# POLYMATHIC COMPUTER CORPORATION

## ACCOUNTS PAYABLE SYSTEM

**USER'S GUIDE** 

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## **CHAPTER 1: SYSTEM OVERVIEW**

## **GENERAL DESCRIPTION**

The P.C.C. Interactive Accounts Payable System offers a complete, easy to use procedure for the verifying and recording of liabilities, the timely payment of obligations and assures that current information is available for use in determining future cash requirements, and planning for the maximum use of cash resources.

The advantages of this system are:

Vendor and open item information is accessible at any time for reporting, inquiry and updating. Liabilities are automatically aged. Cash requirements are projected, and available discounts are identified.

Invoices can be paid on a selective basis. Cheques are automatically written. Timely reports are generated to assist in management analysis and planning.

## **FEATURES**

- Interacts with General Ledger, Sales Analysis, Accounts Receivable, Payroll, Time Accounting, Customer Profile and Order Entry.
- Designed to handle companies in an industry of any size.
- Maximum number of Vendors and accounts payable transactions is limited only by the amount of available disk space.
- Cash or accrual method of accounting may be used.
- Cheques are automatically prepared.
- Discounts are automatically taken.
- Expenditures may be distributed to an unlimited number of general ledger accounts.
- Future cash requirements can be determined.
- Accommodates manual cheque preparation.
- Invoices can be selected for payment by due date as well as by individual vendor.
- Invoices may be put on hold.
- Journals may be printed on demand.
- Inquiry available by invoice and vendor.

## **CHAPTER 2: ACCOUNTS PAYABLE CYCLE**

### **PROCESSING CHECKLIST**

The following is a summary of the major stages in the Accounts Payable Cycle:

INITIAL SET-UP PROCEDURES		PAGE
1.	Supplier Master Maintenance	8-11
2.	Spool Supplier Master updates	7-36
Mon	THLY PROCEDURES	PAGE
1.	Enter supplier invoices	5-2
2.	Spool cash requirements report	7-12
3.	Process cheques.	5-19
4.	Spool cheque register and cheques	7-16
5.	Enter cancelled cheques	5-22
6.	Spool cheque reconciliation	7-21
7.	Spool purchase journal	7-27
8.	Spool supplier open item report	7-27
9.	Spool accounts payable aged trial balance report	7-6
10.	Purge accounts payable file	8-8
11.	Purge cheque file	8-10
12.	Spool aged cash requirements	7-2
13.	Close purchase journal	14-1
14.	Close cash disbursements journal	14-1
15.	Indicate month closed	14-1

## **INITIAL SET UP PROCEDURES**

### 1. Supplier Master Maintenance

This program is used to set up supplier numbers and maintain information relating to suppliers. The supplier data base is set up initially and modified to reflect the addition or deletion of suppliers and changes to information maintained on the supplier master.

### MONTHLY PROCEDURES

### 1. Entering Transactions

Debit and credit transactions for all Accounts Payable activity are entered through the "Enter supplier invoices" program, or the general journal program.

### 2. Print Journals and Reports

The Accounts Payable system accumulates the data needed to produce the following reports for each accounting period:

	PAGE
Supplier master update listing	7-36
Supplier listing in alphabetical or numerical order	7-33
Purchase journal	7-21
Cash requirements report	7-12
Cheque reconciliation report	7-14
Open item listing	7-27
Detailed aged trial balance	7-6
Aged cash requirements	7-2

### 3. Closing Out The Period

The Accounts Payable cycle ends with:

#### **Closing Out**

Closing out the current month, by adding all current amounts to year to date amounts, and preparing the data files for the next month.

### **Backing Up**

Backing up the current period data files.

### **Purging Accounts Payable**

Purging the accounts payable clears each supplier account of all entries that have been completed as of the specified purge date. The accounts payable file is cleared of the following items:

- 1. Invoices that have been completely paid.
- 1. Manual payments that have been fully cleared against invoices.
- 1. Unapplied amounts from previous periods that have been applied in the current period.
- 1. Journal entries that have been cleared against invoices.

### Purging Cheque File

Purging the cheque file clears all cheques that have been cancelled.

## MONTHLY PROCESSING CHECKLIST

DESCRIPTION OF TASK	ACTION DATE	NAME	DONE	PAGE REFERENCE
1. Supplier Invoices	Mid-month			
Code supplier				8-11
Review supplier invoice coding			<u> </u>	
Input supplier invoices			<u> </u>	5-2
Input recurring monthly payments				
2. Cash Requirements	Mid-month		1	
Spool cash requirements report				7-12
Approve cash requirements report				
3. Cheques	Mid-month			
Process cheques				5-19
Spool cheque register and cheques				7-16
Print cheques				12-1
Match cheques with supplier invoices				
Sign cheques				
Mail and distribute cheques	15th			
4. Supplier Invoices	End-month			
Code supplier invoices				
Review supplier invoice coding				
Input supplier invoices				
5. Cash Requirements	End-month			
Spool cash requirements report				
Approve cash requirements report				
6. Cheques	End-month			
Process cheques				
Spool cheque register and cheques				
Print cheques				
Match cheques with supplier invoices				
Sign cheques				
Mail and distribute cheques				
7. Provincial Sales Tax				
Monthly analysis for PST	7th			
Complete provincial sales tax return	7th			
Take PST return to bank	15th			
8. Cancelled Cheques		<u> </u>		
Enter cancelled cheques	7th	ļ		5-22
Spool cheque reconciliation report	7th			7-14
9. Employee Tax Deductions				
Complete ETD remittance form	7th			
Take ETD remittance to bank	7th			
10. Prepare monthly courier billings	15th	ļ		Į
11. System maintenance	End-month	<u> </u>		<u> </u>
Purge accounts payable file		ļ	<u> </u>	8-8
Purge cheque file		<b></b>	l	8-10
Close purchase journal		<u> </u>	<u> </u>	14-1
Close cash disbursements				14-1

## **CHAPTER 3: GENERAL DATA ENTRY**

### **INSTRUCTIONS**

A number of data entry procedures are the same for all the applications described in this manual. These data entry procedures are as follows:

### THE ENTER KEY

The enter key,  $\leftarrow$  Enter) is always pressed after every entry to start processing. The only time you don't press  $\leftarrow$  Enter) is when you are using a function key such as [F5].

### MENUS AND SUBMENUS

The programs that make up this accounting package are accessed by means of a menu. Each menu choice is displayed on the screen, with a number to its left. To make a selection, type the number of the desired item, and press  $\underbrace{\leftarrow}$  Enter.

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RM		Thu APR 10,20	32
CRT # 96		10:30:3	35
TYPIST #	6		
	1	Payroll	
	2	Accounts Receivable	
	3	Accounts Payable	
	4	Sales Analysis	
	5	General Ledger	
	6	i Security	
	7	System Utilities	
	8	Daily Closing	
	9	Monthly Closing	
	10	Print Reports	
	11	Time Accounting	
	12	Fixed Assets	
	13	Inventory / Order Entry	
	14	Vertical Markets	
	Q	l Query	
	S	5 Status	
	E	Exit	
	E	Enter selection	

For example, the following menu is typical:

To select Accounts Payable, type 3, and press HEnter).

When an application has been selected, a submenu is frequently displayed, providing a number of further choices on how the application is to be run, or what part of the application is to be run.

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P.C.P.L	Accounts Payable			71.	APP2	0 2.64
RM	Hain Menu				31/	01/2003
Last month end: 12/2002		Last	year	end:	28/	2/2002
	1 Daily processing					
	2 Yearly processing					
	3 Reports					
	4 Maintenance and inquir	у				
	5 Data file status	•				
	6 Company information					
	E Exit					
	E Enter selection					

For example, the following is a typical submenu:

To select Daily processing, you would type 1, and press HEnter.

### **OPTIONAL FIELDS**

Optional fields (fields not required) may be skipped by pressing (-Enter).

A number of screen entry fields allow entry of data but also **default** to a particular value if  $\bigcirc$  is pressed. A default value is simply a value automatically selected by the program if you do not enter a value.

Example: • A date field will often default to the current date (system date) or the last date entered.
• • Enter) can often be pressed to answer a Yes or No question by default.

### **DATE FIELDS**

Enter all dates in the format *ddmmyyyy* (six numeric digits, with no slashes) representing *day month year*. The computer will check that the month entered is valid (1-12), as well as the day (1-31) and the year (0-99).

### THE DECIMAL POINT

The decimal point does not have to be entered unless the characters to the right of the decimal point are non zero. However, decimal points must be entered if the digits to the right of the decimal point are not equal to zero.

The commas and dollar signs should not be entered.

### **EDITOR**

The system includes an Editor utility that allows you to correct errors made during data entry. The EDITOR can be accessed by pressing  $[F_1]$ .

The Editor utility will not always bring up the same options because the options change according to where you are calling the editor from. The options that are available through the editor and how they are to be used follows.

### **REKEY FROM A FIELD**

This option may be used to rekey any of the data entered in a field. If you are on field number 6 and you want to change something in field number 1 you will have to rekey the information from that field on. In most cases, you can press (-Enter) back to line 6 because (-Enter) will remember what you entered in that field last.

To use this option type 1, and press *Enter*.

The system will then display:

[ ]:Enter [field number] or [ENTER] to return.

Type the number of the field that is to rekeyed and press  $\leftarrow$  Enter). The system will then automatically return to this field number.

Simply make your corrections and continue entering your data.

### **REKEY/DISPLAY LINE**

In some of the programs such as invoices, you can have more than one line entry per item. The Rekey Line option allows you to modify information within a specific line.

Type the number corresponding to Rekey line and press  $\leftarrow$  Enter). The system will prompt you to enter the line number that you want to change. It will then display that line allowing you to modify your entries. Once you have made the changes you can continue where you left off.

The Display Line option will prompt you to enter the line number that you want to display. Once you type in the line number and press  $\underbrace{\leftarrow Enter}$ , the line will be displayed. The system will request that you press  $\underbrace{\leftarrow Enter}$  to continue where you left off.

### **CANCEL PROCESSING**

The Cancel option will cancel whatever you are doing. If you are in the middle of an invoice or sales order etc., and you want to cancel press  $\boxed{F1}$  and type the letter corresponding to cancel. The system will ask you if you are sure you want to cancel before it performs this step.

### **F5 LOOKUP FEATURE**

The lookup feature allows you to search for information from various input fields. This feature eliminates the need for users to memorize codes used for general ledger accounts, customer accounts, supplier account and numerous other items. For instance the (F5) lookup feature can be used to display a supplier account code in the following manner:



The following options are available:

- T Cursor upwards through the data Ð Cursor downwards through the data
- (Pg Up) Page up one screen of data Pg Dn
  - Page down one screen of data
  - Move to the top of the data
  - Move to the bottom of the data
  - Exit the lookup feature
  - **Options:**

Π

B

Esc F1

> The options of the lookup feature vary according to what program you are using. This feature will allow you to search for a particular record according to the search criteria that you enter.

> For example, if you are in the supplier master of Accounts Payable and you want to search for a supplier by the supplier name, you can press F1 for Options, then F3 to search by the supplier's name and enter three or more letters for the supplier you are looking for. The system will then search through the supplier master for the closest match to the three letters that you entered.

Be Edt Hep P.C.P.L RM Typist: Of	Accounts Payable 5 Supplier Master	TLAPPOI 3.50 Man FEB 10,2003
Port: 96 Screen 1 1) Sur Supplic 2) Sur 1642 3) Sur 1650 4) 1656 5) 16258 6) 7) 8) FR 9) Co	Show POLYMATHIC DEVELOPMENT CORPORATION 410 P Functions P F2 - Find Supplier CODE P F3 - Find Supplier NAME ESC- Exit	16:04:55 6-490-8010 490-8010 490-8010 490-8010
10) Cc 11) Ho 12) Ex 13) We 14) Pa 15) Discount Pc 15) Discount Pc 16) Home G/L Cc 17) P.O. Req'd	PgUp PgDn Top Bottom Esc-End ercentage : ode : for Invoice: Ytd Purchase:	F1-Options
	To search by supplier name, press <b>F3</b> . The screen will appear as follows:	

Press F1 and the Options screen will appear as follows:



Type at least three letters for the supplier you are searching for and press *Enter*.

The system will then search through the supplier master for the closest match to your search criteria and will highlight that supplier in the lookup window.

The screen will appear as follows:

To select the supplier simply press (-Enter) and the system will enter the supplier into the field you initially activated the Lookup feature from.

You can exit out of the Lookup feature at any time by pressing Esc. Esc will exit one level of the program, therefore if you are in the options section of Lookup you will have to press Esc twice to exit completely out of Lookup.

## **CHAPTER 4: MENUS**

## MAIN MENU - ALL SYSTEMS

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RM			Thu APR 18,2002
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	1 Pa	yroll	
	2 Ac	counts Receivable	
	3 Ac	counts Payable	
	4 Sa	les Analysis	
	5 Ge	neral Ledger	
	6 Se	curity	
	7 Sy	sten Ütilities	
	8 Dá	ily Closing	
	9 Ma	nthly Closing	
	10 Pr	int Reports	
	11 Ti	me Accounting	
	12 Fi	xed Assets	
	13 In	ventory / Order Entry	
	14 Ve	rtical Markets	
	QQu	ery	
	S St	atus	
	E Ex	it i	
	E En	ter selection	
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### MAIN MENU - ACCOUNTS PAYABLE SYSTEM

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Ele Edt Help							
P.C.P.L		Accounts Payable			TL	nPP2	0 2.64
RA Last month end:	12/2002	Hain Menu	Last	year	end:	3170 287	01/2003 2/2002
		1 Daily processing 2 Yearly processing					
		3 Reports					
		4 Maintenance and inquiry					
	ļ	5 Data file status					
	l	6 Company information					
	I	E Exit					
	1	E Enter selection					

## **CHAPTER 5: DAILY PROCESSING**

() RM						-미치
P.C.P.L RM Last month end: 12/2002	Accounts Payable Main Nenu	Last y	/car	end:	aPP2 317 287	0 2.64 01/2003 2/2002
	1 Daily processing 2 Yearly processing 3 Reports 4 Maintenance and inquiry 5 Data file status 6 Company information	,				
	E Exit E Enter selection					

To select Daily Processing, type 1 and press ( Enter).

🤹 RM		
Elle Edit Help		
P_C_P_L AM	Accounts Payable Daily Processing	TLAPP20 2.64 31/01/2003
	,	
	1 Enter supplier invoices	Run
	2 Single cheque processing	Run
	3 Hutomatic cheque processing 4 Enter cancelled cheques	Run Run
	E Exit	
	E Enter selection	

The	scree	en will	appear	as f	ollows:

### **ENTER SUPPLIER INVOICES**

This program allows you to enter supplier invoice information and distribute supplier invoice amounts to the general ledger accounts. The major features of the program are:

- Each invoice entered into the system can have up to 999 separate distributions to the general ledger, either debit or credit amounts.
- The supplier's standard terms can be overridden and special terms can be entered.
- All distributions are balanced by the system before the operator is allowed to proceed to the next entry.
- You can specify the due date or have it automatically assigned by the system.

RM RM		
P.C.P.L. RM	Accounts Payable Daily Processing	TLAPP20 2.64 <b>31/01/2003</b>
	1 Enter supplier invoices 2 Single cheque processing 3 Automatic cheque processing 4 Enter cancelled cheques	Run Run Run Run
	E Exit	
	E Enter selection	
		n an fuith an an an Anna an Martan an Anna an Anna an anna an anna an anna an anna an an

To select Enter supplier invoices, type 1 and press - Enter).

💭 RM								프미즈
File Ec	it Help					0-1-1-98 0-1-1-98		TLADUAR F DU
P.C.P RM 1) Su 2) Su 3) Su 4) Pay 5) To 6) De:	L Typist: 06 pplier number pplier invoice pplier invoice yment date/ter tal invoice an scription	e no. : e date: ras: mount :	Acco Enter Su	unts Pa pplier	ayable Invoid	CE 8		ILAPP05 5.32 Jan 31,2003
7) Ho	ld invoice (Y	////					8)	3.0. check:
Enter	(SUPPLIER #) (F5 <mark>)-lookup</mark>	(F4)-ADD s CF7)-PRIN	supplier Cheque	[Esc	]-End	Invoices	entered O	Total .00

The screen will appear as follows:

Enter an invoice as follows:

### SUPPLIER NUMBER

Enter the supplier number.  $F_5$  can be used to list all the suppliers. If the supplier you are searching for is not in the master file you can press  $F_4$  to add them.  $F_4$  will automatically bring up the supplier master file and allow you to add a new supplier. For more information on the Supplier Master refer to page 8-11.

### SUPPLIER INVOICE NUMBER

Enter up to ten alphanumeric characters to indicate the supplier invoice number. The system automatically verifies that this invoice number has not been duplicated. The system will only check those invoice numbers that have not been purged out of the accounts payable open item file.

### **INVOICE DATE**

Press *Enter* to accept the default system date shown on the screen or enter the desired date in the *ddmmyyyy* format.

### **PAYMENT DATE/TERMS**

Press  $\leftarrow$  Enter to accept the default payment date shown on the screen or enter the **desired date** in the *ddmmyyyyy* format. Press  $(\bullet)$  then  $\leftarrow$  Enter and the system will automatically calculate the due date based on the payment terms on the supplier master.

### **TOTAL INVOICE AMOUNT**

Enter up to eight numeric characters. The highest dollar amount you can enter is 999,999.99 without the comma.

### DESCRIPTION

Enter up to thirty five characters of description. For instance you may enter IBM PC - XT. This description will appear in the analysis schedules run using the General Ledger sub-system. The description will also appear in the Purchase Journal.

### HOLD INVOICE

You can put any positive invoice on Hold. When an invoice is on hold the system cannot process a cheque for it. To place an invoice on hold change this field to  $\heartsuit$ , Yes.

### Credit invoices cannot be put on hold.

### P.O. CHECK

This field is filled in automatically by the system.

### LINE

You may distribute the total amount of the invoice to as many different general ledger accounts as you wish. Enter only one distribution if that is all you need.

The system will suggest the general ledger distribution account to which the invoice is to be distributed based on the information set up on the supplier master under home GL code (refer to page 8-13 for details.). Press  $\underbrace{\leftarrow Enter}$  to accept the default GL Code or type a GL Code number and press  $\underbrace{\leftarrow Enter}$ . F5 can be pressed to list all valid GL codes and a new GL code can be added by pressing F4.

The cursor will now move to the amount field and display the total invoice amount as the default amount. Press  $\underbrace{\leftarrow Enter}$  to accept the default amount or type the amount that you wish distributed to this GL code and press  $\underbrace{\leftarrow Enter}$ . The cursor will now return to the GL Code field.

If the amount in the Balance field does not equal 0 you must continue distributing amounts to additional general ledger codes. Once the amount in the balance field is 0, type E and press Finter to exit. The cursor will now return to the supplier number field.

If you wish to continue entering invoices for this particular supplier simply press  $\leftarrow$  Enter). There is no need to reenter the supplier number as the system will automatically retain the last previously entered supplier number.

If you wish to enter invoices for a different supplier type the new supplier's number and follow the procedures outlined above.

If you have finished entering invoices and wish to exit from the program type E and press *Enter*.

### **PRINT CHEQUE OPTION**

To invoke the *Single Cheque Processor* and print a cheque. Press **F7** at any time during invoice entry. Please note that if you want to print a cheque for the invoice you are entering you must complete the invoice first.

 If you select the Cheque Print option from the Supplier Invoicing program and you are processing a cheque for ONE invoice only, the due date will be printed on the cheque instead of the invoice date.

## SINGLE CHEQUE PROCESSING

This program allows you to print a cheque for selected invoices.

💭 RM		
Ede Edt Help		
P.C.P.L	Accounts Payable	TLAPP20 2.64
RM	Daily Processing	31/01/2003
	1 Enter supplier invoices	Run
	2 Single cheque processing	Run
	3 Automatic cheque processing	Run
	4 Enter cancelled cheques	Run
	E Exit	
	E Enter selection	

Type 2 and press *Enter* to select Single cheque processing.

File Edit	Help		CLASS WAS ROUGHNED	48222432 (PECADA 24 (4 4 4 7	SECTOR AND ADDRESS OF A DECEMPTOR AND A DECEMPTOR A		لىتىر <b>لىتولىد</b> ى NHNN
P.C.P.L RM Cheque Supplie	type : 6-Las r :	ser HICR	Acco lanual	ounts Pa Cheque [Last	yable Processor Nonth Closed:	TI. DEC/2002 NO Total:	APP29 2.37 JAN 3172003 PRINTER
Iten	Invoice #	Inv Date	Due	Date	Invoiced	Paymen t	Status
						SELECTIO Select i Print c print (lan Opti	N MENU nvoices heque k cheque ons

The screen will appear as follows:

To select a function from the menu you may type the capitalized letter for the desired function or use f/ + to highlight the function, then press - Enter.

The following functions are available from this selection menu:

- S The Select invoices function will display all open items for the specified supplier and allow you to select the invoices you want to process for the single cheque.
- P The Print cheque function allows you to print a cheque that was previously spooled but not printed, or reprint a cheque.
- The following functions are available through the *Options* menu selection:
  - U The *printer setup* function allows you to change the printer type, printer port and printer control codes.
  - *Change Form type* should be selected when you need to change the type of cheque you are printing.
  - B This function allows you to display the bank account balance.

### SELECT INVOICES

This function is selected to choose the invoices that you want to pay on this cheque. You can only print a cheque for one supplier at a time but you can include as many invoices as you want on that cheque.

€ RM			:	北陸線					느미×
Ete Edit	Hop				Acc	ounts Pa	ayable	11.	NPP29 2.34
RM Cheque Supplie	type r	: 6-l :	.aser	MICR	Manual	Cheque [ Last	Processor Month Closed:	DEC/2002 NO Total:	JAN 31/2003 Printer
Item	Invo	ice f	ŧ In	v Date	Due	Date	Invoiced	Paymen t	Status
								SELECTIO	n menu
								S <mark>elect i</mark> Print c print Olan Opti	nvoices heque k cheque ons
								t ↓ [Es	]-Exit

To select *invoices*, type S or use the arrow key to highlight the function, then press *Enter*.

<b>B</b> RM	11111		The	screen	will appe	ar as follows:		iol xi
Efe Edt PLC.P.I RM Cheque Supplie	type type	6-Lase	r MICR	Acc Manual	ounts Pay Cheque I [ Last	yable Processor Honth Closed:	II. DEC/2002 NO Total:	APP29 2.34 JAN 31/2003 PRINTER
Item	Invo	ice #	Inv Date	Due	Date	Invoiced	Paymen t	Status
Enter	CSUPP	LIER #D	( <b>F5</b> ]-SUF	PLIER	lookup	(10)-OPEN ITEM	lookup (Es	G]-END

Enter the supplier number to which the cheque will be issued.

The system also gives you the following options:

## E5 List all suppliers.E6 Display a list of o

(Esc)

Display a list of open items. If no supplier is specified a list of all open items will be displayed, otherwise open items for the specified supplier are displayed. End this function.

Once a valid supplier number has been entered, a list of all unpaid items will be displayed.

heque t	ype	: 6-	-Lase	r Al	CR VMOTH	IC DEL	L CHEQUE L Las	st Month m coope	SUT Closed: Rotinn	: DEC/2002	2 NO	PRINTER
Iten	Invo 1	ice 234	# 56 31	Inv -dat	Date -2003	Due 31-di	Date	Inv	/oiced 15.00	Payme 115	en t 100	Status
SO1-SFI	ECT	 rl	<b>31</b> 1)-	UNSE	LECT	L BR	l-Open	ltem DE1	TAILS	ເຄິງ ເຄິງ		Facl-END

Select the items that you want to process for this cheque.

Items are selected by using ()/() to highlight the item then pressing  $(F_9)$ . The status field will indicate what items have been selected and a running cheque total is given in the top right hand corner of the screen. An item may be unselected by pressing  $(F_{10})$ .

If you would like specific details about an item, you can highlight the item and press [5].

			BALL ALL ALL ALL ALL ALL ALL ALL ALL ALL	n - The Construction of th	للنه للكليكي:،،: الله
Ere For Deh		Accounts Pa	enhi e		00029 2 34
DM	tia	ual Cheque f	00000		JAN 31/2003
Cheque type : 6-1 ase	r MICR	[ Last	Month Closed:	DEC/2002 NO	PRINTER
Supplier : 1642	POLYMATHIC	DEVELOPMENT	CORPORATION	Total:	
Item Invoice #	Inv Date	Due Date	Invoiced	Payment	Status
📻 Open Item Display	/ 1.11				· · · · · · · · · · · · · · · · · · ·
Supplier : 1642	POLYMATHI	: DEVELOPMEN	CORPORATION		
Address :	245 YORKL	AND BLVD.,			
	SUITE 100				
	AILLOADALI	E, UNIHHIU			
	1420 493				
Invoice #	: 12345	5			
Invoice Date	: 31-JAN-2	003	Invoice Ag	ount :	115.00
Original Due Date	: 31-JAN-2	003	Discount A	mount :	115.00
Current Due Date	:		Payment Te	ras :	0
Payment Date	: 31-JAN-2	D <b>O</b> 3	Discount X	:	.00
Cheque Number	:				
Cheque Date		•	Branch Cod		10
Invoice Type	:	វ 	Source Loo		
	[].Hext	[4]-Previo	us [ <b>Esc</b> ]-End		

The screen will appear as follows:

Once you have selected the invoices to be paid on this cheque, press Esc to end the selection process.

The screen will appear as follows:

PICIPIL RM		Accounts P Manual Cheque	ayable Processor	TI.	APP29 2.34 Jan 31/2003
Cheque type Supplier	: 6-Laser MICA : 1642 Polymat	[ Las  hic developmen	t Month Closed: T CORPORATION	DEC/2002 NO Total:	PRINTER 115.00
Iten Inv 1	oice # Inv Date 123456 31-JAN-200	e Due Date 03 31-JAN-2003	Invoiced 115.00	Payment 115.00	Status Selected
				SELECTIO Generate	N NENU cheque
				Bancel pr	ocessing

From this menu, the following functions are available:

G Generate cheque

C Cancel processing and re-enter a new supplier. The system will prompt you to make sure you want to cancel processing before it exits.

#### **GENERATE CHEQUE**

Type G or highlight Generate cheque then press (-Enter),

The system will automatically generate a cheque for the selected items.

RM RM								
Ete Edit	Help							
P.C.P.L				Acc	ounts Pa	yable	TL:	APP29 2.34
RM Cheque t Supplier	ype : :	6-Las 1642	er NICA Polyma	Manual THIC DEV	Cheque [ Last Elopment	Processor Honth Closed: CORPORATION	DEC/2002 NO Total:	JAN 31/2003 Printer 115.00
Item 1 1	Invoic 123	:e # 1456 3	Inv Dat 31-JAN-20	e Due 03 31-JA	Date N-2003	Invoiced 115.00	Payment 115.00	Status Processed
-					<u></u>			
CHEQUE (	: 4054) I	I CHEO [_] So	QUE PRINT elect:	DATE: 3 []]-ACCE	1012003 Pt [[]]	[JAN 31/2003] -Modify [ <mark>Esc</mark>	YEAR END [FE ]-Exit	B 28/20021

The following screen will then appear:

You can accept the date displayed by the system or enter a new date for the cheque. The date entered must be before the year end date. To enter a different date type  $\mathbb{M}$  and press  $\underbrace{\leftarrow \text{Enter}}$ . Enter the date in the format *ddmmyyyy* and press  $\underbrace{\leftarrow \text{Enter}}$ . Once the correct date is displayed type  $\mathbb{A}$  and press  $\underbrace{\leftarrow \text{Enter}}$ .

F	RM ile Edit	Helo					, ida
P RI CI Si	<u>C.P.L</u> M heque upplie	type : 6- r : 1	·Laser NICR 1642 POLYMA	Accounts Pa Manual Cheque [ Last THIC DEVELOPMENT	yable Processor Month Closed: CORPORATION	DEC/2002 NO Total:	APP29 2.34 JAN 31/2003 PRINTER 115.00
	Item 1	Invoice 12345	# Inv Dati i6 31-JAN-20	e Due Date 03 31-JAN-2003	Invoiced 115.00	Paynent 115.00	Status Processed
		Chec	que for \$ P	115.00 produc ress any key to	ed using chequ continue	c # 4054	

The following screen will appear:

Press any key to continue.

The following screen will appear:

, neque spplie	type:6 r::	-Laser M 1642 PO	ICR Lymathi	C DEVI	[ Last ELOPMENT	Month Closed: CORPORATION	DEC/2002 NO Total:	PRINTER
Iten	Invoice	# Inv	Date	Due	Date	Invoiced	Paynent	Status
		Do yo	u want	to pr	int cheo es/No [	ue [ 4054] now	?	

Type Y if you want to print the cheque now.

**PRINT CHEQUE** 

<b>CRM</b>	الاستعماد م					7010galesiilisi	I Cixi
File Edit	Heb				<u></u>	201 <b>220222000022</b> 00000	30316 - 74 H <del>/ 71</del>
P.C.P.I.		nd in the Collector of 1	2121774.4	Accounts Pay	zable	11	APP29 2.34
RM Cheque Supplie	type : r :	6-Lase 1642	Ma 1 MICR POLYMATHIC	nual Cheque [ Last DEVELOPMENT	Processor Month Closed: Corporation	DEC/2002 NO Total:	JAN 31/2003 Printer
Iten	Invoi	ce #	Inv Date	Due Date	Invoiced	Paynen t	Status
					-	SELECTIO print C print L Opti	N NENU heque ineup ons
						† ↓ E <mark>e</mark> s	c]-Exit

The following screen appears after you have generated the single cheque.

