Accounts Payable

NEMRC
FUND ACCOUNTING

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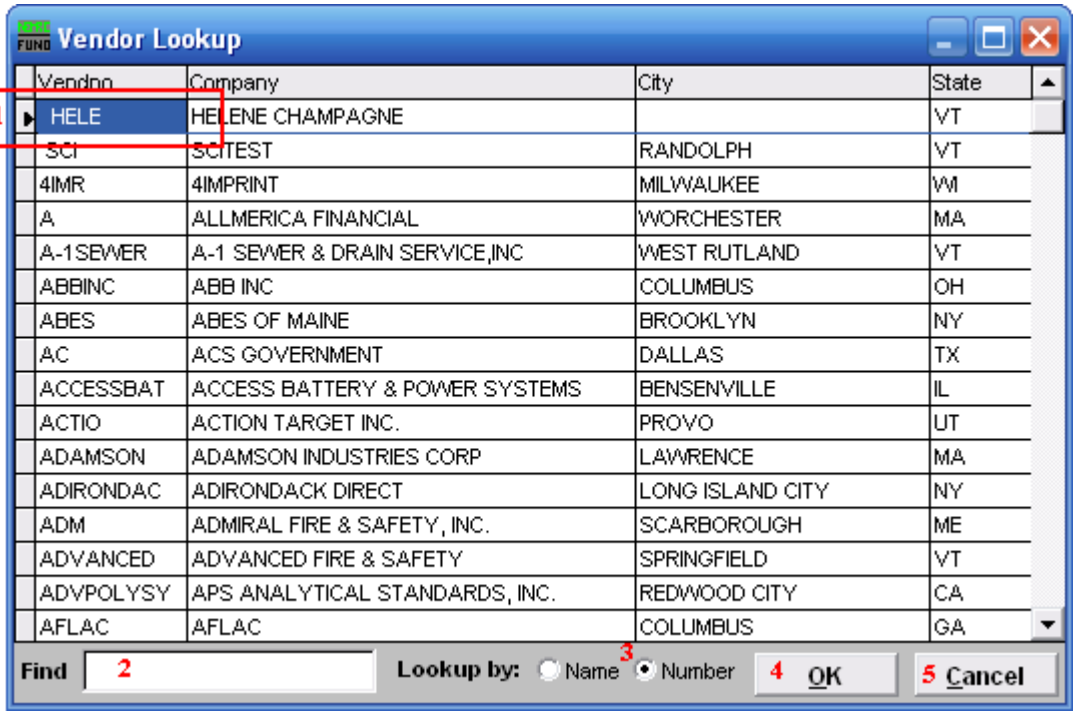
Vendor Lookups

The following field is available throughout the Accounts Payable Application. This field allows you to quickly locate a Vendor.

1. **Vendor:** Enter a pre-existing vendor code into the field and click "Find." The below window will appear.

2. **Add:** Enter a new vendor code into the field, and click on "Add" to create the new vendor. The Vendor Maintenance screen will appear, and you may edit the information on this new vendor. Click "OK" when you are finished and you will return to the screen you were working in.



1. This is the selector. Use the arrow keys on your keyboard to navigate up and down to select a vendor, or you may click on the vendor you are seeking with your mouse.

2. **Find:** Click in this field and begin to type the vendor Name or Number (depending on what "Lookup by" option is selected.) and the window will scroll to the nearest match.

3. **Lookup by:** Click to choose to have the window sort alphabetically by company name or by vendor number.

4. **OK:** Click "OK" when you have selected the vendor you are seeking.

5. **Cancel:** Click “Cancel” to cancel and return to the screen you were working in without selecting a vendor.

Cleaning up Open Purchase Orders

If you have open purchase orders that remain on your backordered report and you would like to clean them up:

1. Go to “8. PO/Requisition Menu” from the Main Menu, then go to “R. Reports Menu” from the Purchase Order/Requisition Menu.
2. Print “3. Backordered Goods” report.
3. Go back to the Purchase Order/Requisition Menu, and choose “1. Add/Edit Purchase Orders. ”
4. Enter a Purchase Order/Requisition Number from the Backordered Goods report.
5. Go to the “Items” tab and change the units to the actual received figure from the Backordered Goods report.
6. Save and Exit.
7. Go to the Main Menu.
8. Transfer the data to the General Ledger through “A. Transfer Data to G/L.”

Preparing an AP Warrant

1. Organize paper records (group invoices by Vendor and new GL account numbers).
2. Add any new GL accounts in "2. Account Maintenance" in the General Ledger Module.
3. Open Accounts Payable.
4. Add any new Vendors in "6. Vendor Maintenance" in the Accounts Payable Module.
5. Create a Restore Point through "H. Restore Points" off the Main Menu.
6. Enter in all new invoices using "1. Invoice Maintenance" off the Main Menu.
7. Go to "R. Reports Menu" and choose "1. Invoice Edit List."
8. Choose to have this report show Un-paid invoices for All checking accounts. Leave the starting date empty and enter the ending due date being used for the current invoicing. Preview/Print the report.
9. Compare listing with current invoices entered and notice any invoices that appear due to voided checks or previous Payroll transfers. All these will be paid following these instructions.
10. If any need adjusting then use "1. Invoice Maintenance" from the Main Menu. Changing due dates to a future date or voiding an invoice are most common. A voided invoice number can not be used again.
11. **Accrual Accounting Only.**
    - I. Select "A. Transfer data to GL" from the Main Menu and print the report.
    - II. Go into the General Ledger Module, accept the transfer, compare the two reports you just printed.
    - III. Return to Accounts Payable.
12. Enter "2. Print Checks" from the Main Menu. Put Checks into the printer. Fill out the appropriate information, and print. **Do Not** answer any questions on the screen until printer is done printing. When the printer is finished, you will be able to select the option that best fits your situation. Take any leftover checks out of the printer and put normal paper in.
13. Go to "R. Reports Menu" and choose "3. Check Warrant" to print for signatures.
14. Choose "A. Transfer data to GL" off the Main Menu and print the report.
15. Go back into the General Ledger Module, accept the transfer, compare the two reports you just printed.

Contact NEMRC Support at 1-800-387-1110 for further assistance.

Main Menu

1. Invoice Maintenance

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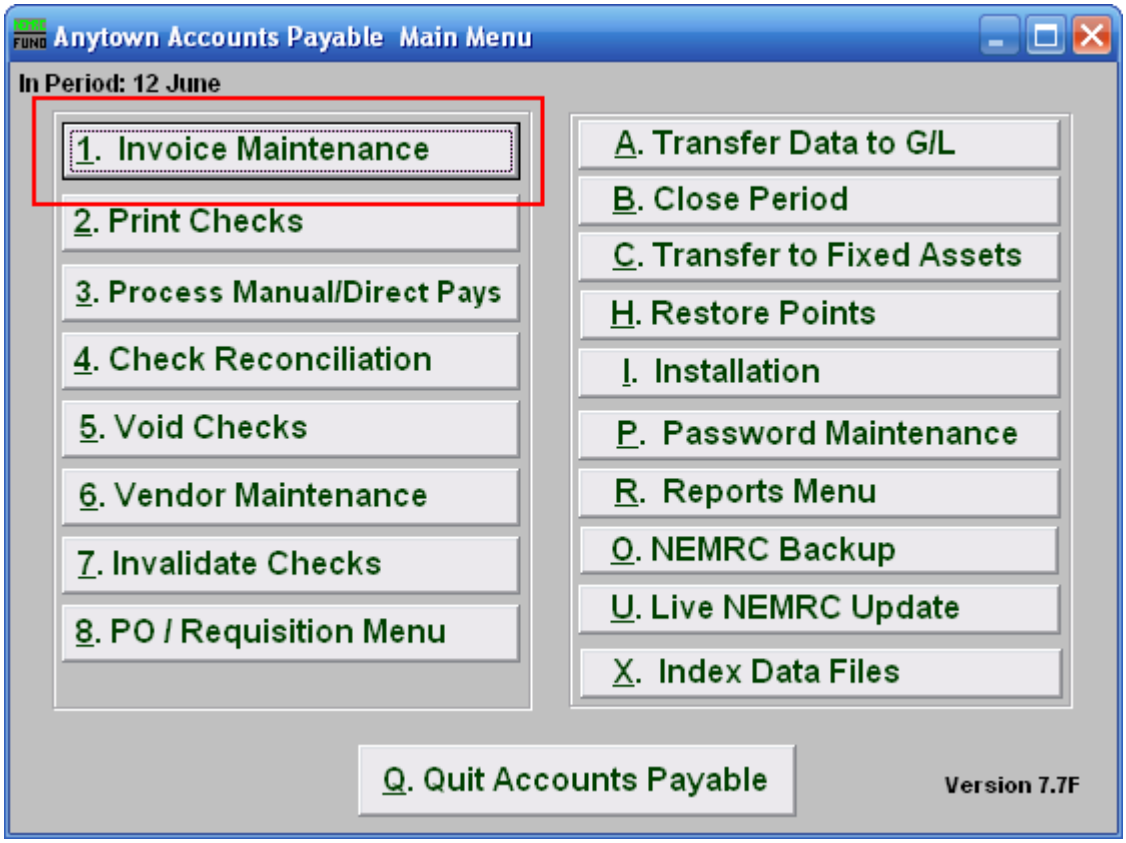
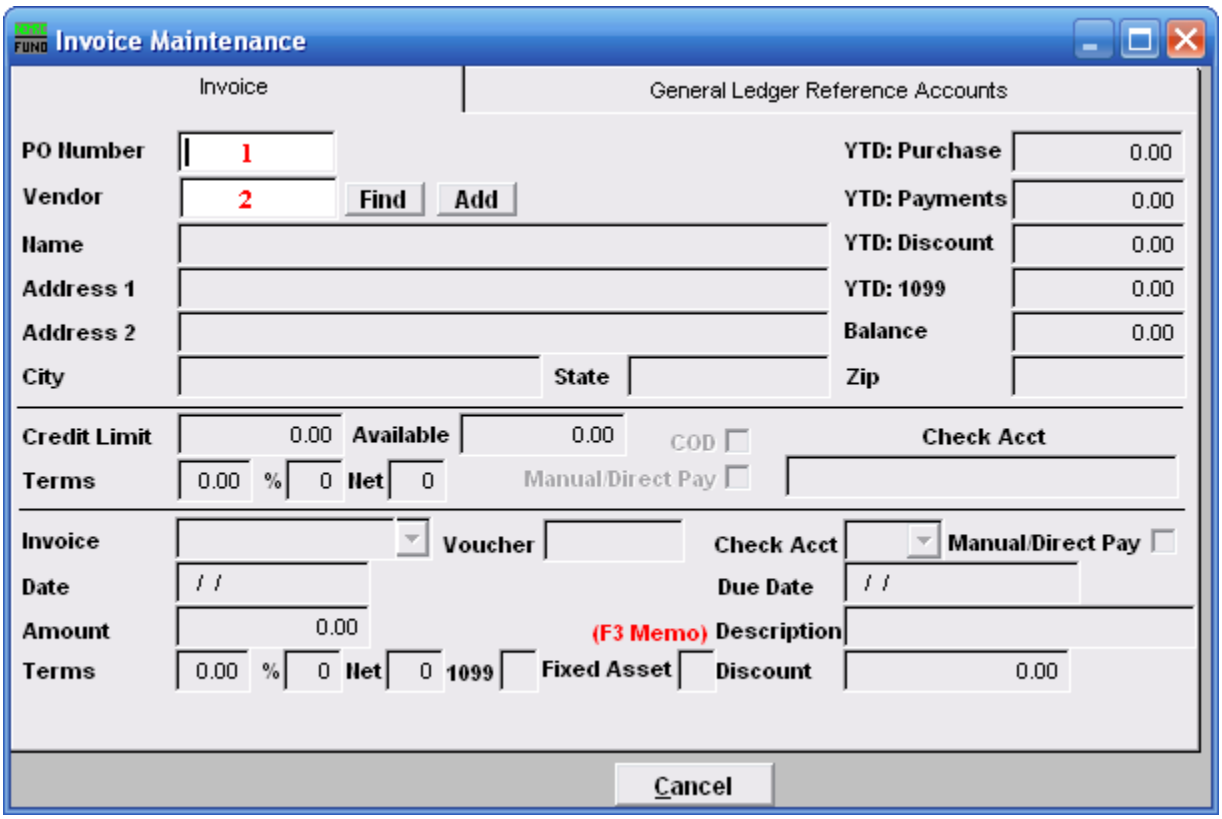


Click on "1. Invoice Maintenance" from the Main Menu and the following window will appear:

Invoice Maintenance



1. **PO Number:** If you using the Purchase Order System linked to the Accounts Payable you can enter the Purchase Order number and all associated information from the Purchase Order system will be posted on the invoice screen. If the Purchase Order System is not being used then you may skip this field.

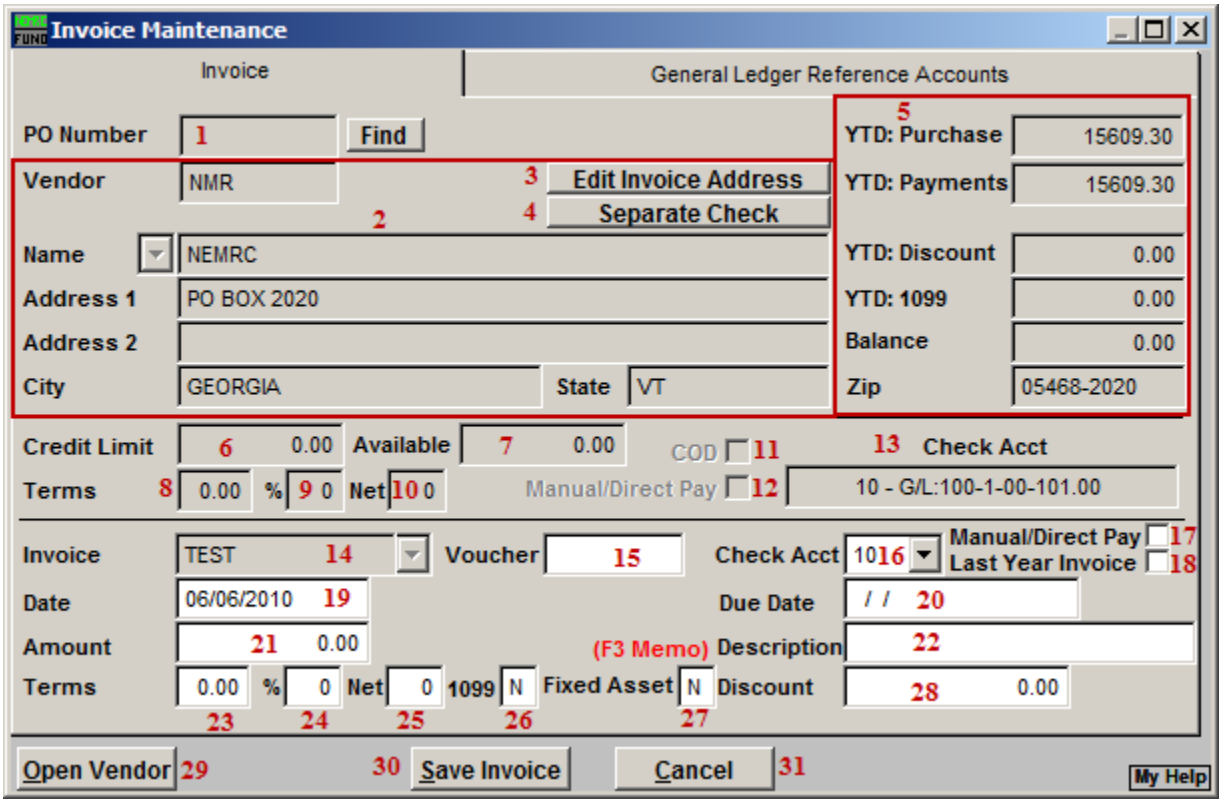
2. **Vendor:** Enter the Vendor for this invoice. If the Vendor already exists in the Vendor file, the company name, address and historical information will automatically appear. Also the credit limit terms and checking account set as a default in Vendor Maintenance will appear. If the Vendor does not already exist, you will need to click "Add," and the screen from Vendor Maintenance will appear. Fill this screen out with the appropriate information, and click "OK." For more information on the Vendor Maintenance screen, refer to 6. Vendor Maintenance. For more information on Vendor Lookups, refer to AP GENERAL VENDOR MAINTENANCE.

A warning may appear, this warning is set in "6. Vendor Maintenance" using the "Invoice/PO Warning Memo" option.

Another warning may appear indicating that W9 information is blank or expired. This setting can be set in "I. Installation" off the Main Menu.

The "Invoice" tab

This is the first screen that appears. The invoice screen allows the user to enter all information about the invoice and will have any default information that was set up in Vendor Maintenance and historical information about the Vendor.



1. **PO Number:** Enter the reference number for manual purchase orders if used. If you referenced a system purchase order then this field is not accessible.

2. Fields are automatically filled in.

3. **Edit Invoice Address:** Click this button if you wish to change the address for this invoice payment. Each unique invoice address will result in a unique check printing. This is common when Vendor payments must be sent to different locations. A previously used address can be selected from the drop down that appears next to the company name field.

4. **Separate Check:** Click on this button to set this invoice to print a separate check when paid. Some vendors what each invoice to be paid by individual checks.

5. Fields are automatically filled in.

6. **Credit Limit:** This field shows the total credit limit from Vendor maintenance.

7. **Available:** This field shows the available credit from Vendor maintenance.

8. **%:** This shows the percentage discount from Vendor maintenance.

9. **Days:** This shows the number of days allowed from discount payments from Vendor maintenance.

10. **Net Days:** This shows the terms for net payment from Vendor maintenance.

11. **COD:** This shows if the Vendor is defaulted for cash on delivery from Vendor maintenance.

12. **Manual/Direct Pay:** This shows if the Vendor is defaulted for manual/direct pay from Vendor maintenance.

13. **Check Acct:** This shows the default checking account from installation maintenance set for this Vendor.

14. **Invoice: For a new invoice**: Enter the invoice number from the Vendor's invoice. You must enter an invoice number; if none is on the Vendor's invoice you must create an invoice number. For example 2007-12-31 the date of the invoice. The same Vendor code can not have the same invoice number used twice. **To edit an existing invoice:** Enter the invoice number you have already posted for this Vendor, you may use the drop down menu to select the existing invoice number.

15. **Voucher:** If your organization uses voucher numbers, input that number in this field.

16. **Check Acct:** Enter the checking account code (as set up in "I. Installation") that will pay this invoice. Use the drop down menu to view choices of the different checking account codes that have been set up.

17. **Manual/Direct Pay:** An "N" in this box will print the check for this invoice through the check printing process. A manual/direct pay would be an electronic or handwritten check. If this invoice is a manual/direct pay a "Y" should appear in this box. An example of a manual/direct pay would be the IRS; You do not write a check to the IRS however, you approve the money being withdrawn from your account to pay your tax liability. There are very few handwritten checks in most municipalities or schools but an example of a manual/direct pay is a check to the post office for postage. Once again, in Vendor Maintenance you may set this up as a default for any invoice that will be posted with this Vendor code.

18. **Last Year Invoice:** When checked, this invoice will be booked to last year as a reference account in Accounts Payable.

19. **Date:** The actual date of the invoice.

20. **Due date:** The due date is a method of selecting bills to be paid. Enter the date the invoice will be approved for payment. Be sure to follow your policy for scheduling payments.

21. **Amount:** Enter the gross amount for this invoice.

22. **Description:** A description entered in this field will appear on a check warrant report to provide more detail about services rendered.

23. **%:** This will default to the terms set up in Vendor Maintenance.

24. **Days:** This will default to the terms set up in Vendor Maintenance.

25. **Net Days:** This will default to the terms set up in Vendor Maintenance.

26. **1099:** This will default to the terms set up in Vendor Maintenance. You may edit this field. Enter "Y" for yes to accumulate for 1099 calendar year totals or "N" to not accumulate for 1099 calendar year totals.

27. **Fixed Asset:** Click this box to allow this invoice to be transferred to the Fixed Assest module when linked in Installation Maintenance.

28. **Discount:** Enter a discount amount if applicable.

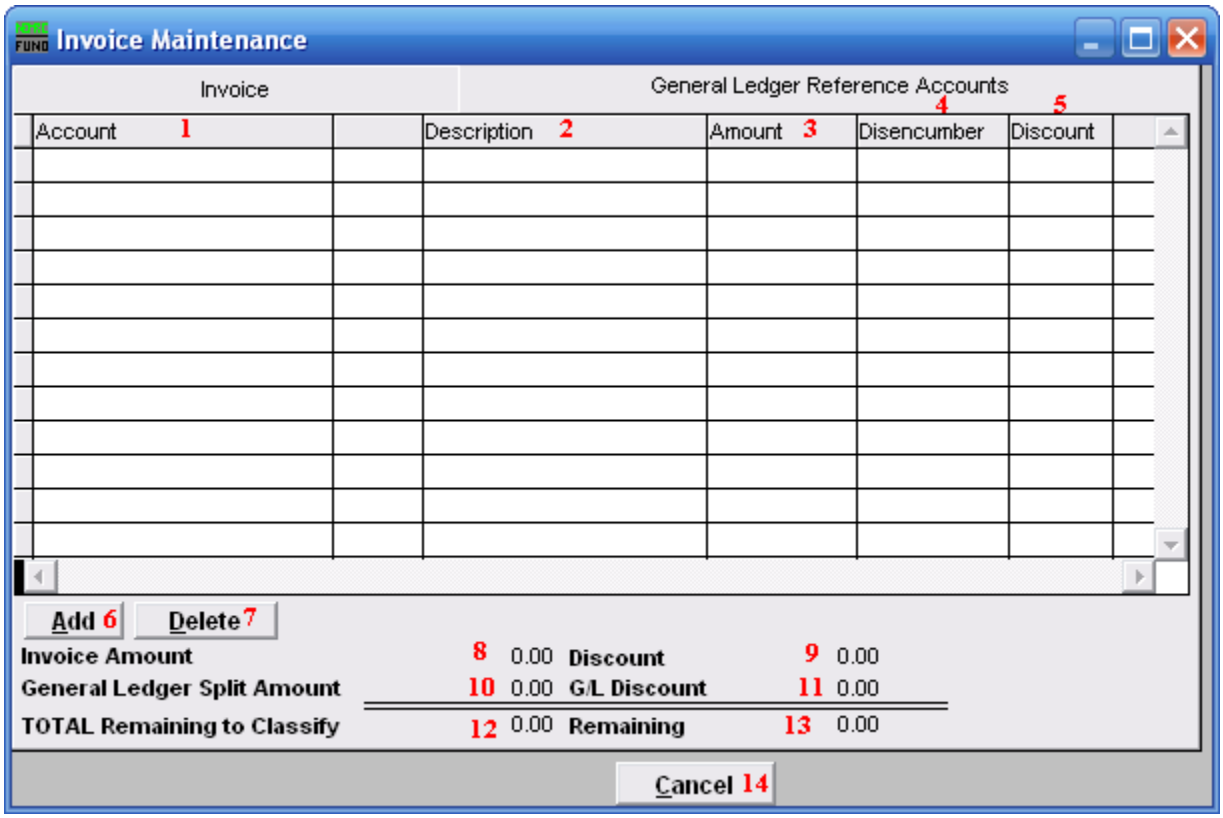
29. **Open Vendor:** Click this button to open this vendor in "6. Vendor Maintenance."

