



A/P 8.0 Operational Changes

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This document contains brief descriptions of operational changes made to the Accounts Payable system for the 8.0 release. Last revised on 12/27/19.

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Purpose and Summary of A/P 8.0

There are new payment methods for vendors: ACH, electronic payments, and credit cards. All payments, including checks, will interface with Bank Reconciliation.

Remit-to name and addresses can be set up for Vendors using the Contact system. If the remit-to contact exists, the name and address from the contact will be used instead of the vendor name and address for checks. In this way, the name and address in the Vendor file can be used for 1099s.

Procedure Manual

There is now an A/P procedure manual that can be accessed from the A/P menu. It includes definitions, setup requirements, and how-to topics including paying with credit cards.

Bank, Currency, A/P Account, and Bank Account files

A new Bank (BANK) file contains the bank's name, address, and routing information for both the payer and the payees (i.e. the vendors).

The A/P Cash Code file no longer exists; in A/P 7.0 it set both the cash account and the A/P account for the vendor; this will no longer be the case. Which A/P account and which cash account a vendor is assigned to is now separated. And, there is a new currency file that determines whether an account is foreign or not.

The A/P Cash file is now the A/P Account (APAC) file and contains only the A/P account information. It still determines what A/P account the vendor is assigned to; and it determines whether the A/P account is in a foreign currency and what the exchange rate is.

The cash account is in the Bank Account (BANKAC) file. This is where the next check number is.

ACH

A/P checks can be issued as ACH¹ payments to the vendor's bank account. The Check Writing program prints a different check format for any vendor who is flagged as an ACH account. The Check Writing program prints all regular-check vendors, followed by all ACH vendors, allowing the printer to be changed between the two. A new program creates the ACH transfer file to be sent to the bank. The ACH payments are assigned the next available ACH voucher number.

Online payments, wire transfers, credit card payments

Electronic payments include payments made online to a vendor or wire transfers. The check for these vendors can be entered in Manual Check Entry, or they can be part of the regular check run and the

¹ An automated clearing house (ACH) is an electronic funds-transfer system run by the National Automated Clearing House Association (NACHA). In A/P, a voucher is printed (or emailed) that notifies the vendor of what invoices are being paid. An ACH file is created that you upload to your bank and the bank pays the vendors listed in the files electronically.

invoices that are due are selected for payment using the normal rules. Because these normally do not require a voucher or a check to be sent, a report showing the voucher number, the invoices paid, and the total will print on a report so that the A/P person can be sure that the payments are actually made (i.e. the payment entered online and the wire transfers submitted). The report prints after checks and ACH vouchers and before the Check Register. (A voucher can be printed for electronic payments if the vendor is flagged to create one. These vouchers will print after the ACH vouchers and before the report.)

Payments to vendors with a credit card are treated exactly the same as those paid out of the checking account; the only difference is the Bank Account is a credit card account instead of a checking account. The next available electronic voucher number from the credit card Bank Account is assigned to the payment. (In other words, it is treated exactly the same as an electronic payment.)

Vendor changes, including inactive and remit-to address

Historical totals for vendors (like the purchases and payments for the year) and the current balance can be greater than \$21 million.

Each vendor has both a bank account and an A/P account assigned. The bank account is the preferred payment method and can be changed at any time.

The A/P account cannot be changed if there are any open payables for the vendor because a general ledger posting would have to be done.

A vendor has to be assigned a preferred bank account that is either a checking account or a credit card account. The vendor also needs a new payment type flag that designates whether the vendor will be paid by check or ACH or electronic payment. To pay via ACH, the bank account has to be a checking account. If the bank account is a credit card account, then the payment method has to be electronic.

For any vendor that is flagged to be paid via ACH or electronic (and the bank account is checking), the bank and the vendor's account number at the bank will also be entered. Since electronic payments have to be manually handled at the bank or online with the vendor, only a report is printed during check writing to show what was paid, and the next electronic voucher number is assigned to the payment. In the case of wire transfers, you may also want to send a remittance to the vendor showing what invoices are paid. In that case, change the new "Print voucher for electronic payment" flag to "Y" which causes a voucher to print.

The vendor has a new Boolean flag: ACH approved. If the vendor is set to ACH but it is not yet approved, then the vendor will continue to get checks. When the ACH approved is not true, a prenotification file can be created for these vendors using the Create ACH Transfer File program.

If a vendor has a remit-to address, a notification will be printed on line 3 of the screen. A hotkey can be set up to view the address. The remit-to name is also now stored in the A/P Checks file so to whom the check was written is always available.

Vendors can be flagged as inactive.

Note regarding foreign currency: Currently both the A/P account and the bank account assigned to a vendor have to be in the same currency.

Selecting invoices for payment and check printing

Partial payments are now scheduled in the Edit Invoice Payment Information program instead of having a separate partial payment entry program.

To select invoices for payment, select the bank account to pay. (So vendors paid by credit card accounts will be selected separately from those paid by the checking account.) In addition, you may select which types of payments you want to include (i.e. only those paid by checks, those paid by ACH, those paid by electronic payment, or any combination).

Checks print first, then vouchers, then electronic vouchers (if any are flagged to print), then the report for electronic payments and credit cards. The check register prints next. The update is last.

If bank reconciliation is interfaced with A/P, each check will add a record to both the Bank Transaction file (type P for A/P check or payment) and the A/P Checks file, and the BankTrn_ID will be updated in the A/P Checks file.

Manual check printing

There is no longer a separate form for manual checks (it used to be form AP-2); manual checks will use the same exact format as check writing.

Conversions

The base currency (USD) is now in the G/L Company (GLHEAD) file and the A/P and cash accounts are no longer in A/P Control. The A/P Account in A/P Control is converted to code "DEFAULT" with Currency "USD". The Cash Account in Control is converted to code "DEFAULT-*nn*" where *nn* is the company number with Currency "USD".

The remaining A/P Cash records are converted to A/P Account records (there is one A/P Account record for each A/P account, so there could be more A/P Cash records than A/P Account records). If any have an exchange rate, the conversion program will prompt for the proper currency.

Any alternate A/P accounts in the Vendor file will also be converted to an A/P Account record.

The A/P Checks file is now sorted by the bank account, then the payment method, and then the check number, so that there can be separate voucher sequences for ACH and electronic payments which won't interfere with the real check numbers. The remit-to vendor name is stored in the A/P Checks file to prevent fraud.

The Vendor file now has both a bank account and an A/P account assigned.

Positive pay

The file names created by positive pay will include the bank account code (e.g. BOFA or CHASE) and a batch number that is maintained in the Bank Account file.

Vendor programs

Vendor Maintenance

Vendor Maintenance is now APFMVN (it was AP910). The find/next/prev option for the vendor can be by the vendor number or by the vendor alpha. The descriptions of all of the accounts and codes display. The vendor reference is now larger (30 characters), and the vendor totals can be greater than \$21 million.

A/P and bank accounts

The A/P account can't be changed if there are any open payables for the vendor since that would require a general ledger posting.

