FILE MAINTENANCE MENU

Vendors are added in this selection. The fuel and oil vendor codes are used in the Jobber Inventory Module of *The Complete Jobber* package in the following files or processes: Terminal File Maintenance, Rack Price Module, Inventory Master File (default vendor) and Purchase and Bill of Lading entry.

Each vendor for whom a purchase, expense or check is to be issued must be coded with a six (or less) character ID code. A miscellaneous vendor (defined by you in the Setup) can be used as a one-time vendor for checks.

Recurring payables are used for fixed charges that are incurred on a regular interval - daily, weekly or monthly.

The AP Departments option is not currently in use.

File Maintenance
- Vendors
- Recurring AP
- AP Departments

   OPTION 1 - VENDORS

MENU SELECT

From the Accounts Payable Main Menu, select 1 - *File Maintenan*ce Menu. From the submenu, select *1 - Vendors.*

> **1. Add. Change, Delete, or Inquire On Vendor**
> **2. Vendor File Report**
> **Q. Return to Main Menu**

   1 - Add, Change, Delete, or Inquire On Vendor

   To add vendors or change information in existing vendor records select *1 - Add, Change, Delete, or Inquire On Vendor.*

   BEGIN INPUT

To LOOKUP a Vendor, enter the first letter or two of their vendor code and then PRESS F2 (*do not press <enter> before pressing F2)*. 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.

Vendor Number. The vendor code is a six-character field. Enter up to six characters or a short name, for example: ATT for A T & T, PETDAT for Petro-Data, OILINC for Oil Incorporated. A person's name would be coded with the last name first like SMIJOH for John Smith. Use the shortest possible code for your fuel vendors since you will be using them frequently. ***Do not use spaces, dashes or characters like & or # in your vendor code***. You may use them when typing in the actual company name.

To ADD a Vendor, enter the vendor code 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 or press the letter A to add. Click <Reenter> or press the letter R to enter a different vendor code.

Company Name. Enter the complete company name.

Address. Enter the billing address. There are two lines for the address. The Post Office suggests that there should be a P O Box OR a street address on mail - NEVER BOTH. If this vendor gets a 1099 Interest, enter the street address on address1 and leave the second address line blank.

Tax ID. 1099 Vendor's tax identification number. ***

Fuel Vendor's State Tax ID number must be entered 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, R=Rent, and 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.

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.

Contact. This is an optional field. Enter the person to contact to order from this vendor.

Title. This is an optional field. Enter the title of the contact person. Other information could be entered in this field, such as fax number.

Phone. This is an optional field. Enter the area code and phone number for this vendor.

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.)

Vendor Type. This is an optional field, you may **leave it blank**. 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.

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.

Misc Code. This is an optional field, you may **leave it blank**. In the current version, there are no reports which print by Misc Code. You may enter a two-character code (user defined) for this vendor.

Buyer Code. This is an optional field, you may **leave it blank**. In the current version, 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).

Payment Discount %. Enter the percent discount from the Terms field or leave 0 if no discount

is extended. (Example: for 1% 10 days, the discount % is 1.) DO NOT enter a discount percent for fuel vendors.

Payment 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. (Example: for 1% 10 days, enter 10.)

Default 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.

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

Net Due Days. Enter the number of days until the invoice is due. (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.

Credit Limit. Enter the maximum unpaid balance this vendor will allow. If your terms are cash only, or you don't wish to track your remaining credit, enter zero.

The remaining fields on the Vendor Master File are calculated and maintained by the system after processing begins.

Vendors may added in 'Enter Payables' as invoices are entered.

The one-time vendor code you have selected is programmed into the system to prompt for Company name and address.

EDIT BUTTONS

> **<<u>E</u>dit>** Change any field except Vendor Code.
> **<<u>S</u>ave>** Save the record and continue.
> **<<u>N</u>ext>** Go to the next Vendor Record in the file.
> **<Pre<u>v</u>>** Go to the previous Vendor Record.
> **<D<u>u</u>pe>** Duplicate (this is a future enhancement)
> **<<u>D</u>elete>** Delete this Vendor Record. 'Are you sure...'. Be careful not to delete a vendor that has open invoices.

VENDOR HISTORY BUTTONS

Vendor History is AN OPTION ON THE REPORTS MENU.

```
} PETRO DATA OIL *** AP Vendor File Menu *** 03/19/2004            :::::::              _ |□| |
           Cur Inv-F3    Hst Inv-F4    Cur Chks-F5   Hst Chks-F6

Vendor          Branded Oil Company
Address   1234 Loop                              Tax ID     1742345678
Address 2 P.O. Box 1234                          1099 Type (I/M/R)
City      San Antonio            State  TX       Zip Code   78299-1234
```

F3 - Current Invoices - Displays all current period invoices as well as unpaid invoices from previous periods. Use the scroll bar or <Page Down> or arrow keys to move around in the record.   Click X or press <Ctrl> <W> to quit.