30. **Save Invoice:** Click this button to save this invoice.

31. **Cancel:** Click "Cancel" to cancel and return to the Main Menu.

The "General Ledger Reference Accounts" tab

The "General Ledger Reference Accounts" tab is used to input General Ledger account number(s) that total to the amount due on the invoice screen.



1. **Account:** Enter the General Ledger reference account for payment of this invoice. Multiple accounts may be used by entering one line at a time.

2. **Description:** The account number description from the General Ledger will appear in this column for each line.

3. **Amount:** Enter the dollar amount of the invoice that is allotted for each General Ledger account number.

4. **Disencumber:** If you are using the purchase order system the amount to disencumber will appear. If you have encumbered an account in your General Ledger through posting transactions, enter the amount you wish to disencumber for this line item.

5. **Discount:** The discount amount will be displayed from the invoice screen, edit this field if you are using several General Ledger accounts and you will spread the discount between those accounts.

6. **Add:** Click this button to add additional General Ledger accounts to be referenced for this invoice.

7. **Delete:** Select a line with a reference account and click this button to delete the reference from this invoice.

8. **Invoice Amount:** This field shows the total invoice to be distributed.

9. **Discount:** This field shows the discount amount to be distributed.

10. **General Ledger Split Amount:** This field shows the amount of the total invoice that has been distributed.

11. **G/L Discount:** This field shows the amount of the discount taken that has been distributed.

12. **TOTAL Remaining to Classify:** This will be zero when the referenced amounts equal the amount entered in the invoice tab.

13. **Remaining:** This field shows the remaining amount of the total invoice that needs to the distributed.

14. **Cancel:** Click this button to cancel this invoice entry and remove the invoice from the system.

2. Print Checks

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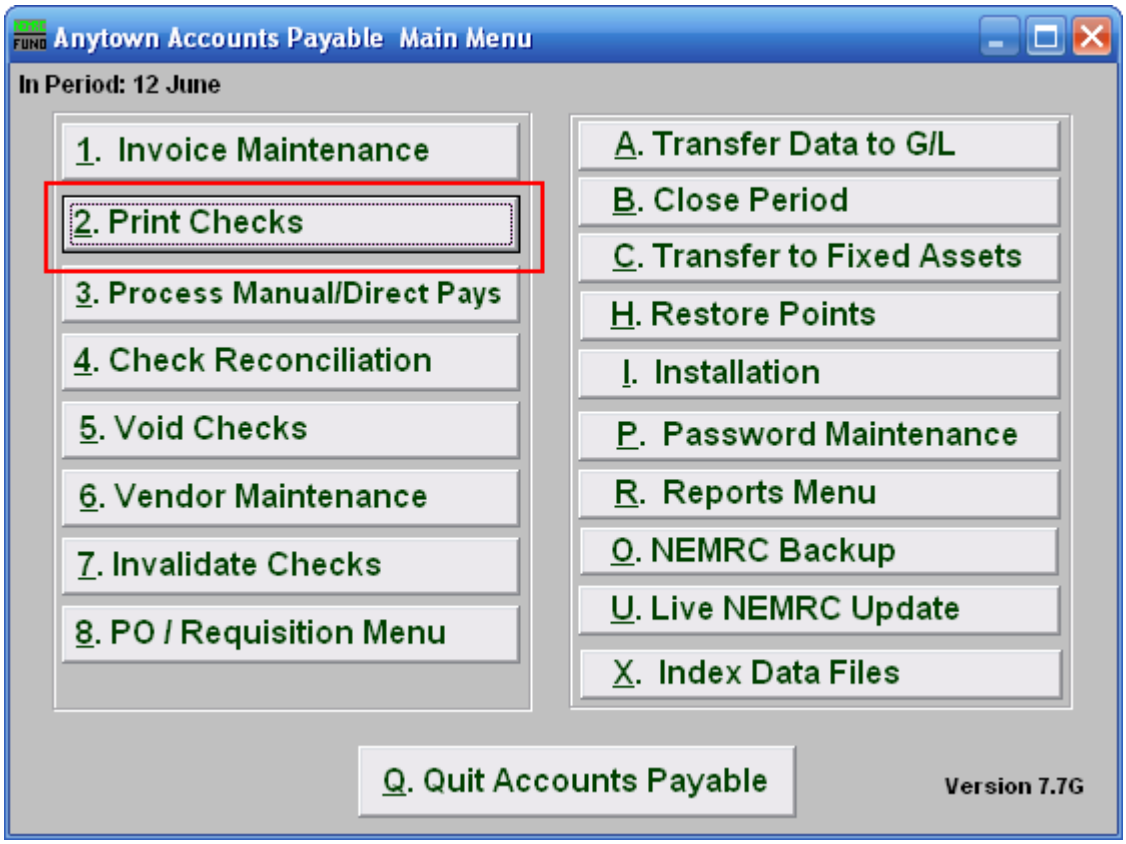
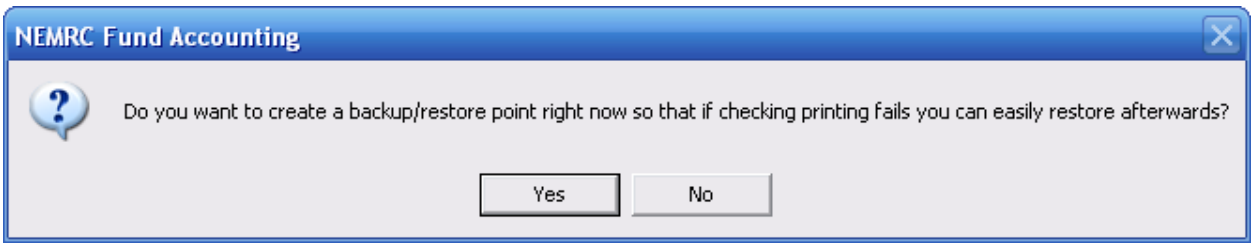


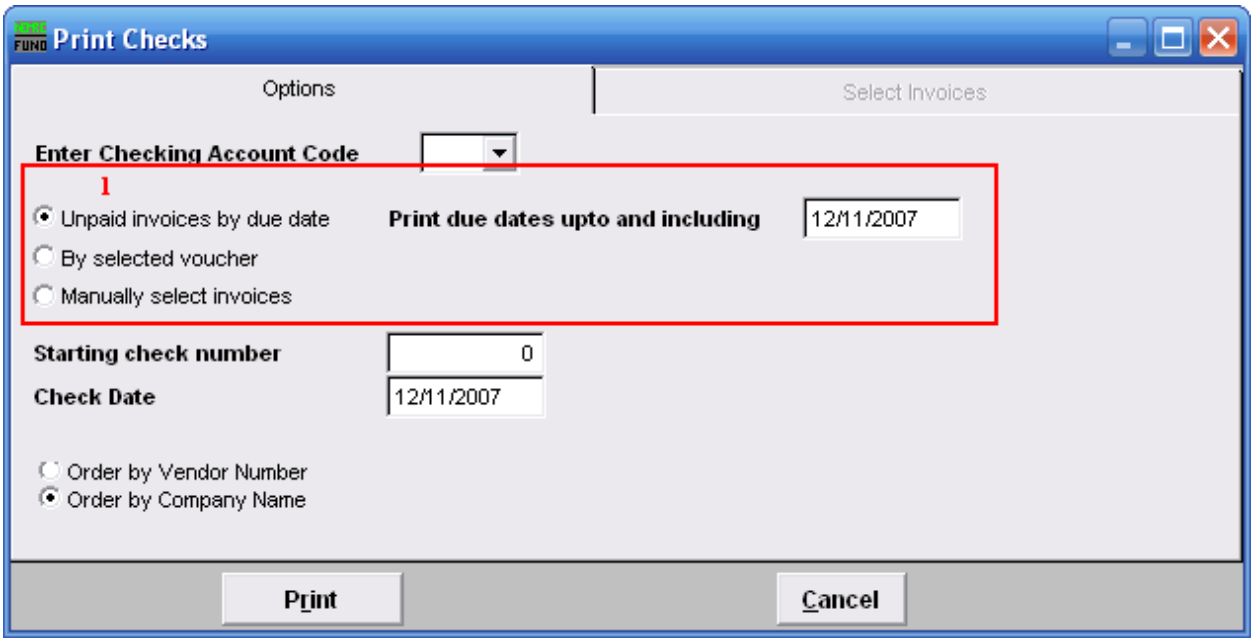
Click on "2. Print Checks" from the Main Menu and the following window will appear:



You should choose "Yes" when this notice appears. It is always very important that you backup your data. Keep in mind that this only backs up the data for the module and entity that you are in. Keep in mind that Restore Points are not a substitute for the regular backup routine.

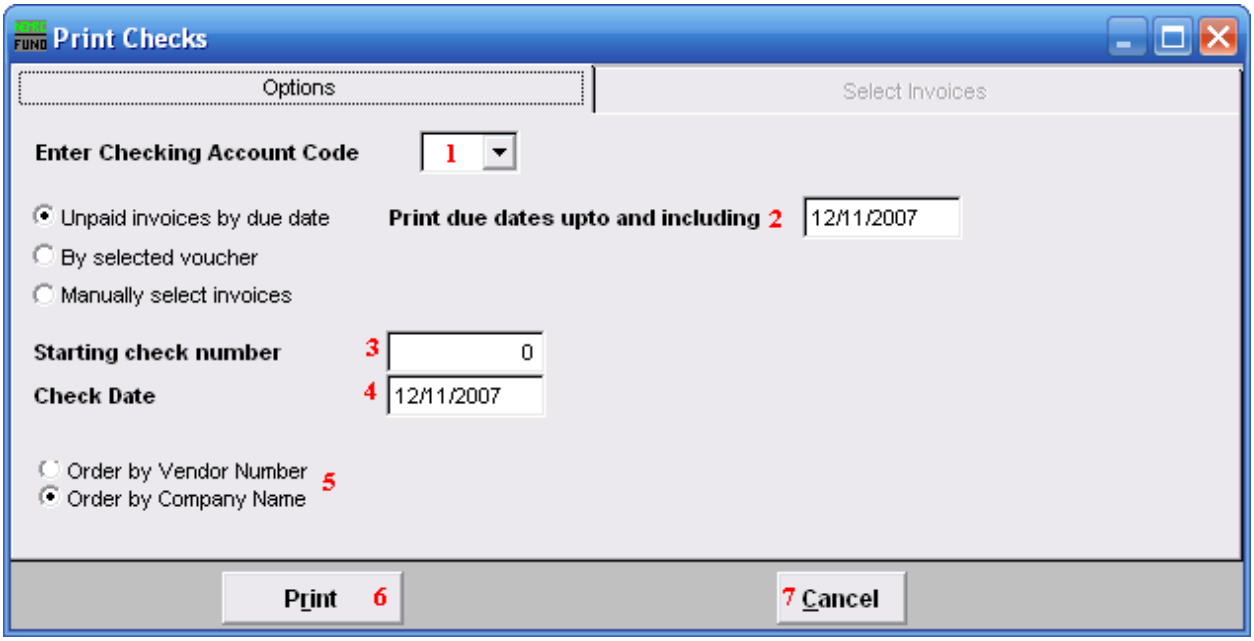
After the Restore Point is made, the following window will appear:

Print Checks



1. Choose what you want to print checks by. Refer to the section below that relates to your choice.

Unpaid invoices by Due Date



1. **Enter Checking Account Code:** Type in the Checking Account Code or select it from the drop down list.

2. **Print due dates upto and including:** Enter in the due date for which you wish to pay, including any invoices due before that date.

3. **Starting check number:** Type in the check number to start with.

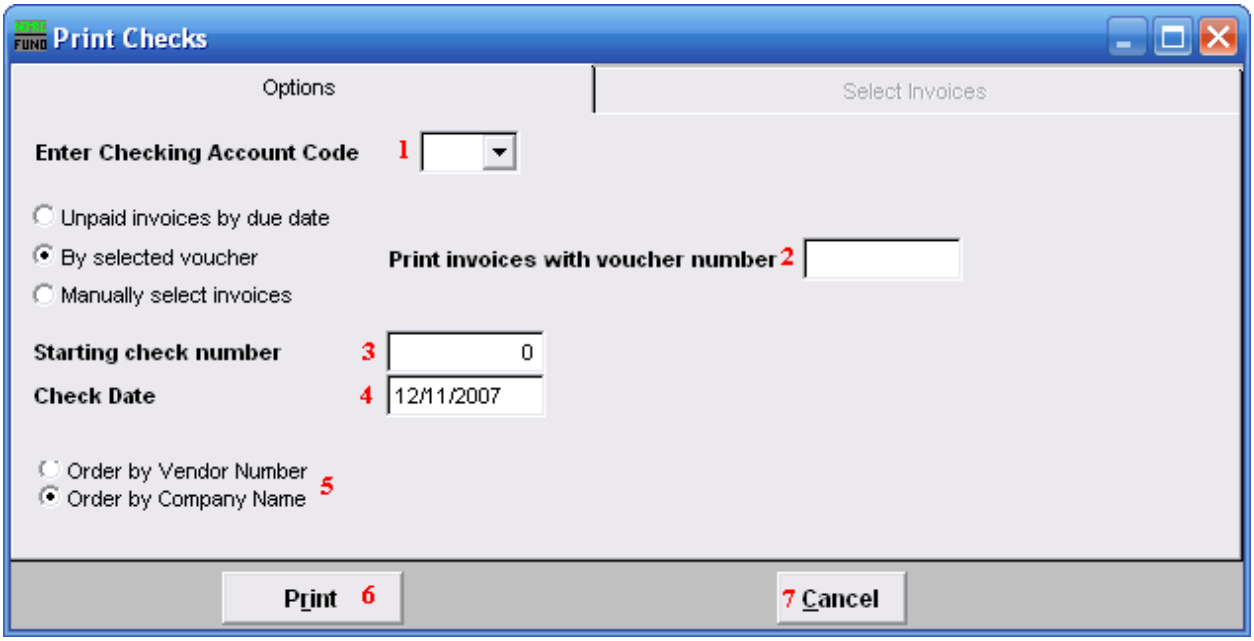
4. **Check Date:** Enter in the date to appear on the checks.

5. **Order by Vendor Number OR Order by Company Name:** Select in which order you want the checks to be printed.

6. **Print:** Click this button to print the checks. Refer to GENERAL PRINTING for more information.

7. **Cancel:** Click "Cancel" to cancel and return to the Main Menu.

By Selected Voucher



1. **Enter Checking Account Code:** Type in the Checking Account Code or select it from the drop down list.

2. **Print invoices with voucher number:** Enter the voucher number you wish to use. The system will process all unpaid invoices that reference the value provided.

3. **Starting check number:** Type in the check number to start with.

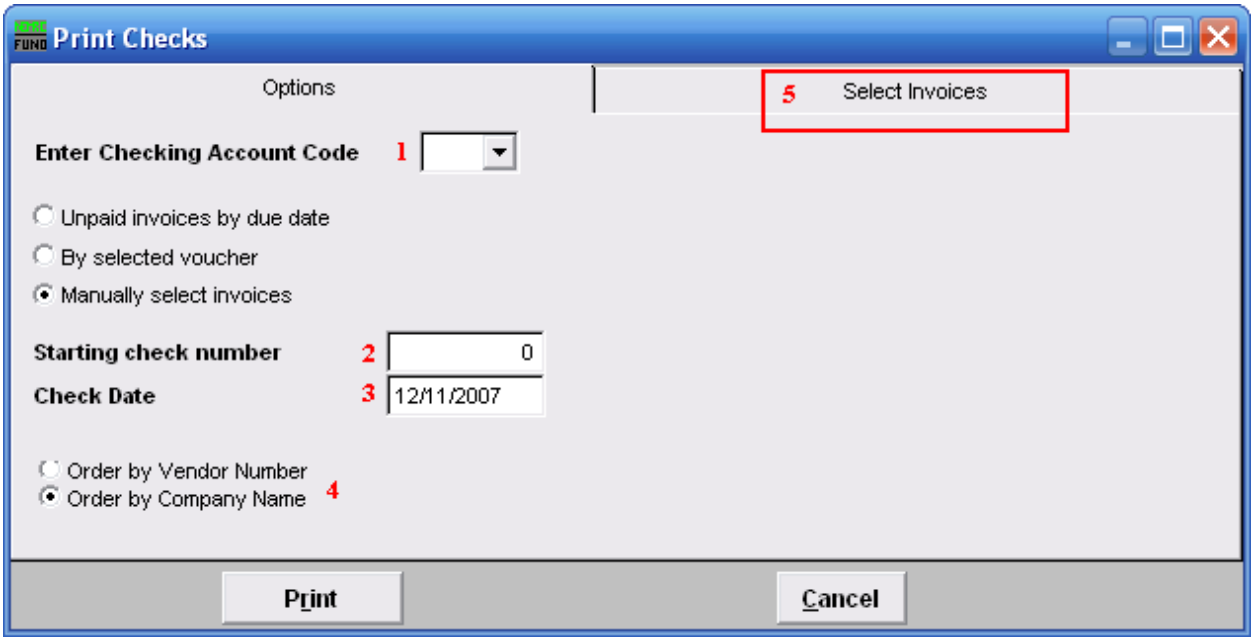
4. **Check Date:** Enter in the date to appear on the checks.

5. **Order by Vendor Number OR Order by Company Name:** Select in which order you want the checks to be printed.

6. **Print:** Click this button to print the checks. Refer to GENERAL PRINTING for more information.

7. **Cancel:** Click "Cancel" to cancel and return to the Main Menu.

Manually Select Invoices



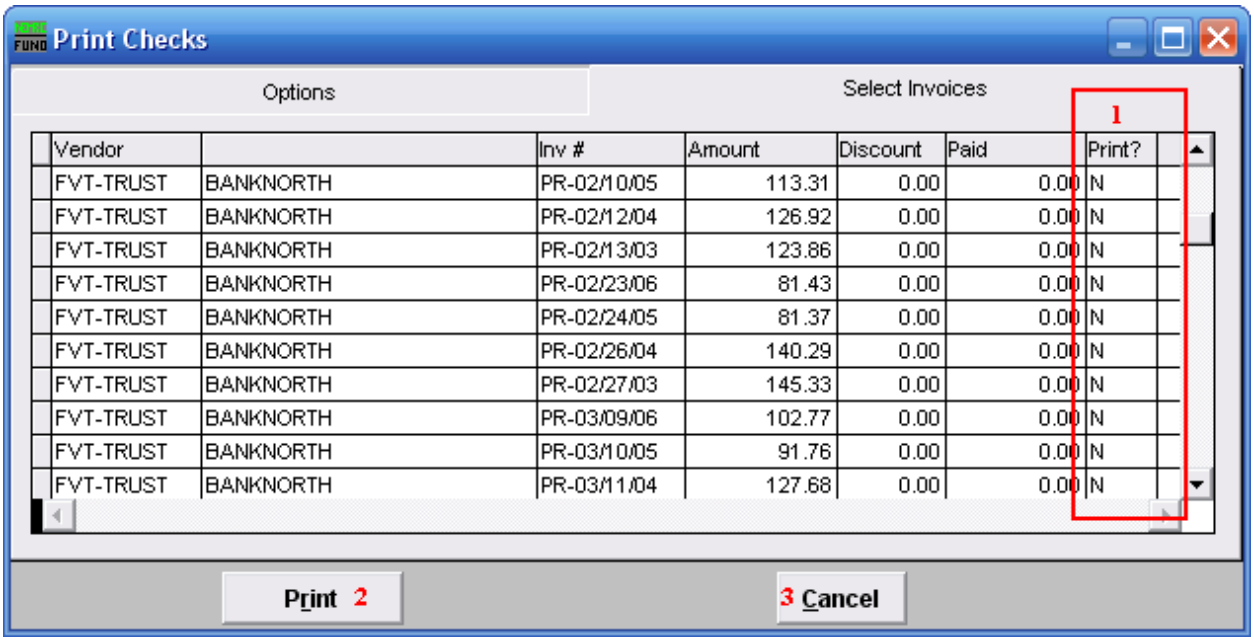
1. **Enter Checking Account Code:** Type in the Checking Account Code or select it from the drop down list.

2. **Starting check number:** Type in the check number to start with.

3. **Check Date:** Enter in the date to appear on the checks.

