PETRO - DATA, INC.

ACCOUNTS PAYABLE

USER MANUAL

INTEGRATED ACCOUNTING SYSTEMS FOR PETROLEUM MARKETERS

THE COMPLETE
JOBBER
™

Getting Started

Petro-Data, Inc provides Integrated Software Systems for Petroleum Distributors and Propane Distributors since 1985. The Complete Jobber is a full complement of software and related services including:

- Fuel Jobber Software
- Fuel Delivery Software
- Fuel Price Software
- Fuel Tax Reporting
- Cardlock Software
- Oil and TBA Software
- Download Fuel
- Supplier Data
- Credit Card Software
- EFT Entry
- Propane Software
- Customer EFTs
- C-Store Back Office
- PC in the Store
- POS Interface

Petro-Data Main Menu

PETRO-DATA, INC

- Jobber Inventory
- Accounts Receivable
- Accounts Payable
- Payroll
- General Ledger
- General Ledger Link
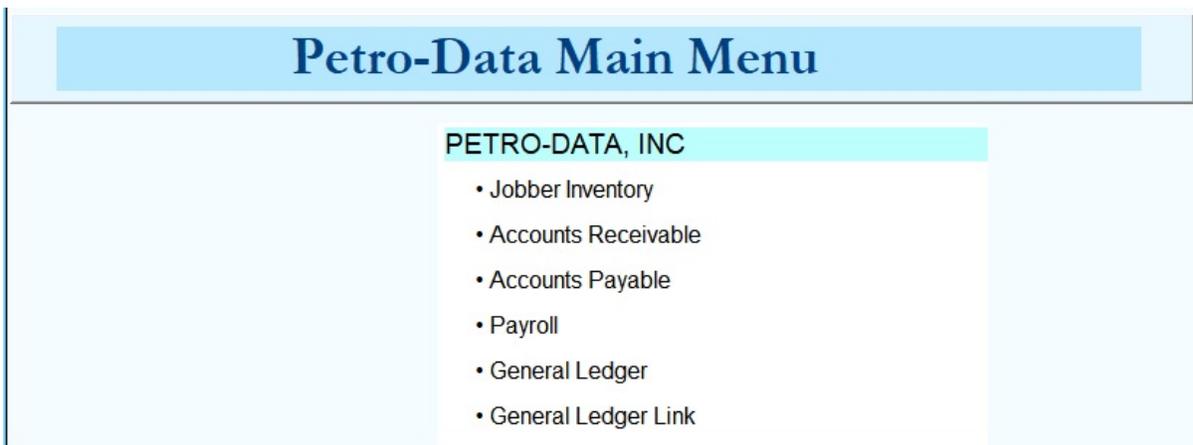
Menus, Navigation and Options

It's recommended you use the TAB key to move from field to field on the pages. This ensures that all edits are processed to ensure accurate data.

At the bottom of most menu items, there are Option Buttons that will allow you to add, change or delete data from the system. Two navigation buttons, Next & Previous (Prev), can be used to display data by scrolling forward or backward through the setup table. These option buttons may vary depending on the allowed processes.

Menu Option Buttons

<Edit>   The Edit button will allow you to change the value in a field. Use the TAB key to navigate to the field to be changed.

<New>   The New button is used to add new data to the system.

<Next>   The Next button will scroll forward to the next record.

<Prev>   The Previous button will scroll backward to the previous record.

<Print>   The Print button will print the displayed record.

<Delete>   The Delete button will delete the current record that is displayed. A popup box with '*Are You Sure You Want to Delete This Record? (Y or N)?*' displays. Click the **Y** button to delete the record or the **N** button to cancel the delete.

<Duplicate>   The Duplicate button will to add another new record based on the values of the record that is currently displayed. A popup box with 'Record not found. Do you want to add it?' displays. Click Y to create a new record or N to cancel adding new data. Use the TAB key to make any needed changes.

<Exit>   The Exit button will close the current page.

Functions:
On various menus, there are function keys that may be enabled. If they are active, they will appear at the top of the menu.

F2   This is a value Lookup function. You may use it to view valid vendors, valid account numbers, valid customers, etc..

F7   Start Over is active on some screens when you enter the many different criteria or options. If you key some criteria and change your mind about what you want, press F7 to clear what you have entered and start over.

F8   This function will exit you from the screen you are on and return to back to the Menu..

File Maintenance

1 **File Maintenance**
- Vendors
- Recurring AP
- AP Departments

All vendors are added in this menu. Each vendor for whom a purchase, expense or check is to be issued must be created ID code of up to 6 characters. A miscellaneous vendor can be used as a one-time vendor for checks. The fuel and oil vendors are used in the Jobber Inventory Module in Terminal Maintenance, Rack Prices, Inventory Master File and Purchase and Bill of Lading entry.

Recurring Payables are used for fixed charges that are incurred on a regular interval such as daily, weekly or monthly.

The AP Departments option is not currently in use.

Vendor Maintenance
AP, Vendors, Add Vendors

In this menu, you will view, add or change vendors. Vendors may added in the 'Enter Payables' menu as invoices are entered.

To view a Vendor, enter the first letter or two of their vendor code and then press the F2 key. The lookup screen will display and will begin with the letters you entered. Pressing F2 when the vendor field is blank will begin the lookup at the top of the file.

The only required field is Vendor ID. While all other fields are optional, it's recommended that you enter as many fields as you can.

VENDOR STATIC DATA

Vendor Number

The vendor code is an alpha-numeric code from one to six characters. You can assign a vendor code that is an abbreviation of the vendor name or any combination of letters and numbers. Examples include ATT for AT&T, PETDAT for Petro-Data or QST26 for Quick Store #26. A person's name could be coded with the last name first like SMIJOH for John Smith. Do not use spaces, dashes or special characters like '&' or '#' in your vendor number. These special characters can be used in the actual company name.

To add a vendor, enter the new vendor ID and press the <Enter> key. If the code has not been used before, an option box with <Add> or <Reenter> displays. Click the <Add> button. Click <Reenter> to enter a different vendor code.

Company Name

Enter the complete company name.

Address 1 & 2

There are two lines for the billing address. The Post Office suggests that there should be a P.O. Box OR a street address but never both. If this vendor gets a 1099 Interest form, enter the street address on address1 and leave the second address line blank.

Fed ID

1099 Vendor's tax identification number. For a fuel vendor, enter their State Tax ID number here. This is used in State tax modules for Texas, Florida, and Illinois.

1099 Type

If this Vendor will receive a 1099 at the end of the year, enter the type: I=Interest, N=Non-Employee Compensationt, or M=Miscellaneous. Since reporting forms change from year-to-year, all of these codes may not be currently used. The most recent software will have the capability to print the current 1099 forms. For further information, call Customer Support.

City

Enter the name of the city.

Phone

Enter the area code and phone number for this vendor.

State

Enter the two-character abbreviation for the State.

Zip Code

Enter the zip code. There is room for the ten-digit zip code. You must enter the dash.

Phone 2

Enter the secondary area code and phone number for this vendor.

Contact

Enter the person to contact to order from this vendor.

Fax

Enter the fax area code and number for this vendor.

Title

Enter the title of the contact person.

Vendor Type

In the current version, there are no reports which print by Vendor Type. You may enter a short code for the type of merchandise purchased from this vendor.

Email

Enter the main company email address.

Code

There are no reports which print by Misc Code. You may enter a two-character code (user defined) for this vendor.

Buyer

There are no reports which print by Buyer Code. You may enter two-character code for the person who orders from this vendor, if applicable. (Example: initials JS for John Smith).

Terms Description

Leave the first field blank (4 char). It is for future development. Type in the terms extended to you by this vendor in the long field. (Example: Net 10, or 1% 12 days.)

Sales Tax

Leave this field 0. It is not used by this version of Accounts Payable.

Discount %

Enter the percent discount or leave 0 if no discount is extended. For example, for 3% @ 10 days, the discount percent is 3.   Do not enter a discount percent for fuel vendors.

Priority

This field is for a Default Payment Priority code. 2 is the standard priority. The valid numbers for payment priority are 0 - 9.

    0   - vendor is on payment hold.

    1   - pay on the next check run, invoice is automatically approved for payment.

    2   - Invoices will be posted to the vendor file and will be approved for payment and paid at a later time.

    3   - 9 are low priorities or can be used to place invoices on different check runs. Code M is for invoices that have already been paid with a manual check.

Net Day

Enter the number of days until the invoice is due. For example, Net 30 days, enter 30. Do not leave this field 0. It is used in Purchasing and in Post 'Enter Payables' to calculate the due date based on the invoice date. If this field is 0, the due date will be the same as the invoice date. This feature is important for the Cash Requirements Report.

Discount Days

Enter the number of days until the invoice is due if the discount is to be taken or leave 0 if no discount is extended. For example, for 3% 10 days, enter 10.

Expense Account

Enter the expense account that is used most frequently for this vendor's invoices. It will automatically create a distribution record in 'Enter Payables'. This account is not used for purchases of fuel and oil which are entered through the Fuel Inventory Module. You may leave this field blank.

Account Number

Enter your account number assigned to you by the vendor.

Import ID

A field used in the initial installation vendor setup. This has no further use.

VENDOR BALANCES

The information on this tab are mostly created by the system as transactions are entered and updated.

Credit Limit
   Enter the credit limit assigned to you by the vendor. If your terms are cash only, or you don't wish to track your remaining credit, enter zero.

Debit Balance
   The system computes the total of all vendor credit memos.

Balance
   The system displays the current accounts payable balance for this vendor.

Avail Credit
   The system displays the remaining balance on the credit limit for this vendor.

YTD Purchases
   The system displays the sum of all purchases year-to-date.

YTD Payments
      The system displays the sum of all payments to the vendor year-to-date.

YTD Discount
      The system displays the sum of all vendor discounts year-to-date.

YTD 1099 Bal
      The system displays the sum of all 1099 purchases year-to-date.

Last Receipt Date

    This is the date of the last receipt or purchase. The system will update this date but it can be manually updated by you also.

Open PO

    The system displays the Open PO number for this vendor.

Last Payment Date

    This is the date of your last payment to this vendor. The system will update this date but it can be manually updated by you also.

Last Payment

    This is the amount of your last payment to this vendor. The system will update this amount but it can be manually updated by you also.

Recurring Payables
AP, File Maintenance, Recurring AP

If you have certain payables that are paid each month for the same amount to the same vendor, use this option to automatically "generate" and pay these invoices without having to re-enter them every time.

Generating a payable puts an invoice in the 'Open Status Report' and creates the GL distribution. Recurring payable records can be changed if amounts or the GL numbers change. Payables are generated using Option 8 - Generate Recurring Payables.

```
Vendor   |
Invoice

Store No.
Reference              Period            Payment Priority
Purchase Date   /  /   Frequency    0        Payment Disc %    0.00
Net Due Days    0      Due Date    /  /       Disc Days         0
Disc Date       /  /   Maximum      0         Generated         0

Invoice Amount       0.00    Discount     0.00    Amt to Pay       0.00
1099 Type(I/M/R)             1099 Amt     0.00

       Edit        Save        Next        Prev        Dupe        Delete
```

Vendor
Enter the vendor ID for the supplier you want to setup. The F2 key will display the list of valid vendors.

Invoice
Enter a unique invoice number to be used to identify the recurring payable. This number can only be used once. Limit the number to six characters, as the system uses this number plus 01, 02, 03, etc. for each month the payable is to be generated. You could use a number, a PO number or something that identifies the payable such as RENT, LEASE, EQUIP, etc. Click 'Add' to create a new entry. If you enter a number that is already in use, a pop up screen will as you to verify that it is the one you want. If not, click the 'Reenter' button and entry a valid new number. If the invoice entered was correct, you can edit, add or delete this payable as needed.

Store No
Leave this field blank if the payable is not related to a store in the Retail Module.

Reference Number
Add a description for this payable.

Period

You must put either an M or D. This cannot be left blank.

M	Monthly	This is used when the invoice is paid once a month, once a year or some other monthly schedule.
D	Daily, weekly, or bi-weekly.	This is used when the invoice is paid more than one time in a month.

Payment Priority

Enter the Payment Priority - usually 1 or 2. See Vendor File Maintenance for more information about priority values.

Purchase Date

Enter the current system date, the date of the purchase, or the next date the payable will be generated.

Frequency

1   Generate this payable once during the 'Period' (daily or monthly)
2   Generate this payable bi-monthly (every two months)
6   Generate this payable every six months
7   Generate this payable once a week
12   Generate this payable once a year
14   Generate this payable bi-weekly

Payment Discount %

Enter the discount percent, if applicable.

Net Due Days

Enter the number of days after the purchase date that the payable is due. This could be left zero and the due date entered in the 'Due Date' field.

Due Date

Verify or enter the due date. Each time the payable is generated, this date is updated to the next due date (the next month, the next week, etc).

Discount Days

If there is a discount for prompt payment, enter the number of days allowed from the purchase date to take the discount.

Discount Date

Verify or enter the discount date. If no discount is entered, the purchase date will be used.

Maximum

    Enter the number of times this payable will be generated. You can use any combination up to 99. Some suggestions include:

        0   There is not a specific number of payments (like rent)

        12 This is a monthly payment over the next twelve months, or

        10 This is paid for only ten months

        52 This is paid each week of the year,

Generated

    The system keeps count of the number of times this payable has been "generated". For first-time invoice setup, this value should be zero.

Invoice Amount

    Enter the dollar amount due each payment date.

Discount

    Verify or enter the approved discount.

Amount to Pay

    The system will compute the amount less discount. Verify the amount is correct.

1099 Type (I/M/R)

    If this payable is included in the Vendor's 1099 total, enter the type.

    I   Interest

    M Miscellaneous

    R Rent

1099 Amount

    Enter the amount of this payment that will be included in the Vendor's 1099 total at the end of the year.

Distribution Screen of Recurring Payable

```
Inv No      123456    Vendor  SMITH    Smith Candy Co.                   200.00
Bank Acct. 10200-100                                             Lines    1

Ln #Gl Acct    Description                        Amount    Proof        Ok?
  1 20500-100  Accounts Payable - Jobber          -200.00    200.00    Y
  2 98980-     Misc                                 200.00      0.00    Y
```

The system will create the payable distribution. If there is a default expense account for the invoice, add a line and create the distribution detail.

Note: An incorrect bank GL account could keep the invoice from printing on a check run.

Edit Options:
D   Delete Distribution. Enter the line of distribution to delete
A   Add Line. Add a distribution.
C   Checking Account. Change the bank account number.
S   Save. Save the transaction and Quit.

The displayed Proof must be 0.00 or 'Proof is not zero' displays. Add or change a line to balance the invoice.

AP Departments

AP, File Maintenance, AP Departments

AP Departments are not used at this time.

Enter AP Invoices

AP, Enter AP Invoices

The Enter Payables program is used to post invoices to a vendor's open payable account. If you are linked to the General Ledger, it creates a record in the distribution file (credit AP and debit an expense). This option should not be used for fuel invoices but to enter expense invoices like utilities, telephone, rent, advertising, etc. Invoices not previously entered in AP that have already been paid by manual check can be entered here.

You may add vendors from this screen. Duplicate invoices for the same vendor is not allowed. Check numbers and dates for previously paid invoices may be entered here. You must have a valid GL account for the GL Distribution before you enter the invoice.

Note: Accurate dates are extremely important when entering AP invoices. Reports such as check registers, open status reports, and cash flow reports use the Invoice Date. One incorrect date could render your report meaningless.

```
Enter the default purchase date      02/05/2019

Enter batch number   20190205

Enter the default GL posting date   02/05/2019

Enter the AP link code for GL   1

Default vendor/date on every invoice? (Y/N)   N

Calculate discount due for prompt payment? (Y/N)   Y

Is everything ok? (Y/N/P=Printer/Q=Quit)   Y
```

Default Purchase Date.
   This date is the default date and is used to create the batch number. Typically, this date is the same month as the invoices to be entered.

Batch Number
   The system creates the batch number from the default purchase date. This option to create the batch number was set during initial installation. If your system is not configured to automatic batch creation, enter your batch number.

Default GL Posting Date.
   This **must** reflect the correct accounting month. This may not necessarily be the date you are entering the invoices.

GL Link Code

Enter the Link Code to be used for this batch. Check the GL accounts listed and make sure the one you will need for this invoice batch is displayed on the screen.

Default vendor/date on every invoice? (Y/N)

Enter 'N' if you will enter more than one vendor or more than one invoice date.

Enter 'Y' if you want to system to populate vendor and date on every invoice.

Calculate discount due for prompt payment.

N If invoices will not have discounts. The discount fields will be skipped in data entry.

Y If invoices have discounts to be calculated.

The invoice input screen displays.

```
Vendor Number / Q=Quit ELECT
Company  City Electric Co.                          Credit Limit       99999.00
Addr 1   1234 Utility Lane                          YTD Purch            250.00
Addr 2                                              Open Debits            0.00
City     San Antonio                                Current Bal            0.00
State    TX    Zip  78247                           Lst Payment      /  /

   InvNo(B=Back)   Inv Date      Ref              Priority        Store
   201902          02/01/2019                     2
   Due Days        Due Date      Discount %       Disc Days       Disc Date
    0              02/01/2019     0.00%            30              03/03/2019
   Inv Amt         Disc Due      Net Due          1099 Type       1099 Amt
         650.00       0.00            650.00                          0.00
   Check No.       Chk. Date     Dis Amt          Cr. Card        Chk. Amt
    0                                 0.00             0.00            0.00

   Description:  Feb

   E=Edit Invoice           L=GL Link Code            G=GL Distribution  G
   D=Delete Invoice                                   Q=Quit
   Ap Acc    20500-100          Chk Acc 10200-100
```

Vendor

Enter the vendor number. Use the F2 key to view a list of valid vendors. Vendor information displays including address, current balance and credit limit.

If you enter a vendor ID that does not exist, you will be prompted to create the vendor. If you select the 'ADD' function, the Create Vendor screen will display. Enter the needed vendor information and then click Exit.

If you enter the Miscellaneous vendor number, enter the company name and address to be printed on the check.

Invoice No.
Enter the invoice number. This must be a unique number that will not be used again. Since some bills such as phone and utilities have no invoice numbers, be sure to create one that will be unique. For example, a phone bill could have the last four numbers of the phone number and the month (ex. 47740618).

Invoice Date
Enter the date of the invoice.

Reference
This field is optional. Enter a unique reference number. A brief description of the expense or a portion of your account number could be one type of reference or leave it blank.

Payment Priority.
M	The invoice was already paid
1	The invoice is automatically approved and will be paid on the next check run.
2-9	To be paid in a future check run.

The higher the number, the lower the priority. (Advanced use of priorities would be to group invoices in different check runs using one priority for each group. When printing the checks, start with the smallest number -1-, then print the 2's, then the 3's, etc.)

Store #
If related to a Convenience Store and you are using the Retail Module, enter the store number. If this is not a Store invoice, leave this blank.

Due Days
The value of Due Days will displays from the vendor setup. If 0, you may enter the number of days to be used for Due Date. The program uses this and the invoice date to calculate the Due Date. .

Due Date
Due Date is calculated using the invoice date and due days. If the invoice is due on a specific date, you may enter it manually.

Discount Percent
The Discount Percent displays from the vendor setup. You may also enter a discount percent to be used on the entire invoice amount. The format for this field is 1 for 1% or 3.5 for 3.5%. Leave it blank if there is no discount.

Invoice Amount
Enter the total amount of the invoice including tax and before any discount for early payment.

Discount Due
Enter the discount amount. If a discount percent was entered previously, the discount due is calculated by the program.

Net Due
The invoice amount after discount.

1099 Type
If this customer gets a 1099, the default type displays. Confirm or change it as needed.

1099 Amount
Confirm the 1099 amount or change it as needed. If the entire invoice amount should not be included on the 1099, enter the partial amount to be included.

Check Number
If this invoice was already paid with a manual check (priority M), enter the check number.

Check Date
Enter the manual check date.

Discount Amount
Enter the amount of discount taken on the manual check.

Credit Card
Enter the amount of credit cards applied to this invoice on this invoice or manual check.

Check Amount
Confirm or enter the manual check amount for this invoice. If the manual check was paid for multiple invoices, enter the invoice amount here even if it may not be the actual check amount.

Description
Enter a note, message, or account number that will print on the check. This field is optional.

Edit Options:
E - Edit	Make changes to any part of the invoice
D - Delete Invoice	Delete the entire invoice
L - GL Link Code	Display or change the GL Link Code
Q - Quit	You cannot quit before entering distribution. Delete or select G.
G - GL Distribution	Proceed to the next screen to enter the GL distribution.

If you entered a default expense account in the Vendor setup, the system will automatically add the distribution for you. If not, only the Accounts Payable account will display and you will have to add a line to complete the distribution.

```
Inv No      201902    Vendor  ELECT   City Electric Co.                     650.00
Bank Acct.  10200-100 Cash in Bank - Jobber                        Lines    2

Ln #Gl Acct     Description                      Amount     Proof        Ok?
   1 20500-100  Accounts Payable - Jobber        -650.00     0.00  Y
   2 74400-100  Utilities - Main Office           650.00     0.00  Y




         Enter line # to change        N=Next page         A=Add line
         H=Header     B=Bnk Acct.      D=Delete Dist        S=Save
                               Proof         0.00
```

The displayed Proof must be 0.00 or 'Proof is not zero' displays. Add or change a line until the proof is zero.

Distribution Options:

Enter line # to change	Change the GL account or the line amount.
H - Header	Change something on the previous screen (ex. invoice amount)
B - Bank Account	Change the bank account number. **
N - Next page	Displays the second page of distribution, if necessary.
D - Delete Distribution	Enter the line of distribution to delete. You can choose option 'A' to Delete All lines.
A - Add Line	Add another distribution line, if necessary.
S - Save	Save the transaction and Quit.

Continue entering GL accounts and amounts until complete.
Note: An incorrect bank GL account could keep the invoice from printing on the check.

When the Proof is Zero, type '**Q**' to quit distribution lines.
Click <**Save**> to exit the entry.

Change Invoices

AP, Change Invoices

This selection allows you to change certain data on an invoice that has already been updated to AP but not yet paid. Changes allowed are Bank GL Account, Dates, Priority Code or Discount Amount and Date. You cannot change the invoice number, AP amount, or distribution since these are already updated to other files.

Invoices can also be deleted using this option if they are not paid or partially paid. If paid in any way, you should void the check before deleting the invoice. If you are try to delete an invoice that has the same number as a paid invoice, use the 'Find Next Invoice' option to display the next record until the correct one is displayed. Once the correct invoice is found, you can delete it.

Caution: *Do not delete invoices that were updated from the Jobber Inventory Module. Call Petro-Data for instructions on how to correct them. Only invoices that were entered in the AP Module should be deleted.*

```
Enter the GL Posting date for invoice deletions      02/05/2019

Enter GL batch number for invoice deletions          20190205

Is everything ok? (Y/N/P=Printer/Q=Quit)  Y
```

GL Posting Date.
> Enter the posting date for the invoice deletions. This must reflect the correct accounting month. This can be a different date from the original posting date of the invoice.

Batch Number
> Automatically displays if you have selected automatic batch entry in the install. If the batch number does not display, enter your batch number.

Note 1   *Batches cannot be released to periods that have already been closed in the GL. If the invoice to be deleted is from a prior period, consult the person responsible for the GL before entering a date and batch number.*

Note 2   *If no invoices will be deleted, the batch and date are not used.*

The invoice screen displays. It is the same screen that displays in 'Enter Payables'.

```
Vendor Number / Q=Quit ELECT
Company City Electric Co.                      Credit Limit      99999.00
Addr 1   1234 Utility Lane                     YTD Purch           900.00
Addr 2                                         Open Debits           0.00
City     San Antonio                           Current Bal         650.00
State    TX    Zip  78247                       Lst Payment       /  /

   InvNo(B=Back)   Inv Date      Ref           Priority        Store
   201902          02/01/2019                  2
   Due Days                      Discount %    Disc Days       Disc Date
      0            02/01/2019     0.00%           30            03/03/2019
   Inv Amt         Disc Due      Net Due       1099 Type       1099 Amt
         650.00         0.00          0.00                          0.00
   Batch No.       Check Acct    Dis Amt       Cr. Card        Chk. Amt
   20190205        10200-100         0.00           0.00           0.00
                                                   Chk. Date     /  /
   Description:  Feb

   E=Edit Invoice          F=Find Next Invoice    G=GL Distribution
   D=Delete Invoice                               Q=Quit
```

Vendor
Enter the vendor number. Use the F2 key to view a list of valid vendors. Vendor information displays.

Enter Invoice Number
Enter the invoice number. Use the F2 key to view a list of invoices for the vendor.

Choose the option you need:

E - Edit Invoice	Change dates, priority, checking account, etc. You may not change the invoice number or invoice amount.
F - Find Next Invoice	If the invoice number is correct but it's not the invoice you want, press 'F' to display the next invoice with the same number.
G - GL Distribution	You may display the distribution but not change it. Invoice deletions must be done from this screen.
D - Delete Invoice	To delete an invoice, go to the GL Distribution screen first and then select option 'D' to delete the invoice.
Q - Quit	Quit after making changes or to select another invoice.

When you select **G - GL Distribution**, the distribution screen displays with the following options:

    D - Delete   This is the only applicable selection. 'Are you sure you want to delete this invoice? (Y/N)' displays. Enter Y to delete the invoice and reverse the distribution.

    H - Header   Takes you back to the header screen.

Changes to the GL Distribution are not allowed. If you attempt to edit a line, the following message displays:

You cannot change an original transaction. Press enter.

GL Distribution on Deleted Invoices

```
Inv No        201902    Vendor  ELECT   City Electric Co.                        650.00
Bank Acct. 10200-100 Cash in Bank - Jobber                          Lines      2

Ln #Gl Acct      Description                          Amount      Proof       Ok?
  1 20500-100  Accounts Payable - Jobber              -650.00       0.00   Y
  2 74400-100  Utilities - Main Office                 650.00       0.00   Y




       Enter line # to change        N=Next page        A=Add line
       H=Header    B=Bnk Acct.       D=Delete Dist      S=Save D
                              Proof      0.00
```

When the invoice was updated, a Debit to Utilities and a Credit to AP were created. Deleting the invoice creates a reversing entry (Credit to Utilities and Debit to AP).

```
Date: 03/18/2014                        Practice                      Page No.
Time: 17:26:22              AP Distribution Report 03/18/2014              1
                           Batch Range: 20140318 to 20140318


G.L. Acc    Account Description       Date      Batch    Vendor  Invoice Reference     Amount
20500-100 Accounts Payable - Jobber 03/02/2014 20140318  ELECT   8659215   office   -652.12
20500-100 Accounts Payable - Jobber 03/18/2014 20140318  ELECT   8659215   office    652.12
                                                                 Subtotal Account     0.00

74400-100 Utilities - Main Office   03/02/2014 20140318  ELECT   8659215   office    652.12
74400-100 Utilities - Main Office   03/18/2014 20140318  ELECT   8659215   office   -652.12
                                                                 Subtotal Account     0.00


                                                        Total                0.00
```

Approve for Payment

AP, Approve for Payment

After payables have been entered, either from the *Enter Payables* menu or from *Purchases* in the Jobber Inventory module or from *Purchases* in the CStore module, they must be "approved" for payment.

Only priority 2 and above need to be approved in this option. Priority 1 invoices are automatically approved when you enter them. Priority M invoices that came from purchasing and are to be paid by EFT also do not need to be approved. Priority M can also be used when entering manually written checks.

Print an *Invoice Status Report* and select the option for Open Invoices. Use this report to review the unpaid invoices and determine which ones should be approved. There are many options to view invoices to be approved. Sometimes you may want to approve by due date, other times by vendor. Use the most efficient selection from the options based on the current invoice list. The option to approve or un-approve individual invoices is always available.

When you approve an invoice, the amount to be paid is shown in the 'Approve to Pay' field. This is the amount that will be paid on the check so it should be a net amount after discount is deducted. Enter the discount amount in the approved discount field.

```
F2-Lookup      F3      F4      F5      F6    F7-Start Over    F8-Quit


    Enter vendor /  Blank=All  /  Q=Quit    [        ] [                ]

    Approve by:  1=Due date    2=Disc Date   3=Priority   4=All    5=None 1

    Enter cut off date for due date/discount   03/19/2014

    Enter lowest priority to approve     [ ]      Include priority M? (Y/N)   N

    Automatically Approve all Invoices that meet the criteria? (Y/N)   N

    Unapprove invoices that do not meet the criteria? (Y/N)   N

    Enter an approved to pay budget (0=None)        0.00

    Enter buyer code for particular invoices    [ ]

    Is everything ok? (Y/N/Q=Quit)   Y
```

***Hint:** You can make several passes at Approve to Pay before printing checks. One pass might approve a single vendor that has dozens of invoices and you want to pay them all up to a certain due date. Make a second pass to select the rest of the vendors. You can also 'Over Approve' and then Un-Approve one or two invoices that you do not want to pay. Play with this option and become familiar with what each option does.*

```
Enter vendor /  Blank=All  /  Q=Quit

Approve by:  1=Due date     2=Disc Date    3=Priority    4=All    5=None 1

Enter cut off date for due date/discount  02/05/2019

Enter lowest priority to approve        Include priority M? (Y/N)  N

Automatically Approve all Invoices that meet the criteria? (Y/N)  N

Unapprove invoices that do not meet the criteria? (Y/N)  N

Enter an approved to pay budget (0=None)        0.00

Enter buyer code for particular invoices

Is everything ok? (Y/N/Q=Quit)  Y
```

Enter Vendor Number
> To approve invoices for an individual vendor, enter that vendor number. To approve invoices for all vendors, leave this blank and press <Enter>.
> Enter Q to Quit the Approve to Pay program.

