appears.

| Ln# | Div# | Reg# | Loc# | Dep# | Ccr# | Account# | Dist Amt |
|-----|------|------|------|------|------|----------|----------|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

Figure 2-69: Recurring Vendor Invoice Entry Screen

- 8 For *Vendor Number*, enter the vendor's number or description or press **F3** to search.
- 9 Enter the vendor's invoice number in *Invoice Number*.
- 10 In *Transaction Day*, enter the day of the month on which the transaction will occur. If you enter 31, the day will change depending on how many days are in the month (e.g., September's invoice will post on the 30th).
- 11 Change *Terms Code* if necessary (defaults from Vendor Maintenance).
- 12 Enter a *P/O Number*, if available.
- 13 In *Invoice Amount*, enter the total amount to distribute.
- 14 For *Merch Amount*, enter the total amount of the invoice that is for merchandise. This amount is used to calculate the discount.
- 15 Change *Discount Amount* if necessary (defaults based the *Merch Amount*).

16 For each G/L account you need to distribute to, enter:

- *Div#.*
- *Reg#.*
- *Loc#.*
- *Dep#.*
- *Ccr#.*
- *Account#.*
- *Dist Amt - Total Distribution must match the Invoice Amount.*

17 Press **F2**.

18 Repeat steps 8-17 for each recurring invoice.

2.2.3.2 Generating the Recurring Vendor Invoice Report

The Recurring Vendor Invoice Report (**Financial > Accounts Payable > Recurring Vendor Invoices > Recurring Vendor Invoice Report**) lists recurring vendor invoices based on the following criteria:

- Vendor.
- Transaction Day.

Column headings are described in the table below. An example of the report is shown on the next page.

| Column Heading | Description |
|----------------|--|
| Vendor | The vendor number for the invoice. |
| Description | The vendor description for the invoice. |
| Invoice Number | The number of the invoice. |
| Day | The day of the month on which the transaction should post. |
| Disc. Amt | The discount amount. |
| Invoice Amt | The total invoice amount. |
| Dist. Prefix | The prefix of the G/L account. |
| Account# | The G/L account number. |
| Dist Amt | The amount that will be distributed to the Dist. Prefix and Account #. |

Development Company
 Recurring Vendor Invoice Report As Of 15:35:57 03 SEP 2003
 A/P Distribution 01!!10!00!!2000

Page 1

| Vendor Description | Invoice Number | Day | Disc. Amt | Invoice Amt | Dist. Prefix | Account# | Dist Amt |
|---|----------------|-----|-----------|-------------|--------------|----------|----------|
| 100034 DREWS LAWN SERVICE | 141414 | 30 | 0.00 | 75.00 | 01!!10!00! | 1010 | 75.00 |
| 100020 MARY'S HOUSE OF LIGHTING | 123456 | 15 | 0.00 | 200.00 | 01!!10!00! | 7180 | 200.00 |
| 100018 MARY'S LUMBER SUPPLY | 56789 | 25 | 0.00 | 100.00 | 01!!10!00! | 7730 | 100.00 |
| 100019 MARY'S PAINT SUPPLY | 34567 | 5 | 0.00 | 200.00 | 01!!10!00! | 8270 | 200.00 |
| Totals For A/P Distribution 01!!10!00!!2000 | | | | 575.00 | | | |
| Grand Totals For A/P Distribution | | | | | | | 575.00 |

2.2.3.3 Posting Recurring Vendor Invoices

To post the recurring invoices to a fiscal period:

- 1 Choose **Financial > Accounts Payable > Recurring Vendor Invoices > Recurring Vendor Invoice Posting**. The Recurring Vendor Invoice Update screen appears.

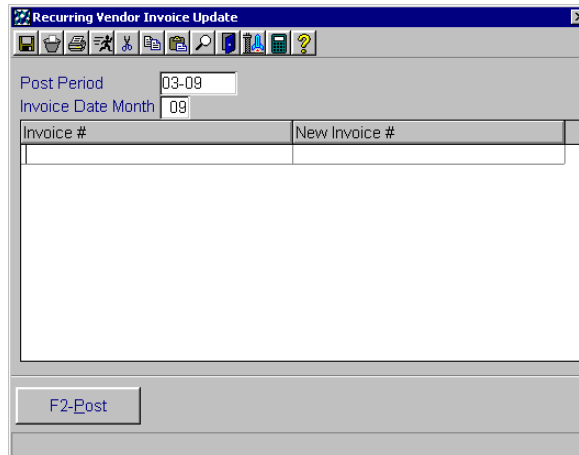


Figure 2-70: Recurring Vendor Invoice Update Screen

- 2 For *Post Period*, enter the fiscal period to post the recurring invoices to. You can also enter a **T** (this period) or a **C** (current period).
- 3 For *Invoice Date Month*, enter the number of the month to use for the invoice date. For example, if the *Transaction Date* on the invoice is 15 and the *Invoice Date Month* is 09 (September), the invoice date is 09/15.
- 4 For *Invoice #*, press **F3** to search for recurring invoices or enter the invoice number using the pattern `<vendor number>!<invoice number>`. For example, if vendor 100020 has a recurring invoice number RENT, enter `100020!RENT`.
- 5 If you want to change the invoice number, enter the new invoice number in *New Invoice #*. If you do not change the invoice number, it is `<invoice number>.<month>/<year>` (e.g., `RENT.11/03`).
- 6 Press **F2**.

2.2.4 Printing Debit Memos

When you create a debit or memo or an additional invoice in Vendor Invoice Reconciliation Entry or Vendor Claim Reconciliation Entry, you must generate debit memos to send to the vendor. To generate debit memos:

- 1 Type **/DMP (Financial > Accounts Payable > AP/PO Subsystem > Vendor Invoice Reconciliation > Debit Memo Printing)**. The Debit Memo Printing screen appears.

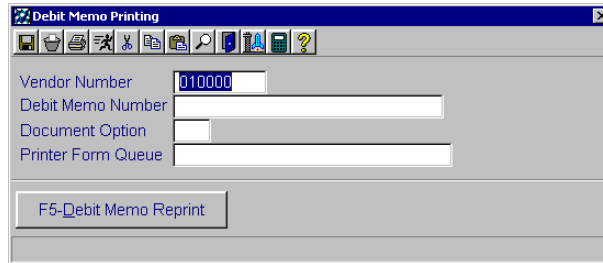


Figure 2-71: Debit Memo Printing Screen



To reprint a debit memo, press **F5**.

- 2 For *Vendor Number*, choose one of the following:
 - To print debit memos for only one vendor, enter the vendor's number or press **F3** to search.
 - To print debit memos for all vendors, leave *Vendor Number* blank.
- 3 For *Debit Memo Number*, choose one of the following:
 - To print one debit memo, enter the debit memo number or press **F3** to search.
 - To print all debit memos, leave *Debit Memo Number* blank.
- 4 For *Document Option*, choose one of the following:
 - **P** - print (default).
 - **F** - fax.
 - **E** - email.
- 5 For *Printer Form Queue*, enter the Unix printer you want to send the debit memo(s) to if you are printing or the Optio printer used for emailing if you are emailing.
- 6 Press **ENTER**.

2.2.5 Changing the Vendor Invoice Number

If you enter an invoice number incorrectly or enter an invoice number for the wrong vendor, you can correct the invoice and/or vendor in Vendor Invoice Number Change Maintenance. To correct a vendor invoice number:

- 1 Type **/ICM (Financial > Accounts Payable > Processes > Vendor Invoice Number Change Maintenance)**. The Invoice Number Change Maintenance screen appears.

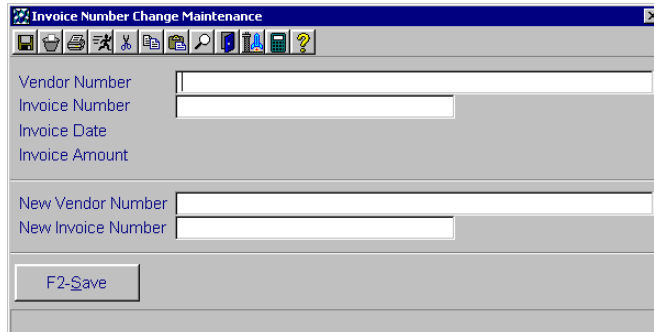


Figure 2-72: Invoice Number Change Maintenance Screen

- 2 For *Vendor Number*, enter the number or description of the vendor or press **F3** to search.
- 3 Enter the *Invoice Number* or press **F3** to search. The *Invoice Date* and *Invoice Amount* appear.
- 4 For *New Vendor Number*, choose one of the following:
 - If the invoice was entered for the correct vendor, enter the same vendor as in *Vendor Number*.
 - If the invoice was not entered for the correct vendor, enter the number or description of the correct vendor or press **F3** to search.
- 5 For *New Invoice Number*, choose one of the following:
 - If the invoice number was entered correctly, enter the same number as in *Invoice Number*.
 - If the invoice number was not entered correctly, enter the correct number.
- 6 Press **F2**.

2.2.6 Manually Entering Invoices

You can manually enter invoices for non-inventory or expense (e.g., rent, supplies) items.



Do not enter a manual invoice for inventory items. Receive the stock (refer to the Inventory Manual) and then reconcile the receiver to the invoice in Vendor Invoice Reconciliation Entry (refer to Section 2.2.1 on page 2-38).

2.2.6.1 Entering a Batch of Manual Invoices



This screen may not appear based on your system settings.

To enter a batch of manual invoices:

- 1 Type **/A/P IE** (**Financial > Accounts Payable > Manual Invoice Entry**). The A/P Invoice Batch Information screen appears.

Figure 2-73: A/P Invoice Batch Information Screen

- 2 For *Batch Number*, choose one of the following:
 - To get a new batch number, press **ENTER** over **NEW**.
 - To update a batch, enter the batch number.
- 3 Enter the date on which the batch is created for *Batch Date*.
- 4 For *Batch Amount*, enter the total amount of the invoices that will be entered for the batch or 0 if you do not know the total.

5 Press **F2**. The Standard Account Entry screen appears.

| Ln# | Table Heading | Div# | Reg# | Loc# | Dep# | Ccr# | Account# |
|-----|--------------------------|------|------|------|------|------|----------|
| 1 | Accounts Payable Account | XX | | XX | 00 | | 2000 |

Figure 2-74: Standard Account Entry Screen

6 Enter the appropriate number or press **F3** to search for:

- *Div#.*
- *Reg#.*
- *Loc#.*
- *Dep#.*
- *Ccr#.*
- *Account#* (defaults to your Accounts Payable G/L account number).

7 Press **F2**. The Accounts Payable Manual Invoice Entry screen appears. Enter as many invoices as necessary (refer to Section 2.2.6.2 on page 2-72).

2.2.6.2 Manually Entering Invoices

After you specify batch and G/L information (refer to Section 2.2.6.1 on page 2-70), the Accounts Payable Manual Invoice Entry screen appears.

