

**ACCOUNTS PAYABLE
PROCEDURE DESCRIPTION**

Business Info-Solution Accounts Payable System

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JOB: Directory/Maintenance of Company Master File

Step 1. BAPCLWCMP – Work with Companies

Company information that applies to the Accounts Payable system is maintained in this procedure. This procedure is also used a directory of selection for the company id to be used in Work with Vendors or Work with Expense Codes maintenance and Vendor Invoices inquiry.

Company maintenance requires that you enter data for the Company name and Federal Tax ID fields. Additionally you may maintain Company address, city, state, zip code, amount of time to save paid invoices, amount of time to save an inactive vendor, invoice due date/day, due date code, cash and liability G/L accounts, check group limits, and invoice discount expense code.

| Work with Companies | | | | | | BAPRG535 1 | |
|---|------------------|------------|-------|--------------|-------|--------------|---------|
| Company Id | | | | | | | |
| Type options, press Enter. | | | | | | | |
| 1=Vndrs 2=Chng 3=Copy 4=Delete 5=Display 6=DirDep 7=Exp Cdes 8=Checks | | | | | | | |
| Co Company | | Federal | | Cash Account | | Liab Account | |
| Opt Id | Name | Tax Id | Major | Subsd | Major | Subsd | |
| 01 | MY COMPANY, INC. | 12-3456879 | 1010 | 0 | 3020 | 0 | |
| 02 | JOE BLOW'S | 77-9222222 | 1010 | 0 | 3020 | 0 | |
| 03 | COMPANY THREE | 12-3456879 | 1010 | 0 | 3020 | 0 | |
| 05 | COMPANY FIVE | 73-1234567 | 1000 | 2 | 3100 | 0 | |
| 07 | ABC VENDING | 73-9999999 | 1010 | 0 | 3020 | 0 | |
| F3=Exit F5=Refresh F6=Add | | | | | | | More... |

Figure 1.

Function keys used in Work with Companies are:

- F3 -- Exit company directory/maintenance
- F5 -- Refresh display
- F6 -- Add

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Options available on each company id line in the company directory/maintenance are:

| | |
|------------|---|
| 1=Vndrs | Go to the Work with Vendors program for this company id |
| 2=Chng | Change information about this company id. |
| 3=Copy | Copy this company id and optionally all of the company's vendors, vendors cost centers, and expense codes |
| 4=Delete | Delete this company id and all accompanying files |
| 5=Display | Display this company id |
| 6=DirDep | Go to the Work with Vendors Direct Deposited for this company id. |
| 7=Exp Cdes | Go to the Work with Expense Codes program for this company id |
| 8=Check | Go to the Work with Vendor Checks for this company id |

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The following section contains a field-by-field description of the company maintenance screen.

```
UPDATE                               Work with Companies                               BAPRG535 2

Company Id . . . . 01

Type information, press Enter.
Company Name . . . . . MY COMPANY, INC.
Address 1. . . . . 101 BOULEVARD
Address 2. . . . . SUITE 1
City, State and Zip Code . . . . . OKLAHOMA CITY      OK + 73112      0
Foreign Country Id . . . . .                               +
Foregin Postal Code. . . . .
Phone Number . . . . . 405 777 8888 X011
Federal Tax Id / Designator. . . . . 12-3456879      +
State Tax Id . . . . .
Save Invoices for # of Months. . . . . 12
Save Vendors for # of Months . . . . .
Due Code and Date/Days . . . . . D 10 +
Chk Group Limit #1 / #2. . . . . 16000 / 100000 (xxxxxxxx.)
Invoice Discount Expense Code. . . . . 977 +

F3=Exit      F5=Refresh                               F9=Lookup+      Roll up/down
F12=Cancel
```

Figure 2 -- Entry Screen 1 of 2

Company Master

Company Id

Required unique two-character identifier for the company. Must not be all blanks or zeros, and must contain only the characters A-Z or 0-9.

Company Name

Required thirty-character field containing the Company name.

Address 1

Thirty-character field containing the Company mailing address line 1.

Address 2

Thirty-character field containing the Company mailing address line 2.

City, State, and Zip Code

Eighteen character field containing city name. Two character field containing official US postal state abbreviation. Five and four digit fields for the US postal zip codings.

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Foreign Country Id

Two character field containing code identifying country for mailing.

Foreign Postal Code

Fifteen character field containing the foreign country postal coding.

Phone Number

Twenty character field containing the company phone number.

Federal Tax Id / Designator

Fifteen character federal tax identification for this company. With designator indicating the type of Federal id coded (1=EIN, 3=DUNS, 9=User assigned).

State Tax Id

Fifteen character state tax identification for this company.

Save Paid Invoices Months

Number of months paid invoices is to remain in the open/paid file before becoming eligible for deletion. This value may be overridden at the vendor level.

Save Vendors Months (future feature)

Number of months a vendor with activity and no open invoices will remain in active status. A vendor meeting this criterion and not defined, as a permanent in vendor maintenance will be deleted.

Due Code

Code determines if invoice will be due based on a (C)alendar day appended to the invoice date or a number of (D)ays after the invoice date. Valid entries are "C", "D", and blank that will be treated the same as a "C".

Due Date/Days

Default day after which an invoice will be considered payable or due. If the invoice due date is left blank and vendor master invoice due day of month field is blank then the system will default to this day.

Check Group Limit #1/#2

Amounts allow vendor checks to be printed in groups equal to or less than limit entered with a third group containing anything greater than limit two. Limit amounts are entered as whole dollars.

Invoice Discount Expense Code

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Three-digit field that determines the expense code that will be used for this company when posting automatic invoice discount lines. The expense code defined here determines the description and general ledger account numbers for the invoice line generated to reflect the automatic invoice discount that is taken when the invoice is paid.

| | | |
|--|---------------------------|---------------------------------------|
| UPDATE | Work with Companies | BAPRG535 2 |
| Company Id 01 | | |
| Type information, press Enter. | | |
| Batch Current Book Rqmnt & Date. | Req D + 6/2006 + (ppyyyy) | |
| Batch Current Due Date Rqmnt & Date. | + + (mmddyyyy) | |
| | Gen Major Subsd | |
| Liability Gen Option & Account | D + 3020 | + |
| Cash Gen Option & Account. | Y + 1010 | + |
| HandPaid Cash Gen Option & Account | N + 0 | 0 + |
| PrePaid Cash Gen Option & Account. | N + 0 | 0 + |
| Allow Direct Deposit?. | Y + | |
| Prenotification Run? | Y + | |
| Funds Transfer Definition Id | | + |
| Current Check/Dir Deposit/Date | / | + (mmddyyyy) |
| Last Check/Dir Deposit/Date. | / | + (mmddyyyy) |
| F3=Exit | F5=Refresh | F9=Lookup+ Roll up/down F12=Cancel |

Figure 3 -- Entry Screen 2 of 2

Batch Current Book Rqmnt & Date

One character code defining default code for an invoice batch describing the editing requirement of invoice book dates. Six digit date in format of period and year used as a default or required book date for invoices.

Batch Current Due Date Rqmnt & Date

One character code defining default code for an invoice batch describing the editing requirement of invoice due dates. Eight digit date in format of month, day, and year used as a default or required due date for invoices.

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Liability Gen Option & Account

One character code defining default code for an invoice batch describing the editing requirement for A/P liability ledger accounts that are entered in invoices. Two six digit fields defining a default or required major and subsidiary ledger accounts for invoice liability accrual.

Cash Gen Option & Account

One character code defining default code for an invoice batch describing the editing requirement for A/P cash ledger accounts that are entered in invoices. Two six digit fields defining a default or required major and subsidiary ledger accounts for invoice cash paid.

HandPaid Gen Option & Account

One character code defining default code for an invoice batch describing the editing requirement for A/P hand paid cash ledger accounts that are entered in invoices. Two six digit fields defining a default or required major and subsidiary ledger accounts for invoice cash hand paid.

PrePaid Gen Option & Account

One character code defining default code for an invoice batch describing the editing requirement for A/P hand paid cash ledger accounts that are entered in invoices. Two six digit fields defining a default or required major and subsidiary ledger accounts for invoice cash hand paid.

Allow Direct Deposit

One character code defining whether direct deposit is activated for this company's vendors. See Work with Vendors Direct Deposited option 6.

Prenotification Run

One character code defining whether direct deposit policy for this company requires a prenotification transaction sent before a vendor direct deposit is issued.

Funds Transfer Definition Id

Ten character code defining the funds transfer definition in ACS that is used when funds are paid to vendors for this company. This defines ACH parameters including bank account funds are drawn on.

Current Check/Direct Deposit/Date

Two six character codes defining the starting check number and/or direct deposit id to be issued by this company. Also the eight digit date of issue for payments in the format mmddyyyy.

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Last Check/Direct Deposit/Date

Two six character codes recording the last check number and/or direct deposit id to be issued by this company. Also the eight digit date of last issue for payments in the format mmddyyyy. This field is updated automatically by the check payment cycle.

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Step; Work with Direct Deposited Vendors

The following section contains a field-by-field description of the screen displayed after option 6=DirDep is selected for a company id. This screen presents a screen to manage the direct deposited vendors for this company.

| Work with Vendors Direct Deposited | | | | | | | BAPRG541 1 | |
|---|---------------------------|--|---|---|-----------|----------|-----------------|--|
| Company Id 01 MYCOMPANY, INC. | | | | | | | *DIRECT | |
| Type options, press Enter. | | | | | | | Company | |
| 2=DirDep 5=Display R=Refused C=Confirmed S=Stop | | | | | | | Dir Dep? Y | |
| Vendor Vendor | | | | | | | DirDep *=Cancel | |
| Opt Id Name | | | | | | | Bank | |
| | | | | | | | DFI# | |
| 01030 | A-1 AIR VENT | | Y | S | 8/15/2006 | 12345678 | 2 | |
| 01040 | AAIR PURIFICATION SYSTEMS | | Y | Y | 7/27/2006 | 13232233 | 2 | |
| 01080 | A.B. & ASSOCIATES | | Y | | | 1232223 | 0 | |
| 26220 | ZENITH INSURANCE COMPANY | | Y | S | 7/27/2006 | 10302000 | 7 | |

| | | | | | | |
|---------|------------|----------|-----------|-----------------|----------------|--------|
| F3=Exit | F5=Refresh | F6=Print | F7=Select | F8=Confirm/Deny | F9=Crt Prenote | Bottom |
|---------|------------|----------|-----------|-----------------|----------------|--------|

Figure 1

From this screen the following function keys and options can be selected in the management of direct deposit options per vendor for this company.

Function Keys

F3 – Exit program

F5 – Refresh the display

F6 – Print a list of vendor direct deposit parameters

F7 – Select vendors being display, displayed in rotation:

*ALL=All vendors, direct deposit or not

*DIRECT=Direct depositing vendors

*SUBMITTED=Prenotification has been submitted

*REFUSED=Prenotification was refused

*CONFIRMED=Prenotification confirmed

F8 – Show automatic confirmation or refusal dialogue

F9 – Start prenotification batch creation dialogue

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Options available

- 2 – Change direct deposit options for a vendor
- 5 – Show direct deposit options for a vendor
- R – Prenotification was refused: vendor's account not verified by receiving bank
- C – Prenotification was confirmed: vendor's account ready for direct deposit
- S – Stop direct deposits for this vendor

Note the company direct deposit option at the top right hand portion of this screen. This option controls whether any vendor direct deposit options are followed during the vendor payment process. When this option is a value of N, no direct deposits will be made for any vendor in this company. All payments would revert to printed check.

The following window is displayed when function key F8=Confirm/Deny is pressed.

```
.Confirm/Refuse Prenotification.....
: Type information, press Enter.           :
: Confirm or Refuse Prenotes. .          (C=Confirmed,R=Refused) :
: Outstanding Prenotes thru . .          + (mmddyyyy) or      :
:                                          blank=all dates    :
.F12=Cancel.....
```

The operator can now specify either confirmation or refusal of any previously sent prenotification bank transaction for any submitted prenote (code=S) or only those thru a specified date entered in this window. This allows a quick mass update of multiple outstanding prenotification, or the operator can individually override either before or after this process on any selected vendor with the C or R option.

The following window is displayed when function key F9=Crt Prenote is pressed.

```
.Verify Create Prenotification Transactions.....
: Enter Y to confirm or F12 to cancel      :
: Confirm prenotification batch create . . (Y=Confirmed) :
.....
```

The operator can now specify by entering Y=Confirmed that any vendor marked as prenotification status of blank will be changed to status of S=submitted and the date of this batch is saved as the submitted date. A prenotification ACH transaction will be created to verify bank DFI and account # /type. See ACSCLWFTB Work with Fund Transfer Batches.

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The following section contains a field-by-field description of the screen displayed after option 2=DirDep or 5=Display is selected for a vendor id. This screen presents a screen to manage and/or inquire about the direct deposited information for a vendor in this company.

```
UPDATE                               Work with Vendors Direct Deposited                BAPRG541 2

Company Id . . . . 01 MY COMPANY, INC.                                Last Changed
Vendor Id . . . . 01030                                              12/04/2006 13:31
    Name. . . . A-1 AIR VENT                                         XX_OKC02_B
                                                                    Company
                                                                    Dir Dep? Y

Type information, press Enter.
Direct Deposit Option. . . . . Y +
Prenotification Option/Date. . . . . S + 8/15/2006 + (mmdyyy)
Recipient Bank DFI # . . . . . 12345678 2
Recipient Bank Account/Type. . . . . 543445 4 / C +

F3=Exit          F5=Refresh          F9=Lookup+      Roll up/down
                                                         F12=Cancel
```

Figure 3

Direct Deposit Option

One character code defining the direct deposit status of this vendor. Blank or N indicates that payments are to be made via a paper check. A value of Y indicates payments are to be made as a direct deposit via electronic ACH transaction (CTX: corporate trade exchange).

Prenotification Option/Date

One character code defining the direct deposit prenotification status of this vendor. Blank or N = prenotification transaction has not been sent for this vendor. Y = prenotification process has been completed for this vendor. N = prenotification process transaction was refused by the receiving bank or ACH system. Bank DFI and/or account number/type needs to be manually verified. No direct deposit transaction will be created for this vendor. S = prenotification process transaction has been sent as of the eight digit date in the format mmdyyy following this field.

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Recipient Bank DFI#

Eight and one digit check digit numbers identifying this vendor's bank Depository Fiduciary Identification number.

Recipient Bank Account/Type

The vendor's seventeen character field identifying the bank account at the recipient bank. The one character field following this field defines the type of bank account either C=checking, NOW or S=savings account.

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Step: Getting Started with Vendor Payments-Direct Deposit/Check

() See procedure ACSCLWCMP to define a company record in the company ACS subsystem for any company that will be issuing ACH direct deposit payments.

() See procedure ACSCLWBNK to define a bank record in the bank ACS subsystem for any bank that payments will be issued thru as either printed checks or ACH direct deposits. Additionally bank account records assigned to defined companies and banks must be specified for all accounts issuing payments. Note that the bank id used in this process is user defined while the associated bank DFI# and account # is assigned by a bank institution. The DFI# is the transit routing number for the bank (assigned by ABA) where the cash account is located. It is a nine place number in total. The ninth digit is a check digit which verifies the value of the first eight digits.

() See procedure BAPCLWCMP for every company that will issue payments either thru direct deposit or by printed check to define information in the A/P company master record:

- Federal Tax Id / Designator codes must be specified.
- Last Check # initialize as '000000' or any six digit number.
- Last Dir Dep # initialize as 'A00000' or any alpha character plus five digits.
- Funds Transfer Id specifies a valid id (ACSCLWFTD) that is defined with 'AV' as the system id.
- Allow Dir Deposit leave either blank or 'N' until you are actually ready to make direct deposits. This is the switch that controls all direct deposit action except prenotifications.
- Prenotification Run enter 'Y' signifying that this company is ready to create prenotifications.

() If you will be requesting direct deposits for any vendors in the vendor master file, you may access the vendor payment options thru the option 6 on the BAPCLWCMP procedure. (These fields can also be defined via the Work with Vendors BAPCLWVND procedure) This process allows the specification of the following direct deposit information in a vendor's profile.

- Direct Deposit Option enter 'Y' to initiate ACH CTX type electronic payments
- Prenotification Option/Date enter the desired starting values to indicate prenotification cycle status. Probably should be started as a blank value to initiate the creation of a prenotification transaction.

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- Recipient Bank DFI # enter the vendor's bank id. This defines a transit routing number to properly route ACH transactions.
- Recipient Bank Account/Type enter the vendor's bank account number, spaces and hyphens are the only legal punctuation. If the account is a Checking/NOW/Share account the Type can be left blank or 'C'. If the account is a savings account Type must be designated as 'S'.

() Two system options need review and/or specification.

