

# *Accounts Payable Flow*

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**Accounts Payable Flow**

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## Understanding the Flow of Accounts Payable

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*If you want the system to automatically post released A/P invoices to the GL-BATCH file, the AUTO POST field must be set to Y in the (L2) G/L Master Numbers screen.*

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The accounts payable application lets you post invoices and credits from vendors. When you post to accounts payable, the system automatically posts debits and credits to the AP-MASTER and AP-BATCH files. You release the AP-BATCH file to the GL-BATCH file when you release A/P Batches through the (QR) Accounts Payable Reports screen at the end of the day. You release the GL-BATCH file to general ledger when you release the G/L Batch Reports through the (W) General Ledger Reports screen.

You can pay invoices using system-generated checks or hand-written checks. When you enter invoices, you can assign your own voucher date or have the system assign a voucher date. The voucher date can be the date that the invoice is due or the date on which you want to print the check.

You can set the A/P parameters so voucher dates are automatically created according to each vendor's terms. (You do this through the (LC) Vendor And A/P Parameters screen.) You can also specify the discounts for each vendor so that the discount amounts are deducted from your payments. (You do this through the (C) Vendor Master screen.)

You can post hand-written checks in two ways. If you wrote the check prior to posting the invoice, you can enter the check number when you post the invoice using the [A] Add action code in the (D) Accounts Payable Posting screen. If you post the invoice before you issue the hand check, you can enter the check number when the check is issued using the [P] Pay action code in the (D) screen.

The system maintains a history file of all checks written and acts as a check register. It also provides a control mechanism for check usage. You do this in the (QE) Canceled Check screen.

You can access the (QE) screen by using the [E] Ck File action code in the (D) screen or by selecting the [E] Posting to Check File function in the (QR) Accounts Payable Reports screen. However, if you access the (QE) screen through the (QR) screen, you can use the ACCOUNTS PAYABLE/PAYROLL/BOTH to specify whether you want to view or print check report information for accounts payable, payroll, or both. If you specify **P** or **B** in this field, (for payroll, or both), the system will prompt you to enter the correct password. You set this password in the CHECKS field in the (LHN) Payroll/Personnel Parameters screen. It is important to note that the ACCOUNTS PAYABLE/PAYROLL/BOTH field in the (QR) screen does not affect the (QE) screen when you access it through the (D) screen. When you access the (QE) screen from the (D) screen, payroll information cannot be accessed; only accounts payable check information can be viewed. This provides you with additional security for your payroll and accounts payable check information.

## Accounts Payable Batch Numbers

An important accounts payable concept is the use of batches. A batch is a group of transactions that have been posted to the AP-MASTER file. These transactions are summarized and can then be released to your general ledger. Grouping your posting transactions by batch number makes it easier to verify the accuracy of your postings.

A batch number is the number that you or the system assigns to the batch. When you post invoices from vendors through the (D) screen, you assign a group of transactions a batch number. When you release the batches using the [A] Print A/P Batch function in the (QR) screen, the system assigns them to a system-generated general ledger batch, 9001. This includes A/P invoices and voided checks. You assign different batch numbers to unreleased batches to simplify the effects of changing, adjusting, and deleting invoices.

The batch number you assign to unreleased invoices can consist of up to four numerals of your own choosing, as long as it does not begin with the number 9. (Batches beginning with 9 are system-generated batches.) Develop a system of numbering batches that suits your specific business needs. Typical methods of numbering batches include the following:

- You can base the batch number on the day's date. For example, if you are posting vendor invoices on March 21, the batch number would be 321. (Remember that you cannot create a 4-digit batch beginning with the number 9, since the system uses the 9000 series; therefore, batches dated for September may have only three characters, such as 921.)
- Some vendors have multiple locations. In order to distinguish one location from another, you can base the batch numbers on location number. For example, if you have two locations, location one can assign batch numbers 1###, location two can assign batch numbers 2###, and so forth.

As you can see, there are many ways to assign batch numbers. You must come up with a method that creates an effective audit trail for your business. (An audit trail is a record of financial transactions, which you can later use to trace these transactions.)

## Releasing Accounts Payable Batches

You should release your accounts payable batches to general ledger on a regular basis. Before you release batches, DDMS strongly recommends that you print the A/P Batch Report to determine whether your accounts balance. The system prints this report again when you release your A/P batches. As it provides a daily accounting record of your A/P activity, save this final report. It is a valuable part of your audit trail.

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The accounts payable batches are held in the AP-BATCH file. Accounts payable batches can consist of any accounts payable posting transaction: payments, adjustments, discounts, and voids. Once you select the batches you want to release, the batches are deleted from the AP-BATCH file. These batches are posted to the GL-BATCH file if you set the AUTO POST field in the (L2) G/L Master Numbers screen to **Y**. (To release the GL-BATCH file to general ledger, you must release the G/L Batch through the (W) General Ledger Reports screen.)

## Voucher and Net Dates

The accounts payable application lets you set up payment terms for each of your vendors. Some vendors may require you to pay an invoice by a certain date in order to receive a discount, others may not.

In the DDMS system, vendor payment terms are defined as voucher and net dates. While both should be considered due dates, a voucher date represents the date that payment is due in order to receive a discount from the vendor. A net date represents the date when the total amount of the invoice is due.