The following functions are available:

- Select this function when you are ready to print your cheque. Please note that a printer must be selected before you can print the cheque. The printer that is selected is displayed in the top right portion of the screen. In the example above, no printer is currently selected. To select a printer type () and go to Printer Setup.
- This function will allow you to print a VOIDED cheque to ensure that everything is lined up correctly.
   This option is only required for printing cheques on dot matrix printers and MICR laser cheques.
- O The printer setup, change form type and bank balance functions are available through the Options menu selection. See (5-15) for further instructions on Options.

If you have a printer selected and are ready to print your cheque, type C. Your cheque will then be printed.

### **PRINT CHEQUE**

This function is selected when you need to reprint a cheque or if you answered "No" to printing the cheque after the cheque was generated.

. 6 . 1 . 4				Acc	ounts Pa	yable	Ĭ.	APP29 2.
4 neque upplie	type : r :	6-Lasi	er MICA	Manu <b>a</b> l	Cheque ( Last	Processor Wonth Closed:	DEC/2002 NO Total:	PAINTER
Item	Invoic	e #	Inv Da	te Due	Date	Invoiced	Paynent	Status
						F	a	
							SELECTIO	N MENU
							S <mark>elect i</mark> Print c print Blan Upti	nvoices heque k cheque ons

Type P or use (1)(+) to highlight *Print cheque* then press (+) Enter).

The	screen	will	appear as follow	s:

PICIPIL RM Cheque Supplie	type : r :	6-Las 1642	er NICR Polymate	Accounts Pa Manual Cheque [ Last IC DEVELOPMENT	vable Processor Nonth Closed: CORPORATION	DEC/2002 HP Total:	APP29 2.3 Jan 31/200 LJ4
Iten	Invoi	ce #	Inv Date	Due Date		Paynen t	Status

The Print cheque function is restricted to users who have access to the system security maintenance. Type your security password and press (-Enter).

		The	following scre	en will appear	•	
RM File Edit	tielo					
P.C.P.L RM Cheque Supplie	type : 6-1 r : 1	Laser Nicr 642 Polynati	Accounts Nanual Cheque I Las HIC DEVELOPME	Payable e Processor st Month Clos NT CORPORATIO	n ed: DEC/2002 HP N Total:	<u>APP29 2.34</u> Jan 31/2003 'LJ4
Item	Invoice	# Inv Date	Due Date	Invoiced	Paynen t	Status
			Enter CHEQVE	# <b>10</b> Esc-End		

Select the cheque number for printing. F5 can be used to list the available cheques.

	II the C	Ineque	111111	meauy		u, uic ioi	IOWING SC	meen will app	cai.
É <sub>a</sub> ) RM				同時開發					لالم ال
Eile Edit	ttelp								ng dan tahu da
P.C.P.L					Accounts	Payable		11	.APP29 2.34
NA Cheque Supplie	type : r :	6-Las 1642	er MI POL	CR Ymathic	DEVELOPME	st Honth NT CORPO	Closed: Ration	DEC/2002 HP Total:	UHN 3172003 'LJ4
Iten	Invoid	:e #	Inv	Date	Due Date	Inv	voiced	Payment	Status
				Ent	er CHEQUE  -Laokup	# 4059 Esc-End	5		
		C	heque Do	: C 4055 you wan	il has alre it to repri Nes/No	ady beer nt that [_]	n printed cheque ?	1	

If the cheque has already been printed, the following screen will appear:

Type Y to reprint the cheque.

				wing selection w	in mon appear.		
() RM							
Ele Edit	Rep						
P.C.P.L				Accounts Pay	able	ΤL	APP29 2.34
RM Cheque t Supplier	ype : :	6-Lase 1642	H: POLYMATHI	anual Cheque f [ Last C DEVELOPMENT	rocessor Honth Closed: CORPORATION	DEC/2002 HP Total:	JAN 31/2003 LJ4
Item	Invoid	:e #	Inv Date	Due Date	Invoiced	Paynen t	Status
					F		
						SELECTIO	n menu
						print (	heque
						print [ Opti	incup ons
******				1. <u></u>		↑ ↓ C <u>Es</u>	G]-Exit

The following screen will then appear:

The following functions are available:

Select this function when you are ready to print your cheque.
 This function will allow you to print a VOIDED cheque to en

- This function will allow you to print a VOIDED cheque to ensure that everything is lined up correctly. This option is only required for printing cheques on dot matrix printers and MICR laser cheques.
- The *printer setup, change form type* and *bank balance* functions are available through the Options menu selection.

### **OPTIONS**

.C.P.L M heque upplie	type:6-La r :	ser MICR	Acc Manual	ounts Pa Cheque [Last	yable Processor Month Closed:	DEC/2002 NO Total:	APP29 2. Jan 31/200 Printer
Item	Invoice #	Inv Date	Due	Date	Invoiced	Paymen t	Status
					ſ	SELECTIO	n menu
						S <mark>elect i</mark> Print c print Alan Opti	nvoices heque k cheque ons
						A 1 c750	<b>.</b>

Type O or use ()(+) to highlight Options then press (+ Enter).

The screen will appear as follows:

P <u>CP</u> 1 RM Cheque Supplie	type : 6-Las r :	M ser MICR	Acc anual	ounts Pa Cheque [ Last	yable Processor Month Closed:	TI DEC/2002 HP Total:	APP29 2.34 Jan 31/2003 LJ4
Item	Invoice #	Inv Date	Due	Date	Invoiced	Paynen t	Status
- - - - - -			OP pri chan []a † j	TIONS HE nter Su ge Form nk balan [Esc]-	NU type ce Exit		

### **PRINTER SETUP**

This function allows you to change the printer, printer type, and printer control codes.

PRINTER SELECTION	LASER-
1/BOB-CUMMINGS/LASERBC	△ C No Setup
\\CAL-SPARE1\CoStar LabelWriter XL 1u \\CA1-XPU aseriet	rbo C Landscape 16.66 - LETTER
WHERONNTI WPR8FF5DB MICR	C Landscape 16.66 - LEGAL
WHERONNT1/LJ2200-5	C Landscape TMS RMN 6 pt
WHERONNT1 \Xerox-PCL	Portrait - small print
NPOLYNT4\FacSys Queue Monitor	C Landscape - small print
Dymo LabelWriter EL60	C Portrait - large print
FÁCSys Fax Printer	
HPLJA	
CTRE	Ro Setup
<b>C Matrix</b>	C Condensed Print
C Laser	C Setup 8-1/2" Cheques

Type S or use 1/+ to highlight printer setup then press + Enter).

Printer Selection:	All printers available to you will be displayed under Printer Selection. Use your mouse to click on the printer you want to print to.
Type:	Click on Laser if the printer is a laser printer or Matrix if the printer is a Dot Matrix printer.
Laser:	If you select a Laser type printer the system will give you a group of laser options. The options are as follows:
	No Setup
	Landscape 16.66 – Letter
	Landscape 16-66 Legal
	Landscape TMS RMN 6 pt
	Portrait small print
	Landscape – small print
	Portrait – large print
	When printing cheques it does not matter what setup is selected as the program controls what
	font and style are used.
Dot Matrix:	If you select a Dot Matrix printer your options are as follows:
	No Setup
	Condensed Print
	Setup 8-1/2" Cheques
	Select – Setup 8-1/2" Cheques to print cheques to a Dot Matrix printer.
Send Setup Code:	This function will send the setup codes you selected to the printer. You are not required to do this before printing, as the program will also send the setup codes to the printer when you print your cheque.
MICR Setup:	This function will allow you to control the MICR settings for the printer you selected. For more information on this function please refer to 8-19.

### **CHANGE FORM TYPE**

This function should be selected when you need to change the type of cheque you are printing.

		The se	creen will appe	ear as follows:		
i RM						
File Edit	Неф		Occounts Pr	wahle	TI	0PP29 2 34
AM Cheque Supplie	type:6-Las r :	N Ber MICR	anual Cheque [ Last	Processor Month Closed:	DEC/2002 HP Total:	JAN 31/2003 Lj4
Item	Invoice #	Inv Date	Due Date	Invoiced	Paymen t	Status
				-		
					SELECTIO	N MENU
					0 - Cheque s 1 - Cheque s 2 - Cheque s 3 - Laser (t 4 - Laser (t 5 - PrePrint 6 - Laser NI 9 - SPECIAL	tyle A tyle B tyle C loore) T102) ed MICR MA cheques
					† ↓ [ <mark>6</mark>	c]-Exit

Type  $\mathbb{F}$  or use  $\mathbb{T}/\mathbb{T}$  to highlight *change form type* then press  $\mathbb{T}$ .

Use to highlight the correct form type and press Enter to select it.

### BANK BALANCE

This function allows you to display the bank balance. The amounts displayed are only current to the last running of the Preliminary Trial Balance report. (Please refer to your General ledger documentation for more details.)

Type your security password and press *Enter*.

n a mara spess turudu caala	I lie S	creen win app	cal as lundws.	
RM				
jie Edit Help				
G/L Summary 1.3	14			
General Ledger	Code :	1020-10 GENE	RAL BANK ACCOUNT	
Financial Stat	ement Lode :	HHH Lasn		
CURR PER/2003	20	03 CURR PER	/2002 2	2002 2001
29,793.44	14D,474.	87 7,6	59.99 87,020	5.82 119,414.93
MAR 2002	-22,279.82	MAR 2001	7,164.11	System Date
APR 2002	-24,118.54	APR 2001	-55,980.18	[FEB 21/2003]
NAY 2002	43,042.93	May 2001	40,043.88	Signon Date
JUN 2002	48,998.00	JUN 2001	-1,966.05	[JAN 31/2003]
JUL 2002	18,949.34	JUL 2001	29,702.48	
AUG 2002	-78,880.42	AUG 2001	-61,846.70	Last Month Closed
SEP 2002	17,447.10	SEP 2001	16,279.54	[DEC 2002]
DCT 2002	28,295.87	OCT 2001	-21,949.66	Year end
NOV 2002	-1,127.38	NDV 2001	-32,941.57	[FEB 28/2002]
DEC 2002	-6,672.47	DEC 2001	47,157.07	······
JAN 2003	29,793.44	JAN 2002	-5,711.02	Prior Year Status
FEB 2003	.00	FEB 2002	7,659.99	COPENI
ACCRUALS	87,026.82	ACCRUALS	119,414.93	
TOTAL	140,474.87	TOTAL	87,026.82	
[	-Next/Previous	/First/Lest	[]-Email [Esc]-	End [1]-Options

The screen will appear as follows:

Currently this program assumes that the G/L bank account is 1020-10.

If the monthly financial statement has been run for the current and prior years, the monthly figures will be displayed.

## AUTOMATIC CHEQUE PROCESSING

This program allows you to process cheques for those invoices selected to be paid under the cash requirements program (page 7-12).

The cheque preparation cycle consists of the following:

		PAGE
1.	Spool the cash requirements report with the desired cut off date. Any invoice with a due date before or on the cut off date will appear on the report. Invoices that appear on the Cash Requirements report will have cheques processed for them during the automatic cheque run.	7-12
2.	Review the cash requirements report and modify due dates for invoices you want to pay in this cheque run	8-4
3.	Place invoices on hold for any items that you don't want to pay during this cheque run.	8-4
4.	Spool the Cash Requirements report again and review any changes you made.	7-12
5.	Perform Automatic cheque processing.	5-19
6. 7.	Print the cheques and cheque register. Review the cheques against the Cash Requirements report.	12-1

P P 1	Accounts Payable	110220 2 67		
RM	Daily Processing	31/01/2003		
	1 Enter supplier invoices 2 Single cheque processing 3 Automatic cheque processing 4 Enter cancelled cheques	Run Run Run Run		
	E Exit			
	E Enter selection			
RM	Outomatic Che			
----	--	--	---	-----------
	HULUMALIC GIG	eque Processor	3	1/01/2003
	Cash Requirements Cut Off D Last Cheque Run Date Last Month Closed Date Current Year End Date	Date: 15/01/2003 : 31/ 1/2003 : DEC/2002 : 28/02/2003	[JAN 15/2003] [JAN 31/2003] [FEB 28/2003]	
	CHEQUE PRINT DATE	: 15/01/2003	[JAN 15/2003]	-

The series will empear as follows:

## **CHEQUE PRINT DATE**

The cheque print date will determine whether or not an invoice is eligible for processing. It will also determine whether or not a discount is allowed for the invoice. The default cheque print date is the cash requirements cut off date which is updated when the cash requirements report is run. If the cash requirements cut off date is not available the system will use the signon date.

The cheque print date can be modified. You can use the cash requirements cut off date, F1, the system signon date, F2, or enter your own date in the format, ddmmyyyy. If the cheque print date is modified and the date is greater than the cash requirements cut off date the system will prompt you with a warning message indicating that the applicable discounts, if any, will be re-calculated.

The system will then prompt you with another message asking you if you want to use the cheque print date or the cash requirements cut off date to determine which invoices should be paid. If you select the cash requirements cut off date only those invoices on your cash requirements report will be processed. If you use the cheque print date any invoice with a due date less than or equal to the cheque print date will be selected and processed.

Once the correct date has been entered, type S to start processing the cheques.

The system will now begin to process the cheques and display the supplier numbers as it processes them. The cheques and cheque register will automatically be spooled and ready to print.

11 Sin RM	te screen will appear as follow	vs when the cheques ha	
File Edit He	þ		
P.C.P.L RN	Accou Disburse	ints Payable cments Journal	TLAPP12H 1.34 31/01/2003
	Last Month	Closed : DEC/2002	
	1 Cheque prim 2 G/L discour Report type Cheque form	nt date : 15/ 1/2003 nt code : 4685 e: Summary mat: 6 Laser MII	CA
nd no na mangana na man	Report name Journal & register Cheques	File name RMAPA12.PRT RMAPA126.PRT	Page 1 Cheque#
	PROCESS Press any	ING COMPLETED	

The screen will appear as follows when the cheques have been spooled.

# **ENTER CANCELLED CHEQUES**

This program allows you to cancel cheques that have been cashed. Cheques that have been specified as cashed and cancelled can then be purged from the cheque reconciliation file.

RM FINITE FINITE		-lox
P.C.P.L RM	Accounts Payable Daily Processing	TLAPP20 2.64 31/01/2003
	1 Enter supplier invoices 2 Single cheque processing 3 Automatic cheque processing 4 Enter cancelled cheques	Run Run Run Run
	E Excit	
	E Enter selection	

To select Enter cancelled cheques, type 4 and press (-Enter).

	Tł	ne screen will	appear as follo	ows:	
🌦 RM					l i i i i i i i i i i i i i i i i i i i
File Edit Help					
P.C.P.L		Accoun	ts Payable		TEAPP14 1.27
RM	Bank Stateme	Cancelled Cl ent Date : 3	heque Matching 1/ 1/2003 [J	AN 31/2003]	31/01/2003
	[_] Select:	[S]-Start	[ <b>[]</b> -Modify	[Esc]-Exit	

If the bank statement date is incorrect, type M to modify the date.

Once the date is correct, type S to start canceling cheques.

	The s	creen will a	ppear as follow	s:	AND
🔅 RM		<u>Malana</u> (ne			
P.C.P.L		Accounts	Payable	al an	TLAPP14 1.27
AM	Car Bank Statement	Date : 31/	que Matching 1/2003 [JAN	1 31/20033	31/01/2003
Cancelled Cheq Amount Supplier Name	ue No.:			Cheques O	Anount .00
Cancel Date Cutoff Date	:				
				_	
Enter [CHEQU [F6]-D	E NUMBER] [F5 Display Current (	I-Lookup Ch Cancelled C	eque File [ <mark>Eg</mark> heques	e)-End	

Enter the number of the cheque to be cancelled and the system will display the amount, supplier name, issue date and cut off date. The system will ask you if you want to cancel this cheque. Type Y to cancel or N if you do not want to cancel the cheque

Repeat this process for all cheques to be cancelled. To exit from the program type E and press *Enter* with the cursor in the Cancelled Cheque No. field.

# CHAPTER 6: YEARLY PROCESSING

# YEARLY PROCESSING

🔅 RM								길미×
P.C.P.A	**************************************	Accounts	Payable		1.1.1.1.1.1.1.1.1.1.1	ĨL.	APP2(	) 2.64
RM Last month end:	12/2002	Main	Henu	Last	year	end:	3170 287	01/2003 2/2002
	1 2 3 4 5 6	Daily pro Yearly pro Reports Maintenan Data file Company in	cessing ocessing ce and inquiry status nformation					
	E	Exit						
	E	Enter sel	ection					
univaldhiddidantia é meire in mairi i i	This sel	ection is N	OT AVAILABI	Æ.	********		0404.003	

.

# **CHAPTER 7: REPORTS**

.C.P.L	Accounts Payable Nain Menu	TLAPP20 2.0 <b>31/01/2</b> 0
ast month end: 12/2002		Last year end: 28/ 2/20
	1 Daily processing	
	2 Yearly processing	
	3 Reports	
	4 Raintenance and inquiry	/
	6 Company information	
	E Exit	
	E Enter selection	

To select Reports, type 3 and press Enter.



	RM THE HER PROVIDENT			
Elo	Eqr Helb			
Ρ.0	C.P.L	Accoun	ts	Payable TLAPP20 2.64
RM		Rep	or t	в 31/01/2003
1	Aged cash requirements		11	Supplier master
2	Aged trial balance		12	Supplier master updates
3	Cash requirements	Run	13	Fax telephone numbers
4	Cheque reconciliation	Run	14	Purchases by supplier
5	Cheque register and cheques	<b>D</b>	15	GSI edit report
. 7	Uneque report Rusebase jeuropl	nun	10	Forchases by supplier (451) Cash disburgements cummary
Ŕ	Reprint ourchase journal		18	Reprint supplier open item
ğ	Reprint cash dishursements		10	neprint supprior open item
10	Supplier open item		S	Svstem status
		E Exit		
	G	Enter	se	lection

# AGED CASH REQUIREMENTS

This program allows you to print a complete aged list of all invoices that have a due date before or including the specified cut off date.



Type 1 and press *Enter* to select Aged cash requirements.





Type S to generate the Aged Cash Requirements report for one company or C to generate the Aged Cash Requirements report for a number of consolidated companies.

## STANDARD

RM					Linx
P.C.P.L RM		Accoun A/P Aged Cas	ts Payable h Requirement:	5	TLAPP17 1.20 31/01/2003
Aging Date Include HELD	items in total	: 24/ 1/2 ls : Y	003 [JAN 24/2]	003)	
	[_] Select:	[ <mark>8</mark> ]-Start	[ <b>[</b> ]-Modify	[ <mark>ësc</mark> ]-Exit	

The Standard Aged Cash Requirements screen is as follows:

The following report options are available:

Aging Date	The aging date automatically defaults to the system date the first time it is run. The default
	date them becomes the last aging date that was used. To modify this date type M, press
	← Enter) and enter the date in the format ddmmyyyy.
Include Held Items	All invoices on Hold are automatically included in this report. To exclude invoices on Hold
	set this option to $\mathbb{N}$ .

## CONSOLIDATED

	The Consolidated Age	d Cash Requirement screen is	as follows:
() RM			e - D×
Ele Edit Help		Occounts Payable	TLOPP17C 1 12
RM	A/P Ag	jed Cash Requirements	31/01/2003
Aging Date Include HEL Company Sel	) items in totals : ection	24012003 [JAN 24/2003] /	********
	***		****
Enter AGING	DATE (ddiamyyyy) (	isc]-End	

The report options for the Consolidated Aged Cash Requirements are the same as the Standard however you have the added option of selecting numerous companies to create the report for. F5 is used to select the companies to include in the report.

vs:

RUN DATE TODAY'S AGING D	: JAN 3 DATE: FEB ATE: JAN	1/2003 21/2003 31/2003	POLYMATHIC ACCOUNTS PAYAE HELD	COMPUTER PRODUCTS SLE AGED CASH REQU Items Included in	S LIMITED VIREMENTS REPORT A Totals		PAGE RMAPR17	1 1.20
SUPPLIE NUMBER	R SUPPLIER	NAME	TOTAL AMOUNT 0 - 30 DAYS DUE	TOTAL AMOUNT 31 - 60 DAYS DUE	TOTAL AMOUNT 61 - 90 DAYS DUE	TOTAL AMOUNT 91 - 12 0 DAYS DUE	TOTAL AMOUNT 121 DAYS & OVER	TOTAL AMOUNT OUTSTANDING
163	SUPPLIER	1		.00	.00	. 00	.00	.00
337	SUPPLIER	2	.00	.00	.00	.00	.00	.00
557	SUPPLIER	3	.00	.00	.00	.00	.00	.00
588	SUPPLIER	4	.00	.00	.00	.00	.00	.00
630	SUPPLIER	5	.00	.00	.00	.00	.00	.00
705	SUPPLIER	6	.00	.00	.00	.00	.00	.00
755	SUPPLIER	7	112.35	.00	.00	.00	.00	112.35
886	SUPPLIER	8	.00	.00	.00	.00	.00	.00
940	SUPPLIER	9	476.78	.00	.00	.00	.00	476.78
1150	SUPPLIER	10	2600.00	.00	.00	.00	.00	2600.00
1230	SUPPLIER	11	.00	.00	.00	.00	.00	.00
1305	SUPPLIER	12	.00	.00	.00	.00	.00	.00
1625	SUPPLIER	13	.00	.00	.00	.00	.00	.00
1642	SUPPLIER	14	.00	.00	.00	.00	.00	.00
1666	SUPPLIER	15	.00	.00	.00	.00	.00	.00
1678	SUPPLIER	16	.00	.00	.00	.00	.00	.00
1815	SUPPLIER	17	.00	.00	.00	.00	.00	.00
1830	SUPPLIER	18	.00	.00	.00	.00	.00	.00
1870	SUPPLIER	19	.00	.00	.00	.00	.00	.00
1871	SUPPLIER	20	.00	.00	.00	.00	.00	.00
1955	SUPPLIER	21	135.23	.00	.00	.00	.00	135.23
1960	SUPPLIER	22	388.95	.00	.00	.00	.00	388.95
1989	SUPPLIER	23	.00	.00	.00	.00	.00	.00
2013	SUPPLIER	24	.00	.00	.00	.00	.00	.00
2036	SUPPLIER	25	.00	.00	.00	.00	.00	.00
2050	SUPPLIER	26	.00	.00	.00	.00	.00	.00
2505	SUPPLIER	27	.00	.00	.00	.00	.00	.00
TOTALS	FOR ALL SUE	PLIERS	3713.31	.00	.00	.00	.00	3713.31
							TOTAL HELD AMOUNT	.00
			***	END OF REPORT ***	•			

## A sample page from a Consolidated Aged Cash Requirements report for two companies follows:

RUN DATE: FEB 21,2003 Today's date: FEB 21,2003 Aging date: Jan 31,2003	CONI CONSOLIDATED ACCOUNT HELD	ANY NUMBER 1'S S PAYABLE AGED Items Included	NAME CASH REQUIREM in Totals	ENTS REPORT		PAGE 6 HCAPR17C 1.12
SUPPLIER NUMBER SUPPLIER NAME	TOTAL AMOUNT 0 - 30 DAYS DUE	TOTAL AMOUNT 31 - 60 DAYS DUE	TOTAL AMOUNT 61 - 90 DAYS DUE	TOTAL ANCUNT 91 - 120 DAYS DUE	TOTAL AMOUNT 121 DAYS & OVER	TOTAL AMOUNT OUTSTANDING
1308 EN SUPPLIER COMPANY 2	.00	.00	.00	.00	.00	.00
1308 EN SUPPLIER COMPANY 2	.00	.00	.00	.00	.00	.00
850 EN SUPPLIER COMPANY 2	.00	.00	.00	.00	.00	.00 9291 54
355 HC SUPPLIER COMPANY 1	.00	.00	.00	.00	.00	.00
20899 EN SUPPLIER COMPANY 2	.00	.00	.00	.00	.00	.00
754 EN SUPPLIER COMPANY 2	.00	.00	.00	.00	.00	.00
20851 HC SUPPLIER COMPANY 1	.00	.00	.00	.00	.00	.00
2029 EN SUPPLIER COMPANY 2	.00	.00	.00	.00	.00	.00
2015 EN SUPPLIER COMPANY 2	.00	.00	.00	.00	.00	.00
2041 HC SUPPLIER COMPANY 1	.00	.00	.00	.00	.00	.00
20858 HC SUPPLIER COMPANY 1	.00	.00	.00	.00	.00	.00
2300 EN SUPPLIER COMPANY 2	.00	.00	.00	.00	.00	.00
20884 EN SUPPLIER COMPANY 2	.00	.00	.00	.00	.00	.00
2031 EN SUPPLIER COMPANY 2	.00	.00	.00	.00	.00	.00
2051 EN SUPPLIER COMPANY 2	.00	.00	.00	.00	.00	.00
20525 EN SUPPLIER COMPANY 2	.00	.00	.00	.00	.00	.00
427 EN SUPPLIER COMPANY 2	.00	1471.47	.00	163.49	.00	1634.96
427 EN SUPPLIER COMPANY 2	.00	.00	.00	.00	.00	.00
2047 EN SUPPLIER COMPANY 2	6905.03	19137.70	3957.72	1505.60	.00	31506.05
2053 EN SUPPLIER COMPANY 2	.00	.00	.00	.00	.00	.00
2103 EN SUPPLIER COMPANY 2	.00	.00	.00	.00	.00	.00
21000 EN SUPPLIER COMPANY 2	.00	.00	.00	.00	.00	.00
21100 EN SUPPLIER COMPANY 2	.00	.00	.00	.00	.00	.00
3401 EN SUPPLIER COMPANY 2	.00	.00	.00	.00	.00	.00
1751 EN SUPPLIER COMPANY 2	.00	.00	.00	.00	.00	.00
22520 EN SUPPLIER COMPANY 2	260.01	.00	28.89	.00	.00	288.90
2234 HC SUPPLIER COMPANY 1	.00	.00	.00	.00	.00	.00
550 HC SUPPLIER COMPANY 1	.00	.00	.00	.00	.00	.00
TOTALS FOR ALL SUPPLIERS	314322.29	820576.75	159334.33	64770,12	13005.33	1372008.82
				то	TAL HELD AMOUNT:	417729.73
COMPANIES SELECTED: HC COMPANY 1 EN COMPANY 2	.00 314322.29	.00 820576.75	.00 159334.33	.00 64770.12	.00 13005.33	.00 1372008.82
	**	END OF REPORT	***			

# AGED TRIAL BALANCE

This program allows you to print a complete aged list of unpaid invoices in vendor number order.

n RM		i di Ali dia		o ×
Ele Edit Help				
P.C.P.L		Accoun	ts Payable TL	APP20 2.64
BM		Rep	orts	31/01/2003
1 Aged cash 2 Aged trial 3 Cash requi 4 Cheque rec 5 Cheque rec 6 Cheque rec 7 Purchase j 8 Reprint pu 9 Reprint ca 10 Supplier c	requirements balance rements onciliation fister and cheques fort ournal irchase journal ish disbursements pen item	Run Run Run E Exit	<ul> <li>11 Supplier master</li> <li>12 Supplier master updates</li> <li>13 Fax telephone numbers</li> <li>14 Purchases by supplier</li> <li>15 GST edit report</li> <li>16 Purchases by supplier (QST)</li> <li>17 Cash disbursements summary</li> <li>18 Reprint supplier open item</li> <li>S System status</li> </ul>	
	5	Enter	selection	
		-		

Type 2 and press HEnter to select Aged trial balance.



Fie Edit Hep		
P.C.P.L RM	Accounts Payable Reports	TLAPP20 2.64 <b>31701/2003</b>
1 Aged cash requirements 2 Aged trial balance 3 Cash requirements 4 Cheque reconciliation 5 Cheque register and cheques 6 Cheque report 7 Purchase journal 8 Reprint purchase journal 9 Reprint cash disbursements 10 Supplier open item	Run 11 Supplier master 12 Supplier master update Run 13 Fax telephone numbers Run 14 Purchases by supplier 15 GST edit report Run 16 Purchases by supplier 17 Cash disbursements sum 18 Reprint supplier open S System status	s (QST) mary item
	Current Nonthly Backup Yearly Backup ↑ ↓ [[Sc]]-Exit	

### CURRENT

Highlight *Current* and press *Enter* to generate the report from the current open items.

· · · · · · · · · · · · · · · · · · ·	The s	creen will a	ppear as follo	ws:	······
RM RM					
P.C.P.L RM		Accounts Aged Tria	Payable 1 Balance		LAPP19 2.39 31/01/2003
Report Type Aging Date Supplier Selection	.: Detail & .: 31/01/200 : A f	Summary Re )3 )11 Supplie	epor l ers		
.[ <b>[</b> ]] \$	Select: [	]-Start	[ <b>[</b> ]-Modify	[ <mark>Esc</mark> ]-Exit	

Review the information and type either M to modify the options or S to start the report.

The options available are as follows:

## **Report Type**

Detailed and summary reports are available. You can print the detail only, summary only or both reports. The default is both reports.

## AGING DATE

The aging date is the cut off date for invoices you want included in this report. The default is the signon date.

### SUPPLIER SELECTION

You can produce this report for a single supplier or all suppliers. The default is all suppliers. To produce this report for a single supplier type S and press  $\leftarrow$  Enter the netter the supplier's code.  $\boxed{F5}$  can be used to list all suppliers.