The bank account assigned must be for the same company as the company in A/P Control. The bank account inquiry will only show bank accounts for this company and only those that match their A/P currency. The bank account must be either checking or credit card, not a savings account or line of credit. If the bank account is a credit card account, then the payment method must be electronic. If it is ACH, then the bank account must be a checking account.

Restricted access

Skip fields can be set up for Vendor Maintenance to make entry easier, and some users can have restricted access to some fields, including masking. Some fields can be set to be required. The functions available can also be restricted for some users. Also available in the skip fields is blocking fields from being entered, or making them invisible. These can be turned on or off by user in the Field Skip Maintenance program, or they can be turned off in the Program Security Maintenance program.

The vendor's bank account and tax ID are masked fields. By default they cannot be viewed after they are entered. Selected users can be set up to view masked fields (see the Program Security Maintenance for APFMVN). Users who do not have access to masked fields cannot change these fields once they are entered.

The vendor cannot be changed if invoices have already been selected for payment and this is one of the vendors selected. If you continue with the vendor change, then invoices will have to be reselected. If check writing is in process for the vendor, then the vendor can't be changed.

If you try to delete a vendor that has P/O addresses, the program tells you that you have to delete those first. It also won't let you delete a vendor that has open purchase orders.

Vendor Inquiry

If the Vendor Inquiry (AP400) is set up as a hotkey, then the current vendor will be displayed. In this way you can easily see the open and paid invoices for a vendor.

View Vendor Remit-To Address

A remit-to contact can be added (the contact type must be in the A/P Control file). If a remit-to address exists for the vendor, the word "Remit" will display on line 3. Add the program View Vendor Remit-To Address (APVWVR) to your hotkey menu to actually view the current remit-to address. It can be viewed anywhere the vendor number is displayed.

Inactive vendors

Vendors can be flagged as inactive. An inactive vendor cannot be entered on a new invoice, but checks are allowed to be issued for existing invoices. When a vendor is flagged to be inactive or vice versa, an activity code of "INACTV" is created.

On both Vendor Inquiry and Vendor Maintenance, the inactive date is highlighted. Also "*Inact*" is printed before the vendor name on many reports and screens, and is highlighted on many screens. (The highlighting is accomplished via the Check Program Maintenance with the CCATR program to run.)

The Vendor List and Vendor Analysis can be printed for active only, inactive only, or both. Vendor Labels can exclude inactive. The Vendor List, Vendor Analysis, and Paid Invoice List have a field that will print the vendor name with "*Inact*" in front if the vendor is inactive.

Vendor Mailing Labels

The printer is selected with the other options. The program prompts to include inactive vendors. The program is now APLBVN (it was AP916).

Vendor List

The program is now APLSVN (it was AP915).

The Vendor List is now user definable. Two forms are available in the package, but additional forms can be created. The two package forms: 20 is the Vendor Address List and 21 is a Detail Vendor List by Category.

The report can be sorted first by category, A/P account, or terms. It can also then sort by the vendor since, last invoice date, current year purchases, or last year purchases. It can be sorted by the vendor number or alpha.

The report has ranges of vendors, last invoice date (for activity), vendor since, and category. It asks for temporary, permanent, or both for vendors. And it asks for active, inactive or both for vendors. There is a vendor name field in the Extra Vendor Fields that will print "*Inact*" in front of the name if the vendor is inactive. This is the default vendor name that will print on the Detail Vendor List by Category. It no longer asks for the number of copies. The ranges are printed in the header.

The contact that is available for the report is based on the contact plan for the APLSVN program. By default it uses the plan "VENDOR" which is comprised by default to be the contact name that is in the Vendor file.

Vendor Memo Entry

Vendor Memo Entry can be run from a hotkey (program AP010) wherever the vendor is displayed, as well as from the programs that specifically have a function to run it (Vendor Maintenance, Vendor Inquiry, Open Invoice Inquiry, and Paid Invoice Inquiry). As before, when run from the Open Invoice Inquiry and/or the Paid Invoice Inquiry, memos are added for a particular invoice.

The "Print" option is now "List" to be clearer that it is listing all of the memos, and added "prV" and "lasT" functions.

The Check Program Maintenance with the APDSVM program to run the makes sure that “VMemo” prints on line 3 if memos exist when the vendor is displayed in any other A/P or P/O program.

Display Notification for Vendor Memo

The Display Notification for Vendor Memo program is called by the Check Program Maintenance program. It displays “VMemo” on line 3 if there are any vendor memos for that vendor or for that vendor/invoice. The Open Invoice Inquiry and the Paid Invoice Inquiry both look for the vendor and invoice (per the Program Screen Definitions). The Vendor Inquiry and Vendor Maintenance both look for the vendor.

Updates

Update and entry tracking

The following inquiries are on the Utilities Menu where you can view what jobs are being updated and who is in an entry program:

1. Update Jobs Inquiry displays updates that are currently running with their status. Only programs that have been changed to use the Update Jobs file will be displayed.
2. Entry Jobs Inquiry displays items that are currently being entered. Only entry programs that have been changed to use the Entry Jobs file will be displayed.

The main updates and entry programs are now using entry and update tracking which means that the system keeps track of who is entering a batch and who is running which update.

If two people attempt to enter invoices for a batch at the same time, the program will tell you who has the batch open. If an update is running for a batch you are attempting to use for entry, the program will tell you that there is a conflicting update running.

If an update program has an error and needs to be restarted, the information contained in the Update Jobs file will be used to restart the program.

The following are the updates that are using update tracking:

- A/P Entry Proof and Update (APENTRY)
- Check Writing (APCHECKS and APPRECHK)
- Create ACH Bank File (APACH)
- Check Reconciliation (APCHKADJ)
- Void Checks (APVOID)
- A/P History Purge (APPURGE)

The following are the entry programs that are using entry tracking:

- Vendor Memo Entry (APMEMO)
- Invoice and Credit Memo Entry (APENTRY)
- Manual Check Entry (APENTRY)
- Edit Invoice Payment Information (APPRECHK)
- Vendor Maintenance (APPRECHK)

Entry programs

Invoice/Credit Memo Entry

The program has much easier entry, and there is now only one function prompt where every part of the invoice can be accessed. There are no longer field numbers in the header, so entering a number means changing or adding a line. When entry of an invoice is ended, the program returns you to the sequence (instead of the vendor) so you can either call up an existing sequence or <Enter> to add a new invoice or “?” to look up. You can end the program at either the sequence or the batch. Inquiries are available on all of the appropriate fields.

The following information can now be changed on an existing entry: the invoice, type, invoice date, and G/L date. The G/L date is entered following the invoice date and can either be set to default to the invoice date entered or to the last entered G/L date for the batch via the Program Options; it no longer needs to be associated with the whole batch. The invoice date does not default since it should be the date that is actually on the invoice document.

When entering distribution lines, as soon as the total distributed equals the invoice amount, the program goes to the function prompt instead of forcing ‘E’.

The remaining balance to be entered for the lines is displayed above the distribution lines (if there is a difference). If the header is being changed, then the total of all of the lines is displayed.

If the invoice and/or P/O number are changed, the distribution line descriptions are changed to match if they were not overridden originally.

