

***Suburban
Software
Systems***

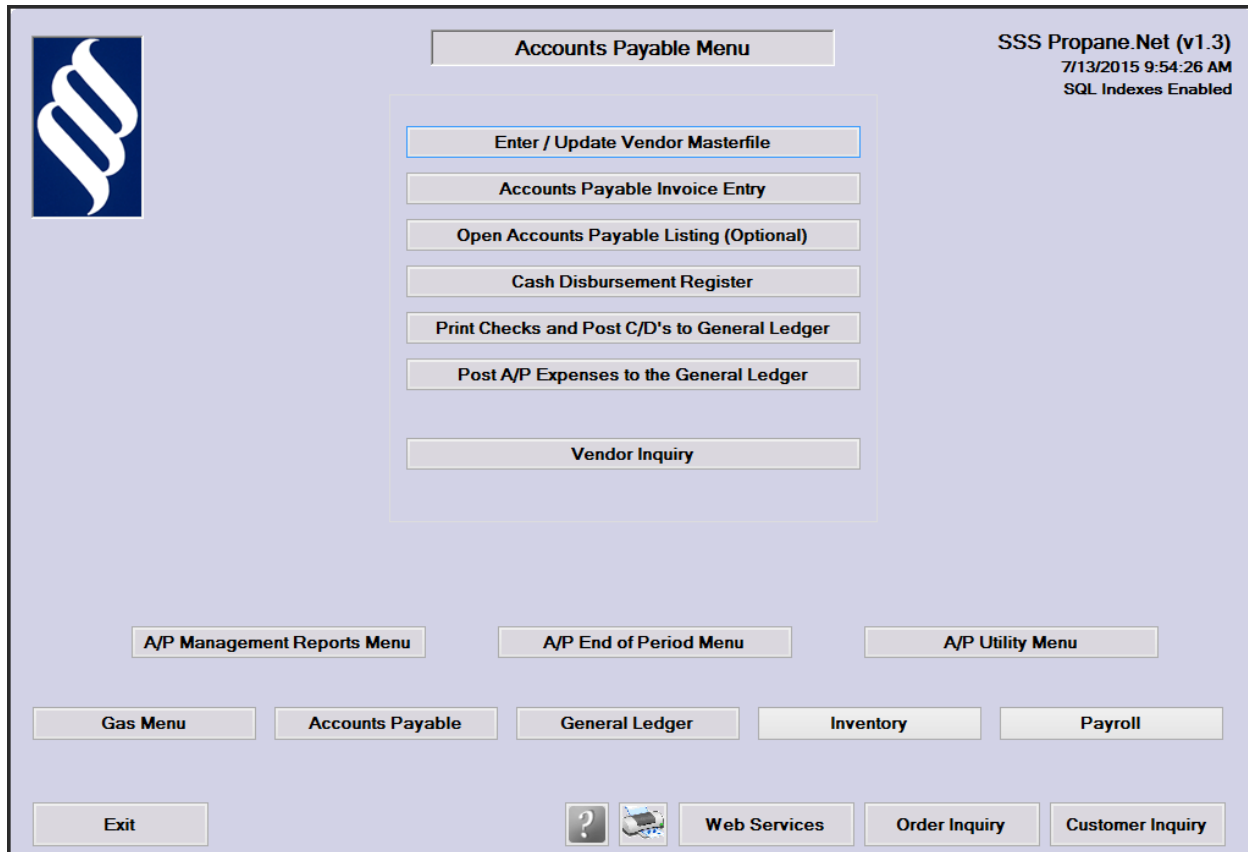
Accounts Payable

Contents

Accounts Payable Menu:	1
Getting Started:	2
Accounts Payable Main Menu:	4
Enter/ Update Vendor Master File:.....	5
Accounts Payable Invoice Entry:.....	9
Open Accounts Payable Listing (Optional):.....	19
Cash Disbursement Register:	21
Print Checks and Post C/D's to General Ledger:	24
Post A/P Expenses To The General Ledger:	25
Voiding Checks In A/P:	27
Vendor Inquiry:	29
A/P Management Reports Menu:	31
Vendor Year to Date Total Report:.....	32
Accounts Payable Expense Report Generator Menu:.....	34
Check Register Report Generator:.....	36
Check Reconciliation Generator:.....	38
Vendor Edit Listing:	41
Vendor Labels:.....	43
A/P End of Period Menu:	45
Open New Month and Print Summary:.....	46
Check Reconciliation:.....	47
Year End Procedures:.....	53
Reset the Vendor File YTD Totals:.....	55
Remove Paid and Posted Transactions:	56
Remove Paid and Cleared Checks:	57
A/P Utility Menu:	58
Accounts Payable Supervisor:	59
Open A/P Files for New Company:	62
Reproduce A/P Entry Report:.....	62
Recover Latest A/P Checks:	63
A/P Expense Report Generator.....	63

Available Vendor Number List:.....	64
Special Situations:.....	66
Applying Freight to Inventory Items:.....	66

Accounts Payable Menu:



The Suburban Software Accounts Payable System is an online real time system designed for efficiency, flexibility and ease of operation while maintaining proper controls over payables. It interfaces with the Suburban Software General Ledger, Inventory, and Vehicle Maintenance Packages. It is designed primarily for the independent LP Gas dealer, accounting for both dollars and gallons. The system also functions perfectly well for any non-gas business. The system is designed for multi-company files on the same computer. The SSS Accounts Payable system is driven by four menus: **Accounts Payable Menu**, **A/P Management Reports Menu**, **A/P End of Period Menu**, and **A/P Utility Menu**. Most operations will be controlled through the main A/P menu. The options are listed in order of normal sequence of events. However, you may choose to do them in whatever order you desire.

Note: If you receive your computer system from Suburban Software System, the A/P Menu will already be loaded onto your computers.

Getting Started:

The following steps are what needs to be done to get started with your A/P program:

- 1. Determine a Starting Date:** Decide on the accounting period (month) that you want to begin using the A/P System.
- 2. Build General Ledger Chart of Accounts** If not already built, transfer to the General Ledger System and construct your G/L Chart of Accounts. The "G/L" must also be "open" for the accounting period selected as the starting date
- 3. Load Initial Vendor File:** To begin using the A/P Library one should first load their A/P Vendor file. Refer to A/P Main Menu Item#1 for detailed instructions.
- 4. Load Initial Invoices:** There are two sets of invoices that should be loaded initially:


Last month's invoices: Enter those invoices for items received and expensed in the prior month(s) and that had not yet been paid as of the selected starting date. Expense these invoices to the prior month to G/L account # 201 (Accounts Payable). Invoices belong in this category even though they may have since been paid. Mark those already paid by entering the check number by which they were paid in the check number field.

Current month's Invoices: Enter those invoices which are items received during the current month. If they have already been paid, enter the check number in the check number field by which they were paid. Expense these invoices to the appropriate General Ledger account number. Do not expense them to account number #201

- 5 Print and Post Initial Expenses:** Print two Expense Journals (A/P Menu): One for the Prior month Expenses to G/L Account 201, and one for the starting month expensed to appropriate G/L Accounts. When expenses are "posted", both the G/L will be updated. The prior month should reflect both a debit and credit to G/L account #201; therefore no change to GL accounts that had been expensed by a prior system.

- 6. Print Check Register** When ready to pay the invoices that have been entered, print a Check Register. It will also show those checks that had been marked as prepaid.
- 7. Print Checks:** When checks are printed, the G/L will post the debit to A/P and a credit to the bank account.

Accounts Payable Main Menu:



Accounts Payable Menu

SSS Propane.Net (v1.3)
7/13/2015 9:54:26 AM
SQL Indexes Enabled

Enter / Update Vendor Masterfile

Accounts Payable Invoice Entry

Open Accounts Payable Listing (Optional)

Cash Disbursement Register

Print Checks and Post C/D's to General Ledger

Post A/P Expenses to the General Ledger

Vendor Inquiry

A/P Management Reports Menu

A/P End of Period Menu

A/P Utility Menu

Gas Menu


Accounts Payable

General Ledger

Inventory

Payroll

Exit

?  Web Services

Order Inquiry

Customer Inquiry

Enter/ Update Vendor Master File:

The screenshot shows a software window titled "Accounts Payable MASTERFILE". At the top, there is a label "Company Identification Code" followed by a dotted line and a dropdown menu showing "DEM". Below this, a section titled "Search By either" contains two input fields: "Vendor Number" with a dotted line and a small white text box, and "Vendor Name" with a dotted line and a light blue text box. A large, empty gray rectangular area occupies the center of the window. At the bottom, there are three buttons: "Exit" on the left, and "New Search" and "Continue" on the right.

Purpose: This option is used to setup new vendors and modify the data base information of existing vendors. This file maintenance must be performed to add a new vendor prior to entering a payable invoice for the vendor. This option is also used to delete inactive vendor accounts.

Screen One:

Company ID Enter the CoID

Search Enter the vendor account number from the list of available account numbers for a new vendor - **or** - you may enter up to the first 5 letters of the vendor name to access existing vendor accounts.

Note: New Vendor accounts must first be entered by Vendor Number.

If you choose to enter the vendor name you may enter the first letter of the vendor name and drop down list will appear.

DEM VENDOR MASTERFILE

Vendor Number	00125	Status	A - Active		
Vendor Name				Payable Balance	
Second Name				Cal YTD Purchase	
Street Address				Fiscal Purchases	
City, State, Zip		AL - Alabama		Fiscal Discounts	
Area code and Phone				Fiscal Quantity	
Tax ID Number				Standing Discount	
Default G/L Number				Print 1099	

Edit	RRN	Invoice#	Invoice Date	Paid/ Open	Pay Date	Bnk Nr	Chk Reg#	Check Nr	View	Expense month	Qty	Gross	Disc	Net \$ Amount	Open Balance	Me
------	-----	----------	--------------	------------	----------	--------	----------	----------	------	---------------	-----	-------	------	---------------	--------------	----

< >

Exit Save

ty

Choose which vendor you need and click **{Continue}**.

Screen Two:

DEM VENDOR MASTERFILE

Vendor Number	12345	Status	A - Active	Payable Balance	
Vendor Name	POLAR POP			Cal YTD Purchase	
Second Name				Fiscal Purchases	
Street Address	1234 CHERRY LN			Fiscal Discounts	
City, State, Zip	ANYWHERE	AL - Alabama	12345	Fiscal Quantity	
Area code and Phone				Standing Discount	
Tax ID Number				Print 1099	
Default G/L Number					

Edit	RRN	Invoice#	Invoice Date	Paid/ Open	Pay Date	Bnk Nr	Chk Reg#	Check Nr	View	Expense month	Qty	Gross	Disc	Net \$ Amount	Open Balance	Me

< >

Exit Save

Purpose: This screen allows you to enter information about the vendor.