The accounts payable application offers two different payment term methods. One method calculates the voucher and net dates based on a specific number of days past the invoice date. The other method calculates the voucher and net dates based on a specific day of the month. You set vendor payment terms in the Terms To Set Due Date section of the (LC) Vendor And A/P Parameters screen, as shown in Figure 1.

**Figure 1: The (LC) Vendor and A/P Parameters screen**

```

10:26:39                (LC) Vendor And A/P Parameters                01/20/98
-----
Action [I] (C-Change, I-Inquiry)   G/L Location [ 1 ]
-----
Inc/Exc In (D) ?E From ? To ?      Add From D Screen Y/N ?Y Code ?A
Inc/Exc In (F) ?E From ? To ?      Add From F Screen Y/N ?Y Code ?A
Check Type (B/N/O/R) ?B           Save Changes Y/N ?N   Display Check By Location ?Y
-----
                                PASSWORDS
Reindex ?DDMS Release ?DDMS Purge ?DDMS Eom ?DDMS Eoy ?DDMS Delete ?DDMS
Date For Voucher Y/N ?N   Do Not Prompt for GST Y/N ?   Mask Inq Y/N ?N
-----
                                TERMS TO SET DUE DATE
-----
D. O. M.                D. O. M.                D. O. M.
# Of Days Due Cutoff # Of Days Due Cutoff # Of Days Due Cutoff
1 - # #10 #10 8 - # # # 15 - # # #
2 - #10 # # 9 - # # # 16 - # # #
3 - # # # 10 - # # # 17 - # # #
4 - # # # 11 - # # # 18 - # # #
5 - # #15 # # 12 - # # # 19 - # # #
6 - # # # 13 - # # # 20 - # # #
7 - #30 # # 14 - # # # 21 - # # #
-----
No Discount On Past Due Invoices Y/N ?Y
-----

```

Once payment terms have been defined in the (LC) screen, you enter terms for each of your vendors in the TERMS and NET TERMS fields in the Master Record of the (C) Vendor Master screen. (For more information on assigning each of your vendors payment terms, see “Volume 3: The Vendor Database” in *Book I: Customers, Vendors, and Salespersons*.)

## A/P Specials

This application also includes several commands that are used to perform specific functions. These commands are referred to as “specials.” Specials are functions that let you add explanatory messages or review postings.

Text specials allow you to convey information about a particular vendor account or an invoice. By using the account text special, you can provide your employees with special instructions about a vendor when they are posting invoices. For example, if your accounts payable department has any questions about an invoice, you can include a contact name and number from the vendor's accounts payable department as an account text special. This eliminates the time it takes to research this information.

Like an account text special, an invoice text special is also a helpful communications tool. For example, you can include information on the invoice that would notify the accounts payable department not to pay an invoice until all items have been received.

Besides having the ability to add special text, the REVIEW special allows you to review invoice information for a vendor while you are making postings.

For Version 3, two new specials have been added to the accounts payable application: the REVIEWL and DISPLAY specials.

While the REVIEWL special lets you display the last invoice you processed, the DISPLAY special allows you to display the last entry of a particular invoice while you are posting. This special lets you quickly post invoices which have multiple page entries without waiting for the screen to repaint. You can use these specials before or after posting an entry—whenever the cursor is in the INVOICE # field in the (D) Accounts Payable Posting screen.

## Inquiring on Accounts Payable Posting Information

You can view vendor invoice information through the (D) Accounts Payable Posting screen. You can view information by invoice number, vendor name, or vendor account number. In addition, you can view totals for all postings or for a particular batch.

A new feature has been added to the (K) General Ledger Posting screen that lets you view A/P general ledger invoice detail. See Figure 2. Even if you can't remember the vendor's name or invoice number, you can view pertinent

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invoice information including the invoice date, the vendor's name, the total debits and credits, the batch number, and the business period the invoice was posted to.

While you can view current A/P information from the AP-MASTER file, you can also view any journalized A/P information you have. This includes information from your current fiscal year, past fiscal year, and even future fiscal year. These three A/P journal file name fields were added to the (LJ1) General Ledger Archive Parameters screen.

Obviously, to view A/P detail, you must be able to view current fiscal year information. However, there are also occasions when you must pay a bill in December for a January expense. In order to view postings that you made in a previous year, you must set up the prior year's journal file.

Similarly, there are expenses that you enter in December but don't pay until January, February, or even March. They remain in the AP-MASTER file until they are paid and purged. Since the year in which they were purged is not the year in which you entered them as an expense, you must also have a future year's fiscal journal. These three journals allow you to see all the A/P detail available. As you view detail, the system will also notify you of any discrepancies that may exist in your A/P files so you can correct them. For more details, see the **Using the New A/P General Ledger Detail Features** handout.