If the invoice is foreign currency, the exchange rate is entered based on the G/L date. The program calls the Exchange Rate Maintenance program for the entry. If an invoice is changed, changing the vendor or the G/L date will reprompt for the exchange rate.

Invoices and the distributions can be up to \$21 million.

The terms are displayed. The discount is recalculated if the invoice amount is changed. If the invoice date is changed, the due date, discount date, and G/L are recalculated.

If job cost is interfaced, then the default expense account defaults for every line that has a job cost number.

Program Options

From the batch number, the user can enter “X” to go to the program options. The following options are available:

1. G/L date default. By default, the G/L date will default to the invoice date for each transaction, and the program will stop at the G/L date to allow overrides. In the program options, though, you can change the G/L date to default to the last entered G/L date for the batch.
2. Skip G/L date. You can have the program skip the entry of the G/L date. If the program is set to skip the G/L date, then the user can still backup to change it.

3. No discount for credit memos. By default, discounts on credit memos are calculated based on the terms. But, you can set this to always default the discount amount to zero on credit memos.

Vendors

Set up a hotkey to the Vendor Inquiry (AP400) to see open invoices and the vendor's address from this program. The hotkey can be accessed any time the vendor is displayed on the screen.

Only active vendors can be entered.

When entering invoices for the same vendor, you can duplicate the last vendor number by entering a double quote (") at the vendor field.

Batch and sequence

From the batch field, the user can switch between Invoice/Credit Memo Entry and Manual Check Entry; the program defaults to the same batch number. You can add the next available batch by typing in 'A' for 'Add new batch'.

Also from the batch field, the user can set up Program Options for the G/L date handling.

Only one person can be adding invoices or checks to a batch.

The sequences are no longer multiples of 100, but rather 1, 2, etc.

If a manual check will pay any of the invoices in the current batch, the manual check has to be in the same batch as the invoice being paid.

Invoice being paid on a manual check

If an invoice is on a manual check (the same batch), the manual check sequence prints below the invoice sequence so that it is apparent that it is on a check. If an invoice is deleted that is on a manual check, the program warns that the manual check sequence will also be deleted. If the invoice header is changed that is on a manual check, the program will ask if it OK to keep the changes and also change the manual check sequence.

There is a new function "Go to check" if the invoice is on a manual check. Selecting this function pulls up the check in Manual Check Entry.

No changes are allowed if an invoice was on a manual check that was quick printed.

If an invoice is on a manual check but has not been quick printed, then it can be changed, but not the vendor number (since that would remove it from the manual check). The invoice can be deleted and then re-added, though.

If the invoice is on a manual check and the invoice date and/or G/L date are after the check date, the program warns.

A/P year-end warning

Only two fiscal years can be open at one time in accounts payable, so the system warns you when Year-End Update needs to be run in order to keep your vendors' history numbers correct. This warning always started 90 days before the year-end had to be run. There is a new field in the A/P Control file that allows you to control when this warning is displayed: # Days Year-End Warning Message.

Manual Check Entry

The program has much easier entry, and there is now only one function prompt where every part of the check can be accessed. There are no longer field numbers in the header, so entering a number means changing or adding a line. When entry of a check is ended, the program returns you to the sequence (instead of the vendor) so you can either call up an existing sequence or <Enter> to add a new check or “?” to look up. You can end the program at either the sequence or the batch. Inquiries are available on all of the appropriate fields. There is no longer a “change check Number” function since this is just part of changing the header.

The following information can now be changed on an existing entry: the vendor, bank account, payment method, check number, and check date. The check date is entered following the check; it is no longer associated with the whole batch.

The bank account must be for this company and must be a checking or credit card account. The payment method must be a check or an electronic payment. ACH-type checks can't be entered in manual checks since all ACH payments need to print a voucher. The check number is entered only if the payment method is check and you don't want to quick print it; electronic check numbers will be assigned and updated in the A/P Entry Proof and Update. If an electronic-type payment is entered in Manual Check Entry, then a voucher can't be printed for it, and it won't appear on the Electronic Voucher Report.

The exchange rate is entered after the check date is entered, and the program will re-prompt for the rate if the check date is changed. The exchange rate prints on the screen.

The check amount can be up to \$21 million, like the invoice.

The remaining balance to be entered for the lines is displayed above the invoice lines (if there is a difference). If the header is being changed, then the total of all of the lines is displayed.

Vendors

Set up a hotkey to the Vendor Inquiry (AP400) to see open invoices and the vendor's address from this program. The hotkey can be accessed any time the vendor is displayed on the screen.

If the vendor is inactive, the “*Inact*” part of the vendor name is highlighted. If the vendor is inactive, the user can't edit or add new invoices; in other words, only existing invoices can be paid.

There is no longer an option to end (E) at the vendor number...just backup or hit <Esc>.

Batch and sequence

From the batch field, the user can switch between Invoice/Credit Memo Entry and Manual Check Entry; the program defaults to the same batch number. You can add the next available batch by typing in 'A' for 'Add new batch'.

Only one person can be adding invoices or checks to a batch.

The sequences are no longer multiples of 100, but rather 1, 2, etc.

If a manual check will pay any of the invoices in the current batch, the **manual check has to be in the same batch as the invoice being paid**; you cannot pay a new invoice with a manual check if the new invoice is in a different batch.

Invoice being paid on a manual check

Any new invoice that is being paid on a manual check can be modified from Manual Check Entry. There is a new “+” function that can be entered at the invoice number field if the “Inv Seq” field is set showing that it is a new payable. If the invoice is deleted in either Invoice/Credit Memo Entry or when editing the invoice from this program, then the manual check line is also deleted. If the invoice amount is changed then the manual check line is changed to the new invoice/amounts.

You cannot enter an invoice on a manual check that is scheduled to be paid on the next check run. If the invoice needs to be paid on a manual check and not the next computer check run, then run the Edit Invoice Payment Information program and say “Y” to continue with the program; this will reset the checks process order so that the invoices will have to be reselected. If checks are already being printed, then the checks process order cannot be reset.

When the invoice being paid is entered for the check, if there is a partial payment scheduled for the invoice, the program warns and uses those amounts by default. The program also warns if the invoice is on hold, or if the invoice date is before the check date. If the vendor is set to always take the discount, then it will be shown when the invoice is entered even if it is past the discount date.

You can inquire on open invoices for the vendor. The inquiry will include all open invoices and all invoices that are in the same batch number that were entered in the Invoice/Credit Memo Entry.

Partial Payment Entry

There is no longer a separate entry program for entry of partial payments. This is now handled in the Edit Invoice Payment Information program.

A/P Entry Proof and Update

A/P Entry Proof Report

The A/P Entry Proof Report (formerly the “Data Entry Proof Report”) can be printed and updated for a single batch or all batches. If different employees have their own unique batch number, then they can enter and update only the invoices and checks they entered. If someone wants to update invoices separately from checks, then this can be accomplished also by using different batch numbers. Note that a manual check can only pay open invoices or invoices that were entered in the same batch.