- ACS-ACHD – ACH IFS directory where PC transaction files to be uploaded to an ACH processor or bank are located. See procedure ACSCLWFTB.
- ACS-ACHF – default filename suffix for the PC file containing ACH funds transfer records for uploading to the originating depository fiduciary institution. This string will be appended to a unique string identifying the batch of ACH transactions generated.

() You are now ready to create prenotification batches. Use the function on the Work with Direct Deposited vendors screen (see BAPCLWVND) It will create a batch for the company in which vendors are found marked with Direct Deposit = Y and Prenotification = blank. When prenotification batches are created the prenotification field in the vendor master will be changed to 'S' recording the submission including the date of submission. After this process is run, batches will exist in the ACH batch transaction file. You must now go to the Work with Fund Transfer Batches screen ACSCLWFTB, to create the PC file to upload these prenotification transactions to ACH originator.

() You should allow at least 10 days for prenotification refusals from the bank. On any refusal notification, go to the vendor master and either change direct deposit field to 'N' or correct the DFI#/Bank Account specification and change prenotification field to blank so another prenotification transaction can be made on this vendor. You may change vendors for whom no refusal was received to prenotification of 'Y' by individual entry or you can run the prenotification confirmation mass change on the Work with Direct Deposited vendor's screen. This process can automatically change prenotification to 'Y' for anyone who still has an 'S' in this field on or thru all or a specified date. At this point any vendor confirmed is now ready for direct deposit.

() In the A/P company master record change the direct deposit field to 'Y' thus initiating direct deposit processing in the vendor payment cycle.

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Step; Work with Vendor Checks

The following section contains a field-by-field description of the screen displayed after option 8=Checks is selected for a company id. This screen presents a screen to review payments that have been made by this company. Checks are listed in reverse chronological order by check date.

| Work with Vendor Checks | | | | | | BAPRG550 1 |
|--|--------------|------------|----------------|-------------------------|----------|----------------|
| Company Id 01 MY COMPANY, INC. | | | | | | |
| Type options, press Enter. | | | | | | |
| 1=Invoices | | 5=Display | | RP=RePrint Chk | | RC=RePrint Cpy |
| Opt | Check Date + | Check # | D Vendr D Id + | Name Description | Chk Type | Check Amount |
| | 9/11/2008 | 700004 | AT&T | A T & T COMMUNICATIONS | Syst | 16657.39 |
| | 9/11/2008 | 700005 | AT&T | A T & T COMMUNICATIONS | Syst | 100.00 |
| | 4/22/2008 | B00004 | Y ACME | ACME VENDING | Syst | 5321.56 |
| | 2/14/2008 | B00001 | Y ACME | ACME VENDING | Syst | 10866.66 |
| | 2/14/2008 | B00002 | Y BORDE | BORDEN'S DAIRY PRODUCTS | Syst | 500.00 |
| | 2/14/2008 | B00003 | Y CHRON | HOUSTON CHRONICLE | Syst | 3205.36 |
| | 2/14/2008 | 700001 | AT&T | A T & T COMMUNICATIONS | Syst | 100.00 |
| | 2/14/2008 | 700002 | AT&T | A T & T COMMUNICATIONS | Syst | 5061.44 |
| | | | | | | More... |
| F3=Exit | | F5=Refresh | | F8=Alt Fmt | | F9=Lookup+ |
| | | | | | | F17=Subset |

Figure 1

From this screen the following function keys and options can be selected in the review of vendor checks for this company.

Function Keys

F3 – Exit program

F5 – Refresh the display

F8 – Display alternate line for each payment, showing Bank DFI, Account #, etc.

F9 – Open lookup window for dates or vendor id

F17 – Select payments to be displayed by check #, check date, or vendor id

Options available

1 – Display all invoices paid by this payment, Work with Vendor Check Invoices

5 – Display all issued payment detail fields

RP – Request reprint of check (Available only with ACOM printed checks)

RC – Request reprint of check copy (Available only with ACOM printed copies)

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The following window is displayed when function key RP=RePrint Chk is selected.

```
.Verify Reprint Check Request.....  
. Enter Check Printer Id, press Enter. .  
. Company Id . . . . . 01 MY COMPANY, INC. .  
. Check #. . . . . 700004 .  
. Check Date . . . . . 9/11/2008 .  
. Check Amount . . . . . 16657.39 .  
. Vendor Id. . . . . AT&T A T & T COMMUNICATIONS .  
. Check Printer Id . . . . . + .  
.F12=Cancel..F5=Clear..F9=Lookup+.....
```

The operator can now specify confirmation of the request to reprint a check that has been previously printed via the ACOM software. A valid check printer (MICR) defined in the ACOM system must be entered.

The following window is displayed when function key RC=RePrint Cpy is selected.

```
.Verify Reprint Check Copy Request.....  
. Enter Check Printer Id, press Enter. .  
. Company Id . . . . . 01 PROGRAMMING SERVICES, INC. .  
. Check #. . . . . 700004 .  
. Check Date . . . . . 9/11/2008 .  
. Check Amount . . . . . 16657.39 .  
. Vendor Id. . . . . AT&T A T & T COMMUNICATIONS .  
. Check Copy Printer Id. . . . . + .  
.F12=Cancel..F5=Clear..F9=Lookup+.....
```

The operator can now specify confirmation of the request to reprint a check copy that has been previously printed via the ACOM software. A valid printer defined in the ACOM system must be entered. Note---Request is ignored if actual check copies were not generated during the original check printing run in ACOM.

Business Info-Solution Accounts Payable System

Step 2. BAPCLCOMP - List Company File

This is an optional list of data in the company file.

Business Info-Solution Accounts Payable System

JOB: Maintenance of Expense Code Table

Step 1. BAPCLWEXC – Work with Expense Codes

Information that pertains to defining Expense codes for each company id is maintained in this procedure. This procedure uses the Company directory function described in the BAPCLWCMP procedure.

Based on the value in system option BAP-COPT, this procedure may be displayed initially or only after company id selection from the BAPCLWCMP directory display. The BAP-COPT system option should have one of the following values;

- *SELECT Always show company directory first to make the company id selection prior to calling the maintenance program.
- *AUTO Select the first company id in the company master file then transfer to this maintenance procedure for that company id.
- *AUTO=xx Select the company id specified by the “xx” of the system option then transfer to this maintenance procedure for that company id.

Expense code maintenance allows entry of data describing expense default descriptions, expense account edit/default values, and other invoice editing or processing options.

| Work with Expense Codes | | | | | | BAPRG531 1 |
|--|--------------------------------|------------|---------|-------------------|--------|------------|
| Company Id 01 MY COMPANY, INC. | | | | | | |
| Type options, press Enter. | | | | | | |
| 2=Change 4=Delete 5=Display | | | | | | |
| Exp | | | | | | |
| Opt Code | Description | Cst Ctr | G/L Opt | *****Expense***** | | |
| | | | | CstCtr | Major | Subsd |
| | NO EXPENSE CODING | D | D | | 8000 | |
| 010 | DSO INVOICE | D | D | 1004 | 8000 | |
| 011 | INVENTORY INVOICE | D | D | 310002 | 310009 | 310010 |
| 100 | CASH ON HAND | Y | N | | 1000 | |
| 101 | OPERATING ACCOUNT | N | N | | 1010 | |
| 102 | DEPOSITORY CASH | Y | N | | 1020 | |
| 103 | PETTY CASH-FIDELITY-MANUAL CKS | Y | N | | 1030 | |
| 104 | PAYROLL ACCOUNT | D | N | 1100 | 1040 | |
| 105 | CASH TRANSFERS | Y | N | | 1050 | |
| 106 | MASTERCARD/VISA | Y | N | | 1060 | |
| | | | | | | More... |
| F3=Exit | | F5=Refresh | | F6=Add | | |

Figure 4.

Business Info-Solution Accounts Payable System

Description

Thirty-character default invoice line description. Used as the defaults invoice line description if a description is not entered when keying the invoice line.

Cost Center Code

One character code defining whether the cost center is required, not required or defaulted. (See codes and tables CSTR.)

General Ledger Code

One character code defining whether the major and sub accounts are required, or given by the expense code table or defaulted from the table. (See codes and table GLAR.)

Expense Cost Center

Six-digit expense cost center that is defaulted or forced into an invoice line item or ignored depending on the cost center code.

Expense Major Account

Six-digit major account for expense entered in line invoice item. This account with defaults or not is used at all depending on the general ledger code.

Expense Subsd Account

Six-digit expense sub account defaulted, forced into line item or ignored depending on general ledger code.

P. O. Type

When Inventory-Accounts Payable reconciliation is being performed, an expense code is used to designate those invoice lines that are to be reconciled, and to distinguish invoices entered for drop ship orders or inventory receipts. This field must contain a "D " to indicate drop ships, or "I " for inventory receipts.

Bill Code

One character code that defines this expense code as a billing or non-billing expense code. If this is a billing expense code then when it is used on an invoice line item, a billing charge will be created from that line item. (See codes and tables BILL.)

Markup Amount

For billing expense codes only, this amount is a flat rate added onto the invoice item net to markup the billing charge amount.

Business Info-Solution Accounts Payable System

Markup Percentage

For billing expense codes only, this is the percent markup of the invoice line item net to add on to the item net and markup amount making up the billing charge.

A/R Department

For billing expense codes only, four characters identifying the accounts receivable department this billing charge applies to. (See id numbering systems DEPT).

A/R Billing Prod/Service Type

For billing expense codes only, two-character billing product/services code (see codes and tables TYPL).

Step 2. BAPCLEXPC - List Expense Code File

This is an optional list of the expense code table file.

Business Info-Solution Accounts Payable System

JOB: Maintenance of Vendor Master File

Step 1. BAPCLWVND – Work with Vendors

All vendors used by the Accounts Payable system are entered and updated with this procedure. This display may be shown or positioned in vendor id, name or zip code sequence. This procedure uses the Company directory function described in the BAPCLWCMP procedure.

Based on the value in system option BAP-COPT, this procedure may be displayed initially or only after company id selection from the BAPCLWCMP directory display. The BAP-COPT system option should have one of the following values;

- *SELECT Always show company directory first to make the company id selection prior to calling this maintenance program.
- *AUTO Select the first company id in the company master file then transfer to this maintenance procedure for that company id.
- *AUTO=xx Select the company id specified by the “xx” of the system option then transfer to this maintenance procedure for that company id.

The Accounts Payable system will optionally restrict the use of designated vendors to specific cost centers. This program will maintain a list of cost centers that may accept charges from each vendor. The Cost Center/Vendor Cross Reference is used in the invoice edit to enforce the vendor authorization per cost center, and to provide vendor lists in cost center sequence. If the cost center control is not needed, it should not be entered. All vendors that are not restricted to particular cost centers are considered universal vendors and may be used without restriction by any cost center.

Business Info-Solution Accounts Payable System

| Work with Vendors | | | | BAPRG536 1 |
|--|---------------------------|----------------|-----------|------------|
| Company Id 01 MY COMPANY, INC. | | | | |
| Type options, press Enter. | | | | |
| 1=Centers | 2=Change | 4=Delete | 5=Display | 7=Invoices |
| Vendor | Vendor | | | |
| Opt Id | Name | City | St | Zip |
| ACME | ACME VENDING | | | 00000 |
| AT&T | A T & T COMMUNICATIONS | OKLAHOMA CITY | | 00000 |
| A0401 | SCRIVNER FOODS | SALT LAKE CITY | UT | 77777 |
| BORDE | BORDEN'S DAIRY PRODUCTS | DALLAS | TX | 00000 |
| CHRON | HOUSTON CHRONICLE | | | 00000 |
| CLEAR | CLEAR LAKE COMMUNICATIONS | HOUSTON | TX | 77071 |
| CURTI | CURTIS RESTAURANT SUPPLY | OKLAHOMA CITY | OK | 73112 |
| C0201 | JOSE'S MEXICAN FOODS | OKLAHOMA CITY | OK | 73111 |
| C1234 | COMPUTER'S ETC | | | 00000 |
| DAH | DAH TEST VENDOR - NO CC | | | 00000 |
| | | | | More... |
| F3=Exit | F5=Refresh | F6=Add | | |

Figure 6.

Function keys used in vendor master maintenance are:

- F3 -- Exit Vendor/Cost Center maintenance
- F5 -- Refresh display
- F6 -- Add a new vendor
- F9 -- Field value lookup
- F12 -- Cancel display

Options available on each vendor id line are:

- | | |
|------------|--|
| 1=Centers | Go to the Vendor/Cost Center Maintenance for this vendor id |
| 2=Change | Change information about this vendor id. |
| 4=Delete | Delete this vendor id and all associated Cost Center records |
| 5=Display | Display this vendor id |
| 7=Invoices | Go to the Vendor Invoice Inquiry for this vendor id |

Business Info-Solution Accounts Payable System

The following section contains a field-by-field description of the vendor maintenance screen:

```
UPDATE                               Work with Vendors                               BAPRG536 2
Company Id . . . . 01 MY COMPANY, INC.                               Last Changed
Vendor Id . . . . AT&T                                             9/21/2006 9:14
                                                                    DBOFFICE_A

Type information, press Enter.
Name . . . . . A T & T COMMUNICATIONS
Address 1 . . . . .
Address 2 . . . . . P. O. BOX 5500
City, State Zip Code + 4 . . . . . OKLAHOMA CITY + 00000 0000
Foreign Country Id . . . . . +
Foreign Postal Code. . . . .
Federal Entity Type and Tax Id . . . . C + 738965434
Memo (Phone/Contact/Misc). . . . . (405) 239-7000
Vendors advice . . . . .

Vendor Selection Code. . . . . UT +

F3=Exit      F5=Refresh      F9=Lookup+      Roll up/down
F12=Cancel
```

Figure 7 – Vendor Entry Format Screen 1 of 4.

Entry Format:

Vendor Master

Company Id

Two characters that identify the company the vendor is associated with.
The company must be defined in the accounts payable company file.

Vendor Id

Required five-character code uniquely identifying the vendor within the company.

Vendor Name

Required thirty-character field that contains the name of the vendor. This is the name used on all listings, and checks are made payable to this name. The vendor name may be entered in last, first, middle name order (if not a company name) to maintain alphabetical sequence. If commas are entered, the name may optionally be re-arranged by the check-printing

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program to print in first, middle, and last name order. System option BAP-CHKN controls the vendor name on the check.

Vendor Address Line 1

Thirty-character field for mailing address.

Vendor Address Line 2

Thirty-character field for mailing address.

City

Twenty-character line for the vendors city address.

State

Two character state id code for vendor mailing address. State must be a valid two-character abbreviation.

Zip Code

Five and four-digit zip code for vendor mailing address.

Foreign Country Id

Two character id of the foreign country for vendor mailing address.

Foreign Postal Code

Fifteen character foreign postal code for vendor mailing address.

Federal Entity

One character code defining the type of federal tax id that follows. If not specified it will be assumed as a code C=corporation. The code is as follows (SSN=social security number, EIN=employer id number);

- C = Corporation (EIN), nine characters, format xx-xxxxxxx)
- I = Individual (SSN), nine characters, format xxx-xx-xxxx)
- P = Partnership (EIN)
- E = Estate (EIN)
- T = Trust (EIN)

Federal Tax Id

Fifteen-character federal tax id to be used if 1099 reporting is required. This id will be checked for validity as defined by SSA and IRS regulations according the expected format as defined the Federal Entity code above.

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Memo (Phone/Contact/Miscellaneous)

Thirty-character memo field. This field is shown on the vendor listings and inquiry. May be used to record a phone number, salesmen or contact person's name, etc.

Vendor Advice

Thirty-character field to contain the Vendor's account number or identification for the company. This field is printed on the check stub and remittance slip.

Vendor Selection Code

Two character field containing an optional select code for the vendor. This code can be utilized during vendor payment cycle to selectively identify vendors in a payment cycle.

| | | |
|--|-----------------------|----------------|
| UPDATE | Work with Vendors | BAPRG536 2 |
| Company Id | 01 MY COMPANY, INC. | Last Changed |
| Vendor Id | AT&T | 9/21/2006 9:14 |
| | | DBOFFICE_A |
| Type information, press Enter. | | |
| Direct Deposit Option. | + | |
| Prenotification Option/Date. | + | + (mmdyyyy) |
| Receipient Bank DFI # | 0 | |
| Receipient Bank Account/Type. | | / + |
| Year-To-Date Discount/Net. | 36.25 | / 50420.91 |
| Number Months to Save Invoices | 1 | |
| Number Months Till Inactive. | 1 | |
| Last Check Date/Number/Amount. | 10/27/2003 / 000001 / | 48.75 |
| F3=Exit | F5=Refresh | F9=Lookup+ |
| | | Roll up/down |
| | | F12=Cancel |

Figure 8 – Vendor Entry Format Screen 2 of 4.