Approve by:
> **1 - Due date** Displays all open invoice with due date less than or equal to the Cut Off Date.
> **2 - Disc date** Displays open all invoices with disc date less than or equal to the cutoff date.
> **3 - Priority** Displays all open invoices with a priority greater than or equal the priority code entered.
> **4 - All** Displays all open invoices. This is usually done for one specific vendor and includes the option to 'Automatically approve...'. You can also leave vendor blank and enter 'N' to 'Automatically approve...'
> **5 - None** This menu option does not display any invoices automatically. You must enter individual invoice numbers for any vendor and approve them. You can also use this option to change a priority code or GL bank account for specific invoices.

Cut off date
> Enter a cut off due date or discount date.

Automatically Approve

Y Automatically approve all invoices that meet the previous criteria (approve by and cut off date). If you approved more than you intended, use the following option to un-approve.

N Display the invoices that meet the previous criteria but don't automatically approve them. You will have to approve them individually in the next screen.

Un-approve invoices

Y Un-approve all invoices that met a previous approval selection (approve by and cut off date). Use this option to undo a group of invoices you approved by mistake.

Approve to pay budget

If you are working with a budget and wish to keep track of it as you approve invoices, enter the budget amount here. Otherwise, leave it 0.00.

Enter Buyer Code

This field was designed for use with a custom program. If you have this custom program, enter the appropriate buyer code.

The Approve to Pay screen displays. The system will display 8 invoices on a single page. Use the Next Page and Prev Page function to view more invoices.

If you have selected options that automatically approved invoices, the *AprPay* column will automatically display the invoice amount. These are the amounts that will be paid. If this is correct, you can <Save>. Print an Approve to Pay report and then print checks. Otherwise, enter line numbers of invoices to approve and use the options at the bottom of the screen to approve, change priorities, change bank GL account, etc.

```
Ln DueDate   P      PurAmt      Balance      AprPay      AprDis      AprCrd.      Adj   Ok?

   1 Inv No. 20181228 Vendor ACME         Acme Grocers
01/27/2019  2       100.00      100.00       0.00        0.00         0.00        0.00  Y
   2 Inv No. 190110    Vendor BRAND        Brand Fuels
01/15/2019  8         5.00        5.00       0.00        0.00         0.00        0.00  Y
   3 Inv No. 2322      Vendor BRAND        Branded Oil Company
02/07/2003  2      1000.00      100.00       0.00        0.00         0.00        0.00  Y
   4 Inv No. 81911     Vendor BRAND        Branded Oil Company
02/07/2003  2       300.00      300.00       0.00        0.00         0.00        0.00  Y
   5 Inv No. 87662     Vendor BRAND        Branded Oil Company
03/06/2011  2       500.00      500.00       0.00        0.00         0.00        0.00  Y
   6 Inv No. 877222    Vendor BRAND        Branded Oil Company
03/15/2014  2      1000.00     1000.00       0.00        0.00         0.00        0.00  Y
   7 Inv No. 99292     Vendor BRAND        Branded Oil Company
03/16/2010  2       100.00      100.00       0.00        0.00         0.00        0.00  Y
   8 Inv No. 9811      Vendor BRAND        Branded Oil Company
03/30/2013  2      1000.00     1000.00       0.00        0.00         0.00        0.00  Y

   Enter line # to change          A=Add line        N=Next Page    P=Prev Page
   R=Approved Report    M=Summary   D=Delete/Cancel   S=Save         Q=Quit
      Approved to Pay          0.00  Chk Total        0.00
```

If an invoice does not display on the approve to pay screen, it might have a priority code 'M'. On the Approve for Payment option screen, enter 'Y' for 'Include Priority M?'. You might also change the priority code to 1 or 2 to be sure that all open invoices display.

Remember that no check will be printed for invoices with priority code M.

Next Page
    Navigation option to advance to the next page to display the next set of 8 invoices.

Prev Page
    Navigation option to advance to the next page to display the previous set of 8 invoices.

Enter line # to change
    Enter the line number to approve, un-approve, edit payment amount, change payment priority or GL bank account of an invoice displayed on the screen.

    After entering the line number, the following options are available:

```
OK?  Y=Yes    A=Approve    U=Unapprove    E=Edit Line    P=Chg Priority  G-Chg GL
```

Y - Yes
    The line is correct, return to the bottom of the screen. This item will not be paid if there is 0.00 in AprPay

A - Approve
     Approve the entire amount of this invoice for payment.

U - Un-approve
    Remove the approve to pay amount on this invoice. Do not pay this invoice.

E - Edit Line
    Change the amount to pay on this invoice. If a partial payment is entered, confirmation message '*New balance is nn.nn. Is this a partial payment? (Y/N)*' displays. Enter 'Y' or 'N'.
    Press **Y** to return you to the bottom of the screen so you can select the next line # or the next page.

P - Change Priority
    Change this invoice to a different priority code.

G - Change GL
    Change the bank GL account. The field will display at the bottom of the screen. Checks will only print with the correct bank account.

`Use the Next and Previous functions to view all invoices. Continue approving invoices until you are complete.

The total **Approve to Pay** amount and the **Check Total** display at the bottom of the page. As you approve invoices, these totals are updated.

A - Add Line

You may add additional invoices you want to approve that were not included in the scope of your initial request.   You must be at the end of the file for this option to work. Use the 'Next Page' option until a page displays that has room at the bottom. The F2 Lookup key is active to view a lit of all open invoices.

R - Approved Report

Print or display the Approve To Pay report. Select output to Screen, printer, or text file. This report may also be printed from the Reports Menu and also from within the check printing program. A sample report is shown below.

M - Summary

Shows a summary by Vendor of approved amounts. A sample report is shown below.

D - Delete/Cancel

Enter line to delete. **Q**=Cancel delete.

S - Save

After you have made all your updates or changes, Save the data. Confirmation message *'Save all the approve to pay in the master file? (Y/N)'* displays.
>   **'N'**   Return to the Approve to Pay options
>   **'Y'**   Save approved information
> > *'Save all the approved to pay in the master file? (Y/N)'*
> > > **'Y'** to save your changes or **'N'** to skip the save.
> > *'Do you want to quit the approve to pay program? (Y/N)'*
> > > **'Y'** to Save & Exit or **'N'** to continue approving invoices.

Q - Quit

Quit this session without saving.
> *'You have approved invoices for nnnn.nn. Do you really want to erase approved amts?*
> **'N'** returns you to the general approve to pay options where you can select Save
> **'Y'** removed all invoice approvals in this session and exit the screen.

```
 Display Report Approve To Pay Report                                    — ⊡ ⊠

     Print        Save        Exit          Enlarge     Reduce

 |                                                                           ▲


   Date: 03/19/2014                    Practice                    Page No.
   Time: 10:45:00              Approved to Pay Report 03/19/2014        1


   Invoice  Due Date  Pr    Pur Amt   Amt Paid    Apr Pay   Apr Dis   Apr Oth   New Bal  Chk Acct

   CREDIT   03/10/13  2    -200.00      0.00     -200.00     0.00      0.00       0.00 10200-100
   042913   05/29/13  1     182.50      0.00      182.50     0.00      0.00       0.00 10200-200
   09040    10/04/13  1    1000.00      0.00     1000.00     0.00      0.00       0.00 10200-100
   Subtot ACME    Acme Grocers                    982.50     0.00      0.00

   2322     02/07/03  2    1000.00      0.00      980.00    20.00      0.00       0.00 10200-100
   81911    02/07/03  2     300.00      0.00      150.00     0.00      0.00     150.00 10200-100
   Subtot BRAND   Branded Oil Company            1130.00    20.00      0.00

   042513   05/15/13  1     386.45      0.00      386.45     0.00      0.00       0.00 10200-100
   Subtot ELECT   City Electric Co.               386.45     0.00      0.00

   FEB6092  02/28/14  1     862.15      0.00      862.15     0.00      0.00       0.00 10200-100
   Subtot MISC    Visa Credit, Inc.
                                                  862.15     0.00      0.00

   Totals   Amount to Pay       3361.10  Discounts          20.00
            Crcrd & Adj            0.00  Total Paid       3381.10
```

Option R - Approved Report

```
 Select                                    — ⊡ ⊠
 Pvendno   Aprpay          Aprdis             ▲
 ACME            982.50            0.00
 BRAND          1130.00           20.00
 ELECT           386.45            0.00
 MISC            862.15            0.00








 ◄                                  ►       ▼

     No Filter      Cancel       OK
```

Option M - Summary Report

Print Checks

AP, Print Checks

Computer checks are printed for invoices that have been previously approved for payment. After checks are printed, the update marks the open invoices as Paid and creates a check register and GL distribution records.

If the checks don't print correctly or there is a paper jam, there is an option to reprint checks. There is also an option to 'Quit' in case there is a major issue like printing to the wrong printer.

The Approve to Pay Report should always be printed or viewed before you print checks. Use this report to verify what invoices were approved and printed.

> *If your checks did not update the last time you printed them, a screen will display giving you the option to reprint them or delete them.*
>
> *Petro-Data recommends you delete these un-printed checks and begin the process from the beginning.*
>
> *Although it's not recommended, we have included instructions below for the option to* ***Reprint Checks****.*
>
> *Click OK.*
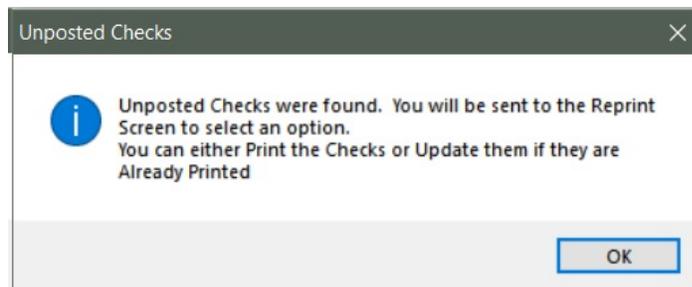
Select Printer
　　Verify that the printer displayed is the printer to be used for printing AP checks.

Check Date
　　The system will default today's date. You may enter a different date if you wish.

Batch Number
　　The system will default a batch number using today's date. You may enter a different batch number if you wish.

GL Link Code
　　Verify the GL Link Code.

Checking Account
　　Verify the checking account number.

Starting Check Number
　　Enter the starting check number.

Lowest Priority to Print
　　Enter the lowest priority to print. Check the priority numbers on the Approved to Pay Report.

Check Copies
　　Enter the number of check copies to print. The system will default '1'.

Note: The system checks the check file for negative amounts, invalid vendors and anything else that might keep the checks from printing properly. Error messages will be displayed on the screen.

Print   Print checks on selected printer.
                   Confirm the selected printer is correct.
Alignment   Print a check form alignment test.
Exit   Exit the check printing program without printing.

After checks print, the following screen displays. Select one of the options:
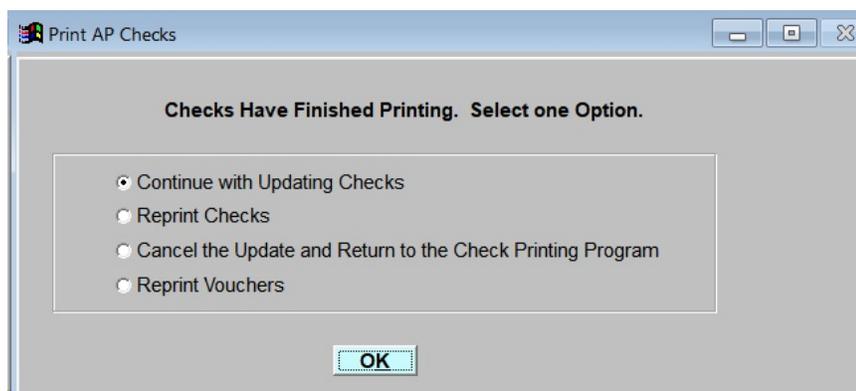
Continue with Updating Checks
    Checks printed correctly and you are ready to update. Checks cannot be reprinted after the update without voiding the check first.
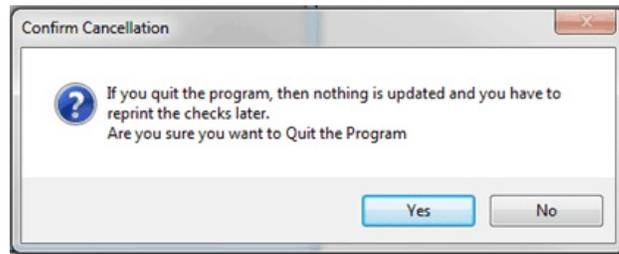   Click **<OK>**.

Reprint Checks

One or more checks did not print correctly and you need to reprint them.
Click **<OK>**

If you choose a Reprint, the following screen will display:

You have the option to delete the checks before printing and updating the system. If you choose to delete them, you can go back to the Print Checks option and start the process again. Click **<Delete>**.

If you want to print the previous check file, you can change the check number if you are using check stock with pre-printed check numbers and the check is not useable. If you don't have check stock with pre-printed check numbers, you don't need to change the check number. Click **<Print>**.

Cancel the Update

If you determine the checks are wrong or you have decided to not print checks at this time, you can cancel the update. All checks printed should be discarded. The invoices will not be marked as Paid and the check register will not be updated.   You may need to review the approved invoices first before printing checks again.

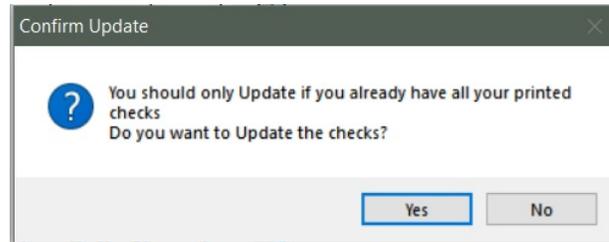If you choose to cancel the print, the following message will display:
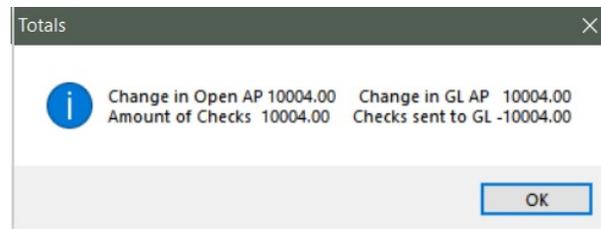

Click **<Yes>** to cancel.

Re-Print Vouchers

The program prints 12 invoices per check. The overflow is printed on plain paper. Select this option to re-print the 'check overflow'.

After printing the checks, you will be prompted to Update the check run. Choose Yes if checks were re-printed correctly.

Check totals will display. Click OK.

As with all Updates, review the Errors and Finish the Update if there were no errors.

Note: If all checks were sent to the printer but did not all print, you may need to load plain paper and let Windows empty the spooler by printing the checks on plain paper. In this case, the check number to reassign to the first reprinted check may be prior to the one displayed by the program.

At the end of this process if you are not sure if the checks updated, display or print the following reports:
1. Print a Check Register. If the check is listed on the report, the check was updated correctly.
2. Print an Invoice Status Report for Open invoice. If the invoices that were paid by these checks are not on the report, the check was updated correctly.
3. Print a Distribution Report of the batch and see if there are credits to the bank and debits to AP for the checks.

If the check was not updated correctly, follow the Reprint Checks process and print checks on plain paper using the beginning check number that printed on the actual first check. If the checks printed correctly, choose the option to Update again.

Enter Manual Checks

AP, Enter Manual Checks

If you paid an invoice using a manual check that is outside of Petro-Data, use this option to indicate it is paid. It is not necessary to Approve for Payment before marking invoices paid with a manual check. Invoices must already be in AP to use this option.

F7 (Start Over) and **F8** (Quit Back to the Menu) are available to use on this menu.

```
Enter the default check date        02/17/2019

Enter batch number                  20190219

Enter the AP link code for GL   1

Is everything ok? (Y/N/P=Printer/Q=Quit)   Y
```

Default Check Date

Enter or verify the default check date. The exact check date and check number can be entered as each invoice is displayed and paid.

Batch Number

Enter or verify the batch number for these manual checks. The batch determines what month these transactions will post in the General Ledger. Even if the check was written in a prior month, use a batch number that represents the current month.

AP link code for GL

Enter or verify the GL link code. The checking account, AP account and discount accounts from this link code will be used. The accounts display for verification.

```
AP Accounts

GL Link Code       1           Bank !
Acct. Pay.         20500-100   Accounts Payable - Jobber
Check Account      10200-100   Cash in Bank - Jobber
Man. Chk. Account  10200-100   Cash in Bank - Jobber
GL Discount        20700-100   Accounts Payable Discounts - Jobber
Credit Cards       11100-100   Credit Cards - Jobber
Adjustments        20600-100   Credit Card Adjustment

Are the GL accounts Ok? (Y/N)  Y
```

Vendor selection prompt will display.

Vendor Number.

F2-Lookup						
Vendor. Q=Quit		Company			Ok?	Y

Enter the vendor number. You can use the F2 key to view a list of valid vendors. The vendor name will display after you select the vendor.

    Q = Quit and return to the AP Main Menu.

OK

    Press Enter on OK '**Y**' if the vendor is correct.
    N to select a different vendor or Quit.

```
Vendor. Q=Quit ELECT    Company City Electric Co.              Ok?  Y

Ln   Balance   AprAmt    Disc Amt   CrCard   AdjAmt    Chk No. Ck Date  Ok?(YNG)

  1 Inv #|           PurDate  / /    Priority  PurAmt           0.00      -
Y         0.00        0.00      0.00      0.00      0.00     0                  Y
```
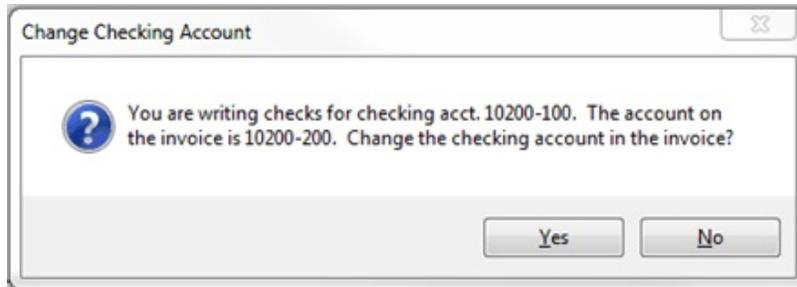
Invoice Number (Inv #)

    Enter an Invoice Number to pay. Use the F2 key to display invoices for this vendor. Select the invoice by double clicking or highlighting it and click <OK>.

Vendor	Org Invno	Invoice	Inv Date	Pur Amt	Paid Amt	AP Balance	Disc
ELECT		201902	02/01/2019	650.00	0.00	650.00	0.00
ELECT		B87654	02/21/2003	250.00	250.00	0.00	0.00

Unpaid or open invoices will have a value other than Zero in the AP Balance column. Only invoices with balances may be paid.

If the checking account stored with the invoice does not match the account on the selected link code, the following error displays:

Change Checking Account

You are writing checks for checking acct. 10200-100. The account on the invoice is 10200-200. Change the checking account in the invoice?

Yes   No

No   Choose No if you have selected the wrong link code. Exit the program and select the correct one after re-entering the date and batch number.

Yes   Choose Yes if the bank account on the invoice is **not** correct or you paid the invoice from a different bank. The bank account GL will be changed on **this** invoice.

The invoice displays with the purchase date, priority, purchase amount, and. bank account. At the bottom of the screen, select an option for this record.

Vendor. Q=Quit ELECT	Company City Electric Co.							Ok? Y
Ln	Balance	AprAmt	Disc Amt	CrCard	AdjAmt	Chk No.	Ck Date	Ok?(YNG)
1 Inv # 201902		PurDate 02/01/2019	Priority 2	PurAmt		650.00	10200-100	
Y	650.00	650.00	0.00	0.00	0.00	123456	03/07/2019	Y

OK? Y=Yes   N=Reenter   S-Skip to Next One

Y Continue and mark this invoice paid
N Select a different invoice.
S Skip this invoice and display the next one in the file for this vendor.

AprAmt
    Enter the amount of this invoice that was paid on this manual check after any discounts have been deducted.

Disc Amt
    Enter the Discount amount if any. If there was no discount, enter Zero.

CrCard
    Enter any Credit Card amount that was applied to this invoice.

AdjAmt

Enter the Adjustment amount that was deducted from this invoice if any. The Adjustment GL account number in the selected Link Code will be used for this amount.

Chk No

Enter the Check Number that paid this invoice (highlighted in yellow above).
If the check number already exists, a message displays with the vendor and date of the check.
To continue to use this check number, enter 'Z' override code. If you are not sure, call Petro-Data.

Ck Date

Enter the Date of the Check or accept the default. (highlighted in yellow above)

OK

Y If the information entered is correct
N If you need to correct any information you keyed for this payment

Line 1 is complete, Line 2 displays and is open for data entry.
Continue to enter invoices until all for this check number are paid.

Exit and Post the Manual Check

Q If no more invoices were paid on a manual check.
P Post the checks. This is the last step of Manual Check Entry.

Multiple checks for this vendor may be entered before quitting to the totals. Make sure that the correct check numbers and dates are entered on each one. The Check totals at the bottom will include all checks.

Check Totals will display at the bottom of the screen. If only one check was entered, the total should be the total of the manual check.

```
Vendor. Q=Quit ELECT    Company City Electric Co.                      Ok?  Y

Ln    Balance    AprAmt     Disc Amt    CrCard    AdjAmt    Chk No. Ck Date  Ok?(YNG)

 1 Inv # 201902      PurDate 02/01/2019 Priority 2 PurAmt      650.00  10200-100
Y        650.00      650.00        0.00       0.00      0.00 123456  03/07/2019     Y
```

```
    Enter line # to change        A=Add line           N=Next Page
    S=Summary by Check            D=Delete/Cancel       P=Post      Q=Quit
                                  Check totals           650.00
```
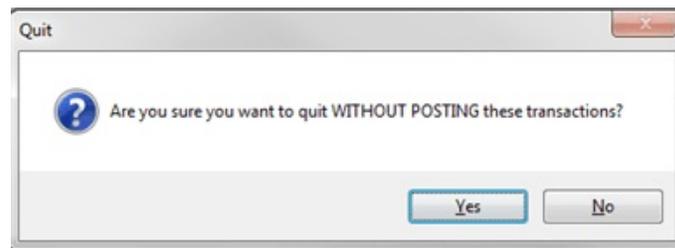
OPTIONS

Enter line # to change	Change any incorrect entry on any of the lines.
A=Add line	Add another invoice to a check or another check for this vendor.
N=Next Page	Scroll to the next page and view more entries.
S=Summary by Check	Shows one total per check entered if multiple checks were entered.
D=Delete/Cancel	Delete a line. Enter the single line number or A to delete all lines. Use option Q to Cancel the Delete.
P=Post	This option posts the checks to the check register, marks the invoices paid, and creates GL distribution if you are linked to the GL.
Q=Quit	Quit without posting.

Sample Check Summary Report - Option S

Check Summary Report <ESC> to Quit - Total is   182.50
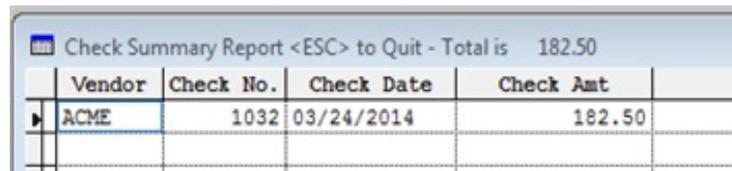
Vendor	Check No.	Check Date	Check Amt
ACME	1032	03/24/2014	182.50

If you Quit without Posting the data, a message will display.

Quit

? Are you sure you want to quit WITHOUT POSTING these transactions?

Yes   No

No   Returns to options so you can choose **POST**.
Yes   Deletes the unposted manual check entries and returns to 'Vendor' screen.

Void Checks

AP, Void Checks

Both Computer and Manual checks can be voided in this program.   The system will create a reversing journal entry for the check(debit the bank and credit AP). Only the payment amount is removed from the invoice and the invoice will show as unpaid on the Open Invoice Status Report.

The Void Check Program **does not** delete invoices.   If the invoices are incorrect or duplicates or will not be paid at a later time, they must be deleted in the 'Change Invoices' menu option.

F7 (Start Over) and **F8** (Quit Back to the Menu) are available to use on this menu.

```
Enter the AP link code for GL  1

File:   C=Current     H=History     Q=Quit  C

Enter check to void  123456          City Electric Co.

Checking account  10200-100              Priority Code    M

Check amount            650.00          Check Date      03/07/2019

Batch No.          20190330

Ready to void? (Y/N)  |
```

AP Link Code
> Enter the AP Link Code.

File
> **C**   Current
> **H**   History
> **Q**   Quit

Check Number
> Enter the check number you want to void. The **F2** key is available to view a list of all valid check numbers. After you select or enter the check number, a Confirmation screen will display:

```
Verify Check to Void

Vendor        ELECT      City Electric Co.
Check             123456
Chk Amt           650.00
Check date    03/07/2019
Chk Acc       10200-100
Priority      M

Is this the check? (Y=Yes / K=Keep Looking / Q=Quit)  Y
```

> **Y**   The current check number is correct
> **K**   Scroll to the next record that has this check number for this vendor.

```
Enter the AP link code for GL  1

File:   C=Current     H=History     Q=Quit  C

Enter check to void  123456        City Electric Co.

Checking account   10200-100          Priority Code    M

Check amount           650.00         Check Date       03/07/2019

Batch No.         20190325

Ready to void? (Y/N)   Y
```

Check information displays.

Batch Number
Enter a current month batch number for the void check and the GL distribution.

Ready to void?
Y to void the check. The following screen displays:

```
Find invoices to void

Looking for invoice 201902    Vendor ELECT

Are you sure you want to void this Check ? (Y/N)  Y
```

Are you sure you want to void this check? (Y/N)

> **N** cancels the void check process
> **Y** voids the check
> *'Void Check Completed. Press any key to return.'*

A record is posted to the Void Check Register. The GL distribution reversing the check payment is posted to the distribution file.   The payment amount on the invoice is reduced by the void check amount. The invoice will now be considered an <u>Open invoice</u>.

Note 1   *You may check the status of the invoice or void, print a Void Check Register, Distribution Report of the batch or invoice number or check, or an Invoice Status Report for open invoices.*

Note 2   *The invoice may be deleted in the 'Change Invoices' option.*

Create Recurring Invoices

AP, Create Recurring AP

Payments made to the same vendor on a set interval (month, week, quarter, etc.) for the same amount may be set up as Recurring Payables and generated before the payment is due. A new invoice is created each time the process is run.

```
        Petro-Data Inc. *** Generate Recurring Payables

 Enter the default due date 03/31/2019

 Enter batch number         20190331

 Enter the AP link code for GL  1

 Is everything ok? (Y/N/P=Printer/Q=Quit)  Y
```

Default Due Date

Enter the due date for the payables to be generated. For example, if you are generating for March 20, the due date would be 03/20/2019. This would generate an invoice for the recurring payable with due date on or before March 20. If you had invoices due March 1, March 15, March 20 and March 31, you will run this process for each due date.
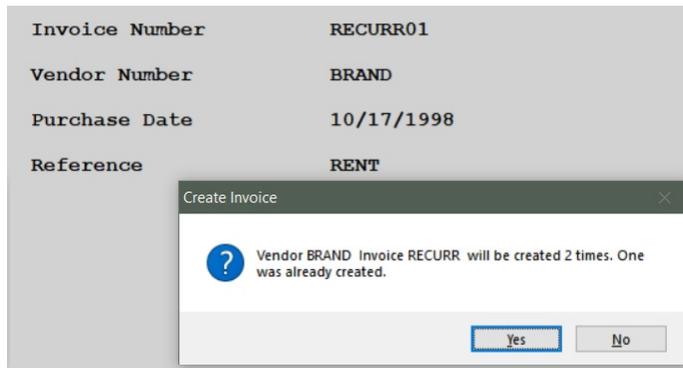
Batch number

Enter the batch number for this batch of recurring invoices. It can be a unique number to separate them from other regular AP batches.

