

**Accounts Payable Enhancement Collection
User Manual**

**Summit Systems Inc.
308 Orchard Ave.
St. Louis, Mo 63119-2526
Phone: 314-963-9021
Fax: 314-968-4122
Email: SummitSys@aol.com
Web: www.sumsystems.com**

**Version 3.0
August, 2000**

**ASK, Manman, and OMAR are registered trademarks of
Computer Associates International Inc.**

Accounts Payable Enhancement Collection

Contents

Features of A/P Enhancement Collection.....	2
LI, 280 List Unvouchered Purchase Order Line Items.....	3
LI, 282 List Vouchers and Payments in Summary.....	5
LI, 283 List Vouchers and Payments in Detail.....	7
LI, 285 List Receivers.....	10
RE, 191 Departmental Expense Report.....	12
RE, 399 Cleared Uninvoiced Receipts Audit Trail Report....	14
LI, 287 List Purchase Order Audit Trail.....	16
UT, 287 Purchase Order Audit Trail Utility.....	18
UT, 898 Maintain Notes for a Debit Memo.....	21
UT, 899 Print a Debit Memo with Notes.....	22

New Features of Release 3.0

New A/P Debit memo comment maintenance and printing

Currently, Manman A/P does not allow the capability of entering comments associated with a debit memo. A new command AP,UT,898 has been included which will allow you to enter comments associated with a debit memo. Also included is a new debit memo print utility AP,UT,899. The print utility is identical to the Manman debit memo print command AP,UT,900, which the enhancement that it will print the comments the user entered with UT,898.

New Features of Release 2.0

New Report: Accounts Payable Expense Report (RE,191)

There is a new report in accounts payable that will allow you to list all of the accounts payable postings made to selected account numbers. The report will break down your general ledger account based on its definition in the g/l comin variables, and prompt you for sections of the g/l account number to select (ie. expense accounts). You are then given the option to sort the information by a given section of the g/l account number (ie. department). Totals are displayed for each g/l account within the sort sequence selected.

Returned Material enhancement - List Receivers (LI,285)

Two enhancements have been made to the list receiver command to improve the display of returns. First, the return transaction quantity is displayed as a negative number so that they are more easily recognized. Secondly, a status field (C or R) is displayed next to the quantity returned to reflect if the item was returned for credit or replacement.

LI,280 List Unvouchered Purchase Order Line Items

This command is used to list purchase order line items along with any uninvoiced receipts that exist for the purchase order line. This command is designed to allow you to easily inquire by vendor, purchase order number or part number, to see if there are any open purchase orders on file, or receipts to be invoiced. A condensed summary of the purchase order header information is listed, and the complete detail of the purchase order line item(s) is listed underneath, including the descriptive notes associated with the purchase order.

Prompts

Displays output options.
OPTION (3)?

INQUIRE BY:
1. VENDOR NUMBER
2. PURCHASE ORDER NUMBER
3. PART NUMBER
OPTION(1)?

If you selected option 1, the following prompt appears:
VENDOR CODE OR SEARCH STRING?

The Enhancement Collection for A/P includes a custom vendor lookup capability which allows you to enter either the vendor code - or - the first few letters of the vendor name. If you choose to enter the vendor name, the command will attempt to match what you have entered with a specific vendor number. If more than one match is found, a listing of the vendors that match will appear, and you will be prompted again to enter one of the vendor codes listed.

If you selected option 2 the following prompt appears:
PURCHASE ORDER NUMBER?

If you selected option 3 the following prompt appears:
PART NUMBER?

The data base is searched for purchase order line items and any receipts that exist. The listing will appear sorted by purchase order number and purchase order line number.

Files Accessed

IM	Item master file
POFIL	Purchase Order Detail file
PODSFIL	Purchase Order Description file
POMAS	Purchase Order Master file
RCHSFIL	Receipt History file
VNDMAS	Vendor Master file

VNDNAME Vendor Master name search file

Screen Format

Header Information

Purchase order number	
Purchase order date	(POODF - POMAS)
Date of last change order	(POCOND - POMAS)
Change order number	(POCON- POMAS) 132 column only
Purchase Order type	(POTYP - POMAS)
Buyer Code	(POBC - POMAS)
FOB terms	(POFOB - POMAS)
Terms Code	(POTERM - POMAS)
Taxable	(POTAX - POMAS) 132 column only
Ship Via	(POSHPVIA - POMAS) 132 column only
Ship to Vendor number	(POSHIPTO - POMAS)
Bill to Vendor number	(POBILLTO - POMAS) 132 column only
Requestor	(POREQST - POMAS)
Deliver to	(PODELTO - POMAS) 132 column only
Vendor number	
Vendor name	
Vendor Address	
Remit to vendor number, name, address	(132 column only)

Detail Lines

Line number	(POLINE - POFIL)
Line status: OPN or CLS	(POLSTAT - POFIL) 132 column only
Part number	(POPEN - POFIL)
Account number	(POACCT - POFIL) 132 column only
Latest Date	(POLDD - POFIL)
Quantity Ordered	(POOQ - POFIL)
Quantity Still Due	(POQSD - POFIL)
Quantity in inspection and stock	
Sum of POQI and POQS	- 132 column only
Quantity returned to vendor and scrapped	
Sum of POQRTVR, POQRTVC, POQSCR	- 132 column only
Unit price	(POUC - POFIL)
Extension - quantity still due times unit price	

Receipt Lines

Command number	(RCCMD - RCHSFIL)
Receipt date	(RCTRDATE - RCHSFIL)
Receiver number	(RECNUM - RCHSFIL)
Quantity Received	(RCQTY - RCHSFIL)

Description Lines

For a regular purchase order line, the description of the part purchased is listed.

For expense or service purchase order lines, up to five lines of the description associated with the line number is listed.

LI,282 List Vouchers and Payments in Summary

This command is used to list vouchers and their payment status in a summary format. The screen is sorted in descending invoice date sequence, which allows you to see the most recent vendor activity on the first screen. You also have the option of retrieving the payment information by seven different inquiry options. This screen differs from the LI,283 command in that it just lists one line for each voucher on file. It is recommended that if you are trying to find a specific voucher, you use this command first, and if you need to see the description of the specific line items and receipts that were invoiced, you input the voucher number into the LI,283 command second.

Prompts

Displays output options.
OPTION (3)?

INQUIRE BY:

1. VENDOR NUMBER
2. REMIT TO VENDOR NUMBER
3. PURCHASE ORDER NUMBER
4. INVOICE NUMBER
5. VOUCHER NUMBER
6. RECEIVER NUMBER
7. PART NUMBER

OPTION(1)?

If you selected option 1 or 2, the following prompt appears:

VENDOR CODE OR SEARCH STRING?

The Enhancement Collection for A/P includes a custom vendor lookup capability which allows you to enter either the vendor code - or - the first few letters of the vendor name. If you choose to enter the vendor name, the command will attempt to match what you have entered with a specific vendor number. If more than one match is found, a listing of the vendors that match will appear, and you will be prompted again to enter one of the vendor codes listed.

If you selected option 3 the following prompt appears:
PURCHASE ORDER NUMBER?

If you selected option 4 the following prompt appears:
INVOICE NUMBER?

If you selected option 5 the following prompt appears:
VOUCHER NUMBER?

If you selected option 6 the following prompt appears:
RECEIVER NUMBER?

If you selected option 7 the following prompt appears:
PART NUMBER?

If you are sending the output to a 132 column device (printer), you will receive the following two prompts:

BEGINNING DATE?
ENDING DATE?

Enter a date range of invoice dates you would like to view. If you would like to see all activity on file, enter a zero for the beginning date and 99 for the ending date.