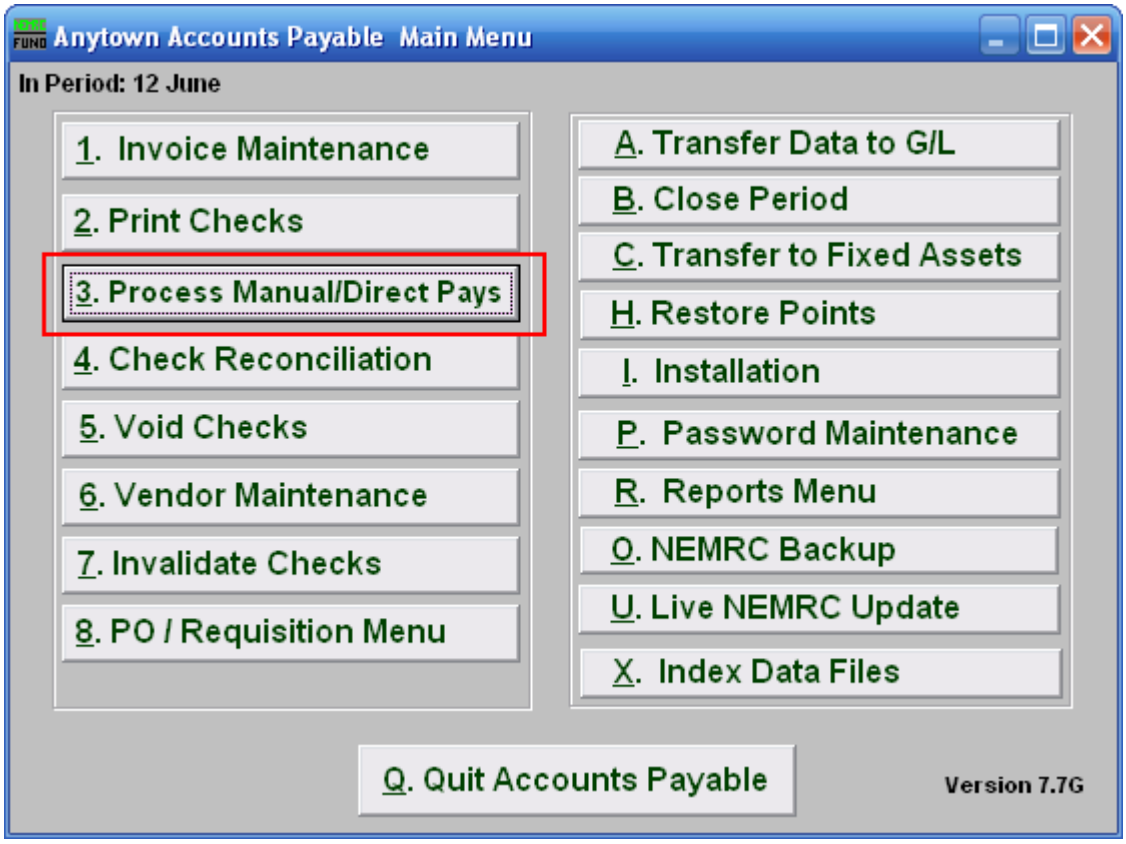
4. **Order by Vendor Number OR Order by Company Name:** Select in which order you want the checks to be printed.

5. **Select Invoices:** Click on this tab and the following window will appear.

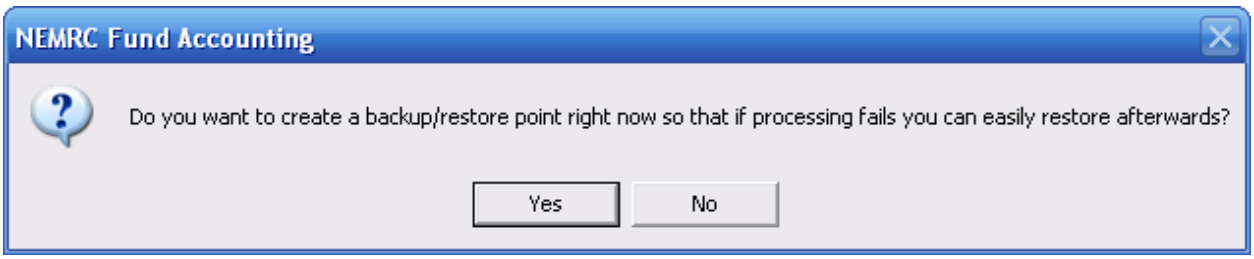


1. **Print?:** Click on this column in the row of an invoice you wish to print, and type "Y."
2. **Print:** Click "Print" to print checks.
3. **Cancel:** Click "Cancel" to cancel and return to the Main Menu.

3. Process Manual/Direct Pays



Click on "3. Process Manual/Direct Pays" from the Main Menu and the following window will appear:

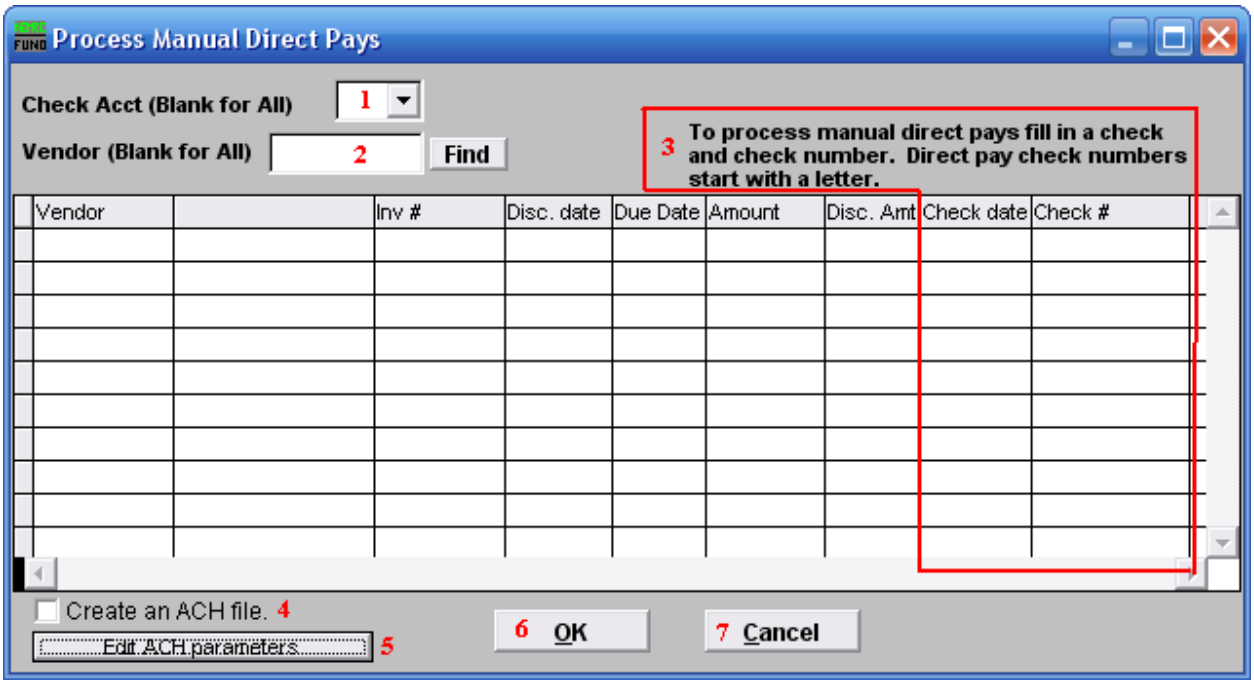


You should choose "Yes" when this notice appears. It is always very important that you backup your data. Keep in mind that this only backs up the data for the module and entity that you are in. Keep in mind that Restore Points are not a substitute for the regular backup routine.

After the Restore Point is made, the following window will appear:

Accounts Payable

Process Manual/Direct Pays



1. **Check Acct (Blank for All):** Type in the Check Account Code or click on the drop down arrow and choose from the selection OR leave Blank for All Check Accounts.

2. **Vendor (Blank for All):** Type in the Vendor code or click on the drop down arrow and choose from the selection OR leave Blank for All Vendors.

3. **To process manual direct pays…:** Record the issue date and check number reference for each invoice paid on the list. Reference a check number starting with a letter like "E" then a value for those invoices that you will create an ACH file to process. All check dates for the ACH records MUST be the same date.

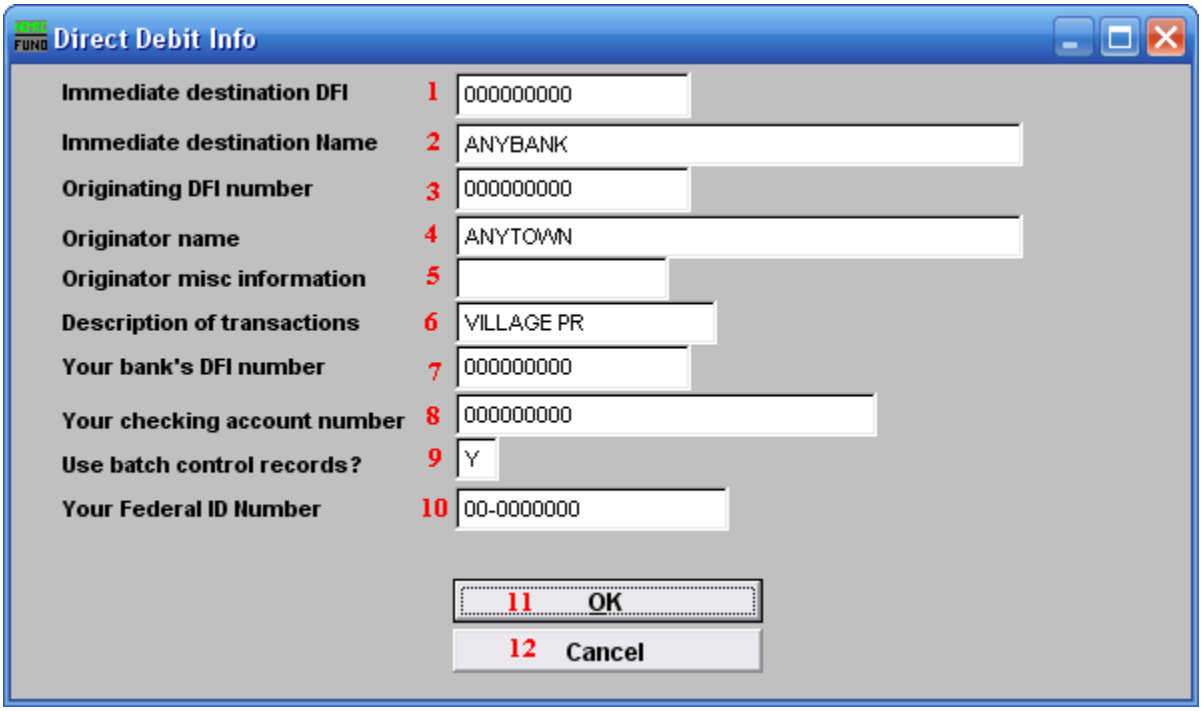
4. **Create an ACH file:** Check this box after performing step **3** to create the ACH file. A window will appear allowing you to save this file in a location of your choice.

5. **Edit ACH Parameters:** Click this button to edit the ACH parameters, the window shown below will appear.

6. **OK:** You must check off item **4** to produce an ACH file if needed before you click on this button. Click this button to save and return to the previous screen.

7. **Cancel:** Click "Cancel" to cancel and return to the previous screen.

Edit ACH Parameters



1. **Immediate destination DFI:** Enter your banks routing number in this field. Some banks prefer you enter your organizations Federal ID number.

2. **Immediate destination Name:** Enter the name of your bank.

3. **Originating DFI number:** Enter your banks routing number in this field.

4. **Originator name:** Enter the name as it appears on your bank account.

5. **Originator misc information:** Enter information to help is identifying this batch. This can be left blank.

6. **Description of transactions:** Enter information to help in identifying this batch. I.E. WARR080304. This should not be left blank.

7. **Your bank's DFI number:** Enter your banks routing number in this field.

8. **Your checking account number:** Enter your check account number assigned by the bank.

9. **Use batch control records?:** Batch control record use is dependant on your bank and their application processing needs. This option will default to the last answer selected.

10. Your Federal ID Number: Enter your Federal ID number. This is used a test against your account for processing.

11. OK: Click this button to save and return to the previous screen.

12. Cancel: Click “Cancel” to cancel and return to the previous screen.

4. Check Reconciliation or Check Renumbering

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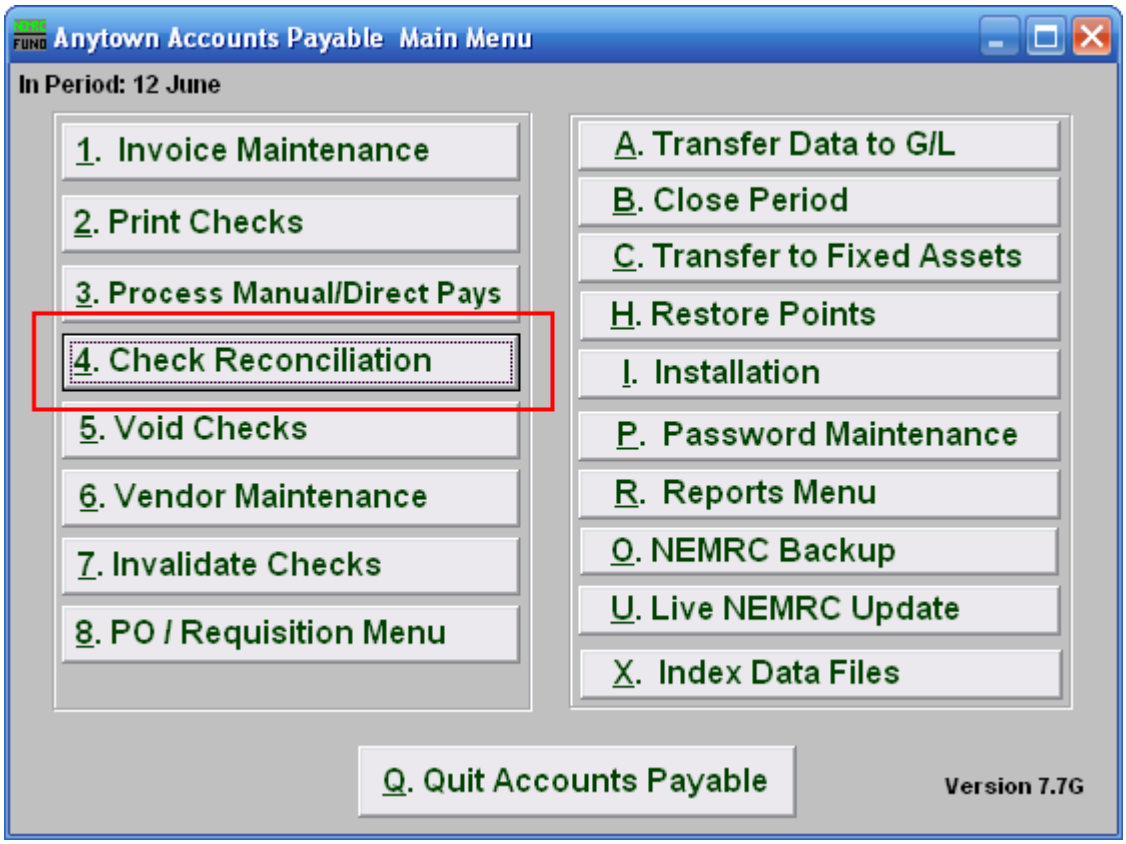
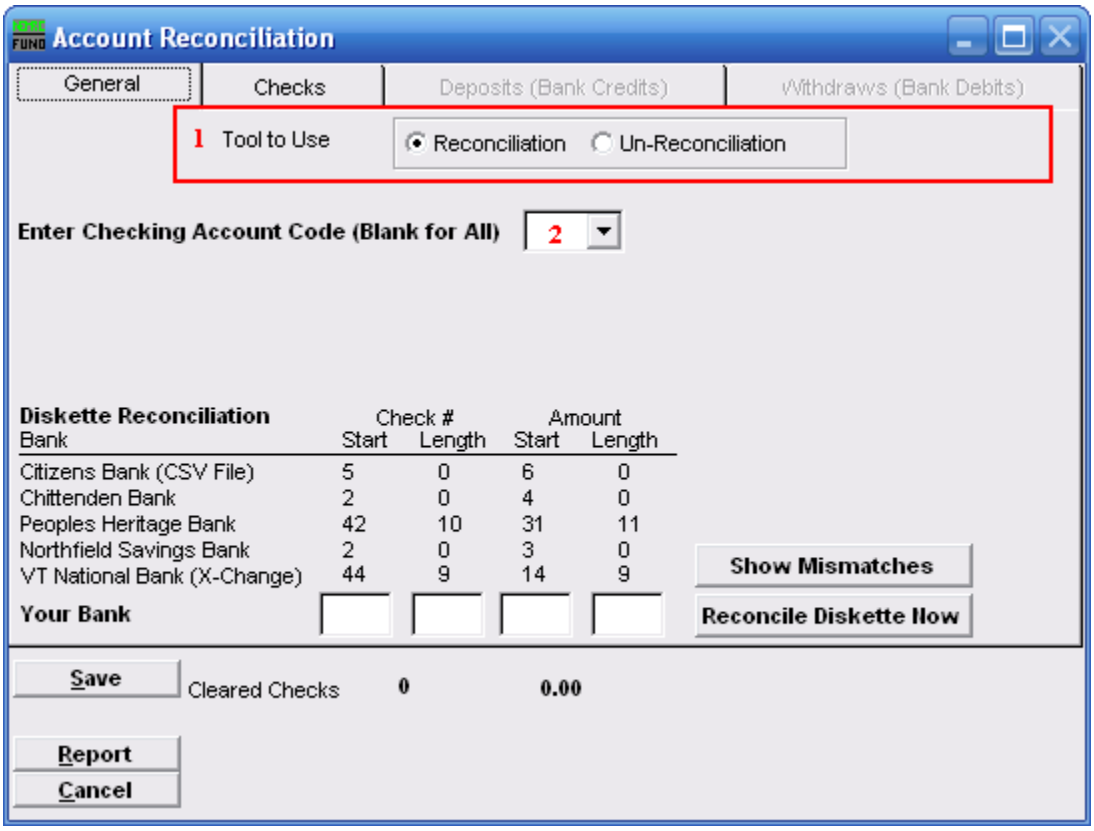


Click on “4. Check Reconciliation” from the Main Menu and the following window will appear.

To Renumber checks, Right-Click on “4. Check Reconciliation” from the Main Menu, and refer to the “Check Renumbering” section below. You will need to print a “1. Check Register Report” from the Reports Menu.

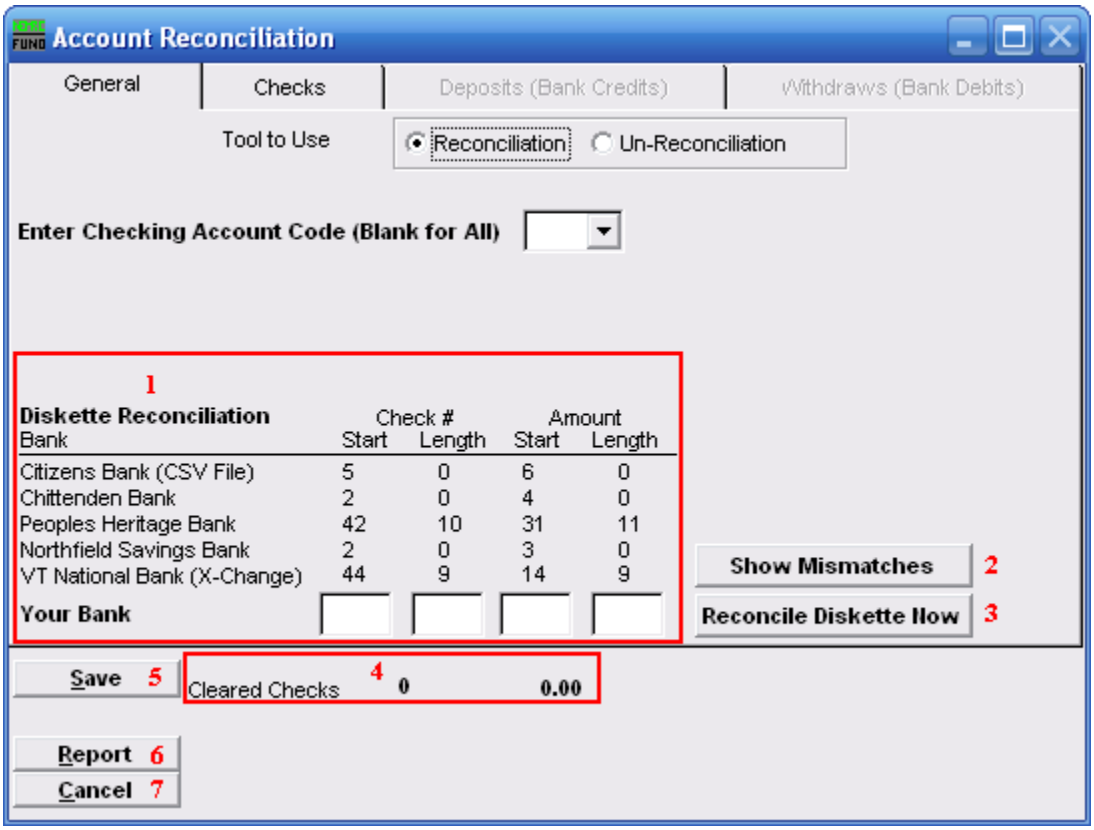
Check Reconciliation



1. **Tool to Use:** Select Reconciliation to record checks that have cleared the bank. Select Un-Reconciliation to change a check that was already reconciled and should not have been. This is often used for electronic checks that need to be re-processed.

2. **Enter Checking Account Code (Blank for All):** Type in the Checking Account Code you wish to use or click on the drop down arrow and choose from there.

