
Volume 5: Accounts Payable

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Introduction

Purpose

Volume 5 of ExecuTrak Operations includes all of the information you need to test ExecuTrak's Accounts Payable Module. This volume also serves as your guide for system operations once you go on-line. The major sections of this volume include:

- ◆ Testing procedures
- ◆ File maintenance
- ◆ Data entry
- ◆ Reporting.

Testing Procedures

Purpose

This training session can devote only a limited amount of class time to testing each module. You will complete the bulk of testing for the Accounts Payable Module on-site. The areas you will test include:

- ◆ File Maintenance
- ◆ Data Entry
- ◆ Reports.

Testing each module is a multi-step process. For example, the process for testing Accounts Payable File Maintenance consists of six steps. Complete each of these steps in sequential order. This module lists the steps you must complete to test the Accounts Payable Module. Even if you complete several of the steps in class, you should review them before continuing to test when you return to your company.

During class, you will review and discuss the following Accounts Payable functions:

- ◆ File Maintenance
 - Vendor class, master, and alternate address
 - Print groups
 - Check voiding and reconciling checks
- ◆ Data Entry
 - Input and process invoices
 - Select invoices for payment
 - Canceling invoices selected for payment
- ◆ Reports
 - Remittance Advice
 - Accounts Payable Journal
 - Aged Vendor Detail
 - General Ledger Activity
 - Unbilled Liability.

File Maintenance

Purpose

Accounts Payable File Maintenance allows you to maintain information about your vendors, accounts payable, and the checks you write for invoice payment.

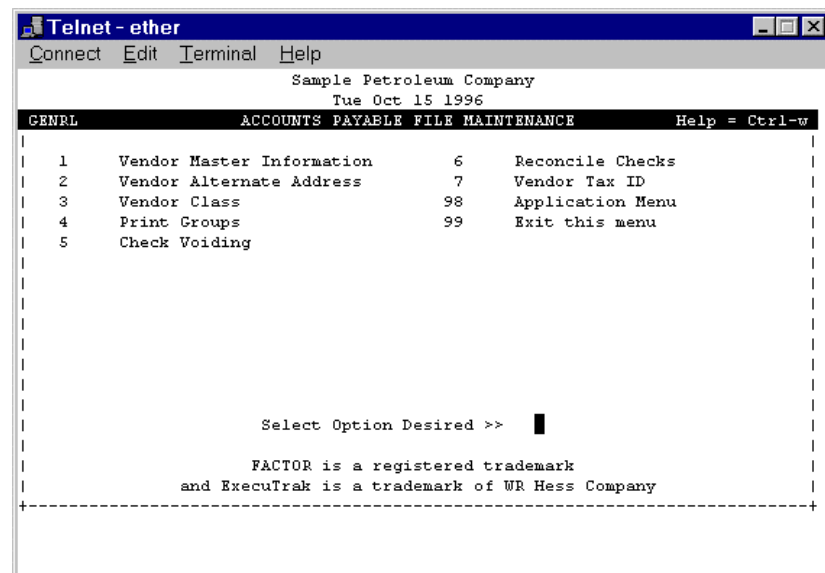
You provided information about your vendors to FACTOR on the accounts payable maintenance sheets, and FACTOR staff input that data into your system. Review the following listing of accounts payable maintenance sheets.

AP-01	Vendor Class
AP-02	Vendor Master
AP-03	Vendor Alternate Name and Address
AP-04	Print Groups

The File Maintenance section of this volume briefly reviews information you learned during the Introduction to ExecuTrak training session and lists the six steps you must complete to test file maintenance. When you complete a step, record it on the checklist on page 5-71.

When you select File Maintenance from the Accounts Payable Main Menu, the system displays the screen in Figure 5-1.

Figure 5-1: Accounts Payable File Maintenance



Notice that each maintenance sheet corresponds to a menu option. In addition, the menu lists the following options:

- ◆ Check Voiding
- ◆ Reconcile Checks
- ◆ Vendor Tax ID.

This section of *Volume 5* provides you with detailed instructions for performing these processes.

Procedures for Viewing File Maintenance Data

As part of the testing process, use the following procedures to review the data stored in each of the accounts payable file maintenance tables.

1. Select the menu option for the data to review.
2. Select Find from the ring menu. The cursor appears in the first field on that screen.
3. Press the Escape key. The system displays the first record in the table. Review the information.
4. Select Next from the ring menu (press “N” or key return). The next record in the table appears on the screen. Review the record. To edit data for a displayed record:
 - Choose Select then Change from the ring menu.
 - Edit the data. The system prompts: “Data OK? Yes, No, Print.” Select Yes to accept the data, No to edit the data, and Print to print the displayed information.
5. Repeat step 4 until you have viewed all the records.
6. Select Exit from the ring menu to return to the previous menu.

Each of the following headings corresponds to one of the Accounts Payable File Maintenance menu options.

Vendor Master Information

AP-02

Vendor Master File Maintenance allows you to maintain data in three system tables:

- ◆ Vendor Master Table
- ◆ Vendor Alternate Address Table
- ◆ Class Override Table.

Information in these tables includes:

- ◆ Vendor name, address, and phone
- ◆ Account status
- ◆ Terms
- ◆ Credit limit
- ◆ Special terms for purchase of specific products.

When you enter data through Vendor Master Information, ExecuTrak displays a series of four screens. When you finish entering data on one screen, the system prompts you to accept the data then displays the next screen.

To edit vendor master information or add new information, use the instructions for completing Maintenance Sheet AP-02 in the *User's Guide*.



Step 1 of 6

Select Vendor Master Information from the File Maintenance menu and review data in the Customer Master, Alternate Name and Address, and Class Override Tables to verify that you have included all vendors. *Remember*, include yourself as a vendor if you deliver fuel to your profit centers.

Vendor Alternate Address

Maintenance Sheet
AP-03

The Vendor Alternate Address menu selection allows you to maintain data in two system tables:

- ◆ Vendor Alternate Address Table
- ◆ Class Override Table.



Step 2 of 6

Vendor Class

Maintenance Sheet
AP-01

Occasionally, you will order products or services from one vendor location but send payment to another vendor location. This type of vendor transaction requires you to establish vendor alternate names and addresses.

To change existing vendor alternate name and address information or add new information, see instructions for completing Maintenance Sheet AP-03 in the *User's Guide*.

Review data in the Vendor Alternate Address and Class Override Tables. Verify that you created all necessary vendor alternate names and addresses and assigned appropriate class overrides for special terms on purchase of specific products.

During setup, you grouped your vendors by class, according to the products or services you purchase from them. This grouping allows you to select and sort invoices for reporting purposes and to specify invoice payment by vendor class.

To create new vendor classes or edit data for existing vendor classes, see instructions for completing Maintenance Sheet AP-01 in the *User's Guide*.

Review data in the Vendor Class Table to verify that you created all necessary vendor classes.



Step 3 of 6

Print Groups

Maintenance Sheet
AP-04

Print groups serve as temporary holding points for checks you approved to print for invoice payment. Print groups frequently correspond to the vendor class or day of the month you print checks for paying invoices.

To create new print groups or edit data for existing print groups, see instructions for completing Maintenance Sheet AP-04 in the *User's Guide*.



Step 4 of 6

Check Voiding

Purpose

Review the print groups in the Print Groups Table to verify that you created all necessary groups.

Use the Check Voiding menu selection to record voided checks. You cannot void a check that you previously recorded as having cleared the bank. (See Reconcile Checks on page 5-10). Once you void a check, you cannot reverse the process.

When you void a check recorded previously to pay an invoice, ExecuTrak reverses account entries to show the invoice has not been paid. Also, the Check Register Report shows the check as “void,” and the Check Reconciliation Cleared Flag is “V”.

When you select Check Voiding from the Accounts Payable File Maintenance Menu, the system displays the screen in Figure 5-2.

Figure 5-2: Check Voiding File Maintenance Screen

```

Telnet - ether
Connect Edit Terminal Help
CHECK VOID: Select Exit
Select a check for voiding
&PFFVOIDR          CHECK VOIDING PROGRAM          Help = Ctrl-w

Effective Date of Void [      ]
Checking Account Number [      ]
Check Number          [      ]
Check Amount          [      ]

CONFIRMATION          [      ]
  
```

To void a check, enter the appropriate data in the following fields.

Effective Date of Void

Enter the date to void the check. Use the *mmddy* or *mmddyyy* format. The date you enter must reference an open general ledger period.

**Checking
Account Number**

Enter the account number for the check.

Check Number

Enter the number of the check to void. *Remember*, the check cannot be flagged as having cleared the bank, and the check number must be on file in the Accounts Payable Checks Table.

Check Amount

Enter the payable amount recorded on the check.

Confirmation

Type “Yes” to void this check. An entry other than “Yes” in this field prevents the system from voiding the check.



Step 5 of 6

Void at least one check to make sure you understand the process and how voiding a check affects other areas of the system.

Reconcile Checks

Purpose

Use the Reconcile Checks menu option to flag checks that have cleared the bank. Use this ExecuTrak feature with the Outstanding Checks Report to assist you in reconciling bank accounts.

When you select Reconcile Checks from the Accounts Payable File Maintenance Menu, the system displays the screen in Figure 5-3.

Account

When you select Find from the ring menu, the cursor appears in the Account field. Enter the number of the account on which the check is drawn. *Remember:* You established checking account numbers through the Print Groups option on the Accounts Payable File Maintenance Menu.

If you make no entry, ExecuTrak lets you view data for all accounts.

Check Number

Enter the number of the check you wish to flag as cleared. If you make no entry, the system displays all recorded checks for the specified account.

Cleared Flag

Enter "Y" to display only cleared checks.

Enter "N" to display only checks not yet cleared.

Enter "V" to display only voided checks. (See page 5-9.)

Make no entry in this field to list checks with any type of cleared flag.

When you key return, the system displays the specified data, and the ring menu provides you with the following options:

Next: Display the next account

Select: Edit data for the displayed account.

For each displayed check, the system lists the following information:

- ◆ Cleared flag
- ◆ Check number
- ◆ Vendor to whom check is payable
- ◆ Amount of the check.

When you choose Select then Change from the ring menu, the cursor appears in the first Cleared Flag field. Use the cursor keys or key return to highlight the desired check.

Marking a Check as Cleared

A “Y” cleared flag identifies a cleared check.

An “N” cleared flag indicates that a check has not cleared.

A “V” cleared flag identifies a void check.

To mark a check as cleared, enter “Y”. To mark a check as not cleared, enter “N”. *Note:* You cannot change a V cleared flag.

Vendor Tax ID

Purpose

Most states require that you use the vendor’s tax ID when reporting motor fuel taxes. This menu option allows you to enter tax ID numbers for vendors.

You must enter a tax ID for each product tax class assigned to a vendor. For example, you assigned Vendor 1536003 to product tax classes, GAS, KERO, and DSL. You must assign three separate tax ID’s for each class.

When you select Vendor Tax ID from the Accounts Payable File Maintenance Menu, the system displays the screen in Figure 5-4.

Figure 5-4: Vendor Tax ID File Maintenance

```

Telnet - ether
Connect Edit Terminal Help
VENDOR TAX IDENTIFICATION NO. CODES: Find Add Change Delete Print Exit
Locate records.
APFTAXID VENDOR TAX IDENTIFICATION NO. FILE MAINTENANCE Help = Ctrl-w
-----
Vendor Number [ ]
State Code or Tax Schedule Indicator [ ] [ ]
Product Tax Class [ ] [ ]
Tax Identification Number [ ]
-----

```

The ring menu lists the following six options:

Find: Locate specific data.

Add: Add a new tax ID number.

Change: Edit existing data.

Delete: Remove existing data.

Print: Print displayed information.

Exit: Return to the File Maintenance Menu.

Each of the following headings corresponds to a Vendor Tax ID file maintenance field.

Vendor Number

Enter the number of the vendor for whom you need to add or change tax identification data.

**State Code or
Tax Schedule
Indicator**

If the vendor operates in multiple states, enter the appropriate state code to identify with this tax ID for this vendor.

**Product Tax
Class**

Enter the product tax class that corresponds to the tax identification number.

**Tax Identification
Number**

Enter the vendor's tax ID.

Data Entry

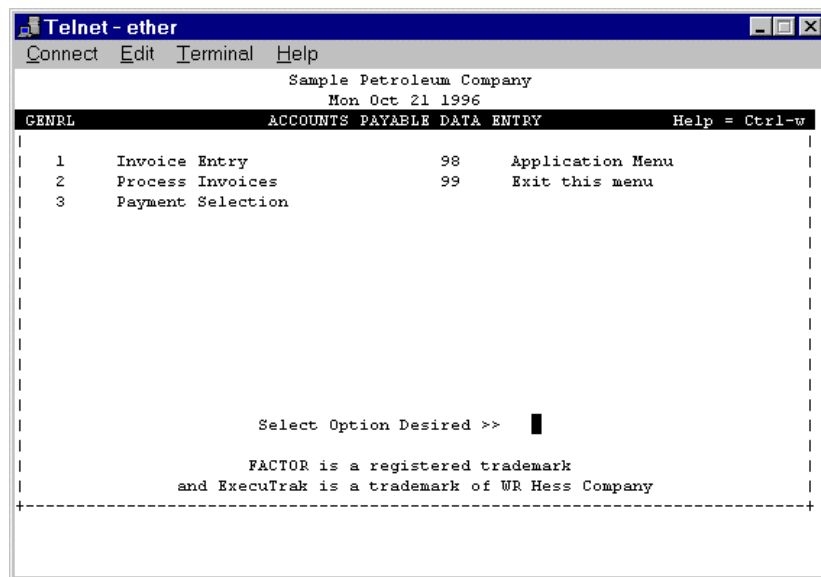
Purpose

The Accounts Payable Data Entry Menu presents you with three options:

- ◆ Invoice Entry
- ◆ Process Invoices
- ◆ Payment Selection.