The report can be printed in non-update mode so that it can be printed for a batch even if someone else is currently updating their batch. There is an inquiry on the batch and you can see the user who changed or added the first entry and the number of invoices and checks in the batch.

You must print the report, but it can be printed to your user spool file.

Both to the screen and listed on the report is the invoice batch total as well as the totals for invoices, credit memos, and adjustments. And, credit memos are printed with negatives so it is clear what the total is and the credit memos will stand out more on the report.

If you print this report in update mode and invoices have already been selected for payment for check writing, then the program will warn that the invoices will have to be reselected for payment if you continue.

“*” prints only for errors now in the “Comment” column so that it is easy to search for the errors if you print the report to the user spool file or a pdf or text file. A new error of “*Inactive*” prints on the report if an invoice is entered for an inactive vendor.

If a manual check is paying an invoice that is on hold, a warning of “On Hold” prints.

For invoices that have a different A/P account than the default, the A/P account information prints as a second header line. The line includes the A/P account code, the A/P G/L account, the currency, and the exchange rate of that invoice.

For checks, the bank prints as a second header line if it is not the default bank. The line includes the bank account code, the bank G/L account, the currency, and the exchange rate of that check. The payment method (PM) prints if it is not “C” for check.

A/P Entry Update

The update processes only the batch that was selected in the proof report, unless all batches are updated.

A/P Entry Job Cost Update

The job cost update runs if the J/C Interface is “Y” in the G/L Control file.

Manual Check Register

The Manual Check Register prints after the A/P Entry Update because the A/P Entry Update assigns the voucher numbers for electronic payments.

A/P Update Delete Batches

This update deletes the new payables and the manual checks from the entry files that were updated.

A/P Entry G/L Update

The last report and update is the A/P Entry G/L Update. The report prints as part of the update cycle and posts to the general ledger.

Check Writing Cycle

Edit Invoice Payment Information

The Edit Invoice Payment Information program was previously called “Change Holds/Discounts/Due Dates”.

For the next and previous functions, the next invoice for the vendor will be displayed by the invoice date or invoice number depending on the default sort in A/P Control. There is a toggle sort option that can switch it. The current sort is passed to the quick holds program. The find function has inquiries available, and the find inquiry only shows vendors who have open invoices.

Partial payments can now be entered here since there is no longer a partial payment entry program. Select the “Partial” to schedule a partial payment or to remove one already scheduled.

The program now clearly shows what the original invoice amount is and what the balance due is and what the net payment will be. The program also displays if the invoice is past due and if the discount is

expired. The vendor's payment information is displayed on the screen (A/P account, bank account, payment method, and terms).

Entry is easier because you no longer have to type in "C" and then the field number to change, just type in the field number.

If the 1099 flag is being changed, it no longer automatically switches the "N" to "Y" and vice versa. It still does automatically switch for the hold flag.

This program is now part of the update and entry tracking: A/P precheck for check writing (APPRECHK). It adds an Entry Job record so this protects against running Select Invoices for Payment while someone is in this program. This program also can't be run if Check Writing is actually running (APCHECKS), or the A/P Entry Proof Report.

If someone runs this program after invoices have been selected for payment, the program will warn the user, but allow them to reset the check-writing cycle so that invoices have to be reselected for payment.

Quick Change Hold Status

Vendors can now be sorted by vendor alpha or number. A particular bank account or all can be selected.

You can choose to display each invoice individually, or just change them according to the criteria you entered. Not displaying them individually is an easy way to put all invoices on or off hold for a range of vendors or all. If you choose to display each invoice, then the sort for each vendor will either be by invoice number or date depending on the sort in Edit Invoice Payment Information when the quick hold function was called.

There is a new prompt that determines how the new hold will default: to be on hold, not on hold, or reverse the hold status.

The vendor name now prints. If an invoice can't be locked, the invoice is skipped, but the fact that it was locked is displayed for the user.

Select Invoices for Payment

The Select Invoices for Payment program is now part of the Update Jobs: A/P Precheck for Check Writing (APPRECHK). This cannot be run at the same time as the Edit Invoice Payment Information, Check Writing, or the A/P Entry Proof Report.

The cash requirements date defaults from the first cash requirements day on the Cash Requirements report. The bank account and the payment date determine the currency rate. You may select the payment methods you want to process (checks, ACH, and/or electronic payments).

The manual invoice selection is greatly enhanced. You can enter ".<Enter>" to skip to the end of the invoices to add more. You can back up to the previous invoices without having to re-enter them. You can clear an individual entry from the list without clearing the remaining entries. When the same vendor is entered again for manual invoices, the program now defaults to the next invoice after the one last selected for the vendor, not the first unselected. The dollar amount of the invoices can be displayed by using the inquiry at the invoice number. Only vendors with the selected bank account and payment method can be selected in the manual entry.

The hold flag now prints next to the manually selected invoices. If a vendor is selected then it prints either Y or N or YN if some of the invoices for the vendor are on hold and some are not. This is informational only, since selecting the vendor or the vendor/invoice manually will cause it to ignore the hold flag. If you want to select based on the hold flag, then let the program automatically select the invoices to be paid and it will skip on-hold invoices and it will skip those that are not yet due. A vendor can easily be changed to put all invoices on or off hold in the Edit Invoice Payment Information program. If the "Include all partial payments" is selected then it ignores the due/discount dates and the hold status for those invoices with partial payments scheduled.

If the user ends without printing the cash requirements, the program warns the user since they can't print checks unless they do.

If a vendor will have a negative check or a check greater than \$21 million, then the program warns once at the end of the selection with the number of vendors affected, and the program tells the user how to find them on the Cash Requirements report.

If the A/P Control is set to not print zero checks, then any check that will have a balance of zero will get the next electronic voucher assigned to it instead of a check. This will happen even if electronic vouchers are not selected in the check run.

If the amount to pay a vendor is negative, none of the invoices will be selected. But, if the bank account is a credit card account, then a negative payment to a vendor is allowed.

Cash Requirements

The Cash Requirements report prints only vendors with the selected bank account in the Select Invoices for Payment program.

The program has several options, and the options are saved by user. You can sort by the vendor alpha or number, and you can sort invoices by the invoice number or date. You can backup to change the sorts or the cash requirement days.

The Cash Requirements prints the bank account and payment methods selected in the header. If a vendor has invoices that are not selected because of the payment method, this is printed in front of the "not selected" totals. On the selected line either ACH or electronic will print if the vendor is not getting a check.

The report used to print "On hold or not selected", but now prints "Due but not selected" because an invoice could be on hold but be in the "Future due" totals. If an invoice is due but not selected, the word "**Due" (the "*" is for easier search) prints in the "Net to Pay" column. (Note: The "due but not selected" is based on the check date, not the "as of" date.) If the invoice is not selected because it is being paid by a manual check that is not yet updated, "Mnl chk" prints as the reason.

The Cash Requirements now prints the available discount when the vendor is flagged to always take the discount. It also prints "**Lost" instead of 0.00 in the Available Discount field if there was a discount but the discount date is past and the vendor isn't flagged to always take the discount.