AP Link Code

Enter an AP Link Code and verify the AP and Bank account. Expense accounts come from the Recurring payable record.

As the invoices are created, the screen displays them.

```
Invoice Number          RECURR01

Vendor Number           BRAND

Purchase Date           10/17/1998

Reference               RENT
```

Create Invoice   ×

? Vendor BRAND Invoice RECURR will be created 2 times. One
  was already created.

                                          Yes   No

Other information is displayed to alert you to unusual circumstances encountered by the program such as an invoice that will be generated more than once. The entry could be okay or the due date could be incorrect in the Recurring Entry setup.

    Yes to create the additional entry
    No to skip this one invoice. Research the problem later in the Recurring payable master file.

After all entries have been generated, the following message displays the number of invoices created and the total dollar amount added to the open invoice file.

      5 invoices created for a total of 1450.00.   Press enter.

If no invoices are generated, the message will display
      0 invoices created for a total of 0.00. Press enter.

Reports Menu

AP, Reports Menu

Many reports in many formats are available as shown on the menu. When entering report criteria, F7 (Start Over) and F8 (Quit) options are enabled on most of the screens. If you wish to change a selection half way into the process, press F7 to start over or F8 to abort the report and return to the menu.

In some cases, the arrow keys will allow you to move to the previous field(s) and change your selection. Many times, the next prompt format will depend on the selection made on a previous prompt. Dates and Batch numbers may be changed incrementally by day using the arrow and by week using the page up/down keys.

9 Reports Menu

- Invoice Status Report
- Aged Payables
- Approve to Pay
- Check Register
- Cash Requirements
- Recurring AP
- AP Sales Tax Report
- AP Distribution

- Bank Reports
- Vendor List
- AP Invoices
- Print 1099 Forms
- Vendor Inquiry
- Prior Trial Balance
- Positive Pay

Here is a short description of each report. There is more detail at the beginning of each report:

Invoice Status Report has an OPEN (O) invoice option which lists all invoices with open balances regardless of invoice date, and a PERIOD TO DATE NEW (P) which lists all invoices, paid or unpaid, that have been entered since the last month closing.

Aged Payables lists all open invoices aging them based on Due Date.

Approve to Pay lists all invoices that have been approved for payment but have not yet been paid and should at least be displayed to the screen before printing checks.

Check Register lists all checks whether computer, manual, or void. There is an option to print EFTs as well. Report can be printed in summary or detail using range of dates or batches among other options.

Cash Requirements lists all invoices due by ONE specific due date.

Recurring AP is a listing of records in the Recurring Invoice File.

AP Sales Tax Report lists invoices by range of dates which were posted with an amount in the 'Sales Tax' field. These would be invoices entered in Jobber Purchases which is the only input program that has a place to enter sales tax.

AP Distribution lists by invoice, batch, vendor or account, the GL distribution created when an invoice is updated in AP or in purchases (Jobber or Cstore). It is an excellent report to see the detail of batches that were posted to the General Ledger, check the distribution on a single invoice or for a specific GL account.

Bank Reports are the same Bank Reports that are in the 'Bank Reconciliation' section of Accounts Payable.

Vendor List is a listing of all vendors in the vendor file in detail including address, telephone, YTD information, balance among other things. The short report lists key vendor information in one line per vendor.

AP Invoices report lists invoices by date range or cutoff date, for a specific vendor or all vendors. Invoices from current and history, paid or open can be included.

Print 1099 Forms is the same option that is in the '1099 Module' section of Accounts Payable.

Vendor Inquiry is more of a DISPLAY option than a print option. Enter a vendor and the current Open invoices as well as invoices paid in the current period display. The 'Ledger' has option to show check detail and history transactions by date range. Vendor 'Notes' can be displayed and new notes added in this menu selection.

Prior Trial Balance is a report of vendor Open balances captured when the 'Close Period' is run. This report does not print Open Invoice Detail. Use the 'AP Invoices' report option for detail.

Positive Pay creates a file of all written checks that can be sent to your bank. This requires special setup and co-ordination with your bank.

Invoice Status Report

AP, Reports, Invoice Status Report

This report prints all open invoices (Option O) or all period-to-date new invoices (Option P). Open invoices should match the General Ledger AP account balance. Use this option before approving invoices for payment to see what is due. It can be printed for a specific vendor, a specific cutoff date or you may select special criteria.

Note: *If an invoice is dated March and the batch is April, the invoice will print on the March report but the total balance will not balance to the GL. The same applies if you date an invoice April and put it in a March batch.*

```
PTD New Invoices or Open Invoices (P/O)   O

Subtotal by:  1=Vendor    2=AP GL Account    3=Store    4=Vendor/Store   1

Enter a vendor. (Blank=All)

Input selection criteria? N              Print stores only?  N

Enter the CutOff Date  03/31/2019        Create Spreadsheet?  N

Sort by:  1=Date         2=Invoice number  1

Show prompt payment discount? (Y/N)  N  Display Vendor Terms? (Y/N)  N

Show BOLs/Fuel Taxes on Fuel Invoices?   Y

Is everything ok? (Y/N/P=Printer/Q=Quit)  Y
```

PTD New Invoices or Open Invoices (P/O)
    P - PTD New Invoices - all invoices entered or updated since last period end closing.
    O - Open Invoices - all invoices that had a balance as of the Cutoff date.

Subtotal by:

1 - Vendor	Sub-total by vendor
2 - AP GL Account	Sub-total by GL AP account
3 - Store	Sub-total by Store only if the Cstore module is sending charge invoices to AP or if you are entering a store number in AP Invoice entry
4 - Vendor/Store	Sub-total by vendor first and then sub-total by store. Print a grand total by vendor.

Enter a vendor
    Leave this blank to select invoices for all vendors or enter one vendor.

Input Selection Criteria
    Y To enter additional criteria such as a specific invoice or priority, multiple vendors, etc..
    N To skip additional selection criteria.

Print stores only?
> **Y** To only list invoices that have store numbers. General payables not related to stores will not be included.
> **N** List all invoices with or without store numbers.

Enter the Cutoff Date
> Enter the last date of invoices to print on the report. Before closing the period, this report should be run with cutoff date as the last day of the month. Invoices that were paid with checks dated after this date will show as unpaid on the report.

Create Spreadsheet?
> **Y** Create an excel spreadsheet with the selected information.
> **N** Do not create a spreadsheet.

Sort by:
> **1 - Date** Sort in Date order. Oldest invoices will list first.
> **2 - Invoice** Sort by invoice number. This is an alpha sort so invoice numbers will sort from left to right. Invoices beginning with a number will list first.

Show prompt payment discount? (Y/N)
> **Y** Discounts posted with the invoice but not taken will display in the 'Discount Taken' column and the invoice balance will be the net due after discount.
> **N** Discounts will not display. Invoice amount and Open Balance will be the same unless previous payments have been made.

Display Vendor Terms? (Y/N)
> **Y** Terms from the Vendor file will print on a second line on the report.
> **N** Do not print Vendor terms on the report.

Show BOLs/Fuel Taxes on Fuel Invoices?
> **Y** Print the BOL number and fuel taxes on a second line on the report if this is a fuel invoice.
> **N** Do not print BOL number and Fuel Taxes on the report.

Invoice Status Report - Open Invoices

```
Date: 07/21/2019                    Petro-Data Inc.                    Page No.
Time: 05:51:55            Accounts Payable Status Report 07/21/2019        4
                          Open Invoices - Cut off date 03/31/2019


Invoice  Invoice  Invoice  Due      Py    Invoice   Previous  Discount  Adjustmt  Open
Number   Ref.     Date     Date     Pr    Amount    Payment   Taken     Taken     Balance

2606652  FUEL     05/23/03 06/02/03 M    11005.01     0.00    110.05     0.00   10894.96
2608192  FUEL     05/23/03 06/02/03 M    14253.87     0.00    142.54     0.00   14111.33
2608192  FUEL     05/23/03 06/02/03 M    14253.87     0.00    142.54     0.00   14111.33
2620158  FUEL     05/24/03 06/03/03 M    14469.58     0.00    144.70     0.00   14324.88
2620158  FUEL     05/24/03 06/03/03 M    14469.58     0.00    144.70     0.00   14324.88
2722971  FUEL     05/24/03 06/03/03 M    13182.27     0.00    131.82     0.00   13050.45
2722971  FUEL     05/24/03 06/03/03 M    13182.27     0.00    131.82     0.00   13050.45
2631970  FUEL     05/26/03 06/05/03 M     1716.41     0.00     17.16     0.00    1699.25
2631970  FUEL     05/26/03 06/05/03 M     1716.41     0.00     17.16     0.00    1699.25

Subtotals:CHEV    VALERO MARKETING & SUPPLY  245578.96   0.00  2455.80   0.00  243123.16

99992    freight  09/16/09 10/01/09 2     1000.00     0.00      0.00     0.00    1000.00
         COAST    COASTAL TRANSPORT CO., IN

201902            02/01/19 02/01/19 M      650.00     0.00      0.00     0.00     650.00
         ELECT    City Electric Co.
```

```
Subtotals:SHELL   SHELL/MOTIVA ENTERPRISES,  417302.59   0.00     0.00    0.00  417302.59
                            Fuel Tax    9245.34

981211   REPAIR   08/10/11 09/09/11 2     1000.00     0.00      0.00     0.00    1000.00
         TRUCK    Truck Repair Specialists

912      921000   02/21/03 03/02/03 M    11882.90     0.00      0.00     0.00   11882.90
  FTax      0.00 BOLS: 921000
         UBRAND   Unbranded Oil Company


Grand Totals      Total Purchases    2798815.30   Total Paid        900.00
                  Total Discounts       2455.80   Total Adj.          0.00

                  Total Open AP      2795459.50   Fuel Taxes     229112.32
```

Aged Payables
AP, Reports, Invoice Status Report

Print invoices by due date that are past due. It is similar to the "Cash Requirements" report but for past due invoices. Totals by aging period will print at the end of the report.

```
Enter Aging Periods:     30 Days      60 Days      90 Days      120 Days

Enter report date for aging    03/31/2019

Option:    R=Range of Due Dates     A=All  A

Enter Beginning and Ending Dates    / /                  / /

C=Use Cut Off Date     A=All  A          Enter due date cutoff    / /

Create Excel File? (Y/N)  N

Is everything ok? (Y/N/P=Printer/Q=Quit)  Y
```

Enter Aging Periods
    Enter the aging periods. The aging days can be adjusted to whatever length is desired (30-60-90 or 7-14-28).

Report Date
    Enter the date for the report title

Option
    R - Range of dates
        Enter date range of invoices to list. No due Date Cutoff is required. Prompt is skipped.
    A - All
        Include all invoices.

Cutoff Date
    C Cuff off invoice selection based on a date
    A Include all invoices

Enter accounts payable due date cutoff
        Enter the ending due date of invoices

Invoice Number	Due Date	Invoice Amount	Discount Availble	Current Payable	30 Payable	60 Payable	90 Payable	120 Payable
ACME	Acme Grocers							
1111	09/07/17	100.00	0.00					0.00
1234	03/02/03	20.00	0.00					0.00
20181228	01/27/19	100.00	0.00			100.00		
ACME	SubTot	100.00	0.00	0.00	0.00	100.00	0.00	0.00
BRAND	Branded Oil Company							
0127	02/06/03	200.00	0.00					0.00
0208	02/18/03	500.00	0.00					0.00
02113	02/21/15	1000.00	0.00					0.00
0213	03/02/03	1000.00	0.00					0.00
0214	03/02/03	300.00	0.00					0.00
0221	03/10/03	100.00	0.00					0.00
030797	03/16/03	200.00	0.00					0.00
0317	03/27/03	100.00	0.00					0.00
0401	04/11/03	100.00	0.00					0.00

Invoice Number	Due Date	Invoice Amount	Discount Availble	Current Payable	30 Payable	60 Payable	90 Payable	120 Payable
33461605	09/20/05	183605.51	0.00					183605.51
33461606	09/20/05	19606.55	0.00					19606.55
33461607	09/20/05	119917.42	0.00					119917.42
33461608	09/20/05	16737.25	0.00					16737.25
365986	/ /	2.70	0.00	0.00				
383-450	/ /	8263.00	0.00	0.00				
SHELL	SubTot	417302.59	0.00	0.00	0.00	0.00	0.00	417302.59
SIGNCO	FUTURE SIGNS, INC.							
1229	09/01/05	3182.55	0.00					0.00
1232	09/01/05	508.78	0.00					0.00
1251	09/09/05	2619.65	0.00					0.00
SIGNCO	SubTot	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TANKCO	Tank Supply Inc.							
6722	03/02/03	133.00	0.00					0.00
75270	09/16/05	724.17	0.00					0.00
75436	09/16/05	1514.20	0.00					0.00
75539	09/17/05	1089.83	0.00					0.00
75619	09/17/05	407.83	0.00					0.00
75681	09/19/05	4163.02	0.00					0.00
C9693	09/16/05	-62.79	0.00					0.00
CM09476	09/16/05	-848.41	0.00					0.00
CM09479	09/11/05	-62.79	0.00					0.00
CM09495	09/17/05	-768.93	0.00					0.00
TANKCO	SubTot	0.00	0.00	0.00	0.00	0.00	0.00	0.00

```
    Aging totals                      120103.50    920.00    205.00   1506.322764828.18

    Total Purchase  2887563.00    Total Disc      1360.65    Total AP   2887563.00
```

Approve to Pay
AP, Reports, Approve to Pay

After invoices have been approved using the 'Approve for Payment' menu option, print this report to verify them before printing checks.   All invoices will print on the next check run if the same priority code is entered. To be sure you get all invoices, leave the vendor and priority blank and 'N' for due date, unless you intend to print checks for only priority '1' invoices.

The Bank GL is important. If it does not match the GL bank you enter when printing checks, the invoice will not be paid.

```
Enter vendor /  Blank=All  /  Q=Quit

Enter cut off due date?  Y            03/31/2019

Enter priority to show (Blank=All)

Print EFTs and Priority M? (Y/N)   N

Is everything ok? (Y/N/P=Printer/Q=Quit)
```

A warning displays at the bottom of the screen:
> *WARNING! Checks are printed for all approved invoices regardless of cut-off date*

Enter vendor / Blank=All / Q=Quit
Leave vendor blank. Checks will print for all vendors with approved invoices. There is no option for a specific vendor.

Enter cut off due date?
   N   List all approved invoices.
   Y   List only invoices up to the due date entered. Enter Due Date. This option is not recommended if you want to see all invoices to be printed on the next check run.

Enter priority to show (Blank=All)
Leave the priority blank unless you intend to only print checks for Priority '1'.

Print EFTs and Priority M? (Y/N)
   N   Checks do not print for Priority 'M' invoices. Do not include them on the report.
   Y   Include invoices with priority 'M'. This option with a cut off date and only priority M could be useful as a Cash Requirements.

```
Date: 07/21/2019                      Petro-Data Inc.                        Page No.
Time: 07:32:54                 Approved to Pay Report 07/21/2019                 1


Invoice  Due Date  Pr    Pur Amt    Amt Paid    Apr Pay    Apr Dis    Apr Oth    New Bal  Chk Acct

RECURR01 10/17/98  2       100.00       0.00      100.00       0.00       0.00       0.00 10200-100
RECURR02 11/17/98  2       100.00       0.00      100.00       0.00       0.00       0.00 10200-100
2322     02/07/03  2      1000.00     900.00        4.00       0.00       0.00      96.00 10200-100
9811     03/30/13  3      1000.00       0.00     1000.00       0.00       0.00       0.00 10200-100
JIM1     07/01/19  1     10000.00       0.00    10000.00       0.00       0.00       0.00 10200-100
Subtot BRAND  Brand Fuels                        11204.00       0.00       0.00

Totals   Amount to Pay     11204.00  Discounts               0.00
         Crcrd & Adj           0.00  Total Paid          11204.00
```

Checking account number is important.   If the bank account is incorrect, it can be changed in 'Change/Void Payables'.

Check Register
AP, Reports, Check Register

A check register lists checks that have been written including EFT's, in summary or detail. There is also an option to include the GL distribution. The register includes the Check Number, payee and amount of the check and can be run in different options and ranges described below.

```
D=Detail Register     S=Summary Register    G=GL Dist  S

Check Type:   C=Computer    M=Manual     B=Both    V=Voids    A=All  A

Sort: B=Batch    C=Check #    V=Vendor  C Enter Vendor / Blank=All

C=Current     R=Current Range of Dates     H=History     B=Both C

D=Date Range        B=Batch Range  B
Batch range      20190301  20190331        Date range

Enter GL Checking Account  or  Blank for All              -

Create Excel Spreadsheet  N              Omit Efts (only show checks)  Y

Separate EFT deposits? (Y/N)  N          EFTs Only?

Is everything ok? (Y/N/P=Printer/Q=Quit)  |
```

Register Type
D   Print a Detail Register. The report prints check number, date, payee and all invoices paid on the check print with invoice amounts as well as total check amount..

S   Print a Summary Register. The report prints one line per check with Check number, date, payee and check amount.

G   Print the GL Distribution. Print all GL accounts for each check and invoice including AP, Bank and Expense accounts.

Check Type:
C - Computer   Lists check printed in AP in the 'Print Checks' option of the main AP menu.

M - Manual   Lists manual checks entered in 'Enter AP Invoices with priority 'M' as well as checks entered in the 'Enter Manual Checks' option of the main AP menu .

B - Both   Includes both computer and manual checks.

V - Voids   Lists only Void checks.

A - All   Lists all types of checks including computer, manual and voids.

Sort:
    B - Batch Sorts and lists checks in Batch number order.
    C - Check   Sorts and lists checks in Check number order.

Enter Vendor / Blank=All
    Enter a vendor number to list only checks paid the a specific vendor. Leave the vendor blank
    to print checks for all vendors.

Files:

C - Current	Includes only checks in the Current file, since the last 'Close Period'.
R - Current Range of Dates	Includes checks in the current file within a specified range of dates. Enter the range of Dates.
H - History	Includes only checks in the History file. This includes anything from previous months and years not in the Current file in the selected range.
B - Both	Includes checks in both current and history in the selected range.

Range:
    D - Date   Select and list checks is a range of dates. Enter the beginning and ending
                  dates for the range.
    B - Batch Select and list checks in a range of batches.
                  Enter the beginning and ending batches for the range.

GL Checking Account
    To print a check register for a specific bank account, enter the account number. Leave the
    account number blank to print checks for all banks.

Create Excel Spreadsheet
    N Do not create an Excel Spreadsheet.
    Y Create an Excel Spreadsheet. The file name and location of the file is displayed when
        you exit the report or after the report is sent to the printer.

Omit EFTs
    Y List only checks. Omit EFTs. <u>Default is Y</u>
    N List EFTs as well as checks, or EFTs only.

Separate EFT deposits?
    N List all debit (payment) and credit (deposits) EFTs together, sorted only by check number.
    Y List credit EFTs (deposits) first with subtotal and the list debit EFTs (payments) with
        subtotal. The Grand total for all EFTs prints at the bottom.

EFTs Only?
> **Y** Include only EFTs on the report.
> **N** Include both checks and EFTs on the report.

```
Display Report Summary Check Register Report                                    [─][□][✕]

   Print        Save        Exit              Enlarge      Reduce

 Date: 08/18/2014                      Practice                        Page No.
 Time: 14:29:00                  Summary Check Register                    1
              Date Range:  09/01/2005 TO 09/10/2005  All Accounts


    Ck No.  Chk Date  Vendor  Vendor Name            P    Ck Amount   Chk Acct

     335   09/01/2005 EXXON                          M    137,945.68  10032-
     336   09/01/2005 EXXON                          M        375.00  10032-
     338   09/01/2005 EXXON                          M    -71,680.44  10032-
     339   09/02/2005 EXXON                          M    552,881.41  10032-
     340   09/03/2005 EXXON                          M   -114,704.80  10032-
     341   09/04/2005 EXXON                          M    -96,024.31  10032-
     342   09/06/2005 EXXON                          M     73,549.40  10032-
     343   09/07/2005 EXXON                          M    179,655.55  10032-
     344   09/08/2005 EXXON                          M     65,625.50  10032-
     345   09/09/2005 EXXON                          M    231,924.03  10032-
     346   09/10/2005 EXXON                          M     81,219.31  10032-
     421   09/07/2005 KOCH                           M     84,076.15  10032-
     423   09/02/2005 KOCH                           M    114,068.04  10032-
     425   09/06/2005 KOCH                           M    355,101.45  10032-
     428   09/07/2005 KOCH                           M     85,430.48  10032-
     430   09/08/2005 KOCH                           M    117,272.05  10032-
     432   09/09/2005 KOCH                           M     74,616.14  10032-
     901   09/01/2005 SHELL                          M     90,669.40  10032-
     902   09/02/2005 SHELL                          M    -12,084.18  10032-
     906   09/06/2005 SHELL                          M  1,504,966.74  10032-
     907   09/07/2005 SHELL                          M -1,276,345.50  10032-
     908   09/08/2005 SHELL                          M    368,719.93  10032-
     909   09/09/2005 SHELL                          M     84,318.25  10032-
    33455  09/01/2005 CELLPH CINGULAR WIRELESS       2        134.15  10032-
    33479  09/02/2005 COAST  COASTAL TRANSPORT CO., IN 2    26,283.89  10032-
    33545  09/08/2005 COAST  COASTAL TRANSPORT CO., IN 2    59,154.10  10032-
    33549  09/09/2005 CELLPH CINGULAR WIRELESS       2         50.93  10032-
    33558  09/09/2005 SIGNCO FUTURE SIGNS, INC.      2      3,691.33  10032-
    33561  09/09/2005 HADEN  HADEN ELECTRIC,INC.     2      7,571.17  10032-

              PTD Check Register Report Total       2728460.85
              Totals do not include Void Checks
```

PTD Check Register Summary by Check Number

```
Display Report AP Detail Check Register
   Print        Save        Exit              Enlarge    Reduce


  Date: 03/29/2004                   PETRO DATA OIL               Page No.
  Time: 13:54:07                 Detail Check Register                1
                 Date Range:   01/27/2002 TO 01/27/2002  All Accounts


 Ck No.  Ck Date   Vendor   Vendor Name        P Invoice  Reference Ck Amount

    531  01/27/02  ABC1                         2 C1010    CC200        75.00
                                                2 C0401    CC1000      970.00
                                                2 C0401    CC1000       97.00
                                                                    ----------
                                                                      1142.00

    532  01/27/02  BRAND    Branded Oil Company  2 1000     FUEL      1000.00
                                                2 0401     FUEL-1     5000.00
                                                                    ----------
                                                                      6000.00
```

PTD Check Register - Detail by Check Number

Note: Sorting by Batch could help find checks that have incorrect or BAD DATES.

```
Display Report AP Check Distribution Report on                        _ □


  Date: 03/29/2004                   PETRO DATA OIL               Page No.
  Time: 13:59:00            Accounts Payable Status Report 03/29/2004    1
                 Date Range:   01/27/2002 TO 01/27/2002  All Accounts


 Check     Check     Check Amt   Vendor  Invoice  GL Acct.  GL Description   GL Amount
 Number    Date      & Pr Code           Number

 531       01/27/2002    75.00 2  ABC1    C1010   10200-100 CASH IN BANK - JOBBE   -75.00
                                  ABC1    C1010   20500-100 Accounts Payable - J    75.00
                                  ABC1    C1010   10200-100 CASH IN BANK - JOBBE  -800.00
                                  ABC1    C1010   20500-100 Accounts Payable - J   800.00
 531       01/27/2002   970.00 2  ABC1    C0401   11100-200 * Account Not Found *  1067.00
                                  ABC1    C0401   20100-500 STORE #1 NOTES PAYAB  -1067.00
                                  ABC1    C0401   10200-100 CASH IN BANK - JOBBE  -1067.00
                                  ABC1    C0401   20100-500 STORE #1 NOTES PAYAB   1067.00
 531       01/27/2002    97.00 2  ABC1    C0401   11100-200 * Account Not Found *  1067.00
                                  ABC1    C0401   20100-500 STORE #1 NOTES PAYAB  -1067.00
                                  ABC1    C0401   10200-100 CASH IN BANK - JOBBE  -1067.00
                                  ABC1    C0401   20100-500 STORE #1 NOTES PAYAB   1067.00
```

GL Distribution

Cash Requirements
AP, Reports, Cash Requirements

This report prints open invoices that are due on or before a specific Due Date. It helps in planning for EFT drafts from the bank and in scheduling bills to be paid. If the vendor is not included, the report will be a continuous list of invoices with a total at the bottom.

```
Enter Report Date   03/31/2019

Sort by: V=Vendor        D=Due Date  D

Enter Payment Due Date   04/01/2019

Print Vendor and Vendor Number ? (Y/N)   Y

Enter GL checking account number (Blank=All)          -

Is everything ok? (Y/N/P=Printer/Q=Quit)  Y
```

Report Date
>   This date is used in the report title only.

Sort by:
>   **V - Vendor**   Lists invoices in vendor order.
>   **D - Due Date** Lists invoices by due date regardless of vendor.

Payment Due Date
>   Enter the cutoff due date for all invoices to list on the report.

Print Vendor and Vendor Number? Y/N
>   **N** Do not print the vendor information on the report.
>   **Y** Print the vendor information on the report.

Enter GL checking account number
>   Enter a specific checking account number. Only invoices to be paid out of this bank will be listed. Leave the account number blank and all invoices will print.

Invoice Number	Invoice Date	Due Date	P	Invoice Amount	Discount Availble	Previous Payment	Approved to Pay	Discount Approved	Open Balance
Vendor BRAND	Branded Oil Company								
RECURR01	10/17/98	10/17	2	100.00	0.00	0.00	100.00	0.00	100.00
Vendor BRAND	Branded Oil Company								
RECURR02	11/17/98	11/17	2	100.00	0.00	0.00	100.00	0.00	100.00
Vendor BRAND	Branded Oil Company								
439393	05/24/03	06/03	2	1000.00	0.00	0.00	0.00	0.00	1000.00
Vendor BRAND	Branded Oil Company								
81911	01/28/03	02/07	2	300.00	0.00	0.00	0.00	0.00	300.00
Vendor BRAND	Branded Oil Company								
2322	01/28/03	02/07	2	1000.00	0.00	900.00	4.00	0.00	100.00
Vendor BRAND	Branded Oil Company								
AR3300	02/21/03	03/02	M	100.00	0.00	0.00	0.00	0.00	100.00
Vendor BRAND	Branded Oil Company								
E100	02/21/03	03/02	M	-2910.00	0.00	0.00	0.00	0.00	-2910.00
Vendor UBRAND	Unbranded Oil Company								
912	02/21/03	03/02	M	11882.90	0.00	0.00	11882.90	0.00	11882.90
Vendor CHEV	VALERO MARKETING & SUPPLY CO.								
2698864	05/20/03	05/30	M	13604.98	0.00	136.05	0.00	0.00	13468.93
Vendor CHEV	VALERO MARKETING & SUPPLY CO.								
2698864	05/20/03	05/30	M	13604.98	0.00	136.05	0.00	0.00	13468.93
Vendor CHEV	FLINT HILLS RESOURCES								
3937856	05/21/03	05/31	M	14238.20	0.00	142.38	0.00	0.00	14095.82
Vendor CHEV	FLINT HILLS RESOURCES								

Recurring AP

AP, Reports, Recurring AP

This report is a listing of the Recurring Payable records that have been set up in the file to be generated at a later date. This list can be used to identify and delete old records that are no longer needed or to verify amounts and GL accounts.

```
Enter Report Date  03/31/2019

Is everything ok? (Y/N/P=Printer/Q=Quit)  ▯
```

Enter Report Date
Today's date displays. This date does not affect the report.

```
Date: 07/21/2019                 Petro-Data Inc.                Page No.
Time: 16:20:29          AP Recurring Payables Report 03/31/2019      1


Vendor Name                   Invoice    Refer.     Amount  Next-Due  Pd  Fq

BRAND  Branded Oil Company     RECURR    RENT        100.00 12/17/98   M   1
          Control Acc 20500-100         Dis. Acc / Amt 70700-100 /    100.00

ACME   Acme Grocers                                    0.00  / /         0

SMITH  Smith Candy Co.         123456    CANDY        200.00 07/01/19   M   1
          Control Acc 20500-100         Dis. Acc / Amt
```

AP Sales Tax Report

AP, Reports, AP Sales Tax Report

This report lists Vendor invoices entered in Jobber Purchases with sales tax and the amount of sales tax.

AP Distribution
AP, Reports, AP Distribution

A distribution is created by every update and that distribution is stored in AP for BOLs, Purchases, AP invoices, AP checks and EFTs.   This report is a great auditing tool for the above data sent to the General Ledger for data such as single invoices, entire batches, specific GL accounts (like Contributions or Suspense) and for many other things.

