POLYMATHIC COMPUTER CORPORATION

ACCOUNTS PAYABLE SYSTEM

USER'S GUIDE

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CHAPTER 1: SYSTEM OVERVIEW

GENERAL DESCRIPTION

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

The advantages of this system are:

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

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

FEATURES

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

CHAPTER 2: ACCOUNTS PAYABLE CYCLE

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

INITIAL SET UP PROCEDURES

1. Supplier Master Maintenance

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

MONTHLY PROCEDURES

1. Entering Transactions

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

2. Print Journals and Reports

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

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

3. Closing Out The Period

The Accounts Payable cycle ends with:

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

Backing Up
Backing up the current period data files.

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

1. Invoices that have been completely paid.

1. Manual payments that have been fully cleared against invoices.

1. Unapplied amounts from previous periods that have been applied in the current period.

1. Journal entries that have been cleared against invoices.

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

MONTHLY PROCESSING CHECKLIST

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

CHAPTER 3: GENERAL DATA ENTRY

INSTRUCTIONS

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

THE ENTER KEY

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

MENUS AND SUBMENUS

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

For example, the following **menu** is typical:
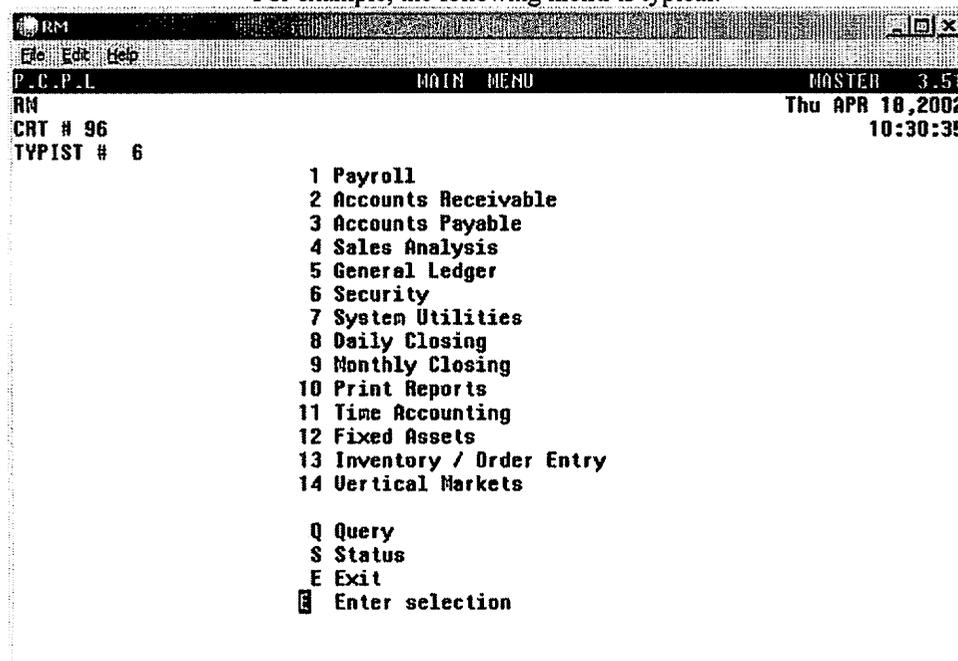
```
 RM                                                              _□×
 File  Edit  Help
 P.C.P.L                        MAIN  MENU                    MASTER    3.51
 RM                                                           Thu APR 18,2002
 CRT # 96                                                          10:30:35
 TYPIST #  6
                          1 Payroll
                          2 Accounts Receivable
                          3 Accounts Payable
                          4 Sales Analysis
                          5 General Ledger
                          6 Security
                          7 System Utilities
                          8 Daily Closing
                          9 Monthly Closing
                         10 Print Reports
                         11 Time Accounting
                         12 Fixed Assets
                         13 Inventory / Order Entry
                         14 Vertical Markets

                          Q Query
                          S Status
                          E Exit
                          ▊ Enter selection
```

To select *Accounts Payable*, type ③, and press (←Enter).

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

For example, the following is a typical **submenu:**

```
 RM                                                          _|□|×|
 File  Edit  Help
 P.C.P.L                      Accounts Payable          TLAPP20  2.64
 RM                              Main   Menu                  31/01/2003
 Last month end: 12/2002                          Last year end: 28/ 2/2002

                        1 Daily processing
                        2 Yearly processing
                        3 Reports
                        4 Maintenance and inquiry
                        5 Data file status
                        6 Company information

                        E Exit


                        E Enter selection
```
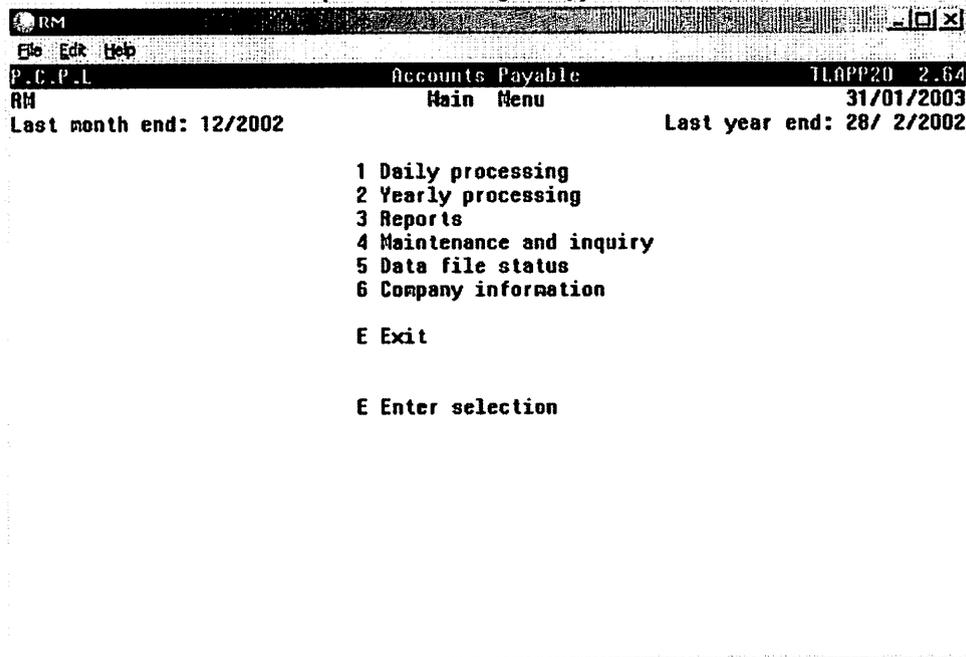
To select *Daily processing*, you would type ①, and press (←Enter).

OPTIONAL FIELDS

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

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

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

DATE FIELDS

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

THE DECIMAL POINT

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

☞ **Commas and dollar signs should not be entered.**

EDITOR

The system includes an Editor utility that allows you to correct errors made during data entry. The EDITOR can be accessed by pressing [F1].

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

REKEY FROM A FIELD

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

To use this option type [1], and press [← Enter].

The system will then display:

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

Type the number of the field that is to rekeyed and press [← Enter]. The system will then automatically return to this field number.

Simply make your corrections and continue entering your data.

REKEY/DISPLAY LINE

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

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

The Display Line option will prompt you to enter the line number that you want to display. Once you type in the line number and press [← Enter], the line will be displayed. The system will request that you press [← Enter] to continue where you left off.

CANCEL PROCESSING

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

F5 LOOKUP FEATURE

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

Press (F5) at the Supplier Number field and the following screen will appear:

```
RM                                                                    _ □ ×
File  Edit  Help
P.C.P.L.                        Accounts Payable                TLNPP01   3.50
RM    Typist: 06               Supplier  Master               Mon  FEB 10,2003
Port: 96                                                                16:04:55
Screen 1                       Show
  1) Su  Suppliers
  2) Su  1642     POLYMATHIC DEVELOPMENT CORPORATION     416-490-8010
  3) Su  1650     POLYMATHIC COMPUTER SYSTEMS LTD        416-490-8010
  4)     1666     POLYMATHIC TECHNOLOGIES INC.           416-490-8010
  5)     16250    POLYMATHIC COMPUTER CORPORATION        416-490-8010
  6)       Enter Supplier NAME
  7)
  8) FA
  9) Co
 10) Co
 11) Mo
 12) En
 13) We     ↑    ↓    PgUp   PgDn   Top   Bottom   Esc-End   F1-Options
 14) Pa
 15) Discount Percentage   :
 16) Home G/L Code          :
 17) P.O. Req'd for Invoice:                     Ytd Purchases  :
```

The following options are available:

(↑)	Cursor upwards through the data
(↓)	Cursor downwards through the data
(Pg Up)	Page up one screen of data
(Pg Dn)	Page down one screen of data
(T)	Move to the top of the data
(B)	Move to the bottom of the data
(Esc)	Exit the lookup feature
(F1)	Options:

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

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

Press F1 and the Options screen will appear as follows:

```
●RM                                                                    _|□|×|
File  Edit  Help
P.C.P.L                              Accounts Payable              TLAPP01  3.50
RH    Typist: 06                     Supplier  Master              Mon  FEB 10,2003
Port: 96                                                                16:04:55
Screen 1                        Show
  1) Su  Suppliers
  2) Su  1642    POLYMATHIC DEVELOPMENT CORPORATION      416-490-8010
  3) Su  1650    P  Functions                                490-8010
  4)     1666    P    F2 - Find Supplier CODE               490-8010
  5)    16258    P    F3 - Find Supplier NAME               490-8010
  6)                  ESC- Exit
  7)
  8) FA
  9) Co
 10) Co
 11) Mo
 12) Em
 13) We    ↑   ↓   PgUp   PgDn   Top    Bottom   Esc-End   F1-Options
 14) Pa
 15) Discount Percentage   :
 16) Home G/L Code          :
 17) P.O. Req'd for Invoice:                    Ytd Purchases  :
```

To search by supplier name, press F3.

The screen will appear as follows:

```
●RM                                                                    _|□|×|
File  Edit  Help
P.C.P.L                              Accounts Payable              TLAPP01  3.50
RH    Typist: 06                     Supplier  Master              Mon  FEB 10,2003
Port: 96                                                                16:04:55
Screen 1                        Show
  1) Su  Suppliers
  2) Su  1642    POLYMATHIC DEVELOPMENT CORPORATION      416-490-8010
  3) Su  1650    POLYMATHIC COMPUTER SYSTEMS LTD         416-490-8010
  4)     1666    POLYMATHIC TECHNOLOGIES INC.            416-490-8010
  5)    16258    POLYMATHIC COMPUTER CORPORATION         416-490-8010
  6)             Enter Supplier NAME
  7)
  8) FA             POLY
  9) Co
 10) Co
 11) Mo
 12) Em
 13) We    ↑   ↓   PgUp   PgDn   Top    Bottom   Esc-End   F1-Options
 14) Pa
 15) Discount Percentage   :
 16) Home G/L Code          :
 17) P.O. Req'd for Invoice:                    Ytd Purchases  :
```

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

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

The screen will appear as follows:

```
🔲 RM                                                              _🔲X🔲
 File  Edit  Help
P.C.P.L                        Accounts  Payable              TLAPP01   3.50
RM    Typist: 06              Supplier   Master          Mon   FEB 10,2003
Port: 96                                                            16:04:55
Screen 1                      Show
  1) Su ┌ Suppliers ─────────────────────────────────────────────────────┐
  2) Su │ 1642    POLYMATHIC DEVELOPMENT CORPORATION    416-490-8010      │
  3) Su │ 1650    POLYMATHIC COMPUTER SYSTEMS LTD       416-490-8010      │
  4)    │ 1666    POLYMATHIC TECHNOLOGIES INC.          416-490-8010      │
  5)    │16258    POLYMATHIC COMPUTER CORPORATION       416-490-8010      │
  6)    │                                                                 │
  7)    │                                                                 │
  8) FR │                                                                 │
  9) Co │                                                                 │
 10) Co │                                                                 │
 11) Ho │                                                                 │
 12) Em ├─────────────────────────────────────────────────────────────────┤
 13) We │  ↑   ↓   PgUp   PgDn   Top   Bottom   Esc-End   F1-Options      │
 14) Pa └─────────────────────────────────────────────────────────────────┘
 15) Discount Percentage   :
 16) Home G/L Code         :
 17) P.O. Req'd for Invoice:                    Ytd Purchases  :
```

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

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

CHAPTER 4: MENUS

MAIN MENU - ALL SYSTEMS

```
RM                                                              _|□|x|
File  Edit  Help
P.C.P.L.                          MAIN  MENU                   MASTER    3.51
RM                                                            Thu APR 18,2002
CRT # 96                                                            10:30:35
TYPIST #  6
                         1 Payroll
                         2 Accounts Receivable
                         3 Accounts Payable
                         4 Sales Analysis
                         5 General Ledger
                         6 Security
                         7 System Utilities
                         8 Daily Closing
                         9 Monthly Closing
                        10 Print Reports
                        11 Time Accounting
                        12 Fixed Assets
                        13 Inventory / Order Entry
                        14 Vertical Markets

                         Q Query
                         S Status
                         E Exit
                         ▓ Enter selection
```

MAIN MENU - ACCOUNTS PAYABLE SYSTEM

```
RM                                                              _|□|x|
File  Edit  Help
P.C.P.L.                       Accounts Payable               TLAPP20   2.64
RM                               Main  Menu                     31/01/2003
Last month end: 12/2002                         Last year end: 28/ 2/2002

                         1 Daily processing
                         2 Yearly processing
                         3 Reports
                         4 Maintenance and inquiry
                         5 Data file status
                         6 Company information

                         E Exit


                         E Enter selection
```

CHAPTER 5: DAILY PROCESSING

```
RM                                                              _ □ x
File  Edit  Help
P.C.P.L                        Accounts Payable              TLAPP20   2.64
RM                              Main  Menu                     31/01/2003
Last month end: 12/2002                         Last year end: 28/ 2/2002

                        1 Daily processing
                        2 Yearly processing
                        3 Reports
                        4 Maintenance and inquiry
                        5 Data file status
                        6 Company information

                        E Exit


                        E Enter selection
```

To select *Daily Processing*, type ⊡ and press ⟨←Enter⟩.

The screen will appear as follows:

```
RM                                                              _ □ x
File  Edit  Help
P.C.P.L                        Accounts Payable              TLAPP20   2.64
RM                             Daily Processing                31/01/2003


                1 Enter supplier invoices        Run
                2 Single cheque processing        Run
                3 Automatic cheque processing     Run
                4 Enter cancelled cheques         Run

                E Exit

                E Enter selection
```

ENTER SUPPLIER INVOICES

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

- Each invoice entered into the system can have up to 999 separate distributions to the general ledger, either debit or credit amounts.

- The supplier's standard terms can be overridden and special terms can be entered.

- All distributions are balanced by the system before the operator is allowed to proceed to the next entry.

- You can specify the due date or have it automatically assigned by the system.

```
RM                                                                    _ □ ×
File  Edit  Help
P.C.P.L                        Accounts Payable                TLAPP20  2.64
RM                            Daily Processing                    31/01/2003


                 1 Enter supplier invoices         Run
                 2 Single cheque processing         Run
                 3 Automatic cheque processing      Run
                 4 Enter cancelled cheques          Run

                 E Exit

                 E Enter selection
```
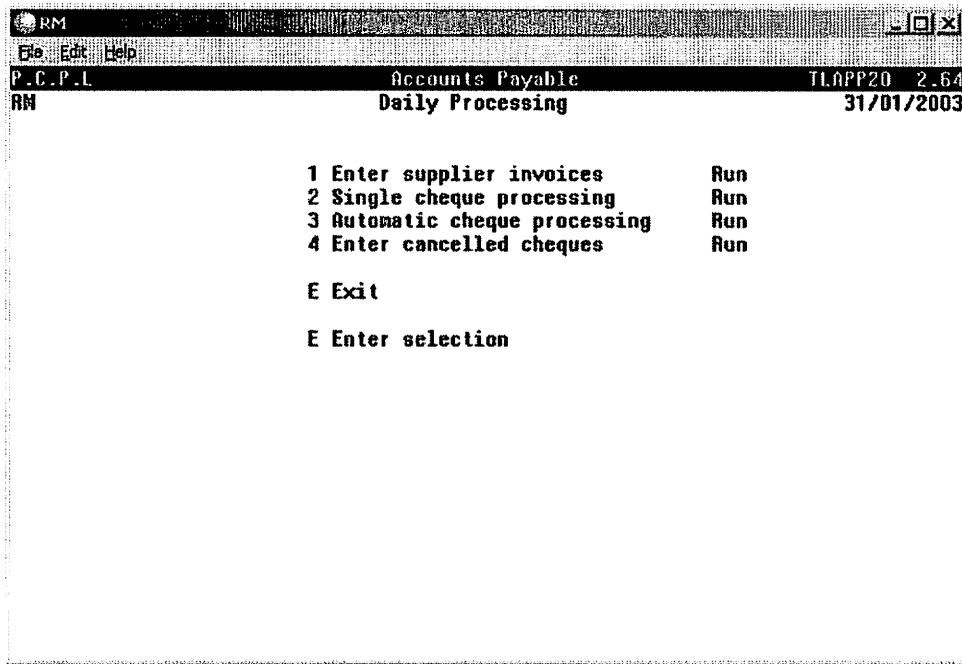
To select *Enter supplier invoices*, type ① and press ⏎Enter.

The screen will appear as follows:

```
 RM                                                            _□ ×
File Edit Help

P.C.P.L                          Accounts Payable              TLAPP05  5.32
AM    Typist: 06            Enter Supplier Invoices             JAN 31,2003
1) Supplier number .....:
2) Supplier invoice no. :
3) Supplier invoice date:
4) Payment date/terms ..:
5) Total invoice amount :
6) Description .........:
7) Hold invoice (Y/N) ..:                                    8) P.O. check:
9) Line   GL Code    Description        Amount         Balance




Enter [SUPPLIER #]  [F4]-ADD supplier       Invoices entered        Total
      [F5]-LOOKUP   [F7]-PRINT cheque  [Esc]-End         0             .00
```

Enter an invoice as follows:

SUPPLIER NUMBER

Enter the supplier number. [F5] can be used to list all the suppliers. If the supplier you are searching for is not in the master file you can press [F4] to add them. [F4] will automatically bring up the supplier master file and allow you to add a new supplier. For more information on the Supplier Master refer to page 8-11.

SUPPLIER INVOICE NUMBER

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

INVOICE DATE

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

PAYMENT DATE/TERMS

Press [←Enter] to accept the default payment date shown on the screen or enter the **desired date** in the *ddmmyyyy* format. Press [*] then [←Enter] and the system will automatically calculate the due date based on the payment terms on the supplier master.

TOTAL INVOICE AMOUNT

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

DESCRIPTION

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

HOLD INVOICE

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

☞ **Credit invoices cannot be put on hold.**

P.O. CHECK

This field is filled in automatically by the system.

LINE

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

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

The cursor will now move to the amount field and display the total invoice amount as the default amount. Press (←Enter) to accept the default amount or type the amount that you wish distributed to this GL code and press (←Enter). The cursor will now return to the GL Code field.

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

If you wish to continue entering invoices for this particular supplier simply press (←Enter). There is no need to re-enter the supplier number as the system will automatically retain the last previously entered supplier number.

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

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

PRINT CHEQUE OPTION

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

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

SINGLE CHEQUE PROCESSING

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

```
🍷 RM                                                                    _ 🗖 🗙
File  Edit  Help
P.C.P.L                          Accounts Payable               TLAPP20  2.64
RM                                Daily Processing                    31/01/2003


                        1 Enter supplier invoices         Run
                        2 Single cheque processing         Run
                        3 Automatic cheque processing      Run
                        4 Enter cancelled cheques          Run

                        E Exit

                        E Enter selection
```
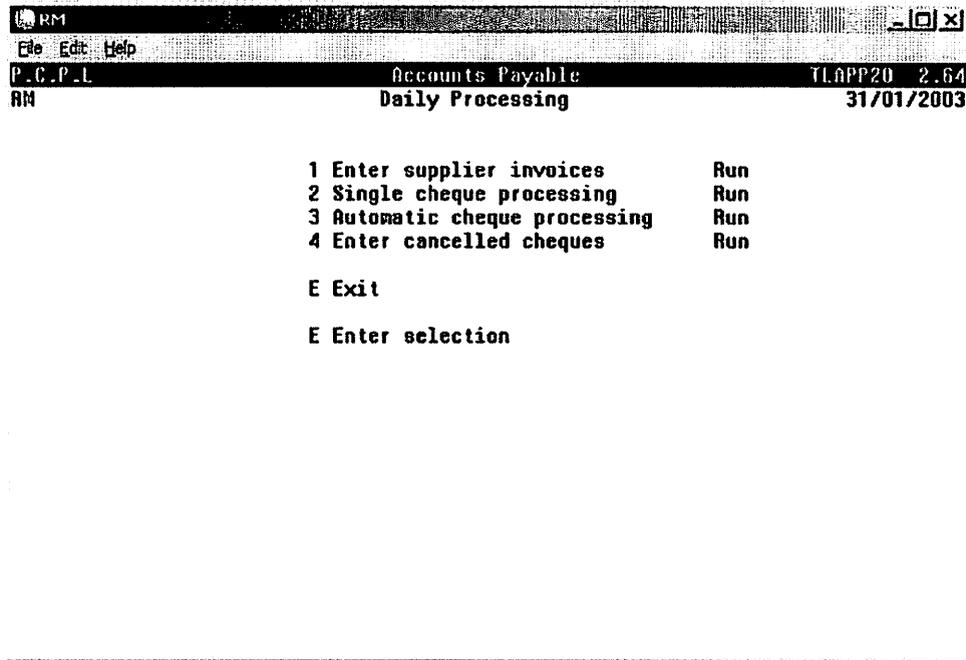
Type ② and press ⟨←Enter⟩ to select *Single cheque processing*.

The screen will appear as follows:

```
🍷 RM                                                                    _ 🗖 🗙
File  Edit  Help
P.C.P.L                          Accounts Payable               TLAPP29  2.34
RM                              Manual Cheque Processor              JAN 31/2003
Cheque type : 6-Laser MICR           [ Last Month Closed: DEC/2002 NO PRINTER
Supplier    :                                            Total:

  Item   Invoice #   Inv Date   Due Date      Invoiced      Payment  Status




                                              ┌──────────────────────────┐
                                              │      SELECTION MENU       │
                                              ├──────────────────────────┤
                                              │ Select  invoices          │
                                              │     Print cheque          │
                                              │ print Blank cheque        │
                                              │        Options            │
                                              ├──────────────────────────┤
                                              │  ↑  ↓  [Esc]-Exit         │
                                              └──────────────────────────┘
```
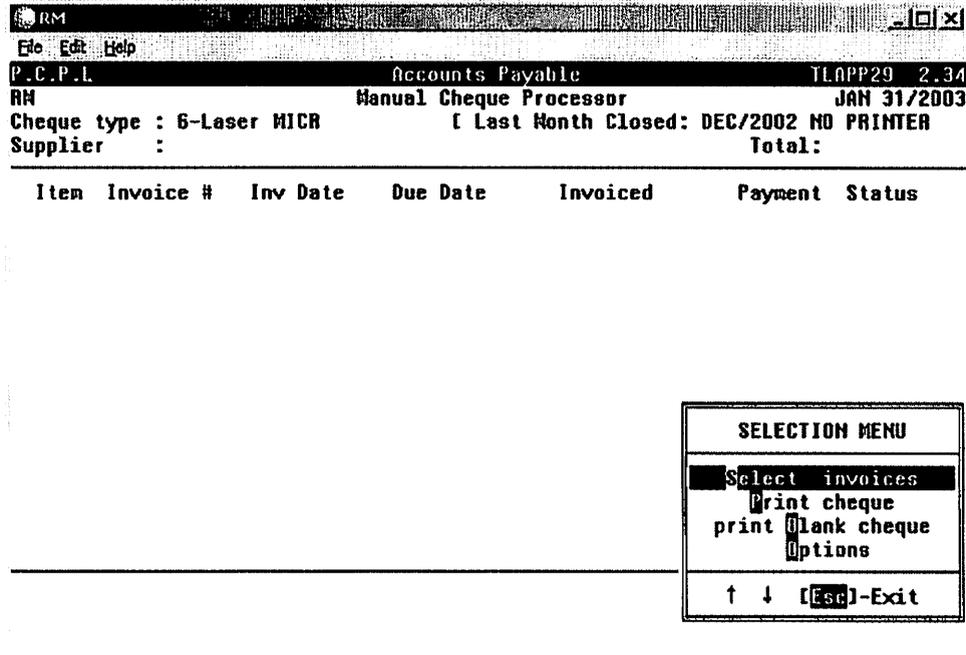
To select a function from the menu you may type the capitalized letter for the desired function or use ⟨↑⟩/⟨↓⟩ to highlight the function, then press ⟨←Enter⟩.

The following functions are available from this selection menu:

S The *Select invoices* function will display all open items for the specified supplier and allow you to select the invoices you want to process for the single cheque.

P The *Print cheque* function allows you to print a cheque that was previously spooled but not printed, or reprint a cheque.

O The following functions are available through the *Options* menu selection:

> **U** The *printer setup* function allows you to change the printer type, printer port and printer control codes.
>
> **F** *change Form type* should be selected when you need to change the type of cheque you are printing.
>
> **B** This function allows you to display the bank account balance.

SELECT INVOICES

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

```
 RM                                                            _ □ x
File  Edit  Help

P.C.P.L                      Accounts Payable              ILAPP29   2.34
RM                      Manual Cheque Processor                JAN 31/2003
Cheque type : 6-Laser MICR         [ Last Month Closed: DEC/2002 NO PRINTER
Supplier    :                                           Total:

   Item  Invoice #   Inv Date    Due Date     Invoiced       Payment  Status




                                                    ┌─────────────────────┐
                                                    │    SELECTION MENU    │
                                                    ├─────────────────────┤
                                                    │ Select invoices      │
                                                    │ Print cheque         │
                                                    │ print Blank cheque   │
                                                    │ Options              │
                                                    ├─────────────────────┤
                                                    │  ↑  ↓  [Esc]-Exit    │
                                                    └─────────────────────┘
```

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

The screen will appear as follows:

```
┌─────────────────────────────────────────────────────────────────────────┐
│ ● RM                                                              _ □ ×   │
│ File  Edit  Help                                                          │
│ P.C.P.L                       Accounts Payable              TLAPP29  2.34 │
│ RM                         Manual Cheque Processor            JAN 31/2003 │
│ Cheque type : 6-Laser MICR           [ Last Month Closed: DEC/2002 NO PRINTER │
│ Supplier    : ████                                           Total:       │
│───────────────────────────────────────────────────────────────────────── │
│   Item  Invoice #   Inv Date    Due Date      Invoiced      Payment  Status│
│                                                                           │
│                                                                           │
│                                                                           │
│                                                                           │
│                                                                           │
│                                                                           │
│                                                                           │
│                                                                           │
│                                                                           │
│───────────────────────────────────────────────────────────────────────── │
│ Enter  [SUPPLIER #]  [F5]-SUPPLIER lookup  [F6]-OPEN ITEM lookup  [Esc]-END│
└─────────────────────────────────────────────────────────────────────────┘
```

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

The system also gives you the following options:

[F5] List all suppliers.

[F6] Display a list of open items. If no supplier is specified a list of all open items will be displayed, otherwise open items for the specified supplier are displayed.

[Esc] End this function.

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

```
┌─────────────────────────────────────────────────────────────────────────┐
│ ● RM                                                              _ □ ×   │
│ File  Edit  Help                                                          │
│ P.C.P.L                       Accounts Payable              TLAPP29  2.34 │
│ RM                         Manual Cheque Processor            JAN 31/2003 │
│ Cheque type : 6-Laser MICR           [ Last Month Closed: DEC/2002 NO PRINTER │
│ Supplier    : 1642  POLYMATHIC DEVELOPMENT CORPORATION       Total:       │
│───────────────────────────────────────────────────────────────────────── │
│   Item  Invoice #   Inv Date    Due Date      Invoiced      Payment  Status│
│     1    123456  31-JAN-2003 31-JAN-2003        115.00       115.00       │
│                                                                           │
│                                                                           │
│                                                                           │
│                                                                           │
│                                                                           │
│                                                                           │
│                                                                           │
│                                                                           │
│───────────────────────────────────────────────────────────────────────── │
│ [F9]-SELECT   [F10]-UNSELECT   [F6]-Open Item DETAILS  [↑]  [↓]  [Esc]-END │
└─────────────────────────────────────────────────────────────────────────┘
```

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

Items are selected by using ⬆/⬇ to highlight the item then pressing F9. The status field will indicate what items have been selected and a running cheque total is given in the top right hand corner of the screen. An item may be unselected by pressing F10.

If you would like specific details about an item, you can highlight the item and press F5.

The screen will appear as follows:

```
┌─────────────────────────────────────────────────────────────────┐
│ 🔲 RM                                                    _□ ×│
│ File  Edit  Help                                                  │
│ P.C.P.L                      Accounts Payable        TLAPP29  2.34│
│ RM                        Manual Cheque Processor        JAN 31/2003│
│ Cheque type : 6-Laser MICR        [ Last Month Closed: DEC/2002 NO PRINTER│
│ Supplier    : 1642  POLYMATHIC DEVELOPMENT CORPORATION    Total:  │
│                                                                   │
│    Item  Invoice #   Inv Date    Due Date    Invoiced    Payment  Status│
│ ┌─ Open Item Display 1.11 ──────────────────────────────────────┐│
│ │ Supplier : 1642    POLYMATHIC DEVELOPMENT CORPORATION          ││
│ │ Address  :         245 YORKLAND BLVD.,                         ││
│ │                    SUITE 100                                   ││
│ │                    WILLOWDALE, ONTARIO                         ││
│ │                    M2J 4W9                                     ││
│ ├───────────────────────────────────────────────────────────────┤│
│ │ Invoice #          :    123456                                ││
│ │ Invoice Date       : 31-JAN-2003      Invoice Amount  :  115.00││
│ │ Original Due Date  : 31-JAN-2003      Discount Amount :  115.00││
│ │ Current Due Date   :    ---           Payment Terms   :      0 ││
│ │ Payment Date       : 31-JAN-2003      Discount %      :    .00 ││
│ │ Cheque Number      :                                          ││
│ │ Cheque Date        :    ---           Branch Code     :     10 ││
│ │ Invoice Type       :      3           Source Code     :      1 ││
│ ├───────────────────────────────────────────────────────────────┤│
│ │         [⬇]-Next   [⬆]-Previous   [Esc]-End                    ││
│ └───────────────────────────────────────────────────────────────┘│
└─────────────────────────────────────────────────────────────────┘
```

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

The screen will appear as follows:

```
┌─────────────────────────────────────────────────────────────────┐
│ 🔲 RM                                                    _□ ×│
│ File  Edit  Help                                                  │
│ P.C.P.L                      Accounts Payable        TLAPP29  2.34│
│ RM                        Manual Cheque Processor        JAN 31/2003│
│ Cheque type : 6-Laser MICR        [ Last Month Closed: DEC/2002 NO PRINTER│
│ Supplier    : 1642  POLYMATHIC DEVELOPMENT CORPORATION    Total:  115.00│
│                                                                   │
│    Item  Invoice #   Inv Date    Due Date    Invoiced    Payment  Status│
│  1    1   123456  31-JAN-2003 31-JAN-2003    115.00      115.00  Selected│
│                                                                   │
│                                                                   │
│                                                                   │
│                                      ┌─────────────────────────┐ │
│                                      │      SELECTION MENU      │ │
│                                      ├─────────────────────────┤ │
│                                      │  Generate  cheque       │ │
│                                      │  Cancel  processing      │ │
│                                      ├─────────────────────────┤ │
│                                      │    ↑ ↓  [Esc]-Exit       │ │
│                                      └─────────────────────────┘ │
└─────────────────────────────────────────────────────────────────┘
```

From this menu, the following functions are available:

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

GENERATE CHEQUE

Type Ⓖ or highlight *Generate cheque* then press (↵Enter).

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

The following screen will then appear:

```
 RM                                                                    _ ▢ ☓
 File  Edit  Help
P.C.P.L                          Accounts Payable                TLAPP29   2.34
RM                         Manual Cheque Processor                   JAN 31/2003
Cheque type : 6-Laser MICR              [ Last Month Closed: DEC/2002 NO PRINTER
Supplier    : 1642  POLYMATHIC DEVELOPMENT CORPORATION         Total:     115.00

  Item  Invoice #   Inv Date    Due Date      Invoiced      Payment  Status
1   1     123456  31-JAN-2003 31-JAN-2003       115.00       115.00  Processed












  CHEQUE [ 4054] CHEQUE PRINT DATE: 31012003 [JAN 31/2003] YEAR END [FEB 28/2002]
            [_] Select:   [A]-ACCEPT   [M]-MODIFY   [Esc]-Exit
```

You can accept the date displayed by the system or enter a new date for the cheque. The date entered must be before the year end date. To enter a different date type Ⓜ and press (↵Enter). Enter the date in the format *ddmmyyyy* and press (↵Enter). Once the correct date is displayed type Ⓐ and press (↵Enter).

The following screen will appear:

```
RM                                                                    _|□|x|
File Edit Help
P.C.P.L                        Accounts Payable                    TLAPP29  2.34
RM                          Manual Cheque Processor                   JAN 31/2003
Cheque type : 6-Laser MICR          [ Last Month Closed: DEC/2002 NO PRINTER
Supplier    : 1642  POLYMATHIC DEVELOPMENT CORPORATION          Total:     115.00

   Item  Invoice #   Inv Date    Due Date        Invoiced      Payment  Status
 ▸  1     123456 31-JAN-2003 31-JAN-2003         115.00        115.00   Processed




        ┌─────────────────────────────────────────────────────────────┐
        │                                                             │
        │    Cheque for $      115.00 produced using cheque #   4054   │
   ─────┤─────────────────────────────────────────────────────────────├─────
        │         Press any key to continue                           │
        └─────────────────────────────────────────────────────────────┘
```

Press any key to continue.

The following screen will appear:

```
RM                                                                    _|□|x|
File Edit Help
P.C.P.L                        Accounts Payable                    TLAPP29  2.34
RM                          Manual Cheque Processor                   JAN 31/2003
Cheque type : 6-Laser MICR          [ Last Month Closed: DEC/2002 NO PRINTER
Supplier    : 1642  POLYMATHIC DEVELOPMENT CORPORATION          Total:

   Item  Invoice #   Inv Date    Due Date        Invoiced      Payment  Status




        ┌─────────────────────────────────────────────────────────────┐
        │                                                             │
        │    Do you want to print cheque [ 4054] now ?                │
   ─────┤            Yes/No [N]                                       ├─────
        └─────────────────────────────────────────────────────────────┘
```

Type Y if you want to print the cheque now.

PRINT CHEQUE

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

```
●RM                                                              _|□|x|
File  Edit  Help
P.C.P.L.                      Accounts Payable              ILAPP29  2.34
RM                        Manual Cheque Processor              JAN 31/2003
Cheque type : 6-Laser MICR          [ Last Month Closed: DEC/2002 NO PRINTER
Supplier    : 1642  POLYMATHIC DEVELOPMENT CORPORATION       Total:

  Item  Invoice #   Inv Date   Due Date     Invoiced        Payment  Status




                                        ┌──────────────────────────┐
                                        │     SELECTION MENU        │
                                        ├──────────────────────────┤
                                        │     print Cheque          │
                                        │     print Lineup          │
                                        │       Options             │
                                        ├──────────────────────────┤
                                        │  ↑  ↓  [Esc]-Exit         │
                                        └──────────────────────────┘
```

The following functions are available:

©   Select this function when you are ready to print your cheque. Please note that a printer must be selected before you can print the cheque. The printer that is selected is displayed in the top right portion of the screen. In the example above, no printer is currently selected. To select a printer type Ⓞ and go to Printer Setup.

Ⓛ   This function will allow you to print a VOIDED cheque to ensure that everything is lined up correctly.
     ☞ **This option is only required for printing cheques on dot matrix printers and MICR laser cheques.**

Ⓞ   The *printer setup*, *change form type* and *bank balance* functions are available through the Options menu selection. See (5-15) for further instructions on Options.

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

PRINT CHEQUE

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

```
● RM                                                              _ |□| ×|
File Edit Help
P.C.P.L                      Accounts Payable              TLAPP29   2.34
RM                       Manual Cheque Processor               JAN 31/2003
Cheque type : 6-Laser MICR        [ Last Month Closed: DEC/2002 NO PRINTER
Supplier    :                                       Total:

  Item  Invoice #   Inv Date   Due Date      Invoiced      Payment  Status




                                         ┌──────────────────────────┐
                                         │     SELECTION MENU        │
                                         ├──────────────────────────┤
                                         │ Select  invoices          │
                                         │    Print cheque           │
                                         │  print Blank cheque       │
                                         │        Options            │
                                         ├──────────────────────────┤
                                         │  ↑  ↓   [Esc]-Exit        │
                                         └──────────────────────────┘
```

Type ⓟ or use ⬆/⬇ to highlight *Print cheque* then press ⏎Enter.

