IMS

INFORMATION MANAGEMENT SERVICES, INC.

Accounts Payable

User's Manual

First Edition, July 2001

Version 3.225

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Getting Started

This manual is best viewed at 100% for some of the smaller screens.

Welcome

Welcome to **Accounts Payable**. **Accounts Payable** is designed for fund accounting systems, but works equally well in a corporate accounting system. More than just a program to print checks, this system handles the reporting and record keeping needs of local government and nonprofit organizations, and covers the entire payables process beginning with printing requisitions, purchase orders, checks, and even 1099 forms at year end.

The system automatically encumbers funds when purchase orders are created, and also allows splitting expenses among line items in different funds, and can automatically create needed due to and due from entries.

The **Accounts Payable** system can also handle pooled cash systems. When used with the IMS **General Ledger**, all detail is sent directly to **General Ledger**, leaving you free to do other things. Many built-in reports are also included. You may also use **Accounts Payable** as a standalone program.

System Requirements

Hard disk with 10 MB free disk space
Microsoft Windows version 3.1 or higher, Windows 95, or Windows NT 3.5 or higher
VGA graphics and monitor
Any pointing device supported by Windows

General Ledger v 4. 270 or higher -for use with Chart of Accounts and "Drill Down" capability
Occupational License version 4.400
Inventory Work Order version 2.150
Fixed Assets version 3.020
Vehicle Maintenance version 2.060

The new IMS demo and option control system works for existing users who have a license file containing installed options. If there is no license file, then certain options will not be installed on all systems. The Demo program expires 30 days after it is first used.

Installation of Updates

This is where it all begins. The original program will be installed by your **Customer Support Representative (CSR)**. You will need to periodically install updates as new information is added to the program. As long as your update is saved and installed into the correct directory it will be used by the original program. When installing, TYPE in the directory (ex. C:\AP, or D:\IMS\AP, or G:\AP): you want the program to go, otherwise it tends to default to a directory that it creates below the main directory (C:\AP\Accounts Payable).

This means the program will not be installed into the original **Accounts Payable** directory, and consequently not work. You also do not want it installed into C:\Program Files\Accounts Payable, (the Microsoft Windows default directory) if that is not the original **Accounts Payable** directory. This will not allow the update to work in the right directory, either.

Windows Basics for 95/98/NT Users

Start Windows if you've not already done so. Insert the Update disk into drive A (or drive B). You first need to find where your **Accounts Payable** program is installed.

Find the icon on your main screen (Program Manager) and highlight the Accounts Payable icon, and right click with your mouse on the icon. Select File, Properties, and click on the Shortcut Tab. The line you want to look for will be labeled as Target. There you will be able to view the directory you need to place the update into.

Once you have determined which directory to install into, you are ready to start the installation process. Left click on Start; Select Run from the File menu and then Browse, selecting the .exe file on the diskette in Drive A: and double click on the .exe file to begin the installation.

The program will start installing and you will see a blue screen, and then a welcome screen. It will ask you which directory you want to install the files into. Make sure it is exactly where it needs to be as the data for the program is located in the same directory as the program files (see above on how to locate your directory).
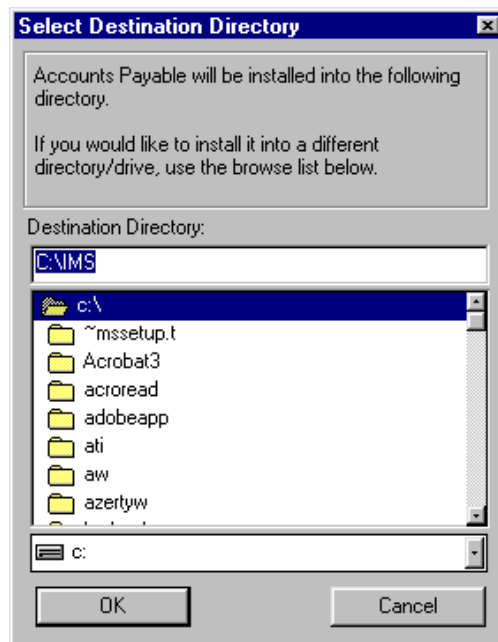
In Windows 95/98/NT the default is C:\Program Files\AP. You may **not want this directory,** so TYPE IN the location to the directory you found the program in (using the directions above). Click OK when you've entered the desired location. It will ask you if you want to make backup copies and will backup the program files that the update replaces into the same directory, into a new folder called BACKUP. After this simply follow the instructions and it installs the update for you..
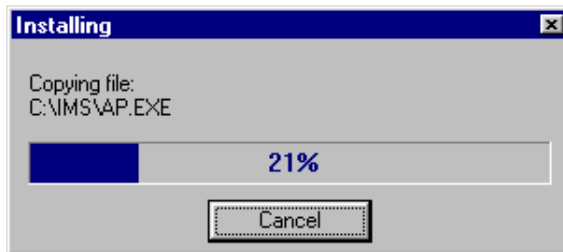
After it is complete, you will be given the opportunity to view the release documentation. This is a document containing information and explanation about what is new to this version of the **Accounts Payable**, including last minute changes since the manual was printed.

The release documentation for new release can always be viewed at the IMS website, http://www.ims-florida.com.   The site will always have the latest release information. The release notes can also be viewed once the program is installed under **Help, Contents, Release Notes**. Or you can connect under **Help, IMS Web Site** within the program.

Windows 95/98/NT Internet Users

Updating from email:
Your **CSR** will send you updates in the email if you request this method of updating. When you receive the emailed files (for example ap3091.exe, .w02, .w03), save them immediately into the directory that your program is running in. See the Windows update installation instructions above to see how this is done.

The examples show c: drive, but most users will have their program located on d, g, f, or some other drive.

Once you have saved all of the files you receive in the email from IMS, then you may go into My Computer by right clicking on it, and choosing Explore. From there, you simply locate the .exe file and double click on it to run the installation, following the instructions on the screen. Remember to TYPE in which Drive and Directory you want the program to install into, such as D:\AP.

If you skip this step now, you may view the documentation later in the program itself.

Updating from a disk:
Insert the Update disk #1 into drive A (or drive B). In Win 95/98/NT right click on My Computer, select explore. Highlight the drive (A or B) that the disk is in. Find the file, Setup.exe and double click on it. (See the above installation instructions for Windows updates). Insert Disk #2 and #3 when prompted. In all of these installations you may choose to read the release notes, which are essentially the latest update information and changes to the program.

Windows Skills You'll Need

Because the **Accounts Payable** runs under Windows, it is necessary for you to have certain Windows skills to be able to use it most effectively. What follows is a very brief explanation of some of the skills that would be most useful in using your **Accounts Payable**. *This is not intended to replace your Windows manual*. If any of these is not a skill you're comfortable with, you'll want to refer to your Windows manual for a complete explanation.

Entering information on a screen
When you are entering information into many fields on a screen, such as when adding a license, use the Tab Key to move to the next field, and Shift+Tab to move to the previous field. **DO NOT** use the Enter Key. The Enter Key is the same as clicking on OK, and means you've completed your entries and are ready to move on to something else.

Control

If you don't have a good understanding of this concept, you'll spend way too much time trying to get the program to do what you want it to. When you go into a window, such as **Activity, Add New Activity**, there are two areas of the window: one where the general information is and another where the Miscellaneous information is.

When you first see this screen the cursor is flashing in the Template field. That means that if you press a letter (or number) on your keyboard it will appear in this field. However, if you click within the other portion of the screen, the control moves there. Then, when you press a letter, the program takes you to the first occurrence of that letter in the list.

You can tell where the control is on a particular screen by looking for the flashing cursor in a field, an outlined word on a button, or an outlined record in a list. To move to a screen tab, simply click on it. That screen will be brought to the front.

Mouse vs. Keyboard

Throughout the manual, the mouse commands are given for procedures (e.g. "Click on OK"). If you prefer to use keyboard commands, you'll want to pay attention to the underlined letters in options throughout the program.

For example, to pull down the **File** menu, you may click on **File**, or you may press Alt+F. Then, when the menu is pulled down, you may click on your choice, or press the letter that is underlined in your choice.

Any time there is some information that could be looked up (on a calendar or in the business codes, for example), you'll click on your right mouse button to see it. But you can also press F3.

Using the scroll bars
Scroll bars are found at the right edge and bottom edge of the screen when the information for the screen won't all fit on at once. You may click on the up and down arrow keys to move incrementally through the display, or drag the box up or down to move more quickly.

Moving a window
There are times when you may need to move a window to another location on your desktop. To do this, click on the title bar of the window and drag it to the new location. Then release the Mouse Button.

Resizing a window
Occasionally, you may want to resize a window so you can see more of its contents. To do this, click on the window. Then, point to a corner or border of the window (the cursor will become a double-headed arrow). Drag the mouse until the window is the desired size and then release.

Window Setup
Go to **File, Activity** or any other main screen. Then go over to **Windows** from the main list and open that at the same time.   This allows you to customize your viewing capabilities.

| Tile |
| Cascade |
| Arrange Icons |
| ✔ 1 Activity Record Will Be Added (New) |

Quick Tip Keys:

F1 brings up a **Help** menu for quick and easy explanation of terms. If you are in a date field, press F3 which is invaluable in IMS programs and will bring up a calendar in a date field or pop up list in many other fields. Always try it if you need to select from a list to see if it is available this way. Press the Escape Key to release it. Right clicking on the Mouse Button will also display selections if available.

APR, 2001

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
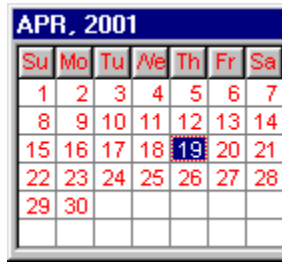
Using the Clipboard

This menu contains the standard Windows editing functions using the clipboard. It is active only when a document window is open.

Cut (^X)

Move the currently highlighted text to the Windows Clipboard.

Copy (^C)

Copy the currently highlighted text to the Windows Clipboard.

Paste (^V)

Copy the contents of the Windows Clipboard to the field where the cursor is currently located.

Reference Help/Contents

Your program has assistance under **Help** (press F1 at any time to take you to this section) or Contents. **Contents** has a better overview of the entire section. It is filled with explanations of almost every function and key in the program. You may want to familiarize yourself with some of the different items in there before beginning. This makes using the program much simpler. You may print the information you have entered at any time by selecting the appropriate item from the **Print** menu.

IMS Web Site

You may automatically link to the <u>IMS web site</u> if you are connected to the Internet by clicking within the **Building Permits Manager** program under **Help, IMS Web Site.** You may view the User Manual in this section also.
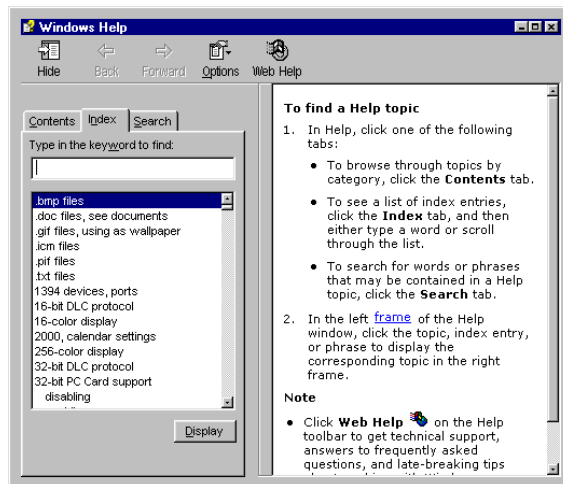
Windows has its own section for assistance with questions about Windows topics - **How to Use Help** which is found within the program. Use it by looking through the Contents, the Index alphabetically, or by using the **Search for Help On…**.capability to find the topic or keyword you need help with.

<u>**User's Manual**</u>
The manual is set up so that each main category is to the left side, each function of the program to the right is <u>**Bolded and Underlined.**</u>   Fields of information and the path (i.e. **File, Setup**) are typically **bolded** so that you may recognize them easily. The steps are directly below it. The manual attempts to follow the natural progression of steps the user would normally take when running the program.   If in doubt always look to the <u>Index</u> for the topic and hyperlink (jump from one point of the document to another) from the page number of the item you seek. Use the Go Back Button to return to where you were last. You may view the User Manual from within the **Accounts Payable** program under **Help, View User Manual** if you have Adobe Acrobat.

<u>**First Steps:**</u>
When first starting the program, you will want to insert general information data into their particular files before adding businesses. In the next section we will go into detail for an explanation of each of these items. From the **Accounts Payable** main menu select **Setup, System Data**. Secondly, set the **Security** and **Security Profiles** for the program, typically with one supervisor having access to everything and then customizing a profile for the various users under the supervisor. Select **Configuration Options,** which will govern how your program functions. Then, select **Form Options** to choose the forms to be printed. You may then have to select printing options for the forms.

Getting Organized

General System Data

Go to **Setup, System Data, General System Data**. Fill in the fields under the General Tab.

Data File Version

This is a system-maintained field that indicates the version of the data files. It is used by file conversion

programs that are shipped with some updates, to determine the current data file version. This field should never be changed by the user, because it could make file conversion utilities fail.

Date
This is the date of record for all activity. Note that the date does not have to be in the current accounting period.

Current Month
This is the month of record for all activity. This is the calendar month, not the month sequence in the fiscal year. Calendar to fiscal year transaction is done by the accounting transfer procedure in **General Ledger**.

Current Year
This is the year of record for all activity. This is the calendar year, not the fiscal year. Calendar to fiscal year transaction is done by the accounting transfer procedure in **General Ledger**.

Organization Name
This is the organization name that will be printed in report headers and on purchase order forms.

Federal Tax ID
This field is required for the federal 1099 form printed for certain vendors at the year's end.

Purchase Approval
This is the minimum access level required to approve a purchase. This is minimum security level required to process anything beyond the requisition level. Users with access below that required for purchase approval now may not change an activity record using a file maintenance procedure. They also may not select for payment or print checks. When an activity is added by a user without purchase approval access, the activity is restricted to requisition. The initial type is set to requisition. You may select from the following:

Data Entry
Update
System Update
Supervisor

Minimum Asset

This is the amount of an item cost that will set the
asset attribute on an item. If there is a value in the
Minumum Asset field the asset flag on a new activity
will be set if the activity amount is equal to or greater
than the minimum asset amount. Likewise if the asset
flag on an activity is not set and the value of an item is
equal to or greater than the minimum asset value the
asset box on the item will be checked automatically.
After the box is initially checked, the flag will not be
changed by the system if the user is updating and
existing activity or item. If a new activity or item is
added the asset box will be initially set based on the
value, but the system will not interfere if the user
elects to uncheck the box.

Default Cash Account

This is the default cash account number used in all
procedures that ask for a cash account number.
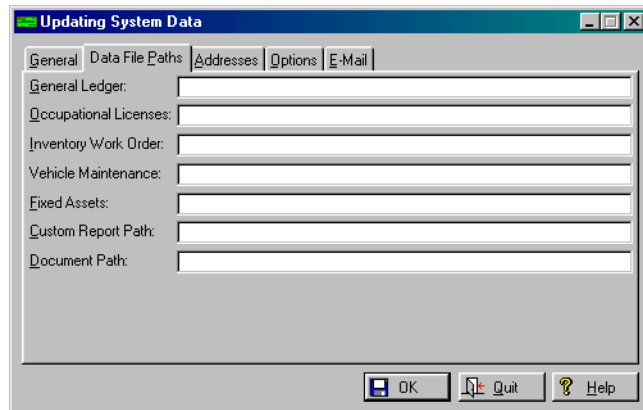
On the Data File Paths Tab, fill in the location that the
following are located in on your computer. When
Accounts Payable starts up it attempts to open each
file and does not allow access to them if the files do
not exist or are otherwise unavailable.

To prevent creating duplicate files in case a valid but incorrect path is specified, the external files must be created by their parent application before they can be accessed by **Accounts Payable**.

General Ledger

This is the path to the **General Ledger** data files if that program is installed. If this field is blank, local replacements for the necessary **General Ledger** data files will be used. When **Accounts Payable** starts, a message will display if there was an invalid path for **General Ledger**. This appears if the application has been moved to a different drive or directory.

Occupational Licenses

The **Occupational Licenses Manager** Master file is used by **Accounts Payable** to look up and retrieve vendor information. If there is no path set for **Occupational Licenses Manager** the lookup of license numbers will be disabled.

Inventory Work Order

If a path to **Inventory Work Order** data is specified (**Setup, System Data, General System Data, Data File Paths**) the item record will have a checkbox labeled "**Inventory**". (Note that the **Asset** or **Component** check boxes cannot be checked at the same time as the **Inventory** checkbox. They are mutually exclusive. An item may be an asset or inventory, not both). When **Inventory** is checked the Info Button will open a window allowing the user to enter the stock number and catalog number of the item. You can also use the standard hot key to look up the stock number in the **Inventory Work Order** inventory file.

Vehicle Maintenance

Note that transfer of inventory or direct purchases for **Vehicle Maintenance** requires that **Inventory Work Order** be available. **Accounts Payable** will not transfer inventory to **Vehicle Maintenance** if **Vehicle Maintenance** is using its local inventory database.

Fixed Assets

The asset transfer may be done automatically each time **Accounts Payable** starts, or it may be done explicitly using **Utility, Update Assets**. The automatic transfer may be enabled or disabled using **Setup, System Data, Configuration Options, Auto Asset Update**. For an asset to be transferred the activity must be marked as paid.

It also must have the **Asset** box checked on the activity, and/or at least one item must have the asset or **Component** box checked. The item list may include items that are not to be part of the asset, but those that are to become components of the asset must have the **Asset** or **Component** box checked.

If the **Asset** box is checked on one or more items in an activity that does not have the asset attribute, each checked item will become an asset rather than a component.

If the **Asset** or **Component** box is checked on an item, an Info Button will be available that displays a window where you may enter information that will be needed for the **Fixed Assets** database after the activity is paid. The information includes manufacturer, model number and serial number. When the information is transferred to **Fixed Assets**, the activity description will become the asset description, and the components will be all items of the activity with the asset attribute. Each component will have the appropriate manufacturer, model and serial information. Items that have no asset record, or have all blank fields, will not be transferred.

It is very important to remember that if you want multiple items on the same activity to be components of the same asset you must check the **Asset** box for the activity. Otherwise each item will be added as a separate asset. If for, example a vehicle is purchased, and options such as engine, transmission, etc. are listed in separate items, each option will become a separate asset if the **Asset** box is not checked for the activity.

Custom Report Path

Path where custom reports for **Accounts Payable** are stored. If left blank, **Accounts Payable** will look in the current directory for custom reports (*.txr).

Document Path

The directory where the PDF documents are to be saved.

On the Addresses Tab, fill in the **Default Billing, Shipping** and **1099 Form Address**.

On the Options Tab fill in the applicable boxes.

Line Items
Check this if you want to combine line items transactions on transfers.

Accounts Payable
Check this if you want to combine accounts payable transactions.

Encumbrances Payable
Check this if you want to combine encumbrances on transfer.

Cash
Check this if you want to combine cash transactions.

Discounts
Check this if you want to combine discount transactions.

Due To
Check this if you want to combine Due To transactions.

Due From
Check this if you want to combine Due From transactions.

Note: The combine options refer to how an account number is used, not the type of account.

Pooled Cash
If checked, cash is charged to each fund according to expenses.

Keep Voided
This is to keep voided checks in the check register. if **Accounts Payable** is configured to keep voided checks (the recommended method), a check cannot be deleted from the check register unless it has been voided.

Keep Reconciled
This is to keep reconciled checks in the check register.

Default Due
These are the default days after entry for due date.

Form
This is the type of form you want printed.

Report
This is the format for the report you want printed.

Min 1099
This is the minimum amount you want to print on a 1099 form.

Inventory Groups
If the inventory groups option is enabled (see IMS license options), a default inventory group may be set using here.

All purchased inventory that is not already in the inventory file will be initially assigned to this group when transferred to inventory. The standard hot keys will display a list of available inventory groups. This setting is stored locally so that each workstation may have a different default inventory group. If the **Inventory Work Order** database is not available this option will not be available.

Fixed Asset Defaults
Select the Asset Type, Class and Group. This section is only functional if you have selected a data file path for **Fixed Assets**.

Email
Accounts Payable now includes an extra cost option to send e-mail to users when requisitions are entered and when they are approved or rejected. To set up the e-mail capability, first go to **Setup, System Data, General System Data**. If the e-mail option is installed a tab labeled E-Mail will appear. There are 3 sections. On the General Tab fill out the Email **server name** and **Port Number** (usually 25).
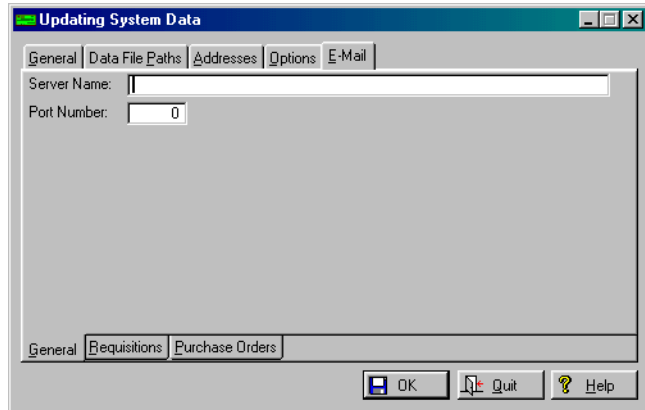
The second tab is the Requisitions Tab. At the top of the window are five check boxes. The first, **E-Mail Request** should be checked if you want the capability to send e-mail when a requisition is added. See also **Utility,** Send Email.
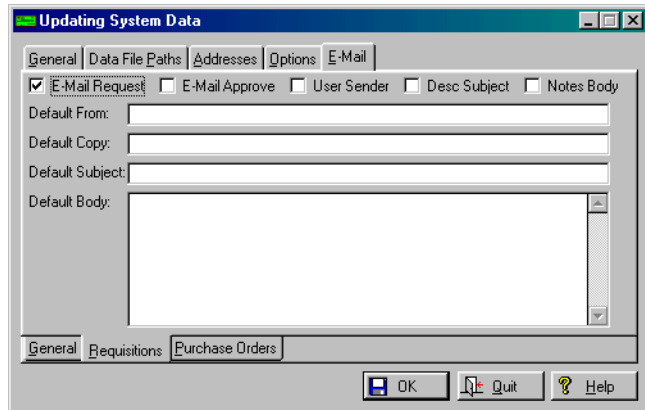
The second box, **E-Mail Approve** should be checked if you want the capability to send e-mail when a requisition is either approved or rejected. At least one of these two check boxes must be checked before anything else may be set up. The **User Sender** box controls whether the sender's e-mail address is that of the user adding the case or a system-wide default address. If it is checked the address of the logged in user will be used. If it is not checked the address below labeled **Default From** will be used.

If **Desc Subject** is checked, the description field of the requisition will be used as the subject in the e-mail. If it is unchecked the contents of the field below labeled **Default Subject** will be used. If **Notes Body** is checked the message text will be the contents of the notes field of the requisition. If it is not checked the contents of the **Default Body** field will be used as the message text. The **Default Copy** field is for an e-mail address that will receive a copy of all messages sent.

The **Server Name** field is the outgoing mail (SMTP) server. This must be filled in. If you are using Outlook Express you can find it by going to **Tools, Accounts, Mail Tab, Properties, Servers Tab, Outgoing Mail (SMTP)**. The format of the server name field may be either the name ("mail.somewhere.com") or the equivalent IP address ("123.210.42.104").

The **Port Number** field also must be filled in. The value is usually 25. You can also find this in Outlook Express by going to **Tools, Accounts, Mail Tab, Properties, Advanced Tab, Server Port Numbers, Outgoing Mail (SMTP).**

The next part of setting up for e-mail is adding e-mail addresses for all users. Go to **Setup, Security, Users, Browse Users**. For each user, press the Change Button and enter that employee's e-mail address. When requisitions are forwarded for approval vis e-mail, the approver's e-mail address is filled in automatically for requisitions from templates. The standard hot key may be used to select from the list of available users. See also Requisition Approval .
Once the above steps are completed you are ready to start sending e-mail. An e-mail may be sent when a requisition is entered or when selecting for approval (**File, Activity, Select For Purchase**).

On the Purchase Order Tab, if the **User Sender** box is checked the sender will be the e-mail address of the logged in user. Otherwise it will be the text in the **Default From** field. If the **Desc Subject** box is

checked the subject of the e-mail will be the description field of the purchase order. If not it will be the contents of the **Default Subject** field. If the **Notes Body** box is checked the body of the e-mail will be the contents of the **Notes** field of the purchase order. Otherwise it will be the contents of the **Default Body** field. The settings of these fields are independent of those for e-mailing requisitions for approval
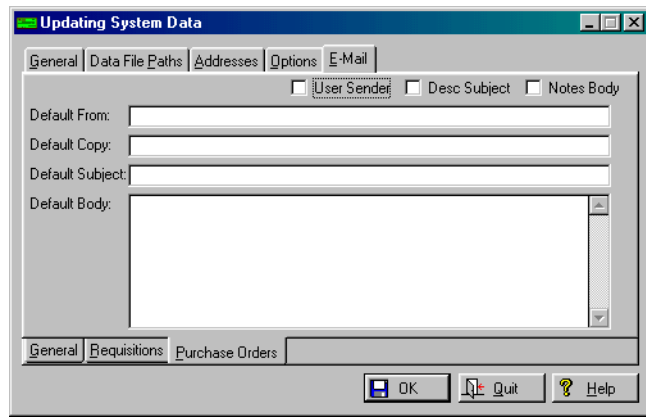
System Date

Set System Date
Go to **Setup, System Data, Set System Date**. You have the option to make this a **Temporary Change Only**.
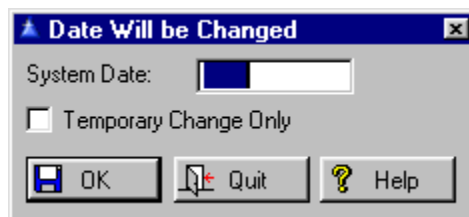
Set Current Period
Go to **Setup, System Data, Set Current Period**. The default on the accounting period is temporary for consistency with **General Ledger**. Check the box if you want it to be temporary.

Period Will be Changed

Current Month: 00
Current Year: 0000
☑ Temporary Change Only

OK   Quit   Help
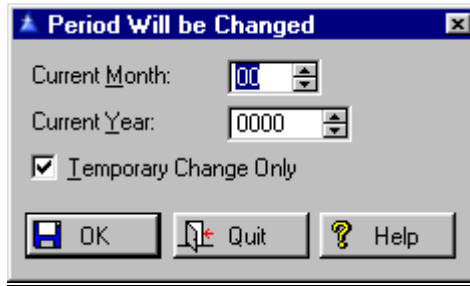
Configuration Options

Go to **Setup, System Data, Configuration Options**.
Check which options you want the program to
configure for you.

Program Configuration Options

☑ Auto Recurring Payment Update   ☑ Create PDF Report Files
☐ Disable Print Preview   ☑ Disable Hard Copy Reports
☑ Auto System Date Maintenance
☑ Auto Accounting Period
☑ Separate Checks for Each Fund
☑ Hide Disabled Menu Items
☑ Delay Expenses until Paid
☑ Check for Over Budget Expense
☑ Filter Open Activity by User
☑ Auto Inventory Update
☐ Auto Asset Update

Configuration will be Changed

OK   Cancel   Help

Program Configuration Options

Auto Recurring Payment Options
If checked, recurring payment amounts are updated on
startup.

Disable Print Preview
If checked, you will not be able to preview reports on
the screen.

Auto System Date Maintenance
If checked, system date will be set to the computer
date. When **Accounts Payable** starts the system date
will be requested unless configured for automatic
system date maintenance or the user has read only
access.

Auto Accounting Period

This option will set the accounting month and year from the system date was added. If this option is set, the accounting period will be set from the system date when **Accounts Payable** starts, or when the system date is changed using **Setup, System Data, Set System Date**. If the **Auto System Date Maintenance** option is enabled, the accounting period will be set automatically at startup to the current month and year based on the internal computer clock. The accounting period may still be changed using **Setup, System Data, Set Current Period**. If the **Auto Accounting Period** option is enabled, setting the current system date using **Setup, System Data, Set System Date** will also set the accounting period. The **Temporary** checkbox applies to both the system date and the accounting period. If checked the system date and accounting period change will apply only to the user making the change and revert to the previous values when the user next starts **Accounts Payable**. If it is anticipated that some users may need to work in different accounting periods it is recommended that the **Auto Accounting Period** option be turned off. Unexpected changes in the accounting period for users when another user logs in could occur otherwise.

Note that this option is available only if the pooled cash option is disabled, since the two are mutually exclusive.

Separate Checks for Each Fund

This option sets the default for new activity and templates, but may still be set individually whether or not to print a single check. The default is to print separate checks for each fund.

Hide Disabled Menu Items

Hides menu items that are not available to the user.

Delay Expenses until Paid

This is a way to delay transfer of expenses to **General Ledger** until after a check has been printed. Typically the expense accounts are debited when a disbursement is entered. If a transfer is made before a check is printed there will be no check number associated with

the expense in the **General Ledger**. When the check is printed, the subsequent transfer will contain only a debit to **Accounts Payable** and a credit to cash, which are typically batched together anyhow. The key to making this system work consistently is to always transfer after each check is printed, but not between payment selection and payment.

This procedure effectively delays transfer of expense debits until a check is printed, and then the payment amount is debited to the expense account(s) and credited to cash.

If a new activity is coded as a disbursement the full amount will be debited to the expense account(s) regardless of the payment amount and whether or not it is selected for payment. This means the only way the expense and check number will be transferred together is if the entire amount is paid before a transfer is made. If a partial payment is made the check number will not appear in the **General Ledger** because only **Accounts Payable** and cash accounts are affected when checks are printed. See details on disbursements .

Check for Over Budget Expense

Cost distribution amounts will be checked for exceeding the budget and recomputed for any changes to an existing activity. It functions only if Accounts Payable shares data with **General Ledger**. If the **General Ledger** is in the same period as **Accounts Payable** that will be used as the latest period for the

purposes of checking budget. If **General Ledger** is behind **Accounts Payable** then the current **General Ledger** period will be used. The test for remaining budget involves the following steps:

1. The budget amount as of the current period is read.
2. The current actual and encumbered amounts are read.
3. Any unposted **General Ledger** transactions are added.
4. Any untransferred **Accounts Payable** transactions are added.