## Using the President's Screens

The (PDB) President's A/P screen keeps a cumulative total of all of your payables. Through the (PDB) screen, you can view your daily accounts payable totals. It includes fiscal year-to-date and daily figures, and you can also

**Figure 2.**  
**Viewing A/P**  
**Invoice Detail**  
**in the (K)**  
**Screen**

```

14:39:35          (K) General Ledger Posting Rev. (01/09/98)          01/26/98
-----
Action [X] P-Post,I-Inq,R-Rebuild,L-Alloc,T-Total Batch #____ Fiscal :97 To :97
-----
$ .00$ 2224.00 -----
G/L Nbr. J/E No Date Remarks Debits Credits Bch# Pe
-----
01-201-01 PJ 201 11/09/96 .00 1900.00 1109 1
01-201-01 01/97 02/14/96 ABC CO .00 3.77 1 1
Invoice#( 456) Check#( ) Date( / / ) File(AP-MASTER )
01-201-01 01/97 02/14/96 ABC CO .00 1.00 1 1
Invoice#( 456) Check#( ) Date( / / ) File(AP-MASTER )
01-201-01 01/97 02/16/96 ABC CO .00 1000.00 33 1
Invoice#( 789) Check#( ) Date( / / ) File(AP-MASTER )
01-201-01 01/97 02/16/96 ABC CO 300.00 .00 33 1
Invoice#( 789) Check#( ) Date( / / ) File(AP-MASTER )
01-201-01 01/97 02/16/96 ABC CO 100.00 .00 1 1
Invoice#( 789) Check#( ) Date( / / ) File(AP-MASTER )
01-201-01 01/97 12/11/95 ADAMS MANUFACTURING .00 200.00 8001 1
Invoice#( 9052) Check#(12345000) Date(02/16/96) File(AP-MASTER )
01-201-01 01/97 12/08/95 ADAMS MANUFACTURING .00 150.00 8001 1
Invoice#( 9052) Check#(12345000) Date(02/16/96) File(AP-MASTER )

Periods To Date -2099.00 Current -2224.00 .00 2224.00
End Of Page - Enter Any Key But ESC To Continue ACCOUNTS PAYABLE TRADE
  
```

view business period and quarterly figures. You should use this screen when you audit your A/P.

For information about setting up and viewing accounts payable totals in the (PDB) screen, see the chapter on the president's screens in "Volume 4: Period-Ending" in *Book VII: System Maintenance and Utilities*.

## Creating Invoices Using P/O Information

The accounts payable application includes a special version of the (D) screen: the (DO) Accounts Payable Purchase Orders screen, shown in Figure 3.

The (DO) screen is designed to let you match the purchase orders generated from the (F) Purchase Order Entry screen to the vendor's invoice. Therefore, before you use the (DO) screen, it is important to understand the relationship between the purchasing and accounts payable modules. The following paragraphs discuss this relationship.

When ordering items from a vendor, you complete a purchase order through the (F) Purchase Order Entry screen. Once you create a purchase order, the system stores it in the file PO-MASTER. When you receive the shipment from the vendor, the shipment should include an invoice or acknowledgment number. You then use the [R] Receive function in the (F) screen to indicate the vendor invoice number or acknowledgment number, and which items were received.

In order to use the (DO) screen, you must purge completed purchase orders. If a purchase order is not complete, the system will only purge the received items. You can perform the purging function through the (S) Purchase Order Selectors or (SR) Purchase Order Reports screens. After you purge, the system archives the purchase orders. The default archive file is JOUR-PO. Therefore, the purchase orders or the individual lines on the purchase order are no longer in the PO-MASTER file.

Once purchase order information is in JOUR-PO or an archived journal, you can post accounts payable invoices through the (DO) screen. The JOUR-PO file lets you cross reference the purchase order information while you are posting accounts payable invoices. This is an important feature, especially if you do not receive a complete shipment from a vendor. The (DO) screen lets you select the items on the purchase order that you want to include in the accounts payable invoice.

Through the (DO) screen, you can also:

- Post freight costs to location 01
- Post freight costs to multiple locations

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- Change a department total
- Change the cost on an item and reflect the cost change on the customer's invoice.

*The (Q) Accounts Payable Selectors screen is reserved for selector reports for accounts payable. DDMS will create reports for this screen based on dealer suggestions. If you have a suggestion or request for an accounts payable selector, please call the DDMS Customer Support Department.*

## Accounts Payable Reports

Accounts payable reports include information about your (A/P) transactions. You print accounts payable reports through the (QR) Accounts Payable Reports screen. In this screen, you can request standard A/P reports using preset options.

### Age-Only Function

Through the (QR) screen, you can also perform the age-only function. Performing the age-only function updates vendor balances but will not print a report.

To prevent the age-only function from printing a report, you *must* specify **B:** in the PRINTER field.

The age-only function is a dedicated function. When you have completed the age-only procedure, go to the (Y) System Status screen and verify that all batches are inactive. (They're inactive if nothing appears under the PROGRAM NM field.) Until the procedure is complete, no one else should be working with purchase orders or the accounts payable application.

**Figure 3. The (DO) Accounts Payable Purchase Orders Screen**

```
16:59:12      (DO) Accounts Payable Purchase Orders rev. (08/19/96)      10/28/96
===== Batch #____ G/L Control #__-__-__ Business Period :__ =====
Vendor: _____ Code :_  Terms #__  Discount %__._  Net Terms #__
Name : _____ Rep : _____
Suite : _____ Phone #__-__-__ Phone #__-__-__
Street: _____ G/L :__-__ Your Acct # _____
City : _____ St :__ Zip # _____ Inv # _____
P/O # _____

----- Totals By Department -----

P/O Journal File Name ? [JOUR-PO ] Volume Serial [W3 ]
```



**Accounts Payable Flow**

**The Trial Balance Report**

The Trial Balance Report shows invoice posting detail and aged totals for individual vendor accounts for accounts payable totals. This report is sorted by vendor, as shown below.