The screen will appear as follows:

```
● RM                                                              _ |□| ×|
File Edit Help
P.C.P.L                      Accounts Payable              TLAPP29   2.34
RM                       Manual Cheque Processor               JAN 31/2003
Cheque type : 6-Laser MICR        [ Last Month Closed: DEC/2002 HPLJ4
Supplier    : 1642  POLYMATHIC DEVELOPMENT CORPORATION   Total:

  Item  Invoice #   Inv Date   Due Date      Invoiced      Payment  Status


              ┌─ Enter PASSWORD ─┐
              │                  │
              │      ███         │
              │                  │
              ├──────────────────┤
              │     Esc-Exit     │
              └──────────────────┘
```

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

The following screen will appear:

```
┌──────────────────────────────────────────────────────────────────────────┐
│  RM                                                              _ □ ×     │
│ File Edit Help                                                             │
│ P.C.P.L                          Accounts Payable              ILAPP29 2.34│
│ RM                           Manual Cheque Processor           JAN 31/2003 │
│ Cheque type : 6-Laser MICR              [ Last Month Closed: DEC/2002 HPLJ4│
│ Supplier    : 1642  POLYMATHIC DEVELOPMENT CORPORATION       Total:        │
│ ─────────────────────────────────────────────────────────────────────────│
│  Item  Invoice #   Inv Date    Due Date      Invoiced      Payment  Status │
│                                                                            │
│              ┌──────────────────────────────────┐                         │
│              │    Enter   CHEQUE #        0      │                         │
│              │                                   │                         │
│              │       F5-Lookup    Esc-End        │                         │
│              └──────────────────────────────────┘                         │
│                                                                            │
└──────────────────────────────────────────────────────────────────────────┘
```

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

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

```
┌──────────────────────────────────────────────────────────────────────────┐
│  RM                                                              _ □ ×     │
│ File Edit Help                                                             │
│ P.C.P.L                          Accounts Payable              ILAPP29 2.34│
│ RM                           Manual Cheque Processor           JAN 31/2003 │
│ Cheque type : 6-Laser MICR              [ Last Month Closed: DEC/2002 HPLJ4│
│ Supplier    : 1642  POLYMATHIC DEVELOPMENT CORPORATION       Total:        │
│ ─────────────────────────────────────────────────────────────────────────│
│  Item  Invoice #   Inv Date    Due Date      Invoiced      Payment  Status │
│                                                                            │
│              ┌──────────────────────────────────┐                         │
│              │    Enter   CHEQUE #    4055       │                         │
│              │                                   │                         │
│              │       F5-Lookup    Esc-End        │                         │
│              └──────────────────────────────────┘                         │
│                                                                            │
│      ┌────────────────────────────────────────────────────────────┐       │
│      │    Cheque [ 4055] has already been printed !               │       │
│      │    Do you want to reprint that cheque ?                    │       │
│      │              Yes/No [_]                                     │       │
│      └────────────────────────────────────────────────────────────┘       │
│                                                                            │
└──────────────────────────────────────────────────────────────────────────┘
```

Type Y to reprint the cheque.

The following screen will then appear:

```
▓RM                                                              _□x

File  Edit  Help
P.C.P.L                        Accounts Payable              TLAPP29  2.34
AM                          Manual Cheque Processor            JAN 31/2003
Cheque type : 6-Laser MICR          [ Last Month Closed: DEC/2002 HPLJ4
Supplier    : 1642  POLYMATHIC DEVELOPMENT CORPORATION       Total:

    Item  Invoice #   Inv Date   Due Date    Invoiced      Payment  Status




                                              ┌──────────────────────────┐
                                              │      SELECTION MENU       │
                                              │                          │
                                              │      print Cheque         │
                                              │      print Lineup         │
                                              │         Options           │
                                              │                          │
                                              │  ↑  ↓   [Esc]-Exit        │
                                              └──────────────────────────┘
```

The following functions are available:

ⓒ   Select this function when you are ready to print your cheque.

ⓛ   This function will allow you to print a VOIDED cheque to ensure that everything is lined up correctly.

☞   **This option is only required for printing cheques on dot matrix printers and MICR laser cheques.**

ⓞ   The *printer setup, change form type* and *bank balance* functions are available through the Options menu selection.

OPTIONS

Type Ⓞ or use ⬆/⬇ to highlight *Options* then press (↵Enter).

The screen will appear as follows:

PRINTER SETUP

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

Type ⑤ or use ⑦/⑥ to highlight *printer setup* then press (←Enter).

The screen will appear as follows:

```
PRINT SETUP FUNCTIONS                                                    X
PRINTER SELECTION                          LASER
┌─────────────────────────────────────┐   ┌──────────────────────────────┐
│ \\BOB-CUMMINGS\LASERBC            ▲ │    │  ○ No Setup                  │
│ \\CAL-SPARE1\CoStar LabelWriter XL Turbo│ ○ Landscape 16.66 - LETTER   │
│ \\CAL-XP\Laserjet                   │    │  ○ Landscape 16.66 - LEGAL   │
│ \\HERONNT1\\\PR8FF5DB\MICR          │    │  ○ Landscape TMS RMN 6 pt    │
│ \\HERONNT1\LJ2200-5                 │    │  ● Portrait - small print    │
│ \\HERONNT1\LJ4                      │    │  ○ Landscape - small print   │
│ \\HERONNT1\Xerox-PCL                │    │  ○ Portrait - large print    │
│ \\POLYNT4\FacSys Queue Monitor      │    └──────────────────────────────┘
│ Acrobat Distiller                   │
│ Dymo LabelWriter EL60               │
│ FACSys Fax Printer                  │
│ HP LaserJet 2100                    │
│ HPLJ4                             ▼ │    ┌─DOT MATRIX───────────────────┐
└─────────────────────────────────────┘   │  ● No Setup                  │
            ┌─TYPE──────┐                  │  ○ Condensed Print           │
            │ ○ Matrix  │                  │  ○ Setup 8-1/2" Cheques      │
            │ ● Laser   │                  └──────────────────────────────┘
            └───────────┘

      Send Setup Code    │    OK    │    Cancel    │    MICR Setup...
```

Printer Selection:	All printers available to you will be displayed under Printer Selection. Use your mouse to click on the printer you want to print to.
Type:	Click on Laser if the printer is a laser printer or Matrix if the printer is a Dot Matrix printer.
Laser:	If you select a Laser type printer the system will give you a group of laser options. The options are as follows:

> No Setup
> Landscape 16.66 – Letter
> Landscape 16-66 Legal
> Landscape TMS RMN 6 pt
> Portrait small print
> Landscape – small print
> Portrait – large print

When printing cheques it does not matter what setup is selected as the program controls what font and style are used.

Dot Matrix:	If you select a Dot Matrix printer your options are as follows:

> No Setup
> Condensed Print
> Setup 8-1/2" Cheques

Select – Setup 8-1/2" Cheques to print cheques to a Dot Matrix printer.

Send Setup Code:	This function will send the setup codes you selected to the printer. You are not required to do this before printing, as the program will also send the setup codes to the printer when you print your cheque.
MICR Setup:	This function will allow you to control the MICR settings for the printer you selected. For more information on this function please refer to 8-19.

CHANGE FORM TYPE

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

Type Ⓕ or use ⬆/⬇ to highlight *change form type* then press ⏎Enter.

The screen will appear as follows:

```
┌──────────────────────────────────────────────────────────────────────────┐
│ ⬤RM                                                              _ 🗗 🗙   │
├──────────────────────────────────────────────────────────────────────────┤
│ File  Edit  Help                                                           │
├──────────────────────────────────────────────────────────────────────────┤
│ P.C.P.L                        Accounts Payable              TLAPP29  2.34 │
│ RM                           Manual Cheque Processor           JAN 31/2003 │
│ Cheque type : 6-Laser MICR      [ Last Month Closed: DEC/2002 HPLJ4        │
│ Supplier    :                                     Total:                   │
├──────────────────────────────────────────────────────────────────────────┤
│   Item  Invoice #   Inv Date   Due Date    Invoiced     Payment  Status    │
│                                                                            │
│                                                                            │
│                                             ┌──────────────────────────┐   │
│                                             │      SELECTION MENU       │   │
│                                             ├──────────────────────────┤   │
│                                             │ 0 - Cheque style A        │   │
│                                             │ 1 - Cheque style B        │   │
│                                             │ 2 - Cheque style C        │   │
│                                             │ 3 - Laser (Moore)         │   │
│                                             │ 4 - Laser (LT102)         │   │
│                                             │ 5 - PrePrinted MICR       │   │
│                                             │ 6 - Laser MICR            │   │
│                                             │ 9 - SPECIAL cheques       │   │
│                                             ├──────────────────────────┤   │
│                                             │   ↑  ↓   [Esc]-Exit       │   │
│                                             └──────────────────────────┘   │
└──────────────────────────────────────────────────────────────────────────┘
```
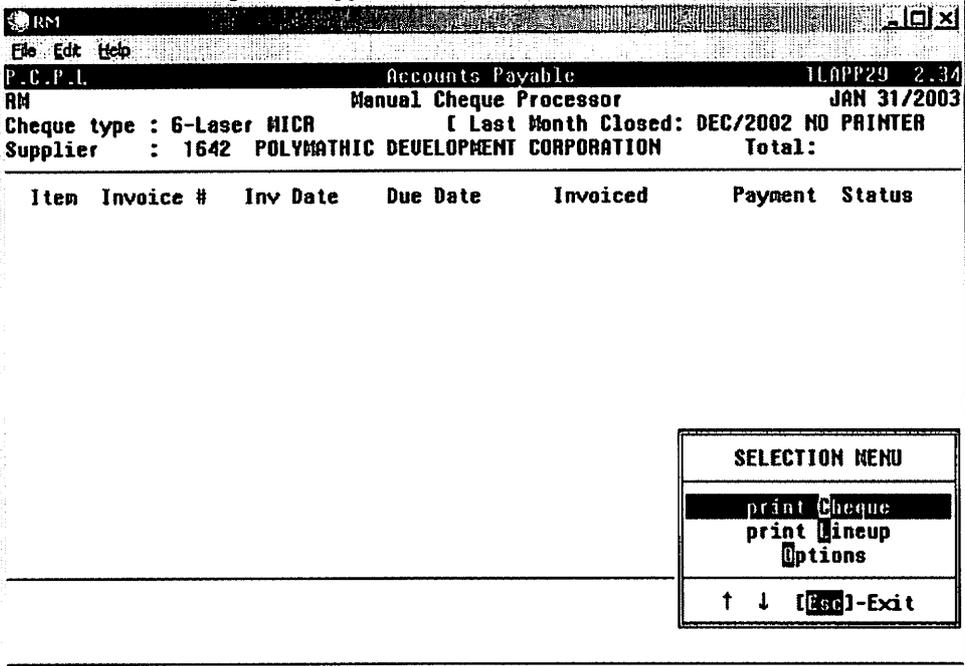
Use ⬆/⬇ to highlight the correct form type and press ⏎Enter to select it.

BANK BALANCE

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

Type your security password and press [←Enter].

The screen will appear as follows:

```
┌─ RM ──────────────────────────────────────────────────────────── _□×
│ File  Edit  Help
│┌ G/L Summary 1.34 ══════════════════════════════════════════════════
││   General Ledger Code       : 1020-10 GENERAL BANK ACCOUNT
││   Financial Statement Code  : AAA      Cash
│├────────────────────────────────────────────────────────────────────
││   CURR PER/2003          2003   CURR PER/2002         2002         2001
││      29,793.44     140,474.87       7,659.99     87,026.82   119,414.93
│├────────────────────────────────────────────────────────────────────
││ MAR 2002    -22,279.82  │ MAR 2001      7,164.11  │ System Date
││ APR 2002    -24,118.54  │ APR 2001    -55,980.18  │ [FEB 21/2003]
││ MAY 2002     43,042.93  │ MAY 2001     40,043.88  │ Signon Date
││ JUN 2002     48,998.00  │ JUN 2001     -1,966.05  │ [JAN 31/2003]
││ JUL 2002     18,949.34  │ JUL 2001     29,702.48  │
││ AUG 2002    -78,880.42  │ AUG 2001    -61,846.70  │ Last Month Closed
││ SEP 2002     17,447.10  │ SEP 2001     16,279.54  │ [DEC 2002]
││ OCT 2002     28,295.87  │ OCT 2001    -21,949.66  │ Year end
││ NOV 2002     -1,127.38  │ NOV 2001    -32,941.57  │ [FEB 28/2002]
││ DEC 2002     -6,672.47  │ DEC 2001     47,157.07  │
││ JAN 2003     29,793.44  │ JAN 2002     -5,711.02  │ Prior Year Status
││ FEB 2003          .00   │ FEB 2002      7,659.99  │ [OPEN]
││ ACCRUALS     87,026.82  │ ACCRUALS    119,414.93  │
││ TOTAL       140,474.87  │ TOTAL        87,026.82  │
│├────────────────────────────────────────────────────────────────────
││ [↓/↑/Home/End]-Next/Previous/First/Last  [E]-Email  [Esc]-End  [O]-Options
└──────────────────────────────────────────────────────────────────────
```

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

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

AUTOMATIC CHEQUE PROCESSING

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

The cheque preparation cycle consists of the following:

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

```
RM
File  Edit  Help
P.C.P.L                        Accounts Payable              ILAPP20   2.64
RM                             Daily Processing              31/01/2003


                    1 Enter supplier invoices       Run
                    2 Single cheque processing       Run
                    3 Automatic cheque processing    Run
                    4 Enter cancelled cheques         Run

                    E Exit

                    E Enter selection
```
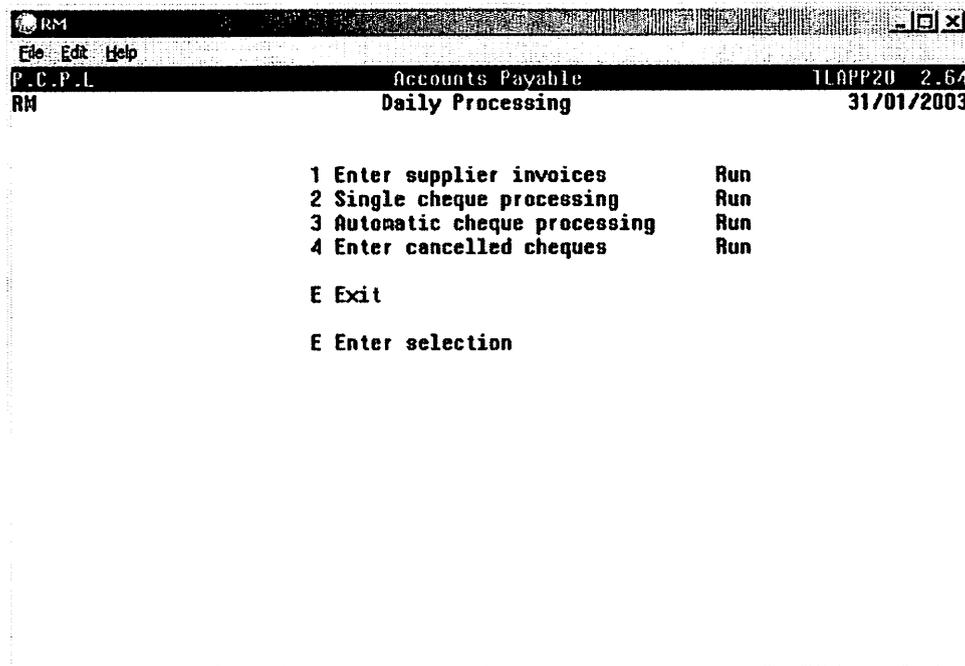
To select *Automatic cheque processing*, type ③ and press ⏎Enter.

The screen will appear as follows:

```
🔴RM                                                                    _|□|×|
 File  Edit  Help
 P.C.P.L                        Accounts Payable              TLAPP11   1.43
 RM                        Automatic Cheque Processor              31/01/2003

        ┌────────────────────────────────────────────────────────────┐
        │ Cash Requirements Cut Off Date: 15/01/2003   [JAN 15/2003]  │
        │ Last Cheque Run Date           : 31/ 1/2003   [JAN 31/2003] │
        │ Last Month Closed Date         : DEC/2002                   │
        │ Current Year End Date          : 28/02/2003   [FEB 28/2003] │
        └────────────────────────────────────────────────────────────┘
         CHEQUE PRINT DATE              : 15/01/2003   [JAN 15/2003]


        [_] Select:   [S]-Start   [M]-Modify   [Esc]-Exit
```

CHEQUE PRINT DATE

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

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

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

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

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

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

```
RM                                                              _ □ X
File  Edit  Help
P.C.P.L                    Accounts Payable              TLAPP12H 1.34
RM                      Disbursements Journal                31/01/2003

                    Last Month Closed : DEC/2002

                  1 Cheque print date : 15/ 1/2003
                  2 G/L discount code : 4685
                    Report type ......: Summary
                    Cheque format ....: 6 Laser MICR

          Report name             File name        Page
          Journal & register      RMAPR12.PRT         1
          Cheques                 RMAPR126.PRT     Cheque#




          ┌──────────────────────────────────────────────────┐
          │               PROCESSING COMPLETED               │
          ├──────────────────────────────────────────────────┤
          │          Press  any key  to continue             │
          └──────────────────────────────────────────────────┘
```

ENTER CANCELLED CHEQUES

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

```
RM                                                              _|□|x|
File  Edit  Help
P.C.P.L                    Accounts Payable              ILAPP20  2.64
RM                        Daily Processing                    31/01/2003


              1 Enter supplier invoices        Run
              2 Single cheque processing       Run
              3 Automatic cheque processing    Run
              4 Enter cancelled cheques        Run

              E Exit

              E Enter selection
```

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

The screen will appear as follows:

```
RM                                                              _|□|x|
File  Edit  Help
P.C.P.L                    Accounts Payable              ILAPP14  1.27
RM                    Cancelled Cheque Matching             31/01/2003
          Bank Statement Date : 31/ 1/2003    [JAN 31/2003]















          [_] Select:   [S]-Start   [M]-Modify   [Esc]-Exit
```

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

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

The screen will appear as follows:

```
● RM                                                                    _ ☐ x
 File  Edit  Help
 P.C.P.L                        Accounts Payable                   TLAPP14  1.27
 AM                        Cancelled Cheque Matching                   31/01/2003
                 Bank Statement Date : 31/ 1/2003    [JAN 31/2003]
                                                      <------- TOTAL ------->
 Cancelled Cheque No.: ████                          Cheques          Amount
 Amount            :                                     0              .00
 Supplier Name     :
 Issue Date        :
 Cancel Date       :
 Cutoff Date       :















 Enter    [CHEQUE NUMBER]   [F5]-Lookup Cheque File   [Esc]-End
          [F6]-Display Current Cancelled Cheques
```

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

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

CHAPTER 6: YEARLY PROCESSING

YEARLY PROCESSING

```
RM                                                          _ □ x
File  Edit  Help
P.C.P.L                        Accounts Payable              TLAPP20  2.64
RM                              Main  Menu                        31/01/2003
Last month end: 12/2002                        Last year end: 28/ 2/2002

                        1 Daily processing
                        2 Yearly processing
                        3 Reports
                        4 Maintenance and inquiry
                        5 Data file status
                        6 Company information

                        E Exit


                        E Enter selection
```

This selection is NOT AVAILABLE.

```
🔵 RM                                                          _ □ ×
File  Edit  Help
P.C.P.L.                    Accounts Payable              TLAPP20   2.64
RM                            Main   Menu                     31/01/2003
Last month end: 12/2002                     Last year end: 28/ 2/2002

                        1 Daily processing
                        2 Yearly processing
                        3 Reports
                        4 Maintenance and inquiry
                        5 Data file status
                        6 Company information

                        E Exit


                        E Enter selection
```

To select *Reports*, type ③ and press ⏎Enter.

The screen will appear as follows:

```
🔵 RM                                                          _ □ ×
File  Edit  Help
P.C.P.L.                    Accounts Payable              TLAPP20   2.64
RM                            Reports                         31/01/2003


 1 Aged cash requirements       11 Supplier master
 2 Aged trial balance           12 Supplier master updates
 3 Cash requirements         Run 13 Fax telephone numbers
 4 Cheque reconciliation      Run 14 Purchases by supplier
 5 Cheque register and cheques   15 GST edit report
 6 Cheque report             Run 16 Purchases by supplier (QST)
 7 Purchase journal              17 Cash disbursements summary
 8 Reprint purchase journal      18 Reprint supplier open item
 9 Reprint cash disbursements
10 Supplier open item            S System status
                        E Exit

                        ▊ Enter selection
```

AGED CASH REQUIREMENTS

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

```
█ RM                                                              _ □ x

File  Edit  Help

P.C.P.L                        Accounts Payable              TLAPP20   2.64
RM                             Reports                           31/01/2003


 1 Aged cash requirements          11 Supplier master
 2 Aged trial balance              12 Supplier master updates
 3 Cash requirements           Run 13 Fax telephone numbers
 4 Cheque reconciliation       Run 14 Purchases by supplier
 5 Cheque register and cheques     15 GST edit report
 6 Cheque report               Run 16 Purchases by supplier (QST)
 7 Purchase journal                17 Cash disbursements summary
 8 Reprint purchase journal        18 Reprint supplier open item
 9 Reprint cash disbursements
10 Supplier open item               S System status
                               E Exit

                               █ Enter selection
```

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

The screen will appear as follows:

```
█ RM                                                              _ □ x

File  Edit  Help

P.C.P.L                        Accounts Payable              TLAPP20   2.64
RM                             Reports                           31/01/2003


 1 Aged cash requirements          11 Supplier master
 2 Aged trial balance              12 Supplier master updates
 3 Cash requirements           Run 13 Fax telephone numbers
 4 Cheque reconciliation       Run 14 Purchases by supplier
 5 Cheque register and cheques     15 GST edit report
 6 Cheque report               Run 16 Purchases by supplier (QST)
 7 Purchase journal                17 Cash disbursements summary
 8 Reprint purchase journal        18 Reprint supplier open item
 9 Reprint cash disbursements
10 Supplier open item               S System status
                               E Exit
                   ┌─────────────────────┐
                   │  SELECTION MENU      │
                   ├─────────────────────┤
                   │   Standard           │
                   │   Consolidated       │
                   ├─────────────────────┤
                   │ ↑  ↓   [Esc]-Exit    │
                   └─────────────────────┘
```

Type ⑤ to generate the Aged Cash Requirements report for one company or © to generate the Aged Cash Requirements report for a number of consolidated companies.

STANDARD

The Standard Aged Cash Requirements screen is as follows:

```
RM                                                          _□x
File  Edit  Help
P.C.P.L                      Accounts Payable         TLAPP17   1.20
RM                      A/P Aged Cash Requirements        31/01/2003


Aging Date ...................: 24/ 1/2003 [JAN 24/2003]
Include HELD items in totals : Y




                   [_] Select:    [S]-Start   [M]-Modify   [Esc]-Exit
```

The following report options are available:

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

CONSOLIDATED

The Consolidated Aged Cash Requirement screen is as follows:

```
RM                                                              _ □ ×
File  Edit  Help
P.C.P.L                      Accounts Payable              TLAPP17C 1.12
RM                      A/P Aged Cash Requirements             31/01/2003


Aging Date ...................: 24012003   [JAN 24/2003]
Include HELD items in totals : Y
Company Selection ...........:
   ▃  *********  ▃  *********  ▃  *********  ▃  *********  ▃  *********
   ▃  *********  ▃  *********  ▃  *********  ▃  *********  ▃  *********




Enter AGING DATE [ddmmyyyy]    [Esc]-End
```

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

A sample Standard Aged Cash Requirements report follows:

```
RUN DATE:      JAN 31/2003              POLYMATHIC COMPUTER PRODUCTS LIMITED                    PAGE    1
TODAY'S DATE: FEB 21/2003           ACCOUNTS PAYABLE AGED CASH REQUIREMENTS REPORT           RMAPR17 1.20
AGING DATE:    JAN 31/2003                  HELD Items Included in Totals
```

SUPPLIER NUMBER	SUPPLIER NAME	TOTAL AMOUNT 0 - 30 DAYS DUE	TOTAL AMOUNT 31 - 60 DAYS DUE	TOTAL AMOUNT 61 - 90 DAYS DUE	TOTAL AMOUNT 91 - 12 0 DAYS DUE	TOTAL AMOUNT 121 DAYS & OVER	TOTAL AMOUNT OUTSTANDING
163	SUPPLIER 1	.00	.00	.00	.00	.00	.00
337	SUPPLIER 2	.00	.00	.00	.00	.00	.00
557	SUPPLIER 3	.00	.00	.00	.00	.00	.00
588	SUPPLIER 4	.00	.00	.00	.00	.00	.00
630	SUPPLIER 5	.00	.00	.00	.00	.00	.00
705	SUPPLIER 6	.00	.00	.00	.00	.00	.00
755	SUPPLIER 7	112.35	.00	.00	.00	.00	112.35
888	SUPPLIER 8	.00	.00	.00	.00	.00	.00
940	SUPPLIER 9	476.78	.00	.00	.00	.00	476.78
1150	SUPPLIER 10	2600.00	.00	.00	.00	.00	2600.00
1230	SUPPLIER 11	.00	.00	.00	.00	.00	.00
1305	SUPPLIER 12	.00	.00	.00	.00	.00	.00
1625	SUPPLIER 13	.00	.00	.00	.00	.00	.00
1642	SUPPLIER 14	.00	.00	.00	.00	.00	.00
1666	SUPPLIER 15	.00	.00	.00	.00	.00	.00
1678	SUPPLIER 16	.00	.00	.00	.00	.00	.00
1815	SUPPLIER 17	.00	.00	.00	.00	.00	.00
1830	SUPPLIER 18	.00	.00	.00	.00	.00	.00
1870	SUPPLIER 19	.00	.00	.00	.00	.00	.00
1871	SUPPLIER 20	.00	.00	.00	.00	.00	.00
1955	SUPPLIER 21	135.23	.00	.00	.00	.00	135.23
1960	SUPPLIER 22	388.95	.00	.00	.00	.00	388.95
1989	SUPPLIER 23	.00	.00	.00	.00	.00	.00
2013	SUPPLIER 24	.00	.00	.00	.00	.00	.00
2036	SUPPLIER 25	.00	.00	.00	.00	.00	.00
2050	SUPPLIER 26	.00	.00	.00	.00	.00	.00
2505	SUPPLIER 27	.00	.00	.00	.00	.00	.00
TOTALS FOR ALL SUPPLIERS		3713.31	.00	.00	.00	.00	3713.31

```
                                                                          TOTAL HELD AMOUNT:      .00

                                        *** END OF REPORT ***
```

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

```
RUN DATE:      FEB 21,2003                   COMPANY NUMBER 1'S NAME                          PAGE    6
TODAY'S DATE: FEB 21,2003        CONSOLIDATED ACCOUNTS PAYABLE AGED CASH REQUIREMENTS REPORT  HCAPR17C 1.12
AGING DATE:    JAN 31,2003                  HELD Items Included in Totals
```

SUPPLIER NUMBER	SUPPLIER NAME	TOTAL AMOUNT 0 - 30 DAYS DUE	TOTAL AMOUNT 31 - 60 DAYS DUE	TOTAL AMOUNT 61 - 90 DAYS DUE	TOTAL AMOUNT 91 - 120 DAYS DUE	TOTAL AMOUNT 121 DAYS & OVER	TOTAL AMOUNT OUTSTANDING
1308 EN	SUPPLIER COMPANY 2	.00	.00	.00	.00	.00	.00
1308 EN	SUPPLIER COMPANY 2	.00	.00	.00	.00	.00	.00
850 EN	SUPPLIER COMPANY 2	.00	.00	.00	.00	.00	.00
850 EN	SUPPLIER COMPANY 2	9291.54	.00	.00	.00	.00	9291.54
355 HC	SUPPLIER COMPANY 1	.00	.00	.00	.00	.00	.00
20899 EN	SUPPLIER COMPANY 2	.00	.00	.00	.00	.00	.00
754 EN	SUPPLIER COMPANY 2	.00	.00	.00	.00	.00	.00
20851 HC	SUPPLIER COMPANY 1	.00	.00	.00	.00	.00	.00
2029 EN	SUPPLIER COMPANY 2	.00	.00	.00	.00	.00	.00
2015 EN	SUPPLIER COMPANY 2	.00	.00	.00	.00	.00	.00
2040 EN	SUPPLIER COMPANY 2	.00	.00	.00	.00	.00	.00
2041 HC	SUPPLIER COMPANY 1	.00	.00	.00	.00	.00	.00
20858 HC	SUPPLIER COMPANY 1	.00	.00	.00	.00	.00	.00
2300 EN	SUPPLIER COMPANY 2	.00	.00	.00	.00	.00	.00
20884 EN	SUPPLIER COMPANY 2	.00	.00	.00	.00	.00	.00
2031 EN	SUPPLIER COMPANY 2	.00	.00	.00	.00	.00	.00
2051 EN	SUPPLIER COMPANY 2	.00	.00	.00	.00	.00	.00
20528 EN	SUPPLIER COMPANY 2	.00	.00	.00	.00	.00	.00
20530 EN	SUPPLIER COMPANY 2	.00	.00	.00	.00	.00	.00
427 EN	SUPPLIER COMPANY 2	.00	1471.47	.00	163.49	.00	1634.96
427 EN	SUPPLIER COMPANY 2	.00	.00	.00	.00	.00	.00
2047 EN	SUPPLIER COMPANY 2	6905.03	19137.70	3957.72	1505.60	.00	31506.05
2053 EN	SUPPLIER COMPANY 2	.00	.00	.00	.00	.00	.00
2103 EN	SUPPLIER COMPANY 2	.00	.00	.00	.00	.00	.00
21000 EN	SUPPLIER COMPANY 2	.00	.00	.00	.00	.00	.00
21100 EN	SUPPLIER COMPANY 2	.00	.00	.00	.00	.00	.00
2228 EN	SUPPLIER COMPANY 2	.00	.00	.00	.00	.00	.00
3401 EN	SUPPLIER COMPANY 2	.00	.00	.00	.00	.00	.00
1751 EN	SUPPLIER COMPANY 2	.00	.00	.00	.00	.00	.00
22520 EN	SUPPLIER COMPANY 2	260.01	.00	28.89	.00	.00	288.90
2234 HC	SUPPLIER COMPANY 1	.00	.00	.00	.00	.00	.00
550 HC	SUPPLIER COMPANY 1	.00	.00	.00	.00	.00	.00
TOTALS FOR ALL SUPPLIERS		314322.29	820576.75	159334.33	64770.12	13005.33	1372008.82

```
                                                                          TOTAL HELD AMOUNT:   417729.73

COMPANIES SELECTED: HC  COMPANY 1        .00          .00         .00          .00          .00          .00
                    EN  COMPANY 2   314322.29    820576.75   159334.33    64770.12    13005.33   1372008.82

                                        *** END OF REPORT ***
```

AGED TRIAL BALANCE

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

```
RM                                                                   _ □ x
File  Edit  Help
P.C.P.L                         Accounts Payable              TLAPP20   2.64
RM                              Reports                          31/01/2003


   1 Aged cash requirements          11 Supplier master
   2 Aged trial balance             12 Supplier master updates
   3 Cash requirements          Run 13 Fax telephone numbers
   4 Cheque reconciliation      Run 14 Purchases by supplier
   5 Cheque register and cheques    15 GST edit report
   6 Cheque report              Run 16 Purchases by supplier (QST)
   7 Purchase journal               17 Cash disbursements summary
   8 Reprint purchase journal       18 Reprint supplier open item
   9 Reprint cash disbursements
  10 Supplier open item               S System status
                            E Exit

                            ▌ Enter selection
```

Type ② and press (←Enter) to select *Aged trial balance*.

The screen will appear as follows:

```
RM                                                                   _ □ x
File  Edit  Help
P.C.P.L                         Accounts Payable              TLAPP20   2.64
RM                              Reports                          31/01/2003


   1 Aged cash requirements      Run 11 Supplier master
   2 Aged trial balance             12 Supplier master updates
   3 Cash requirements          Run 13 Fax telephone numbers
   4 Cheque reconciliation      Run 14 Purchases by supplier
   5 Cheque register and cheques    15 GST edit report
   6 Cheque report              Run 16 Purchases by supplier (QST)
   7 Purchase journal               17 Cash disbursements summary
   8 Reprint purchase journal       18 Reprint supplier open item
   9 Reprint cash disbursements
  10 Supplier open item               S System status

                    ┌────────────────────────┐
                    │   SELECTION MENU        │
                    ├────────────────────────┤
                    │      Current            │
                    │   Monthly Backup        │
                    │   Yearly Backup         │
                    ├────────────────────────┤
                    │  ↑  ↓   [Esc]-Exit      │
                    └────────────────────────┘
```

CURRENT

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

The screen will appear as follows:

```
RM                                                              _□×
File Edit Help
P.C.P.L                        Accounts Payable              TLAPP19  2.39
RM                             Aged Trial Balance             31/01/2003


Report Type .......: Detail & Summary Report
Aging Date ........: 31/01/2003
Supplier Selection : A        All Suppliers












        [ ] Select:    [S]-Start   [M]-Modify   [Esc]-Exit
```
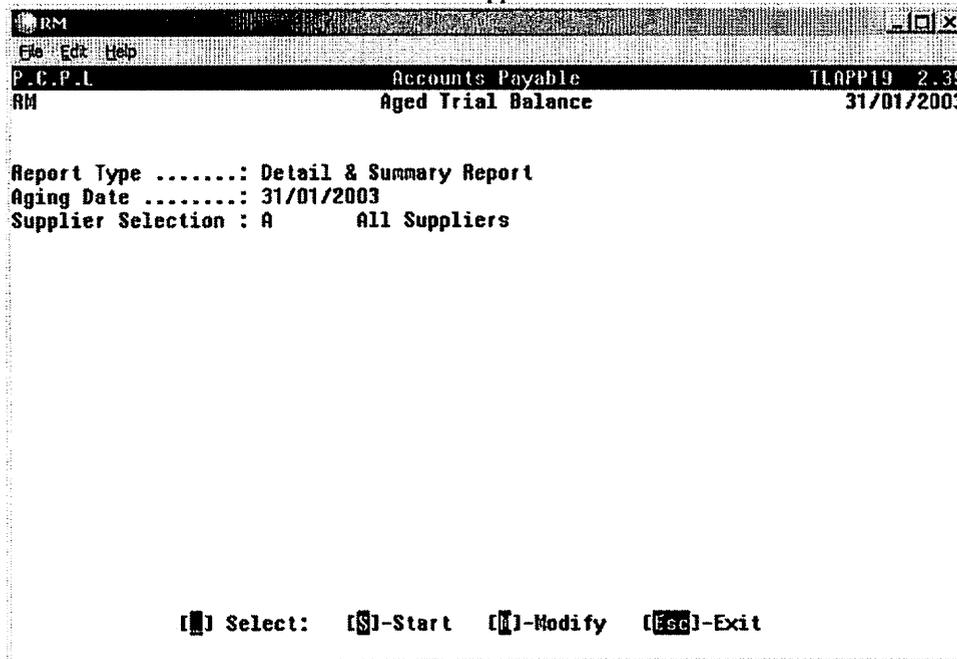
Review the information and type either Ⓜ to modify the options or Ⓢ to start the report.

The options available are as follows:

REPORT TYPE

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

AGING DATE

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

SUPPLIER SELECTION

You can produce this report for a single supplier or all suppliers. The default is all suppliers. To produce this report for a single supplier type Ⓢ and press ⏎Enter then enter the supplier's code. F5 can be used to list all suppliers.

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

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

MONTHLY/YEARLY BACKUP

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

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

Highlight *Monthly Backup* and press [←Enter] to generate the report from month-end backup files.

Highlight *Yearly Backup* and press [←Enter] to generate the report from year-end backup files.

The *Monthly Backup* screen will appear as follows:

```
┌─────────────────────────────────────────────────────────────────┐
│ ● RM                                                    _ □ X     │
│ File Edit Help                                                    │
│ P.C.P.L              Accounts Payable         TLAPP20  2.64       │
│ RM                   Reports                       31/01/2003     │
│ Typist  6            AGED TRIAL BALANCE REPORT                    │
│ Port   96            <<< From MONTHLY BACKUP Files >>>            │
│                                                                   │
│ Processing Year  : 02                                            │
│                                                                   │
│              MONTHLY OPEN ITEMS BACKUP FILES                     │
│       JAN/02     JAN/01     JAN/00                               │
│       FEB/02     FEB/01     FEB/00                               │
│       MAR/02     MAR/01     MAR/00                               │
│       APR/02     APR/01     APR/00                               │
│       MAY/02     MAY/01     MAY/00                               │
│       JUN/02     JUN/01     JUN/00                               │
│       JUL/02     JUL/01     JUL/00                               │
│       AUG/02     AUG/01     AUG/00                               │
│       SEP/02     SEP/01     SEP/00                               │
│       OCT/02     OCT/01     OCT/00                               │
│       NOV/02     NOV/01     NOV/00                               │
│       DEC/02     DEC/01     DEC/00                               │
│                                                                   │
│    [F9]-Selects   [F10]-Unselects   ↑  ↓   [Esc]-End             │
└─────────────────────────────────────────────────────────────────┘
```

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

The *Yearly Backup* screen will appear as follows:

```
┌──────────────────────────────────────────────────────────────────┐
│ ● RM                                                      _ ⬚ ✕   │
├──────────────────────────────────────────────────────────────────┤
│ File  Edit  Help                                                  │
├──────────────────────────────────────────────────────────────────┤
│ P.C.P.L                      Accounts Payable        ILAPP20  2.64│
│ RM                              Reports                31/01/2003 │
│ Typist  6                AGED TRIAL BALANCE REPORT                 │
│ Port   96            <<< From YEARLY BACKUP Files >>>             │
├──────────────────────────────────────────────────────────────────┤
│ Processing Year  : 02                                             │
├──────────────────────────────────────────────────────────────────┤
│                      ┌──── BACKUP YEARS ────┐                     │
│                      │          yy          │                     │
│                      ├──────────────────────┤                     │
│                      │          02          │                     │
│                      │                      │                     │
│                      │                      │                     │
│                      │                      │                     │
│                      │                      │                     │
│                      │                      │                     │
│                      │                      │                     │
│                      ├──────────────────────┤                     │
│                      │ ↑ ↓  PgUp PgDn       │                     │
│                      │ Top  Bottom  Esc     │                     │
│                      └──────────────────────┘                     │
└──────────────────────────────────────────────────────────────────┘
```

Highlight the year you want to generate the report for and press (←Enter).

Type (S) and press (←Enter) to spool the report.