When you select Data Entry from the Accounts Payable Main Menu, ExecuTrak displays the screen in Figure 5-5.

Figure 5-5: Accounts Payable Data Entry Menu



The Data Entry section of this volume provides you with detailed instructions for the following data entry functions:

- ◆ Entering invoices you receive from vendors
- ◆ Processing invoices for payment
- ◆ Printing checks for payment of invoices.

Data Entry Testing

In addition, this section provides you with the steps you must complete to test Accounts Payable Data Entry.



Step 1 of 4

Use Invoice Entry to record at least one of the following four invoice types:

- ◆ Bill of lading (page 5-20)
- ◆ Wholesale unit inventory (page 5-23)
- ◆ Freight (page 5-24)
- ◆ Miscellaneous general ledger entry (page 5-26).



Step 2 of 4

Process the invoices you entered through Invoice Entry. Print the following reports and verify the information presented on each:

- ◆ Accounts Payable Journal (accessed through the General Ledger Reports Menu--see *Volume 8*)
- ◆ Aged Vendor Detail (page 5-66)
- ◆ General Ledger Activity (accessed through the General Ledger Reports Menu--see *Volume 8*)
- ◆ Unbilled Liabilities (accessed through the Wholesale and Inventory Reports Menu--see *Volume 3*).



Step 3 of 4

Complete the payment process:

- ◆ Select a group of checks for payment (page 5-53)
- ◆ Print the Payment Selection Report and verify checks selected for payment (page 5-53)
- ◆ Print the checks selected for payment (page 5-36).



Step 4 of 4

Add checks to a print group, then clear the print group (page 5-32).

Invoice Entry

Purpose

Use Invoice Entry to post invoices you receive from vendors. These invoices can include any of the following:

- ◆ Bills of lading entered previously through Movement Entry in the Fuel Management module
- ◆ Freight entered through Movement Entry in the Fuel Management module
- ◆ Unit Inventory entered through Receive Inventory in the Wholesale and Inventory module
- ◆ General invoices not entered elsewhere in the system.

**Frequency**

Perform this procedure on a daily basis to record the invoices you receive from vendors.

Three Steps for Entering Invoices

The process for entering invoices consists of the three following steps:

Step One

Enter initial invoice information.

Step Two

Specify the type of invoice, i.e. bill of lading, freight, unit, or general ledger entry.

Step Three

Store the invoice.

Note: Once you enter and store invoice information you must process the invoice before you can pay it. (See Process Invoices on page 5-29.)

When you select Invoice Entry from the Accounts Payable Data Entry Menu, the system displays the screen in Figure 5-6.

Figure 5-7: Invoice Initial Entry

```

Telnet - ether
Connect Edit Terminal Help
Sample Petroleum Company
Mon Oct 21 1996
APEINVCE          INVOICE INITIAL ENTRY          Help = Ctrl-w
-----
Vendor Number [  ] [          ]
Invoice Number [  ] Invoice Date [  ]
Invoice Terms [  ] [          ]

Sub-total [  ]
Freight [ 0.00]
Invoice Gross [  ] [ Paid By ]
Discount Amt [  ]
Invoice Net [  ] [          ]
Detail Subtotal [  ]
-----
Enter the vendor number for this invoice

```

The system uses a holding table to store data you enter for invoices. When you process invoices, the system moves the data from the holding table and places it in a permanent invoice table. Each of the following headings corresponds to an Invoice Initial Entry field:

Vendor Number

Ctrl-F

Enter the number of the vendor sending you the invoice. When you key return, ExecuTrak displays the vendor name in the field to the right of the number.

Invoice Number

Enter the number of the vendor's invoice.

Invoice Date

Enter the date appearing on the invoice. When you key return, the cursor appears in the Subtotal field.

Subtotal

Enter the subtotal amount appearing on the invoice.

Freight

Enter any freight amount appearing on the invoice. *Note:* Do not enter freight entered previously as part of a fuel movement.

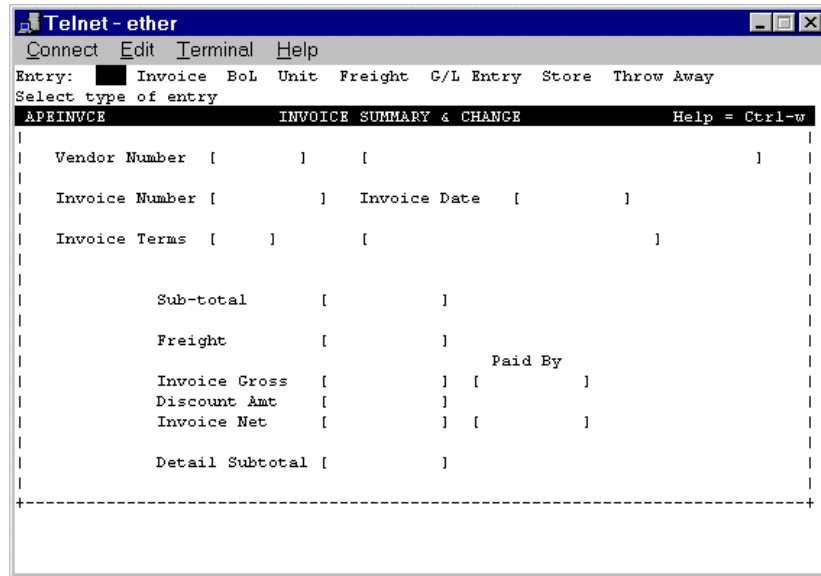
When you key return, the system retrieves the terms for this vendor from the Vendor Master Table. ExecuTrak displays any discount amount, invoice gross amount, and net amount.

Step Two

Specifying Type of Invoice

Figure 5-8: Invoice Summary and Change

When you finish Invoice Initial Entry, the system displays the screen in Figure 5-8.



The ring menu options include:

- | | | |
|---|--|---|
| <ul style="list-style-type: none"> ◆ Invoice ◆ BoL ◆ Unit ◆ Freight | | <ul style="list-style-type: none"> ◆ G/L Entry ◆ Store ◆ Throw Away. |
|---|--|---|

The second step in entering invoices is to specify the type of invoice. The invoice can reference:

- ◆ A bill of lading entered through Movement Entry
- ◆ Unit inventory entered through Receive Inventory
- ◆ Freight entered through Movement Entry
- ◆ Any other invoice not entered elsewhere in the system. Choose this selection to enter such items as utilities or other bills not considered fuel, unit inventory, or fuel freight.

The following sections detail data entry procedures for each type of invoice.

Bill of Lading

**Figure 5-9: Invoice--
Bill of Lading**

When you select BoL from the ring menu, the system displays the screen in Figure 5-9.

```

Telnet - ether
Connect Edit Terminal Help
Sample Petroleum Company
Wed Oct 16 1996
APEFMBOL INVOICE - BILL OF LADING Help = Ctrl-w
| Vendor Number [ ] [ ] |
| Invoice Date [ ] |
| Lading Number [ ] [ ] |
| Product Gross Net Cost Total |
| [ ] [ ] [ ] [ ] [ ] [ ] |
| [ ] [ ] [ ] [ ] [ ] [ ] |
| [ ] [ ] [ ] [ ] [ ] [ ] |
| [ ] [ ] [ ] [ ] [ ] [ ] |
| Totals [ ] [ ] [ ] [ ] [ ] |
-----
Enter the Bill of Lading Number from invoice

```

Each of the following headings corresponds to an Invoice--Bill of Lading field.

**Vendor Number
and Invoice Date**

ExecuTrak displays this data from the first Invoice Entry screen.

Lading Number

Enter the bill of lading number from this invoice. Any lading number you enter here must reference a bill of lading you entered previously through Movement Entry on the Fuel Management Data Entry Menu. (See *Volume 2*.)

When you enter the lading number, the system displays the following information for each product listed on the bill of lading:

- ◆ Product
- ◆ Gross amount
- ◆ Net amount
- ◆ Cost per unit
- ◆ Total.

**Removing
Items from an
Invoice**

The cursor appears in the cost field and lets you override the cost. This would be necessary if the cost on the invoice differs from the cost at the time of movement entry.

Occasionally, you will receive an invoice that lists only some of the products from the original bill of lading. ExecuTrak allows you to remove the products from this invoice. To remove the product, highlight it and press F2. The system removes the product from the invoice and adjusts the taxes to reflect taxes for only those products remaining on the invoice.

When you receive the invoice that references the remaining products on the bill of lading (the products you removed), enter the same bill of lading number and ExecuTrak displays those products.

When the bill of lading data is correct, press Escape. The system prompts:

Data OK? Yes No Print

Yes: Accept the data.

No: Edit the data.

Print: Print the data displayed on the screen.

When you accept the data, the system displays another Bill of Lading Screen. Enter any other bill of lading that appears on the invoice or press Escape to return to the Invoice Summary and Change Screen.

Note: The amount in the Invoice Gross field must equal the amount in the Detail Subtotal field: If these amounts do not equal:

- ◆ Verify that the subtotal equals the actual subtotal presented on the invoice.
- ◆ Verify that each bill of lading item reflects the actual items listed on the invoice.

Select Store to save the invoice (see Storing an Invoice on page 5-28), or select Throw Away to discard the invoice.

Unit

Select Unit from the ring menu to enter invoices for products received through Receive Inventory on the Wholesale & Inventory Data Entry Menu.

The system displays the screen Figure 5-10.

Figure 5-10: Invoice-Wholesale Unit Inventory

```

Telnet - ether
Connect Edit Terminal Help
Sample Petroleum Company
Wed Oct 16 1996
APEWSUNT INVOICE - WHOLESALE UNIT INVENTORY Help = Ctrl-w
Vendor Number [ ] [ ]
Invoice Date [ ]
Receiving Nbr [ ]
Product Quantity Cost Total
[ ][ ] [ ][ ] [ ][ ] [ ][ ]
[ ][ ] [ ][ ] [ ][ ] [ ][ ]
[ ][ ] [ ][ ] [ ][ ] [ ][ ]
[ ][ ] [ ][ ] [ ][ ] [ ][ ]
[ ][ ] [ ][ ] [ ][ ] [ ][ ]
[ ][ ] [ ][ ] [ ][ ] [ ][ ]
[ ][ ] [ ][ ] [ ][ ] [ ][ ]
[ ][ ] [ ][ ] [ ][ ] [ ][ ]
[ ][ ] [ ][ ] [ ][ ] [ ][ ]
Total [ ]
-----
Enter the number from the packing slip

```

**Vendor Number
and Invoice Date**

The system displays this information from the previous screen.

**Receiving
Number**

Enter the receiving number from the invoice. When you key return, the system displays the following information for each product listed on the invoice:

- ◆ Product
- ◆ Quantity
- ◆ Cost
- ◆ Total.

Note: The system allows you to override the product cost if necessary.

After reviewing product data, press Escape. The system prompts:

Data OK? Yes No Print

Yes: Accept the data.

No: Edit the data.

Print: Print the data displayed on the screen.

ExecuTrak displays a blank Invoice--Wholesale Unit Inventory screen. Enter a new receiver number or press escape to return to the Invoice Summary and Change Screen.

Select Store from the ring menu to save the invoice (see Storing an Invoice on page 5-28), or select Throw Away to discard the invoice.

Note: The amount in the Invoice Gross field must equal the amount in the Detail Subtotal field. If these amounts differ:

- ◆ Verify that the amount in the subtotal field reflects the actual invoice subtotal.
- ◆ Verify that the number of units, cost, and total for each product, equals the number of units, cost and total on the invoice.

Freight

Select Freight from the ring menu to enter freight invoices entered previously through movement entry. *Note:* Enter only freight for fuel products with this option. The system displays the screen in Figure 5-11.

Figure 5-11:
Invoices--Fuel
Freight Invoices

```

Telnet - ether
Connect Edit Terminal Help
Sample Petroleum Company
Wed Oct 16 1996
APEFRGHT INVOICE - Fuel Freight Invoices Help = Ctrl-w
Vendor Number [ ] [ ]
Invoice Date [ ]
Lading Number [ ] [ ]
Product Gross Net Rate Total
[ ] [ ] [ ] [ ] [ ]
[ ] [ ] [ ] [ ] [ ]
[ ] [ ] [ ] [ ] [ ]
[ ] [ ] [ ] [ ] [ ]
Totals [ ] [ ] [ ] [ ] [ ]
-----
Enter the Bill of Lading Number from invoice

```

Each of the following headings corresponds to a field on the Invoice--Fuel Freight Invoices Screen.

Vendor Number
and Invoice Date

The system displays this information from the previous screen.

Lading Number

Enter the bill of lading number that corresponds to these freight charges. In the field to the right of the lading number, the system displays the bill of lading date and the terminal number and name. ExecuTrak also displays data in the following fields:

- ◆ Product
- ◆ Gross
- ◆ Rate
- ◆ Total.