You should print a complete Trial Balance Report at least once a month, and save the report for your audit trail.

A Version 3 feature that was added to the Trial Balance Report also lets you look at your accounts payable up to a particular date. This feature allows you to suppress any detail past the date you want to look at. You can use this feature by entering the date in the CUTOFF field when printing the report. Then, merely enter **D** in the INVOICE, PAID OR DETAIL field. The report will include all accounts payable detail up to the date you specified in the CUTOFF field.

D.D.M.S. INC.		A/P TRIAL BALANCE REPORT										02/28/96	
P.O.BOX 507		LOCATION ( 1 )										9:39:32	
KELLER		FEBRUARY										PAGE 1	
PERIODS (01-12)	VENDOR (LEWIS-BUYER					-LEWIS-BUYER				) NUMBER (LEWIS		-LEWIS )	
INVOICE#	DATE	BP	CONTROL	REVERS	CHECK #	VOUCHER	NET DATE	REMARKS	CHARGES	PAYMENTS	DISCOUNT	BALANCE	STATUS
LEWIS	LEWIS-BUYER					817-111-1111							
10	02/01/96	1	01-201-01	104-01		03/10/96	03/30/96	SUPPLIES	25.00	.00	.00	25.00	OPEN
11	02/03/96	1	01-201-01	104-01		03/10/96	03/30/96	SUPPLIES	37.50	.00	.00	37.50	OPEN
15	02/05/96	1	01-201-01	104-01		03/10/96	03/30/96	SUPPLIES	60.00	.00	.00	60.00	OPEN
18	02/09/96	1	01-201-01	104-02		03/10/96	03/30/96	FURNITURE	150.00	.00	.00	150.00	OPEN
20	02/10/96	1	01-201-01	104-01		03/10/96	03/30/96	SUPPLIES	67.00	.00	.00	67.00	OPEN
21	02/10/96	1	01-201-01	104-01	100163	02/10/96	02/10/96		123.00	.00	.00	123.00	NO REL
25	02/15/96	1	01-201-01	104-02		03/10/96	03/30/96	FURNITURE	100.00	.00	.00		
	02/18/96	1	01-201-01	104-01		03/10/96	03/30/96	SUPPLIES	38.50	.00	.00	138.50	OPEN
28	02/21/96	1	01-201-01	104-01	100164	02/21/96	02/21/96		94.00	.00	.00	94.00	NO REL
						___CURRENT	___OVER_30	___OVER_60	___OVER_90				
			VENDOR TOTALS			695.00	.00	.00	.00	695.00	.00	.00	695.00
						___CURRENT	___OVER_30	___OVER_60	___OVER_90				
			GRAND TOTALS			695.00	.00	.00	.00	695.00	.00	.00	695.00
										.00			

D.D.M.S. INC.		A/P TRIAL BALANCE REPORT										02/28/96	
P.O.BOX 507		LOCATION ( 1 )										9:39:32	
KELLER		FEBRUARY										PAGE 2	
PERIODS (01-12)	VENDOR (LEWIS-BUYER					-LEWIS-BUYER				) NUMBER (LEWIS		-LEWIS )	
GENERAL LEDGER SUMMATION													
G/L NBR.	DESCRIPTION							TOTAL	BP				
01-104-01	INVENTORY-DEPT 1							445.00	1				
01-104-02	INVENTORY-DEPT 2							250.00	1				
01-201-01	ACCOUNTS PAYABLE TRADE							-695.00	1				
								.00					

### The To Be Paid Report

This report, shown below, uses voucher or net dates to determine which invoices are ready to be paid. The To Be Paid Report is the first step in printing system-generated checks for outstanding invoices. You examine the report to determine which invoices you want to pay. When you run the To Be Paid Report, the system allows you to create a file called the AP-PAY file that lets you mark invoices that you want to pay when you run checks. If you create the AP-PAY file you must mark invoices or no checks will print.

INVOICE#	DATE	BP	CONTROL	REVERS	CHECK #	VOUCHER	NET DATE	REMARKS	CHARGES	PAYMENTS	DISCOUNT	BALANCE	STATUS
D.D.M.S. INC. A/P STATUS REPORT 03/13/96 P.O. BOX 507 LOCATION ( 1) 10:41:54 KELLER TX 76248 TO BE PAID AP-PAY FILE CREATED PAGE 1													
LEWIS	LEWIS-BUYER		817-111-1111										
11	02/03/96	1	01-201-01	104-01		03/10/96	03/30/96	SUPPLIES	37.50	.00	.75	36.75	TO BE PD
15	02/05/96	1	01-201-01	104-01		03/10/96	03/30/96	SUPPLIES	60.00	.00	1.20	58.80	TO BE PD
18	02/09/96	1	01-201-01	104-02		03/10/96	03/30/96	FURNITURE	150.00	.00	3.00	147.00	TO BE PD
21	02/10/96	1	01-201-01	104-01	100163	02/10/96	02/10/96		123.00	.00	.00		
	02/10/96	1	01-201-01	101-01	100163	02/10/96	02/10/96	PAYMENT	.00	123.00	.00	123.00	HAND CK
VENDOR TOTALS									370.50	123.00	4.95	365.55	
GRAND TOTALS									370.50	123.00	4.95	365.55	
BREAK DOWN													
				OUTSTANDING	SYS-PAID	HAND CHECK	NO VOUCHER	TO-BE-PAID					
				.00	.00	123.00	.00	242.55					
FUTURES BY WEEK (1)	.00 (2)		.00 (3)		.00 (4)		.00 (5)		.00 (6)		.00 (7)		00.00
D.D.M.S. INC. A/P STATUS REPORT 03/13/96 P.O. BOX 507 LOCATION ( 1) 10:41:54 KELLER TX 76248 TO BE PAID AP-PAY FILE CREATED PAGE 2													
GENERAL LEDGER SUMMATION													
G/L NBR.	DESCRIPTION							TOTAL	COUNT	BP			
01-101-01	CASH IN BANK							-123.00	1	1			
01-201-01	ACCOUNTS PAYABLE TRADE							123.00	1	1			
							.00						