The report can be sorted and subtotaled by vendor or account and can be printed by invoice, batch, vendor, date or GL account and from both current and history. The Selection Criteria option is also available for this report.

```
 F2-Lookup      F3        F4        F5        F6     F7-Start Over   F8-Quit

     Display report on screen

     C=Current    H=History    B=Both   C

     D=Detail    S=Summary by account  D

     D=Date Range       B=Batch Range   B
     Batch range    0            99999999         Date range

     V=One Vendor        I=One Inv. No.     N=None           12345
     A=One Account        L=List of Accounts        I

     Sort by:  V=Vendor     A=Account Number    R=Refno    I=InvNo A

     Subtotal by Batch? (Y/N)  N           Subtotal by Vendor? (Y/N)  N

     Input selection criteria? N           Send to Excell?  N

     Is everything ok? (Y/N/P=Printer/Q=Quit)  Y
```

Period:
>   Enter the files to be searched.
>   **C** - Current   **H** - History   **B** - Both

Option:
>   **D - Detail**   Lists each invoice separately
>   **S - Summary by account**   Lists only grand totals by GL Account.

Range:
>   **D - Date Range**   Enter the Range of Dates to be searched.
>   **B - Batch Range**   Enter the Range of Batches to be searched.

Selection:

V=One Vendor   Include records for one vendor. Enter the Vendor number and confirm your selection.

I - One Invoice   Include records for one invoice. Enter the Invoice Number and confirm your selection.
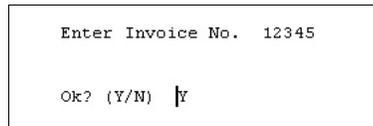
A - One Account   Include records for one GL Account. Enter the Account Number.
L - List of Accounts Include records for up to 50 accounts. Enter all accounts numbers.
Press <Page Down> when all accounts are entered and press Q to stop entering accounts.
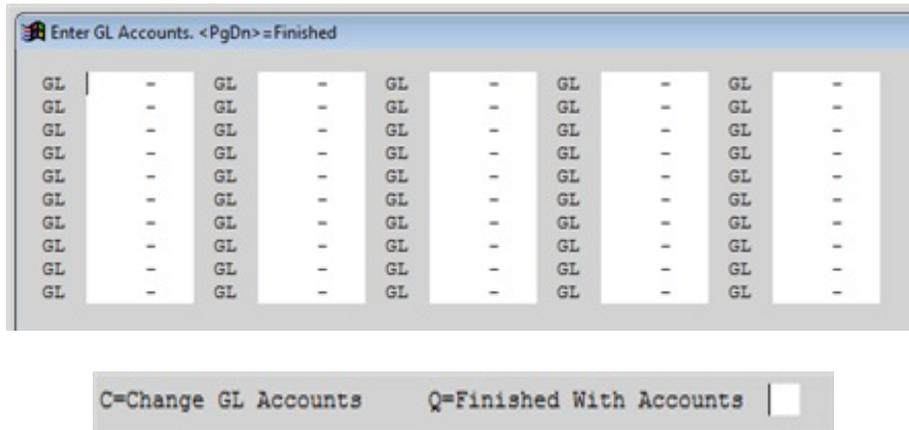
N - None   Include all records for the batch or date.

Sort by:

V - Vendor   List all records in Vendor order.
A - Account Number   List all records in GL Account number order.
R - Refno   List all records by Reference Number (such as 'Fuel', 'Office', or 'Rent').
I - InvNo   List all records in Invoice Number order.

Subtotals:
Make your Subtotal selections based on what you are looking for in the report. Do you need batch or vendor totals or just all the information sorted by account? Sometimes additional subtotals can get in the way.

Subtotal by Batch? (Y/N)
- **N** Do not add a subtotal line after each batch. Sometimes an extra line for a batch total makes the report harder to read and does not add to it's value.
- **Y** If multiple batches are requested by account or vendor, the subtotal by batch might be of some benefit.

Subtotal by Vendor? (Y/N)
- **N** Do not add a subtotal line after each vendor. Sometimes an extra line for a vendor total makes the report harder to read and does not add to it's value.
- **Y** If multiple batches are requested by account or vendor, the subtotal by vendor might be of some benefit.

Input selection criteria?
- **N** Do not narrow the report by entering a filter in selection criteria..
- **Y** Selection criteria is needed to filter the report further such as a specific Check Number or Reference description.

Send to Excel?
- **N** Do not create an Excel file.
- **Y** Create an Excel file. The file name and locations is displayed after the report is sent to the printer or when you exit the display screen.

Bank Reports
AP, Reports, Bank Reports

The Bank Reconciliation Report can also be printed in the Bank Reconciliation module and is fully documented there.   The complete report can be used as a worksheet for marking cleared items. It is also the report to print after all items have been cleared. Select Open Items only for a copy of the final bank reconciliation for the month. After the 'Remove...' option is run, all cleared items are removed from this report and only the balance forward and Open Records remain.

Print a copy of the report with Open Records for your records.

Option
    R - Range of Dates   Select bank data by a range of dates
    A - All   Select All data.

Enter Range of Dates
    Enter the beginning and ending dates if the option selected was 'Date Range'

Accounts
    A - All Bank Accounts   Select bank data for all bank accounts
    O - One Bank Account   Select bank data for only one bank account

Checking Account
    If One Bank Account was selected, enter the account number here.

Sort

1 - Date & Type	Sort by date and record type
2 - Check Order	Sort by check number
3 - Date Order	Sort by date

Include

A - All	Include all bank data (cleared and not cleared)
O - Open	Include only the Open items

Export to Excel

Y	Export the report to an Excel file. A message of where the report is written will display.
N	No not export the report

Export to Excel option was chosen.
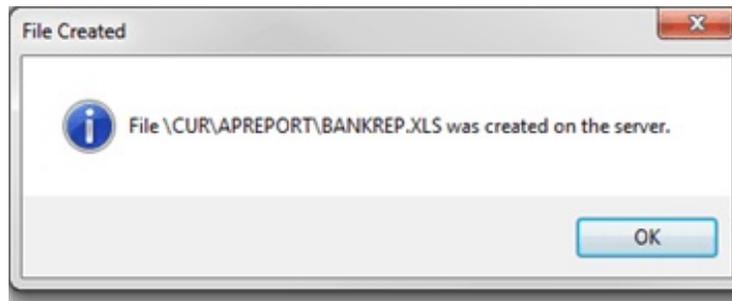
Vendor List

AP, Reports, Vendor List

This report of vendor setup may be printed in summary or detail. The Short Report includes Vendor Number, Name, Telephone, Available Credit, Open Credits, YTD Purchases and Balance. The Detail Report includes name and address from the vendor file as well as balances and is a much longer report.

Note: If the Vendor Balance does not look correct, run the 'Recalculate Vendor Balances' from the 'AP Setup Program' menu. This will recalculate the vendor balance based on Open Invoices in the invoice file.

```
D=Detail      S=Short Report  D

Sort by:  1=Vendor Number      2=Vendor Name  2

Input selection criteria? N

Is everything ok? (Y/N/P=Printer/Q=Quit)  Y
```

Option
> **D** - Detail
> **S** - Short Report

Sort
> **1** - Vendor Number   Sort by Vendor number
> **2** - Vendor Name   Sort by Vendor name

Input Selection Criteria
> Use this option to narrow the report by selecting one of the fields in the Vendor File, such as 'Balance' does not equal 0.00.

```
Date: 07/22/2019              Petro-Data Inc.                  Page No.
Time: 13:33:39          Vendor File Report 07/22/2019              1


Vendor Name                  Contact           Title
Address1                     Address2                  City/St
Telephone    Type  Buyer   Prior.  Tax  Code  Terms          Open Debit
Credit       L.P.Date  L.P.Amt  YTD Pur  YTD Pay  YTD Dis   Balance

ASDDS

                             0.000                             0.00
******           0.00      0      0  88888888      0.00
     ----------------------------------------------------------------
ACME    Acme Grocers        Juan
9876 Warehouse                                 San Antonio    TX
                  2      0.000        Net 30                   0.00
    0   08/01/18   20.00    220     120  88888888    100.00
     ----------------------------------------------------------------
BRAND   Brand Fuels
1 Main Street                                  San Antonio    TX
                  1      0.000        Net 5 @ 10%         10200.00
100000  08/06/18  1000.00  134577   12000  88888888  142267.77
     ----------------------------------------------------------------
SELE    Branded Oil Company  Joe          Sales Mangaer
1234 Loop                                      Houston        TX
          FUEL    2      0.000        Net 10                   0.00
 20000  02/24/11  1000.00   62759    4470  88888888   58874.30
     ----------------------------------------------------------------
CHEM1   CHEM1

                             0.000                             0.00
******           0.00      0      0  88888888      0.00
     ----------------------------------------------------------------
CGF     CHEVRON
P.O. BOX 15000                                 AMARILLO    TX 79105
                  2      0.000        NET 10           453492.63
******   05/24/11  1039.58 5780613   4913955  88888888  866657.39
```

Detail Report

```
Date: 07/22/2019              Petro-Data Inc.                  Page No.
Time: 13:35:03          Vendor File Report 07/22/2019              1


Vendor                              Avail.   Open     YTD    Balance
Number  Vendor Name        Telephone  Credit   Credit   Purch.

ASDDS                               ******    0.00      0      0.00
     ----------------------------------------------------------------
ACME    Acme Grocers                 -100     0.00     220    100.00
     ----------------------------------------------------------------
BRAND   Brand Fuels               -42267  10200.00  134577  142267.77
     ----------------------------------------------------------------
SELE    Branded Oil Company       -38874     0.00   62759   58874.30
     ----------------------------------------------------------------
CHEM1   CHEM1                       ******    0.00      0      0.00
     ----------------------------------------------------------------
CGF     CHEVRON              ****** 453492.63 5780613  866657.39
```

Short Report

AP Invoices

AP, Reports, AP Invoices

This report includes paid and unpaid invoices as well as invoice from history or current files. You have the option to display the AP and Bank Account and any prompt payment discount that may be taken. Selection Criteria can be used to list invoices by Batch among other things.

A preliminary message will display after choosing this report.
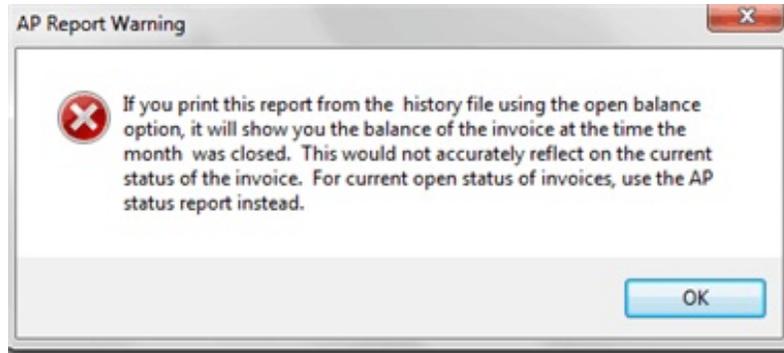
Enter Today's Date
  The system will default today's date. This field is used in the report title only.

Enter a vendor number / Blank for all   List invoices for one vendor or all vendors.

Files:
   C - Current Include invoices from the current file only.
   H - History   Include invoices from the history file only.
   B - Both   Include invoices from both current and history files.

Display prompt payment discount and net balance? Y/N
   N Exclude discounts.
   Y List discounts and show Net invoice balance after deducting discount.

Choose:
1 - Open Invoices	Include only invoices with balances in the range of dates. The end of the month date will be used to determine invoice balance.
2 - All invoices	Include all invoices paid or unpaid in the range. The Cutoff Date prompt is skipped.

Enter range of dates:	Enter beginning and ending invoice dates to include in the report. Use Selection Criteria to get a report by Batch Number.
Accounts Payable cutoff date:	This date is used to determine if an invoice was paid or open. Enter the end of the month date of the date range entered in the previous prompt.

Show Vendor ID and AP Account: List the Vendor ID and AP account of the selected invoices.

Sort Option:
1=Vendor/AP Acct/Date	Within each vendor's invoices, list all with the same AP account together sorted in date order.
2=Vendor/AP Acct/Invoice	Within each vendor's invoices, list all with the same AP account together sorted in invoice number order.

```
: Display Report Accounts Payable Status Report                    _ □
    Print       Save       Exit           Enlarge    Reduce


  Date: 04/05/2004                 PETRO DATA OIL                 Page No.
  Time: 16:51:03          Accounts Payable Status Report 04/05/2004      1
                     Current Period Invoices - Cut off date 03/31/2004


  Invoice  Invoice  Invoice  Due      Py    Invoice   Previous  Discount  Adjustmt  Open
  Number   Ref.     Date     Date     Pr    Amount    Payment   Taken     Taken     Balance

  FEE      FEE      03/01/03 03/01/04 2      150.00     0.00      0.00      0.00     150.00
  12345678 MARCH04  03/19/04 03/29/04 2      150.00     0.00      0.00      0.00     150.00

  Subtotals:DTN     DTN Corporation         300.00      0.00      0.00      0.00     300.00


  Grand Totals      Total Purchases      300.00    Total Paid        0.00
                    Total Discounts        0.00    Total Adj.        0.00

                    Total Open AP        300.00
```

Print 1099 Forms
AP, Reports, Print 1099 Forms

The 1099 forms can also be printed in the 1099 Module and is fully documented there. The same program runs both options.

```
For Misc or Interest ? (M=Misc&Rent&Other/I)   M
All Misc 1099s

 L=Last Year Balances    C=Current Year Balances   L

 Enter a vendor 1 to print (Blank=All)
 Enter a vendor 2 to print (Blank=All)

 Omit Zero Balances? (Y/N)   Y          Minimum amount to print     600.00

 Laser Printer? (Y/N)   Y
```

1099 Type
   M - Misc   Print Miscellaneous 1099 data
   R - Rent   Print Rent 1099 data (mostly covered by 1099-Misc)
   I - Interest   Print Interest 1099 data

Year
   L - Last Year
   C - Current Year

Vendors
   You can print 1099s for one or two vendors. Leave both these fields blank to print all vendors.
   Vendor 1
      Enter the first vendor number to print 1099 data for this vendor.
   Vendor 2
      Enter the second vendor number to print 1099 data for this vendor.

Omit Zero Balance
   Y - Do not print 1099s with a zero balance
   N - Print 1099s for all vendors including those with a zero balance

Minimum Amount to Print
   Enter the Federal Minimum for 1099s

Form Alignment Message:
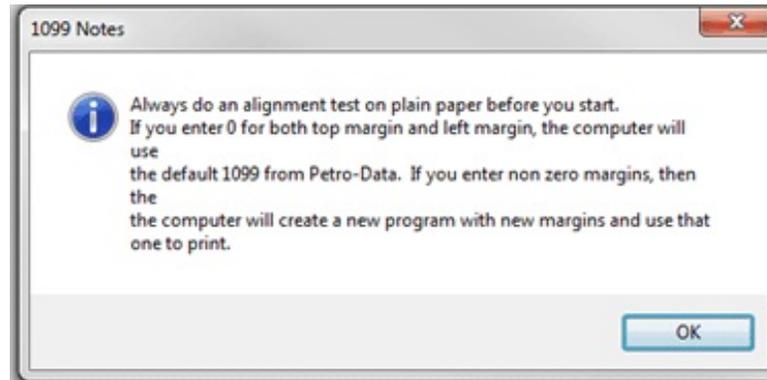
In general, a Form 1099-MISC should be filed for each person to whom an employer has paid one or more of the following. Please consult with your accountant to verify your 1099 filing requirements.
- At least $600 in services, rents, prizes or awards.
- At least $10 in royalties or broker payments in lieu of dividends of tax-exempt interest.
- Gross proceeds to an attorney.
- The result of direct sales of at least $5,000 of consumer products for resale anywhere other than a permanent retail establishment.

Vendor Inquiry
AP, Reports, Vendor Inquiry

The Vendor Inquiry displays invoice and payment information for a vendor from both current and history. You may choose to display open or paid invoices.   Vendor notes stored in the maintenance file can also be printed. New notes can be added from this screen.
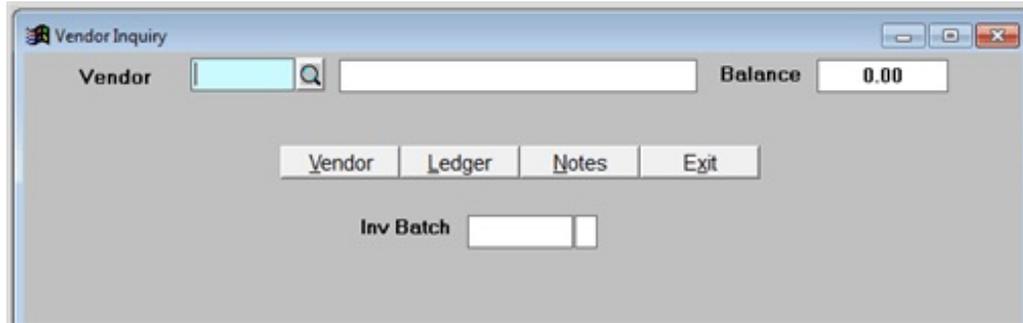
Vendor
   Enter a vendor or click on the magnifying glass to select from the lookup.

The current invoices as well as those paid in the current period display on the first screen.

If you click the data in columns 'Amt Paid' or 'BOL', detail information will display.

Amt Paid Detail

Checks

| Vendor | BRAND | Brand Fuels | | | | Exit |

Invoice 3365650   Date 04/29/2019

PurAmt 23029.50   Amtpaid 10000.00   Balance 13029.50

Module	Invoice	Check No.	Type	Batch No.	Check Date	Amt Paid
EFT	3365650	714	W	20190714	07/14/2019	10000.00

BOL Detail

Invoice Line Items

Vendor BRAND   Brand Fuels

Invoice 190429   Date 07/14/2019   Subtotal 23029.50   Exit

Bol	Terminal	Itemno	Blendcode	Inv-Loc	Cust-Tank	ShipTo	Bnet	Bgross
19042901	SA	UNL		1	UNL		10000.00	10000.00

Buttons

<Vendor>	Choose a different vendor record.
<Ledger>	Display the vendor ledger.
<Exit>	Exit the Vendor Inquiry screen.
<Notes>	Display vendor notes or ADD notes to the file. Notes can also be printed from the notes screen.

Vendor Ledger

Current	Display current transactions for the vendor.
History	Display history transactions based on a date range. Enter the date range.

Check Detail Check this box to include check details

Buttons

Show Ledger	Display the data on screen in a grid
Display	Display the data in report format on screen
Print	Print the data

Data can be sorted by clicking the fields that have ~ after the field name.

Module ~	Module used to input the data. For example 'APREC' for recurring payables, 'APMLCHK' for manual check program, etc.
Type	INV - Invoice or CHK - check. No sort capability.
Ref Number ~	Transaction reference number: Invoice number, Check Number, EFT number, depending on the Type of transaction.
Date ~	Date of the transaction. Data can be sorted in date order.
Amount	The amount of the transaction.
Inv Paid	If transaction is a check or EFT, the invoice number of the paid invoice or one of the paid invoices is displayed in this column. If multiple invoices were paid, the **Check Detail** option will display all of the paid invoices under the check.
Amt Paid	The amount paid towards the invoice number in the 'Inv Paid' column is displayed in this column.

Vendor Notes
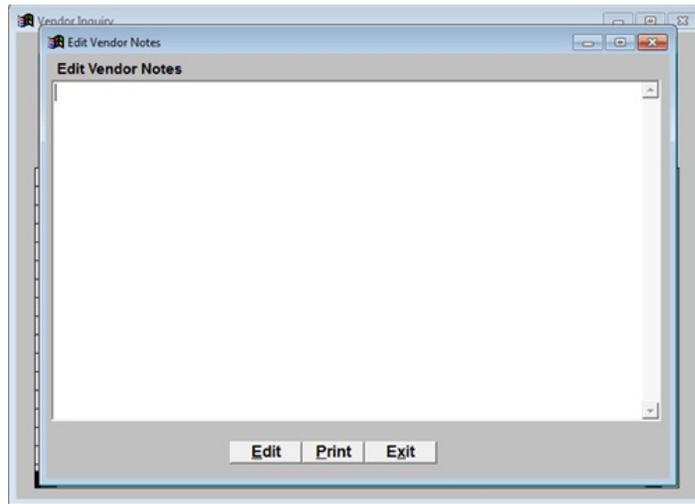
Edit   Add notes to existing vendor notes.

Print Print notes

Exit   Exit Notes screen.

Prior Trial Balance
AP, Reports, Prior Trial Balance

This report lists the Vendor Open balances at the end of the requested period. Balances are captured and stored when the 'Close Period' option is run. These are the balances retrieved for this report. Balances are stored by Vendor, year and month.

| | | | | | | F7-Start Over | F8-Quit |

Practice *** Prior Period Vendor Trail Balance **

Display report on screen

Enter report date 08/22/2014

Enter Year   2013
Enter Month 12

Sort: 1=Vendor Number   2=Vendor Name 1

Is everything ok? (Y/N/P=Printer/Q=Quit) Y

Enter Year   Enter the year for the balances you need on the report..
Enter Month   Enter the month of the balances you need. This is <u>calendar</u> month NOT fiscal year.
Sort   Sort by 1 - Vendor Number or 2 - Vendor Name

Display Report AP Trial Balance

| Print | Save | Exit | | Enlarge | Reduce |

Date: 08/22/2014   Practice   Page No.
Time: 10:11:31   Prior Period AP Trial Balance   1
                                  Month 12 Year 2013

| Vendor | Vendor Name | | MTD Purch | MTD Paid | MTD Disc | MTD Adj | Balance |

| AP Totals | Purchases | Payments | Discounts | Other Adj | Balance |
| | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

The report prints with one line per Vendor

Positive Pay
AP, Reports, Positive Pay

The menu option creates a file of all written checks in AP or Payroll that can be sent to your bank. This requires special setup and co-ordination with your bank.

Bank Reconciliation

AP, Bank Reconciliation

This module is used to reconcile your bank statement with transactions that have been entered through the Accounts Payable, Payroll, Accounts Receivable and Retail modules.

This module does not link to the General Ledger. Any balancing entries made to the Bank Reconciliation Program will have to be entered as journal entries in the General Ledger.

11 Bank Reconciliation
- Reconcile Bank Account
- Enter Deposits/Misc Charges
- Remove Cleared Items
- Verify Balance Forward
- Bank Summary Report
- Bank Detail Report
- Positive Pay

Reconcile Bank Account

Bank Account

Enter the GL Cash Account number of the bank to be reconciled. The GL account description will display.

Sort Option

Choose an option to sort the deposit and check data that you'll see in the next screen:
Check Date
Check Number

Select Action

Choose an action for adding data to the bank reconciliation system.

Get New Transactions

This should be the default choice every time you perform a bank reconciliation. When you choose this option, the system gets transactions (checks and deposits) that do not already exist in the bank reconciliation system. Data is retrieved by Period Criteria (Current or Current & History), Cut-Off Date and Batch Numbers. After the data is retrieved, the Bank Reconciliation Grid will display. Run this option only once.

Get All Transactions

Choose this option to get all transactions. The system will get all data again and display it in the grid, even if it had already been reconciled in the Bank Reconciliation before. If you run this option, you will need to Clear all checks and deposits again. This option is normally selected only if there is a problem with the current reconciliation and you need to start over from the beginning of both current month and all history months. *Please contact Petro-Data support before running this option.*

Reconcile Bank

Use this option if you have already retrieved the current month deposits and checks and you saved the data and exited the Bank Reconciliation menu. You should not run the option to Get New Transactions again if all you need to do is continue marking items cleared.

Get New Transactions

Automatically Clear All New Transactions (Y/N)

N   The system will bring in transactions and you will mark them cleared or not. This is the recommended default.

Y   The system will automatically mark all transactions as cleared. You can remove the check-mark from these transactions that have not been cleared.

AP Checks

Select either Current for the current month or Current & History for data from previously closed months. If you are reconciling your bank account every month, Current is the preferred option to select.

Enter a Check Cut-off Date. The normal option for checks would be the last day of the month you are reconciling.

PR Checks

Select either Current for the current month or Current & History for data from previously closed months. If you are reconciling your bank account every month, Current is the preferred option to select.

Enter a Check Cut-off Date. The normal option for checks would be the last day of the month you are reconciling.

AR Deposits

Select either Current for the current month or Current & History for data from previously closed months. If you are reconciling your bank account every month, Current is the preferred option to select.

Enter a Batch Range like 20171200 to 20171299 to get all batches for December, 2017. If you don't use a batch number scheme of YYYYMMDD, enter 0 to 99999999. This ensure that the system will bring in all batch numbers regardless of your batch numbering scheme.

Buttons

Edit   Change the criteria you have entered above.

Start   The system will importing the data for bank reconciliation.

Cancel   Cancel this request and return to the Main AP Menu.

Click the Start button.

A Bank Reconciliation Grid will display the data according to the dates and batch numbers you entered. All deposits and checks that have not been Cleared in previous months should be displayed. On this screen, you will check-mark the items that have cleared the bank.

> *Hint*: A Bank Detail Report is available in the Bank Reconciliation Menu. After importing the current month, you can print this report and use it as a worksheet to compare the data from the report to your bank statement. Using this worksheet, you can more easily mark the items Cleared in the Bank Reconciliation Grid in Petro-Data.

*For this document, various fields below are highlighted to help call your attention to different functions of the Bank Reconciliation Grid. The fields will **not** display in color in Petro-Data.*

Bank Account Number
    The GL account number and description of the bank you are reconciling.

Bank Balance
    The beginning balance is brought forward from the previous reconciliation. This balance will change as you mark items Cleared.

Open Amount
    The total of all uncleared transactions. This amount will change as you mark items Cleared.

Book Balance

Bank Balance + Open Amount = Book Balance. The Book Balance only changes when new transactions are brought into the Bank reconciliation.

**This is what the GL Bank Balance will show. It is considered the Reconciled Bank Balance and should match the amount in the General Ledger.

Checks Cleared

Checks are Type '**C**'. As checks are cleared, this number increases. It is a reference number only. As checks are marked cleared, the Open Amount increases which decreases the bank balance.

Deposits Cleared

Deposits are Type '**R**'. As deposits are cleared, this number increases. It is a reference number only. As deposits are marked cleared, the Open Amount decreases which increases the bank balance.

Bank Statement

Enter your Bank Statement balance as you begin your reconciliation. The difference between the current 'Bank Balance' and the 'Bank Statement' balance is posted to the 'Diff' column.

Difference

The difference between the Bank Balance and the Bank Statement is this amount. As items are cleared and the 'Bank Balance' changes, the 'Difference' changes. When it reaches 0.00 the Bank Statement balances to Petro-Data and the reconciliation is complete. All uncleared items will carry forward to the next month as open amounts.

View Options

In the Bank Reconciliation Grid, you can choose to view the data in the grid in various ways.

Checks

To view only the CHECKS, check this box and then click <View>. Only Type 'C' transactions will display in the view screen. The slide bar is active if it takes more than one screen to list all of the checks.

Deposits

To view only the DEPOSITS, check this box and then click <View>. Only Type 'D' transactions will display in the view screen.

Cleared

To view only the CLEARED items, check this box and then click <View>. Only cleared transactions will display in the view screen.

Not Cleared

To view only the items that are NOT CLEARED, check this box and the click <View>. Only items that have not been cleared will display in the view screen.

All

To view ALL of the transactions, click this box and then click <View>. All transactions will be available in the view screen.

Bank Reconciliation Grid

If the column heading has a '~' as part of the column heading, the column can be Sorted in Ascending order by clicking on the header. Columns available for sorting include Check Number, Check Date, Source, Company and Amount.

Check No. ~

This is the check number for checks and EFTs. This is receipt numbers for receipts.

Check Date ~

This is check date for checks and EFTs. This is deposit date for receipts.

Source ~

This is the Origin or Source module of the transaction. For example, 'EFT' or 'MANCHK' if the entry was made in the EFT program or 'DR' for Customer Drafts.

Company~

This is the vendor payee for checks and EFTS. This is the Module Source for Accounts Receivable or C-Store.

Description~

This is vendor name, or other description of the transaction. Examples include 'Deposit from A/R - Batch 20140423', 'Balance Forward for 10200' or 'Deposit from C Store No. 1'.

Amount~

The amount of the transaction displays. This column can be sorted by amount to make finding a specific amount easier.

Clr

When you click the check box, it means that the transaction has Cleared the bank. 'Chks Cleared' or 'Deps Cleared' amounts (highligted in red above) will be updated as transactions are marked Cleared.

Type

    C = Check
    R = Receipt/Deposit
    B = Balance Forward Transaction
    V = Void
    D = Delete this Transaction

    Transactions imported from AP, AR, C-Store have codes C or R depending if they are deposits or checks.