Note: You can override the amount in the Total field of necessary.

When you press Escape, ExecuTrak displays a blank Freight Invoice Screen and allows you to enter any additional freight charges that appear on the invoice. Enter freight or press Escape to return to the Invoice Summary and Change Screen.

**Vendor Number,
Invoice Number,
and Date**

The system displays this data from the previous screen.

Center

Ctrl-F

Enter the number of the profit center to debit/credit for this transaction.

G/L Account

Ctrl-F

Enter the number of the general ledger account to which you want to post the transaction. When you enter the account number, the system automatically displays the description.

Note: You cannot post an entry to the unbilled liabilities account. The system compares the account number to the value of system parameter 1051 (unbilled liabilities account number). If you attempt to post to unbilled liabilities, the system displays an error message that a “Control Account Number is Not allowed” and forces you to enter a different account number.

Amount

Enter the amount of the transaction. *Note:* For a debit amount enter the amount of the transaction. For a credit amount, precede the transaction amount by the “-“ (minus sign).

This feature proves useful if you want to distribute the invoice amount between profit centers. *Note:* To distribute the cost, you must manually calculate the amount to post to each general ledger account and enter it in the amount field for the appropriate profit center.

The cursor appears in the next profit center field. Enter data for another transaction or press escape. The system prompts:

Data OK? Yes No Print

Yes: Accept the data.

No: Edit the data.

Print: Print the data displayed on the screen.

After you accept the data, select Store from the ring menu to save the invoice (see Storing an Invoice on page 5-28), or select Throw Away to discard the invoice.

Note: The amount in the Invoice Gross field must equal the amount in the Detail Subtotal field. If these amounts differ:

- ◆ Verify that the subtotal equals the actual subtotal presented on the invoice.
- ◆ Verify that the total of the general ledger entries equals the amount presented on the invoice.

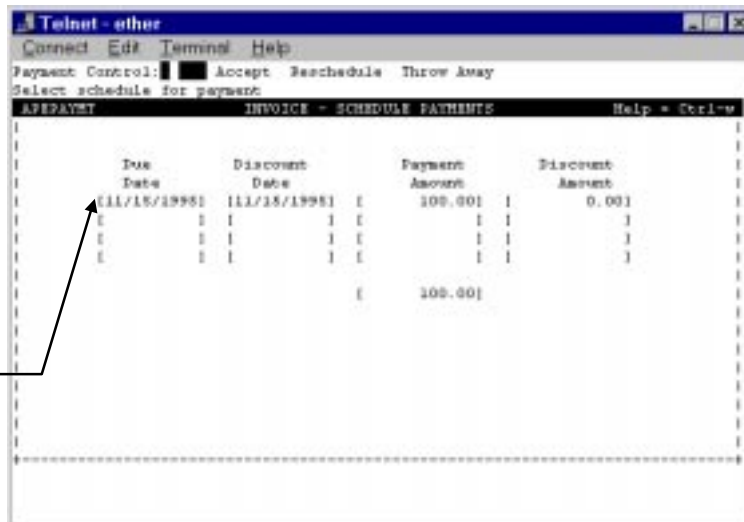
Step Three

Storing an Invoice

When you select Store from the ring menu, the system displays the screen in Figure 5-13.

Figure 5-13: Store Invoices

The first row on this screen displays the invoice data you entered. Select Reschedule to divide the payment amount into two or more payments. Each subsequent row displays the payments you specify.



The ring menu presents you with the following options:

Accept: Save the invoice for processing.

Reschedule: Divide the payment amounts into two or more user defined due dates. (See the following steps for rescheduling invoice payments.)

Throw Away: Discard the invoice.

**Steps for
Rescheduling
Invoice
Payment**

Select Reschedule from the ring menu, and the cursor appears in the Due Date field.

1. Key return to use the displayed due date, or type a new date and key return.
2. Key return to accept the displayed discount date, or type a new discount date and key return.
3. Adjust the payment amount and key return.
4. Enter any discount and key return. The cursor appears in the next Due Date field, and ExecuTrak displays the remaining balance in the Payment Amount Field. Repeat steps 1 through 4 to schedule additional payments.
5. When you finish scheduling payments, press Escape. The system prompts:

Data OK? Yes No Print

Yes: Accept the data.

No: Edit the data.

Print: Print the data displayed on the screen.

6. Select Accept from the ring menu to store the invoice. ExecuTrak displays a blank Invoice Initial Entry Screen.

Process Invoices**Purpose**

After you enter invoices through Invoice Entry, you must process the invoices. During processing, ExecuTrak removes the invoices from the temporary holding table and places them in the Accounts Payable Invoice Table. The system also updates the general ledger and other affected accounts to reflect the invoices. In addition to these updates, ExecuTrak performs two other functions:



Frequency

- ◆ Generates a report that details the processed invoices
- ◆ Makes the invoices available for payment.

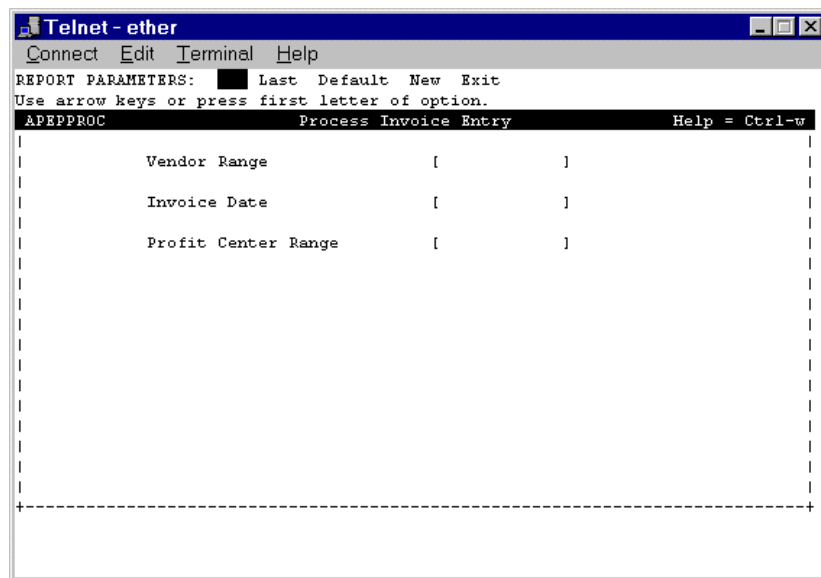
Perform this procedure on a daily basis to process invoices entered through Invoice Entry.

Processing Errors

If ExecuTrak encounters an error during processing, it does not process the invoice. The Processing Report lists the invoice and flags it as not processed. You must correct the error and reprocess the invoice.

When you select Process Invoices from the Accounts Payable Data Entry Menu, the system displays the screen in Figure 5-14.

Figure 5-14: Process Invoices Criteria Screen



Processing Criteria

Use the following criteria to specify which invoices to process:

- ◆ Vendor range
- ◆ Invoice date
- ◆ Profit center range.

Information Included on the Report

The Invoice Processing Report sorts data by vendor number and invoice number. *Note:* The report sorts invoice numbers alphabetically. For example, invoice number 1000 appears before invoice number 40.

For each listed invoice, the report includes the following data:

- ◆ Vendor number and name
- ◆ Invoice number and date
- ◆ Invoice amount
- ◆ Processing status: For processed invoices, the report lists “processed” as the status. For any invoice that caused a processing error, the report lists “failed” as the status. For unprocessed invoices, the report also presents a descriptive error message.

Payment Selection

Purpose

Use payment selection to specify which processed invoices to pay. As part of the payment process, ExecuTrak performs the following activities:

- ◆ Prints a check for the invoice or allows you to associate the invoice with a manually issued check
- ◆ Updates the general ledger and other accounts/system tables to reflect the payment
- ◆ Records the check in the Accounts Payable Checks table.

When you choose Payment Selection from the Accounts Payable Data Entry Menu, the system displays the screen in Figure 5-15.

Figure 5-15:
Payment Selection

```

Telnet - ether
Connect Edit Terminal Help
PAYMENT SELECTION: [ ] Select Go Approve Print Clear Manual Exit
Choose the option desired
APPPAYSL          PAYMENT SELECTION          Help = Ctrl-w
|
|
|   Date Selection          | On Dates enter a "<" and the
|   Due Date [          ] | date that you want less than.
|   Disc Date [          ] | Or enter a "=" and the date
|                               | that you want equal to.
|   Profit Center [          ] | If you enter both due and
|   Vendor Number [          ] | discount dates an invoice
|   Vendor Class [          ] | will match if it meets either
|                               | date criteria.
|   Invoice Number [          ] |
|   Payment Amount [          ] |
|
|
|   Number of records selected this run ==> [          ]
|   Invoice amt selected this run ==> [          ]
|   Total Payments in Default print group ==> [          ]
|-----|

```

Ring Menu Options

The ring menu lists the following seven options:

- | | |
|-----------|----------|
| ◆ Select | ◆ Clear |
| ◆ Go | ◆ Manual |
| ◆ Approve | ◆ Exit. |
| ◆ Print | |

Each of the following sections corresponds to a ring menu option.

Payment Selection--Select

Choose Select from the ring menu to specify which invoices you wish to review for payment. This process only presents the invoices that meet the criteria. To pay an invoice, you must “Approve” it for payment.

When you choose Select, the system allows you to specify invoice criteria. Each of the following headings corresponds to a Payment Selection criteria field.

- | | |
|-----------------------|--|
| Due Date | To specify invoices with payment due on a specific date, enter the date or date range. To include all dates, leave this field empty. |
| Discount Date | To specify invoices for which you receive a discount if paid by a specific date, enter the effective date of the discount. To include all dates, leave this field empty. |
| Profit Center | To include invoices for only specified profit centers, enter the profit center number or numbers. To include all profit centers, make no entry. |
| Vendor Number | To include invoices for only specified vendors, enter the vendor number or numbers. Make no entry to include all vendors. |
| Vendor Class | To include invoices for only a specified vendor class, enter the vendor class code. Make no entry to include all vendor classes. |
| Invoice Number | To include only specific invoices, enter the invoice number or numbers. Make no entry to include all processed invoices. |

Payment Amount

Enter an invoice amount or range to include invoices with a specific payment amount. To include all amounts, leave this field empty.

When you finish entering criteria, key return or press Escape to access the ring menu. From the ring menu, select Go for ExecuTrak to select invoices.

The DEFAULT Print Group

The system places each invoice that meets the criteria in the DEFAULT print group. You can run the selection process several times and each time specify different criteria. The system continues to add invoices to the default print group. These invoices remain in the default print group until you do one of the following:

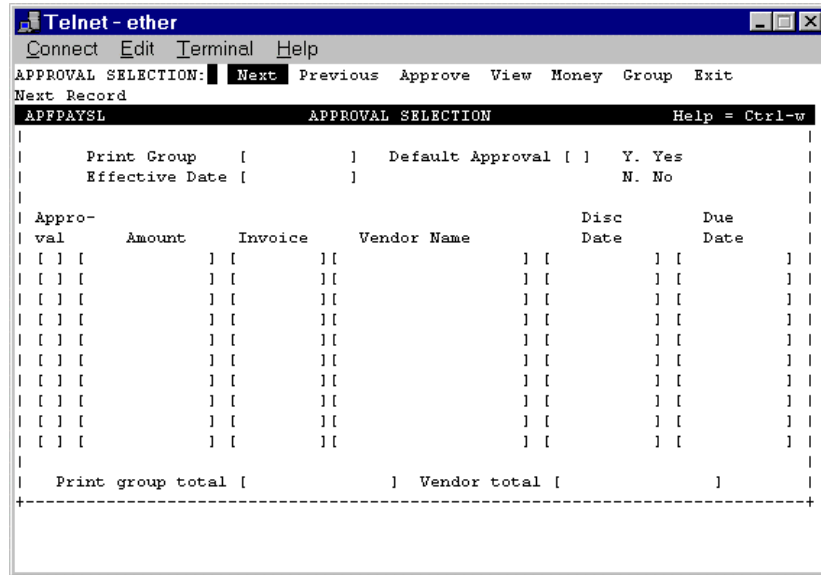
- ◆ Approve invoices for payment and move them to another print group
- ◆ Clear the DEFAULT print group.

Review Figure 5-15. The last three fields on this screen display the status of the selection process. The first field displays the *number* of processed invoices that meet the criteria for the most recent selection process. The second field displays the *total amount* of invoices selected during the most recent selection process. The third field displays the *total amount* of invoices in the *DEFAULT print group*.

Payment Selection--Approve

When you finish selecting invoices, you must “Approve” them for payment. Select Approve from the ring menu, and the system displays the screen in Figure 5-16.

Figure 5-16:
Approval Selection



Print Group

In the Print Group field, enter the name of the group for which you want to approve invoices for payment (DEFAULT, DUE 10TH, DUE 15TH, etc.)

Effective Date

The system enters the current date in this field.

Default Approval

If you enter “Y” to specify default approval, ExecuTrak approves all invoices for payment but allows you to manually change approval status to no (N) on individual invoices.

If you enter “N” to specify no for default approval, ExecuTrak approves no invoices for payment but allows you to manually change approval status to yes (Y) on individual invoices.