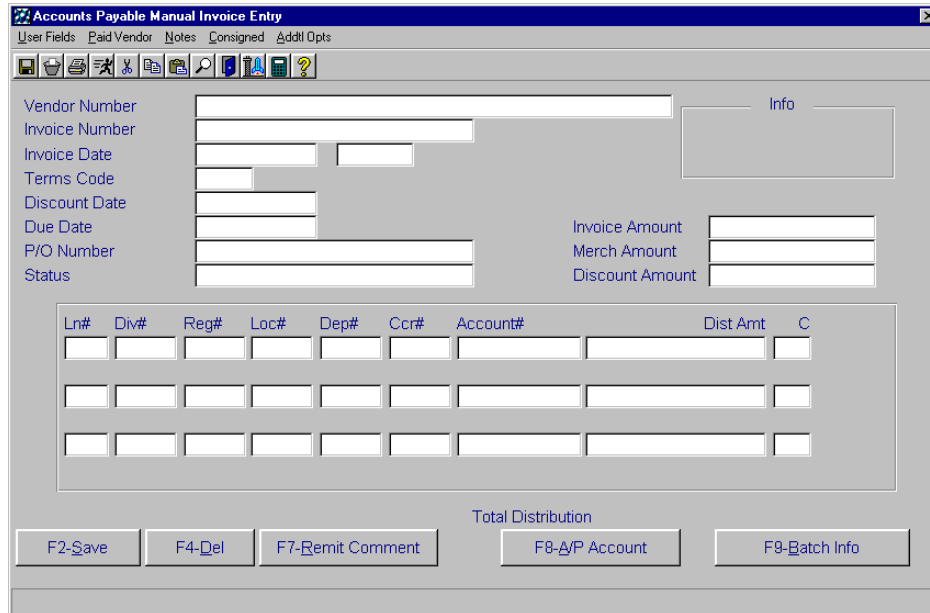


Figure 2-75: Accounts Payable Manual Invoice Entry Screen

Use the function buttons to access information. Refer to the table below for more information on the buttons.

| Press | To | Comments |
|-----------|--|---|
| F2 | Save the invoice. | |
| F4 | Delete the invoice. | |
| F7 | Open the Remittance Check Comment screen. | Enter or change a comment that will print on the check. |
| F8 | Open the Standard Account Entry screen. | See are change which A/P account you are posting to. |
| F9 | Open the A/P Vendor Invoice Batch Information screen. Not accessible if you are not using batch control. | View the invoices that are in this batch. |

For each invoice you want to enter:

- 1 For *Vendor Number*, enter the vendor's number or description or press **F3** to search.
- 2 Enter the vendor's invoice number in *Invoice Number*.
- 3 In *Invoice Date*, enter date of the invoice.
- 4 Change *Terms Code* if necessary (defaults from Vendor Maintenance).
- 5 Change the *Due Date* and *Discount Date* if necessary (default is calculated from the *Invoice Date* and the *Terms Code*).
- 6 Enter a *P/O Number*, if available.
- 7 For *Status*, indicate the status of the invoice:
 - **O** - open (default).
 - **H** - hold.
 - **B** - bank deduction.
 - **E** - electronic transfer.
- 8 In *Invoice Amount*, enter the total amount to distribute.
- 9 For *Merch Amount*, enter the total amount of the invoice that is merchandise. This amount is used to calculate any discount.
- 10 Change *Discount Amount* if necessary (defaults based the *Merch Amount*).
- 11 For each G/L account you need to distribute to, enter:
 - *Div#*.
 - *Reg#*.
 - *Loc#*.
 - *Dep#*.
 - *Ccr#*.
 - *Account#*.
 - *Dist Amt - Total Distribution* must match the *Invoice Amount*.
 - **C** - add comments to the line. Choose one of the following:
 - **Y** - enter comments.
 - **N** - no comments.



If the vendor has default G/L accounts established in Vendor Maintenance, you can choose to use those defaults. You are prompted to use the defaults after *Discount Amount*.

- 12 Press **F2**.

2.2.7 Printing Checks

You can print and process checks for open A/P invoices. To generate checks, you must:

- Start the check batch (refer to Section 2.2.7.1 on page 2-75).
- Select invoices to pay (refer to Section 2.2.7.2 on page 2-77).
- Print checks (refer to Section 2.2.7.3 on page 2-82).

To select invoices and print checks, type **/APPS (Financial > Accounts Payable > Check Processing > Payment Selection/Print)**. The A/P Payment Selection Header screen appears.

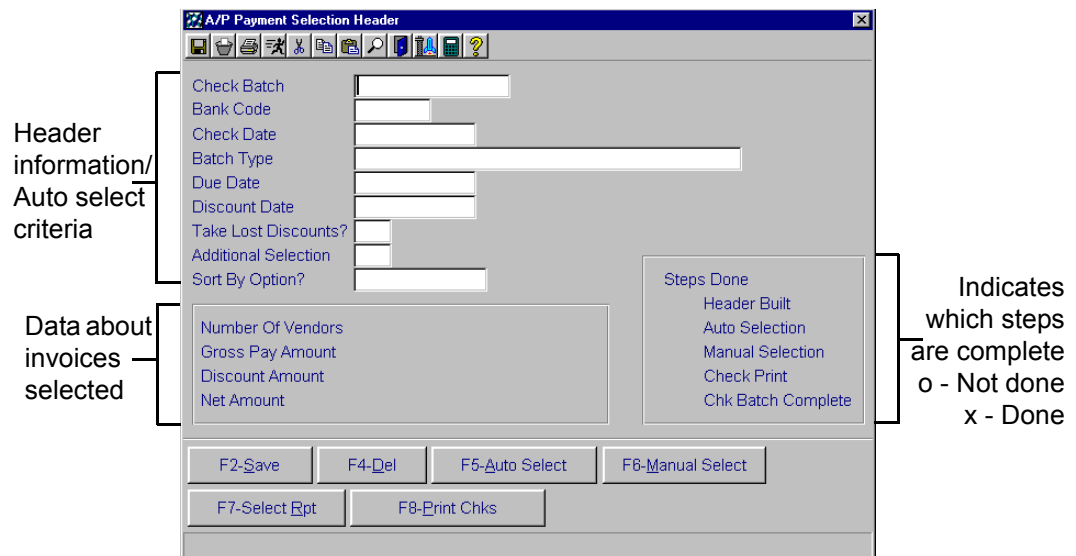


Figure 2-76: A/P Payment Selection Header Screen

Use the function buttons to view information. Refer to the table below for more information on the buttons.

| Press | To | Comments |
|-----------|---|--|
| F2 | Save the batch. | |
| F4 | Delete the batch. | |
| F5 | Select invoices to pay based on the criteria entered in the header. | Refer to Section 2.2.7.2 on page 2-77. |
| F6 | Manually select invoices to pay. | Refer to Section 2.2.7.2 on page 2-77. |
| F7 | Generate the Accounts Payable Payment Selection Register report. | Lists each invoice that will be processed in this batch. |
| F8 | Prints the checks in the batch. | Refer to Section 2.2.7.3 on page 2-82. |

2.2.7.1 Starting a Check Batch

To enter batch information:

- 1 In *Check Batch*, enter the number of the check batch (e.g., your initials and the date) or press **F3** to search for an open batch.
- 2 For *Bank Code*, enter the bank code or press **F3** to search.
- 3 For *Check Date*, enter the date that should print on the checks.
- 4 For *Batch Type*, choose one of the following:
 - **R - Regular.**
 - **A - A/P floor plan:** pays only floor plan invoices if the inventory was sold or if payment is due according to the payment terms.
 - **B - Automatic bank deduction:** pays invoices that were identified as automatic bank deduction in Vendor Invoice Reconciliation Entry (refer to Section 2.2.1 on page 2-38) or Manual Invoice Entry (refer to Section 2.2.6 on page 2-70). The invoices are processed as if a check prints, but physical checks are not printed. Check numbers are a sequentially generated as a 5-digit number with an A prefix.
 - **E - Electronic funds transfer:** pays invoices that were identified as electronic funds transfer in Vendor Invoice Reconciliation Entry (refer to Section 2.2.1 on page 2-38) or Manual Invoice Entry (refer to Section 2.2.6 on page 2-70). A file is generated with automatically assigned sequential check numbers with an E prefix.
- 5 For *Due Date*, enter the date you want to use to select which invoices to pay. Invoices with a due date of the date entered or earlier are selected. Leave this field blank to select invoices regardless of their due date.
- 6 For *Discount Date*, enter the date you want to use to select which invoices to pay. Invoices with a discount date of the date entered or earlier are selected. Leave this field blank to select invoices regardless of their discount date.
- 7 For *Take Lost Discounts?*, choose one of the following:
 - **Y** - take discounts regardless of the discount date.
 - **N** - do not take discounts past their discount date.



If *Unearned Disc Days* is specified in Vendor Maintenance, it overrides your choice for *Take Lost Discounts?*. For example, if the vendor's *Unearned Disc Days* is 10, the discount will be taken for 10 days past the discount day. Therefore, if the discount date on the invoice is 10/1/03, the discount will be taken until 10/11/03 even if you enter **N** for *Take Lost Discounts?*. If you print checks after 10/11/03, the discount will not be taken even if you enter **Y** for *Take Lost Discounts?*.

- 8 For *Additional Selection*, choose one of the following:
- **N** - do not specify any additional criteria to select invoices to pay. Skip to step 10.
 - **Y** - specify additional criteria to **select** invoices to pay. The A/P Check Add Selection screen appears.
 - **E** - specify additional criteria to **exclude** invoices to pay. The A/P Check Add Selection screen appears.

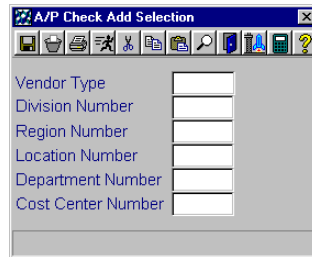


Figure 2-77: A/P Check Add Selection Screen

- 9 For any of the following fields, enter the correct data or press **F3** to search:
- *Vendor Type* - based on *Payable Type* in Vendor Maintenance (refer to Section 2.2.10.2 on page 2-90).
 - *Division Number*.
 - *Region Number*.
 - *Location Number*.
 - *Department Number*.
 - *Cost Center Number*.
- 10 For *Sort By Option?*, choose one of the following to sort the invoices on the check stub and the selection report by:
- **D** - due date.
 - **I** - invoice number.
 - **N** - invoice date.

After the batch information is entered, you must identify which invoices to pay (refer to Section 2.2.7.2 on page 2-76).

2.2.7.2 Selecting Invoices to Pay

You can select invoices to pay:

- Automatically by using the selection criteria entered in the header.
- Manually by identifying vendors and invoices to pay.

You can also automatically select invoices to pay and then add or remove invoices manually.

Automatically Selecting Invoices to Pay

To automatically select checks to print:

- 1 Enter header information and selection criteria (refer to Section 2.2.7.1 on page 2-75).
- 2 Press **F5**. The system selects invoices that match your selection criteria. If you have already manually or automatically selected invoices, the following dialog box appears.