Direct Deposit Option

One character code defining whether vendor is to be direct deposited when paid.

Prenotification Option/Date

One character code defining whether and what step thru the prenotification process the vendor has proceeded. Also includes eight digit date in format mmdyyyy when prenotification transaction was sent.

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This date is used in determining if enough time has elapsed to assume a positive prenotification completion.

Recipient Bank DFI #

Nine and one digit fields to define the vendor's recipient bank id (Depository Fiduciary Id) for electronic vendor payments.

Recipient Bank Account #/Type

Seventeen character id to define the vendor's recipient bank account number for electronic vendor payments. One character field to define type of bank account (C=checking or S=savings).

Year To Date Discount/Net

Nine-digits, with two decimal places. Total year-to-date discounts taken from this vendor. This field is automatically maintained by the system. If changes to the amounts become necessary, enter the new total amount here.

Nine-digits, with two decimal places. Total year to date net amount of checks written to this vendor. This field is automatically maintained by the system. If changes to the amounts become necessary, enter the new total amount here.

Months to Save Invoices

Three-character numeric field. After the length of time specified here, all paid invoices from this vendor become eligible for deletion from the open/paid invoice file, (see procedure BAPCLPINV). If this field is left blank the default value from the company file will be used.

Months till Vendor Inactive (future feature)

Three-character numeric field. If this vendor has not had any activity for the length of time specified here and there are no open invoices for the vendor, the activity status is changed to inactive. If there is no further activity for the same length of time again, the vendor is then deleted unless the vendor is defined as permanent. (See vendor code 1). If this field is left blank the default value from the company file is used.

Last Check Number/Date/Amount

Fields are maintained automatically by the system when a check is issued to the vendor.

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```

UPDATE                               Work with Vendors                               BAPRG536 2

Company Id . . . . 01 MY COMPANY, INC.
Vendor Id . . . . AT&T  A T & T COMMUNICATIONS

Type information, press Enter.
Permanent Vendor Code. . . . . +
Inactive Code. . . . . +
Stop Payment Code. . . . . +
1099 Total Code . . . . . M7 +
1099 Print Code . . . . . Y +
Due Code and Date/Days . . . . . + 000
1099 2nd TIN Notice Flag . . . . . +
Check Numbering Option . . . . . +
Send Vendor Payment Notification . . E +
Send Vendor ACH Addenda. . . . . +
Unused flags (4,C-G) . . . . .

Entry Formats. . . . . 1      2      3      4      5
                      *STD + *FA +      +      +      +

F3=Exit      F5=Refresh                               F9=Lookup+      Roll up/down
                                                    F12=Cancel
    
```

Figure 9 – Vendor Entry Format Screen 3 of 4.

Permanent Vendor Code

Valid entry is H (hold), blank (purge). If this vendor is coded as permanent the vendor purge process will not inactivate or delete this vendor.

Inactive Code

Valid entry is I (inactive), blank (active). When code is inactive, the invoice edit program will no longer accept invoices from this vendor. The inactive status must be set manually.

Stop Payment Code

Valid entry is S (stop), blank (pay). This code will override invoice due date and prevent checks from being written for all due invoices from this vendor.

1099 Total Code

Three character code defined in codes and tables file 1099CODE. Year to date total dollars paid to this vendor will be accumulated in the 1099 totals file under the code entered here. It is used to control the box on the 1099 form where the total will be printed. This default code may be overridden on an individual invoice by placing the code in that invoice. If this code is left blank and there is no overriding code in the invoice, 1099 totals will not be accumulated. To override the default vendor 1099 code the operator

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may specify code *NA to suppress the accumulation of totals for that invoice.

This code controls the accumulation of totals only. The actual printing of the 1099 form is controlled by the following 1099 Print Code.

1099 Print Code

Valid entry is Y (yes), N or blank (no). Should 1099 forms be printed for this vendor? This code allows the printing to be controlled separately from the collection of totals.

Due Code

Valid entry is C, blank (Calendar day), D (Number of days). Used in conjunction with the Due Date/Days field to generate a default Invoice Due Date. When the code is "C", the Due Date/Days must contain a value within the range of 001 to 031. The "D" code is valid with values of 000 (invoice due immediately) to 999 (invoice due in 2 years, 9 months). When the "D" code is specified the Invoice Net Due Days field must be a value of zero. If the Invoice Net Due Days is non-zero it will override a code "C" calculation of the Invoice Due Date.

Due Date/Days

Three-digit field containing a value that is used to generate the Invoice Due Date if it is left blank in the invoice entry process. If this field is also blank, then the default Due Date/Days from the Company Master file will be used.

There are two ways in which this field may be used to create a default Invoice Due Date. The value in this field may be a CALENDAR DAY that is used with the Invoice Date to derive the Due Date, or the NUMBER OF DAYS from the Invoice Date when the invoice will become due. The above Due Code will define the use of this field.

When a calendar day is entered as the Due Date (code C), the Due Month and Due Year are computed as follows: If the day of the Invoice Date is less than the Due Day then the Invoice month and year are used with the calendar day given to form the default Invoice Due Date. If the Invoice Date is greater than or equal to the Due Day, then the following month and year are inserted into the default Invoice Due Date. (Day 31 is taken to mean the last day of a month.) For example, assume the Due Day = 10. For Invoice Date 7/6/03 the Due Date will be 7/10/03. For invoices that are entered on 7/15/03, the Due Date will be 8/10/03.

When the number of days is entered as the Due Days (code D), the Due Date will be the Invoice Date plus this value.

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1099 2nd TIN Notice Flag

Enter an 'X' to indicate on the 1099 form that the IRS has notified you twice within three calendar years that this vendor provided an incorrect taxpayer identification number, otherwise enter a blank.

Check Numbering Option

Enter "V" or blank to issue one check per payment cycle for this vendor when invoices are paid by the system. Enter "I" to issue one check per invoice per payment cycle for this vendor.

Send Vendor Payment Notification

Enter "E" to request email notification be sent when vendor is paid via electronic payment. Email address should be entered in following screen. Enter blank to not issue an email when electronic payment issued.

Send Vendor ACH Addenda

Enter "N" or blank to not send vendor any addenda records when electronic payment is made. Enter "A" to send vendor all invoice detail and advice when electronic payment is made. Enter "Y" to send vendor advice only when electronic payment is made.

Unused Flags

Multiple unused one character flags for this vendor. Future use.

Entry Formats

The Invoice Transaction Maintenance Program has the capability to use alternate custom detail line entry screens to capture additional information from certain types of invoices. The codes entered here indicate which formats are applicable to this vendor. These codes are defined in the System Options file (BAP-FMT1 - BAP-FMT5). The code "*STD" indicates the standard format, and is the default for all vendors. Two other non-custom formats are available. They are "*FA" and "*PM" which are the fixed asset and project management system formats respectively.

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```
UPDATE                               Work with Vendors                               BAPRG536 2

Company Id . . . . 01 MY COMPANY, INC.
Vendor Id . . . . AT&T  A T & T COMMUNICATIONS

Type information, press Enter.
Default Expense Code . . . . . 101 +
Default Expense Major/Subsd Acct . . . . . +
Default Expense Cost Center . . . . . +

Discount Percentage . . . . . .00 (xxx.xx%)
Discount Term Days . . . . . 010
Invoice Net Due Days . . . . . 030

Email/Fax Address. . . . . yourid@mycompany.com

FTP Address . . . . .

F3=Exit      F5=Refresh                               F9=Lookup+      Roll up/down
                                                       F12=Cancel
```

Figure 10 – Vendor Entry Format Screen 4 of 4.

Default Expense Code

Three character expense code used as the default when no expense code is entered during the invoice entry process.

Default Expense Major/Subsd Accounts

Two six-digit fields defining the default expense account numbers to be used during the invoice entry process when no values are entered or can be determined from the expense code table entry.

Default Expense Cost Center

Six-digit field defining the default expense cost center to be used during the invoice entry process when no values is entered or can be determined from the expense code table entry.

Discount Percentage

Five-digit, four decimal place number defining the percentage of the invoice net that can be computed as an invoice discount if the system is paying the invoice within the specified number of days of the invoice date. A value of 0.0600 represents 6.00% of the invoice net. This amount is computed automatically during invoice payment cycle.

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Discount Term Days

Three-digit number of days that the invoice must be paid in from the invoice date to be considered acceptable to automatically compute the invoice discount amount.

Invoice Net Due Days

Three-digit number of days that the invoice must be paid in from the invoice date if not paid by in the term period defined above. This code may not be specified (non zero) when the Date Due Code is a value of "D". If the Date Due Code is a value of "C" this field will override it in the calculation of the Invoice Due Date.

Email Address

Sixty-four character informational field specifying the vendor's email address. Used when notifications of electronic payment are requested.

FTP Address

Sixty-character informational field specifying the vendor's FTP address on the Internet.

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When option 1=Centers is specified on the Work with Vendors screen, the program will present the following screen for definition of valid cost centers for the selected vendor. If no cost centers are specified then all cost centers are considered valid for that vendor:

```
With with Vendors Cost Centers                                BAPRG537 1
Company Id . . . . 01 MY COMPANY, INC.
Vendor Id . . . . E1234 EQUIPMENT TO GO

Type options, press Enter.
 4=Delete
  Cost
Opt Center
  012345
  003456
  010232
```

Figure 11.

Cost Center Cross-Reference

Company Id

Two characters that identify the company the vendor is associated with.

Vendor Id

Required five-character code uniquely identifying the vendor within the company.

Cost Center

Six-digit field containing the number of a cost center, which is authorized to conduct business with the vendor.

Business Info-Solution Accounts Payable System

Step; BAPCLVLST - List Vendor Master

This procedure can optionally list all or selected companies and vendors in the vendor master file in two different print formats with optional cost center lines. Vendors may be listed in vendor id or name sequence. If requested, the vendors may also be sequenced by cost center (if cost center cross-reference definitions have been entered). This will list all vendors valid for a cost center, both vendors for that cost center only and vendors not limited to any cost center. Print formats are: LONG all fields in the vendor master format and SHORT one line (name, city, memo, and last check written) format.

Step; BAPCLLABL - Print Vendor Labels

This procedure will print vendor name and address on 1 x 3 inch 1-up labels for selected companies or all vendors.

Step; BAPCLWVND INQR – Work with Vendors inquiry only

This procedure is the same program display as the Work with Vendors program only that is restricted to be in display mode only.

Business Info-Solution Accounts Payable System

Step; BAPCLUPTN - Update 1099 Totals File

This procedure provides a method of manually adjusting the totals that were captured in the invoice payment process for a vendor.

| 1099 Totals Maintenance | | | | | | | BAPRG534 1 |
|----------------------------|------|------------|----|----------------------|--------|---------------------|------------|
| Company Id | | | | | | + | |
| Tax Year | | | | | (YYYY) | | |
| Vendor Id | | | | | | + | |
| 1099 Total Code. . . | | | | | | + | |
| Type options, press Enter. | | | | | | | |
| 2=Change | | 4=Delete | | 5=Display | | | |
| Co | Tax | Vendor | | 1099 | Total | | Total |
| Opt | Id | Year | Id | Name | Cde | Description | Amount |
| 02 | 2005 | 01110 | | ACCESS ONE COMMUNICA | M7 | MISC - Non-employee | 1718.35 |
| 02 | 2005 | 01479 | | ALABAMA DEPARTMENT O | M7 | MISC - Non-employee | 174486.51 |
| 02 | 2005 | 01480 | | ALABAMA DEPARTMENT O | M7 | MISC - Non-employee | 32795.73 |
| 02 | 2005 | 01490 | | ALLEN BEVERAGES, INC | M7 | MISC - Non-employee | 1517.15 |
| 02 | 2005 | 01520 | | ALLTEL | M7 | MISC - Non-employee | 2260.70 |
| 02 | 2005 | 01535 | | AMERICAN LIGHTING CO | M7 | MISC - Non-employee | 45.00 |
| 02 | 2005 | 01725 | | ARTHUR J. GALLAGHER | M7 | MISC - Non-employee | 48912.44 |
| 02 | 2005 | 02062 | | BALDWIN COUNTY | M7 | MISC - Non-employee | 9344.82 |
| 02 | 2005 | 02064 | | BALDWIN COUNTY HEALT | M7 | MISC - Non-employee | 1150.00 |
| 02 | 2005 | 02320 | | BILL SALTER ADVERTIS | M7 | MISC - Non-employee | 3523.25 |
| | | | | | | | More... |
| F3=Exit | | F5=Refresh | | F6=Add total | | F9=LookUp+ | |

Figure 12.

Function keys allowed:

- F3 = Exit program
- F5 = Refresh display
- F6 = Add total
- F9 = Lookup data field

The following options may be entered:

- 2 = Change a 1099 total
- 4 = Delete a 1099 total
- 5 = Display a 1099 total

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The following screen is displayed in response to a request to change or add a 1099 total:

```
UPDATE                               1099 Totals Maintenance                               BAPRG534 2

Company Id . . . . 02 + MY COMPANY, INC.
Tax Year . . . . . 2001 (YYYY)
Vendor Id . . . . . 01110 + ACCESS ONE COMMUNICATIONS
1099 Total Code. . M7 + MISC - Non-employee

Type information, press Enter.
Total Amount . . . 1718.35 (.xx-)

F3=Exit      F5=Refresh                               F9=LookUp+      Roll up/down
F12=Cancel
```

Figure 13

Entry format fields:

Company Id

Two characters that identify the company the vendor is associated with.

Tax Year

Four digit field defining the year for which the totals are being accumulated.

Vendor Id

Required five-character code uniquely identifying the vendor within the company.

1099 Total Code

Three character coding that identify the type of total that is being accumulated. Coding is defined in Codes & Table as 1099CODE.

Amount

Nine digit, two decimal place dollar amount being accumulated.

Business Info-Solution Accounts Payable System

Step; BAPCLLSTN - List Vendor Totals

Totals for each 1099 category as well as vendor YTD total business is listed for a selected company and year. Records for a single total type (such as non-employee compensation) or all total types may be listed. The prompt screen also provides an option to print or suppress vendor addresses.

Business Info-Solution Accounts Payable System

JOB: Renumber/Reassign Vendor Number's

Step 1. BAPCLERNV RENUMBER - Create Renumbered Work File With Old vs. New Number

This optional step creates a reference work file renumbering vendors between 1-99999 for a particular company. This work file contains the old vendor number vs. the new assigned number. In Step 2 this work file can be tailored, changing any of the reassigned numbers to put the vendor back in sequence. Parameter 2 - can be RESTART that deletes to old work file and generated a new renumbered reference file.

**** WARNING **** This step is only good if you are using numeric vendor numbers.

Step 2. BAPCLERNV REASSIGN - Update Work File Assignments

This step allows update to the existing reference file to reposition certain vendors. If Step 1 has not been run, this step will create a work file with old vendor numbers equaling new vendor numbers than you will be allowed to alter the file.

Step 3. BAPCLRNMV - Update Files Changing All Vendor Numbers

Using work file created in Steps 1 or 2, the procedure alters all relevant accounts/payable files replacing old vendor numbers with new numbers found in work file. If no record exists for old vendor that vendor remains the same.

Step. BAPCLRMMC – Cancel Renumber/Reassign Vendor Numbers

Cancels work files created in step 1 or 2.

Business Info-Solution Accounts Payable System

JOB: Year End Processing

Step 1. BAPCLLIMT - Update 1099 Limits File

The 1099 Limits file contains the minimum dollar amount per box to be reported on the 1099 forms MISC, INT, DIV, and a user-defined form. A payee must have received at least the amount specified in one or more payment categories (boxes) before a 1099 form will be generated for that payee. If the minimum amount is met for any of the categories, all non-zero categories will be reported for the payee even if they are below the minimum amount for the particular box.

If this file has not been updated before 1099's are generated, this procedure will be called automatically when 1099's are created.

Step 2. BAPCL1099 - Print 1099's

Prints 1099 forms for selected vendors that have had totals accumulated and print switch is set to yes. Selection is by company, year, vendor, forms id, and total dollar limit.

The program currently supports three 1099 forms- MISC, INT, DIV. Totals for a user-defined format may also be collected (see program BAPRG036 for instructions to set up printing). The default 1099 form is specified in system option BAP-1099. The run mode option provides a count of the number of forms that will be required without actually mounting or printing the 1099 forms. Each Vendor is printed once, so if multiple copies are needed save the file using system option BAP-109S and print the file as many times as necessary.

Step 3. BAPCL109D - Create 1099 Magnetic Media

The Internal Revenue Service requires payers filing 250 or more 1099 forms to submit them on magnetic media. This procedure will create the required magnetic media for 1099 form types MISC, DIV and INT (USER defined forms are not supported for magnetic media reporting). All specifications regarding the IRS requirements for magnetic media reporting are from IRS publications 1220.