The data base is searched for vouchers and invoiced receipts that meet the inquiry option selected. The sort sequence the vouchers are displayed in is invoice date descending, and check date.

Files Accessed

IM Item master file
INRCTFIL Invoiced Receipts file
PDVCHFIL Paid Voucher file
RCHSFIL Receipt History file
VCHFIL Voucher file
VNDMAS Vendor Master file
VNDNAME Vendor Master name search file

Screen Format

Voucher number		
Batch number	(VBATNO - VCHFIL)	132 column only
1099 flag	(V1099 - VCHFIL)	132 column only
Invoice number	(VINVNO - VCHFIL)	
Purchase Order number	(VPONO - VCHFIL)	
Vendor number	(VENNO - VCHFIL)	
Invoice Date	(VINDAT - VCHFIL)	
Date Entered	(VENDAT - VCHFIL)	132 column only
Fiscal Period	(VCHFSC - VCHFIL)	132 column only
Due Date	(VPYDAT - VCHFIL)	
Voucher Amount	(VINAMT - VCHFIL)	
Discount Amount	(VDSAMT - VCHFIL)	132 column only
Bank Code	(PDCKBNK - PDVCHFIL)	132 column only
Check Number	(PDCHKNO - PDVCHFIL)	132 column only
Voucher Status		
OPEN	if voucher has yet to be paid	
VOID	if the voucher was voided	
WRITTEN OFF	if the voucher was written off	
PAID	if the voucher has been paid - The check date and check amount is listed alongside.	

LI,283 List Vouchers and Payments in Detail

This command is used to list the detail behind a voucher or payment. Like LI,282 (Summary listing) the vouchers are listed in descending date sequence. This allows you to see the most recent activity for the vendor on the first screen. This command also gives the the ability to inquire by seven different inquiry options. Summary information for each voucher is listed as in LI,282. This screen however allows you to view each individual purchase order or purchase order line that is being paid and the receipts that were invoiced. In addition, you see any purchase order description lines associated with the payment, so you can view exactly what type of item or service was being paid for.

Prompts

Displays output options.
OPTION (3)?

INQUIRE BY:
1. VENDOR NUMBER
2. REMIT TO VENDOR NUMBER
3. PURCHASE ORDER NUMBER
4. INVOICE NUMBER
5. VOUCHER NUMBER
6. RECEIVER NUMBER
7. PART NUMBER
OPTION(1)?

If you selected option 1 or 2, the following prompt appears:

VENDOR CODE OR SEARCH STRING?

The Enhancement Collection for A/P includes a custom vendor lookup capability which allows you to enter either the vendor code - or - the first few letters of the vendor name. If you choose to enter the vendor name, the command will attempt to match what you have entered with a specific vendor number. If more than one match is found, a listing of the vendors that match will appear, and you will be prompted again to enter one of the vendor codes listed.

If you selected option 3 the following prompt appears:
PURCHASE ORDER NUMBER?

If you selected option 4 the following prompt appears:
INVOICE NUMBER?

If you selected option 5 the following prompt appears:
VOUCHER NUMBER?

If you selected option 6 the following prompt appears:
RECEIVER NUMBER?

If you selected option 7 the following prompt appears:
PART NUMBER?

If you are sending this listing to a 132 column device (printer), you will receive the following 2 prompts:

BEGINNING DATE?
ENDING DATE?

Enter a date range for the invoice dates you would like to appear on your listing. To see all activity on file, enter a zero for the beginning date, and 99 for the ending date.

The data base is searched for vouchers and invoiced receipts that meet the inquiry option selected. The sort sequence the vouchers are displayed in is invoice date descending, and check date.

Files Accessed

IM Item master file
INRCTFIL Invoiced Receipts file
PDVCHFIL Paid Voucher file
PODSFIL Purchase Order description file
RCHSFIL Receipt History file
VCHFIL Voucher file
VNDMAS Vendor Master file
VNDNAME Vendor Master name search file

Screen Format

Voucher information

Voucher number			
Batch number	(VBATNO - VCHFIL)	132	column only
1099 flag	(V1099 - VCHFIL)	132	column only
Invoice number	(VINVNO - VCHFIL)		
Purchase Order number	(VPONO - VCHFIL)		
Vendor number	(VENNO - VCHFIL)		
Invoice Date	(VINDAT - VCHFIL)		
Date Entered	(VENDAT - VCHFIL)	132	column only
Fiscal Period	(VCHFSC - VCHFIL)	132	column only
Due Date	(VPYDAT - VCHFIL)		
Voucher Amount	(VINAMT - VCHFIL)		
Discount Amount	(VDSAMT - VCHFIL)	132	column only
Bank Code	(PDCKBNK - PDVCHFIL)	132	column only

Check Number (PDCHKNO - PDVCHFIL) 132 column only
 Voucher Status
 OPEN if voucher has yet to be paid
 VOID if the voucher was voided
 WRITTEN OFF if the voucher was written off
 PAID if the voucher has been paid - The check date
 and check amount is listed alongside.

Invoiced Receipt information

Command number - if this is a service purchase order
 'serv' appears (INRCCMD - INRCTFIL)
 Receiver number (INRCVER - INRCTFIL)
 Receipt date (INRCDATE - INRCTFIL)
 Part number (INRCPN - INRCTFIL)
 Original Purchase order quantity (INRCOQTY - INRCTFIL) 132 col
 only
 Quantity Received (RCQTY - RCHSFIL) 132 column
 only
 Quantity Invoiced (INRCIQTY - RCHSFIL)
 Purchase Order price (INRCPCST - INRCTFIL) 132 column
 only
 Invoice Price (INRCICST - INRCTFIL)
 Extension - invoice quantity times invoice price

LI,285 List Receivers

This command allows you to look at the status of a series of receiver numbers. This will allow you to view which receivers are unvoiced, invoiced, and which have been cleared. You have the option of listing receivers by four different inquiry options.

The receipts are listed in descending receipt date sequence. Any return transactions (TR, 403/404) have the quantity received displayed as a negative number.

Prompts

Displays output options.
OPTION (3)?

INQUIRE BY:
1. PURCHASE ORDER NUMBER
2. RECEIVER NUMBER
3. PART NUMBER
4. VENDOR NUMBER
OPTION(1)?

If you selected option 1 the following prompt appears:
PURCHASE ORDER NUMBER?

If you selected option 2 the following prompt appears:
RECEIVER NUMBER?

If you selected option 3 the following prompt appears:
PART NUMBER?

If you selected option 4 the following prompt appears:
VENDOR NUMBER?

INVOICED OPTION:
1. UNINVOICED RECEIPTS ONLY
2. INVOICED RECEIPTS ONLY
3. INVOICED AND UNINVOICED RECEIPTS
OPTION(3)?

If you only wish to view unvoiced receipts enter 1. If you wish to view only invoiced receipts enter 2. If you wish to view all receipts enter 3.

The receipt information is retrieved from the data base. The information is sort on receipt date descending, purchase order number, and purchase order line number.

Files Accessed

IM Item master file
 POFIL Purchase Order detail file
 RCHSFIL Receipt History file
 VNDMAS Vendor Master file
 VNDNAME Vendor Master name search file

Screen Format

Receiver number
 Purchase order number (RCPO - RCHSFIL)
 Po line number (POLINE - POFIL)
 Part number (RCPN - RCHSFIL) 132 column only
 Description (DESC - IM) 132 column only
 Command number (RCCMD - RCHSFIL)
 Receipt Date (RCTRDATE - RCHSFIL)
 System Date (date receipt actual entered)
 (RCSYSDAT - RCHSFIL) 132 column only
 Quantity Received or Returned (RCQTY - RCHSFIL)
 Return indicator - If this is a return transaction, a 'C'
 or 'R' will appear next to the quantity reflecting
 returned for credit or returned for replacement.
 Quantity Invoiced (RCOINVCD - RCHSFIL)
 Quantity Cleared (RCOCLINV - RCHSFIL)

RE,191 Departmental Expense Report

This command will report the accounts payable posting detail made to selected account numbers. Its purpose is to allow the user to select a subset of the g/l account numbers (ie. expense accounts), and sort the information by department (a section of the g/l account number). Totals are displayed for each g/l account within department.