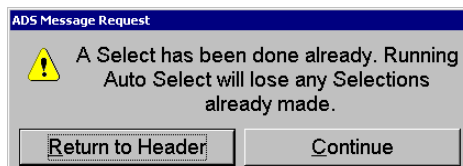


Figure 2-78: Automatic Selection Warning Dialog Box

- 3 Choose one of the following:
 - **Return to Header** - does not automatically select any invoices. Any manual and previous automatic selections remain in the batch. The batch is not updated.
 - **Continue** - automatically selects invoices based on the selection criteria entered. Your manual and previous automatic selections are discarded.
- 4 If you choose **Continue**, the Print screen appears. Choose one of the following:
 - Press **F2** to generate the Accounts Payable Payment Selection Register report that lists invoices selected.
 - Press **F4** not to generate the report.
 - Press **Esc** not to generate the report.

You can now manually edit list of invoices or print checks.

Manually Selecting Invoices to Pay Without Auto Selecting

You can manually select invoices to pay without auto selecting. You can also edit the discount and gross pay amounts for each invoice. To manually select invoices:

- 1 After entering header information and selection criteria, press **F6**. The following dialog box appears.

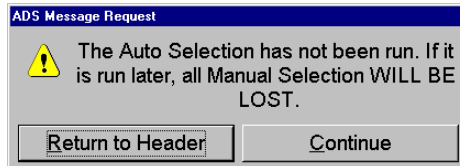


Figure 2-79: Automatic Selection Warning Dialog Box

- 2 Choose one of the following:
 - **Return to Header** - goes back to the header so you can automatically select invoices to pay.
 - **Continue** - the A/P Payment Manual Selection screen appears.

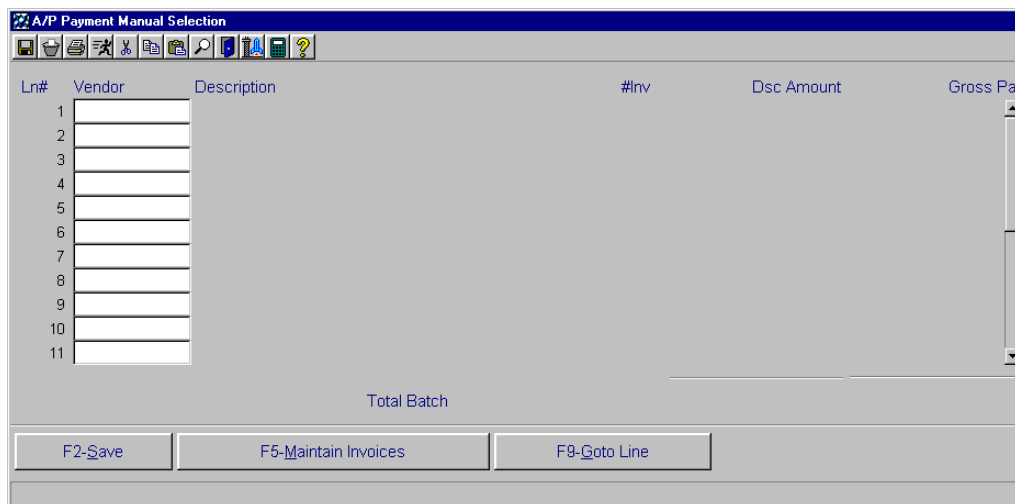


Figure 2-80: A/P Payment Manual Selection Screen

- 3 To add a vendor to the list, enter the vendor number or description or press **F3** to search. The A/P Payment Manual Selection Audit screen appears.

| Invoice Number | Ln# | Inv Date | Dsc Date | Dsc Avl | Dsc Amt | Bal Due | Gross Pay |
|----------------|-----|----------|----------|---------|---------|---------|-----------|
| Total | | | | | | | |

Figure 2-81: A/P Payment Manual Selection Audit Screen

- 4 To add an invoice, enter the invoice number in *Invoice Number* or press **F3** to search.
- 5 To remove an invoice, put your cursor on the *Invoice Number* you want to remove and type \ and press **ENTER**.
- 6 Edit *Dsc Amt* and *Gross Pay* as necessary.
- 7 Press **F2**.
- 8 Repeat steps 3-7 as necessary.
- 9 When the invoices are correct, press **F2**.

Manually Selecting Invoices to Pay After Auto Selecting

You can edit the list of invoices that were automatically selected. You can also edit the discount and gross pay amounts for each invoice. To manually select invoices:

- 1 After entering header information and selection criteria and automatically selecting invoices, press **F6**. The A/P Payment Manual Selection screen appears.

| Ln# | Vendor | Description | #Inv | Dsc Amount | Gross Pay |
|-------------|--------|---------------------------|------|------------|-----------|
| 1 | 013729 | AAA COOPER TRANSPORTATION | 5 | 0.00 | 130.50 |
| 2 | 000ACE | ACE MANUFACTURING | 1 | 328.48 | 16424.00 |
| 3 | 000800 | BEMIS ACCESSORIES, INC | 3 | 4.47 | 441.75 |
| 4 | 000BFB | BPB VENDOR | 2 | 0.00 | 20.00 |
| 5 | EC0001 | ERIC'S VENDOR | 2 | 276.00 | 13800.00 |
| 6 | 060000 | FAFNIR BEARING COMPANY | 1 | 0.60 | 30.00 |
| 7 | 010602 | Honda Corporation | 2 | 136.75 | 13675.00 |
| 8 | 010000 | KLEIN TOOL COMPANY | 6 | 1.00 | 99.75 |
| 9 | 00000M | LANEY'S LEGAL ADVISERS | 1 | 0.00 | 59.99 |
| 10 | 090000 | LEXIS COMPUTERS | 2 | 0.00 | 100.00 |
| 11 | 100000 | MAXTOR | 1 | 225.50 | 22550.00 |
| Total Batch | | | | 1084.31 | 82789.17 |

Figure 2-82: A/P Payment Manual Selection Screen

- 2 To remove all of the invoices for a vendor, put your cursor on the vendor number and press \ + **ENTER**.
- 3 Choose one of the following:
 - To add a vendor to the list, enter the vendor number or description or press **F3** to search. The A/P Payment Manual Selection Audit screen appears.
 - To edit the invoices for a vendor, put your cursor on the vendor number and press **F5**. The A/P Payment Manual Selection Audit screen appears.

| Invoice Number | Ln# | Inv Date | Dsc Date | Dsc Avl | Dsc Amt | Bal Due | Gross Pay |
|----------------|-----|----------|----------|---------|---------|---------|-----------|
| Total | | | | | | | |

Figure 2-83: A/P Payment Manual Selection Audit Screen

- 4 To add an invoice, enter the invoice number in *Invoice Number* or press **F3** to search.
- 5 To remove an invoice, put your cursor on the *Invoice Number* you want to remove and type \ and press **ENTER**.
- 6 Edit *Dsc Amt* and *Gross Pay* as necessary.
- 7 Press **F2**.
- 8 Repeat steps 2-7 as necessary.
- 9 When the invoices are correct, press **F2**.

2.2.7.3 Printing Checks

After you automatically and/or manually select invoices to pay, you can print the checks.



To preview the checks that will print, press **F7** to generate the Accounts Payable Payment Selection Register report.

To print the checks:

- 1 On the A/P Payment Selection Header screen, press **F8**. The following dialog box appears.

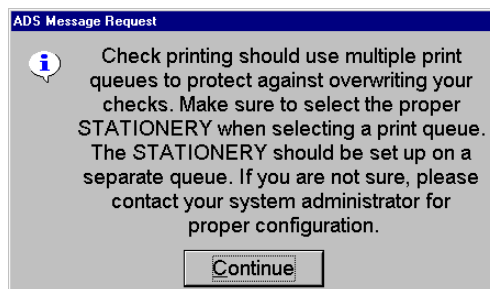


Figure 2-84: Check Stationery Dialog Box

- 2 Choose **Continue**. The Print screen appears.

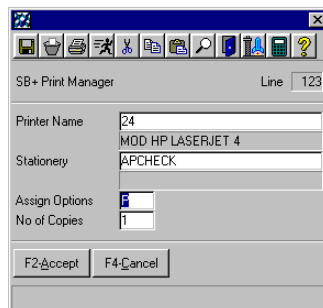


Figure 2-85: Print Screen

- 3 For *Printer Name*, select a printer set up specifically to print checks.
- 4 For *Stationery*, select the stationery set up specifically to print checks.
- 5 Press **F2**. The following dialog box appears.

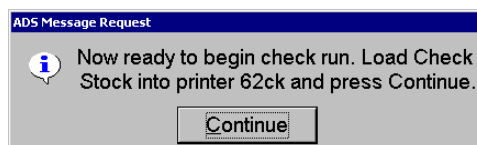


Figure 2-86: Begin Check Run Dialog Box

- 6 Choose **Continue**. The Alignment dialog box appears.

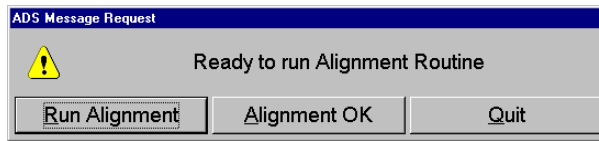


Figure 2-87: Alignment Dialog Box Screen

- 7 Choose one of the following:
- **Run Alignment** - tests the alignment of the check forms in the printer. Not necessary if you are using a laser printer. After the forms are correctly aligned or if you do not need to check alignment, select **Alignment OK**.
 - **Alignment OK** - indicates that you are ready to print checks.
 - **Quit** - goes back to the A/P Payment Selection Header screen.
- 8 When you choose **Alignment OK**, the Get the starting Check Number screen appears.

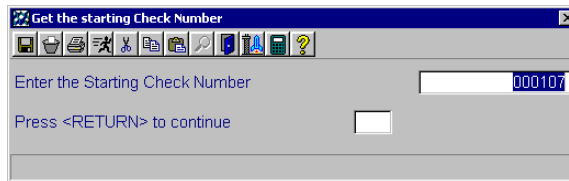


Figure 2-88: Get the starting Check Number Screen

- 9 Verify that the number in *Enter the Starting Check Number* is the correct check number. Change it if necessary.
- 10 Press **ENTER** to verify the check number.
- 11 When you are ready to print checks, press **ENTER**. After the checks print, the Verify Last Check Number dialog box appears.

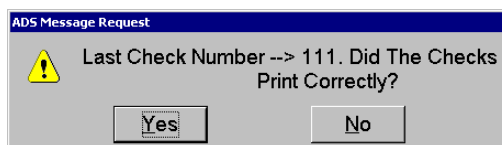


Figure 2-89: Verify Last Check Number Dialog Box

- 12 Verify that each check printed correctly and compare the last check number to the one in the Verify Last Check Number dialog box. Choose one of the following:
- **Yes** - if all checks printed correctly and the number on the last check printed matches the number in the Verify Last Check Number dialog box. The Reset Printer dialog box appears. Follow the instructions and choose **Continue**.