Before submitting their magnetic media, filers are required to send form # 4419 "APPLICATION FOR MAGNETIC MEDIA REPORTING OF INFORMATION RETURNS" to the IRS. The IRS will then notify the applicant of authorization to file within 30 days of receipt of the application. Magnetic Media may not be filed with the IRS until the application has been approved. This is only required for the first submittal or when there are hardware or software changes that would affect the characteristics of the magnetic media submission.

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The IRS will accept magnetic media in various formats. You should consult your year-end newsletter from SWL to determine the current years acceptable media and format options available.

The 1099 Totals file (BAPF1099) is the source of the totals information that is reported. This file contains a record for each 1099 total type. The total type codes are documented in the Codes and Tables section. (See code 1099.) All reported amounts must be positive figures. Negative totals are dropped. Procedure BAPCLUPTN may be used to modify this file.

The Vendor Master file must contain a record that corresponds to every vendor in the 1099 totals file. The taxpayer identification Number (TIN) for each payee is derived from the Vendor Master file. Each TIN needs to be identified as a Social Security Number (SSN) or Employer Identification Number (EIN). This is done by examining the Federal entity coding. Code "I"=individual is assumed to be an SSN. All other coding is considered an EIN. It is important the user insure that each vendor being reported has a valid TIN. See Taxpayer ID number (TIN) in ID Numbering section of the documentation. The 1099 Printing code in the Vendor Master file is checked by this procedure. This code must be "Y" for the Vendor to be included in the 1099 returns. A prompt screen will be displayed for the operator to enter the specifications for the run. The following information will be requested:

Tax Year - The Payment Year that is being reported.

Reporting Company- The Company Id of the organization making the payments (The Payer). This company must be defined in the Company Master file. Only one company reported per run.

Transmitting Company - The Company Id of the organization preparing the magnetic media. This field is optional. If the Reporting Company and Transmitting Company are the same, the Transmitting Company may be left blank.

Transmitter Control Number - This is the code assigned to you by the IRS when form # 4419 is approved. This code is required and must be entered for the IRS to process the magnetic media correctly.

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Payer Name Control -This is a four-character name control code (usually the first four characters of the company name) assigned by the IRS (normally found on the mail label of IRS correspondence). If you do not know it, leave this field blank.

1099 Form Type -Must be MISC, DIV, or INT. User-defined forms are supported only in the printed 1099 Reporting program. Only one form type reported per run.

Test File for IRS -If this magnetic media run is a test, and then enter a 'Y'. If it is either an original or replacement run then enter an 'N'. Correction runs are not supported.

Service Bureau - Enter a 'Y' if you are a service bureau transmitting this magnetic media for a third party, otherwise enter an 'N'.

After this information has been entered, the display will respond by showing the TIN, name, and address of the reporting and transmitting companies. The operator may change any of this data at this time. If an incorrect company id was entered, use F3 to cancel the procedure and then restart it.

The first listing produced by this procedure is an edit Listing of the vendors for who no valid state abbreviation or valid TIN can be found. If any of these vendors will also receive 1099's the errors should be corrected before submitting the 1099's to the IRS. The operator will be notified if errors are found and must enter "GO" to continue processing. Any other response will cause the procedure to be cancelled. Since the procedure is rerun able, it is permissible to continue, then correct any errors and rerun the job.

Next a listing is produced by this procedure showing all of the payees reported. The vendor id, name, TIN, TIN-type and total amounts per 1099 code are shown. The specifications for magnetic media reporting allow for up to 9 total amounts, however a particular form type may not use all 9 total slots. The unused slots are indicated by a dash in the report heading.

IRS form # 4804 "TRANSMITTAL OF INFORMATION RETURNS REPORTED ON MAGNETIC MEDIA" must accompany the report being filed. One page of the printout from this procedure contains information that is used in completing this form. The number of payee records reported, and the totals per 1099-total-type must be entered on the 4804. Payer name and address and transmitter name and address are also repeated here.

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Step 4. BAPCLZVMS - Zero Year-To-Date Vendor Totals

Totals accumulators in the Vendor Master file and the 1099 Totals file should be reset to zero at the beginning of each year. This procedure performs the reset function on each of these files independently.

The Vendor Master file should be zeroed before the first accounts payable cycle of the new year. Since the year is part of the 1099 file key, it is not necessary to reset that file before the first accounts payable run: The totals will be accumulated for the proper year. It is recommended however that the 1099 records for a particular year be dropped after the 1099 reporting is concluded for that year to save disk space.

The operator is prompted for the company id and the year to be purged; which files are to be processed (Vendor or 1099); and if vendor addresses are to be printed on the vendor listing. A listing is provided which shows the amounts that are to be deleted. The procedure will pause after the listing has been printed to allow a review before the files are actually purged. If it is decided that the procedure should be aborted, use the attention key and take option 3. Otherwise type 0 and press the enter key to continue. The procedure is not rerun able past this point and any totals that are dropped are unrecoverable. It is therefore recommended that a backup of the Vendor Master file and the 1099 Totals file be obtained before running this procedure.

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JOB: Enter/Update Accounts Payable Invoices

Step 1. BAPCLWINV – Work with Invoices

This procedure is used to record Accounts Payable invoices, edit those invoices, and merge them into the Open Invoice file, in preparation for payment.

Invoices are grouped by batches. Within each batch, you can have one or more invoices. Within each invoice you can have one or more invoice lines. The program is divided into functions that follow a Batch-Invoice-Line hierarchy.

Each level of the program appears and operates in a manner similar to the other program levels. The initial index screen of Batches, Invoices, or Lines is displayed. The page up and page down keys may be used to scroll through the index. Associated with each line of the index is a selection field. The selection field is used to indicate functions to be performed on the record referenced. Generally, option 1 is used to select the next level in the hierarchy; option 2 selects the change screen for the record; option 4 deletes the record; and option 5 displays the record. Other options are available at specific levels.

Also on the Index screen are fields to enter the key of the record to be processed (i.e. identify the Company, Batch Id, Vendor, or Invoice no.). The key fields are used to position the index display and are also used to enter the key of a record to be added. The Index may be positioned to start at a specific record by placing the key (or partial key) of that record into the key fields at the top of the screen and pressing F5.

Only one user may access a batch at a time. If the program cancels while the batch is being used, the flag that marks the batch as in use will not be cleared and no one will be able to access that batch. Run Procedure BAPCLMRGC to clear the activity flag for the selected batch.

The process is initiated with one parameter with the following possible values;

- *SYSTEM = System option BAP-EUIN will be interrogated to retrieve the desired option which will be interpreted as follows. This is the value specified on the menu call.
- *ALL = A/P entry security will be defined by the *ALL entry.
- *USER = A/P entry security will be defined by the User id running this job entry.
- xxxxxxx = A/P entry security will be defined by the named entry.

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Batch Entry

Invoice Batches are used to group several invoices together for control purposes. A control total that is the sum of all invoice net pay amounts is recorded when the batch is entered. Invoices cannot be merged until the total of the invoices entered equals the batch control total. Invoices are selected for listing and merging at the batch level; all invoices in the batch are processed together.

When the program starts, the following batch index screen is shown.

| Work with INVOICE BATCHES | | | | | | BAPRG505 1 | | | | | | | |
|----------------------------|------|------------|---|------------------------|-------|------------|------------|-----------|----------|------------|---------|---------|--|
| | | | | | | RUSER | | | | | | | |
| Batch . . . : | | | | | | | | | | | | | |
| Company . . . : + | | | | | | | | | | | | | |
| Type options, press Enter. | | | | | | | | | | | | | |
| 1=Select | | 2=Change | | 3=Copy | | 4>Delete | | 5=Display | | 6=List | | 7=Merge | |
| Opt | Btch | Id | y | Description | | Start | Invoices | Total | # of Bch | Invcs | Sts | | |
| | | | | | | Date | | | | | | | |
| | A716 | 02 | | REMOTE A/P BATCH STORE | #1512 | 8/19/2006 | | 3840.39 | 15 | | C | | |
| | A717 | 02 | | REMOTE A/P BATCH STORE | #1525 | 8/19/2006 | | 4086.80 | 16 | | C | | |
| | A723 | 02 | | REMOTE A/P BATCH STORE | #1507 | 8/20/2006 | | 3702.18 | 17 | | C | | |
| | HAND | 05 | | THIS IS A NEW BATCH | | 6/09/2006 | | .00 | | | I | | |
| | HANZ | 01 | | TEST HAND CHECKS | | 3/27/2006 | 1124982.00 | | 8 | | I | | |
| | HAN0 | 01 | | TEST HAND CHECKS | | 5/15/2006 | 1250.00 | | 6 | | C | | |
| | HAN1 | 01 | | TEST HAND CHECKS | | 4/10/2006 | 1215.00 | | 7 | | I | | |
| | HAN2 | 01 | | TEST HAND CHECKS | | 5/15/2006 | 1250.00 | | 6 | | C | | |
| | H016 | 05 | | READY TO MERGE #3978 | | 8/18/2006 | 9525.64 | | 30 | | C | | |
| | H017 | 05 | | READY TO MERGE #4035 | | 8/19/2006 | 6760.84 | | 16 | | C | | |
| | | | | | | | | | | | More... | | |
| F3=Exit | | F5=Refresh | | F6=Add | | F9=Lookup+ | | | | F24=Subset | | | |

Figure 1.

It displays a list of all batches that have been entered but not yet merged into the Open Invoice file. Each Index line shows the Batch Id, Company Id; the Batch Description; the date when the batch was first entered; the total of all invoice lines entered in the batch; the batch Status code ("C"-Complete if total of all invoice lines equals the Batch Control Total, "I"-Incomplete if not); and the Action Code ("E" - Another user is accessing the batch, "L" - The Batch is being Listed, "M" - The Batch is being merged).

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The Batch level has three additional selection options available on the Index screen to Copy, List/Edit, or Merge a batch.

Option 6 will List/Edit the batch (See BAPCLLSTP). The batch does not have to be complete to be listed. A listing will be produced showing all invoices and lines in the batch and any errors found.

Option 7 will Merge the batch to the Open Invoice file (See BAPCLMRGP). The batch must be complete before the merge is allowed. The edit is run automatically when merge is requested. If any errors are found the transactions in error are listed, the merge is cancelled and the batch remains in the maintenance file. If there is no errors found and the merge completes successfully, the batch is removed from the maintenance file. You may enter multiple List, Merge options at the same time.

Option 3 will Copy either a regular or standard batch to a new batch id. A standard batch may be copied to another standard batch or to a regular batch to be merged and paid. Standard batches cannot be merged for payment.

When running option 3=Copy on a standard batch, the following window is displayed and the following fields can be entered:

```
..Copy Standard Batch.....
: STANDARD BATCH MIGRATED - *STD      :
: Copy From Batch: *STD                :
: Copy To Batch:                       :
: Copy to Standard: (Y=yes)           :
: Gen New Invoice#: (Y=yes)           :
: Invoice Due Date: (mmyy)            :
: New Company Id:                     :
: New Invoice Date: (mddy)            :
: New Book Period: (ppy)             :
: Description:                         :
: STANDARD BATCH MIGRATED - *STD      :
:..F12=Cancel.....
```

Copy to Batch

Required four-character batch id that will contain the invoices selected from the standard batch.

Copy to Standard

Enter Y to make the new batch being created a standard batch also.

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Gen New Invoice

Enter Y to generate unique new invoice numbers in new batch. This option is only valid when copying to a regular batch. The new invoice numbers generated will be based on appending a unique suffix value to the original invoice number. A unique suffix will be determined based on invoices already posted in the open/paid invoice file.

Invoice Due Date

Required invoice due month and year to be placed in the copied invoices. This date will also be used for effective date invoice selection. The due day of the invoice will not be changed from the standard batch.

New Company Id

Company Id field to be placed in the copied invoices.

New Invoice Date

Month, day, and year to be placed in the copied invoices.

New Book Period

Period and year to be placed in the copied invoices.

Description

Required invoice batch description of the newly created invoice batch.

When running option 3=Copy on a regular batch the following window is displayed and the following fields can be entered;

```
..Copy Invoice Batch.....
: APRIL INVOICES          :
: Copy From Batch: 0408   :
: Copy To Batch:         :
: Gen New Invoice#:      (Y=yes) :
: Invoice Due Date:      (mmyy)  :
: New Company Id:         :
: New Invoice Date:      (mmddyy) :
: New Book Period:      (ppyy)   :
: Description:           :
: APRIL INVOICES          :
:..F12=Cancel.....
```

Copy to Batch

Required four-character batch id that will contain the invoices selected from the regular batch.

Gen New Invoice

Enter Y to generate unique new invoice numbers in new batch.

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Invoice Due Date

Required invoice due month and year to be placed in the copied invoices. This date will also be used for effective date invoice selection. The due day of the invoice will not be changed from the regular batch.

New Company Id

Company Id field to be placed in the copied invoices.

New Invoice Date

Month, day, and year to be placed in the copied invoices.

New Book Period

Period and year to be placed in the copied invoices.

Description

Required invoice batch description of the newly created invoice batch.

A Batch Id is a four character, user-defined field. The Company must be defined in the A/P Company Master file. These two fields and the batch description field must pass all sub setting requirements defined by the A/P security file before they are accepted.

Batches displayed and options executable may be limited to a subset of all batches and options currently defined to the system. The A/P security file controls this sub setting. Additionally the operator may display the sub setting currently being used and may further temporarily subset the batches currently being shown (Note the field under title at top of screen indicating sub setting being active) by pressing function key 24 (F24). This screen allows the entry of a string that defines a search of all batches that contain that string in the batch description field. This is in addition to the required sub setting already defined the A/P security file.

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The following screen will be displayed to allow you to enter information about the batch.

| | | |
|-------------------------------------|---------------------------|---|
| UPDATE | Work with INVOICE BATCHES | BAPRG505 2 RUSER |
| Batch . . . : HAND | | |
| Company . . : 01 + MY COMPANY, INC. | | |
| | | |
| Type data, and press Enter. | | |
| Description . . . | THIS IS A NEW BATCH | Invoices Entered |
| Control Total . . | 100.00 | Total. . . .00 |
| Batch Type. . . . | + | Count. . . |
| | | |
| Book Date. | Rqd + (ppyyyy) | Wkstn. . . SWL_CONF_A RO_OKC02_C |
| Due Date | + (mmddyyyy) | Date . . . 6/09/2006 6/09/2006 |
| | Gen Center+ Major+ Susbd | Time . . . 13:51:53 14:17:30 |
| Liability Acct . . | + 0 3100 0 | |
| Cash Acct. . . () | + 0 1000 2 | |
| Handpaid Acct. (H) | + 0 1000 2 | |
| Prepaid Acct . (P) | + 0 1000 2 | |
| | | |
| F3=Exit | F5=Refresh | F9=Lookup+ Roll=Next/Prev rcd F12=Cancel |

Figure 2.

Entry Format:

Invoice Batch

Description

Thirty-character field describing the batch to be entered. Can be changed at any time. Must pass all currently implemented A/P security requirements defined for the system.

Control Total

The total net pay amount of all invoices in the batch. The Batch Status (shown on the Index screen) is INCOMPLETE until the total of all invoices entered in the batch equals the Control Total. The batch cannot be merged until the Batch Status is COMPLETE.

Both Description and Control Total may be updated at any time.

Batch Type

One character code defining whether this batch is a regular invoice batch or a standard invoice batch. (blank=regular, S=standard). Once the batch is added to the file it cannot be changed.

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Book Date Reqd/Dft

One character field defining for this batch whether book dates entered in invoices will have a default value, be required during entry, or restricted to a specified value. This code is defaulted from the company definition record. Second value is a six digit book period code in the format period and year ppyyyy.

Due Date Reqd/Dft

One character field defining for this batch whether due dates entered in invoices will have a default value, be required during entry, or restricted to a specified value. This code is defaulted from the company definition record. Second value is an eight digit due date in the format month, day and year mmddyyyy.

Liability Acct Gen/Center/Major/Subsd

Defines for this batch how liability account will be generated for invoices. One character code controls whether liability cost center is supplied entered or derived. Six digit cost center is a default or required cost center. Two six digit major and subsidiary ledger account fields are the liability account placed in all invoices for this batch.

Cash Acct Gen/Center/Major/Subsd

Defines for this batch how cash account will be generated for regular invoices. One character code controls whether cash cost center is supplied entered or derived. Six digit cost center is a default or required cost center. Two six digit major and subsidiary ledger account fields are the cash account placed in all regular invoices for this batch.

Hand paid Acct Gen/Center/Major/Subsd

Defines for this batch how cash account will be generated for hand paid invoices. One character code controls whether cash cost center is supplied entered or derived. Six digit cost center is a default or required cost center. Two six digit major and subsidiary ledger account fields are the cash account placed in all hand paid invoices for this batch.