The budget check is made at different points in the process depending on what procedures are selected. If an activity is added directly, the test is made as each distribution amount is entered. If an activity is added from a template, it is checked immediately after selecting the template if the template distribution amounts are expressed in dollars.

If template distribution is expressed in percent, budget for each distribution account is checked as the distribution amount is converted to dollars. This occurs when the OK Button on the Add Activity window is pressed. Whenever an over budget condition is detected a window will be displayed describing the problem. The problem will be either that there is no budget for the account, the budget has already been used, or the distribution amount will push the account over budget.

If the user has *Supervisor* access the option to override the problem and allow the amount to exceed budget will be offered. Users with less than *Supervisor* access will have no option other than to disallow the amount. If an existing activity record is edited (**File, Activity, File Maintenance**) and an unpaid distribution amount is changed, it will be checked again for exceeding budget.

Filter Open Activity by User
When checked, all users with access below *Supervisor* will see only the activity in the payment selection lists and the open activity reports entered or approved by the current userunless the user has *Supervisor* access.

The purpose of the option is to allow multiple pay cycles to work with individual pay selection lists and open activity reports. If the current user has *Supervisor* access the filter will be disabled and all activity will be shown It is an option that can be disabled. This filter applies to to all open activity windows and reports. See **Setup, Configuration Options**.

Users that have used this feature are cautioned to check this option after version 3.080 is installed if they want to continue working as in the past. If this filter option is enabled the check print process will print only checks for activity entered by the user or users for which the current user is the approver if the user has access lower than *Supervisor*.

Auto Inventory Update Accounts Payable transfers direct purchases for **Vehicle Maintenance** as well as **Inventory Work Order.** These transfers may take place automatically each time **Accounts Payable** is started if so configured here or may be done explicitly using **Utility,** Update Inventory.

The basis for transfer is whether or not an item has been received, regardless of whether it has been paid. This allows partial shipments to transfer to inventory in a more timely manner. To support using the old method of transfer, all items that have not been marked as received will be so marked when the activity is paid. Users that do not use **Accounts Payable** for inventory purchases or do not choose to use the new receiving system need not change their procedures. To support this new transfer protocol for receiving inventory and direct work order purchases see also **File, Activity,** Open Inventory Items).

Auto Asset Update
Transfers assets automatically.

Create PDF Report Files and **Disable Hard Copy Reports**
If the PDF module is installed two new checkboxes will appear. This option will create PDF files from reports. This option is available only if the PDF module is installed. See PDF Reports for more information on this topic.

Security Setup

Security Profiles

Go to **Setup, Security, Security Profiles.** Create the different profiles. Security features individual procedure level access for an unlimited number of users. Each user may be assigned to any one of an unlimited number of security profiles. Before you can edit a security profile someone must log in using that profile, because the profile is not initialized until first used. Each security profile assigns one of the following access levels to each function on the menu:

Supervisor - Create and select budgets from any group and edit previous budget changes.

System Update - Create and change budgets in their group, edit transactions, change chart of accounts and similar activities. You can access all functions with the exception of those that control access of other users.

Only users with budget access of System Update or higher may create accounts, & account members. Those with Supervisor access may create groups and access all budget groups.

Update - View or add an activity change to any existing budget in their group.

Data Entry - Users with *Data Entry* access may add new vendors while adding requisitions to the file, but may not do file maintenance operations on activity, check, invoices or vendor records.

View Only - View or print any activity, vendor, invoice and check records.

No Access -Menu items set to *No Access* for a user cannot be used. They will either display as gray or will not show at all, depending on a program configuration setting. All security profiles should be reviewed after each release is installed because of system setup changes.

Adding a Security Record

Title	Type	Access
File	Menu	
Activity	Menu	
Add New Activity	Item	
Select For Purchase	Item	
Select for Payment	Menu	
By Due Date	Item	
Manual Selection	Item	
Add Offline Check	Item	
Void Checks	Menu	
Single Check	Item	
Group of Checks	Item	
Recurring Activity	Menu	

Browse Users

Go to **Setup, Security, Users, Browse Users**. This is a list of all authorized users. You are only allowed to update your own user record unless you have *Supervisor* access. Select Insert to add new users.

Browse the User File

User
hinesb
IMS
janet
John
SHELBY
Synella
Troy
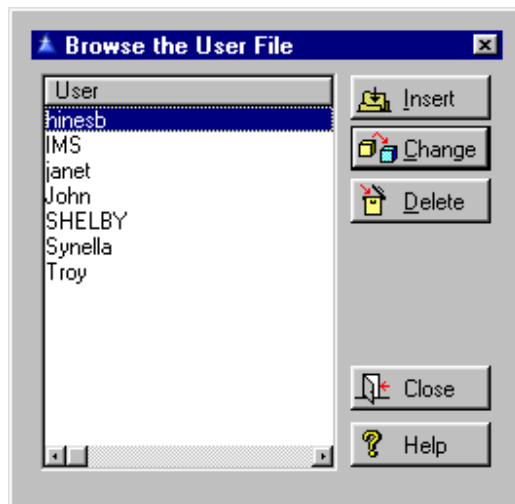
Once you start entering information in the **Template Group** field another screen will pop up and will take you to the Browsing Template Groups to select one.

You will need to add information about which template group the user belongs to. A template group subdivides activity templates into groups. Each user is assigned a template group. Only templates belonging to their assigned group are available to a user.

Adding a User Record

General

User Name: Elisabeth
Password: something
Security: Supervisor
Template Group: 1   none
Chart ID: 1   MASTER
Buyer: EE
Approval:
Email Address: important@mindspring.com

OK   Cancel   Help

If there are none created yet, then select Insert and create one. See Template Groups for more details.

Back at the Adding a User Record Screen fill in the **Chart ID** field, which uniquely identifies a chart of accounts. It is a numeric integer field with allowable values up to 65,535. This field is used to separate accounts in the chart of account by chart ID.

A **Buyer** field allows relating the user to a specific buyer code. When activity is added the default buyer will be set from this added field. It should be left blank if users do not enter their own purchase orders.

If **Accounts Payable** is left at the user login window for one minute the program will be terminated. This is to prevent blocking logins by other users. Once security information has been entered the system will require login the next time it is started.

Accounts Payable Login

User Name:
Password:

OK   Cancel

Requisition Approval

Each user may be assigned a person who must approve their purchase requisitions. Using **Setup, Security, Users, Browse Users,** Change Button fill in the two fields.

The **Approval** field is the login name of the user who must approve all requisitions entered by this user. If the field is left blank the system will function as before. (User must have access equal to or higher than the level specified in **Setup, System Data, General System Data, Purchase Approval**.) The **E-Mail** field in the User record is the e-mail address of the user. This is available only if the E-Mail option is installed.

The requisition approval process may also be done in tiers. If a person that is an approver for one or more users may in turn have an approver. In such cases when an intermediate approver approves a requisition the email will be sent to the next approver, and the requisition will be updated to reflect who must approve it next. This can continue for any number of levels. When finally approved by the highest authority (a user that has no approver) the email will be sent to the requisition originator.

<u>Print Security Profile List</u>

Go to **Setup, Security, Print Security Profile List**. This report lists all security profiles and the access for each menu item . This report requires *Supervisor* access to print. See a <u>sample</u> of the Profile List.

Account Setup

The chart of account defines what accounts are available to the user, based on the Chart ID assigned to the user. All available accounts are in this file, each coded with a particular Chart ID. The accounts available to a user are limited to those with the chart ID assigned to the user. All accounts in this file must exist in the master account file. If the IMS **General Ledger** is installed, this file will be in the **General Ledger** folder.

Otherwise this file will be a local file in the **Accounts Payable** folder. Go to **Setup, Chart of Accounts, Browse Master Account File**. Press the Select Button to select from the different accounts to browse through.
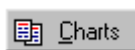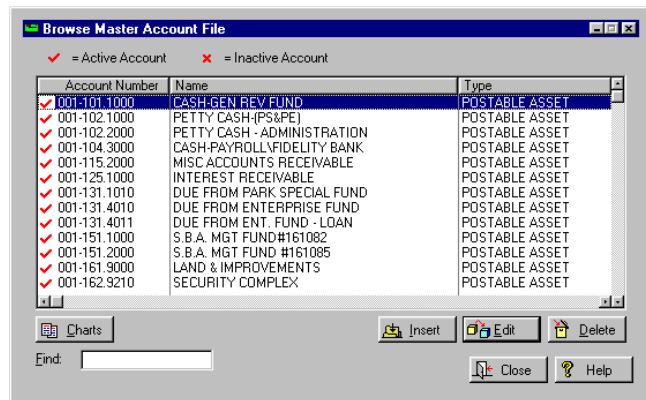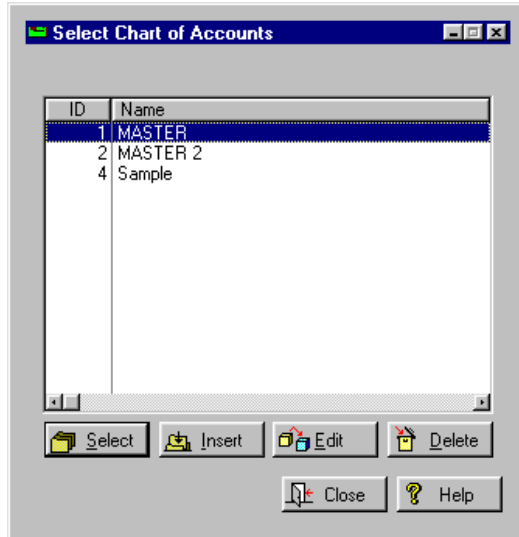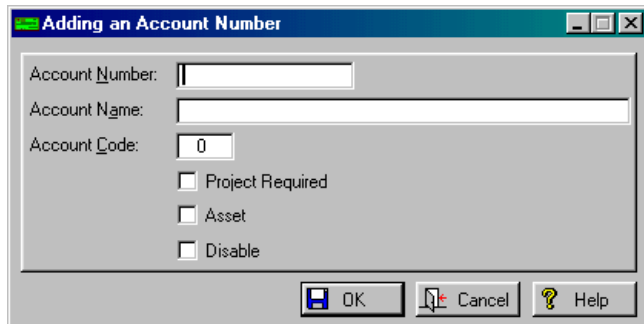

The Charts Button will take you to the list of the Chart of Accounts of which the highlighted account is a members where you can insert a new one or delete an existing one.

To enter new accounts, press the Insert Button and add the new information. You may not add an invalid account if the account is not properly formatted (truncated, contains blanks or other prohibited characters). If transactions are being computed in a process rather than a single activity (such as printing or voiding a group of checks, or selecting a group for payment) the user is given the option to abort or skip the current activity.

When entering distribution account numbers, either an asterisk ("*") or a pound sign ("#") may be used as a "wild card" for any part of an account number. When the list of accounts is displayed it will include only those that qualify according to the mask entered. If a segment of the account number (fund, department or object) is represented by a single wild character it will be interpreted matching any value of the segment.

Examples; *-101.0 will match any account with an object of 101.0000 in any fund. 10*-*-521.* will match any account number with a fund number beginning with 10, any department, and any object beginning with 521.

If there are no wild card characters in the account number entered the program will function as before: If the account matches an existing account it will be accepted. If it does not match a list of all accounts in the chart of accounts will be shown.   See also Adding New Activity.

Enter the Account Number, Name, and Code. Check the following boxes:

Project Required
If checked this account must have a project code when used.

Asset
Purchases against this account will be marked as asset. that sets the asset flag on the activity whenever this account is specified as a cost distribution account. If the cost distribution is to more than one account the asset flag will be set if any account has the asset attribute.

This feature works in conjunction with the minimum asset field in **Setup, System Data, General System Data, Minimum Asset**. If a distribution account has the asset attribute set the activity will be flagged as an asset even if below the minimum asset cost. Likewise, if none of the distribution accounts have the asset attribute the activity will be flagged as an asset if the total amount is equal to or greater than the minimum asset amount. Note that an activity flagged as an asset cannot be transferred to **Fixed Assets** if there is not at least one item with the asset information filled in via the Info button. When the activity is flagged as an asset, the **Component** box must be checked on the item window before the Info button will function. The following text, excerpted from the version 3.090 release notes may be helpful:

"The asset transfer may be done automatically each time **Accounts Payable** starts, or it may be done explicitly using **Utility, Update Assets**. The automatic transfer may be enabled or disabled using **Setup, System Data, Configuration Options, Auto Asset Update**. For an asset to be transferred the activity must be marked as paid. It also must have the Asset box checked on the activity, and/or at least one item must have the asset or **Component** box checked.

The item list may include items that are not to be part of the asset, but those that are to become components of the asset must have the **Asset** or **Component** box checked. If the asset box is checked on one or more items in an activity that does not have the asset attribute, each checked item will become an asset rather than a component. If the asset or component box is checked on an item, an info button will be available that displays a window where you may enter information that will be needed for the fixed assets database after the activity is paid. The information includes manufacturer, model number and serial number.

When the information is transferred to **Fixed Assets**, the activity description will become the asset description, and the components will be all items of the activity with the asset attribute. Each component will have the appropriate manufacturer, model and serial information. Items that have no asset record, or have all blank fields, will not be transferred. It is very important to remember that if you want multiple items on the same activity to be components of the same asset you must check the asset box for the activity. Otherwise each item will be added as a separate asset. If for, example a vehicle is purchased, and options such as engine, transmission, etc. are listed in separate items, each option will become a separate asset if the asset box is not checked for the activity.

A utility is available in the event that items were incorrectly transferred as assets rather than components (**Utility, Restore Transferred Assets**). It will restore all assets transferred during the current accounting period. (It is highly recommended that this menu item, and similar ones that should only be used in extraordinary situations, be given the highest security level to prevent casual use.) After the asset items are restored they can then be corrected and transferred once again. Be aware that restoring an asset as untransferred does not remove it from the **Fixed Assets** database.

You must also delete restored assets and their components from **Fixed Assets** before transferring again, or the assets will be in the database twice. When assets are added to the **Fixed Assets** database, the asset number is generated from the current system date in YYMMDD format followed by a sequence number from 0001 to 9999. The asset type, class and group will be the default values in the system file. The fund and department of the asset will be taken from the cost distribution account.

If the cost was distributed to multiple funds or departments the first will be used. The default value of asset number, type, class and group for transferred assets may be changed in **Fixed Assets Manager**. It is recommended that you use a special value for the group number so transferred assets may be easily located for filling in additional information not available from **Accounts Payable**."

Disable
Posting not allowed if checked.

<u>Create a Chart of Accounts</u>
Go to **Setup, Chart of Accounts, Create Chart of Account or to Setup, Chart of Accounts, Browse Chart of Accounts**.

The chart in **Accounts Payable** is shared with the **General Ledger,** so you should have a data file path set for the **General Ledger** program under **Setup, System Data , General System Data** , Data File Paths Tab. Make sure you have it also set to **Cash** on the Configuration Tab.

If you are using the program without the **General Ledger** then you can have it create a chart as you enter activity and give it account numbers. A box will pop up at some point and say this is not a valid account, how do you want to handle it. Then you can click on Create Account and it should start doing so.

The View Button allows you to view the following two tabs of information about the account.

To insert information press the Insert Button. You
may add a new account number.
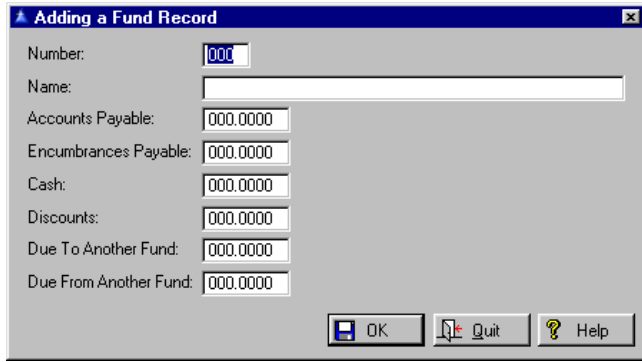

Press OK when finished.

Print Chart of Accounts List
Go to **Setup, Chart of Accounts, Print Chart of
Accounts List**. See Lists for details.

Funds

Go to **Setup, Chart of Accounts, Funds, Browse Funds**. The fund file contains the account numbers needed for balancing transactions by **Accounts Payable**. If the same account number is used for all funds, a single set of accounts may be entered under fund 000. This form displays a list of candidate accounts from each of the accounts used for the fund (**Cash, Accounts Payable**, etc.). The account display is limited to the fund being edited and the account type appropriate for the account (i.e.: assets for cash account). Press Insert for new information or highlight the fund or Edit to change existing funds.

Press F3 to see a pop up list of revenue, liability or asset accounts for these fields.

Adding a Fund Record	
Number:	000
Name:	
Accounts Payable:	000.0000
Encumbrances Payable:	000.0000
Cash:	000.0000
Discounts:	000.0000
Due To Another Fund:	000.0000
Due From Another Fund:	000.0000
	OK Quit Help

Number

This is the fund number, a three digit number from 000 to 999. The special case of 000 is used to indicate that this is the default set of account numbers to use if there is no record in the fund file for the specific fund. If you use the same accounts for all funds then you need only one record in this file.

Name

This is the name of the fund. It can be up to 48 characters long.

Accounts Payable

This is the account number that will be used by the
system for **Accounts Payable** when an activity item is
selected for payment. If no account is entered here,
Accounts Payable amounts will be written instead to
the cash account.

Encumbrances Payable

When purchase orders are entered into the activity file
the cost distribution is encumbered for each account
of the distribution. Balancing credits are written to
the encumbrances payable account for the fund to
which the corresponding expense account belongs.
Amounts in this account are later reversed when the
activity is selected for payment. At this time the
encumbered amounts are moved into actual expenses
and the balancing credits moved to the Accounts
Payable account. If there is no value in this field then
purchase orders cannot have costs distributed to this
fund.

Cash

This is the account that will be credited for the amount
of expense in the same fund when checks are printed.
There must be a valid account in this field because the
system cannot function without an account to balance
expenses.

Discounts

If discounts are taken there must be a valid account
number in this field. When a discount is taken the
total expense amount distributed is not changed. The
amount of the discount is reversed from either
Accounts Payable or cash (depending on the state of
the activity) and credited to this account.

If this field is left blank and a discount is in order, the
discount amount will be reversed from the expense
distribution of the first account in the distribution.

Due To Another Fund

If this field and the Due from field have valid account numbers, due to amounts will be updated when an activity contains distribution to more than one fund. The account number used will be literal or computed, depending on the value in this field. If this field is an integer, (that is the number has all zeros after the decimal point) the due to number will be calculated from the fund number of the corresponding fund (the fund to which the amount is owed).

The account number generated will be the integer portion of the account in this field, with the number of the corresponding fund left justified in the fractional part of the account number. For example, if this field contains 207.000 and the debtor fund is 001 and the creditor fund is 401, the account used would be 001-207.401. If there is a fractional value in this field the account will be used as is for all corresponding funds.

Due From Another Fund

If this field and the Due to field have valid account numbers, due from amounts will be updated when an activity contains distribution to more than one fund. The account number used will be literal or computed, depending on the value in this field. If this field is an integer, (that is the number has all zeros after the decimal point) the due from number will be calculated from the fund number of the corresponding fund (the fund from which the amount is owed).

The account number generated will be the integer portion of the account in this field, with the number of the corresponding fund left justified in the fractional part of the account number. For example, if this field contains 131.000 and the debtor fund is 001 and the creditor fund is 401, the account used would be 401-131.001. If there is a fractional value in this field the account will be used as is for all corresponding funds.
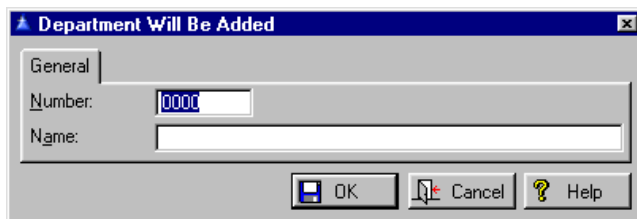
<u>Print Fund List</u>

Go to **Setup, Chart of Accounts, Funds, Print Fund List**. See Lists for details.

Departments

Go to Setup, Chart of Accounts, Departments, Browse Department Names. This file associates names with the department numbers used by accounts in the chart of accounts.
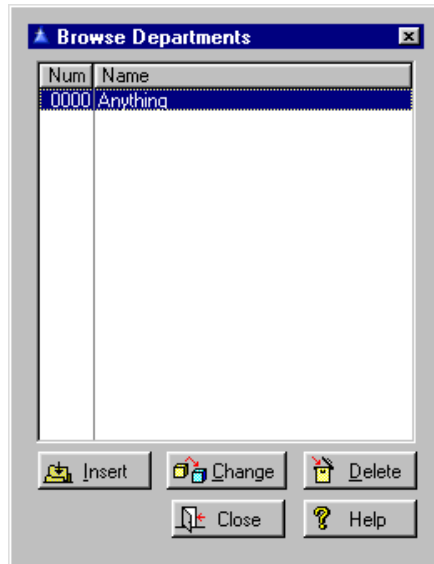
If the IMS **General Ledger** is installed, this file will be in the **General Ledger** folder. Otherwise this file will be a local file in the **Accounts Payable** folder. To add a department Select the Insert Button and add your information.
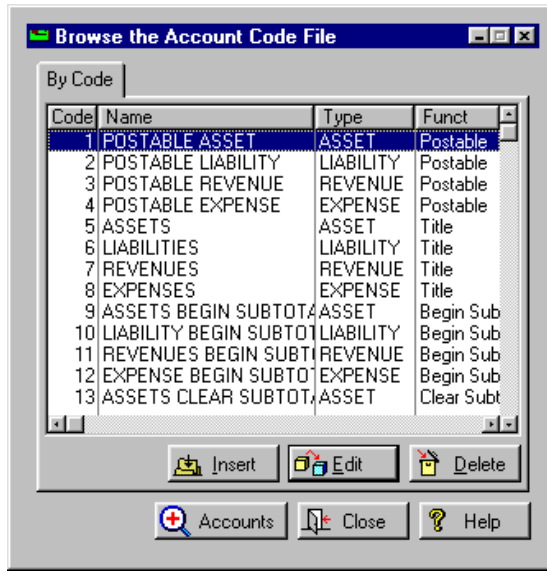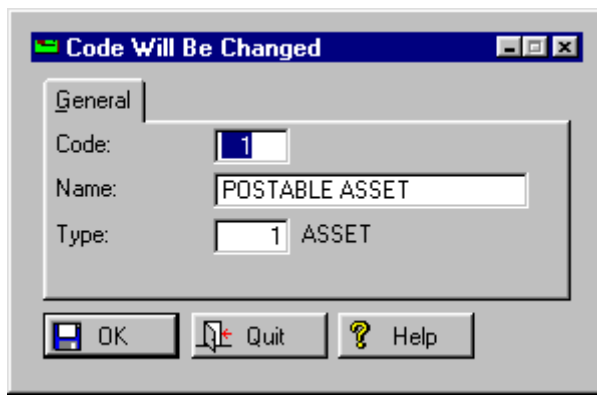

Print Department List

Go to **Setup, Chart of Accounts, Departments, Print Department List**. See Lists for details.
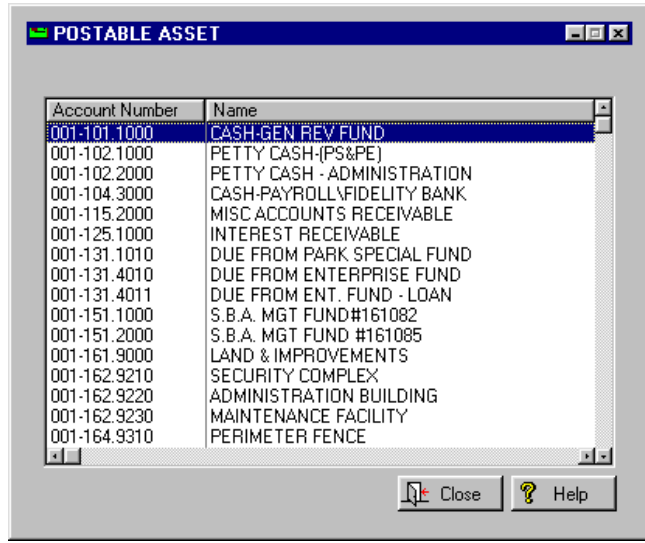
Account Codes
Go to **Setup, Chart of Accounts, Account Codes**.

To change a code, press the Edit or Delete Button, to
enter new information press the Insert Button. Enter
the **Code** number, the **Name**, and the **Type**.

 Pressing the Accounts Button will give you a pop up
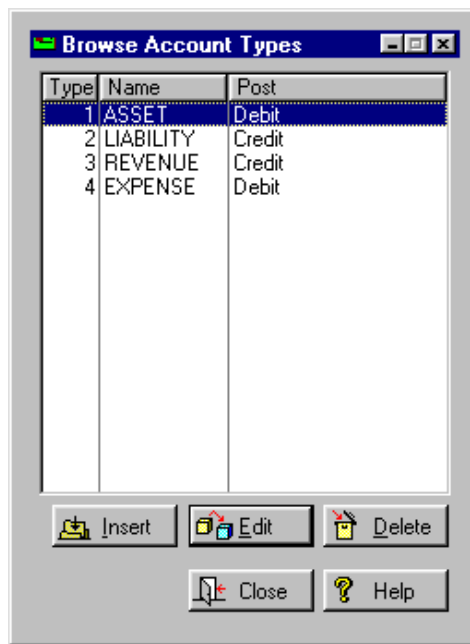list of the Postable Assets.

POSTABLE ASSET

Account Number	Name
001-101.1000	CASH-GEN REV FUND
001-102.1000	PETTY CASH-(PS&PE)
001-102.2000	PETTY CASH - ADMINISTRATION
001-104.3000	CASH-PAYROLL\FIDELITY BANK
001-115.2000	MISC ACCOUNTS RECEIVABLE
001-125.1000	INTEREST RECEIVABLE
001-131.1010	DUE FROM PARK SPECIAL FUND
001-131.4010	DUE FROM ENTERPRISE FUND
001-131.4011	DUE FROM ENT. FUND - LOAN
001-151.1000	S.B.A. MGT FUND#161082
001-151.2000	S.B.A. MGT FUND #161085
001-161.9000	LAND & IMPROVEMENTS
001-162.9210	SECURITY COMPLEX
001-162.9220	ADMINISTRATION BUILDING
001-162.9230	MAINTENANCE FACILITY
001-164.9310	PERIMETER FENCE

Close   Help

Print the Account Code List

Go to Setup, Chart of Accounts, Account Codes, Print Account Code List.   See a sample of this list.

Account Types

Go to **Setup, Chart of Accounts, Account Types**.

Browse Account Types

Type	Name	Post
1	ASSET	Debit
2	LIABILITY	Credit
3	REVENUE	Credit
4	EXPENSE	Debit

Insert   Edit   Delete

Close   Help

Press the Insert Button to add new type information.
Press the Edit or Delete Button to make changes.
Enter the **Type**, the **Name** and the **Posting** choice of
Debit or *Credit.*

Print the Account Type List
Go to **Setup, Chart of Accounts, Account Types,
Print Account Type List**. See a sample of this list.

**Form
Setup**

Purchase Order
Go to **Setup, Form Setup, Purchase Order**.   There
is an option of printing the cost distribution on
purchase orders and requisitions.

On the Header Tab fill out any **Text** you want listed on the purchase order header. Select the **Typeface**, the **Point Size, Color, Style** and whether or not to **Center** the attribute. The Font Button will reveal a detailed listing of all the fonts you have available for your use.

On the Title Tab fill out any **Text** you want on the Title. Fill out the same fields as on the Header Tab.

On the Note 1 and 2 Tabs, enter any **Text** you want in the first Note section on the purchase order.

Fill out the same fields as the previous two tabs, check the **Box** if you want this section of text in a box on the purchase order.

On Note 3 Tab you are only allowed to fill in **Text** for the third Note section on the purchase order.

On the Signature Tab you are asked to insert the file path for the Signature image (.bmp format). **Title** is the title you want to appear under the signature. For Example, *Jane Doe, Purchasing Agent*. The signature line will not print unless you have a title.

On the Footer Tab insert any text you want as a footer on the bottom of the purchase order.

On the Misc Tab check the box if you want to **Print Cost Distribution on the Purchase Order**.

Requisition
Go to **Setup, Forms Setup, Requisition**.   This form has just the bare minimum of choices to fill out. Enter text for a Header, Title, Notes 1-3, Footer, and a File Path for the signature on the corresponding tabs. The Misc Tab has one box to check if you want to **Print cost Distribution on Requisition** forms.

Checks

Go to **Setup, Forms Setup, Check**. Use either Format 1 or 2. If an activity contains more invoices than there is room available to print on the advice stub, printing will stop when room is exhausted. The number of invoices allowed on an activity is unlimited for impact checks as it is for laser checks. Those that cannot be printed will still be marked as paid. Invoices paid will be omitted from the check when the number of invoices paid by the distribution accounts on any check are greater than will fit on the check." There is also no limit to the number of invoices that can be attached to an activity, but users are cautioned to not enter more invoices than will fit on the check. If there are too many invoices, the check amount will be correct and all invoices will be marked as paid, but the excess ones will not be printed on the check, nor will an additional check be generated. More invoices may be entered than will fit on one check and all still be printed if there are at least that many distribution accounts. If there are too many distribution accounts for a single check the invoices paid by the distribution on the first check will be printed on the first check. Likewise, invoices paid by distribution on the second check will be printed on the second check, etc.

Format 1 is for dot matrix checks, which is a form that is designed to be used with an impact printer and usually has copies so that the check can be sent to the vendor and the copy can be kept in your files

Format 2 is for laser checks and prints on paper that is perforated in thirds. The top 2/3 go to the vendor and the bottom 1/3 is ripped off and left in your files. The bottom 1/3 contains all the data as to who the check went to, acct. numbers, etc. and usually gets attached to the invoice and filed.

Format 3 is an impact form designed to fit an existing continuous check form. It expects a plain ASCII impact printer, and was tested using the Windows Generic Text Only printer driver. This is a specific check format for a customer.

Format 4 is an alternate laser check form that was added for a specific customer. This check form is number four. It fits NEBS form 9039. It prints the same information as the standard laser checks (form two), with differences in print location and the addition of column headers for the advice portion.

Form 5 is a custom dot matrix form.