    You can also over-ride the Type to mark a transaction Deleted or Voided. If mark an item deleted or voided, the Bank Balance and the Book Balance in the grid will be updated.
    To Void a transaction, click in the Type field and enter '**V**'.
    To Delete a transaction, click in the Type field and enter '**D**'.

Buttons

    View
        To change the data on the screen based on the selected 'View Options'.

    Recalc
        Recalculate the totals at the top of the screen. The system should recalculate the balances at the top with each edit you enter to clear, void or delete a transaction. If the totals do not look correct, select this option to recalculate them.

    Cancel
        Use Cancel to Undo all of the changes made to this report in this session. This does not remove imported transactions or transactions you added as miscellaneous items. It does 'Undo' any items you marked Cleared, Void or Deleted that you did in this session.

    Exit/Save
        Save all changes and Exit the bank reconciliation program. A confirmation message will display to confirm the exit.

Enter Deposits/misc Charges

Manual deposits and charges are bank reconciliation entries that were not processed through the Accounts Payable or Accounts Receivable modules. Examples of these items include bank service charges, other drafts, and NSF check charges.
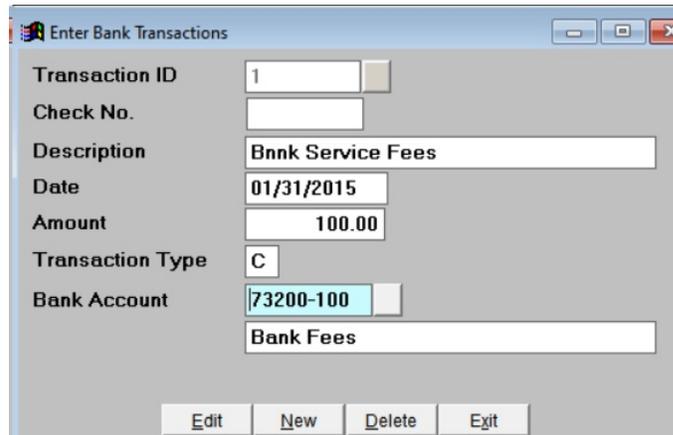
Transaction ID
    A Add Transaction and the system will add the next available number.
        Record not found. Do you want to add it? <Yes> <No>
        Press F2 or click the Magnifying Glass Lookup and display an existing manual transaction.
    Q Quit Exit the Manual bank transaction entry program.

Check No.
    Enter a Check number or reference number, if applicable. You can leave this field blank if appropriate.

Description
    Enter a description of the transaction which will print in the 'Description' field in bank reconciliation. Examples could include NSF Fee, Life Insurance Payment, etc.

Date
    Enter the check date, deposit date, or transaction date from the bank statement.

Amount
    Enter the amount of the transaction. Enter both withdrawals and deposits as positive amounts. The system will know how to treat the entry based on Transaction Type.

Transaction Type
    D Deposit, Add to Bank
    C Check, Subtract from Bank

Bank Account

Enter the GL Bank Account for this transaction. The bank name from your Chart of Accounts will display.

<u>BUTTONS</u>

Edit

You can change anything except the Transaction ID.

New

Enter another transaction and save this one.

Delete

Delete this entry.

Do you want to delete this record <Yes> <No>

Exit

Exit the manual bank transaction entry program.

Transactions automatically update to the Bank Reconciliation for the designated bank. They also are already marked cleared. The Bank Balance and Book Balance are updated.

Remove Cleared Items

This option removes all of the cleared items, re-calculates the bank balances and prepares the files for the next month's bank reconciliation.

```
Enter Checking Account to Clear/Blank=All/Q=Quit   10200-100

Account Description   Cash in Bank - Jobber

Enter date for new Balance Forward Record    /  /

Ready to Clear (Y/N/Q)   Y
```

Enter the Checking Account GL Account
    Enter a single GL bank account or leave this blank to clear all banks at once. Make sure that all banks are ready to be cleared before leaving the bank account blank.

Enter Date for New Balance Forward
    Enter the date for the first day of the next month. If you reconcile by calendar month, this date will the 1st of next month.

Ready to Clear
    Y - Yes, clear the items
    N - No, change GL Account or Date
    Q - Quit

Verify Balance Forward

If the Balance Forward is incorrect, enter the corrected one. The new balance will Replace the old one in the reconciliation module.

```
Enter Checking Account to Clear  /  Q=Quit   10200-100

Account Description   Cash in Bank - Jobber

Enter or Verify Balance Forward          8,265.00

Enter the date for the beginning balance   11/16/2018

Ready to create new balance forward (Y/N/Q)   Y
```

Bank Summary Report

This report displays one line per bank account on the screen. Balance numbers include Balance Forward, Cleared Items, Open Items, and Bank Balance.

```
Bank Account     Bal Forward    Cleared Items     Open Items     Bank Balance

10200-200               0.00             0.00      135,567.44       135,567.44

10200-400               0.00             0.00       60,777.08        60,777.08

73200-100               0.00           100.00            0.00           100.00




          Please Read the Screen and Press Enter to Continue   |
```

Bank Detail Report

This report displays all the records that have been imported into the Bank Reconciliation grid. You can select all data in the file or you can select by date to help you reconcile the current month.

```
Display report on screen

Option:  R=Range of Dates    A=ALL   R

Enter a range of dates:  01/01/2015    01/31/2015

A=All Accounts    O=One Account   O

Checking Account (Blank=All)  10200-100 Cash in Bank - Jobber

Sort Option:  1=Date and Type order    2=Check Order    3=Date Only   2

Include the Following Records:    A=All Records    O=Open Records   A

Export to Excell?   Y

Is everything ok? (Y/N/P=Printer/Q=Quit)  Y
```

Option
A Select All records in the bank reconciliation table
R Select records by a range of dates

Range of Dates
If you selected option 'R', enter the beginning and end date range.

Accounts
A Select all bank accounts
O Select data from only one bank account

Checking Account
If you selected option '**O**', enter the bank account number.

Sort Option
Choose an option to sort the data on the report.
1 By Date and Type
2 By Check
3 By Date only

Include Records
A Print All records
O Print only Uncleared records

Export to Excel
Enter 'Y' to export the report to an Excel file.

RECONCILING THE BANK - SHORT CHECKLIST

1. Get New Transactions
   a. The first process for the new month would be to bring in all transactions for the new month for the modules you have.
2. Record the Ending Bank Balance
   a. Enter your bank statement balance in the box at the top of the screen. Then begin marking the cleared transactions. View all transactions, or view checks and deposits separately if it makes it easier to find them.
3. Enter Deposits/Misc Charges
   a. In most cases, miscellaneous deposits were entered in AR as Misc Cash and Misc Charges were entered in AP as EFT's or manual checks. These transactions will have been imported into the Bank Reconciliation program when you ran 'Get New Transactions'.
   b. Journal entries will be required to record other miscellaneous charges that appear on your bank statement. One example of a miscellaneous charge would be Bank Fees.
4. Bank Reports
   a. Print the bank report. This report can be printed before you begin marking the cleared items to use as a worksheet. It's recommended that you also print a file copy after the Bank Reconciliation is complete and your bank is balanced. This report is automatically saved in excel format. Be sure to rename to include Month & Year it if you want to store a copy for your records. Bank Reports cannot be recreated after removing the cleared items.
5. Remove Cleared Items
   a. This option leaves only the uncleared items in the file. This is the last step after you have completed the reconciliation process and the Difference is Zero.
   b. The bank balance is recalculated and verified. Reprint the Bank Report after removing the cleared items. Verify the Bank balance, the Open Balance and the Book Balance. These are the numbers that will go forward to the next month.

1099 Module

AP, 1099 Module

Petro-Data supports the creation and printing of 1099 data. The program and forms are updated yearly whenever the requirements are changed by the federal government.

In general, a Form 1099-MISC should be filed for each person to whom an employer has paid one or more of the following. Please consult with your accountant to verify your 1099 filing requirements.

- At least $600 in services, rents, prizes or awards.
- At least $10 in royalties or broker payments in lieu of dividends of tax-exempt interest.
- Gross proceeds to an attorney.
- The result of direct sales of at least $5,000 of consumer products for resale anywhere other than a permanent retail establishment.

Verification Report
AP, 1099 Module, Verification Report

Print the verification report so you have a permanent copy of the vendor totals. You may print it before or after you have closed Accounts Payable for the year. This gives you a chance to check each vendor to make sure the data is correct. The report lists both the Current and Last year amounts. If you have not closed AP for the year, Current will have the totals for this year's 1099's. If you have closed AP, Current will be zero (the initialized new year) and the Last year amount will be the 1099 figure for the forms you are going to print.

```
Enter the Report Date  01/15/2019

Print Detail Address (Y/N)   N

Option:   1=1099 Vendors Only      2=All Vendors   1

Is everything ok? (Y/N/P=Printer/Q=Quit)  Y
```

Report Date
   The date you enter here will print in the report title.

Print Detail Address
   Y Print vendor's address
   N Do not print the vendor's address

Option
   1 - 1099 Vendors Only
   2 - All Vendors

```
Date: 07/22/2019              Petro-Data Inc.                Page No.
Time: 15:40:08        1099 Verification Report 01/15/2019         1


Vendor   Name of Vendor          Fed Id No  Type   Cur Amt    Last Amt

BRAND    Brand Fuels             749999999   N     10000.00      0.00

Total                                              10000.00      0.00
Total to Report   Vendor Count      0                            0.00
```

1099 Vendors, No Address

```
Date: 07/22/2019              Petro-Data Inc.                Page No.
Time: 15:41:56         1099 Verification Report 01/15/2019        1


Vendor   Name of Vendor           Fed Id No   Type   Cur Amt   Last Amt

ACME     Acme Grocers                                   0.00      0.00
         9876 Warehouse          San Antonio TX
ASDDS                                                   0.00      0.00

BRAND    Brand Fuels              749999999    N     10000.00     0.00
         1 Main Street           San Antonio TX
CELLPH   CINGULAR WIRELESS                              0.00      0.00
         PO BOX 650553           DALLAS TX   75265-0553
CGF      CHEVRON                                     194728.19    0.00
         P.O. BOX 15000          AMARILLO TX  79105
CHEM1    CHEM1                                          0.00      0.00
```

All Vendors with Address

Change 1099 Amount
AP, 1099 Module, Change 1099 Amount

If you find a Vendor with an incorrect amount, select this option to change it before you print the final forms. If a vendor was not marked as a 1099 vendor, you may add the amount to be reported to the government at this time.

```
Vendor (Q=Quit)        BRAND
Cur 1099 Amt            10000.00
Last 1099 Amt           10100.00

Ready to Post? (Y/N/Q)   N
```

Vendor
   Enter the vendor number

Cur 1099 Amt
   The current year balance will display. Change this amount if appropriate.

Last 1099 Amt
   The last year balance will display. Change this amount if appropriate.

Post?
   Y - Post the change
   N - Do not post the change
   Q - Quit

Note: If you have not closed Accounts Payable, enter the total in the Current 1099 Amt field. If you have closed, enter the total in the Last 1099 Amt. When you close the year, the Current Amount will replace the Last Year Amount.

Print 1099 Forms
AP, 1099 Module, Print 1099 Forms

Use this section at the end of the year to verify or correct and print the 1099's.

Note: Prepare to print 1099s begins at the beginning of the calendar year. The 1099 amounts will only be correct if all of the steps are taken. If you do not have a checklist for closing AP at the end of the year, call Customer Support. 1099s are based on checks printed NOT invoices posted.

```
For Misc or Interest ? (M=Misc&Rent&Other/I)  M
 All Misc 1099s

 L=Last Year Balances    C=Current Year Balances  L

 Enter a vendor 1 to print (Blank=All)
 Enter a vendor 2 to print (Blank=All)

 Omit Zero Balances? (Y/N)  Y          Minimum amount to print    600.00

 Laser Printer? (Y/N)  Y
```

1099 Type
M - Misc   Print Miscellaneous 1099 data
R - Rent   Print Rent 1099 data (mostly covered by 1099-Misc)
I - Interest   Print Interest 1099 data

Year
L - Last Year
C - Current Year

Vendors
You can print 1099s for one or two vendors. Leave both these fields blank to print all vendors.
Vendor 1
Enter the first vendor number to print 1099 data for this vendor.
Vendor 2
Enter the second vendor number to print 1099 data for this vendor.

Omit Zero Balance
Y - Do not print 1099s with a zero balance
N - Print 1099s for all vendors including those with a zero balance

Minimum Amount to Print
Enter the Federal Minimum for 1099s

Laser Printer
    Y if your printer is a laser printer
    N the printer is not a laser printer

Form Alignment Message:
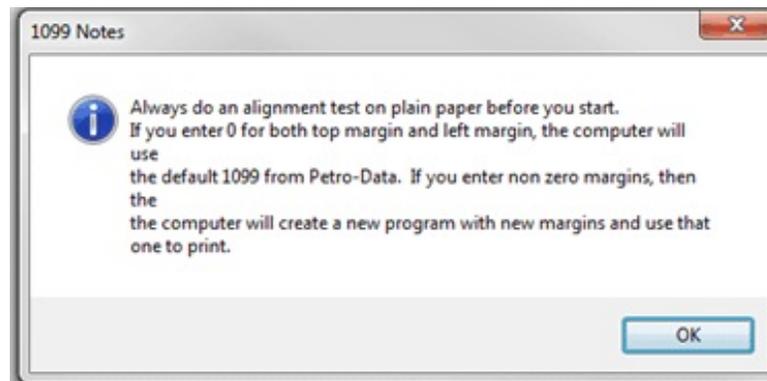
After the 1099s print, you'll be prompted to print a second copy. You can print a second copy for your files, if you wish.

Create 1099M EDI File
AP, 1099 Module, Create 1099M EDI File

Create the electronic file for all 1099 data. Paper 1099s will not be filed. You must transmit this file manually to the IRS.
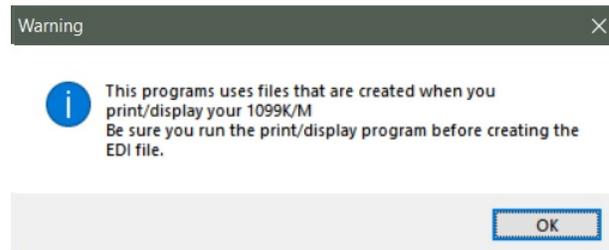
A warning message will display reminding you that you must have already printed the 1099 forms before creating the EDI file.

Report Date
   Today's date will default in this field. This date is only used for informational purposes.

1099 Option
   Select the correct 1099 file type you are creating:
      1099K   1099 Payment Card for credit card settlements
      1099M   1099 Miscellaneous

Corrected

Check this box if you are creating a corrected file.

Prior Year

Check this box if you are creating a test prior year file.

Test File

Check this box if you are creating a test file.

Foreign

Check this box if you are creating a file with 1099s issued to a foreign person or company.

Year

Enter the 4 digit year for the 1099 file.

Your FEIN

The Federal ID number will default from the AR Setup installation files. If this is not correct, enter the correct FEIN here. You should update the installation data also.

Transmitter Information

This name and address is taken from the AR Setup installation files. If this is not correct, update the AR Setup installation data before creating the file.

Click the **Create** button.

Print 1096 Form
AP, 1099 Module, Print 1096 Form

If you file paper 1099 forms, you will need to create and file the 1096 form - Annual Summary and Transmittal of U.S. Information Returns. Load the pre-printed 1096 form on your printer.

Report Date
   Today's date will default. This date is for informational purposes only.

Alignment Test
   Check this box to print alignment forms.

Final Return
   Check this box if you are filing a final return.

1099 Type
   Select 1099 type:

1099K	Payment Card for credit card settlements
1099Misc	1099 Miscellaneous
1099Rent	1099 Rent
1099Int	1099 Interest

Contact Person
   Enter the name of the primary contact person

Email Address
   Enter the email of the primary contact person

Phone Area
    Enter the phone area code of the primary contact person

Phone
    Enter the phone number of the primary contact person

Fax Area
    Enter the fax area code of the primary contact person

Fax No
    Enter the fax number of the primary contact person

Employer ID No
    Enter the company's Federal ID Number

Social Sec No
    Enter the Social Security Number if you are filing as an individual.

Withholding
    Enter the total withholding tax amount.

No of Forms
    Enter the number of forms to be filed.

Grand Total
    Enter the grand total for all forms.

Clear 1099 Totals
AP, 1099 Module, Clear 1099 Totals

This option copies the current 1099 totals to the last year 1099 field and then zeros out the current 1099 totals. Run this option after your printed all your 1099 forms.

```
This option allows you to save your current 1099 total to last years

1099 total and then clear the current 1099 total.

Print the 1099 Verification Report to make sure Last Years Total is Right

Save the totals in last year 1099 total? (Y/N)  Y
```

Select 'Y' and press Enter to clear the totals.
Enter 'N' to cancel the option.

If you select 'Y', a second confirmation message will display:

```
Are You Sure You Want to Clear 1099 Totals? (Y/N)  N
```

Enter 'Y' and press Enter.

After you clear the 1099 totals, re-run the Verification Report to ensure that Current Year totals are zero and Last Year totals were updated correctly.

Calculate 1099 Amounts
AP, 1099 Module, Calculate 1099 Amounts

The system will re-calculate the 1099 balance by adding up the checks for a range of dates. The resulting total will be written to the Last Year total. For the program to produce correct numbers, the vendor must be designated as a 1099 vendor in their setup.

```
            Petro-Data Inc. ***** Fix 1099 Balances *****

This program will recalculate the year to date 1099 balance
by adding up the Checks for the range of dates desired.
The resulting total will be put in the last year total.
This program only works if you have the vendors
coded correctly with their 1099 code.
If you calculate for one vendor, the system will calculate
a 1099 balance regardless of the previous 1099 code.

Enter range of dates for Last Year  01/01/2019      06/30/2019

Enter vendor to calculate (Blank=All)  |

Fix 1099 codes in the check register? (Y/N)  N

Browse and Fix 1099 codes? (Y/N)

Are you ready to recalculate the vendor balances? (Y/N/Q)
```

Enter Date Range
Enter the begin and end dates for the 1099 data.

Enter a Vendor
Enter one vendor or leave this blank to calculate all vendors.

Fix 1099 Codes
Y Update the vendor setup file with 1099 codes from the check file.
N Do not update the vendor setup file with 1099 codes from the check file.

Browse and Fix 1099 Codes
Y View and Update the 1099 codes in the check file.
N Do not view or update the 1099 codes in the check file.

When the program completes, this message will display.

```
Balances calculated.  Begin updating vendors.

Finished calculating.  Print 1099 report to verify balances. Press  C
```

Press 'C' and Enter.

Fix 1099 Forms
AP, 1099 Module, Fix 1099 Forms

Use this program to update the printer spacing for the 1099 form. For each form you select, the printer spacing specification will display. Use your mouse to move the fields so the data prints correctly on the form.

```
         Petro-Data Inc. *****  Modify 1099 Form *****

 1=Modify Form      2=Copy Back Original  1

 1=1099M     2=1099I     3-1099R      4=1096

 Ready to Continue? (Y/N/Q)
```

Action
1. Modify the 1099 Form
2. Restore the Backup copy of the 1099 form

1099 Form
Choose one of the following:
    1 - 1099Miscellaneous
    2 - 1099Interest
    3 - 1099Rent
    4 - 1096 Summary Form

Sample: Change 1099M

Move the fields to match the spacing on the form. Press CTL-W to Save & Exit.

When the change is complete, message displays:
   'Modification was completed. You can print an alignment test or print on plain paper and trace it on the form.'

Close Period
AP, Close Period

After all checks and invoices have been entered for the month and the reports and processes on the End of Month Checklist have been completed, close the current period or year.

This is the only Petro-Data module that closes by date. So if you have already printed checks for the new month, they will remain in the current file after you close the period. The option to clear the 1099 totals is included in the Month-End process. **Do not** answer 'Y' if you have already cleared the 1099 totals in the 1099 Module menu.

A Period End Date must be entered when closing. All transactions dated prior to the period-end date will be sent to history. Transactions dated after the period-end date will remain in the current file. This feature allows you to print AP checks for the new month before the previous month is closed.

F7 is available to begin at the top of the option screen if an error is made.
F8 is available to quit the Period-End closing at any time and return to the menu.

EVERYONE MUST BE OUT OF ACCOUNTS PAYABLE TO RUN THIS OPTION.

If there are no out-of-balance batches, the following screen displays. If the previous period was closed properly and the fiscal periods have been defined, the **Closing Period Date** displays automatically.

```
¦ Accounts Payable Close Period/Month                        ::::::
                                                F7-Start Over    F8-Quit

              PETRO DATA OIL *** AP Close Period *** 04/26/2004

      Verify the Closing Period Date (Cutoff Date)   01/31/2003

      Closing Month is              01        Closing Year is      2003

      Current Fiscal Period is      03

      Do you want to reset all YTD amounts in the Vendor File ? (Y/N)   N

      Do you want to move 1099 totals and clear current 1099   N

      Have you printed a current AP Status Report? (Y/N)   Y

      Is Everything OK? (Y/N/Q)    Y
```

Note: *If you have to display and select the closing period date every month, call Customer Support for assistance in setting up period definitions properly.*

Verify the Closing Period Date
   This is a very important date. Transactions later than this date will remain in the current file, all others will be moved to history. If the date is incorrect, enter the correct date.

```
Period data not found for this date.  Periods are defined in AR setup screen.
Option:  L=Lookup   Q=Quit   C=Continue and enter period data manually  |
```

   Call customer support for assistance if you receive this error. Your period definition table is not correct.

Closing Month
   This is the calendar month (ex. 01/31/2003 is calendar month 01 as shown in the above screenshot).

Closing Year
   This year is from the 'Define Fiscal Periods' file. It is always the current calendar year.

Current Fiscal Period
   This is the fiscal period. In the above screenshot, January is the fiscal period 03 indicating that the fiscal year began in November.

Note: *In older versions, the Closing Year may not always be the same as the current year. If your fiscal year is not Jan-Dec, there will be some months where the closing year might be last year.*

Reset YTD Amounts:
   This option is skipped if it is not your fiscal year end. If this is the end of the calendar year or fiscal year, choose 'Y' to zero **YTD Purchases**. Reset and clear the data in the same month each year.

Move 1099 totals and clear current 1099
   This option is skipped if this is not year end.   This is always done at the end of the calendar year after all checks for the year have been printed or entered and **before** next month checks are entered.

Have you printed a current AP Status Report?
   This report is essential for balancing the AP account in the General Ledger and to verify that all checks and efts have been entered for the month. Make sure that this report is reviewed before closing AP.

Closing is similar to updating, the system prepares the files and checks them before beginning the process. If error messages display, call Customer Support IMMEDIATELY.

The following screen displays when the period-end closing process has begun:

```
 Update Status Screen                                          _ □

 Update Status:

 Please review the errors by pressing the View Errors button.
 Press Cancel Update to quit.  Press Finish Update to complete the update




                                                                      ⌐



   Finish Update   │   View Status   │   View Errors   │          Cancel Update
```
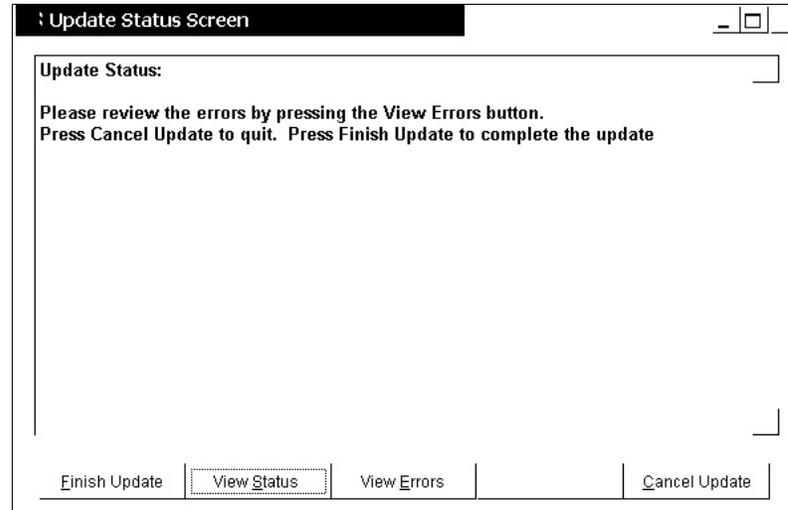
Normal sequence:
1. Read the 'Update Status Screen' which is displaying.
2. Click on <View Errors>.   If any serious errors are listed, click <Cancel Update>, correct any errors and start Period Close again.
3. If no errors are listed, click on <Finish Update>.
4. Read the last entries on the 'Update Status Screen' to verify the successful completion of the closing.

Button Options
Finish Update   No errors found, finish the closing.
View Status   This screen is currently displayed.
View Errors   This screen displays any errors found during the closing process.
Cancel Update   Quit without completing the period-end closing. You may make corrections and start over.

If errors occur after the <Finish Update> button is selected, the closing still might not be complete and in most cases will automatically be cancelled. The 'Update Status Screen' *will reflect this*. Correct the error, reindex, whatever it takes, and then start Period Close again. Call Customer Support for assistance if necessary.
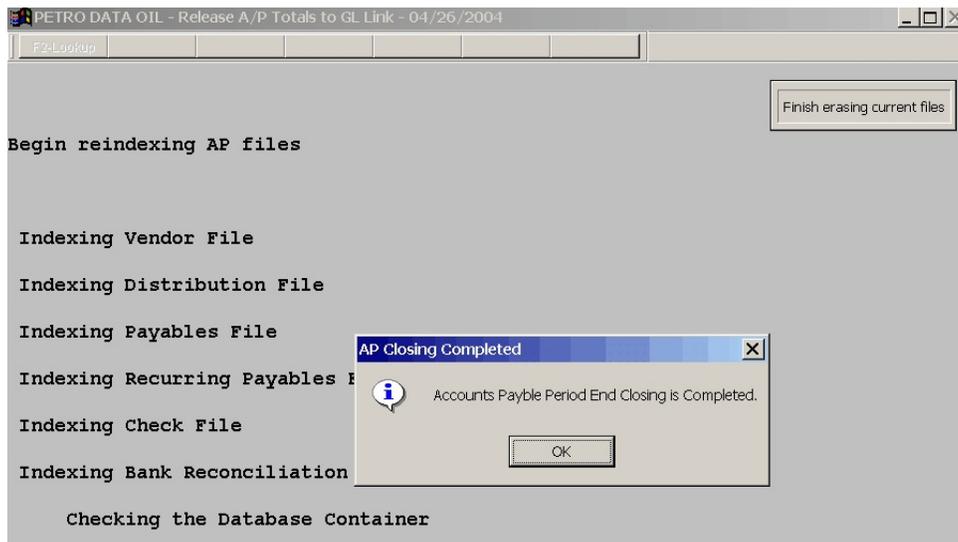
Look at the last line on the 'Update Status Screen' to verify that the process completed successfully.
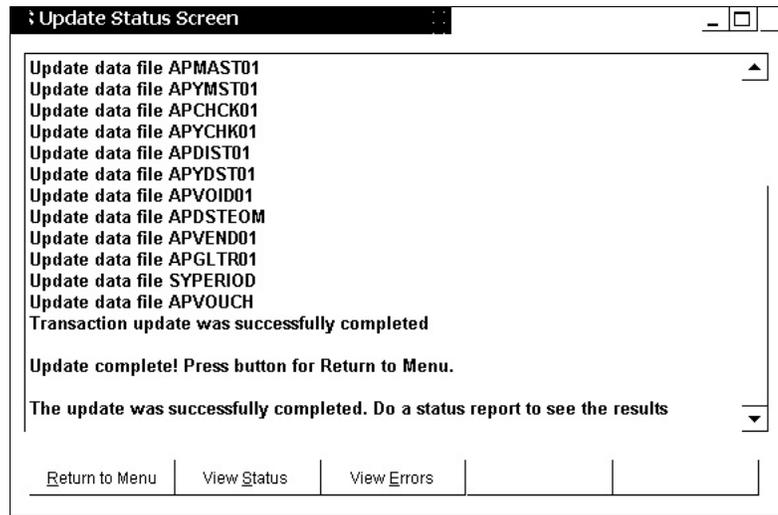
Press <<u>R</u>eturn to Menu> and the reindexing screen displays.

If an error occurs during the Reindex process, get everyone out and reindex both current and history files (R - Index Data Files).

The following screen indicates a completely successful Period-End Closing.

Press <OK> to acknowledge that the process is complete and to return to the AP Main Menu.