Prepaid Acct Gen/Center/Major/Subsd

Defines for this batch how cash account will be generated for prepaid invoices. One character code controls whether cash cost center is supplied entered or derived. Six digit cost center is a default or required cost center. Two six digit major and subsidiary ledger account fields are the cash account placed in all prepaid invoices for this batch.

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The remaining fields on the Batch Record screen are informational only; they cannot be changed on this screen.

Total Entered - Total of the Net Amount for all invoices in the batch. This amount must match the Control Total before the batch is considered complete.

Invoice Count - Number of invoices entered in the batch.

Current Job Status/Workstation/Job Id – Current status code of this batch and the job name/user/number that is controlling its usage.

Started Workstation - Workstation Id of the operator to start the batch.

Started Date/Time - Date and time the batch was started.

Last Change Workstation - Workstation Id of the last operator to make a change to the batch.

Last Change Date/Time - Date and time of the last change made to the batch.

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Invoice Entry

The Invoice Index screen shows all invoices in a batch. (See Figure 3.)

| Work with INVOICES | | | | | BAPRG506 1 | |
|----------------------------|-------------------|------------------------|------------|-----------------|---------------|-----|
| | | | | | ----Batch---- | |
| Batch . . : | A716 | REMOTE A/P BATCH STORE | #1512 | Control : | 3840.39 | |
| Company . : | 02 | JOE'S | | Entered : | 3840.39 | |
| Vendor . . : | | + | | Difference : | .00 | |
| Invoice . : | | | | Count : | 15 | |
| | | | | Status : | COMPLETE | |
| Type options, press Enter. | | | | | | |
| 1=Select | 2=Change | 4=Delete | 5=Display | 6=Chg Vndr/Inv# | 7=Add Inv | |
| | | | | Invoice | Invoice Sts | |
| Opt Vndr+ | Invoice No. | Description | | Date | Amt | Flg |
| | 02855 22744017 | PEPSI | | 8/12/2002 | 173.71 | C |
| | 05050 22509722403 | BREAD | | 8/12/2002 | 4.95- | C |
| | 05050 22509722404 | BREAD | | 8/12/2002 | 18.50 | C |
| | 05050 22509722500 | BREAD | | 8/13/2002 | 32.70 | C |
| | 05050 22509722501 | BREAD | | 8/13/2002 | 2.40- | C |
| | 05050 22509722700 | BREAD | | 8/15/2002 | 4.95- | C |
| | 05050 22509722701 | BREAD | | 8/15/2002 | 15.65 | C |
| | 05050 22509722800 | BREAD | | 8/16/2002 | 24.20 | C |
| | 05050 22509722900 | BREAD CREDIT | | 8/17/2002 | 1.65- | C |
| F2=Dsp Batch | | | | | More... | |
| F3=Exit | F5=Refresh | F6=Add Inv | F9=Lookup+ | | | |

Figure 3.

To add an invoice, either press the F6 or enter option 7 on the first line of the multi line display. The Invoice/Line record screen is displayed. The top portion of the display shows the Batch, Company, Vendor, and Invoice that are being processed, as well as the current status of the batch.

The first line of the multi-line display is a work field where options can be entered, such as option 7, to define a maintenance request. As an example, placing a 2 in the option field and entering the vendor id and invoice number is equivalent to placing a 2 on the subsequently displayed invoice line option. Option 7 can only be used in this work field, since it defines a new invoice which should not be currently defined elsewhere in the invoice batch.

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The Invoice screen contains the following fields:

| | | | | | | | | | | | |
|--|--------------------------------------|------------------------------|--------------|----------------|--|---------|-----------|------------|--|--|------------|
| UPDATE | Work with INVOICES | BAPRG506 2 | | | | | | | | | |
| | | ----Batch---- | | | | | | | | | |
| Batch . . : | A716 REMOTE A/P BATCH STORE #1512 | Control : 3840.39 | | | | | | | | | |
| Company . : | 02 JOE'S | Entered : 3840.39 | | | | | | | | | |
| Vendor . . : | 02855 BUFFALO ROCK COMPANY-PENSACOLA | Difference : .00 | | | | | | | | | |
| Invoice . . : | 22744017 | Count : 15 | | | | | | | | | |
| | | Status : COMPLETE | | | | | | | | | |
| I N V O I C E | | | | | | | | | | | |
| Invoice Amt | 173.71 | Discount .00 | | | | | | | | | |
| Invoice Date | 8/12/2002 + | Due Date+ 9/10/2002 Book Dt+ | | | | | | | | | |
| Action Code | + | Check#/Dte+ 000000 EFT + | | | | | | | | | |
| Description | PEPSI | | | | | | | | | | |
| Liab Account | | 1099 Code + | | | | | | | | | |
| Cash Account | | | | | | | | | | | |
| | | | | | | | | | | | |
| <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">F2=Dsp Batch</td> <td style="width: 33%;">Roll Next/Prev</td> <td style="width: 33%;"></td> </tr> <tr> <td>F3=Exit</td> <td>F4=Delete</td> <td>F9=Lookup+</td> </tr> <tr> <td></td> <td></td> <td>F12=Cancel</td> </tr> </table> | | | F2=Dsp Batch | Roll Next/Prev | | F3=Exit | F4=Delete | F9=Lookup+ | | | F12=Cancel |
| F2=Dsp Batch | Roll Next/Prev | | | | | | | | | | |
| F3=Exit | F4=Delete | F9=Lookup+ | | | | | | | | | |
| | | F12=Cancel | | | | | | | | | |

Figure 4.

Entry Format:

Invoice

Invoice Amt

The net amount to be paid on this invoice. This includes any discount taken, and should equal the sum of all the invoice lines.

Discount

Amount of discount taken on this invoice, entered as a positive amount.

Invoice Date

Date of the invoice in the form MMDDYY. This field is optional on hand paid check transactions. Pressing F9 when positioned in this date field will, like other date fields in this program, display an application calendar popup window. The operator can point and click or position and press enter on the desired date to be entered.

Due Date

Date after which this invoice will be considered as payable or due. This field may be entered as a date in the form MMDDYY; or as the number of days from the invoice date in which the invoice will be due (in the form

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000XXX where XXX is the number of days; or the field may be left blank to default from the Vendor Master file or the Company Master file. The Due Year must be in the range of last year through two years from the current system date year. This field value is controlled by a batch field that defines how this field is created. Operator entry may be required, restricted or defaulted based on that generation option.

Book Date

Date, in the form PPYY, describing the ledger period/year that this transaction affects. Defaults to PPYY of the invoice date. This field value is controlled by a batch field that defines how this field is created. Operator entry may be required, restricted or defaulted based on that generation option.

Action Code

C - Change transaction. The following fields may be changed in a previously merged open invoice: Book Date, Invoice Date, Net Amount, Discount, Amount, Due Date, and Description Lines.

V - Void invoice transaction. An open invoice may be voided by entering all the data (invoice total and line items) from the original invoice with the amounts reversed. Reversing general ledger transactions and billing charges transactions re generated. The voided invoice will be dropped from the Open/Paid Invoice file.

H - Handwritten check transaction. When a check is written manually for an open invoice, the invoice can be marked as paid. The Invoice Net Amount, Check Number, and Check Date must also be entered. The invoice merge procedure (BAPCLMRGP) will update vendor YTD totals and Last Check information from these hand check transactions.

P - New invoice, prepaid. New invoices that are already paid by a manual check but not previously entered into the system must be entered with all the appropriate data of a regular invoice. Check Number and Check Date must also be entered. G/L transactions and billing charge transactions are generated like regular invoices. The merge procedure will update vendor YTD totals and Last Check information from these transactions. These prepaid invoices will appear as paid in the Open/Paid Invoice file.

blank - New invoice, unpaid.

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Check Number

Check number that was used for Prepaid or Handwritten check.

Check Date

Date of the above check in the form MMDDYY. Valid only with action code "H" or "P".

EFT

Enter a "Y" if this prepaid or hand paid invoice was paid via electronic funds transfer.

Description

Four, thirty character lines of description for the invoice. It will be listed on accounts payable check stub and in the open invoice listings. This description would describe in general the purpose of the expenditure.

1099 Code

Three character 1099 total code for which the invoice net amount should be accumulated by vendor for end of year 1099 reporting. This code can default to a value from the vendor master. Blanks or *NA specifies that invoice net is not to be accumulated.

The following two fields are not entered but generated automatically via the batch control record derived from company parameters and operator selections.

Liability Account

Major and subsidiary account numbers to accrue liability. A default account will be obtained from the company file.

Cash Account

Major and subsidiary account numbers to accrue liability. A default account will be obtained from the company file.

The following fields are applicable only on invoices in a standard batch.

Review Code

One character code defining when to review the invoice.

Field only valid in a standard batch.

Y = Yes, repeat as is until expiration date

R = Review this expense when generating invoice

Business Info-Solution Accounts Payable System

Effective Date

Four-digit month and year when this invoice will become effective (i.e. copied to a regular batch). Field only valid in a standard batch. If this field is left blank it will be considered effective immediately.

Expiration Date

Four-digit month and year when this invoice will become expired (i.e. will not be copied to a regular batch). Field only valid in a standard batch. If this field left blank it will never expire.

Business Info-Solution Accounts Payable System

Invoice Line Entry

The Invoice Line Entry screen provides for the capture of invoice line information for a new open invoice or a prepaid invoice or a change affecting line information. The Line Index screen shows the Line Description, the Expense Code, the Expense Center, Major and Subsidiary Account, and the Line Amount dollars and cents.

| Work with INVOICE LINES | | | | | BAPRG507 1 | |
|--|-------------------|------------------------|------------|------------|-------------|---------------|
| Batch . . : | @001 | REMOTE A/P BATCH | Control : | 100.00 | --Invoice-- | ----Batch---- |
| Company . : | 01 | MY COMPANY, INC. | Entered : | 200.00 | | .00 |
| Vendor . . : | AT&T | A T & T COMMUNICATIONS | Diffrence: | 100.00- | | 200.00- |
| Invoice . : | 2222 | | Count : | 2 | | 13 |
| | | | Status : | INCOMPLETE | | INCOMPLETE |
| Type options, press Enter. | | | | | | |
| 2=Change 4=Delete | | | | | | |
| Opt | Description | Exp Cd | Ctr | Maj | Sub | Line Amt |
| | OPERATING ACCOUNT | 101 | | 1010 | | 100.00 |
| | OPERATING ACCOUNT | 101 | | 1010 | | 100.00 |
| F2=Dsp Batch | | | | | | |
| F3=Exit F6=Add Line F13=Dsply address Bottom | | | | | | |

Figure 5.

Only options 2 and 4 are allowed in the Line Index Option field. Option 2 will select that line for updating. Option 4 will delete the line. (Note: Option 4 is the only way to delete an Invoice Line at the Line level. Function key 4 is not used to delete a line.)

To add a Line to an existing invoice, press the F6 key to proceed to line entry format. The F13 key will display a window containing the vendor's address. The F2 key will display an invoice batch control status and parameters window.

Business Info-Solution Accounts Payable System

| UPDATE | UPDATE | Work with INVOICE LINES | | BAPRG510 2 |
|---|-------------------|-------------------------|------------------|-----------------|
| Batch . . . : | @001 | REMOTE A/P BATCH | Control : | 100.00 |
| Company . . : | 01 | MY COMPANY, INC. | Entered : | 200.00 |
| Vendor . . . : | AT&T | A T & T COMMUNICATIONS | Diffrence: | 100.00- |
| Invoice . . . : | 2222 | | Count : | 2 |
| | | | Status : | INCOMPLETE |
| | | | | 13 |
| | | | | INCOMPLETE |
| I N V O I C E | | | | |
| Invoice Amt | 100.00 | Discount | .00 | |
| Invoice Date | 4/01/2005 + | Due Date+ | 5/01/2005 | Book Dt+ 4/2005 |
| Action Code | + | Check#/Dte+ | | EFT + |
| Description | OPERATING ACCOUNT | | | |
| Liab Account | 3020 | 1099 Code M7 | + | |
| Cash Account | 1010 | | | |
| *STD L I N E 1 | | | | |
| Expense Code | 101 + | Acct (c/m/s) | 1010 | + |
| Line Amt | 100.00 | Cust Id/Sub | + | |
| P.O. # | | Cust SubBill | + | |
| Line Descr | OPERATING ACCOUNT | | Division List Id | + |
| F1=Open invc descr F2=Dsp Batch F13=Dsply address | | | | |
| F3=Exit F18=Accept w/ Error F9=Lookup+ F12=Cancel Roll=Next/Prev rcd | | | | |

Figure 6.

Entry Format:

Invoice Line

Expense Code

A code identifying, for this line, the type of expense to be paid. It is used for defaulting general ledger accounts, descriptions, and various other editing and options tests for the transaction entered. It must have been defined in the Expense transaction entered. It must have been defined in the Expense Code file. (See BAPCLWEXC.)

Account

Cost Center, Major, and Subsidiary account numbers for the expense account or work in progress account to be charged with this line. The account must have been defined in the Ledger Master file. (See AGLCLLDGM.)

Business Info-Solution Accounts Payable System

Line Amount

The net amount to be paid on this line. This amount includes any discount taken on this line item. The sum of all line amounts must equal the Invoice total Net

Customer Id/Sub

Customer Identification code as defined in the Accounts Receivable Customer Master file, identifying the customer to be billed for this invoice if system option "BAP-BILL" is "YES". Leave blank if this is not a billing invoice.

P.O. #

Purchase Order number, which matches with the P.O. number from the inventory receipts or drop ship orders, used to reconcile the inventory receipts or drop ship orders, used to reconcile this receipt with its corresponding charge. If this invoice is not to be reconciled, this should be left blank.

Customer Sub Bill

Sub billing Id. This is entered only if the above customer id requires a sub bill.

Line Description

Thirty-character description of this line expense. If blank, it is defaulted from the Expense Code.

Division List Id

Ten-character identification of the division list in general ledger to which this line's amount should be prorated to as specified in the Division List for ledger transaction posting.

Business Info-Solution Accounts Payable System

NOTE: One Line Invoice, The program provides a shortcut for the entry of one-line invoices. In ADD mode, on line 001, if you leave the Line Amount blank, it is assumed that amount is equal to the Invoice Amount and that this is a one line invoice. In this case, you will be returned to the Line Index screen rather than staying in Add mode on the Line Detail Entry screen. (See explanation of Special Function Keys).

Function key F1 controls the opening and closing of the Description and Liability account field to operator entry. When the screen is first presented, the cursor will skip past those fields. By pressing F1, those fields will be opened for operator entry. Press F1 again to close. When updating an existing invoice, only the fields previously described are displayed. In Add mode, Invoice Line entry fields are also displayed.

Function key F2 controls the display of a batch control status and parameters window.

Function key F13 controls the display of either the batch totals or vendor's address fields. When the screen is first presented, the display will show the batch totals in the upper right corner. By pressing F13, the vendors address, city, state and zip will be shown. Press F12 again to return to the original display of batch totals.

Business Info-Solution Accounts Payable System

Variable Portion of Detail Line - Transaction Formats

In addition to the fields previously described on the Invoice Line, there may be fields to capture associated information about particular invoices.

Each record in the Vendor Master file contains a list of Transaction Formats that may be used when entering invoices from the vendor. The Transaction Format determines which additional fields appear on the Invoice Line. If a vendor has more than one Transaction Format listed, a window will be displayed when a new line is to be added to an invoice for that vendor, which allows you to choose the Invoice Line Transaction Format to be used. If no choice is made, the format listed first will default when you press ENTER. The formats are listed in the entry window in the same order as they are in the Vendor Master.

***STD** (Standard) this is the standard format. Invoices from all vendors will use this format by default. If you do not want the standard format to be used for a vendor's invoices, remove *STD from the Valid Transaction Format List in the Vendor Master file and replace it with at least one other format.

***PM** (Project Management) this is an alternate format for designating costs for the project management system (APM).

***FA** (Fixed Assets) this is an alternate format for identifying costs to be sent to the fixed assets system (BFA).

Step; BAPCLMRGC – Recover Merge/List Job

This procedure clears the batch status from showing a merge or list in progress in the invoice transaction entry file. It is used when a merge/list invoice request is interrupted or terminated before completion (e.g. power failure, cancellation by the operator).

Business Info-Solution Accounts Payable System

JOB: Accounts Payable Payment Cycle

Step 1. BAPCLWIPY—Work with Invoices to Pay per Company

Work with Invoices to Pay per Company is the starting point for Accounts Payable Payment Cycle process. With this procedure, a file of due invoices to pay for all companies may be created or cleared. In addition, Cash Requirements may be downloaded, or uploaded and merged into this file. Uploading Cash Requirements automatically updates any existing due invoices. Uploaded Cash Requirements overwrites existing information.