Note: If the vendor is already in the system this screen will show your purchases, balances, etc. It will also allow you to edit the information shown on the screen.

Screen Two Fields:

Name:	Enter Vendor Names in the way you want them to appear on checks and reports. Searches can be done on the first 5 characters of the name field.
Second Name:	Only enter as required. Can be used to extend the name or to add additional address line.
Address:	Enter the address associated with this vendor.
City/St/Zip:	Self- explanatory
Area Code/	Self- explanatory
Phone:	
Tax ID Number:	Enter the Tax ID Number associated with this vendor
Print 1099:	Required by the IRS for contract labor with purchase in excess of \$600. Y {YES} or N {NO}
Standing Discount:	Enter a standard discount taken as a 10th of a percent on invoices from this vendor. The decimal is assumed, do not key in the decimal. For example: 1.5% discount would be entered as 15.
Default G/L #:	If purchases from a vendor are always posted to the same G/L account number(s), then "Default G/L #(s)" may be assigned to the vendor account. Up to 3 G/L Account Numbers can be entered. The Default G/L #'s will all appear when entering invoices from this vendor using A/P Invoice Entry.

Accounts Payable Invoice Entry:

Purpose: These screens allows the user is to enter both sides of accounts payable double entry transactions: the Cash Disbursement, and the Expense to the proper General Ledger account. It is used to update or delete payable invoices that have been entered but not yet posted to the general ledger. It's also used to void previously written checks that require voiding.

Note: May use up to 6 screens:

Screen 1 Enter the accounting period for which the transactions will be expensed.

Screen 2 Selects the Vendor by name or number.

Screen 3 Enters the Cash Disbursement side of the transactions

Screen 4 Enters the Expense side of the transaction.

Screen 5 Enters the Inventory line items if the invoice is and Inventory item, otherwise this screen will not appear.

Note: Screen 3 and 4 must balance with each other before you can save the transaction.

Screen One:

The screenshot shows a software interface titled "Accounts Payable ENTER". It features three input fields with dotted lines for text entry and dropdown menus for selection. The first field is "Company Identification Code" with a dropdown menu showing "DEM". The second field is "Month and Year For Expenses To Be Posted To" with a dropdown menu showing "12/14". The third field is "Printer" with a dropdown menu showing "VW - View". At the bottom of the screen, there are three buttons: "Exit", "Enter/Update", and "Continue".

Field Label	Value
Company Identification Code	DEM
Month and Year For Expenses To Be Posted To	12/14
Printer	VW - View

Buttons: Exit, Enter/Update, Continue

Enter the Company ID Code and the month and year to which Payable General Ledger file. If the G/L files for the Company ID, month and year entered are not found, an error message is issued and the screen is redisplayed.

Note: It is important to always enter the proper month and year for which the invoice is to be expensed.

Screen Two:

Accounts Payable ENTER

Company Identification Code SPI ▾

Search By either

Vendor Number

Vendor Name A

	Account	Name	Street Address	City
A	01875	A.J. BLOSENSKI, INC.	P.O. BOX 392	ELVERSON
A	02857	AASP-PA	2151 GREENWOOD STREET	HARRISBURG
A	02295	ABNER JONES SIGNS	P.O. BOX 55	UWCHLAND
A	16014	ACE INDUSTRIAL PIPING LLC	1602 COUNTY ST.	LAURELDALE
A	10116	ACKER CONTRACTING	1931 EAGLE FARMS ROAD	CHESTER SPRINGS
A	04911	ACSI CHILDREN'S TUITION FUND	845 SILVER SPRING PLAZA	LANCASTER
A	00851	ACTION SUPPLY CO., INC.	CALCON HOOK ROAD	SHARON HILL
A	00240	ACTUARIAL ENTERPRISES, INC.	770 NEW TOWN-YARDLEY RD.	NEWTOWN
A	08193	ADAM MILLER	35 GOODFELLOW RD.	ELVERSON
A	05538	ADAM SHIFFER	73 SALEM ROAD	SCHWENKSVILLE
A	00123	ADVANCED GAS TECHNOLOGIES, INC	1401 STAUFFER RD POBOX 35	PALM
A	07625	ADVANCED INDUSTRIAL PIPING INC.	419 MILLER RD.	SINKING SPRING
A	07641	AETNA	P.O. BOX 7247-0326	PHILADELPHIA
A	02865	AFTERMARKET PARTS & SERVICE INC	P. O. BOX 61872	KING OF PRUSSIA

Exit Enter/Update New Search Continue

Enter the **Vendor Number** or up to the first 5 letters of the **Vendor Name** as it appears in the vendor file. All the vendors with those letters will display. Select the proper one by entering the sequence number that appears to the left of the vendors account number.

Screen Three:

DEMO PROPANE, LLC		Accounts Payable Expense:	12/14
Vendor Number:	01230	Paid in	12/2014 00883
		AP Record	19266
Invoice Status	P - Paid ▼		
Purchase Order	00000		
Invoice Number	SI461385		
Invoice Date	12/01/2014	(mm/dd/yyyy)	
Pay Date	12/04/2014	(mm/dd/yyyy)	
Invoice Amount (9.2)	79,370.86		
Discount Amount (5.2)	0.00	-or- Discount Pct (x.x%) .	
Fuel Purchased (7.0)	80.970		
Prepaid Check Number	18926	Check Nr Last Used .	18938
Memo:			
Exit Previous		Continue	

Purpose: This screen is used to enter the Cash Disbursement side of each payable invoice.

Screen Three Fields:

Invoice Status:	Normally "A" (Active). Enter "D" to delete the invoice. If you enter a "D", the entire transaction will be deleted, unless the expense side of the transaction has already been posted to the G/L. If the expense side has been posted, an error message will appear. If the invoice has been paid, the system automatically changes the "Status" field to "P" indicating the transaction has already been paid and posted.
Purchase Order Number:	Optional Entry.
Invoice Date: (Optional)	Enter the date of the invoice in (MM DD YYYY) format. It must be earlier than or equal to the "pay date".
Vendor's Invoice Number:	Enter the vendor's invoice number or up to an 11 character description of what is being paid may be entered.
Pay Date:	Enter the date the transaction is to be paid in (MM/DD/YYYY) Format. The "Pay Date" controls when the check will be released for printing.
Notes:	<p>A "Pay Date" error will occur if:</p> <ol style="list-style-type: none">1. The month is greater than 122. The day is greater than 313. The invoice date is greater than the "Pay By" date4. A check number is entered without the check date
Invoice Amount:	Enter the gross amount of the invoice to be paid, prior to taking discounts.
Discount Amount:	If a discount percent is given in lieu of a discount amount you may (optionally) enter the percent instead of the discount amount and the system will compute the amount. Default discount percent's may be entered on the vendor's master account. Discount percent are entered as a 10th of a percent. (For example a discount of 1.5% is entered as 1.5)
Fuel Purchased:	Enter the invoiced units in whole units. This entry should be made <u>only when</u> fuel is being purchased.

Check Number: Enter the check number for any Pre-Printed checks. By entering a check number the invoice will be recorded on the check register but a check will not be printed by the system. If the check number is not in sequence then a warning error message will be issued. But if the check number entered is correct, then "CLICK" on "CONTINUE" to enter the voucher. Check numbers that are duplicates of an active or outstanding check will cause an error message to be displayed when the check register is printed.

Memo. Enter optional comments and notes about what was being purchased, for what purpose, etc...

Screen Four:

The screenshot shows a software window titled 'Suburban Software Systems' with 'Workstation Id: KM' and a file path 'I:\RPG\'. The interface is divided into several sections:

- Top Section:** Includes 'Your Company Name' (with an 'ENTER' button), 'Accounts Payable Expense: 12/14', and 'Previously expensed: 12/14'.
- Vendor Information:** Fields for 'Vendor#' (02279), 'AP Record' (19583), and 'Check#' (empty).
- Address and Location:** Fields for 'Polar Ice', '1234 Cherry LN', and 'Anywhere'.
- Payment Details:** Fields for 'Pay Date', 'Invoice Date', 'Invoice Amount' (25.00), 'Discount' (0.00), and 'Fuel Purchased' (0).
- Table:** A table with columns 'Account', 'Description', 'Dollars (+/-)', and 'Gallons (+/-)'. The first row shows 'D 744' under 'Account' and 'License Fees PA' under 'Description'. The rest of the table is empty.
- Bottom Section:** Includes 'Inventory Dollars and Gallons' fields, 'Debits' (0.00 Dollars, 0.00 Gallons), and 'Credits' (-25.00 Dollars, 0.00 Gallons). There are also 'Back' and 'Continue' buttons.

Purpose: This screen is used to enter the Expense side of the A/P transaction. Enter the General Ledger account number and the amount that the payable is to be expensed to. It has a double entry feature; that is, the system will not accept the data until you “CLICK on CONTINUE” or you press the “ENTER” key on your keyboard.

Note: 1. The program will not accept the screen unless it is in balance with Cash Disbursement Screen 3. If Screen 4 is not accepted, then none of the transaction has been accepted by the program.

2. If the invoice entered is to purchase fuel, then the fuel must also be expensed to the proper G/L account.

Screen Five Inventory Transactions:

INVENTORY TRANSACTIONS

Transaction Type **P = Purchases** Posting Period **06/15**

HARDWARE IBM Unit Price **196.3700**

Account # **44529** Reference **40999** MMDD **0615** P / V **HI =** Model/Part# **30L9192** Model/Part# Description **MINI DOCKING STATION FOR TP** Quantity **1** Dollar Amount **214.02**

Tag # **04547** Serial Number PO Number **05490** Disp **0**

Delete Transaction

ordNum	St	Date	Type	P	V	WH	Model Number	Description	Quantity	Amount	Unit Cost
001	A	0615	P	H	I		30L9192		1	214.02	196.3700
002	A	0615	P	P	P		F110		1	2,225.24	1,698.4050
003	A	0615	P	P	P		F110		1	2,225.24	1,698.4050
004	A	0615	P	P	P		F110		1	2,225.24	1,698.4050
005	A	0615	P	P	P		F110		1	2,225.24	1,698.4050
006	A	0615	P	P	P		F110		1	2,225.24	1,698.4050
007	A	0623	P	H	I		5457EJU		1	1,049.96	1,047.9600
008	A	0623	P	S	O		SERVER 2012		1	765.84	768.3400
009	A	0623	P	S	O		WS CALS		5	142.80	28.7000
010	A	0623	P	S	O		TS CALS		5	495.00	82.5600

Totals: **18** **13793.82**

Exit **F10 - Use "From" Item Cost** **F11 - Use "From" Item Cost and Qty** **New** **Save**

Purpose: If the invoice being paid contains inventory line items, then enter the total inventory dollars and gallon amounts to a special general ledger account number (500). Transactions posted to account number 500 will cause an additional screen (Inventory Screen) to appear. Use the Inventory Screen to complete the detailed inventory by inventory model and/or part number.