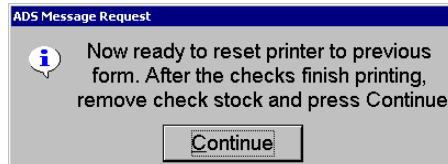


Figure 2-90: Reset Printer Dialog Box

- **No** - if the checks did not print correctly and/or the number on the last check printed does not match the number in the Verify Last Check Number dialog box. The Get the Last OK Check screen appears.

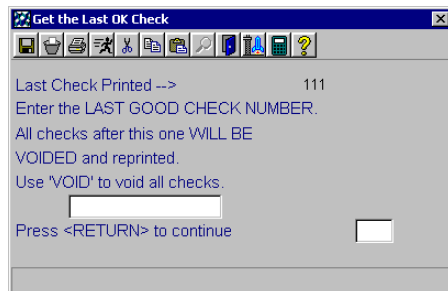


Figure 2-91: Get the Last OK Check Screen

- 13 Choose one of the following:
- If no checks printed correctly, type **VOID** and press **ENTER**.
 - If some checks printed correctly, enter the number of the last good check and press **ENTER**.
- 14 When you are ready to void checks, press **ENTER**.
- 15 Repeat steps 8-14 until the checks print correctly.

2.2.8 Recording Manual Checks

If you write a check that is not processed through ADS, you must record information about the check. You can reconcile the check with an existing invoice, create a new invoice, or record the check without an invoice. To record a manual check:

- 1 Type **/MCE (Financial > Accounts Payable > Check Processing > Manual Check Entry)**. The Manual Check Entry screen appears.

| Invoice Number | Gross Paid | Disc Taken | Net Paid |
|----------------|------------|------------|----------|
| | | | |

Total Manual G/L Dist.

F2-Save F5-Distribute to G/L

Figure 2-92: Manual Check Entry Screen

- 2 For *Bank Code*, enter the bank code or press **F3** to search.
- 3 Enter the number of the manual check in *Check Number*.
- 4 For *Vendor Number*, enter the number, description, or **M** (miscellaneous) or press **F3** to search.
- 5 Enter the date the check was written in *Check Date*.
- 6 For *Check Amount*, enter the amount of the check.

- 7 In *Invoice Number*, choose one of the following:
 - Press **F5** and enter G/L accounts.
 - Enter an existing invoice number or press **F3** to search for an invoice number.
 - Enter a new invoice number. The following dialog box appears.

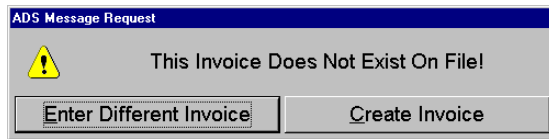


Figure 2-93: Invoice Does Not Exist Dialog Box

Choose **Create Invoice**. Refer to Section 2.2.7.1 on page 2-75 for more information on manually creating invoices.

- 8 Edit the *Gross Paid* and *Disc Taken* if necessary.
- 9 Repeat steps 7-8 for each invoice that was paid with this check.
- 10 Press **F2**.

2.2.9 Voiding Checks

If you make a mistake on a check, you can void the check. When you void a check, the G/L entries are reversed and the invoices are put back into open A/P, if applicable. You can void a single check or a range of checks.

2.2.9.1 Voiding a Check

To void a single check:

- 1 Type **/VCE** (**Financial > Accounts Payable > Check Processing > Void Check Entry**). The Voided A/P Check Entry screen appears.

Figure 2-94: Voided A/P Check Entry Screen

- 2 For *Bank Code*, enter the bank for the checks you want to void or press **F3** to search. Must be the same Bank Code that was used when the check was generated.
- 3 In *Check Number*, enter the number of the check you want to void or press **F3** to search. The *Vendor Number*, *Check Date*, and *Check Amount* appear based on the *Check Number* you select.
- 4 The *Void Date* defaults to the *Check Date*. Press **ENTER** and update it as necessary and press **F2**. The following dialog box appears.

Figure 2-95: Continue Void Dialog Box

- 5 Choose one of the following:
 - **No** - to leave the check in the system and cancel the void.
 - **Yes** - to void the check.

2.2.9.2 Voiding Multiple Checks

If you need to void a sequential number of checks, you can void them using batch entry. To void a batch of checks:

- 1 Type **/VCBE** (**Financial > Accounts Payable > Check Processing > Void Check Batch Entry**). The Void Check Batch Entry screen appears.

Figure 2-96: Void Check Batch Entry Screen

- 2 For *Bank Code*, enter the bank for the checks you want to void or press **F3** to search. Must be the same Bank Code that was used when the checks were generated.
- 3 In *Check Number >=*, enter the beginning number of the range of checks you want to void or press **F3** to search.
- 4 In *Check Number <=*, enter the ending number of the range of checks you want to void or press **F3** to search.



Verify the check numbers before you continue.

- 5 The *Void Date* defaults to the current date. Press **ENTER** and update it as necessary and press **F2**. The following dialog box appears.

Figure 2-97: Continue Void Batch Dialog Box

- 6 Choose one of the following:
 - **No** - to leave the checks in the system and cancel the void.
 - **Yes** - to void the checks.

2.2.10 Maintaining Vendor A/P Information

Vendor Maintenance allows you to enter A/P contact information and A/P setting for a vendor (in addition to many other settings that are not covered in this manual).



If you want to view information for a vendor, use Vendor Inquiry. Type **/VI** (**Financial > Accounts Payable > Inquiries > Vendor Inquiry**).

2.2.10.1 Maintaining Vendor A/P Contact Information

To maintain A/P contact information for a vendor, type **/VM** (**Financial > Accounts Payable > Maintenance > Vendor Maintenance**). The Vendor Maintenance screen appears.

Figure 2-98: Vendor Maintenance Screen

The fields on the Vendor Maintenance screen are described in the following table.

| Field | Description |
|--------------------|--|
| Vendor Number | This number identifies the vendor in ADS. |
| Description | The name of the vendor's company. |
| Desc. (To Sort By) | The description to sort by if the name of the vendor's company is not useful for sorting. For example, if the Description is "The Supply Company," ADS sorts on the first word "The." If you want ADS to sort on a different word (e.g., "Supply"), enter it here. |
| Address One | The first line of the vendor's address. |
| Address Two | The second line of the vendor's address. |

| Field | Description |
|-----------------|---|
| Address Three | The third line of the vendor's address. |
| Country | The vendor's country. |
| Geographic Code | The vendor's geographic code. Used with Vertex. |
| City | The vendor's city. |
| State | The vendor's state. |
| Zip | The vendor's zip code. |
| County | The vendor's county. |
| Contact | The name of the vendor's A/P contact person. |
| Email Address | The A/R contact's email address. |
| Phone Number | The A/P contact's phone number. |
| Fax Number | The A/P contact's fax number. |
| Telex | The A/P contact's telex number. |
| Terms Code | Your A/P terms code for the vendor. |
| Buyer Number | Your buyer for the vendor. |
| Ship Via Code | The default shipping method. |

The function buttons on the Vendor Maintenance screen are described in the following table.

| Button | Description |
|-----------|--|
| F2 | Save changes to the vendor record. |
| F4 | Delete the vendor record. |
| F5 | Open the Additional Information screen, which includes document options, rounding options, vendor line settings, P/O information, keywords, warranty information, importing information, and currency. |
| F6 | Opens the A/P Information screen. Refer to Section 2.2.10.2 on page 2-91. |
| F7 | Opens the Vendor Contacts screen, which allows you to enter other purchasing contacts. |
| F8 | Opens the Vendor Statistics screen, which shows updates from stock receipts from the vendor over the past 3 years. |

2.2.10.2 Maintaining Vendor A/P Settings

To set up A/P information for a vendor, press **F6** on the Vendor Maintenance screen. The A/P Information screen appears.

Figure 2-99: A/P Information Screen

The fields on the A/P Information screen are described in the following table.

| Field | Description |
|--------------------|---|
| Payable Type | Classifies the vendor based on your settings in Vendor Payable Type Maintenance (e.g., Inventory, Expense). Payable Type can be used to select invoices to pay (refer to Section 2.2.7 on page 2-74). |
| Payable Method | Identifies how the vendor will be paid. Sets the default for Vendor Invoice Reconciliation Entry (refer to Section 2.2.1 on page 2-38), Vendor Claim Reconciliation Entry (refer to Section 2.2.2 on page 2-51), and Manual Invoice Entry (refer to Section 2.2.6 on page 2-70). Choose one of the following: <ul style="list-style-type: none"> • R - regular. • B - automatic bank deduction. • E - electronic funds transfer. |
| Update Commissions | Indicates if commissions should be updated if the actual cost on the invoices is different from the cost on the P/O. Choose one of the following: <ul style="list-style-type: none"> • Y - update commissions if the cost is different. • N - do not update commissions if the cost is different. |
| Status (T/H/I) | Indicates the how the vendor is used in ADS. Choose one of the following: <ul style="list-style-type: none"> • T - Trade. The vendor can be used for inquires and transactions entries. Payments are processed as usual. • H - Hold. The vendor can be used for inquires and transaction entries, but a hold message appears. • I - Inactive. The vendor is inactive and cannot be used for transaction entries. The vendor can be used for inquires and in automatic transaction entries (e.g., Nightly Processing, Direct Order Entry). |

| Field | Description |
|--------------------|---|
| Include GST/HST? | Indicates if the vendor uses GST/HST (Canadian taxes). Choose one of the following: <ul style="list-style-type: none"> • Y - GST/HST should be included for this vendor. • N - GST/HST should not be included for this vendor. |
| Pay On Receipt? | Indicates if the vendor's invoices should be processed at Stock Receipt Entry (refer to the Inventory Manual) or through Vendor Invoice Reconciliation Entry (refer to Section 2.2.1 on page 2-38). Choose one of the following: <ul style="list-style-type: none"> • N - the vendor is processed through Vendor Invoice Reconciliation Entry. • A - during Stock Receipts Entry, you enter an invoice number, invoice date, and freight amount. You must complete the process through Vendor Invoice Reconciliation Entry or Pay On Receipt Vendor APPO Mass Update. • Y - during Stock Receipts Entry, you enter an invoice number, invoice date, and freight amount. The invoice is automatically processed and ready for payment. |
| Unearned Disc Days | Specifies the number of days past the discount day (based on your <i>Terms Code</i>) that you will take a discount. Overrides <i>Take Lost Discounts?</i> when printing checks (refer to Section 2.2.7 on page 2-74). For example, if the vendor's <i>Unearned Disc Days</i> is 10, the discount will be taken for 10 days past the discount day. Therefore, if the discount date on the invoice is 10/1/03, the discount will be taken until 10/11/03 even if you enter N for <i>Take Lost Discounts?</i> . If you print checks after 10/11/03, the discount will not be taken even if you enter Y for <i>Take Lost Discounts?</i> . |
| Pay To Vendor | If another vendor should be paid for purchases from this vendor, enter or search for the vendor that should be paid. Both vendors should have the same setting for <i>Pay On Receipt?</i> . |
| Off Discount Code | If you receive a discount from this vendor that is not reflected on the invoice (i.e., you receive two invoices, one for your purchases and a credit for the discount), enter the off discount code. Off discount codes are established in Vendor Discount Code Maintenance. |
| On Discount Codes | If you receive a discount from this vendor that is reflected on the invoice, enter the on discount code. On discount codes are established in Vendor Discount Code Maintenance. |

The function buttons on the A/P Information screen are described in the following table.

| Button | Description |
|-----------|---|
| F2 | Saves data on this screen. |
| F5 | Opens the Vendor G/L Information screen, which allows you to default G/L accounts for the vendor to be used for manual invoices (e.g., payments for rent or electricity). |
| F6 | Opens the Current Year 1099 Information screen, which allows you to view and edit the vendor's 1099 information. |

2.2.11 Accounts Payable Inquires and Reports

Use an inquiry to look up information when you will not change data. For example, to view the details about an invoice, use `/VI` to review the invoice instead of `/VM`. To avoid accidental changes, use inquiries when possible.