## Accounts Payable Flow

### The No Voucher Report

The No Vouchers Report shows a listing of all invoices with blank voucher dates. Invoices without voucher dates cannot be paid by system-generated checks and do not print on the To Be Paid reports. Therefore, this report shows a listing of invoices that need voucher dates.

### The Futures Report

The Futures Report uses voucher dates to show which invoices will be due for payment in the future. This report shows the total payments due for each week of the next seven weeks. Payments for invoices with voucher dates more than seven weeks away are included in the total for the seventh week. Invoices with blank voucher dates are also included in the total for the seventh week. This report is often printed to show all outstanding invoices.

### A/P Checks

You print accounts payable checks through the (QR) screen as well. System-generated checks are printed for all vendors for invoices with voucher dates equal to or older than the specified date. You can also print checks for only hand-marked invoices.

Recently, a feature was added for Version 3 that allows you to suppress invoice detail on A/P checks. By setting the new SUPPRESS CK DETAIL field in the (C) screen to **Y**, you can suppress the listing of invoices being paid with this check.

For vendors with multiple invoices, checks may be voided when the system lists all the invoice detail on the check stub. The SUPPRESS CK DETAIL field lets you specify that the system print the checks for this vendor without printing the invoice information, thereby saving voided checks.

The system saves all the invoice detail that does not print and sends it to a file. *If you want to see the invoice information in this file, you must print it before you run accounts payable checks again.* Each time you print accounts payable checks, the new invoice detail overwrites the old invoice detail in the file.

You can print the information using the [D] Print Checks option in the (QR) Accounts Payable Reports screen by specifying **S** (for suppressed) in the ALIGNMENT FORM field. (For more information about printing A/P checks, see the *DDMS Accounts Payable Manual*.)

### The Paid Report

The Paid Report shows a listing of all invoices that have been paid by hand checks or system-generated checks. Only checks that have not been released are included on this report.

## The A/P Check Register Report

The system prints the A/P Check Register Report when you release checks. Releasing checks updates the accounts payable and general ledger applications. This function also updates the affected vendor balances.

The A/P Check Register Report is a listing of the checks you released, as shown in the report below.

INVOICE#		DATE	BP	CONTROL	REVERS	CHECK #	VOUCHER	NET DATE	REMARKS	CHARGES	PAYMENTS	DISCOUNT	BALANCE	STATUS
D.D.M.S. INC. A/P STATUS REPORT 03/13/96														
P.O.BOX 507 LOCATION ( 1) 10:41:54														
KELLER TX 76248 FINAL A/P CHECK REGISTER PAGE 1														
-----														
LEWIS	LEWIS-BUYER													
11	02/03/96	1	01-201-01	104-01		1000	03/10/96	03/30/96	SUPPLIES	37.50	.00	.75		
	03/13/96	3	01-201-01	104-01		1000	03/10/96	03/30/96	PAYMENT	.00	37.50	-.75	36.75	SYS PAID
15	03/05/96	1	01-201-01	104-01		1001	03/10/96	03/30/96	SUPPLIES	60.00	.00	1.20		
	03/13/96	3	01-201-01	104-01		1001	03/10/96	03/30/96	PAYMENT	00.00	60.00	-1.20	58.80	SYS PAID
21	02/10/96	1	01-201-01	104-01		100163	02/10/96	02/10/96		123.00	.00	.00		
		1	01-201-01	101-01		100163	02/10/96	02/10/96	PAYMENT	.00	123.00	.00	123.00	HAND CK
VENDOR TOTALS										220.50	220.50	.00	218.55	
GRAND TOTALS										220.50	220.50	.00	218.55	
-----														
BREAK DOWN														
			OUTSTANDING	SYS-PAID	HAND CHECK	NO VOUCHER	TO-BE-PAID							
			.00	95.55	123.00	.00	.00							
-----														
FUTURES BY WEEK (1)	.00 (2)	.00 (3)	.00 (4)	.00 (5)	.00 (6)	.00 (7)	00.00							
D.D.M.S. INC. A/P STATUS REPORT 03/13/96														
P.O.BOX 507 LOCATION ( 1) 10:41:54														
KELLER TX 76248 FINAL A/P CHECK REGISTER PAGE 2														
GENERAL LEDGER SUMMATION														
G/L NBR.	DESCRIPTION								TOTAL	COUNT	BP			
01-101-01	CASH IN BANK								-123.00	1	1			
01-101-01	CASH IN BANK								-218.55	2	3			
01-201-01	ACCOUNTS PAYABLE TRADE								123.00	1	1			
01-201-01	ACCOUNTS PAYABLE TRADE								220.50	2	3			
01-901-01	CASH DISCOUNT EARNED DEPT 1								1.95	2	3			
								-----						
								.00						

## Accounts Payable Flow

### The Paid A/P Invoices Report

When you purge completed invoices from the active A/P journal (AP-MASTER) file, the Paid A/P Invoices Report prints. The Paid A/P Invoices Report, shown below, contains information about each purged invoice, including the vendor account ID, the invoice number, the debit or credit amount, the check number, and the check date.