An option of printing a signature on checks is available. The signature must be an image file in either the BMP, PCX, GIF, JPG or WMF format. The size and location of the signature on the check form may be set by the user. The name of the signature image file must be entered first.
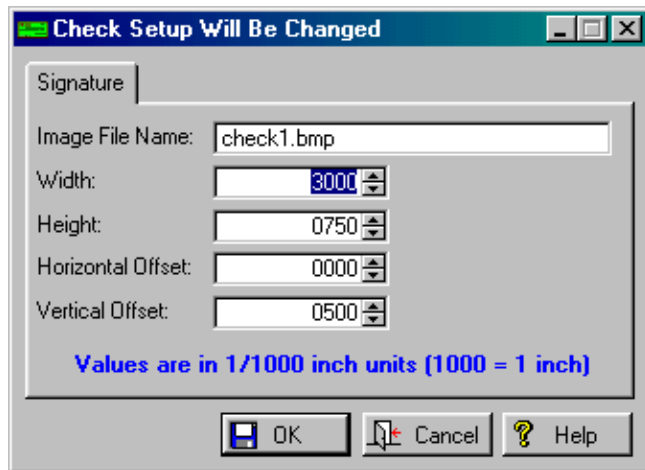
1 signature
Once you give it a name you may specify width, height, horizontal offset and vertical offset. The numbers shown are in units of 1/1000 inch (a setting of 1000 = 1 inch). The width and height spin boxes allow adjusting the size of the signature on the check. For best results the aspect ratio of the image file should be the same as the ratio between the specified width and height (usually about 3:1). This option is available only on the laser check forms (form 2 and 4).

To avoid distortion of the signature, the aspect ratio (ratio of the width to the height) of the Signature image should be roughly equal to that as set in the check form. For example, if you have the form set for a 3" x 1" signature (Width 3000, Height 1000) the width and height of the signature image should have approximately the same ratio. If they differ greatly the signature image could be distorted (either Squashed or stretched, depending on the deviation).

2 signatures

If setting up for a two signature check, a single image should be used for both signatures. The ratio of width to height would be smaller because of the height of the signature pair. The vertical distance between the signatures in the image need to be the same as between the lines on the check, after adjusting for the ratio of the height set in the check form and the height of the image. Assume the lines on the check form are 1/2" apart vertically (0.500). Print out the image and measure the vertical distance between the signatures. Say it's 1 inch (1.000). The overall height of the image as printed is 1 1/2 inches (1.500). To have the same vertical spacing between the signatures, set the height on the check form to 3/4 inch (0.750). Results: 0.500 / 1.000 X 1.500.

Check Setup Will Be Changed	_ □ ✕
Signature	

Image File Name:	check1.bmp
Width:	3000
Height:	0750
Horizontal Offset:	0000
Vertical Offset:	0500

Values are in 1/1000 inch units (1000 = 1 inch)

🖫 OK	⬛ Cancel	❓ Help

Activity Template

This file defines the initial state of all fields of an activity record and how the cost of a disbursement is distributed. The total cost of an activity record is distributed among all child records of the distribution header record. If the distribution type is actual, the cost distributed to each account is specified in each child record. If the distribution type is percent, the cost is distributed according to the percent of the total in each child record.

Add a new template

Go to **Setup, Activity Templates, Browse Templates, All Templates.** Alternately for additional templates, you may clone an activity template. On the Fields Tab fill out the following information:

Vendor

This is the vendor to which payment against this activity record will be paid.

Project

The project number field is an optional field for tracking the cost of projects. If a number is entered here it will be copied to the corresponding field in each transaction record related to this activity. Reports can be printed either from the **Accounts Payable** database or **General Ledger** after transactions have been transferred.

Description

This field is the description of what is being purchased by the activity record. It will print on reports of activity and will transfer to **General Ledger** and become the description for the G/L if individual transaction transfer is enabled. If the activity will consist of only a single item this field can be left blank and the first line of the first activity item will be copied to this field.

If the activity is to consist of several items this field should contain an overall description of what is being purchased. For example, if item 1 description is "Nuts" and item 2 is "Bolts" the description entered in this field might be "Hardware". In this example, if this field is left blank it will become "Nuts" by default.

Cash Acct.
Specifies fund and account providing cash for this disbursement, unless the system is configured for pooled cash.

Total Amount
This is the amount that will be paid on the next check run. The default value is the unpaid amount of the current distribution. If the user elects to pay a partial amount (less that the distribution total), the payment will be applied toward the distribution in the order displayed, and will be applied to the oldest invoices first.

Pay Amount
Amount to be paid this time.

Discount
This is the default percent that will be taken when paying an invoice within the discount allowed date. If left blank no discount will be taken. When an activity record is added, this will be set to the default discount in the vendor record. There are two additional spaces. The first space is for the discount percent. The second space is for the number of days after a discount. The third is for the number of days after invoice that the net is due.   Fill in the **Shipping** and **Billing** addresses as well.

The Items Tab contains the descriptions of the goods and services purchased by the parent activity record. Each item record contains a description, quantity, unit and total price. The total cost of all units of an activity record becomes the default amount to be distributed when adding an activity record.

Otherwise there is no relationship other than coincidental between records of the distribution and item file for the same activity record. To add an item, press the Insert Button. Fill in the **Quantity, Price, Total** and **Description** of the item. Check the **Inventory** box if you want your inventory flagged. Click on OK when finished.
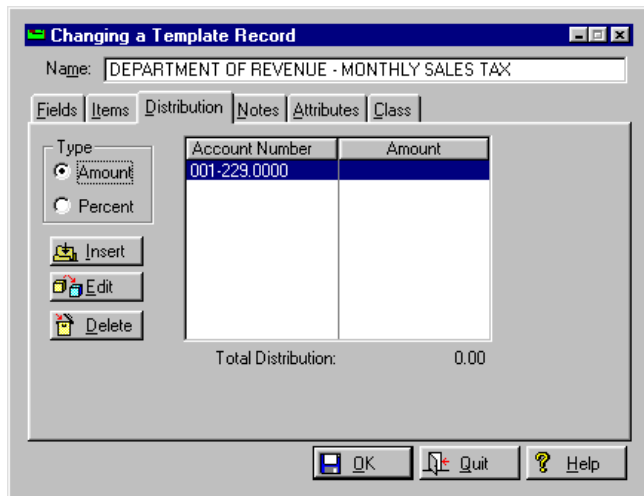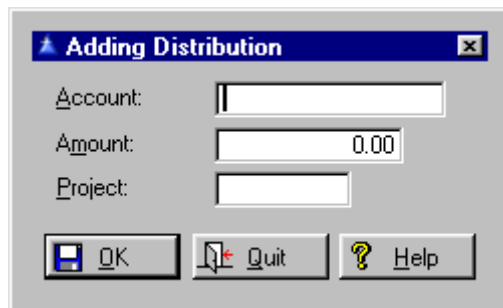

The Distribution Tab define the account number and amount of this cost distribution component. It is a child of the template file. Each record specifies a **General Ledger** account and an amount. The amount field may be the dollar amount or the percentage of the total, depending on the type field of the parent record.

Throughout **Accounts Payable** any change in
distribution causes a complete reversal (or deletion) of
all transactions for the activity and a recompute based
on the current distribution. This method avoids the
errors of incremental transaction computation. This
process is generally automatic and does not require
that the user edit the transactions. In fact, manually
editing transactions is strongly discouraged because of
the potential for errors. The name displayed at the
bottom of the list of cost distribution accounts is the
name of the currently selected distribution account.
Press Insert to add a distribution. Highlight an
existing amount and press the Edit Button to edit it.
Make sure that you select an **Amount** or **Percent**.

Press the Insert Button to add distribution to this
record.

Fill out the **Account** number for this distribution
amount, the **Amount** of the distribution and the
Project number. Click on OK when finished.

The Notes Tab can be used for miscellaneous notes.
The capacity of the field is 20 lines of 50 characters
each. Automatic word wrap is active while entering
notes.

On the Attributes Tab check the appropriate boxes and
add information.

On the Class Tab enter the Template Class in the box
marked **Class**. Right clicking or pressing F3 will give
you a pop up list. Click OK when finished.
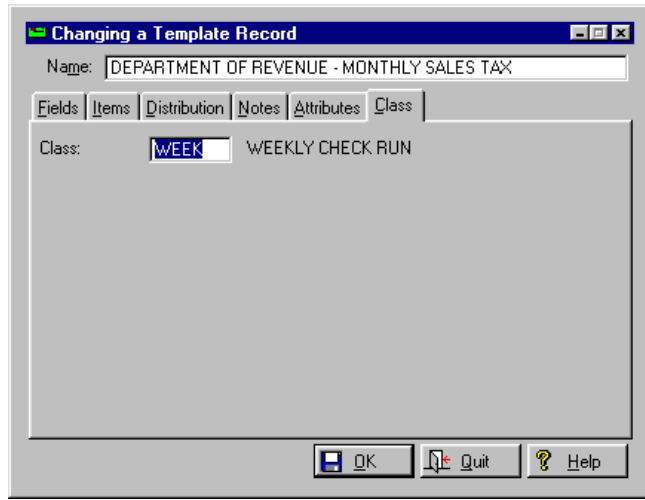
Clone Activity Template
Go to **Setup, Activity Templates, Clone Activity
Template**.   Select the class which the template
belongs to. Then enter the template that you want to
copy and the name you will give to the new template.
Click OK when finished.
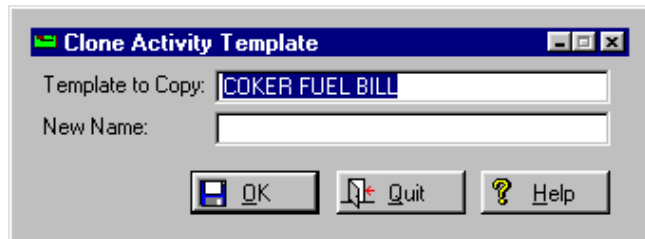
See Adding a new template to fill out the information
fields.

Print Activity Template List
Go to **Setup, Activity Templates, Print Activity
Template List**. See Lists for details.

Adding a Template Group
Go to **Setup, Activity Templates, Browse Template
Group**. On the General Tab enter the template
Group code and **Name**.
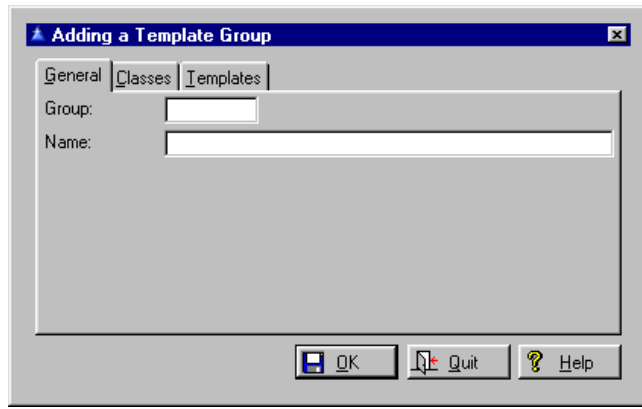
On the Classes Tab press the Insert Button and fill in the **Class** ID.

On the Templates Tab you may view the template in this group.

Print Template Group List
Go to **Setup, Activity Templates, Print Template Group List**. See Lists for details.

Browse Template Class
Go to **Setup, Activity Templates, Browse Template Classes**. The class to which this template belongs. A template class defines the function of a template. Each activity template relates to a single template class. To add information about a class press the Insert Button and you are brought to a screen where you can add information.

Adding a Template Class

General | Templates

Class: [   ]

Name: [   ]

[🖫 OK] [🚪 Quit] [❓ Help]
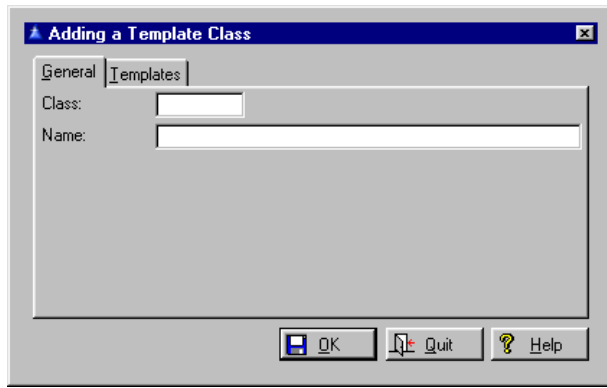
On the General Tab fill in the **Class** code and the
Class **Name**.

On the Templates Tab you may view the vendors
associated with that class name and code.

Changing a Template Class

General | Templates

JONES OIL
MOTOR PARTS
TUBBS PAY-LESS AUTO PARTS

[🖫 OK] [🚪 Quit] [❓ Help]
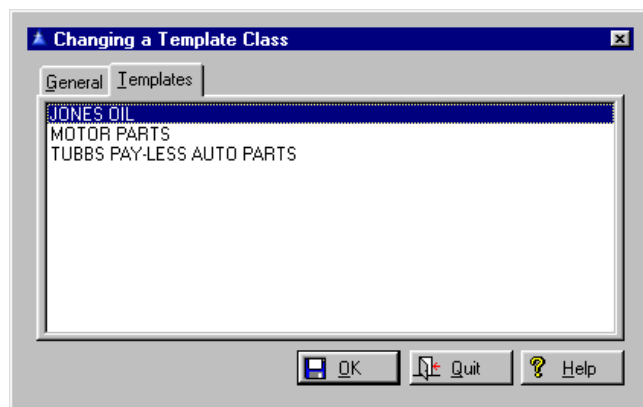
Print Template Class List
Go to **Setup, Activity Templates, Print Template
Class List**. See Lists for details.

Change Template Cash Account
Go to **Setup, Activity Templates, Change Template
Cash Account.** Enter the **Old Cash Account
Number** (you may press F3 for a list) and the **New
Cash Account Number**. Click OK when finished.

Select the cash account which it belongs to and it will be processed.

Project Setup

Browse Projects

Go to **Setup, Projects, Browse Projects**. The project file identifies projects by name, thus allowing users to select projects by name when entering a project number. This file will be local if the IMS **General Ledger** is not installed. If there is a value in the **General Ledger** path field of the system file the **General Ledger** project file will be used.

To add a new project press the Insert Button.

Project Code

The project code is a numeric value up to 9 digits long which identifies a specific project. This number is used to locate project expenses for generating project cost reports.

Project Name

This is the descriptive name assigned to the project. This name will be shown to the user when selecting a project.

Date Opened
This is the date the project was opened. If there is a date in this field the project will not be allowed as a selection when assigning an activity record to a project if the current system date is earlier than the project opened date.

Date Closed
This is the date the project was closed. If there is a date in this field the project will not be allowed as a selection when assigning an activity record to a project if the current system date is later than the project closed date.

Print Project List
Go to **Setup, Projects, Print Project List**. See Lists for details.

Buyers Setup

This area stores buyer names. Buyers are identified in activity records by a three character alphabetic code, usually the buyer's initials, along with the buyer's full name.

Go to **Setup, Buyers**. Select Insert to add new buyers. To edit the buyer at a later date, simply select the buyer to edit and press the Edit Button.
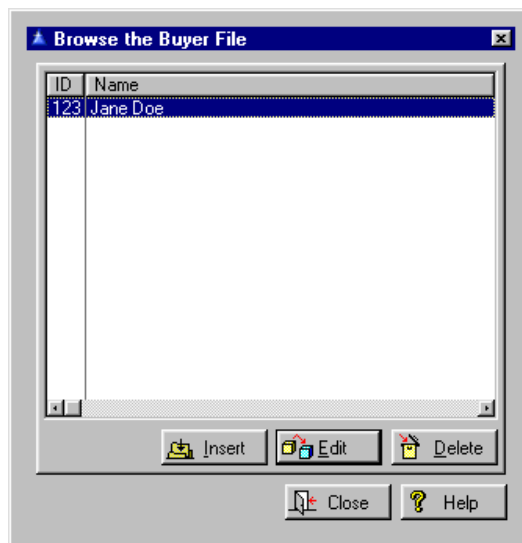
Fill out the Buyer **ID** (numbers or letters) and the
Buyer **Name**. Click OK when finished.

Vendor Setup
Go to **Setup, Vendors, Browse Vendors**. To add a
new vendor, press the Insert Button. To edit an
existing vendor, press the Edit Button. The Activity
Button will disclose all the activity under each vendor
name.

The vendor file is the second "hub" file after the
activity file. It is related on a one to many basis to the
activity, invoice and check register files. You may
add a temporary vendor at a later date by the same
method, or by going to **File, Vendor, File
Maintenance**. Select the Insert Button and check the
Inactive box on the Miscellaneous Tab. If you select
the Edit Button, Checks Tab, View Button, the check
displayed is the one that was selected in the list of
checks on the previous window.

After pressing Insert, go to the General Tab where you will find the following information to fill out.

Number
The vendor number is an eight character alphanumeric field that is unique to this vendor. It is used to locate all records for the vendor in the activity, invoice and check register files.

Name
You may locate the vendor by this field as well as the vendor number. The vendor name may be up to 40 characters long.

License
If the IMS **Occupational Licenses Manager** is installed, this field will reference the license number assigned by the **Occupational Licenses Manager**. You may view the data for this vendor in that program by pressing the F3 Key or right clicking while in this field.

Contact
This is the name of a contact person at the vendor. This in option field for user reference that is not used by the system.

Phone

The vendor phone number is not required by the system. It may be in any format.

Type

Vendor type is a user defined field. It is not used by the system. Valid values are from 0 to 99.

Discount

This is the default discount percent that will be taken when paying an invoice within the discount allowed date. If left blank no discount will be taken. This discount can be overridden on individual activity items.

Last Day

This is the last day for which a discount can be taken. The date is measured as the number of days from the date of the earliest invoice being paid.

Net Due

This is the default number of days after the invoice data that the net amount of the invoice is due.

Purchase Limit

If there is a value in this field, a warning message will be shown when attempting to enter an activity for this vendor that exceeds this amount. If the field is left blank there will be no check on the purchase limit.

On the Addresses Tab fill out: the fields for each of the little tabs that hang from the bottom of the larger tab you are working on. (Mail, Pay and Ship). If you don't want to keep typing in the same information just press the Copy From Button and it will copy from the little tab you select and place it on that page.

Mail Addr 1, 2, 3, 4

These are the first, second, third, and fourth lines of the nominal vendor address. Vendors may not be saved with a blank address or blank pay address.

Pay Addr 1, 2, 3, 4
These are the first, second, third, and fourth lines of the vendor address printed on checks. The fourth may be left blank if not needed.

Ship Addr 1, 2, 3, 4
These are the first, second, third, and fourth lines of the vendor shipping address. These address lines are for reference only and are not used by any procedures. They are intended as the shipping address lines for returned merchandise.

On the Misc Tab fill out the following fields:

Fiscal Year to Date
This field holds the fiscal year to date purchases in dollars.

Previous Fiscal Yr
This field is the corresponding field to the calendar YTD purchases, except for the previous calendar year. It is used as a basis for purging inactive vendors.

Calendar YTD
This field contains the total value of checks printed to this vendor for the calendar year to date period. It is used for printing federal 1099 forms.

Previous Calendar Year
Total purchases in prior year.

Last Activity Date
Date of most recent check printed for this vendor.

Inactive
If this box is checked the vendor is assumed inactive, and purchases cannot be entered for the vendor.

Print 1099
If this box is checked a 1099 form may be printed for this vendor at the year's end. The amount printed on the form will be value in the calendar year to date purchases field.

Box 1099
This field is valid only if the **Print 1099** box is checked. The allowable values are 6 or 7. If set to 6 the calendar year to date amount will be printed in box 6 of the 1099 form (Medical and Health care). If set to 7 the amount will be printed in box 7.

6
On the 1099 form, the box in which amount is printed.

7
On the 1099 form, the box in which amount is printed.

Tax ID
If this vendor is an individual, this is their social security number, needed if the vendor is to receive a 1099 form at the year's end. Otherwise, it is the federal tax number for the company.

Do Not Combine
If this box is checked, separate checks will be printed for each activity item for this vendor. If left blank the default check printing method will be used (combine all activity for vendor into a single check if space permits).

On the Notes Tab you may create a long list of **Notes** about each vendor.
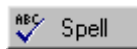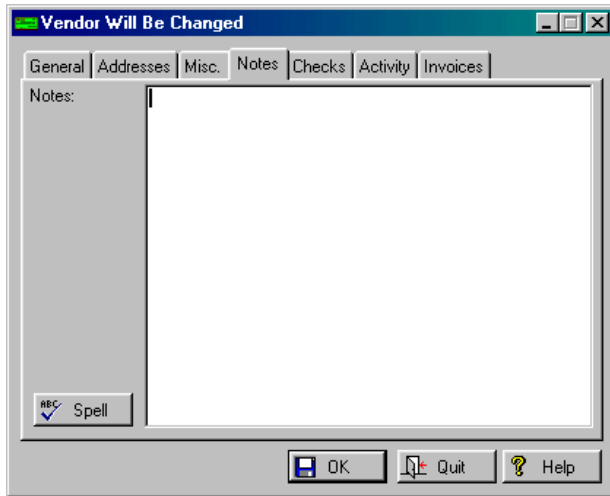
Vendor Will Be Changed `_ □ X`

General | Addresses | Misc. | Notes | Checks | Activity | Invoices

Notes:

[ABC✓ Spell]

[🖫 OK] [📭 Quit] [❓ Help]

ABC✓ Spell Spell checking is available for users that have Microsoft Word installed on their computer. If a Spell Button appears on the window it means Word is present. If the button does not appear, either Word is not present or is an incompatible version. On the Checks, Activity, and Invoices Tabs you are only able to view checks, activity and invoices once they have been entered. When they are you may highlight it and select the View Button.

Paid invoices are displayed as gray on the activity add, view and update windows. Unpaid or partially paid invoices display normally.

Vendor Will Be Changed ⊠

General | Addresses | Misc. | Notes | Checks | Activity | Invoices

Date	Invoice	Reference	Amount	Date Paid	Am ▲
7/18/95	105317		86.40	8/04/95	6.40
7/24/95	105616		52.00	8/04/95	2.00
9/20/95	108670		78.00	9/29/95	8.00
1/23/96	114577		213.50	2/16/96	3.50
3/12/96	117261		699.00	3/29/96	9.00
3/27/96	118035		151.20	4/12/96	1.20
3/29/96	11897		215.76	4/12/96	5.76
5/16/96	120566		68.75	6/07/96	8.75
6/13/96	121827		64.80	7/05/96	4.80
7/25/96	123792		144.00	8/16/96	4.00
8/16/96	124795		179.80	8/30/96	9.80
9/16/96	126287		249.46	9/27/96	9.46
9/17/96	126319		19.20	9/27/96	9.20

[🔍 View]

[🖫 OK] [📭 Quit] [❓ Help]

In **File, Vendor, File Maintenance,** Edit Button, Checks Tab, View Button, the check displayed is the one that was selected in the list of checks on the previous window.

Print Vendors List

Go to **Setup, Vendors, Print Vendor List**. See <u>Lists</u> for details.

Shipping Methods

Go to **Setup, Shipping Methods**. Press the Insert Button to add new shipping information and Edit to change existing shipping information.
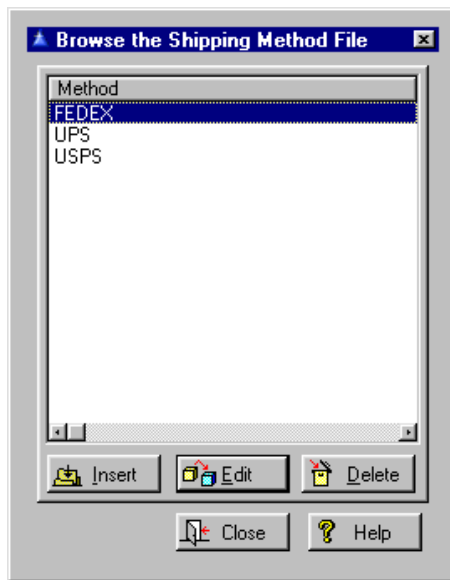
Method is the form of shipping like UPS, Fedex, Courier or whatever form you ship in.

Address Setup

Go to **Setup, Addresses**.   An unlimited number of billing and shipping addresses are allowed. Press the Insert Button to add new addresses.

Browse the Address File

Name	Addr Type
CITY OF Hotville	Shipping
FIRE DEPT.	Shipping
GOLF COURSE	Shipping
Hotville PLAYGROUND	Shipping
POLICE DEPT.	Shipping
ROAD DEPT.	Shipping
SANITATION DEPT.	Shipping
VEHICLE MAINT.	Shipping
WATER DEPARTMENT	Shipping

Insert

Edit

Delete

Close

Help

Changing a Address Record

General

Name: CITY OF Hotville

Type
○ Billing
● Shipping

Line 1:   CITY OF Hotville CITY HALL

Line 2:   123 Main Street

Line 3:   Hotville, FLORIDA 12345

Line 4:

OK   Quit   Help

Enter the **Name** of the Address, select from **Billing** or **Shipping**.   Enter the address in **Lines 1 - 4**.

Day to Day Use

Activity File

The activity file initiates a requisition, purchase order or disbursement. It contains very little information on its own, but serves to connect the supplemental files containing detail information together via the reference number. Each record in the activity file has a unique reference number that is used as a link between this file and the item, distribution, invoice, transaction and check register. When viewing or updating an activity, scrollbars will appear on the distribution, items, invoices or payments browses when there are more instances than will display in the window.

Add New Activity is the only portal for adding records to the activity file. You may edit in **File Maintenance**. Data entry begins at the template entry field. A hot key at this field will display a list of templates from which you can select. If this is the first activity of the session, you will initially be shown a list of template classes in your template group.

Once you select a class you will get the list of templates in that class. Once you select a template, all information from the selected template will be filled in for you. You have only to add or change the information as needed and save the activity record. If you do not select a template you may enter all information manually.

Each user may reserve their own block of numbers. When a purchase order is added using **File, Activity, Add New Activity**, the default purchase order number will be the lowest of the reserved numbers for that user, or the next available number if there are no reserved numbers for that user. See Utility, Reserve Purchase Order Numbers. The same purchase order number can not be reserved by more than one user. Because multiple users might have accidentally reserved overlapping purchase order numbers, a test at the time a reserved number is used to be sure it hasn't already been used.

Partially paid activity displays in red.

File Maintenance

You may browse activity by **Open, Paid** or **All** activity. Go to **File, Activity, File Maintenance**. When viewing an activity record the received items will display in gray.

Users with *Supervisor* access will see all activity. Users will see all activity they have entered. If the system is configured to filter activity by user:

A user will see all activity entered by users for which they are an approver.

A user with *Purchase Approval* or higher access will see all activity without a specified approver.

If the system is not configured to filter activity by user:

A user with *Purchase Approval* or higher access will see all activity.

Direct Purchases
Direct purchases for a work order are indicated by a W in the leftmost column if for **Inventory Work** work orders, or a V if for **Vehicle Maintenance** work orders.   When **Accounts Payable** purchases direct materials for **Inventory Work Order** it will collect the work in process account and the project number from the work order. It will distribute the cost to the work in process account and to the project, and then transfer the material to the work order when received. When **Accounts Payable** purchases direct materials for **Vehicle Maintenance** it will collect the debit account from the work order. It will distribute the cost to this account with no project number (since **Vehicle Maintenance** does not support project numbers).

Neither **Inventory Work Order** or **Vehicle Maintenance** will create any transactions for direct purchases because the information will be sent directly from **Accounts Payable** when the purchase is paid.

This applies only to direct purchases for a work order. Inventory purchases are handled as follows: **Accounts Payable** will distribute the cost to the account specified in the inventory file, with no project code. (If purchasing inventory for a new stock number, the account number must be entered manually.)

When **Inventory Work Order** uses inventory for a work order, transactions will be created to debit the work in process account for the work order and the project code and credit the inventory account.

When **Vehicle Maintenance** uses inventory it will do similarly: It will debit the debit account for the material (which defaults to the debit account for the work order) and credit the credit account for the material (which defaults to the inventory account).

When browsing the activity file by reference or purchase order number, the browse box is selected immediately after clicking on the Order Tab. The number to be located may be typed in immediately.

When you are under the References Tab, and have your cursor on one of the items in the activity file, you can type in any reference number and the cursor will go to it automatically.

See Add New Activity for all of the fields that are covered when adding a new activity record.   The only difference will be that there is now a Transaction Tab.

The amount of a disbursement may be changed in an activity record by users with S*ystem Update* access or higher. This in turn allows distribution accounts to be added. Distribution accounts may be added as long as the total number does not exceed 16 (to fit on check form) and the total amount distributed is less than the amount of the disbursement. However, when a distribution record is deleted or its amount is changed, the amount of the disbursement is automatically adjusted to match the distribution total and defaults to the remaining amount of the activity to be distributed. This made it impossible to add new distribution accounts to an existing activity record).

When a new distribution account is added to a paid activity (not recommended) the check identity for the distribution record is copied from the payment record. Changing the cost distribution (not the total amount) of a paid activity is sometimes necessary when the check is not available and the purchase was charged to the wrong account number.

If the change involved adding a new distribution account rather than changing the account number of the original distribution the added distribution record was not marked as paid by the check that paid the activity. There are limitations to this fix: It is reliable only if the activity was paid in full by a single check. If multiple payments have been made the added distribution record could be applied to the wrong check.

When an activity record is deleted any related checks are not deleted if the system is configured to either keep voided checks or keep reconciled checks. If neither of these options are enabled the check will be deleted provided no other activity was paid on the check. As before, an activity may not be deleted if the check that paid it has not been voided.

If the total activity amount is changed so that it no longer matches the distribution, a message is displayed informing the user of the problem and offering to change the activity amount to agree with the distribution.

Activity Amount Discrepancy

The total activity amount of 85.00 does not agree with the total distribution amount of 78.92. Adjust total activity amount?