Use a report when you want to do one of the following with the data:

- Print.
- Fax (refer to Section 1.9.6 on page 1-29).
- Email (refer to Section 1.9.5 on page 1-28).
- View on your screen.
- Export to HTML.
- Export to Microsoft® Excel.




Not all of these options are available for every report. For more information on the General Report Interface and output options, refer to Section 1.8 on page 1-15.

Accounts Payable inquiries are available under **Financial > Accounts Payable > Inquiries**. Accounts Payable reports are available under **Financial > Accounts Payable > Reports**. This section describes a few of the available Accounts Payable inquiries and reports:

- Accounts Payable Inquiry (refer to Section 2.2.11.1 on page 2-94).
- Accounts Payable Released Inquiry (refer to Section 2.2.11.2 on page 2-95).
- Vendor Invoice Inquiry (refer to Section 2.2.11.3 on page 2-96).
- Vendor Invoice History Inquiry (refer to Section 2.2.11.4 on page 2-98).
- Purchase Order Invoice Inquiry (refer to Section 2.2.11.5 on page 2-99).
- Check Register Report (refer to Section 2.2.11.6 on page 2-100).
- Manual and Voided Check Register Reports (refer to Section 2.2.11.7 on page 2-102).
- Vendor Invoices on Hold Report (refer to Section 2.2.11.8 on page 2-105).

2.2.11.1 Accounts Payable Inquiry

Accounts Payable Inquiry (**Financial > Accounts Payable > Inquiries > Accounts Payable Inquiry**) allows you to view A/P information about a vendor. To view the Accounts Payable Inquiry:

- 1 Type **/API** or click . The Accounts Payable Inquiry screen appears.
- 2 Enter the *Vendor Number* or description or press **F3** to search and press **ENTER**.

Balance, terms, and aging for the vendor appear. An example is shown below.



Figure 2-100: Accounts Payable Inquiry Screen

The following table lists the function buttons on the Accounts Payable Inquiry screen.

| Press | To | Comments |
|-----------|---|---|
| F5 | Open the Vendor Invoice Inquiry screen, which shows vendor invoices. | Refer to Section 2.2.11.3 on page 2-96. |
| F6 | Open the Purchase Order Inquiry screen, which shows open purchase orders. | Refer to the Purchasing Manual. |
| F8 | Open the Detail Payable Aging Inquiry screen. | Lists aging by invoice. |
| F9 | Open the Vend Notes Mnt screen. | Enter or view A/P notes about the vendor. |
| OK | Close this inquiry. | |

2.2.11.2 Accounts Payable Released Inquiry

The Accounts Payable Released Inquiry (**Financial > Accounts Payable > Inquiries > Accounts Payable Released Inquiry**) lists receivers that were released from buyer hold. You can reconcile the updated receivers so that they can be paid. To view the Accounts Payable Released Inquiry:

- 1 Type **/APRI**. The Accounts Payable Released Inquiry screen appears.
- 2 Enter the *User ID* of the A/P person (defaults to your user ID) or press **F3** to search and press **ENTER**.

The receivers that are on hold for the user appear. An example is shown below.

| Receiver | Vendor | Invoice # | Merch Amt | APPO Amt Frt |
|----------|--------------------------|-----------|-----------|--------------|
| 101198-1 | 100019 | 1234 | -9.00 | -9.00 |
| | MARY'S PAINT SUPPLY | | | |
| 101205-1 | 100020 | 12345 | 420.00 | 445.00 Y |
| | MARY'S HOUSE OF LIGHTING | | | |

Figure 2-101: Accounts Payable Released Inquiry Screen

The following table lists the function buttons on the Accounts Payable Released Inquiry screen.

| Press | To | Comments |
|-----------|--|--|
| F2 | Close the inquiry. | |
| F5 | Open the Vendor Invoice Reconciliation Entry screen. You can release the receiver from hold after you edit it. | Refer to Section 2.2.1 on page 2-38. |
| F6 | View and enter buyer notes. | |
| F9 | Identify a place on the screen that you want to jump to. | Valid codes are receiver number, page number, line number, or B (bottom) or T (top). |

2.2.11.3 Vendor Invoice Inquiry

The Vendor Invoice Inquiry (**Financial > Accounts Payable > Inquiries > Vendor Invoice Inquiry**) lists open and/or paid invoices for a vendor. To view the Vendor Invoice Inquiry:

- 1 Type **/VII**. The Vendor Invoice Inquiry screen appears.

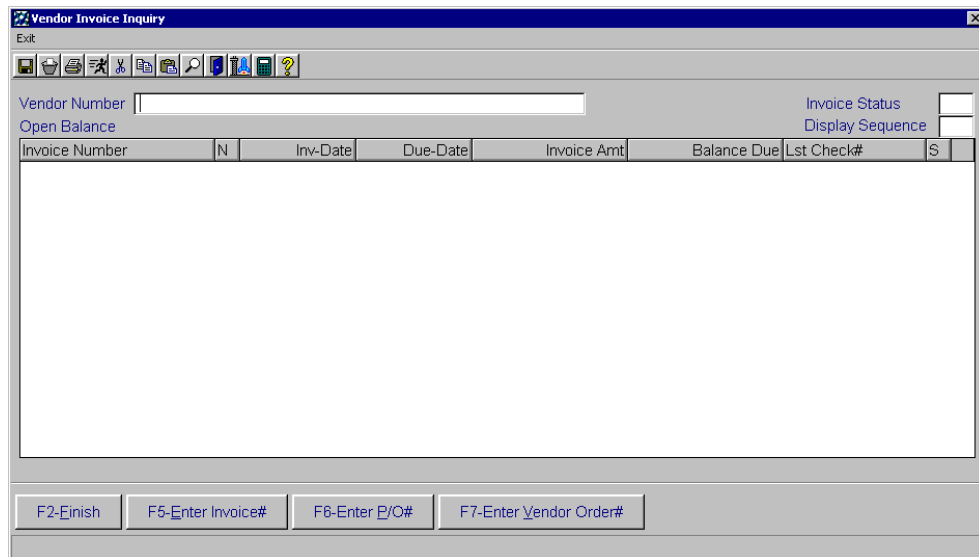


Figure 2-102: Vendor Invoice Inquiry Screen

- 2 Choose one of the following:
 - Enter the *Vendor Number* or description or press **F3** to search and press **ENTER**.
 - Press **F5**. Enter or search for a vendor number and invoice number. The Vendor Invoice History Inquiry screen appears. Refer to Section 2.2.11.4 on page 2-98.
 - Press **F6**. Enter or search for a P/O number. Related invoices appear.
 - Press **F7**. Enter a vendor number and vendor order number (from the purchase order header - refer to the Purchasing Manual).
- 3 Choose an *Invoice Status* option and press **ENTER**:
 - **O** - view open invoices
 - **P** - view paid invoices.
 - **B** - view open and paid invoices.
- 4 Enter a *Display Sequence* (e.g., by date, by amount) or press **F3** to search.

Invoices for the vendor appear. An example is shown below.

| Invoice Number | N | Inv-Date | Due-Date | Invoice Amt | Balance Due | Lst Check# | S |
|----------------|---|----------|----------|-------------|-------------|------------|---|
| INV-002 | | 11/22/99 | 12/22/99 | 24.75 | 24.75 | | O |
| 123 | | 11/23/99 | 12/23/99 | 10.00 | 10.00 | | O |
| 1234 | | 11/23/99 | 12/23/99 | 10.00 | 10.00 | | O |
| 12345 | | 11/23/99 | 12/23/99 | 10.00 | 10.00 | | O |
| 13549887 | * | 09/03/03 | 10/03/03 | 1850.00 | 1850.00 | | O |
| 13549887A | * | 09/03/03 | 10/03/03 | -85.95 | -85.95 | | O |

Figure 2-103: Vendor Invoice Inquiry Screen

The following table lists the function buttons on the Vendor Invoice Inquiry screen.

| Press | To | Comments |
|-----------|--|---|
| F2 | Close the inquiry. | |
| F5 | Open the Vendor Invoice History Inquiry screen. | Refer to Section 2.2.11.4 on page 2-98. |
| F6 | Open the Check History Inquiry screen. | Shows information about related checks. |
| F7 | Open the A/P Information screen. | Lists A/P information from Vendor Maintenance. |
| F8 | Open the Vendor Notes screen. | Shows notes from Vendor Maintenance. |
| F9 | Identify a place on the screen that you want to jump to. | Valid codes are invoice number, page number, line number, or B (bottom) or T (top). |

2.2.11.4 Vendor Invoice History Inquiry

The Vendor Invoice History Inquiry (**Financial > Accounts Payable > Inquiries > Vendor Invoice History Inquiry**) shows detailed information for a single invoice. To view the Vendor Invoice History Inquiry:

- 1 Type **/VIHI**. The Vendor Invoice History Inquiry screen appears.
- 2 Enter the *Vendor Number* or description press **F3** to search and press **ENTER**.
- 3 Enter the *Invoice Number* or press **F3** to search and press **ENTER**.

Detailed information about the invoice appears. An example is shown below.



Figure 2-104: Vendor Invoice History Inquiry Screen

The following table lists the function buttons on the Vendor Invoice History Inquiry screen.

| Press | To | Comments |
|-------------|---|--|
| OK | Close the inquiry. | |
| F5 | Open the AP/PO Receiver History screen, if available. | Lists line item detail information. |
| F6 | Open the Check History Inquiry screen. | Shows information about related checks. |
| F7 | Open the Remittance Check Comment screen. | View any comments entered for the invoice. |
| Prev | View the previous page of G/L accounts. | |
| Next | View the next page of G/L accounts. | |

2.2.11.5 Purchase Order Invoice Inquiry

Purchase Order Invoice Inquiry (**Financial > Accounts Payable > Inquiries > Purchase Order Invoice Inquiry**) allows you to view invoices against a P/O. To view the Purchase Order Invoice Inquiry:

- 1 Type **/POII**. The Purchase Order Invoice Inquiry screen appears.
- 2 Enter the *Purchase Order Number* and press **ENTER**.