This report purges completed invoices to the file JOUR-AP. You print the Purge Completed Invoices Report using the [C] Print A/P Reports function in the (QR) screen.

D.D.M.S. INC.		PAYED A/P INVOICES				03/13/96
KELLER		TX 76248				08:02:50
VENDOR NBR	INVOICE	DEBITS	CREDITS	CHECK #	DATE	PAGE 1
LEWIS	18	150.00	150.00	1004	03/13/96	
LEWIS	18	.00	150.00			
LEWIS	20	67.00	67.00	1005	03/13/96	
LEWIS	20	.00	67.00			
LEWIS	21	123.00	123.00	100163	03/13/96	
LEWIS	21	.00	123.00	100163	03/13/96	
TOTAL OF INVOICES PURGED		CHARGES	340.00	PAYMENTS	340.00	

---

*Once you purge released checks, you cannot access them again. Purging the checks removes them from the system.*

---

### The Purge Report

The Purge Report prints a listing of checks purged using the [E] Posting to Check File function in the (QR) screen. You must purge released checks periodically to clear system storage space. The Purge Report shows which checks you are purging.

The system purges checks from the AP-CHECK file which stores data on all released accounts payable and payroll checks until you purge the file. You print the Purge Report using the [F] Print Check File function in the (QR) screen.

### Check File Reports

You can print three different A/P Returned Check reports using the [F] Print Check File report code in the (QR) screen. One report contains outstanding check information. Another report contains returned check data. You can also print a report that will show all of the check information.

## **A/P G/L Summary Report**

The A/P G/L Summary Report shows accounts payable amounts. It allows you to audit A/P entries that were made in general ledger.

The A/P G/L Summary Report can be limited to a range of information. You can limit the report by the following: batch numbers, business periods, general ledger control numbers, general ledger reverse numbers, invoice dates, and vendor numbers.

You can specify whether this report is based on AP-BATCH, AP-MASTER, or JOUR-AP files.

## **General Ledger Journal Report**

As mentioned, one of the new Version 3 features is the ability to view A/P general ledger invoice detail. In conjunction with this feature, a new report has been added that lets you print the A/P general ledger invoice detail. This report combines both AP-MASTER and JOUR-AP file information. You print this report using the new [B6] A/P Detail function in the (W) General Ledger Reports screen.

Previously, you had to print two separate copies of the A/P G/L Summary Report, one which would include all the AP-MASTER file information, and another to list all the JOUR-AP information. At year's end, you may have to print as many as four copies of the A/P G/L Summary Report to obtain the necessary information. This new report eliminates the need to print separate copies and also notifies you of any discrepancies in your payables, so you can make corrections.

This report can be limited to a range of information. You can limit the report by the following: company, general ledger book, major and minor numbers, and business periods. You can also specify whether this report is based on current or past fiscal years. For details concerning this new report, see **Using the New A/P General Ledger Detail Features**.

The following sample shows the A/P invoice detail you can view on the General Ledger Journal Report. As this example illustrates, the report will also notify you of any discrepancies that may exist in your payables.

GENERAL LEDGER JOURNAL REPORT

YOUR COMPANY NAME  
 P.O. BOX 123  
 14:34:13  
 DALLAS

TX 76234

01/26/98

PAGE 1

COMPANY (01-01) BOOK (2-2) MAJOR (01-01) MINOR (01-01) PERIOD (1-13) FISCAL (98)

G/L NBR.	J/E NO	DATE	REMARKS	BCH#	BEGINNING	CURRENT PERIOD	ENDING
-----							
01-201-01			ACCOUNTS PAYABLE TRADE				
(01) PJ 201		11/09/97		1109		-1,900.00 ( 1)	
(01) 01/98		01/21/98 AB		0198		33.33 ( 1)	
		Invoice# ( 2009384)	Check# ( 54232)		Date (01/26/98)		File(JOUR-AP )
(01) 01/98		01/21/98 ADAMS		0198		-836.77 ( 1)	
		Invoice# ( 1659290)	Check# ( 54233)		Date (01/26/98)		File(JOUR-AP )
(01) 01/98		01/23/98 ADAMS		0198		382.21 ( 1)	
		Invoice# ( 3201242)	Check# ( 54234)		Date (01/26/98)		File(JOUR-AP )
(01) 01/98		01/23/98 BAKER		0198		-520.31 ( 1)	
		Invoice# ( 4920)	Check# ( 54235)		Date (01/26/98)		File(JOUR-AP )
(01) 01/98		01/26/98 DAL		0198		600.98 ( 1)	
		Invoice# ( 19357)	Check# ( 54236)		Date (01/26/98)		File(JOUR-AP )
(01) 02/98		01/26/98 MON		0198		-1000.00 ( 2)	
		Invoice# ( 4422412)	Check# ( )		Date (01/26/98)		File(JOUR-AP )
(01) 01/98		01/26/98 UNI		0198		1000.00 ( 1)	
		Invoice# ( 5673841)	Check# ( )		Date (01/26/98)		File(AP-MASTER)
-----							
(01) 01/98		01/**/98 A/P NOT IN BALANCE	****			1460.44 ( 1)	
(01) 02/98		02/**/98 A/P NOT IN BALANCE	****			-1000.00 ( 2)	
(01) 01/98		01/**/98 A/P NOT IN BALANCE	****			324.00 (10)	
(01) *****		**/**/** INVESTIGATE A/P DIFF	****			784.44 (**)	
-----							
		201-01 TOTALS			125.00	-2,224.00	-2,099.00
-----							
		TOTALS			125.00	-2,224.00	-2,099.00
-----							
		GRAND TOTALS			125.00	-2,224.00	-2,099.00