When you key return, the system displays the invoices in the specified print group. For each invoice, ExecuTrak displays:

- ◆ Approval status
- ◆ Amount of invoice (This amount reflects any previous partial payments or credits.)
- ◆ Invoice number
- ◆ Vendor name
- ◆ Discount date and due dates.

Ring Menu Options

The ring menu lists the following options:

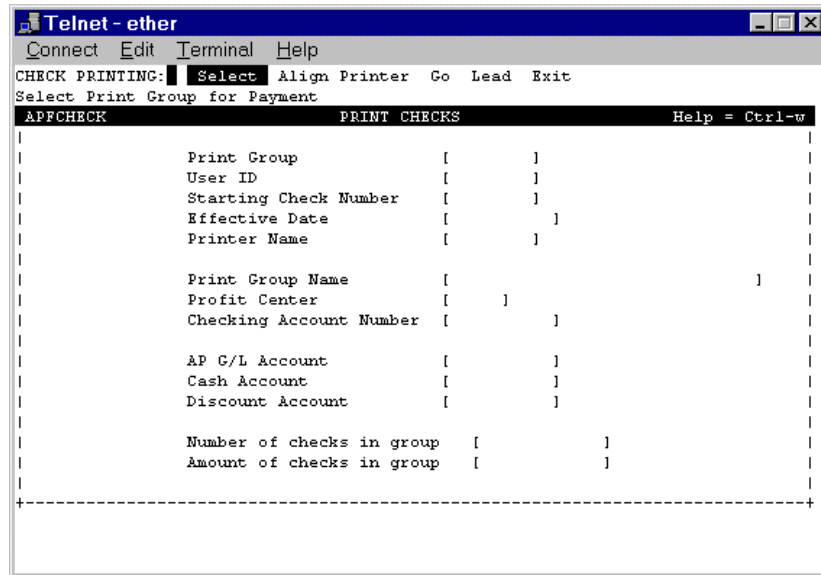
The system clears the default print group and displays the payment selection screen (see Figure 5-17).

Payment Selection--Print

**Printing
Accounts
Payable Checks**

After you approve invoices for payment and place them in the appropriate print group, you must print the checks. To print checks, select Print from the ring menu. The system displays the screen in Figure 5-18.

Figure 5-18: Print Checks



The ring menu list the following options:

	<p>Select: Specify checks to print.</p> <p>Align Printer: ExecuTrak prints the first check, and allows you to verify that the form is properly aligned. The system voids the check.</p> <p>Go: Print the checks.</p> <p>Lead: In order to print properly, some printers require you to advance the first form. ExecuTrak begins printing checks on the second form. The system voids the lead (first) check.</p> <p>Exit: Return to the Payment Selection screen.</p>
Print Group	<p>When you choose Select from the ring menu, the cursor appears in the Print Group field. Type the name of the print group for the checks you want to print then key return. ExecuTrak displays information in the following fields:</p> <ul style="list-style-type: none">◆ Print group name◆ Profit center◆ Checking account number◆ Accounts payable general ledger account◆ Cash account◆ Discount account.
User ID	<p>The system automatically displays this information.</p>
Starting Check Number	<p>Enter the number of the first check you will print. ExecuTrak records check numbers sequentially, beginning with the check number you enter here. The system also voids and records any lead or alignment checks.</p>
Effective Date	<p>Enter the date you want to print on the checks. ExecuTrak also uses this date when recording invoice payments. The date you enter must reference an open general ledger period.</p>

Printer Name

Enter the name of the printer you will use to print checks (lp1, lpØ, etc.) When you key return, the system displays the number of checks in the group and the total amount of checks in the group.

Select Go from the ring menu to print the checks.

**System
Parameter 5004**

System Parameter 5004 specifies if the system should print payment heading information on check stubs. This heading information includes date, check number, discount, amount, etc. To print these headings, set System Parameter 5004 to Y. To omit these headings, set System Parameter 5004 to N.

Payment Selection–Manual

Select Manual from the Payment Selection Screen (Figure 5-19) to record checks written by hand and/or bank drafts. When you select Manual, ExecuTrak displays the screen in Figure 5-20. However, the ring menu lists only the three following options:

Select: Specify check/draft information to record.

Go: Record the transaction.

Exit: Return to the payment selection screen.

To record a manual check, follow the instructions for “Printing Accounts Payable Checks.”

**Specifying
Report Criteria**

To select a report, enter the number of the menu option.

Whenever you select a report, the system first displays a report criteria screen. This screen allows you to specify information to include on the report by entering criteria and/or operators in the available fields. See Figure 5-22 for a list of operators. If you enter no criteria in a field, the system selects all relative data.

For example, one common report criterion is Profit Center. If you enter the number of one profit center in the field, the system reports data for only that profit center. If you enter a range of profit centers (for example 100:500) the system reports data for each profit center within the range. If you enter no information in the Profit Center field, the system reports data for **all** profit centers.

**Report Sort
Options**

After you enter report criteria, many reports allow you to specify how to sort the data on the report. If a report allows you to specify sort order, the system presents the sort option screen. If the system does not allow you to specify sort order, it takes you through the print routine.

For more information regarding printing reports, see “Printing Reports” in *Volume 1 of ExecuTrak Operations*.

Figure 5-22: Print Operators

= Equal To	Use the <i>equal to</i> operator in any field type. This operator retrieves all selections equal to the number or text you enter: =10 Retrieves all selections equal to 10 =Smith Retrieves all selections that contain "Smith" in the field.
<> Not Equal To	Use the <i>not equal to</i> operator in any field. This operator excludes any record containing the number or text you enter: <>10 Retrieves all selections except number 10 <>Smith Retrieves all selections except those containing the phrase "Smith".
< Less Than	Use the <i>less than</i> operator in all fields. This operator retrieves all records less than the number or alphabetical character that you enter: <100 Retrieves all records less than 100 <M Retrieves all records beginning with the letters "A" through "L".
> Greater Than	Use the <i>greater than</i> operator in all fields. This operator retrieves all records greater than the number or alphabetical character that you enter: >100 Retrieves all records greater than 100 >M Retrieves all records beginning with the letters "N" through "Z".
>= Greater Than or Equal To	Use the <i>greater than or equal to</i> operator in all fields. This operator retrieves all records that are equal to or greater than the number or alphabetical characters you enter: >=100 Retrieves all records equal to or greater than 100 >=M Retrieves all records beginning with the letters "M" through "Z".
<= Less Than or Equal To	Use the <i>less than or equal to</i> operator in any field. This operator retrieves all records that are less than or equal to the number or alphabetical character that you enter: <=100 Retrieves all records equal to or less than 100. <=M Retrieves all records beginning with the letters "A" through "M".
: Range	Use the <i>range</i> operator (colon) in any field. This operator retrieves all records that fall within the range you enter: 100:500 Retrieves all records that contain a number between 100 and 500. 070196:073196 (Date Field) Retrieves all records that fall in July 1996.
 Alternation	Use the <i>alternation</i> operator (the pipe symbol located above the back slash on the keyboard) in any field. This operator retrieves all fields that are either one or the other of the two you enter: Smith Jones Retrieves all selections that contain either "Smith" or "Jones" in the name. 100 500 Retrieves all records that contain either 100 or 500.
All Entries for a Field	If you do not enter criteria in a field (leave it blank and key return) the system chooses all entries for that field.



Step 1 of 1

To test Accounts Payable Reports, print the Remittance Advice Report and verify the accuracy of the presented data (page 5-46).

Table Listing Reports

Purpose

The Accounts Payable Reports Menu includes three table listing reports. These reports present information you entered previously through Accounts Payable File Maintenance and Data Entry. Reports include:

- ◆ Vendor Name, Address list
- ◆ Vendor List
- ◆ Vendor Detail

These reports prove useful for reviewing account information and other data stored in accounts payable tables.

Vendor Name and Address List

Purpose

The Vendor Name, Address List presents vendor alternate names and addresses. *Remember:* You created alternate names and address for any vendor from whom you order a product or service from one location but send payment to a different location.

Report Criteria

Use the following criteria to specify data to include on the report:

- ◆ Vendor number
- ◆ City code
- ◆ Zip code.

Sort Options

The Vendor Name, Address List sorts data by vendor number and does not allow you to specify alternative sort options.

Information Included on the Report

The report includes the following information for each listed vendor:

- | | |
|---|--|
| <ul style="list-style-type: none"> ◆ Vendor number ◆ Company name or last name ◆ First name ◆ Address lines 1 and 2 | <ul style="list-style-type: none"> ◆ Attention line ◆ Phone number ◆ City name and zip ◆ Vendor master number. |
|---|--|

Vendor List

Purpose

The vendor list provides you with a summary listing of vendor information.

Report Criteria

Use the following criteria to specify data to include on the report:

- ◆ Vendor number and name (either master or alternate)
- ◆ Vendor class
- ◆ Status
- ◆ Current balance
- ◆ Available credit
- ◆ Past due amount.

Sort Options

You can sort data on the vendor list in one of the two following ways:

- ◆ Vendor number
- ◆ Vendor name and vendor number, respectively.

Information Included on the Report

If you enter a vendor master number or name in the criteria, the report includes the following information for each listed vendor.

- | | |
|----------------------------------|-------------------------------------|
| ◆ Vendor number and name | ◆ Vendor class |
| ◆ Vendor status (open or closed) | ◆ Terms code and description |
| ◆ Date you opened the account | ◆ Current and past due balances |
| ◆ Last name or company name | ◆ Year-to-date purchases |
| ◆ Attention line | ◆ Credit limit and available credit |
| ◆ Phone number | ◆ Last payment amount and date. |

Note: The report flags any account balance that does not equal the sum of unpaid vendor invoices.

If you entered a vendor alternate number in the criteria, the report lists the following data:

- ◆ Vendor number and name
- ◆ Vendor master number
- ◆ Attention line.

Vendor Detail

Purpose

The Vendor Detail Report provides you with a complete listing of vendor master, alternate, and comment data.

Report Criteria

Use the following criteria to specify data to include on the report:

- ◆ Vendor number and name
- ◆ Vendor class
- ◆ City, county, state, and zip code
- ◆ Primary, alternate, or both types of vendors (P, A, or B)
- ◆ Include or omit comments.

Sort Options

Use one of the five following methods to sort data on the report:

- ◆ Vendor number
- ◆ Vendor last name
- ◆ Vendor class and number, respectively
- ◆ City code and vendor number, respectively
- ◆ State code, city code, and vendor number, respectively.

Report Organization

The report organizes information into three sections for each Vendor:

- ◆ Vendor Information
- ◆ Current Information
- ◆ Historical Information.

Vendor Information

The vendor information section presents the following data:

- ◆ Vendor number and name
- ◆ Company contact
- ◆ Address, city, county, state, and zip code
- ◆ Vendor type (primary or alternate).

**Current
Information**

The current information section presents the following data:

- ◆ Vendor status, class, and class description
- ◆ Terms code and description
- ◆ Remittance lead days
- ◆ Blanket P.O. number and expiration
- ◆ Federal Tax ID number
- ◆ Print 1099 (Y/N)
- ◆ Current account balance and credit limit.

**Historical
Information**

The historical information section of the report presents the following data:

- ◆ Last purchase date and amount
- ◆ Last payment date, amount, and check number
- ◆ History level
- ◆ Date you opened the account
- ◆ Year-to-date purchases and discounts.

Simple Reports

The Accounts Payable Reports Menu lists five simple reports:

- ◆ Remittance Advice
- ◆ Check Register
- ◆ Outstanding Checks
- ◆ Payment Selection
- ◆ Payables Thru Date.

This section of *Volume 5* discusses each of these reports.

Remittance Advice

Purpose

ExecuTrak lists invoice information on the stub of remittance checks. Occasionally a remittance includes more invoices than can print on the check stub. Use the Remittance Advice Report to print an itemized listing of all invoices included in a remittance amount.

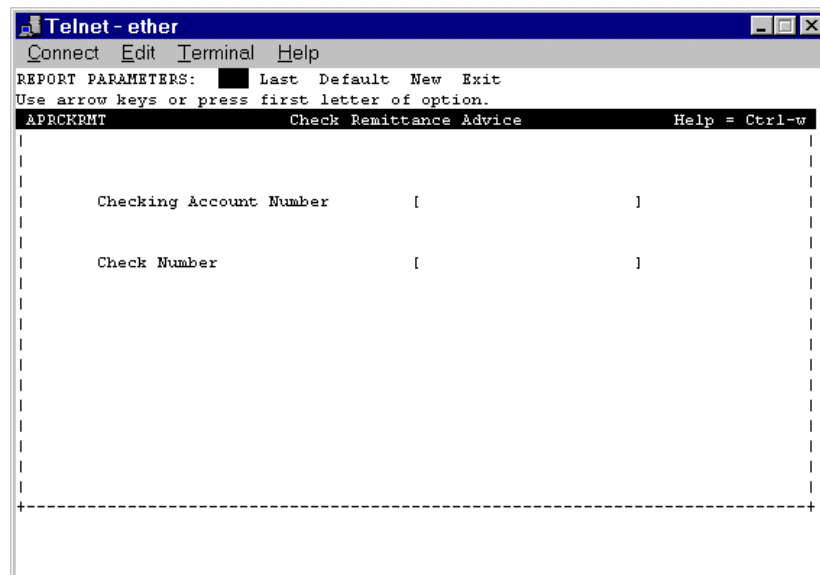


Frequency

Print the Remittance Advice Report as needed to report invoices included in a remittance.