A list of the invoices against the P/O appear. An example is shown below.

| Invoice Number | N | Inv-Date | Due-Date | Vend# | Description | Balance |
|----------------|---|----------|----------|--------|--------------------------|---------|
| 5682-98 | | 09/06/03 | 09/06/03 | 100020 | MARY'S HOUSE OF LIGHTING | 310.00 |
| 8795-32 | | 09/04/03 | 09/04/03 | 100020 | MARY'S HOUSE OF LIGHTING | 210.00 |

Figure 2-105: Purchase Order Invoice Inquiry Screen

The following table lists the function buttons on the Purchase Order Invoice Inquiry screen.

| Press | To | Comments |
|-----------|---|---|
| F2 | Close the inquiry. | |
| F5 | Open the Vendor Invoice History Inquiry screen. | Refer to Section 2.2.11.4 on page 2-98. |
| F6 | Open the Purchase Order Log Inquiry screen, which shows a transaction log for the purchase order. | Refer to the Purchasing Manual. |

2.2.11.6 Check Register Report

The A/P Check Register shows checks that were generated from ADS (refer to Section 2.2.7 on page 2-74). You can generate the A/P Check Register two ways:

- Daily by Check Date range (**Financial > Accounts Payable > Reports > Daily A/P Reports > Check Register**).
- Monthly by Fiscal Period (**Financial > Accounts Payable > Reports > Monthly A/P Reports > Check Register**).

Each report contains the same column headings, which are described in the table below. An example of the monthly report is shown on the next page.

| Column Heading | Description |
|----------------|--|
| Check# | The check number. |
| Chk-Date | The date on the check. |
| Vendor | The vendor number. |
| Description | The name of the vendor. |
| Invoice Number | The invoice number(s) that were paid on the check. |
| Inv-Date | The date on the invoice. |
| Gross Paid | The gross amount due for the invoice. |
| Disc Taken | The discount taken from the invoice. |
| Net Amount | The amount paid (Gross Paid - Disc Taken). |

Development Company
 Monthly A/P Check Register As Of 16:37:40 On 09/05/03
 PERIOD = "03-09"
 Cash Disbursement 01!!10!00!!1010

User Id MKM Page 1

| Check# | Chk-Date | Vendor Description | Invoice Number | Inv-Date | Gross Paid | Disc Taken | Net Amount |
|-------------------------------|----------|---------------------------------|----------------|----------|------------|------------|------------|
| Total For Check Number 000103 | | | | | 176.42 | 1.97 | 174.45 |
| 000106 | 09/04/03 | 000BTM Outdoor World | AMY | 09/04/03 | 450.00 | 4.50 | 445.50 |
| | | | 9797575 | 11/23/99 | 175.00 | 1.75 | 173.25 |
| | | | AMYTEST | 09/04/03 | 585.00 | 5.85 | 579.15 |
| Total For Check Number 000106 | | | | | 1210.00 | 12.10 | 1197.90 |
| 000107 | 09/05/03 | 000APW Adam's Supply House | 000005 | 08/20/03 | 7.50 | 0.00 | 7.50 |
| Total For Check Number 000107 | | | | | 7.50 | 0.00 | 7.50 |
| 000108 | 09/05/03 | 100020 MARY'S HOUSE OF LIGHTING | 8795-32 | 09/04/03 | 210.00 | 0.00 | 210.00 |
| | | | 5632-98 | 09/06/03 | 310.00 | 0.00 | 310.00 |
| Total For Check Number 000108 | | | | | 520.00 | 0.00 | 520.00 |
| 000109 | 09/05/03 | 100019 MARY'S PAINT SUPPLY | 12345 | 09/26/02 | -2.00 | 0.00 | -2.00 |
| | | | 1234 | 09/27/02 | 1250.00 | 0.00 | 1250.00 |
| | | | 2356 | 09/27/02 | 50.00 | 0.00 | 50.00 |
| | | | 4562 | 09/30/02 | -6.00 | 0.00 | -6.00 |
| | | | 4567 | 10/01/02 | 80.00 | 0.00 | 80.00 |
| | | | 34567.08/03 | 08/05/03 | 200.00 | 0.00 | 200.00 |
| Total For Check Number 000109 | | | | | 1572.00 | 0.00 | 1572.00 |
| 000110 | 09/05/03 | 100023 WARNER BROTHERS | 123123-FZ | 01/06/03 | 165.32 | 0.00 | 165.32 |
| | | | 123234-FZ | 01/06/03 | 60.11 | 0.00 | 60.11 |
| | | | 123456-FZ | 01/06/03 | 109.95 | 0.00 | 109.95 |
| Total For Check Number 000110 | | | | | 335.38 | 0.00 | 335.38 |
| 000111 | 09/05/03 | THOMAS THOMAS | 777888 | 08/07/03 | 11.99 | 0.00 | 11.99 |
| | | | 777889 | 08/07/03 | 12.00 | 0.00 | 12.00 |
| Total For Check Number 000111 | | | | | 23.99 | 0.00 | 23.99 |

2.2.11.7 Manual and Voided Check Register Reports

Manual Check Register

The Manual A/P Check Register shows checks that were recorded as manually generated (refer to Section 2.2.8 on page 2-85). You can generate the Manual A/P Check Register two ways:

- Daily by Check Date range (**Financial > Accounts Payable > Reports > Daily A/P Reports > Manual Check Register**).
- Monthly by Fiscal Period (**Financial > Accounts Payable > Reports > Monthly A/P Reports > Manual Check Register**).

Voided Check Register

The Voided A/P Check Register shows checks that were voided (refer to Section 2.2.9 on page 2-87). You can generate the Voided A/P Check Register two ways:

- Daily by Check Date range (**Financial > Accounts Payable > Reports > Daily A/P Reports > Voided Check Register**).
- Monthly by Fiscal Period (**Financial > Accounts Payable > Reports > Monthly A/P Reports > Voided Check Register**).

All four reports contains the same column headings, which are are described in the table below. An example of the daily report of manual checks is shown on the next page.

| Column Heading | Description |
|-------------------|---|
| Check# | The check number. |
| Chk-Date | The date on the check. |
| Vendor | The vendor number. |
| Description | The name of the vendor. |
| Invoice Number | The invoice number(s) that were paid on the check. |
| Gross Amt | The gross amount due for the invoice. |
| Disc Taken | The discount taken from the invoice. |
| Net Amount | The amount paid (Gross Paid - Disc Taken). |
| G/L Distribution# | The override G/L account (if any). |
| Debit Amt | The amount distributed to the override G/L account. |

Development Company
 Daily A/P Manual Check Report As Of 16:35:10 On 09/05/03
 CHECK.DATE >= "01/01/03" AND CHECK.DATE <= "09/05/03"
 Cash Disbursement 01!!10!00!!1010

User Id MKM Page 1

| Check# | Chk-Date | Vendor | Description | Invoice Number | Gross Amt | Disc Taken | Net Amount | G/L | Distribution# | Debit Amt |
|-------------------------------|----------|--------|----------------------|----------------|-----------|------------|------------|-----|---------------|-----------|
| 090503 | 09/05/03 | 100018 | MARY'S LUMBER SUPPLY | 56789.08/03 | 100.00 | 0.00 | 100.00 | | | |
| Total For Check Number 090503 | | | | | 100.00 | 0.00 | 100.00 | | | 0.00 |
| 100 | 07/18/03 | 000APW | Adam's Supply House | 000101 | 81.25 | 0.00 | 81.25 | | | |
| | | | | 000102 | 80.00 | 0.00 | 80.00 | | | |
| | | | | 000103 | 80.00 | 0.00 | 80.00 | | | |
| | | | | 000104 | 300.00 | 0.00 | 300.00 | | | |
| | | | | 000105 | 0.00 | 0.00 | 0.00 | | | |
| | | | | 000106 | 60.00 | 0.00 | 60.00 | | | |
| | | | | 000107 | 0.00 | 0.00 | 0.00 | | | |
| | | | | 000108 | 0.00 | 0.00 | 0.00 | | | |
| | | | | 000109 | 945.00 | 0.00 | 945.00 | | | |
| | | | | 000110 | 0.00 | 0.00 | 0.00 | | | |
| Total For Check Number 100 | | | | | 1546.25 | 0.00 | 1546.25 | | | 0.00 |
| 1002 | 07/24/03 | 000APW | Adam's Supply House | 101551 | 180.00 | 0.00 | 180.00 | | | |
| Total For Check Number 1002 | | | | | 180.00 | 0.00 | 180.00 | | | 0.00 |
| 1003 | 07/21/03 | 000APW | Adam's Supply House | 101523 | 62.50 | 0.00 | 62.50 | | | |
| Total For Check Number 1003 | | | | | 62.50 | 0.00 | 62.50 | | | 0.00 |
| 1016 | 07/30/03 | 000APW | Adam's Supply House | 101614 | 308.00 | 0.00 | 308.00 | | | |
| | | | | 101651 | 24.25 | 0.00 | 24.25 | | | |
| | | | | 101652 | 29.10 | 0.00 | 29.10 | | | |
| Total For Check Number 1016 | | | | | 361.35 | 0.00 | 361.35 | | | 0.00 |
| 1018 | 07/30/03 | 000APW | Adam's Supply House | 101700 | 194.00 | 0.00 | 194.00 | | | |

2.2.11.8 Vendor Invoices on Hold Report

The Vendor Invoices On Hold Report uses the following menu path: **Financial > Accounts Payable > Reports > Daily A/P Reports > Vendor Invoices On Hold Report**. The report lists vendor invoices that are ready to be paid, but have a *Status* of Hold (refer to Section 2.2.1 on page 2-38) using the following filters:

- Posting Date range.
- Fiscal Period.
- User Identification.
- Batch Number.
- Vendor Number.
- Vendor Type.

Column headings are described in the table below. An example of the report is shown on the next page.

| Column Heading | Description |
|----------------|---|
| Vendor | The vendor number. |
| Description | The name of the vendor's company. |
| Inv Num | The number of the vendor's invoice. |
| Inv Date | The date of the vendor's invoice. |
| Due Date | The date on which payment is due to the vendor. |
| S | The status of the invoice. H indicates that the invoice is on hold. |
| Disc. Amt. | The dollar amount of your discount on the invoice. |
| Inv. Amount | The invoice amount. |
| Pd to Date | The amount paid to date. |
| Bal Remaining | The total amount still due to the vendor. |

Development Company

User Id MKM Page 1

Open Invoices on Hold Report As Of 15:22:41 On 10/03/03

POST.DATE >= "10/03/03" AND POST.DATE <= "10/03/03" AND POST.PERIOD = "03-10"

| Vendor Description | Inv Num | Inv Date | Due Date | Dsc Date | S | Disc. Amt. | Inv. Amount | Pd to Date | Bal Remaining |
|---------------------------|---------|----------|----------|----------|---|------------|-------------|------------|---------------|
| 010000 KLEIN TOOL COMPANY | 1259886 | 10/03/03 | 11/02/03 | 10/13/03 | H | 80.75 | 8075.30 | | 8075.30 |
| 010000 KLEIN TOOL COMPANY | 5698774 | 10/03/03 | 11/02/03 | 10/13/03 | H | 1.50 | 150.00 | | 150.00 |
| 010000 KLEIN TOOL COMPANY | 897565 | 10/03/03 | 11/02/03 | 10/13/03 | H | 11.52 | 1152.35 | | 1152.35 |
| Total for Vendor 010000 | | | | | | | 9377.65 | 0.00 | 9377.65 |
| Grand Total | | | | | | | 9377.65 | 0.00 | 9377.65 |



Appendix A Slash Commands

.....