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

```
AGING DATE - January 31,2003              ACCOUNTS PAYABLE AGED TRIAL BALANCE REPORT                    PAGE    1

 SUPPLIER                                                                             OVER        TOTAL
 NUMBER NAME                      0-30 DAYS    31-60 DAYS    61-90 DAYS    91-120 DAYS    121 DAYS    OUTSTANDING

    163 SUPPLIER NAME                   .00           .00           .00          .00          .00           .00
    337 SUPPLIER NAME                   .00           .00           .00          .00          .00           .00
    557 SUPPLIER NAME                   .00           .00           .00          .00          .00           .00
    588 SUPPLIER NAME                   .00           .00           .00          .00          .00           .00
    630 SUPPLIER NAME                   .00           .00           .00          .00          .00           .00
    705 SUPPLIER NAME                   .00           .00           .00          .00          .00           .00
    755 SUPPLIER NAME                   .00        112.35           .00          .00          .00        112.35
    888 SUPPLIER NAME                   .00           .00           .00          .00          .00           .00
    940 SUPPLIER NAME                476.78           .00           .00          .00          .00        476.78
   1150 SUPPLIER NAME               2600.00           .00           .00          .00          .00       2600.00
   1230 SUPPLIER NAME                   .00           .00           .00          .00          .00           .00
   1305 SUPPLIER NAME                   .00           .00           .00          .00          .00           .00
   1625 SUPPLIER NAME                   .00           .00           .00          .00          .00           .00
   1642 SUPPLIER NAME                   .00           .00           .00          .00          .00           .00
   1666 SUPPLIER NAME                   .00           .00           .00          .00          .00           .00
   1678 SUPPLIER NAME                   .00           .00           .00          .00          .00           .00
   1815 SUPPLIER NAME                   .00           .00           .00          .00          .00           .00
   1830 SUPPLIER NAME                   .00           .00           .00          .00          .00           .00
   1870 SUPPLIER NAME                   .00           .00           .00          .00          .00           .00
   1871 SUPPLIER NAME                   .00           .00           .00          .00          .00           .00
   1955 SUPPLIER NAME                500.97       -365.74           .00          .00          .00        135.23
   1960 SUPPLIER NAME                 10.70        378.25           .00          .00          .00        388.95
   1989 SUPPLIER NAME                   .00           .00           .00          .00          .00           .00
   2013 SUPPLIER NAME                   .00           .00           .00          .00          .00           .00
   2036 SUPPLIER NAME                   .00           .00           .00          .00          .00           .00
   2050 SUPPLIER NAME                   .00           .00           .00          .00          .00           .00
   2505 SUPPLIER NAME                   .00           .00           .00          .00          .00           .00

 TOTALS FOR ALL SUPPLIERS          3588.45        124.86           .00          .00          .00       3713.31
                                   96.638%         3.362%        .000%        .000%        .000%

                                                   OPEN ITEMS as at Jan 31,2003        3713.31
```

```
AGING DATE - January 31,2003      ACCOUNTS PAYABLE AGED TRIAL BALANCE REPORT - DETAILED                   PAGE    1

 INVOICE      INVOICE                                                           OVER      <- OUTSTANDING ->
 DATE         NUMBER DIV STATUS  0-30 DAYS   31-60 DAYS   61-90 DAYS  91-120 DAYS  120 DAYS   AMOUNT    DAYS

30/12/2002     11041 10                      112.35                                          112.35     32
TOTAL   755 SUPPLIER NAME
                                      .00     112.35          .00         .00         .00     112.35    **

 6/ 1/2003 40-9656011 10          276.45                                                     276.45     25
 9/ 1/2003 40-6654111 10          200.33                                                     200.33     22
TOTAL   940 SUPPLIER NAME    .
                                  476.78        .00          .00         .00         .00     476.78    **

31/ 1/2003  31012003 10          2600.00                                                    2600.00      0
TOTAL  1150 SUPPLIER NAME
                                 2600.00        .00          .00         .00         .00    2600.00    **

31/12/2002   1356946 10                      -365.74                                        -365.74     31
 3/ 1/2003   1359452 10           500.97                                                     500.97     28
TOTAL  1955 SUPPLIER NAME
                                  500.97     -365.74          .00         .00         .00     135.23    **

23/12/2002   1272943 10                       378.25                                         378.25     39
 7/ 1/2003   1282454 10          -186.61                                                    -186.61     24
 7/ 1/2003   1283142 10           197.31                                                     197.31     24
TOTAL  1960 SUPPLIER NAME
                                   10.70      378.25          .00         .00         .00     388.95    **

TOTALS FOR ALL SUPPLIERS         3588.45      124.86          .00         .00         .00    3713.31
                                 96.638%       3.362%       .000%       .000%       .000%
                                                                            FUTURE A/P         .00
                                                                            CURRENT A/P     3713.31
```

```
DATE: JAN 31/2003                       POLYMATHIC COMPUTER PRODUCTS LIMITED                    RMAPR191 2.39
AGING DATE - January 31,2003       ACCOUNTS PAYABLE AGED TRIAL BALANCE REPORT - DETAILED              PAGE    2

 INVOICE      INVOICE                                                           OVER      <- OUTSTANDING ->
 DATE         NUMBER DIV STATUS  0-30 DAYS   31-60 DAYS   61-90 DAYS  91-120 DAYS  120 DAYS   AMOUNT    DAYS

SUMMARY PAGE
DIVISION   10                    3588.45      124.86          .00         .00         .00    3713.31
TOTAL COMPANY                    3588.45      124.86          .00         .00         .00    3713.31
                                 96.638%       3.362%       .000%       .000%       .000%

                                                   OPEN ITEMS as at Jan 31,2003        3713.31


                                    *** END OF REPORT ***

DATE: JAN 31/2003                       POLYMATHIC COMPUTER PRODUCTS LIMITED                    RMAPR192 2.39
AGING DATE - January 31,2003            ACCOUNTS PAYABLE AGED DEBIT LIST                              PAGE    1

 SUPPLIER                                                                             OVER        TOTAL
 NUMBER NAME                     0-30 DAYS   31-60 DAYS   61-90 DAYS   91-120 DAYS    121 DAYS   OUTSTANDING
 DAYS


 TOTALS FOR ALL SUPPLIERS              .00          .00          .00          .00          .00          .00
```

```
DATE: JAN 31/2003                    POLYMATHIC COMPUTER PRODUCTS LIMITED              RMAPR193  2.39
AGING DATE - January 31,2003         ACCOUNTS PAYABLE FUTURE DATED CHEQUES                   PAGE    1

                                  INVOICE  INVOICE       INVOICE   CHEQUE   CHEQUE
SUPPLIER NUMBER/NAME               NUMBER   DATE          AMOUNT   NUMBER    DATE
  1642 SUPPLIER NAME               123456 31-JAN-2003     115.00     4054  31-JAN-2003

                                           TOTAL          115.00
```

```
DATE: JAN 31/2003                    POLYMATHIC COMPUTER PRODUCTS LIMITED              RMAPR194  2.39
AGING DATE - January 31,2003          ACCOUNTS PAYABLE FUTURE PAID ITEMS                    PAGE    1
                          <<< INVOICE DATE and CHEQUE DATE EXCEED AGING DATE >>>

                                  INVOICE  INVOICE       INVOICE   CHEQUE   CHEQUE
SUPPLIER NUMBER/NAME               NUMBER   DATE          AMOUNT   NUMBER    DATE
                                           TOTAL            .00
```

CASH REQUIREMENTS

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

```
┌─────────────────────────────────────────────────────────────────────┐
│ ● RM                                                          _ □ ×   │
│ File  Edit  Help                                                      │
│ P.C.P.L                        Accounts Payable              TLAPP20  2.64│
│ RM                             Reports                       31/01/2003│
│                                                                       │
│   1 Aged cash requirements           11 Supplier master              │
│   2 Aged trial balance               12 Supplier master updates      │
│   3 Cash requirements            Run 13 Fax telephone numbers         │
│   4 Cheque reconciliation        Run 14 Purchases by supplier         │
│   5 Cheque register and cheques      15 GST edit report               │
│   6 Cheque report                Run 16 Purchases by supplier (QST)   │
│   7 Purchase journal                 17 Cash disbursements summary    │
│   8 Reprint purchase journal         18 Reprint supplier open item    │
│   9 Reprint cash disbursements                                        │
│  10 Supplier open item                S System status                 │
│                              E Exit                                    │
│                                                                       │
│                              █ Enter selection                        │
│                                                                       │
└─────────────────────────────────────────────────────────────────────┘
```

Type ③ and press (←Enter) to select *Cash requirements*.

The screen will appear as follows:

```
┌─────────────────────────────────────────────────────────────────────┐
│ ● RM                                                          _ □ ×   │
│ File  Edit  Help                                                      │
│ P.C.P.L                        Accounts Payable              TLAPP10  3.30│
│ RM                             Cash Requirements             31/01/2003│
│                                                                       │
│ CUT OFF DATE              : 31/ 1/2003 [JAN 31/2003]   Sequence : A  NAME│
│ Include HELD items in totals : Y   Supplier: A All Suppliers          │
│ ─────────────────────────────────────────────────────────────────── │
│                                                                       │
│                                                                       │
│                                                                       │
│                                                                       │
│                                                                       │
│                                                                       │
│                                                                       │
│                                                                       │
│                                                                       │
│           [S] Select:   [S]-Start   [M]-Modify   [Esc]-Exit           │
└─────────────────────────────────────────────────────────────────────┘
```

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

The following options are available:

CUT OFF DATE

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

HELD ITEMS

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

SEQUENCE

You can print a Cash Requirements by supplier name or supplier number. Type Ⓐ and press (←Enter) to print this report by supplier name or Ⓝ and press (←Enter) to print by supplier number.

SUPPLIER

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

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

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

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

A sample Cash Requirements report follows:

```
JAN 31/2003                              POLYMATHIC COMPUTER PRODUCTS LIMITED                            PAGE    1
11:05:24                                       CASH REQUIREMENTS REPORT                                  RMAPR10  3.38
                                        INCLUDES ITEMS UP TO DUE DATE: JAN 31/2003
                                              HELD Items Included in Totals

SUPPLIER                                 INVOICE   INVOICE    POSTING     INVOICE   DISCOUNT   ORIGINAL     CURRENT
 NUMBER  SUPPLIER NAME                    NUMBER     DATE        DATE      AMOUNT     AMOUNT    DUE DATE     DUE DATE  STATUS
    755  SUPPLIER 1                        11041   30/12/2002  17/01/2003  112.35       .00   24/01/2003   24/01/2003
                                                                          112.35       .00 **

    940  SUPPLIER 2         .          40-6654111  09/01/2003  17/01/2003  200.33       .00   31/01/2003   31/01/2003
    940  SUPPLIER 2                    40-9656011  06/01/2003  17/01/2003  276.45       .00   31/01/2003   31/01/2003
                                                                          476.78       .00 **

   1150  SUPPLIER 3                      31012003   31/01/2003  06/01/2003 2600.00       .00   31/01/2003   31/01/2003
                                                                         2600.00       .00 **

   1960  SUPPLIER 4                      1272943   23/12/2002  17/01/2003  378.25       .00   22/01/2003   22/01/2003
   1960  SUPPLIER 4                      1282454   07/01/2003  14/01/2003 -186.61       .00   31/01/2003   31/01/2003
   1960  SUPPLIER 4                      1283142   07/01/2003  17/01/2003  197.31       .00   31/01/2003   31/01/2003
                                                                          388.95       .00 **

   1955  SUPPLIER 5                      1356946   31/12/2002  17/01/2003 -365.74       .00   30/01/2003   30/01/2003
   1955  SUPPLIER 5                      1359452   03/01/2003  17/01/2003  500.97       .00   31/01/2003   31/01/2003
                                                                          135.23       .00 **


TOTAL                                                                    3713.31       .00
TOTAL HELD                                                                   .00       .00
TOTAL DUE                                                                3713.31       .00
LESS: DISCOUNT AMOUNT                                                        .00
                                                                        -----------
CHEQUE AMOUNT                                                            3713.31
                                                                        -----------

                                          *** END OF REPORT ***
```

CHEQUE RECONCILIATION

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

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

```
●RM                                                              _□×
File Edit Help
P.C.P.L                        Accounts Payable              TLAPP20  2.64
RM                             Reports                        31/01/2003


    1 Aged cash requirements         11 Supplier master
    2 Aged trial balance            12 Supplier master updates
    3 Cash requirements        Run  13 Fax telephone numbers
    4 Cheque reconciliation    Run  14 Purchases by supplier
    5 Cheque register and cheques    15 GST edit report
    6 Cheque report            Run  16 Purchases by supplier (QST)
    7 Purchase journal              17 Cash disbursements summary
    8 Reprint purchase journal      18 Reprint supplier open item
    9 Reprint cash disbursements
   10 Supplier open item             S System status
                            E Exit

                            ▊ Enter selection
```

Type ④ and press ⟨↵Enter⟩ to select *Cheque reconciliation*.

The screen will appear as follows:

```
●RM                                                              _□×
File Edit Help
P.C.P.L                        Accounts Payable              TLAPP15  1.25
RM                        Cheque Reconciliation Report        31/01/2003

    Including cheques up to and including 31/ 1/2003  [JAN 31/2003]

















            [_] Select:   [S]-Start   [▊]-Modify   [Esc]-Exit
```

Type ⑤ and press ⟨↵Enter⟩ to spool the report. The system will return to the report menu when the cheque reconciliation report is complete.

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

🅴   Email this report to your Microsoft Outlook email profile.

🅦   Create this report in Microsoft Word format.

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

A sample Cheque Reconciliation report follows:

```
                              POLYMATHIC COMPUTER PRODUCTS LIMITED          RMAPR15 1.25
DATE JAN 31/2003                    CHEQUE RECONCILIATION REPORT                PAGE   1
                              INCLUDING CHEQUES UP TO JAN 31/2003

CHEQUE       CHEQUE     CANCEL SUPPLIER                            CHEQUE      CANCEL
NUMBER       AMOUNT     AMOUNT NUMBER   SUPPLIER NAME              DATE        DATE

 4029        341.87            337 SUPPLIER NAME                  18-DEC-2002

 4030         28.74            163 SUPPLIER NAME                  02-JAN-2003

 4031        112.64            630 SUPPLIER NAME                  02-JAN-2003

 4032       .773.04            940 SUPPLIER NAME                  02-JAN-2003

 4033       2600.00           1150 SUPPLIER NAME                  02-JAN-2003

 4034         91.28           1230 SUPPLIER NAME                  02-JAN-2003

 4035        118.80           1830 SUPPLIER NAME                  02-JAN-2003

 4036       7459.52           1955 SUPPLIER NAME                  02-JAN-2003

 4037       2480.38           1989 SUPPLIER NAME                  02-JAN-2003

 4038        625.00            588 SUPPLIER NAME                  04-JAN-2003

 4039        219.35           1960 SUPPLIER NAME                  06-JAN-2003

 4040       1658.74           1870 SUPPLIER NAME                  09-JAN-2003

 4041         47.75            163 SUPPLIER NAME                  15-JAN-2003

 4042        123.05            557 SUPPLIER NAME                  15-JAN-2003

 4043         67.15            630 SUPPLIER NAME                  15-JAN-2003

 4044        220.25            888 SUPPLIER NAME                  15-JAN-2003

 4045       2655.82            940 SUPPLIER NAME                  15-JAN-2003

 4046       2600.00           1150 SUPPLIER NAME                  15-JAN-2003

 4047         40.00           1230 SUPPLIER NAME                  15-JAN-2003

 4048       3757.73           1815 SUPPLIER NAME                  15-JAN-2003

 4049        108.04           1830 SUPPLIER NAME                  15-JAN-2003

 4050       2637.12           1955 SUPPLIER NAME                  15-JAN-2003

 4051       3804.39           1960 SUPPLIER NAME                  15-JAN-2003

 4052       3305.44           2050 SUPPLIER NAME                  15-JAN-2003

 4053        150.00           2505 SUPPLIER NAME                  15-JAN-2003


                              POLYMATHIC COMPUTER PRODUCTS LIMITED          RMAPR15 1.25
DATE JAN 31/2003                    CHEQUE RECONCILIATION REPORT                PAGE   2
                              INCLUDING CHEQUES UP TO JAN 31/2003

CHEQUE       CHEQUE     CANCEL SUPPLIER                            CHEQUE      CANCEL
NUMBER       AMOUNT     AMOUNT NUMBER   SUPPLIER NAME              DATE        DATE

 4055        115.00           1642 SUPPLIER NAME                  31-JAN-2003


TOTAL OUTSTANDING          26 CHEQUES TOTALLING         36141.10 DOLLARS
     TOTAL CANCELLED        0 CHEQUES TOTALLING              .00 DOLLARS
```

CHEQUE REGISTER AND CHEQUES

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

```
RM                                                              _|□|x|
File  Edit  Help
P.C.P.L.                      Accounts Payable              TLAPP20  2.64
RH                            Reports                          31/01/2003


    1 Aged cash requirements        11 Supplier master
    2 Aged trial balance           12 Supplier master updates
    3 Cash requirements        Run 13 Fax telephone numbers
    4 Cheque reconciliation    Run 14 Purchases by supplier
    5 Cheque register and cheques   15 GST edit report
    6 Cheque report            Run 16 Purchases by supplier (QST)
    7 Purchase journal             17 Cash disbursements summary
    8 Reprint purchase journal     18 Reprint supplier open item
    9 Reprint cash disbursements
   10 Supplier open item            S System status
                           E Exit

                           ▓ Enter selection
```

Type ⑤ and press ⏎Enter to select *Cheque register & cheques*.

The screen will appear as follows:

```
RM                                                              _|□|x|
File  Edit  Help
P.C.P.L.                      Accounts Payable              TLAPP12H 1.34
RH                            Disbursements Journal            31/01/2003

                 Last Month Closed : DEC/2002

                 1 Cheque print date : 31/ 1/2003
                 2 G/L discount code : 4685
                   Report type ......: Summary
                   Cheque format ....: 6 Laser MICR




          [▓] Select:   [S]-Start   [M]-Modify   [Esc]-Exit
```

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

The following options are available:

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

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

A sample Cheque Register follows:

```
                                    POLYMATHIC COMPUTER PRODUCTS LIMITED                           RMAPR12M 1.34
DATE   JAN 31/2003              CASH DISBURSEMENTS JOURNAL AND CHEQUE REGISTER                            PAGE  1
                                                                                          RUN DATE  FEB 24/2003

CHEQUE    CHEQUE    SUPPLIER                            CHEQUE        A/P      DISCOUNT
DATE      NUMBER    NUMBER   SUPPLIER NAME              AMOUNT       AMOUNT     AMOUNT
31/ 1/2003 4056       755    SUPPLIER NAME              112.35       112.35       .00
31/ 1/2003 4057       940    SUPPLIER NAME              476.78       476.78       .00
31/ 1/2003 4058      1150    SUPPLIER NAME             2600.00      2600.00       .00
31/ 1/2003 4059      1955    SUPPLIER NAME              135.23       135.23       .00
31/ 1/2003 4060      1960    SUPPLIER NAME              388.95       388.95       .00

                                                       3713.31      3713.31       .00
```

CHEQUE REPORT

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

```
┌──────────────────────────────────────────────────────────────────────┐
│ ● RM                                                          _ □ ×│
├──────────────────────────────────────────────────────────────────────┤
│ File  Edit  Help                                                       │
├──────────────────────────────────────────────────────────────────────┤
│ P.C.P.L                    Accounts Payable              TLAPP20  2.64 │
│ RM                           Reports                       31/01/2003  │
│                                                                        │
│                                                                        │
│    1 Aged cash requirements          11 Supplier master                │
│    2 Aged trial balance              12 Supplier master updates        │
│    3 Cash requirements           Run 13 Fax telephone numbers          │
│    4 Cheque reconciliation       Run 14 Purchases by supplier          │
│    5 Cheque register and cheques     15 GST edit report                │
│    6 Cheque report               Run 16 Purchases by supplier (QST)    │
│    7 Purchase journal                17 Cash disbursements summary      │
│    8 Reprint purchase journal        18 Reprint supplier open item     │
│    9 Reprint cash disbursements                                        │
│   10 Supplier open item               S System status                  │
│                             E Exit                                     │
│                                                                        │
│                           ▌ Enter selection                            │
│                                                                        │
└──────────────────────────────────────────────────────────────────────┘
```

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

The screen will appear as follows:

```
┌──────────────────────────────────────────────────────────────────────┐
│ ● RM                                                          _ □ ×│
├──────────────────────────────────────────────────────────────────────┤
│ File  Edit  Help                                                       │
├──────────────────────────────────────────────────────────────────────┤
│ P.C.P.L                    Accounts Payable              TLAPP20  2.64 │
│ RM                           Reports                       31/01/2003  │
│                                                                        │
│                           Cheque List                                  │
│                                                                        │
│                           1 CURRENT                                    │
│                                                                        │
│                           2 HISTORY                                    │
│                                                                        │
│                           _ Enter selection                            │
│                                                                        │
│                             [Esc]-Exit                                 │
│                                                                        │
│                                                                        │
│                                                                        │
└──────────────────────────────────────────────────────────────────────┘
```
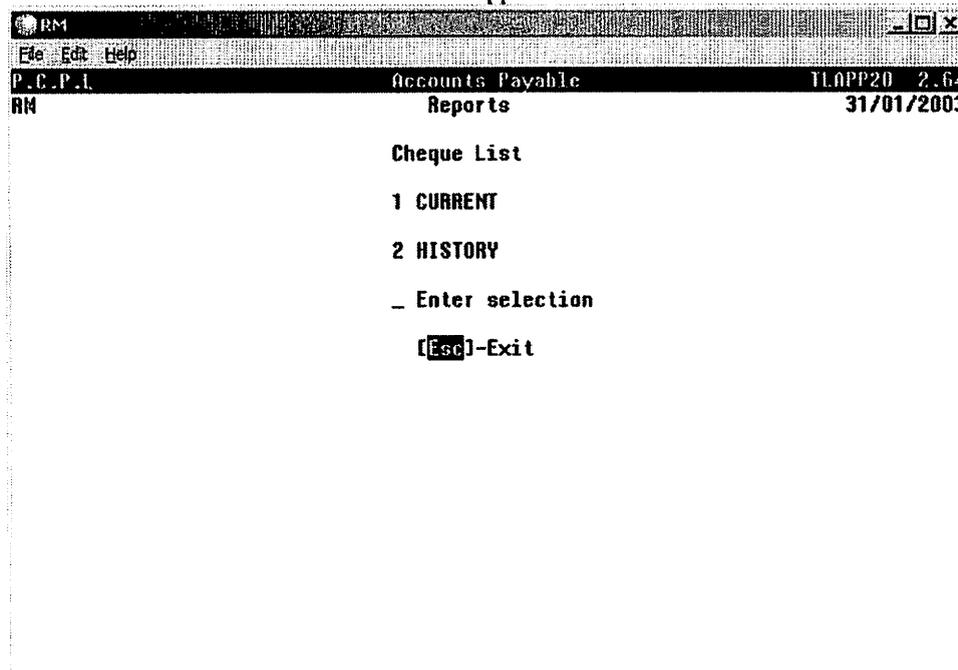
CURRENT

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

```
RM                                                                  _□x

File  Edit  Help

P.C.P.L                        Accounts Payable              TLAPP28P 1.00
RM                             Cheque  Report                  31/01/2003


Supplier    : A All Suppliers
Sorted by   : C CHEQUE NUMBER
Start Date  : ALL DATES
End Date    :













            [_] Select :    [S]-Start    [M]-Modify    [Esc]-Exit

```
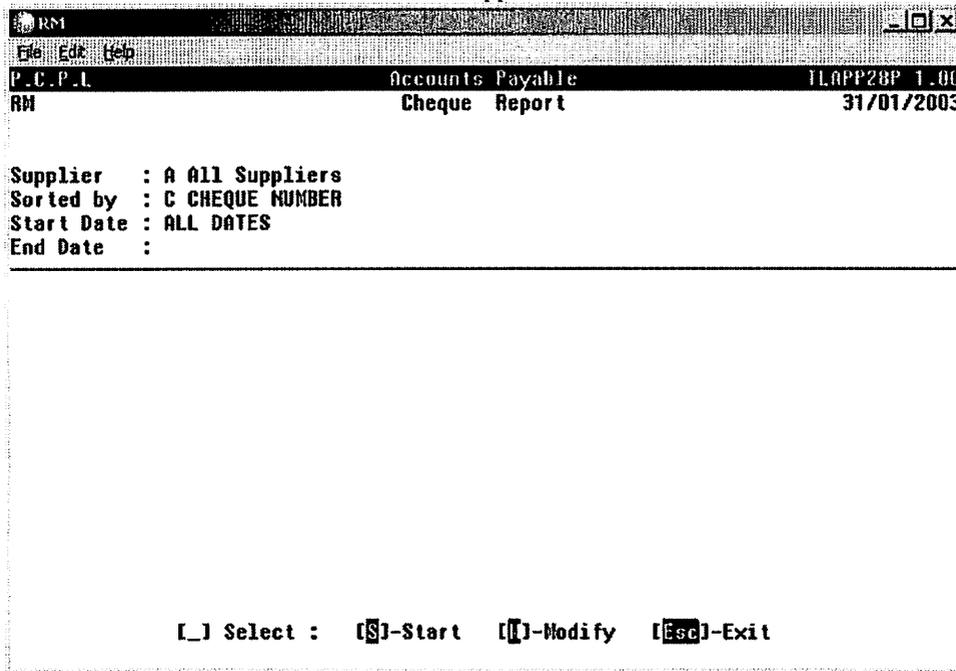
HISTORY

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

```
RM                                                                  _□x

File  Edit  Help

P.C.P.L                        Accounts Payable              TLAPP20  2.64
RM                             Reports                         31/01/2003

                               Cheque List

                               1 CURRENT

                               2 HISTORY

                               2  ┌─ YEAR ─┐ction
                                  │ 2000   │
                                  │ 2001   │
                                  │ 2002   │
                                  │ 2003   │
                                  │        │
                                  │ ↑↓ Esc │
                                  └────────┘

```

Highlight the year that you want to generate the report for and press ◄┘Enter .

The report options for the Cheque report are as follows:

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

Sorted By: The sorting options available are as follows:
- Ⓒ Cheque number
- Ⓓ Cheque issue date
- Ⓢ Supplier number
- Ⓝ Supplier name

Start Date: This report is automatically generated for all dates. To select a range of dates enter a start date in the format *ddmmyyyy*.

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

A sample Cheque report follows:

```
31/01/2003                    POLYMATHIC COMPUTER PRODUCTS LIMITED                      PAGE    1
                                          Cheque List                                   RMAPR28 1.00
                               From: JAN 31,2003  To: JAN 31,2003

     Invoice    Invoice    Process    Cancel      Issue        Original          Paid        Discount
     Number      Date        Date      Date        Date          Amount        Amount          Amount
    ------------------------------------------------------------------------------------------------

    4055 [ 1642: SUPPLIER NAME]                                                $115.00
         23456  31/01/2003 31/01/2003            31/01/2003       115.00        115.00             .00

    4056 [  755: SUPPLIER NAME]                                                $112.35
         11041  30/12/2002 31/01/2003            31/01/2003       112.35        112.35             .00

    4057 [  940: SUPPLIER NAME]                                                $476.78
    40-6654111  09/01/2003 31/01/2003            31/01/2003       200.33        200.33             .00
    40-9656011  06/01/2003 31/01/2003            31/01/2003       276.45        276.45             .00

    4058 [ 1150: SUPPLIER NAME]                                              $2,600.00
      31012003  31/01/2003 31/01/2003            31/01/2003      2600.00       2600.00             .00

    4059 [ 1955: SUPPLIER NAME]                                                $135.23
       1356946  31/12/2002 31/01/2003            31/01/2003      -365.74       -365.74             .00
       1359452  03/01/2003 31/01/2003            31/01/2003       500.97        500.97             .00

    4060 [ 1960: SUPPLIER NAME]                                                $388.95
       1272943  23/12/2002 31/01/2003            31/01/2003       378.25        378.25             .00
       1282454  07/01/2003 31/01/2003            31/01/2003      -186.61       -186.61             .00
       1283142  07/01/2003 31/01/2003            31/01/2003       197.31        197.31             .00
                                                            ================ =============== ==============
    GRAND TOTAL                                                 3828.31       3828.31             .00
                                                            ================ =============== ==============

    Total cheques:     6
```
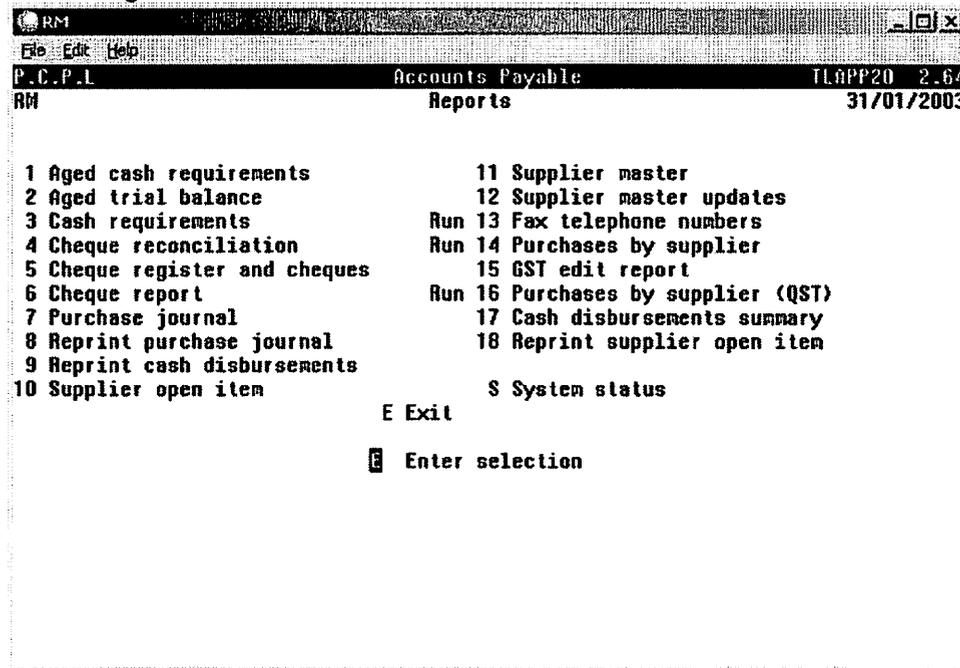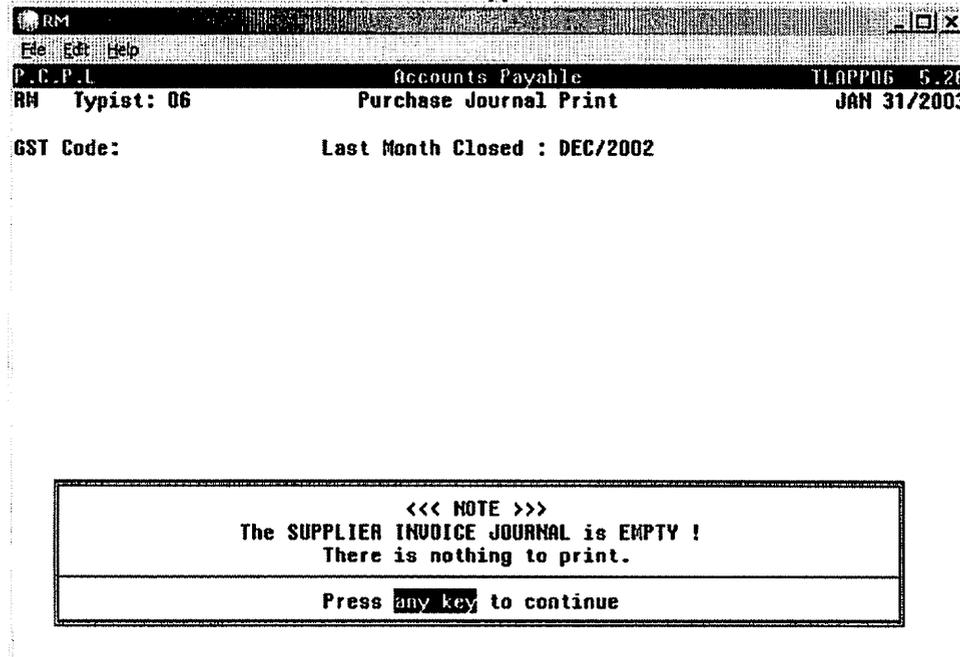
PURCHASE JOURNAL

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

```
RM                                                                    _ □ x
File  Edit  Help
P.C.P.L                         Accounts Payable              TLAPP20  2.64
RM                              Reports                          31/01/2003


   1 Aged cash requirements         11 Supplier master
   2 Aged trial balance            12 Supplier master updates
   3 Cash requirements        Run 13 Fax telephone numbers
   4 Cheque reconciliation     Run 14 Purchases by supplier
   5 Cheque register and cheques    15 GST edit report
   6 Cheque report             Run 16 Purchases by supplier (QST)
   7 Purchase journal              17 Cash disbursements summary
   8 Reprint purchase journal       18 Reprint supplier open item
   9 Reprint cash disbursements
  10 Supplier open item             S System status
                            E Exit

                            E Enter selection
```

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

The screen will appear as follows:

```
RM                                                                    _ □ x
File  Edit  Help
P.C.P.L                         Accounts Payable              TLAPP06  5.26
RM   Typist: 06               Purchase Journal Print          JAN 31/2003

GST Code:                  Last Month Closed : DEC/2002









                        <<< NOTE >>>
            The SUPPLIER INVOICE JOURNAL is EMPTY !
               There is nothing to print.

                Press any key to continue
```

Invoices are posted automatically when they are entered. This option will usually state that there is nothing to print. If it does not, type ⑤ and press ⬅Enter to generate the Purchase Journal report.

A sample Purchase Journal follows:

```
                              POLYMATHIC COMPUTER PRODUCTS LIMITED                    RMAPRO6 5.26
DATE 31/01/2003                        PURCHASE JOURNAL                               PAGE    1
                                                                              RUN DATE: 24/02/2003

SUPPLIER                       REFERENCE  SUPPLIER  SUPPLIER    TOTAL  DUE        GL       GL GL       LINE
NO.   NAME                     NUMBER     INVOICE NO INV.DATE   AMOUNT DATE       CODE     AMOUNT DESCRIPTN  NO
-----------------------------------------------------------------------------------------------------------

  1230 SUPPLIER NAME                      JAN2003  31/01/2003   150.00 02/03/2003
                                                                                  8165-10    150.00 ENTERTAINM  9

  1642 SUPPLIER NAME                      31687    31/01/2003   500.00 31/01/2003
                                                                                  8710-10    500.00 CAR EXPENS 12

                                                                650.00                       650.00

                                     *** END OF REPORT ***
```

REPRINT PURCHASE JOURNAL

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

```
P.C.P.L                          Accounts Payable              TLAPP20   2.64
RM                               Reports                         31/01/2003


  1 Aged cash requirements           11 Supplier master
  2 Aged trial balance              12 Supplier master updates
  3 Cash requirements           Run 13 Fax telephone numbers
  4 Cheque reconciliation        Run 14 Purchases by supplier
  5 Cheque register and cheques     15 GST edit report
  6 Cheque report               Run 16 Purchases by supplier (QST)
  7 Purchase journal                17 Cash disbursements summary
  8 Reprint purchase journal        18 Reprint supplier open item
  9 Reprint cash disbursements
 10 Supplier open item                S System status
                           E Exit

                           E Enter selection
```

To select *Reprint purchase journal* type ⑧ and press (←Enter).

The screen will appear as follows:

```
P.C.P.L                          Accounts Payable              TLAPP26   1.25
RM                           Purchase Journal Reprint            31/01/2003
                           Last Month Closed : DEC/2002

                    1 Starting month ...: 12     Year : 2002
                    2 Ending month .....: 12     Year : 2002
                    3 Supplier selection: A ALL












 Enter    [STARTING MONTH]    [Esc]-End
```

The following report options are available:

Starting month/year: Enter the starting month and year for the range of purchase journals you want to reprint.
Ending month/year: Enter the ending month and year for the range of purchase journals you want to reprint.
Supplier: The default is All suppliers. If you want to print the purchase journal for one supplier type ⑤
                and press [← Enter]. Enter the supplier code for the supplier you want. [F5] can be used to list
                all suppliers.

If a previous purchase journal exists the system will prompt you to Overwrite or Append to the report. To overwrite the existing report type ⓞ and press [← Enter]. Type Ⓐ and press [← Enter] to append your report to the end of an existing report.

Once the report is generated the following options are available:

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

REPRINT CASH DISBURSEMENTS JOURNAL

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

```
RM                                                                    _ □ ×
File  Edit  Help
P.C.P.L                          Accounts Payable               TLAPP20  2.64
RM                               Reports                         31/01/2003


 1 Aged cash requirements           11 Supplier master
 2 Aged trial balance               12 Supplier master updates
 3 Cash requirements            Run 13 Fax telephone numbers
 4 Cheque reconciliation        Run 14 Purchases by supplier
 5 Cheque register and cheques      15 GST edit report
 6 Cheque report                Run 16 Purchases by supplier (QST)
 7 Purchase journal                 17 Cash disbursements summary
 8 Reprint purchase journal         18 Reprint supplier open item
 9 Reprint cash disbursements
10 Supplier open item                S System status
                            E Exit

                            ▊ Enter selection
```

To select *Reprint cash disbursements journal* type ⑨ and press ⏎Enter.

The screen will appear as follows:

```
RM                                                                    _ □ ×
File  Edit  Help
P.C.P.L                          Accounts Payable               TLAPP27  1.14
RM                         Cash Disbursements Journal Reprint    31/01/2003
Typist: 06                     Last Month Closed : DEC/2002

                       1 Starting month ...: 1▊    Year : 2002
                       2 Ending month .....: 12    Year : 2002
                       3 Supplier selection: A ALL













Enter    [STARTING MONTH]    [Esc]-End
```

The following report options are available:

Starting month/year: Enter the starting month and year for the range of cash disbursements journals you want to reprint.

Ending month/year: Enter the ending month and year for the range of cash disbursements journals you want to reprint.

Supplier: The default is All suppliers. If you want to print the cash disbursements journal for one supplier type Ⓢ and press ⟮←Enter⟯. Enter the supplier code for the supplier you want. ⟮F5⟯ can be used to list all suppliers.

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

Once the report is generated the following options are available:

Ⓓ   Display this report on the screen.

Ⓔ   Email this report to your Microsoft Outlook email profile.

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

SUPPLIER OPEN ITEM

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

```
🌑 RM                                                                    _ ロ ×
 File  Edit  Help
 P.C.P.L                        Accounts Payable              TLAPP20   2.64
 RM                                 Reports                         31/01/2003


  1 Aged cash requirements           11 Supplier master
  2 Aged trial balance              12 Supplier master updates
  3 Cash requirements           Run 13 Fax telephone numbers
  4 Cheque reconciliation       Run 14 Purchases by supplier
  5 Cheque register and cheques     15 GST edit report
  6 Cheque report              Run 16 Purchases by supplier (QST)
  7 Purchase journal               17 Cash disbursements summary
  8 Reprint purchase journal       18 Reprint supplier open item
  9 Reprint cash disbursements
 10 Supplier open item              S System status
                           E Exit

                           ▣ Enter selection
```

Type ①⓪ and press ⏎Enter to select *Supplier open item*.