After the report has been generated, the following options are available:

- E Email this report to your Microsoft Outlook email profile.
- Create this report in Microsoft Word format.
- Create this report in Microsoft Excel format.
- Esc Exit. If you choose to exit without using one of the above options you can still print the report from the Print Reports main menu program.

#### MONTHLY/YEARLY BACKUP

This report can be generated from a monthly or yearly backup file. In order to generate the Aged Trial Balance report from a backup file you must have the backup option set to Yes in Company Information. Refer to (11-10) for more details.

RM		<u>אסר</u> א
P.C.P.I. RM	Accounts Payable T Reports	LAPP20 2.64 31/01/2003
1 Aged cash requirements 2 Aged trial balance 3 Cash requirements 4 Cheque reconciliation 5 Cheque register and cheques 6 Cheque report 7 Purchase journal 8 Reprint purchase journal 9 Reprint cash disbursements 10 Supplier open item	Run 11 Supplier master 12 Supplier master updates Run 13 Fax telephone numbers Run 14 Purchases by supplier 15 GST edit report Run 16 Purchases by supplier (QST 17 Cash disbursements summary 18 Reprint supplier open item S System status	>
	SELECTION MENU	
	C <mark>urrent</mark> Monthly Backup Yearly Backup	
	† ↓ [ <mark>Esc</mark> ]-Exit	



Highlight Yearly Backup and press (Enter) to generate the report from year-end backup files.

RM					<b>MERCH</b>			l X
File Edit Help								
P.C.P.L			Accounts	Payable			TLAPP20 2	64
RM			Repor	18			31/01/2	2003
Typist 6		AGED T	RIAL BAL	ANCE REPO	DRT			
Port 95	***	From N	IONTHLY E	BACKUP Fil	les >>>	>		
Processing Yea	r : 02		-					
	MO	NTHLY O	PEN ITEN	IS BACKUP	FILES			
JAH/02	JAN/01	JAL	1/00					
FE8/02	FEB/01	FEB	/00					
MAR/02	MAR/01	MAR	/00					
APR/02	APR/01	APA	1/00					
MAY/02	MAY/01	MAY	/00					
JUN/02	JUN/01	106	1/00					
JUL/02	JUL/01	JUL	.700					
AUG/02	AU6/01	AUG	1/00					
SEP/02	SEP/01	SEP	/00					
OCT/02	OCT/01	001	700					
NOV/02	NOU/01	NOU	//00					
DEC/02	DEC/01	DEC	:/00					
	[F9]-Se	lects	( <u>F10</u> )-I	Unselects	0		[Esc]-End	
	( <b>F9</b> )-Se	lects	[[10]]-	Unselects	D	۵	( <mark>Esc</mark> )-End	

The Monthly Backup screen will appear as follows:

Select a single month using F9 then type S and press - Enter to spool the report.



The Yearly Backup screen will appear as follows:



Type S and press *Enter* to spool the report.

	Various reports are generated	from the Aged	l Trial Balance	option.	Samples f	follow:
--	-------------------------------	---------------	-----------------	---------	-----------	---------

AGING DATE - January 31,2003	,	ACCOUNTS PAYABLE	AGED TRIAL BALANCE	REPORT		PAGE 1	
SUPPLIER NUMBER NAME	0-30 DAYS	31-60 DAYS	61-90 DAYS	91-120 DAYS	OVER 121 DAYS	TOTAL CUTSTANDING	
163 SUPPLIER NAME 333 SUPPLIER NAME 547 SUPPLIER NAME 568 SUPPLIER NAME 705 SUPPLIER NAME 705 SUPPLIER NAME 840 SUPPLIER NAME 1150 SUPPLIER NAME 1230 SUPPLIER NAME 1232 SUPPLIER NAME 1642 SUPPLIER NAME 1645 SUPPLIER NAME 1645 SUPPLIER NAME 1646 SUPPLIER NAME 1647 SUPPLIER NAME 1830 SUPPLIER NAME 1830 SUPPLIER NAME 1840 SUPPLIER NAME 2016 SUPPLIER NAME 2016 SUPPLIER NAME 2016 SUPPLIER NAME	.00 .00 .00 .00 .00 .00 .00 .00 .00 .00	.00 .00 .00 .00 .00 .00 .00 .00 .00 .00	.00 .00 .00 .00 .00 .00 .00 .00 .00 .00	.00 .00 .00 .00 .00 .00 .00 .00 .00 .00	.00 .00 .00 .00 .00 .00 .00 .00 .00 .00	112. 476. 2600. 135. 388.	00 00 00 00 00 00 00 00 00 00 00 00 00
TOTALS FOR ALL SUPPLIERS	3588.45 96.638*	124.86 3.362*	.00 .0001	.00 .0003	.00 .0007	3713.31	
			OPEN ITEMS as a	at Jan 31,2003	3713.31		
AGING DATE - January 31,2003	ACCOUNTS PAYA	BLE AGED TRIAL	BALANCE REPORT	- DETAILED		P	AGE I
INVOICE INVOICE DATE NUMBER DIV STATUS	0-30 DAYS 31	-60 DAYS	61-90 DAYS	91-120 DAYS	OVER 120 DAYS	<- OUTSTANDI AMOUNT	NG -> DAYS
30/12/2002 11041 10 TOTAL 755 SUPPLIER NAME		112.35				112.35	32
	.00	112.35	.00	.00	.00	112.35	**
6/ 1/2003 40-9656011 10 9/ 1/2003 40-6654111 10	276.45 200.33					276,45 200,33	25 22
TOTAL 940 SUPPLIER NAME .	476.70	.00	.00	.00	.00	476.78	**
31/ 1/2003 31012003 10	2600.00					2600.00	0
TOTAL 1150 SUPPLIER NAME	2600.00	.00	.00	.00	.00	2600.00	**
31/12/2002 1356946 10 3/ 1/2003 1359452 10	500.97	-365.74				-365.74	31 28
TOTAL 1955 SUPPLIER NAME	500,97	-365.74	.00	.00	.00	135.23	••
23/12/2002 1272943 10 7/ 1/2003 1282454 10 7/ 1/2003 1283142 10	-186.61 197.31	378.25				378.25 -186.61 197.31	39 24 24
TCTAL 1960 SUPPLIER NAME	10.70	378.25	.00	.00	.00	388.95	••
TOTALS FOR ALL SUPPLIERS	3588.45	124.86	.00	.00	.00	3713.31	
					FUTURE A/P CURRENT A/P	.00 3713.31	
DATE: JAN 31/2003 AGING DATE - January 31,2003	POLY ACCOUNTS PAYA	MATHIC COMPUTE BLE AGED TRIAL	R PRODUCTS LIMI BALANCE REPORT	FED - DETAILED		RMAPR P	191 2.39 AGE 2
INVOICE INVOICE DATE NUMBER DIV STATUS	0-30 DAYS 31	-60 DAYS	61-90 DAYS	91-120 DAYS	OVER 120 DAYS	- OUTSTANDI AMOUNT	NG -> DAYS
SUMMARY PAGE DIVISION 10 TOTAL COMPANY	3588.45 3588.45 96.638%	124.86 124.86 3.362%	.00 .00 .000%	.00 .00 .000%	.00 .00 .000%	3713.31 3713.31	
			OPE	N ITEMS as at a	Jan 31,2003	3713,31	
		··· END OF	REPORT ***				
DATE: JAN 31/2003 AGING DATE - January 31,2003	POLY	MATHIC COMPUTE SUNTS PAYABLE F	CR PRODUCTS LIMI AGED DEBIT LIST	TED		RMAPR 1 P	92 2.39 AGE 1
SUPPLIER NUMBER NAME DAYS	0-30 DAY	S 31-60	DAYS 61-90	DAYS 91-1	OVI 20 DAYS 1	ER 21 DAYS	TOTAL OUTSTANDING
TCTALS FOR ALL SUPPLIERS	.00	. (		00	.00	.00	.00

DATE: JAN 31/2003 AGING DATE - January 31,2003	FOLYMATHIC COMPUTER PR ACCOUNTS PAYABLE FUTURE	ODUCTS LIMIT DATED CHEQU	'ED IES		RMAPR193 2. PAGE	39 1
SUPPLIER NUMBER/NAME 1642 SUPPLIER NAME	INVOICE INVOICE NUMBER DATE 123456 31-JAN-2003	INVOICE AMOUNT 115.00	CHEQUE NUMBER 4054	CHEQUE DATE 31-JAN-2003		
	TOTAL	115.00				

DATE: JAN 31/2003 AGING DATE - January 31,2003	POLYMATH ACCOUNTS <<< INVOICE DATE	IC COMPUTER PAYABLE FUT and CHEQUE	PRODUCTS LIMIT URE PAID ITEMS DATE EXCEED AG	TED 5 5 JNG DATE	>>>	RMAPR194 PAGE	2.39 1
SUPPLIER NUMBER/NAME	INVOICE NUMBER	INVOICE DATE	INVOICE AMOUNT	CHEQUE NUMBER	CHEQUE DATE		
		TOTAL	.00				
		,					

# **CASH REQUIREMENTS**

This program allows you to print a list of all invoices to be paid by a specified date. It is generally run before you process cheques to show you what invoices will be paid to each supplier and what the cheque total will be.

10.1°.L M	Accounts Payable Reports	TLAPP20 2.64 <b>31/01/2</b> 003
1 Aged cash requireme 2 Aged trial balance 3 Cash requirements 4 Cheque reconciliati 5 Cheque register and 6 Cheque report 7 Purchase journal 8 Reprint purchase jou 9 Reprint cash disbur 0 Supplier open item	ts 11 Supplier 12 Supplier Run 13 Fax telep n Run 14 Purchases cheques 15 GST edit Run 16 Purchases 17 Cash disb irnal 18 Reprint s ements S System st E Exit	master master updates hone numbers by supplier report by supplier (QST) ursements summary upplier open item atus
	🖪 Enter selection	

Type 3 and press Enter to select Cash requirements.

The screen will appear as follows:

Fro Ear	Rep	n dala		liant -			C / D-4	dintro.	agin' i r					
<u>Pictpil</u> RM						Cas	sh Rei	ts Paya nuirem	nble ents			TI	. AP 3	P10 0.3 1/01/200
CUT OFF Include	DATE Held	iteas	in	tota]	: 8 :	317 Y	' 1/2( Supj	DO3 [JI plier:	IN 317 A Ali	20031 Suppli	Sequence lers	:	A	Name
		ស៊ោ	Sel	ect:	۲ß	1-51	art	rii 1-1	ladi fa	r ffer	1-Frit			

Type M to modify the report options or S to start spooling the report.

The following options are available:

#### **CUT OFF DATE**

All invoices that have a due date before or up to the cut off date will be listed in the Cash Requirements report.

#### **Held Items**

Items that are on hold will not be processed for payment however you can include the held items in the total per supplier on the Cash Requirements report. The default is to include all held items in the total.

#### SEQUENCE

You can print a Cash Requirements by supplier name or supplier number. Type  $\triangle$  and press  $\bigcirc$  Enter to print this report by supplier name or  $\square$  and press  $\bigcirc$  Enter to print by supplier number.

#### SUPPLIER

You can print a Cash Requirements report for a single supplier or all suppliers. All suppliers is the default. To print this report for a single supplier type (S) and press (FEnter) then enter the supplier number. (F5) can be used to list all suppliers.

Once you are ready to generate the Cash Requirements report type S and press (FInter).

After the report has been generated, the following options are available:

- E Email this report to your Microsoft Outlook email profile.
- Create this report in Microsoft Word format.
- Esc Exit. If you choose to exit without using one of the above options you can still print the report from the Print Reports main menu program.

#### A sample Cash Requirements report follows:

JAN 31/200 11:05:24	03		POLYMATHI CAS INCLUDES IT HELD I	C COMPUTER P H REQUIREMEN EMS UP TO DU tems Include	RODUCTS LIMI TS REPORT E DATE: JAN d in Totals	TED 31/2003			PAGE RMAPR10 3.	1 38
SUPPLIER NUMBER 755	SUPPLIER SUPPLIER	NAME 1	INVOICE NUMBER 11041	INVOICE DATE 30/12/2002	POSTING DATE 17/01/2003	INVOICE AMOUNT 112.35 112.35	DISCOUNT AMCUNT .00 .00	ORIGINAL DUE DATE 24/01/2003	CURRENT DUE DATE 24/01/2003	STATUS
940 940	SUPPLIER SUPPLIER	2 .	40-6654111 40-9656011	09/01/2003 06/01/2003	17/01/2003 17/01/2003	200.33 276.45 476.78	.00 .00 .00	31/01/2003 31/01/2003	31/01/2003 31/01/2003	
1150	SUPPLIER	3	31012003	31/01/2003	06/01/2003	2600.00 2600.00	.00 .00	31/01/2003	31/01/2003	
1960 1960 1960 1955 1955	SUPPLIER SUPPLIER SUPPLIER SUPPLIER SUPPLIER	4 4 5 5	1272943 1282454 1283142 1356946 1359452	23/12/2002 07/01/2003 07/01/2003 31/12/2002 03/01/2003	17/01/2003 14/01/2003 17/01/2003 17/01/2003 17/01/2003	378.25 -186.61 197.31 388.95 -365.74 500.97 135.23	.00 .00 .00 .00 .00 .00	22/01/2003 31/01/2003 31/01/2003 ** 30/01/2003 31/01/2003	22/01/2003 31/01/2003 31/01/2003 30/01/2003 31/01/2003	
TOTAL TOTAL HEL TOTAL DUE LESS: DIS CHEQUE AM	D Count Amon Ount	UNT				3713.31 .00 3713.31 .00 3713.31	.00 .00 .00			

\*\*\* END OF REPORT \*\*\*

# **CHEQUE RECONCILIATION**

This program allows you to print a complete list of all outstanding cheques up to and including the cut off date entered under Enter Cancelled Cheques (page 5-22).

You must enter cancelled cheques as outlined on page 5-22 prior to running this selection.

The Red Hold			
P_C.P_L RN	Andreas and a second second A C C C C H	unts Payable TLAPP ports 31	20 2.64 <b>/01/200</b> 3
1 Aged cash re 2 Aged trial b 3 Cash require 4 Cheque recon 5 Cheque regis 6 Cheque repor 7 Purchase jou 8 Reprint purc 9 Reprint cash 10 Supplier ope	quirements alance ments A ciliation A ter and cheques t A rnal hase journal disbursements n item E Exi E Ent	11 Supplier master 12 Supplier master updates In 13 Fax telephone numbers In 14 Purchases by supplier 15 GST edit report In 16 Purchases by supplier (QST) 17 Cash disbursements summary 18 Reprint supplier open item S System status t er selection	

Type 4 and press FILTER to select Cheque reconciliation.

The screen will appear as follows:



Type S and press  $\underbrace{\leftarrow \texttt{Enter}}$  to spool the report. The system will return to the report menu when the cheque reconciliation report is complete.

After the report has been generated, the following options are available:

E W Esc

Email this report to your Microsoft Outlook email profile.

Create this report in Microsoft Word format.

Exit. If you choose to exit without using one of the above options you can still print the report from the Print Reports main menu program.

A sample Cheque Reconciliation report follows:

DATE JAN	31/2003	POLYMATHIC COMPUTER PRODUCTS LIMITED CHEQUE RECONCILIATION REPORT INCLUDING CHEQUES UP TO JAN 31/2003	RMAPR1	5 1.25 PAGE 1
CHEQUE NUMBER	CHEQUE AMOUNT	CANCEL SUPPLIER AMOUNT NUMBER SUPPLIER NAME	CHEQUE DATE	CANCEL DATE
4029	341.87	337 SUPPLIER NAME	18-DEC-2002	
4030	28.74	163 SUPPLIER NAME	02-JAN-2003	
4031	112.64	630 SUPPLIER NAME	02-JAN-2003	
4032	. 773.04	940 SUPPLIER NAME	02-JAN-2003	
4033	2600.00	1150 SUPPLIER NAME	02-JAN-2003	
4034	91.28	1230 SUPPLIER NAME	02-JAN-2003	
4035	118.80	1830 SUPPLIER NAME	02-JAN-2003	
4036	7459.52	1955 SUPPLIER NAME	02-JAN-2003	
4037	2480.38	1989 SUPPLIER NAME	02-JAN-2003	
4038	625.00	588 SUPPLIER NAME	04-JAN-2003	
4039	219.35	1960 SUPPLIER NAME	06-JAN-2003	
4040	1658.74	1870 SUPPLIER NAME	09-JAN-2003	
4041	47.75	163 SUPPLIER NAME	15-JAN-2003	
4042	123.05	557 SUPPLIER NAME	15-JAN-2003	
4043	67.15	630 SUPPLIER NAME	15-JAN-2003	
4044	220.25	888 SUPPLIER NAME	15-JAN-2003	
4045	2655.82	940 SUPPLIER NAME	15-JAN-2003	
4046	2600.00	1150 SUPPLIER NAME	15-JAN-2003	
4047	40.00	1230 SUPPLIER NAME	15-JAN-2003	
4048	3757.73	1815 SUPPLIER NAME	15-JAN-2003	
4049	108.04	1830 SUPPLIER NAME	15-JAN-2003	
4050	2637.12	1955 SUPPLIER NAME	15-JAN-2003	
4051	3804.39	1960 SUPPLIER NAME	15-JAN-2003	
4052	3305.44	2050 SUPPLIER NAME	15-JAN-2003	
4053	150.00	2505 SUPPLIER NAME	15-JAN-2003	
DATE JAN	31/2003	POLYMATHIC COMPUTER PRODUCTS LIMITED CHEQUE RECONCILIATION REPORT INCLUDING CHEQUES UP TO JAN 31/2003	RMAF	PR15 1.25 PAGE 2
CHEQUE NUMBER	CHEQUE AMOUNT	CANCEL SUPPLIER AMOUNT NUMBER SUPPLIER NAME	CHEQUE DATE	CANCEL DATE
4055	115.00	1642 SUPPLIER NAME	31-JAN-2003	
TOTAL OUT TOTA	ISTANDING L CANCELLED	26 CHEQUES TOTALLING 36141.10 0 CHEQUES TOTALLING	DOLLARS .00 DOLLARS	

## **CHEQUE REGISTER AND CHEQUES**

This step is performed during Automatic Cheque Processing. The program will print the cheques and a list of all transactions processed by the Automatic Cheque Processing program. The cheque register report will summarize all amounts posted to the bank, accounts payable and discounts earned.

() RM			n III		k - Dx
EIO E P.C.P RM	dt Hep .l.	Accour Rej	n ts p <b>or t</b>	Payahle Ti S	.0PP20 2.64 <b>31/01/2003</b>
1 Ag 2 Ag 3 Ca 4 Ch 5 Ch 6 Ch 7 Pu 8 Re 9 Re 10 Su	ed cash requirements ed trial balance sh requirements eque reconciliation eque register and cheques eque report rchase journal print purchase journal print cash disbursements pplier open item	Rur Rur Rur E Exit	11 12 13 14 15 16 17 18 8	Supplier master Supplier master updates Fax telephone numbers Purchases by supplier GST edit report Purchases by supplier (QST) Cash disbursements summary Reprint supplier open item System status	
		i Enter	r se	lection	

Type 5 and press FILTER to select Cheque register & cheques.

The screen will appear as follows:

P.C.P.L	Accounts Pavable	
RM	Disbursements Journal	31/01/2003
	Last Month Closed : DEC/2002	
	1 Cheque print date : 31/ 1/2003	
	2 G/L discount code : 4685	
	Report type: Summary	
	Cheque format: & Laser Alch	
	TEN SETECT: 101-21811 101-40011A 1080-1-FX1	L L

Type M to modify the options or S to start processing the cheques.

The following options are available:

#### **CHEQUE PRINT DATE**

You can modify the cheque print date to print a different date than the one listed. The default date is the signon date.

#### **G/L DISCOUNT CODE**

The default discount code is set up in Company Information however you can change the discount code for the current cheque run. To modify the discount code permanently you must change the code under Company Information.

A sample Cheque Register follows:

DATE JAN	31/2003		CA	POLYMATHIC COMPUTER PRODUCTS LIM	ITED REGISTER		R	MAPR12M 1.34 PAGE 1
	5172000		••••				RUN DATE	FEB 24/2003
CHEQUE DATE	CHEQUE NUMBER	SUPPLIER NUMBER	SUPPLIER NAME	CHEQUE	A/P AMOUNT	DISCOUNT AMOUNT		
31/ 1/2003	4056	755	SUPPLIER NAME	112.35 476.78	112.35 476.78	.00		
31/ 1/2003	4058	1150 1955	SUPPLIER NAME SUPPLIER NAME	2600.00 135.23	2600.00 135.23	.00		
31/ 1/2003	4060	1960	SUPPLIER NAME	388.95	388.95	.00		
				3713.31	3713.31	.00		

# **CHEQUE REPORT**

This program allows you to print all details relating to un-purged outstanding cheques.

RM File File Hen		
PIC.PIL RM	Accounts Payable Reports	TLAPP20 2.64 31/01/2003
1 Aged cash re 2 Aged trial b 3 Cash require 4 Cheque recon 5 Cheque regis 6 Cheque repor 7 Purchase jou 8 Reprint purc 9 Reprint cash 10 Supplier ope	quirements11 Suppliealance12 SuppliementsRun 13 Fax tellciliationRun 14 Purchasciter and cheques15 GST editRun 16 Purchastraal17 Cash dichase journal18 ReprintdisbursementsSystemE ExitEnter selection	r master r master updates ephone numbers es by supplier t report es by supplier (QST) sbursements summary supplier open item status

Type 6 and press *Enter* to select *Cheque report*.

The screen wi	ill appear as	follows:
---------------	---------------	----------

() RM		le la
Ele Edit Help		
P.C.P.I.	Accounts Payable	TLAPP20 2.64
RM	Reports	31/01/2003
	Cheque List	
	1 CURRENT	
	2 HISTORY	
	_ Enter selection	
and the second	[ <mark>Esc</mark> ]-Exit	

## CURRENT

Type 1 and press *Enter* to generate the report using the current year's data. The screen will appear as follows:

RM Fig. For Her				
P.C.P.I. RM		Accounts Cheque	Payable Report	TLAPP28P 1.00 31/01/2003
Supplier Sorted by Start Date End Date	: A All Suppliers : C CHEQUE NUMBER : ALL DATES :			
it in the second s				
	[_] Select : [	S]-Start	[[]-Nodify	[ <mark>Esc</mark> ]-Exit

## HISTORY

Type 2 and press <u>Enter</u> to generate the report using data that is stored in the history file. The screen will appear as follows:

() RM		i i i i i i i i i i i i i i i i i i i
File Edit Help P.C.P.L	Accounts Payable	TI.APP20 2.64
AM	Reports	31/01/2003
	Cheque List	
	1 CURRENT	
	2 HISTORY	
	2 YEAR ction 2000 2001 2002 2003 14 Esc	
Highlic	which the year that you want to generate the report for and	press (PEnter)

Sorted By:

The report options for the Cheque report are as follows:

Supplier: Type A and press *Enter* for all suppliers or type S and enter the Supplier code for a single supplier. F5 can be used to list all suppliers.

The sorting options available are as follows:

- C Cheque number
  - D Cheque issue date
  - S Supplier number Supplier name
- Start Date: This report is automatically generated for all dates. To select a range of dates enter a start date in the format ddmmyyyy.

End Date: If you entered a start date above enter the end date in this field using the format ddmmyyyy.

A sample Cheque report follows:

31/01/2003	/01/2003 POLYMATHIC COMPUTER PRODUCTS LIMITED Cheque List From: JAN 31,2003 To: JAN 31,2003					PAGE 1 RMAPR28 1.00	
Invoice Number	Invoice Date	Process Date	Cancel Date	Issue Date	Original Amount	Paid Amount	Discount Amount
4055 [ 16 <b>4</b> 23456	2: SUPPLIER 31/01/2003	NAME] 31/01/2003		31/01/2003	115.00	\$115.00 115.00	.00
4056 ( 75 11041	5: SUPPLIER 30/12/2002	NAME] 31/01/2003		31/01/2003	112.35	\$112.35 112.35	.00
4057 [ 94 40-6654111 40-9656011	0: SUPPLIER 09/01/2003 06/01/2003	NAME] 31/01/2003 31/01/2003		31/01/2003 31/01/2003	200.33 276.45	\$476.78 200.33 276.45	.00
4058 [ 115 31012003	0: SUPPLIER 31/01/2003	NAME] 31/01/2003		31/01/2003	2600.00	\$2,600.00 2600.00	.00
4059 [ 195 1356946 1359452	5: SUPPLIER 31/12/2002 03/01/2003	NAME] 31/01/2003 31/01/2003		31/01/2003 31/01/2003	-365.74 500.97	\$135.23 -365.74 500.97	.00
4060 [ 196 1272943	0: SUPPLIER 23/12/2002	NAME) 31/01/2003		31/01/2003	378.25	\$388.95 378.25	.00
1282454 1283142 GRAND TOTAL	07/01/2003	31/01/2003		31/01/2003	-186.61 197.31	-186.61 197.31	.00.00.00
GIGUID TOTAL						J020.J1	.00

Total cheques: 6

# **PURCHASE JOURNAL**

This program allows you to print the accounts payable transactions entered under "Enter Supplier Invoices". It allows you to verify that the distribution to the General Ledger accounts is correct. It also provides a month end summary of the amounts posted to the General Ledger.

RM CONTRACTOR		l ioni ioni
file Edit Help		
PLC.PLL RM	Accounts Payable Reports	TLAPP20 2.64 31/01/2003
1 Aged cash requirements 2 Aged trial balance 3 Cash requirements 4 Cheque reconciliation 5 Cheque register and che 6 Cheque report 7 Purchase journal 8 Reprint purchase journa 9 Reprint cash disburseme 10 Supplier open item	11 Supplier master 12 Supplier master up Run 13 Fax telephone numb Run 14 Purchases by suppl ques 15 GST edit report Run 16 Purchases by suppl 17 Cash disbursements 1 18 Reprint supplier on nts S System status E Exit	dales ers ier ier (QST) summary pen item
	Enter selection	
an a		

Type 7 and press *Enter* to select *Purchase journal*.

The screen will appear as follows:



Invoices are posted automatically when they are entered. This option will usually state that there is nothing to print. If it does not, type (S) and press ( Enter) to generate the Purchase Journal report.

## A sample Purchase Journal follows:

DATE	31/01/2003	POLYM	ATHIC COMPU PURCHA	TER PRODUCTS	LIMITED			RUN DAS	RMAPRO6 PAGE TE: 24/02/3	5.26 1 2003
SUPPL NO.	IER NAME	REFERENCE NUMBER	SUPPLIER INVOICE NO	SUPPLIER INV.DATE	TOTAL AMOUNT	DUE DATE	GL CODE	gl Amount	GL DESCRIPTN	LINE NO
1230	SUPPLIER NAME		JAN2003	31/01/2003	150.00	02/03/2003	8165-10	150.00	ENTERTAIN	м 9
1642	SUPPLIER NAME		31687	31/01/2003	500.00	31/01/2003	8710-10	500.00	CAR EXPEN	s 12
					650.00			650,00		

\*\*\* END OF REPORT \*\*\*

# **REPRINT PURCHASE JOURNAL**

This program allows you to reprint any previously printed Purchase Journals for any month for which the purchase journal files are on disk. The heading on the purchase journal report contains the word **reprinted** to indicate that it is not the original copy.

RM .				ک 💷 📲
EIA Ede P.C.P.L RM	<b>(140</b> )	Accoun Rep	ts Payable Ti orts	.APP20 2.64 31/01/2003
1 Aged 2 Aged 3 Cash 4 Chequ 5 Chequ 6 Chequ 7 Purch 8 Repri 9 Repri 10 Suppl	cash requirements trial balance requirements le reconciliation le register and cheques le report lase journal .nt purchase journal .nt cash disbursements .ier open item	Run Run E Exit E Enter	<pre>11 Supplier master 12 Supplier master updates 13 Fax telephone numbers 14 Purchases by supplier 15 GST edit report 16 Purchases by supplier (QST) 17 Cash disbursements summary 18 Reprint supplier open item S System status selection</pre>	

To select Reprint purchase journal type 8 and press HEnter),

The screen will appear as follows:

i RM		
P.C.P.L RM	Accounts Payable TLA Purchase Journal Reprint Last Month Closed : DEC/2002	PP26 1.25 31/01/2003
	1 Starting month: 12 Year : 2002 2 Ending month: 12 Year : 2002 3 Supplier selection: A ALL	
Enter	[STABTING WONTH] [Esc]-End	

The following report options are available:

Starting month/year:Enter the starting month and year for the range of purchase journals you want to reprint.Ending month/year:Enter the ending month and year for the range of purchase journals you want to reprint.Supplier:The default is All suppliers. If you want to print the purchase journal for one supplier type S<br/>and press ← Enter). Enter the supplier code for the supplier you want. F5 can be used to list<br/>all suppliers.

If a previous purchase journal exists the system will prompt you to Overwrite or Append to the report. To overwrite the existing report type  $\bigcirc$  and press  $\textcircled{\text{Enter}}$ . Type A and press  $\textcircled{\text{Enter}}$  to append your report to the end of an existing report.

Once the report is generated the following options are available:

- Display this report on the screen.
- E Email this report to your Microsoft Outlook email profile.
- Create this report in Microsoft Word format.
- Esc Exit. If you choose to exit without using one of the above options you can still print the report from the Print Reports main menu program.

# **REPRINT CASH DISBURSEMENTS JOURNAL**

This program allows you to reprint any previously printed Cash Disbursements Journals for any month for which the cash disbursement files are on disk. The heading on the purchase journal report contains the word **reprinted** to indicate that it is not the original copy.