If an invoice wasn't selected because the user selected invoices by the discount date but the discount was lost and so will use the due date, then "Dsc exp" prints.

Other messages that print in the vendor totals before the “not selected” totals is “**Negative check” and “**Check > \$21 million”. If a check is negative, it *can be* paid if the bank account type is a credit card. “**Negative check” prints on the cash requirements in both cases, but in the one case it is selected for payment and in the other case it is not.

The report prints “Partial” next to any invoices that are not selected but have a partial payment scheduled; this helps in troubleshooting why a vendor has a negative check, for example. (“Partial” was being printed for selected invoices.)

Recurring Payables G/L Update

If any recurring payables are created, then the Recurring Payables G/L Update is printed and posts the payables to the general ledger.

Due Invoices Not to Be Paid

The Due Invoices Not to Be Paid report prints the selection criteria on the screen for your information. You can print invoices for the selected bank account or all. You can enter a range of vendors. And, you can choose to sort the invoices by the invoice number or invoice date.

If a vendor is not selected because of the payment method, “**Payment method xxxxx” prints on the left before the totals. If a vendor is not selected because of the bank account but the user wants to print all due invoices, then “**Bank account” will print to the left if they were not selected for that reason.

This report now also looks at the discount date (same as the cash requirements) if the selection was by discount date.

The reason field will no longer print “Not selected”. If it’s on hold, it will print that. If there is a partial payment scheduled it will print “Partial”; the balance is still the balance of the invoice. If the invoice is in a manual check batch, then “Mnl chk” will print. If an invoice wasn’t selected because the user was selecting by the discount date but the discount was lost and so will use the due date, then “Dsc exp” will print.

Check Writing

Vendors can now be set up to have a different remit-to name and address than the legal name of the vendor. If it is set up, it simply overwrites the vendor company name and address on the check with the remit-to name and address.

The program no longer prompts if zero checks should be printed; this is now in the A/P Control file and is determined at the time the invoices are selected to be paid. Note that vendors that are set up to get checks that have a check balance of zero will be assigned a voucher number if the A/P Control is set to not print zero checks. The vendor and invoices paid will print on the Electronic Voucher Report, but a voucher will not be printed.

If checks are reprinted, the program no longer asks for the ending check to reprint; allowing a range caused duplicate checks for the same vendor. And, if you said that some checks need to be reprinted in error, you can now say that the last check printed OK.

The Check Writing program has a restart mode. If the job got closed without ending properly, we can change the Update Job record for APCHECKS from “Running” to “Error recovery” and then the program goes into restart mode and lets the user start printing checks from a particular vendor.

If a vendor needs to be paid from a different bank account or paid with a different payment method, then change the vendor before selecting invoices for payment.

Each bank account has the check format, the ACH format, and the voucher format, so they can all be different. Both manual checks and checks from Check Writing use the same form (form 1 by default). ACH and electronic vouchers use form 3 by default. If the same form is used for ACH and electronic vouchers, there is a field available to print on the form differentiating between the two.

The Check Writing program prompts if the printer is OK by default, but a default printer can be set up to NOT prompt if the printer is OK.

When the program prompts if the checks printed OK, there is an inquiry available so you can see what checks the computer thinks have printed.

The program acts differently if you are printing checks to a pin-feed printer versus a sheet-fed printer. For example, the program will prompt to void the leader check only if your printer is a pin-feed printer. The program determines that you are using a pin-feed printer based on the form-feed flag of the printer. Pin-feed printers have one of the following form-feed flags:

Flag	Description
B	Form feed before
A	Form feed after
N	No form feed
F	Flush between docs with no form feed

ACH Voucher Print

If any vendors are selected that have a payment type of ACH, then this program prints the vouchers. By default the voucher form is form 3. Vouchers can be printed to a forms printer so that the voucher can be emailed or printed. The voucher is needed to tell the vendor that a payment was submitted and what invoices are being paid.

Electronic Voucher Print

The Electronic Voucher Print program is similar to the ACH Voucher Print program except that vouchers are printed for vendors that have a payment type of electronic. Only vendors that have the “Print electronic vouchers” field set to “Y” will print a voucher. Vouchers also don’t print if the check balance is zero.

Electronic Voucher Report

The Electronic Voucher Report is a user-defined form. It prints the voucher and vendor information as well as the invoices paid. All of the electronic payments are on this report, even if a voucher was not printed. The operator can use this report to make the actual payments to the vendor via a website, etc.

Check Register

When the Check Register prints, the program now prompts “Did the report print OK?” to be more consistent with other programs. The default is “Y”.

Check Writing G/L Update

The last report and update is the Check Writing G/L Update. The report prints as part of the update cycle and posts to the general ledger.

The general ledger description for checks is as follows:

Format size	Contains
xxxx	EVch, AVch, or Mck#
999999999	Check/voucher left justified
xxxxxxxxxxx	Bank account code (if different from the default bank account)
xxx	Currency (if not the base currency)

Create ACH Bank File

The Create ACH Bank File should be run after Check Writing if any ACH vouchers were printed in the check run. This is the program that creates the file that needs to be uploaded to the bank so that the payments can be made to the different vendors.

The program adds an Update Job (APACH) record, even if only a prenotification is being created.

The ACH file created is displayed and the directory on your local PC where it is moved is also displayed. The next batch number is stored in the bank account, and it is incremented by the system as the batches are used. If an ACH voucher is included in a batch, the batch number is updated to the A/P Checks file.

For every batch created, activity tracking is created where the category is AP, the code is ACH, reference 1 is the bank account code, and reference 2 is the batch number. The description has the check date, the range of voucher numbers, and the number of vouchers.

The file names created by ACH will include the bank account code (e.g. BOFA or CHASE). The batch number in the bank account is used to make the name unique and to update the A/P Checks file. These are the files that need to be transmitted to your bank. Sample file names generated with the bank account code “CHASE”:

```
ACH_CHASE_PRENOTE.TXT
ACH_CHASE_0000002.TXT
```

Create Positive Pay Bank File

The Create Positive Pay Bank File is now the program APCRPP, and it was formerly APEXPP, Positive Pay Check Export. The INI file is also renamed. It used to be APEXPP.INI and could be APEXPP_cashcd.INI. It is now APCRPP.INI and could be APCRPP_bankac.INI to be unique for a particular bank account.

Important: After updating to this version, the INI file has to be renamed and the new program needs to be tested because there are file changes that could affect the output. One important change to make is to get the vendor's name from the A/P Checks file instead of the Vendor file since the actual remit-to name used on that check is stored in the A/P Checks file.

The file names created by positive pay will include the bank account code (e.g. BOFA or CHASE). The batch number in the bank account is used to make the name unique and to update the A/P Checks file if the program is run for only new checks. If the program is run for a date range, then the A/P Checks file is not updated and the date and time are used to make the file name unique. The extension and format of the file is determined by the APCRPP_bankacct.INI file. Sample file name generated with the bank account code "CHASE" and extension "TXT":

PP_CHASE_000002.TXT PP_CHASE_yyyymmddhhmms.TXT

The files created are now transferred to your local PC instead of being stored on the server. This is the file that needs to be transmitted to the bank.