The screen will appear as follows:

```
🌑 RM                                                                    _ ロ ×
 File  Edit  Help
 P.C.P.L                        Accounts Payable              TLAPP20   2.64
 RM                                 Reports                         31/01/2003


  1 Aged cash requirements       Run 11 Supplier master
  2 Aged trial balance          Run 12 Supplier master updates
  3 Cash requirements           Run 13 Fax telephone numbers
  4 Cheque reconciliation       Run 14 Purchases by supplier
  5 Cheque register and cheques Run 15 GST edit report
  6 Cheque report               Run 16 Purchases by supplier (QST)
  7 Purchase journal            Run 17 Cash disbursements summary
  8 Reprint purchase journal    Run 18 Reprint supplier open item
  9 Reprint cash disbursements  Run
 10 Supplier open item              S System status

                    ┌─────────────────────────┐
                    │   SELECTION MENU        │
                    ├─────────────────────────┤
                    │   Current               │
                    │   Monthly Backup        │
                    │   Yearly Backup         │
                    ├─────────────────────────┤
                    │  ↑  ↓  [Esc]-Exit       │
                    └─────────────────────────┘
```

CURRENT

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

The following screen will appear:

```
┌─────────────────────────────────────────────────────────────────────┐
│ ⊙RM                                                        _ □ ×│
│ File  Edit  Help                                                    │
│ P.C.P.L                    Accounts Payable            TLAPP18  3.37│
│ RM                         A/P Open Item List              31/01/2003│
│ Print                                                               │
│                                                                     │
│                                                                     │
│                                                                     │
│                                                                     │
│                                                                     │
│                                                                     │
│                                                                     │
│                                                                     │
│                                                                     │
│                                                                     │
│                                                                     │
│                                                                     │
│                                                                     │
│                                                                     │
│       [█] Select:   [A]-All   [S]-Single   [Esc]-Exit               │
│                                                                     │
└─────────────────────────────────────────────────────────────────────┘
```
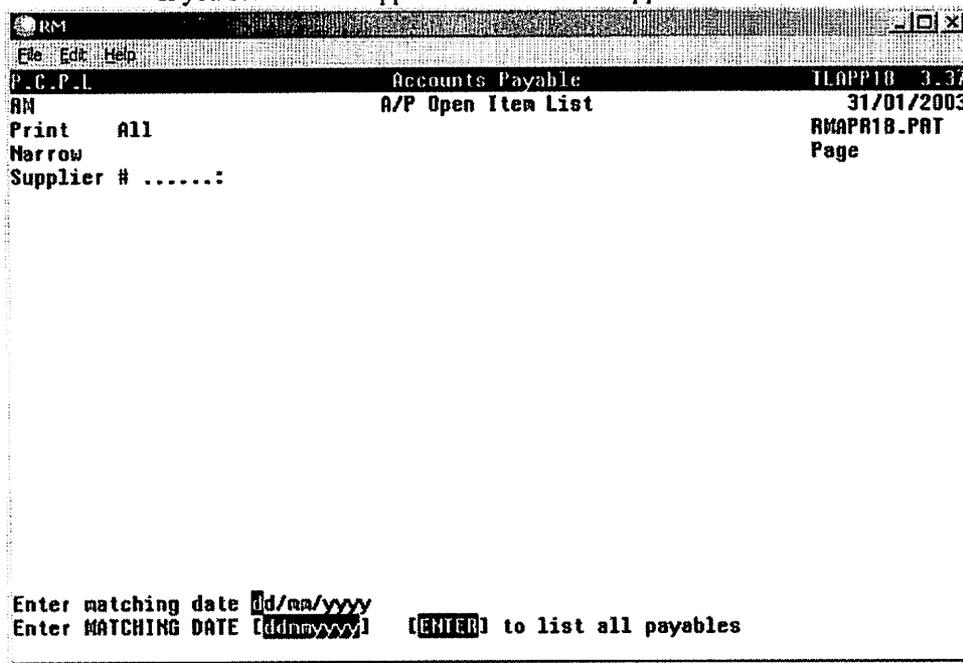
Type Ⓐ for all suppliers or Ⓢ for a single supplier and press (↵Enter).

The screen will appear as follows:

```
┌─────────────────────────────────────────────────────────────────────┐
│ ⊙RM                                                        _ □ ×│
│ File  Edit  Help                                                    │
│ P.C.P.L                    Accounts Payable            TLAPP18  3.37│
│ RM                         A/P Open Item List              31/01/2003│
│ Print    All                                                        │
│                                                                     │
│ Supplier # ......:                                                  │
│                                                                     │
│                                                                     │
│                                                                     │
│                                                                     │
│                                                                     │
│                                                                     │
│                                                                     │
│                                                                     │
│                                                                     │
│                                                                     │
│    [█] Select REPORT TYPE:   [W]-Wide   [N]-Narrow   [Esc]-Exit     │
│                                                                     │
└─────────────────────────────────────────────────────────────────────┘
```

Type Ⓝ for narrow paper (8 1/2 x 11) and press (↵Enter).

If you selected ⑤ for a single supplier, the system will prompt you to enter the supplier's number here. Many options are available. You can get a list of suppliers by pressing F5. You can enter the supplier's name by pressing F3. You can lookup an invoice to get the suppliers name by pressing F8 or you can lookup a cheque to get the supplier name by pressing F6.

If you selected all suppliers the screen will appear as follows:

```
RM                                                               _ |□| X|
File  Edit  Help
P.C.P.L                        Accounts Payable            TLAPP10   3.37
RM                           A/P Open Item List                  31/01/2003
Print    All                                                    RMAPR1B.PRT
Narrow                                                          Page
Supplier # ......:






















Enter matching date  dd/mm/yyyy
Enter MATCHING DATE [ddmmyyyy]    [ENTER] to list all payables
```

Enter the matching date and press ⏎Enter.

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

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

MONTHLY BACKUP

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

```
●RM                                                              _[O]x
File  Edit  Help
P.C.P.L                      Accounts Payable              1LAPP20  2.64
RM                           Reports                        31/01/2003


 1 Aged cash requirements         Run 11 Supplier master
 2 Aged trial balance            Run 12 Supplier master updates
 3 Cash requirements             Run 13 Fax telephone numbers
 4 Cheque reconciliation         Run 14 Purchases by supplier
 5 Cheque register and cheques   Run 15 GST edit report
 6 Cheque report                 Run 16 Purchases by supplier (QST)
 7 Purchase journal              Run 17 Cash disbursements summary
 8 Reprint purchase journal      Run 18 Reprint supplier open item
 9 Reprint cash disbursements    Run
10 Supplier open item                  S System status

                        ┌──────────────────┐
                        │ SELECTION MENU   │
                        ├──────────────────┤
                        │     Current      │
                        │  Monthly Backup  │
                        │  Yearly Backup   │
                        ├──────────────────┤
                        │  ↑  ↓  [Esc]-Exit│
                        └──────────────────┘
```

The screen will appear as follows:

```
●RM                                                              _[O]x
File  Edit  Help
P.C.P.L                      Accounts Payable              1LAPP20  2.64
RM                           Reports                        31/01/2003
Typist  6                    OPEN ITEMS LIST
Port   96               <<< From MONTHLY BACKUP Files >>>


Processing Year : 02


                    MONTHLY OPEN ITEMS BACKUP FILES
        JAN/02      JAN/01      JAN/00
        FEB/02      FEB/01      FEB/00
        MAR/02      MAR/01      MAR/00
        APR/02      APR/01      APR/00
        MAY/02      MAY/01      MAY/00
        JUN/02      JUN/01      JUN/00
        JUL/02      JUL/01      JUL/00
        AUG/02      AUG/01      AUG/00
        SEP/02      SEP/01      SEP/00
        OCT/02      OCT/01      OCT/00
        NOV/02      NOV/01      NOV/00
        DEC/02      DEC/01      DEC/00

         [F9]-Selects   [F10]-Unselects  ↑  ↓   [Esc]-End
```

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

YEARLY BACKUP

```
🜂 RM                                                         _ ❐ ✕
File  Edit  Help
P.C.P.L                        Accounts Payable            ILAPP20  2.64
RM                             Reports                       31/01/2003


 1 Aged cash requirements      Run 11 Supplier master
 2 Aged trial balance          Run 12 Supplier master updates
 3 Cash requirements           Run 13 Fax telephone numbers
 4 Cheque reconciliation       Run 14 Purchases by supplier
 5 Cheque register and cheques Run 15 GST edit report
 6 Cheque report               Run 16 Purchases by supplier (QST)
 7 Purchase journal            Run 17 Cash disbursements summary
 8 Reprint purchase journal    Run 18 Reprint supplier open item
 9 Reprint cash disbursements  Run
10 Supplier open item               S System status

                     ┌──────────────────────┐
                     │  SELECTION MENU      │
                     ├──────────────────────┤
                     │  ▐Current          ▌ │
                     │  Monthly Backup      │
                     │  Yearly Backup       │
                     ├──────────────────────┤
                     │  ↑ ↓ [Esc]-Exit      │
                     └──────────────────────┘
```

Highlight *Yearly Backup* and press `←Enter` to generate an open item list from a different years data.

The screen will appear as follows:

```
🜂 RM                                                         _ ❐ ✕
File  Edit  Help
P.C.P.L                        Accounts Payable            ILAPP20  2.64
RM                             Reports                       31/01/2003
Typist  G                      OPEN ITEMS LIST
Port    96          <<< From YEARLY BACKUP Files >>>


Processing Year  : 02

                     ┌──────────────────┐
                     │  BACKUP YEARS    │
                     ├──────────────────┤
                     │       yy         │
                     ├──────────────────┤
                     │       02         │
                     │                  │
                     │                  │
                     │                  │
                     │                  │
                     │                  │
                     │                  │
                     │                  │
                     ├──────────────────┤
                     │ ↑ ↓  PgUp PgDn   │
                     │ Top  Bottom  Esc │
                     └──────────────────┘
```

Highlight the year you want to extract the data from and press `←Enter`. Once you have selected the year, type Ⓢ to start generating the report.

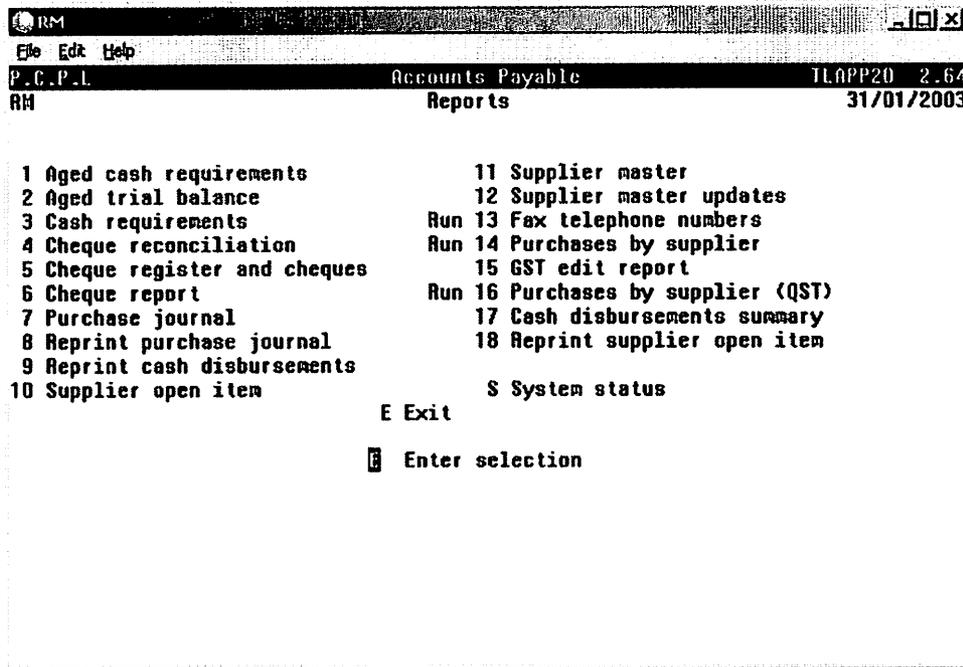A sample Open Item Report for a single supplier follows:

```
                    POLYMATHIC COMPUTER PRODUCTS LIMITED        RMAPR18 3.37
DATE: JAN 31/2003         A/P DETAIL OPEN ITEM LIST                PAGE    1

INVOICE NO  INV.DATE  POST DATE  SRC    DISC.AMT  ORIG DUE   CURR DUE  CHEQ#

SUPPLIER NUMBER    1230       SUPPLIER NAME
PAYMENT TERMS        30       SUPPLIER ADDRESS
DISCOUNT %          .00       CITY, PROVINCE
LAST CHEQUE NO     4047       POSTAL CODE
CHEQUE AMT        40.00
     JAN2003 31/01/2003 31/01/2003  3       150.00 02/03/2003               *
    10012003 10/01/2003 14/01/2003  3        40.00 10/01/2003          4047
    13122002 13/12/2002 13/12/2002  3        79.39 13/12/2002          4022
    30112002 30/11/2002 02/12/2002  3        85.39 30/11/2002          4009
   311102002 31/10/2002 31/10/2002  3        85.00 31/10/2002          3982
   DEC 31-02 31/12/2002 02/01/2003  3        91.28 31/12/2002          4034
   NOV 14-02 14/11/2002 14/11/2002  3        50.00 14/11/2002          3996
   OCT 15-02 15/10/2002 15/10/2002  3        94.97 15/10/2002          3970

      TOTAL                                 150.00
```
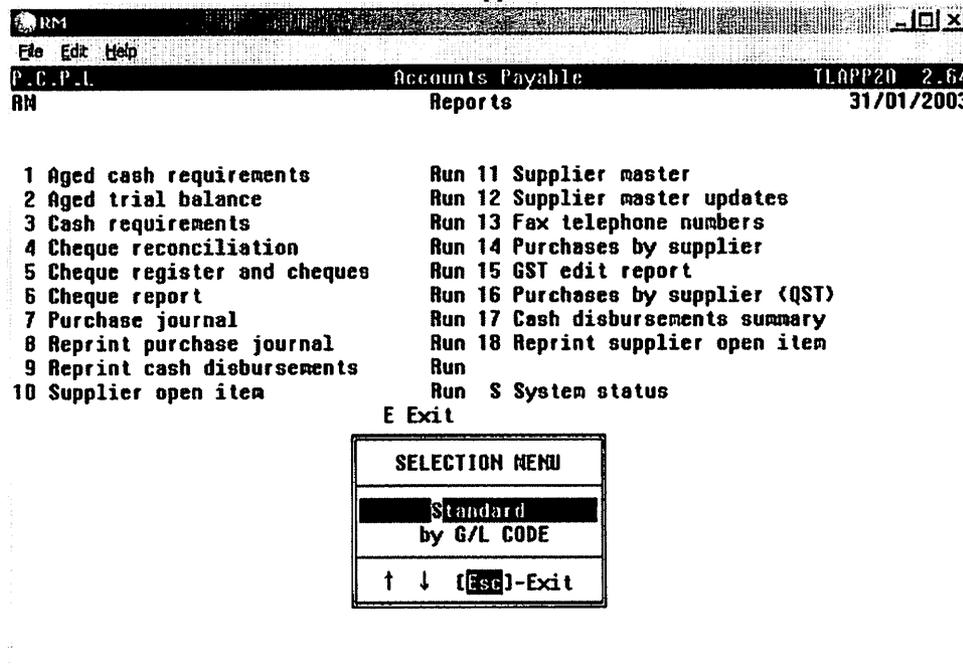
SUPPLIER MASTER

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

```
RM                                                              _|□|×|
File Edit Help
P.C.P.L.                        Accounts Payable          TLAPP20  2.64
RM                              Reports                        31/01/2003


   1 Aged cash requirements         11 Supplier master
   2 Aged trial balance            12 Supplier master updates
   3 Cash requirements         Run 13 Fax telephone numbers
   4 Cheque reconciliation     Run 14 Purchases by supplier
   5 Cheque register and cheques   15 GST edit report
   6 Cheque report             Run 16 Purchases by supplier (QST)
   7 Purchase journal              17 Cash disbursements summary
   8 Reprint purchase journal      18 Reprint supplier open item
   9 Reprint cash disbursements
  10 Supplier open item             S System status
                              E Exit

                              ▌ Enter selection
```

Type ①① and press ←Enter to select *Supplier master*.

The screen will appears as follows:

```
RM                                                              _|□|×|
File Edit Help
P.C.P.L.                        Accounts Payable          TLAPP20  2.64
RM                              Reports                        31/01/2003


   1 Aged cash requirements     Run 11 Supplier master
   2 Aged trial balance         Run 12 Supplier master updates
   3 Cash requirements          Run 13 Fax telephone numbers
   4 Cheque reconciliation      Run 14 Purchases by supplier
   5 Cheque register and cheques Run 15 GST edit report
   6 Cheque report              Run 16 Purchases by supplier (QST)
   7 Purchase journal           Run 17 Cash disbursements summary
   8 Reprint purchase journal   Run 18 Reprint supplier open item
   9 Reprint cash disbursements Run
  10 Supplier open item         Run  S System status
                              E Exit

                    ┌─────────────────────┐
                    │ SELECTION MENU      │
                    ├─────────────────────┤
                    │ Standard            │
                    │ by G/L CODE         │
                    ├─────────────────────┤
                    │ ↑  ↓  [Esc]-Exit    │
                    └─────────────────────┘
```

STANDARD

To generate the standard Supplier Master Report highlight Standard and press [←Enter].
The following screen will appear:

```
●RM                                                                    _|□|x|
 File  Edit  Help
 P.C.P.L                         Accounts Payable              TLAPP03   2.25
 RM                            Supplier Master Print               31/01/2003
                                                                       16:05

 Report Sequence ...: Numeric
 Report Type .......: Detail Report
 # of lines on form :
 Supplier Selection : A   ALL




                    [_] Select:   [S]-Start   [M]-Modify   [Esc]-Exit
```

The options are as follows:

REPORT SEQUENCE
[A] Sort suppliers by supplier name.
[N] Sort suppliers by supplier number.

REPORT TYPE
[D] Print a detailed list of the supplier master.
[N] Print supplier names and addresses only.
[L] Print a list in mailing label format.
[R] Print a list in rolodex format.
[M] Print a detailed list of the supplier master including all memo entries.

NUMBER OF LINES ON FORM
The system will default to a number, depending on the option selected under report type above.

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

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

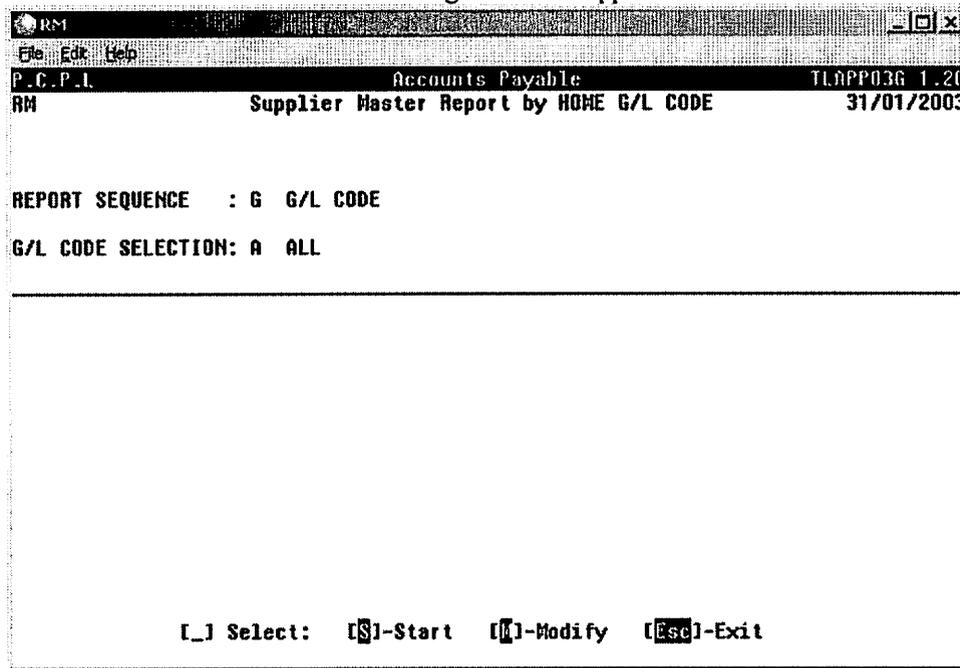Once all report options are set, type [S] and press [←Enter] to start spooling the report.

Once the report is generated the following options are available:

Ⓔ   Email this report to your Microsoft Outlook email profile.

Ⓦ   Create this report in Microsoft Word format.

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

BY G/L CODE

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

The following screen will appear:

```
🔴 RM                                                            _ □ x
File  Edit  Help
P.C.P.L.                    Accounts Payable            TLRPP03G 1.20
RM              Supplier Master Report by HOME G/L CODE    31/01/2003


REPORT SEQUENCE   : G  G/L CODE

G/L CODE SELECTION: A  ALL
_____




            [_] Select:   [S]-Start   [ ]-Modify   [Esc]-Exit
```

A sample page from the Supplier Master Report follows:

```
         POLYMATHIC COMPUTER PRODUCTS LIMITED        JAN 31/2003
                                                       Page    1
            SUPPLIER MASTER - NUMERIC SEQUENCE       RMAPR03 2.25


   50    SUPPLIER NAME                    NORMAL TERMS      :  0
         SUPPLIER ADDRESS LINE 1          DISCOUNT %        :  .00
         CITY, PROVINCE/STATE             TEMPORARY SUPPLIER:
         POSTAL CODE/ZIP                  HOME G/L CODE     :501010
                                          YTD PURCHASES     :      523.23
         TELEPHONE: 999-123-4567          P.O. REQUIRED     :NO
         FAX .....: 1-999-891-1234             LAST UPDATE:27-JAN-2003
         COST CODE:        HOLDBACK:      LAST USED          :01-OCT-2002
         GST # ...: 999999999             CHANGE #           : 1

   55    SUPPLIER NAME                    NORMAL TERMS      :  0
         SUPPLIER ADDRESS LINE 1          DISCOUNT %        :  .00
         CITY, PROVINCE/STATE             TEMPORARY SUPPLIER:
         POSTAL CODE/ZIP                  HOME G/L CODE     :814610
                                          YTD PURCHASES     :          .00
         TELEPHONE: 999-123-4567          P.O. REQUIRED     :NO
         FAX .....: 1-999-891-1234             LAST UPDATE:02-JUN-1995
         COST CODE:        HOLDBACK:      LAST USED          :13-JUN-1986
         GST # ...:                       CHANGE #           : 9
```

SUPPLIER MASTER UPDATES

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

```
RM                                                                    _ |□| x|
File  Edit  Help
P.C.P.L                          Accounts Payable              TLAPP20   2.64
RN                                  Reports                        31/01/2003


   1 Aged cash requirements          11 Supplier master
   2 Aged trial balance             12 Supplier master updates
   3 Cash requirements          Run 13 Fax telephone numbers
   4 Cheque reconciliation      Run 14 Purchases by supplier
   5 Cheque register and cheques    15 GST edit report
   6 Cheque report              Run 16 Purchases by supplier (QST)
   7 Purchase journal               17 Cash disbursements summary
   8 Reprint purchase journal       18 Reprint supplier open item
   9 Reprint cash disbursements
  10 Supplier open item              S System status
                            E Exit

                            ▓ Enter selection
```

Type ①② and press (←Enter).

The screen will appear as follows:

```
RM                                                                    _ |□| x|
File  Edit  Help
P.C.P.L                          Accounts Payable              TLAPP02   1.22
RN                          Supplier Master Update Print          31/01/2003

















                [▓] Select:   [S]-Start   [Esc]-Exit
```

Type S and press (←Enter) to start.

The system will then prompt you with:

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

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

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

A sample Supplier Master Update Report follows:

```
              POLYMATHIC COMPUTER PRODUCTS LIMITED          RMAPRO2 1.22
     DATE 31/01/2003        SUPPLIER MASTER UPDATES             PAGE   28

     SUPPLIER NO.   :    50   <<< MODIFY >>> Typist: 06 LESLIE PRIOR
     NAME           : SUPPLIER NAME
     ADDRESS LINE 1 : SUPPLIER ADDRESS
     ADDRESS LINE 2 : SUPPLIER ADDRESS 2
     ADDRESS LINE 3 : SUPPLIER ADDRESS 3
     ADDRESS LINE 4 :
     PHONE NUMBER   : 999-999-9999      GLCODE        : 501010
     NORMAL TERMS   :  0                YTD PURCHASES :       523.23
     DISCOUNT %     :  .00              P.O. REQ'D FLAG : N
     TEMPORARY FLAG :                   FAX NUMBER    : 999-999-9999
     LAST UPDATED   : JAN 27/2003       COST CODE     :
     CHANGE SEQ. NO.: 1                 LAST CHANGE DATE: OCT  1/2002
     Computer/User:LESLIE-P4TE/Leslie
```

REPORTS

FAX TELEPHONE NUMBERS

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

```
┌────────────────────────────────────────────────────────────────────┐
│ ●RM                                                        _|□|x|   │
│ File  Edit  Help                                                    │
│ P.C.P.L                        Accounts Payable        TLAPP20  2.64│
│ RM                             Reports                   31/01/2003 │
│                                                                     │
│                                                                     │
│   1 Aged cash requirements         11 Supplier master              │
│   2 Aged trial balance             12 Supplier master updates      │
│   3 Cash requirements          Run 13 Fax telephone numbers        │
│   4 Cheque reconciliation      Run 14 Purchases by supplier        │
│   5 Cheque register and cheques    15 GST edit report              │
│   6 Cheque report              Run 16 Purchases by supplier (QST)   │
│   7 Purchase journal               17 Cash disbursements summary    │
│   8 Reprint purchase journal       18 Reprint supplier open item   │
│   9 Reprint cash disbursements                                     │
│  10 Supplier open item              S System status                │
│                             E Exit                                  │
│                                                                     │
│                             █ Enter selection                      │
│                                                                     │
│                                                                     │
│                                                                     │
│                                                                     │
└────────────────────────────────────────────────────────────────────┘
```

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

The screen will appear as follows:

```
┌────────────────────────────────────────────────────────────────────┐
│ ●RM                                                        _|□|x|   │
│ File  Edit  Help                                                    │
│ P.C.P.L                        Accounts Payable        TLAPP01H 1.20│
│ RM                         Fax Telephone Numbers         31/01/2003 │
│                                                            16:03:59 │
│                                                                     │
│        This program generates specially formatted ASCII files.     │
│ ──────────────────────────────────────────────────────────────────│
│                                                                     │
│                                                                     │
│                                                                     │
│                                                                     │
│                                                                     │
│                                                                     │
│                                                                     │
│                                                                     │
│                                                                     │
│                                                                     │
│           [█] Select:    [S]-Start    [Esc]-Exit                   │
└────────────────────────────────────────────────────────────────────┘
```
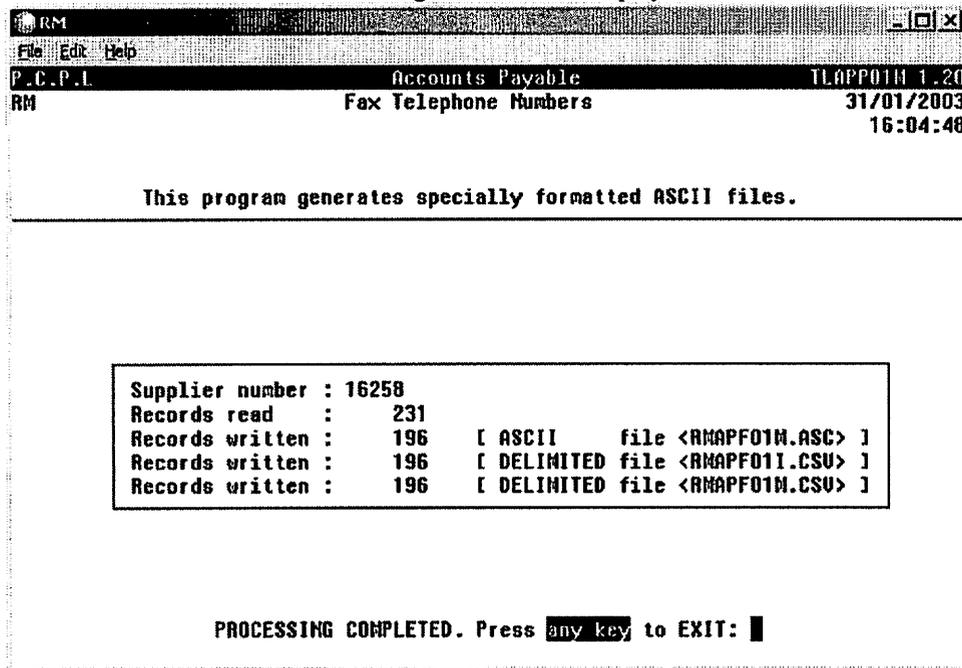
Type (S) and press (←Enter) to start processing the files.

The following screen will be displayed:

```
┌────────────────────────────────────────────────────────────────────────┐
│ 🔲 RM                                                         _ □ ×      │
├────────────────────────────────────────────────────────────────────────┤
│ File  Edit  Help                                                         │
├────────────────────────────────────────────────────────────────────────┤
│ P.C.P.L.                    Accounts Payable              TLAPP01H 1.20  │
│ RM                       Fax Telephone Numbers                31/01/2003 │
│                                                                 16:04:48 │
│                                                                          │
│                                                                          │
│            This program generates specially formatted ASCII files.       │
│  ──────────────────────────────────────────────────────────────────     │
│                                                                          │
│                                                                          │
│        ┌──────────────────────────────────────────────────────────┐     │
│        │ Supplier number : 16258                                   │     │
│        │ Records read    :   231                                   │     │
│        │ Records written :   196    [ ASCII     file <RMAPF01M.ASC> ]│    │
│        │ Records written :   196    [ DELIMITED file <RMAPF01I.CSV> ]│    │
│        │ Records written :   196    [ DELIMITED file <RMAPF01M.CSV> ]│    │
│        └──────────────────────────────────────────────────────────┘     │
│                                                                          │
│                                                                          │
│              PROCESSING COMPLETED. Press  any key  to EXIT: ▌            │
│                                                                          │
└────────────────────────────────────────────────────────────────────────┘
```

ASCII FILE

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

COMMA DELIMITED FILE

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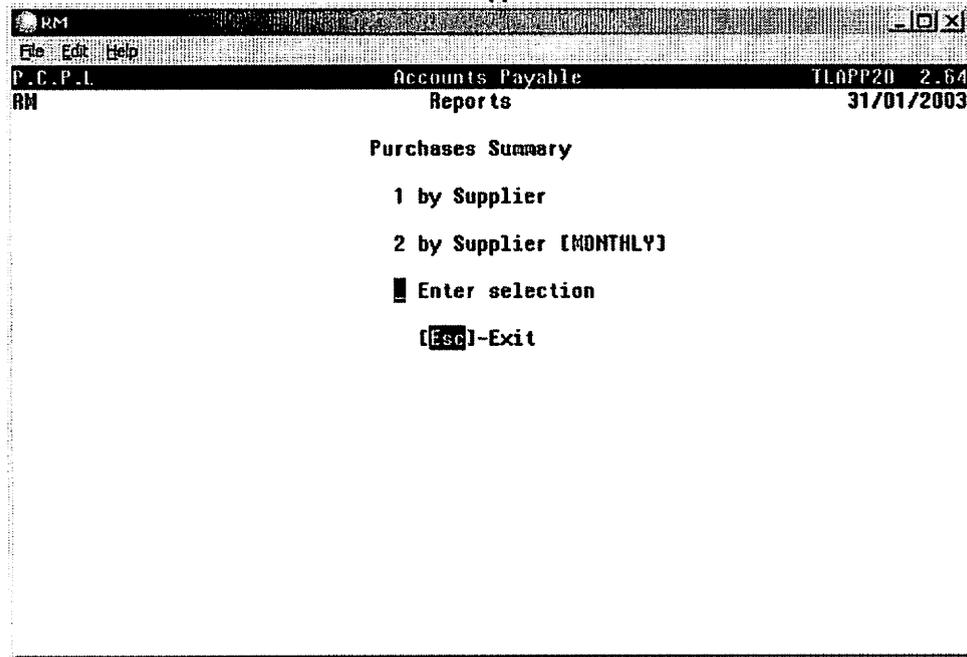
PURCHASES BY SUPPLIER

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

```
RM                                                                _ □ ×
File Edit Help
P.C.P.L                        Accounts Payable           TLAPP20  2.64
AM                                Reports                    31/01/2003


    1 Aged cash requirements        11 Supplier master
    2 Aged trial balance           12 Supplier master updates
    3 Cash requirements        Run 13 Fax telephone numbers
    4 Cheque reconciliation    Run 14 Purchases by supplier
    5 Cheque register and cheques   15 GST edit report
    6 Cheque report            Run 16 Purchases by supplier (QST)
    7 Purchase journal             17 Cash disbursements summary
    8 Reprint purchase journal     18 Reprint supplier open item
    9 Reprint cash disbursements
   10 Supplier open item            S System status
                           E Exit

                           ▊ Enter selection
```

To select *Purchases by supplier* type ①④ and press ⏎ Enter.

The screen will appear as follows:

```
RM                                                                _ □ ×
File Edit Help
P.C.P.L                        Accounts Payable           TLAPP20  2.64
AM                                Reports                    31/01/2003

                       Purchases Summary

                       1 by Supplier

                       2 by Supplier [MONTHLY]

                       ▊ Enter selection

                         [Esc]-Exit
```

BY SUPPLIER

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

To select *Purchases by Supplier,* type ☐ and press ☐Enter☐.
The following screen will appear:

```
RM                                                                _[□]x|
File  Edit  Help
P.C.P.L.                        Accounts Payable              TLAPP100 1.20
RM                        PURCHASES by SUPPLIER                  JAN 31/2003
Typist  06                                                        16:22:01
Port    96                                    Last Year End : FEB 28/2002

Processing Year  : 2003            Division Selection : A   All Divisions
File Selection   : S   Single      Supplier Selection : A   All Suppliers
GST Code: 01  G/L: 3125  Rate:  7.00

                      PURCHASE JOURNAL ANALYSIS FILES
     JAN/2003      JAN/2002     JAN/2001     JAN/2000
                   FEB/2002     FEB/2001     FEB/2000
                   MAR/2002     MAR/2001     MAR/2000
                   APR/2002     APR/2001     APR/2000
                   MAY/2002     MAY/2001     MAY/2000
                   JUN/2002     JUN/2001     JUN/2000
                   JUL/2002     JUL/2001     JUL/2000
                   AUG/2002     AUG/2001     AUG/2000
                   SEP/2002     SEP/2001     SEP/2000
                   OCT/2002     OCT/2001     OCT/2000
                   NOV/2002     NOV/2001     NOV/2000
                   DEC/2002     DEC/2001     DEC/2000

           [F9]-Selects    [F10]-Unselects   ▌  ▐   [Esc]-End
```

The following options are available:

PURCHASE JOURNAL ANALYSIS FILES

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

PROCESSING YEAR

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

FILE SELECTION

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

GST CODE

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

DIVISION SELECTION

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

SUPPLIER SELECTION

All suppliers are included by default. Type ⑤ and press ⏎Enter to only include records associated with a single supplier. Type the supplier number and press ⏎Enter. F5 can be used to list all divisions.