When you select Remittance Advice from the Accounts Payable Reports Menu, the system displays the screen in Figure 5-23.

Figure 5-23: Check Remittance Advice Report Criteria



Report Criteria

Use the following criteria to specify information to include on the report:

- ◆ Checking account number
- ◆ Check number.

Sort Options

The report organizes data by checking account number, check number, and invoice number, respectively and does not allow you to specify alternative sort options. *Note:* The report sorts invoice numbers alphabetically. For example, invoice number 1000 appears before invoice number 40.

Review the sample report in Figure 5-24.

Figure 5-24: Sample Check Remittance Advice Report

APRCKRMT		Sample Petroleum Company				Page		1	
Run Date 10/17/96		Check Remittance Advice							
Run Time 13:03									
VENDOR NUMBER		15040056		PROFIT CENTER		JIFFYMART # 0			
NAME		Vendor # 15040056		CHECKING ACCOUNT		1230			
ADDRESS		18 W 500TH STREET		CHECK NUMBER		15161			
		CHICKASHA, OK		CHECK DATE		09/10/95			
		12345		CHECK AMOUNT		7,648.47			
Invoice Number	Invoice Date	Invoice Amount	Discount Taken	Net Amount	Invoice Number	Invoice Date	Invoice Amount	Discount Taken	Net Amount
1252	08/31/95	1,644.95	.00	1,644.95	1253	08/31/95	1,006.53	.00	1,006.53
1254	08/31/95	347.02	.00	347.02	1255	08/31/95	179.26	.00	179.26
1256	08/31/95	151.94	.00	151.94	1257	08/31/95	47.97	.00	47.97
1258	08/31/95	116.95	.00	116.95	1259	08/31/95	1,403.11	.00	1,403.11
1260	08/31/95	56.20	.00	56.20	1261	08/31/95	107.37	.00	107.37
1262	08/31/95	270.35	.00	270.35	1263	08/31/95	155.39	.00	155.39
1264	08/31/95	14.85	.00	14.85	1265	08/31/95	19.19	.00	19.19
1266	08/31/95	23.81	.00	23.81	1267	08/31/95	58.14	.00	58.14
1268	08/31/95	11.63	.00	11.63	17951	08/30/95	.00	.00	.00
2571505	08/21/95	13.77	.00	13.77	3290873	08/23/95	10.96	.00	10.96
3291315	08/27/95	111.60	.00	111.60	3291422	08/29/95	130.99	.00	130.99
3303731	08/04/95	70.00	.00	70.00	3303801	08/05/95	122.96	.00	122.96
3303985	08/21/95	42.75	.00	42.75	3304626	08/18/95	82.00	.00	82.00
3308502	08/02/95	83.11	.00	83.11	34844	08/18/95	55.68	.00	55.68
34974	08/28/95	27.84	.00	27.84	45036	08/31/95	13.92	.00	13.92
6882293	08/18/95	21.75	.00	21.75	83195	08/31/95	1,292.30	.00	1,292.30
831951	08/31/95	-45.82	.00	-45.82					
Total Invoice Count		33							
Total Invoice Amounts		7,648.47							
Total Discounts Taken		.00							
Total Net Amounts		7,648.47							

Information Included on the Report

Criteria for this report specified check number 15161. For each check, the report lists the following information:

- ◆ Vendor number, name, and address to whom check was payable
- ◆ Profit center number and name
- ◆ Check date
- ◆ Amount of check.

For each invoice included in the remittance, the report lists the following information:

- | | |
|------------------|-----------------------|
| ◆ Invoice number | ◆ Amount of discount |
| ◆ Invoice date | ◆ Net invoice amount. |
| ◆ Invoice amount | |

The report totals both the *number* of invoices and the *amount* of invoices included in the remittance. The report orders invoices by number.

Check Register

Purpose

The Check Register provides you with a listing of accounts payable checks. The system allows you to print two types of Check Register Reports: summary and detail.

Two Types of Check Registers

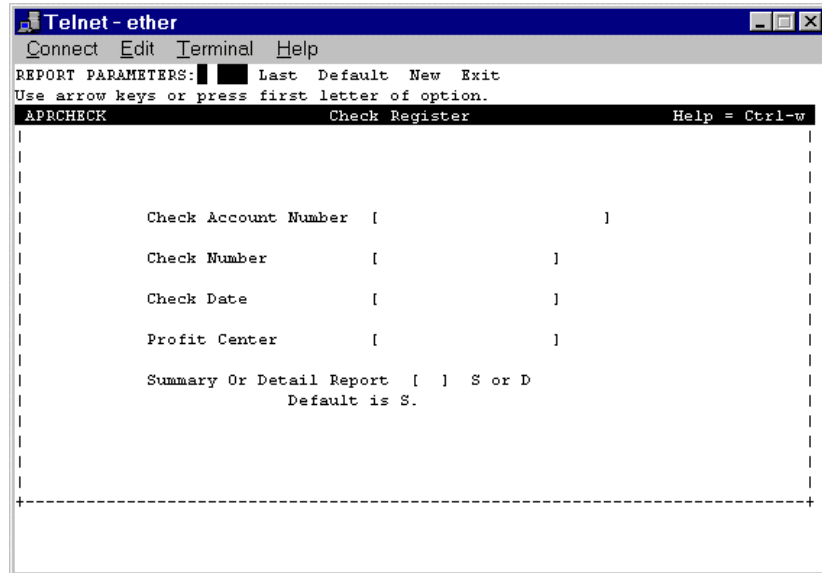
The *summary check register* lists basic check information. The *detail check register* provides you with basic check information and itemizes each invoice included in the remittance. The criteria you specify determine the type of check register printed.



Print the Check Register Report as needed to assist you in reconciling bank statements.

When you select Check Register from the Accounts Payable Reports Menu, the system displays the screen in Figure 5-25.

Figure 5-25: Check Register Report Criteria



Report Criteria

Use the following criteria to specify data to include on the report:

- ◆ Checking account number
- ◆ Check number
- ◆ Check date
- ◆ Profit center
- ◆ Summary or detail register.

Sort Options

The check register sorts data by checking account number and check number, respectively and does not allow you to specify alternative sort options.

Review the sample Check Register in Figure 5-26.

Figure 5-26: Sample Check Register

Check Number	Check Date	Vendor Number	Vendor Name	Check Amount	Profit Center	Profit Center Name	
APRCHECK Run Date 10/17/96 Run Time 13:40							
Sample Petroleum Company Accounts Payable Check Register							
Sorted By Checking Account And Check Number							
Page 1							
CHECKING ACCOUNT: 1230							
15000	08/17/95	71520016	Vendor # 71520016	260.25	0	JIFFYMART # 0	Yes
15001	08/17/95	71630051	Vendor # 71630051	8,852.43	0	JIFFYMART # 0	Yes
15002	08/17/95	71740016	Vendor # 71740016	61.75	0	JIFFYMART # 0	Yes
15003	08/17/95	4430026	Vendor # 4430026	3,074.33	0	JIFFYMART # 0	Yes
15004	08/17/95	12320029	Vendor # 12320029	2,720.45	0	JIFFYMART # 0	Yes
15005	08/17/95	12320064	Vendor # 12320064	14.84	0	JIFFYMART # 0	Yes
15006	08/17/95	12320084	Vendor # 12320084	1,520.95	0	JIFFYMART # 0	Yes
15007	08/17/95	37180007	Vendor # 37180007	378.17	0	JIFFYMART # 0	Yes
15008	08/17/95	4430026	Vendor # 4430026	14,685.25	0	JIFFYMART # 0	Yes
15009	08/17/95	12320029	Vendor # 12320029	1,326.53	0	JIFFYMART # 0	Yes
15010	08/17/95	12320064	Vendor # 12320064	4.42	0	JIFFYMART # 0	Yes
15011	08/17/95	12320084	Vendor # 12320084	908.00	0	JIFFYMART # 0	Yes
15012	08/17/95	37180007	Vendor # 37180007	5.30	0	JIFFYMART # 0	Yes
15013	08/17/95	12320042	Vendor # 12320042	2.85	0	JIFFYMART # 0	Yes
15014	08/17/95	12320042	Vendor # 12320042	299.66	0	JIFFYMART # 0	Yes
15015	08/17/95	15040056	Vendor # 15040056	184,007.47	0	JIFFYMART # 0	Yes
15016	08/17/95	23320018	Vendor # 23320018	2,100.19	0	JIFFYMART # 0	Yes
15017	08/17/95	37010024	Vendor # 37010024	461.42	0	JIFFYMART # 0	Yes
15018	08/17/95	71630051	Vendor # 71630051	23,867.88	0	JIFFYMART # 0	Yes
15019	08/18/95	15040056	Vendor # 15040056	15,972.61	0	JIFFYMART # 0	Yes
15020	08/18/95	15180009	Vendor # 15180009	1,951.30	0	JIFFYMART # 0	Yes
15021	08/18/95	23320018	Vendor # 23320018	4,200.37	0	JIFFYMART # 0	Yes
15022	08/18/95	15040056	Vendor # 15040056	1,842.58	0	JIFFYMART # 0	Yes
15023	08/18/95	23320018	Vendor # 23320018	4,258.02	0	JIFFYMART # 0	Yes
15024	08/18/95	57040001	Vendor # 57040001	261.55	0	JIFFYMART # 0	Yes
15025	08/18/95	60740016	Vendor # 60740016	84.24	0	JIFFYMART # 0	Yes
CHECKING ACCOUNT TOTAL				273,122.81			
FINAL TOTAL				273,122.81			

Information Included on the Report

Criteria for this report requested check numbers 15,000 through 15,025. For each checking account number included on the report, the check register presents the following information:

- ◆ Check number and date
- ◆ Vendor number and name
- ◆ Check amount
- ◆ Profit center number and name
- ◆ Status of the check
 - Yes = cleared
 - No = not cleared
 - Void = (see page 5-9)
 - Test Check = (see page 5-37)
 - Lead Check = (see page 5-37).

The report subtotals checks for each account and totals checks for all accounts.

Invoice Information

If the criteria specified detail information, the check register also includes the following data for each invoice included in the remittance:

- ◆ Invoice number, date, and amount
- ◆ Discount amount
- ◆ Amount of check.

Outstanding Checks**Purpose**

The Outstanding Checks Report provides you with a listing of checks flagged as not yet having cleared the bank.

**Frequency**

Print the Outstanding Check Report as needed to assist you in reconciling bank accounts. (See Reconcile Checks on page 5-10.)

When you select Outstanding Checks from the Accounts Payable Reports Menu, the system displays the screen in Figure 5-27.

*Figure 5-27:
Outstanding Checks
Report Criteria*

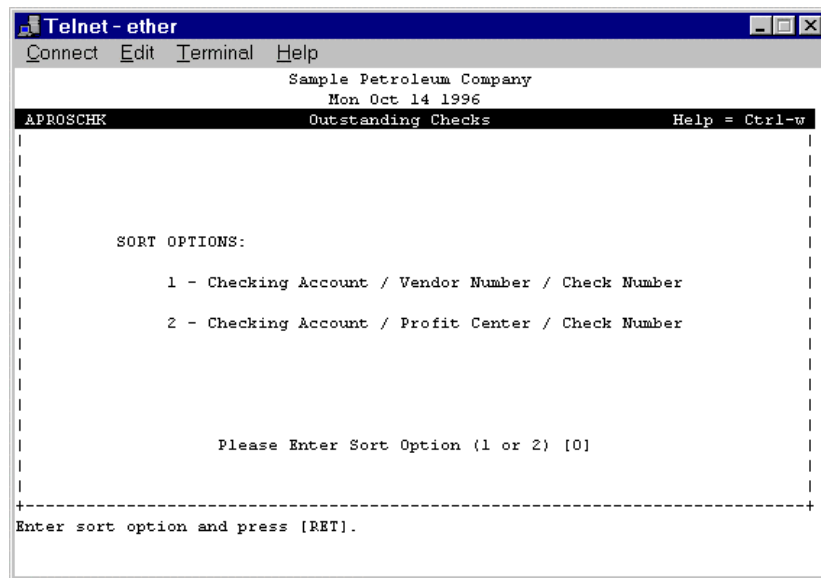
Report Criteria

Use the following criteria to specify data to include on the report:

- ◆ Vendor number
- ◆ Profit center
- ◆ Check number
- ◆ Check date
- ◆ Account number.

When you finish entering report criteria, the system displays the screen in Figure 5-28.

*Figure 5-28:
Outstanding Checks
Report Sort Options*



Sort Options

You can sort data on the Outstanding Checks Report in one of the two following ways:

- ◆ Checking account, vendor number, and check number, respectively
- ◆ Checking account, profit center, and check number, respectively.

Review the sample report in Figure 5-29.