The "General" tab



1. **Diskette Reconciliation: If your bank provides a diskette** of cleared checks and you have defined the positions for check numbers and amounts then item **3** will become available. The information will appear here. **If you do not have a diskette** you will need to go to the checks tab and manually reconcile each individual check.

2. **Show Mismatches:** Click this button after you've reconciled to report a list of checks cashed for amounts other than expected or checks cashed that are not on file.

3. **Reconcile Diskette Now:** Click this button after establishing the setting from item **1** to begin processing data from a diskette provided by the bank.

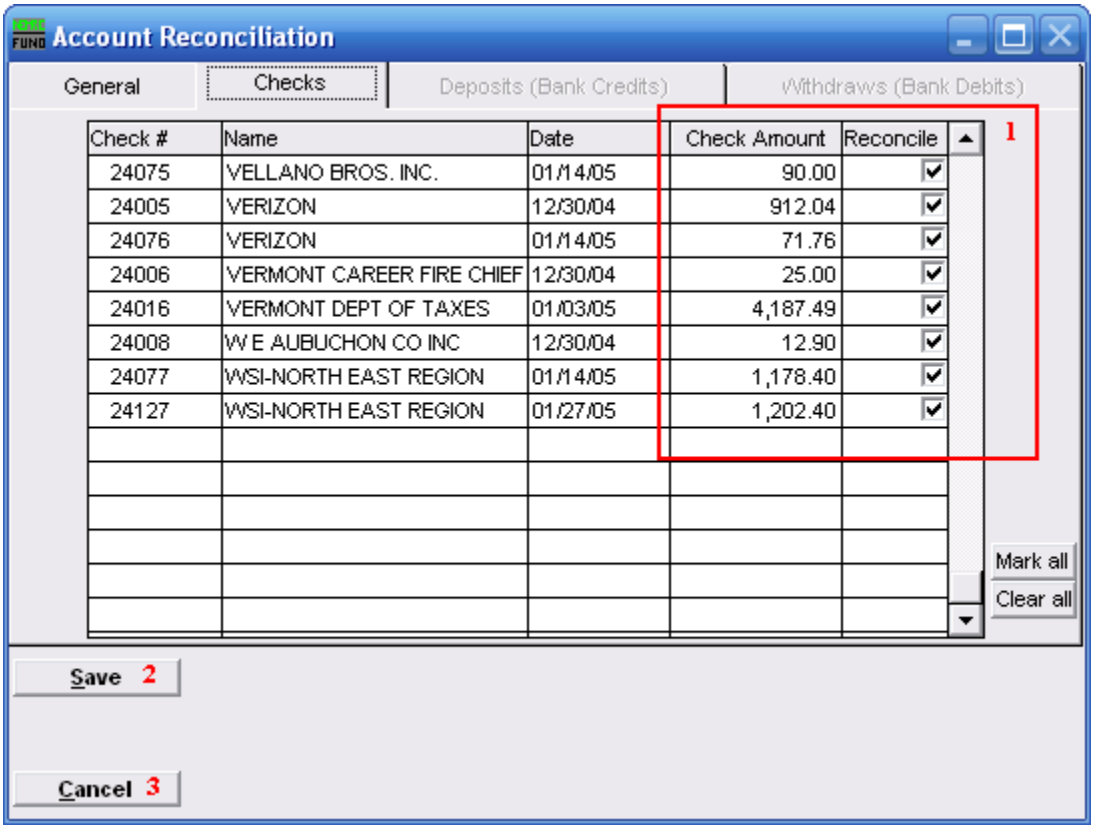
4. **Cleared Checks:** This is informational to track how many have been marked and their total values.

5. **Save:** Click this button to save the reconciliation of checks in the check file.

6. **Report:** Click this button to choose an output option for a report of what you've just done.

7. **Cancel:** Click "Cancel" to cancel and return to the previous screen.

The “Checks” tab



1. **Reconcile:**
   To Un-Reconcile: Un-check the box on the detail line for the check to be removed from the reconciliation.
   To Reconcile: Check the box on the detail line for the check to be reconciled. If the check was cashed for an amount other then the amount shown, you may click on the “Check Amount” column and adjust the amount accordingly. When reconciling you may wish to go back to the General tab and use the “Show Mismatches” option.

2. **Save:** Click this button to save the changes in the check file.

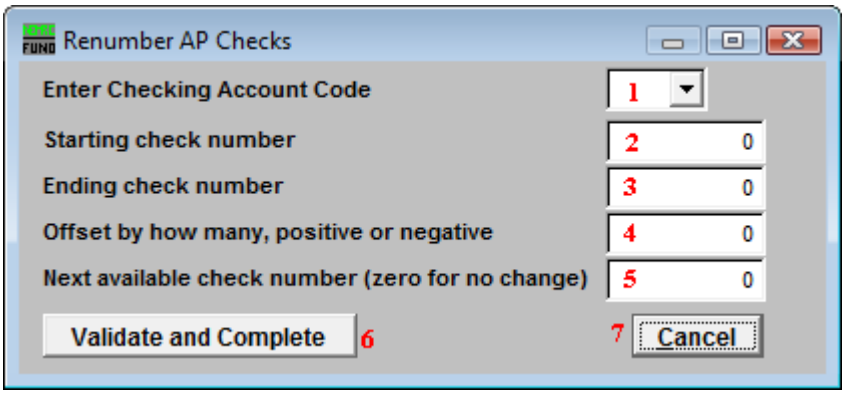
3. **Cancel:** Click “Cancel” to cancel and return to the Main Menu.

Check Renumbering

To Renumber checks, Right-Click on “4. Check Reconciliation” from the Main Menu and the following window will appear.

You will need the following information from the Check Register Report:

What is the first check number on the register that is incorrect and what should it be?
What is the last number on the register that is incorrect and what should it be?



1. **Enter Checking Account Code:** Choose the checking account code that the checks were written from.

2. **Starting Check Number:** Enter the first check number on the register that is incorrect.

3. **Ending Check Number:** Enter the last check number on the check register that is incorrect.

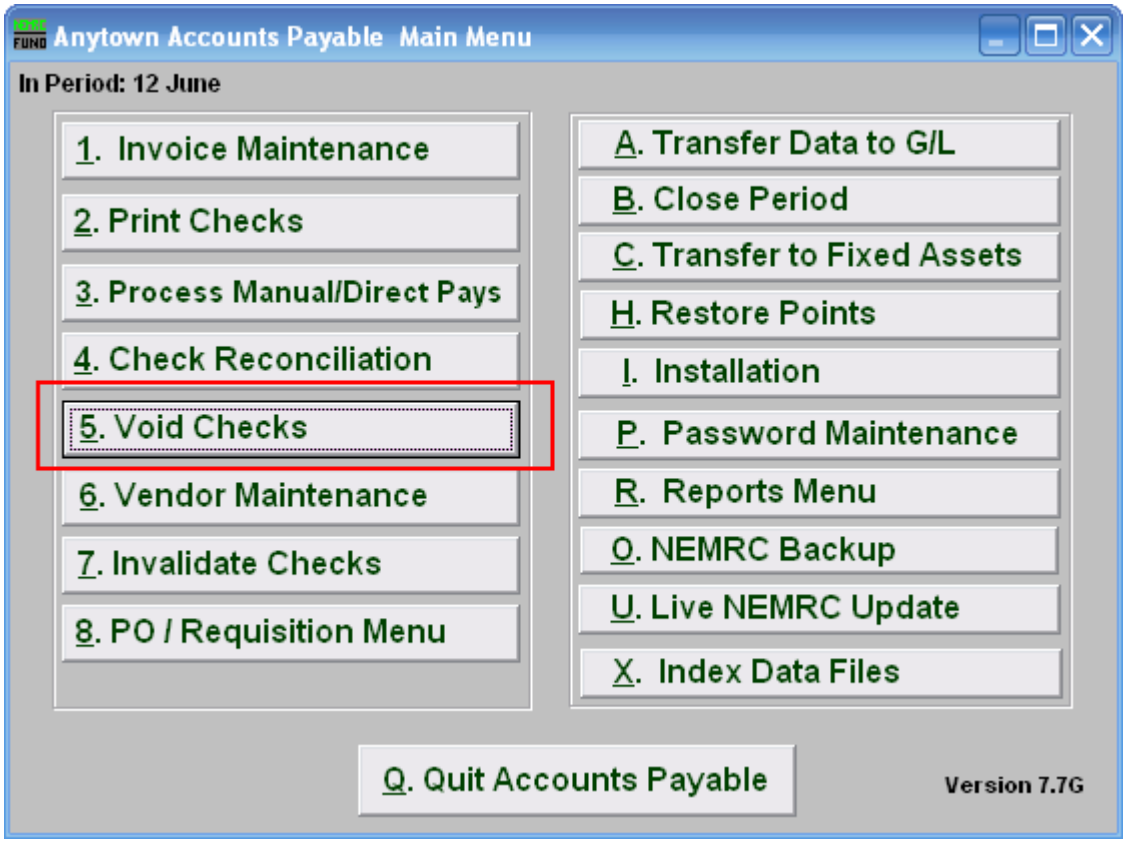
4. **Offset by how many, positive or negative:** The difference between incorrect number and correct number should be entered here. Example: incorrect number is 5010, correct is 5000, difference is on offset of -10.

5. **Next Available Check Number (zero for no change):** What is the next available check number in the box of checks. Whatever you put in this field will be the system default next time you print.

6. **Validate and Complete:** Click “Validate and Complete” to confirm the renumbering.

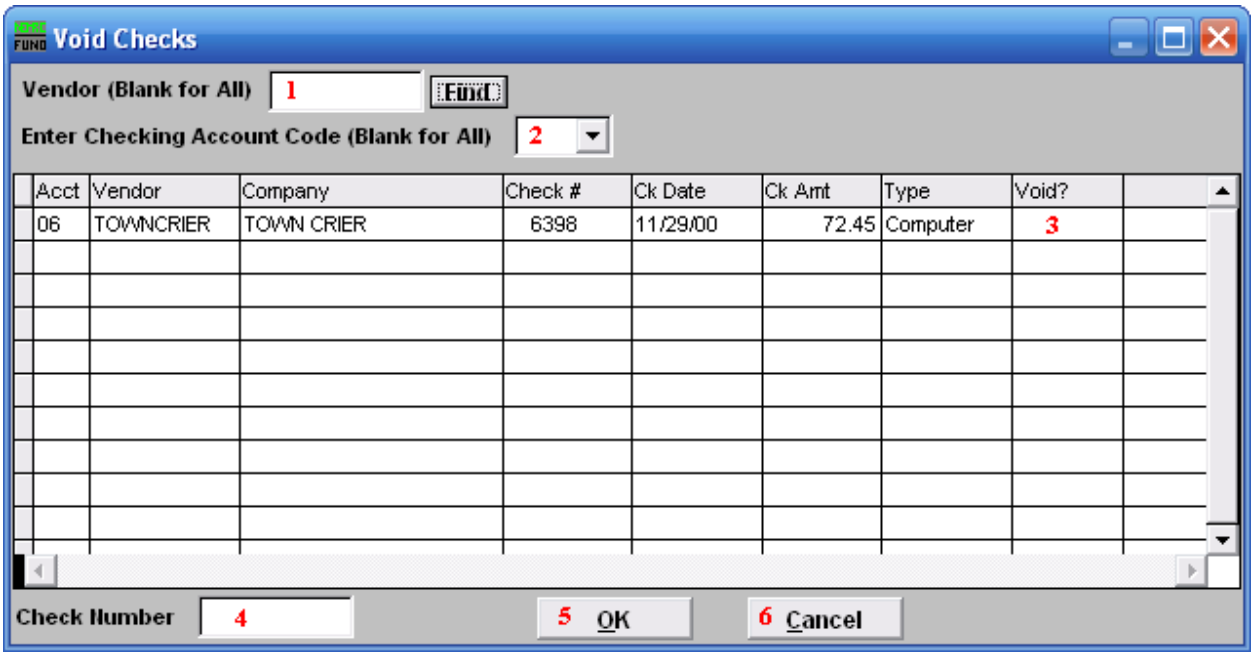
7. **Cancel:** Click “Cancel” to cancel and return to the Main Menu.

5. Void Checks



Click on "5. Void Checks" from the Main Menu and the following window will appear:

Void Checks



1. **Vendor:** Enter the Vendor code or click the "Find" button and select from there. Leave blank to use all Vendors.

2. **Enter Checking Account Code:** Enter the Checking Account Code or leave Blank for All. You can use the drop down arrow to select from there.

3. **Void?:** Find the check number you wish to void. Then type "Y" for yes to void.

4. **Check Number:** You may enter a check number and the system to locate it in the list.

5. **OK:** Click "OK" to accept the changes and return to the previous screen**.**

6. **Cancel:** Click "Cancel" to cancel and return to the Main Menu.

6. Vendor Maintenance

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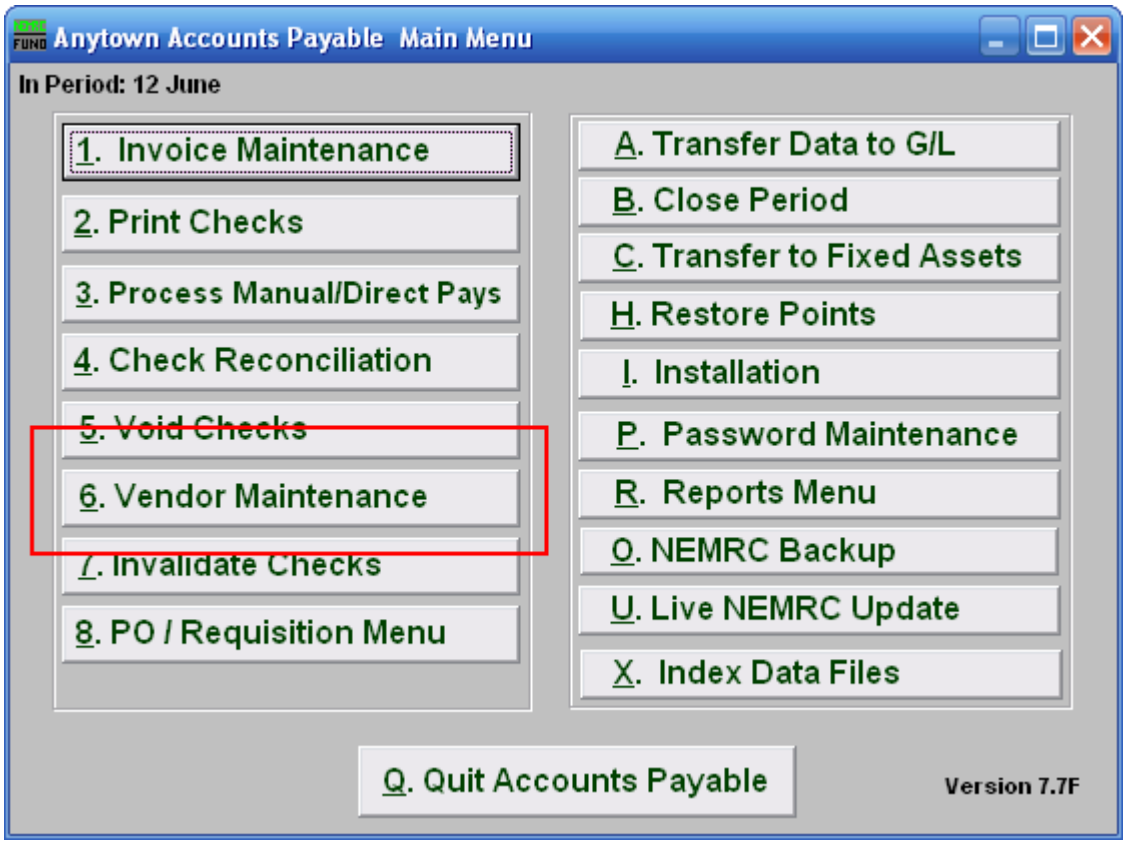
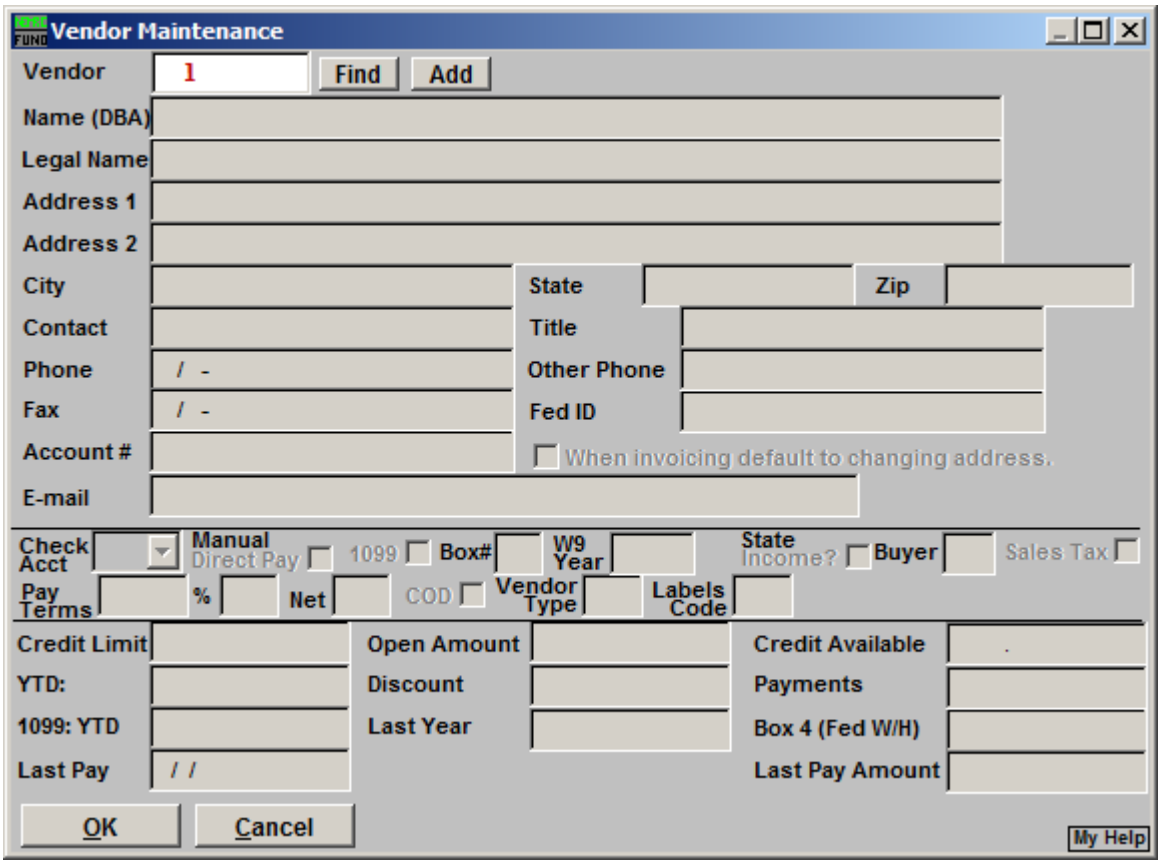
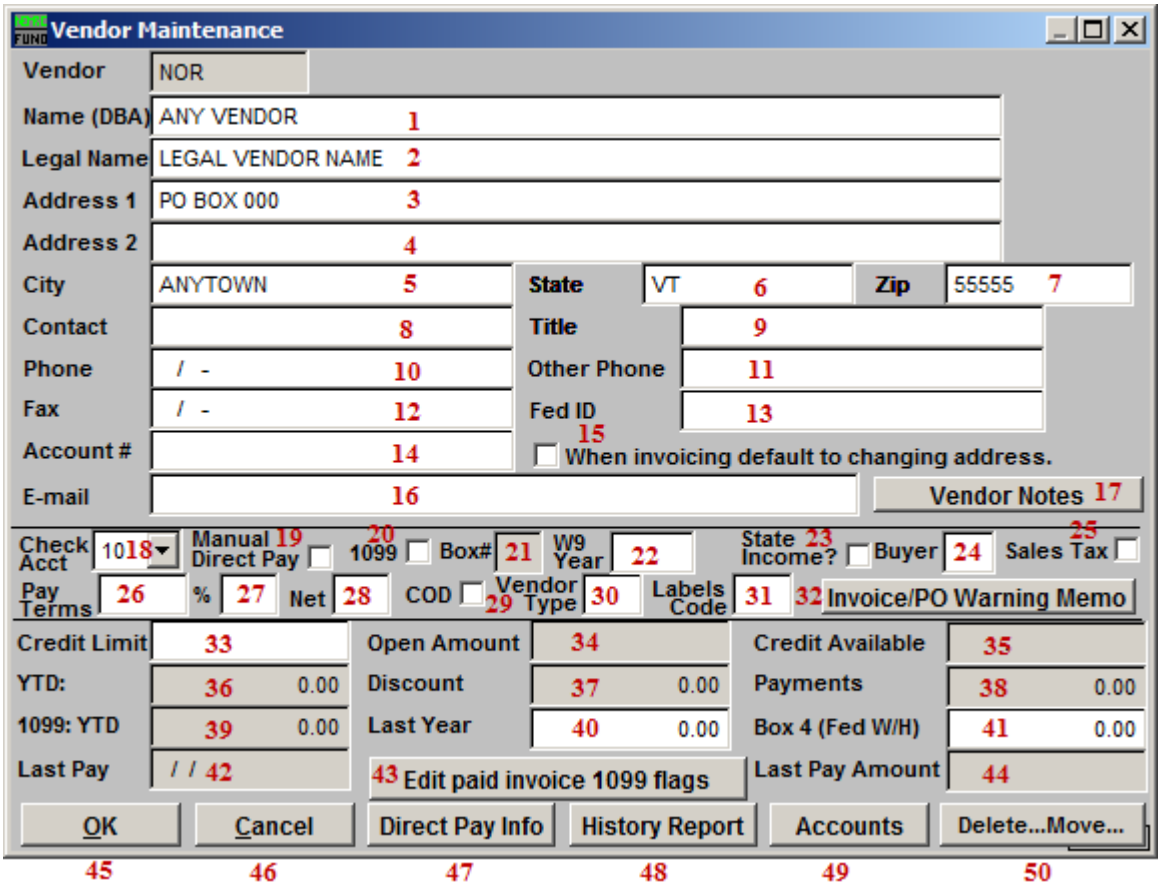


Click on "6. Vendor Maintenance" from the Main Menu and the following window will appear:

Vendor Maintenance



1. **Vendor:** Enter an existing Vendor number and click “Find,” or enter a new Vendor number and click “Add.” For more information on Vendor Lookups, refer to AP GENERAL VENDOR LOOKUPS.