Work with Invoices to Pay per Company displays a list of companies with due invoices to pay. This list includes company id and name, totals of invoice amounts marked to pay, invoice amounts marked to not pay, net amount of all invoices, and the number of invoices containing payment errors for each company.

F8=Fold/Unfold alternately displays/non-displays totals of number of invoices marked to pay, number of invoices marked to not pay, and number of all invoices for each company.

Total invoice amounts and number of invoices for all companies are displayed below the list.

- To access Work with Invoices to Pay per Company,
 1. On Application Cross System Main Menu, select option **10** to go to *Accounts Payable Main Menu*.
 2. On Accounts Payable Main Menu, select option **4** to go to *Invoice Payment Cycle Menu*.
 3. On Invoice Payment Cycle Menu, select option **1**, *Work with Invoices to Pay*.

Business Info-Solution Accounts Payable System

| Work with Invoices to Pay per Company | | | | BAPRG544 1 |
|---|-------------------|--------------------|-------------------|------------|
| Company Id . . . __ | | | | |
| Type options, press Enter. | | | | |
| 1=Wrk w/Inv to Pay 4=Clr Cash Rqmt | | | | |
| Co Company | Cash:Pay | No Pay | All | Pmt |
| Opt Id Name | Invoices | Invoices | Invoices | Err |
| _ 01 PROGRAMMING SERVICES, INC. | 17006.14 | 33.99 | 17040.13 | |
| | 5 | 6 | 11 | |
| All Companies Amount: 17006.14 33.99 17040.13 | | | | |
| | Number: 5 | 6 | 11 | |
| F3=Exit | F8=Fold/Unfold | F13=Dwnl Cash Rqmt | F15=Crt Cash Rqmt | Bottom |
| F5=Refresh | F17=Lst Cash Rqmt | F14=Upld Cash Rqmt | F16=Clr Cash Rqmt | |

Figure 00. Work with Invoices to Pay per Company.

Function Keys

F3=Exit. Quit Work with Invoices to Pay per Company.

F5=Refresh. Restore display.

F8=Fold/Unfold. Display/non-display number of "Pay," "NoPay," "All" Invoices for each company.

F13=Dwnl Cash Rqmt. Download Cash Requirements for all Companies.

F14=Upld Cash Rqmt. Upload Cash Requirements for all Companies.

F15=Crt Cash Rqmt. Create Cash Requirements for all Companies.

F16=Clr Cash Rqmt. Clear Cash Requirements for all Companies.

F17=Lst Cash Rqmt. List Cash Requirements for all Companies.

Options

1=Wrk w/Inv to Pay. Work with Invoices to Pay for this Company.

4=Clr Cash Rqmt. Clear Cash Requirements for this Company.

Business Info-Solution Accounts Payable System

Step 1.1. Clear/Create Cash Requirements/Due Invoices for all Companies

This step (function key 15) clears all cash requirements/due invoices (if any) in the due invoice file for all companies, then creates new due invoice entries for all open invoices considered due based on parameters entered.

Step 1.1.1. Verify Clear/Create Cash Requirements/Due Invoices

To avoid clearing all existing cash requirements/due invoices for all companies and re-creating due invoices by mistake, this window is presented requesting operator to verify this step.

```
Work with Invoices to Pay per Company                BAPRG544 1

Company Id . . .
Type options, pres .
1=Wrk w/Inv to Pa .  .Verify Create Cash Requirements.....
                    .  Cash Requirements/ .
                    .  Due Invoices To Pay already exist. .
                    .  Create will clear ALL existing .
Co Company      .  Cash Requirements/Due Invoices, then .      All      Pmt
Opt Id Name     .  re-create Due Invoices. To Verify .      Invoices  Err
01 PROGRAMMING .  you want to clear & re-create file, .      17040.13
                    .  type "YES" & press Enter. . . . .      11
                    .Enter=continue.....F12=Cancel....

All Companies Amount:    17006.14      33.99      17040.13
Number:                  5              6              11
F3=Exit      F8=Fold/Unfold      F13=Dwnl Cash Rqmt      F15=Crt Cash Rqmt      Bottom
F5=Refresh   F17=Lst Cash Rqmt      F14=Upld Cash Rqmt      F16=Clr Cash Rqmt
```

Figure 00. Verify Create Cash Requirements window.

Function Keys

Enter=Continue. (If "YES") Clear all cash requirements/due invoices for all companies and create new due invoice entries.

F12=Cancel. Return to previous screen without clearing/creating invoices.

Business Info-Solution Accounts Payable System

Step 1.1.2. Select Due Invoices

If clear/create cash requirements/due invoices is verified and continued in the previous step, Select Due Invoices display is presented.

Note: When verified and continued in the previous step, **all** cash requirements/due invoices for **all** companies are cleared **before** Select Due Invoices display is presented. Even though a company is not selected in this step, all cash requirements/due invoices for this company have already been cleared.

For each company in open invoice file, operator may elect to create due invoices or skip company altogether. The id and name of company to be processed is displayed on the left. Parameters that determine due invoices to be created are displayed on the right.

Note: Companies are processed one at a time. Select Due Invoices display is presented for each company until all companies with open invoices have been processed or skipped.

Additionally, this step produces a cash requirements/due invoices listing for review and update. An ageing list of invoice totals by vendor is also produced. Cash requirements/due invoices lists include totals due to each vendor and vendor selection code. Totals printed at the bottom of the list include the total cash required to pay all due invoices and total invoices to pay (less credit memos). Only vendor totals resulting in a debit balance should be marked "Pay." All vendor totals resulting in zero or credit balance must be marked "NoPay." All credit and zero vendors must be "NoPay" before actual payment can be issued. "NoPay" invoices are put back in open invoice file instead of being paid in the next procedure.

```
SELECT DUE INVOICES

Co          Discount    Payables    Invoices
Id  Company Name      Date +      Date +      Option
01  PROGRAMMING SERVICES, INC.  00000000    08152008    PAY
      (mddyyyyy)      (mddyyyyy)  (PAY or
      NOPAY)

Vendor
Selection +
_____
(All blanks=All vendors,
**=Include blank select vendors)

Enter=Process Company
F9=Lookup+
F12=Skip Company
```

Figure 00. Select Due Invoices.

Business Info-Solution Accounts Payable System

Function Keys

Enter=Process Company. Create due invoices file from all open invoices matching selected parameters for this company.

F9=LookUp(+). Field sensitive LookUp window.

F12=Skip Company. Omit processing this company; display next company.

Parameters

Discount Date. Open invoices not yet due but qualifying for automatic discounts if paid before this eight-digit date are selected. If not specified, the discount date defaults to the payables date. Discount term days are specified in the vendor master. The invoice discount date is calculated by adding the discount term days to the date of the invoice. If the resulting invoice discount date is greater than or equal to the date entered here, a due invoice is created with discount automatically calculated and applied to the due invoice net. The discount amount is a percentage of the open invoice net. The discount percentage rate is specified in the vendor master. The due invoice net is the open invoice net minus the discount amount.

Note: Discounts are only calculated and applied to due invoices of vendors who have both discount percentage rate and discount term days specified in the vendor master.

Payables Date. All open invoices considered due up to and including this payables date are selected. This eight-digit date may be specified for each company. The current date is default value when Select Due Invoices is initially presented. However, if this date is changed for any one company, the new date entered becomes the default for all subsequent companies, unless changed by operator.

Invoices Option. May be specified on a per company basis with the default value coming from system option BAP-NPAL. One, five-character field.

Note: Due invoices for any vendor with stop payment code set to "S" in the vendor master, are marked no-pay.

PAY. All due invoices are designated "Pay" when created.

NOPAY. All due invoices are designated "NoPay" when created.

Vendor Selection. Up to ten, two-character vendor selection codes may be entered. If no selection codes are entered, then due invoices are created for all qualifying open invoices for all vendors. If one or more selection codes are entered, due invoices are only created for vendors assigned to one of these group codes in the vendor master. When selection codes are entered, due invoices for vendors with a blank selection code (no group specified) may be included by entering "***" as one of the codes.

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Business Info-Solution Accounts Payable System

Step 1.2. Clear Cash Requirements for all Companies

This step (function key **16**) clears all cash requirements/due invoices (if any) in the due invoice file for all companies.

Step 1.2.1. Verify Clear Cash Requirements

To avoid clearing all cash requirements/due invoices for all companies by mistake, a window is presented requesting operator to verify this step.

```
Work with Invoices to Pay per Company                BAPRG544 1
Company Id . . .
Type options, pres .
  1=Wrk w/Inv to Pa .
Co Company
Opt Id Name
01 PROGRAMMING
                .Verify Clear Cash Requirements.....
                Due Invoices To Pay exist.
                . ALL Cash Requirements/Due Invoices
                . will be cleared from the file.
                . To Verify that you want to clear,
                . type "YES" & press Enter. . . ____
                .Enter=continue.....F12=Cancel...
                5                6                11
                All          Pmt
                Invoices    Err
                17040.13
                11
                All Companies Amount:    17006.14    33.99    17040.13
                Number:                5                6                11
F3=Exit      F8=Fold/Unfold      F13=Dwnl Cash Rqmt  F15=Crt Cash Rqmt  Bottom
F5=Refresh   F17=Lst Cash Rqmt  F14=Upld Cash Rqmt F16=Clr Cash Rqmt
```

Figure 00. Verify Clear Cash Requirements window.

Function Keys

Enter=Continue. (If "YES") Clear all cash requirements/due invoices for all companies.

F12=Cancel. Return to previous screen without clearing invoices.

Business Info-Solution Accounts Payable System

Step 1.3. Download Cash Requirements to PC file (IFS)

This step (function key **13**) downloads all cash requirements/due invoices for all companies (if exist) in due invoice file to a PC file (IFS). This function key creates a file (including the file BAPFCSHD in the iSeries database) which can be downloaded into a spreadsheet for review. The PC file (IFS) is a comma separated value file with a column header row suitable for loading into a spreadsheet.

The following field columns are the critical values in the file/spreadsheet as they pertain to possible later uploading (function key **14**).

(Column) and Description:

- (A) Company Id.** First two characters of field (followed by company name).
- (B) Vendor Id.** Five-character field.
- (D) Invoice Number.** Twelve-character field.
- (L) Invoice Net Amount.** Nine-digit, two-decimal place numeric field.
- (M) Pay Code.** Must contain either "Pay", "No Pay", or "Partial" value indicating the request payment status for the invoice on this row.
- (N) Payment Amount.** Nine-digit, two-decimal place numeric field, indicating how much (if any) of the invoice net is to be paid. Range 0.00 to Invoice Net.

Other column fields are downloaded for reference and information including an instructions field which can document important status messages about the vendor on that row as to their current payment status or method. Stop vendor payment and pay by invoice status is indicated in this field.

Business Info-Solution Accounts Payable System

Step 1.3.1. Verify Download of Cash Requirements

To avoid downloading all cash requirements/due invoices for all companies by mistake, a window is presented requesting operator to verify this step.

```
Work with Invoices to Pay per Company          BAPRG544 1
Company Id : : :
: Verify Download Cash Requirements:.....:
Type options, pres :      Cash Requirements/      :
1=Wrk w/Inv to Pa :      Due Invoices To Pay exist.  :
: To Verify that you want to download :
Co Company       : all Cash Requirements/Due Invoices, :      All      Pmt
Opt Id Name      : type "YES" & press Enter. : : :      Invoices  Err
01 PROGRAMMING  : Enter=continue:.....:F12=Cancel:.. :      17040.13
:                               5                6                11

All Companies Amount:      17006.14      33.99      17040.13
Number:                    5                6                11
F3=Exit      F8=Fold/Unfold      F13=Dwnl Cash Rqmt      F15=Crt Cash Rqmt      Bottom
F5=Refresh   F17=Lst Cash Rqmt      F14=Upld Cash Rqmt      F16=Clr Cash Rqmt
```

Figure 00. Verify Download Cash Requirements window.

Function Keys

Enter=Continue. (If "YES") Download all cash requirements/due invoices for all companies.

F12=Cancel. Return to previous screen without downloading.

Business Info-Solution Accounts Payable System

Step 1.4. Upload Cash Requirements from PC file (IFS)

This step (function key **14**) uploads Cash Requirements from a PC file (IFS) and merges the information into due invoice file. This function key initiates reading of a comma separated value PC file (IFS), uploading the file information, and creating/merging the information into Work with Invoices to Pay. This procedure combines payment requests from the uploaded file with any previously selected or uploaded invoices in Work with Invoices to Pay.

Note: Uploaded invoice information overwrites corresponding existing invoices.

Documentation listings are produced indicating whether each upload file record was processed or skipped, and also whether cash requirements requests were successfully applied or resulted in error.

To be processed and merged into Work with Invoices to Pay, an uploaded invoice request for payment must satisfy the following conditions:

1. must exist in the open invoices file, and may exist in due invoices file;
2. must not be marked Paid in open Invoice file;
3. Net amount must be equal to open/due invoice Net amount;
4. Pay amount must not be greater than Net amount;

Unless all of these conditions are met, the invoice payment request is ignored and documented as such on the upload listing. If an invoice has been paid, deleted or otherwise altered in some previous payment cycle, the payment request is ignored and noted as such. In addition, it should be noted that it is possible for the same invoice to be downloaded multiple times into multiple files. Consequently, it is also possible for the same invoice to be subsequently uploaded multiple times during one payment cycle. In this case, the last uploaded cash requirements file containing this invoice overwrites all previous payment requests for this invoice.

Business Info-Solution Accounts Payable System

Step 1.4.1. Verify Upload of Cash Requirements

If Cash Requirements already exist in the due invoices file, uploaded Cash Requirements overwrite existing cash requirements. To avoid uploading and overwriting existing cash requirements/due invoices by mistake, a window is presented requesting operator to verify this step.

```
Work with Invoices to Pay per Company          BAPRG544 1
Company Id . . .
Type options, p .
1=Wrk w/Inv to .
Co Company .
Opt Id Name .
01 PROGRAMMI .
    .Verify Upload Cash Requirements.....
    .Cash Requirements already exist. .
    . Uploaded Cash Requirements will be merged, .
    . updating existing or creating additional .
    . Cash Requirements. To Verify that you . All Pmt
    . want to merge Cash Requirements, . voices Err
    . type "YES" & press Enter. . . . . 17040.13
    .Enter=continue.....F12=Cancel... 11

All Companies Amount: 17006.14 33.99 17040.13
Number: 5 6 11
F3=Exit F8=Fold/Unfold F13=Dwnl Cash Rqmt F15=Crt Cash Rqmt Bottom
F5=Refresh F17=Lst Cash Rqmt F14=Upld Cash Rqmt F16=Clr Cash Rqmt
```

Figure 00. Verify Upload Cash Requirements window.

Function Keys

Enter=Continue. (If "YES") Upload Cash Requirements from PC file (IFS).

F12=Cancel. Return to previous screen without uploading.

Business Info-Solution Accounts Payable System

Step 1.4.2. Upload of Cash Requirements from PC file (IFS)

If upload is continued, a second window is presented requesting the Directory and File Name of the PC file (IFS) to upload. On the first line, type or use Lookup function (F9) to enter the path to PC file (IFS) to be uploaded. Then, on the second line, type or use Lookup function (F9) to enter the name of PC file (IFS) to upload.

```
Work with Invoices to Pay per Company                BAPRG544 1
Company Id . . .
      .Verify Upload Cash Requirements.....
Type options, p .      Cash Requirements already exist. .
  1=Wrk w/Inv to .  Uploaded Cash Requirements will be merged, .
                  . updating existing or creating additional .
Co Company      . Cash Requirements. To Verify that you      . All      Pmt
Opt Id Name     . want to merge Cash Requirements,          . voices   Err
  01 PROGRAMMI . type "YES" & press Enter. . . . . YES . 17040.13
      .Find Directory/File Name in IFS.....
      : Type information, press Enter.                      ACSRG145 :
      : IFS Directory:  (*=Current,*HOMEDIR=Home Directory) :
      : / _____ + :
      : IFS Filename: :
      :   BAP_CASH_REQUIREMENTS_AAAAAAAAAA.CSV             + :
      .F9=Lookup+...F12=Cancel.....

All Companies Amount:    17006.14      33.99      17040.13
                        Number:        5          6          11
F3=Exit      F8=Fold/Unfold      F13=Dwnl Cash Rqmt  F15=Crt Cash Rqmt  Bottom
F5=Refresh   F17=Lst Cash Rqmt      F14=Upld Cash Rqmt F16=Clr Cash Rqmt
```

Figure 00. Find Directory/File Name of PC file (IFS) window.

Function Keys

Enter=Continue. Upload Cash Requirements from PC file (IFS).

F9=LookUp(+). Field sensitive LookUp window.

F12=Cancel. Return to previous screen without uploading.