Figure 5-29: Sample Outstanding Checks Report

Check Number	Check Date	Profit Center	Profit Center Name	Check Amount
APROSCHK				
Page 1				
Run Date 10/14/96				
Run Time 13:41				
Sample Petroleum Company				
Accounts Payable				
Outstanding Checks				
Sorted By Account, Vendor And Check Number				
CHECKING ACCOUNT: 1230				
VENDOR: 4010013 - Vendor #				
15142	09/10/95	4010013	0 JIFFYMART # 0	798.86
15460	10/10/95	0	JIFFYMART # 0	2,461.15
VENDOR TOTAL:				3,260.01
VENDOR: 4010015 - Vendor #				
15461	10/10/95	4010015	0 JIFFYMART # 0	156.60
VENDOR TOTAL:				156.60
VENDOR: 4040010 - Vendor #				
15143	09/10/95	4040010	0 JIFFYMART # 0	66.67
VENDOR TOTAL:				66.67
VENDOR: 4120002 - Vendor #				
2896	10/06/95	4120002	0 JIFFYMART # 0	767.28
15383	09/25/95	0	JIFFYMART # 0	684.21
VENDOR TOTAL:				1,451.49
VENDOR: 4150034 - Vendor #				
15096	09/01/95	4150034	0 JIFFYMART # 0	89.99
15360	09/21/95	0	JIFFYMART # 0	89.99
VENDOR TOTAL:				179.98
CHECKING ACCOUNT TOTAL:				5,114.75
FINAL TOTAL				5,114.75

Information Included on the Report

For each listed checking account, the report includes:

- ◆ Account number
- ◆ Vendor number and name.

For each invoice listed for a vendor, the report includes:

- ◆ Check number and date
- ◆ Profit center number and name
- ◆ Amount of check.

The report subtotals outstanding check amounts for each account and totals outstanding check amounts for all accounts.

Payment Selection

Purpose

Use the Payment Selection Report to print a listing of invoices you selected for payment through Payment Selection on the Accounts Payable Data Entry Menu.

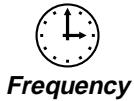
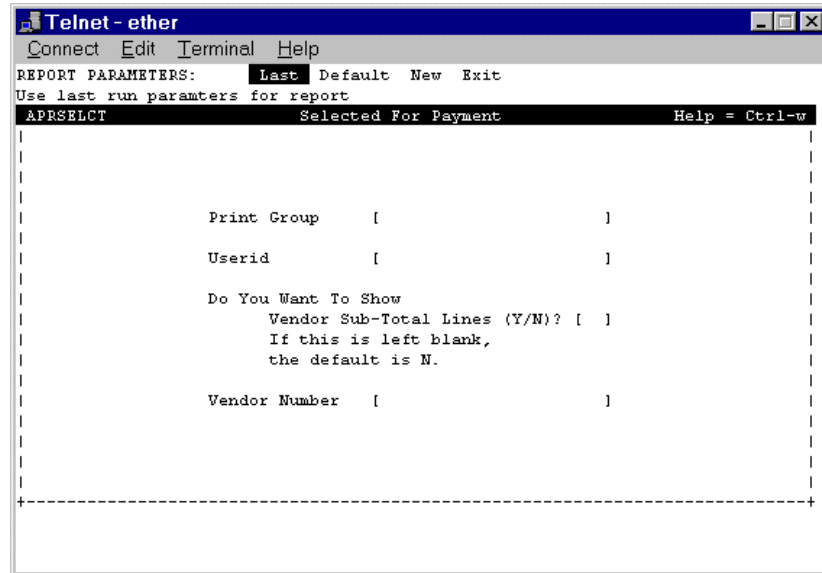


Figure 5-30:
Payment Selection
Report Criteria

Print this report as needed to review invoice payment selection and approval status prior to printing checks.

When you choose Payment Selection from the Accounts Payable Reports Menu, the system displays the screen in Figure 5-30.



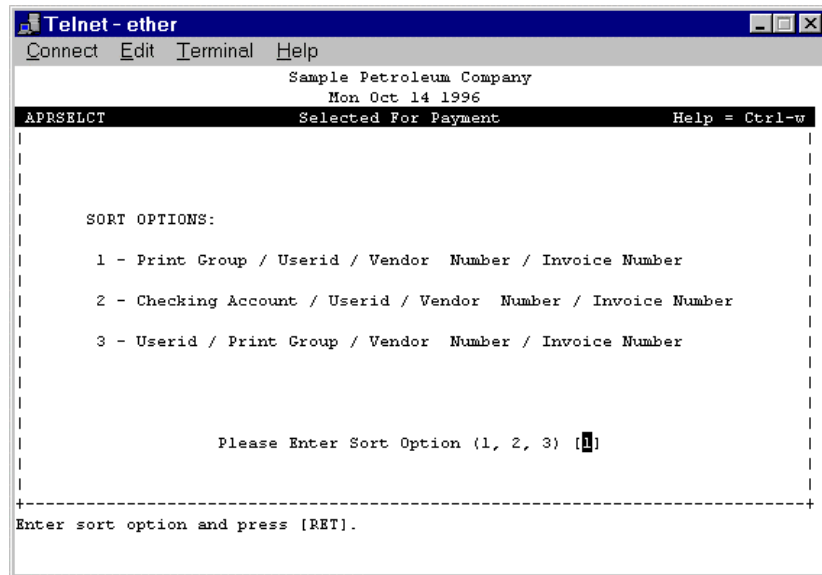
Report Criteria

Use the following criteria to specify data to include on the report:

- ◆ Print group
- ◆ User ID
- ◆ Include/omit vendor subtotals
- ◆ Vendor number.

When you finish entering report criteria, the system displays the screen in Figure 5-31.

*Figure 5-31:
Payment Selection
Report Sort Options*



Sort Options

Use one of the three following methods to sort data on the report:

- ◆ Print group, user ID, vendor number, and invoice number, respectively
- ◆ Checking account, user ID, vendor number, and invoice number, respectively
- ◆ User ID, print group, vendor number, and invoice number, respectively.

Review the sample Payment Selection Report in Figure 5-32.

Figure 5-32: Sample Selected For Payment Report

Invoice Number	Invoice Date	Due Date	Discount Date	Invoice Terms	Description	Invoice Amount	Discount Amount	Net Amount	Payment Amount	Approved
APRSELECT Run Date 10/14/95 Run Time 14:48 Sample Petroleum Company Accounts Payable Selected For Payment Sorted By Print Group, User Id, Vendor, and Invoice Number Page 1										
PRINT GROUP: DUE 15TH DUE 15TH PRINT GROUP CHECKING ACCOUNT: 1230 USERID: ssfactor VENDOR NUMBER: 4740008 Vendor # 4740008										
23473981	09/07/95	10/15/95	10/15/95	DUE15	NET 15TH	9.80	0.00	9.80	9.80	YES
23474611	09/08/95	10/15/95	10/15/95	DUE15	NET 15TH	4.16	0.00	4.16	4.16	YES
23474641	09/08/95	10/15/95	10/15/95	DUE15	NET 15TH	2.80	0.00	2.80	2.80	YES
23612321	09/14/95	10/15/95	10/15/95	DUE15	NET 15TH	4.60	0.00	4.60	4.60	YES
23612351	09/14/95	10/15/95	10/15/95	DUE15	NET 15TH	6.80	0.00	6.80	6.80	YES
23733281	09/21/95	10/15/95	10/15/95	DUE15	NET 15TH	5.40	0.00	5.40	5.40	YES
23733911	09/21/95	10/15/95	10/15/95	DUE15	NET 15TH	4.40	0.00	4.40	4.40	YES
23855011	09/28/95	10/15/95	10/15/95	DUE15	NET 15TH	2.40	0.00	2.40	2.40	YES
23855041	09/28/95	10/15/95	10/15/95	DUE15	NET 15TH	7.80	0.00	7.80	7.80	YES
VENDOR NUMBER: 23430009 Vendor # 23430009 465859 09/02/95 10/15/95 10/15/95 DUE15 NET 15TH										
						8.25	0.00	8.25	8.25	YES
TOTAL FOR USERID: ssfactor						56.41	.00	56.41	56.41	
TOTAL FOR PRINT GROUP: DUE 15TH						56.41	.00	56.41	56.41	
TOTAL FOR ALL PRINT GROUPS:						56.41	.00	56.41	56.41	

Information Included on the Report

Criteria for this report specified all invoices in the DUE 15TH print group. The report sorts data by print group, user ID, vendor number, and invoice number, respectively. For each listed print group, the report includes the print group description, checking account number, and user ID.

For each user ID listed for a print group, the report includes:

- ◆ Vendor number and name
- ◆ Invoice number and date
- ◆ Due date
- ◆ Discount
- ◆ Terms and description
- ◆ Invoice amount
- ◆ Discount amount
- ◆ Net amount
- ◆ Payment amount
- ◆ Approval status.

The report subtracts the discount amount from the invoice amount to calculate the net amount.

If you specified vendor subtotal lines, the report subtotals these amounts for each vendor and totals these amounts for each print group. The report also totals these amounts for all print groups.

1099 Type Report

Purpose

The 1099 Type Report provides you with a listing of accounts payable vendors, federal tax ID, 1099 type and amount paid to the vendor during the specified year.

When you select 1099 Type Report from the Accounts Payable Reports Menu, the system displays the following selection criteria screen.

Figure 5-33: 1099 Type Report Selection Criteria

```

Telnet - eth05
Correct Edit Terminal Help
REPORT PARAMETERS: █ █ █ █ Last Default New Exit
Use arrow keys or press first letter of option.
APR1099R          1099 Type Report          Help * Ctrl-W

. Vendor Number(s)      [          ]
. 1099 Type(s) For Report [          ]
. Calendar Year         [          ]
  Enter only one year.
  Format 19XX.
  
```

Selection Criteria for this report include:

- ◆ Vendor Number(s)—Enter the vendor number or range of numbers to include on the report. Leave this field empty to include all vendors in the selection process.
- ◆ 1099 Type(s) for Report—Enter the 1099 type(s) to include on the report. Leave this field blank to include all 1099 types on the report. Valid types include:

A—Rent	J—Interest Income
B—Royalties	K—Interest on Savings Bond
C—Prizes and Awards	L—Ordinary Dividends
D—Federal tax withheld	M—Capital Gain Allotments
E—Fishing boat proceeds	N—Nontaxable Distributions
F—Medical payments	O—Investment Expense
G—Nonemployee Comp.	P—Cash
H—Payments for Div/Int	Q—Non-Cash
I—Over \$5000 for Resale	R—Retirement Distribution

- ◆ Calendar Year—Enter the calendar year to report; use the “19##” format. The year is a required criterion.

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APR1099R		Sample Petroleum Company			Page	1
Run Date 12/23/98		Accounts Payable				
Run Time 10:32		1099 Type Report				
		Report for Year 1998				
Vendor	Recipient Name	Recipient ID	1099 Type	1099 Description	YTD Amount	
4010002	SAMPLE VENDOR NAME	445-70-465	N	DIV FORM - nontaxable distributions	20.00	
4120004	SAMPLE VENDOR NAME		N	DIV FORM - nontaxable distributions	0.00	
4120013	SAMPLE VENDOR NAME		N	DIV FORM - nontaxable distributions	15.00	
4150001	SAMPLE VENDOR NAME		N	DIV FORM - nontaxable distributions	0.00	
4230002	SAMPLE VENDOR NAME		N	DIV FORM - nontaxable distributions	41.58	
4230004	SAMPLE VENDOR NAME		N	DIV FORM - nontaxable distributions	334.10	
4230013	SAMPLE VENDOR NAME		N	DIV FORM - nontaxable distributions	0.00	
4230015	SAMPLE VENDOR NAME		N	DIV FORM - nontaxable distributions	0.00	
4230024	SAMPLE VENDOR NAME		N	DIV FORM - nontaxable distributions	0.00	
4230026	SAMPLE VENDOR NAME		N	DIV FORM - nontaxable distributions	19.46	
4230035	SAMPLE VENDOR NAME		N	DIV FORM - nontaxable distributions	335.00	
4230037	SAMPLE VENDOR NAME		N	DIV FORM - nontaxable distributions	0.00	
4430006	SAMPLE VENDOR NAME		N	DIV FORM - nontaxable distributions	0.00	
4430017	SAMPLE VENDOR NAME		N	DIV FORM - nontaxable distributions	0.00	
4460001	SAMPLE VENDOR NAME		N	DIV FORM - nontaxable distributions	0.00	
4630008	SAMPLE VENDOR NAME		N	DIV FORM - nontaxable distributions	0.00	
4630017	SAMPLE VENDOR NAME		N	DIV FORM - nontaxable distributions	0.00	
4630019	SAMPLE VENDOR NAME	5706	N	DIV FORM - nontaxable distributions	50.23	
4630028	SAMPLE VENDOR NAME		N	DIV FORM - nontaxable distributions	0.00	
4660005	SAMPLE VENDOR NAME		N	DIV FORM - nontaxable distributions	0.00	
4710009	SAMPLE VENDOR NAME		N	DIV FORM - nontaxable distributions	0.00	
4930009	SAMPLE VENDOR NAME		N	DIV FORM - nontaxable distributions	0.00	
Total Amount:					----- 815.37	

Information Included on the Report

The report lists the following information for each selected vendor:

- ◆ Vendor number and name
- ◆ Recipient ID
- ◆ 1099 type and Description. The report may list “Unknown 1099 Type” for some vendors. This will occur for any vendor who still has a 1099 type of “Y” in the Vendor Master. If this occurs, specify the appropriate 1099 type in the master record for the vendor.
- ◆ YTD—This amount reflects the total amount of payments made to this vendor for the specified period.