1. **Name (DBA):** Enter the company name.
2. **Legal Name:** Enter the company's legal name.
3. **Address 1:** Enter the company mailing address.
4. **Address 2:** Enter the company's secondary address (if applicable).
5. **City:** Enter the city or town for company mailing address.
6. **State:** Enter the state for the company mailing address.
7. **Zip:** Enter the zip code for the company mailing address.
8. **Contact:** Enter a personal contact for the company.
9. **Title:** Enter the title for the personal contact.
10. **Phone:** Enter the phone number for the personal contact.

11. **Other Phone:** Enter another phone number for a contact.

12. **Fed ID:** The Federal ID number may be a SSN for some sub contractors or small businesses that do not have a business Federal ID number. No Vendor should be paid if they have not submitted a W9 to your office.

13. **Fax:** Enter the fax number for the personal contact of the company.

14. **Account #:** Enter your customer number that this company uses to identify your organization.

15. **When invoicing default to changing address:** The option guides you to automatically update the payment mailing address during the invoicing process.

16. **E-mail:** Enter an E-mail for the personal contact.

17. **Vendor Notes:** Clicking this will open a window where you may keep notes. The vendor listing will offer this information when printed in detail. Clicking OK will save any changes and close the notes window, Clicking Cancel will close the notes window without saving, and clicking Print will print whatever is selected (if nothing is selected, it will print all notes). Refer to GENERAL PRINTING for more information.

18. **Check Acct:** Enter the checking account that will be used to pay this Vendor (this will be the default and can be changed on the Invoice Maintenance screen). Checking account codes are defined in Installation Maintenance.

19. **Manual/Direct Pay:** Click to choose this option. If this Vendor is commonly paid via manual or direct pay then check this box so that invoice will default that type of payment during invoicing.

20. **1099:** Click to choose this option. When this is defaulted then all invoices will default to accumulate purchased amounts for a 1099 reporting at the end of the calendar year. The option can be turned off on individual invoices when needed.

21. **Box#:** Enter the box on the 1099 that this amount will print in for the 1099, for example, Box “7” would be for non employee compensation.

22. **W9 Year:** Enter the year to W9 was signed and returned to your organization. The system can test on this field during invoice processing when the option is enabled in Installation.

23. **State income:** Click to select this Vendor to report State Income.

24. **Buyer:** User defined buyer code can be used for some report selections.

25. **Sales Tax:** Click to select this Vendor to report sales tax.

26. **%:** Enter the default percentage for discounts.

27. **Days:** Enter the default number of days for discount to apply.

28. **Net Days:** Enter the number of days for which the net invoice is due.

29. **COD:** Click this to mark as cash on delivery Vendor.

30. **Vendor Type:** User defined. This may be used to print certain Vendors. An example is "S" for supplies; which would allow you to print all of the Vendors that you purchased supplies from during the year. This should be done in a consistent manner.

31. **Labels Code:** User defined.

32. **Invoice/PO Warning Memo:** Clicking this will open a window where you may keep Memos. The information entered here will appear when entering invoices or purchase orders for this vendor. The vendor listing will offer this information when printed in detail. Clicking OK will save any changes and close the memo window, Clicking Cancel will close the memo window without saving, and clicking Print will print whatever is selected (if nothing is selected, it will print all memos). Refer to GENERAL PRINTING for more information.

33. **Credit Limit:** Enter the amount of credit limit this Vendor will provide.

34. **Open Amount:** This displays the present amount of unpaid invoices that are in the system.

35. **Available Credit:** This displays the amount of open credit remaining on this Vendor.

36. **YTD:** This displays the year to date purchases made to this Vendor.

37. **Discount:** This displays the year to date discounts taken with this Vendor.

38. **Payments:** This displays fiscal to date payments made to this Vendor.

39. **1099 YTD:** This displays the year to date 1099 reportable payments made to this Vendor.

40. **Last Year:** This displays 1099 values that will print. After you close the period that includes the calendar year this field will contain the information that will print on the 1099. You may edit this field after closing the year if you find you did not accumulate payments for 1099's or if you did and this Vendor should not get a 1099.

41. **Box 4 (Fed W/H):** Enter into this field the amounts withheld for federal taxes against this Vendor. This is used when a W-9 is not on file for the Vendor and taxes must be withheld.

42. **Last Pay:** This display's the last date this Vendor was paid.

43. **Edit Paid Invoice 1099 flags:** This option with list all invoices that have been paid and allow updating them to be reflected in the 1099 reportable amounts for last year or this year.

44. **Last Pay Amount:** This display's the last amount paid to this Vendor.

45. **Okay:** Click this button to save the changes made to this Vendor.

46. **Cancel:** Click this button to not save the changes made to this Vendor.

47. **Direct Pay Info:** If the Vendor is set up as direct pay you will need to fill in the screen (see "Direct Pay Info" below). Once set up you will use the Manual Direct pay option to select the invoice that was paid through this method.

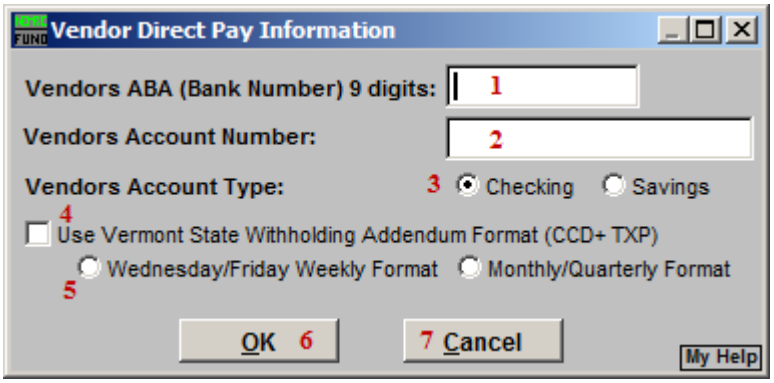
48. **History:** Clicking on the History report button will allow you to gather information for the selected Vendor for a selected due date range and check date range (see "History" bleow).

49. **Accounts:** Click this button to enter default accounts and percentages to distribute invoices (see "Accounts" below). This is not required.

50. **Del…Move…:** Click this button when you wish to combine this Vendor history into another Vendor code or to remove the Vendor from the system. A Vendor should not be removed if it has been used with in the last five years.

Direct Pay Info

If the Vendor is set up as direct pay you will need to fill in this screen. Once set up you will use the Manual Direct pay option to select the invoice that was paid through this method.



1. **Vendors ABA (Bank Number) 9 digits:** Enter the ABA number for this Vendor's financial institute for electronic payment processing.

2. **Vendors Account Number:** Enter the Account Number for payments at the financial institute above.

3. **Vendors Account Type:** Select either checking or savings for the Vendors type of account receiving payments.

4. **Use Vermont State Withholding Addendum Format:** This is a specific format used in the addenda record for VT State Withholding. Use this option when this Vendor is a Tax Withholding vendor for the State of VT and you are required to send the money to them in this manner.

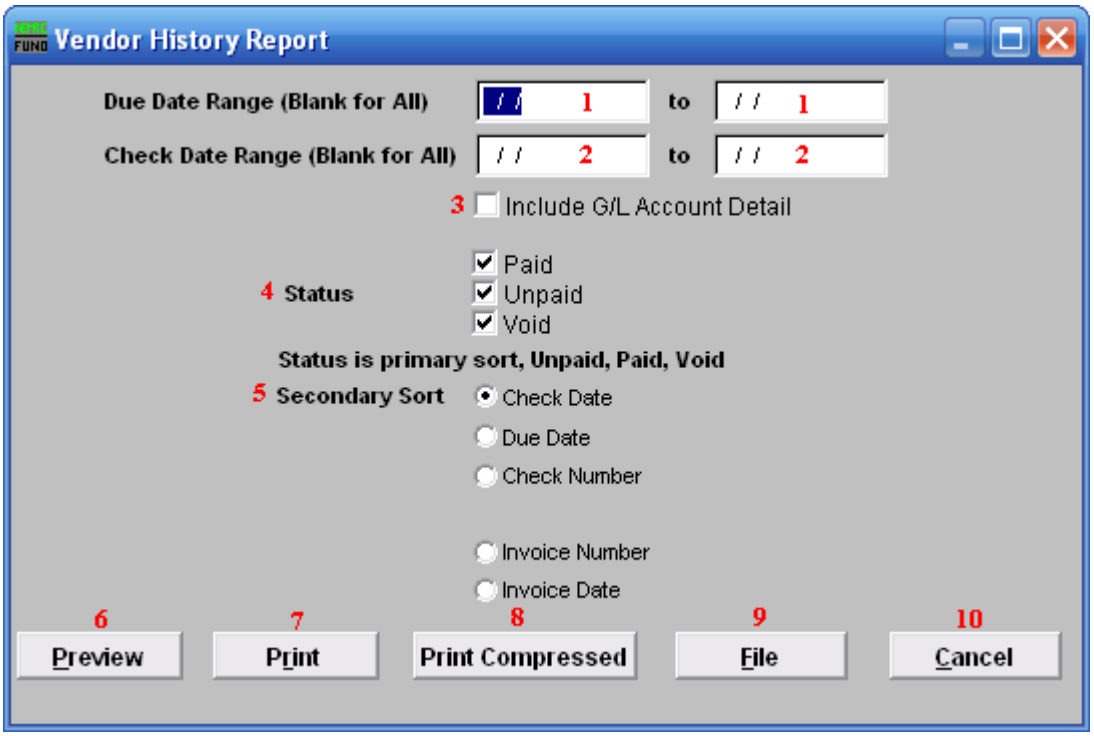
5. **Wednesday/Friday Weekly Format OR Monthly/Quarterly Format:** This will be specified by the State of VT.

6. **OK:** Click this button to save changes.

7. **Cancel:** Click this button to not save changes.

History

Clicking on the History report button will allow you to gather information for the selected Vendor for a selected due date range and check date range.



1. **Due Date Range (Blank for All):** You may enter a due date range of invoices for reporting.

2. **Check Date Range (Blank for All):** You may enter a check date range for reporting.

3. **Include G/L Account Detail:** Click this box to report the reference accounts used on this report.

4. **Status:** Click on each status condition for which you would like to report.

5. **Secondary Sort:** Select one method of secondary sort to report the information collected.

6. **Preview:** Click this button to preview this report. Refer to GENERAL PREVIEW for more information.

7. **Print:** Click this button to print this report. Refer to GENERAL PRINTING for more information.

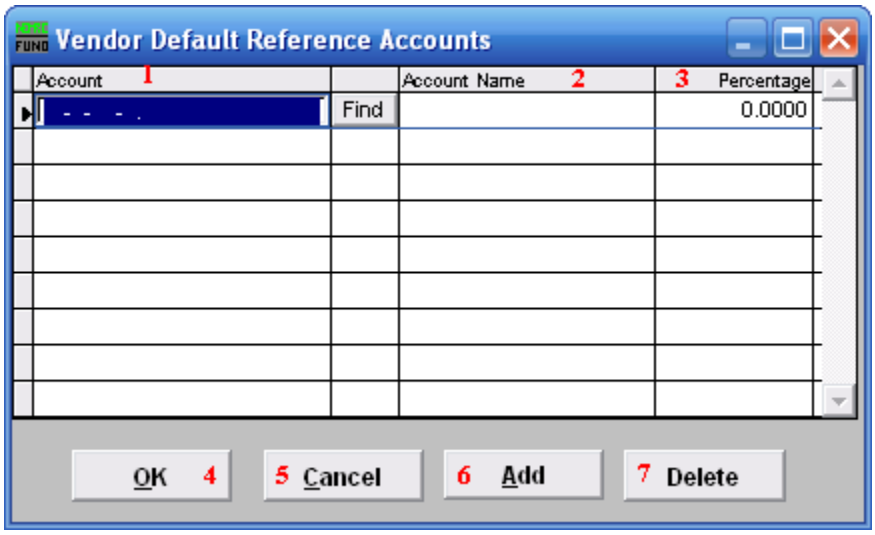
8. **Print Compressed:** Click this button to print the report. This is different from the "Print" option in that it will use less paper for the same report.

9. **File:** Click this button to save this report on this computer. Refer to GENERAL FILE for more information.

10. **Cancel:** Click "Cancel" to cancel and return to the previous screen.

Accounts

Click the Accounts button to choose General Ledger accounts to be set up as default accounts for this Vendor. This option can also be set up for automatic distribution of an invoice amount to be spread over several accounts by percentage. An example would be a phone Vendor that you would set up for different departments, split according to percentages already decided. The office general ledger account would be set up for 60 percent of the total bill, the town garage with 20 percent of the total bill and the sewer department with 20 percent of the total bill. The percentages must add up to 100 percent.



1. **Account:** Enter a General Ledger reference account to default on this Vendors invoices.

2. **Account Name:** This column will display the description of the account as defined in the General Ledger.

3. **Percentage:** Enter a default percentage of the invoice amount to charge against this account.

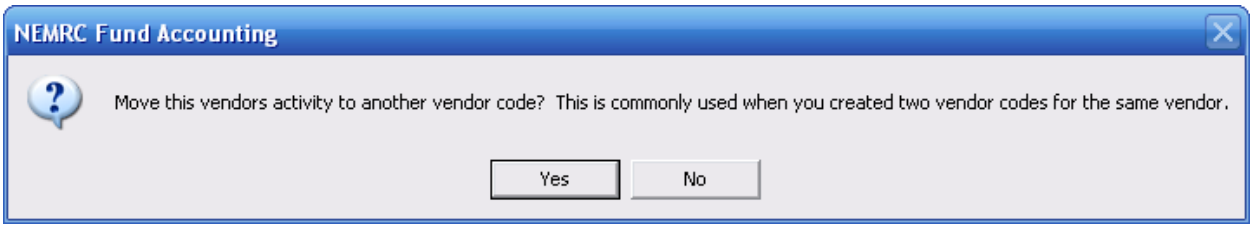
4. **OK:** Click this button to save the changes.

5. **Cancel:** Click this button to not save the changes.

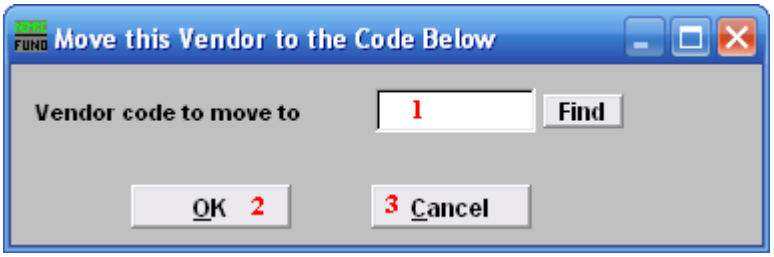
6. **Add:** Click this button to add additional reference accounts.

7. **Delete:** Select an account from the table and click this button to remove it from the table.

Del… Move…



Choose "Yes" to merge this Vendor with another existing Vendor. Choose "No" if you wish to simply delete this Vendor. If you chose "Yes" the following window will appear:

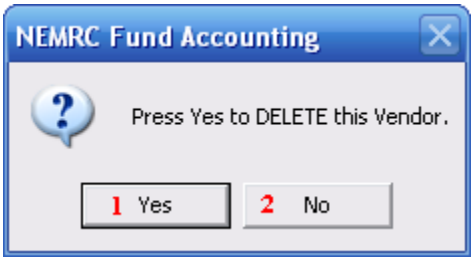


1. **Vendor code to move to:** Enter a valid Vendor code or click FIND to select a Vendor for combining data with.

2. **OK:** Click this button to save changes.

3. **Cancel:** Click this button to not save changes.

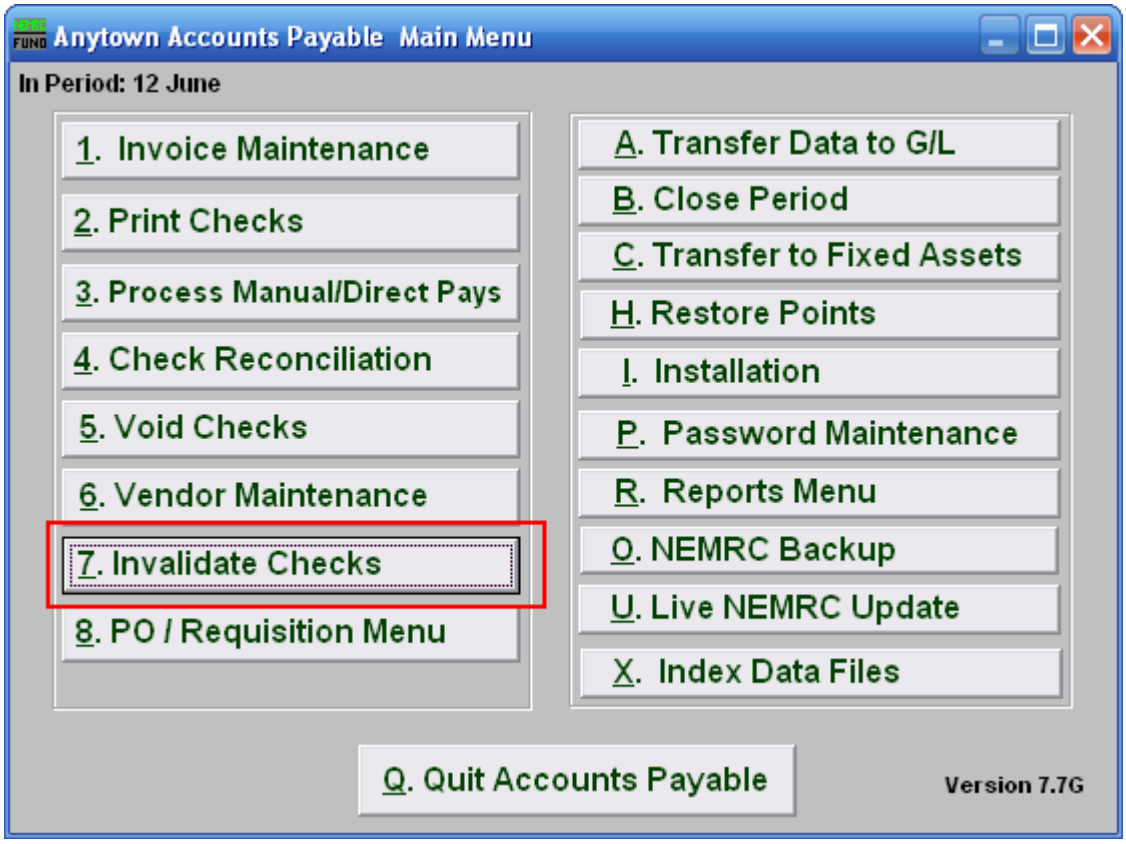
If you chose "No," or after you choose "OK," the following window will appear:



1. **Yes:** Click this button to delete the Vendor from the system.

2. **No:** Click this button to not delete the Vendor from the system.

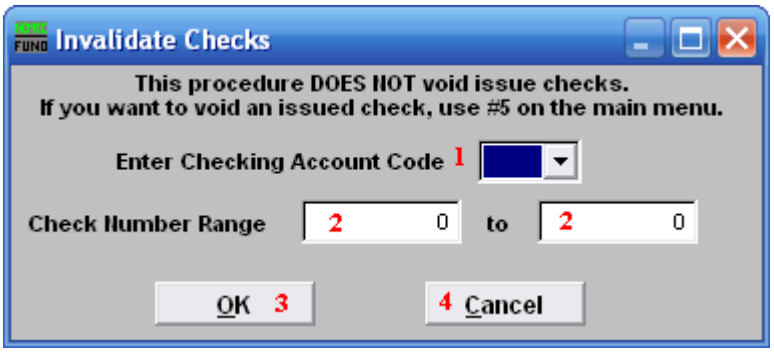
7. Invalidate Checks



Click on "7. Invalidate Checks" from the Main Menu and the following window will appear:

Accounts Payable

Invalidate Checks



1. **Enter Checking Account Code:** Enter the Checking Account Code or use the drop down arrow to select from there.