Business Info-Solution Accounts Payable System

Step 1.5. Clear Cash Requirements for Company

This step (Option 4) clears all cash requirements/due invoices (if any) in the due invoice file for selected company only.

Step 1.5.1. Verify Clear Cash Requirements

To avoid clearing all cash requirements/due invoices for a company by mistake, a window is presented requesting operator to verify this step.

```
Work with Invoices to Pay per Company                BAPRG544 1
Company Id . . .
Type options, pres .Verify Clear Cash Requirements for C...
  1=Wrk w/Inv to Pa . Co 01 BORDEN'S DAIRY PRODUCTS      .
                    . ALL Cash Requirements/Due Invoices .
                    . will be cleared for the company.   .
Co Company        . To Verify that you want to clear,   .      All      Pmt
Opt Id Name       . type "YES" & press Enter. . . . . Invoices  Err
  4 01 PROGRAMMING .Enter=continue.....F12=Cancel...   17040.13

All Companies Amount:    17006.14      33.99      17040.13
Number:                  5              6          11
F3=Exit      F8=Fold/Unfold      F13=Dwnl Cash Rqmt  F15=Crt Cash Rqmt  Bottom
F5=Refresh   F17=Lst Cash Rqmt     F14=Upld Cash Rqmt F16=Clr Cash Rqmt
```

Figure 00. Verify Clear Cash Requirements for Company window.

Function Keys

Enter=Continue. (If "YES") Clear all cash requirements/due invoices for selected company.

F12=Cancel. Return to previous screen without clearing invoices.

Business Info-Solution Accounts Payable System

Step 2. Work with Invoices to Pay for Company

Work with Invoices to Pay for Company facilitates reviewing and modifying pending due invoices for company selected. This step is primarily used to modify pay status and/or amount to pay on due invoices, and, as a result, change cash requirements.

Work with Invoices to Pay per Company displays a list of all due invoices for the selected company. This list displays information about each due invoice, including vendor id and selection code, invoice number, date, status, flag, and net amount. The last three columns indicate amount to pay, vendors with stop payment flag in vendor master, and whether checks are to be issued by vendor (vendor issued one check for all due invoices) or by invoice (vendor issued separate check for each invoice). Default is by vendor.

F8=Fold/Unfold alternately displays/non-displays short vendor name, invoice due date, discount (if applied), and short invoice description.

Total due invoice amounts and number of due invoices for selected company are displayed below list.

Due invoices may also be subset to display only due invoices marked to pay, only due invoices marked no pay, only due invoices with pay errors, or only due invoices of vendors matching a specified vendor selection code.

In a single action, options and function keys allow status to be changed to "Pay" or to "NoPay" on one particular due invoice, on all due invoices of a vendor, or on all due invoices of selected company. Other options remove discount from due invoice, enable partial pay of due invoice, display invoice detail, or display invoice lines.

➤ To access *Work with Invoices to Pay for Company*,
On *Work with Invoices to Pay per Company*, select option 1.

4. Vendor Id displays in red when a pay error condition exists.

A pay error condition exists when:

1. Checks are issued by vendor, vendor total net amount is zero/credit balance, and due invoices marked pay/partial pay exist for vendor.
 2. Checks are issued by vendor, and vendor total amount to pay is greater than vendor total net amount.
 3. Checks are issued by invoice, due invoice net is zero/credit balance, and due invoice is marked pay/partial pay.
 4. Checks are issued by invoice, due invoice is marked partial pay, amount to pay is outside range of zero to due invoice net amount.
5. Due invoice status field is highlighted when no pay ("NoPay").
6. Due invoice amount to pay is highlighted when status is partial pay (PrtIP).

Business Info-Solution Accounts Payable System

7. The word "STOP" displays in red in "stop payment" column for all due invoices of any vendor who has stop payment flag set in vendor master. If option **P** (pay invoice), **PV** (pay vendor), or **X** (partial pay) is selected for one of these invoices, a warning message displays. However, warning does not prevent payment process from continuing.
8. "Check by" column indicates how checks are issued:
 1. Blank or "VND" – checks are issued by vendor;
 2. "INV" – checks are issued by invoice.

| Work with Invoices to Pay for Company | | | | | | BAPRG545 1 | | |
|--|----------------|-------------------|---------|-------------------|----------|---------------|----------------------|----------|
| ALL INVOICES | | | | | | | | |
| Company Id . . . 01 PROGRAMMING SERVICES, INC. | | | | | | | | |
| Type options, press Enter. | | | | | | | | |
| 1=Invc lines | | N=NoPay | | P=Pay | | X=PartialPay | | |
| 5=Display | | NV=NoPayVndr | | PV=PayVndr | | R=RmvDiscount | | |
| -Vendor- | | -----Invoice----- | | | | To Pay | | Stop Chk |
| Opt Id | Sl't | Number | Date | Status | P | Net | Partial Pay | Pmt By |
| — | ACME | NT | ORIGINV | 11/01/2000 | NoPay | 3000.00- | .00 | STOP |
| | ACME | VENDING | | Due 1/11/2001 | | | DSO INVOICE | |
| — | ACME | NT | 00070 | #1 12/01/2000 | NoPay P | 2561.44 | .00 | STOP |
| | ACME | VENDING | | Due 1/18/2001 | | | ***** PARTIAL PAYM | |
| — | ACME | NT | 454354 | 3/24/1999 | NoPay | 283.66 | .00 | STOP |
| | ACME | VENDING | | Due 4/03/1999 | | | | |
| — | ACME | NT | 92 | 7/29/1999 | NoPay | 100.00 | .00 | STOP |
| | ACME | VENDING | | Due 8/08/1999 | | | MANUFACTURING INVENT | |
| | | | | Cash:Pay | | No Pay | | All |
| Company Total | | | | Amount: | 16916.14 | 123.99 | 17040.13 | |
| | | | | Number: | 5 | 6 | 11 | |
| F3=Exit | F8=Fold/Unfold | F7=All/NoPay/Pay | | F13=NoPay Company | | More... | | |
| F5=Refresh | F9=Lookup+ | F19=Pay Errs Only | | F14=Pay Company | | F17=Subset | | |

Figure 00. Work with Invoices to Pay for Company (Unfolded).

Business Info-Solution Accounts Payable System

Function Keys

F3=Exit. Quit Work with Invoices to Pay for Company.

F5=Refresh. Restore display.

F7=All/NoPay/Pay. Toggle display of All due invoices, NoPay only, Pay only.

F8=Fold/Unfold. Display/non-display second line with short vendor name, invoice due date, discount (if any), and short invoice description.

F9=LookUp(+). Field sensitive LookUp window.

F13=NoPay Company. Change status of all due invoices for this company to NoPay.

F14=Pay Company. Change status of all due invoices for this company to Pay.

F17=Subset. Limit list of due invoices to those of vendors with requested vendor selection code.

F19=Pay Errs Only. Limit list of due invoices to those with Pay Errors only.

Options

1=Invc lines. Display vendor invoice history lines.

5=Display. Display due invoice detail information.

N=NoPay. Change status of this due invoice to NoPay.

NV=NoPayVndr. Change status of all due invoices for this vendor to NoPay.

P=Pay. Change status of this due invoice to Pay.

PV=PayVndr. Change status of all due invoices for this vendor to Pay.

R=RmvDiscount. Cancel/nullify automatic discount applied to this invoice.

X=PartialPay. Change status of this due invoice to PrtIP; display window for entering amount to Pay.

Business Info-Solution Accounts Payable System

Step 2.1. Subset by Vendor Select Code

This step (function key **17**) presents a window in the upper right corner of the screen to subset due invoice list by vendor select code. Vendor select code is specified in vendor master and is displayed here in column following vendor id. Entering a subset value limits list to due invoices of vendors having a matching select code specified in vendor master. Default subset value for vendor select code is “**,” which displays all invoices. Entering blanks for the subset value, limits list to due invoices of vendors who do not have a select code specified (select code is blank) in the vendor master. **F5=Clear** (or typing “**”) restores subset value to “**,” causing all invoices to again be displayed.

| Work with Invoices to Pay for Company | | | | | | BAPRG545 1 | | | |
|--|----------------|-------------------|-----------|-------------------|-------|--------------------------------|-----------------------|-------------|-----------|
| Company Id . . . 01 PROGRAMMING SERVICES, INC. | | | | | | ALL INVOICES | | | |
| Type options, press Enter. | | | | | | ..Subset Parameters..... | | | |
| 1=Invc lines | | | | | | . Type code, press Enter. . | | | |
| 5=Display | | | | | | . Vendor Select Code ** . | | | |
| N=NoPay | | | | | | . (**=All) . | | | |
| P=Pay | | | | | | X ..F5=Clear.....F12=Cancel... | | | |
| NV=NoPayVndr | | | | | | R=RmvDiscount | | | |
| PV=PayVndr | | | | | | | | | |
| -Vendor- | | | | | | -----Invoice----- | | | |
| Opt Id | Slt | Number | Date | Status | P | Net | To Pay Partial Pay | Stop Pmt | Chk By |
| ___ | AT&T | UT | 123232333 | 4/30/2001 | PrtlP | 100.00 | 10.00 | | INV |
| ___ | AT&T | UT | 1234 | 10/28/2003 | Pay D | 48.75 | 48.75 | | INV |
| ___ | BORDE | | 1111 | 12/01/1993 | NoPay | 11.11- | .00 | | VND |
| Company Total | | | | | | Cash:Pay | No Pay | All | |
| | | | | | | Amount: | 16916.14 | 123.99 | 17040.13 |
| | | | | | | Number: | 5 | 6 | 11 |
| F3=Exit | F8=Fold/Unfold | F7=All/NoPay/Pay | | F13=NoPay Company | | Bottom | | | |
| F5=Refresh | F9=Lookup+ | F19=Pay Errs Only | | F14=Pay Company | | F17=Subset | | | |

Figure 00. Subset Parameter window—Vendor Select Code.

Function Keys

F5=Clear. Reset vendor select code subset value to display all due invoices.

F12=Cancel. Return to previous screen without changing subset value.

Business Info-Solution Accounts Payable System

Step 2.3. Work with Invoices to Pay for Company—Due Invoice Detail
Option **5=Display** presents detail associated with selected due invoice.

```
DSPLAY                      Work with Invoices to Pay for Company          BAPRG545 2

Company Id . . . 01 PROGRAMMING SERVICES, INC.
Vendor Id. . . . ACME          Vendor Name: ACME VENDING
Invoice #. . . . ORIGINV      Addr: 12345 NW 192ND
Status: NoPay Selection Code: NT      PO BOX 1232
Vendor is flagged "STOP PAY"          OKLAHOMA CITY          OK 71232 1232
Press Enter to continue.
Invoice Date . . . . . 11/01/2000
Due Date . . . . . 1/11/2001
Description. . . . . DSO INVOICE

Net Total. . . . . 3000.00-   Pay Amount . . . . . .00
Discount . . . . . .00
1099 Code. . . . . M7
G/L Book Date. . . . . 1/1999
Liability Account. . . 3020   0          0
Batch. . . . . ANEY

F3=Exit      F5=Refresh          F12=Cancel          Roll up/down
```

Figure 00. Work with Invoices to Pay for Company—Due Invoice Detail.

Function Keys

F3=Exit. Quit Work with Invoices to Pay for Company—Due Invoice Detail.

F5=Refresh. Restore display.

F12=Cancel. Return to previous screen.

Business Info-Solution Accounts Payable System

Step 2.4. Work with Invoices to Pay for Company—Remove Discount

When due invoices are created, discounts are automatically calculated for qualifying invoices. (See “Discount Date” in “Parameters” section under “Step 1.1.2. Select Due Invoices” above.) There may be situations in which this discount must be nullified (e.g., discount is disallowed for a particular due invoice or invoice item; the discount date is passed between time due invoice was created and paid; etc.).

Option **R=Remove Discount**, adds discount amount back to due invoice net, then clears discount amount field.

Note: Discounts may only be removed, restoring due invoice net amount to open invoice net amount; discounts may not be modified.

- To remove discount from due invoice, select option **R**.
 1. Verify Removal of Invoice Discount window is presented.
 2. Net Total is due invoice net (open invoice net minus discount).
 3. Discount is calculated amount subtracted from open invoice net to obtain due invoice net.
 4. New Net Total is due invoice net plus discount (open invoice net).

```

Work with Invoices to Pay for Company          BAPRG545 1
                ALL INVOICES
Company Id . . . 01 PROGRAMMING SERVICES, INC.
                .Verify Removal of Invoice Discount.....
Type options, press . Company Id . . 01 PROGRAMMING SERVICES, INC. .
  1=Invc lines      . Vendor Id . . AT&T  A T & T COMMUNICATIONS .
  5=Display         N . Due Invoice: .
    -Vendor- ----- . Invoice# . . . 1234 .
Opt Id   Slt Numbe . Invoice Date . 10/28/2003 .
    _____ + _____ . Due Date . . . 11/27/2003 .
  ___ AT&T  UT 12323 . Net Total. . .      48.75 .
  R_ AT&T  UT 1234  . Discount . . .       1.25 .
  ___ BORDE  1111  . New Net Total. . 50.00 .
                . Descriptions . OPERATING ACCOUNT .
                . . . . .
                .Enter=Remove.....F12=Cancel.....
                Cash:Pay      No Pay      All
Company Total Amount:    16905.03      135.10      17040.13
                Number:         6          5          11
F3=Exit      F8=Fold/Unfold      F7=All/NoPay/Pay      F13=NoPay Company      Bottom
F5=Refresh   F9=Lookup+          F19=Pay Errs Only      F14=Pay Company      F17=Subset
    
```

Figure 00. Verify Removal of Invoice Discount window.

Function Keys

Enter=Remove. Restore due invoice net; clear discount amount.

F12=Cancel. Return to previous screen without removing discount.

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Business Info-Solution Accounts Payable System

Step 2.5. Work with Invoices to Pay for Company—Partial Pay

This step makes possible paying an amount other than due invoice net amount. The existing due invoice with invoice net amount is retained, marked partial pay, and a new linked due invoice with partial amount to pay is created.

Note: If due invoice has a discount amount applied, discount is removed when new partial pay due invoice is created.

If status of due invoice is later changed to pay or no pay, new partial pay invoice is deleted. Selecting option **X** on due invoice marked partial pay retrieves partial pay invoice and displays previously entered partial amount to pay,

Partial Payment of Invoice window displays existing due invoice information on left side of window and information that will be used to create new partial pay due invoice on right side of window. If vendor has stop payment flag set in vendor master, warning message displays along bottom of window.

Due Invoice:

If due invoice is a successive partial pay and not the original invoice, Original Net amount displays above Net Total; if not, this space is blank.

Net Total is due invoice net amount.

If due invoice net has discount applied, Discount amount displays below Net Total. New Net Total with discount removed displays below Discount amount. If no discount, this space is blank.

Partial Pay:

Partial Pay Invoice# is used to create new partial pay due invoice. Partial Pay Invoice# is a variation of original/previous due invoice number and is generated by the program to ensure number is unique and to maintain link to original/previous due invoice. It may not be changed. Partial Pay Invoice# is original/due invoice number with unique identifier added in positions 11 and 12. If existing due invoice is original invoice, unique identifier is usually "#1." In subsequent partial pay due invoices for same original invoice, unique identifier is usually "#2," "#3," "#4," etc.

Amount To Pay may be any amount between zero and due invoice net amount. (zero and due invoice net amounts excluded)

Balance amount is displayed under Amount To Pay. Balance amount is Net Total (or New Net Total) minus Amount To Pay. Balance amount is automatically calculated whenever Amount To Pay is changed.

A total of four description lines are displayed. The first two description lines contain program generated comments. The last two description lines are for user input.

- To partial pay due invoice, select option **X**.
Partial Payment of Invoice window is presented.

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Business Info-Solution Accounts Payable System

Step 3. BAPCLOKPY - Okay To Pay Cash Requirements List

This procedure will complete all the necessary steps to pay all due invoices not marked for non-payment for companies selected in Step 1. All due invoices to be paid are given a check date and number of check issuance. The operator will be asked for check issue date to print on checks and starting check number. When running a multi-company pay cycle, checks may be numbered consecutively through all companies by entering the beginning check number on the first company id then entering 999999 as the beginning check number on all subsequent companies. Additionally the standard general ledger cash account from the company file is shown, and can be accepted or overridden for this run.

When check group limits are entered in the company definition record (see BAPCLWCMP) the two limits create three limit groups for payment. The first limit separates checks by check amount into groups one and two. The third group contains all vendor check amounts above the second limit. The selection of check group limits will cause the checks, remittance advice and check register to print out in company id, limit group and vendor id sequence.