	Re	nts port	Payable S	TLAPP20 2.6 31/01/200
1 Aged cash require 2 Aged trial balanc 3 Cash requirements 4 Cheque reconcilia 5 Cheque register a 6 Cheque report 7 Purchase journal 8 Reprint purchase 9 Reprint cash disb 0 Supplier open ite	ments e Ru tion Ru nd cheques Ru journal ursements m E Exít <b>i E</b> nte	11 12 n 13 n 14 15 n 16 17 18 S r se	Supplier master Supplier master update Fax telephone numbers Purchases by supplier GST edit report Purchases by supplier Cash disbursements sum Reprint supplier open System status lection	S (QST) mary item

The screen will appear as follows:

🎲 RM					<u>_ 0 ×</u>
File Edk	Төр				
P.C.P.L RM Typist:	06	Accounts P Cash Disbursements Last Month Closed	ayable Journal Re : DEC/200	eprint D2	TLOPP27 1.14 31/01/2003
	1 2 3	Starting month: Ending month: Supplier selection:	1 <mark>2</mark> Ye 12 Ye A All	ear : 2002 ear : 2002	
n na h					
Enter	<b>C</b> STARTING MONTH	] [Esc]-End			

The following report options are available:

Starting month/year:	Enter the starting month and year for the range of cash disbursements journals you want to reprint.
Ending month/year:	Enter the ending month and year for the range of cash disbursements journals you want to reprint.
Supplier:	The default is All suppliers. If you want to print the cash disbursements journal for one supplier type (S) and press (-Enter). Enter the supplier code for the supplier you want. (F5) can be used to list all suppliers.

If a previous cash disbursements journal exists the system will prompt you to Overwrite or Append to the report. To overwrite the existing report type () and press Enter). Type (A) and press Enter) to append your report to the end of an existing report.

Once the report is generated the following options are available:

- D Display this report on the screen.
  - Email this report to your Microsoft Outlook email profile.
- Exit. If you choose to exit without using one of the above options you can still print the report from the Print (Esc) Reports main menu program.

# **SUPPLIER OPEN ITEM**

This program allows you to print or display a complete list of unpaid invoices for a single supplier or all suppliers.

<b>ere, Eak Heip</b> P.C.P.L RM	Accounts Payable Reports	TLAPP20 2.64 <b>31/01/2003</b>
1 Aged cash requirements 2 Aged trial balance 3 Cash requirements 4 Cheque reconciliation 5 Cheque register and cheques 6 Cheque report 7 Purchase journal 8 Reprint purchase journal 9 Reprint cash disbursements 10 Supplier open item	11 Supplier master 12 Supplier master updat Run 13 Fax telephone numbers Run 14 Purchases by supplier 15 GST edit report Run 16 Purchases by supplier 17 Cash disbursements su 18 Reprint supplier oper S System status E Exit Enter selection	es (QST) mary iten

Type 10 and press Enter to select Supplier open item.

The screen	will appear as follows:
	THE TRANSPORT OF A SAME AN

RM BERGER BERGER		i - IIX
Ele Edit Help		
P_C_P_L	Accounts Payable	TLAPP20 2.64
RM	Reports	31/01/2003
1 Aged cash requirements 2 Aged trial balance 3 Cash requirements 4 Cheque reconciliation 5 Cheque register and cheques 6 Cheque report 7 Purchase journal 8 Reprint purchase journal 9 Reprint cash disbursements 10 Supplier open item	Run 11 Supplier master Run 12 Supplier master upd Run 13 Fax telephone numbe Run 14 Purchases by suppli Run 15 GST edit report Run 16 Purchases by suppli Run 17 Cash disbursements Run 18 Reprint supplier op Run S System status	ates rs er er (QST) summary en item
	SELECTION MENU	
	Current Monthly Backup Yearly Backup † ↓ [Esc]-Exit	
		•

# CURRENT

Highlight Current and press *Enter* to generate a supplier open item report from current data.

	<u>En parte de la personante</u>		이 이 아이 아이에 아이에
Accour A/P Ope	its Payable en Item List	n marang 200 kepanakan keri (1920-2014	TLOPP18 3.37 31/01/2003
 - <b>-</b>		* <b>7300</b> * * * *	
	ACCOUR A/P Opc	Accounts Payable A/P Open Item List	Accounts Payable A/P Open Iten List

The following screen will appear:

Type  $\triangle$  for all suppliers or  $\bigcirc$  for a single supplier and press  $\bigcirc$  Enter).

The screen will appear as follows:

ill RM	7.1 <u>.</u>			<b>Mitsia</b> s				느ㅁ×
P.C.P.L RM Print	ар А11			Act A/P	counts Pay Open Iter	able b List	11. μ.	P18 3.37 1 <b>/01/2003</b>
Supplier	<b>#</b> .							
<ul> <li>In the set of the se</li></ul>								
	C <b>[</b> ] )	Select	REPORT	TYPE:	[[]-Wide	[ <mark>]</mark> ]-Narrow	[ <mark>Esc</mark> ]-Exit	
Type N for narrow paper (8 1/2 x 11) and press								

If you selected S for a single supplier, the system will prompt you to enter the supplier's number here. Many options are available. You can get a list of suppliers by pressing F5. You can enter the supplier's name by pressing F3. You can lookup an invoice to get the suppliers name by pressing F6 or you can lookup a cheque to get the supplier name by pressing F6.

() RM	If you s	elected all sur	pliers the	screen wi	ll appear as f	òllows:
P.C.P.L RM Print Narrow Supplier	A11 #:	un ann an a	Accounts /P Open	Payable Iten List		TLOPP18 3.37 31/01/2003 RMAPR18_PRT Page
Enter ma Enter MA	tching date TCHING DATE	ld/ca/yyyy (ddnsyyyy)	(ENTER)	to list	all payable:	3

Enter the matching date and press ( Enter).

Type A and press *Enter* to accept the matching date entered, or **R** to rekey the date.

Once the correct matching date is entered and accepted the system will generate the report. After the report has been generated the system will give you the option to Email this report to your Microsoft Outlook Email Profile. Type E and press  $\leftarrow$  Enter) to email this report to yourself. If you want to print this report go to the Print Reports main menu option.

## MONTHLY BACKUP

Highlight Monthly Backup and press (FInter) to generate an open item list from a different month's data.



The screen will appear as follows:

💭 RM	S. Hilling Male	的同时的意义是			和用漆			
Elle Edit Help					1.54			
P.C.P.L		អាច	counts P	ayable			11.0	PP20 2.64
RM			Reports					31/01/2003
Typist 6		OPE	N ITEMS	LIST				
Port 95	<<	(From MON	THLY BAC	KUP Fil	es >>	>		
Processing Year	: 02							
	H		N ITEMS	RUCKIID	F11 F9			
108702	.10N/01	JON/	n irceo i N	UNUNUI	IILLG	,		
FFR/02	FFR/01	FFR/C	Ň					
MAR/02	MAR/01	MAR/C	ñ					
APR/02	APR/01	AP8/0	Ō					
MAY/02	MAY/01	MAY/0	Ō					
JUN/02	JUN/01	JUN/C	Ō					
JUL/02	JUL/01	JUL/O	0					
AUG/02	AUG/D1	AUG/0	0					
SEP/02	SEP/01	SEP/0	0					
OCT/02	OCT/01	OCT/0	0					
NOV/02	NOV/01	NOU/O	0					
DEC/02	DEC/01	DEC/O	0					
	[ <u>F9</u> ]-S	elects [	F10]-Uns	elects	ſ	!	[Esc]-End	

Use F9 to select the month you want to extract the data from. Once you have selected the month, press Esc to exit and S to start generating the report.

## YEARLY BACKUP

P.C.P.L RM	Accounts Payable Reports	1LAPP20 2.6/ <b>31/01/200</b> 3
1 Aged cash requirements 2 Aged trial balance 3 Cash requirements 4 Cheque reconciliation 5 Cheque register and cheques 6 Cheque report 7 Purchase journal 8 Reprint purchase journal 9 Reprint cash disbursements 10 Supplier open item	Run 11 Supplier master Run 12 Supplier master update Run 13 Fax telephone numbers Run 14 Purchases by supplier Run 15 GST edit report Run 16 Purchases by supplier Run 17 Cash disbursements sum Run 18 Reprint supplier open Run S System status	S (QST) Mary item
	SELECTION MENU Correct Monthly Backup Yearly Backup	



The screen will appear as follows:

💮 RM		
Ele Edit Help		
P.C.P.L	Accounts Payable	TLAPP20 2.64
RN	Reports	31/01/2003
Typist 6	OPEN ITEMS LIST	
Port 96	<<< From YEARLY BACKUP Files >>>	
Processing Year	: 02	
	BACKUP YEARS	
	УУ	
	[]2	
	04	
	t l Pallo Pallo	
	Top Rottom Esc	

Highlight the year you want to extract the data from and press *Enter*. Once you have selected the year, type S to start generating the report.
### A sample Open Item Report for a single supplier follows:

DATE: JAN 3	1/2003	POLYMATHIC A/P D	COMPU ETAIL (	TER PRODUCTS OPEN ITEM LI	LIMITED ST	RMAP PA	R18 3.37 GE 1
INVOICE NO	INV.DATE	POST DATE	SRC	DISC.AMT	ORIG DUE	CURR DUE	CHEQ#
SUPPLIER NU PAYMENT TERI DISCOUNT % LAST CHEQUE	MBER 1230 MS 30 .00 NO 404	) SUPP ) SUPP ) CITY 7 POST	LIER N LIER A , PROV AL COD	AME DDRESS INCE E			
CHEQUE AMT	41	31/01/200	3 3	150 00	02/03/2003		*
10012003	10/01/2003	14/01/200	3 3	40.00	10/01/2003		4047
13122002	13/12/2002	13/12/200	2 3	79.39	13/12/2002		4022
30112002	30/11/2002	02/12/200	2 3	85.39	30/11/2002		4009
311102002	31/10/2002	31/10/200	23	85.00	31/10/2002		3982
DEC 31-02	31/12/2002	02/01/200	33	91.28	31/12/2002		4034
NOV 14-02	14/11/2002	14/11/200	23	50.00	14/11/2002		3996
OCT 15-02	15/10/2002	15/10/200	23	94.97	15/10/2002		3970
TOTAL				150	0.00		

### SUPPLIER MASTER

This program allows you to print a listing of the Supplier Master in alphabetical or numerical order.

Ele Edit Help P.C.P.I. RM	Accounts Payable Reports	TLAPP20 2.64 <b>31/01/2003</b>
1 Aged cash requirements 2 Aged trial balance 3 Cash requirements 4 Cheque reconciliation 5 Cheque register and cheques 6 Cheque report 7 Purchase journal 8 Reprint purchase journal 9 Reprint cash disbursements 10 Supplier open item	11 Supplier master 12 Supplier master upda Run 13 Fax telephone number Aun 14 Purchases by supplie 15 GST edit report Run 16 Purchases by supplie 17 Cash disbursements s 18 Reprint supplier ope S System status E Exit Enter selection	ites s r (QST) summary in item

Type 1 and press *Enter* to select Supplier master.

The screen will appears as follows:

RM		
Ele Edit Help (P.C.P.I. RM	Accounts Payable Reports	TLOPP20 2.64 <b>3170172003</b>
1 Aged cash requirements 2 Aged trial balance 3 Cash requirements 4 Cheque reconciliation 5 Cheque register and cheques 6 Cheque report 7 Purchase journal 8 Reprint purchase journal 9 Reprint cash disbursements 10 Supplier open item	Run 11 Supplier master Run 12 Supplier master upda Run 13 Fax telephone number Run 14 Purchases by supplie Run 15 GST edit report Run 16 Purchases by supplie Run 17 Cash disbursements s Run 18 Reprint supplier ope Run Run S System status E Exit	tes s r r (QST) ummary n ilem
	SELECTION NENU Standard by G/L CODE ↑ ↓ [Esc]-Exit	

Idai Idai Adama a

#### STANDARD

🌑 RM					<u> </u>
File Edit Help		an Canadar (Grade) - ban Salah Salah			
P.C.P.L		Accoun	ts Payable		TLAPP03 2.25
RM		Supplier I	laster Print		31/01/2003 16:05
Report Sequen Report Type . # of lines on Supplier Sele	ce: Numeri : Detail form : ction : A Al	ic L Report L			
XXX 1000 0 10 00					
	[_] Select:	[ <mark>5</mark> ]-Start	[ <mark>0</mark> ]-Wodify	[Esc]-Exit	

The options are as follows:

#### **REPORT SEQUENCE**

- A Sort suppliers by supplier name.
- N Sort suppliers by supplier number.

#### **REPORT TYPE**

- D Print a detailed list of the supplier master.
- N Print supplier names and addresses only.
- Print a list in mailing label format.
- Print a list in rolodex format.
- M Print a detailed list of the supplier master including all memo entries.

#### NUMBER OF LINES ON FORM

The system will default to a number, depending on the option selected under report type above.

#### STARTING SUPPLIER

The system defaults to the first supplier number or you may enter any valid supplier number.

#### **ENDING SUPPLIER**

The system defaults to the last supplier number or you may enter any valid supplier number.

Once all report options are set, type S and press ( Enter to start spooling the report.

Once the report is generated the following options are available:

- E Email this report to your Microsoft Outlook email profile.
- Create this report in Microsoft Word format.
- Esc Exit. If you choose to exit without using one of the above options you can still print the report from the Print Reports main menu program.

#### BY G/L CODE

Select this option to generate a Supplier Master report by the Home G/L code for the Supplier. The Home G/L code is entered in field 16 of the supplier master screen.

	Tł	ne followi	ng screer	will ap	opear:		
💮 RM 👘 🖓 🖓			i an Maria				-미치
File Edit Help		Anov					TL 000020 1 20
RM	Supplie	r Haster	Report I	by HOME	G/L	CODE	31/01/2003
REPORT SEQUENCE	: G G/L	CODE					
G/L CODE SELECTIO	N: A ALL						
						4-94-9-9-9-9-1-1-1-1-1-1-1-1-1-1-1-1-1-1	
[_]	Select:	[S]-Sta	rt []]	-Modify	C [	sc]-Exit	

A sample page from the Supplier Master Report follows:

	POLYMATHIC COMPUTER PRODUCTS LIMIT SUPPLIER MASTER - NUMERIC SEQUEN	TED JAN 31 Pag NCE RMAPRO	/2003 je 1 j3 2.25
50	SUPPLIER NAME SUPPLIER ADDRESS LINE 1 CITY, PROVINCE/STATE POSTAL CODE/ZIP	NORMAL TERMS DISCOUNT % TEMPORARY SUPPLIEF HOME G/L CODE YTD PURCHASES	: 0 : .00 :: :501010 : 523.23
	TELEPHONE: 999-123-4567 FAX: 1-999-891-1234 COST CODE: HOLDBACK: GST #: 999999999	P.O. REQUIRED LAST UPDATE LAST USED CHANGE #	:NO :27-JAN-2003 :01-OCT-2002 : 1
55	SUPPLIER NAME SUPPLIER ADDRESS LINE 1 CITY, PROVINCE/STATE POSTAL CODE/ZIP	NORMAL TERMS DISCOUNT % TEMPORARY SUPPLIEF HOME G/L CODE YTD PURCHASES	: 0 : .00 : :814610 : .00
	TELEPHONE: 999-123-4567 FAX: 1-999-891-1234 COST CODE: HOLDBACK: GST #:	P.O. REQUIRED LAST UPDATE LAST USED CHANGE #	:NO :02-JUN-1995 :13-JUN-1986 : 9

### SUPPLIER MASTER UPDATES

This program allows you to print a list of updates which have been made to the Supplier Master.

P.C.P.L RN	Accoun Rep	ts I b <b>rt</b> s	Payable TL B	APP20 2.64 31/01/200
1 Aged cash requirements 2 Aged trial balance 3 Cash requirements 4 Cheque reconciliation 5 Cheque register and cheques 6 Cheque report 7 Purchase journal 8 Reprint purchase journal 9 Reprint cash disbursements 10 Supplier open item	Run Run Run F. Fxi t	11 12 13 14 15 16 17 18 S	Supplier master Supplier master updates Fax telephone numbers Purchases by supplier GST edit report Purchases by supplier (QST) Gash disbursements summary Reprint supplier open item System status	
a	Enter	se	lection	

#### Type 12 and press -Enter.

The screen will appear as follows:

te and the second secon				
P.C.P.L RN	Ac Supplier	counts Pa Master U	yable pdate Print	TLAPPO2 1.22 <b>31/01/2003</b>
	[ <b>]</b> ] Select:	[§]-Star	t [ <mark>Esc</mark> '-Exit	

Type S and press - Enter to start.

The system will then prompt you with:

Do you want to purge the Audit Trail file (Y/N)?

If you type Y - Yes, the system will delete all updates that are currently in the file. If you type N - No, all updates will remain in the file.

You will then have the option to Email the file to your Outlook profile. If you want to email the report to your Outlook profile type E and press  $\leftarrow Enter$ .

A sample Supplier Master Update Report follows:

POLYMATHIC COMPUTER PRODUCTS LIMITED RMAPR02 1.22 DATE 31/01/2003 SUPPLIER MASTER UPDATES PAGE 28 SUPPLIER NO.:50<<< MODIFY</th>NAME:SUPPLIER NAMEADDRESS LINE 1:SUPPLIER ADDRESSADDRESS LINE 2:SUPPLIER ADDRESS 2ADDRESS LINE 2:SUPPLIER ADDRESS 2 <<< MODIFY >>> Typist: 06 LESLIE PRIOR ADDRESS LINE 3 : SUPPLIER ADDRESS 3 ADDRESS LINE 4 : PHONE NUMBER NORMAL TERMS : 999-999-9999 : 0 : 501010 GLCODE YTD PURCHASES : P.O. REQ'D FLAG : N 523.23 DISCOUNT % .00 : TEMPORARY FLAG : FAX NUMBER : 999-999-9999 LAST UPDATED : JAN 27/2003 CHANGE SEQ. NO.: 1 COST CODE : LAST CHANGE DATE: OCT 1/2002 Computer/User:LESLIE-P4TE/Leslie

### **FAX TELEPHONE NUMBERS**

This program allows you to produce two different types of data files that will contain the supplier name and fax number. These files can be used by other programs for faxing information to all your suppliers.

RM FAR HAR			لكلملد 🐘
P.C.P.L RM	Accoun Rep	ts Payable orts	TLAPP20 2.64 <b>31/01/2003</b>
1 Aged cash requirements 2 Aged trial balance 3 Cash requirements 4 Cheque reconciliation 5 Cheque register and cheques 6 Cheque report 7 Purchase journal 8 Reprint purchase journal 9 Reprint cash disbursements 10 Supplier open item	Run Run Run E Exit	<ul> <li>11 Supplier master</li> <li>12 Supplier master updates</li> <li>13 Fax telephone numbers</li> <li>14 Purchases by supplier</li> <li>15 GST edit report</li> <li>16 Purchases by supplier (0</li> <li>17 Cash disbursements summation</li> <li>18 Reprint supplier open in</li> <li>S System status</li> </ul>	QST) ary ten
	Enter	selection	

Type 13 and press (Enter) to select Fax telephone numbers.

The screen will appear as follows:

RM	Fax	Accounts Payable Fax Telephone Numbers			
	This program generate	s specially fo	ormatted ASCII fil	ËS.	

• 1.	Fax Telephone Numbers					
	This program gener	ates spe	cially format	ted A	SCII files.	
	Supplier number : 1	6258				
	Supplier number : 1 Records read :	6258 231				
	Supplier number : 1 Records read : Records written :	6258 231 196	L ASCII	file	<rmapf01m.asc< td=""><td>1 &lt;</td></rmapf01m.asc<>	1 <
	Supplier number : 1 Records read : Records written : Records written :	6258 231 196 196	C ASCII C DELIMITED	file file	<rmapf01m.asc <rmapf01i.csu< td=""><td>&gt; 1</td></rmapf01i.csu<></rmapf01m.asc 	> 1

### **ASCII FILE**

The ASCII file generated by the system will place the supplier name on one line and the supplier fax number on the second line.

### **COMMA DELIMITED FILE**

The Comma Delimited file will place the supplier name and fax number on the same line and place each field in double quotes separating the fields with a comma.

### PURCHASES BY SUPPLIER

This program allows you to generate a report of the purchases by supplier by the months selected.

RM Si			لدامات الم
P.C.P.L AN	Account <b>Rep</b> o	s Payable —	.0PP20 2.64 31/01/2003
1 Aged cash requin 2 Aged trial balan 3 Cash requiremen 4 Cheque reconcil: 5 Cheque register 6 Cheque report 7 Purchase journa: 8 Reprint purchase 9 Reprint cash di 10 Supplier open i	rements ts Run iation Run and cheques is journal sbursements tem E Exit Enter	11 Supplier master 12 Supplier master updates 13 Fax telephone numbers 14 Purchases by supplier 15 GST edit report 16 Purchases by supplier (QST) 17 Cash disbursements summary 18 Reprint supplier open item S System status selection	

To select Purchases by supplier type 14 and press - Enter.



#### **BY SUPPLIER**

This program will detail each purchase by supplier for the months that you have selected. Numerous reports will be generated.

T	o select Pui	<i>rchases by</i> The follo	v <i>Supp</i> wing :	<i>plier</i> , type 1 screen will aj	and p	oress	ب	Enter).		
RM					EXCHAN	<b>X</b> III		<u>pinai</u>		
Ede Edit Help							2001 a 2-42-00 777	*****		1997 - 19
P.C.P.L		Â	ccoun	ts Payable					LAPP	100 1.26
RM		PURCH	ASES I	by SUPPLIER					JAN	31/2003
Typist 06 Port 96					La	sti	lear	End :	FEB	16:22:01 28/2002
Processing Year File Selection GST Code: 01 (	' : 2003 : \$ \$i 3/L: 3125	ngle Rate: 7	.00	Division Se Supplier Se	lecti lecti	0N : 0N :	: A : A	A11 A11	Divi: Suppi	sions liers
	PL	IRCHASE J	OURNA	L ANALYSIS F	ILES					
JAH/2003	JAN/2002	JAN/	2001	JAN/2000						
	FE8/2002	FEB/	2001	FEB/2000						
	MAR/2002	MAR/	2001	MAR/2000						
	APR/2002	APR/:	2001	APR/2000						
	MAY/2002	KAY/	2001	MAY/2000						
	JUN/2002	JUNZ	2001	JUN/2000						
	JUL/2002	JULZ	2001	JUL/2000						
	AU6/2002	AUG/3	2001	AUG/2000						
	SEP/2002	SEP7	2001	SEP/2000						
	001/2002	UUIZ	2001							
	DEC/2002	DEC	2001	DEC/2000						
	( <mark>19</mark> )-Se	lects	(F10)	-Unselects	0	0	(Es	c]-End	1	

The following options are available:

#### **PURCHASE JOURNAL ANALYSIS FILES**

A list of all available Purchase Journal analysis files is displayed. The F9 key can be used to select the files for the months that you want to include purchases from. F10 can be used to unselect files that were selected in error. Once you have selected the files you want to extract the information from, press Esc.

#### **PROCESSING YEAR**

The system will default to the current year. To change the processing year you must select the Modify option and enter the year you want. Since the system defaults to the current year you will have to wait till the modify option is listed before you can change this. The year should be entered in the format *yyyy*.

#### FILE SELECTION

Type  $\triangle$  and press  $\leftarrow$  Enter) to include all analysis files for the year selected above or type  $\bigcirc$  and press  $\leftarrow$  Enter) to select the analysis files you want to include.

#### GST CODE

You can have numerous GST codes set up through *Maintenance & Inquiry, GST codes*. The system will prompt you for the GST code you want the report to detail. [F5] can be used to list all valid GST codes and [F4] can be used to set up a new GST code.

#### **DIVISION SELECTION**

You can generate this report for a single division, (S) or all divisions, (A). If you select a single division (F5) can be used to list all divisions and (F4) can be used to set up a new division.

#### SUPPLIER SELECTION

All suppliers are included by default. Type (S) and press (-Enter) to only include records associated with a single supplier. Type the supplier number and press (-Enter). (F5) can be used to list all divisions.

Type S and press *Enter* to generate the report. Once the report has been generated the following options are available:



Email this report to your Microsoft Outlook email profile.

Create this report in Microsoft Word format.

Esc Exit. If you choose to exit without using one of the above options you can still print the report from the Print Reports main menu program.

Three reports are generated. All purchases by supplier by G/L Code, Invoice # and a Summary. Samples of all three are below:

31 JAN 2003			P	OLYMATHIC C PURCH	COMPUTER PRODU HASES BY SUPPL BY G/L CODE	ICTS LIM	ITED	RMAPR100 1.26 Page: 1
ALL Division	ns			From: JAN	1/2003 To: J	IAN/2003		
INVOICE NUMBER	INVOICE DATE	TRANSACTION DATE	SUPPLIER NUMBER	G/L CODE	G/L AMOU	NT	GST AMOUNT	PURCHASE JOURNAL DESCRIPTION
82891	31-DEC-2002	31-DEC-2002	163	8142-10	44.	63	3.12	CLIENT DELIVERY
	Total for S	UPPLIER 1			44.	63	3.12	GST# R99999999999
9040213	30-NOV-2002	30-NOV-2002	557	5996-10	115.	00	8.05	COSTAR XL TURBO LABELWRITER REPAIR
	Total for S	UPPLIER 2			115.	00	8.05	GST# R99999999999
JAN032003	03-JAN-2003	03-JAN-2003	588	5998-10	625.	00	.00	
	Total for S	UPPLIER 3			625.	00	,00	GST#
1-53434351 1-53434351	31-DEC-2002 31-DEC-2002	31-DEC-2002 31-DEC-2002	630 630	3115-10 8008-10	32. 7.	08 00	28.07 .00	ACCOUNT #1260-4504-2 (INTEL) ACCOUNT #1260-4504-2 (INTEL)
	Total for S	UPPLIER 4			39.	.08	28.07	GST#
11041	30-DEC-2002	30-DEC-2002	755	5996-10	105.	00	7.35	S#USBE001024
	Total for S	UPPLIER 4			105,	00	7.35	GST# R999999999
				Grand Total	928.	71	46.59	
31 JAN 2003			E	OLYMATHIC C PURCH BY	COMPUTER PRODU IASES BY SUPPI INVOICE NUMBE	JCTS LIM LIER LR	ITED	RMAPR101 1.26 Page: 1
ALL Division	ns			From: JAN	1/2003 To: 3	JAN/2003	l	
INVOICE NUMBER	INVOICE DATE	toti Amoun	\L \T	GST AMOUNT	NET AMCUNT	SUPPLI	ER NAME	
82891	31-DEC-2002	47.5	75	3.12	44.63	163	SUPPLIER 1	
Su	upplier Total	47.	75	3.12	44,63	GST R9	999999999	
9040213	30-NOV-2002	123.0	05	8.05	115.00	557	SUPPLIER 2	1
Si	upplier Total	123.0	5	8.05	115.00	GST R9	999999999	
JAN032003	03-JAN-2003	625.0	00	.00	625.00	588	SUPPLIER 3	
Su	upplier Total	625.0		. 00	625.00	GST		
1-53434351	31-DEC-2002	67.3	15	28.07	39.08	630	SUPPLIER 4	
St	upplier Total	67.3	15	28.07	39.08	GST		
11041	30-DEC-2002	112.3	35	7,35	105.00	755	SUPPLIER 5	•
51	upplier Total	112,3	35	7.35	105.00	GST RS	999999999	
	Grand Total	975.3	30 	46.59	928.71			

31 JAN 20 ALL Divis	03 ions	FOLYMATHIC COMPUTER PURCHASES BY SUMMARY From: JAN/2003	PRODUCTS LIMITED SUPPLIER REPORT To: JAN/2003			RMAPR102 1.26 Page: 1
SUPPLIER NUMBER	NAME	TOTAL AMOUNT	GST AMOUNT	NET AMOUNT	GST REGISTRATION#	
163 557 588 630 755	SUPPLIER 1 SUPPLIER 2 SUPPLIER 3 SUPPLIER 4 SUPPLIER 5	47.75 123.05 625.00 67.15 112.35	3.12 8.05 .00 26.07 7.35	44.63 115.00 625.00 39.08 105.00	R100236355 R101686913 R102171386	
		975.30	46.59	928.71		

#### **By Supplier [Monthly]**

This program will generate a report with monthly totals for each supplier.

Type [2] and press (+Enter). T	he following s	screen will appear:
--------------------------------	----------------	---------------------

RM				ncin	L L L
File Edit Help				Kari i Sad	
P.C.P.I. RM Typist OG Last Year End:	MON FEB 28/2002	Accoun Thly Purcka	ts Payable SES by SUPPLIER		TLAPP150 1.14 Jan 31/2003 12:04:55
Processing Year File Selection GST G/L Code Sort Sequence	: <b>2006</b> : S Sing : 3125 R : A SUPP	le ate : 7.00 LIER NAME	Division Selection Supplier Selection Month Sequence	: A : A : F	All Divisions All Suppliers FISCAL YEAR
JAN/2003	PURC JAN/2002 FEB/2002 MAR/2002 APR/2002 MAY/2002 JUN/2002 JUN/2002 AUG/2002 SEP/2002 SEP/2002 OCT/2002 DEC/2002	HASE JOURNA JAH/2001 FEB/2001 MAR/2001 APR/2001 JUH/2001 JUH/2001 JUL/2001 AUG/2001 SEP/2001 OCT/2001 DEC/2001	L AMALYSIS FILES JAH/2000 FEB/2000 MAR/2000 APB/2000 May/2000 JUN/2000 JUN/2000 AUG/2000 SEP/2000 OCT/2000 MDV/2000 DEC/2000		
Enter YEAR: C	yyyy <mark>1 [</mark> Esc	]-End			

The following options are available:

#### **PURCHASE JOURNAL ANALYSIS FILES**

A list of all available Purchase Journal analysis files is displayed. The F9 key can be used to select the files for the months that you want to include purchases from. F10 can be used to unselect files that were selected in error. Once you have selected the files you want to extract the information from, press Esc.