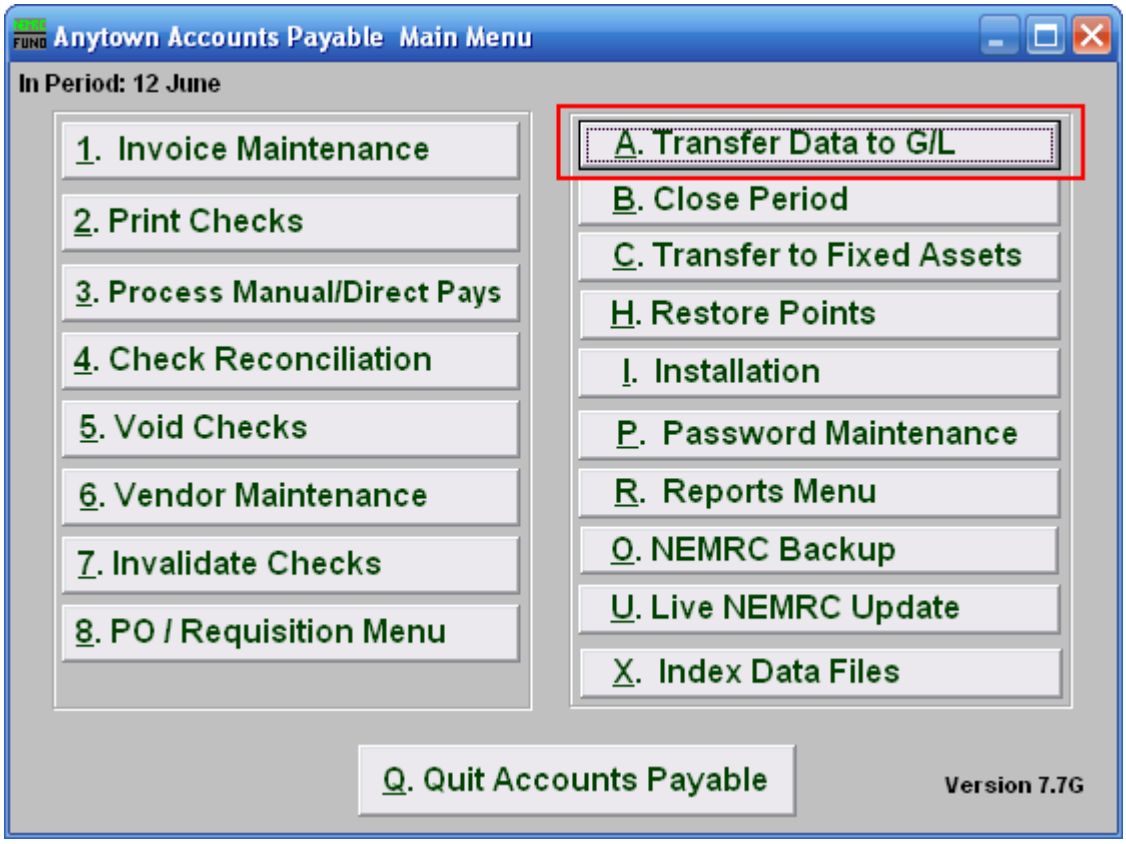
2. **Check Number Range:** Enter the Check Number Range you wish to invalidate.

3. **OK:** Click “OK” to accept and return to the Main Menu.

4. **Cancel:** Click “Cancel” to cancel and return to the Main Menu.

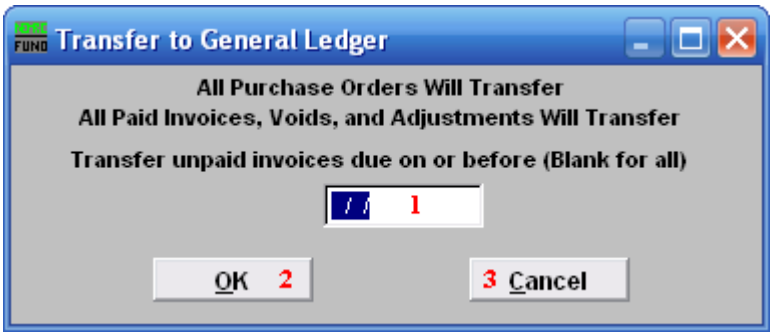
The purpose of this function is to create a record of checks that can be reported as voided check when an event has happened to render the check unusable.

A. Transfer Data to G/L



Click on "A. Transfer Data to G/L" from the Main Menu and the following window will appear:

Transfer Data to G/L



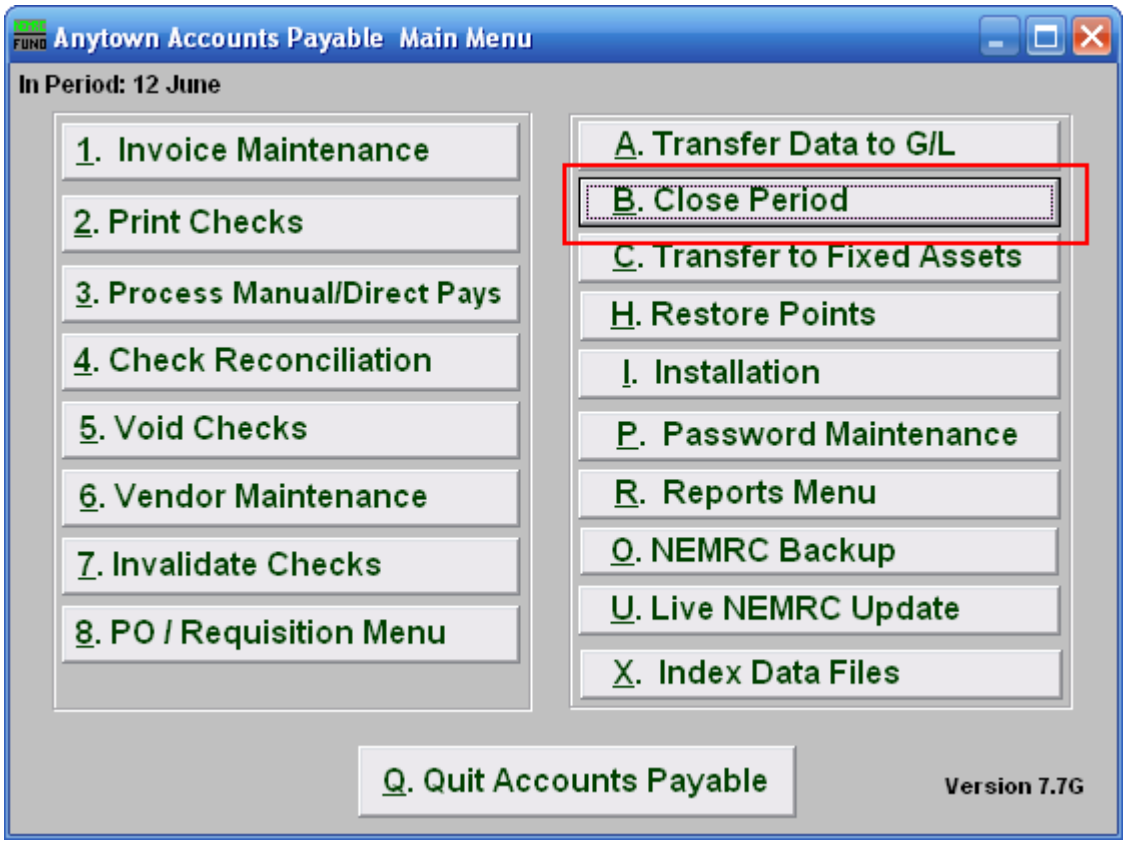
1. **Transfer unpaid invoices due on or before:** During Invoice Maintenance you enter the due date of an invoice. If your intention is to only transfer paid invoices then be sure to enter a date here. Enter a date for which invoices are due on or before to limit the transfer or leave Blank to have All be transferred.

2. **OK:** Click "OK" to accept and return to the Main Menu.

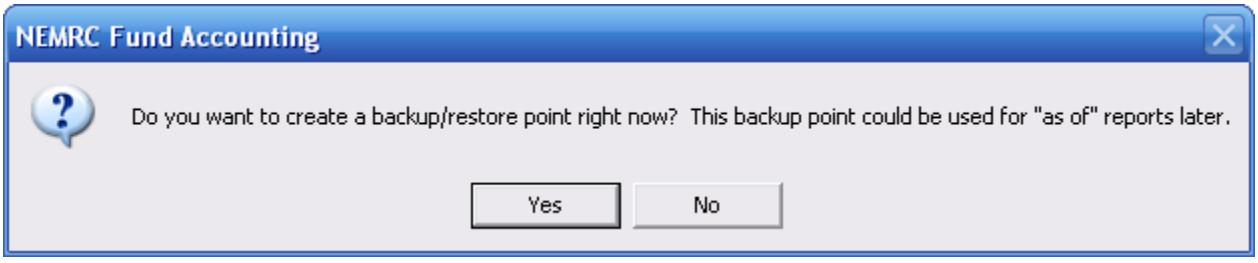
3. **Cancel:** Click "Cancel" to cancel and return to the Main Menu.

B. Close Period

Everything must be transferred to the General Ledger before you can close the period and fiscal year. This includes any invoices you have entered that are for the next fiscal year. If you have any un-invoiced PO's you must either invoice or un-receive them.



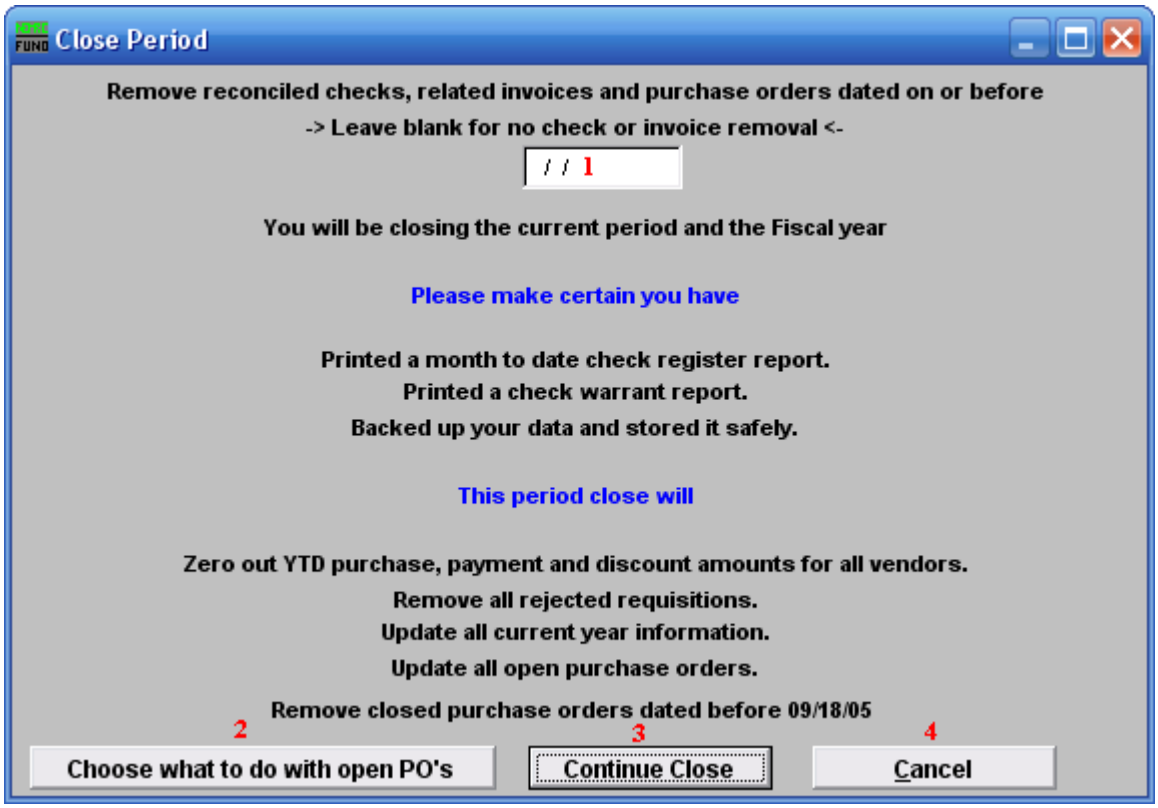
Click on "B. Close Period" from the Main Menu and the following window will appear:



You should choose "Yes" when this notice appears. It is always very important that you backup your data. Keep in mind that this only backs up the data for the module and entity that you are in. Keep in mind that Restore Points are not a substitute for the regular backup routine.

After the Restore Point is made, the following window will appear:

Close Period



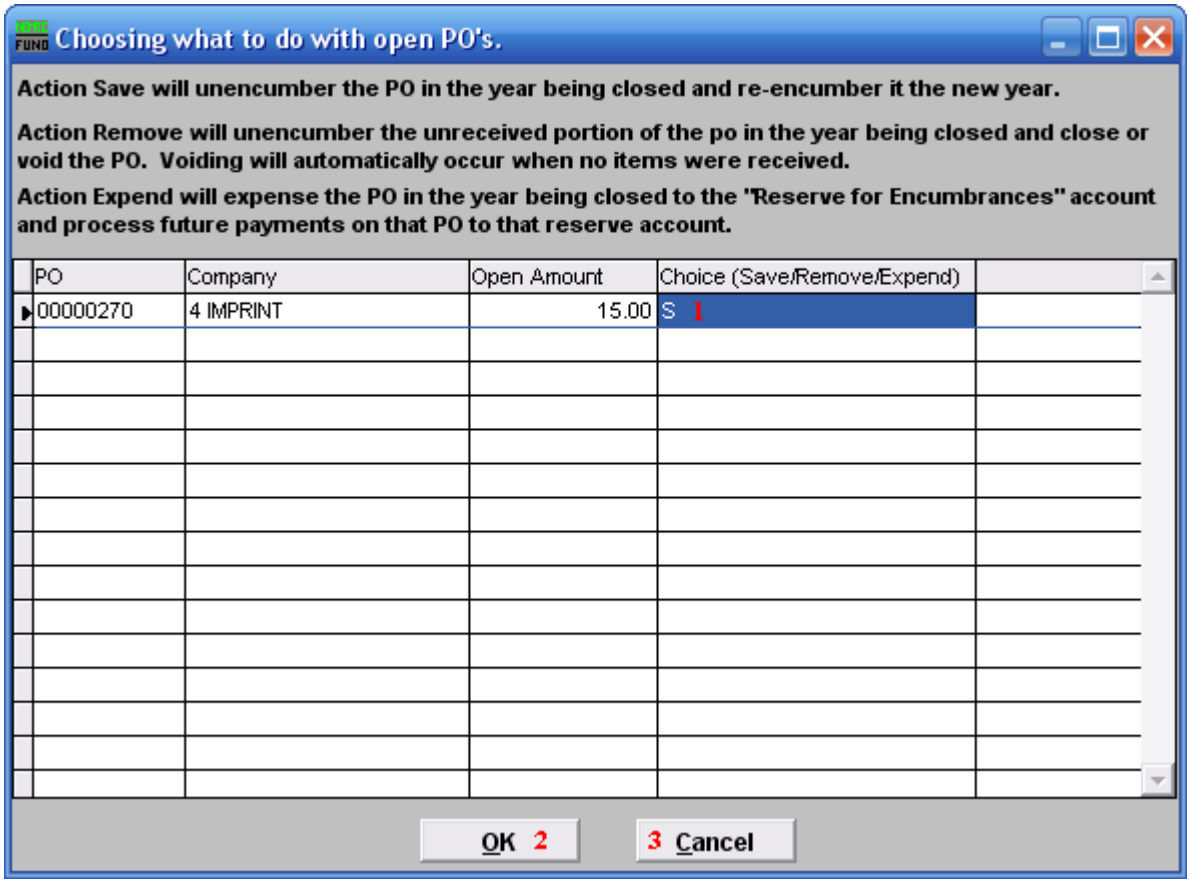
1. **Remove reconciled checks and related invoices…:** The recommendation is to retain 5 years worth of data with in your system as a minimum. If you are removing data during this close then note the choice you have made for a record of data removal. Not all messages shown here will appear. The actual messages are related to which period you are closing and the relationship to the calendar and fiscal year.

2. **Choose what to do with open PO's:** Click this button to decide what to do with any PO's that have not been received. The window shown below will appear.

3. **Continue Close:** Click this button to close the period. All reconciled checks and paid invoices will move to history files but do remain reportable. A report will print for anything that was transferred to the General Ledger during this close. If you are in the last period of the year, this will close the year as well.

4. **Cancel:** Click "Cancel" to cancel and return to the Main Menu.

Choose what to do with open PO's



1. **Choice:** Click the "Choice" column for each PO and enter "S" for Save, "R" for Remove, or "E" for Expend.

   S, Save: If you choose "S," it will disencumber the amount in the current General Ledger fiscal year and encumber it into the new fiscal year.

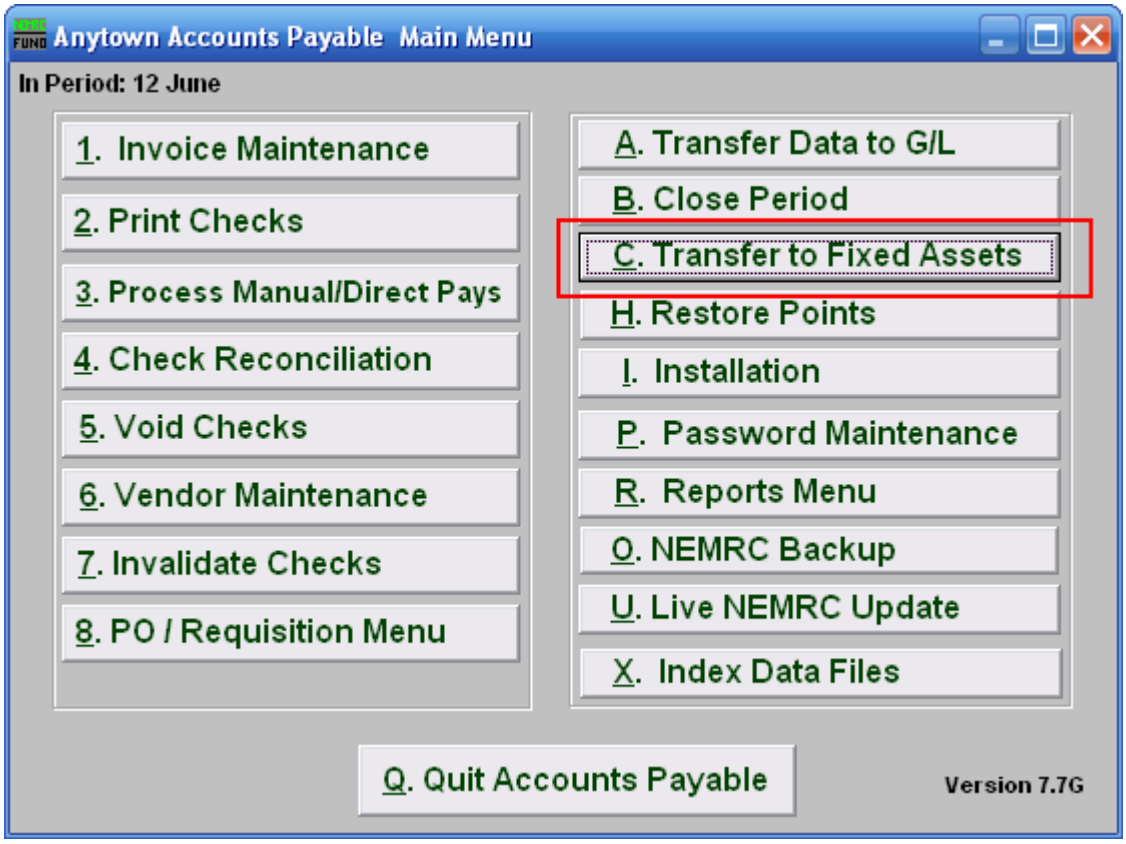
   R, Remove: If you choose "R," it will remove and disencumber the Purchase Order.

   E, Expend: If you choose E, it will disencumber the amount of the purchase order and expense the reference account against the Reserve for Encumbrance account. All future activity with this purchase order will reference the reserve account and NOT the expense account.

2. **OK:** Click "OK" to save the changes, and return to the previous screen.

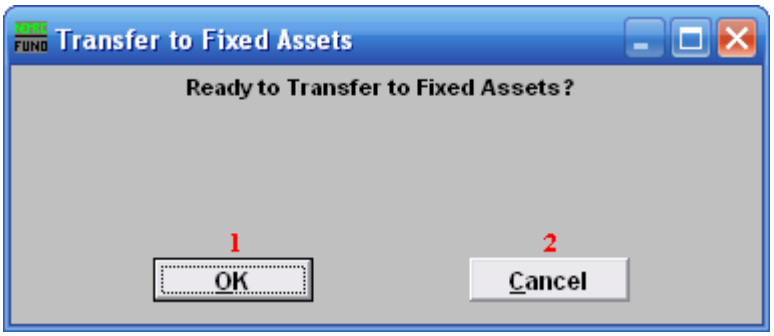
3. **Cancel:** Click "Cancel" to cancel and return to the previous screen.

C. Transfer to Fixed Assets



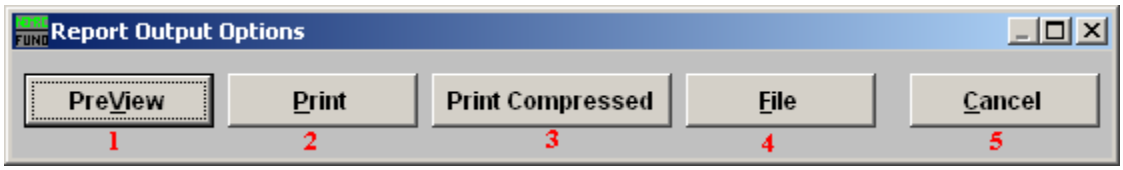
Click on "C. Transfer to Fixed Assets" from the Main Menu and the following window will appear:

Transfer to Fixed Assets



8. **OK:** Click "OK" when you are ready to Transfer to Fixed Assets.

9. **Cancel:** Click "Cancel" to cancel and return to the previous screen.



1. **PreView:** Click this button to preview. Refer to GENERAL PREVIEW for more information.

2. **Print:** Click this button to print. Refer to GENERAL PRINTING for more information.

3. **Print Compressed:** Click this button to print. This is different from the "Print" option in that it will use less paper for the same report.

4. **File:** Click this button to save on this computer. Refer to GENERAL FILE for more information.

5. **Cancel:** Click "Cancel" to cancel and return to the previous screen.