Yes   No
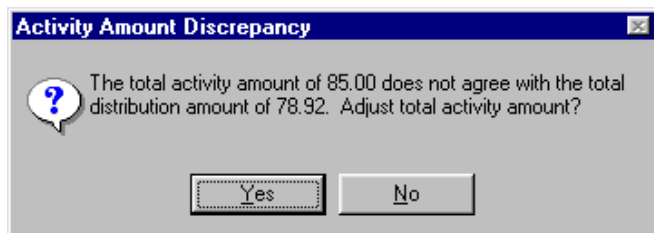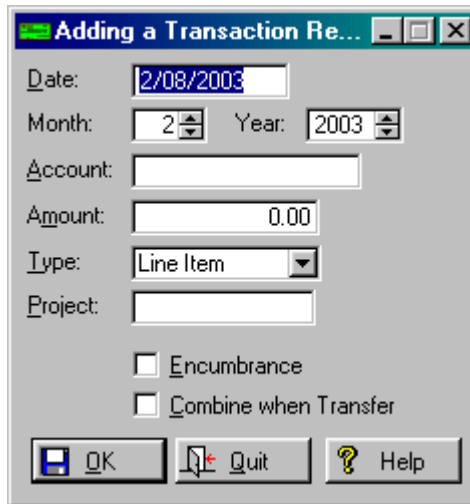
If the user declines the offer to change the activity amount a second option will be offered if the distribution is to a single account number. This option will change the distribution amount to match the activity amount. If the activity cost is distributed to more than one account number this option will not be offered and the program will function as before. This change is intended to handle situations where a purchase order was entered for a specific amount and the invoice rendered is for a different amount. When the activity amount is changed to match the invoice amount the discrepancy condition will exist. If the first option is taken (change activity to match distribution) the amount paid will be the original activity amount. If the second option is taken (change distribution to match activity) the amount paid will be the new activity amount.
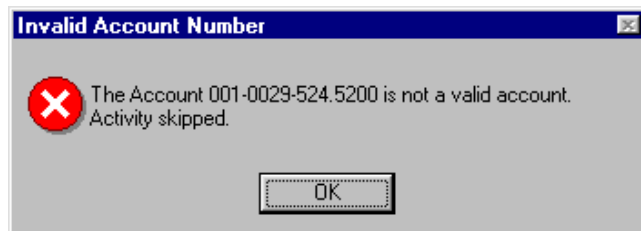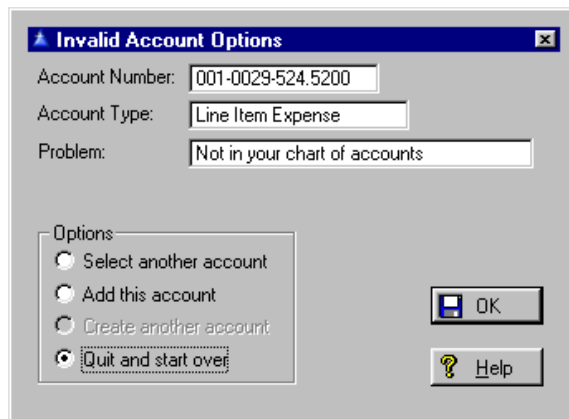
If one of the account numbers is invalid a screen will pop up and tell you so. It will skip the activity on that account. When a list of account numbers is displayed after a hot key is pressed, the list will scroll directly to any valid account entered.

On the Transaction Tab press the Insert Button to add transactions. Fill out the following fields of **Date, Account number, Amount, Type, Project number**. Attempts to edit a transaction do not require that a project code be entered since projects are optional. The accounting month and year may be edited for untransferred transactions. *ystem Update* or higher access is required to edit a transaction.

When entering the **Type** choose from the following:

Line Item
Discount
Payable
Due To
Due From
Cash

You may check the **Encumbrance** box and the **Combine when Transfer** box.

On the Transaction Tab of the activity file maintenance forms is a Recompute Button available to users with S*ystem Update* access or better. This button should be used if transactions appear to be incorrect or there are redundant in/out transactions.

It will reverse (or delete) all transactions for the activity and recompute them from scratch. This button looks like a little folder with a rays of light coming from it in the bottom left hand corner. Highlight the transaction and hit the button to recompute.

When all is filled in, click on OK. To end the session click on Quit. This Activity can be viewed and edited through **File, Activity, File Maintenance, Open Activity, All Open Activity**.

Add New Activity

Click on **File, Activity, Add New Activity**. The **Amount** must match the **Distribution Amount**, and the **Description** line must be filled in. If nothing is entered in the **Amount** field, either items or distribution accounts and amounts may be entered immediately. As each is entered the total activity amount will be updated automatically. If a value is entered into the **Amount** field first the procedure will function as follows: Distribution may be entered until the total distribution matches the activity amount. The **Description** line is the line that will transfer to **General Ledger** with the transaction. This amount and **Pay Amount** can be different in the case of a partial purchase order. There are only two tabs here since you haven't made any transactions. When adding a purchase order the date ordered is initialized at the current system date. If the activity **Description** field is blank, the description of the first item entered will be copied to the activity description.

If the item total is greater than the distribution total the payment amount will be set to the sum of the distribution with a status of expended. Previously it was set to the total unpaid distribution. Another change: If the activity is a disbursement and no distribution has been entered so far the payment amount will be set to the activity amount (which in turn is set to the total item amount).

Since the item description field is larger than the activity description, the item description will be truncated if necessary. This feature, which is intended to reduce keystrokes when entering activity, may be disabled by entering the activity description before adding any items.

On the General Tab the following terms are defined. Fill in these fields:

Remember: The period and date on the bottom right side of the program shows the period and date the activity will be entered for. Make sure activity is entered for the month (period) you want the transactions to transfer to your General Ledger.

Template
This is the field for the name of the activity template you want to use for this record. Press F3 for a list of templates once your cursor is in the **Template** field or type in the code if you know it.

When adding an activity record from a template the project number in each distribution record is set to the project number of the template if it exists.

Type

To specify if the activity is a **Disbursement, Requisition** or **Purchase Order**, you would click on the column to the left specifying **Type** on the General Tab. In Browsing Recurring Activity you can see the different types highlighted with corresponding colors.

When a requisition is entered the requisition will be tagged with the identity of the user who entered it and the user who must approve it.
If the E-Mail option is enabled a button labeled E-Mail will appear just above the OK Button. When it is pressed a window will open with the information filled in according to how the system is configured. If the use Description for Subject option is turned off and the default subject is blank, the subject field will be filled in with "Requisition XXXX", where XXXX is the reference number.

You may change any field desired before the Send button is pressed. When the send button is pressed, if any required fields are empty the cursor will move to that field and wait for a value to be entered. Once all required fields are filled the send button will send the e-mail. A message box will appear if the send was successful.

To review requisitions awaiting approval, use **File, Activity, Select for Purchase.**   Remember: If a user has a name in Setup, Security, Users, Browse Users, Change, Approval then that user may enter only requisitions. If the Approval field is blank that user may enter only requisitions of their access level is below that specified in **Setup, System Data, General System Data,** Purchase Approval.

Date

Date this activity record was added.

Reference

Reference number is an automatically assigned unique number that links this file with several related files.

PurchOrder

Purchase order number is a unique number that will appear on purchase orders. It is used primarily to allow locating activity records from vendor invoices. It is not necessary if a purchase order will not be printed. If this field is empty when purchase orders are printed, the next available number will be automatically assigned.

When adding or changing an activity: If the purchase order number entered has been used before a message will be displayed advising when and for what it was used before. The user may elect to use the number (since duplicate purchase orders are allowed) or not. If the user declines to use the number the original number will be restored. Concerning the issue of duplicate purchase order numbers: They are allowed in the database design to support separate disbursements for the same purchase order number such as for blanket purchase orders and recurring payments. Technically this is not necessary because the system fully supports partial payments on purchase orders, but some users find it more convenient to use a separate activity for each disbursement.

When requisitions are approved, the purchase order number is assigned from the reserved pool for the approver rather than the requisitioner. If the requisition must be approved by several approvers, the number will not be assigned until approval by the final approver, and will be assigned from the final approver's reserved number pool. If all situations above, if there are no reserved numbers the number assigned will be the next available number.

Vendor

This is the vendor to whom payment against this activity record will be paid. It is the vendor number that is displayed in the account window.

Project

The project number field is an optional field for tracking the cost of projects. If a number is entered here it will be copied to the corresponding field in each transaction record related to this activity. Reports can be printed either from the **Accounts Payable** database or **General Ledger** after transactions have been transferred. If there are no records in the project file it is assumed that project codes are not used. The project field will be skipped when advancing in tab order, and a value of zero will be displayed as a blank. If there are project records the field will not be skipped and a zero value will be displayed. A project number is not required for each distribution account of an activity template.

PayAmt

This is the total amount to be paid this time. When adding an activity, this field will be set to the same value as the **Amount** field only if the activity is coded as a disbursement. For requisitions and purchase orders the payment amount field will be left at zero.

Amount

This is the full amount of the activity. The default value is the unpaid amount of the current distribution. If the user elects to pay a partial amount (less that the distribution total), the payment will be applied toward the distribution in the order displayed, and will be applied to the oldest invoices first.

Due Date

If the user does not enter a due date and there are no system days due and there are no net due days, the due date will remain blank. Activity with no due date does not appear in the select by due date list. Once you fill in a **Due Date** that date will appear on each subsequent activity until the session is ended.

If you selected a Purchase Order as your Type, then following fields about the **Date Ordered, Buyer, Ship Address, Method and Date, and Billing Address** will pop up on the window.

When a billing or shipping address is needed the window title now indicates which address is needed. Fll these in. When adding a purchase order, if a buyer is selected using the hot key instead of the drop list, the selected buyer is displayed in the drop list.

Description

This field is the description of what is being purchased by the activity record. It will print on reports of activity and will transfer to **General Ledger** and become the description for the **General Ledger** transaction if individual transaction transfer is enabled. If the activity will consist of only a single item this field can be left blank and the first line of the first activity item will be copied to this field.

If the activity is to consist of several items this field should contain an overall description of what is being purchased. For example, if item 1 description is "Nuts" and item 2 is "Bolts" the description entered in this field might be "Hardware".   In this example, if this field is left blank it will become "Nuts" by default.

Items

You can add invoices to each activity, or you can leave this blank. Any invoice numbers (alpha or numeric) entered will print on the top portion of the check. The **Items** section can be used to specify exactly how many items at what price per item is purchased. This area can be left blank also.

If the number has been incorrectly entered, the program will bring up the "Select an Account" screen, and again, scroll through this to the correct account number and then "select" that number. The **Cash Account** field should be the paying cash account (where the check is written out of) and should default into the **Cash Account** field from **Setup, System** , Data File Paths Tab. Press the Insert Button to add an item.
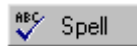
Spell

Spell checking is available for users that have Microsoft Word installed on their computer. If a Spell Button appears on the window it means Word is present. If the button does not appear, either Word is not present or is an incompatible version. If an activity amount has been entered first the shortcut will be disabled. This feature also requires that the **Inventory Work Order** database be available. If an inventory purchase is being entered the item may be entered before the amount or any distribution accounts.

Info

Once the Inventory box on the item window has been checked, the Info button will appear. Press the Info button to open a window with the stock number and catalog number fields empty.

You can enter values in these fields, but there is a better way if purchasing inventory that is in the **Inventory Work Order** database. Press the hot key while the cursor is in the stock number field and you will get a list of all inventory.

(If the inventory group option is active the list will be limited to the items in the group specified in **Setup, System Data, General System Data, Options, Inventory Group**. If this field is blank all groups will be available.)

If the inventory item is selected via the hot key all available information for the new purchase will be filled in. If the item has been purchased before, the price, quantity, and catalog number from the most recent purchase will be used. If the item has not been purchased before the average price from the inventory file will be used and a quantity of one will be assumed. Any of the filled in fields may be changed before the window is closed.

If there is a valid account number for the item in the inventory file a distribution record for the purchase amount using this account number will be added automatically. In turn the total activity amount will be updated from the distribution. If any needed information is missing such as the amount or account number the distribution will not be added.

The same applies for direct purchases for work orders. If going to **Inventory Work Order** the account number needed is the Work In Process account from the work order. **Accounts Payable** will distribute the cost to this account and to the work order project number. If going to **Vehicle Maintenance** the Debit Account from the work order will be used if available. A distribution record will be added automatically for a direct purchase only if all information is available. If it does not add the distribution it means something needed was missing, usually the account number (which is taken from the work order).

Press the Info Button to record details such as the **Manufacturer, Model Number, Serial Number and Location** of the item you are adding.

Record Will Be Added

Manufacturer:

Model Number:

Serial Number:

Location:

OK   Quit   Help

Pressing the Quote Button will give you an area to
enter quote information.

Quote Will Be Added

Item:

Notes:

Bids   OK   Cancel   Help

Pressing the Bids Button allows you to select a vendor
who is submitting a bid on an item. Press the Select
Button to add details on the bid.

Adding a Bid Record

General | Notes

Date:

Vendor:

Contact:

Phone:

Amount: 0.00

OK   Quit   Help

Fill in the **Date, Vendor** name, **Contact** person,
Phone number and **Amount** of the bid. Click OK
until you get back to your main screen.

Invoices

You may add, edit or kill invoices by pressing the corresponding button.   To add an invoice press the Add Key. Fill out the **Invoice Number, Date** and the **Amount**.

Invoice Number:	
Invoice Date:	4/05/2001
Invoice Amount:	120.00

OK · Quit · Help

CashAcct

Specifies fund and account providing cash for this disbursement, unless system is configured for pooled cash. Press F3 for a pop up list.

Distribution

This section can have as many as 16 different account numbers used for distribution. Cost distribution for an activity is automatically combined by account when an activity record is added or changed. When you click on the Insert Button the account number can be obtained from the **General Ledger** using the F3 Key on your keyboard. This will bring up the Chart of Accounts and then you can scroll through the chart to find the correct account number. Of course, if you know the distribution account number, you can add it by typing it in.

Adding Distribution

Account:	
Amount:	120.00
Project:	
Status:	Encumbered

OK · Cancel · Help

See [Account Setup](#) for additional information on distribution account numbers. Enter the **Account, Amount, Project**, and **Status**.

```
Deleted
Requisitioned
Encumbered
Expended
Disbursed
```

Deleted - This is distribution that is no longer active and has been deleted.

Requisitioned - This is a request to purchase something without the authority to obligate the city for the amount. It does not transfer to **General Ledger**. Think of it as "This is how I will pay for the item if allowed to purchase it".

Encumbered - This is the first step of obligating the city for an expenditure. It usually indicates an order has been placed for something, but delivery has not been taken and an invoice has not yet been rendered. The purchase could be cancelled or amended later, but at this point it is a commitment to purchase something. The purpose of encumbrance accounting is to prevent spending the same money twice.

Without some system of measuring "what is in the pipeline" it is easy for an organization with many purchasing authorities to overspend the budget. In the IMS system a purchase order will encumber all cost distribution accounts for the appropriate amount. Encumbered amounts are transferred to the **General Ledger** and appear on budget reports. Encumbered funds should be considered as unavailable.

Expended (Spent) - This is the next level of obligation for an expenditure. In physical terms this represents the point at which the goods or services have been delivered and an invoice has been rendered by the vendor and the cost becomes part of **Accounts Payable**.

If you do not use encumbrance accounting this is where expenditures first enter the system. In the IMS system this is where a purchase order is selected for payment, or a disbursement is entered. In the case of a purchase order, the encumbrance of the amount that is to be paid will be replaced with an actual expense and credited to the **Accounts Payable** account. The funds are still obligated as when encumbered, but more so, and payment is imminent.

Disbursed (Paid) - This is the final state of an expenditure. The funds have been disbursed and the obligation is not a part of **Accounts Payable**. In the IMS system this transition occurs when a check is printed. If the check is a partial payment only the part paid is considered disbursed. The balance may be encumbered or expended, depending on how it was handled.
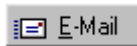
Email Button

This button will send an email message from the current window. The E-Mail button will appear if:

1. The E-Mail option is installed.
2. The system is configured for E-Mail approval.
3. The E-mail server name is not blank.
4. The current user has an approver.
5. The current activity is a requisition.

On the Misc Tab fill out the following fields:

Selected
When checked this activity item will be processed according to the information in the activity record and the related distribution records. This flag must be rechecked each time through the pay cycle.

Separate
If this is checked a separate check will be printed for this activity when printing checks by vendor. If not checked, checks will be printed in the usual procedure, combining all activity for each vendor into a single check where space permits.

OffLine Check
If checked, this will be paid via off-line check. The Browse Window displays the payment amount in the amount column. Offline checks may not be entered during the process of adding a new activity however. You must enter under **Checks, Add Offline Check or Activity,** Add an Offline Check.

Fund Check
If this box is checked a separate check will be printed for each fund if the distribution is to more than one fund. It will be ignored if distribution is to a single fund, or if the system is configured for pooled cash.

Asset
When checked, this purchase will become an asset.

Please note that other IMS applications that allow viewing an activity record will display voided checks the same as active checks until they are brought up to date with release 3.053.

Void
When this box is checked the activity item has been voided. A check may or may not have been printed. If a check was printed it has been voided. Any activity with this box checked will not be included in any lists of open items. When viewing an activity record, voided checks display as gray, and the amount of the voided check is not included in the total below. All of this applies only if the system is configured to keep voided checks.

Paid

This flag is set when the status code of all distribution records for this activity are set to paid, indicating that this activity is fully paid. When this flag is set the activity will not appear in the processing list for pay selection, or in reports of open items.

Recurring

When checked in the recurring box on the activity template the activity will repeat at the specified frequency until the full amount has been paid. You will also see more fields to fill in. Check **Encumber** -if you want to encumber the full amount initially

PO Printed

When a purchase order is printed this box will be automatically checked. It is used to allow printing purchase orders in batch mode. If a purchase order must be reprinted this box may be unchecked, allowing the form to be printed again.

Credit

If this box is checked this activity is an open credit which will be applied to future invoices from this vendor. This box will not be set if the activity has a net debit amount. An activity coded as a credit may have an invoice number added. You may enter multiple invoices for a credit memo and only the first one will be printed on the check.

If no invoice is added to a credit memo it will still show up on the check stub labeled as "Credit Memo". This applies to the laser forms only (forms 2 and 4), and prints on both the advice and keeper stub.

The credit will be applied to the next activity for this vendor. If the amount of the credit is greater than the amount to be paid, a portion of the credit equal to the amount that would have been paid will be used, and the amount of this open credit reduced by that amount. Once the full amount of this open credit has been applied the paid flag will be set on this activity item, canceling future activity. You may partially apply credit memos.

You may also print a check for the amount of remaining credit. Discounts are not applied to credit memos. When checks are printed credit memos applied will be listed on the check advice stub where invoices are listed.

Note: Credit memo amounts and distribution must be negative. Simply checking the credit box on the activity form will not reverse the amounts. Also, there is an outstanding bug when voiding checks to which a credit memo was applied. Distribution on one of the activity records will not be reversed for the amount of the credit memo. The distribution should be checked on all voided activity involving credit memos, and corrected accordingly.

When adding or viewing an activity record, a button is available that will print a hard copy of the **Notes** field. The button is disabled if the **Notes** field is empty.

Debit
If true, this is not a check but a debit transaction. The amount credited to the cash account number (which would usually be a liability account) should later be cleared by a credit to an asset account.

Discount Percent
This is the default percent that will be taken when paying an invoice within the discount allowed date. If left blank no discount will be taken. When an activity record is added, the default discount is set in the vendor record.

Days for Discount
This is the last day for which a discount can be taken. The date is measured as the number of days from the date of the earliest invoice being paid.

Net Amount Due
This is the default number of days after the invoice date that the net amount of the invoice is due.

Discount Amount
This is the actual amount of discount taken. It may be computed from the percent and date, or an override amount manually entered.

Encumber
If checked, the full amount will be encumbered initially. The distribution specified must be for the full amount. If not checked, nothing will be encumbered and the distribution should be for the payment amount.

Pay Schedule
Payment schedule (how often payments are to be made on this activity) - daily, weekly, monthly, etc.

First Pay Date
This is the date the first payment is due. It is used along with frequency as the basis for determining when successive payments are due.

Payment Amt
This is the amount that will be paid each specified interval. The hourglass cursor will be displayed in the window requesting the payment amount if there is none selected. After the amount is entered, the distribution status is updated to reflect it.

Notes
This field can be used for miscellaneous notes. The capacity of the field is 20 lines of 50 characters each. Automatic word wrap is active while entering notes.

🖨 Print   If the Print Button is visible you may print the Notes section.

Select for Purchase
Go to **File, Activity, Select for Purchase**. Highlight the activity you want. Use the No Button to mark items you do not want paid. Use the Yes Button for items you want to include for purchase. Press the Accept Button when finished.

Date	Reference	Vendor	Description	Amount

Space bar toggles selection   Total Approved: 0.00

✔ Yes   ✕ No   ⊕ View   ✔ All   ☐ None   💾 Accept   Close   ❓ Help
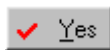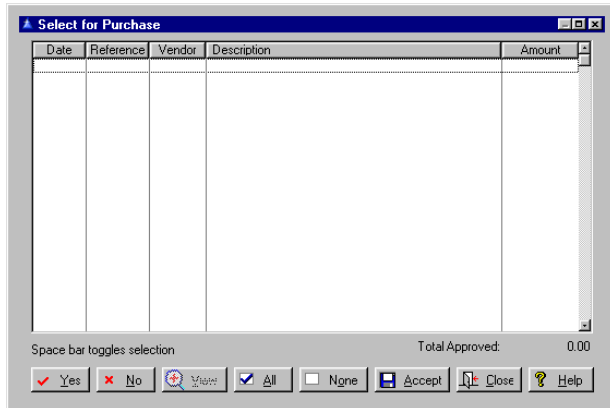
Yes — Select current activity for payment.

No — Don't pay this activity.
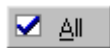
All — Selection all requisitions for purchase.
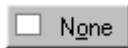
None — Deselecting all requisitions for purchase.
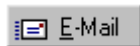
E-Mail — **Email Button**
This button will send an email message from the current window to the requisition originator.
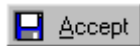
Accept — Accept the choices, save these selections and exit this worksheet.

When in the manual pay selection procedure, when the All Button is pressed activity that has a zero payment amount will be presented for specifying the amount of payment.

Select for Payment.
Go to **File, Activity, Select for Payment**. This can be done either **Manually** or by **Due Date**.   Either purchase orders or disbursements may be selected for payment, including those with no payment amount. If there is no payment amount a window will be displayed allowing setting the payment amount. The window offers a selection of browse orders (date, reference, purchase order number, and vendor) with an incremental locator for each. This is intended for entering blanket purchase orders. If the activity is a purchase order it will remain a purchase order as long as encumbered distribution remains.

When all encumbrances have been converted to expenditures (status = "Spent") it will be converted to a disbursement.

Also, if a zero payment amount is entered at the query for payment amount, the activity will not be selected for payment.

The distribution status of an activity record is updated when the payment amount is changed. The selection process (unless it involves changing the payment amount) merely updates the selected status flag in the activity record.

When entering purchase orders, the purchase order number is automatically assigned. Multiple activity records may be entered with the same purchase order number. This is intended to accommodate systems where a single blanket purchase order is used for annual purchases from a vendor that may include many individual purchases.

If you have many invoices/activities/disbursements (hereinafter referred to as disbursements) entered for one specific due date, and then another set entered for a different due date, you would want to Select for Payment by a specific due date, thus leaving activity due for a later date as Open Activity.

If you enter disbursements with the same due date, or prefer to "pick and choose" which Open Activity will be Selected for Payment, use the Manual Selection option. The Selection screen will show Open Activity Disbursements in your file.

Click on the **Include Purchase Orders** to see Purchase Orders and Disbursements that are in the Open Activity file. Under the Manual Selection option, use either the All Button or the Yes Button to select your activity for payment. If **Include Purchase Orders** is not checked, the All Button will select only disbursements. The activity will highlight in red when it has been selected. If coded as a purchase order, and not a credit memo, and selected for payment, and the payment amount will pay the remaining balance, the purchase order will be converted to a disbursement. If a purchase order is entered with a zero payment amount the full distribution will be coded as encumbered.

Payment Amount Will Be Changed	
Reference:	6530
Purch Order:	1439
Description:	INVENTORY MATERIAL
Due Date:	8/30/2000
Amount:	3,540.00
Paid So Far:	0.00
Pay This Time:	3,540.00

OK   Skip   Help

NOTE: Users should be aware that selecting a purchase order for payment immediately converts it to a disbursement.

If a payment amount is specified and the amount will not fully pay the activity off, then a portion of the distribution equal to the payment amount will be coded as spent and the balance will be coded as encumbered. If a purchase order is entered and the payment amount is the full amount, the full distribution will be coded as spent, but the activity will remain a purchase order. In such cases the only significance of the activity remaining a purchase order is that a purchase order can be printed and it can be filtered out in the select for payment browse windows.

You will be prompted to select or create an invoice for the reference number you chose.

Invoices for reference 6530

Date	Invoice	Amount

Insert | Edit | Delete

Close | Help
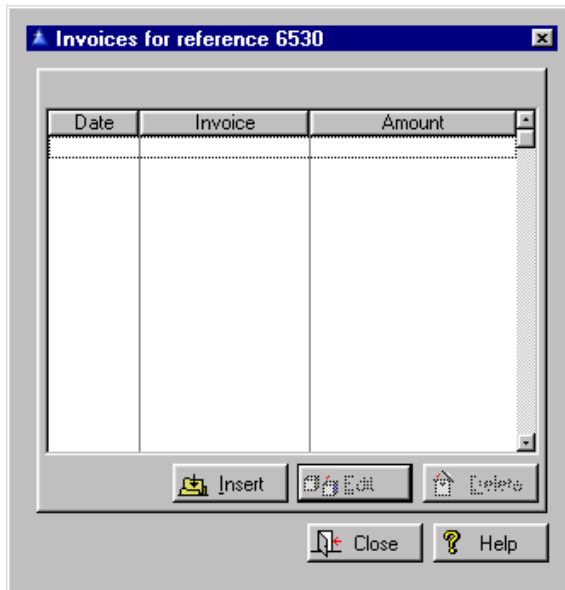
Press the Insert Button to add an Invoice. Add the **Invoice Number, Date** and **Amount.**

Adding an Invoice

Invoice Number:

Invoice Date: 4/05/2001

Invoice Amount: 3,540.00

OK | Quit | Help
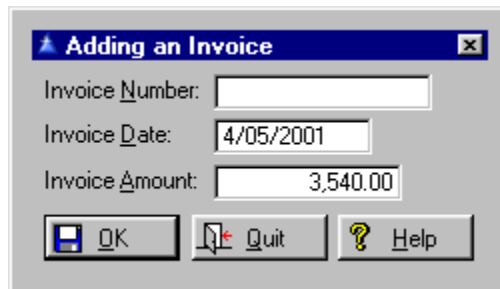
Subsequently deselecting it will not convert it back to a purchase order; thus the include purchase orders checkbox would have no effect at that point.

Under the **Due Date** option you would use the Accept Button to select each item for payment – and these again would highlight in red when selected. The Selected activity can be viewed or edited through **File, Activity, File Maintenance, Open Activity, Selected for Payment.** When purchase orders are selected for payment, the distribution status is changed from encumbered to spent for the amount to be paid. A check will not be printed if the amount is zero.

Date: 4/05/2001

OK   Cancel
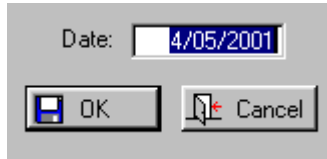
If you accept the payments due then press the Accept Button. You may individually view the accounts if necessary. Enter the payment changes if there are any and press OK.

Payment due by April 5, 2001

Date	Reference	P.O.	Vendor	Description	Pay Amount
4/05/01	6807	11711	5	July Premium	100.00
8/07/00	6761		3143	WATER SERVICE	3,611.02
8/07/00	6762		3143	WATER SERVICE	1,981.20
8/07/00	6765	1429	1143	JOB #X00163	0.00
8/07/00	6766	1496	495	INVENTORY MATERIAL	0.00
8/07/00	6768		3983	inv 1023	933.38
8/07/00	6769		76	AUGUST PREMIUM (July deducts)	229.62
8/07/00	6770		206	AUGUST PREMIUM (July deducts)	220.10
8/07/00	6771		3332	JULY PREMIUM (June deducts)	957.52
8/07/00	6772		305	500 CONTRACTOR REGISTRATION CAR	35.35
8/07/00	6773		3840	OFFICE SUPPLIES	78.92
8/07/00	6774		338	COPIER RENTAL JULY, 2000	260.00
8/07/00	6775		338	COPIER RENTAL JULY, 2000	333.00
8/07/00	6776	1501	1168	SUPPLIES	813.91
8/07/00	6777	1504	212	REPAIR PUMP FOR PROSPECT LIFT STA	1,008.00
8/07/00	6778		3251	REFUND FOR AFLAC INS.DEDUCT IN JUI	10.78
8/07/00	6779		207	SUPPLIES	69.70
8/07/00	6780		3332	AUGUST PREMIUM (July deducts)	932.40
8/07/00	6781		207	2 150 WA BULBS	6.00
8/07/00	6782		207	SUPPLIES	57.76

View   Accept   Close   Help   Total Amount to Pay: 85,270.36

Payment Amount Will Be Changed

Reference:	6530
Purch Order:	1439
Description:	INVENTORY MATERIAL
Due Date:	8/30/2000
Amount:	3,540.00
Paid So Far:	0.00
Pay This Time:	3,540.00

OK   Skip   Help

Processing Records

Selecting All For payment

0% Completed

Cancel
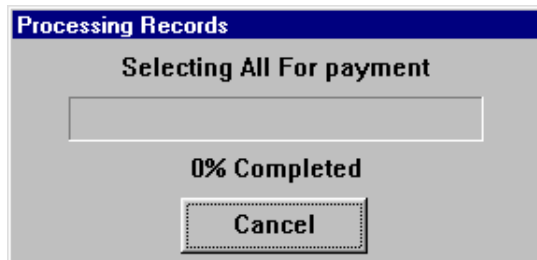
For *partial payments* on purchase orders, the activity type will be changed to disbursement, but the unpaid distribution will remain encumbered. If necessary a distribution amount will be split into part spent and part encumbered. When a check is printed only the spent distribution will be changed to paid. When a second partial payment is made on an activity which contains encumbrances, only the amount of the current payment is coded as spent. All remaining unpaid distribution will be left as encumbered. When an activity is selected for payment, the amount to be paid cannot exceed the remaining unpaid cost distribution.

Partial payments on purchase orders that have cost distribution to more than one expense account will be distributed to all accounts according to their portion of the total expense, as it is for disbursements. For example, if a payment of $100 is made on a $200 purchase order with distribution of $150 to one account and $50 to another, the payment distribution would be $75 to the first account and $25 to the other. If repeated partial payments are made on a purchase order the current payment will always be distributed according to the original distribution before any payments were made.