Inquiries

Vendor Inquiry

The Vendor Inquiry now has skip fields so that fields can be masked or made invisible for the vendor information and total screens (see the Program Security Maintenance for AP400). The vendor's bank account and tax ID are masked fields. All of the descriptions of any codes are displayed on the vendor information screen.

The Vendor Inquiry has an "X-program options" function to set the default for the invoice sort (by date or invoice number). And, the sort applies now to both open and closed invoices. There is also a number of days for the cash requirements 'as of' date.

The available discount no longer shows as zero if the vendor is set to always take the discount and the discount date is past.

This program can be set up on a hotkey and the current vendor will display (if the vendor was on the previous screen). In this way, you can be in the Vendor Maintenance program and hotkey to the inquiry to see the open and closed invoices for the vendor.

There is a new option "chKs" that displays all checks written for a vendor. The detail option from that screen pulls up the Check Inquiry for that check. The check detail can also be pulled up from the paid invoices screen by first selecting "DtI" for one of the invoices and then selecting the "check" function

from the Paid Invoice Inquiry. If you want to see a total of checks written from a particular date, then use the “As of date” function.

The “Clsd” function no longer prompts for the beginning date for totals or for the check number. If a check needs to be viewed, then the user can either use the “chKs” option, or the detail and check function as described above. The paid invoices screen uses the same “As of date” function that is used by the checks written screen.

The vendor information screen no longer prints “Memos” at line 21 row 75 because “VMemo” now displays on line 3 through the Display Notification for Vendor Memo (APDSVM) program and the Check Program. If the user wants “Memos” to display instead at 21/75 then use the Check Program Maintenance and add Calling Program AP400 for Program to Run APDSVM and specify the new row and column.

Function prompt changes: Now “Fnd vend” instead of “Newvnd” and has “Nxt vend” and “prV” functions. And, the find/next/previous can be by vendor number or alpha. The “Find” function on the detail screens is now combined with “Restart” as “Rstart/fnd”. The “vend Info” replaces “Vend info”; the “Invdt” toggle is now “toGgle sort”.

The cash requirements screen now shows what is due for a range of dates (today through the cash requirements date) rather than just as of today. The number of days can be set in the program options, but the default is 7 days. The cash requirements screen assumes a pay date of today, but the cash requirements date can be set in the future, like A/P checks, so the program shows all that is due through that date if paid today. The ‘as of’ date can be overridden on the fly using the “As of date” function. Also, the invoice will be considered to be due as of the discount date if there is a discount. And, discounts are considered lost that are before today.

There is a new function “As of date” that can be called from the cash requirements, paid invoices, and checks written screens where the user can change the ‘as of’ date for the checks and paid invoices totals and for the ‘as of’ cash requirements date. These are no longer prompted for when these screens are initially displayed. The ‘as of’ for totals is saved by user.

Open Invoice Inquiry

The Open Invoice Inquiry has inquiries that show only vendors that have open invoices instead of inquiring on all vendors.

The “next” and “previous” functions display only the invoices for the current vendor so that a different vendor’s invoice isn’t displayed automatically. Use the “find” option to view invoices for a different vendor.

You can set your “next” and “previous” functions to next by the vendor/invoice date or by the vendor/invoice number depending on the sort setting in the A/P Control file, or by the sort setting when the program was called. There is also a “toggle sort” function.

For invoices in a foreign currency, the exchange rate and the compensation amounts are printed on the screen.

Paid Invoice Inquiry

The Paid Invoice Inquiry has inquiries that show only vendors that have paid invoices instead of inquiring on all vendors.

The “next” and “previous” functions display only the invoices for the current vendor so that a different vendor’s invoice isn’t displayed automatically. Use the “find” option to view invoices for a different vendor.

You can set your “next” and “previous” functions to next by the vendor/invoice date or by the vendor/invoice number depending on the sort setting in the A/P Control file, or by the sort setting when the program was called. There is also a “toggle sort” function.

The Paid Invoice Inquiry has a new “check” option that will call up the Check Inquiry.

For invoices in a foreign currency, the exchange rate and the compensation amounts are printed on the screen for both the invoice and the check, and the gain/loss is displayed.

Check Inquiry

The Check Inquiry prompts for the bank account, payment method, and then the check number.

The Check Inquiry can be called from the Vendor Inquiry from the checks written screen, and it can be called from the Paid Invoice Inquiry.

There are now “More” and “Back” functions if there are more invoices than will fit on one screen. Also there is a “dtl” option to see the detail of an invoice, and a “chk Dtl” to see even more details about the check.

If the Bank Reconciliation system is active, then this report gets the check status from the bank transactions.

If the check is for a bank that is in foreign currency, both the exchange rate and the check amount in the local currency print.

Reports

A/P General Ledger Report

The A/P General Ledger Report program is run from the menu. It used to be both a report and an update, but now the update of G/L is done with each update, so this program is now just a report and no longer prompts for the New/Daily/Mtd question. The report is user-defined and two reports are installed by default: one by fiscal month/journal/account and the other by account. You can specify whether you want to page break on the primary sort. You can also select ranges of fiscal months, journal numbers, accounts, vendors, G/L dates, and dates posted. If a “daily” option is needed, leave all of the ranges blank except for entering a single date for the date posted range.

Accounts Payable Ageing

The ageing is now always run and totaled by the A/P account (previously the A/P cash code), and then by vendor number or alpha.

There are now 3 ageing days instead of 2, and the ageing days are no longer stored in the A/P Control file.

For foreign currency accounts, the ISO currency code is displayed both in the header and total line. The total in local currency prints the exchange rate and the date used. The grand total is now printing in local currency.

The always take discount flag in the vendor file is now taken into account when displaying the discount available. Invoices that are due in the future are now marked with an “*” to match the footnote.

Vendor Analysis

The Vendor Analysis is now a user-defined form, and two reports are installed by default: Vendor Analysis and Vendor Analysis by Category.

The report can be sorted by first by category, a/p account, or terms. It can also then sort by the vendor since, last invoice date, current year purchases, or last year purchases. It can be sorted by the vendor number or alpha.

The report prompts for ranges of vendors, last invoice dates, vendor since dates, and categories. It asks for temporary, permanent, or both for vendors. And it asks for active, inactive or both for vendors. There is a vendor name field in the Extra Vendor fields that will print “*Inact*” in front of the name if the vendor is inactive. This is the default vendor name that will print on the forms.

Contact information for the vendor can be printed and it uses the contact plan.

Paid Invoice List

The Paid Invoice List is now user-definable and it allows multiple forms to be defined. The forms installed by default: Paid Invoices, Paid Invoices by Vendor/Check, and Paid Invoices with A/P Lines.

The Paid Invoices by Vendor/Check form prints the check information followed by all of the invoices that were paid by that check.

By printing the form by vendor/check and selecting only voided checks, you can get a check register for voided checks. Both the voided checks and all of the invoices the voided check paid are listed. (The Check List now also has a void only option, but that prints only the check information.)