I. Installation

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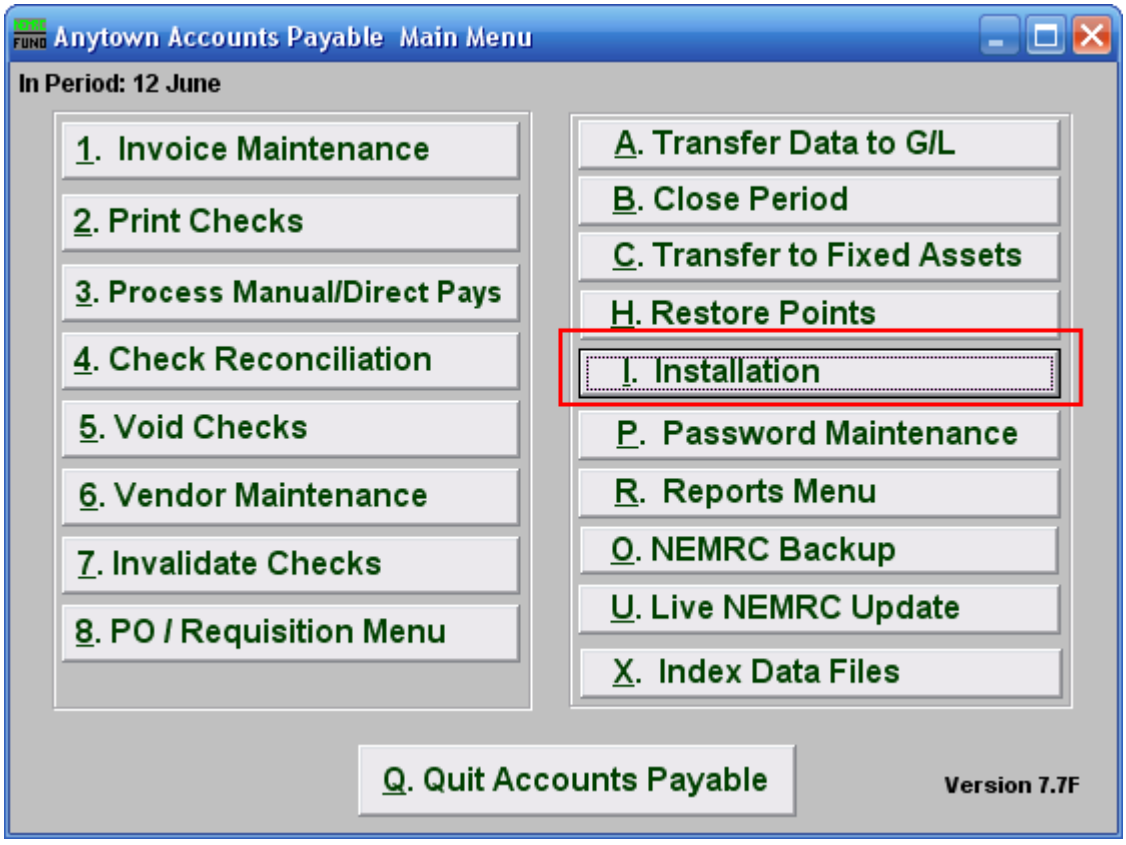
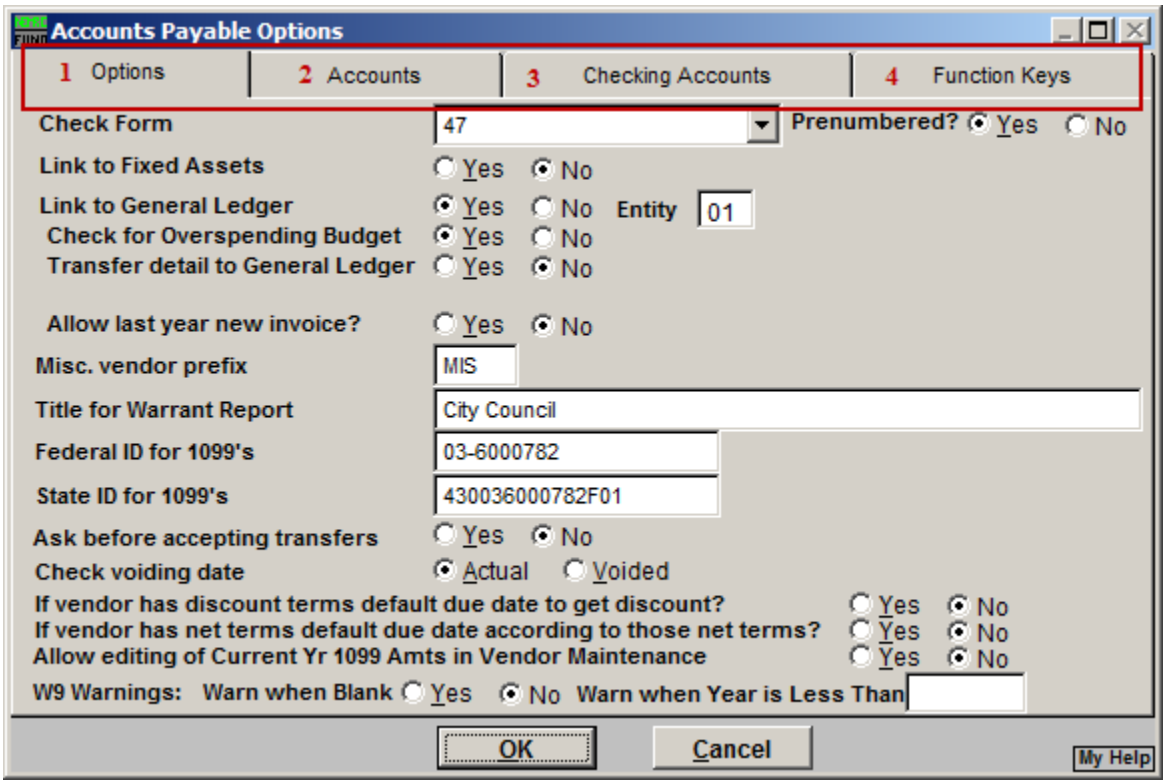


Click on “I. Installation” from the Main Menu and the following window will appear:

Installation

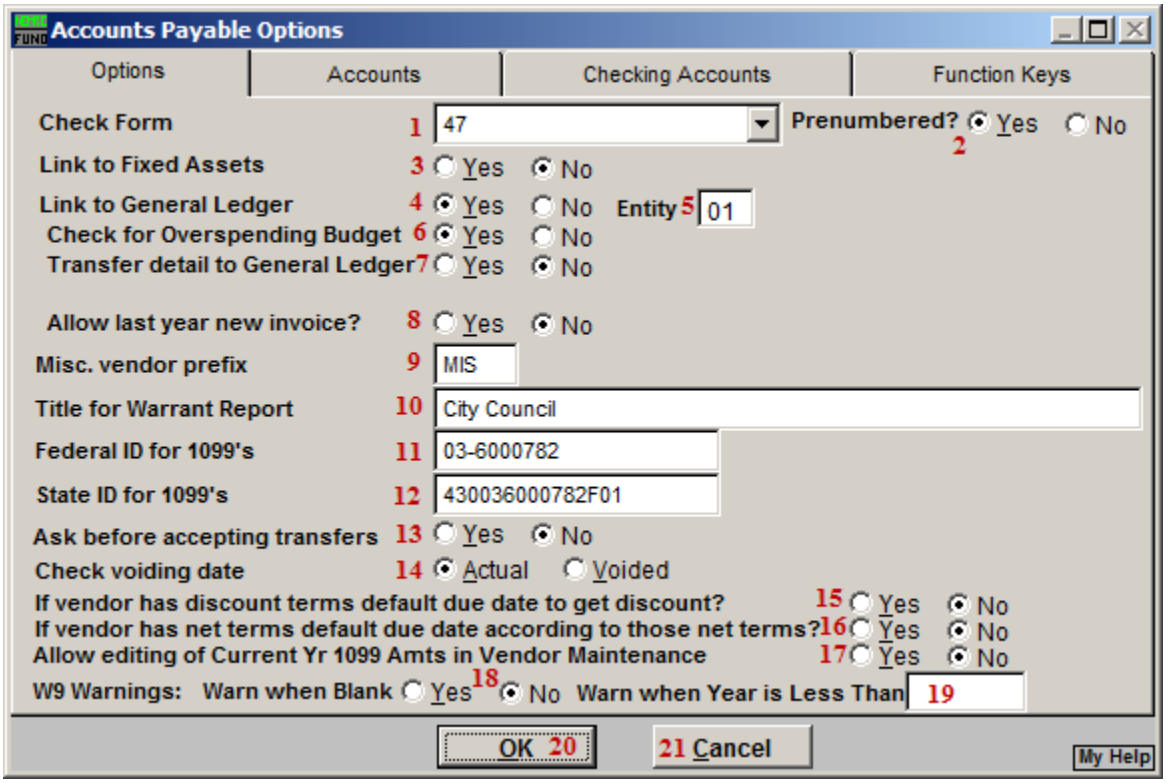


1. **Options:** Click on this tab to edit basic Accounts Payable options.
2. **Accounts:** Click on this tab to establish basic accounting definitions.
3. **Checking Accounts:** Click on this tab to define each checking account.
4. **Function Keys:** Click on this tab to edit key phrases that are linked to the function keys on your keyboard.

Refer to the section below that relates to your choice.

The "Options" tab

If you chose the "Options" tab, the following window will appear:



1. **Check Form:** NEMRC has many built in check forms. Consult support for guidance in selecting the correct check form for your organization.

2. **Prenumbered?:** Check whether you checks have pre-printed numbers assigned on the them. This is standard but not required with NEMRC.

3. **Link to Fixed Assets:** Accounts payable invoices used to purchase fixed assets can be captured and transferred to that module to save data entry.

4. **Link to General Ledger:** All activity can be posted to the general ledger when this link is turned on. This is commonly turned on.

5. **Entity:** This item determines which set of general ledger files to post the entries when the link is turned on.

6. **Check for Overspending Budget: T**he system can test the budget balance in the general ledger during invoice entry and warn if budget will be exceeded.

7. **Transfer detail to General Ledger:** Postings to the general can be done in cumulative value mode or invoice/check number detail reference.

8. **Allow Last Year New Invoice:** Selecting "Yes" will allow the creation of a new Invoice dated for the previous year.

9. **Misc. Vendor prefix:** This value allows all invoice entry for Vendor number that begin with the same prefix to be paid with out requiring a permanent Vendor record.

10. **Title for Warrant Report:** What controlling board name should appear on the warrant to pay presented to the treasurer?

11. **Federal ID for 1099's:** Your organizations federal EIN number.

12. **State ID for 1099's:** Your organizations state identification number.

13. **Ask before accepting transfers:** NEMRC has other modules that can transfer invoicing into accounts payable. Should these invoices automatically be added to the AP system or when you allow them to be. This is usually set to yes.

14. **Check voiding date:** The date of the transaction transferred to the general ledger for void checks can be the original check date or the date of the void. The void will post to the period it is accepted into the general ledger and usually is set to the date voided.

15. **If Vendor has discount…:** Control the due date for payment according to discount information from Vendor set up.

16. **If Vendor has net…:** Control the due date for payment according to net pay information from Vendor set up.

17. **Allow editing of current…:** Select "Yes" to allow editing of current year 1099 amounts from "6. Vendor Maintenance."

18. **W9 Warnings: Warn When Blank:** Selecting "Yes" will cause a warning message to appear when entering "1. Invoice Maintenance." Selecting "No" will not have the warning message appear. This message states that the Vendor's W9 information is blank.

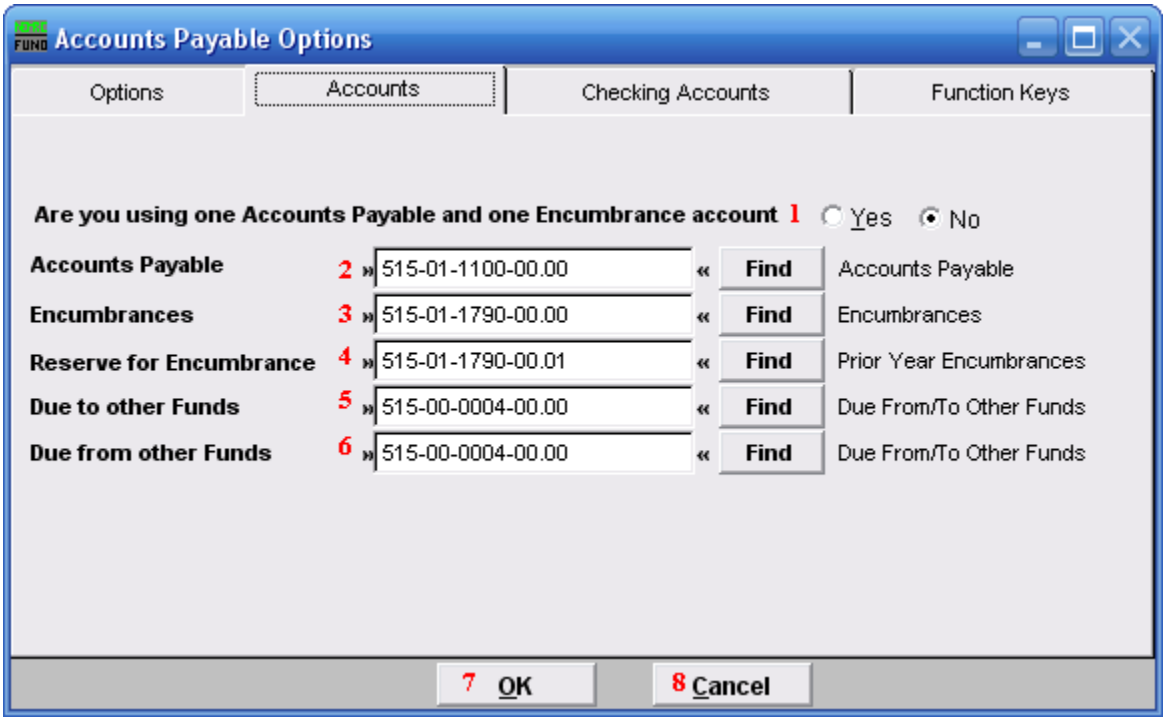
19. **Warn When Year is Less Than:** Entering a value here will cause the system to test if the vendor file W9 year is equal to or great than this value. A warning will appear in "1. Invoice Maintenance" if it is not. No test will be performed if the value here is empty.

20. **OK:** Click "OK" to save changes and return to the previous menu.

21. **Cancel:** Click "Cancel" to cancel and return to the previous menu.

The "Accounts" tab

If you chose the "Accounts" tab, the following window will appear:



1. **Are you using one…:** This option allows you to have the system post to uniform accounts within each defined fund in the general ledger. The accounts must be exactly the same in each fund except the fund digits. This is best practice but not required.

2. **Accounts Payable:** Define the liability account number to represent unpaid invoices.

3. **Encumbrances:** Define the liability account number to represent AP encumbrance values. This is most commonly used with purchase orders.

4. **Reserve for Encumbrance:** Define the liability account number to represent values expensed in prior years without an invoice. This is most commonly used with purchase orders during year end close.

5. **Due to other Funds:** Define the asset account to represent interfund activities. The system automatically posts cross fund entries. The use of one asset account for both due to and due from is recommended.

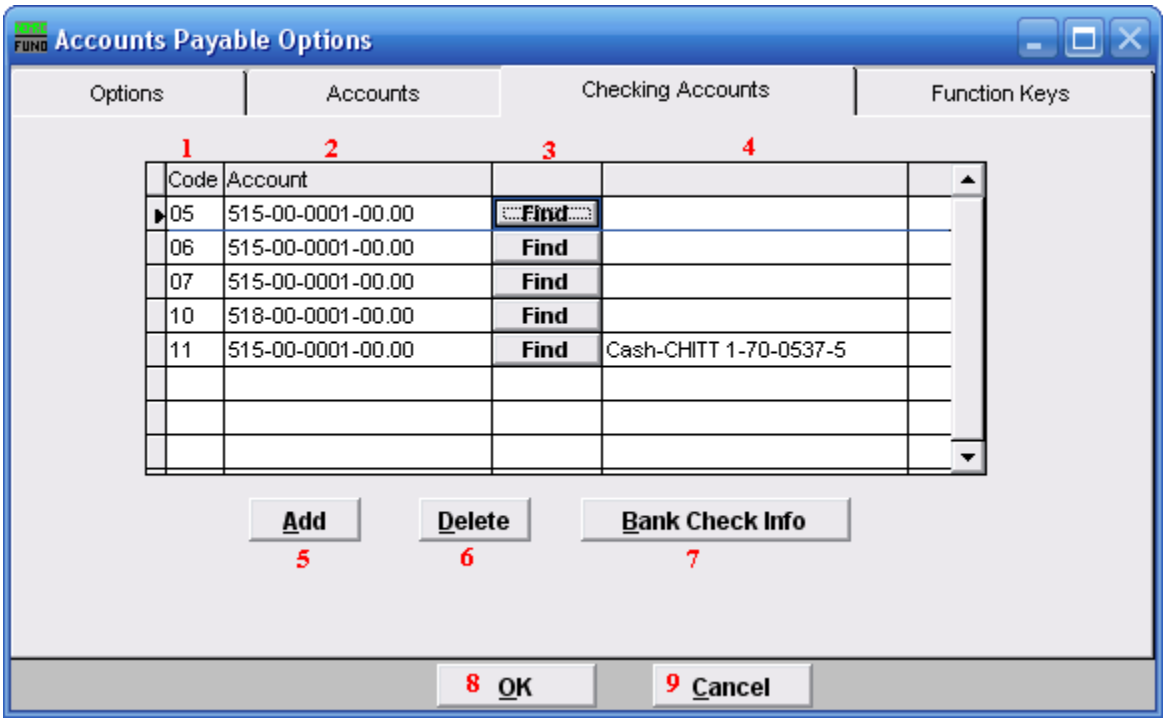
6. **Due from other funds:** Define the liability account to represent interfund activities. The system automatically posts cross fund entries. The use of one asset account for both due to and due from is recommended.

7. **OK:** Click “OK” to save changes and return to the previous menu.

8. **Cancel:** Click “Cancel” to cancel and return to the previous menu.

The "Checking Accounts" tab

If you chose the "Checking Accounts" tab, the following window will appear:



1. **Code:** Define a two character code to track each general ledger checking account.

2. **Account:** Select the general ledger asset account that represents this checking account for posting activities.

3. **Find:** Click the "Find" button to locate the general ledger to define in item 2.

4. The general ledger account description will show in this field.

5. **Add:** Click this button to add another Checking Account Code to the system.

6. **Delete:** Click this button to delete a selected checking account from the system.

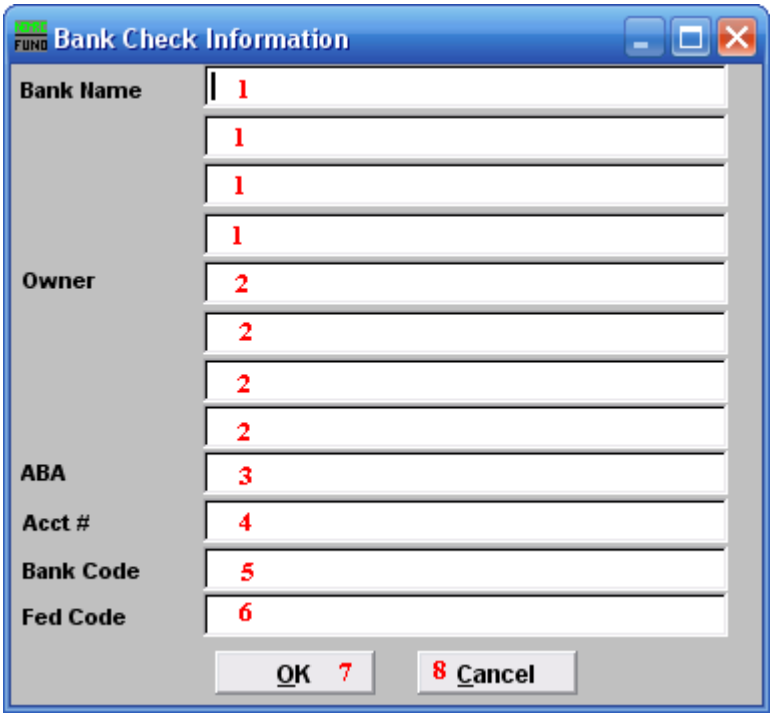
7. **Bank Check Info:** Click on a Checking Account Code, and click on this button. A screen will appear where you may edit the Bank Check Information. Refer to the Bank Check Info screen below.

8. **OK:** Click "OK" to save changes and return to the previous menu.

9. **Cancel:** Click "Cancel" to cancel and return to the previous menu.

Bank Check Information

If you chose a Checking Account Code and are using blank check stock, then clicked on "Bank Check Info" and the following window will appear:



1. **Bank Name:** Enter the banking institution information that needs to show on your check. The name and location of the servicing branch is most common.

2. **Owner:** Enter the business name to appear on the check. This is commonly the name appearing on the checking account at the bank.

3. **ABA:** Enter the ABA number of the bank. This prints on the bottom of the check.

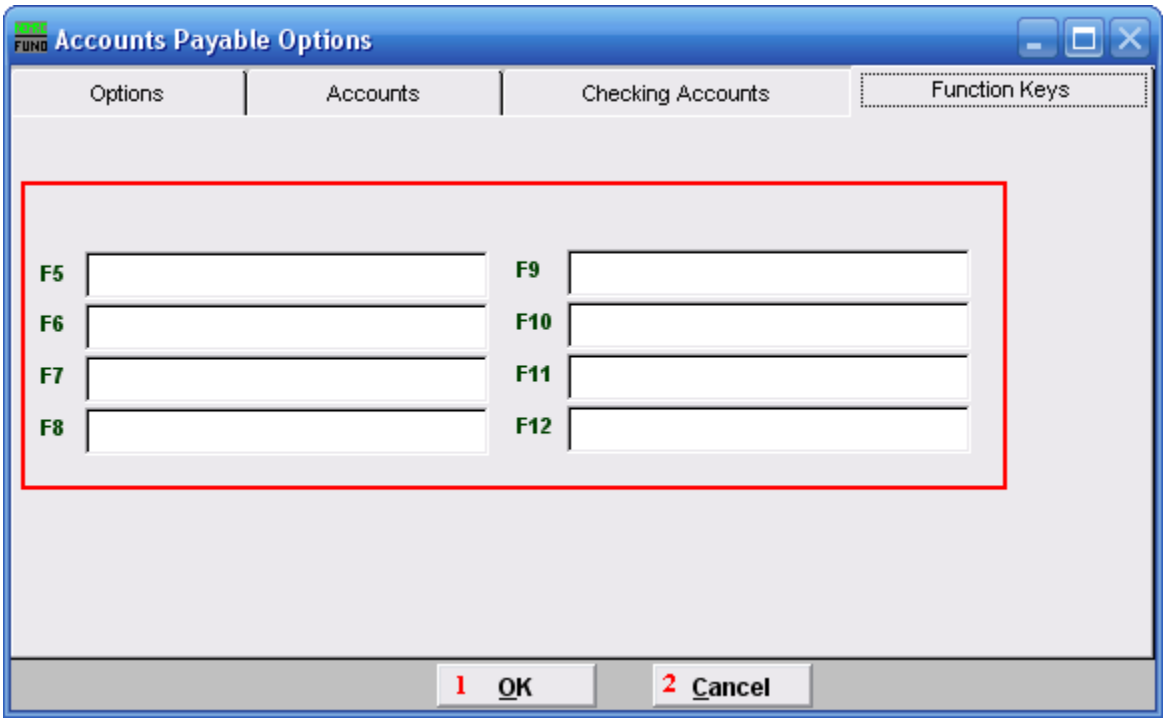
4. **Acct #:** Enter the account number at the bank. This prints on the bottom of the check.