Accounts Payable Entry Notes:

Accepting Transactions:	The A/P transaction will be accepted by the computer when the Invoice information is completed on the entry Screen and the expense has been assigned a correct General Ledger number on the expense screen. The user then "CLICKS" on the "CONTINUE BOX" to complete the transaction. This applies to both entering new and updating old transactions.
Enter - or - Update:	To transfer from the "Enter" mode to the "Update" mode, click on the ENTER/UPDATE Box. In the "Update" mode the operator will receive a screen which requests the Accounts Payable Index Number (RRN-(Relative Record Number) of the transaction to be updated. The RRN can be found on most of the A/P printouts such as the Open Accounts Payable Listing, or view the vendor account for the information
Invalid Vendor Number:	In the Update mode you will not be able to change the vendor number. Therefore, if the vendor number is wrong, delete the invoice by entering a "D" in the Status field and entering a new invoice for the proper vendor. If the check has already been printed the credit and debit to the proper vendor.
Accepting Warning Errors:	If a credit is entered or if the discount exceeds the invoice amount a warning error will be issued. If the amount entered is correct, "CLICK on the CONTINUE Box".
Partial Payments:	If an invoice is to be paid over a period of time then set up each payment separately in accounts payable. All information entered would be the same except for the payment date and the amount of each payment.
Default G/L #'s:	If default G/L Account Number(s) were assigned in the vendor master file, they will appear on the A/P Entry Expense Screen. If they are not the proper account for the transaction, simply replace them with the appropriate G/L#.
Inventory Transactions:	If the invoice being paid contains inventory line items then enter the total inventory dollars and gallon amounts to a special general ledger account number (500). Transactions posted to account number 500 will cause an additional Inventory screen to appear. Use the Inventory Screen to complete the detailed inventory by inventory model and/or part number.

Accounts Payable input printout upon exiting data entry:

YOUR COMPANY NAME			ACCOUNTS PAYABLE INPUT FOR 06/29/2015			User: DENISE		Date: 6/29/2015 5:40:37 PM	
Check #	PO #	A/P RRN	Invoice number	Invoice Date	Pay Date	Gallons	Invoice Amt	Disc	\$ Amount
						0	-1535.00	0.00	-1535.00
0	852	19574	475T428	03/10/2015	03/15/2015	0	1535.00	0.00	1535.00
Vendor Number:			07369 - NATIONS FENCE, INC.						
Memo:			STORAGE PROPERTY						
Charged to Account			723	- GROUNDS & PROPERTY MAINT		A	0	0.00	1535.00
Transaction Subtotal:						0	0.00	0.00	1535.00
						0	-587.56	0.00	-587.56
0	753	19575	954667	03/10/2015	03/15/2015	0	587.56	0.00	587.56
Vendor Number:			03210 - D & E COMMUNICATIONS						
Memo:			CONNECTION						
Charged to Account			731	- COMMUNICATIONS SERVICE		A	0	0.00	587.56
Transaction Subtotal:						0	0.00	0.00	587.56
						0	-756.48	0.00	-756.48
0	7549	19576	458-7894	03/01/2015	05/15/2015	0	756.48	0.00	756.48
Vendor Number:			09613 - AT&T MOBILITY						

Note: This report will printout every time you exit data entry.

Open Accounts Payable Listing (Optional):

Open Accounts Payable Listing

Company Identification Code DEM ▾

List CURRENT Invoices, Invoices as of EOM, or CREDIT Invoices Current ▾

Latest Pay Date (MMDDYYYY) to be included -or- Leave Blank for All Pay Dates

Enter Vendor Number -or- Leave Blank for All Vendors

Do You Wish to Age Accounts payable? N - No ▾

Form Name 0001 ▾

Printer Type P1 - Oki Data Dot ▾

Purpose: Open Accounts Payable listing may be printed by either listing "CURRENT" open invoices (invoices not yet paid), or by listing invoices open as of the "EOM: (End of the Month).

Screen Fields:

Current Invoices: This program searches the A/P file for payable invoices that have not been paid, and prints them in "Pay Date" sequence. It totals the payables by vendor, and date. It also shows the sub-total of payables through each date.

The listing provides management with an important tool in controlling cash flow. It also may be used to check which payable dates may need adjusting prior to printing a Check Register. To make an adjustment use the "update" function. The record is recalled by entering the A/P Index (API) number found on the print out.

EOM Invoices: This procedure will produce a listing of Payable Invoices that were open (unpaid) as of the month and year specified. The invoices will print in vendor number sequence. This report is useful for verifying Accounts Payable totals for the end of an accounting period.

Age Accounts: Enter Y {YES} or N {NO}

Cash Disbursement Register:

The screenshot shows a software interface for the 'Cash Disbursements Register'. It features several input fields and dropdown menus. The 'Company Identification Code' is set to 'DEM'. The 'Latest Pay Date to be included' is set to '12/2014', with a red note stating '< Month must agree with the G/L month that is open for check writing >'. The 'Earliest Pay Date to be included' is blank, with a red note stating '< Leave Blank for all dates >'. The 'Enter the alignment check number' field contains '18938'. The 'Form Name' dropdown is set to '0001'. The 'Printer Type' dropdown is set to 'P1 - Oki Data Dot'. At the bottom, there are 'Exit' and 'Continue' buttons.

Cash Disbursements Register

Company Identification Code DEM ▾

Latest Pay Date to be included (MMDDYYYY)
< Month must agree with the G/L month that is open for check writing >

Earliest Pay Date to be included (MMDDYYYY)
< Leave Blank for all dates >

Enter the alignment check number 18938

Form Name 0001 ▾

Printer Type P1 - Oki Data Dot ▾

Exit Continue

Check Printing requires the use of 2 procedures!

1. Choose to print a Cash Disbursement Register from the A/P Menu
2. Choose to Print Checks and Post CD's to General Ledger. The two procedures are linked together so that the "Check Register", which should be retained for record keeping purposes, will properly reflect the actual check.

Note: Restrictions are imposed on the operator to insure that the Check Register Print-out and checks are exactly the same:

1. When printing the Check Register and printing Checks, the system verifies that the "Pay Date" entered is the same for both programs.
2. If you enter or update the Accounts Payable file after printing the Check Register, but before printing Checks, the system will require that the Check Register be re-printed prior to printing Checks.

To print the Check/ Cash Disbursement Register:

You are presented a screen to enter the Latest "Pay Date", of the latest checks to be printed and the "Earliest pay date" to be included. The latest date is required and must agree with the month open for check writing, (if needed open the Supervisor on the A/P Utility Menu for the month and also view the last check number used). The Earliest date to be included is optional and should be used to exclude invoices not to be paid with an earlier pay date.

When the screen is entered, the program first sorts the unpaid invoices into the following sequence:

1. Checks that have been preprinted (the check number has already been assigned),
2. Check pay date
3. Check Vendor Number

Note:

1. Invoices without pay dates will always appear on the next check register printed after the invoices without pay dates have been entered. They will be assigned the "Pay Date" entered on the first Check Register screen. Up to 13 invoices with the same "pay date" and same vendor number will be assigned to the same check.
2. Invoices in excess of 10 to 13 (depending on form) will appear on subsequent checks.
3. When printing the Check Register and printing Checks, the system verifies that the "Pay Date" entered is the same for both programs.
4. If you enter or update the Accounts Payable file after printing the Check Register, but before printing Checks, the system will require that the Check Register be reprinted prior to printing Checks.

Example:

YOUR COMPANY NAME				3/15 CHECK REGISTER 00157				03/27/xx 16:38 JOHNNY			
----- C H E C K -----				A/P P/O -----				I N V O I C E -----			
Number	Date	Gross	Discount	Net Cash		Indx Nr.	Number	Date	Gallons	Amount	
0525	1/25/xx	50.00	.00	50.00	12708	AGENT'S INSURANCE FIN.	13636	1	3/15/xx	50.00	
0526	1/30/xx	100.00	.00	100.00	14506	ANNISTON AUTO PARTS CO.	13638	1	3/14/xx	100.00	
30152	4/30/xx	50.00	.00	50.00	11684	TWIN CITIES COMMUNITY HP	13626	52	4/13/xx	50.00	
		200.00		200.00		TOTALS			200.00		

Error Messages:

Check Register Error Messages:

1. The program checks that certain conditions have been met and, if not, issues corresponding Terminal and Warning error messages.
2. Terminal errors means the system will not let you proceed until the detected error is corrected.
3. Warning errors means the system has detected a possible error that the operator should verify as an error or not. Warning errors will allow "posting" without further operator action.

Terminal and Warning Messages include:

1. The "Pay Date" must correspond with the month open for check writing. If this message appears the operator should check that the proper date was entered, or check that the procedure to move check writing to the next month was executed. The operator can display the Supervisor record to verify the "month open for check writing" by clicking on the Utility Menu.
2. The "Pay Date" for the Check Register must correspond with the check date entered when printing checks.
3. The General Ledger file, for the month that checks are being written for, must be available for posting the cash disbursements.
4. The expense accounts used must be open in the G/L file.
5. No duplicate check numbers are permitted. Duplicate numbers could occur if:
 - a. two preprinted checks appeared on the register with the same number
 - b. a preprinted check had the same number as a check in the reconciliation file that has not yet been cleared.