AP Period Close Notes:

If there are out-of-balance batches, the following screen displays before the closing begins:

```
▪ Accounts Payable Close Period/Month                                    _ □
─────────────────────────────────────   F7-Start Over    F8-Quit   ─────────

              PETRO DATA OIL *** AP Close Period ***  ┌──────────────────────────────────┐
                                                      │ Standby while computer checks      │
   Batch           is out of balance by    100.00     │ distribution files                 │
   Batch 092993    is out of balance by   3000.00     └──────────────────────────────────┘
   Batch 10009701  is out of balance by   2958.00
   Batch 10052393  is out of balance by  77117.70
   Batch 10940301  is out of balance by    451.02
   Batch 10940303  is out of balance by  30054.00
   Batch 10940304  is out of balance by  66000.00
   Batch 10940305  is out of balance by    600.00
   Batch 10940401  is out of balance by      6.00
   Batch 10970324  is out of balance by 119290.32
   Batch 19980227  is out of balance by    300.00
   Batch 20000428  is out of balance by   5587.45
   Batch 20000511  is out of balance by     34.00
   Batch 20000721  is out of balance by  29992.83
   Batch 20001213  is out of balance by    940.00
   Batch 20020213  is out of balance by   5000.00
   Batch 20030214  is out of balance by    864.90


I cannot let you close Accounts Payable with out of balance batches.
Go to the release module and choose option 6-Fix Out of Balance Link File. |
```

'*Accounts Payable closing is canceled until you fix the link files. Press enter.*'

All batches in the link file must be balanced before closing is allowed. The distribution files are checked and any batches that are not balanced are displayed.

Correct the batches using option *Fix Link Files* in *Release to General Ledger.* Complete instructions for researching and fixing batches that are out of balance are in this documentation in the next chapter - 'Release to General Ledger'. Fix the out of balance batches and try closing again.

Release to General Ledger

AP, Release to General Ledger

This option will release updated AP data to the General Ledger. This menu also includes some basic maintenance menu items for the General Ledger.

Release to General Ledger	
› PrePost Report	• Fix Link Files
› GL by Document	• Define Detail Accounts
› Update to Link Files	• Install Program
› Link Code File	• Define Fiscal Periods
› Control Report	• Pay Invoices

PrePost Report
Journal entries created by Accounts Payable and related modules are released from the AP Link file to the GL Link file.

GL by Document
This report of journal entries sorted by document helps research out of balance batches and entries with blank or invalid GL accounts.

Update to Link Files
This option sends transactions to the GL Link file where they will be posted to the GL in the correct period.

Link Code File
Link codes contain GL accounts such as the Bank, AP, Discounts so that journal entries can be created as invoices are entered and checks are printed and updated.

Control Report
This report displays an overview of each AP account to ensure that the GL account is in balance with the Open Invoices.

Fix Link Files
This feature is used to fix batches that are out of balance by displaying the out of balance invoices one at a time so entries can be added to balance them. It also displays transactions with blank or invalid GL accounts for correction.

Define Detail Accounts
This feature is used to define accounts for your chart of accounts for the General Ledger.

Install Program
General information about your company and whether or not some special features will be used as you process your payables.

Define Fiscal Periods
This is one of three places where fiscal periods can be defined each year as you begin a new fiscal year.

Pay Invoices
This is a special feature used to clean up old open invoices from prior fiscal years. No journal entries are created with this option.

PrePost Report
AP, Release to General Ledger, PrePost Report

The AP Link File contains batches of transactions that have not been released to the GL Link File.

The Pre-posting report should always be run before releasing transactions to make sure proofs for every batch are zero. A Grand Total Proof displays at the bottom of the report for all batches listed.

Sometimes, you may be presented with the following message:
> *Just a reminder! There are PRIOR period transactions in the AP distribution file that have not been released to GL.*

This means that the module was closed before all transactions were released. To view them, run a PrePost Report using batch numbers of 00000000 to 99999999. If they need to be released, release them. If they are old transactions and you do not plan to ever post them to the General Ledger, call Customer Support to clean them up for you. Otherwise the message will clear when the transactions are released.

The PrePost report has several formats and several levels of detail. Since all may be displayed on the screen, try different options until you find one that works best for your company.

```
Option: 1=Regular    2=with Detail Descriptions    3=Summary  1

Sort Option:     1=Batch No.      2= Account Number   1

Batch Option:  1=One Batch    2=Range of Batch Numbers   2

Enter Batch Number    _____

Enter batch range  00000000   99999999

Enter a Report Date   04/05/2019

Is everything ok? (Y/N/P=Printer/Q=Quit)   Y
```

Option

1-Regular	Batches print one line per GL account per batch with the proof for the batch.
2-with Detail Descriptions	First line has the GL account and amount, second line has the description that will show in the General Ledger.
3-Summary	One line per batch with the GL proof. Use this option to find an out of balance batch number if the Grand Total Proof is not zero.

The PrePost Report should always be displayed to the screen before releasing transactions to the General Ledger to make sure all batches have zero proofs. It's recommended you always choose to prepost a Range of Batch Numbers and enter 0-99999999.

PrePost Regular Option

The listing prints a short description (MANCHK, APPCHK, BOL, etc.) of where the batch originated as well as the proof. Batches in this link file could have come from Jobber purchase updates, BOL updates, AP invoices or AP checks.

If the proof is not zero, find the batch or batches that are out of balance using the Summary PrePost Report and then print a 'GL by Document Report' to find the specific invoices that are out of balance.

PrePost Summary Option

```
Date: 05/23/2014                     Practice                        Page No.
Time: 08:50:58          AP Pre-Posting Link Report on 05/23/2014          1
                          Batch Range: 0        to 99999999

Batch    Date        Account    Description                     Amount

19990507 05/07/2003  20500-100  Accounts Payable - Jobber       -100.00
         GL Ref  Batch 19990507 GL Desc AP from AP Post
19990507 05/07/2003  70700-100  Intercompany Fuel Expense        100.00
         GL Ref  Batch 19990507 GL Desc Inv 129112 Ven BRAND-MISC

                              Proof for APPOST Batch 19990507     0.00

19990519 05/19/2003  13110-100  Inventory - Fuel                 100.00
         GL Ref  Batch 19990519 GL Desc Inv 0519 Ven BRAND-FUEL
19990519 05/19/2003  20500-100  Accounts Payable - Jobber       -100.00
         GL Ref  Batch 19990519 GL Desc AP from AP Post

                              Proof for APPOST Batch 19990519     0.00
```

PrePost with Detail Descriptions

GL By Document
AP, Release to General Ledger, GL By Document

This report will display detail information for the batches that were posted to the General Ledger. This report can also be used to determine how to fix errors when a batch is out of balance.

It lists individual invoices in a batch with all the distribution for each invoice and the proof. If the distribution is in balance, the proof displays 0.00 for that invoice. If there are invoices that do not proof to zero, they must be fixed in 'Fix Link Files' on this submenu.

> *Note: Compare the distribution of the out-of-balance invoice to a similar invoice that is in balance. This could help you figure out what entry is needed to fix it.*

```
B=Range of Batches              Blanks For All
I=Selected Invoices             O=All Out of Balance Invoices

Range of Batches:                       Range of Batches:

Option:  1=Current File    2= History File    3=Both 3

Enter the Report Date   03/31/2019

Type:   A=All          E=Efts         B=Bill of Ladings
        P=AP           F=Freight      R=Purchases        A

Enter transaction type (ESAP, ESTX, ESFR)

Is everything ok? (Y/N/P=Printer/Q=Quit)
```

Selection

B-Range of Batches	List invoices for a specific batch or range of batches.
I-Selected Invoices	List the distribution for one or more specific invoices.
O-All Out of Balance Invoices	List only out-of-balance invoices.
Blank	List all batches and invoices.

Option

1-Current File	Batch is in the current period (month has not been closed).
2-History File	Batch is in a period that has already been closed.
3-Both	Search both current and history files.

> *Note: If you are using this option to balance a batch before releasing during month-end processing, the transactions will be in the current period.*

Report Date
   The Report Date has no affect on the report. Today's date will default.

Type
   Since the same batch number could be used when entering EFTs, BOLs, Purchases and regular Accounts Payable, you can limit the number of transactions you have to go through by selecting the Type of transactions. If you know the origin of the batch, you may select the transaction type. If you are not sure, or the report does not list the batch, select A=All.

   A-All   List all transactions with the selected batch numbers or invoices.
   E-Efts   List all transactions updated in the EFT module with the selected batch or invoice numbers
   B-Bill of Ladings   List all transactions updated in the BOL module with the selected batch or BOL numbers.
   P-Accounts Payable   List all transactions entered in the AP module with the selected batch or invoice numbers.
   R-Purchases   List all transactions entered in the inventory purchasing module with the selected batch or invoice numbers.

Enter transaction type (ESAP, ESTX, ESFR)
   Leave this blank unless you have a report that has a transaction type.   Types are:
   ESAP Estimated AP
   ESTX Estimated Taxes
   ESFR Estimated Freight

Batch	Vendor	Inv/Rec	Date	GlRef	Gl Acct	Amount
Module	Tran Type		GL Descr			
	BRAND	0214	02/21/2003	WATER	20500-100	-300.00
AP	AP		Accounts Payable - Jobber			
	BRAND	0214	02/21/2003	WATER	73200-200	300.00
AP	EXP		Store 1 Promotion Expense			
					Proof	0.00
	BRAND	1333	02/01/2003	REF	20400-100	-1000.00
			Sales Tax Collected - Job			
	BRAND	1333	02/01/2003	REF	10200-100	1000.00
			Cash in Bank - Jobber			
					Proof	0.00
02110228	CGF	1191746	02/25/2011	FUEL	20000-	-25418.43
PUR	AP		Account Not Found			
02110228	CGF	1191746	02/25/2011	FUEL	13010-	22316.55
PUR	INV		Account Not Found			
02110228	CGF	1191746	02/25/2011	FUEL	13900-	1479.73
PUR	FTAX		Account Not Found			
02110228	CGF	1191746	02/25/2011	FUEL	13900-	1608.40
PUR	FTAX		Account Not Found			
02110228	CGF	1191746	02/25/2011	FUEL	48100-	13.75
PUR	MISC		Account Not Found			
					Proof	0.00

Batch	Vendor	Inv/Rec	Date	GlRef	Gl Acct	Amount
Module	Tran Type		GL Descr			
					Proof	0.00
970208	BRAND	0208	02/08/2003	REF02	20500-100	-500.00
AP	AP		Accounts Payable - Jobber			
970208	BRAND	0208	02/08/2003	REF02	72600-100	500.00
AP	EXP		Freight Expense - Jobber			
					Proof	0.00
970307	BRAND	030797	03/06/2003	MISC	20500-100	-200.00
AP	AP		Accounts Payable - Jobber			
970307	BRAND	030797	03/06/2003	MISC	40500-400	200.00
AP	EXP		Store 3 - Tobacco Sales			
					Proof	0.00
					Tot Proof	-110.20

Update to Link Files

AP, Release to General Ledger, Update to Link Files

This option moves GL transactions from the AP Link File to the GL Link File. Internally, it marks the transactions 'Released'. The distribution records always remain in the AP distribution file for future reporting and problem solving.   Although transactions are normally released during the month-end processing, transactions may be released more often.

Run the PrePost Report first to make sure that the Grand Total proof is 0.00. If proof is 0, release or 'Update' transactions to the GL Link File.
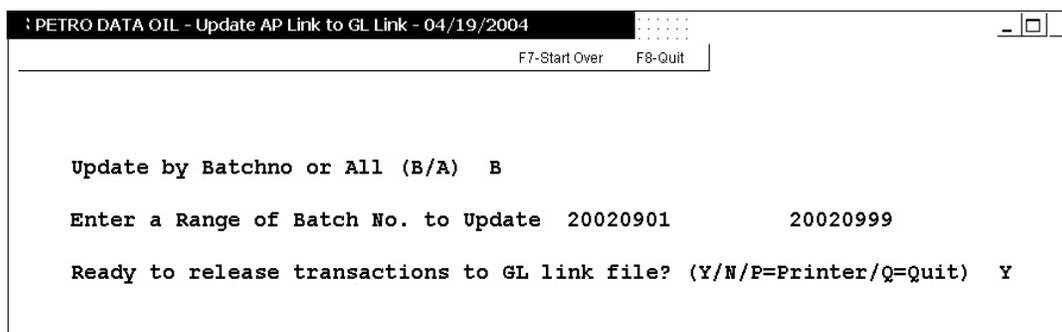
```
: PETRO DATA OIL - Update AP Link to GL Link - 04/19/2004                          _ □
                                              F7-Start Over     F8-Quit


        Update by Batchno or All (B/A)   B

        Enter a Range of Batch No. to Update   20020901          20020999

        Ready to release transactions to GL link file? (Y/N/P=Printer/Q=Quit)   Y

```

Update by Batchno or All
> **B** Release transactions by range of batches. If the PrePost report was run by batch range, use this same range here.
> **Note:** A valid beginning batch number must be entered. Entering all zeroes will not release any transactions.
>
> **A**   Release all transactions. If you printed the preposting batch listing using the batch range 0-99999999, you may release using option **A** for all.

If any error messages display on the screen, follow the instructions or call Customer Support for assistance.

Link Code File

AP, Release to General Ledger, Link Code File

Link codes define the default GL accounts that will be used during processing in AP. These include AP liability account, bank account, discounts, etc. When entering invoices, make sure the correct link code is used. The bank account is attached to the invoice when it is entered into the system. EFTs use the link codes in the AR Module.

```
1   AP Link Code File Maintenance
2   AP Link Code Report
Q   Return to Main Menu

    Make a Selection   Q
```
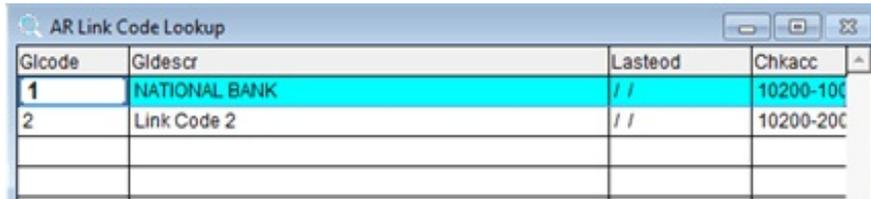
AP Link Code File Maintenance
AP, Release to General Ledger, Link Code File, AP Link Code File Maintenance

Create or change link codes used when entering AP transactions. One link code is required for each GL Bank account.
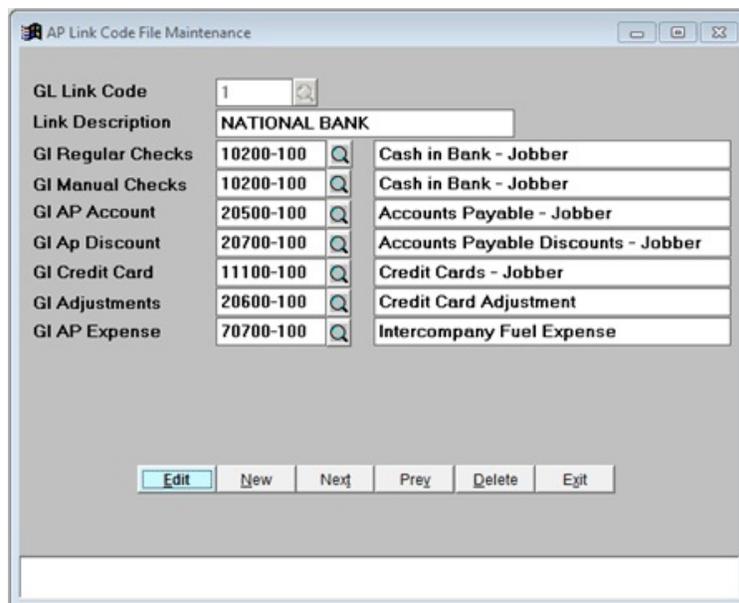
Click the 'Magnifying Glass' or press **F2** to display existing Link Codes.

If no link codes exist, click the <New> button and enter a link code number. Enter '1' if this is your first link code definition. Assign the next sequential number to add a new link code to an existing list.

The **F2** lookup is active on all GL account fields. Lookup and select, or enter the correct GL account on each line. If you write checks on several bank accounts, you will need a link code for each bank account.

Link Description
   Enter the Bank name or other description to identify this link code.

GL Regular Checks
   Enter the Bank GL for checks printed in the 'Print Checks' option of AP.

GL Manual Checks
   Enter the Bank GL for Manual checks entered in 'Enter Manual Checks' or in 'Enter AP Invoices' if priority 'M' is used and a check number entered. Both Regular and Manual can use the same GL account.

GL AP Account
   Enter the Accounts Payable Trade GL account.

GL AP Discounts
   Enter the Purchase Discounts account used for discounts taken when paying invoices in AP.

GL Credit Card
   Enter the Credit Card Receivable account used if credit cards are applied to invoices in the Approve to Pay and Manual Check Entry programs.

GL Adjustments
   Enter the Adjustment account used if an invoice has adjustments. This account can be the same as the AP Discounts account.

GL AP Expense
   This GL is a Special Feature used in intercompany transactions. Use this only at the direction of Petro-Data Support.

BUTTONS
   <Edit>   Change the Link Description or GL accounts.
   <New>   Add a new link code or display a different one.
   <Next>   Display the next link code record in the file (forward).
   <Prev>   Display the previous link code record (backwards).
   <Delete> Delete this link code record.
   <Exit>   Exit AP Link code File Maintenance

AP Link Code Report

AP, Release to General Ledger, Link Code File, AP Link Code Report

Print a report of all link codes.

```
Enter the date  03/31/2019

Is everything ok? (Y/N/P=Printer/Q=Quit)  |
```

Report Date

This date is for informational purposes only. Today's date will default.

```
Date: 07/24/2019                 Petro-Data Inc.                 Page No.
Time: 04:37:59            AP Link Code Report on 03/31/2019            1


     Link Code 1            Bank !
AP             20500-100             Bank          10200-100
Manual Chk     10200-100             Discounts     20700-100
Credit Card    11100-100             Adjustments   20600-100

     Link Code 2            Bank 2
AP             20500-100             Bank          10200-200
Manual Chk     10200-200             Discounts     20700-100
Credit Card    11100-200             Adjustments   20600-100
```

Control Report

AP, Release to General Ledger, Control Report

This report displays the current AP Open invoice balance as well as the total bank entries. There are two reports available.

```
1=AP Totals by Account     2=Invoice Audit Report   1
```

1 - AP Totals by Account

The report compares the Open Invoice Total and the total of the Bank transactions with the distribution file for each link code. If there are any differences, they are displayed.

```
, PETRO DATA OIL - AP Control Total Report - 04/19/2004

                                          F7-Start Over     F8-Quit


     Display report on screen

     Enter the cutoff date   04/19/2004

     Is everything ok? (Y/N/P=Printer/Q=Quit)  |
```
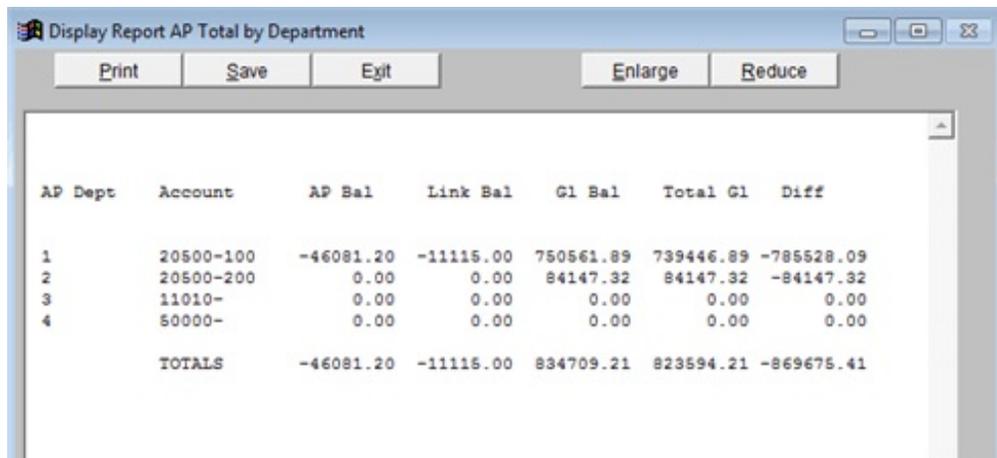
Enter the cutoff date

Enter the end date for the report

AP Dept	Account	AP Bal	Link Bal	G1 Bal	Total G1	Diff
1	20500-100	-46081.20	-11115.00	750561.89	739446.89	-785528.09
2	20500-200	0.00	0.00	84147.32	84147.32	-84147.32
3	11010-	0.00	0.00	0.00	0.00	0.00
4	50000-	0.00	0.00	0.00	0.00	0.00
	TOTALS	-46081.20	-11115.00	834709.21	823594.21	-869675.41

2=Invoice Audit Report

This report displays or prints the detail of the selected batch or batches. If there is a difference in the 'Totals by Account' report, this will help you find the discrepancy.

```
F2-Lookup   F3      F4      F5      F6   | F7-Start Over | F8-Quit |

          Practice *** A/P Invoice Audit Report *** 05/23/2014

    Enter todays date  05/23/2014

    C=Current   H=History    B=Both  B

    Enter range of batches:    Beg Batch  19990507      End Batch  19990507

    Input selection criteria? N

    Is everything ok? (Y/N/P=Printer/Q=Quit)  Y
```

Enter Today's Date

This date is for informational purposes only. Today's date will default.

Period

Select the files to search for the batches.
C=Current   H=History   B=Both

Enter range of Batches

Enter the Beginning and Ending Batch number to audit.

Input selection criteria?

Y Filter the audit for a specific GL account, vendor, invoice, etc.
N Retrieve all data in the selected batches. Do not use a filter.

```
Display Report AP Invoice Audit Report                              [_][口][23]

    Print      Save      Exit              Enlarge    Reduce


  Date: 05/23/2014                    Practice                    Page No.
  Time: 11:21:28            AP Invoice Audit Report 05/23/2014         1
                          Invoices for range 19990507 - 19990507


  Batch    Vendor  Invoice  Reference  Invoice   Py   Invoice  AP Acct
                   Number              Date      Pr   Amount

  19990507  BRAND   129112   MISC       05/07/2003  2    100.00  20500-100

   Subtotals for 20500-100  Batch 19990507 Module APPOST    100.00


        Grand Total                              100.00
```

Fix Link Files
AP, Release to General Ledger, Fix Link Files

If the PrePost Report showed a batch out of balance, this option will allow you to fix it before it is released to the GL Link File.   First print or display the 'GL by Document' report.   In some cases you can also add transactions to a balanced batch.

```
            PETRO DATA OIL *** Fix AP Batch *** 04/19/2004

   This program requires that you fix every invoice that is out of balance
   You should have a distribution report by invoice (option 2) in hand before
   using this program.  Option:  C=Continue    Q=Quit |
```

Option
> **Q** Quit without fixing data
> **C** Continue into the Fix program

```
Input Batch No. (Blank=All)        [      ]

Option:  1=Prior Period Batch        2=Current Month Batch   [ ]

Fix Option:  1=Fix bad Gl numbers    2=Fix Unbalanced Batch  [ ]
             3=Add transactions to balanced batch

Is everything ok? (Y/N/P=Printer/Q=Quit)   [ ]
```

Input Batch Number
> Enter the batch number to fix.
> Leave this blank to fix All batches. Use the All option if you are fixing bad GL numbers.

Option:

1=Prior Period Batch	The period was closed before the batch was corrected and now is in the history file.
2=Current Month Batch	The batch is in the current file.

Fix Option:

1=Fix bad Gl numbers	Fix an invalid or blank GL account number
2=Fix Unbalanced Batch	Add a balancing entry to an out-of-balance batch.
3=Add transactions to balanced batch	Add a debit and credit transaction to a balanced invoice. This is like a journal entry to reclassify an amount that was posted to the wrong account.

If there are transactions with bad GL accounts, the system will display them first for correction even if you do not select the option.


```
           PETRO DATA OIL *** Fix AP Batch *** 04/27/2004

    Input Batch No. (Blank=All)  20040320

    Option:  1=Prior Period Batch       2=Current Month Batch  2

    Fix Option:  1=Fix bad Gl numbers   2=Fix Unbalanced Batch  1
                 3=Add transactions to balanced batch

    Is everything ok? (Y/N/P=Printer/Q=Quit)  Y
```

Fix Bad GL Account

Vendor	Invoice	GL Acct.	Gl Description	Gl Amount
BRAND	44405	72600-201		25.00

Edit   Save   Cancel

Press F2 or click on the magnifying glass icon to look in the chart of accounts. After all accounts in the batch are corrected, the program will continue to the Fix Out of Balance section.

Hint: If you type in the first number or two and then select lookup, the program will place you in the vicinity of the account you need instead of beginning at the top. This will eliminate scrolling all the way down to the area you need.

Fix Out of Balance Errors

Out of balance amounts are fixed by invoice number. Print the 'GL by Document' Report for the batch and use the report to find invoice numbers.

The first invoice that is out of balance is displayed. The invoice number and the amount that it is out of balance displays. You can fix the record or skip it and display the next record.

Select

Yes	Fix the distribution for this invoice. The 'Browse Distribution' screen displays.
No	Skip the displayed invoice and go to the next one.
Cancel	Quit without making any corrections to this invoice.

If you select **YES**, the following screen displays:

If there are multiple the distribution records for the invoice, they will all display in this grid. The invoice Proof displays at the bottom along with the selection buttons.

Add   Add an \entry to balance the invoice.
Delete Highlight a row to delete that entry.   You can also delete entries you added in this screen.   Deleting entries that were created during an update is not allowed.
Exit Quit without correcting the distribution.

Select **ADD** and the following screen displays:
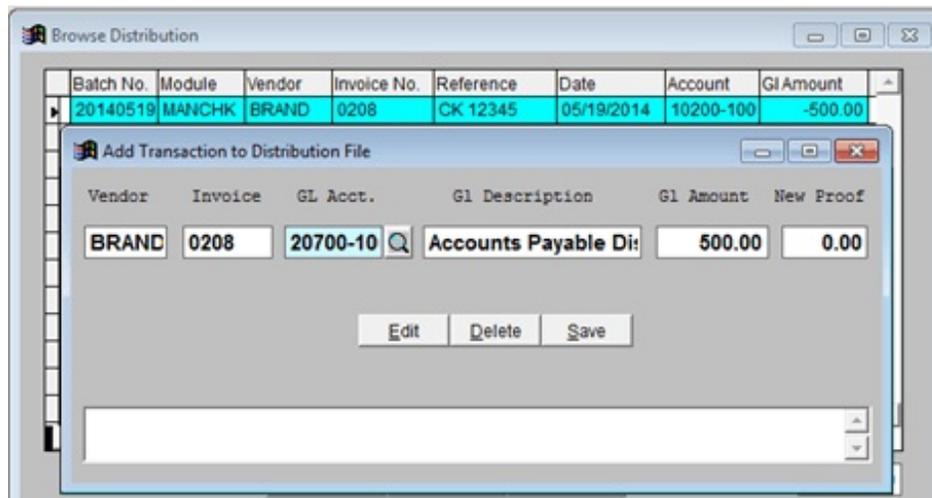
Enter the correct GL Account.   You can use the magnifying glass or F2 key to display the chart of accounts.

The GL amount will default to the out of balance amount. If the amount needs to be split between several accounts, change the GL Amount and add another row until the invoice proof is zero. You may add as many transactions as needed (debits+ and/or credits-) to distribute the balance of the invoice to ALL of the appropriate accounts.

<**Edit**>   Select Edit to make further corrections.
<**Delete**> Select Delete to delete this transaction you just added. The 'Browse Distribution' screen returns.
<**Save**>   Save the correction(s) you entered.

The corrected entry displays and the 'Proof' displays 0.00. Click Exit.

<Yes> Post changes to the distribution (link) file and Exit.

<No> Cancel and Exit. This will return to the 'Fix Distribution?' box with options to Display/Fix, Skip the Invoice, or Quit the Fix Program. If you choose No, the invoice and the batch is still considered out of balance and any previous transactions were canceled.

If there is another invoice that is out of balance in the batch, the 'Fix Distribution?' box displays again. Repeat the preceding steps.

When the batch proof is zero, the option screen displays. Enter another batch number to fix or press **F8** to return to the menu.

Define Detail Accounts
AP, Release to General Ledger, Define Detail Accounts

In most cases, batches are released to the General Ledger in summary form rather by individual transactions. Even though there are distribution reports in every module, there may be some accounts you want posted at a Detail Level in the General Ledger. If that is the case, enter those accounts here.

```
1  Add, Change or Delete a Detail GL Account
2  Detail GL Report
Q  Quit to Main Menu

   Make a Selection  Q
```

Add or Change Detail GL Accounts

AP, Release to General Ledger, Define Detail Account, Add, Change or Delete a Detail GL Account

Add, change or delete GL accounts that will be posted at a detail level in the General Ledger.

```
        Practice *** Maintain Detail GL Accounts for AP


  1  GL Account (Q=Quit)        73800-100
  2  Description                Postage
```

1   GL Account (Q=Quit)
Enter the GL account number. Use the F2 key to lookup valid accounts. Enter Q to quit.

2   Description
The description of the GL account number will display

If the account is already in the list, the following message displays:
This account number already exists. Do you want to inquire? (Y/N)
Option:
D   Delete the account from the detail list. You will be asked to confirm the delete.
Q   Quit

If the account is not in the list, the following message displays:
This account number does not exist. Do you want to add it? (Y/N)
Y   Add this account to the list of GL Accounts that will send detail transactions to the General Ledger.
N   Do not add this account to the list.
Option:
D   Delete the account from the detail list. You will be asked to confirm the delete.
Q   Save & Quit

Note: It is not necessary to add Bank Accounts to the list. You can designate one entry per check be sent to the GL Bank Accounts in the Install program in this menu option.