Prompts

Displays output options.
OPTION (0)?

DATE SELECTION OPTION:
1. BY DATE RANGE
2. BY FISCAL PERIOD
OPTION(1)?

Enter if you would like to choose a fiscal period or date range to report upon. If you entered option 2, the following prompts will appear:

BEGINNING DATE?
ENDING DATE?

If you selected option 1 the following prompt will appear:

FISCAL PERIOD?

ACCOUNT NUMBER SECTIONS:
XXXXXXXXXX LENGTH x
XXXXXXXXXX LENGTH x
XXXXXXXXXX LENGTH x

ENTER BEGINNING CHARACTERS OF (xxxxxxx) C/R = ALL?

The report displays all of the names and lengths of your G/L account number as defined in your general ledger comin variable file. It then asks if you would like to enter the beginning characters of any section of the account number.

1 xxxxxxxxxxxx
2 xxxxxxxxxxxx
3 xxxxxxxxxxxx
SORT ON WHICH ACCOUNT NUMBER SECTION (1-5)?

Enter the number corresponding to the section of your G/L account number you would like to sort and page break upon (ie. department section of the account).

The posting file is read sequentially, and the report is now generated. The user receives a status message for each 500 records selected.

Files Accessed

PGLMAS A/P account master file
VCHFIL Voucher file
VNDMAS Vendor Master file
PADFIL G/L Posting File

Report Format

<u>First Line</u>	
Vendor Name	(VNDNAME - VNDMAS)
Vendor number	(VENNO - VCHFIL)
Purchase Order number	(VCHPO - VCHFIL)
Voucher number	(VCHRNO - VCHFIL)
Voucher date	(PADDAT - PADFIL)
Entry description	(PADDES - PADFIL)
Posting Amount	(PADAMT - PADFIL)

RE,399 Cleared Uninvoiced Receipts Audit Trail Report

This command will report receipts that have been cleared using the AP UT,400 command. The report will give you the option of listing cleared receipts for a selected fiscal period or date range. You are also given the option to sort by either the purchase order number, vendor number, account number, or part number. The report lists the original quantity received and the portion of the receipt that was cleared. You also can compare the standard cost of the part against the purchase order price it was received at.

Prompts

Displays output options.
OPTION (0)?

DATE SELECTION OPTION:

1. BY DATE RANGE
 2. BY FISCAL PERIOD
- OPTION(1)?

Enter if you would like to choose a fiscal period or date range to report upon. If you entered option 1, the following prompts will appear:

BEGINNING DATE?
ENDING DATE?

If you selected option 2 the following prompt will appear:

FISCAL PERIOD?

SORT OPTION:

1. BY PURCHASE ORDER NUMBER
 2. BY VENDOR NUMBER
 3. BY INVENTORY ACCOUNT NUMBER
 4. BY PART NUMBER
 5. BY ADJUSTMENT ACCOUNT NUMBER
- OPTION(1)?

Enter the corresponding number to how you would like the report sorted. If you select option number 5, the A/P gl posting file will be searched and the debit and credit account numbers will be listed on the report.

At this point, the invoiced receipt file is search for those transactions that were cleared, and the report is generated

Files Accessed

IM Item master file
INRCTFIL Invoiced Receipts file

VNDMAS Vendor Master file
 PADFIL G/L Posting File

Screen Format

First Line

Purchase Order number (INRCPO - INRCTFIL)
 Receiver Number (INRCVER - INRCTFIL)
 Receipt Date (INRCDATE - INRCTFIL)
 Date Cleared (INRCDATE - INRCTFIL)
 Command number (INRC CMD - INRCTFIL)
 Part number (INRC PN - INRCTFIL)
 Quantity Cleared (INRCI QTY - INRCTFIL)
 Standard cost of part (INRCSCST - INRCTFIL)
 Standard cost extension - standard cost time quantity cleared
 Account number (INRCACCT - INRCTFIL)

Second Line

Description of part (DESC - IM)
 Original quantity received (INRCOQTY - INRCTFIL)
 Purchase Order price (INRCPCST - INRCTFIL)
 Po price extension - po price time quantity cleared
 Vendor Number (INRCVND - INRCTFIL)

LI,287 List Purchase Order Audit Trail

This command is used to list changes made to a purchase order that are captured by UT,287. The changes made are listed in chronological sequence. For the types of changes that are captured, refer to the documentation of command UT,287.

Prompts

Displays output options.
OPTION (0)?

PURCHASE ORDER NUMBER?
Enter the purchase order number.

The number of purchase order records selected is displayed, followed by a listing of the changes.

Files Accessed

IM Item Master file
POAAUD purchase order Audit trail file

Report Format

First Line:
Line number
Part Number
Part Description
Date change occurred

Second Line:
Old line status (OPN, CLS, CAN)
Old quantity ordered
Old unit price
Old unit of measure
Old conversion factor
Old requested date
Old original date
Old latest date
Old stock due date

Status Message:
If a line item was added 'ADD'
If a line item was changed, one of the following messages will appear:
'QTYORD' Change in the quantity ordered
'PRICE' Change in the unit price
'L. DATE' Change in the latest date

' STATUS' Change in the scheduled ship date
' ACCOUN' Change in the account number
' O. DATE' Change in the original date
' R. DATE' Change in the requested date
' S. DATE' Change in the stock due date
' UNMEAS' Change in the unit of measure
' CONVRS' Change in the conversion factor
Should there be more than one of these elements changed,
only one message will appear and it will be the first
that appears in the above list.

Third line:

New line status
New quantity ordered
New unit price
New unit of measure
New conversion factor
New requested date
New original date
New latest date
New stock due date
New account number

Account number changes

If the account number should change, two additional lines
are listed displaying the old and new account numbers.

UT,287 purchase order Audit Trail Utility

This command is used to generate an audit trail of changes made to purchase orders. The utility allows a report to be generated, and optionally, the changes to be kept in a data base for retrieval by LI,287. This utility should be run at least once a day, to capture changes made to the purchase order files that day.

The following purchase order elements are audited:

1. Quantity ordered
2. Unit Price
3. Dates (original, requested, latest, stock due)
4. Account number
5. Line status (open, closed, cancelled)
6. Line items added (optionally)
7. Purchasing unit of measure
8. Unit of measure conversion factor

The utility only looks at open purchase orders when doing its comparison. This makes the processing time and disc requirements to run the utility minimal. Because we compare open orders only, the audit trail utility will not log purchase order line items physically deleted - this is due to a line possibly being received since the last time we ran the audit trail utility.

Prompts

RUN OPTION?

1. BUILD PO SNAPSHOT FILE
 2. EXECUTE PO AUDIT TRAIL AND CREATE NEW PO SNAPSHOT FILE
- OPTION(2)? 2

If you are running UT,287 for the first time, select option 1. This will create a snapshot (condensed copy) of your existing purchase order file to be used in subsequent runs of UT,287.

Select option 2 to generate an audit trail of purchase order adds and changes made since the last run of UT,287.

If you select Option 2, the following prompts appear:

Displays output options.
OPTION (0)?

DO YOU WANT TO KEEP AUDIT TRAIL HISTORY (N/Y)?