Note that this option functions whether configured to delay expenses (**Setup, System Data, Configuration Options, Delay Expenses until Paid**) or not. When expenses are not delayed, partial payments become expended when selected for payment. When expenses are delayed, partial payments become expended (and immediately paid) when the check is printed. Normally, whenever an open activity record is edited, when something has been changed the system will check that the status of each cost distribution account is appropriate for the activity type and payment amount, and correct any discrepancies found. This however could frustrate user efforts to modify the distribution of payment amounts from the default. This is something that is not recommended because of the high probability of error.

Nevertheless the rules were relaxed somewhat to allow editing distribution amounts under certain circumstances.

This change is relevant only when the system is not configured to delay expenses (**Setup, System Data, Configuration Options, Delay Expenses until Paid**). Here is an example of a situation where the rule change would apply: A purchase order is entered for an amount that is to be paid over several installments.

When a partial payment is about to be made, the desired cost distribution of the amount to be paid this time is different from the default that will be applied when the activity is selected for payment. The user may use the activity file maintenance procedure (**File, Activity, File Maintenance, Open Activity**,...) to edit the distribution accounts. The split between encumbered and expended amounts may be adjusted as desired.

Now for the important part: If at the time the OK button is pressed, the distribution total agrees with the activity total amount and the total amount of distribution with a status of expended matches the payment amount, the system will accept the distribution as edited. If there is a discrepancy it will revert to distributing the payment automatically, overriding the manual distribution. This can be done before or after the activity has been selected for payment. If done after selected, you will see the distribution breakdown computed by the system.

When selecting activity for payment, if the total of unpaid invoices against the activity is less than the amount being paid, the invoices if any, will be displayed and invoices may be added at this point. If there is no payment amount set for the activity at the time it is selected for payment, the invoice display will appear after the OK Button is pressed in the set payment amount window.

The processing during payment selection is uniform for all avenues of selection. The selection process follows these steps:

1. If the payment amount is zero, it asks for payment amount, skip if none entered.

2. Flag activity as selected.

3. Set distribution status according to activity type and payment amount, splitting if necessary for partial payment.

4. If paying entire amount of purchase order, convert to a disbursement.

5. Consolidate distribution by account number and status.

6. Reverse all transferred transactions, delete all others.

7. Recompute all transactions based on distribution.

Numeric vendor numbers, although not recommended are supported. When numeric vendor numbers are used they are automatically right justified so they will collate properly in browses and reports.

Open Inventory Items

This supports the inventory transfer for receiving inventory and direct work order purchases. It will display all inventory and work order items that have not been received.

If the quantity received is the same as ordered the Receive Button will mark the item as received, making it available for the next transfer to inventory.

The Edit Button may be used in exceptional situations, such as when the stock number or quantity must be changed. If the quantity is changed an option will appear, allowing you to select whether the new quantity completes the order or is a partial shipment. If it is a partial shipment the total price will be adjusted accordingly, the received quantity will be marked as received and ready for transfer to inventory, and a new item will be added for the remaining quantity. If it is a completed item but the quantity is different, it will be marked as received at the new quantity. If the change in quantity also affects the amount to be paid, the activity must be edited using **File, Activity, File Maintenance, Open Activity** to change the cost distribution and total amount to agree.

Add Offline Checks
Go to **File, Activity, Add Offline Checks** or alternately, **File, Check,** Add Offline Checks.

Void Checks
Go to **File, Activity, Void Checks** or see **File, Checks,** Void Checks for more details under the Checks section. You can void by individual check or by group. Select the Cash Account it is from.

Browse Recurring Activity
Go to **File, Activity, Recurring Activity, Browse Recurring Activity**.
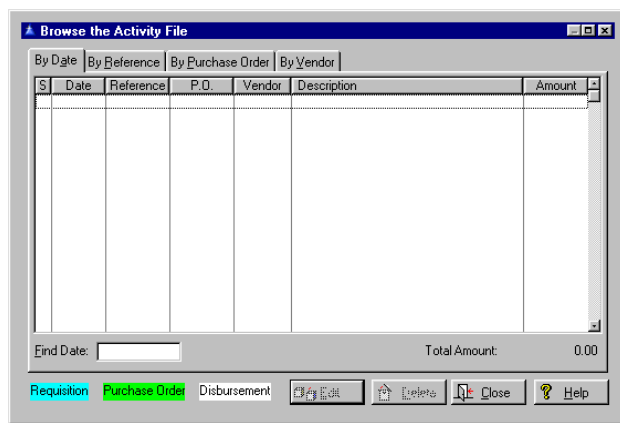
You will notice that in this window you will see the various activities highlighted different colors according to their status in the **Accounts Payable** system.
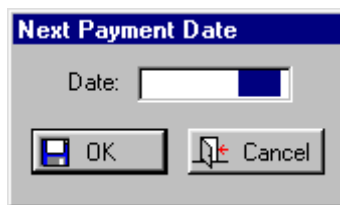
Requisitioned - This is a request to purchase something without the authority to obligate the city for the amount. It does not transfer to **General Ledger**. Think of it as "This is how I will pay for the item if allowed to purchase it".

Purchase Order - This is the official form that is submitted for payment. It includes a list of goods and services that are being purchased.

Disbursed (Paid) - This is the final state of an expenditure. The funds have been disbursed and the obligation is not a part of **Accounts Payable**. In the IMS system this transition occurs when a check is printed. If the check is a partial payment only the part paid is considered disbursed. The balance may be encumbered or expended, depending on how it was handled.

Process Recurring Activity
Go to **Activity, Recurring Activity, Process Recurring Activity**. Enter the date of the next payment due for the activity in the box.

Purge Activity by Date
Go to **Utility, Purge Data Files, Purge Activity by Date**. You are asked to choose a latest date to purge, which will delete all activity whose entry date is that date or earlier.

Confirm Process ✕

(?) This process will permanently delete all activity whose ENTRY date is the specified date or earlier. All related records in the transaction, item, distribution, quote, bid, asset, payment and invoice files will also be deleted. If reconciled and voided checks are retained you should also purge the check register thru the same cutoff date.

Are you sure you want to continue?

[Yes]   [No]

If you choose to permanently delete all activity for the date you chose and earlier, press the Yes Button.

Checks The check processing, printing and voiding operations use transaction framing to prevent partial file updates in the event of an error. If an error occurs during processing all file changes will be reverted. The same will be done if the user aborts before all checks have been printed. This assures that all data files are either updated completely or none are updated. If the process is manually aborted or is terminated because of an error all files will be restored to as existed before starting processing. The check number is assigned automatically. It can be up to 8 digits. Dollar amounts for invoices and checks can be as high as 999,999,999.99, but the form has space only for $99,999,999.99 in the advice stub dollar columns.

New Checks
Go to **File, Check, File Maintenance**. To insert new check information, press the Insert Button. Press the Payment Tab to view payment information. Press Insert to add new information. Select the Cash Account from which the payment is made. The check form has room for only seven reference numbers.

To view all activity paid by a check, press the change or View Button and then select the Payment Tab.

As long as the reference number is less than 10 million the entire number will be printed.

Add an Offline Check

Go to **File, Check**, **Add Offline Check**. See alternately, **File, Activity**, Add Offline Check for details. This option requires that enough distribution coded as spent be available to accept an off-line check. Additionally, instead of prorating a partial payment over all distribution it pays each distribution account sequentially until the payment amount is consumed, splitting the last distribution account if necessary. The distribution record is linked to the check record so that the check that actually paid the distribution amount can be determined. e check number is assigned automatically. It can be up to 8 digits.

When printing checks, activity coded for an offline check will not print. Offline checks were already excluded from the list of checks to be printed that displays prior to initiation of the print process, but a check would be printed for any selected activity using the selected cash account.

Add Check — Highlight the activity and press the Add Check Button. Select the **Check Number** and **Check Date**.

The activity must be selected for payment before you can create an offline check. When you have the activity highlighted press the Add Check Button.

Enter the **Check Number** and the correct **Check Date**. Press OK.

Note that the continuous marking functions as a toggle as does individual marking. This means any accounts already marked will be unmarked.

Reconcile Checks
Go to **File, Check, Reconcile Checks**. The check reconciliation procedure supports block marking.

To mark a block of checks for reconciliation, hold down the Shift Key and use the up or down Arrow Key to mark each account in succession..The marking process is not instantaneous, and some checks may be missed if you mark too quickly by holding down the Arrow Key and letting it repeat. This is particularly prevalent when the check register file is very large, and also at the top or bottom of the browse box, because of the extra time required for scrolling. You can go back and mark any missed checks individually with the Space Bar or Shift/ Arrow Key combination.

Enter the **Reconcile Date, Account Number, Bank Balance**, and **Account Balance**. Press OK.

A big red X means the account is not in balance.

A big green checkmark means the account balances.

If you want to continue with the check reconciliation press the Done Button. If you want to reconcile later press the Later Button.

Void checks

Go **to File, Check**, **Void Checks** or alternately, **File, Activity,** Void Checks.   A user will not be allowed to delete activity for which a payment has been made. The check must be voided first. Activity records which have voided checks attached may be deleted. If the system is configured to not keep voided checks in the register it will be deleted anyhow. Also, the check could be deleted from the register later using the file maintenance procedure. This is meant to prevent casual deletion of paid activity by users that may not be aware of the consequences.

Single Check

When checks are voided, either singly or as a group, the invoice file is searched for all invoice dates. Select which cash account the checks are in.

To void a **single** check fill out all the information about it such as the **Check Date, Number, Amount**, and **Payee**. Press the Void Button.

Fill in the **Check Date, Number, Amount, Payee**. Press the Void Button. The View Button takes you to view the Activity File associated with this check.

Group of Checks

To void by group select the Cash Account group from the following screen. You are given the option to select the check numbers. Press the Void Button. When voiding a **group** of checks one option is to reselect all voided activity for payment. This is intended for situations where checks must be reprinted because of a printer problem (example: a printer jam during a check run).

Select the **Beginning and Ending Number to Void**. You may also have them marked for repayment.

Account 001-101.1000

Beginning Check Number to Void: 0

Ending Check Number to Void: 0

☐ Reselect for payment

[🖫 OK] [🚪 Quit] [❓ Help]

Press OK when finished.

Purge Check Register
Go to **Utility, Purge Data Files, Purge Check Register**. This process uses transaction framing so that if any errors occur the entire process is reverted. Select the latest date to purge. Choose Yes on the next screen if you want to permanently delete all checks prior to the date you just selected.

Latest Date to Purge

Date: 1/01/1980

[🖫 OK] [🚪 Cancel]
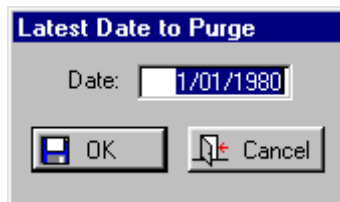
Press OK to continue. Press Yes to finish this utility.

Confirm Process

❓ This process will permanently delete all checks dated the specified date or earlier. All related records in the payment file will also be deleted. You should also purge the activity file for the same cutoff date.

Are you sure you want to continue?

[Yes] [No]
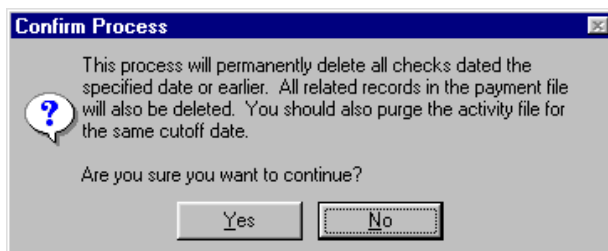
Print Checks
Go to **Print, Forms**, Checks for details. You may also use **File, Checks, Print Checks**.

Invoices This window appears when adding an invoice to an activity record. The invoice added is automatically associated with the reference of the activity record and the vendor.

Go to **File, Invoice**. Select the invoice by number, date or reference number. You may also select the vendor by pressing the Select Vendor Key. Press the

Edit Key to edit information about an existing invoice, or press the Activity Key to see the activity listed under each invoice.

Invoice numbers may be up to 16 characters long, but the check form has barely enough room for 10 characters. The invoice numbers will be truncated at 10 characters. Dollar amounts for invoices and checks can be as high as $999,999,999.99, but the form has space only for $99,999,999.99 in the advice stub dollar columns. Press Insert to add an invoice. Fill out the **Vendor Number, Invoice Number, Reference number, Invoice Date** and **Amount, Date** and **Amount Paid** and the **Check Number**. Press OK.

Invoice Will Be Added

General

Vendor Number:

Invoice Number:

Reference: 0

Invoice Date:

Invoice Amount: 0.00

Date Paid:

Amount Paid:

Check Number:

OK | Quit | Help

Purge Orphan Invoices
Go to **Utility, Purge Data Files, Purge Orphan Records, Purge Orphan Invoices**. Check the box if you want confirmation of this action. Click on OK.

Purge Invoice Options

☑ Ask for confirmation

OK | Quit | Help

Confirmation will show you individual records and ask if you want to purge them. Press Yes to continue.

Confirm

Invoice: 15916
Vendor: Vendor not found
Date: 12/28/99
Amount: 8.43
Activity: 1 3M ROLL BLUE

Purge this invoice?

Yes | No

Buyers Go to **Setup, Buyers**.   Press Insert to add a new buyer name and ID number.   You may edit at a later date by highlighting the buyer and pressing the Edit Button or delete the buyer altogether by highlighting the buyer and pressing the Delete Button.   The only information stored about the Buyer is the name and ID number.
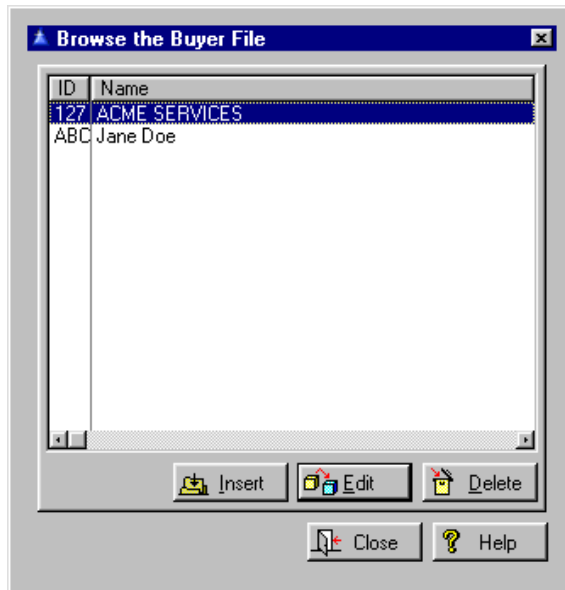
Press OK when finished.

Vendors When adding or updating a vendor name, the vendor name is copied into the first line of the mail address field if that field was empty. This occurs in both the vendor file maintenance procedure and when adding vendors as a part of adding an activity record. Vendors added while adding an activity record are coded as active by default.

Check the inactive box if the vendor is to be temporary. Access level *Update* is required to add or change a vendor, both when adding a new activity and editing an existing activity, whether using the hot key or not. If the user has a lower access level they may select an existing vendor only. An attempt to delete a vendor that has activity (related records in the activity file) will be denied for all users with less than *Supervisor* access. Users with *Supervisor* access may delete a vendor with activity, but will be warned of the consequences.
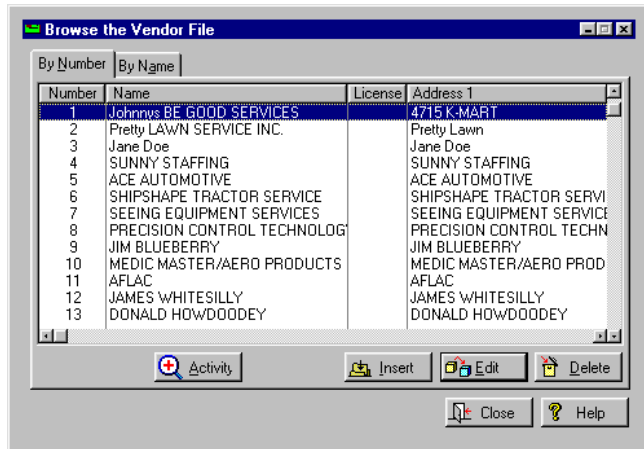
__Browse Vendors__

Go to **Setup, Vendor.** Highlight the vendor and press the Activity Button. This shows all activity for that vendor. Press the Insert Button to add a vendor. Press the View Button to view the details on each activity.
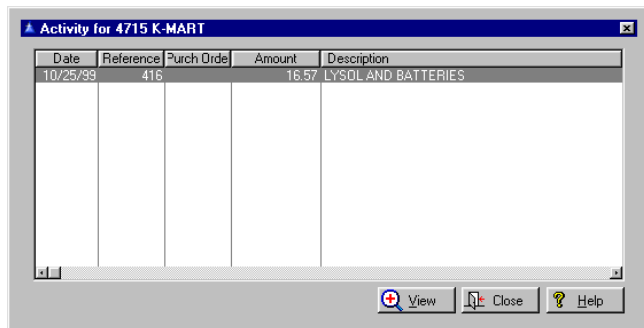
Purge Inactive Vendors
Go to **Utility, Purge Data Files, Purge Inactive Vendors**. This utility will purge all vendors marked as inactive whether they have related activity or not. You may also **Purge Vendors with Activity**.

If **Purge Vendor Activity** is checked all activity for each purged vendor will be deleted. This includes activity, distribution, invoices, items, transactions and payments, and any children of these files.

The check register will not be purged, although any reference to a purged vendor will be removed. If the first box is checked and the second is not, all inactive vendors will be purged, but all related records such as activity and invoices will be retained as orphan records. If neither box is checked, the purge process will function as in previous releases: only inactive vendors with no activity will be purged. These added options are available only to users with *Supervisor* access. Any remaining invoices from the vendor will also be purged. Check the vendor options you want and click OK.

Purge Vendor Options

☑ Purge vendors with activity
☑ Purge vendor activity

OK   Quit   Help
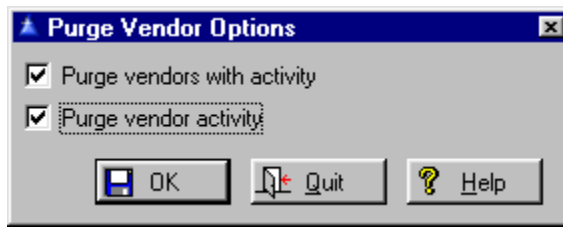
You will be asked to confirm your selection. Press Yes to continue. If there are any vendors to be purged you will be shown a screen with them listed. If these are correct, press the Yes Button to continue or Abort Button to abort the process and start over.

Confirm Process

This process will permanently delete all vendors that are coded as Inactive. All related records (activity, distribution, items, payments, invoices) for purged vendors files will remain as orphans.

Are you sure you want to continue?

[Yes]   [No]

Vendors to be Purged

Number	Name
257	1ST CHOICE AUTO PAINT & SUPPLY
624	3M TRAFFIC CONTROL - MATERIALS DIV.

✔ OK   ✖ Abort   ? Help

Projects

Project Activity

Go to **File, Project** and view the activity on each project in the Browse the Project file. Highlight the project to view and press the Activity Button. This will show the activity for the current project. See for details.
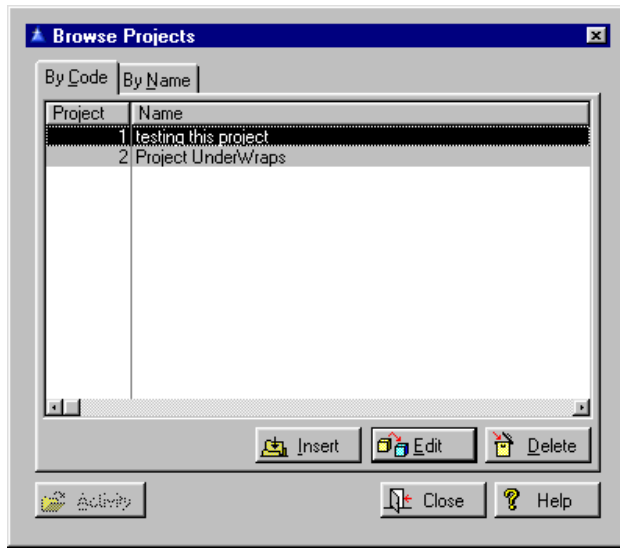
Print Project List
Go to **Setup, Projects, Print Project List.** Project codes need to be defined before this can be printed. The project list will identify the project code, name, the date opened and the date closed. The city name will be listed at the top of the report. See a full view sample of this report.

Miscellaneous Utilities

On the "Purge" utilities, you will be asked to confirm your choice as "purging" is a permanent decision and cannot be reversed.
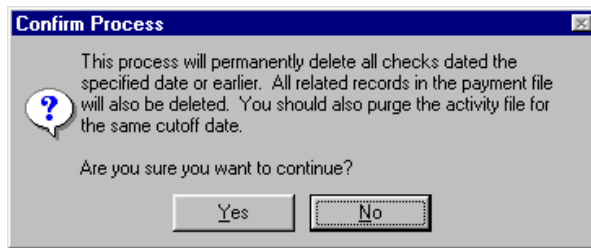
Purge 3heck Register by Date
Go to **Utility, Purge Data Files, Purge Check Register by Date**. For details see this subject under Checks.

Purge Activity by Date

Go to **Utility, Purge Data Files, Purge Activity by Date**.   For details see this subject under Activity.
The purge activity procedure deletes all qualifying activity, paid or otherwise, and deletes all related transactions whether or not transferred. This has the effect of leaving what has been transferred as is in **General Ledger**, although the drill-down capability will be lost because the source document (activity record) will no longer exist.

Purge Inactive Vendors

Go to **Utility, Purge Data Files, Purge Inactive Vendors**. For details see this subject under Vendors.

Purge Open Purchase Orders

Go to **Utility, Purge Data Files, Purge Open Purchase Orders.** The purpose of this procedure is to clear out remaining encumbrances resulting from purchase orders that were never or partially used. Only purchase orders that were entered within the specified date range will be processed. Because this process can make major changes to the database it can be dangerous if used incorrectly. Therefore it should be made accessible only to users with *Supervisor* access.

The process works differently depending on the status of the cost distribution accounts in each activity. If a purchase order has only encumbered distribution, has no partial payments and has no related invoices it will be considered never used and will be deleted. Before the activity is deleted all related transactions will be deleted if they have not been transferred to General Ledger and transactions that have been transferred will be reversed. All related records in the item, bid, quote and asset files will also be deleted. If the purchase order has expended or paid distribution or has related invoices or payments it will not be deleted. Instead, its remaining encumbrances will be reversed and the total amount adjusted accordingly. Select the latest to purge and confirm the process as described below:

Confirm Process

This process will affect all activity whose ENTRY date is the specified date or earlier, that has encumbered amounts remaining. It would typically be used at the end of a fiscal year to clear remaining encumbrances from blanket purchase orders, or purchase orders that were cancelled or otherwise unconsummated. Purchase orders that were never used (no invoices, payments, or amounts expended) will be deleted. For deleted purchase orders, all related transactions will be reversed and all related records in the item, distribution, quote, bid, and asset files will also be deleted. Purchase orders with partial payments will not be deleted. The remaining encumbrances will be reversed out and the total amount adjusted to the actual amount disbursed.

Are you sure you want to continue?

Yes   No

Note that this is different from the purge activity procedure (**Utility, Purge Data Files, Purge Activity By Date**). See purge differences explained.

For unused purchase orders the purge open purchase orders procedure reverses transferred transactions such that the net effect on **General Ledger** is as if the purchase order had never been entered. The transactions from when the purchase order was entered and the reversing transactions from when it was purged will appear in **General Ledger** (unless no transfer has been made since the purchase order was entered), and there will be no drill-down for the same reason as the purged activity. For purchase orders with partial payments the purge open purchase orders procedure simply reverses out any unused encumbrances, leaving the disbursed amounts intact and drill-down capability unimpaired.

Purge PDF Files
Go to **Utility, Purge Data Files, Purge PDF Reports.** A procedure was added to the utility menu for purging archived PDF reports. Whenever a date is entered for the oldest report to retain, the list of candidates for purge (older than the date specified) is updated.

Pressing the Delete Button will delete the list. This utility functions similarly to the PDF view and Print procedure in that only the documents created by the logged in user will be shown unless the user has *Supervisor* access, in which case all documents are shown.

If there are no PDf documents to be found a screen will tell you so.

No Reports ☒

⚠ No PDF Documents Found

OK
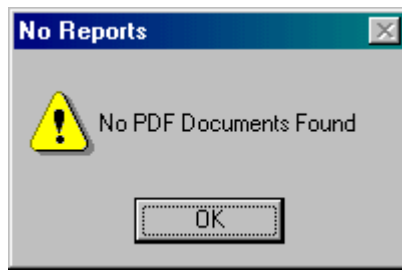
Purge Orphan Invoices
Go to **Utility, Purge Data Files, Purge Orphan Invoices**. For details see this subject under Invoices.

Caution: If you elect to purge transferred transactions that were subsequently posted the Accounts Payable transaction file will not agree with General Ledger.

Purge Orphan Transactions
You may check all transactions to be sure they are not orphans. It offers the option of purging only untransferred transactions or all transactions. Go to **Utility, Purge Data Files, Purge Orphan Records, Purge Orphan Transactions**. To purge transferred transactions check the box. Click OK. Transactions will be purged.

Purge Transaction Options ☒

☐ Purge Transferred transactions

🖫 OK   ⬚ Quit   ❓ Help
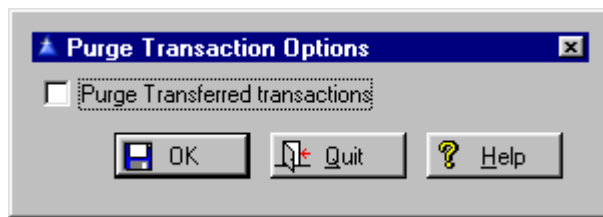
Purge Orphan Items

Go to **Utility, Purge Data Files, Purge Orphan Records, Purge Orphan Items**. For confirmation on specific files (it will show you the files in a pop up window), check the box.   Click OK when finished. Items will be purged.

Purge Orphan Distribution

Go to **Utility, Purge Data Files, Purge Orphan Records, Purge Orphan Distribution**. For confirmation on specific files (it will show you the files in a pop up window), check the box. Click OK when finished.
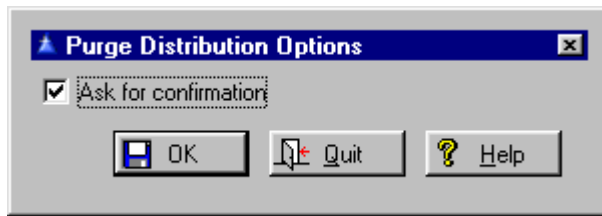
Purge Orphan Payments

Go to **Utility, Purge Data Files, Purge Orphan Records, Purge Orphan Payments**. For confirmation on specific files (it will show you the files in a pop up window), check the box. Click OK.

Recompute Transactions

Go to **Utility, Recompute Transactions.** Select **Single, Group** of **Selected**, or **All Current Activity**. This utility allows selecting any activity in the database regardless of the period in which it was entered or paid. This procedure will recreate all transactions resulting from activity added in the current month. Activity to be recomputed may be selected using the space bar, and a consecutive group may be selected using the Shift and Up or Down Arrow keys.

If the Close Button is pressed before computing the selection is discarded and no changes will be made to data. When the Compute Button is pressed all highlighted activity will be recomputed. If transactions are being computed in a process rather than a single activity the user will be given the option to abort or skip the current activity. There is a Recompute Button that has a picture of a file folder on it which is present on some of the screens where you will use the Recompute function.

All transactions will be recomputed in the current period set, regardless of when they were originally computed. This is a powerful utility that has the potential of widespread undesired changes if not used properly. **Users should fully understand the consequences before proceeding.** The procedure requires *Supervisor* access to function, regardless of the level assigned by the user's security profile.
If the profile grants access to the utility it will display activity but not recompute. Typical uses for the utility include:

1. Moving activity entered in the wrong accounting period to another period.
2. Retroactively changing accounting method from Due To/From to pooled Cash.
3. Retroactively changing account numbers for a fund (such as Due To, Cash).
All non-transferred transactions are deleted. New transactions are then computed from scratch.

The computed ones are compared to the transferred ones and not added if already transferred. If a new transaction has the same account number and type as a transferred one but differs in amount, the amount of the new transaction is adjusted for the transferred one. The end result is the minimum number of transactions within the context of the required and transferred transactions.

Consolidate Distribution
Go to **Utility, Consolidate Distribution**. If you choose **All Current Activity**, then it runs consolidation automatically. If a single activity, highlight it and press Select or press Edit to edit if before running the consolidation utility.

Browse the Cost File

Go to **Utility, Browse Cost File**. Highlight the file to edit. To look at a different period of activity press the Period Button.

Account Number	Actual	Encumbered
001-101.0010	-222,089.52	0.00
001-131.1030	29,639.53	0.00
001-131.1050	760.22	0.00
001-131.4010	57,338.72	0.00
001-202.0000	49,244.13	0.00
001-218.1200	1,255.87	0.00
001-218.1500	1,459.04	0.00
001-218.1520	0.00	0.00
001-218.1550	97.50	0.00
001-218.1560	192.66	0.00
001-218.1600	2,053.79	0.00
001-218.1610	0.00	0.00
001-218.1630	1,405.28	0.00
001-218.1640	0.00	0.00

Clear Vendor YTD Totals

Go to **Utility, Clear Vendor YTD Totals**. Press the Yes Button if you want to proceed.

Please Confirm

You are about to reset vendor year to date totals to zero and update the previous ytd totals. This should be done only at the end of the year you select (fiscal or calendar). Are you sure you want to continue?

Yes   No

Select which year - **Calendar** or **Fiscal**. Press Ok.

Update Vendor YTD Options

Which Year to Update

- ◉ Calendar
- ○ Fiscal

OK   Quit   Help

Processing Records

Clearing Calendar YTD Totals

0% Completed

Cancel
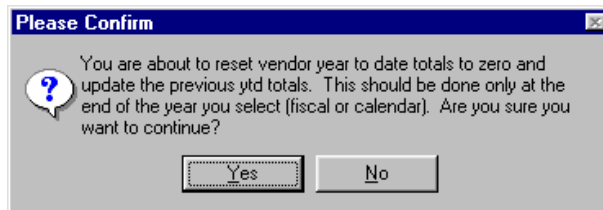
Recompute Vendor YTD Totals

Go to **Utility, Recompute Vendor YTD Totals**. The current fiscal year should be recomputed just prior to updating vendor YTD totals. This utility can be used to correct situations where you neglected to clear vendor YTD totals at the end of a fiscal or calendar year or for both calendar and fiscal years. The year computed will be based on the current period as set in the system file. The vendor field updated will be the Fiscal or Calendar Year to Date. The utility can also be used to recompute the prior YTD totals by using the following sequence of operations:

1. Using **Setup, System Data, Set Current Period**, set the current period to a month in the prior year.
2. Use **Utility, Recompute Vendor YTD Totals**.
3. Use **Utility, Clear Vendor YTD Totals**.
4. Using **Setup, System Data, Set Current Period**, set the current period to a month in the current year.
5. Use **Utility, Recompute Vendor YTD Totals**.