## Following the Flow of Accounts Payable

The two flowcharts at the end of this handout can help you understand how information flows through the accounts payable application. While the first chart provides an overview of the accounts payable application, the second summarizes paying accounts payable invoices. The flow is described below.

Before using accounts payable, you should set parameters in the following screens: the (LC) Vendor And A/P Parameters screen and the (L2) G/L Master Numbers screen.

When you receive an invoice from a vendor, you must post the invoice. This means that you record the invoice in the accounts payable application. You can pay an invoice when you post it, or you can pay the invoice later.

---

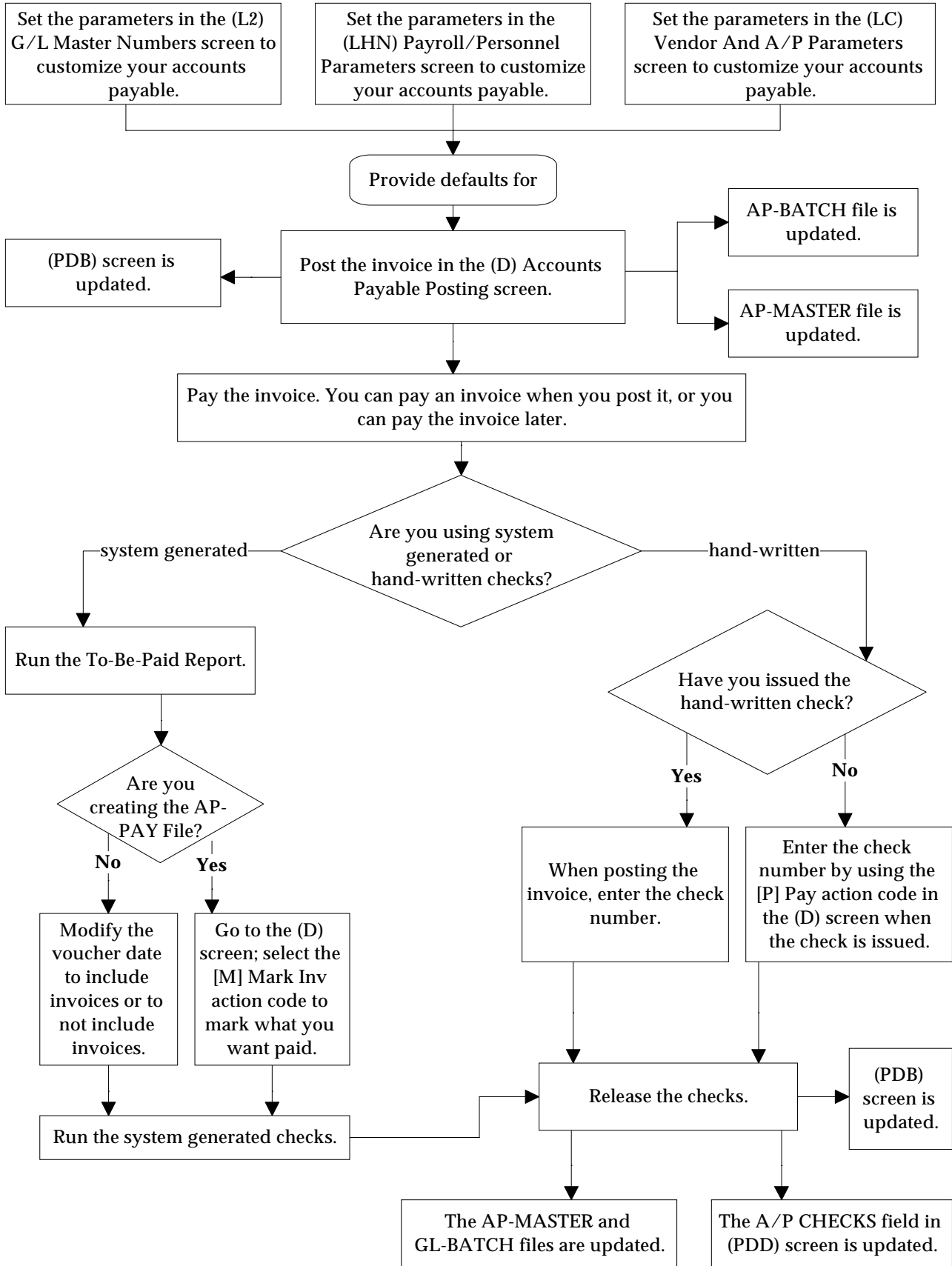
*Once your checks have been printed, or your hand checks have been entered in the (D) screen using the [A] Add or [P] Pay action codes, you can release your checks.*