If you want to generate a purchase order audit trail report, respond 'N'. If you wish to keep purchase order changes in the data base for use with LI,287, respond 'Y'.

INCLUDE ADDED PURCHASE ORDER LINES (N)?

If you wish to include line items that were added since the last time the utility was run, respond 'y'.

The number of purchase order records selected is displayed. The number of purchase order snapshot records selected is displayed.

The number of adds/changes to purchase orders is displayed. The number of adds/changes to each line item is displayed.

The Utility will then take a new snapshot of the purchase order file for the next run of UT,287.

Files Accessed

IM Item Master file
 POFIL Purchase order Detail file
 POAAUD purchase order Audit trail file
 POAPOS purchase order Snapshot file

Report Format

First Line:

purchase order number
 Line number
 Part Number
 Part Description
 Old quantity ordered
 Old unit price
 Old unit of measure
 Old conversion factor
 Old requested date
 Old original date
 Old latest date
 Old stock due date
 Old account number

Status Message:

If a line item was added 'ADD'

If a line item was changed, one of the following messages will appear:

'QTYORD' Change in the quantity ordered
 'PRICE' Change in the unit price
 'L. DATE' Change in the latest date
 'STATUS' Change in the line item status
 'ACCOUN' Change in the account number
 'O. DATE' Change in the original date
 'R. DATE' Change in the requested date
 'S. DATE' Change in the stock due date

' UNMEAS' Change in the unit of measure
' CONVRS' Change in the conversion factor
Should there be more than one of these elements changed,
only one message will appear and it will be the first
that appears in the above list.

Second Line

New quantity ordered
New unit price
New unit of measure
New conversion factor
New requested date
New original date
New latest date
New stock due date
New account number

UT,898 Maintain Notes for a Debit Memo

This command is used to add, change, and delete special notes associate with an Accounts Payable debit memo number. The notes will then print on the associated debit memo print utility AP, UT, 899.

Prompts

DEBIT MEMO NUMBER?

Enter the debit memo number you wish to maintain notes on.

If this is the first time you have added notes for the debit memo, then the following appears:

NEW LINE 1001.00?

Enter as many 60 character lines of text that you wish. When you are finished, press return.

If there are already notes on file for the debit memo, then the following prompt appears:

```
CUR LINE 1001.00: xxxxxxxxxxxxxx  
NEW ('NONE' =DEL)?
```

To change the line of text that is displayed, type in new text. To leave the existing text as is, then press return. To delete the line of text that is displayed, enter 'NONE'.

After each line of existing text is displayed, the 'NEW LINE' message will appear, and you can add additional lines of notes. Press return when you are finished maintaining the notes.

If you select Option 2, the following prompts appear:

Files Accessed

VCHFIL Voucher file
VNDFIL Voucher notes file (updated)

UT,899 Print a Debit Memo with Notes

This command is identical to the Manman command AP,UT,900, with one exception. Additional logic added to access the voucher notes file (VCNFIL) and print any notes associated with the debit memo at the bottom of the document. For further information refer to the Manman A/P documentation guide.

 * Example of listing unvouchered purchase order lines *
 * for a vendor name in an 80 column view. The vendor *
 * prompt expects either a vendor name or number to *
 * retrieve the information. *

COMMAND (AP, 0)? L,280 *

List Unvouchered Purchase Order Items (v1.0)

ENTER DESIRED OUTPUT OPTION:

- 0. LINE PRINTER
- 1. TERMINAL, 132 COLUMNS
- 2. ENTER LOGICAL DEVICE/DISC FILE, 132 COLUMNS
- 3. TERMINAL

OPTION (3)? 3

INQUIRE BY:

- 1. VENDOR NUMBER
- 2. PURCHASE ORDER NUMBER
- 3. BY PART NUMBER

OPTION(1)?

VENDOR CODE OR SEARCH STRING? ADAGER *

VENDOR CODE	VENDOR NAME	ADDRESS	LAST INVOICE
09967	ADAGER CORPORATION	P O BOX 430053 PORTLAND OR 97208	10/01/94

VENDOR: 09967 ADAGER CORPORATION

GATHERING DATA..

RECORDS SELECTED: 1
 WED, JAN 17, 1996 UNVOUCHERED PO ITEMS FOR VENDOR : 09967 PAGE: 1
 =====

 PO NO : 952010 TERMS: N1 SHIPTO: 01736 VENDOR: 09967
 PO DATE: 02/23/95 FOB : 5 POTYPE: EXP ADAGER CORPORATION
 CO DATE: 02/26/95 BUYER: JS REQSTR: D. SMITH PORTLAND OR

LINE	PART NO	LATEST DATE	QTY ORD	DUE/RECVD	PRICE	EXTENSN
1.00	MISC001-952010	01/01/95	1.00	1.00	150.000	150.00
	ADAGER ANNUAL SOFTWARE MAINTENANCE					
	01/01/95 THROUGH 12/31/95					
	REFERENCE INVOICE #34183					

VENDOR CODE OR SEARCH STRING? E *

INQUIRE BY:

- 1. VENDOR NUMBER
- 2. PURCHASE ORDER NUMBER
- 3. BY PART NUMBER

OPTION(1)? E

 * Example of listing unvouchered purchase order items *
 * for a part number in 132 column view. The first two *
 * line items receipts are listed underneath the line *
 * item information. *

COMMAND (AP, 0)? L, 280 *

List Unvoucherd Purchase Order Items (v1.0)

ENTER DESIRED OUTPUT OPTION:

- 0. LINE PRINTER
- 1. TERMINAL, 132 COLUMNS
- 2. ENTER LOGICAL DEVICE/DISC FILE, 132 COLUMNS
- 3. TERMINAL

OPTION (3)? 1

INQUIRE BY:

- 1. VENDOR NUMBER
- 2. PURCHASE ORDER NUMBER
- 3. BY PART NUMBER

OPTION(1)? 3

PART NUMBER? 18202-1 *

POLYSTYRENE PELLETS (LB) SOURCE: B REV:

GATHERING DATA. .

WED, JAN 17, 1996, 1:38 PM

UNVOUCHERED PURCHASE ORDER ITEMS FOR PART NO : 18202-1

PAGE: 1

===== POLYSTYRENE PELLETS

 PO NO : 123004 TYPE: REG TERMS CODE: N45 SHIP TO: PLANT 1 VENDOR: 04868 REMIT TO: 04868
 PO DATE: 01/02/95 BUYR: FOB CODE : 0 BILL TO: CENTRAL ADVANCE CHEMICALS INC ADVANCE CHEMICALS INC
 CO DATE: 01/02/95 C. O.: SHIP VIA: REQSTR : T. JONES 600 SYCAMORE ST 600 SYCAMORE ST
 TAX : YES DELIVER: LEOMINSTER MA LEOMINSTER MA

LINE	CLS	PART NO	ACCOUNT	LATEST DATE	QTY ORDER	STILL DUE	INSP/STOCK	RTV/SCRAP	UNIT PRICE	EXTENSION
11.00	CLS	18202-1		04/03/95	45000.00	120.00	44880.00	.00	.400 LB	48.00
				04/06/95	132122	44880.00				
		POLYSTYRENE PELLETS								
17.00	CLS	18202-1		05/01/95	45000.00	1460.00	43540.00	.00	.400 LB	584.00
				05/01/95	133106	43540.00				
		POLYSTYRENE PELLETS								
18.00	OPN	18202-1		05/08/95	45000.00	45000.00	.00	.00	.400 LB	18000.00
		POLYSTYRENE PELLETS								

THIS IS A BLANKET ORDER FOR 1995.
 SHIPPED IN BULK TRUCK OR BULK RAIL CAR.
 VERBAL RELEASES TO BE ISSUED.