#### **PROCESSING YEAR**

The system will default to the current year. To change the processing year you must select the Modify option and enter the year you want. Since the system defaults to the current year you will have to wait till the modify option is listed before you can change this. The year should be entered in the format *yyyy*.

#### **FILE SELECTION**

Type A and press  $\leftarrow$  Enter to include all analysis files for the year selected above or type S and press  $\leftarrow$  Enter to select the analysis files you want to include.

#### **GST CODE**

You can have numerous GST codes set up through *Maintenance & Inquiry, GST codes*. The system will prompt you for the GST code you want the report to detail. [F5] can be used to list all valid GST codes and [F4] can be used to set up a new GST code.

#### SORT SEQUENCE

By default the report is sorted by supplier name. Type N and press *Enter* to sort this report by supplier number.

#### **DIVISION SELECTION**

You can generate this report for a single division, S or all divisions, A. If you select a single division  $F_5$  can be used to list all divisions and  $F_4$  can be used to set up a new division.

#### SUPPLIER SELECTION

All suppliers are included by default. Type S and press  $\leftarrow$  Enter to only include records associated with a single supplier. Type the supplier number and press  $\leftarrow$  Enter. (F5 can be used to list all divisions.

#### **MONTH SEQUENCE**

By default this report displays the monthly data sorted by Fiscal year. Type  $\bigcirc$  and press  $\underbrace{\leftarrow Enter}$  to display the monthly data sorted by Calendar year or type  $\bigcirc$  then enter the start and end date in the format *mmyyyy* to display the monthly data for a specific date range.

Type (S) and press (HEnter) to generate the report. Once the report has been generated the following options are available:

- E Email this report to your Microsoft Outlook email profile.
- Create this report in Microsoft Word format.
- Esc Exit. If you choose to exit without using one of the above options you can still print the report from the Print Reports main menu program.

#### A sample summary report follows: POLYMATHIC COMPUTER PRODUCTS LIMITED RMAPR150 1.14 JAN 3172003 MONTHLY PURCHASES BY SUPPLIER Last Year End: FEB 28/2002 Page: Run Date: MAR 17/2003 From: DEC/2002 To: JAN/2003 All Divisions TOTAL DEC 2002 JAN 2003 FEB 2003 SUPPLIER NOV 2002 8.78 105.97 SUPPLIER 1 .00 .00 114,75 163 625.00 1125,00 SUPPLIER 2 .00 500.00 .00 588 .00 .00 557 3 115.00 .00 115,00 SUPPLIER .00 630 SUPPLIER 4 46.08 .00 .00 46.08 319.50 197.00 337 755 319.50 SUPPLIER 5 .00 .00 .00 92.00 105.00 SUPPLIER 6 .00 .00 940 910.19 3204.54 445.58 .00 4560.31 SUPPLIER 7 10200.00 5200.00 15400.00 1150 SUPPLIER .00 .00 1230 80.37 160.82 187.56 .00 428.75 SUPPLIER 9 .00 10000.00 .00 10000.00 1625 SUPPLIER 10 .00 .00 1650 SUPPLIER 11 .00 .00 227,52 730.00 .00 730.00 .00 1642 SUPPLIER 12 652.00 1666 .00 .00 .00 652.00 SUPPLIER 13 111.57 101.58 .00 213.15 1830 SUPPLIER 14 .00 .00 15 1870 SUPPLIER 2869.81 1629.77 .00 4499.58 2480.38 1989 SUPPLIER 72.54 2407.84 .00 .00 16 3909.00 10.00 468.20 .00 4387.20 1960 SUPPLIER 17 6548.27 468.20 3198.16 .00 10214.63 1955 SUPPLIER 18 .00 205.84 888 SUPPLIER .00 205.84 .00 1414.10 3305.44 2050 SUPPLIER 20 .00 .00 4719.54 .00 1350.00 2036 SUPPLIER 21 .00 .00 .00 150.00 .00 300.00 150.00 2505 SUPPLIER 22 12579.26 41561.53 8145.44 .00 62286.23 -----

### **GST EDIT REPORT**

This program generates a report that lists any GST posted for the selected analysis files. You have the option of listing all GST amounts or only the GST exceptions.

RM Edb					لخاصل
P.C.P.L RM	AC	count Repa	s l orts	ayable 11. B	APP20 2.64 31/01/2003
1 Aged 2 Aged 3 Cash 4 Chequ 5 Chequ 6 Chequ 7 Purct 8 Repri 9 Repri 10 Suppl	cash requirements trial balance requirements He reconciliation He register and cheques He report hase journal int purchase journal int cash disbursements Lier open item	Run Run Run	11 12 13 14 15 16 17 18 S	Supplier master Supplier master updates Fax telephone numbers Purchases by supplier GST edit report Purchases by supplier (QST) Cash disbursements summary Reprint supplier open item System status	
	<b>G</b> E	nter	sel	lection	

Type 15 and press Enter to select GST edit report.

	The screen	will appear as follows:	
RM			
File Edit Help			
PICIPIL RM Typist O6 Port 96 Last Month Clos	Ac GST ed: DEC/2002	rounts Payable EDIT REPORT Last	YLAPP110 1.12 JAN 31/2003 13:16:04 Year End : FEB 28/2002
Processing Year File Selection GST Code [ 7.00	: 2003 : S Single 1] : 01 G/L: 3125	Division Selection Cut Off Date: Record Selection	: A All Divisions : X Exceptions
	PURCHASE JOJ JAN/2002 JAN/2 FEB/2002 FEB/2 HAR/2002 MAR/2 APR/2002 APR/2 MAY/2002 MAY/2 JUN/2002 JUN/2 JUL/2002 JUL/2 AUG/2002 AUG/2 SEP/2002 SEP/2 OCT/2002 OCT/2 NOU/2002 NOU/2 DEC/2002 DEC/2	URNAL ANALYSIS FILES 001 JAN/2000 001 FEB/2000 001 MAR/2000 001 APR/2000 001 APR/2000 001 JUN/2000 001 JUN/2000 001 AUG/2000 001 SEP/2000 001 OCT/2000 001 DEC/2000	
	[ <mark>F9</mark> ]-Selects [	10]-Unselects 1	[Esc]~End

#### **PURCHASE JOURNAL ANALYSIS FILES**

A list of all Purchase Journal analysis files is displayed. The  $\boxed{F9}$  key can be used to select the files for the months that you want to report the GST for.  $\boxed{F10}$  can be used to unselect files that were selected in error. Once you have selected the files you want to extract the information from, press  $\boxed{Esc}$ .

#### **PROCESSING YEAR**

The system will default to the current year. To change the processing year you must select the Modify option and enter the year you want. Since the system defaults to the current year you will have to wait till the modify option is listed before you can change this. The year should be entered in the format *yyyy*.

#### **FILE SELECTION**

Type  $\triangle$  and press  $\leftarrow$  Enter to include all analysis files for the processing year selected above or type  $\bigcirc$  and press  $\leftarrow$  Enter to select the analysis files you want to include.

#### **GST CODE**

You can have numerous GST codes set up through *Maintenance & Inquiry, GST codes*. The system will prompt you for the GST code you want the report to detail.  $\boxed{F5}$  can be used to list all valid GST codes and  $\boxed{F4}$  can be used to set up a new GST code.

#### **DIVISION SELECTION**

You can generate this report for a single division, S or all divisions, A. If you select a single division  $F_5$  can be used to list all divisions and  $F_4$  can be used to set up a new division.

#### **CUT OFF DATE**

You must enter a cut off date for this report. The system will only include invoices up to the cut off date entered. You can use the last month end date, [FB], or enter your own date in the format *ddmmyyyy*.

#### **RECORD SELECTION**

This report is set to display GST Exceptions only. GST exceptions include when no GST was posted for an invoice or the GST amount posted was not 7% of the net invoice amount. Type  $\triangle$  and press  $\leftarrow$  Enter) to include all records. An asterisk "\*" will be printed at the end of the calculated GST field for all GST exceptions when all records is selected.

Once all your report options are set type S and press  $\leftarrow$  Enter to start spooling the report. Once the report has been generated the following options are available:



Email this report to your Microsoft Outlook email profile.

Create this report in Microsoft Word format.

Exit. If you choose to exit without using one of the above options you can still print the report from the Print Reports main menu program.

### A sample GST Edit report for GST exceptions only follows:

31 JAN 2003			POLYMA	THIC COMPUTER P GST EDIT RE	RODUCTS LIMITED				RMAPR110 Page:	1.12
ALL Division	ns		Fro	m: JAN/2003 T	O: JAN/2003					
INVOICE NUMBER	TRANSACTION DATE	INVOICE DATE	TOTAL AMOUNT	GST AMOUNT	GST CALCULATED	SUPPLII NUMBER	ER NAME		 	
196952 1342275 24122002 1-53434351 DEC 31-02 DEC 31-02	16-DEC-2002 18-DEC-2002 24-DEC-2002 31-DEC-2002 31-DEC-2002 31-DEC-2002 31-DEC-2002	16-DEC-2002 18-DEC-2002 24-DEC-2002 31-DEC-2002 31-DEC-2002 31-DEC-2002 31-DEC-2002	91.00 615.17 1658.74 67.15 91.28 3757.73 3305 44	5.95 40.24 28.97 28.07 5.26 3757.73	5.54 37.45 100.97 4.09 5.56 228.73 201.20	888 1955 1870 630 1230 1815 2050	SUPPLIER SUPPLIER SUPPLIER SUPPLIER SUPPLIER SUPPLIER	NAME NAME NAME NAME NAME NAME		
Total	for DEC/2002	51-020-2002	9586.51	3866.22	583.54					
JAN032003 1228170113 10012003 98234 JAN-2003 31012003 JAN2003 23456 31687 123456	03-JAN-2003 03-JAN-2003 10-JAN-2003 15-JAN-2003 15-JAN-2003 31-JAN-2003 31-JAN-2003 31-JAN-2003 31-JAN-2003 31-JAN-2003 31-JAN-2003	03-JAN-2003 03-JAN-2003 10-JAN-2003 15-JAN-2003 15-JAN-2003 31-JAN-2003 31-JAN-2003 31-JAN-2003 31-JAN-2003 31-JAN-2003 31-JAN-2003	625.00 108.04 40.00 2600.00 227.52 150.00 2600.00 150.00 115.00 500.00 115.00	.00 6.46 2.44 .00 .00 .00 .00 .00 .00 .00	38.04 6.59 2.43 158.26 13.85 9.13 158.26 9.13 7.00 30.43 7.00	588 1830 1230 1150 1650 2505 1150 1230 1642 1642 1642	SUPPLIER SUPPLIER SUPPLIER SUPPLIER SUPPLIER SUPPLIER SUPPLIER SUPPLIER SUPPLIER	NAME NAME NAME NAME NAME NAME NAME NAME		
Total	for JAN/2003		7230.56	8.90	440.11					
	Grand Total		16817.07	3875.12	1023.65					

# A sample GST Edit report for All GST records follows: <sup>31</sup> JAN 2003 POLYMATHIC COMPUTER PRODUCTS LIMITED

31 JAN 2003			POLYMA	THIC COMPUTER PL GST EDIT RE	RODUCTS LIMITED					RMAPR110 1.12 Page: 1
ALL Divisio	ns		From	n: JAN/2003 To JT OFF DATE : J	5; JAN/2003 AN 31,2003					
INVOICE NUMBER	TRANSACTION DATE	INVOICE DATE	TOTAL AMOUNT	GST AMOUNT	GST CALCULATED	SUPPLI NUMBER	ER NAME			
1230122	15-NOV-2002	15-NOV-2002	219.35	14,35	14.35	1960	SUPPLIER	NAME		
9040213	30-NOV-2002	30-NOV-2002	123.05	8.05	8,05	557	SUPPLIER	NAME		
40-8176312	11-DEC-2002	11-DEC-2002	97.37	6.37	6.37	940	SUPPLIER	NAME .		
40-8176313	12-DEC-2002	12-DEC-2002	97.37	6.37	6.37	940	SUPPLIER	NAME		
40-9603321	12-DEC-2002	12-DEC-2002	1272.12	83.22	83.22	940	SUPPLIER	NAME	•	
1261767	12-DEC-2002	12-DEC-2002	1022,39	66.89	66.89	1960	SUPPLIER	NAME		
1261771	12-DEC-2002	12-DEC-2002	220,42	14.42	14.42	1960	SUPPLIER	NAME	•	
196952	16-DEC-2002	16-DEC-2002	91.00	5.95	5.54*	888	SUPPLIER	NAME		
1267109	17-DEC-2002	17-DEC-2002	299.60	19.60	19.60	1960	SUPPLIER	NAME		
1342275	18-DEC-2002	18-DEC-2002	615.17	40.24	37.45*	1955	SUPPLIER	NAME		
1342465	18-DEC-2002	18-DEC-2002	689.64	45.12	45.12	1955	SUPPLIER	NAME		
1270584	19-DEC-2002	19-DEC-2002	1755.87	114.87	114.87	1960	SUPPLIER	NAME	•	
	10 550 0000	10 550 0000	104 74	10 74	12.24	1060		NRME		
1270623	19-DEC-2002	19-DEC-2002	194.74	12.74	12.74	1960	SUPPLIER	NAME	•	
40-9504011	20-DEC-2002	20-060-2002	294.44	19.20	19.20	940	SUPPLIER	NAME	•	
19/598	23-DEC-2002	23-DEC-2002	125,23	50.40 50.50	6.40 E0 E2	000	SUPPLIER	NEME	•	
40-3241311	23-DEC-2002	23-DEC-2002	894.52	38.32	26.32	1940	SUPPLIER	NAME	•	
12/2943	23-DEC-2002	23~DEC-2002	3/6.23	24.73	100 97+	1900	SUPPLIER	NAME	•	
24122002	24-060-2002	24-DEC-2002	112 25	20.97	100.57	765	CUDDI IED	NAME	•	
11041	30-DEC-2002	30-DEC-2002	47 75	7.35	2 1 2	163	CUDDITED	NAME	•	
1-63434361	31-DEC-2002	31-060-2002	47.73	29.07	J.12 4 00+	630	CUDDITED	NAME	•	
1-33434351	31-DEC-2002	31-060-2002	01.13	5 26	5 5 5 4	1220	CUDDITED	MANE	•	
DEC 31-02	31-DEC-2002	31-060-2002	31.20	3757 73	226 73+	1016	CUDDI TED	NAME	•	
1356046	31-DEC-2002	31-DEC-2002	-265 74	-23.03	-22 0.73	1015		NAME	•	
DEC-2002	31-DEC-2002	31-DEC-2002	3305.44	-23.93	201.20*	2050	SUPPLIER	NAME	•	
280 2002	51 550 2002	51 200 2002							•	
Total	for DEC/2002		17069.25	4355.75	1073.07					
JAN032003	03-JAN-2003	03-JAN-2003	625.00	.00	38.04*	588	SUPPLIER	NAME	•	
1228170113	03-JAN-2003	03-JAN-2003	108.04	6.46	6.58*	1830	SUPPLIER	NAME	•	
1359452	03-JAN-2003	03-JAN-2003	500.97	32.77	32.77	1955	SUPPLIER	NAME	•	
40-9656011	06-JAN-2003	06-JAN-2003	276,45	18.09	18.09	940	SUPPLIER	NAME	•	
1282454	07-JAN-2003	07-JAN-2003	-186,61	-12.21	-12.21	1960	SUPPLIER	NAME	•	
1283142	07-JAN-2003	07-JAN-2003	197.31	12.91	12.91	1960	SUPPLIER	NAME	•	
40-6654111	09-JAN-2003	09-JAN-2003	200.33	13.11	13.11	940	SUPPLIER	NAME	•	
10012003	10-JAN-2003	10-JAN-2003	40.00	2.44	2.43*	1230	SUPPLIER	NAME		
1512003	15-JAN-2003	15-JAN-2003	2600.00	.00	158.26*	1150	SUPPLIER	NAME	•	
98234	15-JAN-2003	15-JAN-2003	227.52	.00	13.85*	1650	SUPPLIER	NAME	•	
JAN-2003	15-JAN-2003	15-JAN-2003	150.00	.00	9.13*	2505	SUPPLIER	NAME	•	
31012003	31-JAN-2003	31-JAN-2003	2600.00	.00	158.26*	1150	SUPPLIER	NAME	•	
JAN2003	31-JAN-2003	31-JAN-2003	150.00	.00	9.13*	1230	SUPPLIER	NAME	•	
23456	31-JAN-2003	31-JAN-2003	115.00	.00	7.00*	1642	SUPPLIER	NAME	•	
31687	31-JAN-2003	31-JAN-2003	500.00	.00	30.43*	1642	SUPPLIER	NAME	•	
123456	31-JAN-2003	31-JAN-2003	115.00	.00	·	1042	SUPPLIER	NAME	•	
Total	for JAN/2003		8219.01	73.57	504,78					
	Grand Babal		25200 36	4420.22	1577 06					
	Granu 10tal		23200.20	7727.J2 0888999999999999999						

### **PURCHASES BY SUPPLIER (QST)**

This program produces three reports that detail the QST paid to each supplier.

RM		
Elo Edit Help P.C.P.L RM	Accounts Payable Reports	TLNPP20 2.64 <b>31/01/2003</b>
1 Aged cash requirements 2 Aged trial balance 3 Cash requirements 4 Cheque reconciliation 5 Cheque register and chu 6 Cheque report 7 Purchase journal 8 Reprint purchase journa 9 Reprint cash disbursem 10 Supplier open item	11 Supplier master 12 Supplier master upda Run 13 Fax telephone number Run 14 Purchases by supplie 15 GST edit report Run 16 Purchases by supplie 17 Cash disbursements s al 18 Reprint supplier ope ents S System status E Exit	tes <sup>B</sup> r (QST) umpary n iten
	Enter selection	

To select Purchases by supplier (QST) type 16 and press - Enter.

() RM		L D L
Eile Edit Help	Syleining to have been so the state of the second state of the second state of the second state of the second s	
P.C.P.L	Accounts Payahle	TLAPP20 2.64
RM	Reports	31/01/2003
	Cash Disbursements Summary	
	1 by Supplier	
	2 by Supplier [MONTHLY]	
	Enter selection	
	[ <mark>f.sc</mark> ]-Exit	

The screen will appear as follows:

Please refer to Cash Disbursements Summary documentation (7-49) for details.

### CASH DISBURSEMENTS SUMMARY

This program generates a cheque summary by supplier for any period of time. It may be run for one month, two months, one year, two years or since the first day that you started using our software.

RM 使用 Barry Barry Ba		-미×
Ele Ede Dep P.C.P.I. RM	Accounts Payable Reports	11.8PP20 2.64 <b>31/01/2003</b>
1 Aged cash requirements 2 Aged trial balance 3 Cash requirements 4 Cheque reconciliation 5 Cheque register and cheques 6 Cheque report 7 Purchase journal 8 Reprint purchase journal 9 Reprint cash disbursements 10 Supplier open item	11 Supplier master 12 Supplier master updates Run 13 Fax telephone numbers Run 14 Purchases by supplier 15 GST edit report Run 16 Purchases by supplier (QS 17 Cash disbursements summar 18 Reprint supplier open its S System status E Exit Enter selection	\$T) /y ៖ក
To select <i>Cash disburset</i> The follo GRM Ele Edt Help P.C.P.L RM	ments summary type 17 and press wing screen will be displayed: Accounts Payable Reports	Enter). 10 × 11.0PP20 2.64 31/01/2003
Cash I	Disbursements Summary	
	1 by Supplier	
	Enter selection	
	- [ <mark>Esc</mark> ]-Exit	

#### By SUPPLIER

This program will detail each cheque for the months that you have selected. Numerous reports will be generated.

Туј	pe 1 and press Enter.	The following screen	will appear:
🚯 RM			
Elle Edit Help			
P.C.P.L	Accou	nts Payable	TLAPP300 1.13
RM	CASH DISBUR	SEMENTS SUMMARY	JAN 31/2003
Typist O6 Port 96		Last	15:10:55 Year End : FEB 28/2002
Processing Year	: 2003	Division Selection	: A All Divisions
File Selection	:S Single	Supplier Selection	: A All Suppliers
Sort Sequence	: C Cheque #		
JAN/2003	CASH DISBURSENEN JAN/2002 JAN/2001 FEB/2002 FEB/2001 MAR/2002 MAR/2001 APR/2002 MAR/2001 APR/2002 MAY/2001 JUN/2002 JUN/2001 JUN/2002 JUL/2001 AUG/2002 AUG/2001 SEP/2002 SEP/2001 OCT/2002 NOU/2001 NOU/2002 NOU/2001 DEC/2002 DEC/2001	TS ANALYSIS FILES JAN/2000 FEB/2000 MAR/2000 APR/2000 JUN/2000 JUN/2000 AUG/2000 SEP/2000 OCT/2000 NOU/2000 DEC/2000	
	[[0]-Selects [[10	]-Unselects	[Esc]-End

The following report options are available:

#### **CASH DISBURSEMENTS ANALYSIS FILES**

A list of all cash disbursements analysis files is displayed. The F9 key can be used to select the files for the months that you want included in the report. F10 can be used to unselect files that were selected in error. Once you have selected the files you want to extract the information from, press Esc.

#### SORT SEQUENCE

This report can be sorted by cheque # C, or Invoice #, 1.

#### DIVISION

You can generate this report for a single division, S or all divisions, A. If you select a single division F5 can be used to list all divisions and F4 can be used to set up a new division.

#### SUPPLIER

The default is to generate this report for all suppliers. If you only want to generate the report for a single supplier, type S and enter the supplier number. F5 can be used to list all suppliers and F4 can be used to add a new supplier.

Once all your report options are set type (5) and press *Enter* to start spooling the report. Once the report has been generated the following options are available:

- E Email this report to your Microsoft Outlook email profile. Ŵ
  - Create this report in Microsoft Word format.

Esc Exit. If you choose to exit without using one of the above options you can still print the report from the Print Reports main menu program.

Three reports are generated by the Cash disbursements program. Cash disbursements by G/L Code, by Invoice and a Summary report. Samples of all 3 reports follow:

31 JAN 2003 POLYMATHIC COMPUTER PRODUCTS LIMITED CASH DISBURSEMENTS SUMMARY BY G/L CODE						RMAPR300 1.13 Page: 1		
All Divisions		Fro	m: JAN/2003	To: JAN/2003				
SUPPLIER SUPPLIER NUMBER NAME		< NUMBER	PAID DATE	:> Amount	< INVO NUMBER	ICE> DATE	G/L CODE	TRANSACTION DATE
163 SUPPLIER N	AME .	4030 4030 4041	*********	9.39 19.35 47.75	82420 82658 82891	02-JAN-2003 02-JAN-2003 15-JAN-2003	1020-10 1020-10 1020-10	02-JAN-2003 02-JAN-2003 15-JAN-2003
		Su	pplier Total	76.49				
557 SUPPLIER N	AME	4042	*********	123.05	9040213	15-JAN-2003	1020-10	15-JAN-2003
		Su	pplier Total	123.05				
			Grand Total	199.54				
31 JAN 2003		POLYMA CA	THIC COMPUTER SH DISBURSEMEN BY INVOICE	PRODUCTS LIMITED NTS SUMMARY NUMBER	ı			RMAPR301 1.13 Page: 1
All Divisions		. FIC	m: JAN/2003	10: DAM/2003				
SUPPLIER SUPPLIER NUMBER NAME		NUMBER	PAID DATE	AMOUNT	NUMBER	DATE	•	DATE
163 SUPPLIER N	AME	4030 4030 4041	**********	9.39 19.35 47.75	82420 82658 82891	02-JAN-2003 02-JAN-2003 15-JAN-2003	     	02-JAN-2003 02-JAN-2003 15-JAN-2003
		S	Supplier Total	76.49				
557 SUPPLIER N	AME	4042	*********	123.05	9040213	15-JAN-2003	3	15-JAN-2003
		S	Supplier Total	123.05				
			Grand Total	199.54				
31 JAN 2003 All Divisions	POLYMATHIC COMPUTER PR CASH DISBURSEMENT SUMMARY REPO From: JAN/2003 To	ODUCTS LIM S SUMMARY RT : JAN/2003	HITED	RMAPR302 1.13 Page: 1				
SUPPLIER NUMBER	SUPPLIER NAME		Al	TOTAL MOUNT				
163 557	SUPPLIER NAME SUPPLIER NAME		1	76.49 23.05				
				94 54				

194.54

#### BY SUPPLIER [MONTHLY]

This program will generate a report with monthly totals of all cheques for each supplier.

Elle E	dit Help						a af an	h madda			had		ain, i	
P.C.P	21					Accou	nts Paya	ble					FIL AP	P350 1.16
RM Las L	Typist O6 Year End:	FEB	M( 28/	)NTHI /2003	LY CAS 2	H DISB	URSEKENT	S by S	SUPPLIE	8			JA	N 31/2003 15:25:11
Proce	ssing Yea	r :	20(	13			Divisi	on Sel	lection	:	A	A11	Div	risions
File	Selection	:	S	Si	ngle		Suppli	er Sel	lection	:	A	A11	Sup	pliers
Sor t	Sequence	:	A	SUI	PPLIEF	NAME	Month	Seque	nce	:	F	FIS	CAL	YEAR
			(	CASH	DISBL	RSEHEN	TS ANALY	SIS F	LES					
JA	N/2003	JAI	1/20	102	Jf	N/2001	JAN	/2000						
		FEI	B/2(	JO2	FE	8/2001	FEB	/2000						
		Mai	R/20	JO2	MA	R/2001	MAR	/2000						
		API	R/2(	002	AF	R/2001	APR	/2000						
		MAY	7/20	<b>JO2</b>	M	19/2001	May	/2000						
		JUL	N/20	002	յլ	IN/2001	4U6	1/2000						
		JUI	L <b>/2</b> (	002	JL	IL/2001	JUL	/2000						
		AUI	G/2(	002	AL	16/2001	AUG	/2000						
		SEI	P/2(	002	SE	P/2001	SEP	/2000						
		001	T/2(	002	00	T/2001	001	/2000						
		NO	V/2(	102	HC	IV/2001	NOU	/2000						
		DE	C/2(	002	DE	C/2001	DEC	/2000						
Enter	YEAR:		1	(2	sc]-Er	nd								

Type 2 and press FILTER. The following screen will appear:

The following report options are available:

#### **CASH DISBURSEMENTS ANALYSIS FILES**

A list of all cash disbursements analysis files is displayed. The F9 key can be used to select the files for the months that you want included in the report. F10 can be used to unselect files that were selected in error. Once you have selected the files you want to extract the information from, press Esc.

#### SORT SEQUENCE

This report can be sorted by cheque # C, or Invoice #, 1.

#### DIVISION

You can generate this report for a single division, (S) or all divisions, (A). If you select a single division  $(F_5)$  can be used to list all divisions and  $(F_4)$  can be used to set up a new division.

#### SUPPLIER

The default is to generate this report for all suppliers. If you only want to generate the report for a single supplier, type s and enter the supplier number.  $F_5$  can be used to list all suppliers and  $F_4$  can be used to add a new supplier.

#### MONTH SEQUENCE

By default this report displays the monthly data sorted by Fiscal year. Type  $\bigcirc$  and press  $\underbrace{\leftarrow Enter}$  to display the monthly data sorted by Calendar year or type  $\bigcirc$  then enter the start and end date in the format *mmyyyy* to display the monthly data for a specific date range.

Once all your report options are set type (5) and press (-Enter) to start spooling the report. Once the report has been generated the following options are available:



Email this report to your Microsoft Outlook email profile.

Create this report in Microsoft Word format.

Exit. If you choose to exit without using one of the above options you can still print the report from the Print Reports main menu program.

A sample Cash Disbursements Summary by Supplier [monthly] follows:

		0.00	0.00	701.49	.00	701.49					
163 588	SUPPLIER 1 SUPPLIER 2	0.00 0.00	0.00 0.00	76.49 625.00	.00 .00	76.49 625.00					
SUPPLIE	R	NOV 2002	DEC 2002	JAN 2003	FEB 2003	TOTAL					
Last Ye All Div	ar End: FEB 28/2002 isions	MONTHLY CASH DISE From: JAN/2003	BURSEMENTS BY S To: JAN/200	SUPPLIER D3	Run	Page: 1 Date: MAR 21/2003					
JAN 31/2003 POLYMATHIC COMPUTER PRODUCTS LIMITED						RMAPR350 1.14					

### **REPRINT SUPPLIER OPEN ITEM**

This program allows you to reprint Supplier Open item lists from current, monthly or yearly backups.

Elle	۲ ۲ ۲ Heb			
P.O RM	na sedera and a second s Second second s	Accoun <b>Acp</b>	ts ort:	Payable TLAPP20 2.64 s 31/01/2003
1 2 3 4 5 6 7 8 9 10 10 10 10 10 10 10 10 10 10 10 10 10	Aged cash requirements Aged trial balance Cash requirements Cheque reconciliation Cheque register and cheques Cheque report Purchase journal Reprint purchase journal Reprint cash disbursements Supplier open item	Run Run E Exit E Enter	11 12 13 14 15 16 17 18 \$ \$	Supplier master Supplier master updates Fax telephone numbers Purchases by supplier GST edit report Purchases by supplier (QST) Cash disbursements summary Reprint supplier open item System status lection

To select Reprint supplier open item type 18 and press Enter.