A.1 General Slash Commands

| | |
|---------------|--|
| /P | Prints screen |
| /R | Refreshes screen |
| /R, # | Refreshes # of screens back (e.g., /R, 1 refreshes one screen back) |
| /M | Refreshes messages display |
| /MS | Displays slash command for selected menu item |
| /TIME | Displays current time |
| /CALC | Displays calculator |
| /DATE | Displays calendar |
| /WHO | Displays user, port number, and account of user logged on |
| /KEYS | Lists edit keys |
| /HELP | Displays help menu |
| /LEVEL | Shows how many and what levels you have slashed into |

A.2 Common Slash Commands by Module

| Entry & Printing | | Inquiry | |
|-------------------------------|-----------------------------------|---------|----------------------------------|
| Order Processing | | | |
| /QQE | Quick Quote Entry | /QOI | Quote Order Inquiry |
| /QOE | Quote Order Entry | /QOHI | Quote Order History Inquiry |
| /QOP | Quote Order Printing | /SOI | Sales Order Inquiry |
| /SOE | Sales Order Entry | /SOHI | Sales Order History Inquiry |
| /PTP | Pick Ticket Printing (F5 reprint) | /OLI | Order Log Inquiry |
| /RGE | RGA Entry | /VOI | Suspended Order Inquiry |
| /PRINT.RGA | RGA Printing | /UI | Universal Inquiry |
| /RCE | Release Confirmation Entry | /CAI | Customer Price & Availability |
| /IP | Invoice Printing (F5 reprint) | /CPHI | Customer Product History Inquiry |
| /IR | Invoice Reprint | /CSHI | Customer Sales History Inquiry |
| | | /CI | Customer Inquiry |
| Purchasing / Inventory | | | |
| /POE | Purchase Order Entry | /II | Inventory Inquiry |
| /POP | Purchase Order Printing | /POI | Purchase Order Inquiry |
| /SRE | Stock Receipts Entry | /POHI | Purchase Order History Inquiry |
| /TE | Transfer Entry | /PLI | Purchase Log Inquiry |
| /TPTP | Transfer Printing | /TAI | Transaction Audit Inquiry |
| /TSE | Transfer Shipment Entry | /PRI | Product Receipts Inquiry |
| /TRE | Transfer Receipt Entry | /PWA | Product Warehouse Availability |
| /VCRE | Vendor Claims Entry | /PBI | Product Bin Inquiry |
| /VCP | Vendor Claims Printing | /BOHI | Bin Onhand Inquiry |
| /VCU | Vendor Claims Updating | /PI | Product Inquiry |
| | | /PWI | Product Warehouse Inquiry |
| | | /TI | Transfer Inquiry |
| | | /THI | Transfer History Inquiry |
| | | /PBOI | Product Backorder Inquiry |
| Work Orders | | | |
| /WOE | Work Order Entry | /WOI | Work Order Inquiry |
| /WOP | Work Order Printing | /WORI | Work Order Release Inquiry |
| /WOIE | Work Order Issue Entry | /WLI | Work Order Log Inquiry |
| /WOC | Work Order Completion | /WOHI | Work Order History Inquiry |
| | | /BOMI | Bill of Material Inquiry |
| | | /BMCI | Bill of Material Costed Inquiry |
| Accounts Payable | | | |
| /VIRE | APPO Vendor Invoice Entry | /API | Accounts Payable Inquiry |
| /VCR | Vendor Claims Invoice Entry | /VII | Vendor Invoice Inquiry |
| /APIE | Manual Invoice Entry | /VIHI | Vendor Invoice History Inquiry |
| /APPS | Payment Selection/Check Print | /POII | P/O Invoice Inquiry |
| | | /APCI | A/P Check Inquiry |
| | | /VI | Vendor Inquiry |
| Accounts Receivable | | | |
| /CRE | Cash Receipts Entry | /ARI | Accounts Receivable Inquiry |
| /CSP | Customer Statement Printing | /OII | Open Invoice Inquiry |
| /CCSE | Credit Collect Schedule Entry | /IDI | Invoice Detail Inquiry |
| /CM | Customer Maintenance | /CI | Customer Inquiry |



Appendix B Glossary

.....

A/P terms

See payment terms.

A/R terms

See payment terms.

accessory

An optional addition to a line item for a product.

acknowledgement

A document that prints after a sales order is entered (not suspended). The acknowledgement lists the line items on the sales order and a total for the sales order.

action bar

The action bar is a menu bar at the top of some screens. If ADS is in character mode, press F10 to view action bar options (if F10 is available). If ADS is in GUI mode, the action bar is visible if options are available.

admin invoice hold

Orders on admin invoice hold can be picked and shipped, but they cannot be invoiced. An Admin Invoice Manager must release the hold before it can be invoiced.

admin order hold

Pick tickets are not generated for orders on admin order hold. An Admin Order Manager must release the hold before a pick ticket can be printed.

available

Available inventory is stock that is not committed to a transaction (e.g., sales order, transfer, work order, vendor claim).

B/O

See backorder

backorder

If a product is not available in a warehouse for picking, it is backordered. Backordered products may be brought into the warehouse via transfers, purchase orders, or work orders.

batch printing

Many of the documents in ADS can be printed by batch or printed continuously. If a document is set to batch print, the documents wait in a queue until a process is run to print the documents. For example, if pick tickets are set to batch print, the Pick Ticket Printing process must be run for the pick tickets to print.

bill of lading

A bill of lading is a document that lists all of the products in a shipment. A bill of lading is typically used by third-party carriers (e.g., to identify any hazardous products).

bill of materials

A bill of materials (BOM) is a combination of products that are used to build a finished good using the Work Order module.

BOM

See bill of materials.

branch hold

Pick tickets are not generated for transfers and sales orders on branch hold. A Branch Manager must release the hold before a pick ticket can be printed.

buyer

The user responsible for purchasing products from a vendor (established in Vendor Line Maintenance).

character

ADS can be viewed in either character or GUI mode. Character mode is text-based. You navigate through the system using the keyboard.

charge back

A deduction that a customer makes on an invoice when paying that is not allowed.

committed

Committed inventory is stock that is allocated to a transaction. Committed inventory is part of onhand inventory, but is not part of available inventory.

continuous printing

Many of the documents in ADS can be printed by batch or printed continuously. If a document is set to print continuously, open documents print as soon as all criteria are met. A separate process does not have to be run.

customer statement

A document that lists open A/R invoices for a customer.

credit hold

Pick tickets are not generated for orders on credit hold. A Credit Manager must release the hold before a pick ticket can be printed or products can be purchased.

credit memo

A transaction that lists products that a customer is returning. The value of the returned goods, less any fees, is credited to the customer's account.

daily processing

Similar to nightly processing, but allows you to specify whether to evaluate P/Os, transfers, and W/Os. You specify which vendors to process.

debit memo

A transaction that records an amount owed to you by your vendor.

direct ship

When a product is shipped directly from your vendor to your customer.

forecast

An estimation of future demand based on previous usage, seasonality, and trend.

function buttons

The F keys at the top of the keyboard that correspond to the buttons at the bottom of the screen.

GRIM

General Report Interface Maintenance. Most reports in ADS use this interface. The interface allows you to edit the report parameters, save your parameters to be used later, and schedule the report.

GUI

Graphical User Interface. ADS can be viewed in either character or GUI mode. GUI mode is windows-based. You navigate through the system using the mouse or keyboard. GUI mode also displays toolbars that are not available in character.

invoice

A document that shows line items and prices that are being billed or shipped. Invoicing moves an order from open to history.

kit parent

A product that represents multiple components that will be sold together.

lead time

The time required to receive a product beginning from replenishment request (e.g., work order, transfer, purchase order)

line item

A product entered on a transaction.

lost sale

A product that you did not sell, but could have sold if conditions had been right (e.g., enough quantity in stock, shorter delivery time). Products recorded as lost sales can be used to calculate the forecast.

lot billing

Changing the total price of an order at the order level, not the line level. Prices are not shown at the line level on the invoice, quote, and/or acknowledgement.

negative receiver

A receiver entered to correct an over-receipt of stock or receipt of an incorrect item. For example, you record that you received 10 units of a product, but you only received 8. You must enter a negative receiver to deduct the two that were received in error.

nightly processing

A process, typically run at the end of the day, during which ADS reviews open purchase orders, sales orders, work orders, and transfers to calculate a net available inventory for each product. If buying conditions are met based on the purchasing method used, ADS creates a recommended purchase order, direct purchase order, work order, or transfer depending on the product's replenishment method.

onhand

The total quantity of a product in a warehouse.

P/O

See purchase order.

packing list

A document that ships with the products and lists each product on the order.

payment terms

Specifies early-pay discount percent, due dates, and other payment information. Established for A/R and A/P.

pick ticket

A document that lists items that are committed to an order or transfer and are available in the warehouse. These items will be taken from the shelves and either placed in a staging area or shipped to the customer or warehouse. Multiple pick tickets may be generated for an order or transfer. See release.

primary vendor

The vendor from which a product is usually purchased. Primary vendors are established for a product/warehouse combination or in Company Vendor Cost Maintenance. If a primary vendor is established, that vendor will be used for recommended purchase orders created during nightly processing and daily processing.

product line

Every product must be associated with a product line. The product line is used to specify freight allocation, seasonality, forecast formulas, and override G/L accounts. Product lines can also be used to create special pricing in Price Matrix Maintenance. Used in Sales Analysis.

purchase order

A transaction that lists products that you are purchasing from a vendor.

quote

A transaction that lists products that a customer wants to purchase. Inventory is not committed to a quote. The quote lists prices that are valid until the quote's expiration day. An entire quote or line items from a quote can be converted to a sales order.

receiver

A transaction that records stock that was received. You can create multiple receivers against a P/O, one for each time stock was received against a P/O. Each receiver is noted with a -<#>. For example, the first receiver for P/O 123456 is 123456-1. The second receiver is 123456-2.

release

A transaction is generated to tell the user what products to pick. An order can have multiple releases, one for each time products were picked and shipped. Each release is noted with a -<#>. For example, the first release for order 123456 is 123456-1. The second release is 123456-2.

replenishment method

Identifies how the product will be replenished for a product/warehouse combination. Possible replenishment methods are:

- P: purchase - regular purchase order; products are shipped to the branch on the P/O.
- D: direct - central purchase; products are direct shipped from the vendor to each branch.
- T: transfer - from another branch.
- M: manufacture - through work order system.
- O: outplant - through work order system.

review cycle

The frequency with which products in a vendor line are reviewed for replenishment.

returned goods authorization

A transaction that lists products that a customer is returning to your warehouse. You may require that a customer have an RGA (returned goods authorization) to return the products. After the products are returned, credit is given to the customer by turning the RGA into a credit memo.