 * Example of listing open vouchers and payments for a *
 * selected vendor (80 column view). The vouchers are *
 * listed in descending date sequence, allowing you to *
 * view several of the most recent vouchers on a single *
 * screen. *

COMMAND (AP, 0)? L,282 *

List Vouchers and Payments in Summary (v1.0)

ENTER DESIRED OUTPUT OPTION:

- 0. LINE PRINTER
- 1. TERMINAL, 132 COLUMNS
- 2. ENTER LOGICAL DEVICE/DISC FILE, 132 COLUMNS
- 3. TERMINAL

OPTION (3)? 3

INQUIRE BY:

- 1. VENDOR NUMBER
- 2. REMIT TO VENDOR
- 3. PURCHASE ORDER NUMBER
- 4. INVOICE NUMBER
- 5. BY VOUCHER NUMBER
- 6. BY RECEIVER NUMBER
- 7. BY PART NUMBER

OPTION(1)?

VENDOR CODE OR SEARCH STRING? BANK AND *

VENDOR CODE	VENDOR NAME	ADDRESS	LAST INVOICE
06538	BANK AND BUSINESS SUPPLY	4000 LINCOLN CENTER DR MEMPHIS TN 38181-0429	12/21/95

GATHERING DATA..

RECORDS SELECTED: 453
 WED, JAN 17, 1996 VOUCHER AND PAYMENT SUMMARY FOR VENDOR : 06538 PAGE: 1

VOUCHER NUMBER	INVOICE NUMBER	P. O. NUMBER	INVOICE DATE	SCH/DUE DATE	VOUCHER AMOUNT	VOUCHER STATUS
287112	163024	D044953	12/27/95	01/26/96	108.31	OPEN
287174	162779	D044989	12/21/95	01/20/96	960.00	OPEN
285110	162263	D044953	12/19/95	01/18/96	389.80	OPEN
285105	161748	D044988	12/15/95	01/14/96	20.98	01/11/96 PAID 20.98
285147	161763	D047397	12/15/95	01/14/96	560.23	01/11/96 PAID 560.23
285088	161511	RM008969	12/14/95	01/13/96	547.20	01/11/96 PAID 547.20
287173	163259	100188	12/13/95	01/12/96	676.77	OPEN
285089	161266	100195	12/13/95	01/12/96	106.70	01/11/96 PAID 106.70
285090	161265	DS45276	12/13/95	01/12/96	210.00	01/11/96 PAID 210.00
285156	161261	D047397	12/13/95	01/12/96	49.28	01/11/96 PAID 49.28
285100	160450	RM009472	12/07/95	01/06/96	84.50	01/04/96 PAID 84.50
284074	159952	DS45276	12/05/95	01/04/96	58.00	01/02/96 PAID 58.00
284075	159482	D044952	11/30/95	12/30/95	1599.00	01/02/96 PAID 1599.00
284076	159477	D044952	11/30/95	12/30/95	819.00	01/02/96 PAID 819.00

CONTINUE (Y)? N *

VENDOR CODE OR SEARCH STRING? E *

COMMAND (AP, 0)? L,282

List Vouchers and Payments in Summary (v1.0)

ENTER DESIRED OUTPUT OPTION:

- 0. LINE PRINTER
 - 1. TERMINAL, 132 COLUMNS
 - 2. ENTER LOGICAL DEVICE/DISC FILE, 132 COLUMNS
 - 3. TERMINAL
- OPTION (3)? 1

```
*****
* Example of listing vouchers for a          *
* selected purchase order number in a      *
* 132 column view                          *
*****
```

INQUIRE BY:

- 1. VENDOR NUMBER
- 2. REMIT TO VENDOR
- 3. PURCHASE ORDER NUMBER
- 4. INVOICE NUMBER
- 5. BY VOUCHER NUMBER
- 6. BY RECEIVER NUMBER
- 7. BY PART NUMBER

OPTION(1)? 3

BEGINNING DATE? 2/1/95 *

ENDING DATE? 4/1/95 *

PURCHASE ORDER NUMBER? D038889 *

VENDOR: 01740 ABLE PACKAGING CORPORATION

GATHERING DATA..

WED, JAN 17, 1996, 2:08 PM

VOUCHER AND PAYMENT SUMMARY FOR P. O. NO : D038889
 ===== 01740
 FROM 02/01/95 THRU 04/01/95

ABLE PACKAGING CORPORATION
 PAGE: 1

VOUCHER NUMBER	BATCH NO	10 99	INVOICE NUMBER	VENDOR NUMBER	INVOICE DATE	ENTRY DATE	FISC	DUE DATE	VOUCHER AMOUNT	DISCNT AMOUNT	BANK	CHECK NUMBER	VOUCHER STATUS		
255211	7310		033403	01740	03/15/95	03/17/95	0395	04/14/95	955.10	9.55	3	106193	03/23/95 PAID	945.55	
255213	7310		033404	01740	03/15/95	03/17/95	0395	04/14/95	1137.60	11.38	3	106193	03/23/95 PAID	1126.22	
254916	7297		033359	01740	03/10/95	03/15/95	0395	04/09/95	816.15	8.16	3	106193	03/23/95 PAID	807.99	
254489	7270		033328	01740	03/06/95	03/08/95	0395	04/05/95	733.60	7.34	3	105744	03/16/95 PAID	726.26	
254914	7297		033312	01740	03/03/95	03/15/95	0395	04/02/95	824.67	8.25	3	105744	03/16/95 PAID	816.42	
253834	7230		033251	01740	02/24/95	02/27/95	0295	03/26/95	987.00	9.87	3	104857	03/02/95 PAID	977.13	
253985	7236		033235	01740	02/23/95	02/28/95	0295	03/25/95	716.21	7.16	3	104857	03/02/95 PAID	709.05	
253832	7230		033219	01740	02/22/95	02/27/95	0295	03/24/95	2075.20	20.75	3	104857	03/02/95 PAID	2054.45	
253833	7230		033226	01740	02/22/95	02/27/95	0295	03/24/95	461.40	4.61	3	104857	03/02/95 PAID	456.79	
253831	7230		033191	01740	02/20/95	02/27/95	0295	03/22/95	3486.00	34.86	3	104857	03/02/95 PAID	3451.14	
253460	7195		033168	01740	02/17/95	02/21/95	0295	03/19/95	366.80	3.67	3	104376	02/23/95 PAID	363.13	
253461	7195		033169	01740	02/17/95	02/21/95	0295	03/19/95	3486.00	34.86	3	104376	02/23/95 PAID	3451.14	
253610	7208		033147	01740	02/15/95	02/23/95	0295	03/17/95	1045.80	10.46	3	104376	02/23/95 PAID	1035.34	
253128	7171		033113	01740	02/13/95	02/15/95	0295	03/15/95	708.20	7.08	3	104376	02/23/95 PAID	701.12	
253129	7171		033115	01740	02/13/95	02/15/95	0295	03/15/95	733.60	7.34	3	104376	02/23/95 PAID	726.26	
253131	7171		033120	01740	02/13/95	02/15/95	0295	03/15/95	3486.00	34.86	3	104376	02/23/95 PAID	3451.14	
252884	7162		033088	01740	02/09/95	02/13/95	0295	03/11/95	343.00	3.43	3	103906	02/16/95 PAID	339.57	
252940	7164		033069	01740	02/08/95	02/14/95	0295	03/10/95	1044.60	10.45	3	103906	02/16/95 PAID	1034.15	

										23406.93				23172.85	

 * Example of listing the 'detail' of vouchers and *
 * payments for a selected purchase order number. *
 * This screen will allow you to view exactly what *
 * has been received and paid for any of the seven *
 * different inquiry options. (80 column view) *

COMMAND (AP, 0)? L, 283 *

List Vouchers and Payments in Detail (v1.0)

ENTER DESIRED OUTPUT OPTION:

- 0. LINE PRINTER
 - 1. TERMINAL, 132 COLUMNS
 - 2. ENTER LOGICAL DEVICE/DISC FILE, 132 COLUMNS
 - 3. TERMINAL
- OPTION (3)? 3

INQUIRE BY:

- 1. VENDOR NUMBER
- 2. REMIT TO VENDOR
- 3. PURCHASE ORDER NUMBER
- 4. INVOICE NUMBER
- 5. BY VOUCHER NUMBER
- 6. BY RECEIVER NUMBER
- 7. BY PART NUMBER

OPTION(1)? 3

PURCHASE ORDER NUMBER? DS45766 *

VENDOR: 04330 KERNEL SYSTEMS

GATHERING DATA..