Check numbering frequency can also be controlled by the vendor numbering option found in the vendor master file for each vendor. The default (blank or "V") option requests that all invoices being paid in any payment cycle to a vendor are paid on one check. If the option is specified as "I", pay by invoice, then the vendor will receive a separately numbered check for each invoice paid.

After execution of this step, either accounts payable checks may be printed or the check register.

Business Info-Solution Accounts Payable System

Step 4. BAPCLCHKS - Print Accounts Payable Checks

Checks for Accounts Payable invoices that were selected for processing in the current payment cycle are printed by this procedure. Additionally vendors who have opted to be paid electronically will have an ACH batch entry created to be processed with the ACSCLWFTB procedure. ACH transactions will be created any time this procedure is run with not an office copy option and not a restart print option.

The printed forms ID that will be used to spool the checks is set in system option BAP-CHKF. If you process invoices for more than one company and you want each company's checks to be printed on different check stock, you must use a forms ID of "AP\$\$" in this system option. This will cause each company's checks to be spooled under a unique forms ID. The system will then pause before beginning to print a new form so you can change the paper stock in the printer.

When this procedure is executed, you will be asked if this is a restart. Answer "N" (NO) if this is the first time you have attempted to print checks in this payment cycle. If you answer "Y" (YES - this is a restart) you are asked if you wish to renumber checks. This may be necessary if you want the check numbers recorded by the system to match pre-printed check numbers. (Note: You can restart without renumbering.) Enter the company and check number where you wish to begin the reprint. If you are also renumbering, enter the new check number. This number must be greater than the old check number. If you have specified check forms of AP\$\$, only checks for the company entered as the restart point will be renumber/reprinted, otherwise the restart/renumber will continue through all remaining checks.

Depending on system option BAP-RMIT, remittance slips may be printed replacing the invoice detail that would otherwise appear on the check stub. You may choose to have remittance slips printed for: none of the checks; for all of the checks; or only for those checks where invoice detail would overflow one check stub forcing the voiding of the next check form.

WARNING - When matching check sequence numbers with pre-printed check form numbers, it is the user's responsibility to ensure that no check stub detail will overflow any one check stub.

If system option BAP-CHKN = 'FLIP' the name order which is printed on the check will be switched from last, first, middle to first, middle, last. Only those vendor names that contain commas will be affected.

Business Info-Solution Accounts Payable System

Step 5. BAPCLCHKR - Print Check Register For Cycle

Lists check register of all checks issued for invoice payment to each vendor this payment cycle.

Step 6. BAPCLCNPM – Cancel Payment Cycle

This procedure will cancel the current payment cycle. This procedure would be used if the operator decides to completely restart payment cycle back to Step 1. A warning will be issued if checks have already been spooled to print.

Note--any previously marked invoices for partial payment will be retained in the open invoice file.

Step 7. BAPCLCLOS - Close Out Payment Cycle

Update vendor master year-to-date totals, save invoices paid month-to-date, checks issued month-to-date, and clear work files to allow next payment cycle. General ledger transactions are generated in this step for cash and liability entries (book date is computed from check date month and year).

Step 8. BAPCLCHKR MTD - Print Check Register For Accounts Payable Month-To-Date

List check register of all checks issued for invoice payment to each vendor. User selects the companies and months to be listed. Checks may be listed and subtotaled by either check month and year or book period, however book period is relevant only if 13 period accounting is being used.

Step; BAPCLDMTD - Deletes Checks From MTD Check Register

This procedure deletes checks from the MTD check register. The user selects the companies and the range of months to be deleted. If the SWL Bank Account Reconciliation package (ABR) is installed, checks will not be deleted if they have not yet been flagged as having been copied into the ABR system.

Business Info-Solution Accounts Payable System

JOB: Void A Paid Check

Step; BAPCLVCHK - Void Check

This procedure allows the voiding of a check paid previously. This activates the invoices in the open invoice file, reduces the vendor master totals and creates reversing general ledger entries. The transaction date will be used as the general ledger book and transaction date in the general ledger transactions generated. This date will automatically default to the session date, but may be overridden at any time (per voided check). The following screen will prompt for necessary information. All information must be correct before check can be voided:

| | | | |
|---------------------------------------|--------------------------------|---------------------------|---------|
| 5/24/94 | ACCOUNTS PAYABLE CHECK VOID | 12.09 | |
| Trans date 052494 | | | |
| Vendor 01 AT&T A T & T COMMUNICATIONS | | | |
| Invoice # | Description | Due Date | Amount |
| TIMR-1 | FOOD | 12/25/93 | 55.00 |
| 08-02886 | BEVERAGES | 1/15/92 | 100.00 |
| 10-022886 | TELEPHONE | 3/15/92 | 205.00 |
| 10-032886 | TELEPHONE | 4/15/92 | 250.00 |
| 1010 | THIS INFORMATION WILL PRINT ON | 5/15/94 | 500.00 |
| 12-3093 | | 1/18/94 | 100.00 |
| | | | |
| Check # 005000 | Check Date 5/24/94 | Check Total | 1210.00 |
| | | | |
| Cmd Key 4 - Void this Check | | Enter - Cancel Check Void | |

If you wish to void this check enter function key 4, if not press the Enter key.

To finish entry of void checks press F3. After this point the operator may cancel by entering 'ABORT' when prompted. Beyond this point the check void will be processed.

Business Info-Solution Accounts Payable System

Step; BAPCLPINV - Purge Paid Invoices

This procedure removes paid invoices that are older than the number of month's to save. This number is specified in the company file, but may optionally be overridden for each vendor by entering number of month's to save in the vendor master. It also produces a listing of all purged invoices to be kept for future reference.

The accounts payable vendor history report provides a complete listing of all open and paid invoices by vendor. Reports may be selected by company and vendor. Page break on cost center may also be requested.

Business Info-Solution Accounts Payable System

JOB: List Invoices

Step; BAPCLLSTI - Open/Due Invoices Listing

This procedure lists all outstanding invoices (by vendor) for selected companies either due or not due in the open invoice file. All open invoices entered and merged are listed. When due invoices are requested, an additional invoice ageing totals list is printed by vendor. Optionally all open invoice with a total due or just the total due may be printed per vendor.

Step; BAPCLLOID - List Open Invoices By Date

This procedure provides a list of open invoices by due date. The user specifies, when prompted, the company id or range of company ids for which lists are to be prepared. The user will also be prompted for the date (MMDDYY form) through which the list is to be compiled. If the "THRU" date is not entered the list will include all open invoices.

The list will include totals due each vendor by date, total amount due on each date and running totals of cash required to date.

Step; BAPCLAPRC - Accounts Payable Reconciliation List

This procedure lists invoices that were open as of an operator specified month and year. The total of these invoices should be equal the accounts payable liability account balance in general ledger for that month. The operator may optionally select a company or range of companies or select all.

Business Info-Solution Accounts Payable System

Step; BAPCLINQR - Inquiry to Open/Paid Invoices

This procedure displays Open, Paid, or All invoices by vendor. Data displayed for each invoice includes invoice number, invoice date, description, invoice net amount, payment status, and check number. An alternate display format also shows the invoice due date, booked date, liability account, invoice discount, and check date. Total number and amount of invoices that are Open, Paid or All is displayed depending on the display mode selected by function key (F7).

Vendor's address, YTD net and discount totals, last check number, and last check date are displayed at the top of the screen.

| Open/Paid Invoice Inquiry | | | | | BAPRG538 1 | |
|----------------------------|------------------|-------------------------|------------|------------|------------|-----------|
| ALL INVOICES | | | | | | |
| Company Id . . | 01 WIDGETS, INC. | | | | YTD Net | 9692.98 |
| Vendor Id . . | ACME + | ACME VENDING | | | YTD Disc | 20.00 |
| Invoice #. . . | | 12345 NW 10TH STREET | | | Last Chk | 1/03/2001 |
| Invoice Date . | | | | | Last Chk # | 100001 |
| | | OKLAHOMA CITY | OK | 73112 7890 | | |
| Type options, press Enter. | | | | | | |
| 1=Inv Lines | | 5=Display | | | | |
| Opt Invoice # | Date | Invoice Description | | | Inv Net Pd | Chk# |
| | | Booked Liab Account | | | Discount | Chk Date |
| A -0001* | 3/01/2000 | BUILDING & LAND RENT | | | 2321.56 | P 100001 |
| ORIGINV | 11/01/2000 | DSO INVOICE | | | 3000.00 | |
| 00070 | 12/01/2000 | EQUIPMENT RENT | | | 5061.44 | |
| 454354 | 3/24/1999 | | | | 283.66 | P 100001 |
| 92 | 7/29/1999 | MANUFACTURING INVENTORY | | | 100.00 | P 111111 |
| 94 | 7/28/1999 | MANUFACTURING INVENTORY | | | 100.00 | P 111111 |
| 95 | 7/29/1999 | | | | 10.00 | P 777777 |
| 96 | 7/28/1999 | MANUFACTURING INVENTORY | | | 100.00 | P 987654 |
| Total. . . . | 8061.44 | OPEN | 3115.22 | PAID | 11176.66 | ALL |
| | | 2 | | 8 | | 10 |
| | | | | | | More... |
| F3=Exit | F5=Refresh | F7=All/Open/Paid | F8=Alt fmt | F9=Lookup+ | | |

Figure 1.

Invoices are be presented in invoice number or invoice date sequence. Positioning and the sequence of invoices on the display is determined by the Invoice # and Invoice Date field values entered at the top of the screen.

Business Info-Solution Accounts Payable System

Based on the value in system option BAP-COPT, this procedure may be displayed initially or only after company id selection from the BAPCLWCMP directory display and vendor id selection from the BAPCLWVND display. The BAP-COPT system option should have one of the following values;

- *SELECT Always show company directory first to make the company id selection prior to calling this maintenance program.
- *AUTO Select the first company id in the company master file then transfer to this maintenance procedure for that company id.
- *AUTO=xx Select the company id specified by the "xx" of the system option then transfer to this maintenance procedure for that company id.

The vendor id selection must be initially made in the BAPCLWVND procedure before the first vendor's invoices can be displayed. After the display is shown the operator may specify another vendor id by keying in the top of the display, making a window selection with the function F9 key, or pressing F3 to return to the vendor display to make another "7=Invoices" selection on a new vendor id line.

Function keys used in Invoice inquiry are:

- F3 -- Exit inquiry
- F5 – Refresh display
- F7 – Switch between All/Open only/Paid only invoices to be displayed
- F8 – Switch between basic and alternate display format
- F9 – Lookup field
- F12 – Cancel function

Options available on each invoice line in the inquiry are:

- | | |
|-------------|---|
| 1=Inv Lines | Go to the Invoice Lines inquiry window for this invoice |
| 5=Display | Display this invoice |

Business Info-Solution Accounts Payable System

Step; BAPCLVHST - Vendor History List

The accounts payable vendor history report provides a complete listing of all open and paid invoices by vendor. Reports may be selected by company and vendor. Page break on vendor may also be requested.

Business Info-Solution Accounts Payable System

JOB: Back Off And On All Accounts Payable Files

Step; BAPCLAOFF - Back Off Files To Magnetic Media

This procedure allows operator to create a magnetic media copy of the accounts payable files (BAP.). The operator may specify the magnetic media volume id. This magnetic media may be used later to restore these files for later processing or file recovery in case of application or hardware failure. After copying to magnetic media the operator will be prompted to optionally delete all the files just copied from the disk. This would only be done if another copy of the files were to be resorted at a later time.

CAUTION ** If all files are deleted form disk, a non-defective magnetic media copy of the files deleted must be available, since no recovery of the deleted disk files is possible after deletion.

Step; BAPCLAON - Reload Files To Disk

This procedure using the magnetic media files created by AOFF copies those accounts payable (BAP.) files from magnetic media to the disk for program processing. Files can only be copied to disk if they do not previously exist on the disk. NO automatic deletion of current copies of the disk files is done in this procedure. See AOFF to remove the files on disk before trying to run this restoration.

Step; BAPCLFCPY - Reorganize Master Files

This procedure will check all accounts payable master file sizes and automatically copy the files dropping all deleted records.

Business Info-Solution Accounts Payable System

JOB: Accounts Payable Job Security

Step; BAPCLUSCE – Enter/Update A/P Security File

This procedure allows the operator to define the security for various jobs in the A/P system. The following screen is shown to start the security definition process. Only users with OS/400 *SECADM or *SECOFR user authority are allowed to execute this process.

```
Security Maintenance                                BAPRG080 1
Accounts Payable

System Job . . . .
User Id . . . .

Type options, press Enter.
 2=Change   3=Copy   4=Delete   5=Display

System      User                               Selected
Opt Job     Id      Description                               Batches
*INVCENTRY *ALL    ENTRY FOR EVERYONE ELSE          *NONE
*INVCENTRY JDOE    JOHN'S STUFF                       *ALL
*INVCENTRY JSMITH  JIM'S STUFF                        I*|XY*

F3=Exit      F5=Refresh      F6=Add

Bottom
```

If no entries are defined on this screen, the resulting security restriction or non-restriction will be determined by the requesting function. Generally, if an *ALL option was sought and no such entry is found then no restrictions will be applied. This allows for systems not wanting to use this feature, to specify no entries here. If a specific user or group entry was sought and no such entry or *ALL entry exists then a complete restriction of batch, company, description and options will be applied. Therefore this allows for a default access level to be specified or lacking that a total restriction is applied by default.

From this screen the operator can Change (2), Copy (3), Delete (4) or Display (5) any A/P security job entry for *ALL users or a selected user. Job/user entries may be defined by pressing F6 to add or Change via option 2.

Business Info-Solution Accounts Payable System

The following screen is displayed for entry when F6 Add or Change option 2 is specified.

```
ADD                               Security Maintenance                BAPRG080 2
                                Accounts Payable
System Job . . . *INVCENTRY (*INVCENTRY)
User Id . . . .

Type information, press Enter.
Description of Entry
Selected:
  Regular Batch Ids.                (char, generic*, *ALL, *NONE)
  Standard Batch Ids                (char, generic*, *ALL, *NONE)
  Company Ids. . . .                (id, generic*, *ALL)
  Batch Description.                (char, *ALL, *BLANK)
Omitted:
  Regular Batch Ids.                (char, generic*, *NONE)
  Standard Batch Ids                (char, generic*, *NONE)
  Company Ids. . . .                (id, generic*, *NONE)
  Batch Description.                (char, *NONE, *BLANK)
Valid Options. . . .                (opts, *ALL, *NONE)

                                Note: Generic tests above can include multiple
                                strings separated by a | character as an *or test.

F3=Exit      F5=Refresh                F12=Cancel
```

The following is a definition of the fields to be entered;

System Job – Ten character field defining the name of the A/P job to be secured. Must be a value of *INVCENTRY for the invoice entry job.

User Id – Required ten character field defining the user id for which security parameters are being defined for the above A/P job name.

Selected:

Regular Batch Ids -- Valid regular batch ids to be available to this user. Entry may be a specific regular batch id, generic regular batch id (XY*) indicating a group of regular batch ids, *ALL indicating no restriction, or *NONE indicating all regular batch id's are unavailable.

Standard Batch Ids – Valid standard batch ids to be available to this user. Entry can be a specific standard batch, generic, *ALL, or *NONE entry.

Company Ids – Valid company ids to be available to this user. Entry can be a specific company id, generic, or *ALL.

Batch Description – Valid batch descriptions for this user must contain this specified character string. String may be any non-blank characters, *ALL for no required string, or *BLANK for all blanks.

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Omitted:

Regular Batch Ids -- Regular batch ids to be made unavailable to this user. Entry can be a specific regular batch id, generic batch id (XY*) indicating a group of batch ids, or *NONE indicating no regular batches are unavailable.

Standard Batch Ids – Standard batch ids to be made unavailable to this user. Entry can be a specific standard batch id, generic standard batch id, or *NONE.

Company Ids – Valid company ids to be available to this user. Entry can be a specific company id, generic, or *NONE.

Batch Description – Valid batch descriptions for this user must not contain this specified character string. String may be any non-blank characters, *ALL for no required string, or *NONE.

Valid Options – Valid processing options for this user entry. Up to eight options right justified and blank filled. Values of ' 1', ' 2', ' 3', ' 4', ' 5', ' 6', or ' 7' define processing options available. A value of '/E' specifies that the "Accept with error" function key is not available during invoice line entry. *ALL or *NONE may be entered in the first two/three options to signify all or no options are available respectively.

Both the selection and omission parameters may contain multiple selection choice strings separated by a concatenation character ("|"). This operator will denote an *OR test between the strings for inclusion or exclusion of batch or company ids.

Example selection or omission strings;

Batches: ABCD|XY* Batch "ABCD" or any batch id beginning with "XY"
 G* Any batch id beginning with "G"

Companies: 01|5*|20|21 Companies "01", "20", "21", or any company
 starting with a "5"
 07|99|A1 Companies "07", "99", or "A1"