Print Checks and Post C/D's to General Ledger:

Check Printing

Company Identification Code DEM ▾

Latest Pay Date to be included (MMDDYYYY)
< Month must agree with the G/L month that is open for check writing > 12/2014

Earliest Pay Date to be included (MMDDYYYY)
< Leave Blank for all dates >

Enter the alignment check number 18938

Form Name 0000 ▾

Printer Type VW - View ▾

Exit Continue

Purpose: This procedure is similar to the Print Check Register Procedure in that the same source files and error conditions are tested for. It differs in that:

1. The Check Register Print Procedure has to be run prior to printing checks
2. The actual check is printed
3. The cash disbursement is posted to the General Ledger, i.e. a debit to the Cash Account Number and a credit to the Accounts Payable Account Number specified in the A/P Supervisor.
4. The individual Accounts Payable record is marked as having been printed and posted as a cash disbursement

Post A/P Expenses To The General Ledger:

Post Accounts Payable Expenses

Company Identification Code DEM ▾

General Ledger Month and Year To Post AP Expenses To (MMYY)

Form Name 0001 ▾

Printer Type P1 - Oki Data Dot ▾

Exit Continue

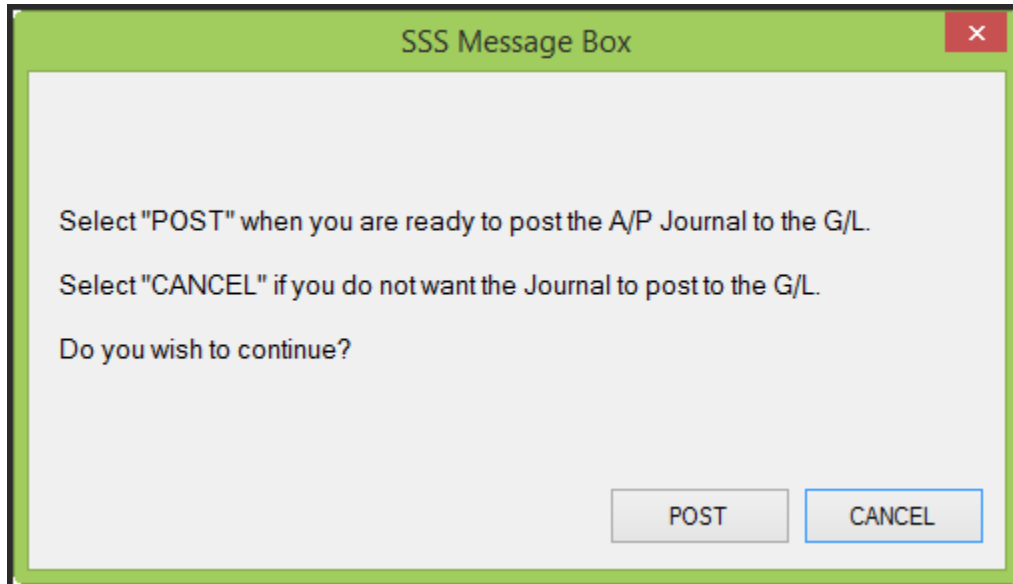
Purpose: This procedure prints the A/P Expense Journal and gives the operator the option to post the expenses to the General Ledger. The A/P Journal lists all the A/P invoice entered for the month that are to be posted to the General Ledger. The invoices are sorted and totaled by General Ledger account number.

Notes:

1. This procedure is normally run at the end of the month, after all expenses have been set up in the A/P file. However, you may run it more often if you want A/P expenses posted to the G/L more than once a month.
2. This option can be run without updating the G/L by reviewing the expenses by "View" or "Printing", then post after you approve the list of expenses.
3. This A/P Journal should be retained and filed for future reference. In addition to printing the A/P Expense Journal, the operator is prompted to Post or Cancel. If the "Post" option is taken this procedure also updates the General Ledger month in which the A/P transactions were expensed.

Message Box:

This message will appear when you click continue on the first screen.



Journal Example:

The image shows a Notepad window titled "D:\D30VIEW\005 - Notepad". The text inside is an Accounts Payable Journal for 3/15. The journal is titled "STYER PROPANE 3/15 Accounts Payable Journal 1011" and has a timestamp "06/30/15 14:53". The journal lists several entries with columns for G/L Reference, G/L Description, Gallons, Amount, Vendor#, Vendor Name, and Invoice#.

G/L Reference	G/L Description	Gallons	Amount	Vendor#	Vendor Name	Invoice#
723	Grounds & Property Maint		\$1,535.00	07369	NATIONS FENCE, INC.	123456
AP 1011 0145 723	Grounds & Property Maint		\$1,535.00		Storage property	
731	Communications Service		\$587.56	03210	D & E COMMUNICATIONS	456789
731	"		\$756.48	09613	Connection	
AP 1011 0146 731	Communications Service		\$1,344.04		AT&T MOBILITY	
<hr/>						
AP 1011 0147 201	Accounts Payable Trade		\$2,879.04-			

Voiding Checks In A/P:

- ❖ You may void an invoice in the AP system one of several ways depending on whether it's been paid or posted.
- ❖ An invoice is posted in two separate steps:
 - The cash-side (first screen in invoice entry) is posted when the check is paid (ie. printed). This affects the AP account and the BANK account.
 - The expense-side (second screen in invoice entry) is posted when the option to "Print and Post AP Expenses" is run. This affects the AP account and the EXPENSE account
- ❖ 2 Questions to ask before you continue:
 - **Has a check been printed for the invoice you wish to delete?**
 - **Have you run the "Print and Post" option since entering the invoice you want to delete?**
- ❖ If you answered yes to both questions, then you may delete an invoice by
 1. Pulling the invoice back up on the screen
 2. Change the status to "D" on the first screen.
- ❖ You may also reverse an invoice by:
 1. Entering a new invoice
 2. Enter the same information such as pay date, invoice number, date, vendor, check number, etc. that was on the original invoice
 3. Making the quantity and dollar amount negative.
- ❖ When you void an invoice that has been posted, it will show on the subsequent check register with "void" beside it. If you get a "duplicate check number" error on the check register, you have probably miss-keyed something that was entered on the reversing invoice. Remember that all the data on the reversing invoice must be the same as the original invoice except for the quantity and dollar amount which must be the same, but negative.
- ❖ When this screen is completed the General Ledger screen will prompt the user for a General Ledger entry. The amounts will be entered as a reversal from the previous entry.
- ❖ If this is an inventory item, this also will be entered at a negative amount to take it back out of inventory.

Example:

Original Check		Voiding Check "Entry" As seen on Screen	
Purchase Order	10100	Purchase Order	10100
Invoice Date	9/12/15	Invoice Date	9/12/15
Invoice #	2216166	Invoice #	2216166
Pay Date	9/20/15	Pay Date	09/20/15
Invoice <u>Amt</u>	\$ 591.52	Invoice <u>Amt</u>	\$591.52-
Discount <u>Amt</u>	\$10.00	Discount <u>Amt</u>	\$10.00-
Quantity	100 gal	Quantity	100- gal
Check #	3484	Check #	3484

Vendor Inquiry:

Accounts Payable VENDOR INQUIRY

Company Identification Code DEM ▾

Search By either

Vendor Number

Vendor Name

Purpose: This procedure allows you to display all the activity that has occurred on a vendor. Invoices that have been paid and posted will display "P" in front of the check number. Invoices that have not been paid will display an "OPEN" flag.

Note: Select the Vendor to be displayed in the same way the Master File is accessed:

- a) Entering the vendor account number,
- or -
- (b) Entering up to the first five characters of the vendor name.

Screen Two:

SPI VENDOR INQUIRY

Vendor Number: 01875 Status: A - Active

Vendor Name: A.J. BLOSENSKI, INC.

Second Name:

Street Address: P.O. BOX 392

City, State, Zip: ELVERSON PA - PENNSYLV 19520

Area code and Phone: 610 942-2707

Tax ID Number:

Default G/L Number: 723

Payable Balance: 0.00

Cal YTD Purchase: 128.99

Fiscal Purchases: 1,722.91

Fiscal Discounts: 0.00

Fiscal Quantity: 0

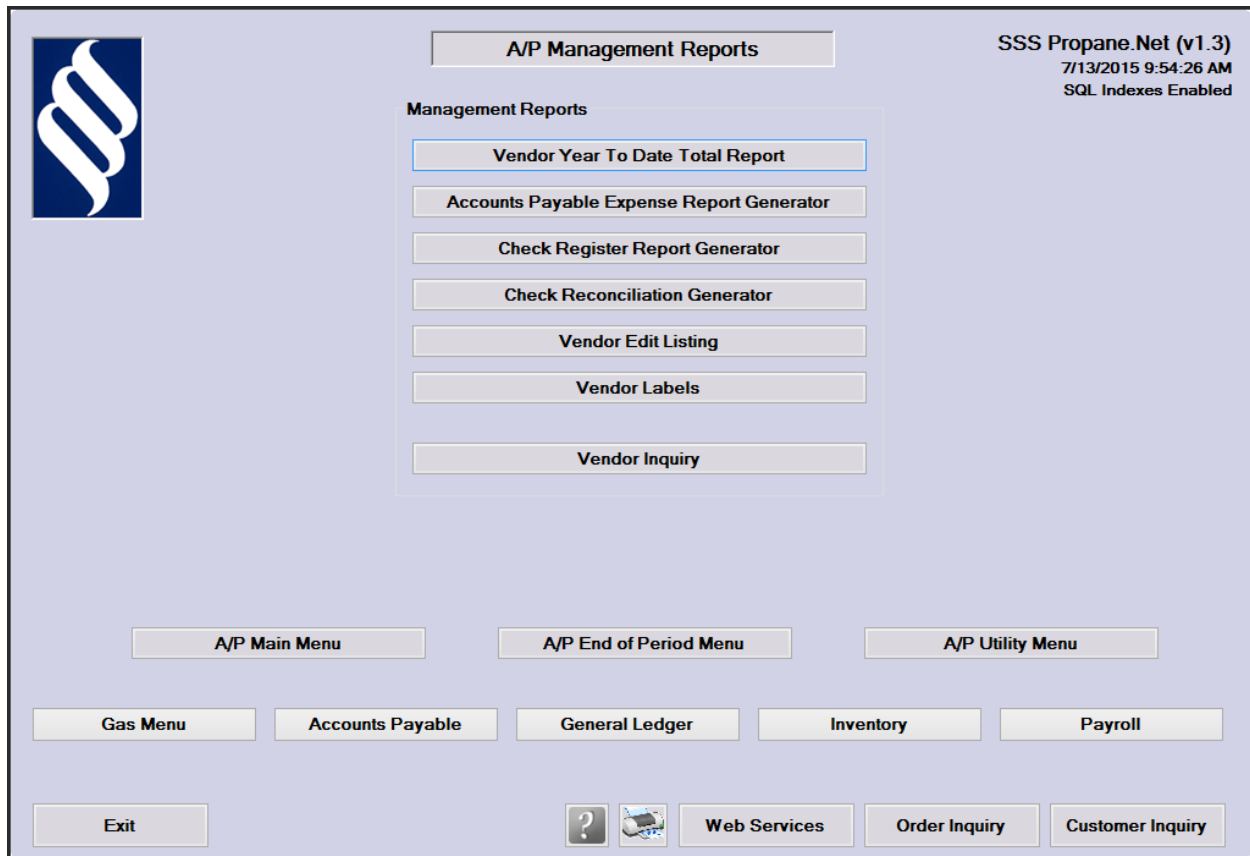
Standing Discount: 0.0

Print 1099:

Edit	RRN	Invoice#	Invoice Date	Paid/ Open	Pay Date	Bnk Nr	Chk Reg#	Check Nr	View	Expense month	Qty	Gross	Disc	Net \$ Amount	Open Balance
Edit	19535	52F01...	2/15/2015	PAID	2/26/2015	0	00895	19142	View	02/2015		128.99		128.99	
Edit	19451	4CU0...	12/30/2014	PAID	1/29/2015	0	00891	19075	View	01/2015		234.00		234.00	
Edit	19423	51F01...	1/15/2015	PAID	1/22/2015	0	00890	19058	View	01/2015		128.99		128.99	
Edit	19304	4CF12...	12/15/2014	PAID	12/18/2014	0	00885	18967	View	12/2014		128.99		128.99	
Edit	19216	4BF01...	11/15/2014	PAID	11/20/2014	0	00881	18897	View	11/2014		128.99		128.99	
Edit	19137	4AF01...	10/15/2014	PAID	10/23/2014	0	00877	18840	View	10/2014		128.99		128.99	
Edit	19031	49F14...	9/15/2014	PAID	9/18/2014	0	00872	18745	View	09/2014		128.99		128.99	
Edit	18963	48F01...	8/15/2014	PAID	8/21/2014	0	00867	18679	View	08/2014		128.99		128.99	
Edit	18879	47F01...	7/15/2014	PAID	7/24/2014	0	00863	18613	View	07/2014		128.99		128.99	
Edit	18790	46F01...	6/15/2014	PAID	6/18/2014	0	00857	18530	View	06/2014		128.99		128.99	
Edit	18731	604997	5/15/2014	PAID	5/29/2014	0	00854	18477	View	05/2014		128.99		128.99	
Edit	18722	3CN0...	12/23/2013	PAID	5/22/2014	0	00853	18465	View	05/2014		562.00		562.00	
Edit	18639	44F02...	4/15/2014	PAID	4/24/2014	0	00849	18398	View	04/2014		128.99		128.99	

Exit Continue

A/P Management Reports Menu:



Purpose: Allows the operator to print various A/P reports.

Vendor Year to Date Total Report:

Vendor YTD Total Report

Company Identification Code DEM ▾

Form Name 0001 ▾

Printer Type P1 - Oki Data Dot ▾

Exit Continue

Purpose: Allows the operator to print a listing of all the vendors in the file along with their AP balances as of the latest entry, and their Fiscal and Calendar YTD Purchases, Discounts, and Gallons. You will be prompted for your company ID, the FORMS# to print the listing on and the printer ID of the printer to use.

Example:

STYER PROPANE		A/P Vendor Listing with		YTD Purchases	
			TAXID#	Balance	Cal YTD Gr
00002				.00	
00018	FRO&F, LLP	PHILADELPHIA	PA	.00	
00024	PRUDENTIAL/FOX/ROACH RELOCATION #120	PHILADELPHIA	PA	.00	
00026	SPRINT	CAROL STREAM	IL	.00	
00034	PENN MUTUAL LIFE INSURANCE CO. ACTUARIAL ENTERPR./ SUITE 214	NEWTOWN	PA	.00	
00042	R.E. MICHEL COMPANY, INC.	BALTIMORE	MD 520577320	.00	9470
00059	RJL LANDSCAPING, INC.			.00	
00067	AREA 3 REPUBLICAN PARTY			.00	
00075	SAFEGUARD	CHICAGO	IL	.00	
00083	KOCH HYDROCARBON, LP	HOUSTON	TX	.00	

Accounts Payable Expense Report Generator Menu:

Accounts Payable Expense Report Generator

Company Identification Code SPI ▾

Beginning Month and Year to be printed (MM/YY)

Ending Month and Year to be printed (MM/YY)

Enter the General Ledger Number to be printed (or leave blank for all)

Enter the Accounts Payable Journal Number to be printed (or leave blank for all)

Enter the Vendor Number to be printed (or leave blank for all)

Form Name 0001 ▾

Printer Type P1 - Oki Data Dot ▾

Exit Continue

Purpose: Allows the operator to reprint a designated portion of the A/P Expense Journal(s) requested by the specific parameters entered on the Report Generator selection menu.

Notes: Beginning dates and Ending Dates are required.

Example:

STYER PROPANE				Accounts Payable General Ledger Distribution				
				3/15 thru 3/15				
MM/YY	Jr1#	G/L Acc#	G/L Description	Gallons	Amount	Vendor#	Ver	
3/15	01009	510	Propane	40,119	\$34,211.48	01230	PLAINS M	
3/15	01009	510	Propane	30,003	\$25,697.58	01230	PLAINS M	
3/15	01009	512	Motor Fuel		\$21,117.95	09100	SUPERIOR	
3/15	01009	512	Motor Fuel		\$20,715.00	09100	SUPERIOR	
3/15	01009	541	Installation Parts Tax Paid		\$179.04	11106	RAY MURR	
3/15	01009	541	Installation Parts Tax Paid		\$4,722.89	11213	TARANTIN	
3/15	01009	700	Workmans Comp Insurance		\$7,290.00	10199	ROCKWOOD	
3/15	01009	707	ICC Physicals Employees		\$85.00	02352	VILLAGE I	
3/15	01009	711	Misc. Company Expense		\$1,274.84	01636	FRENCH CI	
3/15	01009	718	Truck Expense		\$2,255.35	00547	ASSOCIATI	
3/15	01009	718	Truck Expense		\$976.48	03467	MORGANTO	
3/15	01009	718	Truck Expense		\$19.95	01701	KARALEE :	
3/15	01009	718	Truck Expense		\$635.93	02576	HUNTER KI	
3/15	01009	721	Shop Supplies		\$637.94	10165	PPC LUBR	
3/15	01009	721	Shop Supplies		\$16.92	00794	LUDWIGS I	
3/15	00000	723	Grounds & Property Maint		\$1,535.00	07369	NATIONS I	
							Storage I	

Check Register Report Generator:

The screenshot shows a software window titled "Check Register Report Generator". It contains several input fields and dropdown menus for configuring a report. The fields are arranged in a list, each with a label and a corresponding input area. At the bottom of the window, there are two buttons: "Exit" on the left and "Continue" on the right.

Field Label	Value / Selection
Company Identification Code	SPI
Beginning Month/Year to Print (MMYY)	
Ending Month/Year to Print (MMYY)	
Enter the Vendor Number to be printed (or leave blank for all)	
Enter the Check Register Number to be printed (or leave blank for all)	
Enter the Check Number to be printed (or leave blank for all)	
Enter the Invoice Amount to be printed (or leave blank for all)	0.00
Form Name	0001
Printer Type	P1 - Oki Data Dot

Purpose: Allows the operator to reprint a designated portion of the Check Register(s) as requested by specific parameters entered on the Report Generator selection menu.

Note: Beginning Dates and Ending Dates are required.

Example:

STYER PROPANE					3/15 CHECK REGISTER 00896		BANK# 0	
----- C H E C K -----							A/P	P/I
Number	Date	Gross	Discount	Net Cash			Indx	Nr
19152 0	3/06/15	100.00	.00	100.00	03293	TRISHA M. DUFFY	19553	
19153 0	3/06/15	2255.35	.00	2255.35	00547	ASSOCIATED TRUCK PARTS	19558	
19154 0	3/06/15	16.92	.00	16.92	00794	LUDWIGS CORNER SUPPLY CO.,	19567	
19155 0	3/06/15	281.45	.00	281.45	01073	PRIMEPAY	19561	
19156 0	3/06/15	158765.72	.00	158765.72	01230	PLAINS MARKETING CANADA,LP	19569	
					"	"	19571	
					"	"	19568	
					"	"	19572	
19157 0	3/06/15	1466.90	.00	1466.90	01636	FRENCH CREEK GOLF CLUB	19559	
19158 0	3/06/15	258.15	.00	258.15	01701	KARALEE STYER	19565	
19159 0	3/06/15	85.00	.00	85.00	02352	VILLAGE MEDICAL CENTER ASS	19557	
19160 0	3/06/15	635.93	.00	635.93	02576	HUNTER KEYSTONE PETERBILT,	19570	
19161 0	3/06/15	976.48	.00	976.48	03467	MORGANTOWN AUTO PARTS, INC	19564	
19162 0	3/06/15	300.00	.00	300.00	08631	MALVERN PREP SCHOOL	19566	
						Batting cages		
19163 0	3/06/15	41832.95	.00	41832.95	09100	SUPERIOR PLUS ENERGY SERVI	19555	
					"	"	19554	
19164 0	3/06/15	637.94	.00	637.94	10165	PPC LUBRICANTS	19556	
19165 0	3/06/15	7290.00	.00	7290.00	10199	ROCKWOOD CASUALTY INS. CO.	19562	
19166 0	3/06/15	179.04	.00	179.04	11106	RAY MURRAY INC.	19560	

Check Reconciliation Generator:

The screenshot shows a software window titled "Check Reconciliation Report Generator". It contains several input fields and dropdown menus for configuring a report. The fields are: "Company Identification Code" with a dropdown showing "SP"; "Select 'Returned', 'Outstanding', or 'Voided' Checks" with a dropdown showing "All"; "Beginning Month/Year to Print" and "Ending Month/Year to Print" both with "(MMYY)" labels and empty text boxes; "Enter the Invoice Amount to be printed (or leave blank for all)" with a text box containing "0.00"; "Form Name" with a dropdown showing "0001"; and "Printer Type" with a dropdown showing "P1 - Oki Data Dot". At the bottom left is an "Exit" button, and at the bottom right is a "Continue" button.

Field	Value
Company Identification Code	SP
Select "Returned", "Outstanding", or "Voided" Checks	All
Beginning Month/Year to Print	(MMYY)
Ending Month/Year to Print	(MMYY)
Enter the Invoice Amount to be printed (or leave blank for all)	0.00
Form Name	0001
Printer Type	P1 - Oki Data Dot

Purpose: Allows the operator to generate a report of all reconciled checks

Note: 1. Must specify what type of report you want printed.