RECORDS SELECTED: 8
 WED, JAN 17, 1996 VOUCHER AND PAYMENT DETAIL FOR P.O. NO : DS45766 PAGE: 1

VOUCHER NUMBER	INVOICE NUMBER	VENDOR NUMBER	INVOICE DATE	SCH/DUE DATE	VOUCHER AMOUNT	VOUCHER STATUS
285383	398023	04330	12/20/95	01/19/96	352.78	OPEN
		COMMND RECVR DATE PART NUMBER	QTY INVCD	INV PRICE	EXTENSN	
		TR, 402 234180 12/29 MI SC001-DS45766	3.00	106.000	318.00	
		HP92291A TONER CARTRIDGE (III)				
279048	388583	04330	10/23/95	11/22/95	2049.22	11/16/95 PAID 2049.22
		COMMND RECVR DATE PART NUMBER	QTY INVCD	INV PRICE	EXTENSN	
		TR, 402 226747 10/31 MI SC001-DS45766	10.00	103.000	1030.00	
		HP92291A TONER CARTRIDGE (III)				
		TR, 402 226748 10/31 MI SC005-DS45766	3.00	289.000	867.00	
		C2062A MAINTENANCE KIT				
272290	377891	04330	08/15/95	09/14/95	1589.40	09/14/95 PAID 1589.40
		COMMND RECVR DATE PART NUMBER	QTY INVCD	INV PRICE	EXTENSN	

CONTINUE (Y)? N *

COMMAND (AP, 0)? L, 283

List Vouchers and Payments in Detail (v1.0)

ENTER DESIRED OUTPUT OPTION:

- 0. LINE PRINTER
 - 1. TERMINAL, 132 COLUMNS
 - 2. ENTER LOGICAL DEVICE/DISC FILE, 132 COLUMNS
 - 3. TERMINAL
- OPTION (3)? 1

* *****
 * Example of listing the details of all *
 * payments made to a vendor in a given *
 * date range. *
 * *****

INQUIRE BY:

- 1. VENDOR NUMBER
- 2. REMIT TO VENDOR
- 3. PURCHASE ORDER NUMBER
- 4. INVOICE NUMBER
- 5. BY VOUCHER NUMBER
- 6. BY RECEIVER NUMBER
- 7. BY PART NUMBER

OPTION(1)? 1

BEGINNING DATE? 10/1/95 *

ENDING DATE? 12/31/95*

VENDOR CODE OR SEARCH STRING? 01001 *

ABC FIRE PROTECTION SERVICE

GATHERING DATA. .

WED, JAN 17, 1996, 3:20 PM

VOUCHER AND PAYMENT DETAIL FOR VENDOR : 01001 PAGE: 1
 ===== 01001 ABC FIRE PROTECTION SERVICE
 FROM 10/01/95 THRU 12/31/95

VOUCHER NUMBER	BATCH NO	10 99	INVOICE NUMBER	P. O. NUMBER	INVOICE DATE	ENTRY DATE	FISC	DUE DATE	VOUCHER AMOUNT	DISCNT AMOUNT	BANK	CHECK NUMBER	VOUCHER STATUS	EXTENSN
279483	9232	--	0315335	D044970	11/01/95	11/06/95	1195	12/01/95	110.00	.00	3	122855	11/30/95 PAID	110.00
				COMMND RECVR SERV PO	DATE 11/06/95	PART NUMBER MISC001-D044970		PO QTY 36.00	QTY 1.00	RECV 1.00	QTY 1.00	INVCD 1000.000	PO PRICE 110.000	EXTENSN 110.00
						SERVICE OF FIRE EXTINGUISHERS IN								
276605	9007		031294	RM008150	10/03/95	10/12/95	1095	10/13/95	82.75	.00	3	119912	10/12/95 PAID	82.75
				COMMND RECVR TR, 402	DATE 222893 10/03/95	PART NUMBER MISC		PO QTY 2.00	QTY 2.00	RECV 2.00	QTY 2.00	INVCD 21.000	PO PRICE 21.000	EXTENSN 42.00
						201 b. DRY CHEMICAL RECHARGE								
				TR, 402	222894 10/03/95	MISC		2.00	2.00	2.00	2.00	14.000	14.000	28.00
						101 b. DRY CHEMICAL RECHARGE								
				TR, 402	222895 10/03/95	MISC		1.00	1.00	1.00	1.00	9.000	9.000	9.00
						51 b. DRY CHEMICAL RECHARGE								
				TR, 402	222896 10/03/95	MISC		3.00	3.00	3.00	3.00	1.250	1.250	3.75
						SINGLE POINT PULL PINS								
									----- 192.75				----- 192.75	

 * Example of a receipt history invoiced and uninvoiced *
 * for a selected part number. The receipts are sorted *
 * in descending sequence allowing you to view the most *
 * recent history first. *

COMMAND (AP, 0)? L,285 *

List Receivers (v1.0)

ENTER DESIRED OUTPUT OPTION:

- 0. LINE PRINTER
- 1. TERMINAL, 132 COLUMNS
- 2. ENTER LOGICAL DEVICE/DISC FILE, 132 COLUMNS
- 3. TERMINAL

OPTION (3)? 3

INQUIRY OPTION:

- 1. PURCHASE ORDER NUMBER
- 2. RECEIVER NUMBER
- 3. PART NUMBER
- 4. VENDOR NUMBER

OPTION(1)? 3

INVOICED OPTION:

- 1. UNINVOICED RECEIPTS ONLY
- 2. INVOICED RECEIPTS ONLY
- 3. INVOICED AND UNINVOICED RECEIPTS

OPTION(3)?

PART NUMBER? 18873-1 *

HEX NUT, BOXED 1500# B

RECORDS SELECTED: 19
 THU, JAN 18, 1996

LIST RECEIVERS

PAGE: 1

RECEIVER NUMBER	PO NUMBER	PO LINE	COMMAND NUMBER	RECPT DATE	QUANTITY RECV/RET	QUANTITY INVOICED	QUANTITY CLEARED
236601	D046796	1.00	TR,402	01/17/96	125.000	.000	.000
235944	D046796	1.00	TR,402	01/12/96	50.000	.000	.000
235819	D046796	1.00	TR,402	01/11/96	25.000	.000	.000
232243	27330	2.00	TR,402	12/13/95	60.000	.000	.000
232237	D046796	1.00	TR,402	12/13/95	100.000	100.000	.000
230472	25688	2.00	TR,402	11/30/95	25.000	.000	.000
230038	D046796	1.00	TR,402	11/28/95	100.000	.000	.000
211727	D046796	1.00	TR,402	08/02/95	100.000	100.000	.000
210155	D046796	1.00	TR,402	07/24/95	100.000	100.000	.000
181780	D038833	17.00	TR,402	02/14/95	344.000	344.000	.000
179924	D038833	15.00	TR,402	01/18/95	395.000	395.000	.000
176655	D038833	13.00	TR,402	11/16/94	200.000	200.000	.000
174768	D038833	11.00	TR,402	10/19/94	200.000	200.000	.000
174405	D038833	9.00	TR,402	10/13/94	78.000	78.000	.000
171247	D038833A	1.00	TR,404	09/14/94	180.000	.000	180.000
172576	D038833A	1.00	TR,402	09/14/94	180.000	.000	180.000