Vendor	Invoice	Descr	Date	Puramt	PaidAmt	Balance
BRAND	0626	N	06/26/2003	540.00	0.00	540.00
BRAND	729	MDSE-2	07/29/2003	300.00	0.00	300.00
BRAND	12121	REF	08/15/2003	1000.00	0.00	1000.00
BRAND	1221	REF	08/15/2003	1000.00	0.00	1000.00
BRAND	98765	REF	08/15/2003	300.00	0.00	300.00
BRAND	112603C		11/26/2003	-11500.00	-11500.00	0.00
BRAND	2132		02/02/2004	1000.00	1000.00	0.00
BRAND	BALFW		12/31/2003	10000.00	0.00	10000.00
BRAND	022403		02/24/2004	100.00	100.00	0.00
BRAND	020304		03/03/2004	100.00	0.00	100.00

Current AP Invoices - Click x or <Ctrl W> to Quit

F4 - Invoice History - Displays historic invoices beginning with the oldest. Use the scroll bar or <Page Down> or arrow keys to move around in the record. Click X or press <Ctrl> <W> to quit.

Vendor	Invoice	Descr	Date	Puramt	PaidAmt	Balance
BRAND	06011	FUEL	06/01/93	5000.00	5000.00	0.00
BRAND	06013	NON FUEL	06/01/93	100.00	100.00	0.00
BRAND	0602	FUEL	06/02/93	3000.00	3000.00	0.00
BRAND	06021	NON FUEL	06/02/93	900.00	900.00	0.00
BRAND	0602	FUEL	06/02/93	3000.00	3000.00	0.00
BRAND	06021	NON FUEL	06/02/93	900.00	900.00	0.00
BRAND	0602	FUEL	06/02/93	3000.00	3000.00	0.00
BRAND	06021	NON FUEL	06/02/93	900.00	900.00	0.00
BRAND	062193	FUEL	06/21/93	5145.00	5145.00	0.00
BRAND	062593	FUEL	06/25/93	7560.00	7560.00	0.00

Current AP Invoices - Click x or <Ctrl W> to Quit

F5 - Current Checks - Displays current period checks.

```
▦ Current AP Checks - Click x or <Ctrl W> to Quit                          ×|
                                                                           ▲
|| Vendor | Check |    Date    | Pr |  Aprpay   |   Chkacc   |
|| BRAND  |  2134 | 02/05/2004 | M  |   1191.67 | 10200-100  |
|| BRAND  |  2135 | 02/20/2004 | M  |  50638.75 | 10200-100  |
|| BRAND  |  2136 | 02/24/2004 | M  |    100.00 | 10200-100  |
|| BRAND  |  9922 | 12/13/2000 | M  |   2000.00 | 10200-200  |
||
```

> **F6 - Check History** - Displays historic checks beginning with the oldest.

```
▦ Current AP Checks - Click x or <Ctrl W> to Quit                          ×|
                                                                           ▲
|  Vendor | Check |    Date    | Pr |  Aprpay   |   Chkacc   |
|| BRAND  |  1225 | 10/04/1997 | M  |  18564.53 | 11000-100  |
|| BRAND  |  1226 | 10/04/1997 | M  |  20772.50 | 11000-100  |
|| BRAND  |  1227 | 10/04/1997 | M  |  20176.42 | 11000-100  |
```

Currently there are NO PRINT options available except the <Print Screen> button.   Paste the document to a word processing document or wordpad and then print.

To Quit the Vendor File screen, press <Enter> at the vendor number field or type Q.   An option box displays. Click <Yes> to quit or <No> to return to the vendor screen.

2 - Vendor File Report

To Print the Vendor file select *2 - Vendor File Report.*

Output to: S=Screen   P=Printer   F=Text File   Q=Quit

The following options are available:

```
} PETRO DATA OIL - Vendor File Report - 03/19/2004
                                                   F7-Start Over    F8-Quit

      Printer selected was HP LaserJet 6L Port LPT1:

      D=Detail      S=Short Report   S

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

      Input selection criteria? N

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

F7 is available to begin the options again. F8 quits back to the menu. **P** at the 'Is everything ok?' prompt allows you to SELECT a DIFFERENT printer or redirect to the screen.

2 - RECURRING PAYABLES