Type ⑤ and press ⏎Enter to generate the report. Once the report has been generated the following options are available:

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

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

```
31 JAN 2003                        POLYMATHIC COMPUTER PRODUCTS LIMITED                    RMAPR100 1.26
                                          PURCHASES BY SUPPLIER                            Page:    1
                                             BY G/L CODE
ALL Divisions                          From: JAN/2003   To: JAN/2003

 INVOICE    INVOICE    TRANSACTION  SUPPLIER
 NUMBER      DATE         DATE       NUMBER  G/L CODE     G/L AMOUNT    GST AMOUNT  PURCHASE JOURNAL DESCRIPTION
-------------------------------------------------------------------------------------------------------------
   82891   31-DEC-2002  31-DEC-2002    163  8142-10           44.63         3.12   CLIENT DELIVERY

           Total for  SUPPLIER 1                              44.63         3.12   GST# R99999999999

  9040213  30-NOV-2002  30-NOV-2002    557  5996-10          115.00         8.05   COSTAR XL TURBO LABELWRITER REPAIR

           Total for  SUPPLIER 2                             115.00         8.05   GST# R99999999999

JAN032003  03-JAN-2003  03-JAN-2003    588  5998-10          625.00          .00

           Total for  SUPPLIER 3                             625.00          .00   GST#

1-53434351 31-DEC-2002  31-DEC-2002    630  3115-10           32.08        28.07   ACCOUNT #1260-4504-2 (INTEL)
1-53434351 31-DEC-2002  31-DEC-2002    630  8008-10            7.00          .00   ACCOUNT #1260-4504-2 (INTEL)

           Total for  SUPPLIER 4                              39.08        28.07   GST#

   11041   30-DEC-2002  30-DEC-2002    755  5996-10          105.00         7.35   S#USBE001024

           Total for  SUPPLIER 4                             105.00         7.35   GST# R999999999


                                     Grand Total            928.71        46.59
```

```
31 JAN 2003                        POLYMATHIC COMPUTER PRODUCTS LIMITED                    RMAPR101 1.26
                                          PURCHASES BY SUPPLIER                            Page:    1
                                            BY INVOICE NUMBER
ALL Divisions                          From: JAN/2003   To: JAN/2003

 INVOICE    INVOICE       TOTAL        GST         NET      SUPPLIER
 NUMBER      DATE        AMOUNT       AMOUNT      AMOUNT     NUMBER  NAME
-------------------------------------------------------------------------------------------------------------
   82891   31-DEC-2002    47.75        3.12       44.63      163  SUPPLIER 1

           Supplier Total 47.75        3.12       44.63     GST R999999999

  9040213  30-NOV-2002   123.05        8.05      115.00      557  SUPPLIER 2

           Supplier Total 123.05       8.05      115.00     GST R999999999

JAN032003  03-JAN-2003   625.00         .00      625.00      588  SUPPLIER 3

           Supplier Total 625.00        .00      625.00     GST

1-53434351 31-DEC-2002    67.15       28.07       39.08      630  SUPPLIER 4

           Supplier Total 67.15       28.07       39.08     GST

   11041   30-DEC-2002   112.35        7.35      105.00      755  SUPPLIER 5

           Supplier Total 112.35       7.35      105.00     GST R999999999


           Grand Total    975.30      46.59      928.71
```

```
31 JAN 2003                    POLYMATHIC COMPUTER PRODUCTS LIMITED              RMAPR102 1.26
                                    PURCHASES BY SUPPLIER                        Page:     1
                                      SUMMARY REPORT
ALL Divisions                    From: JAN/2003   To: JAN/2003

SUPPLIER                          TOTAL          GST          NET   GST
 NUMBER  NAME                    AMOUNT       AMOUNT       AMOUNT   REGISTRATION#
-------------------------------------------------------------------------------------------
    163  SUPPLIER 1               47.75         3.12        44.63   R100236355
    557  SUPPLIER 2              123.05         8.05       115.00   R101686913
    588  SUPPLIER 3              625.00          .00       625.00
    630  SUPPLIER 4               67.15        28.07        39.08
    755  SUPPLIER 5              112.35         7.35       105.00   R102171386
                              ----------   ----------   ----------
                                 975.30        46.59       928.71
                              ==========   ==========   ==========
```

BY SUPPLIER [MONTHLY]

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

Type ② and press (←Enter). The following screen will appear:

```
RM                                                              _ □ x
File  Edit  Help
P.C.P.L.                    Accounts Payable              TLAPP150 1.14
RM    Typist 06          MONTHLY PURCHASES by SUPPLIER      JAN 31/2003
Last Year End: FEB 28/2002                                   12:04:55

Processing Year  : 2003            Division Selection : A   All Divisions
File Selection   : S   Single      Supplier Selection : A   All Suppliers
GST G/L Code     : 3125  Rate : 7.00
Sort Sequence    : A   SUPPLIER NAME   Month Sequence   : F   FISCAL YEAR

                   PURCHASE JOURNAL ANALYSIS FILES
     JAN/2003    JAN/2002     JAN/2001      JAN/2000
                 FEB/2002     FEB/2001      FEB/2000
                 MAR/2002     MAR/2001      MAR/2000
                 APR/2002     APR/2001      APR/2000
                 MAY/2002     MAY/2001      MAY/2000
                 JUN/2002     JUN/2001      JUN/2000
                 JUL/2002     JUL/2001      JUL/2000
                 AUG/2002     AUG/2001      AUG/2000
                 SEP/2002     SEP/2001      SEP/2000
                 OCT/2002     OCT/2001      OCT/2000
                 NOV/2002     NOV/2001      NOV/2000
                 DEC/2002     DEC/2001      DEC/2000

Enter YEAR:    [yyyy]    [Esc]-End
```

The following options are available:

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

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

FILE SELECTION
Type (A) and press (←Enter) to include all analysis files for the year selected above or type (S) and press (←Enter) to select the analysis files you want to include.

GST CODE

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

SORT SEQUENCE

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

DIVISION SELECTION

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

SUPPLIER SELECTION

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

MONTH SEQUENCE

By default this report displays the monthly data sorted by Fiscal year. Type (C) and press (←Enter) to display the monthly data sorted by Calendar year or type (D) then enter the start and end date in the format *mmyyyy* to display the monthly data for a specific date range.

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

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

A sample summary report follows:

```
JAN 31/2003                    POLYMATHIC COMPUTER PRODUCTS LIMITED                   RMAPR150 1.14

Last Year End: FEB 28/2002          MONTHLY PURCHASES BY SUPPLIER                      Page:     1
All Divisions                       From: DEC/2002   To: JAN/2003              Run Date: MAR 17/2003

SUPPLIER                             NOV 2002     DEC 2002     JAN 2003     FEB 2003        TOTAL
--------------------------------------------------------------------------------------------------
   163    SUPPLIER 1                    8.78       105.97          .00          .00       114.75
   588    SUPPLIER 2                     .00       500.00       625.00          .00      1125.00
   557    SUPPLIER 3                  115.00          .00          .00          .00       115.00
   630    SUPPLIER 4                     .00        46.08          .00          .00        46.08
   337    SUPPLIER 5                     .00       319.50          .00          .00       319.50
   755    SUPPLIER 6                   92.00       105.00          .00          .00       197.00
   940    SUPPLIER 7                  910.19      3204.54       445.58          .00      4560.31
  1150    SUPPLIER 8                     .00     10200.00      5200.00          .00     15400.00
  1230    SUPPLIER 9                   80.37       160.82       187.56          .00       428.75
  1625    SUPPLIER 10                    .00     10000.00          .00          .00     10000.00
  1650    SUPPLIER 11                    .00          .00       227.52          .00       227.52
  1642    SUPPLIER 12                    .00          .00       730.00          .00       730.00
  1666    SUPPLIER 13                    .00       652.00          .00          .00       652.00
  1830    SUPPLIER 14                    .00       111.57       101.58          .00       213.15
  1870    SUPPLIER 15                2869.81      1629.77          .00          .00      4499.58
  1989    SUPPLIER 16                  72.54      2407.84          .00          .00      2480.38
  1960    SUPPLIER 17                 468.20      3909.00        10.00          .00      4387.20
  1955    SUPPLIER 18                6548.27      3198.16       468.20          .00     10214.63
   888    SUPPLIER 19                    .00       205.84          .00          .00       205.84
  2050    SUPPLIER 20                1414.10      3305.44          .00          .00      4719.54
  2036    SUPPLIER 21                    .00      1350.00          .00          .00      1350.00
  2505    SUPPLIER 22                    .00       150.00       150.00          .00       300.00
                                    ---------  -----------  -----------  -----------  -----------
                                    12579.26     41561.53      8145.44          .00     62286.23
                                    =========  ===========  ===========  ===========  ===========
```

GST EDIT REPORT

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

```
File  Edit  Help
P.C.P.L.                        Accounts Payable              TLAPP20   2.64
RM                              Reports                        31/01/2003


  1 Aged cash requirements          11 Supplier master
  2 Aged trial balance              12 Supplier master updates
  3 Cash requirements          Run 13 Fax telephone numbers
  4 Cheque reconciliation      Run 14 Purchases by supplier
  5 Cheque register and cheques     15 GST edit report
  6 Cheque report              Run 16 Purchases by supplier (QST)
  7 Purchase journal                17 Cash disbursements summary
  8 Reprint purchase journal        18 Reprint supplier open item
  9 Reprint cash disbursements
 10 Supplier open item              S System status
                              E Exit

                              █ Enter selection
```

Type ①⑤ and press (←Enter) to select *GST edit report.*

The screen will appear as follows:

```
File  Edit  Help
P.C.P.L.                        Accounts Payable              TLAPP110 1.12
RM    Typist 06                 GST EDIT REPORT                  JAN 31/2003
Port   96                                                         13:16:04
Last Month Closed: DEC/2002                        Last Year End : FEB 28/2002


Processing Year  : 2003          Division Selection : A   All Divisions
File Selection   : S   Single    Cut Off Date:
GST Code [ 7.00] : 01   G/L: 3125 Record Selection   : X   Exceptions


                    PURCHASE JOURNAL ANALYSIS FILES
 █ JAN/2003      JAN/2002      JAN/2001      JAN/2000
                 FEB/2002      FEB/2001      FEB/2000
                 MAR/2002      MAR/2001      MAR/2000
                 APR/2002      APR/2001      APR/2000
                 MAY/2002      MAY/2001      MAY/2000
                 JUN/2002      JUN/2001      JUN/2000
                 JUL/2002      JUL/2001      JUL/2000
                 AUG/2002      AUG/2001      AUG/2000
                 SEP/2002      SEP/2001      SEP/2000
                 OCT/2002      OCT/2001      OCT/2000
                 NOV/2002      NOV/2001      NOV/2000
                 DEC/2002      DEC/2001      DEC/2000

          [F9]-Selects   [F10]-Unselects   █ █   [Esc]-End
```

PURCHASE JOURNAL ANALYSIS FILES

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

PROCESSING YEAR

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

FILE SELECTION

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

GST CODE

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

DIVISION SELECTION

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

CUT OFF DATE

You must enter a cut off date for this report. The system will only include invoices up to the cut off date entered. You can use the last month end date, F8, or enter your own date in the format *ddmmyyyy*.

RECORD SELECTION

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

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

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

A sample GST Edit report for GST exceptions only follows:

```
31 JAN 2003                          POLYMATHIC COMPUTER PRODUCTS LIMITED                    RMAPR110 1.12
                                              GST EDIT REPORT                                  Page:    1
ALL Divisions                           From: JAN/2003   To: JAN/2003
                                       CUT OFF DATE : JAN 31,2003
     INVOICE   TRANSACTION  INVOICE       TOTAL        GST         GST    SUPPLIER
     NUMBER      DATE        DATE         AMOUNT      AMOUNT    CALCULATED  NUMBER  NAME
     ----------------------------------------------------------------------------------------------------
      196952   16-DEC-2002 16-DEC-2002     91.00       5.95        5.54      888  SUPPLIER NAME
     1342275   18-DEC-2002 18-DEC-2002    615.17      40.24       37.45     1955  SUPPLIER NAME
    24122002   24-DEC-2002 24-DEC-2002   1658.74      28.97      100.97     1870  SUPPLIER NAME
   1-53434351  31-DEC-2002 31-DEC-2002     67.15      28.07        4.09      630  SUPPLIER NAME
   DEC 31-02   31-DEC-2002 31-DEC-2002     91.28       5.26        5.56     1230  SUPPLIER NAME
   DEC 31-02   31-DEC-2002 31-DEC-2002   3757.73    3757.73      228.73     1815  SUPPLIER NAME
    DEC-2002   31-DEC-2002 31-DEC-2002   3305.44        .00      201.20     2050  SUPPLIER NAME
                                       --------------  -------------- --------------
          Total for DEC/2002           9586.51     3866.22      583.54


   JAN032003   03-JAN-2003 03-JAN-2003    625.00        .00       38.04      588  SUPPLIER NAME
  1228170113   03-JAN-2003 03-JAN-2003    108.04       6.46        6.58     1830  SUPPLIER NAME
    10012003   10-JAN-2003 10-JAN-2003     40.00       2.44        2.43     1230  SUPPLIER NAME
     1512003   15-JAN-2003 15-JAN-2003   2600.00        .00      158.26     1150  SUPPLIER NAME
       98234   15-JAN-2003 15-JAN-2003    227.52        .00       13.85     1650  SUPPLIER NAME
    JAN-2003   15-JAN-2003 15-JAN-2003    150.00        .00        9.13     2505  SUPPLIER NAME
    31012003   31-JAN-2003 31-JAN-2003   2600.00        .00      158.26     1150  SUPPLIER NAME
     JAN2003   31-JAN-2003 31-JAN-2003    150.00        .00        9.13     1230  SUPPLIER NAME
       23456   31-JAN-2003 31-JAN-2003    115.00        .00        7.00     1642  SUPPLIER NAME
       31687   31-JAN-2003 31-JAN-2003    500.00        .00       30.43     1642  SUPPLIER NAME
      123456   31-JAN-2003 31-JAN-2003    115.00        .00        7.00     1642  SUPPLIER NAME
                                       --------------  -------------- --------------
          Total for JAN/2003           7230.56        8.90      440.11


                                       --------------  -------------- --------------
             Grand Total              16817.07     3875.12     1023.65
                                       ==============  ============== ==============
```

A sample GST Edit report for All GST records follows:

```
31 JAN 2003                          POLYMATHIC COMPUTER PRODUCTS LIMITED                    RMAPR110 1.12
                                              GST EDIT REPORT                                  Page:    1
ALL Divisions                           From: JAN/2003   To: JAN/2003
                                       CUT OFF DATE : JAN 31,2003
     INVOICE   TRANSACTION  INVOICE       TOTAL        GST         GST    SUPPLIER
     NUMBER      DATE        DATE         AMOUNT      AMOUNT    CALCULATED  NUMBER  NAME
     ----------------------------------------------------------------------------------------------------
     1230122   15-NOV-2002 15-NOV-2002    219.35      14.35       14.35     1960  SUPPLIER NAME
     9040213   30-NOV-2002 30-NOV-2002    123.05       8.05        8.05      557  SUPPLIER NAME
   40-8176312  11-DEC-2002 11-DEC-2002     97.37       6.37        6.37      940  SUPPLIER NAME.
   40-8176313  12-DEC-2002 12-DEC-2002     97.37       6.37        6.37      940  SUPPLIER NAME     .
   40-9603321  12-DEC-2002 12-DEC-2002   1272.12      83.22       83.22      940  SUPPLIER NAME     .
     1261767   12-DEC-2002 12-DEC-2002   1022.39      66.89       66.89     1960  SUPPLIER NAME     .
     1261771   12-DEC-2002 12-DEC-2002    220.42      14.42       14.42     1960  SUPPLIER NAME     .
      196952   16-DEC-2002 16-DEC-2002     91.00       5.95        5.54*     888  SUPPLIER NAME     .
     1267109   17-DEC-2002 17-DEC-2002    299.60      19.60       19.60     1960  SUPPLIER NAME     .
     1342275   18-DEC-2002 18-DEC-2002    615.17      40.24       37.45*    1955  SUPPLIER NAME     .
     1342465   18-DEC-2002 18-DEC-2002    689.64      45.12       45.12     1955  SUPPLIER NAME     .
     1270584   19-DEC-2002 19-DEC-2002   1755.87     114.87      114.87     1960  SUPPLIER NAME     .

     1270623   19-DEC-2002 19-DEC-2002    194.74      12.74       12.74     1960  SUPPLIER NAME     .
   40-9504011  20-DEC-2002 20-DEC-2002    294.44      19.26       19.26      940  SUPPLIER NAME     .
      197598   23-DEC-2002 23-DEC-2002    129.25       8.46        8.46      888  SUPPLIER NAME     .
   40-3241311  23-DEC-2002 23-DEC-2002    894.52      58.52       58.52      940  SUPPLIER NAME     .
     1272943   23-DEC-2002 23-DEC-2002    378.25      24.75       24.75     1960  SUPPLIER NAME     .
    24122002   24-DEC-2002 24-DEC-2002   1658.74      28.97      100.97*    1870  SUPPLIER NAME     .
       11041   30-DEC-2002 30-DEC-2002    112.35       7.35        7.35      755  SUPPLIER NAME     .
       82891   31-DEC-2002 31-DEC-2002     47.75       3.12        3.12      163  SUPPLIER NAME     .
   1-53434351  31-DEC-2002 31-DEC-2002     67.15      28.07        4.09*     630  SUPPLIER NAME     .
   DEC 31-02   31-DEC-2002 31-DEC-2002     91.28       5.26        5.56*    1230  SUPPLIER NAME     .
   DEC 31-02   31-DEC-2002 31-DEC-2002   3757.73    3757.73      228.73*    1815  SUPPLIER NAME     .
     1356946   31-DEC-2002 31-DEC-2002   -365.74     -23.93      -23.93     1955  SUPPLIER NAME     .
    DEC-2002   31-DEC-2002 31-DEC-2002   3305.44        .00      201.20*    2050  SUPPLIER NAME     .
                                       --------------  -------------- --------------
          Total for DEC/2002          17069.25     4355.75     1073.07

   JAN032003   03-JAN-2003 03-JAN-2003    625.00        .00       38.04*     588  SUPPLIER NAME     .
  1228170113   03-JAN-2003 03-JAN-2003    108.04       6.46        6.58*    1830  SUPPLIER NAME     .
     1359452   03-JAN-2003 03-JAN-2003    500.97      32.77       32.77     1955  SUPPLIER NAME     .
   40-9656011  06-JAN-2003 06-JAN-2003    276.45      18.09       18.09      940  SUPPLIER NAME     .
     1282454   07-JAN-2003 07-JAN-2003   -186.61     -12.21      -12.21     1960  SUPPLIER NAME     .
     1283142   07-JAN-2003 07-JAN-2003    197.31      12.91       12.91     1960  SUPPLIER NAME     .
   40-6654111  09-JAN-2003 09-JAN-2003    200.33      13.11       13.11      940  SUPPLIER NAME     .
    10012003   10-JAN-2003 10-JAN-2003     40.00       2.44        2.43*    1230  SUPPLIER NAME     .
     1512003   15-JAN-2003 15-JAN-2003   2600.00        .00      158.26*    1150  SUPPLIER NAME     .
       98234   15-JAN-2003 15-JAN-2003    227.52        .00       13.85*    1650  SUPPLIER NAME     .
    JAN-2003   15-JAN-2003 15-JAN-2003    150.00        .00        9.13*    2505  SUPPLIER NAME     .
    31012003   31-JAN-2003 31-JAN-2003   2600.00        .00      158.26*    1150  SUPPLIER NAME     .
     JAN2003   31-JAN-2003 31-JAN-2003    150.00        .00        9.13*    1230  SUPPLIER NAME     .
       23456   31-JAN-2003 31-JAN-2003    115.00        .00        7.00*    1642  SUPPLIER NAME     .
       31687   31-JAN-2003 31-JAN-2003    500.00        .00       30.43*    1642  SUPPLIER NAME     .
      123456   31-JAN-2003 31-JAN-2003    115.00        .00        7.00*    1642  SUPPLIER NAME     .
                                       --------------  -------------- --------------
          Total for JAN/2003           8219.01       73.57      504.78


                                       --------------  -------------- --------------
             Grand Total              25288.26     4429.32     1577.85
                                       ==============  ============== ==============
```

PURCHASES BY SUPPLIER (QST)

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

```
RM                                                              _ |□| x|
File  Edit  Help
P.C.P.L                    Accounts Payable              TLAPP20   2.64
RM                         Reports                         31/01/2003


  1 Aged cash requirements          11 Supplier master
  2 Aged trial balance             12 Supplier master updates
  3 Cash requirements          Run 13 Fax telephone numbers
  4 Cheque reconciliation      Run 14 Purchases by supplier
  5 Cheque register and cheques    15 GST edit report
  6 Cheque report              Run 16 Purchases by supplier (QST)
  7 Purchase journal               17 Cash disbursements summary
  8 Reprint purchase journal       18 Reprint supplier open item
  9 Reprint cash disbursements
 10 Supplier open item              S System status
                             E Exit

                             ▌ Enter selection
```

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

The screen will appear as follows:

```
RM                                                              _ |□| x|
File  Edit  Help
P.C.P.L                    Accounts Payable              TLAPP20   2.64
RM                         Reports                         31/01/2003

                Cash Disbursements Summary

                    1 by Supplier

                    2 by Supplier [MONTHLY]

                    ▌ Enter selection

                      [Esc]-Exit
```

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

REPORTS

CASH DISBURSEMENTS SUMMARY

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

```
RM                                                              _|□|x|
File  Edit  Help
P.C.P.L.                     Accounts Payable              ILAPP20  2.64
RM                              Reports                        31/01/2003


  1 Aged cash requirements          11 Supplier master
  2 Aged trial balance             12 Supplier master updates
  3 Cash requirements          Run 13 Fax telephone numbers
  4 Cheque reconciliation       Run 14 Purchases by supplier
  5 Cheque register and cheques     15 GST edit report
  6 Cheque report              Run 16 Purchases by supplier (QST)
  7 Purchase journal               17 Cash disbursements summary
  8 Reprint purchase journal       18 Reprint supplier open item
  9 Reprint cash disbursements
 10 Supplier open item              S System status
                           E Exit

                           ▊ Enter selection
```

To select *Cash disbursements summary* type ①⑦ and press ←Enter.
The following screen will be displayed:

```
RM                                                              _|□|x|
File  Edit  Help
P.C.P.L.                     Accounts Payable              ILAPP20  2.64
RM                              Reports                        31/01/2003

               Cash Disbursements Summary

                   1 by Supplier

                   2 by Supplier [MONTHLY]

                   ▊ Enter selection

                   [Esc]-Exit
```

BY SUPPLIER

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

Type ① and press ⟨←Enter⟩. The following screen will appear:

```
● RM                                                                    _□ x
 File  Edit  Help
 P.C.P.L                           Accounts Payable                   TLAPP300 1.13
 RM                        CASH DISBURSEMENTS SUMMARY                  JAN 31/2003
 Typist 06                                                               15:10:55
 Port   96                                          Last Year End : FEB 28/2002

 Processing Year  : 2003            Division Selection : A   All Divisions
 File Selection   : S   Single      Supplier Selection : A   All Suppliers
 Sort Sequence    : C   Cheque #

                      CASH DISBURSEMENTS ANALYSIS FILES
       JAN/2003      JAN/2002     JAN/2001      JAN/2000
                     FEB/2002     FEB/2001      FEB/2000
                     MAR/2002     MAR/2001      MAR/2000
                     APR/2002     APR/2001      APR/2000
                     MAY/2002     MAY/2001      MAY/2000
                     JUN/2002     JUN/2001      JUN/2000
                     JUL/2002     JUL/2001      JUL/2000
                     AUG/2002     AUG/2001      AUG/2000
                     SEP/2002     SEP/2001      SEP/2000
                     OCT/2002     OCT/2001      OCT/2000
                     NOV/2002     NOV/2001      NOV/2000
                     DEC/2002     DEC/2001      DEC/2000

            [F9]-Selects   [F10]-Unselects   ▌  ▌   [Esc]-End
```

The following report options are available:

CASH DISBURSEMENTS ANALYSIS FILES

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

SORT SEQUENCE

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

DIVISION

You can generate this report for a single division, ⑤ or all divisions, ④. If you select a single division ⟨F5⟩ can be used to list all divisions and ⟨F4⟩ can be used to set up a new division.

SUPPLIER

The default is to generate this report for all suppliers. If you only want to generate the report for a single supplier, type ⑤ and enter the supplier number. ⟨F5⟩ can be used to list all suppliers and ⟨F4⟩ can be used to add a new supplier.

Once all your report options are set type ⑤ and press ⟨←Enter⟩ to start spooling the report. Once the report has been generated the following options are available:

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

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

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

```
31 JAN 2003                      POLYMATHIC COMPUTER PRODUCTS LIMITED                      RMAPR300 1.13
                                     CASH DISBURSEMENTS SUMMARY                                Page:    1
                                            BY G/L CODE
All Divisions                       From: JAN/2003   To: JAN/2003

SUPPLIER SUPPLIER                   <------------- CHEQUE ------------->  <----- INVOICE ------->   TRANSACTION
NUMBER NAME                         NUMBER   PAID DATE        AMOUNT      NUMBER    DATE    G/L CODE    DATE
------------------------------------------------------------------------------------------------------------------
   163 SUPPLIER NAME           .     4030  **********          9.39      82420  02-JAN-2003 1020-10  02-JAN-2003
                                     4030  **********         19.35      82658  02-JAN-2003 1020-10  02-JAN-2003
                                     4041  **********         47.75      82891  15-JAN-2003 1020-10  15-JAN-2003
                                                          ---------------
                                      Supplier Total         76.49

   557 SUPPLIER NAME                 4042  **********        123.05     9040213 15-JAN-2003 1020-10  15-JAN-2003
                                                          ---------------
                                      Supplier Total        123.05

                                                          ---------------
                                        Grand Total        199.54
                                                          ===============
```

```
31 JAN 2003                      POLYMATHIC COMPUTER PRODUCTS LIMITED                      RMAPR301 1.13
                                     CASH DISBURSEMENTS SUMMARY                                Page:    1
                                          BY INVOICE NUMBER
All Divisions                       From: JAN/2003   To: JAN/2003

SUPPLIER SUPPLIER                   <------------- CHEQUE ------------->  <------ INVOICE ------>   TRANSACTION
NUMBER NAME                         NUMBER   PAID DATE        AMOUNT      NUMBER    DATE              DATE
------------------------------------------------------------------------------------------------------------------
   163 SUPPLIER NAME                  4030  **********          9.39      82420  02-JAN-2003       02-JAN-2003
                                     4030  **********         19.35      82658  02-JAN-2003       02-JAN-2003
                                     4041  **********         47.75      82891  15-JAN-2003       15-JAN-2003
                                                          ---------------
                                      Supplier Total         76.49

   557 SUPPLIER NAME                 4042  **********        123.05     9040213 15-JAN-2003       15-JAN-2003
                                                          ---------------
                                      Supplier Total        123.05

                                                          ---------------
                                        Grand Total        199.54
                                                          ===============
```

```
31 JAN 2003        POLYMATHIC COMPUTER PRODUCTS LIMITED        RMAPR302 1.13
                       CASH DISBURSEMENTS SUMMARY                  Page:    1
                              SUMMARY REPORT
All Divisions       From: JAN/2003    To: JAN/2003

        SUPPLIER  SUPPLIER                            TOTAL
        NUMBER    NAME                                AMOUNT
        ---------------------------------------------------------
           163    SUPPLIER NAME                        76.49
           557    SUPPLIER NAME                       123.05
                                                    ---------------
                                                     194.54
                                                    ===============
```

BY SUPPLIER [MONTHLY]

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

Type ② and press ⏎Enter. The following screen will appear:

```
🐱RM                                                                    _□×
File Edit Help
P.C.P.L                        Accounts Payable                  ILAPP350 1.16
RM   Typist 06        MONTHLY CASH DISBURSEMENTS by SUPPLIER      JAN 31/2003
Last Year End: FEB 28/2002                                          15:25:11

Processing Year  : 2003            Division Selection : A   All Divisions
File Selection   : S   Single      Supplier Selection : A   All Suppliers

Sort Sequence    : A   SUPPLIER NAME   Month Sequence   : F   FISCAL YEAR

                      CASH DISBURSEMENTS ANALYSIS FILES
       JAN/2003    JAN/2002    JAN/2001    JAN/2000
                   FEB/2002    FEB/2001    FEB/2000
                   MAR/2002    MAR/2001    MAR/2000
                   APR/2002    APR/2001    APR/2000
                   MAY/2002    MAY/2001    MAY/2000
                   JUN/2002    JUN/2001    JUN/2000
                   JUL/2002    JUL/2001    JUL/2000
                   AUG/2002    AUG/2001    AUG/2000
                   SEP/2002    SEP/2001    SEP/2000
                   OCT/2002    OCT/2001    OCT/2000
                   NOV/2002    NOV/2001    NOV/2000
                   DEC/2002    DEC/2001    DEC/2000

Enter YEAR:   [yyyy]   [Esc]-End
```

The following report options are available:

CASH DISBURSEMENTS ANALYSIS FILES

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

SORT SEQUENCE

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

DIVISION

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

SUPPLIER

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

MONTH SEQUENCE

By default this report displays the monthly data sorted by Fiscal year. Type Ⓒ and press ⏎Enter to display the monthly data sorted by Calendar year or type Ⓓ then enter the start and end date in the format *mmyyyy* to display the monthly data for a specific date range.

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

Ⓔ   Email this report to your Microsoft Outlook email profile.

Ⓦ   Create this report in Microsoft Word format.

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

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

```
JAN 31/2003                    POLYMATHIC COMPUTER PRODUCTS LIMITED                  RMAPR350 1.14

Last Year End: FEB 28/2002     MONTHLY CASH DISBURSEMENTS BY SUPPLIER                      Page:    1
All Divisions                     From: JAN/2003   To: JAN/2003            Run Date: MAR 21/2003

SUPPLIER                          NOV 2002     DEC 2002     JAN 2003     FEB 2003       TOTAL
-------------------------------------------------------------------------------------------------
   163     SUPPLIER 1                 0.00         0.00        76.49          .00       76.49
   588     SUPPLIER 2                 0.00         0.00       625.00          .00      625.00
                                  --------  -----------  -----------  -----------  -----------
                                      0.00         0.00       701.49          .00      701.49
                                  ========  ===========  ===========  ===========  ===========
```

REPRINT SUPPLIER OPEN ITEM

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

```
┌────────────────────────────────────────────────────────────────────┐
│ ● RM                                                      _□×       │
│ File Edit Help                                                      │
│ P.C.P.L.                    Accounts Payable          TLAPP20  2.64 │
│ RM                           Reports                     31/01/2003 │
│                                                                     │
│                                                                     │
│    1 Aged cash requirements        11 Supplier master               │
│    2 Aged trial balance            12 Supplier master updates       │
│    3 Cash requirements         Run 13 Fax telephone numbers         │
│    4 Cheque reconciliation     Run 14 Purchases by supplier         │
│    5 Cheque register and cheques   15 GST edit report               │
│    6 Cheque report             Run 16 Purchases by supplier (QST)   │
│    7 Purchase journal              17 Cash disbursements summary     │
│    8 Reprint purchase journal      18 Reprint supplier open item    │
│    9 Reprint cash disbursements                                     │
│   10 Supplier open item             S System status                 │
│                            E Exit                                   │
│                                                                     │
│                            ▓ Enter selection                        │
│                                                                     │
│                                                                     │
│                                                                     │
│                                                                     │
│                                                                     │
└────────────────────────────────────────────────────────────────────┘
```
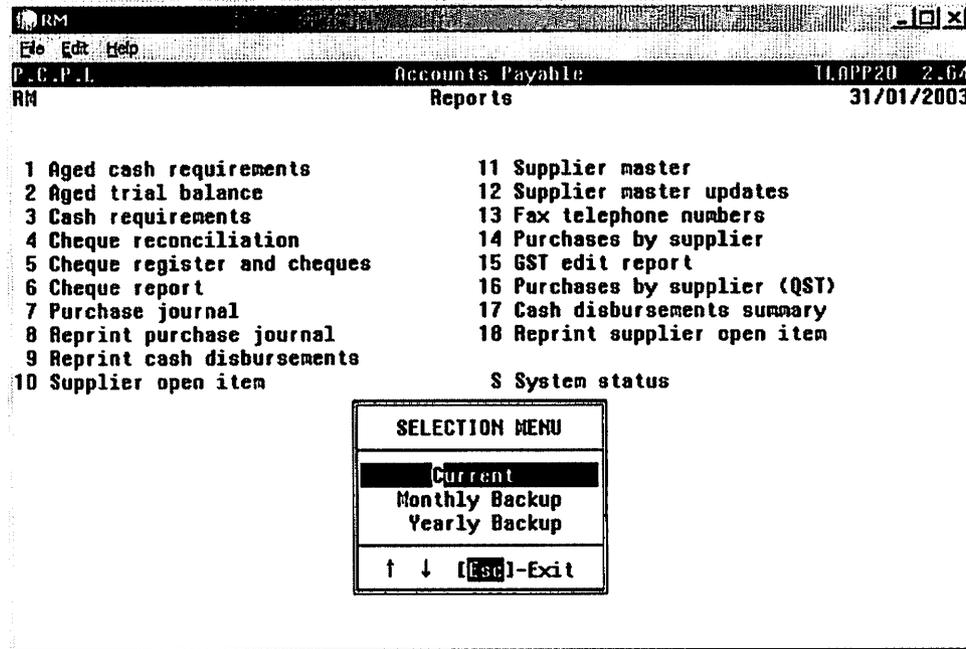
To select *Reprint supplier open item* type ①⑧ and press ⏎Enter.

The following screen will appear:

```
┌────────────────────────────────────────────────────────────────────┐
│ ● RM                                                      _□×       │
│ File Edit Help                                                      │
│ P.C.P.L.                    Accounts Payable          TLAPP20  2.64 │
│ RM                           Reports                     31/01/2003 │
│                                                                     │
│    1 Aged cash requirements        11 Supplier master               │
│    2 Aged trial balance            12 Supplier master updates       │
│    3 Cash requirements             13 Fax telephone numbers         │
│    4 Cheque reconciliation         14 Purchases by supplier         │
│    5 Cheque register and cheques   15 GST edit report               │
│    6 Cheque report                 16 Purchases by supplier (QST)   │
│    7 Purchase journal              17 Cash disbursements summary     │
│    8 Reprint purchase journal      18 Reprint supplier open item    │
│    9 Reprint cash disbursements                                     │
│   10 Supplier open item             S System status                 │
│                    ┌─────────────────────┐                          │
│                    │   SELECTION MENU     │                          │
│                    ├─────────────────────┤                          │
│                    │   █Current           │                          │
│                    │   Monthly Backup     │                          │
│                    │   Yearly Backup      │                          │
│                    ├─────────────────────┤                          │
│                    │  ↑ ↓  [Esc]-Exit     │                          │
│                    └─────────────────────┘                          │
│                                                                     │
└────────────────────────────────────────────────────────────────────┘
```

CURRENT

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

```
 RM                                                                _|□|x|
 File  Edit  Help
 P.C.P.L.                          Accounts Payable                 TLAPP48  1.14
 RM    Typist: 06              Reprint A/P Open Item List          31/01/2003
 Port: 96
 Last Month Closed: JAN/2003                        Last Year End: FEB 28,2002

   ┌──────────────────────────────────────────────────────────────────┐
   │ CUTOFF DATE : 31/ 1/2003[ JAN 31,2003 ]                           │
   │ REPORT TYPE : N [ Narrow ]                                        │
   └──────────────────────────────────────────────────────────────────┘










              [■] Select:   [S]-Start   [M]-Modify   [Esc]-Exit

```

The following report options are available:

CUTOFF DATE

The cutoff date defaults to the last month-end date. To change the cutoff date type (M) and press (←Enter) then enter the desired date in the format *ddmmyyyy*.

REPORT TYPE

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

A sample from a reprinted Supplier open item report follows:

```
                         POLYMATHIC COMPUTER PRODUCTS LIMITED          RMAPR48  1.14
DATE: JAN 31/2003        A/P DETAIL OPEN ITEM LIST - REPRINT           PAGE    1
                                                      CUTOFF DATE [ JAN 31/2003 ]
INVOICE NO   INV.DATE    POST DATE SOURCE      DISC.AMT  ORIG DUE    CURR DUE  CHEQUE#

SUPPLIER NUMBER    163      SUPPLIER NAME
PAYMENT TERMS        0      ADDRESS LINE 1
DISCOUNT %         .00      ADDRESS LINE 2
LAST CHEQUE NO    4041      ADDRESS LINE 3
CHEQUE AMT       47.75      ATTENTION: CONTACT NAME

TOTAL                                       .00
```
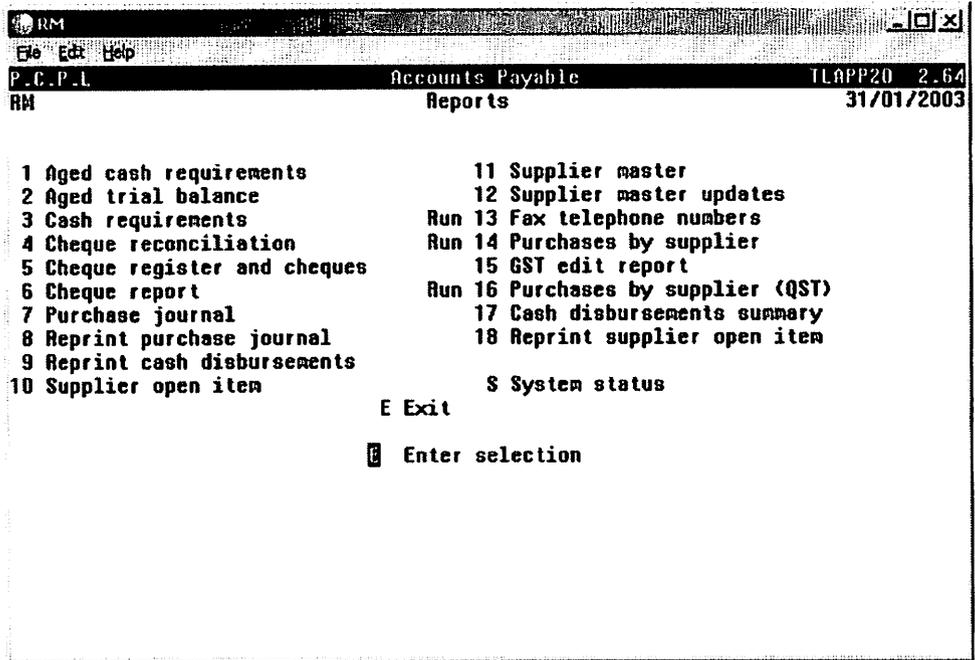
MONTHLY BACKUP

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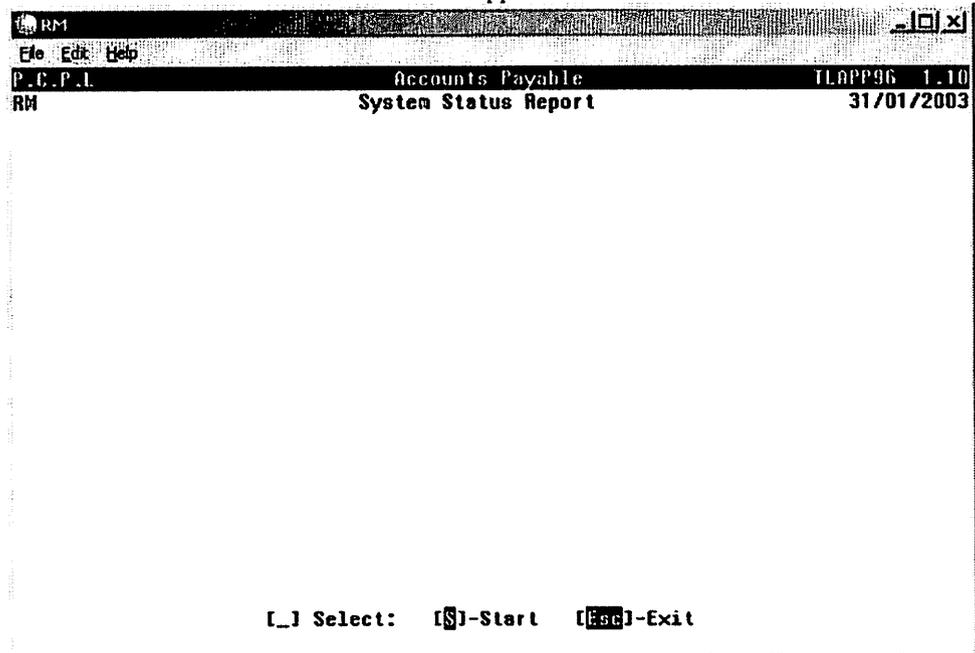
YEARLY BACKUP

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

SYSTEM STATUS

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

```
┌──────────────────────────────────────────────────────────────────────────┐
│ 🖳 RM                                                              _ 回 × │
│ Eile  Edit  Help                                                          │
│ P.C.P.L                       Accounts Payable              TLAPP20  2.64 │
│ RM                            Reports                         31/01/2003  │
│                                                                           │
│                                                                           │
│     1 Aged cash requirements           11 Supplier master                 │
│     2 Aged trial balance               12 Supplier master updates         │
│     3 Cash requirements            Run 13 Fax telephone numbers           │
│     4 Cheque reconciliation        Run 14 Purchases by supplier           │
│     5 Cheque register and cheques      15 GST edit report                 │
│     6 Cheque report                Run 16 Purchases by supplier (QST)      │
│     7 Purchase journal                 17 Cash disbursements summary       │
│     8 Reprint purchase journal         18 Reprint supplier open item       │
│     9 Reprint cash disbursements                                          │
│    10 Supplier open item                  S System status                 │
│                              E Exit                                       │
│                                                                           │
│                              ▌ Enter selection                            │
│                                                                           │
│                                                                           │
│                                                                           │
└──────────────────────────────────────────────────────────────────────────┘
```

Type ⑤ and press ◄Enter to select System status.