The Paid Invoices with A/P Lines form prints the invoice followed by the G/L distributions for the invoice.

The invoices can be sorted by either the vendor number or alpha, and you can opt to page break after each vendor. The invoices can also be sorted by one of these entities: invoice number, invoice date, check date, or the invoice G/L date.

The invoices can be printed for a particular bank account or all, and the payment methods can be selected. You can choose to print only invoices that were paid by a check that was subsequently voided, not voided, or both. You can also choose ranges of the following: vendors, vendor categories, invoice dates, invoice G/L dates, check dates, and check numbers.

Note that when the checks are sorted, they are actually sorted by the bank account ID, then the payment method, and then the check number.

There is a vendor name field in Extra Vendor Fields that will print “*Inact*” in front of the name if the vendor is inactive. This is the default vendor name that will print on the Paid Invoices by Vendor/Check form.

Check List

The Check List has a new option to print just voided checks. When this option is chosen, the original check amount and discount taken are printed and totaled. On the other options, voided checks show a zero check amount. The help explains that another option to print the voided checks with the invoices the checks had paid is to use the Paid Invoice List.

The Check List prompts for a single bank account or all, and it prompts for the payment methods to include. You can now print the check list for a single vendor or all.

The total amount outstanding now prints if all checks are printed, and the report shows whether a check was a manual check.

If the Bank Reconciliation system is active, then this report gets the check status from the bank transactions.

If you want to see the invoices that were paid by a check, use the Paid Invoice List program.

Vendor Memo Report

The Vendor Memo Report prints the vendor range in the headers. The prompts were changed to be clearer.

Vendor 1099 List

The options chosen by the user are all printed in the report headers of the Vendor 1099 List.

The minimum and the missing information questions are asked only if printing those that are flagged to get a 1099. The missing information question is now a 3-way option (all, those that are ready to print, or not ready). Not ready means those that are missing information or don't meet the minimum.

The minimum checking is ignored if the minimum is zero.

Vendors that have 0 amounts can be printed by entering a minimum and choosing the “not ready to print 1099” option. The vendors will print with the comment “amount is less than minimum”.

There is a new question to allow last year's 1099 amounts to be printed because, once the 1099s are approved, the e-file option uses last year's numbers.

Open Invoices by Job

The Open Invoices by Job report now prompts for a range of vendors. It also prompts for a range of due dates and job numbers as it did before.

A/P to G/L Audit

The A/P to G/L Audit report was formerly named “Compare A/P to G/L”. There is no longer a G/L unposted column because the transactions are now always posted with each update.

Periodic Procedures

Check Reconciliation

If the user has bank reconciliation, this program will tell them they need to use the Bank Reconciliation system and then end.

If the check amount cleared is the same as the check amount, the program used to have you type in “A” or “+”. Now it has you type “=” or “+” since it makes more sense and it’s easier to type. “=” is easier to type if your hands are on the keyboard, and “+” is easier if you are using the 10-key pad.

There is a new “chg Header” function so you don’t have to end the program to clear a new bank account or payment method, or just change the batch total.

Cleared Check Adjustment G/L Update

If an adjustment is made for a cleared amount, then the program adds an Update Job (APCHKADJ) record to be sure no conflicting updates are running, and then it prints and updates the transactions to the general ledger.

Void Checks

The Void Checks program prompts for the bank account, payment method, and then the check number.

There are now “More” and “Back” functions if there are more invoices than will fit on one screen. Also there is a “dtl” option to see the detail of an invoice.

The program no longer prompts to run the Check List.

If you want a list of the voided checks, there are two options available:

1. Run the Paid Invoice List for the vendor/check format and choose only voids. This will print the check information followed by the invoices that the check had paid.
2. Run the Check List for the voided option.

If the check is for a bank that is in foreign currency, both the exchange rate and the check amount in the local currency print.

Void Check G/L Update

When a check is voided, the program adds an Update Job (APVOID) record to be sure no conflicting updates are running, and then it prints and updates the transactions to the general ledger.

Add Void Checks

The Add Void Checks program prompts for the bank account, payment method, and then the check numbers to add.

Vendor Memo Purge

All of the prompts display on the screen and the user can back up to previous prompts. If all of the memo lines are deleted, the memo header is deleted only if it doesn’t have a comment entered.

A/P History Purge

To make the prompts more clear in the A/P History Purge, the user answers first whether to purge the file or not, and then enters the purge date only if the answer was "Y". The purge dates default to the end of the year 3 years ago, but it doesn't allow a date after the end of 2 years ago, which means you have to have 12 months of history minimum.

The number of records purged is printed to the screen and this information is saved in the Program Log Inquiry.

The program adds an Update Job (APPURGE) record to make sure that no conflicting update is running.

A temporary vendor won't be purged if the 1099 flag is set and if there is any 1099 amount in the current, next, or last year buckets. This is because the e-file program uses the last year bucket. There is also a new vendor since purge date for temporary vendors so that new vendors won't be removed. If a temporary vendor is purged, an activity tracking record is added.

The program no longer warns that there is data in the A/P data entry files.

For VanS accounts, there is a new warning to be sure the driver import is done, and the program allows them to swap to that update first.

For MCMS accounts, the program was already checking for open purchase orders for the temporary vendor purge, but now it also checks for open receipts if they have the P/O-A/P interface.

1099 Print and Update

The 1099 Print and Update program now asks if you want to print a forms alignment instead of assuming that you do.

Because vendors can now have both their legal address and have a different remit-to address, the 1099 print can rightly print their legal name and address which is the one that should be in the Vendor file.

Create 1099 E-File

The Create 1099 E-File program no longer prompts to transfer the file to a diskette drive since these are obsolete.

File Maintenance

The file maintenance programs have all been rewritten to the latest file maintenance standards, so the find option inquiry will show you items that are in the file, and there is a "lasT" function that displays the last item in the file. The "Nxt" and "prV" functions will tell you if there is no next or previous, but the last record displayed remains on the screen so you don't have to perform another "Fnd" function.

The list options all show the printer and prompt for ranges and confirm printing.

A/P Accounts Maintenance

The A/P Accounts Maintenance maintains the A/P portion of the A/P Cash Code file. It has the A/P and exchange rate compensation G/L accounts, and the currency of the account.

A/P Control Maintenance

The A/P Control Maintenance has three screens. There is a new function “close Fiscal month” so it is easier to change just that one field. Removed the First Month of Fiscal Year since it is no longer used.

Recurring Payables Maintenance

In Recurring Payables Maintenance, the last created fields are updated by the system, so they now print separately on the screen and can be accessed only by backing up to them. “*Closed*” prints on the screen if all of the sequences have been created.

The Recurring Payables List prompts for a range of vendors and whether to print those that are open, closed, or both. The report also prints totals for each vendor and grand totals.

Bank Maintenance

The Bank Maintenance program contains one record for every bank that has a different routing number. Local banks do not need to be set up. At least one bank needs to be set up in order to add your cash account used to pay checks; the cash account is added in the Bank Account Maintenance program. Additional banks may need to be set up for vendors if you want to pay them using ACH vouchers.