- All
- Returned
- Outstanding
- Voided

2. Must include Beginning and Ending Dates

Returned Check Report Example:

YOUR GAS COMPANY, INC.			RETURNED CHECK REPORT GENERATOR			XX/XX/XX XX:XX MASTER	
Number	Date	Vendor		Check Amount	Balance		
14650	XX/XX/XX	1-1 SUBURBAN SOFTWARE SYSTEMS		135.00	135.00	ASTER	XX/XX/XX
14651	XX/XX/XX	2-0 HINCKLEY SPRINGS		22.21	157.21	ASTER	XX/XX/XX
14652	XX/XX/XX	2-1 ZUERN BUILDING PRODUCTS		241.92	399.13	ASTER	XX/XX/XX
14656	XX/XX/XX	3-5 LPG & NH3		829.19	1294.62	ASTER	XX/XX/XX
14657	XX/XX/XX	4-5 WISCONSIN DEPARTMENT OF REVENUE		311.28	1605.90	ASTER	XX/XX/XX
14659	XX/XX/XX	5-8 CHARLES DAVID & SONS, INC.		1177.38	2814.89	ASTER	XX/XX/XX
14660	XX/XX/XX	6-2 ONYX WASTE SERVICES MIDWEST INC		50.31	2865.20	ASTER	XX/XX/XX
14661	XX/XX/XX	6-6 LUCENT TECHNOLOGIES		178.06	3043.26	ASTER	XX/XX/XX

Outstanding Check Report Example:

YOUR GAS COMPANY, INC.			OUTSTANDING CHECK REPORT GENERATOR		XX/XX/XX	XX:XX MASTER
Number	Date	Vendor		Check Amount	Balance	
0025	XX/XX/XX	10-3	VIKING OFFICE PRODUCTS	.00	.00	
0026	XX/XX/XX	101-2	WALKER PEENIMPAC MACHINE, INC.	.00	.00	
* *						
1017	XX/XX/XX	17-5	M & I BANK SOUTH CENTRAL	1066.04	1066.04	
* *						
1120	XX/XX/XX	4	KLEMM TANK LINES	1574.98	2641.02	
1121	XX/XX/XX	1-1	SUBURBAN SOFTWARE SYSTEMS	170.00	2811.02	
1122	XX/XX/XX	1-4	GOLD STAR MIDWEST LLC	31.50	2842.52	
1123	XX/XX/XX	1-5	BP AMOCO	723.81	3566.33	
1124	XX/XX/XX	3-0	PARTS HUT-HARTLAND	40.96	5728.88	

Vendor Edit Listing:

The screenshot shows a software window titled "Vendor Edit Listing". It contains three input fields, each followed by a dotted line and a dropdown menu. The first field is "Company Identification Code" with a dropdown showing "SPI". The second field is "Form Name" with a dropdown showing "0001". The third field is "Printer Type" with a dropdown showing "P1 - Oki Data Dot". At the bottom left is an "Exit" button, and at the bottom right is a "Continue" button.

Field	Value
Company Identification Code	SPI
Form Name	0001
Printer Type	P1 - Oki Data Dot

Purpose: Allows the operator to print a list of all vendors.

Vendor List Example:

STYER PROPANE		Vendor Edit List			07/20/15 10:39 KELLY	
00002				00000	000	
00018	FRO&F, LLP	2000 MARKET STREET	PHILADELPHIA	PA 19103-3291	215 299-2000	
00024	PRUDENTIAL/FOX/ROACH RELOCATION #120	1 INTERNATIONAL PLAZA	PHILADELPHIA	PA 19113	000	
00026	SPRINT	P.O. BOX 4181	CAROL STREAM	IL 60197-4181	000	
00034	PENN MUTUAL LIFE INSURANCE CO. ACTUARIAL ENTERPR./ SUITE 214	770 NEWTOWN-YARDLEY RD.	NEWTOWN	PA 18940	000	
00042	R.E. MICHEL COMPANY, INC.	P.O. BOX 2318	BALTIMORE	MD 21203	610 692-2966	520577320
00059	RJL LANDSCAPING, INC.			00000	000	
00067	AREA 3 REPUBLICAN PARTY			00000	000	
00075	SAFEGUARD	P.O. BOX 88043	CHICAGO	IL 60680-1043	000	
00083	KOCH HYDROCARBON, LP HOUSTON LOCK BOX	P. O. BOX 201922	HOUSTON	TX 77216-1922	000	
00091	ALL BRAND	949 E. MAIN STREET	NORRISTOWN	PA 19401	610 277-5175	
00109	GEYA ATTN:BASEBALL SPONSORSHIPS	P.O. BOX 164	UWCHLAND	PA 19480	000	
00117	PA ONE CALL SYSTEM, INC.			00000	000	

Vendor Labels:

Print Vendor Labels

Company Identification Code	SPI
Print Account Number on the Labels?	Y - Yes
Sort by Zip Code?	Y - Yes
Form Name	0001
Printer Type	P1 - Oki Data Dot

Exit Continue

Purpose: Allows the operator to print labels for vendors.

Label Example:

SPI

7/20/15

1022-3
AMERICAN WELDING & TANK CO.
P.O. BOX 532872
ATLANTA, GA 30353-2872

1033-0
K. A. BERGQUIST, INC.
P.O. BOX 67000
DETROIT, MI 48267-2582

1044-7
COAST ENERGY GROUP
P.O. BOX 1026
HOUSTON, TX 77251

1066-0
LERAN GAS PRODUCTS
P.O. BOX 404295
ATLANTA, GA 30384

1077-7
MANDERBACH FORD, INC.
4450 FIFTH ST. HIGHWAY
TEMPLE, PA 19560

1110-6
RAY MURRAY INC.
P.O. BOX 4110
WOBBURN, MA 01888-4110

1121-3
TARANTIN TANK & EQUIP., CO.
86 VANDERVEER ROAD
FREEHOLD, NJ 07728

0104-2
CENTRAL SAFETY
, 00000

0113-9
X-L LICNESE
RT 100 SOUTH
EXTON, PA 19341

0106-7
LUDWIGS CORNER FIRE CO.
, AL 00000

0103-9
BOYERTOWN SUPPLY, INC.
7918 BOYERTOWN PIKE
BOYERTOWN, PA 19512

0111-4
SUBURBAN SOFTWARE SYSTEMS
2800 DARTMOUTH AVENUE
BESSEMER, AL 35020

A/P End of Period Menu:

A/P End Of Period

SSS Propane.Net (v1.3)
7/13/2015 9:54:26 AM
SQL Indexes Enabled

Open New Month & Print Summary

Check Reconciliation

List Outstanding Checks

Clear Returned Checks

Remaining Outstanding Checks

Year End Procedures

Print 1099's for Contract Vendors

Reset the Vendor File YTD Totals

Remove Paid and Posted Transactions

Remove Paid and Cleared Checks

Vendor Inquiry

A/P Main Menu A/P Management Menu A/P Utility Menu

Gas Menu Accounts Payable General Ledger Inventory Payroll

Exit ? Web Services Order Inquiry Customer Inquiry

Purpose: This is allows the user to run a series of month/ year end options.

Open New Month and Print Summary:

Cash Disbursements Register

Company Identification Code SPI

Month and Year of Check Register Summary To Print (MMYY)
< Month must agree with the G/L month that is open for check writing > 03/2015

Form Name 0001

Printer Type P1 - Oki Data Dot

Exit Continue

- Notes:**
1. Run this procedure to open a new month for check writing. It should not be run until all checks to be printed in the current month are printed.
 2. Month must agree with the G/L month that is open for check writing.
 3. The procedure also prints all the Check Registers for the month being closed.

Check Reconciliation:

Check reconciliation is run using three steps.

1. List Outstanding Checks:

Outstanding Check List

Company Identification Code SP ▾

Form Name 0001 ▾

Printer Type P1 - Oki Data Dot ▾

Exit Continue

Purpose: This procedure is used when reconciling bank statements. When run it will list all checks that you have paid but have not been recorded in the system as received back from the bank. Beside each outstanding check the program will list the running check balance.

Example:

STYER PROPANE			OUTSTANDING CHECKS		
Number	Date	Vendor		Check Amount	Balance
1234	08/19/15	5678	Polar Pop Co	25.00	7,899.00
1235	08/20/15	9876	Daily Bread Min	75.00	7,824.00
1236	08/20/15	0128	Holly Time	123.49	7,700.51

2. Clear the Returned Checks:

Update Cancelled Checks

Company Identification Code SP

Outstanding, cleared checks or both? OUTSTANDING

Exit Continue

Purpose: When you receive your bank statement, and after printing a list of outstanding checks, use this procedure to record those checks back from the bank.

Note: After clicking on the outstanding list to change the box to read **CLEAR** - **YOU MUST CLICK ON CONTINUE.** As you are clearing checks you can click the continue box as often as you want.

Example:

Clear Returned Checks

	Check #	Check Date	Amount	Vendor #		VendorName	Cleared Date	User ID
Outstanding	07000	02/06/2014	19,616.96	04556	O	ENTERPRISE PROD.OPERATING, L.P.		
Outstanding	18205	02/06/2014	5,455.82	00042	O	R.E. MICHEL COMPANY, INC.		
Outstanding	18206	02/06/2014	1,356.63	00547	O	ASSOCIATED TRUCK PARTS		
Outstanding	18207	02/06/2014	109.95	00653	O	PLOENER'S AUTOMOTIVE PRO.CO INC		
Outstanding	18208	02/06/2014	516.97	01073	O	PRIMEPAY		
Outstanding	18209	02/06/2014	103,965.32	01230	O	PLAINS MARKETING CANADA,LP		
Outstanding	18210	02/06/2014	1,458.31	01636	O	FRENCH CREEK GOLF CLUB		
Outstanding	18211	02/06/2014	2,039.27	02584	O	TIMAC USA, INC.		
Outstanding	18212	02/06/2014	417.00	05439	O	STONEWALL RESERVE		
Outstanding	18213	02/06/2014	631.00	06924	O	TRAVELERS		
Outstanding	18214	02/06/2014	585.96	07005	O	STONEWALL GOLF CLUB		
Outstanding	18215	02/06/2014	644.42	08474	O	BERMAN FREIGHTLINER		
Outstanding	18216	02/06/2014	2,527.92	11213	O	TARANTIN TANK & EQUIP., CO.		
Outstanding	18219	02/13/2014	198,716.00	01230	O	PLAINS MARKETING CANADA,LP		
Outstanding	18220	02/13/2014	107.76	01404	O	CINTAS CORPORATION - #287		
Outstanding	18221	02/13/2014	100.00	03293	O	TRISHA M. DUFFY		
Outstanding	18222	02/13/2014	701.47	03764	O	PECO ENERGY		

Cleared Checks: 0

Outstanding Checks: 514

Total Checks: 514

Cleared Checks Amount: 0.00

Outstanding Checks Amount: 4885235.06

Checks Total: 4885235.06

Exit

Continue

3. Remaining Outstanding Checks:

Outstanding Check List

Company Identification Code SP1 ▾

Form Name 0001 ▾

Printer Type P1 - Oki Data Dot ▾

Exit

Continue

Purpose: After your checks have been reconciled, run this procedure to print a list of the checks that are still unreconciled.