Payables Thru Date

Purpose

The Payables Thru Date Report (also referred to as Payables Detail as of Date) lists original and unpaid invoice balances. This report proves useful for two purposes:

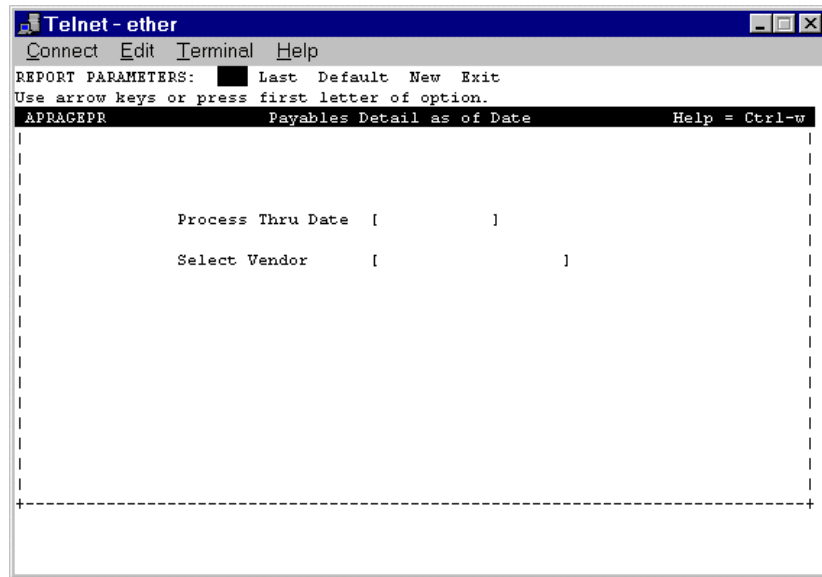
- ◆ Determining accounts payable unpaid liability
- ◆ Reconciling vendor statements with recorded liabilities.

**Frequency**

Print this report as needed to review accounts payable liabilities.

Figure 5-34:
*Payables Thru Date
Report Criteria*

When you select Payables Thru Date from the Accounts Payable Reports Menu, the system displays the screen in Figure 5-34.

**Report Criteria**

Use the following criteria to specify data to include on the report:

- ◆ Process Thru Date. The system reports all original and unpaid balances on or before this date. If you enter no date, the system reports data through the current date.
- ◆ Vendor Number.

Sort Options

The report sorts data by vendor number and invoice number and does not allow you to specify alternative sort options. *Note:* The report lists invoice numbers in alphabetical order, not numerical order.

Review the sample report in Figure 5-35.

Figure 5-35: Sample Payables Thru Date Report

APRAGEPR Run Date 10/18/96 Run Time 08:52		Sample Petroleum Company Accounts Payable Payables Detail as of 10/18/1996				Page 1
	Invoice Number	Invoice Date	Due Date	Original Amount	Remaining Amount	
VENDOR	4430004	Vendor #	4430004	Phone (404) 989-3300		
	2464057	10/02/95	11/15/95	118.10	118.10	
	2466383	10/02/95	11/15/95	171.05	171.05	
	2468710	10/03/95	11/15/95	410.00	410.00	
	2471029	10/04/95	11/15/95	916.42	916.42	
	2471185	10/04/95	11/15/95	499.11	499.11	
	2473322	10/05/95	11/15/95	322.38	322.38	
	2474551	10/05/95	11/15/95	30.19	30.19	
	2474569	10/05/95	11/15/95	91.73	91.73	
	2474577	10/05/95	11/15/95	64.00	64.00	
	2474585	10/05/95	11/15/95	395.91	395.91	
	2479121	10/06/95	11/15/95	27.95	27.95	
	2479139	10/06/95	11/15/95	29.40	29.40	
	2479147	10/06/95	11/15/95	544.98	544.98	
	2481200	10/09/95	11/15/95	269.51	269.51	
	2483552	10/09/95	11/15/95	298.20	298.20	
	2485847	10/10/95	11/15/95	60.86	60.86	
	2485854	10/10/95	11/15/95	279.25	279.25	
	2488189	10/11/95	11/15/95	1,016.16	516.16	
	2488494	10/11/95	11/15/95	240.72	240.72	
	2502914	10/17/95	11/15/95	27.95	27.95	
	2502922	10/17/95	11/15/95	62.33	62.33	
	2502930	10/17/95	11/15/95	363.96	363.96	
	90586	10/03/95	11/15/95	64.80	64.80	
	90826	10/06/95	11/15/95	92.80	92.80	
	Vendor Total			6,397.76	5,897.76	
	Final Total			6,397.76	5,897.76	

Information Included on the Report

Criteria for this report requested invoice balances for vendor 4430004. For each listed vendor, the report includes:

- ◆ Vendor number and name
- ◆ Vendor phone number.

For each vendor invoice, the report includes:

- ◆ Invoice number
- ◆ Invoice date
- ◆ Due date
- ◆ Original invoice amount
- ◆ Remaining amount.

On the sample report, notice that the original amount of invoice 2488189 was 1,016.16, but the remaining amount is 516.16. This difference reflects a payment of \$500.00 for this invoice. See Payment Selection on page 5-31 and Changing the Payment Amount for an Invoice on page 5-35.

The report subtotals original and remaining amounts for each vendor and totals these amounts for all vendors.

Invoices Billed Report

Purpose

The Invoices Billed Report lets you generate a listing of which bill of lading was paid on which invoice.

When you select A/P Invoices Billed from the Accounts Payable Reports Menu, the system displays the screen in Figure 5-36.

Figure 5-36: A/P Invoices Billed Report

Selection Criteria

Selection criteria for the report include:

- ◆ Invoice Dates
- ◆ Posting Dates
- ◆ Vendor Number
- ◆ Invoice Number
- ◆ Bill of lading Number
- ◆ Receiver Number
- ◆ Invoice Status
- ◆ Product Code

Sort Options

You can choose from among the following sort options for the report.

**Information
Included on the
Report**

- ◆ Invoice number, bill of lading number, and receiver number, respectively.
- ◆ Invoice status, invoice number, and bill of lading number, respectively.
- ◆ Invoice type and bill of lading number.

The A/P Invoices Billed Report lists the following information for each invoice.

- | | |
|--------------------------|---------------------------|
| ◆ Vendor number and name | ◆ Posting date |
| ◆ Invoice number | ◆ Invoice status and type |
| ◆ BOL number | ◆ Freight/lading |
| ◆ Receiver number | ◆ Product code. |
| ◆ Invoice date | |

A/P Mailing Labels

The A/p Mailing Labels program lets you print mailing labels for specified A/P Accounts.

In addition to letting you specify the label size, you can use the following criteria to specify which A/P accounts to include:

- ◆ Vendor Class
- ◆ City Code
- ◆ State Code

When you select A/P Mailing Labels from the Accounts Payable Reports menu, the system displays the following screen.

```

Telnet - ether5
Connect Edit Issues Help
LABEL PRINTING: Select Test Go Exit
Select Criteria for Printing
APPLABG8 A/P Mailing Labels Help * Ctrl-w
-----
Number Of Lines From Top Of 1st Label To Top Of 2nd Label [  ]
(6 Lines Per Inch)
Number Of Spaces From Left Edge To Right Edge Of Label [  ]
(10 Spaces Per Inch)
Number Of Labels Across Page [  ]
Number Of Spaces From Left Edge Of Label In Column #1
To Left Edge Of Label In Column #2 (10 Spaces Per Inch) [  ]
-----
Printing Criteria:                               Selection Criteria:
Printer ID [  ]                               Vendor Class [  ]
Print Vendor No. on Top [  ]                   City Code [  ]
Select Y or N [  ]                             State Code [  ]
Print Names By: [  ]
1 - First Last 2 - Last, First
-----

```

This screen organizes data into three sections.

- ◆ Label Size
- ◆ Print Criteria
- ◆ Selection Criteria

LABEL SIZE

The label print program is flexible in the size and style of labels that it will print. The criteria you enter here will determine how your labels will print. *Note: if you are unsure of your exact label size, use a ruler to measure the label.*

- ◆ **Number of lines from top of first label to top of second label (6 lines per inch).** This setting lets you specify the height of the label. Enter the number of lines. The label must be at least 4 lines in height.
- ◆ **Number of spaces from left edge to right edge of label (10 spaces per inch).** This setting lets you specify the label width. Enter the number of spaces. The label width must fall between 30 to 50 spaces, inclusive.
- ◆ **Number of labels across page.** This setting depends upon the labels you choose to use. Some label forms have up to three labels per row; whereas another label form may have only one label per row. Enter the number of labels. The number of labels per row must be 1, 2, or 3.

Printing Criteria

- ◆ **Number of spaces from left edge of label in column #1 to left edge of label in column #2 (10 spaces per inch).** This setting lets you specify the starting point for the second column of labels on the sheet. Enter the number of spaces (between 30 and 50). If your label form has only 1 label per row, leave this field empty.
- ◆ **Printer ID**–Specify where you want to print the labels (e.g. lp1, lp0, etc.)
- ◆ **Print Account No. On top (Y/N)**–If you select “Y,” the first line of the label will display the account number. If you select “N,” the label will not display the account number.
- ◆ **Print Names By**–1) First Name Last Name or 2) Last Name, First Name

Selection Criteria

- ◆ **Customer Class**–To print labels for a specific customer class or classes, enter the class code. Leave this field empty to include all customer classes in the selection process.
- ◆ **City Code**–To print labels for a specific city, enter the city code(s). Leave this field empty to include all cities in the selection process.
- ◆ **State Code**–To print labels for a specific state, enter the state code(s). Leave this field empty to include all states in the selection process.
- ◆ **Salesman Code**–To print customers for a specific salesman, enter the salesman code. Leave this field empty to include all salesmen in the selection process.

Test Print

When you print labels, it’s a good idea to run a test print to make sure your labels are aligned correctly in the printer and that you have specified the correct label size. Use the following steps to run a test print:

1. Enter all of the necessary data in the label size fields (height, width, etc.)
2. Under printing criteria, specify the printer ID and key return. ExecuTrak displays a message that “If you are setting up a test print, you may press ESC now.”
3. Press the ESC key, and ExecuTrak displays the following sort options: 1–Account number or 2–Zip code and account number, respectively.

4. Select the sort method and ExecuTrak returns to the Label Printing Screen.
5. Select Test from the ring menu to run the test print.
6. ExecuTrak prints a test row of labels. Review the output to verify that the labels align correctly. Make any necessary adjustments to reposition your labels in the printer or to the label size settings. If the test labels printed correctly, you are ready to print the labels.

Printing Labels

Use the following steps to print labels.

1. Enter all of the necessary data in the label size fields (height, width, etc.)
2. Enter the Printing criteria and selection criteria
3. ExecuTrak displays the sort options: 1–Account Number or 2–Zip code and account number, respectively.
4. Select the sort method and ExecuTrak returns to the Label Printing Screen.
5. Select Go from the ring menu to select accounts and print labels.

**Information
Printed on the
Labels**

Each label will display the following information:

- ◆ Account number (only if you specified in the printing criteria for the account number to print)
- ◆ First Name Last Name (or Last Name, First Name, depending upon the printing criteria)
- ◆ Street Address 1
- ◆ Street Address 2
- ◆ City, State, and Zip

Complex Reports

Purpose

Accounts Payable provides you with one complex report: Custom Aged Vendor Detail.

This section of *Volume 5* provides you with detailed information on the report.

Aged Vendor Detail

Purpose

The Aged Vendor Detail Report ages your payable account balances into four periods that you specify.

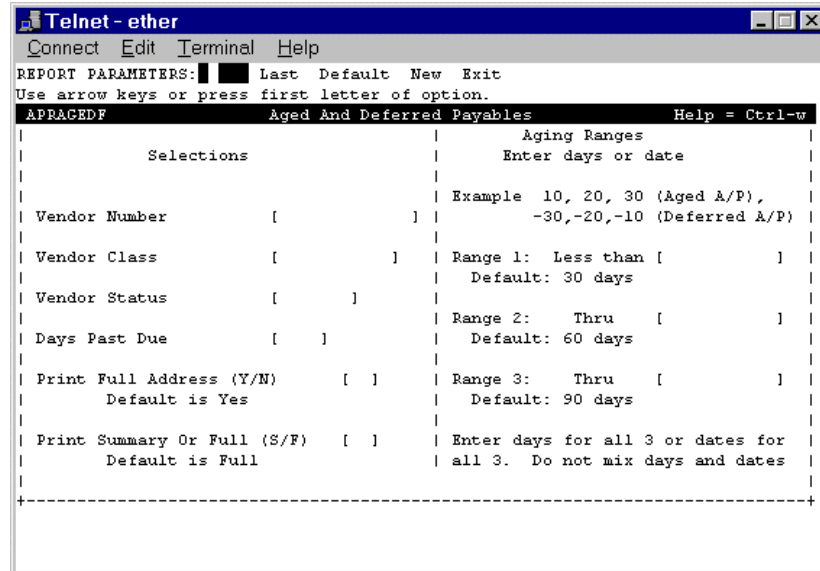


Frequency

Run this report as needed to review aged account balances and amounts past due.

When you select Aged Vendor Detail from the Accounts Payable Reports Menu, the system displays the screen in Figure 5-37.

Figure 5-37: Aged Vendor Detail Report Criteria



Report Criteria

Each of the following headings corresponds to an Aged Vendor Detail Report criteria field.

Vendor Number

Enter the vendor number or range of vendors to report. To include all vendors, leave this field empty.

Vendor Class To report data for a specific customer class, enter the class code or codes. To report data for all customer classes, leave this field empty.