```
┌────────────────────────────────────────────────────────────────────────────┐
│ ¦PETRO DATA OIL - AP Recurring Payables File Maintenance          _ |□|  ║   │
│                                                                              │
│ ┌──────────────────────────────────────────────────────┐                    │
│ └──────────────────────────────────────────────────────┘                    │
│                                                                              │
│ Vendor   DTN          DTN Corporation                                        │
│ Invoice                                                                      │
│                                                                              │
│ Store No.                                                                    │
│ Reference         FEE            Period    M        Payment Priority    2    │
│ Purchase Date   03/01/2003       Frequency   1        Payment Disc %   0.00  │
│ Net Due Days       0             Due Date  03/01/2004  Disc Days        0    │
│ Disc Date       03/01/2003       Maximum      0         Generated       0    │
│                                                                              │
│ Invoice Amount        150.00     Discount      0.00    Amt to Pay      150.00│
│ 1099 Type(I/M/R)                 1099 Amt        0.00                         │
│                                                                              │
│                                                                              │
│                                                                              │
│       Edit       Save        Next       Prev       Dupe       Delete         │
│                                                                              │
└────────────────────────────────────────────────────────────────────────────┘
```

If you have certain payables that are paid each month for the same amount to the same vendor, use this option so that each month they are "generated" and paid without having to reenter them. Generating a payable puts an invoice in the 'Open Status Report' and creates the GL distribution. Recurring payable records can be changed if amounts of GL numbers change.

From *1 - File Maintenance* select Option **2** - *Recurring Payables.*
Vendor Number. Enter the vendor code for the supplier you want to setup.

Recurring Payable Number. Enter a unique number to be used to identify each payable such as RENT, LEASE, EQUIP, etc. This number can only be used once. If you enter a number that is in use, that recurring entry will pop up on the screen so that you can verify that it is the one you want. If not, you can still edit, add, delete, forward, back, or quit this payable as needed. Limit the number to six characters, as the computer uses this number plus 01, 02, 03, etc. for each month the payable is to be generated.

Store No. If no store is involved (Retail Module), press the *enter* key to advance to the next field and leave this blank.

Reference Number. Use this field to add to the description of the invoice if the number itself doesn't tell you . For example, if the invoice number is EXR1MO for Exxon recurring payable #1 due monthly, then the description could be rent, lease, tank, etc.

Period. Use **M** for monthly, every six months, or yearly.   Use **D** for daily, weekly, or bi-weekly. **You must put either an M or D**. DO NOT LEAVE BLANK.

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

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

Frequency. Enter **1** to generate this payable once during the 'Period' (daily or monthly). Enter **7** for weekly, **14** for bi-weekly, **2** for bi-monthly (every two months), **6** for every six months, and **12** for once a year.

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. Enter **0** if there is not a specific number of payments (like rent), **12** if this is a monthly payment over the next twelve months, or **10** if for only ten months, or **52** for each week of the year, or any combination up to **99**. You can still edit the payable and change the dollar amount for any increases or decreases as they occur.

Generated. The computer keeps count of the number of times this payable has been "generated".

Invoice Amount. Enter the dollar amount due each payment date.

Discount. Verify or enter the approved discount.

Amount to Pay. Verify or enter the invoice amount to pay after discount.

1099 Type (I/M/R). If this payable is included in the Vendor's 1099 total, enter the type.

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

EDIT BUTTONS

> **<Edit>** Change any field except Vendor Code and the Invoice Number.
> *<Save> Save the record and continue to the Distribution Screen.*
> **<Next>** Go to the next Recurring Payable Record in the file.
> **<Prev>** Go to the previous Recurring Payable Record.

<Dupe> Duplicate this Recurring Payable to another invoice for the same vendor.
<Delete> Delete this Recurring Payable. 'Are you sure...'.

```
┌ PETRO DATA OIL - AP Recurring Payables File Maintenance          ┆┆┆┆┆          _ |□| |
┌──────────────────────────────────────────────────┐
│
Inv No      FEE        Vendor   DTN      DTN Corporation                    150.00
Bank Acct. 10200-100                                              Lines     2
────────────────────────────────────────────────────────────────────────────────
Ln #Gl Acct    Description                      Amount     Proof        Ok?
  1 20500-100   Accounts Payable - Jobber         -150.00      0.00    Y
  2 72700-300   Misc Stat                          150.00      0.00    Y










    Enter line # to change                  A=Add line
    D=Delete Dist           C=Chk. Acc.     S=Save      S
                              Proof         0.00
```

Distribution Screen of Recurring Payable.

If there is a default expense account in the Vendor's file, the distribution will be automatically created. If not, enter the distribution. (AP amount will be negative - , expense amount will be positive +).

EDIT OPTIONS:

>   **Enter line # to change** - to change the GL account or the amount.
>   **D=Delete Distribution** - Enter the line of distribution to delete, or A=Delete Invoice ('Are you Sure...Y/N'), Q=Cancel Delete.
>   **A=Add Line** - Add a distribution line if necessary.
>   **C=Checking Account** - to 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 it.

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

Payables are generated using Option 8 - Generate Recurring Payables.

AP DEPARTMENTS Not used at this time.