The recompute utility will first set the vendor YTD total to that for the prior year. The clear utility will copy the YTD totals to the prior year and clear the YTD total. The second use of the recompute utility will set the vendor YTD totals to that for the current year.   Press the Yes Button if you want to proceed.
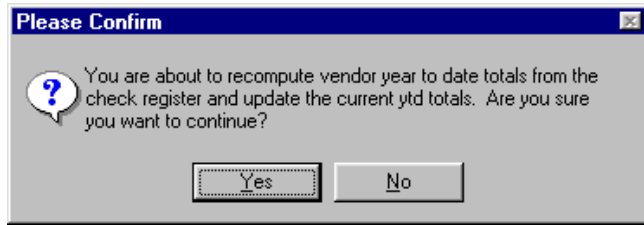
Select which year - **Calendar** or **Fiscal**. Press OK to proceed.
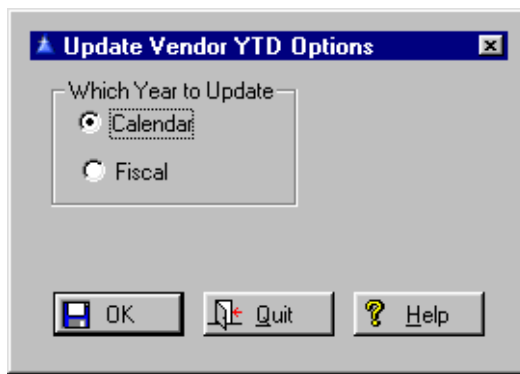
Merge Duplicate Vendors

Go to **Utility, Merge Duplicate Vendors**. Highlight
the vendor you want to retain as the surviving vendor.
Highlight the vendor you want to merge with the
surviving vendor. Press the Merge Button. You may
also view the activity on each vendor before selecting.
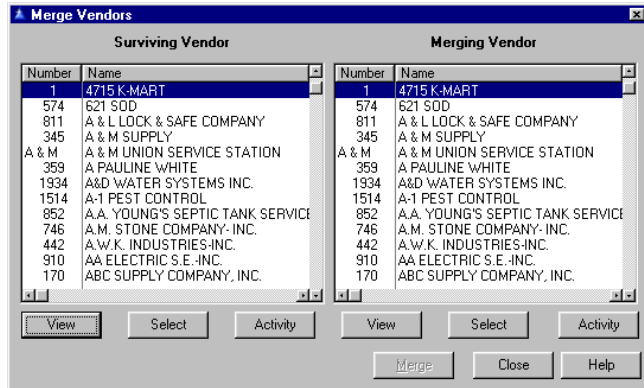
On either side press the View Button to view vendor
information.   Press the Activity Button to view the
activity on the vendor.
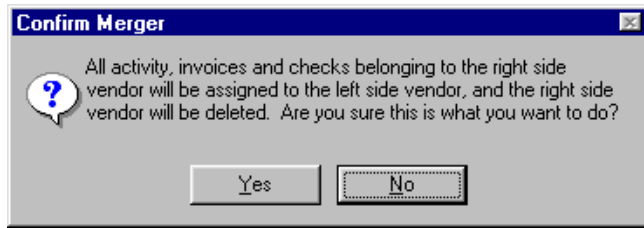
Justify Vendor Numbers

Go to **Utility, Justify Vendor Numbers**. Press Yes
to continue. This will right justify all numeric vendor
numbers.

Press Yes to continue.

Processing Records

Justifying Vendor Numbers

6% Completed

Cancel
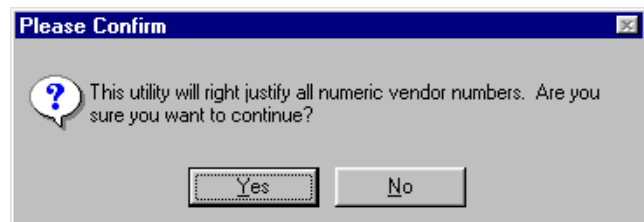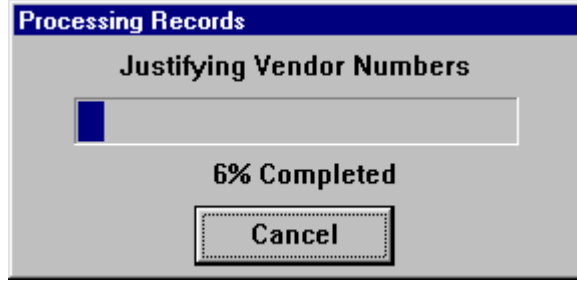
Restore Transferred Transactions
Go to **Utility, Restore Transferred Transactions**.
This will restore all transactions for the current month
and allows restoring transactions that were added and
transferred on the current system date. This is a
companion to the current month procedure. Both of
these procedures should be given the highest access
level because they have the potential for creating
discrepancies between the **Accounts Payable** and
General Ledger databases. Because the main menu
was changed, all security profiles should be checked
after this release is installed to the untransferred state
so they may be transferred again. (Note that it is
important that the batch or batches containing the
transactions must also be deleted from the **General
Ledger**. If they have been posted they must first be
unposted. Failure to heed this will result in doubly
transferred transactions).

Confirm Request

This process will restore all transferred transactions for the
current month so they will again transfer to General Ledger. The
General Ledger batches into which they were initially transferred
should be deleted before transferring again. Are you sure you
want to continue?

Yes   No
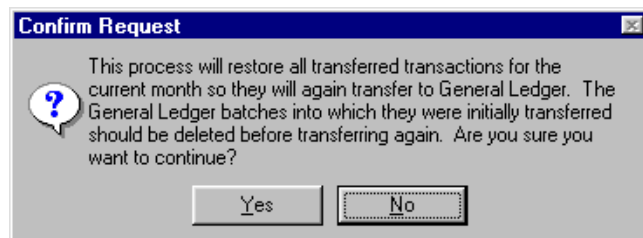
Restore Transferred Assets
Go to **Utility, Restore Transferred Assets**.

The asset transfer may be done automatically each time **Accounts Payable** starts, or it may be done explicitly using **Utility**, Update Assets. The automatic transfer may be enabled or disabled using **Setup, System Data, Configuration Options, Auto Asset Update**.

For an asset to be transferred the activity must be marked as paid. It also must have the **Asset** box checked on the activity, and/or at least one item must have the asset or **Component** box checked. The item list may include items that are not to be part of the asset, but those that are to become components of the asset must have the **Asset** or **Component** box checked. If the **Asset** box is checked on one or more items in an activity that does not have the asset attribute, each checked item will become an asset rather than a component.

If the **Asset** or **Component** box is checked on an item, an Info Button will be available that displays a window where you may enter information that will be needed for the fixed assets database after the activity is paid. The information includes manufacturer, model number and serial number. When the information is transferred to **Fixed Assets Manager**, the activity description will become the asset description, and the components will be all items of the activity with the asset attribute.

Each component will have the appropriate manufacturer, model and serial information. Items that have no asset record, or have all blank fields, will not be transferred. It is very important to remember that if you want multiple items on the same activity to be components of the same asset you must check the asset box for the activity. Otherwise each item will be added as a separate asset. If for, example a vehicle is purchased, and options such as engine, transmission, etc. are listed in separate items, each option will become a separate asset if the asset box is not checked for the activity.

This utility will restore all assets transferred during the current accounting period. (It is highly recommended that this menu item, and similar ones that should only be used in extraordinary situations, be given the highest security level to prevent casual use.) After the asset items are restored they can then be corrected and transferred once again. Be aware that restoring an asset as untransferred does not remove it from the **Fixed Assets Manager** database.

You must also delete restored assets and their components from **Fixed Assets Manager** before transferring again, or the assets will be in the database twice. When assets are added to the **Fixed Assets Manager** database, the asset number is generated from the current system date in YYMMDD format followed by a sequence number from 0001 to 9999. The asset type, class and group will be the default values in the system file. The fund and department of the asset will be taken from the cost distribution account.

If the cost was distributed to multiple funds or departments the first will be used. The default value of asset number, type, class and group for transferred assets may be changed in **Fixed Assets Manager**. It is recommended that you use a special value for the group number so transferred assets may be easily located for filling in additional information not available from **Accounts Payable**.

Confirm Request

This process will restore all transferred assets for the current month so they will again transfer to Fixed Assets. The transferred assets must be deleted from Fixed Assets before transferring again. Are you sure you want to continue?

Yes   No

<u>Renumber Checks</u>

Go to **Utility, Renumber Checks**. This utility is intended to assist in dealing with check printing problems (wrong starting check number, printer jams, double sheet feed, etc.) that result in the check number in the check register does not agree with the preprinted check number on the check form. A continuous block of check numbers may be renumbered to whatever desired as long as they do not conflict with other checks. You will be asked whether you want to renumber a block of checks consecutively.
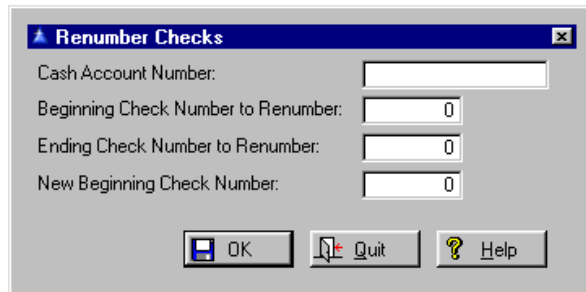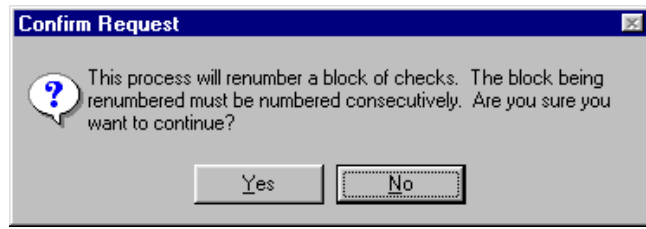
<u>Revert Disbursements</u>

Go to **Utility, Revert Disbursements**. This utility is intended to assist in dealing with purchase orders that were selected for payment by error.
All disbursements with a purchase order are shown, and the user may elect to restore any to purchase orders. To view activity, press the Activity Button.

Check the items to be reverted with the Revert Button.

Update Inventory

Go to **Utility, Update Inventory**. If you have the data file path in **Setup, System Data, General System Data** filled on for **Inventory Work Order** on the Data File Paths Tab then this procedure will function.   You may disable this function by unchecking it in **Setup, System Data, Configuration Options**. A progress bar will show you progress as it rapidly computes the inventory.   Inventory displays by stock number or description order.

Update Fixed Assets

Go to **Utility, Update Fixed Assets**. If you have the data file path in **Setup, System Data, General system Data** filled on for **Fixed Assets** on the Data File Paths Tab then this procedure will function.   A progress bar will show you progress as it rapidly computes the inventory.   See Restored Assets.

Restore Distribution Links

Go to **Utility, Restore Distribution Links**. This utility creates any missing links between distribution accounts and checks. If more than one offline check for an activity was created, only the first non-voided one will be linked.   Selecting this will restore the distribution link including those for an activity that has partial payments, but will ignore all unpaid distribution.   Press the Yes Button if you want to restore the links.   If no missing links are found you will be informed by a pop up screen.
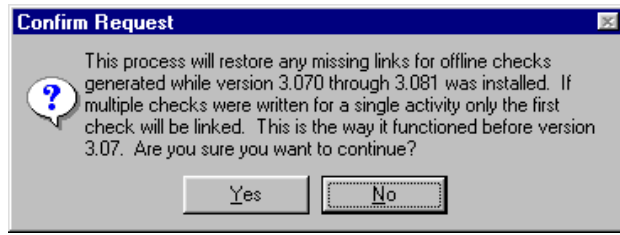
Confirm Request

This process will restore any missing links for offline checks generated while version 3.070 through 3.081 was installed. If multiple checks were written for a single activity only the first check will be linked. This is the way it functioned before version 3.07. Are you sure you want to continue?

Yes   No

The distribution record is linked to the check record so that the check that actually paid the distribution amount can be determined.

Change Template Cash Account
Go to **Utility, Change Template Cash Account**. This utility will allow mass changing of the default cash account number for activity templates. Select the **Old** and **New Cash Account Numbers**. Select the actual cash account. The procedure will be shown on a progress meter.

Change template cash account

Old Cash Account Number: 001-101.1000
New Cash Account Number 001-101.1000

OK   Quit   Help
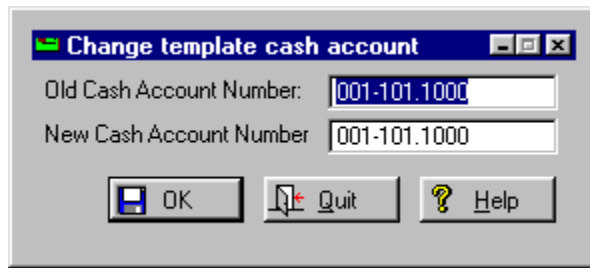
Search Activity for Text
Go to **Utility, Search Activity for Text**. This utility allows you to search the activity database for specified text. The text may be a word, partial word, or group of words. The activity description will be searched first, then the activity notes, then the description for each item of the activity. After the search is complete a list of the matches found is displayed, and any selected activity may be viewed. This utility is intended to aid in answering questions like "where did we buy whatever" or "when was the last time we bought whatever"?

```
┌─────────────────────────────────────────────────┐
│ ▬ Search Activity for Text          _ □ ✕       │
├─────────────────────────────────────────────────┤
│ Text to Locate:  JOHN DOE                        │
│                                                  │
│                   ┌─────────┐  ┌──────────┐     │
│                   │ 💾  OK  │  │ 🚪 Cancel │     │
│                   └─────────┘  └──────────┘     │
└─────────────────────────────────────────────────┘
```
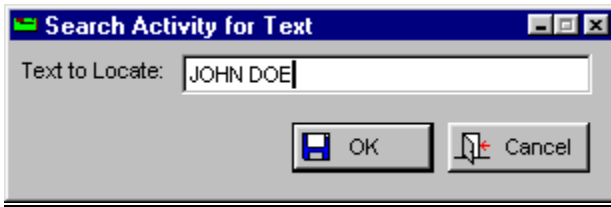
Reserve Purchase Order Numbers

Go to **Utility, Reserve Purchase Order Numbers**. A list of reserved numbers is copied into memory when **Accounts Payable** is started, to speed up the number assignment process. An hourglass cursor will be displayed while the list is being built, and will return to a pointer cursor when complete. Depending on how many numbers are reserved and the speed of the workstation and network, the process can take anywhere from a few seconds to a minute or more. Fewer reserved numbers means a shorter delay at startup.

The number assignment process is rigorous. If there are reserved numbers for the user, the next available one will be used. If there are no numbers reserved by the user, the next number that has not been used or reserved by another user is assigned. The assignment is conditional. Previously, the next reserved number was used as soon as the add activity window was opened. If the activity was not completed the reserved number was still deleted from the reserved list and was never used again.

The number will remain reserved if the add activity process is abandoned. The criteria for validating a purchase order number when the user overrides the system assigned number and types in a new number is as follows: A test is made to see if the number entered is reserved by another user. If so, it will allow it if the user is listed as the approver for the owner of the reserved number. Otherwise a warning message will be displayed informing the user who the number belongs to and allowing using it anyhow.

You may reserve your own block of numbers. The beginning and ending number to reserve will be set initially to the next available number. The range may be edited to whatever is desired. If the selected range includes numbers already used they will be skipped when numbers are assigned. Purchase orders may be reserved for any user for which the current user is an approver. When entering **Utility, Reserve Purchase Order Numbers**, a list of users will be shown. The list will include the current user and all other users for which this user is an approver. The display will be in order of user name, and may be moved to each user by entering one or more characters of the user name desired.The purchase order numbers will be reserved in the name of the selected user.

The system will prevent large numbers of reserved purchase orders from slowing down normal processing operations. All purchase orders will be converted automatically to go along with this function.. The same purchase order number can not be reserved by more than one user. Because multiple users might have accidentally reserved overlapping purchase order numbers, a test at the time a reserved number is used to be sure it hasn't already been used.
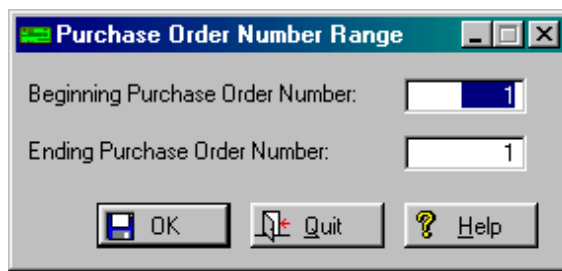
Browse Reserved Purchase Order Numbers
Go to **Utility, Browse Reserved Purchase Order Numbers**. You may view the remaining reserved numbers at any time. See Reserve Purchase Order Numbers.
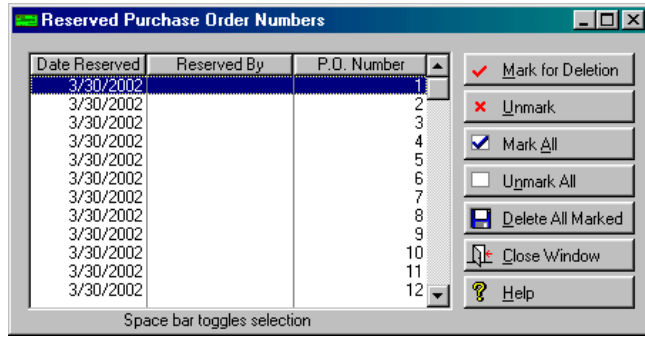
Release Reserved Purchase Order Numbers
Go to **Utility, Release Reserved Purchase Order Numbers.** This will release all reserved purchase order numbers for the current user. You will be asked to confirm the release. If the user has *System Update* or higher access, any reserved number may be deleted, thereby releasing it for use by others.
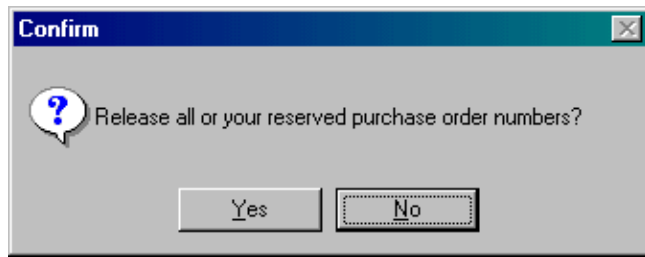
Send E-Mail
Go to **Utility, Send E-Mail**. If you have selected this option under **Setup, System Data**, Email Tab then you will be able to send emails. When e-mail attachments are added using the Windows file dialog box ("..." button), they are appended to any files that may have already been selected. The concatenation character is the vertical bar ("|").
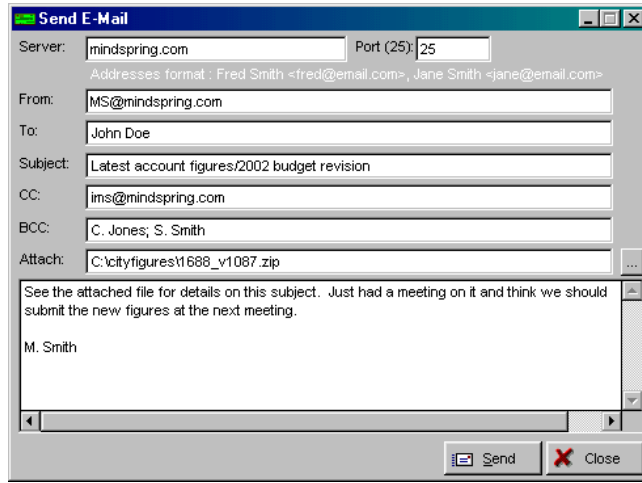
Press F3 to find a list of files to attach.

Press the Send Button to send the email.
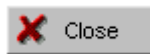
Press the Close Button to close after finishing.

If you have incorrect port settings or other items stup incorrectly you will see a notification box which tells you of the error.

Lists

Print Chart of Accounts
Go to **Setup, Chart of Accounts, Print Chart of Accounts**.   See a sample of this report.

<u>Print Chart of Accounts List</u>
Go to **Setup, Chart of Accounts, Print Chart of Accounts List**. See a full view <u>sample</u> of this report.

<u>Print Master Account List</u>
Go to **Setup, Chart of Accounts, Master Accounts File, Print Master Account List**. See a <u>sample</u> of this report.

<u>Print Activity Template List</u>
Go to **Setup, Activity Template, Print Activity Template List**. See a <u>sample</u> of this report.

<u>Print Activity Template Group List</u>
Go to **Setup, Activity Template, Print Activity Template Group List**.   See a <u>sample</u> of this report.

<u>Print Activity Template Class List</u>
Go to **Setup, Activity Template, Print Activity Template Class List**. See a <u>sample</u> of this report.

<u>Print Department List</u>
Go to **Setup, Chart of Accounts, Departments, Print Department List**. See a <u>sample</u> of this report.

<u>Print Fund List</u>
Go to **Setup, Chart of Accounts, Funds, Print Fund List**. See a <u>sample</u> of this report.

<u>Print Vendor List</u>
Go to **Print, Reports, Standard Reports,** <u>Vendor List</u>. You have the option to **Print 1099 vendors only**. For more detail check the I**nclude Vendor Detail** and **Include Invoices** boxes.   See a <u>sample</u> of this report.

Forms

Checks
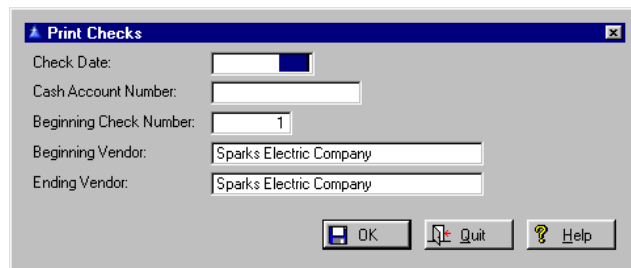
Go to **File, Check,** or to **Print, Forms, Checks**. The print checks option window allows the user to print an alignment check before printing checks. This control will appear only if the system is configured for impact checks (form type 1). The invoice display and update form displays the check number for paid invoices. This is a read only field. Users should be aware that this check number may not be the check that paid the invoice under certain conditions.

This is because the relationship between invoice and check is indirect. A single invoice may be related to multiple checks in the case of a partial payment, and a single check may be related to multiple invoices in the case of a check that pays more than one activity or an activity with multiple invoices. When an activity is paid in full with a single check the check number displayed will always be correct.

There are 5 check forms, the first two are for general use, the other three are for specific customers. See Form Setup for more details.

When printing checks, only invoices being paid by the check being printed are listed on the advice stub. If a partial payment had previously been made on an invoice, the invoice amount shown on the stub will be the additional amount being paid this time rather than the total invoice amount. The selection list includes disbursements only.

Add Offline Checks

Go to **File, Check**. Either **Print, Checks** or **Add Offline Checks** will allow the disbursement to then become a "paid" activity and move to the Check File. which allows you to print a group of checks for selected activity. These will print in alphabetic vendor order, not the order the activity is entered. This option will allow you to specify the beginning check number, and will then subsequently number the remaining activity (in alphabetic vendor order).

If there are too many invoices, the check amount will be correct and all invoices will be marked as paid, but the excess ones will not be printed on the check, nor will an additional check be generated.

A test for a check number already used is made in the options dialog (the window that asks for cash account, beginning check number, beginning vendor, etc.). If the user enters an incorrect number here (the default will always be the next check number) it can be corrected without re-entering everything else. An unlimited number of distribution accounts for one activity is also supported. There is also no limit to the number of invoices that can be attached to an activity, but users are cautioned to not enter more invoices than will fit on the check.

If there are too many distribution accounts for a single check the invoices paid by the distribution on the first check will be printed on the first check.

If there are more accounts than will fit on the check form additional checks will be printed. To add activity that has been paid through other check writing means (i.e. by hand or typewriter) you would select the **Offline Check** option.

This will bring up the "selected activity" screen and one by one highlight the activity and click on the Add Check Button, and you can enter the check date and check number. This becomes a paid activity and is seen in **File, Check, File Maintenance** with a red checkmark under the O column.
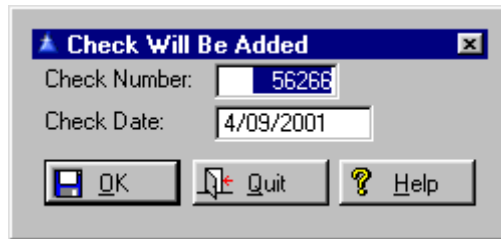
These checks, whether printed as a group, or entered as offline checks, can be viewed through **File, Check, File Maintenance**. The paid activity can be viewed through **File, Activity, File Maintenance, Paid Activity.** You can also print a Check Register through **Print, Reports, Standard Reports, Check Register.**

The final report you may wish to print is the Disbursements Report under the **Print, Reports, Standard Reports, Disbursements**. This report will show what activity is paid and what check number was assigned to that activity. There are several options in printing order, and again, select those which best suits your needs.

Print Purchase Order
Go to **Print, Forms, Purchase Orders**. If the cost distribution is printed on a purchase order it includes the project number for each distribution amount if it was assigned to a project. A signature from an image file may be printed on purchase orders. The signature must be an image file in either the BMP, PCX, GIF, JPG or WMF format. The size and location of the signature on the form may be set by the user. The name of the signature image file must be entered first. It also prints the vendor code to the left of the vendor name, to aid in identifying different vendors with similar names or addresses.

Once the file name has been specified you may then enter the width, height, horizontal offset and vertical offset. The numbers shown are in units of 1/1000 inch (a setting of 1000 = 1 inch). The width and height spin boxes allow adjusting the size of the signature on the form. For best results the aspect ratio of the image file should be the same as the ratio between the specified width and height (usually about 3:1. Select the beginning and ending purchase order numbers to print. Click OK. See a sample of the purchase order.
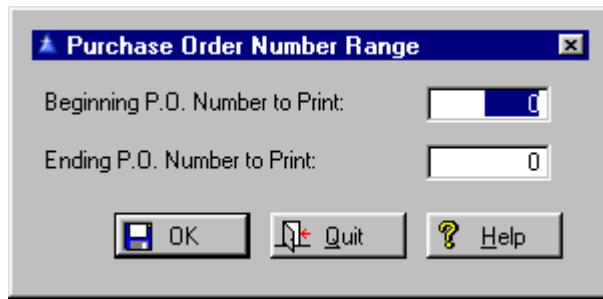
Printing PDF Reports
Instead of printing purchase orders on paper, they may instead be generated as files in the Adobe Portable Document Format (PDF) and e-mailed to the vendor. To accomplish this, several new features must be set up: First of all, the extra cost e-mail and PDF modules must be installed. In **Setup, System Data, General System Data, Data File Paths**, a new field name Document Path should be set to the directory where the PDF documents are to be saved. If left blank they will be saved in the program directory.

In **Setup, System Data, General System Data, E-Mail, General**, the SMTP server name/IP address and port number must be filled in. In **Setup, System Data, General System Data, E-Mail, Purchase Orders,** the desired options must be set. If the **User Sender** box is checked the sender will be the e-mail address of the logged in user.

Otherwise it will be the text in the **Default From** field. If the **Desc Subject** box is checked the subject of the e-mail will be the description field of the purchase order. If not it will be the contents of the **Default Subject** field. If the **Notes Body** box is checked the body of the e-mail will be the contents of the **Notes** field of the purchase order. Otherwise it will be the contents of the **Default Body** field.

The settings of these fields are independent of those for e-mailing requisitions for approval. The next thing that must be set up is the e-mail address of each vendor that is to receive purchase orders by e-mail using **File, Vendor, File Maintenance, Edit, Addresses, E-mail Address**. The box in **File, Vendor, File Maintenance, Edit, Misc., E-mail Purchase Orders** must be checked.

Purchase orders may be generated and e-mailed individually in **File, Activity, Add New Activity**. If the system is set for e-mail purchase orders and the activity being added is a purchase order and the user is authorized to approve purchase orders, and the vendor is coded to receive e-mail purchase orders, a button labeled E-Mail will be present.

When the button is pressed, when the purchase order is saved a PDF purchase order will be generated and e-mailed to the vendor as an attachment. (If this option is not available the button will still be present, but will be labeled Print, and will print a hard copy purchase order instead.) This option is also available in **File, Activity, File Maintenance, Open Activity**.

If the activity being edited is a purchase order and the vendor is coded to receive e-mail purchase orders, a button in the Purchase Order region on the Misc Tab will generate and e-mail the purchase order. Purchase orders may also be generated and e-mailed as a process for a range of purchase order numbers using **Print, Forms, E-Mail Purchase Orders**.

Note that the process of generating a PDF purchase order and e-mailing it is considerably slower than for printing purchase orders on paper. In tests during development the process took about 10 seconds per purchase order. The process will skip any purchase orders for vendors not set up for e-mail purchase orders. The standard purchase order printing process (**Print, Forms, Purchase Orders**) should be used for these vendors.

All PDF purchase orders generated will be named "POXXXXXXUUUUUUUUU.PDF", where XXXXXX is the purchase order number, UUUUUUUUU is the login name of the current user, and will be saved in the location specified as the document path. When the user is logged in at the *Supervisor* level the list includes reports created by all users.