Detail GL Report
AP, Release to General Ledger, Define Detail Account, Detail GL Report

Display or Print a list of accounts that have been added to the Detail GL list.

Install Program
AP, Release to General Ledger, Install Program

These options define how AP will be distributed to the General Ledger.
The PASSWORD is **APLINK**.

The following screen displays:

```
PETRO DATA OIL - A/P Link Install Program - 04/26/2004                    _ □ X

 F2-Lookup



      Enter Password   APLINK

      1.   Post detail to Bank account?              N
      2.   Post one entry per check to bank?         Y
      3.   Post detail to expense accounts?          N
      4.   Post detail expenses to A/P account?      N
      5.   Post each check to AP?                    N
      6.   Take shortcuts when entering invoices?    N
      7.   Use laser checks?                         Y    # of Stubs  2
      8.   Enter manual batch numbers?               N
      9.   Misc Vendor                               MISC
     10.   Separate check no. for manual checks?     Y


      Is everything OK? (Y/N)   Y
```

A short descriptions of each option display at the bottom of the screen as you enter each option.

1. Post detail to Bank account?
   a. Usually **N** otherwise each invoice on every check will be posted to the Bank account in the GL.
2. Post one entry per check to bank?
   a. Select **Y** if you want each check, payee, and amount to be listed in the Bank account in the GL.
3. Post detail to expense accounts?
   a. Usually **N**. You can define certain accounts to post in detail to the GL using the Define Detail GL Accounts menu option.
4. Post detail expenses to A/P account?
   a. Usually **N**. AP Distribution report is usually enough of an audit trail for the AP account.
5. Post each check to AP?
   a. Usually **N**. Each check is listed in the GL bank account (per item 2) and the detail here is normally not required.
6. Take shortcuts when entering invoices?

a. Usually **N**. This is a special feature for C-Store customers who enter lots of detail invoices.
7. Use laser checks?
     a. Enter **Y** if you are using Laser AP Checks. If Y, enter the number of stubs - **1** or **2**. This depends on the format of your computer checks.
     b. Enter **N** if you are using continuous feed checks on a dot matrix printer.
8. Enter manual batch numbers?
     a. Usually **N**. The system will assign the batch number using the date you entered.
     b. Enter **Y** if you use your own non-standard batch numbers.
9. Misc Vendor
     a. Enter the Misc vendor that is used for one-time vendors.
10. Separate check number for manual checks?
     a. Enter **N** if you use computer check forms for hand-written checks.
     b. Enter **Y** if you have a separate check book for hand-written checks. The system will maintain a separate sequence of numbers for each.

Everything OK?
Enter **Y** to save the information and quit the install program.
Enter **N** to re-edit the install options.

The System will reset itself and reconfigure the programs based on your selections. It will exit you out of Petro-Data and return you to the desktop.

Define Fiscal Periods
AP, Release to General Ledger, Define Fiscal Periods

The most important use of Fiscal Periods is during the release from the Link programs to the General Ledger. The program checks dates to make sure they are within the dates for the current fiscal period of the General Ledger. It displays all dates outside of those dates so you can decide if you are releasing into the wrong GL period or if there are just a few transactions that got posted with the wrong dates.

Periods must be defined once a year - usually at the beginning of the first month of your fiscal year. Even if you do not use the General Ledger or it is not in the package you purchased, you still have to define the fiscal periods once a year.

Fiscal periods are also used in Payment Entry when you are using the 'Future' feature, and the month displays when you close the period in the modules.
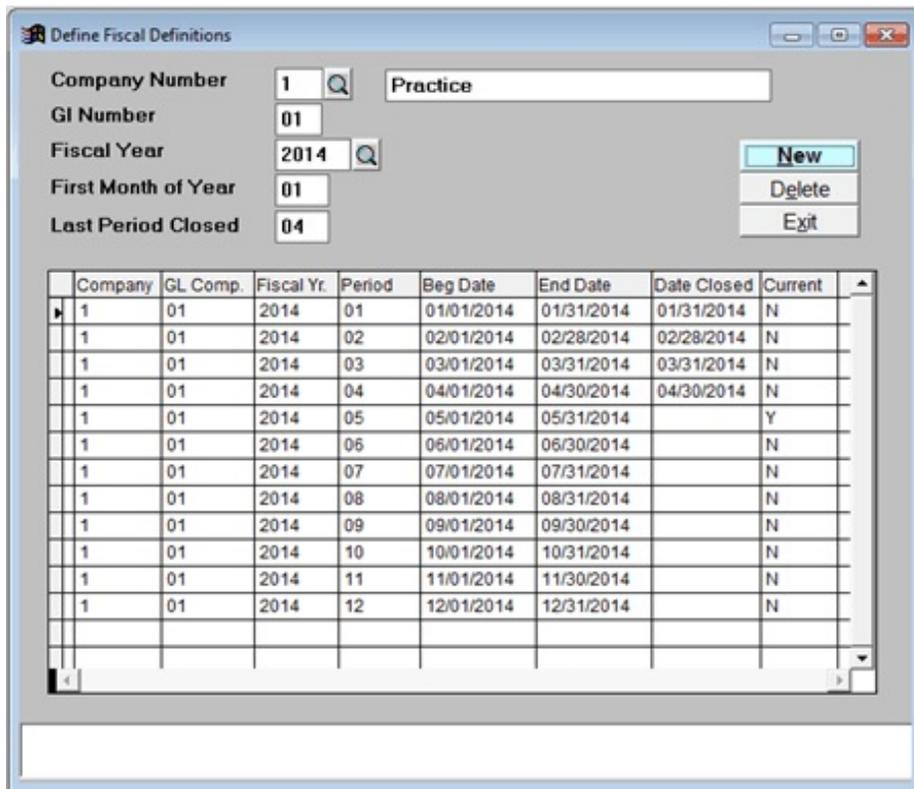
Company	GL Comp.	Fiscal Yr.	Period	Beg Date	End Date	Date Closed	Current
1	01	2014	01	01/01/2014	01/31/2014	01/31/2014	N
1	01	2014	02	02/01/2014	02/28/2014	02/28/2014	N
1	01	2014	03	03/01/2014	03/31/2014	03/31/2014	N
1	01	2014	04	04/01/2014	04/30/2014	04/30/2014	N
1	01	2014	05	05/01/2014	05/31/2014		Y
1	01	2014	06	06/01/2014	06/30/2014		N
1	01	2014	07	07/01/2014	07/31/2014		N
1	01	2014	08	08/01/2014	08/31/2014		N
1	01	2014	09	09/01/2014	09/30/2014		N
1	01	2014	10	10/01/2014	10/31/2014		N
1	01	2014	11	11/01/2014	11/30/2014		N
1	01	2014	12	12/01/2014	12/31/2014		N

Company Number   Each company must have a period definition record. Enter the company number for this company.

GL Number   In most cases 01 is correct. If you have more than one 'sub-company' under your main company, you might have to enter something other than 01.

Fiscal Year   Enter the **beginning year** of the current fiscal year. If your year is January to December, then it would always be the current calendar year. If your fiscal year starts in September 2013 to August 2014, fiscal year is 2013.

First Month of Year Enter the first month of this company's fiscal year. If your year is January to December, enter **1**. If your fiscal year begins in September, enter **9**, etc.

Last Period Closed   If you are setting up this record for a new fiscal year, leave this field <u>**Blank**</u>. If you are currently in May and you have closed April in all modules, enter 4.

Note 1:   *All periods that have been closed should show a date in the 'Date Closed' column. For the current period and all subsequent periods, the 'Date Closed' column should be Blank.*

Note 2:   *The 'Current' column should have 'Y' in the period you are currently processing in. All other periods should have 'N'.*

Note 3:   *Period 01 should have the dates of the first month of your fiscal year. In the example January is the first month of the fiscal year, so the beginning date is 01/01/2014 and the ending date is 01/31/2014.*

Pay Invoices
AP, Release to General Ledger, Pay Invoices

This is a special maintenance option that should only be used to remove **old** invoices from the Open Status Report. These are invoices from prior fiscal years or invoices that have payment distribution but for some reason still show on the Open Status Report.

Check with Petro-Data before using this option. No journal entries are created when this option is used so it has the potential of making the Open Status Report not balance with the AP balance in the General Ledger.

```
Enter invoice number (Q=Quit)  [        ]
```

Enter the invoice number of the invoice you want to mark paid.

Q=Quit   To exit the program without paying any invoices, or when there are no more invoices that need to be marked paid.

```
Enter invoice number (Q=Quit)  RECURR01

Vendor BRAND   Pur Amt        100.00 Balance is       100.00
Paid amt  |     100.00
Ready to post payment? (Y/N)   Y
```

The **Vendor**, original **Purchase amount** and **Balance** display.

The **Paid amount** automatically displays the unpaid balance of the invoice. If this is the amount you want to mark paid on the invoice, post the payment. If not, change the amount.

Ready to post payment? (Y/N)
   Y   The payment amount is posted to the Open Invoice File only. The system returns to 'Enter invoice number' where you can select another invoice or quit the program.
   N   Do not Post the payment for this invoice. The system returns to 'Enter invoice number' where you can select another invoice or quit the program.

EFTs
AP, EFTs

In this module, you can to mark open invoices as paid so it matches your vendor's EFT notice. EFT payments include fuel invoices, non-fuel invoices, charge-backs, over short/other, and miscellaneous Accounts Payable transactions.

The system will display all open purchase invoices. You can select all or individual invoices for payment. Credit card payments can also be added to the EFT and credited to the customer's AR account.

EFT process includes entering EFT amounts, running the Pre-Posting Report and finally updating the EFTs. An option to Restore EFT and print an EFT Report are also provided.

Jobber	**AR**	AP	Pr-Gl	Link	Main	Exit

Customers	Reports
Add Invoices	Labels
Change Invoices	Finance Charges
Payment Entry	Close Period
Customer Drafts	Reindex Files
Collection Notices	Release to General Ledger
Credit Cards	Tax Files
Vendor EFTs	Utility Programs
• New EFT Input	AR Setup
• Input EFTs	
• PrePost Report	
• Update EFTs	
• Restore EFTs	
• EFT Report	
• Match to Credit Cards	
Terms File	

New EFT Input
Accounts Receivable, Vendor EFTs, New EFT Input

Enter a batch number for today's transaction.

Enter AR link Code
When you select the Link Code, the GL accounts to be used are displayed. Link Codes are created in the General Ledger option in Accounts Receivable.

Default EFT Date
Today's date will be automatically populated. However, this should be the *date the money will be deposited or withdrawn from the bank*. Change the date if necessary. The EFT date becomes the check date in Accounts Payable. Multiple EFTs may be entered in a batch and the actual EFT date may be different on each EFT.

EFT Batch Number
The batch number is automatically generated from the date.

Click the **EFT Input** button to begin selecting transactions.

Enter EFT Totals

In this screen, you'll begin by entering the vendor number and EFT data including the total amount of the funds transfer.

Vendor
  Enter the Vendor ID or '**Q**' to quit the batch. Use the F2 to lookup valid vendor numbers. The vendor name will display after the ID is entered.

EFT Number
  Enter a 8 character EFT reference number. Many vendors put EFT numbers at the top of the draft (e.g. EFT-0532). You can either use the vendor's reference number or create your own using the batch number or today's date.

  EFT Not Found. Do You Want To Add?
      Enter **Y** to add it or **N** to reenter the transaction.

  EFT Exists for This Batch. Do You Want to Inquire (Y/N).
      If the EFT exists in the unposted file, enter **Y** to display it or **N** to enter another EFT number.

Check Number

Enter a Check Number for this EFT settlement. **The check number can't be Zero but can be any number that is significant to you**. This will be the check number record in Accounts Payable, the Bank Reconciliation and the General Ledger.

Check number is a 6 digit numeric field (no characters allowed).   You could use the numeric portion of the EFT number or you could assign an actual AP check number.

You could also create some unique number as the check number. One suggested method in assigning a number in the first position to designate the vendor and then use month and day for the remainder. For example: You assign 1 to Valero and are paying them on July 1. The check number would be 10701.

EFT Date

Enter the date of the EFT. Usually this should be the date that the funds were drafted from the bank. This is important for the Check Register, GL and Bank Reconciliation.

EFT Amount

Enter the total EFT Amount. This batch total must match the total of all transactions you will select. If this is a negative EFT, such as a refund, key a minus sign at the beginning of the amount field.   A credit EFT will either create a debit memo in Accounts Payable or will debit the Bank.

GL Bank

The GL Bank account number will automatically populate. This is taken from the AR Link Code. If necessary, this GL account can be changed.

Click OK.

Enter EFT Line Items

After the header record is complete, the system displays all unpaid invoices in a data grid on the screen.   From this screen, you'll select all invoices to be paid by this EFT.

Scroll down the invoice list and click the box in the **'Add?'** column (highlighted in green). This adds the invoice to the EFT. You can select or de-select invoices by adding or removing the check mark in this column.

As you select invoices or credit cards, the system will keep a running total of the amounts you have selected. Line Total shows amount selected. EFT Amt is the total from the header data. Amt to Add is the running total showing the amount you still need to add. If this number is negative, you have selected more invoices than the batch total. A negative number here is only appropriate if you will add Credit Card collections in the next step.

You can partially pay an amount on an invoice. Enter the amount you wish to pay the net **'NetAmt'** column (highlighted in yellow). The balance due for the invoice will be updated.

Once all invoices are selected, click Save to return to the main EFT screen.

Invoice Selection Functions

Mark All
Click this button if you wish to mark all invoices in the list. A confirmation message will display to verify to will mark all invoices. The Amt to Add field will update.

UnMark All
Click this button if you wish to remove the check mark from all invoices in the list. There is no confirmation on this feature. Once this button is pressed, all check marks are removed. The Amt to Add field will update.

Save
This button will save your data and return to the main EFT screen. If you have selected any invoices that are in another unposted EFT batch, the system will display a warning message. Please correct the data in at least one of the batches so you do not duplicate data in the Petro Data system.

Cancel
This buttons cancels your current selection and returns to the main EFT screen. No totals are changed and your original invoice selection will not change.

Alternate Invoice Search Options

Even though all unpaid invoices automatically display, the system will also allow you to search by date instead. Two buttons are provided for this option (orange box).

Show Dates
Click this button to show all unpaid invoices within a specific date range. Enter a Beginning Date and an End Date. Click OK to retrieve invoices that match your date criteria.

Show All
Click this button if you have searched by date and then wish to view all unpaid invoices. If you selected any invoice during the date search, the check mark in 'Add?' will be kept when you click Show All.

Alternate Invoice Search Options

Even though all unpaid invoices automatically display, the system will also allow you to search by date instead. Two buttons are provided for this option (orange box).

Show Dates
Click this button to show all unpaid invoices within a specific date range. Enter a Beginning Date and an End Date. Click OK to retrieve invoices that match your date criteria.

Show All
Click this button if you have searched by date and then wish to view all unpaid invoices. If you selected any invoice during the date search, the check mark in 'Add?' will be kept when you click Show All.

Total Fields

CC Total
This is the total dollars of the credit card transactions you've selected for this EFT.

AP Total
This is the total net dollars of invoices you've selected for this EFT.

Oth Total
This is the total dollars of non-fuel invoices you've selected for this EFT.

Line Total
This is the total of CC plus AP plus Oth. Compare this amount to EFT Amt so the two numbers are exactly the same.

EFT Amt
Shows the amount of the total EFT from the batch header. The Line Total of data selected must match this number.

Amt to Add
This is Line Total less EFT Amt (the field with the blue box). It represents the difference between the total on the batch header and the line items selected. As you select invoices to include in the EFT, the field 'Amt to Add' will be updated. Continue adding invoices until 'Amt to Add' is zero. When this field is zero, the total of invoices selected exactly matches your batch header amount. This field is highlighted in yellow in the example above.

Main Page Functions

Edit

Edit the transaction that is highlighted in the grid. Some fields are pre-populated by the system including Type, Reference Number, Reference Date, Description and the amount of the EFT. After you tab through all the fields, the system will present the GL account numbers, purchase amount and the vendor balance. Click OK to accept any change you've made.

Add Ln

Add a new transaction type to the EFT batch. Additional required fields will depend on the type you enter. Information on adding lines of data is detailed below. Available types are:

I   Invoices

This type will retrieve a single invoice from the AP Open Item File. The F2 lookup

screen may be used to select invoice from Accounts Payable open items. This transaction will debit Accounts Payable and credit Cash. Partial payments may be made. The purchase amount, discount amount and net display at the bottom of the screen.

You can only change the GL Discount account when in Edit mode or by using the GL Chg button.

C   Credit Cards

This type will allow you to retrieve and pay a Credit Card entry or create a new transaction that is not in the system. The F2 lookup screen may be used to select an existing Credit Card transaction.   The amount must be entered with a minus (-) sign. The system will create credit to Credit Cards Receivable and a debit to the bank.

B Chargebacks
This type will increase the dealer's AR account. It is a debit transaction to Accounts Receivable and a credit to Cash. Use code M if you do not want to charge the dealer's AR account.

D Dealer Discounts
This type will charge the dealer's AR account. This code is seldom used since Dealer discounts are now handled through Dealer File Maintenance. The discount is a debit transaction (+) and will result in a debit to Accounts Receivable or the miscellaneous account you enter. Use code M if you do not want to charge the dealer's AR account.

M Miscellaneous
Miscellaneous AP transactions such as sign rental or POS charges (and in some cases chargebacks and discounts) can be debit (+) or credit (-) transactions. The AP account displays (a debit or credit transaction to AP is generated), and you are prompted to enter a MISC account (equipment rental, suspense, etc.).

New EFT
Add a new EFT into the same batch. You will do the same process of adding a total and selecting invoices or credit cards for the batch.

Delete
You select one line or the entire batch. If you want to delete one line only, highlight the line in the grid and then click Delete. Choose the option to 'Delete One'. If you want to delete the entire batch, select the option to 'Delete All'.

Exit
Edit the EFT module and return to the main Jobber menu.

Invoices
The system will display a list of open invoices. Invoices currently selected will display the check mark in the Add column. You can either add new invoices to the EFT batch or remove the check box on current selections.

CrCards
If Credit Card collections are included in the vendor EFT, click this button to select those transactions to be updated. More detail on adding Credit Cards is provided below.

Header
    Change information in the batch header such as EFT date or EFT total amount.

Batchno
    Change the batch number assigned.

Calculate
    This button will update the field 'Amt to Add'. If you have been selecting and de-selecting invoices or credit cards and believe the total amount of the selected data is not correct, click this button. The system will re-add you selected data and update the 'Amt to Add' field.

GL Chg
    You can change some of the GL Accounts.

Add Line Data

The Add Line button will add one transaction to the EFT. Lookup functions are available based on the type selected.

I   Invoices

The Reference Lookup will display all invoices - paid or unpaid. The Net Amt field will display the amount of the open balance. If you select an item that has already been paid, You could end up with a credit balance in Accounts Payable. Select the line to add and click OK. You can change the Accounts Payable or GL Discount account numbers.
The original invoice amount is displayed along with any payments. The CurBal field will display the new balance after this EFT is updated.

Type	Ref No.	Reference	Ref Date	Description	Net Amt	
I	0127		01/27/2003		200.00	Ok

GL Ap	20500-100	Accounts Payable - Jobber		GL Disc	43100-100		Discounts - Sales and Promp

PurAmt	200.00	PrvPaid	200.00	PrvDisc	0.00	CurDisc	0.00	CurBal	-200.00

Edit | Add Ln | New EFT | Delete | Exit | Invoices | CrCards | Header | Batchno | Calculate

C   Credit Cards

This type will allow you to retrieve and pay a single Credit Card transaction or create a new transaction that is not in the system. The F2 lookup screen may be used to select an existing Credit Card transaction.   The Net Amount must be entered with a minus (-) sign.   The system will credit Credit Cards Receivable and a debit the bank.

Type	Ref No.	Dealer	Ref Date	Description	Net Amt	
C	12311	100	02/10/2015	CR CARD FROM 100	-970.00	Ok

GL CrCrd	11000-200	Store 1 - Accounts Receivabl

Edit | Add Ln | New EFT | Delete | Exit | Invoices | CrCards | Header | Batchno | Calculate

If you choose to add a new transaction that is not posted in the system, this message will display. Choose the appropriate option.

> Transaction not found for that dealer. Please select an option:
> L = Go back to the transaction number and do a lookup.
> R = Enter the dealer number again
> A = Add this transaction and post to credit cards.
> Q = Continue so you can research the problem

L - Use the Ref No. lookup and choose the correct transaction
R - Renter the Dealer so it matches an existing Ref No already in the system
A - Add the transaction as a valid credit card transaction
Q - Quit this add process

B   Chargebacks

This type will increase the dealer's AR account. It is a debit to Accounts Receivable and a credit to Cash.

Type	Ref No.	Dealer	Ref Date	Description	Net Amt	
B	NEWCB	100	09/08/2018	CHARGEBACK	550.00	Ok
GL CrCrd	11000-200	Store 1 - Accounts Receivabl	GL Ar	11000-100	Accounts Receivable - Jobbe	

Edit   Add Ln   New EFT   Delete   Exit   Invoices   CrCards   Header   Batchno   Calculate

D   Dealer Discounts

This type will charge the dealer's AR account. This code is seldom used since Dealer discounts are now handled through Dealer File Maintenance. The discount can be entered as a debit or credit.   The GL accounts can be changed if needed.

Type	Ref No.	Dealer	Ref Date	Description	Net Amt	
D	NEWDISCT	100	09/08/2018	CC DISCOUNT	-2.98	Ok
GL CrCrd	11000-200	Store 1 - Accounts Receivabl	GL Ar	11000-100	Accounts Receivable - Jobbe	

M   Miscellaneous

Miscellaneous AP transactions such as rentals or POS charges can be paid in this EFT. The AP account displays and you are prompted to enter a GL Expense account.

Type	Ref No.	Reference	Ref Date	Description	Net Amt	
M	MISC	MISC PAY	09/08/2018	Misc Payment	50.00	Ok
GL Ap	20500-100	Accounts Payable - Jobber	GL Exp	98980-	Misc	

Edit   Add Ln   New EFT   Delete   Exit   Invoices   CrCards   Header   Batchno   Calculate

Add Credit Card Transactions

Credit Card transactions can be added to the EFT. Click the CrCards button.

Click the Lookup button to select the Credit Card Reference number. This reference number matches the reference number keyed during credit card downloads or manual credit card data entry.

Click on the Reference Number to add amounts to the EFT batch.

Vendor	Refnum	Batchno	Netamt	Orgamt	Eftamt	Eftused	Uneftamt	Upeftamt	
BRAND	0307	0307	288.00	388.00	-100.00	0.00	0.00	-100.00	
BRAND	1	20181118	4.00	4.00	0.00	0.00	0.00	0.00	
BRAND	111111111	100	16500.00	19410.00	-2910.00	0.00	0.00	-2910.00	
BRAND	112818	20181128	100.00	100.00	0.00	0.00	0.00	0.00	
BRAND	999999999999	99999999	15919.64	15919.64	0.00	0.00	0.00	0.00	

Fields on the this summary lookup are:
   NetAmt -   Amount available for bank transfer. This amount is calculated as OrgAmt less
                  EftAmt.
   OrgAmt -   Amount of the original credit card amount
   EftAmt -   Amount transferred in a previous bank transfer
   EftUsed - Amount selected in the current unposted bank transfer

The total amount available to use (Amt to Use) will display. This is the net amount of all open credit card transactions in the EFT Reference number you selected. You can accept the entire amount or enter a lesser amount. If you enter a lesser amount, the system will assign the payment to individual transactions based on oldest dates first.
Click OK.

Vendor	BRAND	Brand Fuels		Eft No.	18090801

CC Ref No. 111111111

Amt to Use 16500.00 **Ok**

Save   Remove Ref No

Remove All

If you select the entire amount to use, each detail record of the EFT Reference selected will be displayed. All transactions will automatically be included in the EFT.

CC Total	AP Total	Oth Total	Net Line Total	EFT Amt	Amt to Add	
-16500.00	1200.00	0.00	-15300.00	1200.00	16500.00	Recalc

Exit this program

CC RefNo	Vendor	TranNum	RecDate	Dealer	CustNo	Description	Net Amt	Add?
111111111	BRAND	111111111	06/18/2009	100	BLUE	CR CARD FROM 100	-980.00	☑
111111111	BRAND	111111111	06/18/2009	200	ACME	CR CARD FROM 200	-2910.00	☑
111111111	BRAND	111111111	06/18/2009	200	ACME	CR CARD FROM 200	-3880.00	☑
111111111	BRAND	111111111	06/18/2009	100	BLUE	CR CARD FROM 100	-1940.00	☑
111111111	BRAND	111111111	06/18/2009	100	BLUE	CR CARD FROM 100	-2910.00	☑
111111111	BRAND	111111111	06/18/2009	100	BLUE	CR CARD FROM 100	-3880.00	☑

From this screen, you can remove some of the detail lines if you don't want to include them in the bank transfer. Click on the checkmark in the **Add?** column to remove them from the EFT.

If a line item was unchecked and you need to re-select the detail line, you will first need to save your data and return to the main EFT page so the totals can be re-computed. Repeat the process above and select the same EFT Reference number.

Credit Card Feature Options

Recalc
As with invoices, click this button to re-calculate the dollar amounts of the credit card transactions you have selected.

Remove RefNo
Click this button to remove all credit card transactions related to a Reference Number. Highlight the reference number in the detail grid and then click the Remove RefNo button.

Remove All
Click this button to remove all credit card transactions for all reference numbers.

Save
Save all transactions. System will return to the main EFT screen. You may select more invoices or more credit card transactions.

After all invoices and credit cards are selected, the system will display EFT detail lines (invoices and credit cards) and the EFT Batch Totals.

The Net Total at the bottom of the screen is updated each time a transaction is selected. A Credit Card total and an AP Invoice total will be shown. These two amounts will add up to the Net Total. The Net Total is compared to the Batch Total EFT Amt. If the two are not equal, the difference will display in the field '**Add**'.

If the amount is not zero, you should either add more invoices or credits or you should change the Batch EFT total.
If the amount is zero, click Exit.

Pre-Post Report
AP, EFTs, PrePost Report

After entering a batch of EFT Settlements, run a Pre-Posting Report with option 'Errors Only'. You can use the Batch Lookup option to choose unposted EFTs. Choose to display on the screen and review the report for any errors. Please make sure that the EFT Total and the Line Totals match. You can then print the Full Report to the printer if needed but this is optional. If errors are found, correct them and then choose the PrePost option again.
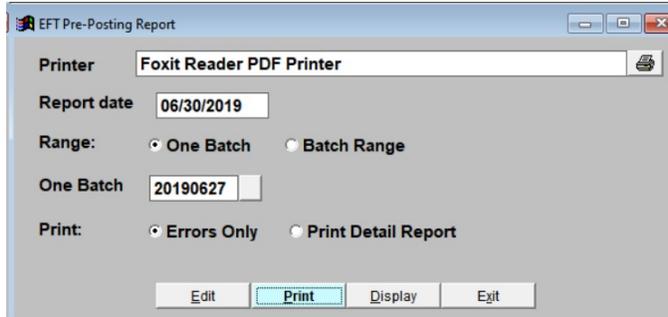
Range
You can select one batch or a range of batches for the Pre-Post. Use the lookup function to view a list of batches available for Pre-Post.

One Batch
Enter a single batch number to pre-post.
Batch Range
Enter the beginning and ending batch numbers in the range of batches

Print
Errors Only
Only print any errors in the batch
Print Detail Report
Print the detail lines in the batch

Errors Only

Update EFTs
AP, EFTs, Update EFTs

EFT Settlements must be updated to complete the credit card transaction and mark the invoices paid. After entering the EFT's and printing a Pre-Posting Report with no errors, update the batch of transactions.

Enter batch number
> Enter the batch number to update. Click the Magnifying glass to view a list of batches available to update.

Enter the GL posting date
> Change the GL posting date to match the batch and the date of the EFTs.