The	following	screen w	ill appear:			
		Contract of the second second second second second		The second se		
			An and a state of the state of	a de la companya de l	تحريب والبوان والمتقالين المتنقت	411.1
					Correct the second states and the second states an	

RM 的 通常	
Edo Edit Leóp P.C.P.L RM	Accounts Payable TLAPP20 2.64 Reports 31/01/2003
1 Aged cash requirements 2 Aged trial balance 3 Cash requirements 4 Cheque reconciliation 5 Cheque register and cheque 6 Cheque report 7 Purchase journal 8 Reprint purchase journal 9 Reprint cash disbursements 10 Supplier open item	11 Supplier master 12 Supplier master updates 13 Fax telephone numbers 14 Purchases by supplier 15 GST edit report 16 Purchases by supplier (QST) 17 Cash disbursements summary 18 Reprint supplier open item S System status
	SELECTION MENU Current Monthly Backup Yearly Backup ↑ ↓ [Esc]-Exit

.

#### **CURRENT**

Highlight *Current* and press *Enter* to reprint the current supplier open items. The following screen will appear:

( RM	in and a second s	的原始的问题				Raine.	_   <u>0</u>   ×
File Edit Help							
P.C.P.L		Accoun	ts Payahle		Ť	LAPP	48 1.1
AM Typist: 0	6	Reprint A/P	Open Item Lis	st		31.	/01/200
Last Month Clo	sed: JAN/200	3		Last Year	End:	FEB	28,200
CUTOFF DATE Report type	: 31/ 1/2003 : N [ Narro	( JAN 31,200 # ]	3]				
	[]] Select:	[🛛]-Start	[]]-Modify	[ <mark>f.sc</mark> ]-Exit			

The following report options are available:

#### **CUTOFF DATE**

The cutoff date defaults to the last month-end date. To change the cutoff date type  $\mathbb{M}$  and press  $\underbrace{\leftarrow Enter}$  then enter the desired date in the format *ddmmyyyy*.

#### **REPORT TYPE**

The default report type is Narrow. To switch to Wide format, type M and press ( Enter) then enter W.

A sample from a reprinted Supplier open item report follows: POLYMATHIC COMPUTER PRODUCTS LIMITED RMAPR40 1.14 DATE: JAN 31/2003 A/P DETAIL OPEN ITEM LIST - REPRINT PAGE 1 INVOICE NO INV.DATE POST DATE SOURCE DISC.AMT ORIG DUE CURR DUE CHEQUE# SUPPLIER NUMBER 163 SUPPLIER NAME PAYMENT TERMS 0 ADDRESS LINE 1 DISCOUNT % .00 ADDRESS LINE 2 LAST CHEQUE NO 4041 A DDRESS LINE 3 CHEQUE AMT 47.75 ATTENTION: CONTACT NAME TOTAL .00

### MONTHLY BACKUP

Please refer to (7-30) for further details.

YEARLY BACKUP Please refer to (7-31) for further details.

### SYSTEM STATUS

This program allows you to print a listing of the accounts payable system parameters and menu selection status indicators.

() RM		
p.c.p.t. RM	Accounts Payable Reports	TLAPP20 2.64 <b>31/01/2005</b>
1 Aged cash requirements 2 Aged trial balance 3 Cash requirements 4 Cheque reconciliation 5 Cheque register and chequ 6 Cheque report 7 Purchase journal 8 Reprint purchase journal 9 Reprint cash disbursement 10 Supplier open item	11 Supplier master 12 Supplier master update Run 13 Fax telephone numbers Run 14 Purchases by supplier 15 GST edit report Run 16 Purchases by supplier 17 Cash disbursements suu 18 Reprint supplier open Is System status E Exit Enter selection	:s (QST) umary item

Type S and press ← Enter to select System status.







24/ 3/2003 14:30:56	POLYMATHIC COMPUTER PRODUCTS Accounts Payable System Status Report	LIMITED 7	TLAPP96 1.10 RMAPR96.PRT
A/P Sy	stem Parameters		
Year E Last M Last M G/L Co Cheque Last C Report	and Date       28/         onth Closed (System)       1         onth Closed (A/P)       1         de for Discount Earned       4685         Format       6 (*         heque Number Used       406         Type       1         (S)       1	2/2002 2/2002 (IDENT) 2/2002 (SRM) ** UNKNOWN ***) 50 Summary report)	
Menu S	election Status Indicators		
Daily	Processing		Status
Enter Single Automa Enter	supplier invoices cheque processing tic cheque processing cancelled cheques		COMPLETED COMPLETED COMPLETED COMPLETED
Report	Processing		Status
Spool Spool Spool Spool Spool Spool Reprin Reprin Spool Spool Spool	aged cash requirements aged trial balance cash requirements cheque reconciliation cheque register and cheques(CD jou cheque report purchases journal t purchases journal t cash disbursements journal supplier open items supplier master supplier master updates	urnal)	COMPLETED COMPLETED COMPLETED COMPLETED COMPLETED COMPLETED COMPLETED COMPLETED COMPLETED COMPLETED COMPLETED
Mainte	nance Processing		Status
Purge Purge Enter	accounts payable file cheque file supplier master updates		COMPLETED COMPLETED COMPLETED
Reques	ted by TYPIST 6 : LESLIE PRIOR		

# **CHAPTER 8: MAINTENANCE AND INQUIRY**

() RM					
PEC P.L. RN	Accounts Payable Nain Menu	lact ves	il.	APP20 3170 287	0 2.64 01/2003
Last month end: 1272002		Last yca		207	LILUUL
: 1 2 3	Daily processing Yearly processing Renarts				
4	Maintenance and inquiry Data file status				
6	Company information				
E	Exit				
E	Enter selection				
2 2 4 4 2 2					

To select Maintenance and inquiry type 4 and press ( Enter).

The screen will appear as follows:

<b>C</b> RM <b>Co. Edv. 1449</b> P. C. P. L. F	iccoun	ts.	Payable	TLAPP20 2.64
RM Maint	lenanc	8 3	nd Inquiry	31/01/2003
1 Cheques 2 Cash requirements 3 Purge accounts payable file 4 Purge cheque file 5 Supplier master 6 Supplier open item 7 Purge supplier master updates 8 MICR cheque printer setup 9 PC link 10 GST codes	Run Run Run	11 12 13 14 15	Purge cheque inquiry Purge supplier master Supplier memos Purge open item inquiry Purged Supplier master i	inquiry
E	Exit			
) )	Enter	se	lection	

## **CHEQUES**

This program allows you to display all details relating to un-purged outstanding cheques.

Ede Edt		<u>X - 7 </u>	
PCPL	tep	Accounts Payable	TLAPP20 2.6
RM	da.	intenance and Inquiry	31/01/200
1 Chequ 2 Cash 3 Purge 4 Purge 5 Suppl 6 Suppl 7 Purge 8 MICR 9 PC li 10 GST 6	les requirements e accounts payable file e cheque file lier master Lier open item e supplier master updat cheque printer setup ink	Run 11 Purge chequ 12 Purge suppl Run 13 Supplier me Run 14 Purge open 15 Purged Supp Run es	e inquiry ier master mos item inquiry lier master inquiry
		E Enter selection	
	Type 1 and	I press ← Enter) to select (	Cheques.
1 DM	The se	reen will appear as follow	ws: 
() RM File Edit	The so	creen will appear as follow	ws: 
Ele Edt P.C.P.U RM Display Cheque I Invoice	Rode	Accounts Payable Cheque Report L Cheque Report L Can date Invoice	ws: ILOPP20 1.2 31/01/200 ast cheque # issued: 4060 ant Paid ant Disc ant
©RM Fie Edt P.C.P.L RM Display Cheque Invoice	The so <b>Beo</b> <b>Rode</b> #: M : # Date Proc dat	creen will appear as follo Accounts Payable Cheque Report L c Can date Invoice	ws: TLAPP20 1.2 31/01/200 .ast cheque # issued: 4060 ant Paid ant Disc ant
Eie Edt Fie Edt P.C.P.L RM Display Cheque I Invoice	The so node H: Date Proc dat	creen will appear as follor Accounts Payable Cheque Report L c Can date Invoice	ws: ILAPP20 1.2 31/01/200 ast cheque # issued: 4060 ant Paid ant Disc ant
Eie Edt Fie Edt P.C.P.L. RM Display Cheque I Invoice	The so node H: Here Proc dat	creen will appear as follor Accounts Payable Cheque Report L c Can date Invoice	ws: ILAPP20 1.2 31/01/200 ast cheque # issued: 4060 ant Paid ant Disc ant
Ele Edt Fie Edt P.C.P.L. RM Display Cheque I Invoice	The so mode #: H Date Proc dat	Creen will appear as follor Accounts Payable Cheque Report L c Can date Invoice	ws: ILAPP20 1.2 31/01/200 ast cheque # issued: 4060 ant Paid ant Disc ant
Eie Edt Fie Edt PECPLI RM Display Cheque I Invoict	The so rede #: H Date Proc dat	creen will appear as follor Accounts Payable Cheque Report L c Can date Invoice	ws: ILAPP20 1.2 31/01/200 ast cheque # issued: 4060 ant Paid ant Disc ant

Type a cheque number and press *E* Enter. To get a listing of all cheques press *E* or type (?) and press *E* and

	Ine	system	will displa	iy the c	ineque d	Jetans as	IOHOWS.	Same Contraction State	ung <u>s</u> an ng j
🍓 RM									리미지
Ele Edit Help								TLAGDO	
P.C.P.L			1000 Che		ayable			317	1/2003
NA Dienlaw mode			6110	sque i	ichoir	Last	cheque ‡	issucd:	4060
Cheque #:	4034	\$	91.28	1230	LESLIE	PRIOR			
Invoice # DEC 31-02 31/	Date 12/200	Proc 2 2/	da te - Car 1 <b>72003</b>	n date	Inv	oice ant 91.28	Paic	l amt Die 91 <b>.28</b>	sc amt .00
		[N]	Select:	( <b>[</b> ]-N	ext [	Esc]-End			

The system will display the cheque details as follows:

### **CASH REQUIREMENTS**

This program allows you to display the cash requirements for all or individual suppliers. Once an invoice is displayed you can modify the due date, place the invoice on hold or release the invoice for payment.

RM		
P-C-P-L RM Maint	lecounts Payable Lenance and Inquiry	11.0PP20 2.64 31/01/2003
1 Cheques 2 Cash requirements 3 Purge accounts payable file 4 Purge cheque file 5 Supplier master 6 Supplier open item 7 Purge supplier master updates 8 MICR cheque printer setup 9 PC link 10 GST codes E	Run 11 Purge cheque inquiry 12 Purge supplier maste Run 13 Supplier memos Run 14 Purge open item inqu 15 Purged Supplier mast Run Exit Enter selection	/ iry ter inquiry

Type 2 and press *Enter* to select *Cash requirements*.

The screen will appear as follows:

Eile Edit Help				<u>lin komplets verhers s</u> er han se state	
P.C.P.L BM		Acc Cash	unts Payable Requirements		TLAPP10 3.38 <b>31/01/2003</b>
CUT OFF DAT Include HEL	Έ .D items in	: 31/ ' totals : Y	1/2003 [JAN 31/2	003]	
			******		
	[S] Sele	ct: [ <mark>8</mark> ]-Sta	rt [[]-Nodify	[Esc]-Exit	

Invoices will only be displayed if the due date is less than or equal to the cut off date.

Type S and press  $\underbrace{\leftarrow Enter}$  to start or M to modify the cut off date. Enter the desired cutoff date in the format *ddmmyyyyy*. The system will automatically display items that are on hold. To change this set Include Held items in totals to N – No.

RM				<b></b> ×
File Edit Heb P.C.P.I. RM Display CUT OFF DATE Include HELD items in tota	Accou Cash A : 31/ 1/ als : Y	ints Payable Requirements 2003 [JAN 31/2]	0033	TLAPPIO 0.38 31/01/2003 14:50:03
Supplier Number Supplier Name Discount % / Terms Invoice Number Posting Date Posting Date Discounted Amount Original Due Date Current Due Date Payment Terms Due Date:				
[_] Select:	[ <b>[</b> ]-A11	[S]-Supplier	[ <mark>Esc</mark> ]-Exit	

The screen will appear as follows:

You can display invoices for all suppliers or a single supplier.

Type S to select a single supplier and press - Enter

		The screen will appear a	15 10110 105.	
RM RM	4 10 - 10 1			느 미 스
Ele E	ar Feb		14	
P.C.P	. l.	Accounts Payab	le	ILAPP10 3.36
RM		Cash Requiremen	ts	31/01/2003
UISPI	ay	• 31 / 1 /2003 [.IAN	21/20031	14150103
inclu	FF VHIC de HFLD iteme in to	. 317 172003 LUAN tale ' Y	21/50033	
Suppl	ier Number:			
Suppl				
D15C0	ce Number			
Invoi	ce Date			
Posti	ng Date			
Invoi	ce Amount:			
Disco	unted Amount:			
Origi	nal Due Date:			
Curre	nt Due Date			
rayac	nt leras due date:			
Enter	SUPPLIER NUMBER	[1]]-SUPPLIER Lookup	[ <b>11</b> ]-INVOICE Lookup	[Esc]-Exit
			1	
	гур	e the supplier number an	u press <u>enter</u> .	

The screen will appear as follows:

[F5] can be used to list all suppliers and [F6] can be used to look up a specific invoice.

🐻 RM	a the second			-O-X
File Edit	Help			
P.C.P.L		Accounts Payable	Ĭ	LAPP10 3.38
RM		Cash Requirements		31/01/2003
Display				14:50:03
CUT OFF	DATE	: 317 172003 LJRN 3	1/20031	
include	HELD ILEAS IN LOLE	18 : Y		
Supplie	r Number 1	230		
Supplie	r Name: LE	SLIE PRIOR		
Discoun	t <b>X / Terms:</b>			
Invoice	Number			
Invoice	Date:			
Posting	Date:			
Invoice	Amount			
Viscoun	ted Haount			
Current	Due Date			
Payment	Terms Nue Date:			
. aynan c				
Enter	TINUDICE NUMBERD	[]]-SUPPLIER Lookup	[6]-INVOICE Lookup	[[so]-Exit

Once a supplier has been selected the screen will appear as follows:

Enter the invoice number that you want to display.

[F6] can be used to list all invoices for the selected supplier.

To view a list of details on an invoice press F1, Options and F5, Open item details.

ie Edit Helo			<u>د [] _</u>
.C.P.L	Accounts Pa	ayable	TLAPP10 3.3
M	Cash Require	ements	31/01/200
isplay UT OFF DATE	: 31/ 1/2003	[JAN 31/2003]	15:11:2
Supplier Invoice	Invoice Date Ar	wunt Description	Status
Supplier : 1230 Address :	LESLIE PRIOR 245 Yorkland Blud., Suite 100 Willowdale, ontario M2J 4W9		
Invoice #	136574	,	
Invoice Date	: 31-JAN-2003	Invoice Amount	: 257.50
Original Due Date	: 02-MAR-2003 -	Discount Amount	: 257.50
CUTTERL DUE Date	: 31-JAN-2003	rayment Terms Discount %	: .00
Cheque Number	:		
Cheque Number Cheque Date		Branch Code	: 10
Cheque Number Cheque Date Invoice Type		Branch Code Source Code	: 10 : 1

The screen	will appear	as follows:
14 C C C C C C C C C C C C C C C C C C C		

.

- RM				
File Edit Help				
P.C.P.L	A	ccounts Payable		TLAPP10 3.38
RM	Ca	sh Requirements		31/01/2003
Display				15:13:37
CUT OFF DATE	: 31	/ 1/2003 [JAN 31/2]	0031	
Include HELD	items in totals : Y			
Supplier Nugh	er: 1230			
Supplier Nage	: LESLIE PR	IOR		
Discount % /	Terms: .00 /	30		
Invoice Numbe	r 13657	4		
Invoice Date	31/01/200	3[JAN 31/2003]		
Posting Date	: 31/01/200	3[JAN 31/2003]		
Invoice Amour	t 257	.50		
Discounted Ap	ount: 257	.50		
Original Due	Date: 02/03/200	3[MAR 2/2003]		
Current Due D	ate: 31/01/200	3CJAN 31/2003J		
Payment Terms	Due Date:			
[]] Select:	[]-Nodify []-Fe	tch []]-Release	[ <b>[</b> ]-Hold	[0]-Change
	[2]-Next [2]-Prev	ious [Esc]-Exit		

Once an invoice is displayed, the screen will appear as follows:

The following options are available:

- Modify the invoice's current due date.
   Display invoices for a difference supplier.
   Release invoice for payment.
- Herease invoice for payment.
   Put an invoice on hold to prevent payment.
   Change the cut off date.
   Display next invoice.

- Display previous invoice.
- **Esc** Exit program and return to the Accounts Payable menu.

### PURGE ACCOUNTS PAYABLE FILE

This program allows you to clear each supplier account of all entries that have been paid and are older than the time frame you specify.

The Accounts Payable file should be purged on a monthly basis after you have reconciled the accounts payable amount on your financial statement to your accounts payable sub ledger.



The screen will appear as follows:



Type S and press Finter to purge all paid and zero items that are 3 months or older.

To modify the number of months type  $\mathbb{M}$  and enter the new month setting.





#### The system also creates a purge report. A sample of this report follows:

31 01 2003 15:21:17	POLYMATHIC COMPUTER PRODUCTS LIMITED I ACCOUNTS PAYABLE PURGE CUT OFF DATE: OCT 31,2002					RMAPR13 2.10 Page: 1					
Supplier Number	Invoice Number	Invoice Date	Posting So Date	ource	Discount Amount	Original Due Date	Current Due Date	Paid Amount	Cheque Number	Description	
163	79614	01-OCT-2002	11-0CT-2002	3	38.82	01-OCT-2002		38.82	3972	DESCRIPTION	
163	79891	08-CCT-2002	11-0CT-2002	3	54.71	08-OCT-2002		54.71	3972	DESCRIPTION	
163	80157	15-OCT-2002	30-CCT-2002	3	51.32	15-0CT-2002		51.32	3983	DESCRIPTION	
163	80389	22-OCT-2002	30-OCT-2002	3	18,79	22-OCT-2002		18.79	3983	DESCRIPTION	
630	4-44421702	18-OCT-2002	30-OCT-2002	3	50,54	18-OCT-2002		50,54	3984	DESCRIPTION	
705	237343	09-OCT-2002	10-OCT-2002	3	759.70	09-0CT-2002		759.70	3968	DESCRIPTION	
					973.88			973.88			
Total pure	ged items :	6									

## **PURGE CHEQUE FILE**

This program allows you to clear the file of all cheques that have been cancelled.

∰RM P <sup>™™</sup>		
Ele Edt. Help	Accounts Payable Maintenance and Inquiry	TLAPP20 2.64
<ul> <li>1 Cheques</li> <li>2 Cash requirements</li> <li>3 Purge accounts payable</li> <li>4 Purge cheque file</li> <li>5 Supplier master</li> <li>6 Supplier open item</li> <li>7 Purge supplier master</li> <li>8 MICR cheque printer s</li> </ul>	Run 11 Purge cheque inqui 12 Purge supplier mas e file Run 13 Supplier memos Run 14 Purge open item in 15 Purged Supplier ma Run updates etup	ry ter quiry ster inquiry
9 PC link 10 GST cod <del>e</del> s	E Exit	
	E Enter selection	
	<u></u>	anan ana ka sa ang sa

Type 4 and press Enter to select Purge cheque file.

The	screen	will ap	opear as	follow	s:
and the second second			A set of the set of		

🕼 RM		Create Carl		
Eile Edit Help				
P.C.P.L RM	fic fic	counts Payat	lle ae	
			3-	
	[_] Select:	[S]-Start	[Esc]-Exit	

Type S and press *Enter* to start the purge.
# SUPPLIER MASTER

This program is used to set up new suppliers and/or to modify supplier information previously entered. You may access a supplier either by account number or name once they have been set up.

RM RA FR Hes		
P.C.P.L. RM Main	Accounts Payable tenance and Inquiry	TLAPP20 2.64 <b>31/01/2003</b>
1 Cheques 2 Cash requirements 3 Purge accounts payable file 4 Purge cheque file 5 Supplier master 6 Supplier open item 7 Purge supplier master updates 8 MICR cheque printer setup 9 PC link 10 GST codes E	Run 11 Purge cheque inquiry 12 Purge supplier maste Run 13 Supplier memos Run 14 Purge open item inqu 15 Purged Supplier mast Run Exit Enter selection	/ }f Jiry Ler inquiry

Type 5 and press FILE to select Supplier master.

The	screen	will	appear	as	follo	ws:
	and the second second					

s RM	····							
Ele E	dit Help							
P.C.P	'.l.		Accounts	Payable		J	LAPP	01 3.50
BN	Typist: 06		Supplier	Haster		Mon	MAR	24,2003
Port:	96						•	15:33:12
Scree	:n 1							
1) \$	Supplier Code	:						
2) \$	Supplier Name	:						
3) \$	upplier Addr	ess 1 :						
4)	Addr	ess 2 :						
5)	Addre	ess 3 :						
6)	Addr	ess 4 :						
7)	Phon	e# :						
8) F	AX Number	:						
9) (	Contact Name	:						
10) 0	Contact's Tit	le :						
11) 0	tobile Phone	Number :						
12) E	mail Address	:						
13) 1	leb Site Addr	ess :						
14) F	ayment Terms	:						
15) 0	iscount Perc	entage :						
16) H	lome G/L Code							
17) F	.O. Reg'd fo	r Invoice:		Ytd	Purchases	:		
	•		_	_	_			
C <b>I</b> ]] F	unction: [	[]] bbA-[	-Hodify [	<u>]</u> -Delete	(S)-Show	- (🖸 ) - Y	TD_u	pdate
[65]-	·Lookup [89]-	MEMO Lookup	ES/E/Hone/En	nd]-Next/P	revious/Firs	t/Last	. [Es	g]-Exit

The functions available are:

A	Add a new supplier
Μ	Modify an exiting suppliers' information
D	Delete a supplier
S	Display a supplier by selecting the supplier code
$\mathbf{\Sigma}$	Zero out the year to date purchases field
F5	Find a supplier using the lookup feature
€	Retrieve the next/previous supplier record
Home End	Retrieve the first/last supplier record
Esc	Exit menu

То	add a	new	supplier,	type	Δ	and	press	Enter)	•
----	-------	-----	-----------	------	---	-----	-------	--------	---

Enter the information as follows:

## **SUPPLIER CODE**

This area is coded using up to five alphanumeric characters of your choice. The number assigned is used for identification of the supplier. You cannot assign the same code to more than one supplier and you cannot change this code once you enter it.

If you type a supplier code that was previously used for a supplier that has been deleted, the system will display a message that the supplier code exists in the history file. You will have the option to reinstate the old supplier or rekey new supplier information.

## SUPPLIER NAME

This area is coded using up to thirty five characters of your choice. Type in the full name of the supplier. Please note that the name you enter will appear on the cheques.

## Address Line 1 to 4

These four lines are coded using up to thirty five characters per line. Type the supplier's street address, unit number (if any), city, province and postal code. The first three lines of the address section **must** be used when entering the address.

## **PHONE NUMBER**

Enter up to twelve numeric characters for the area code and telephone number of the supplier. Please note that the area code is not required and it is suggested that you only enter it for calls that are long distance for you to make.

## **FAX NUMBER**

Enter up to twelve numeric characters for the area code and fax number of the supplier. Once again, only enter the area code for long distance numbers.

## CONTACT NAME

Enter the name of your contact with this supplier. The maximum number of characters that can be entered is 35.

## **CONTACT'S TITLE**

Using a maximum of 35 characters, enter the contact's title.

## **MOBILE PHONE NUMBER**

Enter the mobile phone number for this supplier.

#### EMAIL ADDRESS

Enter the email address for this supplier.

## WEB SITE ADDRESS

Enter the full web site address for this supplier.

## **PAYMENT TERMS**

Enter up to three numeric digits to identify the normal terms of this supplier. These terms will be used to calculate the due dates of invoices entered in the supplier invoice entry program.

### **DISCOUNT PERCENTAGE**

Enter up to four numeric characters excluding the decimal point if the terms for this particular supplier allow an early payment discount. The system will automatically take this discount on all invoices paid within the term specified in the Payment Terms field above.

**EXAMPLE:** Type 5.00 and press <u>Enter</u>. This indicates that you are entitled to a 5% discount on all invoices paid within payment terms for this particular supplier.

## HOME GL CODE

Enter the general ledger account code to which the debit entries for this particular supplier are normally posted to. This must be a valid general ledger account number set up using the Polymathic General Ledger system.

F5 can be used to list all general ledger codes and F4 can be used to add a new GL code if required.

## **P.O. REQUIRED FOR INVOICE**

If a purchase order is required for an invoice, type  $\mathbb{Y}$  here, otherwise type  $\mathbb{N}$ .

Review the information entered and if no modifications are required, type A to accept and save the data.

RM Port Scre	Typist: 06 : 96 en 2	Supplier Master	Mon MAR 24,2003 15:46:38
	Supplier Number	: 1230 LESLIE PRIOR	
1) 2) 3) 4) 5) 6) 7) 8)	GST Registration # QST Registration # Alternate Phone # Alternate Discount Home Job Cost Code Holdback Code Temporary Flag REMARKS	.0000	
נשט	Change Sequence # Select: [A]-Accept [F1]-Optio [074]-Next	: 6 [[]-Modify []]-Email [Hsc ns []]-MEMD entry [][][]-Pr /Previous [][]]-First/Las	]-Exit evious screen t

Once you have saved the information on the first screen. The following screen will appear:

Continue entering the information as follows:

#### **GST REGISTRATION NUMBER**

Enter the supplier's Goods & Services Tax registration number in this field. Please note that a supplier must provide this number to you in order to charge GST.

### **QST REGISTRATION NUMBER**

Enter the Quebec Sales Tax number here. The maximum number of characters is 18. This is an optional field.

#### **ALTERNATE PHONE NUMBER**

This field is used to list another number that may be used to reach your supplier. You might enter your contact's direct line number, a pager number or a night line number. This field is used for reference only.

#### **ALTERNATE DISCOUNT**

This field is used to enter an alternate discount percentage.

#### HOME JOB COST CODE

Enter the job cost code that relates to this supplier. F5 can be used to search through the cost codes.

#### HOLDBACK CODE

Enter the holdback code for this supplier. F5 can be used to search through the available holdback codes.

#### **TEMPORARY SUPPLIERS**

Type X for yes and press  $\leftarrow$  Enter) if you will only be dealing with this particular supplier on a temporary basis or press  $\leftarrow$  Enter) to bypass the field. The data in this field is for information purposes only and is not used by the system.

#### Remarks

This field allows you to list any remarks or comments you have for this supplier. This field is used for reference only.

Review the information entered and if no modifications are required, type A to accept and save the data. You may continue entering new suppliers or type [Esc] to exit the Supplier Master.

## **MEMO FIELD**

When you are modifying an existing supplier you have the option to add a memo entry, FB. A memo record can contain specific information about a supplier that does not fit into any of the fields within the supplier master record. Details such as directions to the suppliers, special products, key contact names... can be listed in the memo record and shared by anyone who has access to the Supplier Master program. The Memo function can also be accessed from the Maintenance & Inquiry menu via option 13, Supplier memos.

	A sample memo screen would be as follows:	
🗑 RM		le lo l
Ele, Edit Help		n al de la factoria de sur
P.C.P.L RM Typist: D6 Port: 96	Accounts Payable SUPPLIER MEMO MAINTENANCE	TLAPP400 1.10 MAR 24,2003
SUPPLIER : 1230	LESLIE PRIOR	
SAMPLE NEMO ENTI	RY	
t + 1	PgUp PgDn 😰-Delete Line 🖬 CANCEL	ESC-END
8		

## SUPPLIER OPEN ITEM

This program allows you to display all invoices (paid and outstanding) and journal entries for a specific supplier. These will not include purged items.



**RM** File Edit Help Accounts Payable LAPP18 3.38 P.C.P.L A/P Open Item List 31/01/2003 RM Display Supplier # .....: Payment terms ....: Discount ¥ .....: Last Cheque # ...: Cheque amount ...: Invoice no Inv.Date Post Date Src Disc. Ant Orig Due Curr Due Cheque [S]-Supplier []] Select: (<u>0</u>)-All [Esc]-Exit

Type A and press (Enter) to list the open item details for all suppliers or S for a single supplier.

If you select S for a single supplier the system will prompt you to enter the supplier's number. F5 can be used to list all suppliers or F3 can be used to enter the supplier's name. Further options are available once you enter a supplier number. If you type the supplier number and **don't press**  $\leftarrow$  Enter), you can get a list of all cheques issued to that supplier by pressing F6 or a list of all invoices entered by pressing F8.