Print Requisition Forms

Go to **Print, Forms, Requisition**. Highlight the form to print. You may view the requisition information by pressing the View Button. Press the Print Button to print.
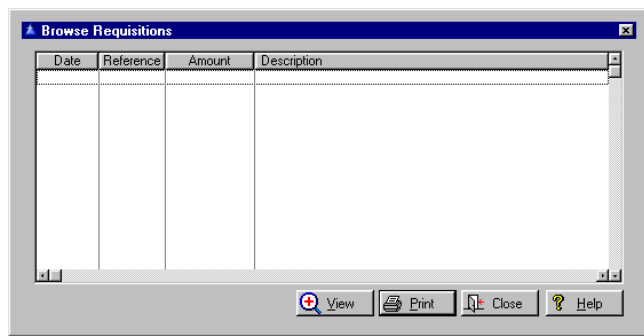
Print 1099 Forms

Go **to Print, Forms, 1099 Forms**.   Users may select what line of the selected vendor address, if any, is to be printed on each name/address line of the form. The form uses the billing address stored in the system

file for the payor. The city address used should be a four line address.   The fourth line of this address should contain the phone number when 1099 forms are printed. Included is the option of using either the current calendar year to date total or the previous calendar year to date total. This adds flexibility in choosing when to print the forms. If printed at the end of the year the current total should be used. If printed at the beginning of the following year the previous year total should be used (assuming the current total was cleared at the end of the calendar year using **Utility, Clear Vendor YTD Totals, Calendar**).

It also prints the form 1096 summary page. On the summary form (1096) the first line will print under "Filer's name", lines two and three will print under "Street Address ...", and line four will print under "City, state and ZIP code". If a second address line is not needed it may be left blank. When print preview is disabled the user will be prompted to place the summary form in the printer. When print preview is enabled the summary page will be appended to the 1099 form previews. Two suggestions are offered for changing the form when using print preview: The print preview header will display the number of pages to print.

You can then load the printer with one less 1099 forms and one 1096 form. Another method is to print a range of pages, first to next-to-last, and last, in either order. See a sample of the 1099 form.

Labels

Add a Labels Record
Go to **Print, Labels, Label Formats**. Press Insert and design your labels according to the specifications on the label package.   See a sample of labels.

Changing a Labels Record

General

Label Type:	mailing
Page Width:	8.00
Page Height:	12.00
Label Width:	1.00
Label Height:	2.00
Top Margin:	0.00
Left Margin:	0.00
Font Size:	12

OK   Quit   Help

Print Vendor Labels
Go to **Print, Print Vendor Labels**. Select a **Beginning and Ending Vendor name, Address** and **Status.** F3 provides a pop up list when your cursor is in the **Vendor** field. Click OK when finished.

Print Vendor Label Options

Beginning Vendor:	
Ending Vendor:	
Address:	Mailing
Status:	All Vendors

OK   Quit   Help

You will be able to preview your labels depending on the style you selected.

Standard Reports

Print Open Activity Report.
Go to **Print, Reports, Standard Reports, Open Activity Report**. The Activity Report can be run at any time in the process of adding activity, but is usually done either prior to selecting for payment. This shows what disbursements have been entered for payment, and then used to determine which transactions or disbursements will be paid or can be done after the selection for payment process, showing what items will be paid this check run. One option to the open activity report is present that allows printing only disbursements selected for payment. This option is available only if the activity type option is set to *Disbursements*. Users have the option of printing each activity on a separate page. This option is available only if the **Show Distribution** option is selected, since it would make no sense otherwise. When the report is printed in vendor order the option becomes each vendor on a separate page, and a subtotal by vendor is included.

The Open Activity Report options will also determine what is printed on the reports. All open activity will show disbursement, purchase orders and requisitions on the same report or you can specify just one of those activity types, either disbursements, purchase orders or requisitions. Remember: when specifying disbursements, partial purchase orders and their payments will not show on this report. When the selected only option is enabled selected purchase orders will be included.

When the option to print activity selected for payment only and the option to print the distribution breakdown are both selected, the only distribution printed will be that with a status of expended. The status code and the legend at the bottom of the page will not be printed because only expended distribution is printed.

The report order can print either by DATE, VENDOR, or FUND. IMS recommends running each of the reports to see which works best for your needs. Each comes with a set of user printing options. The open activity by date or by vendor are best used in the pay selection process because they show the amount to be paid and the total amount of cash to be used.

The open activity by fund is best when you want to see the impact on individual departments. It cannot show the amount to be paid by account because there is no relationship between the distribution amount and the amount to be paid when there is distribution to more than one account.

Another variation of the open activity report is that it prints in distribution account number order. A subtotal is printed for each department and for each fund. Note that this report does not print the amount to be paid as do the others. This is because this is a function of each overall activity record, not a distribution amount. In the simplest situation where the entire amount of an activity was distributed to a single account number the relationship could be inferred. But because distribution to multiple accounts is allowed the amount to be paid to a particular account cannot be determined if the payment amount differs from the total activity amount. All open activity reports print a status code for each distribution account whenever the option to show distribution is selected.

All of the open activity reports support only activity selected for payment that includes purchase orders. The only time this is an issue is when a partial payment is to be made, since it would become a disbursement if full payment were to be made. Note that if selected only activity is requested along with all activity types, requisitions will not be included.

For users that enter purchase orders that are to be partially paid during the year, the following procedure is suggested: set the **Delay Expense** checkbox (**Setup, System Data, Configuration Options, Delay**

Expenses until Paid) if you want to bypass writing to the **Accounts Payable** account when activity is selected for payment. Enter activity as purchase orders, with a zero payment amount.

When ready to select what is to be paid, print an open activity report by date or by vendor for all open activity. The reason for printing the report by date or vendor is that those reports have a column for the amount to be paid this time.

Depending on your pay selection procedures you may want to use this report to check off what items are to be paid and how much. Using the marked up open activity report, select the items to be paid **File, Activity, Select For Payment, Manual Selection**. The selection window will show at the bottom the total amount to be paid. When you select an activity that has no payment amount specified, you will get a window showing you the total amount, what has been paid so far, and asking for the amount to be paid this time.

(If the payment amount had already been specified you will not get this window. You can simply select it and the amount specified will be paid.) The default payment amount will be the amount remaining.

You can then enter the amount to be paid this time. You can enter a zero or press the Skip Button and nothing will be paid. Once the selection process is completed, print another open activity report by date or vendor, with the **Show Selected Activity Only** option checked. **By Date** or **Vendor** will print the remaining balance. Verify that the amounts to be paid are correct. You are now ready to print checks.

If you have configured your system to delay expenses you can transfer to **General Ledger** as often as you like without the possibility of transferring an expense with no check number. If you were to make a transfer after payment selection but before checks are printed, nothing would transfer. See a sample of the report.

Aged Payables Report

Go to **Print, Reports, Standard Reports, Aged Payables Report**. An aged payables report lists activity entered within a specified date range that was outstanding as of a specified date.

The aged payables report accounts for discounts taken when payments are made. It includes purchase orders and disbursements (not requisitions).

 In the case of partial payments, the balance shown is the amount that was unpaid as of the specified payable date. It also recognizes the **Filter Open Activity by User** configuration option. When this option is set the report will include only activity entered by the current user, unless the user has *Supervisor* access.

If the option to print distribution breakdown is selected, only the distribution that was not paid as of the payable date will be printed.   You may choose *Single* or *All* accounts. Fill out the required fields.

Disbursement Report

Go to **Print, Reports, Standard Reports, Disbursement Report**. There are seven printing options, **Date Paid, Reference Number, P.O. Number, Account Number, Vendor, Project, Check Number**. There are also **Beginning** and **Ending Date** selection fields.

Click on OK when done. See a sample of this report.

Remember: data that existed at the time this release v 3.070 is installed may still not reference the correct check number in a disbursements report, because the same method previously used for the report is used to convert the data

The important thing to remember is that there are two different dates involved, depending on the printing order selected. Each activity record has a date field, which is usually the date entered. When the disbursements report is printed in vendor or project order, the secondary order is the check date. The disbursements report has an option of printing the notes field contents on the report. When the report is printed in account number order the report will print in secondary order of payment date. The landscape version of the report prevents the description line from overwriting the check number field.

When the activity is paid, the check register will contain a date field, which is the date the check was printed. There may be several checks associated with a single activity (such as in the case of partial payments), and there may be several activity records associated with a single check number (such as paying several invoices for the same vendor).

If you want to print in reference number order with a specific range of payment date, use the smallest possible reference number range to minimize the time required to generate the report.

When printing in entry date order, if a payment has been made the check shown in the report will be the first active (not voided) check printed regardless of how many payments have been made. When printing in any other order a payment date range is available. When a payment date range is specified (fields not left blank) the check shown in the report will be the first active check that is within the date range (the activity date, not the check date).   If there are other checks within the date range they will not be shown. This applies to both the landscape and portrait version of the report.

The other point to remember is that the time required to generate the report is largely a function of how wide the range from the beginning to the ending value of the printing order.   Enter one of the following:

Date Paid
Reference Number
P. O. Number
Account Number
Vendor
Project
Check Number

Disbursements Report Options

Report Printing Order:

Beginning Payment Date:

Ending Payment Date:

Subtotal

Report Format: Portrait

OK   Quit   Help

Click OK when finished. See a sample of this report.

Print Check Register
Go to **Print, Reports, Standard Reports, Print Check Register**. The Check Register Report includes an option to print reconciled checks only, provided the system is set to retain reconciled check and the option to filter by any combination of outstanding, reconciled and voided checks. It prints the line with the check number shaded when the **Include Detail** option is checked. This is to improve readability when the detail is included. The shading is disabled when detail is not printed. The options window remains visible after a check register has been printed. This allows changing any option and printing another report with fewer keystrokes. When no more reports are needed the Quit Button will close the window.
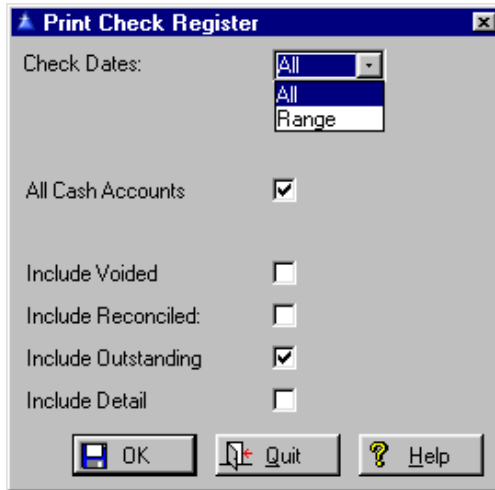
Click on OK to process. See a sample of this report.

Missing Check Numbers
Go to **Print, Standard Reports, Missing Check Numbers**. When checks are missing from the printout on the Check Register Report, enter the **Beginning** and **Ending Check Numbers**. If you do not want to include all cash accounts, then type in the specific account number associated with this checking account.
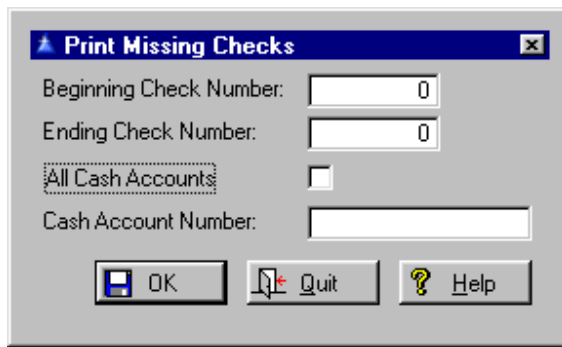
Open Inventory Items
Go to **Print, Reports, Standard Reports**. This report will print a list of all inventory purchases that have not been received.   See a sample of this report.

Vendor List

Go to **Print, Reports, Standard Reports, Vendor List**. The vendor list report includes an option to print in either vendor number or vendor name order, and an option to print only vendors coded for form 1099. Choose the **Beginning** and **Ending Vendor Numbers** and check the **Detail** and **Invoice** boxes if you want details and invoices. Click OK when finished. See a sample of this report.

Custom Reports

Go to **Print, Reports, Custom Reports**. Custom reports, in all IMS programs, are designed to work with the Clarion Report Writer, an additional program that can be purchased to enable customers to write their own reports using the data fields included in the programs. It works with all IMS Windows programs.

Print PDF Reports

Go to **Print, Reports, PDF Reports**. The option to create PDF files of reports was added. This option is available only if the PDF module is installed. To set it up, go to **Setup, System Data, Configuration Options**. See the location for [PDF information](#). [PDF Reports](#) under Purchase Orders has additional information.

If the PDF module is installed two new checkboxes (**Create PDF Report Files** and **Disable Hard Copy Reports**) will appear. They work in conjunction with the **Disable Print Preview** checkbox.

Each of the three controls functions individually. Any combination of the three is allowable except the one that disables all print output (**Disable print Preview** checked, **Create PDF Report Files** unchecked, and **Disable Hard Copy Reports** checked). You can, for example, set the system up to create PDF files for all reports without showing a preview or printing a hard copy. If print preview is enabled hard copy must also be enabled if you want the option to print or not print hard copy after viewing the preview.

The printer button will still appear in the preview header, but pressing it will not print a hard copy if it has been disabled in **Configuration Options**. These options affect all built in reports, but do not affect forms such as purchase orders and checks. (A separate PDF purchase order option is described above.)

All PDF report files will saved in the document path and named in the format XXXXXYYMMDDHHMMUUUUU.PDF, where XXXXX is the title of the report (may be up to 20 characters long), YYMMDD is the date the document was created, HHMM is the time it was created (24 hour time), and UUUUU is the login name of the creator.

Security rules allow system wide access to reports while restricting delete rights. All PDF documents are available to all users unless the creator specifies that it is a private report. Before a report is created the user will be given the option of flagging it as a public or private report in the same dialog that requests the name to assign to the file. The setting of the private flag is "sticky". That is, it will retain whatever setting was selected for the previous report. It is also saved locally, so that each workstation may have a different default setting. If a report is flagged as private it will be available only to the creator and to users with Supervisor access. Otherwise it will be available to all users. A report may be deleted only by the creator or a user with *Supervisor* access, regardless of whether the report is private or not. When this release is installed all existing PDF reports will be treated as public.

Users may change the titles of PDF reports. Before a report is generated a window will display the default title. The user may accept or change it. The maximum length of the title is 32 characters. The file name displayed in **Reports, PDF Reports** includes only the basic name assigned by the user.

In **Setup, System Data, General System Data, Data File Paths**, a new field name **Document Path** should be set to the directory where the PDF documents are to be saved. If left blank they will be saved in the program directory. A new menu item at **Print, Reports, PDF Reports** will display all saved PDF documents and allow viewing and printing. You may view the selected document by pressing the View button or double clicking on the document.

The viewing and printing option requires that a PDF viewer be installed on the computer, and registered as the handler of files with the .pdf extension. The Adobe Reader is distributed at no cost and is available at http://www.adobe.com. The listing of documents may be shown in order of file name, date created, or creator (user login).

Dates are in descending sequence (last first). Only the documents created by the logged in user will be shown unless the user has *Superviso*r access, in which case all documents are shown. (For those curious enough to notice details, the creation time shown in the document list will differ slightly from the time as embedded in the file name. That is because the file name is assigned at the time the process of generating the PDF is started, whereas the time shown in the Time column is the creation time from the file directory, which is the time the file is saved. The difference is the time it took to generate and save the PDF.)

If there are no PDf documents to be found a screen will tell you so.

Print Preview

The **Accounts Payable** program has a feature, which allows you to see your reports on the screen before they print. This is useful when you only want to see the information on the screen, but it also gives you the opportunity to fine-tune the appearance of reports you will be sending to the printer. See a sample of the Print Preview Screen.

See each of the Print Preview Buttons in the Glossary, to explain how they'll affect your report.

APPENDIX A

IMS Technote 1
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The AP - IW - FA - GL Connection
January 15, 2001

Accounts Payable

Assets

When items are coded as assets and the asset information filled in, it will be added to the **Fixed Assets** database when the activity is fully paid. The transfer takes place each time **Accounts Payable** is started if configured for automatic transfer (**Setup, System Data, Configuration Options, Auto Asset Update**). Otherwise it may be done explicitly using **Utility, Update Fixed Assets**.

For an asset to be transferred the activity must be marked as paid. It also must have the **Asset** box checked on the activity, and/or at least one item must have the **Asset** or **Component** box checked. The item list may include items that are not to be part of the asset, but those that are to become components of the asset must have the **Asset** or **Component** box checked.

If the asset box is checked on one or more items in an activity that does not have the asset attribute, each checked item will become an asset rather than a component. If the asset or component box is checked on an item, an Info Button will be available that displays a window where you may enter information that will be needed for the **Fixed Assets Manager** database after the activity is paid. The information includes manufacturer, model number and serial number.

When the information is transferred to **Fixed Assets Manager**, the activity description will become the asset description, and the components will be all items of the activity with the asset attribute. Each component will have the appropriate manufacturer, model and serial information. Items that have no asset record, or have all blank fields, will not be transferred.

It is very important to remember that if you want multiple items on the same activity to be components of the same asset you must check the asset box for the activity. Otherwise each item will be added as a separate asset. If for, example a vehicle is purchased, and options such as engine, transmission, etc. are listed in separate items, each option will become a separate asset if the **Asset** box is not checked for the activity.

A utility is available in the event that items were incorrectly transferred as assets rather than components (**Utility, Restore Transferred Assets**). It will restore all assets transferred during the current accounting period. (It is highly recommended that this menu item, and similar ones that should only be used in extraordinary situations, be given the highest security level to prevent casual use.)

After the asset items are restored they can then be corrected and transferred once again. Be aware that restoring an asset as untransferred does not remove it from the **Fixed Assets Manager** database. You must also delete restored assets and their components from **Fixed Assets Manager** before transferring again, or the assets will be in the database twice.

When assets are added to the **Fixed Assets Manager** database, the asset number is generated from the current system date in YYMMDD format followed by a sequence number from 0001 to 9999. The asset type, class and group will be the default values in the system file. The fund and department of the asset will be taken from the cost distribution account. If the cost was distributed to multiple funds or departments the first will be used.

The default asset number, type, class and group for transferred assets may be changed in **Fixed Assets Manager**. It is recommended that you use a special value for the group number so transferred assets may be easily located for filling in additional information not available from **Accounts Payable**.

Inventory

When items are coded as inventory and the inventory information filled in, it will be added to the **Inventory Work Order** database when the activity is fully paid. The transfer takes place each time **Accounts Payable** is started if configured for automatic transfer (**Setup, System Data, Configuration Options, Auto Inventory Update**). Otherwise it may be done explicitly using **Utility, Update Inventory**.

Work Order Direct Purchases

When items are coded as for a work order and the work order specified, it will be added to the **Inventory Work Order** database when the activity is fully paid. The transfer takes place each time **Accounts Payable** is started if configured for automatic transfer (**Setup, System Data, Configuration Options, Auto Inventory Update**). Otherwise it may be done explicitly using **Utility, Update Inventory**.

Items coded to a particular work order will appear in list of materials for the specified work order after transfer to **Inventory Work Order**. The description appearing in the work order materials list will be the item description. When purchasing for a work order, the cost distribution account should be the standard expense account for such purchases. The **Inventory Work Order** program will reverse the expense and move it to the work order asset account.

There are certain restrictions that must be observed for successful operation. An activity item may be either material for inventory or direct materials for a specific work order, not both. A single cost distribution account should be used for the activity. This account number will be sent to **Inventory Work Order** for direct purchases. Different project numbers may be assigned to each cost distribution account of an activity. No project number should be specified for inventory or direct purchases. If one is entered, it will be erased. The same account number may be used more than once in distributing cost of an activity, and will not be consolidated if project numbers differ.

Inventory Work Order

When in the *Asset* configuration, **Inventory Work Order** will transfer closed capital work orders to the **Fixed Assets Manager** database when the Transfer Button is pressed (**File, Work order, Transfer**). When in the *Project* configuration, work order information needed by **General Ledger** is saved in a transaction file. This information consists of the account number, amount, work order, project, month and year for each item of a work order. Each item of a work order (employee, contracted, inventory, direct purchases) will generate one debit and one credit transaction. These transactions are created whenever an item is added to a work order or a

change is made to an item in a work order. (Note that the **Inventory Work Order** transaction file is *not* the file that receives the transfers from **Accounts Payable**. **Accounts Payable** directly updates the inventory and purchases file for inventory, and the work order materials used file for direct purchases.) As in all IMS applications, **Inventory Work Order** cannot transfer this information to **General Ledger. General Ledger** must initiate the transfer from all interactive applications.

General Ledger

Accounts Payable
Transfer from **Accounts Payable** is initiated using **File, Transactions, Transactions, Accounts Payable** v3. Transfer is from the **Accounts Payable** transaction file to the **General Ledger** transfer file.

Inventory Work Order
Transfer from **Inventory Work Order** is initiated using **File, Transactions, Transactions, Inventory Work Order**. Transfer is from the **Inventory Work Order** transaction file to the **General Ledger** transaction file.

IMS Technote 2

January 15, 2001

Delaying Expenses until Paid

There is a point of possible confusion about the terms used in the IMS **Accounts Payable** system. Dating back to the first IMS **Accounts Payable** application nearly 20 years ago, the term "disbursement" was used to describe an obligation to pay entered into the system. The actual disbursement has not occurred at the time it is entered into the system, but it is one or two steps away. In the current IMS system this term is still used.

The confusion arises from the fact that the disbursement is in the system before actual disbursement. Some organizations enter disbursements well before payment, and may select only certain ones to be paid. It can be argued that technically it is not a disbursement until paid, but from an accounting point of view the funds are obligated and as good as spent even if still in the bank.

To allow users to tailor **Accounts Payable** to their method of operation, a configuration option was added that allows changing the way expense transactions are generated (**Setup, System Data, Configuration Options, Delay Expenses until Paid**). This configuration option should not be changed without a complete understanding of its effects. The operational characteristics of each mode will be discussed in enough detail here to allow making an informed decision as to which option to use.

The reason for this option is to provide a way to delay transfer of expenses to **General Ledger** until after a check has been printed. Typically the expense accounts are debited when a disbursement is entered. If a transfer is made before a check is printed there will be no check number associated with the expense in the **General Ledger**. When the check is printed, the subsequent transfer will contain only a debit to **Accounts Payable** and a credit to cash, which are typically batched together anyhow.

The original system is not a problem if a transfer to **General Ledger** is not made between the time the activity is entered and paid. But some cities enter in one month and pay in the next, causing the expense transactions to go over before the check number is known. The original system also works fine if activity is entered as purchase orders with a partial or no payment amount. The entire amount will be encumbered and can be transferred immediately. The payment amount is coded as expended when the activity is selected for payment.

If no transfer is made until a check is printed the transferred transactions will accurately indicate the expense and check number on which it was disbursed. This process can be repeated as many times as needed during the year, such as for a blanket purchase order. Each time it is selected for payment the payment amount will be reversed from the encumbrance and coded as expended.

The key to making this system work consistently is to always transfer after each check is printed, but not between payment selection and payment. The check number associated with the transferred expense will always be the last check

printed. If more than one check is printed between transfers, both expense transactions will be associated with the second check.

With disbursement activity the situation is different. If a new activity is coded as a disbursement the full amount will be debited to the expense account(s) regardless of the payment amount and whether or not it is selected for payment. This means the only way the expense and check number will be transferred together is if the entire amount is paid before a transfer is made. If a partial payment is made the check number will not appear in the **General Ledger** because only **Accounts Payable** and cash accounts are affected when checks are printed.

The new option effectively delays transfer of expense debits until a check is printed, and then the payment amount is debited to the expense account(s) and credited to cash. The step of debiting expenses and crediting **Accounts Payable** is bypassed. If purchase orders are entered the full amount is encumbered. The encumbrance is not relieved until a payment is made, and then only for the amount of the payment. At that time the payment amount is debited to the distribution accounts and the payment amount credited to cash.

Again the **Accounts Payable** step is skipped. The benefit of this method is that the expense transactions sent to **General Ledger** will always have an associated check number, making auditors happy. It also allows disbursements entered in one month and paid in another to not transfer the cost until paid.

It can be argued that a better compromise might be to accept the expenses at the time an activity is selected for payment, and only for the amount selected. A disbursement entered with no payment amount would have no expense transactions created until a payment amount was specified. But this does not fulfill the prime objective of this option of guaranteeing that each expense transfer will include the check number that paid it. There would be nothing to prevent selecting a number of items for payment, then making a transfer before the actual payment is made.

Which option is correct for your system? It depends on how you run your payables operation. The advantage of the standard method is that it avoids understating expenses. When an activity is added as a disbursement it should be assumed that it will in fact be disbursed, and thus the expense should be realized as soon as possible. If disbursements are entered a month early and may or may not be paid they should probably be entered as purchase orders rather than disbursements.

This provides for encumbering the amounts, which is important to prevent budget reports from overstating the remaining budget, but doesn't count the full amount as expended. The new alternate method has a risk of understating expenditures, since the expense accounts are not hit until a payment is made. If the new method is used, activity would be best entered as purchase orders so the costs will be encumbered. Otherwise, disbursements entered will not get to **General Ledger** until paid, and could cause overstatement of remaining expense

budgets in the interim. The main advantage of the new method is that it assures that each expense transaction can be traced to the check that paid it. This can also be achieved with the standard method, but it requires management of the entry / payment / transfer cycle.

When this option is disabled (unchecked) everything will function exactly as before this release:

Purchase Orders

* When entered with no payment amount, the full amount of distribution is encumbered.

* When entered with a partial payment amount, the payment amount is coded as expended and credited to **Accounts Payable**, and the balance encumbered.

* When a partial payment amount is selected for payment, the payment amount is debited to expense and credited to **Accounts Payable.**

* When a check is printed the payment amount will be debited to **Accounts Payable** and credited to cash.

Disbursements

* When entered, the cost distribution will be a debit to the expense account(s) and a credit to the **Accounts Payable** account.

* When paid the payment amount will be debited to **Accounts Payable** and credited to cash.

When the **Delay Expenses** option is enabled (checked) everything will function as described below:

Purchase Orders

* When entered with no payment amount, the full amount of distribution is encumbered.

* When entered with a partial payment amount, full amount of distribution is encumbered.

* When a partial payment amount is selected for payment, nothing is changed.

* When a check is printed the payment amount will be unencumbered, debited to the actual expense account(s) and credited to cash.

Disbursements

* When entered, no transactions will be generated.

* When paid the payment amount will be debited to the expense account(s) and credited to cash.

IMS Technote 3

April 2, 2001

Partial Payment Cost Distribution

In the great majority of instances an activity entered in **Accounts Payable** is charged to a single cost account number. In such cases distribution is self-evident and this discussion does not apply. The user may instead specify that the cost be distributed among a list of accounts in any proportions desired.

If the entire cost is paid at one time the cost distribution is again self-evident and this document does not apply. If, however, only part of the total cost is paid at a time, how is the cost distributed among the specified cost accounts? That is the question this document will answer.

The Basics
An activity is defined here as a record of a purchase. This activity documents a purchase through all steps from intent to purchase until the goods or service has been received and paid for. When an activity is created it is assigned a unique number, called a reference number, which stays with it until the end. The activity defines what is to be purchased, whom it will be purchased from, and how it will be paid for, among other things.

It may begin as a requisition, which is a non-binding intent to purchase, a purchase order, which is an obligation to purchase, or a disbursement, at which point the payment is imminent. Once paid the purchase process is complete. Where the process begins is optional.

An activity may begin and end as a disbursement. We will focus on purchase orders and disbursements, and how costs are distributed when only part of the total cost is paid at a time.

Disbursements

When an activity is coded as a disbursement, it means that all costs will be debited to the specified accounts, and credited to an accounts payable account. Depending on how **Accounts Payable** is configured, the debits to the cost accounts will be made either when the activity is added as a disbursement, or when paid. In either case the method of distributing partial payment costs is the same.

When a partial payment is made the cost will be prorated among all specified distribution accounts. For example, if the cost of a $200 disbursement is distributed as $150 to one account and $50 to another, a $100 partial payment will be distributed as $75 to the first account and $25 to the other account. If another $100 payment is later made it will be distributed likewise.

Purchase Orders

When a purchase order is created, all costs are encumbered according to the amounts specified in the cost distribution list. When a partial payment is made, the amount to be paid is distributed by the same rules as for disbursements. Whether this is done in the payment selection process or when the check is printed depends on how your system is configured.

Additionally, distribution of a partial payment may be adjusted manually if the system is not configured to delay expenses until paid. This may be done in **File, Activity, File Maintenance, Open Activity**. It may be done before or after

the pay selection process. If done after the activity is selected, you will see the distribution computed by the system.

Offline Checks

If a partial payment is made by offline check, payment distribution for purchase orders will be prorated among all cost accounts as described above. Partial payments on disbursements will be distributed in account sequence. The payment is applied to the first distribution account until it is exhausted, and continues to the next account until the payment is fully distributed.

Parent/Child Relationship Rules
June 2001

All of the IMS program databases have parent-child relationships. It is generally bad practice to allow a database to accumulate orphans, which are child records whose parent has been deleted.   Parent deletions can be done in one of two ways depending on the individual situation: either you delete all children when the parent is deleted (cascade) or deny if the parent has any children.   The relationships and dependencies are shown as in the excerpt from the data dictionary summary below:

```
WTask
FILE,DRIVER('TOPSPEED'),RECLAIM,NAME(wt
aname),PRE(WTA),BINDABLE !Work order task
By_Task
KEY(WTA:Task),DUP,NOCASE,OPT
     !Task Key
By_Order
KEY(WTA:WorkOrder),DUP,NOCASE,OPT
        !Work Order Key
WTA:By_Task <<--> TAS:By_Task
Update=CASCADE  Delete=RESTRICT
WTA:By_Order <<--> ORD:By_ID
Update=CASCADE  Delete=RESTRICT
```

The double arrow is on the side of the "many" file in a many to one relationship. So the single arrow points to the parent key and the double arrow to the child. The *Update* and *Delete* indicate what happens when a parent is updated and deleted. A blank means it is allowed and no action is taken. *Restrict* means it is not allowed (the user will get a warning message). *Cascade* means all children will be deleted. In the case of an update action, if a key value in a parent is changed, cascade means all children will be changed likewise.