The screen will appear as follows"

```
┌──────────────────────────────────────────────────────────────────────────┐
│ 🖳 RM                                                              _ 回 × │
│ Eile  Edit  Help                                                          │
│ P.C.P.L                       Accounts Payable              TLAPP9G  1.10 │
│ RM                            System Status Report           31/01/2003  │
│                                                                           │
│                                                                           │
│                                                                           │
│                                                                           │
│                                                                           │
│                                                                           │
│                                                                           │
│                                                                           │
│                                                                           │
│                                                                           │
│                                                                           │
│                                                                           │
│                                                                           │
│                                                                           │
│                                                                           │
│                                                                           │
│                                                                           │
│           [_] Select:   [S]-Start   [Esc]-Exit                            │
└──────────────────────────────────────────────────────────────────────────┘
```

Type ⑤ and press ◄Enter to produce a report similar to the following:

```
24/ 3/2003              POLYMATHIC COMPUTER PRODUCTS LIMITED        TLAPP96 1.10
14:30:56                         Accounts Payable                   RMAPR96.PRT
                               System Status Report
-------------------------------------------------------------------------------

        A/P System Parameters
        =====================
        Year End Date ....................: 28/ 2/2002
        Last Month Closed (System) .......:   12/2002      (IDENT)
        Last Month Closed (A/P) ..........:   12/2002      (SRM)
        G/L Code for Discount Earned .....: 4685
        Cheque Format ....................: 6 (*** UNKNOWN ***)
        Last Cheque Number Used ..........:  4060
        Report Type ......................: 1 (Summary report)

        Menu Selection Status Indicators
        ================================

        Daily Processing                              Status
        ----------------                              ----------
        Enter supplier invoices                       COMPLETED
        Single cheque processing                      COMPLETED
        Automatic cheque processing                   COMPLETED
        Enter cancelled cheques                       COMPLETED

        Report Processing                             Status
        -----------------                             ----------
        Spool aged cash requirements                  COMPLETED
        Spool aged trial balance                      COMPLETED
        Spool cash requirements                       COMPLETED
        Spool cheque reconciliation                   COMPLETED
        Spool cheque register and cheques(CD journal) COMPLETED
        Spool cheque report                           COMPLETED
        Spool purchases journal                       COMPLETED
        Reprint purchases journal                     COMPLETED
        Reprint cash disbursements journal            COMPLETED
        Spool supplier open items                     COMPLETED
        Spool supplier master                         COMPLETED
        Spool supplier master updates                 COMPLETED

        Maintenance Processing                        Status
        ----------------------                        ----------
        Purge accounts payable file                   COMPLETED
        Purge cheque file                             COMPLETED
        Enter supplier master updates                 COMPLETED

-------------------------------------------------------------------------------
        Requested by TYPIST  6 : LESLIE PRIOR
-------------------------------------------------------------------------------
```

```
● RM                                                            _ |□| x|
File  Edit  Help
P.C.P.L                        Accounts Payable            TLAPP20   2.64
RM                               Main   Menu                    31/01/2003
Last month end: 12/2002                         Last year end: 28/ 2/2002

                       1 Daily processing
                       2 Yearly processing
                       3 Reports
                       4 Maintenance and inquiry
                       5 Data file status
                       6 Company information

                       E Exit


                       E Enter selection
```

To select *Maintenance and inquiry* type ④ and press ⏎ Enter .

The screen will appear as follows:

```
● RM                                                            _ |□| x|
File  Edit  Help
P.C.P.L                        Accounts Payable            TLAPP20   2.64
RM                         Maintenance and Inquiry             31/01/2003


 1 Cheques                   Run 11 Purge cheque inquiry
 2 Cash requirements             12 Purge supplier master
 3 Purge accounts payable file  Run 13 Supplier memos
 4 Purge cheque file         Run 14 Purge open item inquiry
 5 Supplier master               15 Purged Supplier master inquiry
 6 Supplier open item        Run
 7 Purge supplier master updates
 8 MICR cheque printer setup
 9 PC link
10 GST codes
                       E Exit

                      ▌E Enter selection
```

CHEQUES

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

```
File  Edit  Help
P.C.P.L                          Accounts Payable                 TLAPP20   2.64
RM                            Maintenance and Inquiry                 31/01/2003


   1 Cheques                    Run 11 Purge cheque inquiry
   2 Cash requirements              12 Purge supplier master
   3 Purge accounts payable file Run 13 Supplier memos
   4 Purge cheque file          Run 14 Purge open item inquiry
   5 Supplier master                15 Purged Supplier master inquiry
   6 Supplier open item         Run
   7 Purge supplier master updates
   8 MICR cheque printer setup
   9 PC link
  10 GST codes
                                E Exit

                               E Enter selection
```

Type ① and press (←Enter) to select *Cheques*.

The screen will appear as follows:

```
File  Edit  Help
P.C.P.L                          Accounts Payable                 TLAPP20   1.20
RM                            Cheque  Report                          31/01/2003
Display mode                                  Last cheque # issued:   4060
Cheque #....:
  Invoice #     Date   Proc date   Can date    Invoice amt    Paid amt  Disc amt












Enter:    [CHEQUE NUMBER]   [F5]-LOOKUP   [?]-Display from Start   [Esc]-Exit
```

Type a cheque number and press (←Enter). To get a listing of all cheques press (F5) or type ① and press (←Enter) to display the cheque numbers for each supplier.

The system will display the cheque details as follows:

```
RM                                                               _|□|x|
File  Edit  Help
P.C.P.I.                        Accounts Payable                 ILAPP2B  1.20
RM                              Cheque  Report                     31/01/2003
Display mode                                      Last cheque # issued:  4060
Cheque #....:  4034  $       91.28   1230 LESLIE PRIOR
 Invoice #    Date    Proc date  Can date      Invoice amt      Paid amt  Disc amt
 DEC 31-02 31/12/2002  2/ 1/2003                    91.28         91.28       .00




                   [N] Select:    [↓]-Next    [Esc]-End
```

CASH REQUIREMENTS

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

```
┌────────────────────────────────────────────────────────────────────────┐
│ ● RM                                                          _ □ ×      │
│ File  Edit  Help                                                        │
│ P.C.P.L              Accounts Payable          TLAPP20  2.64            │
│ RM                   Maintenance and Inquiry        31/01/2003          │
│                                                                         │
│   1 Cheques                    Run 11 Purge cheque inquiry              │
│   2 Cash requirements              12 Purge supplier master            │
│   3 Purge accounts payable file Run 13 Supplier memos                   │
│   4 Purge cheque file          Run 14 Purge open item inquiry           │
│   5 Supplier master                15 Purged Supplier master inquiry    │
│   6 Supplier open item         Run                                      │
│   7 Purge supplier master updates                                       │
│   8 MICR cheque printer setup                                           │
│   9 PC link                                                             │
│  10 GST codes                                                           │
│                            E Exit                                       │
│                                                                         │
│                            ▌E Enter selection                          │
│                                                                         │
└────────────────────────────────────────────────────────────────────────┘
```

Type ② and press (←Enter) to select *Cash requirements*.

The screen will appear as follows:

```
┌────────────────────────────────────────────────────────────────────────┐
│ ● RM                                                          _ □ ×      │
│ File  Edit  Help                                                        │
│ P.C.P.L              Accounts Payable          TLAPP10  3.30           │
│ RM                   Cash Requirements              31/01/2003          │
│                                                                         │
│ CUT OFF DATE              : 31/ 1/2003 [JAN 31/2003]                    │
│ Include HELD items in totals : Y                                        │
│                                                                         │
│                                                                         │
│                                                                         │
│                                                                         │
│                                                                         │
│                                                                         │
│                                                                         │
│                                                                         │
│        [S] Select:    [S]-Start    [M]-Modify    [Esc]-Exit            │
└────────────────────────────────────────────────────────────────────────┘
```

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

Type ⑤ and press (←Enter) to start or Ⓜ to modify the cut off date. Enter the desired cutoff date in the format *ddmmyyyy*. The system will automatically display items that are on hold. To change this set Include Held items in totals to N – No.

The screen will appear as follows:

```
┌──────────────────────────────────────────────────────────────────────┐
│ ⦿RM                                                           _|□|x|  │
│ File  Edit  Help                                                       │
│ P.C.P.I.                    Accounts Payable            TLAPP10  3.30  │
│ RM                          Cash Requirements               31/01/2003 │
│ Display...                                                    14:50:03 │
│ CUT OFF DATE              : 31/ 1/2003 [JAN 31/2003]                    │
│ Include HELD items in totals : Y                                       │
│ ──────────────────────────────────────────────────────────────────── │
│ Supplier Number ......:                                                │
│ Supplier Name ........:                                                │
│ Discount % / Terms ...:                                                │
│ Invoice Number .......:                                                │
│ Invoice Date .........:                                                │
│ Posting Date .........:                                                │
│ Invoice Amount .......:                                                │
│ Discounted Amount ....:                                                │
│ Original Due Date ....:                                                │
│ Current Due Date .....:                                                │
│ Payment Terms Due Date:                                                │
│                                                                        │
│                                                                        │
│       [_] Select:   [A]-All   [S]-Supplier   [Esc]-Exit                │
└──────────────────────────────────────────────────────────────────────┘
```

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

Type [S] to select a single supplier and press [←Enter]

The screen will appear as follows:

```
┌──────────────────────────────────────────────────────────────────────┐
│ ⦿RM                                                           _|□|x|  │
│ File  Edit  Help                                                       │
│ P.C.P.I.                    Accounts Payable            TLAPP10  3.30  │
│ RM                          Cash Requirements               31/01/2003 │
│ Display...                                                    14:50:03 │
│ CUT OFF DATE              : 31/ 1/2003 [JAN 31/2003]                    │
│ Include HELD items in totals : Y                                       │
│ ──────────────────────────────────────────────────────────────────── │
│ Supplier Number ......:  ████                                          │
│ Supplier Name ........:                                                │
│ Discount % / Terms ...:                                                │
│ Invoice Number .......:                                                │
│ Invoice Date .........:                                                │
│ Posting Date .........:                                                │
│ Invoice Amount .......:                                                │
│ Discounted Amount ....:                                                │
│ Original Due Date ....:                                                │
│ Current Due Date .....:                                                │
│ Payment Terms Due Date:                                                │
│                                                                        │
│                                                                        │
│ Enter [SUPPLIER NUMBER]  [F5]-SUPPLIER Lookup  [F6]-INVOICE Lookup  [Esc]-Exit │
└──────────────────────────────────────────────────────────────────────┘
```

Type the supplier number and press [←Enter].

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

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

```
┌────────────────────────────────────────────────────────────────────────┐
│ ⓇRM                                                            _ □ ×     │
├────────────────────────────────────────────────────────────────────────┤
│ File  Edit  Help                                                         │
├────────────────────────────────────────────────────────────────────────┤
│ P.C.P.L.                    Accounts Payable              TLAPP10  3.38  │
│ RM                          Cash Requirements                 31/01/2003 │
│ Display...                                                      14:50:03 │
│ CUT OFF DATE            : 31/ 1/2003 [JAN 31/2003]                        │
│ Include HELD items in totals : Y                                         │
│ ──────────────────────────────────────────────────────────────────────  │
│ Supplier Number ......: 1230                                             │
│ Supplier Name ........: LESLIE PRIOR                                     │
│ Discount % / Terms ...:                                                  │
│ Invoice Number .......: ███████                                         │
│ Invoice Date .........:                                                  │
│ Posting Date .........:                                                  │
│ Invoice Amount .......:                                                  │
│ Discounted Amount ....:                                                  │
│ Original Due Date ....:                                                  │
│ Current Due Date .....:                                                  │
│ Payment Terms Due Date:                                                  │
│                                                                          │
│                                                                          │
│ Enter  [INVOICE NUMBER]  [F5]-SUPPLIER Lookup  [F6]-INVOICE Lookup [Esc]-Exit │
└────────────────────────────────────────────────────────────────────────┘
```

Enter the invoice number that you want to display.

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

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

The screen will appear as follows:

```
┌────────────────────────────────────────────────────────────────────────┐
│ ⓇRM                                                            _ □ ×     │
├────────────────────────────────────────────────────────────────────────┤
│ File  Edit  Help                                                         │
├────────────────────────────────────────────────────────────────────────┤
│ P.C.P.L.                    Accounts Payable              TLAPP10  3.38  │
│ RM                          Cash Requirements                 31/01/2003 │
│ Display...                                                      15:11:25 │
│ CUT OFF DATE            : 31/ 1/2003 [JAN 31/2003]                        │
│ ┌─ A/P OPEN ITEMS 1.10 ────────────────────────────────────────────┐    │
│ │Supplier  Invoice #  Invoice Date    Amount Description    Status  │    │
│ │┌─ Open Item Display 1.11 ──────────────────────────────────────┐  │    │
│ ││ Supplier : 1230     LESLIE PRIOR                              │  │    │
│ ││ Address  :          245 YORKLAND BLVD.,                       │  │    │
│ ││                     SUITE 100                                 │  │    │
│ ││                     WILLOWDALE, ONTARIO                       │  │    │
│ ││                     M2J 4W9                                   │  │    │
│ ││ ──────────────────────────────────────────────────────────── │  │    │
│ ││ Invoice #       :     136574                                  │  │    │
│ ││ Invoice Date    : 31-JAN-2003    Invoice Amount  :   257.50   │  │    │
│ ││ Original Due Date: 02-MAR-2003   Discount Amount :   257.50   │  │    │
│ ││ Current Due Date :    ---        Payment Terms   :       30   │  │    │
│ ││ Payment Date    : 31-JAN-2003    Discount %      :      .00   │  │    │
│ ││ Cheque Number   :                                            │  │    │
│ ││ Cheque Date     :    ---         Branch Code     :       10   │  │    │
│ ││ Invoice Type    :        3       Source Code     :        1   │  │    │
│ │└──────────────────────────────────────────────────────────────┘  │    │
│ │         [↓]-Next   [↑]-Previous   [Esc]-End                       │    │
│ └──────────────────────────────────────────────────────────────────┘    │
└────────────────────────────────────────────────────────────────────────┘
```

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

```
RM                                                                    _ □ ×
File  Edit  Help
P.C.P.I.                          Accounts Payable              ILAPP10   3.30
RM                               Cash Requirements                  31/01/2003
Display...                                                           15:13:37
CUT OFF DATE                 : 31/ 1/2003 [JAN 31/2003]
Include HELD items in totals : Y
_____
Supplier Number ......:  1230
Supplier Name ........: LESLIE PRIOR
Discount % / Terms ...:  .00 /  30
Invoice Number .......:    136574
Invoice Date .........: 31/01/2003[JAN 31/2003]
Posting Date .........: 31/01/2003[JAN 31/2003]
Invoice Amount .......:    257.50
Discounted Amount ....:    257.50
Original Due Date ....: 02/03/2003[MAR  2/2003]
Current Due Date .....: 31/01/2003[JAN 31/2003]
Payment Terms Due Date:



[ ] Select:  [M]-Modify   [F]-Fetch   [R]-Release   [H]-Hold    [C]-Change
             [ ]-Next    [ ]-Previous   [Esc]-Exit
```

The following options are available:

- Ⓜ Modify the invoice's current due date.
- Ⓕ Display invoices for a difference supplier.
- Ⓡ Release invoice for payment.
- Ⓗ Put an invoice on hold to prevent payment.
- Ⓒ Change the cut off date.
- → Display next invoice.
- ← Display previous invoice.
- Esc Exit program and return to the Accounts Payable menu.

PURGE ACCOUNTS PAYABLE FILE

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

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

```
RM                                                                    _|□|×|
File  Edit  Help
P.C.P.L                         Accounts Payable              ILAPP20  2.64
RM                          Maintenance and Inquiry            31/01/2003


   1 Cheques                      Run 11 Purge cheque inquiry
   2 Cash requirements                  12 Purge supplier master
   3 Purge accounts payable file  Run 13 Supplier memos
   4 Purge cheque file            Run 14 Purge open item inquiry
   5 Supplier master                    15 Purged Supplier master inquiry
   6 Supplier open item           Run
   7 Purge supplier master updates
   8 MICR cheque printer setup
   9 PC link
  10 GST codes
                              E Exit

                             E Enter selection
```

Type ③ and press ← Enter to select *Purge accounts payable file*.

The screen will appear as follows:

```
RM                                                                    _|□|×|
File  Edit  Help
P.C.P.L                         Accounts Payable              ILAPP13  2.10
RM                          Accounts Payable Purge            31/01/2003


           Paid items will be purged after [3] months















         [ ] Select:   [S]-Start   [M]-Modify   [Esc]-Exit
```

Type ⑤ and press ← Enter to purge all paid and zero items that are 3 months or older.

To modify the number of months type Ⓜ and enter the new month setting.

The screen will appear as follows:

```
RM                                                                    _|□|x|
File  Edit  Help
P.C.P.L                        Accounts Payable              TIAPP13  2.10
RM                          Accounts Payable Purge                31/01/2003


                  Paid items will be purged after [3] months














              Are you sure you want to start the PURGE (Y/N) ?
```

Type Ⓨ to continue with the purge or Ⓝ to exit from the purge program.

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

```
31 01 2003                      POLYMATHIC COMPUTER PRODUCTS LIMITED                    RMAPR13 2.10
15:21:17                              ACCOUNTS PAYABLE PURGE                            Page:     1
                                      CUT OFF DATE: OCT 31,2002

Supplier   Invoice    Invoice      Posting Source  Discount  Original   Current       Paid  Cheque Description
Number     Number     Date         Date            Amount    Due Date   Due Date     Amount  Number
-----------------------------------------------------------------------------------------------------------------
    163      79614   01-OCT-2002 11-OCT-2002  3        38.82 01-OCT-2002              38.82   3972  DESCRIPTION
    163      79891   08-OCT-2002 11-OCT-2002  3        54.71 08-OCT-2002              54.71   3972  DESCRIPTION
    163      80157   15-OCT-2002 30-OCT-2002  3        51.32 15-OCT-2002              51.32   3983  DESCRIPTION
    163      80389   22-OCT-2002 30-OCT-2002  3        18.79 22-OCT-2002              18.79   3983  DESCRIPTION
    630  4-44421702  18-OCT-2002 30-OCT-2002  3        50.54 18-OCT-2002              50.54   3984  DESCRIPTION
    705     237343   09-OCT-2002 10-OCT-2002  3       759.70 09-OCT-2002             759.70   3968  DESCRIPTION
                                                      973.88                         973.88
Total purged items :      6
```

PURGE CHEQUE FILE

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

```
RM                                                               _|□|×|
File  Edit  Help
P.C.P.L                      Accounts Payable              ILAPP20  2.64
RM                        Maintenance and Inquiry               31/01/2003


  1 Cheques                        Run 11 Purge cheque inquiry
  2 Cash requirements                 12 Purge supplier master
  3 Purge accounts payable file    Run 13 Supplier memos
  4 Purge cheque file              Run 14 Purge open item inquiry
  5 Supplier master                   15 Purged Supplier master inquiry
  6 Supplier open item            Run
  7 Purge supplier master updates
  8 MICR cheque printer setup
  9 PC link
 10 GST codes
                            E Exit

                           ▌E Enter selection
```

Type ④ and press ⏎Enter to select *Purge cheque file*.

The screen will appear as follows:

```
RM                                                               _|□|×|
File  Edit  Help
P.C.P.L                      Accounts Payable              ILAPP16  1.20
RM                          Cheque File Purge                   31/01/2003

















            [_] Select:   [S]-Start   [Esc]-Exit
```
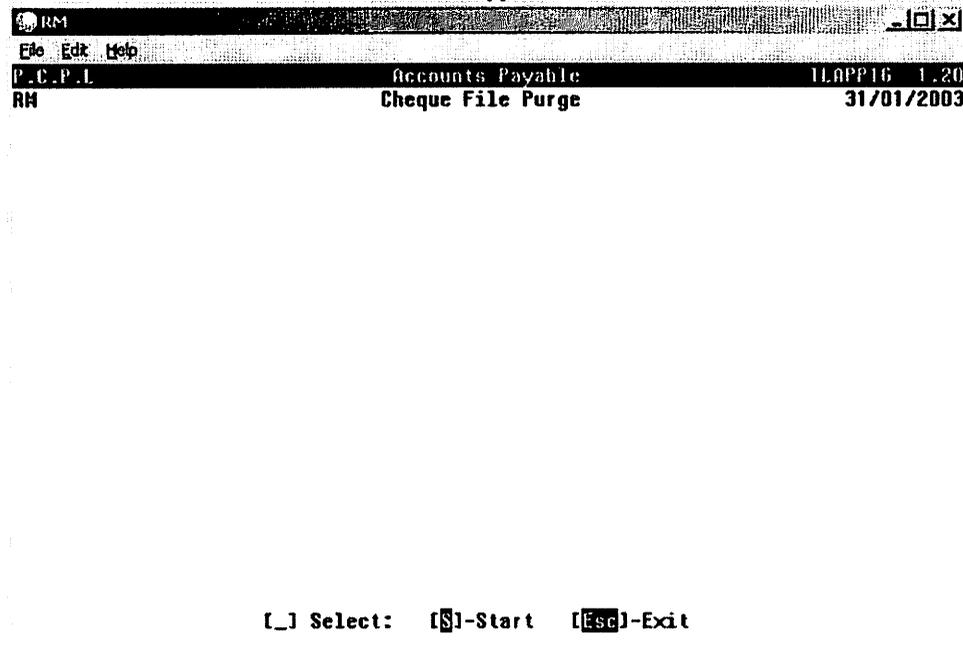
Type ⑤ and press ⏎Enter to start the purge.

SUPPLIER MASTER

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

```
RM
File  Edit  Help
P.C.P.L                        Accounts Payable              TLAPP20  2.64
RM                         Maintenance and Inquiry              31/01/2003


   1 Cheques                      Run 11 Purge cheque inquiry
   2 Cash requirements                12 Purge supplier master
   3 Purge accounts payable file  Run 13 Supplier memos
   4 Purge cheque file            Run 14 Purge open item inquiry
   5 Supplier master                  15 Purged Supplier master inquiry
   6 Supplier open item           Run
   7 Purge supplier master updates
   8 MICR cheque printer setup
   9 PC link
  10 GST codes
                          E Exit

                          E Enter selection
```

Type 5 and press ⏎Enter to select *Supplier master*.

The screen will appear as follows:

```
RM
File  Edit  Help
P.C.P.L                        Accounts Payable              TLAPP01  3.50
RM    Typist: 06               Supplier  Master         Mon  MAR 24,2003
Port: 96                                                        15:33:12
Screen 1
   1) Supplier Code       :
   2) Supplier Name       :
   3) Supplier Address 1  :
   4)         Address 2   :
   5)         Address 3   :
   6)         Address 4   :
   7)         Phone #     :
   8) FAX Number          :
   9) Contact Name        :
  10) Contact's Title     :
  11) Mobile Phone Number :
  12) Email Address       :
  13) Web Site Address    :
  14) Payment Terms       :
  15) Discount Percentage :
  16) Home G/L Code       :
  17) P.O. Req'd for Invoice:              Ytd Purchases  :

[ ] Function:  [A]-Add  [M]-Modify  [D]-Delete  [S]-Show  [Y]-YTD update
[F5]-Lookup [F9]-MEMO Lookup [N/P/Home/End]-Next/Previous/First/Last [Esc]-Exit
```

The functions available are:

Ⓐ   Add a new supplier
Ⓜ   Modify an exiting suppliers' information
Ⓓ   Delete a supplier
Ⓢ   Display a supplier by selecting the supplier code
Ⓨ   Zero out the year to date purchases field
【F5】   Find a supplier using the lookup feature
【→】/【←】   Retrieve the next/previous supplier record
【Home】/【End】   Retrieve the first/last supplier record
【Esc】   Exit menu

To add a new supplier, type Ⓐ and press 【←Enter】.

Enter the information as follows:

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

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

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

ADDRESS LINE 1 TO 4
These four lines are coded using up to thirty five characters per line. Type the supplier's street address, unit number (if any), city, province and postal code. The first three lines of the address section **must** be used when entering the address.

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

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

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

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

MOBILE PHONE NUMBER
Enter the mobile phone number for this supplier.

EMAIL ADDRESS
Enter the email address for this supplier.

WEB SITE ADDRESS
Enter the full web site address for this supplier.

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

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

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

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

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

P.O. REQUIRED FOR INVOICE
If a purchase order is required for an invoice, type Y here, otherwise type N.

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

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

```
RM                                                           _|□|x|
File  Edit  Help
P.C.P.I.                        Accounts Payable            TLAPP01    3.50
RM    Typist: 06               Supplier  Master       Mon  MAR 24,2003
Port: 96                                                      15:46:38
Screen 2                       Show

┌─────────────────────────────────────────────────────────────────┐
│   Supplier Number        :  1230    LESLIE PRIOR                  │
└─────────────────────────────────────────────────────────────────┘

    1) GST Registration #  :
    2) QST Registration #  :
    3) Alternate Phone #   :
    4) Alternate Discount  :   .0000
    5) Home Job Cost Code  :
    6) Holdback Code       :
    7) Temporary Flag      :
    8) REMARKS             :




      Change Sequence #    :  6
   [ ] Select:   [A]-Accept   [X]-Modify   [E]-Email   [Esc]-Exit
                 [F1]-Options   [F0]-MEMO entry   [PgUp]-Previous screen
                 [↓/↑]-Next/Previous   [Home/End]-First/Last
```
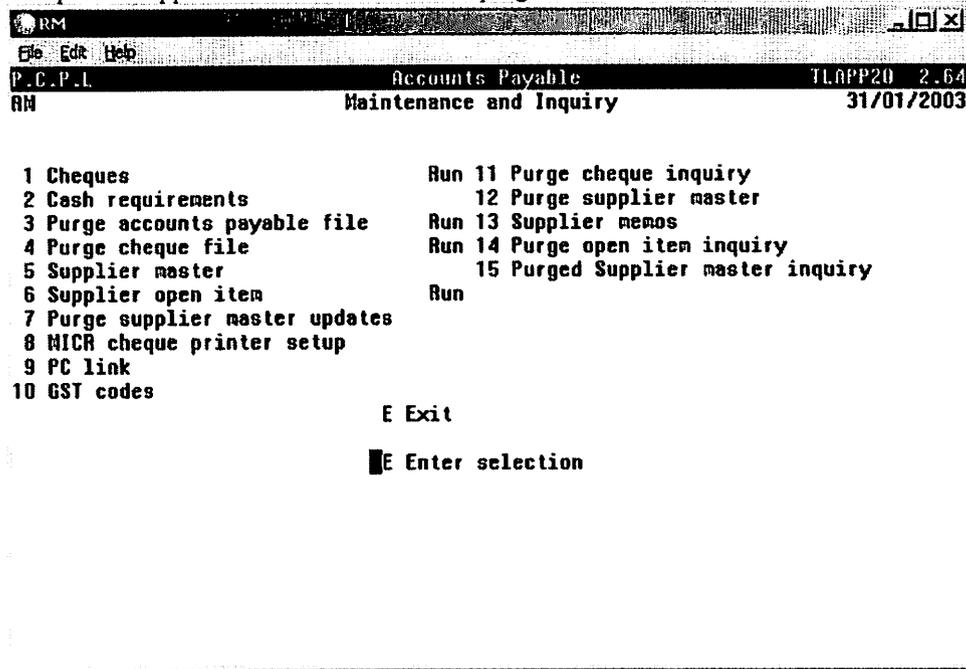
Continue entering the information as follows:

GST REGISTRATION NUMBER

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

QST REGISTRATION NUMBER

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

ALTERNATE PHONE NUMBER

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

ALTERNATE DISCOUNT

This field is used to enter an alternate discount percentage.

HOME JOB COST CODE

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

HOLDBACK CODE

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

TEMPORARY SUPPLIERS

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

REMARKS

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

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

MEMO FIELD

When you are modifying an existing supplier you have the option to add a memo entry, (F8). A memo record can contain specific information about a supplier that does not fit into any of the fields within the supplier master record. Details such as directions to the suppliers, special products, key contact names... can be listed in the memo record and shared by anyone who has access to the Supplier Master program. The Memo function can also be accessed from the Maintenance & Inquiry menu via option 13, *Supplier memos*.

A sample memo screen would be as follows:

```
●RM                                                                    _ ☐ X
File  Edit  Help
P.C.P.L                          Accounts Payable                    TLAPP400  1.10
RM    Typist: 06          SUPPLIER MEMO MAINTENANCE              MAR 24,2003
Port: 96
SUPPLIER :  1230    LESLIE PRIOR
┌────────────────────────────────────────────────────────────────────────┐
│   SAMPLE MEMO ENTRY                                                      │
│                                                                          │
│                                                                          │
│                                                                          │
│                                                                          │
│                                                                          │
│                                                                          │
│                                                                          │
│                                                                          │
│                                                                          │
│                                                                          │
├──────────────────────────────────────────────────────────────────────────┤
│     ↑    ↓    PgUp    PgDn    F9-Delete Line    F10-CANCEL    ESC-END      │
└──────────────────────────────────────────────────────────────────────────┘
```

SUPPLIER OPEN ITEM

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

```
RM                                                                    _|□|×|
File  Edit  Help
P.C.P.L.                        Accounts Payable             TLAPP20   2.64
RM                        Maintenance and Inquiry                 31/01/2003


  1 Cheques                  Run 11 Purge cheque inquiry
  2 Cash requirements            12 Purge supplier master
  3 Purge accounts payable file Run 13 Supplier memos
  4 Purge cheque file          Run 14 Purge open item inquiry
  5 Supplier master                15 Purged Supplier master inquiry
  6 Supplier open item         Run
  7 Purge supplier master updates
  8 MICR cheque printer setup
  9 PC link
 10 GST codes
                            E Exit

                           E Enter selection
```

Type ⑥ and press ⤶Enter to select *Supplier open item*.

The screen will appear as follows:

```
RM                                                                    _|□|×|
File  Edit  Help
P.C.P.L.                        Accounts Payable             TLAPP10   3.38
RM                         A/P Open Item List                     31/01/2003
Display

Supplier # ......:
Payment terms ...:
Discount % ......:
Last Cheque # ...:
Cheque amount  ..:
Invoice no  Inv.Date  Post Date Src  Disc. Amt  Orig Due   Curr Due Cheque









         [A] Select:   [A]-All   [S]-Supplier   [Esc]-Exit
```

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

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

The screen will appear as follows:

```
┌─────────────────────────────────────────────────────────────────────────┐
│ ⚙RM                                                              _|□|×│
├─────────────────────────────────────────────────────────────────────────┤
│ File  Edit  Help                                                          │
├─────────────────────────────────────────────────────────────────────────┤
│ P.C.P.L.                    Accounts Payable                 ILAPP1B  3.38│
│ AM                          A/P Open Item List                  31/01/2003│
│ Display                                                                    │
│                                                                            │
│ Supplier # ......: 1230              LESLIE PRIOR                          │
│ Payment terms ...: 30                245 YORKLAND BLVD.,                   │
│ Discount % ......:   .00             SUITE 100                            │
│ Last Cheque # ...: 4047              WILLOWDALE, ONTARIO                   │
│ Cheque amount  ..:        40.00      M2J 4W9                              │
│ Invoice no  Inv.Date  Post Date Src  Disc. Amt  Orig Due   Curr Due Cheque│
│    136574 31/01/2003 31/01/2003 3     257.50 02/03/2003 31/01/2003        │
│    JAN2003 31/01/2003 31/01/2003 3     150.00 02/03/2003                  │
│    10012003 10/01/2003 14/01/2003 3     40.00 10/01/2003           4047   │
│    13122002 13/12/2002 13/12/2002 3     79.39 13/12/2002           4022   │
│    30112002 30/11/2002 02/12/2002 3     85.39 30/11/2002           4009   │
│   311102002 31/10/2002 31/10/2002 3     85.00 31/10/2002           3982   │
│    DEC 31-02 31/12/2002 02/01/2003 3    91.28 31/12/2002           4034   │
│    NOV 14-02 14/11/2002 14/11/2002 3    50.00 14/11/2002           3996   │
│                                                                            │
│ TOTAL                                407.50                               │
│                                                                            │
│                                                                            │
│ [_]: [▓/▓]-Next/Previous  [▓/▓/▓/▓/▓]-Retrieve/Clear/Purge/Email/Purge-Inq ▓▓│
└─────────────────────────────────────────────────────────────────────────┘
```

The following options are available.

→ / ←   Display next or previous supplier.
R   Retrieve a specific supplier by supplier number.
C   Match manual cheques, journal entries or debits against invoices.
P   Purge all open items that's balance is zero for this specific supplier.
E   Email this screen to your Microsoft Outlook email profile.
Esc   Exit supplier open item program.

PURGE SUPPLIER MASTER UPDATES

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

```
RM                                                                    _|□|x|
File Edit Help
P.C.P.L                          Accounts Payable              ILAPP20   2.64
RH                            Maintenance and Inquiry              31/01/2003


   1 Cheques                    Run 11 Purge cheque inquiry
   2 Cash requirements                12 Purge supplier master
   3 Purge accounts payable file  Run 13 Supplier memos
   4 Purge cheque file          Run 14 Purge open item inquiry
   5 Supplier master                  15 Purged Supplier master inquiry
   6 Supplier open item         Run
   7 Purge supplier master updates
   8 MICR cheque printer setup
   9 PC link
  10 GST codes
                                E Exit

                                ▌E Enter selection
```

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

The screen will appear as follows:

```
RM                                                                    _|□|x|
File Edit Help
P.C.P.L                          Accounts Payable              ILAPP02   1.22
RH                           Supplier Master Update Print          31/01/2003













            Do you want to PURGE the AUDIT trail file (Y/N) ?
```

Type Ⓨ and press ←Enter to purge the audit trail file or Ⓝ to cancel processing.

MICR CHEQUE PRINTER SETUP

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

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

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

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

3. Tools To Have On Hand
    (A) Make sure that the MICR toner cartridge has been loaded into your laser printer.

        ☞ **Be sure to read all special instructions that come with the toner cartridge before loading it into your printer.**

    (B) Have your blank cheque paper loaded into the paper tray.

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

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

```
 RM                                                          _|□|x|
 File  Edit  Help
 P.C.P.L                    Accounts Payable         ILAPP20   2.64
 RH                     Maintenance and Inquiry          31/01/2003

     1 Cheques                    Run 11 Purge cheque inquiry
     2 Cash requirements              12 Purge supplier master
     3 Purge accounts payable file Run 13 Supplier memos
     4 Purge cheque file           Run 14 Purge open item inquiry
     5 Supplier master                 15 Purged Supplier master inquiry
     6 Supplier open item          Run
     7 Purge supplier master updates
     8 MICR cheque printer setup
     9 PC link
    10 GST codes
                               E Exit

                               E Enter selection
```

To select *MICR cheque printer setup*, type Ⓐ and press [↵ Enter].

The screen will appear as follows:

```
RM                                                                    _ □ X
File  Edit  Help
P.C.P.L.                    LASER PRINTER CONFIGURATION           IL.SYPHCR  1.10
RM                              Maintenance              Monday  MAR 24,2003

   Printer number   :

   Printer name     :
   Description      :

   MICR SETTINGS                     NETWORK INFORMATION
   Horizontal offset:                Print server :
   Vertical offset  :                Print queue  :

   Creation date    :                Last update  :     ┌──────────────────┐
   Typist           :                                   │  Find printer    │
                                                        │  Add   printer   │
                                                        │  Modify printer  │
                                                        │  Delete printer  │
                                                        │  Hide            │
                                                        │  Options         │
                                                        ├──────────────────┤
                                                        │  /  :next/previous│
                                                        │ Home/End:first/last│
                                                        │  ↑  ↓  [ESC]:exit │
                                                        └──────────────────┘
```
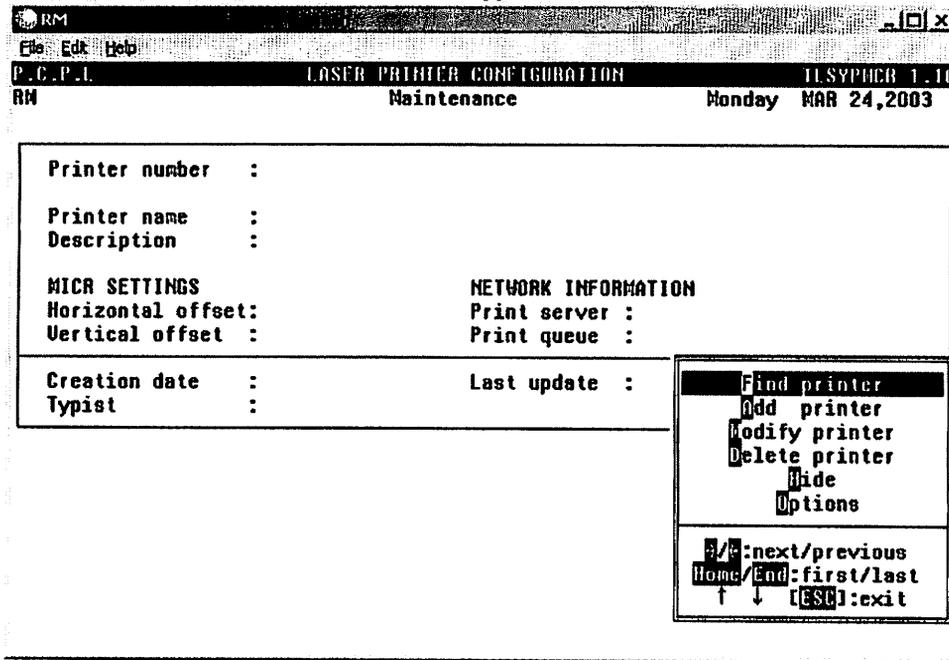
The functions available are as follows:

F	Displays a list of available printers.
A	Allows you to setup a new printer record.
M	Allows you to modify an existing printer record.
D	Delete an existing printer record.
H	Temporarily removes the menu box from the screen.
O	The options function is not available at the present time.
→/←	Retrieve the next/previous printer record.
Home/End	Retrieve the first/last printer record.
↑/↓	Move up or down through the menu functions.
Esc	Exit this menu.