	The screen v	vill appear a	s follows:		
RM STATE					M
Elle Edit Help			ni filta daga	l ne ne den en en e	
P.C.P.L	Acco	unts Payah	le	TLAPP18 3.3	38
RM	A/P 0	pen Item Li	ist	31/01/200	)3
Display					
Supplier #: 1	230	LES	SLIE PRIOR		
Payment terms: 3	0	24	5 YORKLAND I	BLUD.,	
Discount %:	.00	SU	LTE 100	·	
Last Cheque #: 4	047	AII	LLOWDALE, OI	ITARIO	
Cheque amount:	40.00	H2.	J 4W9		
Invoice no Inv.Date	Post Date Src	Disc. Ant	Orig Due	Curr Due Cheque	
136574 31/01/2003	31/01/2003 3	257.50	02/03/2003	31/01/2003	
JAN2003 31/01/2003	31/01/2003 3	150.00	02/03/2003		
10012003 10/01/2003	14/01/2003 3	40.00	10/01/2003	4047	
13122002 13/12/2002	13/12/2002 3	79.39	13/12/2002	4022	
30112002 30/11/2002	02/12/2002 3	85.39	30/11/2002	4009	
311102002 31/10/2002	31/10/2002 3	85.00	31/10/2002	3982	
UEL 31-UZ 31/12/2002		91.28	31/12/2002	4034	
NUV 14-02 14/11/2002	14/11/2002 3	50.00	14/11/2002	1990	
TOTAL		407.50			
[_]: [ <b>2/2</b> ]-Next/Previ	ous [ <b>8/6/8/8/</b>	]-Retrieve,	/Clear/Purgo	:/Email/Purge-Inq Est	

The following options are available.

Display next or previous supplier.

- Retrieve a specific supplier by supplier number.
- Match manual cheques, journal entries or debits against invoices.
- ĒCP Purge all open items that's balance is zero for this specific supplier.
- ē Email this screen to your Microsoft Outlook email profile.

(Esc) Exit supplier open item program.

# PURGE SUPPLIER MASTER UPDATES

This program allows you to purge the audit trail file for the supplier master updates. The audit trail file lists all updates that have been made to supplier master records since your last purge. To get a list of all changes print the Supplier Master Updates report (page 7-36).

🕞 RM		
Ele Edit Help		
P.C.P.L	Accounts Payable	11.APP20 2.64
RA	Maintenance and Inquiry	31/01/2003
1 Cheques	Run 11 Purge cheque inquiry	
2 Cash requirements	12 Purge supplier maste	r
3 Purge accounts paya	ble file Aun 13 Supplier memos	
4 Purge cheque file	Run 14 Purge open item inqu	iry <sub>.</sub>
5 Supplier master	15 Purged Supplier mast	er inquiry
6 Supplier open item	Run	
- / rurge supplier mast	er updates	
9 PC link	serah	
10 GST codes		
	E Exit	
	E Enter selection	
	2011	

Type 7 and press *Enter* to select *Purge supplier master updates*.

The screen will appear as follows:

RM		비미지
Fie Edt Help P.C.P.I.	Accounts Poyable ILAPP Supplier Master Undate Print 31	
		/01/2003
	Do you want to PURCE the OUDIT trail file (型)的 2	
Туре 🏹	and press <i>Enter</i> to purge the audit trail file or N to cancel proces	ssing.

## **MICR CHEQUE PRINTER SETUP**

MICR cheque printing allows you to print your cheques directly to a laser printer using a blank cheque form and a MICR (Magnetic Ink Character Recognition) toner cartridge.

The following steps must be performed before you can begin printing your cheques using the MICR Cheque Printing program.

#### 1. Setup Static Cheque Information

Information such as your bank name, address and your bank account number must be setup before you can start printing cheques. This information is setup through the Company Information program. Please refer to page 10-1 for more details.

#### 2. Define Printers

You must define all printers that are going to be available for MICR cheque printing through the MICR Printer Setup program. Further details follow in this chapter.

#### 3. Tools To Have On Hand

- (A) Make sure that the MICR toner cartridge has been loaded into your laser printer.
  - Be sure to read all special instructions that come with the toner cartridge before loading it into your printer.
- (B) Have your blank cheque paper loaded into the paper tray.

(C) Have the MICR Visual Inspection template and your CHEQsys manual on hand.

It is a good idea to use your MICR Visual Inspection template to check a few cheques of your first cheque run. Thereafter, visual inspections should be performed after every 200 cheques.

Edit (telp)     Accounts Payable     TLA       P.C.P.L     Accounts Payable     TLA       RN     Maintenance and Inquiry     TLA	PP20 2.64
P.C.P.L Accounts Payable TLA   RM Haintenance and Inquiry	PP20 2.64
RM Maintenance and Inquiry	
	31/01/2003
1 Cheques   Run 11 Purge cheque inquiry     2 Cash requirements   12 Purge supplier master     3 Purge accounts payable file   Run 13 Supplier memos     4 Purge cheque file   Run 14 Purge open item inquiry     5 Supplier master   15 Purged Supplier master inqui     6 Supplier open item   Run     7 Purge supplier master updates   Run     8 MICR cheque printer setup   9 PC link     10 GST codes   E Exit	.ry

To select MICR cheque printer setup, type 1 and press - Enter.

C.P.I.	LASE	R PRINTER CONFIGURATION			TLSYPHEB 1
		Naintenance		Monday	MAR 24,200
Printer number	:				
Printer name Description	:				
MICR SETTINGS Horizontal offset Vertical offset	t: :	NETWORK INFORM Print server : Print queue :	ATION		
Creation date Typist	:	Last update :		Find Add	printer printer
				lodif Delet	y printer e printer Nide ptions
			α	a∕k:ne× onc∕End	t/previous :first/last

The screen will appear as follows:

The functions available are as follows:

- Displays a list of available printers.
- Allows you to setup a new printer record.
- Allows you to modify an existing printer record.
- Delete an existing printer record.
- Temporarily removes the menu box from the screen.
- The options function is not available at the present time.
- Home/End (+)+ (Esc)
- Retrieve the first/last printer record. Move up or down through the menu functions.
- Exit this menu.

To add a printer record type A and press Enter. Enter the information as follows:

## **PRINTER NUMBER**

Each printer must be assigned a unique printer number. Display all printers by using [5] and then assign the next sequential printer number.

## **PRINTER NAME**

Type up to a 20 character name for the printer you are defining. This field is useful if your printers are on a network. Each printer on a network has a unique name. Enter this name in this field.

## DESCRIPTION

This field is best used to give the location and type of printer. The maximum number of characters that you can enter is 35.

## MICR SETTINGS

When you are first testing your cheques with the Visual Inspection template sometimes the horizontal and/or vertical offset of the numbers are off slightly. These fields allow you to adjust the offset of the font in order to get the numbers to print within the allowable area.

The offset number is a decimal number representing the number of 1/720" to the position of the cursor. If you are adjusting the horizontal offset a positive number would adjust the cursor position to the right and a negative number would move the cursor position to the left. With the vertical offset a positive number moves the cursor position down and a negative number moves the cursor position up.

## **NETWORK INFORMATION**

If the printer you are adding is a network printer these fields allow you to enter the name of the print server that the printer is attached to and the printer queue name. Enter this information only if your printer is on a network.

## **PC LINK**

This program allows you to import and export accounts payable information into different file formats.



To select PC link type 9 and press - Enter.

The screen will appear as follows:

A	Accounts Payable Maintenance and Inquiry	
1 Cheques 2 Cash requirement 3 Purge accounts p 4 Purge cheque fil 5 Supplier master 6 Supplier open it 7 Purge supplier m 8 MICR cheque prin 9 PC link	11 Purge cheque inquiry s 12 Purge supplier maste ayable file 13 Supplier menos e 14 Purge open item inqu 15 Purged Supplier mast em aster updates ter setup	; iry er inquiry
	E Exit	
	SELECTION MENU	
	Import utilities Export utilities	
	t i ritten a sant a	

## **IMPORT UTILITIES**

The import utilities program is not available at the present time.

RM File Edit Helo			
PICIPIL RM	Acc Mainter	counts Payable nance and Inquiry	TLAPP20 2.64 <b>31/01/200</b> 3
1 Cheques 2 Cash requi 3 Purge accor 4 Purge cheq 5 Supplier m 6 Supplier o 7 Purge supp 8 MICR chequ 9 PC link 10 GST codes	rements unts payable file ue file aster pen item Lier master updates e printer setup E Ex	11 Purge cheque inquiry 12 Purge supplier maste 13 Supplier memos 14 Purge open item inqu 15 Purged Supplier mast	r Hiry Ler inquiry
	9E Er	nter selection	
	<<< The IMPORT util;	ities are NDT AVAILABLE ! >:	<b>&gt;&gt;</b>

## **EXPORT UTILITIES**

Highlight *Export utilities* and the screen will appear as follows:

💮 RM		느ㅋㅋㅋ
Ele Edt Help	Accounts Payable	TLAPP20 2.64
RM	Maintenance and Inquiry	31/01/2003
1 Cheques 2 Cash requirements 3 Purge accounts pays 4 Purge cheque file 5 Supplier master 6 Supplier open item 7 Purge supplier mast 8 NICR cheque printer 9 PC link 10 ST codee	11 Purge cheque inquiry 12 Purge supplier master ble file 13 Supplier memos 14 Purge open item inquin 15 Purged Supplier master er updates setup	'Y 'inquiry
	E Exit	
	SELECTION MENU	
	Supplier moster Open items file	
	↑↓ [ <mark>Esc</mark> ]-Exit	

The Supplier Master and Open Item records can be converted to DBF format.

#### SUPPLIER MASTER

Highlight Supplier master and press (FInter). The following screen will appear:

P.C.P.L RM Typist 6 LOGGED ON Di EXPORT Direc	Recounts Payable Export SUPPLIER MASTER File to DBF Format rectory: [ H:\DEMO\RM\ ] tory : [ LOGGED ON DIRECTORY ]	TLAPPOIB 1.30 Tue MAR 25,2003 10:45:34 Port 96
	Input File : RMAPF01.TXT Output File : RMAPF01.DBF Record Count : Start Time : Current Time : Stop Time :	
	(8] Select: [8]-Start [Ese]-Exit	

Type S and press Enter to export the Supplier master to DBF format.

## **OPEN ITEMS**

Highlight Open items file and press ( Enter). The following screen will appear:

Els Edit Help	방황은 방황했는 것같이 한 문화가 전 말했다. 이는 것이 것을 잘 못했던 것이 있는 것이 있는 것이 있는 것이 가지 않는 것이 가지 않는 것이 것을 하는 것이 것을 가지 않는 것이 것을 했다. 것이는	
		TI 000000 1 20
RM	Export A/P OPEN ITEMS File to DBF Format	Tue MAR 25,2003
Typist 6 Port 96		10:47:47
Include CHEQUE Include CSV HEA Include ZERO UN	DATES : N NO IDER: Y YES IPAID .: Y YES	
	Input File : RMAPF03.ISI	
	Output File : RMAPF03.DBF Record Count :	
	Start Time :	
	Current Time :	

The following export options are available:

- Export open item records from the current year's open items file. C H
- Export open items from the open items history file.
- Export open items from monthly backup files. The system will display all backup files and request you highlight the one you want to export from.
- Exit the Open items export utility. (Esc)

Once you have selected the open item files you want to export from type (S) and press (Enter) to export the open items to DBF format. The DBF filename will be displayed on the screen.

# **GST CODES**

This program is used to set up various GST codes. You can have up to 9 GST codes.

() RM		<u>_   ×</u>
Elle Edit Help		
P.C.P.L RM	Accounts Payable Maintenance and Loquiny	TLAPP20 2.64
	naricendice and induity	3170172003
1 Cheques	Run 11 Purge chequ	e inquiry
2 Cash requiremen	its 12 Purge suppl	lier master
3 Purge accounts	payable file Run 13 Supplier me	nos
4 Purge cheque fi	le Run 14 Purge open	item inquiry
5 Supplier master	15 Purged Supp	olier master inquiry
6 Supplier open i	ten Run	
7 Purge supplier	master updates	
8 MICR cheque pri	nter setup	
9 PU LINK		
IN PPI CDUGS	E Enda	
	E Enter selection	
5		

To select GST codes type 10 and press -Enter).



🛞 RM				
<u> Eile Edit Help</u>				
<u>P.C.P.I.</u> RN	System Lable Maintenance Federal Tax	: Informati : and Inqui < Codes (65	on .ry :T)	11.SGP090 1_31 31/01/2003
1 Federal tax code (G 2 Description 3 Tax rate 4 G/L code Last updated Updated by	ST):			
[_] Select: [ <mark>A</mark> ]-ADD	C <mark>T</mark> J-HODIFY	[ <mark>s</mark> ]-show	( <mark>Esc</mark> )-EXIT	
	E (D)-PRINT	[]]-LIST		

To add a new GST code type (A) and press (Enter). Enter the information as follows:

## **GST CODE**

Enter a two digit alpha-numeric number to represent the GST code.

## DESCRIPTION

Enter a description for the GST code. For example GST TAXABLE.

## TAX RATE

Enter the tax rate that is being charged. For example: 7% would be entered as 7.00.

## G/L CODE

Enter the G/L code that you want to book the GST to. [F5] can be used to list all valid GL codes and [F4] can be used to add a new GL code.

Once all the information has been entered and reviewed type A to accept and save the GST code.

# **PURGE CHEQUE INQUIRY**

This program allows you to perform a lookup on a cheque that has been purged by the Purge Cheque File program, (page 8-10).

RM STORE		-미스
Elle Edt Help		
P.C.P.L RM Main	Accounts Payable tenance and Inquiry	31/01/2003
1 Cheques 2 Cash requirements 3 Purge accounts payable file 4 Purge cheque file 5 Supplier master 6 Supplier open item 7 Purge supplier master updates 8 HICR cheque printer setup 9 PC link 10 GST codes E	Run 11 Purge cheque inquir 12 Purge supplier mass Run 13 Supplier memos Run 14 Purge open item inq 15 Purged Supplier mass Run	'Y Ler Quiry Ster inquiry
	Enter selection	

Type 11 and press *Enter* to select *Purge cheque inquiry*.

	The screen will appear as follows:	and a state of the state of the state of the
<b>∰</b> RM		
<b>FIASER: HAD</b> P.C.P.L RM	Accounts Payable Purged Cheque Inquiry	11.app38 1,10 31/01/2003
	YEAR       2000       2001       2002       2003	
	ti Esc	

Highlight the year that contains the cheque that you want to inquire about and press (-Enter).

RM FILL FOR INCO				
P.C.P.I. RM		Account Purged Che [ 21	is Payable qu <b>e Inquiry</b> 100 ]	11.029938 1.10 31/01/2003
Cheque #: Invoice #	Date P	roc date - Car	n date Inveice amt	Paid ant Disc amt
Enter (CHEQ) [Esc]	UE NUMBER) -End	[ <b>13</b> ]-LOOKUP	[Hemc/End]-Display	FIRST/LAST cheque

The screen will appear as follows:

Enter the cheque number you want to display. F5 can be used to list all cheques. Home/End can be used to display the first or last cheque.

Once you have entered the cheque number the cheque details will be displayed.  $\rightarrow$  and  $\leftarrow$  can be used to display the next and previous cheques.

# PURGE SUPPLIER MASTER

This program allows you to purge suppliers from the database that have not had any activity within the time frame that you specify.

RM .						i Bann	
File Edit Help							
P.C.P.L RM Typist: 0 Port: 96	6	Acco Supplier	unts Pa Master	yahle Purge		Tue	LAPPOIP 1.30 WAR 25,2003 11:22:11
Purge	all SUPPLIER	records	up to a	nd includ	ling the CU	T OFF	DATE.
	CUT OFF D	ATE : 25/	03/2001	E MAR 25	5,2001 ]		
	[ ] Select-	(Ø]-Star	• m	-Modify	[legel-Fyi	•	
	L_3 001661.	t <u>m</u> a otai	- 1 <u>8</u> 1	mouty		•	

The cut off date defaults to the year before the sign on date. If you want to modify the cut off date, type  $\mathbb{M}$  and press  $\underbrace{\leftarrow \text{Enter}}_{\leftarrow \text{Enter}}$ . Enter the date in the format *ddmmyyyy*. When the correct cut off date has been entered, type  $\mathbb{S}$  and press  $\underbrace{\leftarrow \text{Enter}}_{\leftarrow \text{Enter}}$  to start the purge.

The system will ask you if you are sure you want to continue with the purge. Type Y to continue or  $\mathbb{N}$  to exit the purge program.

All supplier records that have not had any activity up to and including the cut off date will be deleted.

## **SUPPLIER MEMOS**

A memo record can contain specific information about a supplier that does not fit into any of the fields within the supplier master record. Details such as directions to the suppliers, special products, key contact names etc... can be listed in the memo record and shared by anyone who has access to the Supplier Master program. The Memo function can also be accessed from the Supplier Master Maintenance program by pressing F8.

		- DX
P.C.P.L RM Main	Accounts Payable IL( intenance and Inquiry	1PP20 2.64 31/01/2003
1 Cheques 2 Cash requirements 3 Purge accounts payable file 4 Purge cheque file 5 Supplier master 6 Supplier open item 7 Purge supplier master updates 8 WICR cheque printer setup 9 PC link 10 GST codes	Run 11 Purge cheque inquiry 12 Purge supplier master Run 13 Supplier memos Run 14 Purge open item inquiry 15 Purged Supplier master inqui Run es	iry
E E	E Enter selection	

Type 13 and press Enter to select Supplier memos.

The screen will appear as follows:

File Edit Helo						
P.C.P.L RN Typist: 06	Accounts Paya Supplier Mend Maint	Accounts Payable SUPPLIER MEMO MAINTENANCE				
SUPPLIER :	[[]]-SUPPLIER Lookup	[ <mark>68</mark> ]-NEMO Lookup	[ESC]-End			

Enter the supplier number for the supplier you want to create the memo entry for. [F5] can be used to list all suppliers and [F6] can be used to list all memo entries.

## **MEMO RECORDS**

A memo record consists of 16 lines. You can enter up to 75 characters per line. Once you have finished entering text in the memo record press  $\boxed{Esc}$  and type to record the entry.

## **MEMO EDIT FUNCTIONS**

The following keys can be used to aid you in editing your memo entries.



Moves the cursor up or down through the memo lines

Positions the cursor on the first line or the last line of the memo record

Deletes the text on the line the cursor is on

Cancels memo modifications

Esc Ends editing session

## **PURGE OPEN ITEM INQUIRY**

This program allows you to display purged open item inquiries.

RM SALES		_ <u>_   _   ×</u>
File Edit Help		
P.C.P.L	Accounts Payable ILAP	20 2.64
	intenance and inquiry 3	/01/2003
1 Cheques	Run 11 Purge cheque inquiry	
2 Cash requirements	12 Purge supplier master	
3 Purge accounts payable file	Hun 13 Supplier memos	
4 Purge cheque rile	Nun 14 rurge open liem inquiry	
5 Supplier and item	Buo 13 Luigen anbhitei mastel tudatij	,
7 Purge supplier master updat	68	
8 MICR cheque printer setup		
9 PC link		
10 GST codes		
	E Enter selection	

Type 14 and press *Enter* to select *Purge open item inquiry*.



To display a specific supplier type S and Enter the supplier number.

💭 RM							
Ele Edit	Heb	nder stennings nder stennings	lccounts	Pavable	anin 1928-144		TLAPP18H 1.14
RM		Purged A	I/P Open	Item In	quiry		31/01/2003
Supplic Paymen Discour Last Cl Cheque Invoic	er # t terms: nt * heque #: amount e no Inv.Date	Post Date S	Grc Dis	c. Amt O	rig Due	Curr Due	Cheq#
Enter	CSupplier Nu CF6 <mark>J-CHEQUE</mark>	nber] [F3]- Lookup [F8]	Supplie	r Name E Lookup	CF5]-SU CEsc]-	PPLIER Look -End	nb

The following screen will be displayed:

The following options are available.

**F5** Obtain a list of all suppliers.

**F3** Enter the supplier by supplier name.

- F6 Display a list of cheques for the selected supplier.
- **FB** Display a list of invoices for the selected supplier.
- Esc) Exit out of the Purge open item inquiry program.

Once you select the supplier you want to display the purged open items for the screen will look similar to the following:

🤹 RM 👘 🖓					
Ele Edt Help					
P.C.P.I.	Ac	counts Payab	le	T	LAPP18H 1.14
RM	Purged A/	P Open Item	Inquiry		31/01/2003
Supplier #: 1	230	LES	SLIE PRIOR		
Payment terms: 3	0	24	5 YORKLAND I	BLVD.,	
Discount %:	.00	SU:	ITE 100		
Last Cheque #: 3	417	HI WI	LLONDALE, OI	NTARIO	
Cheque amount:	46.87	M2	J 4W9		
Invoice no Inv.Date	Post Date Sr	c Disc. Amt	Orig Due	Curr Due	Cheg#
12111999 12/11/1999	12/11/1999 3	49.98	12/11/1999		3061
13081999 13/08/1999	13/08/1999 3	59.02	15/08/1999		2978
13092002 13/09/2002	13/09/2002 3	60.00	13/09/2002		3948
15081999 15/08/1999	16/08/1999 3	43.96	15/08/1999		2978
18082000 18/08/2000	21/08/2000 3	70.32	18/08/2000		3300
21082000 21/08/2000	21/08/2000 3	51.36	21/08/2000		3300
21092000 21/09/2000	27/09/2000 3	69.31	30/09/2000		3326
21122001 21/12/2001	27/12/2001 3	10.00	21/12/2001		3710
26042002 26/04/2002	29/04/2002 3	119.27	26/04/2002		3812
26072002 26/07/2002	26/07/2002 3	70.00	26/07/2002		3906
27092002 27/09/2002	27/09/2002 3	80.27	27/09/2002		3963
28082002 28/08/2002	28/08/2002 3	50.00	28/08/2002		3934
28112001 28/11/2001	28/11/2001 3	27.15	28/11/2001		3676
[C] Select: []-Con	tinue [@]-E	mail [Esc]	-Return		

# PURGED SUPPLIER MASTER INQUIRY

This program allows you to display purged suppliers.

RM CALL		
P.C.P.L RM Main	Accounts Payable tenance and Inquiry	TLAPP20 2.64 31/01/2003
1 Cheques 2 Cash requirements 3 Purge accounts payable file 4 Purge cheque file 5 Supplier master 6 Supplier open item 7 Purge supplier master updates 8 MICH cheque printer setup 9 PC link 10 GST codes E	Run 11 Purge cheque inquiry 12 Purge supplier master Run 13 Supplier menos Run 14 Purge open item inqui 15 Purged Supplier maste Run	ry r inquiry
. E	Enter selection	

Type 15 and press Enter to select Purged Supplier master inquiry.

The screen will appear as follows:

P.C.	P.L.	00	Burned	Accounts	Payable	Traui m	Tue	LAPPOIN 1.01
ne Port	: 96	UD	ruiyeu	anhhitei	1408 LG1	Indarià	TUC	11:43:12
Scre	en 1							
	Supplier	Code	:					
	Supplier	Nane	:					
	Supplier	Address 1	:					
		Address 2	:					
		Address 3	:					
		Address 4	:					
		Phone #	:					
	FAX Numbe	er	:					
	Contact	Nane	:					
	Contact's	s Title	:					
	Mobile P	hone Number	:					
	Email Add	dress	:					
	Web Site	Address	:					
	Payment	Terns	:					
	Discount	Percentage	:					
	Home G/L	Code	:					
	P.O. Req	'd for Invoi	.c <b>e :</b>			Ytd Purchases	:	
r∎n	Function	: [8]-Show		-l ookup	fisc1-i	Exit		

Type S and press ( Enter) to display a purged supplier.

(F5) can be used to list all suppliers that are in the purged supplier master file.

RM Typist Port: 96	: 06	Purga	d Supplier	Haster	e Inquiry	Tue	MAR 25,200
Screen 1		Sh	09				11.47.5
Supplie	Code	: 1	635				
Supplie	Nage	: PO	LYNATHIC C	OMPUTER	PRODUCTS		
Supplie	Address 1	: DI	UISION 40				
	Address 2	: 28	2 NORTH RI	VERHEDE	ROAD, SUITE	#3	
	Address 3	: CO	NCORD, ONT	ARIO	•		
	Address 4	: L4	K 3N6				
	Phone #	: 41	6-490-8010				
FAX Num	er	: 41	6-490-8275				
Contact	Name	: MA	. BOB FURL	ong			
Contact	's Title	:					
Mobile H	hone Number	:					
Email Ad	ldress	:					
Web Site	address 🛛	:					
Payment	Teras	:	0				
Discount	Percentage	:	.00				
Home G/I	. Code	: 59	9910 MISCE	LLANEOUS	S HARDWARE/SOI	FTWARE	
P.O. Rec	'd for Invoi	ce: Y		٩	Ytd Purchases	:	.00

The screen will appear as follows:

The following options are available.



Email a copy of the screen to your Microsoft Outlook email profile.

D Display a list of supplier from the purged supplier master file.

Display the next screen of information for this supplier.

Exit the purged supplier master inquiry program.

Display the next or previous supplier.

Display the first or last supplier.

# **CHAPTER 9: DATA FILE STATUS**

# ACCOUNTS PAYABLE SYSTEM

This program allows you to determine which purchase or cash disbursements journal analysis files are on the disk drives, which journals have not been printed, which journals have been printed but not closed, and the date of the last month closed.



Type 1 and press - Enter).



The screen will appear as follows:

© for the status of Cash disbursement journal files then press Enter

100 Kori					जाना ज
Eile Edit Help					
P.C.P.L		Accoun	ts Payable	e TLAPP20	2.64
RM		Data F	ile Status	в 31/0	01/2003
Enter FISCAL YEAR :	2003				
Checking file=> MAR	PJ 2002	228	Closed		
Checking file=> APR	PJ 2002	237	Closed		
Checking file=> MAY	PJ 2002	192	Closed		
Checking file=> JUN	I PJ 2002	143	Closed		
Checking file=> JUL	. PJ 2002	254	Closed		
Checking file=> AUG	PJ 2002	232	Closed		
Checking file=> SEP	PJ 2002	204	Closed		
Checking file=> OCT	PJ 2002	141	Closed		
Checking file=> NOU	PJ 2002	203	Closed		
Checking file=> DEC	: PJ 2002	133	Closed		
Checking file=> JAN	I PJ 2003	145			
Checking file=> FEB	l PJ 2003 no	t found			
Current PJ details	to print	0	Unlocked		
Current PJ details	printed	187	Unlocked		
	Last Month C	losed_:	12/2002	[DEC/2002]	
	[_] Select	: ([])	-¤odify	[lise]-End	

The screen will appear as follows if you select the P – Purchase journal:

If you need to modify the last month closed type M and press <u>Enter</u> then enter the last month closed in the format *mmyyyy*.

# **CHAPTER 10: COMPANY INFORMATION**

# ACCOUNTS PAYABLE SYSTEM

This program allows you to display and/or modify any of the system information set up when the Accounts Payable System was first installed.

RM	e be		
Eile Edt Help			
P.C.P.L RM Last month end: 1	2/2002	Accounts Payable Nain Menu	TLAPP20 2.64 31/01/2003 Last year end: 28/ 2/2002
		1 Daily processing 2 Yearly processing 3 Reports 4 Maintenance and in 5 Data file status 6 Company informatio	quiry n
		E Exit	
		E Enter selection	
Tvr	be 6 an	t press (+ Enter) to select Co.	mpany information.

The screen will appear as follows:



	System Information	Thu MAR	27,2
GI Ca Si La	ENERAL COMPANY INFORMATION ompany initials: RM hort company name: P.C.P.L ong company name: POLYMATHIC COMPUTER PRODUCTS	LIMITED	
1) ( 2) ( 3) ( 3) ( 3) ( 3) ( 3) ( 5) ( 5) ( 5) ( 5) ( 6) ( 7) ( 8) ( 8) ( 8) ( 8) ( 8) ( 1) ( 1) ( 1) ( 2) ( 1) ( 2) ( 1) ( 2) ( 2) ( 3) ( 3) ( 3) ( 3) ( 3) ( 3) ( 3) ( 3	ACCOUNTS PAYABLE - GENERAL INFORMATION G/L code for DISCOUNT EARNED : 4685 DISCOUNTS-PST Cheque format	e: JAN D	1 ,200

The following options are available:

Modify the company information fields.

E Email a copy of the screen to your Microsoft Outlook email profile.

Send a copy of this screen to Microsoft Word.



Display the next screen of information.

Exit the Company information program.

For more information on the Company Information options, refer to Company Information (11-8).

# **CHAPTER 11: COMPANY SETUP**

# **INITIALIZE A NEW COMPANY**



To add a new company, enter the company information as follows:

## **COMPANY NUMBER**

The system will automatically assign the next sequential number for this company.

## LONG COMPANY NAME

Enter the companies full name in this field. The length of this field is 50 characters.

## SHORT COMPANY NAME

Enter a short form for the company name. The maximum length of the field is 10 characters.

## **COMPANY INITIALS**

Enter the company initials you want to use for this company.

## HOLDING COMPANY INITIALS

Enter the initials of the holding company or press F9 to clear the field.

## **AFFILIATED COMPANIES**

Enter the initials of any affiliated companies here along with their division number. You can enter up to five affiliated companies or press [Esc] to bypass these fields.

## LAST MONTH CLOSED DATE

Enter the last month closed in the form of mmyyyy.

## **GST REGISTRATION NUMBER**

Enter your GST Registration number or press **F9** to clear the field.

## **HOME DIRECTORY**

Enter the home directory of the data files. If you are in the correct directory, simply press (-Enter).

## **EXPORT DIRECTORY**

Enter the file path to the directory you want exported files to be saved.

Review the information entered so far and if everything is correct, type A and press *Enter* to continue.

## MAILING ADDRESS

In this section, enter the information that you want to appear as your mailing address.

Once you have finished entering this information, review it and if everything is correct, type A to accept and save the information.