Note: Use this list to reconcile your bank statement.

Example:

STYER PROPANE			OUTSTANDING CHECKS		
Number	Date	Vendor		Check Amount	Balance
1234	08/19/15	5678	Polar Pop Co	25.00	7,899.00
1235	08/20/15	9876	Daily Bread Min	75.00	7,824.00
1236	08/20/15	0128	Holly Time	123.49	7,700.51

Year End Procedures:

Purpose: This menu allows the user to complete procedures needed to end the year.

Print 1099's for Contract Vendors:

The screenshot shows a software menu titled "Print 1099 Forms". It contains three selection fields, each with a dotted line to its left: "Company Identification Code" with a dropdown showing "SP", "Form Name" with a dropdown showing "0001", and "Printer Type" with a dropdown showing "P1 - Oki Data Dot". At the bottom of the menu are two buttons: "Exit" on the left and "Continue" on the right.

Purpose: This option may be used to print 1099 forms for qualifying vendors.

Note: Qualifying vendors are those who you have flagged their vendor master file to print 1099's and who you have paid at least \$600 dollars to in the current calendar year.

Example:

* Polar Pop Co		*
12345 Cherry Ln		
Anywhere, USA 65432		
987654321		
Holly Longer	6000.00	
481 T Drive		
Hometown, USA 98765		

Reset the Vendor File YTD Totals:

Clear Vendor Year To Date Totals

Company Identification Code SPI ▾

Which "Year To Date" totals do you wish to reset? Fiscal ▾

Run this procedure after closing Accounts Payable for the fiscal year.
It will clear the vendor file Year To Date totals of purchases that occurred in the last fiscal year.
Totals accumulated through purchases that have been made in the current year will not be cleared.

**** Note: The AP Fileset will be saved to a folder called SSSAVES\AP prior to reset ****
**** You may backup the fileset to the media of your choice from that location if desired. ****

Exit Continue

Purpose: This procedure allows you to reset the A/P Fiscal and/or Calendar YTD totals (to zero) in the AP vendor file. It should be run after you have posted all of your A/P transactions for the respective year (Fiscal or Calendar). This can be run to clear both the fiscal and calendar YTD totals at the same time if the fiscal year end for your company is in December.

Remove Paid and Posted Transactions:

Clear Paid and Posted Transactions

Company Identification Code SPI ▾

Which "Year To Date" totals do you wish to reset (Month and Year)? ▾

Do you want a printout of discarded transactions? Y - Yes ▾

Forms Number 0000 ▾

Printer Type P1 - Oki Data D ▾

This procedure will remove transactions from the Accounts Payable file that have been paid AND posted to the General Ledger. The removal is limited to transactions paid and posted PRIOR TO the month you specify in this prompt screen.

Vendor Year-To-Date totals should be reset to the new fiscal year before running this procedure.

**** Note: The AP Fileset will be saved to the SSSaves\AP Folder prior to clearing ****
**** You may back it up to the media of your choice from that location. ****

Exit Continue

Purpose: This procedure will remove invoices that have been paid and posted to the General Ledger prior to a specified date. This procedure should be used to keep the AP Files from becoming unmanageably large. It may be run at any time during the year but most companies would choose to run it once a year after the fiscal year close.

Note: 1. Enter which "Year to Date" totals you want to reset (MM/YYYYY).

*****Please Call Suburban before doing this*****

This procedure will remove transactions from the Accounts Payable file that have been paid AND posted to the General Ledger. The removal is limited to transactions paid and posted PRIOR TO the month you specify in this prompt screen.

Vendor Year-To-Date totals should be reset to the new fiscal year before running this procedure.

**** Note: The AP Fileset will be saved to the SSSaves\AP Folder prior to clearing ****
**** You may back it up to the media of your choice from that location. ****

Remove Paid and Cleared Checks:

The screenshot shows a software dialog box with a light blue background and a black border. At the top left, the title 'Remove Paid and Cleared Checks' is displayed. Below the title, there are two input fields. The first is labeled 'Company Identification Code' followed by a dotted line, and it contains a dropdown menu with 'SPI' selected. The second is labeled 'Remove Paid and Cleared Check History dated prior to Month/Year' followed by a dotted line and a colon, and it is an empty text box. At the bottom left is an 'Exit' button, and at the bottom right is a 'Continue' button.

Remove Paid and Cleared Checks

Company Identification Code SPI ▾

Remove Paid and Cleared Check History dated prior to Month/Year :

Exit Continue

Purpose: Allows the user to permanently delete checks out of the check file that have been paid and cleared.

A/P Utility Menu:



Purpose: This menu is used to perform those options which are not normally performed during the month.

Accounts Payable Supervisor:

DEM A/P SUPERVISOR DATA			
Company Name	DEMO PROPANE		
Company Address	1234 CHERRY LN		
City State and Zip	ANYWHERE	PA - PENNSYL v	19480
Federal Tax ID number	123456789		
State Tax ID number		Banks Number Of	
Accounts Payable Record Number:	19271		
(U) = United States or (I) = International.	U - US v		
Accounts Payable Journal Number Last Posted to G/L	00995		
Check Register # Last Posted	00883		
Check Nr Last Used:	18938		
Check Month Open for Printing	12/2014		
Oldest Accounting Period with A/P Transactions:	07/1998		
Ending Year/Month of Current Fiscal Year:	12/2014		
Current Calendar Year:	2014 v		
Accounts Payable G/L Account Number.	201		
Cash Disbursement G/L Account Number.	101		
Discounts Taken G/L Account Number	409		
Truck Expense G/L Account Number			
Truck Asset G/L Account Number			
Value Added Tax G/L Account Number			
Exit		Save	

Purpose: This procedure is used to establish the initial data when setting a new company up on the Suburban A/P System. It can also be used to check on where the system is at any particular time.

Note: Enter your CoID on the first page to get to this page.

Screen Two Fields:

Enter the Company Name, Address, Federal Tax Id, and State Tax Id.

A/P Record Number: Each entry takes up two or more records in the A/P file for each transaction, depending on the number of accounts the transaction is expensed to. This number indicates how many records are presently being used by the system

United States/ International US Companies enter "U". All others enter "I".

A/P Journal Number: Each time you update the General Ledger with A/P expenses, an A/P Expense Journal is printed, and this number is sequenced by one.

Check Register # Last Printed: Each time checks are printed, a check register is printed first. This number indicates the last check register that has both printed and been posted to the G/L.

Check # Last Used: Indicates the latest check number the system has used. It may be reset when you desire.

Check Month Open for Printing: This is the A/P month that all checks must be dated in order to print.

Oldest Accounting Period with A This field indicates the date of the oldest transactions still remaining in the A/P file. It is recommended that the A/P file be cleared annually after the Accountant completes his Fiscal Year Audit.

Ending Year/Month of Current Fiscal Year: All transactions entered with this date or earlier will be added to Fiscal YTD Totals on vendor accounts.

Current Calendar Year: All transactions entered in the calendar year specified will appear on the Vendor's Calendar Year-to-Date Totals.

Accounts Payable G/L Account #: This is the G/L account number the system will:

1. post cash disbursement credits to when printing checks
2. Debit expenses to when the A/P Expense journal is printed.

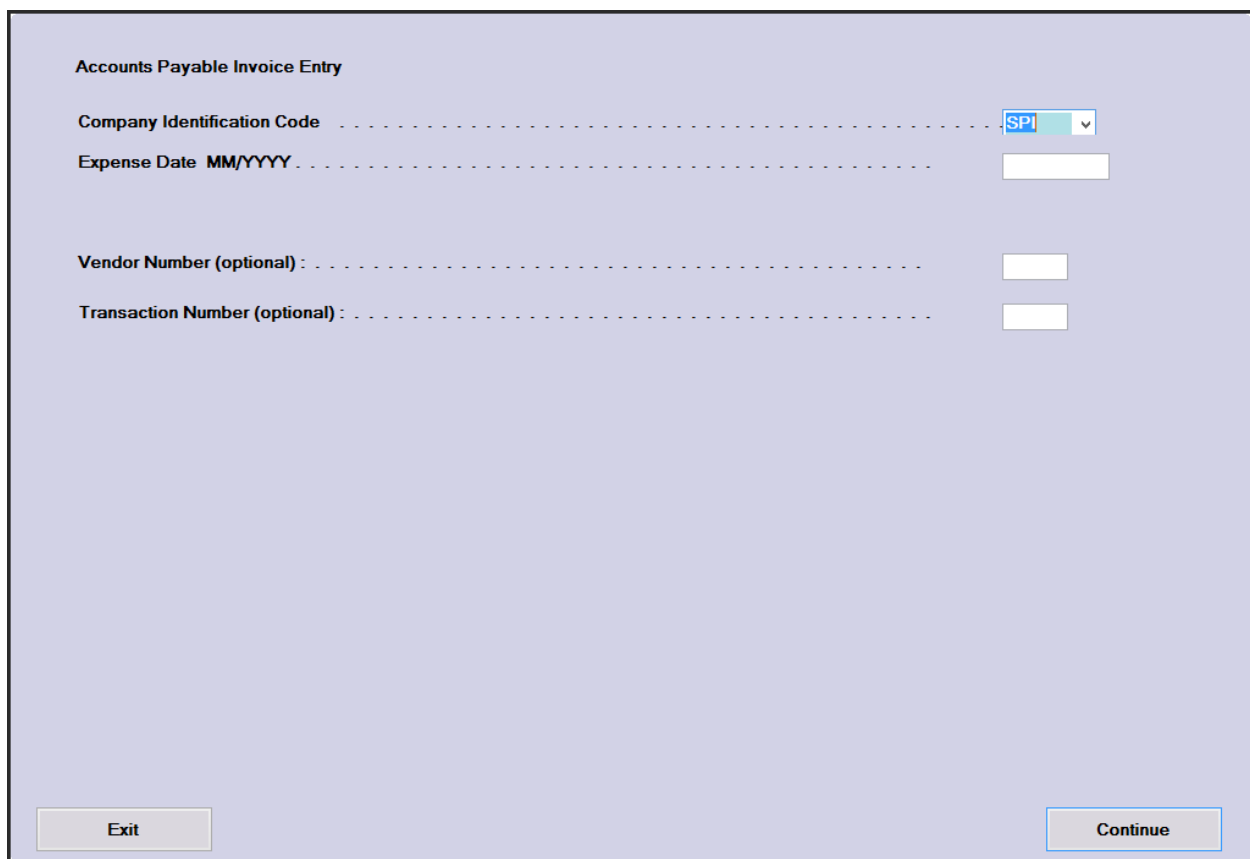
Cash Disbursement G/L Account #:	Disbursement credit will be posted to when checks are printed.
Discounts Taken G/L Account Number:	This is the G/L account number that any discounts taken will be posted to.
Truck Expenses G/L Account Number:	The expense number most commonly used in A/P to post truck repairs and maintenance.
Truck Asset G/L Account Number:	The expense number used to purchase trucks/ vehicles as capital assets.
Value Added Tax G/L Account Number:	This option is only used for Canadian customers

Open A/P Files for New Company:

Purpose: This procedure is used to open Accounts Payable files for a new company.