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

PRINTER NUMBER

Each printer must be assigned a unique printer number. Display all printers by using F5 and then assign the next sequential printer number.

PRINTER NAME

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

DESCRIPTION

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

MICR SETTINGS

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

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

NETWORK INFORMATION

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

PC LINK

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

```
🔵 RM                                                              _ ☐ ×
File Edit Help
P.C.P.L                    Accounts Payable              ILAPP20  2.64
AM                       Maintenance and Inquiry             31/01/2003


  1 Cheques                     Run 11 Purge cheque inquiry
  2 Cash requirements               12 Purge supplier master
  3 Purge accounts payable file  Run 13 Supplier memos
  4 Purge cheque file           Run 14 Purge open item inquiry
  5 Supplier master                 15 Purged Supplier master inquiry
  6 Supplier open item          Run
  7 Purge supplier master updates
  8 MICR cheque printer setup
  9 PC link
 10 GST codes
                            E Exit

                           ▌E Enter selection
```

To select *PC link* type ⑨ and press (←Enter).

The screen will appear as follows:

```
🔵 RM                                                              _ ☐ ×
File Edit Help
P.C.P.L                    Accounts Payable              ILAPP20  2.64
AM                       Maintenance and Inquiry             31/01/2003


  1 Cheques                     11 Purge cheque inquiry
  2 Cash requirements           12 Purge supplier master
  3 Purge accounts payable file 13 Supplier memos
  4 Purge cheque file           14 Purge open item inquiry
  5 Supplier master             15 Purged Supplier master inquiry
  6 Supplier open item
  7 Purge supplier master updates
  8 MICR cheque printer setup
  9 PC link
 10 GST codes
                            E Exit

                    ┌───────────────────────┐
                    │   SELECTION MENU       │
                    ├───────────────────────┤
                    │ ▌Import utilities      │
                    │  Export utilities      │
                    ├───────────────────────┤
                    │ ↑  ↓   [Esc]-Exit      │
                    └───────────────────────┘
```

IMPORT UTILITIES

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

```
RM                                                                  _|□|x|
File  Edit  Help
P.C.P.L.                          Accounts Payable           TLAPP20   2.64
RM                          Maintenance and Inquiry              31/01/2003


   1 Cheques                        11 Purge cheque inquiry
   2 Cash requirements              12 Purge supplier master
   3 Purge accounts payable file    13 Supplier memos
   4 Purge cheque file              14 Purge open item inquiry
   5 Supplier master                15 Purged Supplier master inquiry
   6 Supplier open item
   7 Purge supplier master updates
   8 MICR cheque printer setup
   9 PC link
  10 GST codes
                              E Exit

                          9E Enter selection




              <<< The IMPORT utilities are NOT AVAILABLE ! >>>
```

EXPORT UTILITIES

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

```
RM                                                                  _|□|x|
File  Edit  Help
P.C.P.L.                          Accounts Payable           TLAPP20   2.64
RM                          Maintenance and Inquiry              31/01/2003


   1 Cheques                        11 Purge cheque inquiry
   2 Cash requirements              12 Purge supplier master
   3 Purge accounts payable file    13 Supplier memos
   4 Purge cheque file              14 Purge open item inquiry
   5 Supplier master                15 Purged Supplier master inquiry
   6 Supplier open item
   7 Purge supplier master updates
   8 MICR cheque printer setup
   9 PC link
  10 GST codes
                              E Exit

                     ┌─────────────────────┐
                     │   SELECTION MENU     │
                     ├─────────────────────┤
                     │ █Supplier  master    │
                     │ Open items  file     │
                     ├─────────────────────┤
                     │ ↑  ↓  [Esc]-Exit     │
                     └─────────────────────┘
```

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

SUPPLIER MASTER

Highlight *Supplier master* and press ⬅Enter. The following screen will appear:

```
● RM                                                             _[O]x

Fle  Edt  Help

P.C.P.L.                        Accounts Payable             TLAPP01B 1.30
RM              Export SUPPLIER MASTER File to DBF Format   Tue  MAR 25,2003
Typist  6                                                         10:45:34
LOGGED ON Directory: [ H:\DEMO\RM\ ]                              Port 96
EXPORT Directory   : [ LOGGED ON DIRECTORY ]



                    ┌─────────────────────────────────┐
                    │  Input File   : RMAPF01.TXT      │
                    │  Output File  : RMAPF01.DBF      │
                    │  Record Count :                  │
                    │                                  │
                    │  Start Time   :                  │
                    │  Current Time :                  │
                    │  Stop Time    :                  │
                    └─────────────────────────────────┘




                [S] Select:   [S]-Start   [Esc]-Exit
```

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

OPEN ITEMS

Highlight *Open items file* and press ⬅Enter. The following screen will appear:

```
● RM                                                             _[O]x

Fle  Edt  Help

P.C.P.L.                        Accounts Payable             TLAPP03B 1.29
RM              Export A/P OPEN ITEMS File to DBF Format    Tue  MAR 25,2003
Typist  6                                                         10:47:47
Port   96


Include CHEQUE DATES : N   NO
Include CSV HEADER ..: Y   YES
Include ZERO UNPAID .: Y   YES


                    ┌─────────────────────────────────┐
                    │  Input File   : RMAPF03.ISI      │
                    │  Output File  : RMAPF03.DBF      │
                    │  Record Count :                  │
                    │                                  │
                    │  Start Time   :                  │
                    │  Current Time :                  │
                    │  Stop Time    :                  │
                    └─────────────────────────────────┘


 [C] Select FILE:   [C]-CURRENT   [H]-HISTORY
                    [B]-BACKUP(Monthly)   [Esc]-Exit
```

The following export options are available:

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

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

GST CODES

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

```
RM                                                                _|□|x|
File Edit Help
P.C.P.L.                         Accounts Payable              TLAPP20  2.64
RM                         Maintenance and Inquiry              31/01/2003


   1 Cheques                      Run 11 Purge cheque inquiry
   2 Cash requirements                  12 Purge supplier master
   3 Purge accounts payable file  Run 13 Supplier memos
   4 Purge cheque file            Run 14 Purge open item inquiry
   5 Supplier master                    15 Purged Supplier master inquiry
   6 Supplier open item           Run
   7 Purge supplier master updates
   8 MICR cheque printer setup
   9 PC link
  10 GST codes
                              E Exit

                             ▌E Enter selection
```

To select *GST codes* type [1][0] and press [←Enter].

The following screen will appear:

```
RM                                                                _|□|x|
File Edit Help
P.C.P.L.                     System Table Information         TLSGP090 1.31
RM                         Maintenance and Inquiry              31/01/2003
                           Federal Tax Codes (GST)

   1 Federal tax code (GST) ....:
   2 Description ...............:
   3 Tax rate ..................:
   4 G/L code ..................:
     Last updated ..............:
     Updated by ................:














  [_] Select:  [A]-ADD      [M]-MODIFY   [S]-SHOW     [Esc]-EXIT
               [D]-DELETE   [P]-PRINT    [L]-LIST
```

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

GST CODE

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

DESCRIPTION

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

TAX RATE

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

G/L CODE

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

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

PURGE CHEQUE INQUIRY

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

```
File  Edit  Help
P.C.P.L.                    Accounts Payable              ILAPP20   2.64
RM                      Maintenance and Inquiry                31/01/2003


    1 Cheques                  Run 11 Purge cheque inquiry
    2 Cash requirements            12 Purge supplier master
    3 Purge accounts payable file  Run 13 Supplier memos
    4 Purge cheque file            Run 14 Purge open item inquiry
    5 Supplier master                 15 Purged Supplier master inquiry
    6 Supplier open item        Run
    7 Purge supplier master updates
    8 MICR cheque printer setup
    9 PC link
   10 GST codes
                              E Exit

                              E Enter selection
```

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

The screen will appear as follows:

```
File  Edit  Help
P.C.P.L.                    Accounts Payable              ILAPP30   1.10
RM                      Purged Cheque Inquiry                31/01/2003




                         ┌─ YEAR ─┐
                         │  2000  │
                         │  2001  │
                         │  2002  │
                         │  2003  │
                         │        │
                         │ ↑↓ Esc │
                         └────────┘
```
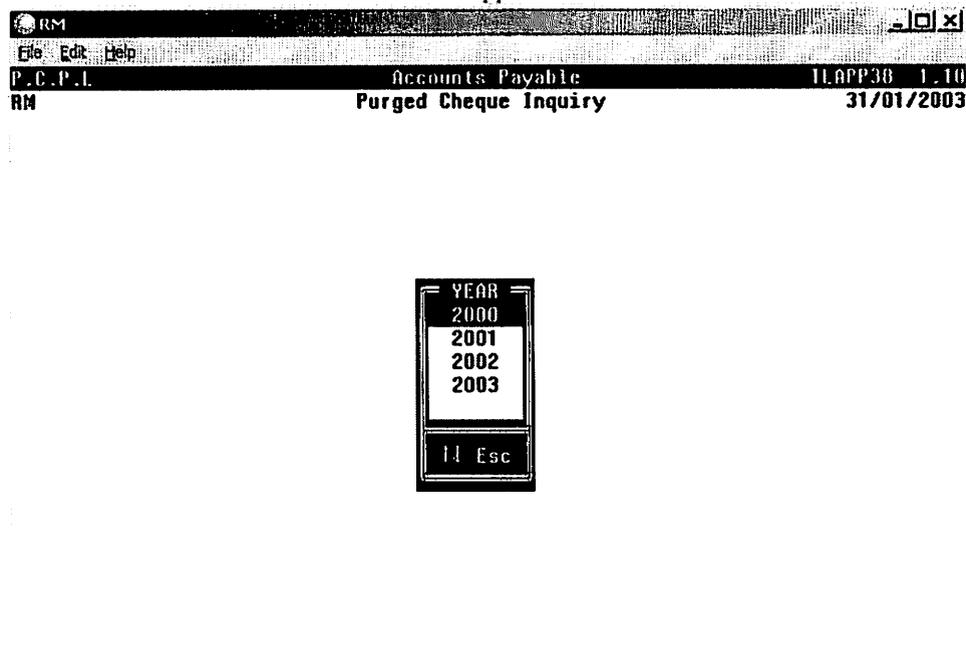
Highlight the year that contains the cheque that you want to inquire about and press (←Enter).

The screen will appear as follows:

```
RM                                                                    _|□|x|
File  Edit  Help
P.C.P.I.                        Accounts Payable                 ILAPP30  1.10
RM                           Purged Cheque Inquiry                  31/01/2003
                                  [ 2000 ]
Cheque #....:
 Invoice #      Date      Proc date    Can date    Invoice amt    Paid amt   Disc amt




















Enter    [CHEQUE NUMBER]    [F5]-LOOKUP    [Home/End]-Display FIRST/LAST cheque
         [Esc]-End
```

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

Once you have entered the cheque number the cheque details will be displayed. → and ← can be used to display the next and previous cheques.

PURGE SUPPLIER MASTER

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

```
RM                                                            _□X
File  Edit  Help
P.C.P.L.                    Accounts Payable              TLAPPO1P 1.30
RM   Typist: 06            Supplier Master Purge       Tue  MAR 25,2003
Port: 96                                                      11:22:11

   ┌──────────────────────────────────────────────────────────────┐
   │   Purge all SUPPLIER records up to and including the CUT OFF DATE. │
   └──────────────────────────────────────────────────────────────┘

           CUT OFF DATE : 25/03/2001 [ MAR 25,2001 ]






              [_] Select:   [S]-Start   [M]-Modify   [Esc]-Exit
```

The cut off date defaults to the year before the sign on date. If you want to modify the cut off date, type Ⓜ and press (←Enter). Enter the date in the format *ddmmyyyy*. When the correct cut off date has been entered, type Ⓢ and press (←Enter) to start the purge.

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

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

SUPPLIER MEMOS

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

```
RM                                                                    _|□|x|
File  Edit  Help
P.C.P.L                        Accounts Payable              TLAPP20   2.64
AM                          Maintenance and Inquiry              31/01/2003


  1 Cheques                    Run 11 Purge cheque inquiry
  2 Cash requirements             12 Purge supplier master
  3 Purge accounts payable file  Run 13 Supplier memos
  4 Purge cheque file          Run 14 Purge open item inquiry
  5 Supplier master               15 Purged Supplier master inquiry
  6 Supplier open item         Run
  7 Purge supplier master updates
  8 MICR cheque printer setup
  9 PC link
 10 GST codes

                            E Exit

                           █E Enter selection
```

Type ①③ and press ◄┘Enter to select *Supplier memos*.

The screen will appear as follows:

```
RM                                                                    _|□|x|
File  Edit  Help
P.C.P.L                        Accounts Payable              TLAPP400  1.10
AM    Typist: 06            SUPPLIER MEMO MAINTENANCE          MAR 25,2003
Port: 96
SUPPLIER : ▓▓▓▓▓     [F5]-SUPPLIER Lookup    [F8]-MEMO Lookup    [ESC]-End




```
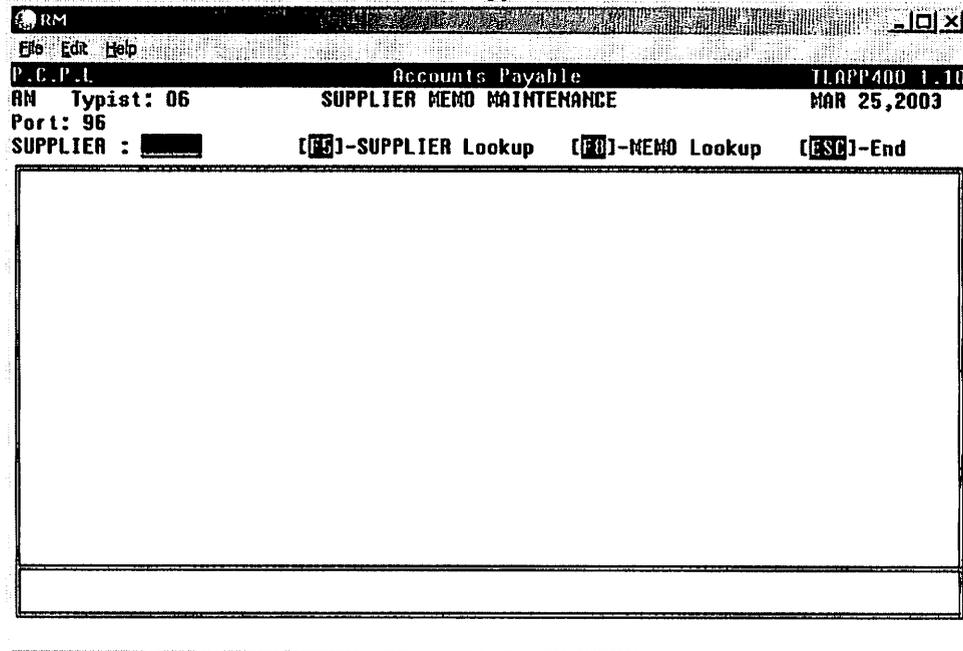
Enter the supplier number for the supplier you want to create the memo entry for. F5 can be used to list all suppliers and F8 can be used to list all memo entries.

MEMO RECORDS

A memo record consists of 16 lines. You can enter up to 75 characters per line. Once you have finished entering text in the memo record press (Esc) and type (Y) to record the entry.

MEMO EDIT FUNCTIONS

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

(↑)/(↓)	Moves the cursor up or down through the memo lines
(Pg Up)/(Pg Dn)	Positions the cursor on the first line or the last line of the memo record
(F9)	Deletes the text on the line the cursor is on
(F10)	Cancels memo modifications
(Esc)	Ends editing session

PURGE OPEN ITEM INQUIRY

This program allows you to display purged open item inquiries.

```
┌──────────────────────────────────────────────────────────────────────┐
│ ● RM                                                          _|□|x|   │
│ File  Edit  Help                                                       │
│ P.C.P.L                    Accounts Payable              TLAPP20  2.64 │
│ RM                      Maintenance and Inquiry               31/01/2003│
│                                                                        │
│                                                                        │
│   1 Cheques                      Run 11 Purge cheque inquiry            │
│   2 Cash requirements                12 Purge supplier master          │
│   3 Purge accounts payable file  Run 13 Supplier memos                 │
│   4 Purge cheque file            Run 14 Purge open item inquiry        │
│   5 Supplier master                  15 Purged Supplier master inquiry │
│   6 Supplier open item           Run                                   │
│   7 Purge supplier master updates                                      │
│   8 MICR cheque printer setup                                          │
│   9 PC link                                                            │
│  10 GST codes                                                          │
│                              E Exit                                    │
│                                                                        │
│                             ▌E Enter selection                         │
│                                                                        │
│                                                                        │
│                                                                        │
│                                                                        │
└──────────────────────────────────────────────────────────────────────┘
```

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

The screen will appear as follows:

```
┌──────────────────────────────────────────────────────────────────────┐
│ ● RM                                                          _|□|x|   │
│ File  Edit  Help                                                       │
│ P.C.P.L                    Accounts Payable              TLAPP18H 1.14 │
│ RM                    Purged A/P Open Item Inquiry            31/01/2003│
│                                                                        │
│                                                                        │
│  Supplier # ......:                                                    │
│  Payment terms ...:                                                    │
│  Discount % ......:                                                    │
│  Last Cheque # ...:                                                    │
│  Cheque amount  ..:                                                    │
│  Invoice no Inv.Date   Post Date Src  Disc. Amt Orig Due  Curr Due  Cheq#│
│                                                                        │
│                                                                        │
│                                                                        │
│                                                                        │
│                                                                        │
│                                                                        │
│         [A] Select:   [A]-All   [S]-Supplier   [Esc]-Exit              │
└──────────────────────────────────────────────────────────────────────┘
```

The system default is to display all suppliers.
To display a specific supplier type ⑤ and ⏎Enter then enter the supplier number.

The following screen will be displayed:

```
RM                                                             _|□|x|
File Edit Help
P.C.P.L.                        Accounts Payable            TLAPP18H 1.14
RM                      Purged A/P Open Item Inquiry          31/01/2003


Supplier # ......:
Payment terms ...:
Discount % ......:
Last Cheque # ...:
Cheque amount  ..:
Invoice no Inv.Date   Post Date Src  Disc. Amt Orig Due   Curr Due   Cheq#




Enter    [Supplier Number]   [F3]-Supplier Name   [F5]-SUPPLIER Lookup
         [F6]-CHEQUE Lookup   [F8]-INVOICE Lookup   [Esc]-End
```

The following options are available.

F5   Obtain a list of all suppliers.
F3   Enter the supplier by supplier name.
F6   Display a list of cheques for the selected supplier.
F8   Display a list of invoices for the selected supplier.
Esc   Exit out of the Purge open item inquiry program.

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

```
RM                                                             _|□|x|
File Edit Help
P.C.P.L.                        Accounts Payable            TLAPP18H 1.14
RM                      Purged A/P Open Item Inquiry          31/01/2003


Supplier # ......: 1230             LESLIE PRIOR
Payment terms ...: 30               245 YORKLAND BLVD.,
Discount % ......: .00              SUITE 100
Last Cheque # ...: 3417             WILLOWDALE, ONTARIO
Cheque amount  ..:      46.87       M2J 4W9
Invoice no Inv.Date   Post Date Src  Disc. Amt Orig Due   Curr Due   Cheq#
  12111999 12/11/1999 12/11/1999 3      49.98 12/11/1999              3061
  13081999 13/08/1999 13/08/1999 3      59.02 15/08/1999              2978
  13092002 13/09/2002 13/09/2002 3      60.00 13/09/2002              3948
  15081999 15/08/1999 16/08/1999 3      43.96 15/08/1999              2978
  18082000 18/08/2000 21/08/2000 3      70.32 18/08/2000              3300
  21082000 21/08/2000 21/08/2000 3      51.36 21/08/2000              3300
  21092000 21/09/2000 27/09/2000 3      69.31 30/09/2000              3326
  21122001 21/12/2001 27/12/2001 3      10.00 21/12/2001              3710
  26042002 26/04/2002 29/04/2002 3     119.27 26/04/2002              3812
  26072002 26/07/2002 26/07/2002 3      70.00 26/07/2002              3906
  27092002 27/09/2002 27/09/2002 3      80.27 27/09/2002              3963
  28082002 28/08/2002 28/08/2002 3      50.00 28/08/2002              3934
  28112001 28/11/2001 28/11/2001 3      27.15 28/11/2001              3676
[C] Select:   [C]-Continue   [E]-Email   [Esc]-Return
```

PURGED SUPPLIER MASTER INQUIRY

This program allows you to display purged suppliers.

```
RM                                                        _ |□| x|
File Edit Help
P.C.P.L                    Accounts Payable            TLAPP20  2.64
RM                      Maintenance and Inquiry            31/01/2003


  1 Cheques                     Run 11 Purge cheque inquiry
  2 Cash requirements              12 Purge supplier master
  3 Purge accounts payable file  Run 13 Supplier memos
  4 Purge cheque file            Run 14 Purge open item inquiry
  5 Supplier master                 15 Purged Supplier master inquiry
  6 Supplier open item          Run
  7 Purge supplier master updates
  8 MICR cheque printer setup
  9 PC link
 10 GST codes
                              E Exit

                              ▌E Enter selection
```

Type ① ⑤ and press ← Enter to select *Purged Supplier master inquiry*.

The screen will appear as follows:

```
RM                                                        _ |□| x|
File Edit Help
P.C.P.L                    Accounts Payable            TLAPP01H 1.01
RM   Typist: 06        Purged Supplier Master Inquiry   Tue  MAR 25,2003
Port: 96                                                       11:43:12
Screen 1
     Supplier Code      :
     Supplier Name      :
     Supplier Address 1 :
              Address 2 :
              Address 3 :
              Address 4 :
              Phone #   :
     FAX Number         :
     Contact Name       :
     Contact's Title    :
     Mobile Phone Number:
     Email Address      :
     Web Site Address   :
     Payment Terms      :
     Discount Percentage:
     Home G/L Code      :
     P.O. Req'd for Invoice:               Ytd Purchases  :

[▌] Function:  [S]-Show   [F5]-Lookup   [Esc]-Exit
               [▪/▪/Home/End]-Next/Previous/First/Last
```

Type Ⓢ and press ← Enter to display a purged supplier.
F5 can be used to list all suppliers that are in the purged supplier master file.

The screen will appear as follows:

```
RM                                                            _|□|x|
File Edit Help
P.C.P.L.                      Accounts Payable            TLAPPOIN 1.01
RM   Typist: 06          Purged Supplier Master Inquiry    Tue  MAR 25,2003
Port: 96                                                           11:47:53
Screen 1                      Show
    Supplier Code        : 1635
    Supplier Name        : POLYMATHIC COMPUTER PRODUCTS
    Supplier Address 1   : DIVISION 40
            Address 2    : 282 NORTH RIVERMEDE ROAD, SUITE #3
            Address 3    : CONCORD, ONTARIO
            Address 4    : L4K 3N6
            Phone #      : 416-490-8010
    FAX Number           : 416-490-8275
    Contact Name         : MR. BOB FURLONG
    Contact's Title      :
    Mobile Phone Number  :
    Email Address        :
    Web Site Address     :
    Payment Terms        : 0
    Discount Percentage  : .00
    Home G/L Code        : 599910 MISCELLANEOUS HARDWARE/SOFTWARE
    P.O. Req'd for Invoice: Y                  Ytd Purchases :      .00

[_] Select:    [E]-Email   [F5]-Lookup   [PgDn]-Next screen   [Esc]-Exit
               [→/←]-Next/Previous   [Home/End]-First/Last
```

The following options are available.

[E]	Email a copy of the screen to your Microsoft Outlook email profile.
[F5]	Display a list of supplier from the purged supplier master file.
[Pg Dn]	Display the next screen of information for this supplier.
[Esc]	Exit the purged supplier master inquiry program.
[→]/[←]	Display the next or previous supplier.
[Home]/[End]	Display the first or last supplier.

CHAPTER 9: DATA FILE STATUS

ACCOUNTS PAYABLE SYSTEM

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

```
RM                                                                    _|□|x|
File Edit Help
P.C.P.L                        Accounts Payable              TLAPP20   2.64
RM                             Main   Menu                       31/01/2003
Last month end: 12/2002                          Last year end: 28/ 2/2002

                       1 Daily processing
                       2 Yearly processing
                       3 Reports
                       4 Maintenance and inquiry
                       5 Data file status
                       6 Company information

                       E Exit


                       E Enter selection
```

Type ⑤ and press ◄ Enter to select *Data file status*.

The screen will appear as follows:

```
RM                                                                    _|□|x|
File Edit Help
P.C.P.L                        Accounts Payable              TLAPP20   2.64
RM                             Data File Status                  31/01/2003

               1 Accounts payable system status

               E Exit

               E Enter selection
```

Type ① and press ◄ Enter.

The screen will appear as follows:

```
RM                                                                    _ |□| x|
File  Edit  Help
P.C.P.L.                        Accounts Payable              TLAPP20   2.64
RM                              Data File Status                   31/01/2003

Enter FISCAL YEAR : 2003














Enter YEAR [yyyy]    [Esc]-Exit
```

Enter the year in the format *yyyy* and press ⏎Enter.

The screen will appear as follows:

```
RM                                                                    _ |□| x|
File  Edit  Help
P.C.P.L.                        Accounts Payable              TLAPP20   2.64
AM                              Data File Status                   31/01/2003

Enter FISCAL YEAR : 2003














[_] Select:   [P]-Purchase Journal   [C]-Cash Disbursements Journal   [Esc]-Exit
```

Type [P] for the status of Purchase journal files or
[C] for the status of Cash disbursement journal files then press ⏎Enter

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

```
┌────────────────────────────────────────────────────────────────────┐
│ 🔲 RM                                                        _ ▢ ✗  │
│ File  Edit  Help                                                     │
│ P.C.P.L                          Accounts Payable       T APP20  2.64│
│ RM                               Data File Status           31/01/2003│
│                                                                      │
│ Enter FISCAL YEAR : 2003                                             │
│ Checking file=> MAR PJ 2002      228    Closed                       │
│ Checking file=> APR PJ 2002      237    Closed                       │
│ Checking file=> MAY PJ 2002      192    Closed                       │
│ Checking file=> JUN PJ 2002      143    Closed                       │
│ Checking file=> JUL PJ 2002      254    Closed                       │
│ Checking file=> AUG PJ 2002      232    Closed                       │
│ Checking file=> SEP PJ 2002      204    Closed                       │
│ Checking file=> OCT PJ 2002      141    Closed                       │
│ Checking file=> NOV PJ 2002      203    Closed                       │
│ Checking file=> DEC PJ 2002      133    Closed                       │
│ Checking file=> JAN PJ 2003      145                                 │
│ Checking file=> FEB PJ 2003   not found                              │
│                                                                      │
│ Current PJ details to print        0    Unlocked                     │
│ Current PJ details printed        187   Unlocked                     │
│                                                                      │
│                                                                      │
│              Last Month Closed : 12/2002    [DEC/2002]               │
│                  [_] Select:  [M]-Modify  [Esc]-End '                │
└────────────────────────────────────────────────────────────────────┘
```

If you need to modify the last month closed type Ⓜ and press (←Enter)
then enter the last month closed in the format *mmyyyy*.

CHAPTER 10: COMPANY INFORMATION

ACCOUNTS PAYABLE SYSTEM

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

```
RM                                                                    _|□|x|
File  Edit  Help
P.C.P.L                        Accounts Payable              TLAPP20   2.64
RM                              Main   Menu                       31/01/2003
Last month end: 12/2002                          Last year end: 28/ 2/2002

                        1 Daily processing
                        2 Yearly processing
                        3 Reports
                        4 Maintenance and inquiry
                        5 Data file status
                        6 Company information

                        E Exit


                        E Enter selection
```

Type ⑥ and press (←Enter) to select *Company information.*

The screen will appear as follows:

```
RM                                                                    _|□|x|
File  Edit  Help
P.C.P.L                        Accounts Payable              TLAPP20   2.64
RM                              Company Information               31/01/2003


                        1 General company information

                        E Exit

                        _ Enter selection




                    ┌─ Enter Password ─┐
                    │                  │
                    │     ████         │
                    │                  │
                    │─────────────────│
                    │    Esc-Exit      │
                    └──────────────────┘
```

To gain access to Company Information you must have the security password.
Type the password and press (←Enter).

The screen will appear as follows:

```
POLYMATHIC                                                    _ |□| x|
File  Edit  Help
                      ACCOUNTS PAYABLE                    INITAP   1.66
                   System Information              Thu MAR 27,2003

    GENERAL COMPANY INFORMATION
    Company initials .....: RH
    Short company name ...: P.C.P.L
    Long company name ....:        POLYMATHIC COMPUTER PRODUCTS LIMITED

    ┌──────────────────────────────────────────────────────────────┐
    │  ACCOUNTS PAYABLE - GENERAL INFORMATION                        │
    │  1) G/L code for DISCOUNT EARNED : 4685 DISCOUNTS-PST          │
    │  2) Cheque format ...............: 6    (Laser MICR)           │
    │  3) Last cheque number used .....: 4060                        │
    │  4) Report type .................: 1    (Summary report)       │
    │  5) Password - Single Cheques ...:                             │
    │  6) Year end BACKUP .............: Y    YES                    │
    │  7) Month end BACKUP ............: Y    YES                    │
    │  8) Password - Supplier Master ..:                             │
    │     Last month end backup .......: DEC/2002  Typist: 14 Run date: JAN 01,2003 │
    └──────────────────────────────────────────────────────────────┘



    [M] Select:  [M]-Modify  [E]-Email  [W]-MSWord  [PgDn]-Next screen  [Esc]-Exit
```

The following options are available:

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

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

CHAPTER 11: COMPANY SETUP

INITIALIZE A NEW COMPANY

Double click on the Polymathic icon.
The screen will appear as follows:

```
POLYMATHIC - SYSTEM ENTRY                                        _ □ X
File  Edit  Help
THU  MAR 27,2003                                              11:26:17




                  ┌─────────────────────────────────┐
                  │           SIGN ON               │
                  ├─────────────────────────────────┤
                  │    INITIALIZE a New Company     │
                  ├─────────────────────────────────┤
                  │    EXIT to Operating System     │
                  └─────────────────────────────────┘



```
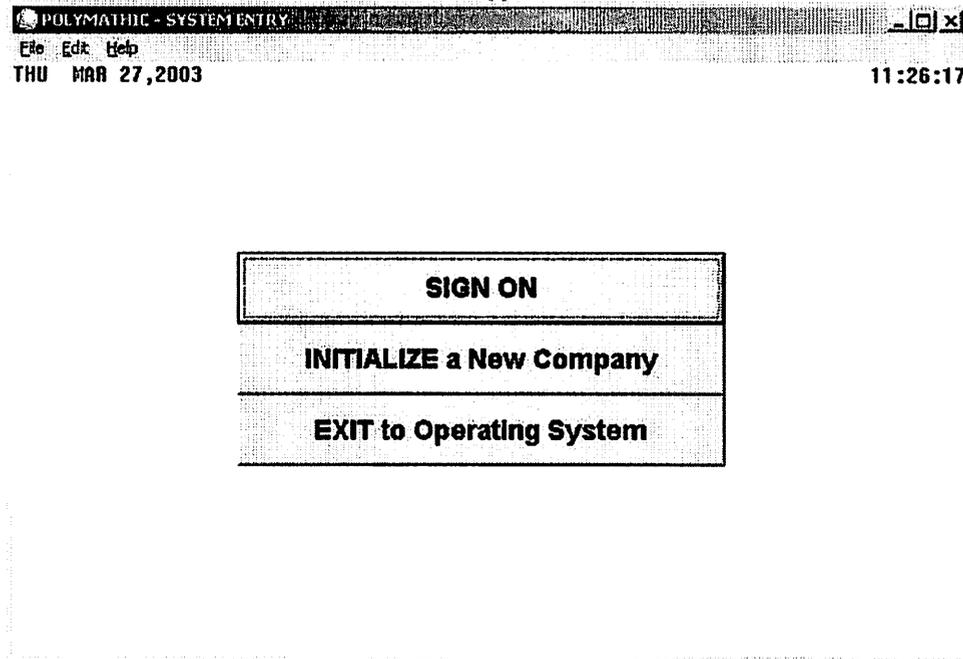
Click on *Initialize a new company.*
The screen will appear as follows:

```
POLYMATHIC - COMPANY SETUP                                       _ □ X
File  Edit  Help
              POLYMATHIC COMPUTER CORPORATION            INIT100  1.40
                  Company Setup and Information          Thu MAR 27,2003
                                                              11:28:33
                      ....................

  1 Company number       :
  2 Long Company name     :
  3 Short Company name    :
  4 Company initials      :
  5 Holding Company initials :
  6 Affiliated companies  :                Division:
                          :                Division:
                          :                Division:
                          :                Division:
                          :                Division:
  7 Last month closed date :
  8 GST registration number :
  9 Home directory         :
 10 Export directory       :




        [_] Select:   [#]-Add   [#]-Display   [#]-List   [Esc]-Exit
```

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

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

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

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

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

HOLDING COMPANY INITIALS
Enter the initials of the holding company or press (F9) to clear the field.

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

LAST MONTH CLOSED DATE
Enter the last month closed in the form of *mmyyyy*.

GST REGISTRATION NUMBER
Enter your GST Registration number or press (F9) to clear the field.

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

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

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

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

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

The system will prompt you as follows:

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

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

INITIALIZE ACCOUNTS PAYABLE SYSTEM
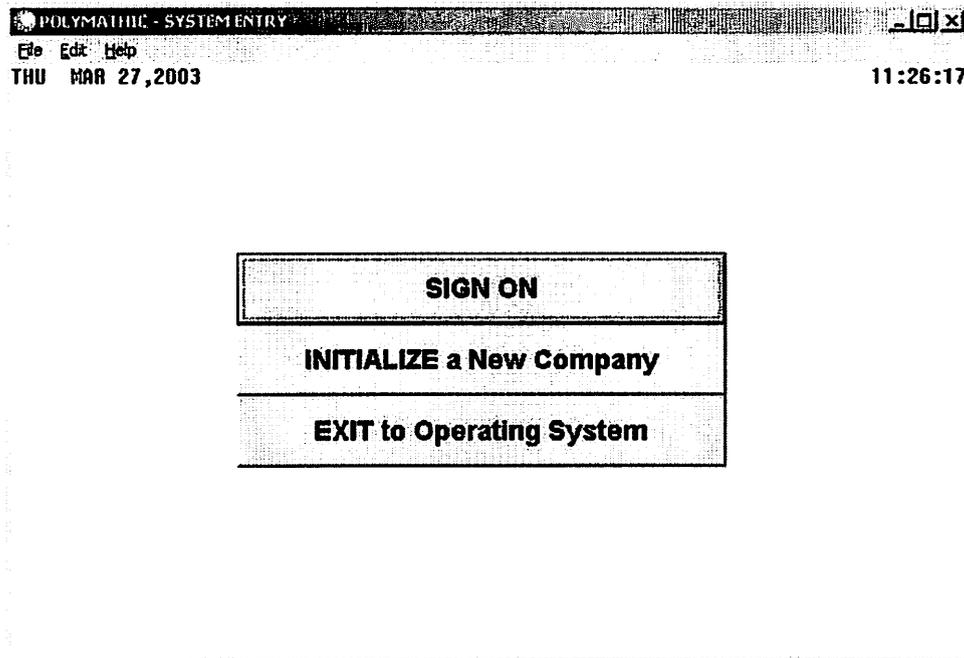
```
 POLYMATHIC - SYSTEM ENTRY                                      _ |□| x|
File  Edit  Help
THU  MAR 27,2003                                               11:26:17




                    ┌─────────────────────────────────┐
                    │                                 │
                    │          SIGN ON                │
                    │                                 │
                    ├─────────────────────────────────┤
                    │      INITIALIZE a New Company    │
                    ├─────────────────────────────────┤
                    │      EXIT to Operating System    │
                    └─────────────────────────────────┘




```

Press (←Enter) to sign on to an existing company.

The screen will appear as follows:

```
 POLYMATHIC - SIGNON                                           _ |□| x|
File  Edit  Help

        Thursday, March 27,2003           13:13:51        3.44

        Company   :                       Port    :        96
        Directory : H:\DEMO\RH             Last M/E :
        Last Signon:                       Last Y/E :
        Typist    :                        Prior Year:



              ┌─────────────────────────┐
              │                         │
              │  1 User Number   : █     │
              │  2 Password      :       │
              │  3 Company       :       │
              │                         │
              └─────────────────────────┘




        Enter   [ TYPIST NUMBER ]    [ Esc ]-Exit

```
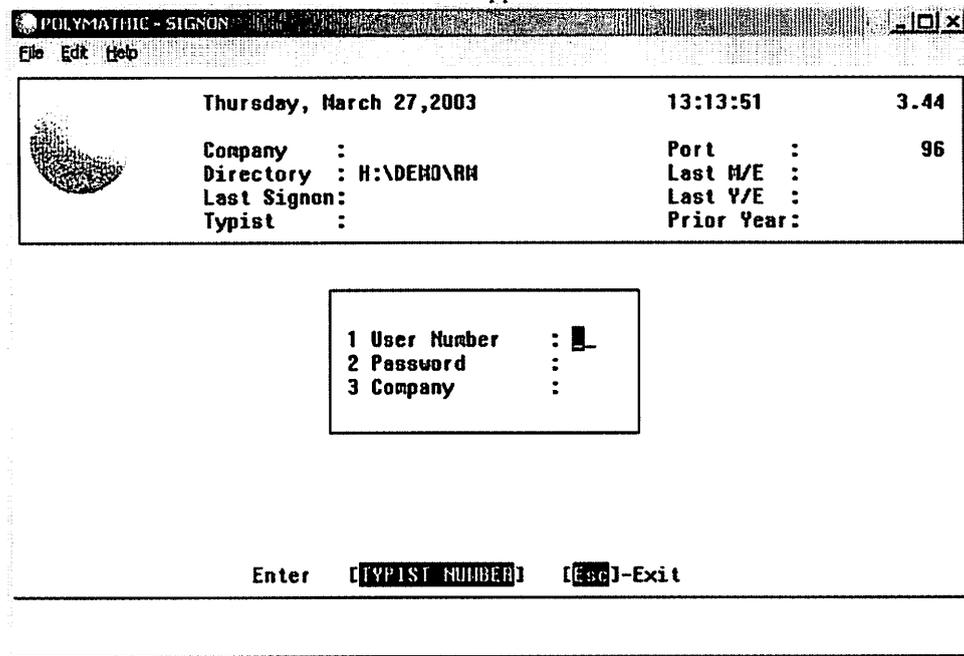
Enter your typist number. The default value is 1.