The system will prompt you as follows:

Do you wish to COPY the SECURITY file from another company (Y/N)?

If you type Y - Yes, the system will prompt you to enter the company initials. If you type N - No the system will copy the security file from the existing company.

# **INITIALIZE ACCOUNTS PAYABLE SYSTEM**



Press *Enter* to sign on to an existing company.

The so	reen	will	appear	as	follows:

al a	Thursd <b>ay</b> , I	tarch 27,2003	13:13:51	3.4
	Company Directory Last Signo Typist	: : H:\DEHO\RH : :	Port : Last H/E : Last Y/E : Prior Year:	91
		1 User Number : . 2 Password : 3 Company :	-	
	Enter	[TYP1ST NUHBER]] [E	so]-Exit	

Enter your typist number. The default value is 1.

Enter your password. The default is *Enter*.

Enter the Company number or initials.

	Thursday, March 27,2003	13:15:18	3.44
	Company TC : TC (# 2) Directory : H:\DEND\RH Last Signon: MAR 27/2003 Typist 1 :	Port : Last H/E : Last Y/E : Prior Year: CL	96 DEC/2002 OSED
	TTTTT CCCC T TT T C C		
	IT C		
	TT C		
	TT C C TT CCCC		
	PROCESSING DATE : 31/01/2003 [JAN 3	1/2003]	
ເຮັງ	Select: [S]-Start []]-Nodify []]-	Cancel [ <u>Esc</u> ]-Exi	t

The screen will appear as follows:

The main menu will now appear.

🤹 t C		
File Edit Help		
TC	HAIN MENU	MASTER 3.51
TC		Fri JAN 31,2003
CRT # 96		13:16:00
TYPIST # 1		
	1 Payroll	
	2 Accounts Receivable	
	3 Accounts Payable	
	4 Sales Analysis	
	5 General Ledger	
	6 Security	
	7 System Utilities	
	8 Daily Closing	
	9 Monthly Closing	
	10 Print Reports	
	11 Time Accounting	
	12 Fixed Assets	
	13 Inventory / Order Entry	
	14 Vertical Harkets	
	Q Query	
	S Status	
	E Exit	
	Enter selection	

Select the Accounts payable System by typing 3 and pressing Enter).

The following screen will appear:



The following screen will then appear:



If you want to copy the supplier master layout from an existing company type Y, otherwise type N then press *Enter*.
## COPY SUPPLIER MASTER LAYOUT FROM AN EXISTING COMPANY

If you type Y – Yes to copy the supplier master layout from an existing company

the following screen will appear:

POLYMATHIC File Fdt: Hele		
	ACCOUNTS PAYABLE System Information	INITAP 1.0 Thu MAR 27,200
GENERAL COMPANY INFORM Company initials Short company name Long company name	ATION : TC : TC : TCST COMP	'ANY
	Do you wish to copy the A/P PASSWORDS from another company ? _	
If you want to copy the acco otherwise type N th	unts payable passwords from an en en press (	xisting company type Y for more details.
T	he following screen will appear:	
30 Edt. 1990	ορομμές ρουορίς	

	ACCOUNTS System In	PAYABLE formation	Thu	MAR	27	1 ,2(
GENERAL COMPA Company initi Short company Long company	NY INFORMATION als: TC name: TC name:	TEST COMPANY	****		-1	
<b></b>						
	Enter the initials SUPPLIER M	of the company whose ASTER Layout	, T			
	you wis	h to copy				

Type the initials of the company you want to copy the supplier master from.



Enter the information as follows:

Press  $\leftarrow$  Enter to copy the supplier information for all branches of the company you selected. Type  $\bigcirc$  and press  $\leftarrow$  Enter to select a single branch. Type the number of the branch you want to copy from and press  $\leftarrow$  Enter. The system will display the branch name.

Type (Y) and press (-Enter) to clear the financial data that is currently recorded in the company that you selected to copy from. Type (N) and press (-Enter) to retain the financial data.

### **COMPANY INFORMATION**

The following screen will appear if you opted not to copy the supplier master layout from an existing company or once you answered the question about which company you want to copy the supplier master layout from.

DUYMATHIC		
Elo Edit Help		
	ACCOUNTS PAYABLE System Information	INITAP 1.66 Thu Mar 27,2003
GENERAL COMPANY INFORMAT	ION	-
Short company name: Long company name:	TC TEST	Company
ACCOUNTS PAYABLE - GENER 1) G/L code for DISCOUNT Ed 2) Cheque format 3) Last cheque number used 4) Report type 5) Password - Single Cheque 6) Year end BACKUP 7) Month end BACKUP 8) Password - Supplier Mass Last month end backup .	AAL INFORMATION ARNED :	: Run date:
Enter [ <mark>671_CODE</mark> ] [ <mark>]</mark> ] [	7]]-SETUP G/L code [1	]-LOOKUP [ <mark>Esc</mark> ]-End

Enter the information as follows:

### **GENERAL LEDGER CODE FOR DISCOUNT EARNED**

This is the general ledger code that the system will automatically post discounts on supplier invoices to. A valid general ledger code must be entered. [5] can be used to list all codes.

#### **CHEQUE FORMAT**

e Edit Heip		
ACCOUN	TS PAYABLE	INITAP 1.
2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	INTOFMELLON	Thu MHA 27,20
GENERAL COMPANY INFORMATION		
Company initials: TC		
Short company name: TC	TENT 00	
Long company name:	IESI CU	MPHNY
ACCOUNTS PAYORI E - GENERAL INFOR	HATTAN	
1) G/L code for DISCOUNT EARNED : 4	685	
2) Cheque format		f
3) Last cheque number used		SELECTION MENU
4) Report type		
5) Password - Single Cheques:		U - Cheque style A
b) Year end bhukur		1 - Cheque style D
R) Passand - Sunnlier Master		3 - Laser (Monre)
last month end backup	Typist:	4 - Laser (LT102)
	.,,	- 5 - PrePrinted HICR
		6 - Laser MICR
		9 - SPECIAL cheques
		I T ↓ LIREEJ-EXIT

Type the number beside your cheque style and press ( Enter).

### LAST CHEQUE NUMBER USED

Enter the number of the last cheque used in your manual system.

### **REPORT TYPE**

	System Inform	ation	Thu MAR 27,2
GENERAL COMPANY INF Company initials . Short company name Long company name	TORMATION TC TC TC	TEST CO	HPANY
ACCOUNTS PAYABLE 1) G/L code for DISC( 2) Cheque format 3) Last cheque number 4) Report type 5) Password - Single 6) Year end BACKUP 7) Month end BACKUP 8) Password - Sunnli	GENERAL INFORMATION DUNT EARNED : 4685 	l .aser HICR) Tymiat:	Run date:

The options are:

- Paid invoice details will show in cash disbursements journal.
- Paid invoice details will show in cash disbursements journal.
  No invoice details shown in disbursements journal, only cheque total.

Type the number corresponding to the report type you want and press (- Enter).

#### **PASSWORD – SINGLE CHEQUES**

If you want the printing of single cheques to be password protected, enter the password here.

### YEAR END BACKUP

If this field is set to yes year end backup files of the Supplier Master and Open Items files will be generated when the General Ledger year end roll has been run.

### MONTH END BACKUP

If this field is set to yes monthly backup files for the Supplier Master and Open Items files will be generated from the Monthly Closing program.

#### PASSWORD – SUPPLIER MASTER

If you want password protect the addition and modification of suppliers, enter the password here.

The following options are available:

- A Save the data.
- Modify the company information.
- C Cancel the initialization of Accounts Payable.

E

- (Pg Dn) Display the next screen of information.
  - Email a copy of this screen to your Microsoft Outlook email profile.
  - W Send a copy of this screen to Microsoft Word.
  - Esc Exit the Company information program.

Review the information entered and if everything is ok type (A) and press (-Enter) to save and continue.

#### The following screen will appear:

POLYMA1	HIC		
Cto Far H	6 <b>9</b>	Petron C	
	System In	formation	Thu MAR 27,2003
GENER	AL COMPANY INFORMATION		
Compa	ny initials: TC		
Short	corpany nare: TC		
Long	company name:	IEST COMPANY	
0000	INTS PAYARI F - RONK INFORMATIO	N	
1) Rank			
2) Bank	transit number		
3) Bank			
4) Bank	address - street:		
5) Bank	address - city:		
6) Bank	address - province:		
7) Bank	address — postal code:		
<b></b>			
Enter [	BANK ACCOUNT NUMBERD 1 (F1	0]-Clear field [Esc]-Er	nd

The data entered in this screen must be entered if you are using the Laser MICR cheque form type. The information entered here will appear on your cheques.

Once you have entered the information, verify that everything is correct then type  $\triangle$  and press  $\leftarrow$  Enter) to accept and save the information.

Once all the static information has been entered the system will then ask:

"On what drive do you want to set up the A/P files for this company ?"

Type the drive letter on which the company was set up and press  $\leftarrow$  Enter) or press  $\leftarrow$  Enter) to set the company up on the default drive.

The Accounts Payable System is now ready for use. Proceed according to the Accounts Payable Cycle outlined in the user's manual.

# **CHAPTER 12: PRINT REPORTS**

### PRINTING SPOOLED REPORTS

Polymathic application software generates reports by **spooling** to disk files. This means that when you wish to produce a report such as the Chart of Accounts, the report is not printed directly to the printer, but is saved or spooled on your hard disk for printing at some later time. Spooling reports rather than printing them directly has several advantages, some of which are as follows:

- Reports are produced faster, since writing to disk is faster than printing directly to a printer.
- All reports which have been spooled to the disk may be printed at one time instead of waiting for the printer to finish printing one report before printing the second report.
- You can print multiple copies of the same report without having to recreate and reprint the report.
- You can start printing at any page number.

After you have spooled one or more reports using the programs outlined in **Chapter 7** you can print them by selecting *Print Reports* from the Main Menu.

RM State		
Ede Edt Help		
P.C.P.L	MAIN MENU	MASTER 3.51
RH		Thu APR 18,2002
CRT # 96		10:30:35
TYPIST # 6		
	1 Payroll	
	2 Accounts Receivable	
	3 Accounts Payable	
	4 Sales Analysis	
	5 General Ledger	
	6 Security	
	7 System Útilities	
	8 Daily Closing	
	9 Monthly Closing	
	10 Print Reports	
	11 Time Accounting	
	12 Fixed Assets	
	13 Inventory / Order Entry	
	14 Vertical Markets	
	Q Query	
	S Status	
	E Exit	
	Enter selection	
	-	

To select Print Reports type 10, and press Enter).

INT SETUP FUNCTIONS	
PRINTER SELECTION	LASER
I/BOB-CUMMINGS/LASERBC	C No Setup
(CAL-SPARE1)CoStar LabelWriter XL Turbo	← Landscape 16.66 - LETTER
WHERONNTI WPR8FF5DB MICR	C Landscape 16.66 - LEGAL
\\HERONNT1\LJ2200-5 \\HERONNT1\LJ4	C Landscape TMS RMN 6 pt
WHERONNT1 Xerox-PCL	Portrait - small print
%POLYNT4{FacSys Queue Monitor	🗲 Landscape - small print
Dymo LabelWriter EL60	Portrait - large print
FACSys Fax Printer HP Laser.let 2100	
HPLJ4	
	🗭 No Setup
C Matrix	Condensed Print
C Laser	C Setup 8-1/2" Cheques
Send Eorm Feed	

The screen will appear as follows:

Highlight the printer you are going to print to.

If you are using a Laser printer, select *Laser* under TYPE and select *Portrait – small print* under LASER. If you are using a Dot Matrix printer, select *Matrix* under TYPE and select *Condensed Print* under DOT MATRIX. Click on OK.

These settings only have to be set the first time. The system will always bring up the Printer Selection window but you will be able to click on OK unless you changed printers.

🗑 RM	e de la companya de l	en line service	the second			-ICI ×
Ele Edit Help						
P.C.P.L		POLYMATHIC	GROUP		PCPR.	INT 2.65
Typist: 06 HPLJ4	Port: 96	Print Re	epor ts		Thu API	1 18,2002 10:14:35
			Start	\$	tatus	
	Report name	copy D/k	page	Copy Page Mess	ages	
<b>UENDOR MA</b>	STER UPDATES		, .	RMAP	RŎ2.PRT	
PURCHASE	JOURNAL			RMAP	ROG.PRT	
PURCHASE	JOURNAL - GST	-Llet		RMAP	ROG1.PRT	
PURCHASES	BY SUPPLIER -	G/L		RMAP	R100_PRT	
CASH DISA	URSEMENTS			RMAP	R12_PRT	
A/P CANCE	ITED CHEONE IT	ST		RMAP	R14C_PRT	
ACCRUNTS	PAYARI F CHENUF	PURGE		RMAP	R16_PRT	
PURCHASES	AV SUPPLIFR-0	ST G/I		RMOP	8200 PRT	
PURCHOSES	BY SUPPLIER-O	ST INU		RMOP	R201 PRT	
PUPPHAGES	BV CIPPI 15P_0	QT QIIM		Disto P	8201.1 HT	
PAGE DIG	IDEMENTS SIM _	6/I		0860	0202.1 HT	
CUSH D130	IDEMENTS SUM -	TNII		DMAD	0301 PDT	
CUEN DISD CUEN DISD	UNCHENIƏ AUM - HDOEMENTO OHMM	100		линг рмар	NJUI. MI	
CHAN DIAD	IN DU CHODITED	anr "llea		0800	NJU2.1111	
	DVAL BUTTLICH	-rrea		DMAD	8330.FAT	
SHLES UUU	010CC 000CD	CATOU		DISTO	0001 00T	
SHLES INV	UILES - UNVER			пннп	NUSI.FAI	
CH21 DUE	HULUUNIS MEULI	VHDLC			DIAT DOT	
H/N MHNUA	L UPEN ITEA CL	EHN1R6		NANN	n141.PXI	
P-print Q-	delete S-star	t 🛛-email 🖉-co	onvert	Z-zoon F4-func	tions I	-scrol

The print screen will then appear listing all the reports you can print.

### PRINT SCREEN FIELDS

The print screen is made up of seven columns. The function of each column is as follows:

- **Report name:** This is an identification label assigned to the various reports which may be spooled. Each individual report is assigned a unique name by the system.
  - **copy:** This column is used to indicate the number of copies of the individual report which are to be printed.
  - **D/K:** This column is used to indicate whether the spooled report should be deleted from or kept on the disk after it has been printed.
  - Start page: This column is used to indicate the page number on which you wish to start printing each report. This would normally be page one.
    - **Status:** The next three columns labeled Copy, Page and Messages are used by the system during printing to display the current copy and page being printed and other status messages.

The system will automatically scan the disk for spooled print reports when you select print reports from the main menu. This may take several minutes. The system will then display the names of the reports it has found. To print an individual report proceed as follows:

- 1. If the report you want to print is not highlighted, use the down arrow key to move through the reports until the report you want to print is highlighted.
- - a. The cursor will now move to the "copy" field. Type the number of copies that you wish to print and press (-Enter) or simply press (-Enter) to accept the system default of 1.
  - b. The cursor now moves to the "D/K" field. Indicate whether you wish the report to be the deleted or kept after printing. To delete the report after printing press *Enter* to accept system default. To keep the report after printing type K and press *Enter*.
  - c. The cursor will proceed to the "page" field. Type the number of the page that you wish to start printing on and press  $\leftarrow$  Enter) or press  $\leftarrow$  Enter) to accept the system default of 1.
- 3. Press (5) to start printing the desired reports.

A sample print screen follows:

RM		
Ele Edit Help		
P.C.P.L P	OLYMATHIC GROUP	PCPRINT 2.65
Typist: 06 Port: 96 HPLJ4	Print Reports	Thu APR 18,2002 10:23:36
	Start	Status
Report name	copy D/K page	Copy Page Messages
SALES BY CUSTOMER - G/L		1 20 RMARR300.PRT
SALES BY CUSTOMER - INVOICE		RMARR301 .PRT
SALES BY CUSTOMER - SUMMARY		RMARR302.PRT
MONTHLY SALES BY CUSTOMER-L1cg		RMARR350.PRT
MONTHLY CASH RECEIPTS - Lleg		RMARR360.PRT
ANALYTICAL REVIEW RATIOS		RMFSR05.PRT
FINANCIAL STATEMENT HEADERS		RMFSR061.PRT
F/S HEADERS & GIF1 CODES-L1eg		RMFSR063.PRT
GENERAL JOURNAL		RMGLR03_PRT
G/L PRELIMINARY TRIAL BALANCE		RMGLR09_PRT
ACCRUALS LISTING		RMGLB091_PRT
ACCRUALS FROM CLOSED JOURNALS		RMGLR094.PRT
GL ANALYSIS SUMMARY		RMGLR120.PRT
ANALYSIS ACCRUALS		RNGLR12C.PRT
BALANCE FORWARD		RNGLR98.PRT
CLOSING ENTRIES		RMGLR99.PRT
ORDERS		RMSGR250_PRT
LIST OF PURGED OHDERS		RNSGR25P .PRT
All requested printin	a done. Press	any key to CONTINUE:
	• ·····	

P P 1	PULYBOTHTO	CRAIIP		DCDDINT	2 60
ypist: 06 Port: 96	Print Re	ports		Thu APR 18	,2002
IFLU4		Start		Status	14:3
Report name	copy D/K	page	Copy Page Hes	sages	
VENDOR MASTER UPDATES			RNA	PRO2.PRT	
PURCHASE JOURNAL			RNA	PRO5.PRT	
PURCHASE JOURNAL - G	ST -Llet		RMA	PRO61.PRT	
PURCHASES BY SUPPLIEI	R - G/L		RMA	PR100.PRT	
CASH DISBURSEMENTS			RMA	PR12.PRT	
A/P CANCELLED CHEQUE	LIST		RNA	PR14C.PRT	
ACCOUNTS PAYABLE CHE	QUE PURGE		RMA	PR16.PRT	
PURCHASES BY SUPPLIE	R-QST G/L		RNA	PR200.PRT	
PURCHASES BY SUPPLIE	R-QST INU		RNA	PR201.PRT	
PURCHASES BY SUPPLIE	I-QST SUN		RMA	PR202.PRT	
CASH DISBUREMENTS SU	4 - G/L		RMA	PR300.PRT	
CASH DISBUREMENTS SU	4 – INU		RMA	PR301.PRT	
CASH DISBURSEMENTS SI	JMMARY		RMA	PR302.PRT	
NONTHLY C/D BY SUPPL	IER –Lleg		RMA	PR350.PRT	
SALES JOURNAL			RMA	RRO9.PRT	
SALES INVOICES - ORDI	ER ENTRY		RMA	RR091.PRT	
PAST DUE ACCOUNTS REI	CEIVABLE		RHA	RA125.PRT	
R/R MANUAL OPEN ITEN	CLEARING		RMA	RA14I.PAT	

### FUNCTION KEYS AND PRINT COMMANDS

The following functions are available in the Print report program:

- P Marks a report for printing.
- Õ Marks a report for deleting.
- SEC Start printing or deleting the selected reports.
- Email the report to yourself. \* You must be using Microsoft Outlook to use this function.
- Convert the report to Microsoft Word.
- Z Zoom the report, allowing you to view the details of the report on the screen.
- (F4) Change the printer defaults.
  - Ð Scrolls up through the reports to allow you to mark them for processing.
- Ð Scrolls down through the reports to allow you to mark them for processing.
- Esc Exit the print reports screen.

### **EMAILING A REPORT**

This option is only available if you are using Microsoft Exchange and Outlook. An email profile must be configured for you in order for you to be able to email reports to yourself. For technical assistance with this option please contact Polymathic.

To email yourself a report, highlight the report, type (E) and press (S). The report will automatically be emailed to you.

A file association must be set up for extension PRT to allow the file to open in Notepad. Once this has been set up you will be able to view the report in Notepad. To print the report you must print from the Polymathic print menu. A file association can be set up to print the report. For assistance with this option please contact Polymathic.

### **CONVERTING A REPORT**

The Convert program allows you to convert a report to Microsoft Word. You must be using Microsoft Word 2000 or later in order to use this function.

The convert a report to Microsoft Word, highlight the report, type C and press S. Microsoft Word will be launched and the report will then be converted to Word.

### ZOOMING A REPORT

The zoom utility allows you to display a report to the screen. To zoom a report, highlight the report and type Z You can use the arrow keys to move through the report. Home will take you to the beginning of the report and End will take you to the end of the report. When you have finished viewing the report, type Esc to exit.

### **FUNCTIONS**

The functions command allows you to change the printer you are going to print to or change the settings for the printer you are printing to.

The printer selection area lets you switch between dot matrix and laser printers, send commands to your printer and change the output device. Select the appropriate type and

setup required for the fonts then press OK.

Press [F4] and the screen will appear as follows:

# **CHAPTER 13: DAILY STARTUP**

## LOG ON INSTRUCTIONS

Follow the steps below to start using your accounting system for daily use:



Double click on your Polymathic icon to launch the Polymathic Accounting software.

POLYMATHIC - SYSTEM &	STRY	-0:
(HU MAR 27,2003	Googland and a characterization of the state	14:56:9
	SIGN ON	
	INITIALIZE a New Company	
	EXIT to Operating System	
-		-
en a su a s		

The following screen will appear:

Press *Enter* to sign on to an existing company.

Thursday, 1	tarch 27,2003		14:57:10	3.44
Company Directory Last Signor Typist	: H:\DEMO\RM : :		Port : Last N/E : Last Y/E : Prior Year:	9(
	1 User Number 2 Password 3 Company	: .		
Enter	TTYPIST NUUBEAD	[Esc]-5	kit	

The following screen will appear:

Log on to the system as follows:

- 1. Enter your typist number. The default value is 1.
- 2. Enter your password. The default is *Enter*.
- 3. Enter the Company number.

	Thurs Compa Direc Last Typis	day, M ny RM tory Signon t 6	erch : P.( : H:\ : JA! : LE8	27,20 P.L .DEMO 1 31/2 SLIE 1	03 (# \RM 2003 Prior	1)		Port Last Last Prior	7:24 H/E : Y/E : r Year:	3.44 96 DEC/2002 FEB 28/2002 OPEN
PPI P P PPI P P P	РРР Р Р РРР	** **	C( C C C C C C C C	сс с с	**	PPP P P P P P P P	PP P P PP	**	LLL L L L L L L LLLLL	
	PROCES	SING DI	ATE :	: 3170	)1/2003	[JA	N 317	2003]		

The screen will appear as follows:

Make sure the processing date is correct then type S and press *Enter*.

			2 C
BAG AN AL		The ADD T	9 200
NM CDT 4 DC		Ing arn 1	0,200
CNI 11 30 TVPIQT 11 6		10	
113 IVI 11 V	1	Pavroll	
	2	Accounts Receivable	
	3	Accounts Pavahle	
	Å	Sales Analysis	
	5	General Ledger	
	6	Security	
	7	System Utilities	
	8	Daily Closing	
	9	Monthly Closing	
	10	Print Reports	
	11	Time Accounting	
	12	Fixed Assets	
	13	Inventory / Order Entry	
	14	Vertical Markets	
	n	Auery	
	ŝ	Status	
	Ē	Exit	
	8	Enter selection	

The main menu will now appear.

Type 3 and press *Enter* to select Accounts payable.

# **CHAPTER 14: MONTHLY CLOSING**

i RM	1 1 1		
PICIPIL RM		MAIN MENU	HOSTER 3.51 Thu APR 18,2002
CRT # 96	-		10:30:35
TYPIST #	6		
		I rayroll	
		2 HCCOUNTS HECEIVADIE	
		3 HECOUNTS PAYADLE	
		4 Sales Huarysis	
		5 Geouritu	
		C Scoton Utilities	
		8 Daily flooing	
		9 Monthly Closing	
		10 Print Renorts	
		11 Time Accounting	
		12 Fixed Assets	
		13 Inventory / Order Ent	trv
		14 Vertical Markets	•
		Q Query	
44 A 4 0.00		S Status	
44.44		E Exit	
40 4 7 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		Enter selection	
-			

Type 9 and press *Enter* to select *Monthly closing*. The screen will appear as follows:

Fle Edit Help		A			1964 - 1964 (H	680-111-16-69-1			
P.C.P.L	Honthly C	losing				Ĩ	LAUT	0 3	1.34
RM				Sig	jnon	date:	HAR	31/2	200:
Last month closed: 02/2002	[FEB/2002]			Toda	ay's	date:	MAY	2/2	2003
CRT # 6			Y	'ear	end	date:	FEB	28/2	2002
ACCOUNTS PAYABLE		PAYROLL							
Purchases journal		Payroll	MTD	regi	iste		NOT	INSTA	ILL
Cash disbursements irnl.		Payroll	MTD	upda	ste.		NOT	INSTR	ILL
A/P open items list		Pavroll	jour	nal.			NOT	INSTR	ILLE
A/P aged trial balance			-						
ACCOUNTS RECEIVABLE		TIME ACC	OUNT	TNG					
Cash receipts journal		Apply ti	ime s	heet	ts		NOT	INSTR	<b>ILL</b>
Sales journal		Apply ca	ish r	ecei	ipts		NOT	INSTA	ILL
A/R open items list		Apply cl	lient	bi]	llin	gs	NOT	INSTR	ILL
A/R aged trial balance		Apply cl	lient	exp	pens	es	NOT	INSTR	<b>ILLI</b>
•		Apply WI	P ad	ljusi	tmen	ts	NDT	INST	ILL
GENERAL LEDGER		Detailed	i cli	ient	his	tory.	NOT	INST	ALLI
General journal						-			
Trial balance									
Financial statements									
G/L report		Indicate	e mon	ith a	clos	ed			
[ <b>]</b> ] Select: [	M-Automatic	( <b>T</b> )-Manua	al	( Es	<b>1</b> ]-E	xit			

### **MONTHLY CLOSING - AUTOMATIC**

The automatic closing function will automatically identify the modules that your company uses and all the relevant journals and reports will be generated without stopping between the selected options.

Type A and press Enter to select Automatic.

LC.P.L	Monthly	Closing		T	LAUT	0	3.34
IM			Signon	date:	MAR	31/	2002
ast month closed: 02/2002	[FEB/2002]		Today's	date:	May	2/	200
RT # 6			Year end	date:	FEB	28/	2003
ACCOUNTS PAYABLE		PAYROLL					
Purchases journal		Payroll MT	'D registe		NDT	INST	ALLI
Cash disbursements jrnl.		Payroll MT	D update.		NOT	INST	ALL
A/P open items list		Payroll jo	urnal		NOT	INST	ALL
A/P aged trial balance							
ACCOUNTS RECEIVABLE		TIME ACCOU	INTING				
Cash receipts journal		Apply time	sheets		NOT	INST	ALL
Sales journal		Apply cash	receipts		NOT	INST	ALLI
A/R open items list		Apply clie	ot billio	19	NOT	INST	ALL
A/R aged trial balance		Apply clie	nt expense	8	NOT	INST	ALL
		Annly WIP	adjusteen	ts	NAT	THST	AL 1
GENERAL LEDGER		Detailed c	lient his	tory.	NOT	INST	ALL.
Seneral journal				,.			
Trial halance							
Financial statements							
6/L renort		Indicate m	worth close	ed			
		111110000					

The screen will appear as follows:

The functions available are as follows:

- S Start closing
- Modify option selections
  - F9 Select option
  - F10 Unselect option
  - Used to move through options
  - Esc Exit Modify function
- A Select all options
- C Cancel closing

Once you have selected the options that you want closed, type  $\mathfrak{S}$  and press  $\underbrace{\mathsf{Frher}}$  to start the closing. The closing of the journals will update the general ledger and the reports for the options you selected will be available for printing.

### **MONTHLY CLOSING - MANUAL**

The manual closing function allows you to close one option at a time.

Type M and press *Enter* to select *Manual*.

The screen will appear as follows:

## **MONTHLY CLOSING - MANUAL**

The manual closing function allows you to close one option at a time.

I ype M and press — Enter to select Manual.
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The screen	will appear as	follows:	
the second process of the signal second second statement of the			

RM AND			
Ele Edit Help			
P.C.P.L	Hon	thly (	Closing TLAUTO 3.34
RM			Signon date: MAR 31/2002
Last month closed: 02/200	2 [FE8/2	0021	Today's date: MAY 2/2002
CRT # 6			Year end date: FEB 28/2002
ACCOUNTS PAYABLE			PAYROLL
Purchases journal	•		Payroll HTD register NOT INSTALL
Cash disbursements jrnl	•		Payroll MTD update NDT INSTALL
A/P open items list	-		Payroll journal NOT INSTALLE
A/P aged trial balance.	•		
ACCOUNTS RECEIVABLE			TIME ACCOUNTING
Cash receipts journal	•		Apply time sheets NOT INSTALL
Sales journal	•		Apply cash receipts NOT INSTALL
A/R open items list	•		Apply client billings NOT INSTALL
A/R aged trial balance.	•		Apply client expenses NOT INSTALL
			Apply WIP adjustments NOT INSTALL
GENERAL LEDGER			Detailed client history. NOT INSTALL
General journal	•		-
Trial balance	•		
Financial statements	•		
G/L report	•		Indicate month closed
[ <mark>59</mark> ]-Selects [ <mark>510</mark> ]-Cano	els [ <mark>]</mark> ]	(0)	[Esc]-End

The functions available are as follows:

F9 F10 **↑**+ Esc

Select option Unselect option Used to move through options Exit Closing function

Once you have selected an option the following options are available:

S	Start closing
C	Cancel closing

Type S to start closing the option you select. Once the option is closed, the appropriate report will be available for printing and the Closing screen will display "Completed" beside that selection.

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