Note: This feature will be setup by Suburban Software.

Reproduce A/P Entry Report:



The screenshot shows a software window titled "Accounts Payable Invoice Entry". It contains several input fields and buttons. The fields are: "Company Identification Code" with a dropdown menu showing "SPI", "Expense Date MM/YYYY" with a text box, "Vendor Number (optional) :" with a text box, and "Transaction Number (optional) :" with a text box. At the bottom left is an "Exit" button, and at the bottom right is a "Continue" button.

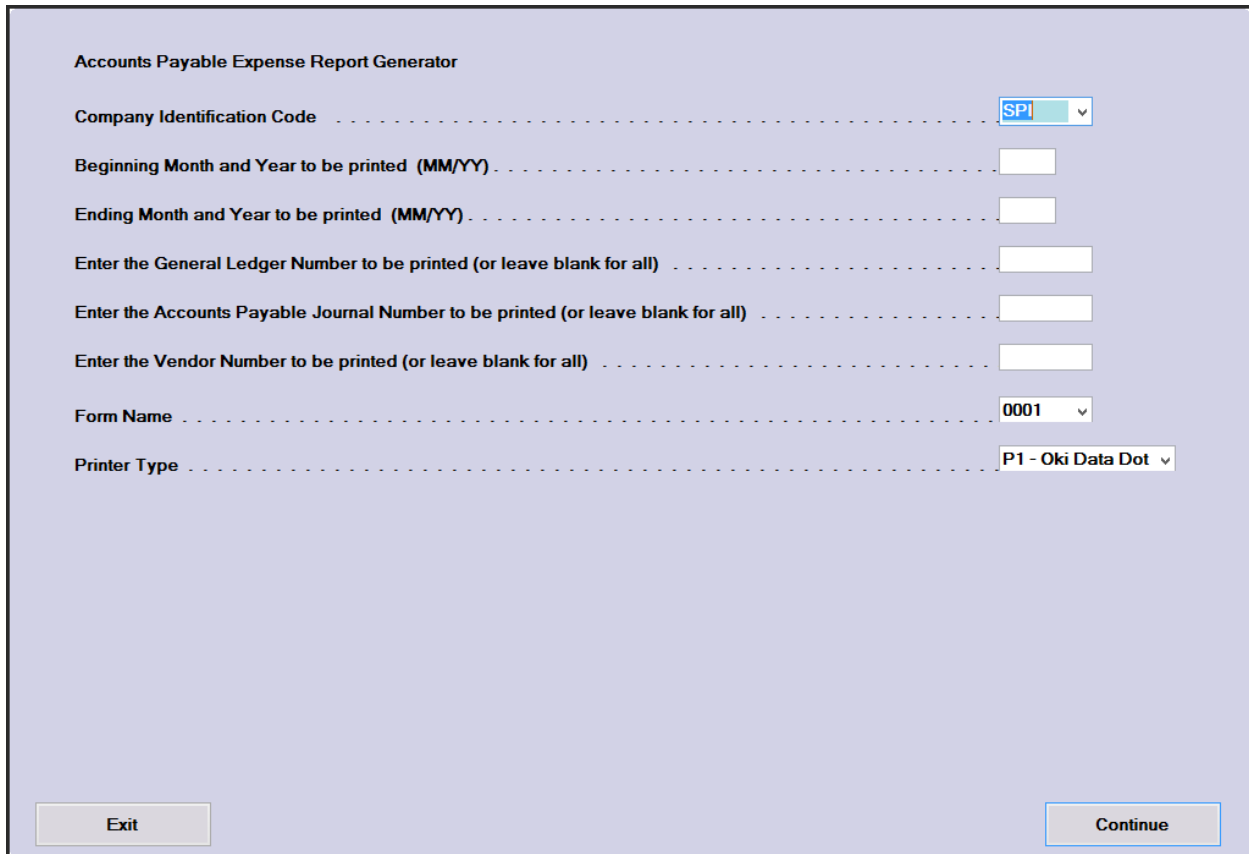
Accounts Payable Invoice Entry	
Company Identification Code	<input type="text" value="SPI"/>
Expense Date MM/YYYY	<input type="text"/>
Vendor Number (optional) :	<input type="text"/>
Transaction Number (optional) :	<input type="text"/>
<div><input type="button" value="Exit"/> <input type="button" value="Continue"/></div>	

Purpose: This allows the user to reprint a past list of items entered based on expense state

Recover Latest A/P Checks:

Purpose: This procedure may be used to reprint the last set of checks if a printer error or other catastrophic event occurs during the initial printing. It does this by copying back the “last printed checks” spool file and adding it back to the spool entries.

A/P Expense Report Generator:



The screenshot shows a software window titled "Accounts Payable Expense Report Generator". The window has a light blue background and a dark border. It contains several input fields and dropdown menus, each preceded by a dotted line. The fields are: "Company Identification Code" with a dropdown menu showing "SP"; "Beginning Month and Year to be printed (MM/YY)" with a text box; "Ending Month and Year to be printed (MM/YY)" with a text box; "Enter the General Ledger Number to be printed (or leave blank for all)" with a text box; "Enter the Accounts Payable Journal Number to be printed (or leave blank for all)" with a text box; "Enter the Vendor Number to be printed (or leave blank for all)" with a text box; "Form Name" with a dropdown menu showing "0001"; and "Printer Type" with a dropdown menu showing "P1 - Oki Data Dot". At the bottom of the window, there are two buttons: "Exit" on the left and "Continue" on the right.

Accounts Payable Expense Report Generator	
Company Identification Code	SP
Beginning Month and Year to be printed (MM/YY)	
Ending Month and Year to be printed (MM/YY)	
Enter the General Ledger Number to be printed (or leave blank for all)	
Enter the Accounts Payable Journal Number to be printed (or leave blank for all)	
Enter the Vendor Number to be printed (or leave blank for all)	
Form Name	0001
Printer Type	P1 - Oki Data Dot

Exit Continue

Purpose: This procedure may be used to reprint the last set of checks if a printer error or other catastrophic event occurs during the initial printing. It does this by copying back the last "printed checks" spool file and adding it back to the spool entries.

Available Vendor Number List:

Print Available Account Number List

Company Identification Code SPI ▾

Form Name 0001 ▾

Printer Type P1 - Oki Data Dot ▾

Exit Continue

Purpose: This procedure lists a chart of usable account numbers that are available or are presently being occupied by A/P Vendors. The vendor number us a modulus 10 self-check digit, which means that only those special numbers can be used.

Example:

STYER PROPANE		VENDOR MASTER ACCOUNT NUMBERS	
001-8	Polar Ice Co 1234 Cherry Ln AnyWhere USA 12345	002-6	State Rankin 4321 Mayor St Hometown USA 45321
005-9	Scotch Vanguard	006-7	Area 51 Gas Nowhere

Special Situations:

Purpose: The following section is intended to provide instruction on handling special types of accounts payable transactions. Please be aware Suburban Software Systems only makes recommendations regarding accounting procedures. Any specific accounting methods should be discussed with an accountant.

Applying Freight to Inventory Items:

Accounting procedures permit freight to be expensed directly to a freight expense account -or- freight may be added to an inventory item's value and not expensed until the inventory item is sold. If your company uses the latter method and the gas supplier's original invoice includes freight, refer to the section on accounts payable entry for inventoried items. Otherwise, if your company uses the latter method and the supplier's original invoice does not include freight, the following procedure is recommended.

1. Enter the inventory item invoice through Accounts Payable.

- a. On the first A/P (Invoice Entry) screen, enter the invoice amount as received from the supplier (ie. no freight included). This will credit AP (201) and debit the expense accounts entered on screen two when the "print and post expenses" option is run from the Accounts Payable menu.
- b. Estimate the freight charge (if not known).
- c. On screen two of A/P (the expense account distribution screen) two entries will need to be made.
 1. Enter the amount of the original invoice *plus* the freight charge estimate to the 500 account. This will make the invoice "out of balance" with the invoice amount.
 2. Enter a credit (-) for the estimated freight charge amount to a "Freight Allowance" general ledger account. This entry brings the invoice back into balance and leaves a credit on the "freight allowance" account.

You have now increased the inventory item value by the amount of the purchase including freight, and credited the freight allowance account for the estimated amount of the freight.

2. When the freight bill is received.

- a. On the first A/P (Invoice) screen, enter the invoice freight amount as received.
- b. On the second (G/L Distribution) screen, apply the freight charge to the "Freight Allowance" account.

The above entries will credit the AP account and debit the freight allowance account for the amount of the freight.

This two-step process allows you to apply an estimated (or actual - if known) freight amount to inventory. Any difference between the actual and estimated freight will remain as a balance on the freight allowance general ledger account. After all entries have been made, the freight allowance general ledger account will carry a 0 balance if actual freight amounts equal estimated freight amounts. If actual freight exceeds the estimated freight, the freight allowance account will carry a debit (+) balance and if actual freight is less than estimated, the account will carry a credit (-) balance.