Vendor Status Enter O to report data for only open vendor accounts.
Enter C to report data for closed vendor accounts.
Make no entry to include data for both open and closed vendor accounts.

Days Past Due To report data for accounts that are a specific number of days past due, enter the number of days. To report data for past due accounts, regardless of the number of days past due, leave this field empty.

Print Full Address Enter Y to print the vendor's full address.
Enter N to omit the vendor's full address.
The system defaults to Y if you make no entry.

Print Summary or Full Enter S to print summary information. The report lists the combined balances of unpaid invoices for each vendor.
Enter F to print full detail information. The report itemizes all unpaid invoices for each vendor.
If you make no entry, the system defaults to full detail.

Aging Ranges

Range 1 Enter the number of days to report for the first aging level, or enter the date to end the first aging level. If you leave this field empty, the system defaults to 30 days.

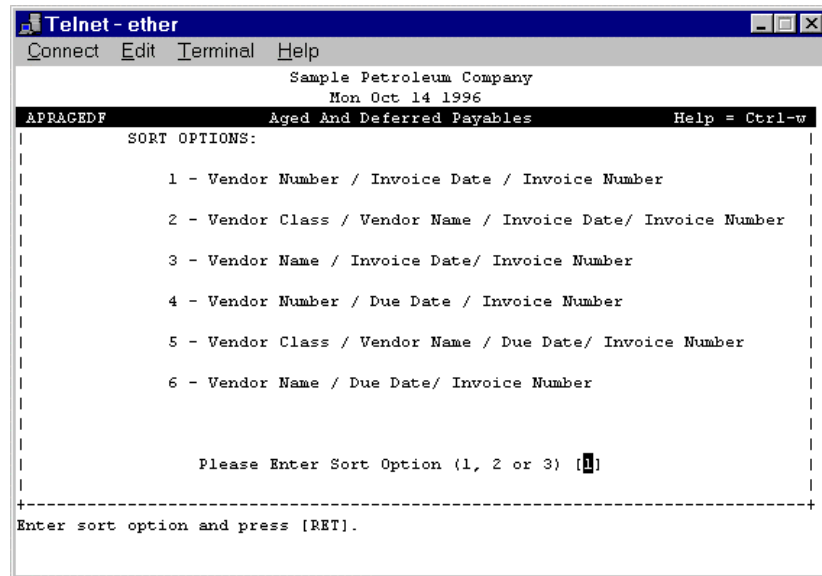
Range 2 Enter the number of days to report for the second aging level, or enter the date to end the second aging level. If you leave this field empty, the system defaults to 60 days.

Range 3

Enter the number of days to report for the third aging level, or enter the date to end the third aging level. If you leave this field empty, the system defaults to 90 days.

When you finish entering report criteria, the system displays the screen in Figure 5-38.

Figure 5-38: Aged Vendor Detail Sort Options



Sort Options

You can sort data on the Aged Vendor Detail Report in one of the six following ways:

- ◆ Vendor number, invoice date, and invoice number, respectively
- ◆ Vendor class, vendor name, invoice date, and invoice number, respectively
- ◆ Vendor name, invoice date, and invoice number, respectively
- ◆ Vendor number, due date, and invoice number, respectively
- ◆ Vendor class, vendor name, due date, and invoice number, respectively
- ◆ Vendor name, due date, and invoice number, respectively.

Review the Sample Aged Detail Report (also referred to as the Sample Aged and Deferred Payables Report) in Figure 5-39.

Figure 5-39: Sample Aged and Deferred Payables Report

APRAGEDF			Sample Petroleum Company								Page 1	
Run Date 10/14/96			Accounts Payable									
Run Time 14:50			Aged And Deferred Payables									
Sorted By Vendor Number / Invoice Date / Invoice Number												
Invoice Number	Invoice Date	Due Date	After 11/30/96 00-*** Days	% of Vend Total	Thru 10/31/96 ***-*** Days	% of Vend Total	Thru 09/30/96 ****-*** Days	% of Vend Total	Greater Than 09/30/96	% of Vend Total	Cumulative Account Balance	% of Vend Total
VENDOR 4430004 Vendor # 4430004 Phone (404) 989-3300												
P.O. BOX 102453												
ATLANTA, GA 30368-2453												
025226341	09/14/96	10/15/96	0.00	0.0	0.00	0.0	-2.24	0.0	0.00	0.0	-2.24	0.0
2444075	09/22/96	10/15/96	0.00	0.0	0.00	0.0	29.40	0.3	0.00	0.0	27.16	0.3
2444083	09/22/96	10/15/96	0.00	0.0	0.00	0.0	253.20	2.7	0.00	0.0	280.36	3.0
89711	09/22/96	10/15/96	0.00	0.0	0.00	0.0	67.60	0.7	0.00	0.0	347.96	3.7
2440831	09/22/96	10/15/96	0.00	0.0	0.00	0.0	14.00	0.1	0.00	0.0	361.96	3.8
2447367	09/25/96	10/15/96	0.00	0.0	0.00	0.0	182.46	1.9	0.00	0.0	544.42	5.7
2451716	09/26/96	10/15/96	0.00	0.0	0.00	0.0	311.34	3.3	0.00	0.0	855.76	9.0
2454546	09/27/96	10/15/96	0.00	0.0	0.00	0.0	326.26	3.4	0.00	0.0	1,182.02	12.5
245009	09/27/96	10/15/96	0.00	0.0	0.00	0.0	62.92	0.7	0.00	0.0	1,244.94	13.1
2453993	09/27/96	10/15/96	0.00	0.0	0.00	0.0	788.91	8.3	0.00	0.0	2,033.85	21.4
2457812	09/28/96	10/15/96	0.00	0.0	0.00	0.0	243.70	2.6	0.00	0.0	2,277.55	24.0
2457820	09/28/96	10/15/96	0.00	0.0	0.00	0.0	14.00	0.1	0.00	0.0	2,291.55	24.2
2456681	09/28/96	10/15/96	0.00	0.0	0.00	0.0	484.19	5.1	0.00	0.0	2,775.74	29.3
2461749	09/29/96	10/15/96	0.00	0.0	0.00	0.0	312.81	3.3	0.00	0.0	3,088.55	32.6
2466383	10/02/96	11/15/96	0.00	0.0	171.05	1.8	0.00	0.0	0.00	0.0	3,259.60	34.4
2464057	10/02/96	11/15/96	0.00	0.0	118.10	1.2	0.00	0.0	0.00	0.0	3,377.70	35.6
2468710	10/03/96	11/15/96	0.00	0.0	410.00	4.3	0.00	0.0	0.00	0.0	3,787.70	39.9
90586	10/03/96	11/15/96	0.00	0.0	64.80	0.7	0.00	0.0	0.00	0.0	3,852.50	40.6
2471185	10/04/96	11/15/96	0.00	0.0	499.11	5.3	0.00	0.0	0.00	0.0	4,351.61	45.9
2471029	10/04/96	11/15/96	0.00	0.0	916.42	9.7	0.00	0.0	0.00	0.0	5,268.03	55.5
2473322	10/05/96	11/15/96	0.00	0.0	322.38	3.4	0.00	0.0	0.00	0.0	5,590.41	58.9
2474551	10/05/96	11/15/96	0.00	0.0	30.19	0.3	0.00	0.0	0.00	0.0	5,620.60	59.3
2474569	10/05/96	11/15/96	0.00	0.0	91.73	1.0	0.00	0.0	0.00	0.0	5,712.33	60.2
2474577	10/05/96	11/15/96	0.00	0.0	64.00	0.7	0.00	0.0	0.00	0.0	5,776.33	60.9
2474585	10/05/96	11/15/96	0.00	0.0	395.91	4.2	0.00	0.0	0.00	0.0	6,172.24	65.1
02474551	10/05/96	11/15/96	0.00	0.0	-2.24	0.0	0.00	0.0	0.00	0.0	6,170.00	65.1
90826	10/06/96	11/15/96	0.00	0.0	92.80	1.0	0.00	0.0	0.00	0.0	6,262.80	66.0
2479121	10/06/96	11/15/96	0.00	0.0	27.95	0.3	0.00	0.0	0.00	0.0	6,290.75	66.3
2479139	10/06/96	11/15/96	0.00	0.0	29.40	0.3	0.00	0.0	0.00	0.0	6,320.15	66.6
2479147	10/06/96	11/15/96	0.00	0.0	544.98	5.7	0.00	0.0	0.00	0.0	6,865.13	72.4
2481200	10/09/96	11/15/96	0.00	0.0	269.51	2.8	0.00	0.0	0.00	0.0	7,134.64	75.2
2483552	10/09/96	11/15/96	0.00	0.0	298.20	3.1	0.00	0.0	0.00	0.0	7,432.84	78.4
2485847	10/10/96	11/15/96	0.00	0.0	60.86	0.6	0.00	0.0	0.00	0.0	7,493.70	79.0
2485854	10/10/96	11/15/96	0.00	0.0	279.25	2.9	0.00	0.0	0.00	0.0	7,772.95	82.0
2488494	10/11/96	11/15/96	0.00	0.0	240.72	2.5	0.00	0.0	0.00	0.0	8,013.67	84.5
2488189	10/11/96	11/15/96	0.00	0.0	1,016.16	10.7	0.00	0.0	0.00	0.0	9,029.83	95.2
2502914	10/17/96	11/15/96	0.00	0.0	27.95	0.3	0.00	0.0	0.00	0.0	9,057.78	95.5
2502922	10/17/96	11/15/96	0.00	0.0	62.33	0.7	0.00	0.0	0.00	0.0	9,120.11	96.2
2502930	10/17/96	11/15/96	0.00	0.0	363.96	3.8	0.00	0.0	0.00	0.0	9,484.07	100.0
Vendor Total			0.00	0.0	6,395.52	67.4	3,088.55	32.6	0.00	0.0	9,484.07	100.0
Credit Available			-8,484.07		Total Balance Past Due	9,484.07						
Final Total			0.00	0.0	6,395.52	67.4	3,088.55	32.6	0.00	0.0	9,484.07	100.0

Information Included on the Report

This report organizes data by vendor number, invoice date, and invoice number, respectively and includes the following data for each listed vendor:

- ◆ Vendor number and name
- ◆ Vendor address and phone
- ◆ Available credit.

For each invoice listed for a vendor, the report includes:

- ◆ Invoice number
- ◆ Invoice date
- ◆ Invoice due date.

	<p>Each of the following headings corresponds to one of the remaining data columns on the report:</p>
After mm/dd/yy	<p>This column represents the first aging level and corresponds to the number of days or date you entered in the Range 1 field on the criteria screen. Amounts in this column normally reflect invoices less than 30 days past due, based on the invoice due date.</p>
% of Vendor Total	<p>Each aging column also corresponds to a percentage of Vendor Total Column. The percentage listed in this column indicates the amount of the corresponding invoice compared to the total amount of all unpaid invoices.</p>
Thru mm/dd/yy	<p>This column represents the second aging level and corresponds to the number of days or date you entered in the Range 2 field on the criteria screen. Amounts in this column normally reflect invoices between 30 and 60 days past due.</p>
Thru mm/dd/yy	<p>This column represents the third aging level and corresponds to the number of days or date you entered in the Range 3 field on the criteria screen. Amounts in this column normally reflect invoices between 60 and 90 days past due.</p>
Cumulative Account Balance	<p>This column provides you with a running total of outstanding invoices. The report subtotals invoice amounts for each of the aging levels and totals all past due invoice amounts.</p>

Accounts Payable Checklist

Complete the following checklist during your testing phase, and as you complete each area of testing, date and initial the item and make comments in the appropriate column. When you complete all checklists, please keep the originals for future reference and mail copies to FACTOR, WR Hess Company, P.O. Drawer G, Chickasha, OK 73023.

ACCOUNTS PAYABLE		
TOPICS	DATE / INIT.	COMMENTS
FILE MAINTENANCE		
Step 1 of 6: Vendor Master Information.		
Step 2 of 6: Vendor Alternate Address.		
Step 3 of 6: Vendor Class.		
Step 4 of 6: Print Groups.		
Step 5 of 6: Check Voiding.		
Step 6 of 6: Reconcile Checks.		
DATA ENTRY		
Step 1 of 4: Invoice Entry.		
<ul style="list-style-type: none"> ◆ Input at least one of the following invoice types: <ul style="list-style-type: none"> – BoL – Unit – Freight – G/L Entries 		
Step 2 of 4: Process Invoices.		
<ul style="list-style-type: none"> ◆ Verify entries on the following reports: <ul style="list-style-type: none"> – Accounts Payable Journal (see <i>Volume 8</i>) – Aged Vendor Detail (page 5-66) ◆ Verify unbilled liabilities on the following reports: <ul style="list-style-type: none"> – General Ledger Activity (see <i>Volume 8</i>) – Unbilled Liabilities (see <i>Volume 3</i>) 		
Step 3 of 4: Payment Selection.		
<ul style="list-style-type: none"> ◆ Select a group of checks for payment. 		

ACCOUNTS PAYABLE		
TOPICS	DATE / INIT.	COMMENTS
♦ Print the Payment Selection Report and verify all data.		
♦ Print accounts payable checks.		
Step 4 of 4: Clear a print group.		
REPORTS		
Step 1 of 1: Print the Remittance Advice Report and verify all data.		