Bank Account Maintenance

The Bank Account Maintenance program contains the bank accounts that you use when paying vendors. This information used to be in the A/P Control file for the default cash account, and in the A/P Cash Codes in A/P 7.0. It needs to contain at least the bank account that you use to pay checks. The cash G/L account is maintained in this file, as well as the next check number, the currency, and the exchange rate gain/loss account. Unique form numbers can be assigned to the account for checks and vouchers. This is also where the next batch number for ACH and positive pay batch files is maintained.

Program Security Maintenance

The Program Security Maintenance allows security to be maintained for both the Vendor Maintenance and the Vendor Inquiry. By default there is an administrator’s setup and a blank group setup that applies to all other users. The administrator has access to all functions and can view masked (M) fields and can enter blocked (X) fields. The default for everyone else can’t view masked fields and can’t enter blocked fields. Other security groups and/or users can be added with different setups. Invisible fields can also be turned on and off here.

Exchange Rate Maintenance

The Exchange Rate Maintenance program is not on the menu. Instead, it is called whenever you have a vendor that is in a foreign currency and you enter an invoice in that currency. It prompts you for the exchange rate as of the G/L date that you enter. It is also called when the invoice is paid to get the currency as of the check date.

G/L Company Maintenance

The G/L Company Maintenance has a new base currency field. During the update it is set to USD, but it can be changed. It is this currency that is compared with the bank account and A/P account currencies to determine whether they are foreign or not.

Setup

Rename Bank and Bank Account Codes

During conversion, the primary bank and bank account are created with “DEFAULT” as the code. These can be renamed to be something more meaningful, such as the bank name for the bank (CHASE, BOFA, etc.). The bank account can be changed to “CHECKING”, etc.

Remit-To Contact Type

If you do need to use a different remit-to address for the vendor’s payment, then you need to set up a remit-to contact type.

1. Use Contact Types Maintenance to add the following:

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CNFMCT                                COMPUSOURCE CORPORATION
Rev  2.00.01                          Contact Type Maintenance

                                File: V Vendor
                                Contact Type: RM
                                Description: Remit-To Address

                                Allow Multiple: N
                                Administrator Only: N
    
```

2. Put this new contact type into the A/P Control file, screen 2:

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APFMAP                                Metal Center A/P Control
Rev  8.00.00                          A/P Control Maintenance

----- Checks -----
Print Checks in Alpha Order: N
                                Print Zero Checks:
Check Writing G/L in Detail: Y
                                Quick Print Checks: Y
                                Remit-To Contact Type: RM Remit-To Address

                                                                    Screen 2
    
```

3. From either Vendor Maintenance or Vendor Inquiry, hotkey to Contact Maintenance for any vendor that needs a remit-to address to add the contact.

Hotkeys

Hotkeys can be set up for the following programs. Especially important is the Vendor Inquiry and the View Vendor Remit-To Address programs. The Vendor Inquiry will enable you to view open and paid invoices for a vendor while you are in Vendor Maintenance. The View Vendor Remit-To Address enables you to view the remit-to address easily from any place the vendor number is displayed on a screen. And, the Vendor Memo Entry enables you to view or add memos anywhere the vendor number is displayed on the screen.

Hotkey Program	Description	Close/Reopen Files	Save/Restore Screen
AP010	Vendor Memo Entry	N	N

AP400	Vendor Inquiry	N	Y
AP930	Open Invoice Inquiry	N	Y
AP935	Paid Invoice Inquiry	N	Y
APVWVR	View Vendor Remit-To Address	N	N

ACH voucher print

Before proceeding further, verify with your bank that your bank account supports ACH and tell them that you will be uploading a file to them. (See the creation of the prenotification file below.) Note the one-time setup needed for the voucher print below. The following steps need to be followed any time a vendor is changed from checks to ACH.

1. In Vendor Maintenance for any vendor you want to pay via ACH, change the Payment Method from Checks to ACH. Enter their bank and bank account. Do *not* flag the ACH as approved. Entering the vendor's bank may require you to add their bank to the Banks file (you only need one bank per routing number). The vendor will continue to receive checks until the bank approves the prenotification file for the vendor.
2. Run the Create ACH Bank File program to create the prenotification file for unapproved vendors. Send this to the bank so the bank can verify that the bank routing information is correct for each vendor. When you are setting up ACH for the first time, the bank will also verify that the file is in the right format.
3. When the bank approves the prenotification file for the vendor(s), use Vendor Maintenance to change the ACH Approved flag to "Y" for these vendors. Approved vendors will get ACH payments and vouchers instead of checks.
4. Make sure the vendor's email is set up in the Contact system under the contact type that you use to send vouchers.
5. After Check Writing, run the Create ACH Bank File as a transfer file and upload it to the bank.

Create the voucher for emailing with your company's logo

There is some one-time setup involved to print your vouchers if you want to be able to print them with an overlay (i.e. your logo and boxes), save them in the Document Management System (DMS), and/or email the voucher to your vendor. Much of this setup is the same as printing any other form with an overlay. Normally this is something that we set up for you. By default, vouchers print using the AP form 3.

1. Create the overlay (VOUCHER.OVL) with your company's logo. In the package, we provide two files to help with this: VOUCHER.PRN and ccvoucher.doc. Once you create the PRN file that you want, you need to convert it to an OVL file using the Convert PCL File to Laser Overlay program.
2. If you want to email the vouchers to your vendors, you need to select a contact type for the vendor to use for the email. Our suggestion is to use the vendor contact type A for the A/P contact.

3. If you want to save the vouchers to DMS, select the DMS system and type. Our suggestion is to use the system code "VC" for Vendor Checks and the type "CHECK". Vendor checks are saved with the first key as the vendor number and the second as the check number.
4. In Forms Description Maintenance, create a new forms definition for VOUCHER. Normally this would have two sequences: (1) file to DMS and (2) Priority 1 to email the vendor and priority 2 to print if the email isn't set up. This is where you would enter the DMS and contact information and the VOUCHER.OVL overlay.
5. Set up a printer that points to the form definition.
6. Use Default Printer for a Program to set up the printer as the default for AP280, ACH Voucher Print, and AP285, Electronic Voucher Print.

Positive Pay

If positive pay is already being used, there is additional setup that needs to be done with this update. First, the APEXPP.INI files need to be renamed to APCRPP.INI. If there are any INI files that are for a specific A/P cash code, these need to be renamed to be the bank account. (See the Rename Bank and Bank Account Codes topic above to make the bank account name be meaningful.) Also, the contents of the INI file needs to be reviewed and the program should be retested to be sure the output is the same as it was before.

Some details in the INI file:

- These variables are no longer used: EXFILE\$, EXPATH\$. If they are in the INI file, the program will not error out, but they won't be used. The file is now transferred to their local PC and the file name is determined by the bank and batch being updated.
- Check the fields being printed to be sure they are in the same location. For example, there is no longer an APCASH file. The routing number and bank name can be pulled from the BANKAC and BANK files.
- The vendor name should now come from the OUTCHK file, bytes 70-99, instead of from the VENDOR file since this is the actual name that is written on the check.