Button Options
Edit   Change the batch number or GL posting date
Update   Update the batch
Printers Display available printers
Exit   Exit without update

```
Date: 06/30/2019                    Petro-Data Inc.                        Page No.
Time: 14:46:28                    EFT Update Register                         1
                              Batch: 20190627  Batch Id. 1


Vendor   EFT No. Chk No.   Dealer  Cust No. Ref No.   Type  Description              Amount  Add?

BRAND    18090801  8908  100       BLUE     1400       C    CR CARD FROM 100       -2910.00  N
BRAND    18090801  8908                     1111       I    FUEL                    1000.00  N
BRAND    18090801  8908                     111111     I    FUEL                    1000.00  N
BRAND    18090801  8908                     11113      I    FUEL                    2000.00  N

                              EFT Amt     1000.00   EFT Subtotal        1090.00
        EFT 18090801 Vendor BRAND EFT totals out of balance with line items. Diff is -90.00



                                                     EFT Total          1090.00
                                                                           □



Date: 06/30/2019                    Petro-Data Inc.                        Page No.
Time: 14:46:29                 EFT Update GL Summary Report                   2
                              Batch: 20190627  Batch Id. 1


Batch    Account    GlDate    Description                        Amount

20190627 10200-100  09/08/2018 Cash in Bank - Jobber             -1090.00
20190627 11000-100  09/08/2018 Accounts Receivable - Jobber      -2910.00
20190627 20500-100  09/08/2018 Accounts Payable - Jobber          4000.00

                                                Proof              0.00
```
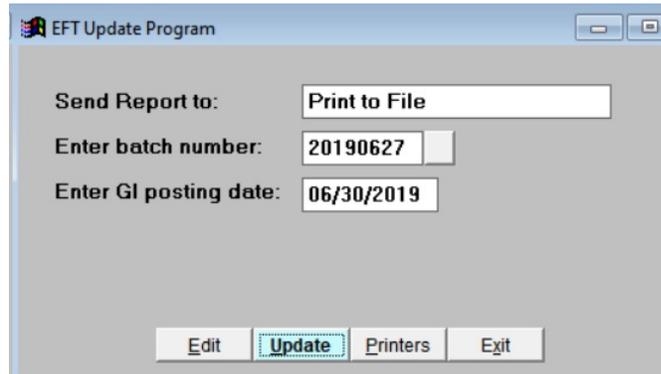
Update Report

Review the Update Report carefully. Check for any errors messages and verify that Proof is Zero.

Restore EFTs
AP, EFTs, Restore EFTs

The restore option reverses the update of the EFT Settlement files. These settlements can be changed or deleted.

> Never restore an EFT batch from a previously closed month. You should only restore batches from the current month.
> Do not restore an EFT batch if the credit cards in the batch have been applied in AR cash receipts.
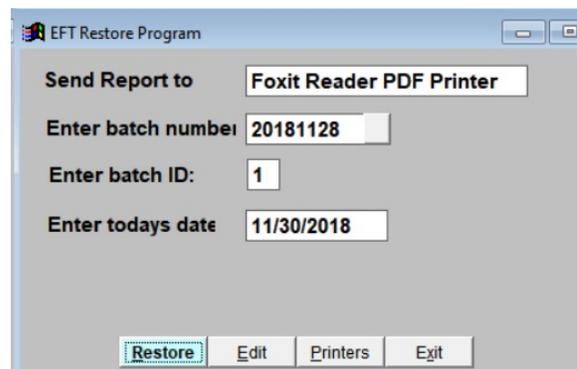
Batch Number
Always select the batch number from the lookup screen. Select the batch and press <OK>.

Batch ID
Each update is assigned a BatchID which must accompany the batch number to restore properly. When you select the batch, the ID will be populated by the system.

Today's Date
Today's date will default in this field. This has no affect on the restore.

Button Options:
Restore   Proceed with restore.
Edit   Edit any of the restore options including batch number.
Printers   Display the 'Select Output Device' screen. Nothing prints during a restore.
Exit   Exit without restoring.

Click the 'View Errors' button and ensure there are no errors. If there are no errors, click 'Finish Restore'. Be sure to do a Pre-Post and Update on the batch again after making your changes.

EFT Report
AP, EFTs, EFT Report

Display or print lists of posted EFTs.

```
Enter the report date 12/01/2018

Select range:  1=Range Batch     2=Range Dates  1

Batch range  20181101  20181130         Date range

Select files:  1=Current     2=History     3=Both 3

Enter a Vendor (Blank for All)

Input selection criteria? N

Sort by:  1=Date       2=Vendor+Date   2

Credit Card EFT Reference                AP Invoice

Is everything ok? (Y/N/P=Printer/Q=Quit)  Y
```

Range
> 1 - Select data by a range of batch numbers
> 2 - Select data by a range of dates

Batch or Date Range
> Enter either the batch range or date range based on your Range selection

Select Files
> 1 - Current,
> 2 - History or
> 3 - Both Current and History

Enter Vendor
> Enter one vendor or leave this blank for all vendors

Input Selection Criteria
> Y - Choose additional selection criteria

Sort
> 1 - Date
> 2 - Vendor & Date

Credit Card EFT Reference
> Enter the EFT Reference. Only data that matches this EFT Reference will be selected.

AP Invoice

Enter the AP Invoice. Only data that matches this AP Invoice will be selected.

```
Date: 07/01/2019                    Petro-Data Inc.                      Page No.
Time: 10:54:19                 Posted EFT Report 12/01/2018                  1
                              Batch Range 20181101 to 20181130


Batch    EFT No.   Vendor  CustNo  Type    Ref. No.    Description         Amount

20181128 1         BRAND   BLUE     C       123112    Ref. 0307           -100.00
    Chk Acct  10200-100 AP Acct   20500-100 CC Acct   11100-100
**** EFT Totals:        EFT Amt      -100.00 Line Tot     -100.00
        AP Inv      0.00  CreCrd    -100.00   Other        0.00

  Subtotal for BRAND    EFT Amt      -100.00 Line Tot     -100.00
-------------------------------------------------------------------------------

Grand Totals            EFT Amt      -100.00 Line Tot     -100.00
        AP Inv      0.00  CreCrd    -100.00   Other        0.00
```

Match to Credit Cards
AP, EFTs, Match to Credit Cards

This option is used to match EFTs with credit cards that were not matched through normal processing so they will go to history during next month end.

Note: Transactions may be sent to history without being matched, especially if you are trying to clean up old transactions.

```
EFT no  |_____|      Vendor        Dealer          Tran No         Ok?


Tran No               Dealer          Date          Amount


Amount to Apply
```

EFT No
 Enter the EFT number. Use F2 to view all available EFT numbers. A Posted Credit Card lookup screen displays. Select the transmittal you want to match to the eft and the amount to apply. Press Enter.

Vendor
 The vendor from the EFT number will display.

Dealer
 The Dealer from the EFT number will display.

Tran No
 The Tran Number from the EFT number will display.

```
POSTED CREDIT CARDS LOOKUP

LN   VENDOR   DEALER NO.  TRANS NO    DATE      TYP   NET AMT    EFT AMT
1    BRAND    100             09072   09/07/95    E   2000.00       0.00
2    BRAND    100             09072   09/07/95    E   2000.00       0.00
3    BRAND    100             09072   09/07/95    E   2000.00       0.00
4    BRAND    100             09072   09/07/95    E   2000.00       0.00
5    BRAND    100             09072   09/07/95    E   2000.00       0.00
6    BRAND    100             09072   09/07/95    E   2000.00       0.00
7    BRAND    100             09072   09/07/95    E   2000.00       0.00
8    BRAND    100             09072   09/07/95    E   2000.00       0.00
9    BRAND    100             09072   09/07/95    E   2000.00       0.00
10   BRAND    100             09072   09/07/95    E   2000.00       0.00
11   BRAND    100             09072   09/07/95    E   2000.00       0.00
12   BRAND    100                 1               C      0.00       0.00
13   BRAND    100                 1   09/09/93    E    100.00       0.00
14   BRAND    100                 1               M      0.00       0.00
15   BRAND    100                 1               C      0.00       0.00


SELECT LINE NO.   B   BACKWARD
F   FORWARD       Q   QUIT    |
```

Select the line number you want to match to the eft and the amount to apply.

Options:
E Change EFT
C Change Credit Card
A Change Amount Applied
P Post and Update
Q Quit and Cancel

Apply Debit Memos
AP, A Apply Debit Memos

Debit memos are e   ntered to apply a negative invoices (debit memos) to an existing invoice with a positive balance. They can be applied against invoices before processing payables in Approve for Payment. Debit memos can be applied entirely or in part to an invoice or multiple invoices.

```
                                                  F7=Start Over    Q=Quit



       Neg. Invoice (Q to Quit)   FEECR     DTN        Debit Bal      -150.00

       Invoice Number (Q=Quit)   FEE                   Invoice Bal         150.00

       Apply Amount to Invoice       150.00            New Invoice Bal       0.00

       New Debit Bal         0.00

       Ready to Update? (Y/N/Q)   Y
```

Negative Invoice
    Enter the vendor's negative invoice number (credit memo) or Q=Quit. The negative balance displays in field Debit Bal.

Invoice Number
    Enter the invoice number to be used in applying the debit memo or Q=Quit. The invoice balance displays in field Invoice Bal.

Apply Amount to Invoice
    Enter a portion or all of the credit memo that will be applied to the invoice. *Note: the Apply Amount displays positive. If you edit it, make sure you leave it positive.*

New Invoice Bal
    The new invoice balance is calculated and displays.   Verify that the new ending balance is correct.

New Debit Bal
    The new debit balance is calculated and displays.

Ready to Update? (Y/N/Q)
    Enter **Y** to update the transaction and reduce the invoice and negative balance
    Enter **N** to edit the data
    Enter **Q** to quit without updating.

Continue with another Debit Memo or enter Q to quit the program.

Index Data Files

AP, R Index Data Files

This utility, recreates the Accounts Payable index files. The process also checks for corrupt files. To ensure the reindex is run successfully, all users should exit AP and Jobber.

```
Choose:  1=Index Current Files    2=Sort history        Q=Quit
         3=Index Both             F=Fix Corrupt Files

Ready to Index Files? (Y/N/Q)
```

1 = Index Current files
   Recreates the indexes for master files and all AP transaction files in the current directory (\cur). This directory contains all transactions entered since last period-end close.
   The program begins without any further prompts.

2 = Sort History
   Recreates the indexes for AP data files in the history directory (\hst) . These files contain all transactions from the beginning of processing (or the last purge) through the last period closed. Depending on the size of your company or the number of transactions, this process will run longer than reindexing the current data.
   The program begins without any further prompts.

3 = Index Both
   Recreates the indexes for both current and history files.
   The program begins without any further prompts.

F = Fix Corrupt Files
   This option runs the fix file program which fixes corrupt files. This does not just check AP
   files, it checks all application files. Everyone must be out of all Petro-Data applications.

Press OK to continue.

Fix File

The File File Program attempts to fix corrupt files.
Please get everyone out of the Petro-Data Menus.
Reindex All Modules when you are done.

OK

Press Yes to begin.

Ready?

Ready to begin?

Yes   No
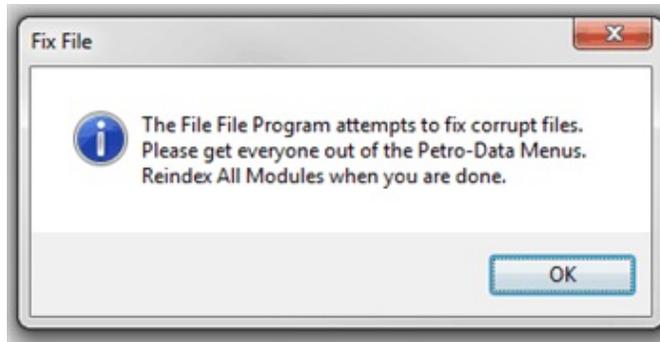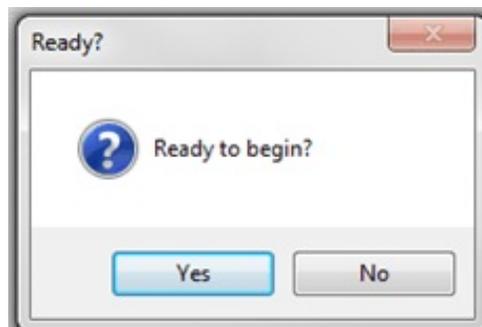
Q = Quit
   Quit without indexing or without running the Fix file program.

Quick Checks

AP, Quick Checks

The Quick Checks program allows you to print a check before the invoice is entered. It is useful when you have to print a check immediately and you know the Payee and the Amount but do not have time to enter and distribute the invoice to the appropriate GL accounts. A Quick Check can also be run easily by someone who is not familiar with AP entry, but has the authority to print a check in the absence of the person who usually prints checks.

K Quick Checks

- Enter Quick Check
- Quick Check Report
- Void Quick Check

Enter Quick Check
AP, Quick Checks, Enter Quick Check

Enter the check data and print it.   You must enter the invoices with menu option 'Enter AP Invoices'. No distribution for the General Ledger will be created for this check until the invoice is entered. When you enter the invoice, use Priority Code 'M' and enter this check date and check number. The program will then match it to a Quick Check by number and mark the entry posted on the Quick Check report.

Send Report To
  Select your check printer

Vendor
  Select the vendor to be paid. The miscellaneous one-time vendor can be used for a one-time payment. The vendor address in Vendor setup will display. If the miscellaneous vendor code is used, enter the company name or the payee for the check. Address information is optional.

Verify Check No
  Enter the check number.

Check Date
  Enter the check date.

Invoice No
  Enter the vendor's invoice number. There is a maximum of 8 characters for this field. It's not recommended that you use the invoice date as the invoice number since it's used in matching the invoice to the quick check later.

Reference
  Enter a reference for this check up to 8 characters. This is an optional field.

Check Amount
  Enter the total check amount.

Button Options:

Edit   Edit the check data entered
Printers   Select a check printer
Display   Display the check on screen
Print   Print the check to the printer. Update the check file.
Exit   Exit

Quick Check Report
AP, Quick Checks, Quick Check Report

The Quick Check Report displays a list of checks printed within a range of dates. The 'Posted?' code shows if the invoice has been entered into the system using Priority 'M' and matched on check date and check number.

```
Date range  03/15/2019    04/15/2019

Is everything ok? (Y/N/P=Printer/Q=Quit)
```

```
Date: 07/24/2019                  Petro-Data Inc.                    Page No.
Time: 10:04:49                  Quick Check Report                      1
                      Date Range: 03/15/2019 to 04/15/2019


   Vendor      Check No. Chk Date    Inv Num.    Org Amt   Posted?

   BRAND           100  03/31/2019  100           100.00     Y
   BRAND          9303  03/31/2019  331A9F       1200.93     N

                         Grand Total            1300.93
```

Void Quick Check
AP, Quick Checks, Void Quick Check

Void Quick Checks allows you to void a quick check before the invoice has been entered. If the invoice has already been entered, the 'Void Checks' option on the AP Main Menu must be used to void the check. The invoice would have to be deleted if it is not going to be paid in the future.

```
Enter check number to void (Q=Quit)   100

Vendor   BRAND

Check Amount       100.00

Ready to void this check? (Y/N/Q)   Y
```

Quick Check 100 is void. If you run the Quick Check report after the void, note that the Original Amount is now Zero due to the void.

```
Date: 07/24/2019                 Petro-Data Inc.                    Page No.
Time: 10:07:28                 Quick Check Report                      1
                        Date Range: 03/01/2019 to 07/24/2019


   Vendor      Check No. Chk Date    Inv Num.    Org Amt   Posted?

   BRAND           100  03/31/2019   100            0.00     Y
   BRAND          9303  03/31/2019   331A9F      1200.93     N

                             Grand Total         1200.93
```

AP Setup Program

AP, AP Setup Program

As part of the initial installation and before processing begins, these options are set for the module. Included in this menu are some utilities also.

| AP Setup Program
- Install Program
- Define Fiscal Periods
- Define Maxtrix Check Positions
- Starting Check Number
- Recalculate Vendor Balances
- Fix Dates/Checks
- Exit

Install Program
AP, AP Setup Program, Install Program

The install options are entered during the installation process by Petro-Data Support Staff. Please consult with the support team if you want to change any of the values.

```
Company Name                        Petro-Data
Company Address 1                   12311 Wetmore Road
Company Address 2
City, State Zip                     San Antonio Tx  78247
Telephone Number                    210-545-4774
Federal Id No.                      123456789


Bank Name                           Chase Bank
Bank Address 1
Bank Address 2
City, State Zip                     Dallas, Texas 77001

Linked to General Ledger?   Y           AP invoice shortcuts?      N
Use laser checks?           N           # of AP stubs (1/2)        1
Show check number on check? Y           Show your company on check?N
Show bank name on check?    N              Misc Vendor             MIS
Separate manual checks?     N           Manual batch numbers?      N
Plain paper vouchers?       N  Copies 2 Use Passwords in AP?       N
Duplicate Laser check option (P=Plain Paper  M=Multipart   N=No N
Number of multipart forms (1=one Check only)  1

Enter check form name       APCHKREG.FRX
Consignment Deposits? (Y/N) N
Is everything OK?
```

Company Name & Address
Enter the Company Name, Address and Phone number. This is used for 1099s and printing checks and reports.

Federal ID Number
Enter the company Federal ID numbers. This is also used for 1099 reporting.

Bank Name & Address
This is required if you do not have the information on your checks.   If Bank Name is pre-printed on your checks, leave this blank.

Linked to General Ledger?
Y if you are using GL
N if you are not using GL.

AP invoice shortcuts?
Usually N. This is explained in the Link Install section above.

Use laser checks?
Y if you have laser checks
N if you have continuous forms.

# of AP stubs (1 / 2)
    This is for Laser checks only. The Petro-Data standard laser check has 2 stubs.

Show check number on check?
    Y for the system to print the check number as a reference on the check.
    N to not print the check number on the check.

Show your company on check?
    N Company name is already preprinted on the checks.
    Y company name and address will print on the check as displayed above.

Show bank name on check?
    N Bank name is usually preprinted on the checks.
    Y Print the bank name on the check

Misc Vendor
    The miscellaneous vendor is used for one-time vendors that will not be set up in the vendor
    file. The vendor name is usually MISC.

Separate manual checks?
    N   if you only have one set of checks for computer and manual checks.
    Y   if you have one check book for manual checks and computer checks with a different
        check number sequence.

Manual batch numbers?
    N   Special option for customer who use a different batch number format like 14080889
        instead of 20140808.
    Y   If you use the non-standard batch number. The batch number field will come up blank.

Plain paper vouchers?
    Y   If you want the system to print invoices on plain paper instead of using check stock when
        there are too many invoices for one check stub. Vouchers will print on plain paper after
        all checks have been printed.
    N   Overflow invoice numbers will print on the next check. This will use more check stock.

Copies
    Enter how many copies of the vouchers you want to print.

Use passwords in AP?
    This should be set to **N**. Passwords may be set up in the Password program.   The Password
    program limits access by password protection.

Duplicate laser check option:
   P   Plain Paper
   M Multipart
   N   The check is not a duplicate or multipart stock.

Number of multipart forms (1=one check only)
   1 for standard check
   Enter any other number that is appropriate for multipart stock

**Enter check form name** (laser)
   Petro-Data will provide the name of the check form for you. The form name may be custom
   to each customer.

Consignment Deposits? (Y/N)
   N - This is a custom feature for selected customers.

Is everything OK?
   Y   if you have entered the correct information. Petro-Data will close and you will return to
          the Windows Desktop.
   N   Edit the setup data that is displayed above.
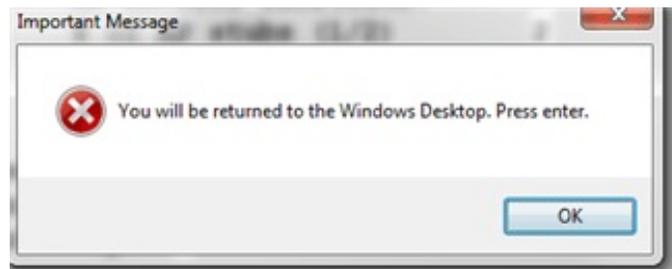
DEFINE FISCAL PERIODS

This is defined in the menu option 'Release to General Ledger' in this document.

Link to [Define Fiscal Periods](#).

Define Dot Matrix Printer Check Positions
AP, AP Setup Program, Define Matrix Check Positions

These Codes are for checks that print on DOT MATRIX (continuous feed) printers only.   If a change is needed on a Laser check, send the information to Petro-Data. Petro-Data will make the correction.

If you get new check stock or a new printer, Only approve 2 or 3 checks on your first check run. Do this to be sure that the print alignment is correct. Making alignment corrections and reprinting checks is easier if you don't have to deal with too many checks. When the alignment is correct, you may print the rest of the checks.

After making alignment changes and to keep from wasting a check, you can print checks on plain paper. Hold it up to an actual check to see where the data will print.

```
                ***** Change Check Positions *****04/16/2004

      Number of lines on check+voucher  42     Number of lines on Voucher       14
      Row to start voucher               2     Column to start voucher           1

      Row for check number on check     23     Column for check number on check 72
      Row for text check amt            26     Column for text check amt         5

      Row for check date and amount     30
      Column for check date             50     Column for check amt             67

      Row for Payee Name/Address        31     Column for Payee Name/Address     6


      Is everything OK? (Y/N/C=Cancel)  Y
```

These are the default settings. Since printers are all different, some changes may be needed.

Rows are horizontal and Columns are vertical. Lowering the number will move the data to the left for a column or up for a rows. Increasing the number has the opposite effect. Be sure to print 2 checks in a row to be sure that the number of lines for the check AND the voucher is correct.

Note 1: *Laser printers can have one or two vouchers. The same information is printed on both. The second is usually a file copy.*

Note 2: *There is an optional 'Voucher' program that allows you to print checks with more than 12 paid invoices without voiding (and wasting) checks. The vouchers are printed on plain paper after the checks are printed. See "Print Checks" section for more information.*

Starting Check Number
AP, AP Setup Program, Starting Check Number

Enter or change your starting check number with this option. If you only have one set of checks for both manual and computer checks, only one line will display. Otherwise, enter a starting check number for both the manual checkbook and the computer checks. You can also assign a number for Vendor EFTs.

```
Enter a new starting check number        9335

Enter starting EFT Check Number (0 for none)       50

OK? (Y/N)   Y
```

Check numbers must be entered before attempting to print checks for the first time to avoid an error message.

If you get new checks with a different range of numbers, use this option to enter the first check number when you are ready to begin using them.

The system can also assign a sequential number for Vendor EFTs. Enter the next number to be used here. If you don't want to have the system assign an EFT number, enter Zero.

There are several places in the system where the system displays the next check number or increments the check numbers as you enter transactions. This file supplies the next check number available for use. You can always change the check number to the correct one if you are entering them out of sequence.

Check number references in Petro-Data:
   Computer check printing program displays the 'starting check number' from this file.
   'Enter Payables' displays the next check number if the entry is already paid (coded M).
   'Enter Manual Checks' displays the next check number from this file.

Recalculate Vendor Balances
AP, AP Setup Program, Recalculate Vendor Balances

This option looks at the Open Invoice File and adds up the invoices for each vendor. The new balances will list on the screen and update the 'Balance' field in Vendor File Maintenance. The 'Current Balance' displays on the header screen in 'Enter AP Invoices'.

```
         Are You Ready to Recalculate the Vendor Balances? (Y/N)  Y
```

```
PETRO DATA OIL - Recalculate Vendor Balances - 04/16/2004                    _

NEWICE    Newton Ice                          New Bal        27.50
PEPSI     Pepsi-Cola Company                  New Bal       384.56
PRICE     Price & Co.                         New Bal       834.28
SCHOTT    Schotts Bakery                      New Bal        15.29
TASCO     Tasco Auto                          New Bal      1394.85
TOMS      Tom's                               New Bal        51.15
TRUCK     The Truck Company                   New Bal       998.00
```

Read the Screen and Press Any Key to Return to Menu

Fix Dates/Checks

AP, AP Setup Program, Fix Dates/Checks

This option lets you fix dates and batch numbers on Checks, Invoices and EFTs.   You can enter a document to fix one bad document within the batch. Always enter at least one date or one batch number. This helps the system find the right data.

```
1=Fix a Batch Number      2=Fix a Bad Date      Q=Quit    1

Doc Type:  1=Checks      2=Invoices      3=Efts      Q=Quit  1

C=Current     H=History      C          Fix Gl Link File too? (Y/N/Q)  Y

Document Number      [          ]

Bad Batch Number    20050917          Bad Date      [   /  /   ]

New Batch Number    20050917          New Date      [   /  /   ]

Is Everything OK? (Y/N/Q)  [ ]


Typically, you would enter one batch number for both less and Greater than
to fix one bad batch.  You can enter a document to fix one bad document within the batch.
Always enter at least one date or one batch number.  This helps the computer find the right data.
```

Option
   1 - Fix a Batch Number Select option 1 to change a batch number.
   2 - Fix a Bad Date   Select option 2 to fix dates

Doc Type
   Select the Document Type to change:
   1=Checks   Check number, date or batch needs to be corrected.
   2=Invoices   AP Invoice batch number needs to be corrected. You cannot change the invoice number. You must delete it and reenter it.
   3=EFTs   EFT or batch number needs to be corrected. EFT reference or check number cannot be changed in this option.

Period
   C Current
   H History

Fix Link File too?
   Y Yes, fix the AP Link file
   N No, fixing the AP Link file is not required

Document Number

    1-Checks   Enter the check number. Leave this blank to view all checks in the batch.

    2-Invoices   Enter the invoice number. Leave this blank to view all invoices in the batch.

    3-EFTs   Enter the EFT Number. Leave this blank to view all EFTs in the batch.

Bad Batch & New Batch

    If you selected Option 1 to change batches, enter the old batch number and the new batch number.

Bad Date & New Date

    If you selected Option 2 to change dates, enter the old date and the new date.

Sample Change Screens for Change Batch

	Pvendno	Pcompany	Checkno	Aprpay	Module	Batch	Checkdate	Fix	Ocheckno	Ocheckdate	Obatchno	
▶	ACME	ACME GROCERS	8562	20.00	MANCHK	20140802	08/02/2014	Y	8562	08/11/2014	20140811	

FIX AP DATES/BATCHES - <Ctrl W> = Quit

In column 'Batch', enter the new batch number.
Column 'Obatchno' has the original batch number.
<Ctrl W> when information is correct.

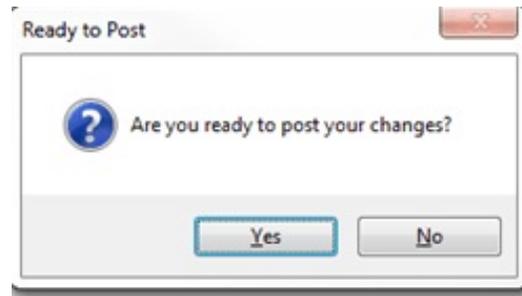**Sample Change Screen for Change Date**

	Pvendno	Pcompany	Pinvno	Puramt	Module	Obatchno	Opurdate	Batchno	Purdate	Fix	
▶	TRUCK	TRUCK REPAIR SP	98765	862.15	APPOST	20140811	08/11/2014	20140732	07/31/2014	Y	

FIX AP DATES/BATCHES - <Ctrl W> = Quit

Example: Invoice 98765 should be 07/31.

In column '**Purdate**' (Purchase Date), enter the correct date.
In column'**Fix**', enter 'Y' to fix the data.
<Ctrl W> when information is correct.
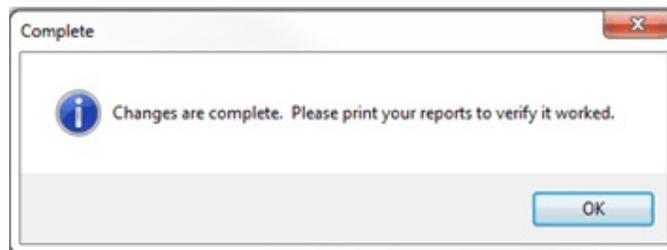
After saving the data with Ctrl-W, you will prompted to Post your change.

<Yes> Post/Update the changes.
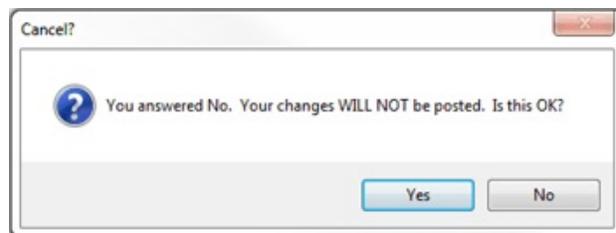**<No>** Do NOT post changes.

Choose **Yes** to Post the data:

Click **<OK>**

Choose **No** to cancel the Post:

N Returns to the popup window for changes.
Y Returns to the options screen for more changes or to Quit.