RGA

See returned goods authorization.

safety stock

The quantity of a product that is kept onhand to meet unanticipated changes in usage or lead time.

sales order

A transaction that records what products a customer ordered.

scheduler

Part of GRIM (general report interface). The scheduler allows you to schedule a report or process to run daily, weekly, monthly, or annually. You can print, email, or fax the report.

slash command

A shortcut to access a process in ADS. For example, to access Sales Order Entry, you can use the menu path **Order Processing > Sales Order Entry**, or you can type its slash command - **/SOE**.

stock transfer

See transfer.

T/R

See transfer.

toolbar

A row of icons at the top of the screen (GUI only).

transaction

A record of an event (e.g., sales order, transfer) in the system.

transfer

A transaction that records products that are shipped from one branch to another.

U/M

See unit of measure.

unit of measure

How a product's quantity is tracked. A product may have different buy, stock, and price units of measure. Examples of units of measure include each, case, pallet, and foot.

vendor claim

A transaction that records products that are being sent back to the vendor or products that were scrapped for which you will receive credit or a replacement product.

vendor line

Groups products to establish target information for purchasing (e.g., minimum order, free freight, discounts). These targets are included in calculation during nightly processing or daily processing. Vendor lines are established for a product/warehouse/vendor combination.

W/O

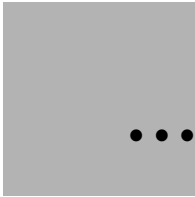
See work order.

warranty inventory

Inventory for which the vendor will send you credit or a replacement. You can place stock in warranty inventory through a credit memo, inventory adjustment, or stock receipts rejection.

work order

A transaction that records BOMs that must be built to create finished goods.



Index

A

| | |
|---|------------|
| A/P Account Number Screen | 2-38, 2-51 |
| A/P Check Add Selection Screen | 2-76 |
| A/P Information Screen | 2-91 |
| A/P Invoice Batch | |
| Information Screen | 2-62, 2-70 |
| A/P Payment Manual | |
| Selection Audit Screen | 2-79, 2-80 |
| A/P Payment Manual | |
| Selection Screen | 2-78, 2-80 |
| A/P Payment Selection Header Screen | 2-74 |
| A/R Information Screen | 2-20 |
| Accounts Payable | 2-37 |
| Accounts Payable Inquiry | 2-94 |
| Accounts Payable | |
| Manual Invoice Entry Screen | 2-72 |
| Accounts Payable Released Inquiry | 2-95 |
| Accounts Receivable Aging Report | 2-29 |
| Accounts Receivable | |
| and Customer Credit Inquiry | 2-26 |
| Action bar | 1-12 |
| Add. Invoice Information Screen | 2-49, 2-60 |
| Additional A/R Information Screen | 2-23 |
| Adjusting | |
| Freight | 2-8 |
| Taxes | 2-8 |
| Vendor claims | 2-56 |
| Vendor invoices | 2-44 |
| ADS | 1-1 |
| Advanced Distribution System | 1-1 |
| AP/PO Credit Memo Entry Screen | 2-58 |

B

| | |
|-------------------------------|------------|
| Batch print | 1-14 |
| Blank line | 1-26 |
| Buyer hold | 2-50, 2-61 |
| Buyer Hold Notes Screen | 2-50, 2-61 |
| Buyer Hold Screen | 2-50, 2-61 |

C

| | |
|--|------------|
| Calculator | 1-31 |
| Cash On Account | |
| Invoice Information Screen | 2-10 |
| Cash receipts | 2-2 |
| Applying cash on account | 2-10 |
| Completing | 2-13 |
| Entering batch information | 2-3 |
| Saving | 2-11 |
| Cash Receipts Chargeback | |
| By Customer P/O Number Screen | 2-11 |
| Cash Receipts Entry Screen | 2-3, 2-13 |
| Cash Receipts History Report | 2-35 |
| Cash Receipts Invoice | |
| Detail Entry Screen | 2-3, 2-4 |
| Charge back | 2-8 |
| Printing invoices | 2-17 |
| Charge Back Entry Screen | 2-8 |
| Charge Back Invoice Entry Screen | 2-12 |
| Charge Back Print Screen | 2-17 |
| Check Batch | 2-75 |
| Check printing | 2-74, 2-82 |
| Automatic selection | 2-77 |
| Manual selection | 2-78, 2-80 |
| Check Register | 2-100 |
| Manual | 2-102 |
| Voided | 2-102 |
| Checks | |
| Recording manual | 2-85 |
| Voiding individually | 2-87 |
| Voiding multiple | 2-88 |
| Consolidated Invoice Number Screen | 2-6 |
| Continuous print | 1-14 |
| Credit Adjustment Entry Screen | 2-8 |
| Customer Invoice Inquiry | 2-27 |
| Customer Maintenance | 2-18 |
| Customer Maintenance Screen | 2-18 |
| Customer P/O Number Screen | 2-6 |
| Customer Statement Printing | 2-14 |

| | | | |
|---|------------|--|-------|
| D | | L | |
| Daily Cash Receipts Report | 2-33 | Line items | |
| Dates | 1-25 | Deleting | 1-27 |
| Debit memos | 2-46, 2-58 | Replacing | 1-27 |
| Printing | 2-68 | Location Retrieval Screen | 1-30 |
| Deleting | | Logging in | 1-4 |
| Line items | 1-27 | Logging out | 1-6 |
| Discrepancy | | Lost Sale Reason Code Screen | 1-27 |
| Adjusting for vendor invoices | 2-44 | | |
| Adjusting in vendor claims | 2-56 | M | |
| F | | Manual A/P Check Register | 2-102 |
| Function buttons | 1-13 | Manual checks | 2-85 |
| G | | Menus | 1-7 |
| G/L Accounts | | Misc Cash Receipts Entry Screen | 2-9 |
| For Discrepancy Screen | 2-48, 2-59 | O | |
| H | | Overdue Accounts Receivable Report | 2-31 |
| Help | 1-3 | P | |
| Hold | | Printing | 1-14 |
| Buyer | 2-50, 2-61 | Batch | 1-14 |
| Hot keys | 1-8 | Charge back invoices | 2-17 |
| I | | Checks | 2-74 |
| Icons | 1-2 | Continuous | 1-14 |
| Inquiries | | Debit memos | 2-68 |
| Accounts Payable | 2-94 | Statements | 2-14 |
| Accounts Payable Released | 2-95 | Product tagging | 1-22 |
| Accounts Receivable | | Product Tagging Entry Screen | 1-23 |
| and Customer Credit | 2-26 | Purchase Order Invoice Inquiry | 2-99 |
| Invoice Detail | 2-28 | Purchase orders | |
| Purchase Order Invoice | 2-99 | Recosting | 2-45 |
| Vendor Invoice | 2-96 | | |
| Vendor Invoice History | 2-98 | | |
| Invoice Detail Inquiry | 2-28 | | |
| Invoice Number | | | |
| Change Maintenance Screen | 2-69 | | |
| Invoice Number Range Entry Screen | 2-6 | | |
| Invoices | | | |
| Automatically applying cash | 2-6 | | |
| Charge back printing | 2-17 | | |
| Displaying for a customer | 2-4 | | |
| Manually applying cash | 2-7 | | |

R

| | |
|--|------------|
| Receivers | |
| Merging | 2-43, 2-55 |
| Splitting | 2-42, 2-54 |
| Recosting | |
| Purchase orders | 2-45 |
| Vendor claims | 2-57 |
| Recurring Vendor Invoice Entry Screen | 2-63 |
| Recurring Vendor Invoice Report | 2-65 |
| Recurring Vendor Invoice Update Screen | 2-67 |
| Recurring vendor invoices | 2-62 |
| Entering | 2-62 |
| Posting | 2-67 |
| Reports | 1-15 |
| Aged Accounts Receivable | 2-29 |
| Cash Receipts History | 2-35 |
| Check Register | 2-100 |
| Daily Cash Receipts | 2-33 |
| Manual Check Register | 2-102 |
| Modifying criteria | 1-15 |
| Modifying selection criteria | 1-17 |
| Overdue Accounts Receivable | 2-31 |
| Recurring Vendor Invoice | 2-65 |
| Saving parameters | 1-19 |
| Using Saved Parameters | 1-20 |
| Voided Check Register | 2-102 |

S

| | |
|-------------------------------------|------------|
| Screens | 1-11 |
| Toolbar | 1-12 |
| Searching | 1-21 |
| Slash command | 1-9 |
| Standard Account Entry Screen | 2-62, 2-71 |
| Statement Printing Screen | 2-14 |
| Statements | 2-14 |
| Submenus | 1-8 |

T

| | |
|------------------------|------|
| Text conventions | 1-2 |
| Toolbar | 1-10 |

U

| | |
|--------------------------------|-----|
| Unearned Discount Screen | 2-7 |
|--------------------------------|-----|

V

| | |
|---|------------------|
| Vendor Claim Merge Routine Screen | 2-55 |
| Vendor Claim | |
| Reconciliation Entry Screen | 2-51 |
| Vendor claims | |
| Buyer hold | 2-61 |
| Creating an additional claim | 2-60 |
| Reconciling | 2-51 |
| Recosting | 2-57 |
| Writing off | 2-59 |
| Vendor Claims Split Screen | 2-54 |
| Vendor Invoice History Inquiry | 2-98 |
| Vendor Invoice Inquiry | 2-96 |
| Vendor Invoice Merge Routine Screen | 2-43 |
| Vendor Invoice Number | 2-69 |
| Vendor invoice reconciliation | 2-38 |
| Vendor Invoice | |
| Reconciliation Entry Screen | 2-38 |
| Vendor Invoice Split Routine Screen | 2-42 |
| Vendor invoices | |
| Buyer hold | 2-50 |
| Creating an a | |
| dditional invoice | 2-47, 2-49, 2-58 |
| Debit memos | 2-46 |
| Entering manually | 2-70 |
| Reconciling | 2-38 |
| Recosting a P/O | 2-45 |
| Recurring | 2-62 |
| Writing off | 2-48 |
| Vendor Maintenance | 2-89 |
| Vendor Maintenance Screen | 2-89 |
| Void Check Batch Entry Screen | 2-88 |
| Voided A/P Check Entry Screen | 2-87 |
| Voided A/P Check Register | 2-102 |
| Voiding | |
| Individual checks | 2-87 |
| Multiple checks | 2-88 |

W

| | |
|-----------------------|------|
| Writing off | |
| Vendor claims | 2-59 |
| Vendor invoices | 2-48 |