APPENDIX B

Larger Screens

Security Profile List

Accounts Payable Security Profiles   Page: 1

ID	Profile Name	Menu Item	Access
1	Supervisor		
	Menu	File	Supervisor
	Menu	Activity	Supervisor
	Item	Add New Activity	Supervisor
	Item	Select For Purchase	Supervisor
	Menu	Select for Payment	Supervisor
	Item	By Due Date	Supervisor
	Item	Manual Selection	Supervisor
	Item	Open Inventory Items	Supervisor
	Item	Add Offline Check	Supervisor
	Menu	Void Checks	Supervisor
	Item	Single Check	Supervisor
	Item	Group of Checks	Supervisor
	Menu	Recurring Activity	Supervisor
	Item	Browse Recurring Activity	Supervisor
	Item	Process Recurring Activity	Supervisor
	Menu	File Maintenance	Supervisor
	Menu	Open Activity	Supervisor
	Item	All Open Activity	Supervisor
	Item	Requisitions	Supervisor
	Item	Purchase Orders	Supervisor
	Item	Selected for Payment	Supervisor
	Item	Paid Activity	Supervisor
	Item	All Activity	Supervisor
	Menu	Check	Supervisor
	Item	Add Offline Check	Supervisor
	Item	Print Checks	Supervisor
	Item	Reconcile Checks	Supervisor
	Item	File Maintenance	Supervisor
	Menu	Void Checks	Supervisor
	Item	Single Check	Supervisor
	Item	Group of Checks	Supervisor
	Item	Invoice	Supervisor
	Menu	Vendor	Supervisor
	Item	File Maintenance	Supervisor
	Item	Clear YTD Totals	Supervisor
	Item	Project	Supervisor
	Item	Print Setup ...	Supervisor
	Item	Exit	Supervisor
	Menu	Edit	Supervisor
	Item	Cut	Supervisor
	Item	Copy	Supervisor
	Item	Paste	Supervisor
	Menu	Print	Supervisor
	Menu	Forms	Supervisor
	Item	Checks	Supervisor
	Item	Purchase Orders	Supervisor
	Item	E-Mail Purchase Orders	Supervisor
	Item	Requisition	Supervisor

Project List

City of Hotville, Florida
Project Code List

Code	Name	Opened	Closed
1	testing this project	2/08/2001	5/13/2001
2	Project UnderWraps	7/09/2000	7/09/2001

Chart of Accounts

MASTER

Account Number	Account Name	Account Type	Active
001-100.0000	GENERAL FUND ASSETS	ASSETS	☒
001-101.0010	Added 4/09/01 by Accounts Payable	POSTABLE ASSET	☒
001-101.1000	CASH-GEN REV FUND-FIDELITY #928540	POSTABLE ASSET	☒
001-102.1000	PETTY CASH-(PS&PE)	POSTABLE ASSET	☒
001-102.2000	PETTY CASH - ADMINISTRATION	POSTABLE ASSET	☒
001-104.3000	CASH-PAYROLL\FIDELITY BANK	POSTABLE ASSET	☒
001-109.9000	TOTAL CASH ON HAND	ASSETS CLEAR SUBTOTAL	☒
001-115.2000	MISC ACCOUNTS RECEIVABLE	POSTABLE ASSET	☒
001-125.1000	INTEREST RECEIVABLE	POSTABLE ASSET	☒
001-129.9000	TOTAL RECEIVABLES	ASSETS CLEAR SUBTOTAL	☒
001-131.1010	DUE FROM PARK SPECIAL FUND	POSTABLE ASSET	☒
001-131.4010	DUE FROM ENTERPRISE FUND	POSTABLE ASSET	☒
001-131.4011	DUE FROM ENT. FUND - LOAN	POSTABLE ASSET	☒
001-131.9000	TOTAL DUE FROM OTHER FUNDS	ASSETS CLEAR SUBTOTAL	☒
001-151.1000	S.B.A. MGT FUND#161082	POSTABLE ASSET	☒
001-151.2000	S.B.A. MGT FUND #161085	POSTABLE ASSET	☒
001-151.9000	TOTAL INVESTMENT	ASSETS CLEAR SUBTOTAL	☒
001-161.0000	LAND & IMPROVEMENTS	POSTABLE ASSET	☒

Chart of Accounts List

City of Hotville, Florida
Charts of Accounts List

ID	Name
1	MASTER

Master Account List

City of Hotville, Florida
Master Account List

Account Number	Account Name	Account Type	Active
001-100.0000	GENERAL FUND ASSETS	ASSETS	☒
001-101.0010	Added 4/09/01 by Accounts Payable	POSTABLE ASSET	☒
001-101.1000	CASH-GEN REV FUND-FIDELITY #928540	POSTABLE ASSET	☒
001-102.1000	PETTY CASH-(PS&PE)	POSTABLE ASSET	☒
001-102.2000	PETTY CASH - ADMINISTRATION	POSTABLE ASSET	☒
001-104.3000	CASH-PAYROLL\FIDELITY BANK	POSTABLE ASSET	☒
001-109.9000	TOTAL CASH ON HAND	ASSETS CLEAR SUBTOTAL	☒
001-115.2000	MISC ACCOUNTS RECEIVABLE	POSTABLE ASSET	☒
001-125.1000	INTEREST RECEIVABLE	POSTABLE ASSET	☒
001-129.9000	TOTAL RECEIVABLES	ASSETS CLEAR SUBTOTAL	☒
001-131.1010	DUE FROM PARK SPECIAL FUND	POSTABLE ASSET	☒
001-131.4010	DUE FROM ENTERPRISE FUND	POSTABLE ASSET	☒
001-131.4011	DUE FROM ENT. FUND - LOAN	POSTABLE ASSET	☒
001-131.9000	TOTAL DUE FROM OTHER FUNDS	ASSETS CLEAR SUBTOTAL	☒
001-151.1000	S.B.A. MGT FUND#161082	POSTABLE ASSET	☒
001-151.2000	S.B.A. MGT FUND #161085	POSTABLE ASSET	☒
001-151.9000	TOTAL INVESTMENT	ASSETS CLEAR SUBTOTAL	☒

Activity Template List

```
Run: 7/30/01
       6:27PM                              City of Hotville, Florida
Page:    1                               Activity Template List by Class

Class   Template Name           Type  Description                                  Notes

PAY     FIREMEN'S PENSION        A   FIREMEN'S PENSION FUND
SVC     FALCON SERVICE           A   ANSWERING SERVICE                            UITILITY ANSWERING SERVICE
SVC     FLOWERS LAWN SERVICE     A   MONTHLY LAWN SERVICE                         MONTHLY MOWING SERVICE
SVC     JOHN DEERE CREDIT #3132  A   MONTHLY PMT - JD MOWR G/TN TC3235A050534     JD MOWR G/T N MONTHLY PMT
UTIL    AIRTOUCH PAGING-FT MYERS A   PAGERS
UTIL    anything                 A   PAGERS
UTIL    COKER FUEL BILL          A   FUEL BILL - PROPANE                          PROPANE
UTIL    GTE WIRELESS             A   CELLULAR PHONES                              CELLULAR PHONES
VECHM   JONES OIL                A   GAS, OIL, DIESEL, TIRES - STATE CONTRACT TIRES  GAS, OIL, DIESEL, STATE CONTRACT TI
VECHM   MOTOR PARTS              A   VEHICLE PARTS                                PARTS AND SUPPLIES FOR CITY VEHICL
VECHM   TUBBS PAY-LESS AUTO PARTS A  AUTO PARTS & SUPPLIES                        MISC AUTO PARTS
WEEK    A. DAFFYDUCK - MONTHLY EXPENSE A MONTHLY EXPENSE CHECK
WEEK    A. WILLIAMS - CHILD SUPPORT PAYM A ROBERTS CHILD SUPPORT
WEEK    AFLAC                    A   MONTHLY PREMIUM
WEEK    AFSCME UNION - PAYROLL DEDUCTS A MONTHLY PREMIUM
WEEK    ANCHOR BENEFIT CONSULTING - CL A CLAIMS
WEEK    ANCHOR BENEFIT CONSULTING - MC A MONTHLY PREMIUM
WEEK    CLERK OF COURT, HILARIOUS COUN A CHILD SUPPORTS
WEEK    CLERK OF COURT, PERFUME COUNT A JIM BOB 11-111111111-DS
WEEK    COLONIAL INSURANCE       A   MONTHLY INSURANCE DEDUCTIONS
WEEK    DEPARTMENT OF REVENUE - MONTI A SALES TAX COLLECTED
WEEK    FARMERS HOME ADMIN. - BIG BOY H A MONTLY HOUSE PAYMENT FOR MR. BIGBOY
WEEK    FIRE DEPT. UNION - PAYROLL DEDU( A PAYROLL DEDUCTIONS
WEEK    FIREMEN PENSION FUND     A   RETIREMENT CONTRIBUTIONS FROM PAYROLL
```

Activity Template Group List

```
Run: 4/09/01
       3:32PM                          City of Hotville, Florida
Page:    1                                Template Group List

CITY         CITYWIDE
                        Classes
  INS        INSURANCE COMPANIES
  MAINT.     WELDING AND REPAIRS
  MISMAT     PARTS, OFFICE SUPPLIES, ELECTRICAL PARTS
  PAY        PAYROLL DEDUCTIONS
  ROADMT     CONCRETE AND ASPHALT FOR STREETS, SIDEWALKS
  SVC        PROFESSIONAL SVCS.-ATTY-ACCT-CONTRACTS
  UTIL       FPL-SPRINT-AIRTOUCH-GTE-COKER-WATER/SEWER
  VECHMT     VEHICLE MAINTENANCE

hines        weekly check run
                        Classes
  WEEK       WEEKLY CHECK RUN
```

Activity Template Class List

City of Hotville, Florida
Activity Templates by Class

INS   INSURANCE COMPANIES

LEASE   EQUIPMENT LEASE & RENTAL

MAINT.   WELDING AND REPAIRS

MISMAT   PARTS, OFFICE SUPPLIES, ELECTRICAL PARTS

Department List

City of Hotville, Florida
Department List

Number	Name
0513	ADMINISTRATIVE
0521	PUBLIC SAFETY
0522	FIRE RESCUE
0536	WATER/SEWER DEPT
0539	PHYSICAL ENVIRONMENT
0571	LIBRARY
0572	PARKS SPECIAL REVENUE
0580	NON OPERATING
0581	TRANSFERS OUT

Fund List

City of Hotville, Florida
Fund List

Fund	Name	Payable	Encumb	Cash	Discount	Due To	Due From
001	GENERAL FUND	202.1000	000.0000	101.1000	000.0000	207.0000	131.0000
101	PARK SPECIAL FUND	202.1000	000.0000	101.1000	000.0000	207.0000	131.0000
401	WATER & SEWER OPERATING	202.1000	000.0000	101.1000	000.0000	207.0000	131.1000

Account Codes List

Account Code List

Code	Name	Type	Function
1	POSTABLE ASSET	ASSET	Postable
2	POSTABLE LIABILITY	LIABILITY	Postable
3	POSTABLE REVENUE	REVENUE	Postable
4	POSTABLE EXPENSE	EXPENSE	Postable
5	ASSETS	ASSET	Title
6	LIABILITIES	LIABILITY	Title
7	REVENUES	REVENUE	Title
8	EXPENSES	EXPENSE	Title
9	ASSETS BEGIN SUBTOTAL	ASSET	Subtotal Begin
10	LIABILITY BEGIN SUBTOTAL	LIABILITY	Subtotal Begin
11	REVENUES BEGIN SUBTOTAL	REVENUE	Subtotal Begin
12	EXPENSE BEGIN SUBTOTAL	EXPENSE	Subtotal Begin
13	ASSETS CLEAR SUBTOTAL	ASSET	Subtotal Clear
14	LIABILITY CLEAR SUBTOTAL	LIABILITY	Subtotal Clear
15	REVENUE CLEAR SUBTOTAL	REVENUE	Subtotal Clear
16	EXPENSE CLEAR SUBTOTAL	EXPENSE	Subtotal Clear
17	ASSET END SUBTOTAL	ASSET	Subtotal End
18	LIABILITY END SUBTOTAL	LIABILITY	Subtotal End
19	REVENUE END SUBTOTAL	REVENUE	Subtotal End
20	EXPENSE END SUBTOTAL	EXPENSE	Subtotal End

Account Types List

```
Run: 10/01/2001
     3:05PM
Page:     1
                              Account Types List
                        Type    Name      Post
                           1    ASSET     Debit
                           2    LIABILITY Credit
                           3    REVENUE   Credit
                           4    EXPENSE   Debit
```

Print Preview Screen

```
Report Preview   [HP LaserJet 5N on LPT1:]
Zoom Pct [100]  ‹‹  ‹  ›  ››   Page [1] of 1   Pages to Print [All]   Copies [1]

Run: 7/31/01                    City of Hotville, Florida              Page:    1
     4:56PM                          Check Register
          Check Dates 2/10/01 thru 4/09/01, All Cash Accounts, Excluding Voided and Reconciled Checks

  Number      Date         Amount     Vendor    Payee
       2     4/07/2001     3,540.00     495      SUNSRise METER AND SUPPLY-INC.
   56266     4/09/2001     2,000.00     495      SUNSRise METER AND SUPPLY-INC.
   56267     4/09/2001        36.42      44      BBKing Fords
  Total Printed                         3   Checks            5,576.42
```

Vendor List

City of Hotville, Florida
Vendor List
Vendor   2
All invoices

Page: 1

2	Pretty LAWN SERVICE INC.

Vendor Address	**Payment Address**	**Shipping Address**
Pretty Lawn	Pretty Lawn	Pretty Lawn
P.O. Box 000	P. O. Box 000	P. O. BOX 000
Flower Park, FL 33333	Flower Park, FL 33333	Flower Park, FL 33333

Phone: **Contact:** Miss Pretty   **Last Activity:** 8/02/2000 ☐ Inactive   **Limit:**
Discount: Net   **YTD Purchases:**   60,614.19   **Last Year:**   15,267.51 ☐ Print 1099   **Tax ID:**
LAWN SERV.

Invoice Number	Date	Amount	Date Paid	Check	Reference
#CS0004	4/27/2000	3,304.17	5/03/2000	11350	4765
#CS0005	6/01/2000	3,304.17	6/07/2000	11873	5446
#CS0006	6/30/2000	3,304.17	7/19/2000	12518	5945
270100 PMT #2	1/14/2000	5,355.00	1/19/2000	55368	2326
270200	2/11/2000	5,355.00	2/16/2000		3035
271099 PMT #1	10/29/1999	5,355.00	11/03/1999	54311	548
27400	4/13/2000	5,355.00	4/19/2000	11052	4486
27500	5/12/2000	5,355.00	5/17/2000	11606	5124
27600	6/16/2000	5,355.00	6/21/2000	12230	5802
276000	7/18/2000	5,355.00	7/19/2000	12628	6274
CS0001	1/25/2000	3,304.17	2/02/2000	55594	2533
CS0002	2/08/2000	3,304.17	2/08/2000	10061	3414

Purchase Order

City of Hotville, Florida
PURCHASE ORDER

368 S. Commercial Avenue Hotville, FL   33333

To: SUNSTATE METER AND SUPPLY-INC.	**Date:** 6/28/2000	**Number:** 1383
14001 HIGHWAY 26 EAST NEWBERRY- FL 32669	**Ship Via:**	**Delivery Date:**
	Terms:	**Buyer:**

Ship To: CITY OF Hotville WATER DEPARTMENT 422 PARK STREET Hotville, FLORIDA 12345	**Bill To:** CITY OF Hotville WATER DEPARTMENT 422 PARK STREET Hotville, FLORIDA 12345

Quantity	Description	Unit Price	Amount
100	METER: 5/8" X 3/4"	25.00	2,500.00
18	METER: 1"	66.00	1,188.00
		Total	3,688.00

Cost Distribution
401-141.2000   2,000.00
401-141.2000   1,688.00

1099 Form

CITY OF Hotville GOLF COURSE
3129 GOLFVIEW DRIVE
Hotville, FL   12345

59-00000000   123 45 6789

Jane Doe   2,261.16

Labels

4715 K-MART	Pretty Lawn	Jane Doe	SUNNY STAFFING	ACE AUTOMOTIVE
1234 N. Street	P.O. Box 000		P O BOX 3333	P.O.BOX 884
Anywhere FLA	Flower Park, FL 33333		Lotsoflakes, FLORID	Lotsoflakes, FL 33333

SHIPSHAPE TRACTOR SERVICE SEEING EQUIPMENT SERVICES PRETTYNICE TECHNOLOGY- INC.
P O BOX 1462   1926 GARDENIA TERR.   P O BOX 50000
Lotsoflakes, FL 33333   Silly, FL 33333   Allover, GA 33333

Open Activity Report

Run:	7/31/01			City of Hotville, Florida					
	4:41PM			Open Activity Report					
Page:	1								
Date	Reference	Purch Order	Vendor	Due Date	Description			Balance	Pay This Time
4/13/00	4480	958	SUNSRise METER AND SUPPLY-INC.	9/01/00	INVENTORY MATERIAL			2,160.94	2,160.94
					401-0026-533.5200	98.92	X		
					401-141.2000	2,062.02	X		
6/07/00	5549		FISHER SCIENTIFIC/#749496-002	8/16/00	CREDIT #8SS367 INV 8096769			-124.95	-124.95
					401-0027-533.5200	-124.95	X		
6/29/00	5925		NATIONAL FIRE AND RESCUE	7/19/00	INV. 28756S AND 28758S			649.55	649.55
					001-0021-521.4920	649.55	X		
7/21/00	6380							0.00	0.00
					401-0025-533.4100	62.96	X		
					401-0025-533.4100	44.11	X		
					001-0015-511.4100	26.73	X		
					001-0024-524.4100	28.52	X		
					001-0029-524.4100	28.79	X		
7/21/00	6396	1410	BBKing Fords	8/02/00	PARTS			0.00	36.42
					001-0021-521.4600	36.42	X		
7/21/00	6414	1410	BBKing Fords	8/02/00	INV. 8998			9.98	9.98
					001-0041-541.4600	9.98	X		
7/25/00	6501		BBKing Fords	8/02/00	LABOR AND MATERIAL			139.26	139.26
					001-0021-521.4600	139.26	X		
7/25/00	6525	1490	HUGHES SUPPLY-LAK		INVENTORY MATERIAL 2165-100			405.00	405.00
					401-141.2000	405.00	X		
7/26/00	6529	1380	SUNSRise METER AND SUPPLY-INC.	8/30/00	INVENTORY MATERIAL			1,698.00	2,000.00
					401-141.2000	2,000.00	X		
					401-141.2000	1,698.00	E		
7/26/00	6530	1429	SUNSRise METER AND SUPPLY-INC.	8/30/00	INVENTORY MATERIAL			0.00	3,540.00
			TELEPHONE		401-0506-536.4100	3,540.00	X		
7/26/00	6556							0.00	0.00
7/26/00	6557							0.00	0.00
7/26/00	6559		Johnnys BE GOOD SERVICES					0.00	0.00
7/27/00	6567		BBKing Fords	8/02/00	REPAIR TO UNIT 22 - INV C90SS3			1,018.65	1,018.65
					001-0021-521.4600	1,018.65	X		
7/27/00	6585			8/02/00	SLUDGE HAULING			1,896.50	1,896.50

Aged Payables Report

Run:	4/09/01			City of Hotville, Florida			Page:	1
	5:20PM			**Aged Payables Report**				
				Activity Entered 2/02/98 to 4/02/01 , Payable as of 4/09/01				
Date	Reference	Purch Order	Vendor	Description				Balance
8/07/00	6761		SEBRING WATER DEPARTMENT	WATER SERVICE				3,611.02
			Added 4/09/01 by Accounts Payable	001-0015-511.4300		128.10		
			Added 4/09/01 by Accounts Payable	001-0041-541.4300		112.58		
			Added 4/09/01 by Accounts Payable	001-0042-541.4303		30.87		
			Added 4/09/01 by Accounts Payable	001-0043-541.4300		47.38		
			Added 4/09/01 by Accounts Payable	001-0073-572.4300		3,009.54		
			Added 4/09/01 by Accounts Payable	401-0025-533.4300		128.11		
			Added 4/09/01 by Accounts Payable	401-0027-533.4300		40.03		
			Added 4/09/01 by Accounts Payable	401-0028-533.4300		114.41		
8/07/00	6762		SEBRING WATER DEPARTMENT	WATER SERVICE				1,981.20
			Added 4/09/01 by Accounts Payable	001-0021-521.4300		138.94		
			Added 4/09/01 by Accounts Payable	001-0022-522.4300		50.19		
			Added 4/09/01 by Accounts Payable	001-0041-541.4300		96.34		
			Added 4/09/01 by Accounts Payable	001-0042-541.4302		723.43		
			Added 4/09/01 by Accounts Payable	001-0042-541.4303		30.87		
			Added 4/09/01 by Accounts Payable	001-0043-541.4300		10.18		
			Added 4/09/01 by Accounts Payable	001-0072-572.4300		433.73		
			Added 4/09/01 by Accounts Payable	001-0090-590.4300		14.26		
			Added 4/09/01 by Accounts Payable	401-0026-533.4300		267.64		
			Added 4/09/01 by Accounts Payable	401-0027-533.4300		91.03		
			Added 4/09/01 by Accounts Payable	401-0028-533.4300		124.59		
8/07/00	6765	1429	FERGUSON UNDERGROUND	JOB #X00163				2,296.00

Disbursements Report

Date	Reference	P. O.	Project	Vendor	Check	Paid	Account Number	Amount
10/25/99	416			Johnnys BE GOOD SERVICES	54309	11/03/99	001-0015-511.5200	16.57
10/27/99	469			Pretty LAWN SERVICE INC.	54310	11/03/99	401-0026-533.3400	425.17
10/27/99	469			Pretty LAWN SERVICE INC.	54310	11/03/99	401-0027-533.3400	244.42
12/27/99	1867			Pretty LAWN SERVICE INC.	55233	1/04/00	401-0026-533.3400	425.17
12/27/99	1867			Pretty LAWN SERVICE INC.	55233	1/04/00	401-0027-533.3400	244.42
12/27/99	1867			Pretty LAWN SERVICE INC.	55233	1/04/00	401-0028-533.3400	253.33
12/27/99	1867			Pretty LAWN SERVICE INC.	55233	1/04/00	001-0042-541.5203	922.92
12/27/99	1867			Pretty LAWN SERVICE INC.	55233	1/04/00	001-0042-541.5207	1,458.33
3/17/00	3845			Pretty LAWN SERVICE INC.	10580	3/22/00	001-0042-541.5204	5,355.00
3/23/00	3922			Pretty LAWN SERVICE INC.	10811	4/05/00	001-0042-541.5203	922.92
3/23/00	3922			Pretty LAWN SERVICE INC.	10811	4/05/00	001-0042-541.5207	1,458.33
3/23/00	3922			Pretty LAWN SERVICE INC.	10811	4/05/00	401-0026-533.3400	669.59
3/23/00	3922			Pretty LAWN SERVICE INC.	10811	4/05/00	401-0028-533.3400	253.33
10/27/99	469			Pretty LAWN SERVICE INC.	54310	11/03/99	401-0028-533.3400	253.33
10/27/99	469			Pretty LAWN SERVICE INC.	54310	11/03/99	001-0042-541.5203	922.92
10/27/99	469			Pretty LAWN SERVICE INC.	54310	11/03/99	001-0042-541.5207	1,458.33
10/29/99	548			Pretty LAWN SERVICE INC.	54311	11/03/99	001-0042-541.5204	5,355.00
11/23/99	1178			Pretty LAWN SERVICE INC.	54844	12/08/99	401-0026-533.3400	425.17
4/13/00	4486			Pretty LAWN SERVICE INC.	11052	4/19/00	001-0042-541.5204	5,355.00
11/23/99	1178			Pretty LAWN SERVICE INC.	54844	12/08/99	401-0027-533.3400	244.42
1/14/00	2326			Pretty LAWN SERVICE INC.	55368	1/19/00	001-0042-541.5200	5,355.00
11/23/99	1178			Pretty LAWN SERVICE INC.	54844	12/08/99	401-0028-533.3400	253.33

Check Register Report

Run: 7/31/01
4:56PM

City of Hotville, Florida
Check Register
Check Dates 2/10/01 thru 4/09/01, All Cash Accounts, Excluding Voided and Reconciled Checks

Page: 1

Number	Date	Amount	Vendor	Payee
2	4/07/2001	3,540.00	495	SUNSRise METER AND SUPPLY-INC.
56266	4/09/2001	2,000.00	495	SUNSRise METER AND SUPPLY-INC.
56267	4/09/2001	36.42	44	BBKing Fords
Total Printed		3 Checks		5,576.42

Missing checks by Number

City of Hotville, Florida
Missing Checks by Number
All Cash Accounts, Check Numbers 0 to 3000

Page: 1

0	3	4	5	6	7
8	9	10	11	12	13
14	15	16	17	18	19
20	21	22	23	24	25
26	27	28	29	30	31
32	33	34	35	36	37
38	39	40	41	42	43
44	45	46	47	48	49
50	51	52	53	54	55
56	57	58	59	60	61
62	63	64	65	66	67
68	69	70	71	72	73
74	75	76	77	78	79
80	81	82	83	84	85
86	87	88	89	90	91
92	93	94	95	96	97
98	99	100	101	102	103
104	105	106	107	108	109
110	111	112	113	114	115
116	117	118	119	120	121
122	123	124	125	126	127
128	129	130	131	132	133
134	135	136	137	138	139

Glossary

1099 Federal form that shows payments made to certain vendors at the year's end.

Account Code This defines the function of the account (Postable, Title, Subtotal, etc.) and if not a postable account the way the account is printed on reports (line skip, font, etc.)

Account Type This defines the type of account (Asset, Liability, Etc.).

Activity File The activity file initiates a requisition, purchase order or disbursement. It contains very little information on its own, but serves to connect the ancillary files containing detail information together via the reference number.

Activity Template This file defines the initial state of all fields of an activity record and how the cost of a disbursement is distributed.

General Buttons
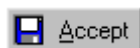
Accept Button
Accept this activity for purchase.

Activity Button
Browse the Activity File.

Add Check Button
Add Offline check for selected activity.
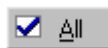
All Button
Selecting all activity in window for payment or purchase.

Edit Button
Edit Selected Activity.
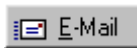
Email Button
This button will send an email message from the current window.

Help Button
Help on this window.

Insert Button
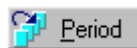Add information.

No Button
Don't pay this activity.

None Button
Make sure that no activity is selected.

OK Button
Save vendor and close window.

Period Button
Select a different period.

Print Button
This is available on a few screens to print the notes section.

Quit Button
Abandon vendor add and close window.
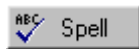
Recompute Button
(No graphic available)- looks like a yellow file folder with rays of light coming from it. See **File, Activity, File Maintenance, All Activity**, Edit Button, Transactions Tab. Allows you to recomputed transactions for a specific activity.
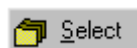
Select Button
Select current account.
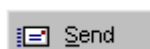
Send Button
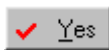This button will send the current email out.

Spell Button

Spell checking is available for users that have Microsoft Word installed on their computer. If a Spell Button appears on the window it means Word is present. If the button does not appear, either Word is not present or is an incompatible version.

View Button

View current activity record.

Yes Button

Select current activity for payment.

Print Preview Buttons

This button allows you to change the report so it uses the full available page width.

This button allows you to change the report so it uses the full available page height.

This box shows you what current percentage of full size the report is displayed in. You may enter a new percentage to change the size, or click on the down arrow to choose 25, 50, 75, or 100 percent.

This button takes you to the first page of the report.

This button takes you to the previous page of the report.

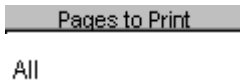This button takes you to the next page of the report.

This button takes you to the last page of the report.

This prints the current page only.

Page of 1	This box allows you to move to any page of the report. You may enter the desired page number, or use the up and down arrows to change the page number (the current page number is displayed.)
Pages to Print All	This box allows you to choose which pages to print. You may choose *All*, or enter ranges of pages such as 4-5,8,10-12,15.
	This button sends the report as is to the printer.
Copies 1	This box allows you to print any number of copies you wish. You may enter the desired number, or use the up and down arrows to change the number of copies.
	This closes the report preview window without printing.

Chart of Accounts The chart of account defines what accounts are available to the user, based on the Chart ID assigned to the user.

Check Register The check register file contains all checks generated by the **Accounts Payable** system, including offline checks. Checks are indexed so they can be quickly located by cash account, check number, vendor number or reference number.

Cloning Making a duplicate of by copying one account, then renaming it and editing it later.

Color Codes Certain items in the Activity files will be color coded according to their status.
Requisition Aqua = Requisition
Purchase Order Green = Purchase Order
Disbursement White = Disbursement

Cost File The cost file accumulates transaction file activity by accounting period for convenience in generating reports.

Cost Distribution	Each distribution record specifies a **General Ledger** account and an amount.
Default Cash	See [description.](#)
Deformat Parm Number	Enter with Fmt parm = True if you want the account number formatted as displayed such as 401-131.2050 or False if you want it formatted as a key for file lookup. In this format the above could be 40100001312050.
Disbursement	The term "disbursement" is used to describe an obligation to pay entered into the system. The actual disbursement has not occurred at the time it is entered into the system, but it is one or two steps away. The disbursement is in the system before actual disbursement. Some organizations enter disbursements well before payment, and may select only certain ones to be paid. Technically it is not a disbursement until paid, but from an accounting point of view the funds are obligated and as good as spent even if still in the bank.
Discounts	See [description.](#)
Encumbrances Payable	See [description.](#)
Fiscal Year File	This is the file used by **General Ledger** to store account balances by month for the fiscal year.
General Ledger	It is used by the check reconciliation procedure to determine the balance in a cash account at the date of reconciliation.
Group-Class Join File	This is a joint file that allows the same template class to be a member of multiple template groups.
Minimum Asset	See [description.](#)
Occupational Licenses	The **Occupational Licenses Manager** Master file is used by **Accounts Payable** to look up and retrieve vendor information.

Offline Check	A check written outside the normal check writing procedure.
Orphan Invoice	An orphan invoice is defined as one with no parent activity or no parent vendor.
Orphan Transaction	An orphan transaction is one for which no activity record exists.
Parse Account Number	Enter with Fmt parm = True if you want the account number formatted as displayed such as 401-131.2050 or False if you want it formatted as a key for file lookup. In this format the above could be 40100001312050.
Reversing Transaction	When the distribution or status of an activity record is modified or deleted, and the transaction has been transferred to **General Ledger**.
Signatures	A graphic file which contains the signature of a person signing the checks. It is printed on the checks so that the issuer does not have to sign each check individually.
System Data File	The system file is a one record control file used to store static system information.
Template Class	A template class defines the function of a template. Each activity template relates to a single template class.
Template Distribution Account	Defines the account number and amount of this cost distribution component.
Template Group	A form which allows you to assemble template classes together for a single purpose (payments, etc.).
Temporary Vendor	Vendor that you don't need to stay in the system on a permanent basis.
Transaction File	The transaction file is the link between **Accounts Payable** and **General Ledger**.

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