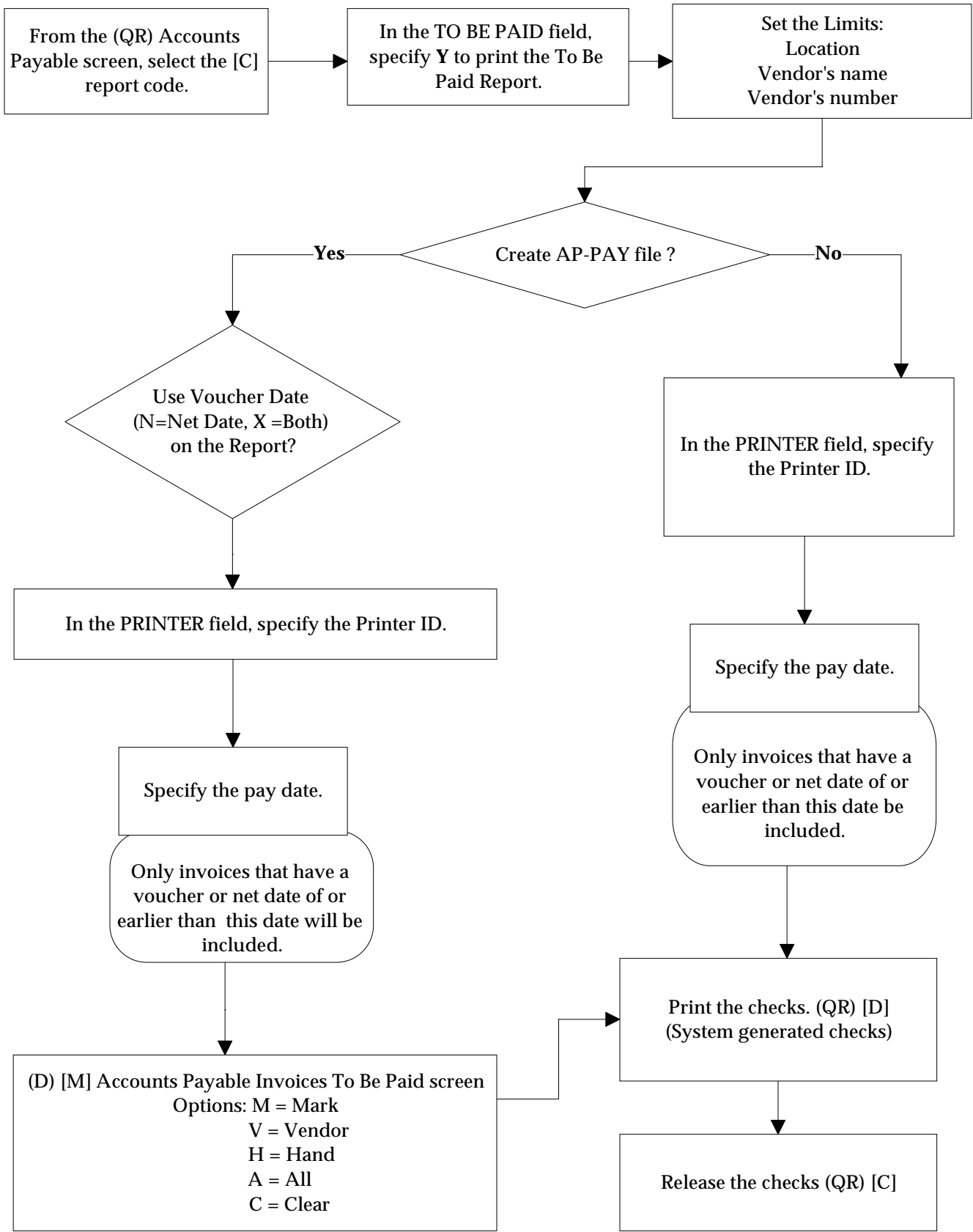
---

To pay the invoice when you post it, you must either pay the entire invoice in full, or partial pay by hand check using the [A] Add action code in the (D) screen.

However, if you post the invoice and then pay it later using the [P] Pay action code in the (D) Accounts Payable Posting screen, you must pay the entire amount due on the invoice.

At the end of the day, you print the A/P Batch Report, and release the A/P batches. This clears today's batches from the AP-BATCH file. (Entries in the AP-MASTER file are not affected.) In addition, you use the (PDB) President's A/P screen to audit the day's A/P activity.





From the (QR) Accounts Payable screen, select the [C] report code.

In the TO BE PAID field, specify Y to print the To Be Paid Report.

Set the Limits:  
Location  
Vendor's name  
Vendor's number

Yes No  
Create AP-PAY file ?

Use Voucher Date  
(N=Net Date, X =Both)  
on the Report?

In the PRINTER field, specify the Printer ID.

In the PRINTER field, specify the Printer ID.

Specify the pay date.

Specify the pay date.

Only invoices that have a voucher or net date of or earlier than this date be included.

Only invoices that have a voucher or net date of or earlier than this date will be included.

Print the checks. (QR) [D]  
(System generated checks)

(D) [M] Accounts Payable Invoices To Be Paid screen  
Options: M = Mark  
V = Vendor  
H = Hand  
A = All  
C = Clear

Release the checks (QR) [C]