Enter your password. The default is (←Enter).

Enter the Company number or initials.

The screen will appear as follows:

```
POLYMATHIC - SIGNON                                          _ □ x
File  Edit  Help

        Thursday, March 27,2003           13:15:18        3.44

        Company TC : TC          (#  2)    Port     :        96
        Directory : H:\DEMO\RM            Last M/E  :  DEC/2002
        Last Signon: MAR 27/2003          Last Y/E  :
        Typist  1  :                       Prior Year: CLOSED


                TTTTTT   CCCC
                T TT T   C    C
                  TT     C
                  TT     C
                  TT     C
                  TT     C    C
                  TT      CCCC


        PROCESSING DATE : 31/01/2003  [JAN 31/2003]



    [S] Select:   [S]-Start   [M]-Modify   [C]-Cancel   [Esc]-Exit
```

Type Ⓢ and press ⏎Enter

The main menu will now appear.

```
TC                                                          _ □ x
File  Edit  Help
TC                        MAIN  MENU              MASTER     3.51
TC                                               Fri JAN 31,2003
CRT # 96                                              13:16:00
TYPIST # 1
                    1 Payroll
                    2 Accounts Receivable
                    3 Accounts Payable
                    4 Sales Analysis
                    5 General Ledger
                    6 Security
                    7 System Utilities
                    8 Daily Closing
                    9 Monthly Closing
                   10 Print Reports
                   11 Time Accounting
                   12 Fixed Assets
                   13 Inventory / Order Entry
                   14 Vertical Markets

                    Q Query
                    S Status
                    E Exit
                    ▌ Enter selection
```

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

The following screen will appear:

```
 POLYMATHIC                                                    _|□|x|
File  Edit  Help
                          ACCOUNTS PAYABLE                   INITAP    1.66
                          System Information             Thu MAR 27,2003

GENERAL COMPANY INFORMATION
Company initials .....:  TC
Short company name ...:  TC
Long company name ....:              TEST COMPANY



              ┌─────────────────────────────────────────┐
              │                                          │
              │   There is no ACCOUNTS PAYABLE SYSTEM    │
              │      set up for this company!!           │
              │                                          │
              │        Do you want to set up a           │
              │   ACCOUNTS PAYABLE SYSTEM ? (Y/N)    N    │
              │                                          │
              │                                          │
              │                                          │
              └─────────────────────────────────────────┘
```

Type Ⓨ and press ⬅Enter to setup the Accounts Payable system.

The following screen will then appear:

```
 POLYMATHIC                                                    _|□|x|
File  Edit  Help
                          ACCOUNTS PAYABLE                   INITAP    1.66
                          System Information             Thu MAR 27,2003

GENERAL COMPANY INFORMATION
Company initials .....:  TC
Short company name ...:  TC
Long company name ....:              TEST COMPANY



              ┌─────────────────────────────────────────┐
              │                                          │
              │        Do you wish to copy the           │
              │                                          │
              │        SUPPLIER MASTER Layout            │
              │                                          │
              │                                          │
              │        from another company ?  █         │
              │                                          │
              └─────────────────────────────────────────┘
```

If you want to copy the supplier master layout from an existing company type Ⓨ,
otherwise type Ⓝ then press ⬅Enter.

COPY SUPPLIER MASTER LAYOUT FROM AN EXISTING COMPANY

If you type Y – Yes to copy the supplier master layout from an existing company
the following screen will appear:

```
POLYMATHIC                                                    _ □ X
File Edit Help
                          ACCOUNTS PAYABLE               INITAP    1.66
                          System Information            Thu MAR 27,2003

GENERAL COMPANY INFORMATION
Company initials .....: TC
Short company name ...: TC
Long company name ....:                   TEST COMPANY


         ┌─────────────────────────────────────────┐
         │                                         │
         │         Do you wish to copy the         │
         │                                         │
         │              A/P PASSWORDS              │
         │                                         │
         │                                         │
         │         from another company ?  _       │
         │                                         │
         └─────────────────────────────────────────┘
```

If you want to copy the accounts payable passwords from an existing company type Ⓨ,
otherwise type Ⓝ then press (←Enter). Refer to (11-8) for more details.

The following screen will appear:

```
POLYMATHIC                                                    _ □ X
File Edit Help
                          ACCOUNTS PAYABLE               INITAP    1.66
                          System Information            Thu MAR 27,2003

GENERAL COMPANY INFORMATION
Company initials .....: TC
Short company name ...: TC
Long company name ....:                   TEST COMPANY


         ┌─────────────────────────────────────────┐
         │                                         │
         │  Enter the initials of the company whose │
         │                                         │
         │         SUPPLIER MASTER Layout          │
         │                                         │
         │            you wish to copy             │
         │                                         │
         │                  ■                      │
         │                                         │
         └─────────────────────────────────────────┘
```

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

The following screen will appear:

```
POLYMATHIC                                                      _ |□| x|
File  Edit  Help
                              ACCOUNTS PAYABLE              INITAP    1.66
                          System Information          Thu MAR 27,2003

 GENERAL COMPANY INFORMATION
 Company initials .....:  TC
 Short company name ...:  TC
 Long company name ....:                     TEST COMPANY


            ┌──────────────────────────────────────────────┐
            │                                              │
            │        The company you have selected is      │
            │                                              │
            │    POLYMATHIC COMPUTER PRODUCTS LIMITED      │
            │                                              │
            │                 Okay ? Y                     │
            │                                              │
            └──────────────────────────────────────────────┘

```

Confirm that the company is correct and press (←Enter).
The following screen will appear:

```
POLYMATHIC                                                      _ |□| x|
File  Edit  Help
                              ACCOUNTS PAYABLE              INITAP    1.66
                          System Information          Thu MAR 27,2003

 GENERAL COMPANY INFORMATION
 Company initials .....:  TC
 Short company name ...:  TC
 Long company name ....:                     TEST COMPANY


            ┌──────────────────────────────────────────────┐
            │                                              │
            │        The company you have selected is      │
            │                                              │
            │    POLYMATHIC COMPUTER PRODUCTS LIMITED      │
            │                                              │
            │                 Okay ? Y                     │
            │                                              │
            └──────────────────────────────────────────────┘
 Branch selection    : A
 Clear financial data: N  NO
 [A]-ALL branches    [S]-SINGLE branch     [Esc]-Exit
```

Enter the information as follows:

Press (←Enter) to copy the supplier information for all branches of the company you selected. Type (S) and press (←Enter) to select a single branch. Type the number of the branch you want to copy from and press (←Enter). The system will display the branch name.

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

COMPANY INFORMATION

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

```
POLYMATHIC                                                    _|□|×|
File  Edit  Help
                              ACCOUNTS PAYABLE            INITAP   1.60
                          System Information             Thu MAR 27,2003

    GENERAL COMPANY INFORMATION
    Company initials .....:  TC
    Short company name ...:  TC
    Long company name ....:             TEST COMPANY

    ┌──────────────────────────────────────────────────────────────┐
    │  ACCOUNTS PAYABLE - GENERAL INFORMATION                       │
    │ 1) G/L code for DISCOUNT EARNED : ████                        │
    │ 2) Cheque format ................:                            │
    │ 3) Last cheque number used .....:                            │
    │ 4) Report type ..................:                           │
    │ 5) Password - Single Cheques ...:                           │
    │ 6) Year end BACKUP .............:                            │
    │ 7) Month end BACKUP ............:                            │
    │ 8) Password - Supplier Master ..:                           │
    │    Last month end backup .......:     Typist:   Run date:   │
    └──────────────────────────────────────────────────────────────┘



   Enter  [G/L CODE]  [↓]  [F4]-SETUP G/L code  [F5]-LOOKUP  [Esc]-End
```

Enter the information as follows:

GENERAL LEDGER CODE FOR DISCOUNT EARNED
This is the general ledger code that the system will automatically post discounts on supplier invoices to. A valid general ledger code must be entered. F5 can be used to list all codes.

CHEQUE FORMAT

```
POLYMATHIC                                                        _ □ ×
File  Edit  Help
                              ACCOUNTS PAYABLE                    INITAP   1.66
                           System Information            Thu MAR 27,2003

     GENERAL COMPANY INFORMATION
     Company initials .....:  TC
     Short company name ...:  TC
     Long company name ....:              TEST COMPANY

     ┌──────────────────────────────────────┐
     │    ACCOUNTS PAYABLE - GENERAL INFORMATION
     │ 1) G/L code for DISCOUNT EARNED : 4685
     │ 2) Cheque format ...............:
     │ 3) Last cheque number used .....:        ┌─────────────────────┐
     │ 4) Report type .................:        │   SELECTION MENU     │
     │ 5) Password - Single Cheques ...:        ├─────────────────────┤
     │ 6) Year end BACKUP .............:        │ 0 - Cheque style A   │
     │ 7) Month end BACKUP ............:        │ 1 - Cheque style B   │
     │ 8) Password - Supplier Master ..:        │ 2 - Cheque style C   │
     │    Last month end backup .......:  Typist│ 3 - Laser (Moore)    │
     └──────────────────────────────────────┘   │ 4 - Laser (LT102)    │
                                                 │ 5 - PrePrinted MICR  │
                                                 │ 6 - Laser MICR       │
                                                 │ 9 - SPECIAL cheques  │
                                                 ├─────────────────────┤
                                                 │ ↑  ↓  [Esc]-Exit     │
                                                 └─────────────────────┘
```

Type the number beside your cheque style and press [←Enter].

LAST CHEQUE NUMBER USED

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

REPORT TYPE

```
POLYMATHIC                                                        _ □ ×
File  Edit  Help
                              ACCOUNTS PAYABLE                    INITAP   1.66
                           System Information            Thu MAR 27,2003

     GENERAL COMPANY INFORMATION
     Company initials .....:  TC
     Short company name ...:  TC
     Long company name ....:              TEST COMPANY

     ┌──────────────────────────────────────┐
     │    ACCOUNTS PAYABLE - GENERAL INFORMATION
     │ 1) G/L code for DISCOUNT EARNED : 4685
     │ 2) Cheque format ...............: 6    (Laser MICR)
     │ 3) Last cheque number used .....: 9876
     │ 4) Report type .................: 1
     │ 5) Password - Single Cheques ...:
     │ 6) Year end BACKUP .............:
     │ 7) Month end BACKUP ............:
     │ 8) Password - Supplier Master ..:
     │    Last month end backup .......:  Typist:    Run date:
     └──────────────────────────────────────┘

     Enter REPORT TYPE:    [0]-DETAIL report    [1]-SUMMARY report
                           [1]   [2]   [Esc]-End
```

The options are:
   [0]   Paid invoice details will show in cash disbursements journal.
   [1]   No invoice details shown in disbursements journal, only cheque total.
Type the number corresponding to the report type you want and press [←Enter].

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

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

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

PASSWORD – SUPPLIER MASTER
If you want password protect the addition and modification of suppliers, enter the password here.

The following options are available:

Ⓐ Save the data.
Ⓜ Modify the company information.
Ⓒ Cancel the initialization of Accounts Payable.
(Pg Dn) Display the next screen of information.
Ⓔ Email a copy of this screen to your Microsoft Outlook email profile.
Ⓦ Send a copy of this screen to Microsoft Word.
(Esc) Exit the Company information program.

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

The following screen will appear:

```
POLYMATHIC                                                   _ □ ×
File  Edit  Help
                          ACCOUNTS PAYABLE                  INITAP   1.66
                         System Information              Thu MAR 27,2003

    GENERAL COMPANY INFORMATION
    Company initials .....: TC
    Short company name ...: TC
    Long company name ....:                    TEST COMPANY

    ┌─────────────────────────────────────────────────────────────┐
    │    ACCOUNTS PAYABLE - BANK INFORMATION                       │
    │ 1) Bank account number ......: ███████████████               │
    │ 2) Bank transit number ......:                              │
    │ 3) Bank name ................:                              │
    │                             :                              │
    │ 4) Bank address - street ....:                              │
    │ 5) Bank address - city ......:                              │
    │ 6) Bank address - province ..:                              │
    │ 7) Bank address - postal code:                              │
    └─────────────────────────────────────────────────────────────┘



    Enter   [BANK ACCOUNT NUMBER]   ▯  [F10]-Clear field   [Esc]-End
```

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

Once you have entered the information, verify that everything is correct then type Ⓐ and press (←Enter) to accept and save the information.

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

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

Type the drive letter on which the company was set up and press (←Enter) or press (←Enter) to set the company up on the default drive.

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

CHAPTER 12: PRINT REPORTS

PRINTING SPOOLED REPORTS

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

- Reports are produced faster, since writing to disk is faster than printing directly to a printer.

- All reports which have been spooled to the disk may be printed at one time instead of waiting for the printer to finish printing one report before printing the second report.

- You can print multiple copies of the same report without having to recreate and reprint the report.

- You can start printing at any page number.

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

```
 RM                                                          _ □ X
 File  Edit  Help
 P.C.P.L                        MAIN  MENU                   MASTER    3.51
 RM                                                          Thu APR 18,2002
 CRT # 96                                                          10:30:35
 TYPIST #  6
                        1 Payroll
                        2 Accounts Receivable
                        3 Accounts Payable
                        4 Sales Analysis
                        5 General Ledger
                        6 Security
                        7 System Utilities
                        8 Daily Closing
                        9 Monthly Closing
                       10 Print Reports
                       11 Time Accounting
                       12 Fixed Assets
                       13 Inventory / Order Entry
                       14 Vertical Markets

                        Q Query
                        S Status
                        E Exit
                        ▋ Enter selection
```

To select *Print Reports* type ①⓪, and press ⏎Enter.

The screen will appear as follows:


```
PRINT SETUP FUNCTIONS                                                    ⊠
  PRINTER SELECTION                          LASER
 \\BOB-CUMMINGS\LASERBC              ▲      ○ No Setup
 \\CAL-SPARE1\CoStar LabelWriter XL Turbo
 \\CAL-XP\Laserjet                          ○ Landscape 16.66 - LETTER
 \\HERONNT1\\\PR8FF5DB\MICR
 \\HERONNT1\LJ2200-5                         ○ Landscape 16.66 - LEGAL
 \\HERONNT1\LJ4
 \\HERONNT1\Xerox-PCL                        ○ Landscape TMS RMN 6 pt
 \\POLYNT4\FacSys Queue Monitor
 Acrobat Distiller                           ◉ Portrait - small print
 Dymo LabelWriter EL60
 FACSys Fax Printer                          ○ Landscape - small print
 HP LaserJet 2100
 HPLJ4                               ▼      ○ Portrait - large print

              TYPE                          DOT MATRIX
                                            ◉ No Setup
            ○ Matrix
                                            ○ Condensed Print
            ◉ Laser
                                            ○ Setup 8-1/2" Cheques

        Send Form Feed           OK              Cancel
```

Highlight the printer you are going to print to.

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

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

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


```
 RM                                                                  _□⊠
 File  Edit  Help
 P.C.P.L              POLYMATHIC GROUP                      PCPRINT  2.65
 Typist: 06  Port: 96       Print Reports           Thu   APR 18,2002
 HPLJ4                                                          10:14:35
                                    Start    .......... Status ..........
 ........ Report name ........  copy D/K  page  Copy Page Messages
■ VENDOR MASTER UPDATES                             RMAPR02.PRT
 PURCHASE JOURNAL                                   RMAPR06.PRT
 PURCHASE JOURNAL - GST    -Llet                    RMAPR061.PRT
 PURCHASES BY SUPPLIER - G/L                        RMAPR100.PRT
 CASH DISBURSEMENTS                                 RMAPR12.PRT
 A/P CANCELLED CHEQUE LIST                          RMAPR14C.PRT
 ACCOUNTS PAYABLE CHEQUE PURGE                      RMAPR16.PRT
 PURCHASES BY SUPPLIER-QST G/L                      RMAPR200.PRT
 PURCHASES BY SUPPLIER-QST INV                      RMAPR201.PRT
 PURCHASES BY SUPPLIER-QST SUM                      RMAPR202.PRT
 CASH DISBUREMENTS SUM - G/L                        RMAPR300.PRT
 CASH DISBUREMENTS SUM - INV                        RMAPR301.PRT
 CASH DISBURSEMENTS SUMMARY                         RMAPR302.PRT
 MONTHLY C/D BY SUPPLIER -Lleg                      RMAPR350.PRT
 SALES JOURNAL                                      RMARR09.PRT
 SALES INVOICES - ORDER ENTRY                       RMARR091.PRT
 PAST DUE ACCOUNTS RECEIVABLE                       RMARR125.PRT
 A/R MANUAL OPEN ITEM CLEARING                      RMARR14I.PRT

 P-print  D-delete  S-start  E-email  C-convert  Z-zoom  F4-functions  ↑↓-scroll
```

PRINT SCREEN FIELDS

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

Report name: This is an identification label assigned to the various reports which may be spooled. Each individual report is assigned a unique name by the system.

copy: This column is used to indicate the number of copies of the individual report which are to be printed.

D/K: This column is used to indicate whether the spooled report should be deleted from or kept on the disk after it has been printed.

Start page: This column is used to indicate the page number on which you wish to start printing each report. This would normally be page one.

Status: The next three columns labeled Copy, Page and Messages are used by the system during printing to display the current copy and page being printed and other status messages.

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

1. If the report you want to print is not highlighted, use the down arrow key to move through the reports until the report you want to print is highlighted.

2. Type ⓟ on the highlighted report. If you wish to accept the system defaults of ① for number of copies, Ⓓ for delete report after printing, and ① for start printing on page one, simply move the highlight to the next report which you wish to print. If you wish change any of the defaults for these three fields press (↵Enter).

   a. The cursor will now move to the "copy" field. Type the number of copies that you wish to print and press (↵Enter) or simply press (↵Enter) to accept the system default of ①.

   b. The cursor now moves to the "D/K" field. Indicate whether you wish the report to be the deleted or kept after printing. To delete the report after printing press (↵Enter) to accept system default. To keep the report after printing type Ⓚ and press (↵Enter).

   c. The cursor will proceed to the "page" field. Type the number of the page that you wish to start printing on and press (↵Enter) or press (↵Enter) to accept the system default of ①.

3. Press Ⓢ to start printing the desired reports.

A sample print screen follows:

```
■ RM                                                          _ □ ×
Fle  Edt  Help
P.C.P.L                          POLYMATHIC GROUP                    PCPRIHT   2.65
Typist: 06  Port: 96            Print Reports                    Thu   APR 18,2002
HPLJ4                                                                    10:23:36
                                        Start  ........... Status ...........
........ Report name ........ copy D/K  page   Copy Page Messages
SALES BY CUSTOMER - G/L                         1    20  RMARR300.PRT
SALES BY CUSTOMER - INVOICE                             RMARR301.PRT
SALES BY CUSTOMER - SUMMARY                             RMARR302.PRT
MONTHLY SALES BY CUSTOMER-Lleg                          RMARR350.PRT
MONTHLY CASH RECEIPTS - Lleg                            RMARR360.PRT
ANALYTICAL REVIEW RATIOS                                RMFSR05.PRT
FINANCIAL STATEMENT HEADERS                             RMFSR061.PRT
F/S HEADERS & GIFI CODES-Lleg                          RMFSR063.PRT
GENERAL JOURNAL                                        RMGLR03.PRT
G/L PRELIMINARY TRIAL BALANCE                          RMGLR09.PRT
ACCRUALS LISTING                                       RMGLR091.PRT
ACCRUALS FROM CLOSED JOURNALS                          RMGLR094.PRT
GL ANALYSIS SUMMARY                                    RMGLR120.PRT
ANALYSIS ACCRUALS                                      RMGLR12C.PRT
BALANCE FORWARD                                        RMGLR98.PRT
CLOSING ENTRIES                                        RMGLR99.PRT
ORDERS                                                 RMSGR250.PRT
LIST OF PURGED ORDERS                                  RMSGR25P.PRT
          All requested printing done.  Press  any key  to CONTINUE:
```

FUNCTION KEYS AND PRINT COMMANDS

```
RM                                                          _|□|X|
File Edit Help

P.C.P.L.              POLYMATHIC GROUP              PCPRINT  2.65
Typist: 06  Port: 96      Print Reports          Thu  APR 18,2002
HPLJ4                                                     10:14:35
                                  Start  ........... Status ..........
....... Report name ........ copy D/K  page  Copy Page Messages
  VENDOR MASTER UPDATES                           RMAPRO2.PRT
  PURCHASE JOURNAL                                RMAPRO6.PRT
  PURCHASE JOURNAL - GST   -Llet                  RMAPRO61.PRT
  PURCHASES BY SUPPLIER - G/L                     RMAPR100.PRT
  CASH DISBURSEMENTS                              RMAPR12.PRT
  A/P CANCELLED CHEQUE LIST                       RMAPR14C.PRT
  ACCOUNTS PAYABLE CHEQUE PURGE                   RMAPR16.PRT
  PURCHASES BY SUPPLIER-QST G/L                   RMAPR200.PRT
  PURCHASES BY SUPPLIER-QST INV                   RMAPR201.PRT
  PURCHASES BY SUPPLIER-QST SUM                   RMAPR202.PRT
  CASH DISBUREMENTS SUM - G/L                     RMAPR300.PRT
  CASH DISBUREMENTS SUM - INV                     RMAPR301.PRT
  CASH DISBURSEMENTS SUMMARY                      RMAPR302.PRT
  MONTHLY C/D BY SUPPLIER -Lleg                   RMAPR350.PRT
  SALES JOURNAL                                   RMARRO9.PRT
  SALES INVOICES - ORDER ENTRY                    RMARRO91.PRT
  PAST DUE ACCOUNTS RECEIVABLE                    RMARR125.PRT
  A/R MANUAL OPEN ITEM CLEARING                   RMARR14I.PRT

P-print  D-delete  S-start  E-email  C-convert  Z-zoom  F4-functions  ↑↓-scroll
```

The following functions are available in the Print report program:

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

EMAILING A REPORT

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

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

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

CONVERTING A REPORT

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

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

ZOOMING A REPORT

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

FUNCTIONS

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

Press (F4) and the screen will appear as follows:

PRINT SETUP FUNCTIONS

PRINTER SELECTION

\\BOB-CUMMINGS\LASERBC
\\CAL-SPARE1\CoStar LabelWriter XL Turbo
\\HERONNT1\\\PR8FF5DB\MICR
\\POLYNT4\FacSys Queue Monitor
Acrobat Distiller
FACSys Fax Printer
HPLJ4

TYPE
- Matrix
- Laser

LASER
- No Setup
- Landscape 16.66 - LETTER
- Landscape 16.66 - LEGAL
- Landscape TMS RMN 6 pt
- Portrait - small print
- Landscape - small print
- Portrait - large print

DOT MATRIX
- No Setup
- Condensed Print
- Setup 8-1/2" Cheques

Send Form Feed   OK   Cancel

The printer selection area lets you switch between dot matrix and laser printers, send commands to your printer and change the output device. Select the appropriate type and setup required for the fonts then press OK.

CHAPTER 13: DAILY STARTUP

LOG ON INSTRUCTIONS

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

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

The following screen will appear:

Press [↵ Enter] to sign on to an existing company.

The following screen will appear:

```
POLYMATHIC - SIGNON                                          _ □ x
File  Edit  Help

      Thursday, March 27,2003              14:57:10          3.44

      Company    :                         Port     :        96
      Directory  : H:\DEMO\RM              Last M/E :
      Last Signon:                         Last Y/E :
      Typist     :                         Prior Year:


            1 User Number  : ▌
            2 Password     :
            3 Company      :




      Enter   [TYPIST NUMBER]   [Esc]-Exit
```
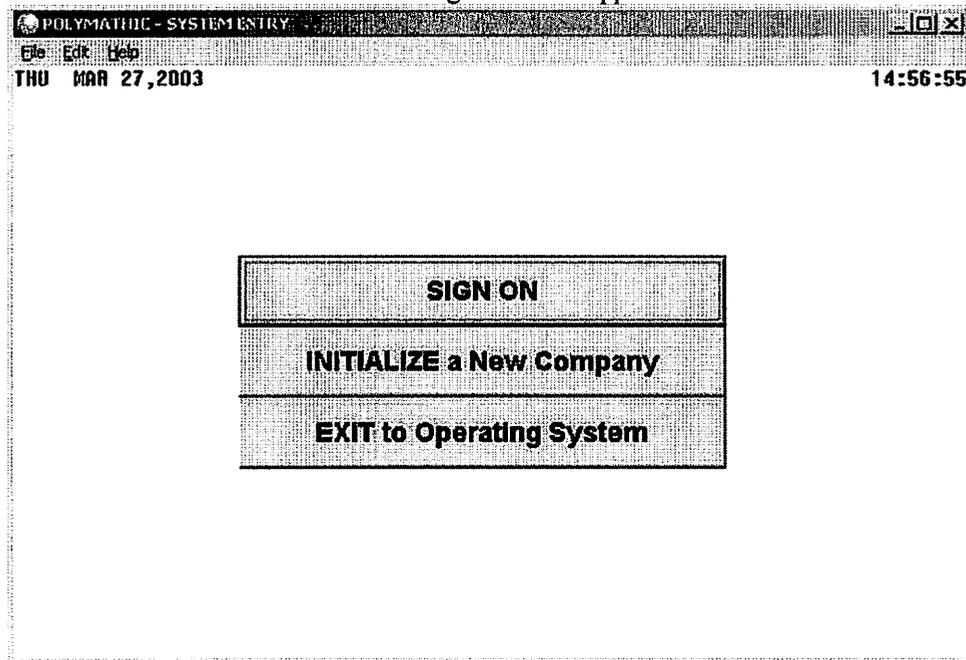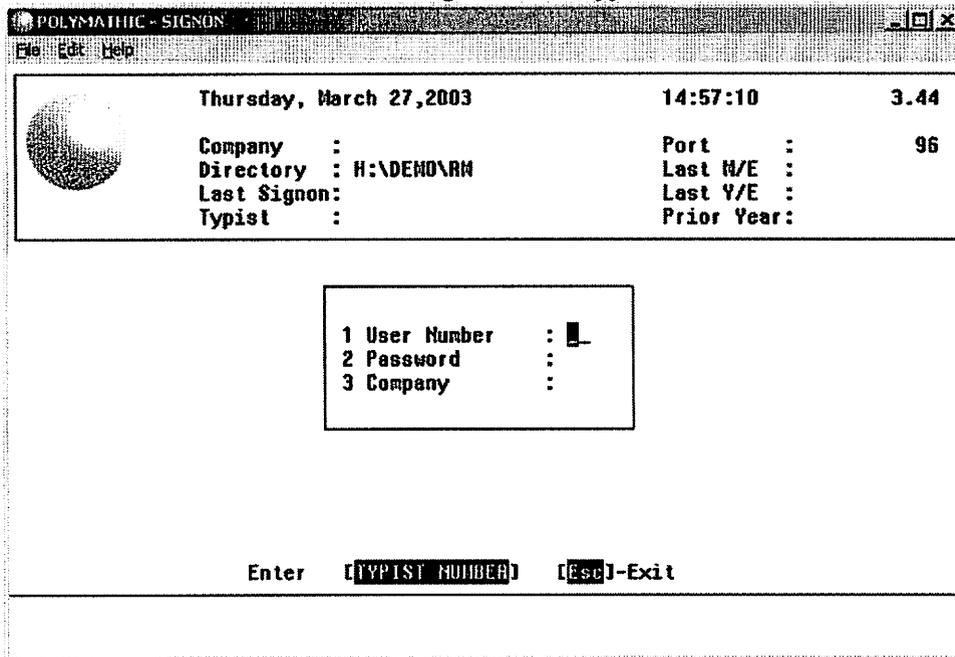
Log on to the system as follows:

1. Enter your typist number. The default value is ①.
2. Enter your password. The default is ◄┘Enter .
3. Enter the Company number.

The screen will appear as follows:

```
POLYMATHIC - SIGNON                                              _ □ ×
File  Edit  Help

        Thursday, March 27,2003              14:57:24            3.44

        Company RM : P.C.P.L    (#  1)       Port     :           96
        Directory  : H:\DEMO\RM              Last M/E :    DEC/2002
        Last Signon: JAN 31/2003             Last Y/E : FEB 28/2002
        Typist  6  : LESLIE PRIOR            Prior Year: OPEN


    PPPPP          CCCC        PPPPP         LLL
    P    P        C    C       P    P        L
    P    P        C            P    P        L
    PPPPP         C            PPPPP         L
    P       **    C       **   P       **    L
    P      ****   C    C  ****  P      ****   L
    P       **    CCCC    **    P       **    LLLLL


    ┌─────────────────────────────────────────────────────────┐
    │ PROCESSING DATE : 31/01/2003   [JAN 31/2003]             │
    └─────────────────────────────────────────────────────────┘



    [S] Select:   [S]-Start   [M]-Modify   [C]-Cancel   [Esc]-Exit
```

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

The main menu will now appear.

```
RM                                                              _ □ ×
File  Edit  Help
P.C.P.L                        MAIN  MENU              MASTER   3.51
RM                                                     Thu APR 18,2002
CRT # 96                                                     10:30:35
TYPIST #  6
                    1 Payroll
                    2 Accounts Receivable
                    3 Accounts Payable
                    4 Sales Analysis
                    5 General Ledger
                    6 Security
                    7 System Utilities
                    8 Daily Closing
                    9 Monthly Closing
                    10 Print Reports
                    11 Time Accounting
                    12 Fixed Assets
                    13 Inventory / Order Entry
                    14 Vertical Markets

                    Q Query
                    S Status
                    E Exit
                    ▊ Enter selection
```

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

CHAPTER 14: MONTHLY CLOSING

```
RM                                                              _ □ x

File  Edit  Help

P.C.P.L.                      MAIN  MENU                 MASTER    3.51
RM                                                   Thu APR 18,2002
CRT # 96                                                    10:30:35
TYPIST #  6
                     1  Payroll
                     2  Accounts Receivable
                     3  Accounts Payable
                     4  Sales Analysis
                     5  General Ledger
                     6  Security
                     7  System Utilities
                     8  Daily Closing
                     9  Monthly Closing
                    10  Print Reports
                    11  Time Accounting
                    12  Fixed Assets
                    13  Inventory / Order Entry
                    14  Vertical Markets

                     Q  Query
                     S  Status
                     E  Exit
                     █  Enter selection
```
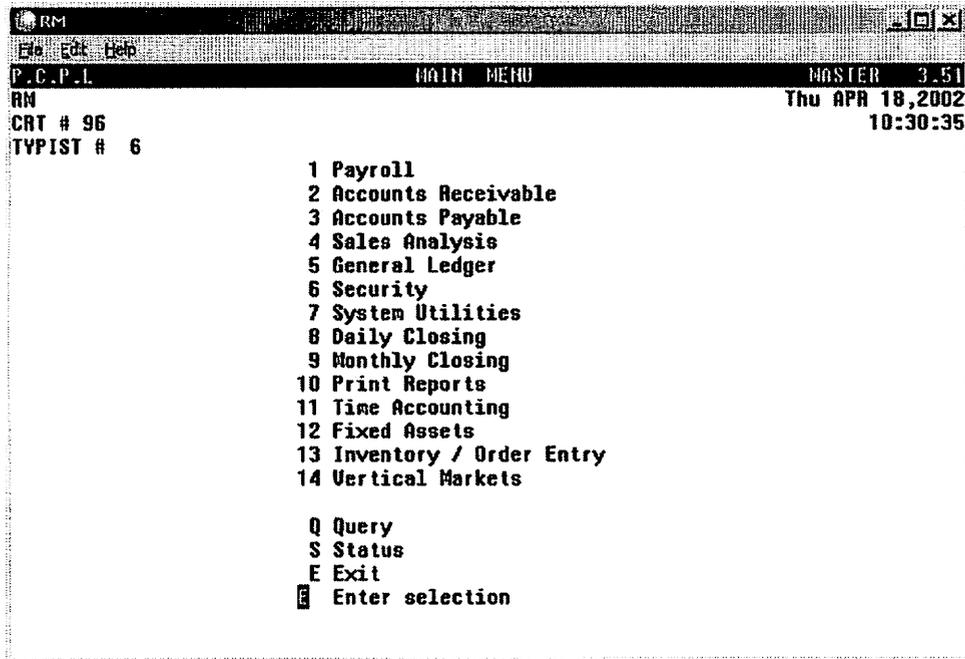
Type ⑨ and press (←Enter) to select *Monthly closing*.
The screen will appear as follows:

```
RM                                                              _ □ x

File  Edit  Help

P.C.P.L.                    Monthly Closing           ILAUTO    3.34
RM                                        Signon date: MAR 31/2002
Last month closed: 02/2002  [FEB/2002]     Today's date: MAY  2/2002
CRT # 6                                   Year end date: FEB 28/2002
  ACCOUNTS PAYABLE                   PAYROLL
  Purchases journal.......          Payroll MTD register.... NOT INSTALLD
  Cash disbursements jrnl.          Payroll MTD update...... NOT INSTALLD
  A/P open items list.....          Payroll journal......... NOT INSTALLD
  A/P aged trial balance..

  ACCOUNTS RECEIVABLE                TIME ACCOUNTING
  Cash receipts journal...          Apply time sheets....... NOT INSTALLD
  Sales journal...........          Apply cash receipts..... NOT INSTALLD
  A/R open items list.....          Apply client billings... NOT INSTALLD
  A/R aged trial balance..          Apply client expenses... NOT INSTALLD
                                    Apply WIP adjustments... NOT INSTALLD
  GENERAL LEDGER                     Detailed client history. NOT INSTALLD
  General journal.........
  Trial balance...........
  Financial statements....
  G/L report..............          Indicate month closed...


          [█] Select:  [A]-Automatic   [M]-Manual   [Esc]-Exit
```

MONTHLY CLOSING - AUTOMATIC

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

Type Ⓐ and press (←Enter) to select *Automatic*.

The screen will appear as follows:

```
RM                                                          _|□|×|
File  Edit  Help

P.C.P.L                         Monthly  Closing              TLAUTO    3.34
RM                                               Signon date: MAR 31/2002
Last month closed: 02/2002  [FEB/2002]           Today's date: MAY  2/2002
CRT # 6                                          Year end date: FEB 28/2002
 ACCOUNTS PAYABLE                        PAYROLL
 Purchases journal.......                Payroll MTD register.... NOT INSTALLD
 Cash disbursements jrnl.                Payroll MTD update...... NOT INSTALLD
 A/P open items list.....                Payroll journal......... NOT INSTALLD
 A/P aged trial balance..

 ACCOUNTS RECEIVABLE                     TIME ACCOUNTING
 Cash receipts journal...                Apply time sheets....... NOT INSTALLD
 Sales journal..........                 Apply cash receipts..... NOT INSTALLD
 A/R open items list.....                Apply client billings... NOT INSTALLD
 A/R aged trial balance..                Apply client expenses... NOT INSTALLD
                                         Apply WIP adjustments... NOT INSTALLD
 GENERAL LEDGER                          Detailed client history. NOT INSTALLD
 General journal.........
 Trial balance..........
 Financial statements....
 G/L report..............                Indicate month closed...


        [_] Select:   [S]-Start   [M]-Modify   [A]-All   [C]-Cancel
```

The functions available are as follows:

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

Once you have selected the options that you want closed, type **S** and press **←Enter** to start the closing. The closing of the journals will update the general ledger and the reports for the options you selected will be available for printing.

MONTHLY CLOSING - MANUAL

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

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

The screen will appear as follows:

MONTHLY CLOSING - MANUAL

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

Type Ⓜ and press (←Enter) to select *Manual*.

The screen will appear as follows:

```
🔵RM                                                                    _|□|X|
File  Edit  Help
P.C.P.L                          Monthly  Closing                  ILAUIO   3.34
RM                                               Signon date: MAR 31/2002
Last month closed: 02/2002  [FEB/2002]           Today's date: MAY  2/2002
CRT # 6                                          Year end date: FEB 28/2002
  ACCOUNTS PAYABLE                      PAYROLL
▌ Purchases journal.......             Payroll MTD register.... NOT INSTALLD
  Cash disbursements jrnl.             Payroll MTD update...... NOT INSTALLD
  A/P open items list.....             Payroll journal......... NOT INSTALLD
  A/P aged trial balance..

  ACCOUNTS RECEIVABLE                   TIME ACCOUNTING
  Cash receipts journal...             Apply time sheets....... NOT INSTALLD
  Sales journal...........             Apply cash receipts..... NOT INSTALLD
  A/R open items list.....             Apply client billings... NOT INSTALLD
  A/R aged trial balance..             Apply client expenses... NOT INSTALLD
                                       Apply WIP adjustments... NOT INSTALLD
  GENERAL LEDGER                        Detailed client history. NOT INSTALLD
  General journal.........
  Trial balance...........
  Financial statements....
  G/L report..............              Indicate month closed...


[F9]-Selects   [F10]-Cancels   [↑]   [↓]   [Esc]-End
```

The functions available are as follows:

(F9) Select option
(F10) Unselect option
(↑)(↓) Used to move through options
(Esc) Exit Closing function

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

Ⓢ Start closing
Ⓒ Cancel closing

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