CONTINUE (Y)? N *

 * Example of listing all of the receiver numbers for a *
 * selected purchase order number (132 column view) *

COMMAND (AP, 0)? L, 285 *

List Receivers (v1.0)

ENTER DESIRED OUTPUT OPTION:

- 0. LINE PRINTER
 - 1. TERMINAL, 132 COLUMNS
 - 2. ENTER LOGICAL DEVICE/DISC FILE, 132 COLUMNS
 - 3. TERMINAL
- OPTION (3)? 1

INQUIRY OPTION:

- 1. PURCHASE ORDER NUMBER
 - 2. RECEIVER NUMBER
 - 3. PART NUMBER
 - 4. VENDOR NUMBER
- OPTION(1)? 1

INVOICED OPTION:

- 1. UNINVOICED RECEIPTS ONLY
 - 2. INVOICED RECEIPTS ONLY
 - 3. INVOICED AND UNINVOICED RECEIPTS
- OPTION(3)?

PURCHASE ORDER NUMBER? D042650 *

VENDOR: 04255 STALEY SUPPLY

WED, JAN 17, 1996, 3:32 PM

LIST RECEIVER NUMBERS

PAGE: 1

RECEIVER NUMBER	PO NUMBER	PO LINE	PART NUMBER	DESCRIPTION	COMMAND NUMBER	RECEIPT DATE	SYSTEM DATE	QUANTITY RECV/RET	QUANTITY INVOICED	QUANTITY CLEARED
174544	D042650	1.00	115801-1	CORREGATED 3/8 4X8	TR, 402	10/14/94	10/14/94	150.000	150.000	.000
170124	D042650	2.00	115003-1	CORREGATED 5/8 2X4	TR, 404	10/14/94	10/14/94	160.000	.000	160.000
170417	D042650	3.00	115006-1	CORREGATED 1/4 2X4	TR, 404	10/14/94	10/14/94	160.000	.000	160.000
174551	D042650	3.00	115006-1	CORREGATED 1/4 2X4	TR, 402	10/14/94	10/14/94	160.000	.000	160.000
170417	D042650	3.00	115006-1	CORREGATED 1/4 2X4	TR, 402	08/12/94	08/12/94	1200.000	1200.000	.000
170124	D042650	2.00	115003-1	CORREGATED 5/8 2X4	TR, 402	08/08/94	08/08/94	1510.000	1350.000	160.000
170125	D042650	3.00	115006-1	CORREGATED 1/4 2X4	TR, 402	08/08/94	08/08/94	300.000	300.000	.000
170030	D042650	1.00	115801-1	CORREGATED 3/8 4X8	TR, 402	08/04/94	08/04/94	1350.000	1350.000	.000
170029	D042650	2.00	115003-1	CORREGATED 5/8 2X4	TR, 402	08/04/94	08/04/94	750.000	750.000	.000

```

*****
* Example of the prompts for the A/P Expense report *
* RE,191. In this example we selected natural accounts *
* that began with a '7' and whose plant was '.90' and *
* sorted the report on the department section of the *
* account number. *
*****

```

COMMAND (AP, 0)? RE,191 *

Departmental Expense report

ENTER DESIRED OUTPUT OPTION:

- 0. LINE PRINTER
- 1. TERMINAL, 132 COLUMNS
- 2. ENTER LOGICAL DEVICE/DISC FILE, 132 COLUMNS

OPTION (0)? 0
OUTPUT PRIORITY? 11
NUMBER OF COPIES?

DISTRIBUTE TO? *

DATE OPTION:

- 1. BY FISCAL PERIOD
 - 2. BY DATE RANGE
- OPTION(1)? 2

BEGINNING DATE? 3/1/92 *

ENDING DATE? 3/31/92 *

ACCOUNT NUMBER SECTIONS:

- NATURAL LENGTH: 4
- PLANT LENGTH: 3
- DEPARTMENT LENGTH: 2
- DIVISION LENGTH: 3
- SUB-ACCOUNT LENGTH: 6

ENTER BEGINNING CHARACTERS OF (NATURAL) (C/R = ALL)? 7 *
ENTER BEGINNING CHARACTERS OF (PLANT) (C/R = ALL)? .90 *
ENTER BEGINNING CHARACTERS OF (DEPARTMENT) (C/R = ALL)? *
ENTER BEGINNING CHARACTERS OF (DIVISION) (C/R = ALL)? *
ENTER BEGINNING CHARACTERS OF (SUB-ACCOUNT) (C/R = ALL)? *

- 1 NATURAL
- 2 PLANT
- 3 DEPARTMENT
- 4 DIVISION
- 5 SUB-ACCOUNT

SORT ON WHICH ACCOUNT NUMBER SECTION (1-5)? 3

GATHERING DATA..

RECORDS SELECTED: 331

DATE OPTION:

- 1. BY FISCAL PERIOD
 - 2. BY DATE RANGE
- OPTION(1)? E

COMMAND (AP, 0)? E *

SAT, AUG 10, 1996, 1:27 PM
DEPARTMENT : 60

ACCOUNTS PAYABLE EXPENSE REPORT
=====

PAGE: 1

VENDOR NAME	VENDOR NUMBER	PURCHASE ORDER	VOUCHER NUMBER	VOUCHER DATE	ENTRY DESCRIPTION	AMOUNT
-------------	---------------	----------------	----------------	--------------	-------------------	--------

FROM 03/01/95 THRU 03/31/95

Cleared Uninvoiced Receipts Audit Trail Report

* Example of Audit Trail report for *
 * uninvoiced receipts cleared thru command *
 * UT,400 sorted by part number *

ENTER DESIRED OUTPUT OPTION:

- 0. LINE PRINTER
- 1. TERMINAL, 132 COLUMNS
- 2. ENTER LOGICAL DEVICE/DISC FILE, 132 COLUMNS

OPTION (0)? 1

DATE SELECTION OPTION:

- 1. BY DATE RANGE
- 2. BY FISCAL PERIOD

OPTION(1)? 2

FISCAL PERIOD? 0295*

SORT OPTION:

- 1. BY PURCHASE ORDER NUMBER
- 2. BY VENDOR NUMBER
- 3. BY ACCOUNT NUMBER
- 4. BY PART NUMBER

OPTION(1)? 4

GATHERING DATA

THU, JAN 18, 1996, 10:47 AM

CLEARED UNINVOICED RECEIPTS AUDIT TRAIL REPORT

PAGE: 1

PURCHASE ORDER	RECVER NUMBER	RECEIPT DATE	DATE CLEARED	COMMAND NUMBER	PART NUMBER/ DESCRIPTION	QTY CLEARED /ORIG RECVD	STD COST /PO COST	STD/PO EXTENSION	ACCOUNT NUMBER	VENDOR NUMBER
63621	117352	02/22/95	02/23/95	TR,400	015000-3	100.00	4.434	443.38	RECI NSP	
					HEX NUT	100.00	.000	.00		01829
63954	117498	02/26/95	02/27/95	TR,400	10088B-2	300.00	3.194	958.20	RECI NSP	
					LID BOTTOM 100-1/2X5	300.00	.000	.00		01829
63954	117497	02/26/95	02/27/95	TR,400	10088T-2	300.00	1.741	522.30	RECI NSP	
					LID TOP 96-1/2X48-1	300.00	.000	.00		01829
62260	116604	02/02/95	02/02/95	TR,400	11566-1	14.00	.943	13.20	RECI NSP	
					1566 1PF 48-1/8X24-1	1000.00	.000	.00		01830
63247	117189	02/16/95	02/16/95	TR,400	125203-3	50.00	6.309	315.44	RECI NSP	
					ALUM ALT 118 24	50.00	.000	.00		01829
61409	116541	01/31/95	02/01/95	TR,400	125216-1	4.00	3.180	12.72	RECI NSP	
					ALUM 118 21	500.00	.000	.00		01830
62372	116553	02/01/95	02/01/95	TR,400	125233-3	25.00	8.381	209.53	RECI NSP	
					ALUM 118 50	25.00	.000	.00		01829
62961	117050	02/13/95	02/13/95	TR,400	125281-3	5.00	9.681	48.41	RECI NSP	
					ALUM 128MOA 50	5.00	.000	.00		01829
62372	116554	02/01/95	02/01/95	TR,400	128200-3	30.00	11.981	359.43	RECI NSP	
					ALUM CTF177 23	30.00	.000	.00		01829
62244	116542	01/31/95	02/01/95	TR,400	15382-2	4933.00	2.400	11839.20	RECI NSP	
					PAPER XK510 51-3/16	4933.00	.000	.00		01829
63247	117201	02/16/95	02/16/95	TR,400	155112-3	50.00	21.410	1070.50	RECI NSP	
					ANGLE IRON 1/2 48	50.00	.000	.00		01829
62959	117059	02/13/95	02/13/95	TR,400	155115-3	600.00	12.030	7218.13	RECI NSP	
					ANGLE IRON 1/2 50	600.00	.000	.00		01829
63247	117190	02/16/95	02/16/95	TR,400	155115-3	150.00	12.030	1804.53	RECI NSP	
					ANGLE IRON 1/2 50	150.00	.000	.00		01829

 * Example of executing the purchase order audit trail *
 * utility. In this example, a single purchase order *
 * line had a price change occur. *

COMMAND (AP, 0)? U,287 *

Purchase Order Audit Trail Utility

RUN OPTION?

1. BUILD PO SNAPSHOT FILE
 2. EXECUTE PO AUDIT TRAIL AND CREATE NEW PO SNAPSHOT FILE
- OPTION(2)? 2

ENTER DESIRED OUTPUT OPTION:

0. LINE PRINTER
 1. TERMINAL, 132 COLUMNS
 2. ENTER LOGICAL DEVICE/DISC FILE, 132 COLUMNS
- OPTION (0)? 1

DO YOU WANT TO KEEP AUDIT TRAIL HISTORY (N/Y)? Y *

4612 POFIL RECORDS SELECTED 2:52 PM

WED, FEB 7, 1996, 2:51 PM

PURCHASE ORDER AUDIT TRAIL REPORT

PAGE: 1

PURCHASE ORDER	LINE	PART NUMBER	QUANTITY ORDERED	UNIT PRICE	UM	CONVER FACTOR	REQUEST DATE	ORIGNL DATE	LATEST DATE	STOCK DATE	ACCOUNT NUMBER	STATUS
100045	2.00	PENCIL	15.00	3.000	EA	1.000	11/15/95	11/15/95	11/15/95	11/15/95	7103.9082	OPN PRICE
		BOX OF PENCILS	15.00	2.500	EA	1.000	11/15/95	11/15/95	11/15/95	11/15/95	7103.9082	OPN

NUMBER OF PURCHASE ORDERS CHANGED = 1
 NUMBER OF PO LINES ADDED = 0
 NUMBER OF PO LINES CHANGED = 1
 DELETING EXISTING POFIL SNAPSHOT RECORDS 2:52 PM
 COPYING PO RECORDS TO SNAPSHOT FILE 2:52 PM
 PO SNAPSHOT COMPLETE 2:52 PM

COMMAND (AP, 0)? E *

* Example of adding special instructions to an accounts *
* payable debit memo number. *

COMMAND (TEST,AP, 0)? U,898 *

Maintain Notes for a Debit Memo Number

DEBIT MEMO NUMBER? DAVEDM *

NEW LINE 1001.00? DEBIT MEMO SPECIAL INSTRUCTION LINE NUMBER 1 *
NEW LINE 1011.00? DEBIT MEMO SPECIAL INSTRUCTION LINE NUMBER 2 *
NEW LINE 1021.00? *

1001.00 DEBIT MEMO SPECIAL INSTRUCTION LINE NUMBER 1
1011.00 DEBIT MEMO SPECIAL INSTRUCTION LINE NUMBER 2

CUR LINE 1001.00: DEBIT MEMO SPECIAL INSTRUCTION LINE NUMBER 1 *
NEW ('NONE'=DEL)? E *

* In this next example, we have a debit memo that *
* already contains special instructions. We are *
* allowed to modify and add more instructions or *
* we can delete the debit memo instructions by *
* entering 'none'. *

DEBIT MEMO NUMBER? DAVEDM *

1001.00 DEBIT MEMO SPECIAL INSTRUCTION LINE NUMBER 1
1011.00 DEBIT MEMO SPECIAL INSTRUCTION LINE NUMBER 2

CUR LINE 1001.00: DEBIT MEMO SPECIAL INSTRUCTION LINE NUMBER 1 *
NEW ('NONE'=DEL)? REVISED DEBIT MEMO SPECIAL INSTRUCTION LINE NUMBER 1 *

CUR LINE 1011.00: DEBIT MEMO SPECIAL INSTRUCTION LINE NUMBER 2 *
NEW ('NONE'=DEL)? *
NEW LINE 1021.00? DEBIT MEMO INSTRUCTION LINE 3 *
NEW LINE 1031.00? *

1001.00 REVISED DEBIT MEMO SPECIAL INSTRUCTION LINE NUMBER 1
1011.00 DEBIT MEMO SPECIAL INSTRUCTION LINE NUMBER 2
1021.00 DEBIT MEMO INSTRUCTION LINE 3

CUR LINE 1001.00: REVISED DEBIT MEMO SPECIAL INSTRUCTION LINE NUMBER 1 *
NEW ('NONE'=DEL)? E *

DEBIT MEMO NUMBER? E *

COMMAND (TEST,AP, 0)? E

*

* Example of printing an accounts payable debit memo *
* for a selected debit memo number *

COMMAND (TEST, AP, 0)? U, 899

*

Print Debit Memos

ENTER DESIRED OUTPUT OPTION:

0. LINE PRINTER

1. TERMINAL, 132 COLUMNS

2. ENTER LOGICAL DEVICE/DISC FILE, 132 COLUMNS

OPTION (0)? 0

OUTPUT PRIORITY? 1

DISTRIBUTE TO?

*

ENVIRONMENT FILE? <CR=NONE>:

*

DEBIT MEMO NUMBER? DAVEDM

*

DEBIT MEMO NUMBER? E

*

* Example of printing all debit memos that were entered *
* for a given date range. *

COMMAND (TEST, AP, 0)? U, 899

*

ENTER DESIRED OUTPUT OPTION:

0. LINE PRINTER

1. TERMINAL, 132 COLUMNS

2. ENTER LOGICAL DEVICE/DISC FILE, 132 COLUMNS

OPTION (0)? 0

OUTPUT PRIORITY? 1

DISTRIBUTE TO?

*

ENVIRONMENT FILE? <CR=NONE>

*

DEBIT MEMO NUMBER? ALL

*

BEGINNING DATE? 1/1/96

*

ENDING DATE? 11/30/96*

COMMAND (TEST, AP, 0)? E

*