5. **Bank Code:** Enter the bank code to appear on the top of check.

6. **Fed Code:** Enter the federal code to appear on the top of the check.

The "Function Keys" tab

If you chose the "Function Keys" tab, the following window will appear:



Function Keys: These are used to set shortcuts for common phrases for easy use, and to save you from having to retype something multiple times. When a value is assigned from the point of the cursor placement the function key with the assignment can be used to populate fields.

Each of these fields are linked to the "Function key" that is to its left. This means that when you hit the "F_" key on the keyboard, the text you entered for that "Function key" will appear.

1. **OK:** Click "OK" to save changes and return to the previous menu.
2. **Cancel:** Click "Cancel" to cancel and return to the previous menu.

PO/Requisition Menu

8. PO/Requisition Menu: 1. Add/Edit Purchase Orders

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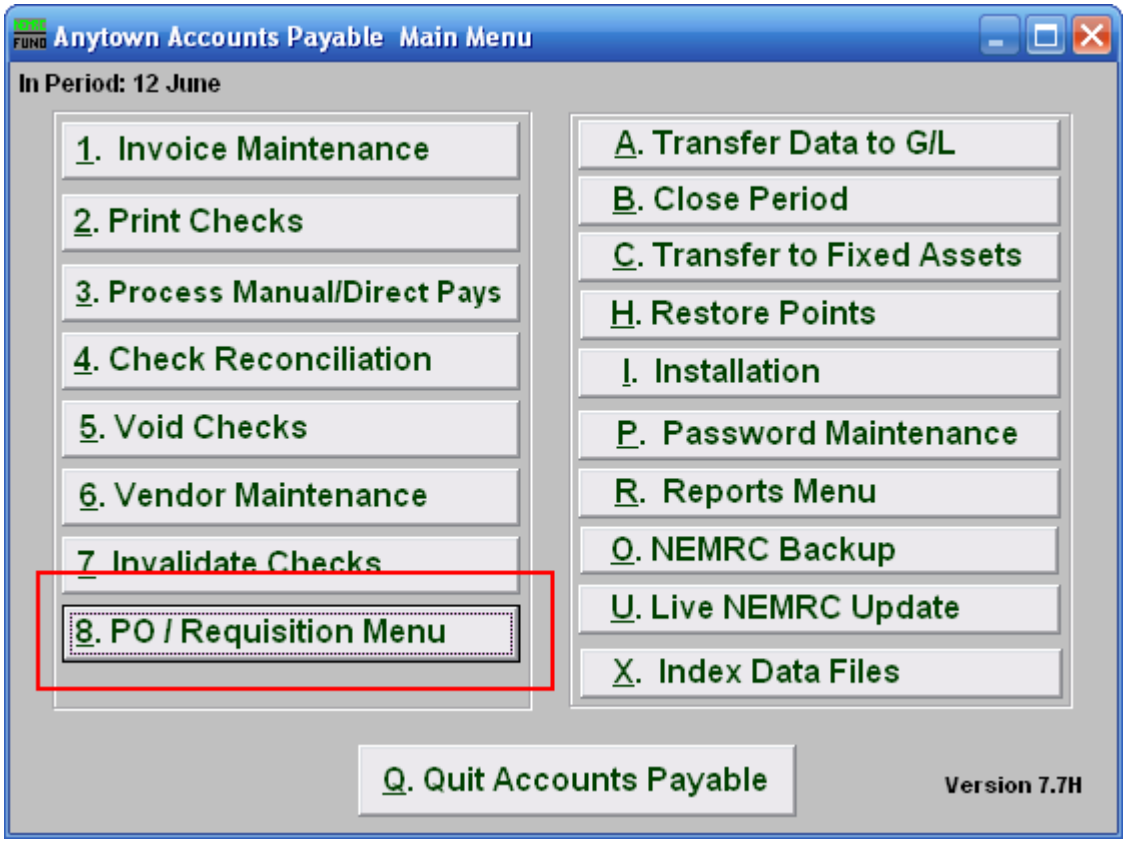
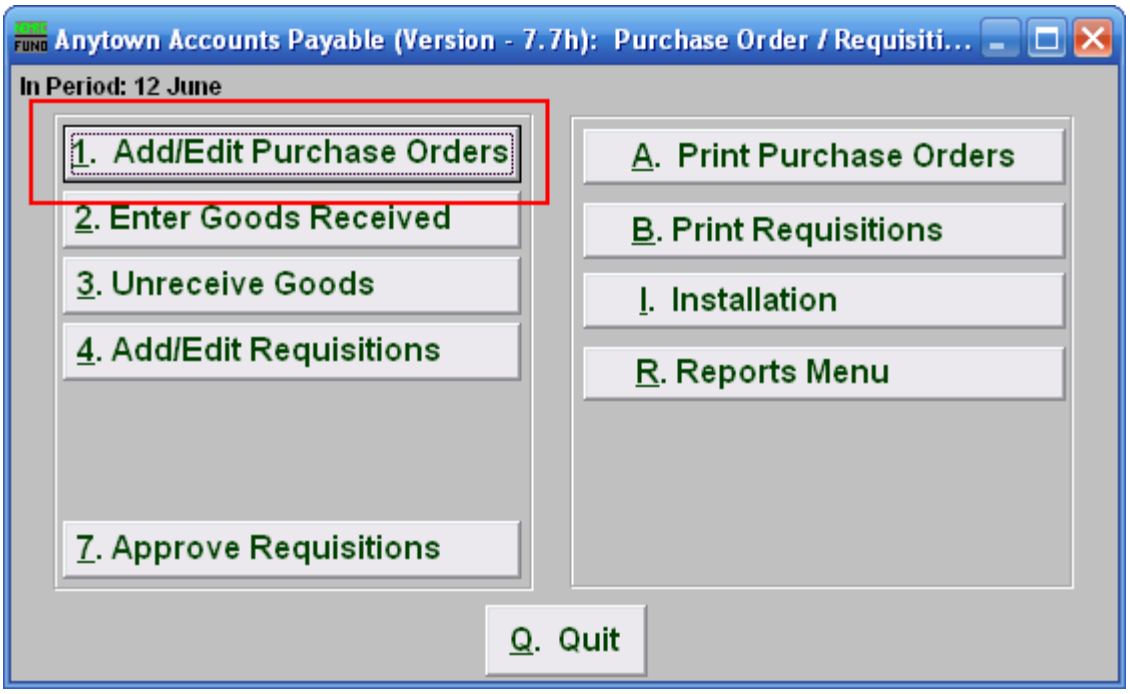


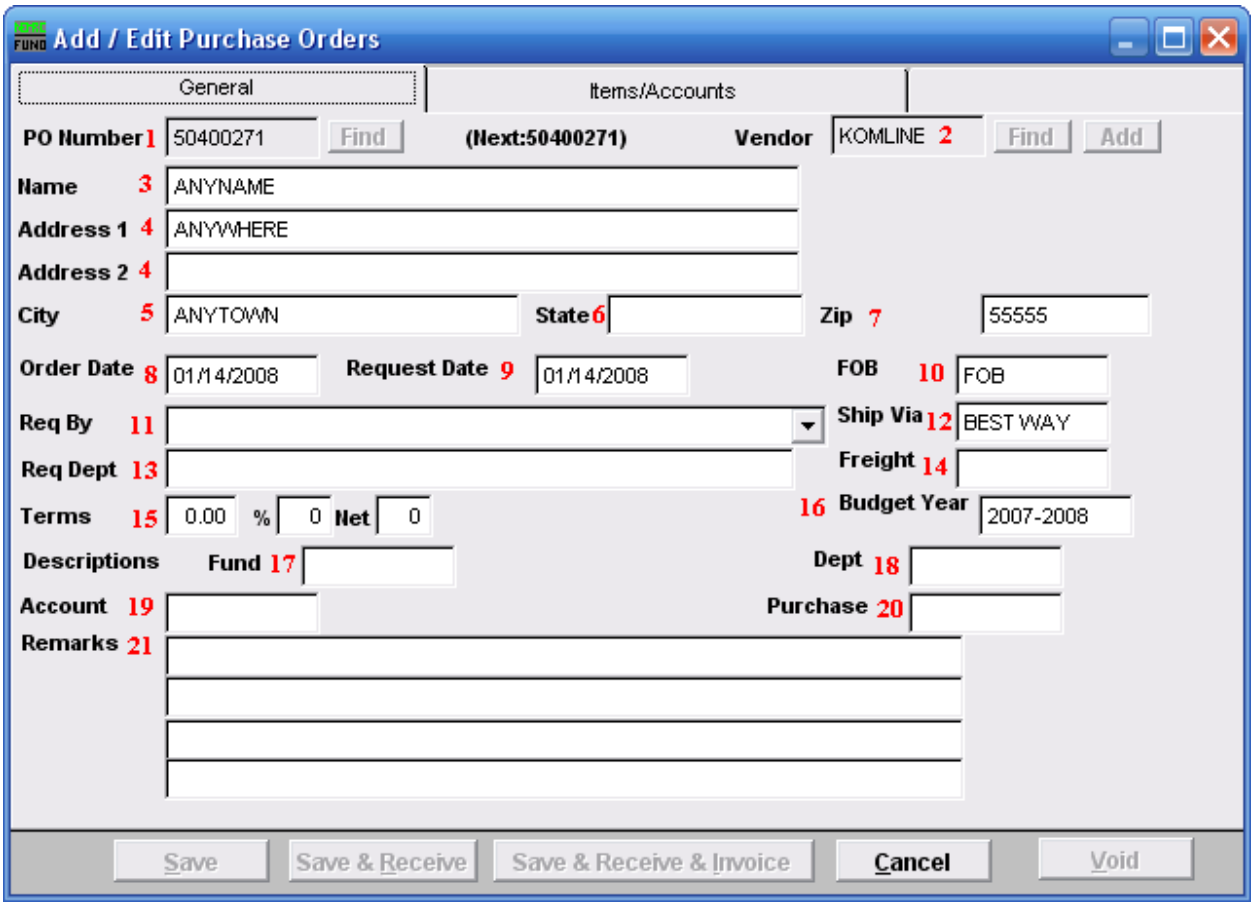
Click on "8. PO/Requisition Menu" from the Main Menu and the following window will appear:



Click on "1. Add/Edit Purchase Orders" from the PO/Requisition Menu and the following window will appear:

Add/Edit Purchase Orders

The "General" tab



10. **PO Number:** To create a new Purchase Order, enter the PO Number next to "(Next:…)" and then choose a Vendor.

    To Edit a previously existing Purchase Order, enter the PO Number, or click "Find" and select from there.

11. **Vendor:** If you create a new Purchase Order, you will have to choose a vendor before you may continue.

12. **Name:** Enter the name of the person this Purchase Order is for.

13. **Address 1/2:** Enter the address where this Purchase Order should be sent.

14. **City:** Enter the City.

15. **State:** Enter the State.

16. **Zip:** Enter the Zip Code.

17. **Order Date:** Enter the date that this Purchase Order was ordered.

18. **Request Date:** Enter the date that this Purchase Order was requested.

19. **FOB:** Enter the freight on board value.

20. **Req By:** Enter who requested the purchase.

21. **Ship Via:** Enter the preferred carrier.

22. **Req Dept:** Enter the requesting department.

23. **Freight:** Enter the carrier if delivery must be by truck.

24. **Terms:** Enter the billing terms.

25. **Budget Year:** Enter the budget year for this order.

26. **Fund:** Enter the fund this purchase is to be paid from.

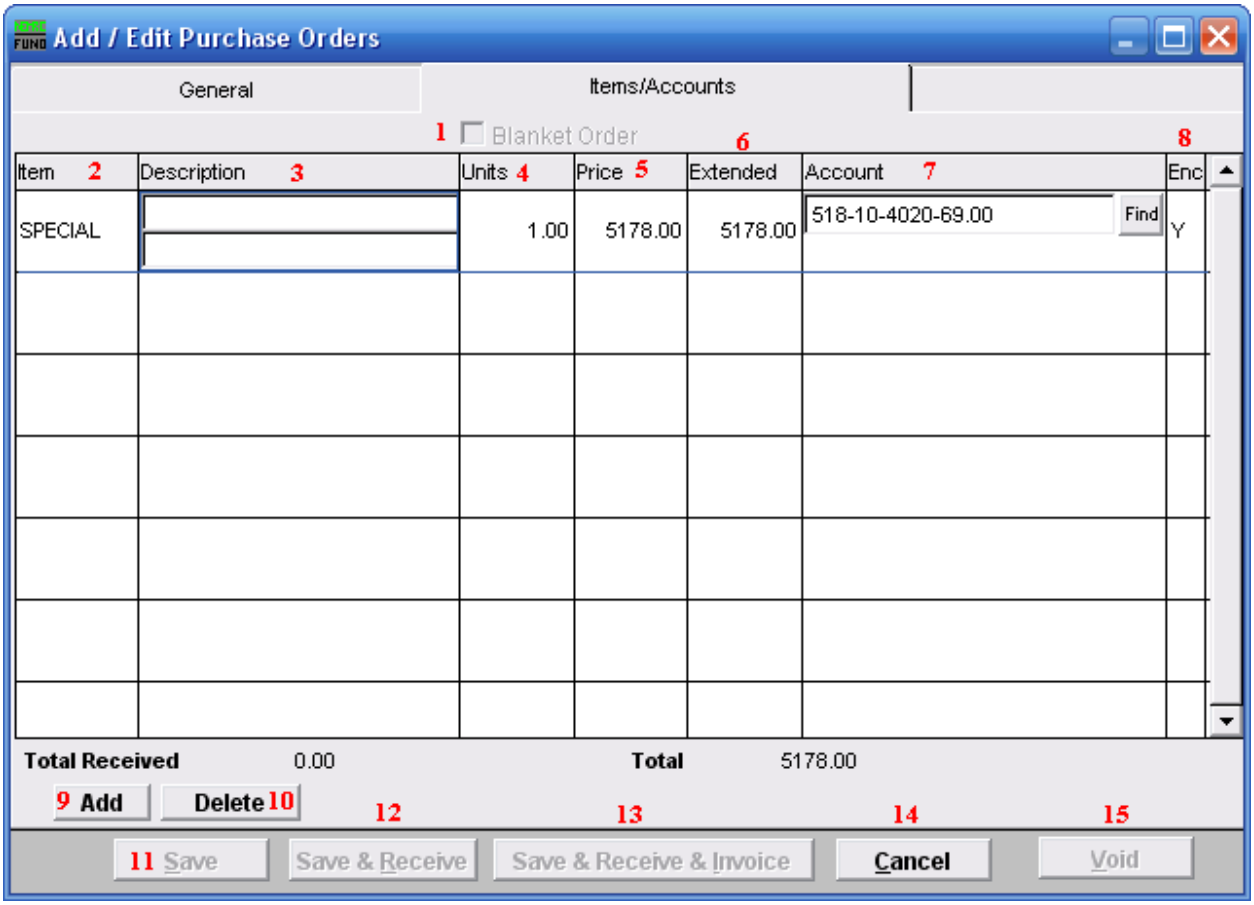
27. **Dept:** Enter the department this purchase is to be paid from.

28. **Account:** Enter the account this purchase is to be paid from.

29. **Purchase:** Enter the purchasing agent code.

30. **Remarks:** Enter any remarks to note about this purchase order.

The “Items/Accounts” tab



13. **Blanket Order:** If you check this box off, the screen will change. Refer to the section below for more information.

14. **Item:** Enter the item number ordered.

15. **Description:** Enter the description of the item.

16. **Units:** The number of units being bought.

17. **Price:** The price per unit for this Purchase Order.

18. **Extended:** The total price for this Purchase Order.

19. **Account:** The General Ledger fund account that this Purchase Order will be paid out of.

20. **Enc:** Enter a “Y” in this column to have the amount encumbered in the General Ledger, enter a “N” in this column to NOT have the amount encumbered in the General Ledger.

21. **Add:** Click “Add” to add a new item to the list, and fill in the appropriate information.

22. **Delete:** Click “Delete” to delete a selected item from the list.

23. **Save:** Click this button to Save this Purchase Order.

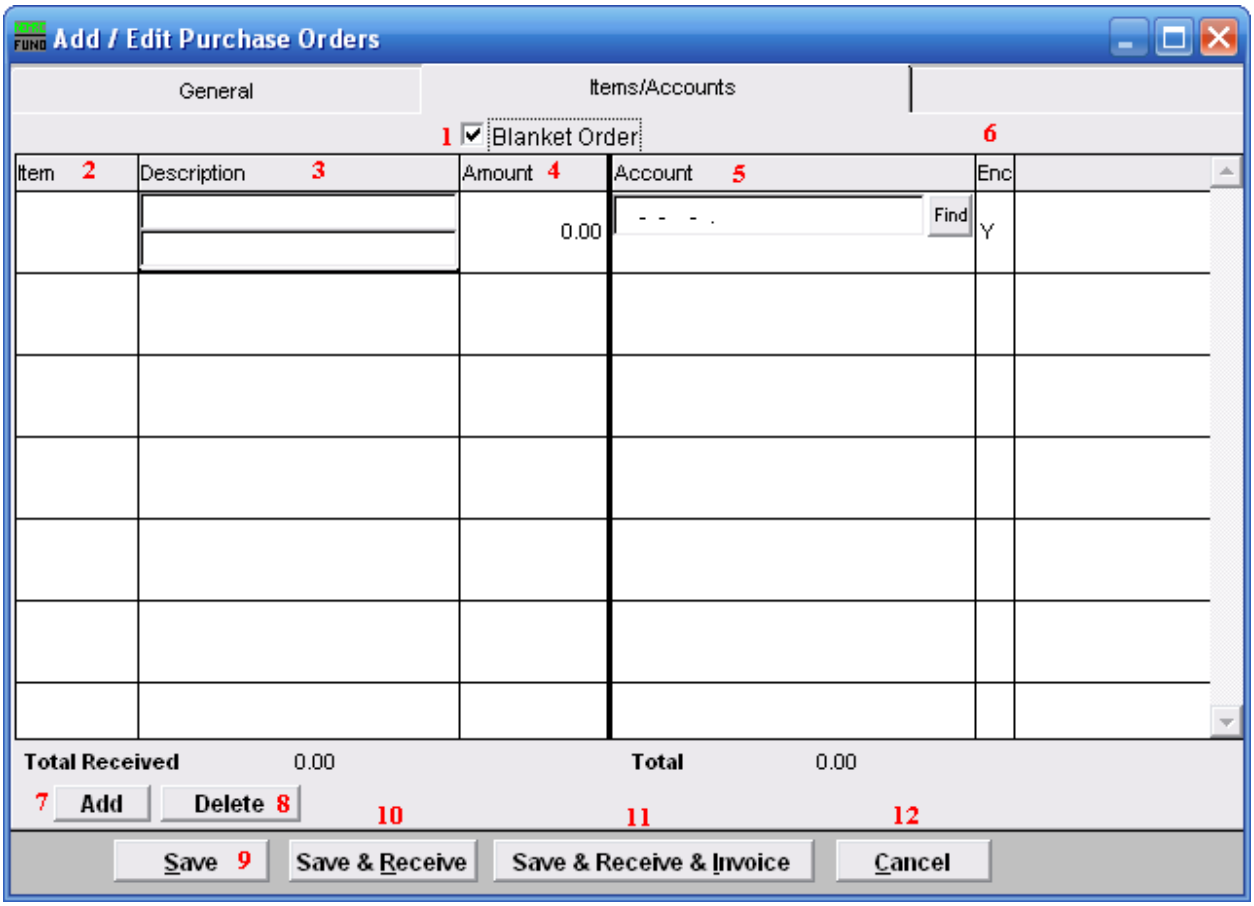
24. **Save & Receive:** Click this button to Save and Receive this Purchase Order.

25. **Save & Receive & Invoice:** Click this button to Save, Receive, and Invoice this Purchase Order.

26. **Cancel:** Click “Cancel” to cancel and return to the previous screen.

27. **Void:** When editing Purchase Orders, you may click this button to Void the Purchase Order you are working on.

Blanket Order



1. **Blanket Order:** Check this box when the Purchase Order is used for tracking dollars committed with out item quantities.

2. **Item:** Enter the item number ordered.

3. **Description:** Enter the description of the item.

4. **Amount:** Enter the total amount committed to the reference account being used on this line.

5. **Account:** The General Ledger fund account that this Purchase Order will be paid out of.

6. **Enc:** Enter a "Y" in this column to have the amount encumbered in the General Ledger, enter a "N" in this column to NOT have the amount encumbered in the General Ledger.

7. **Add:** Click "Add" to add a new item to the list, and fill in the appropriate information.

8. **Delete:** Click "Delete" to delete a selected item from the list.

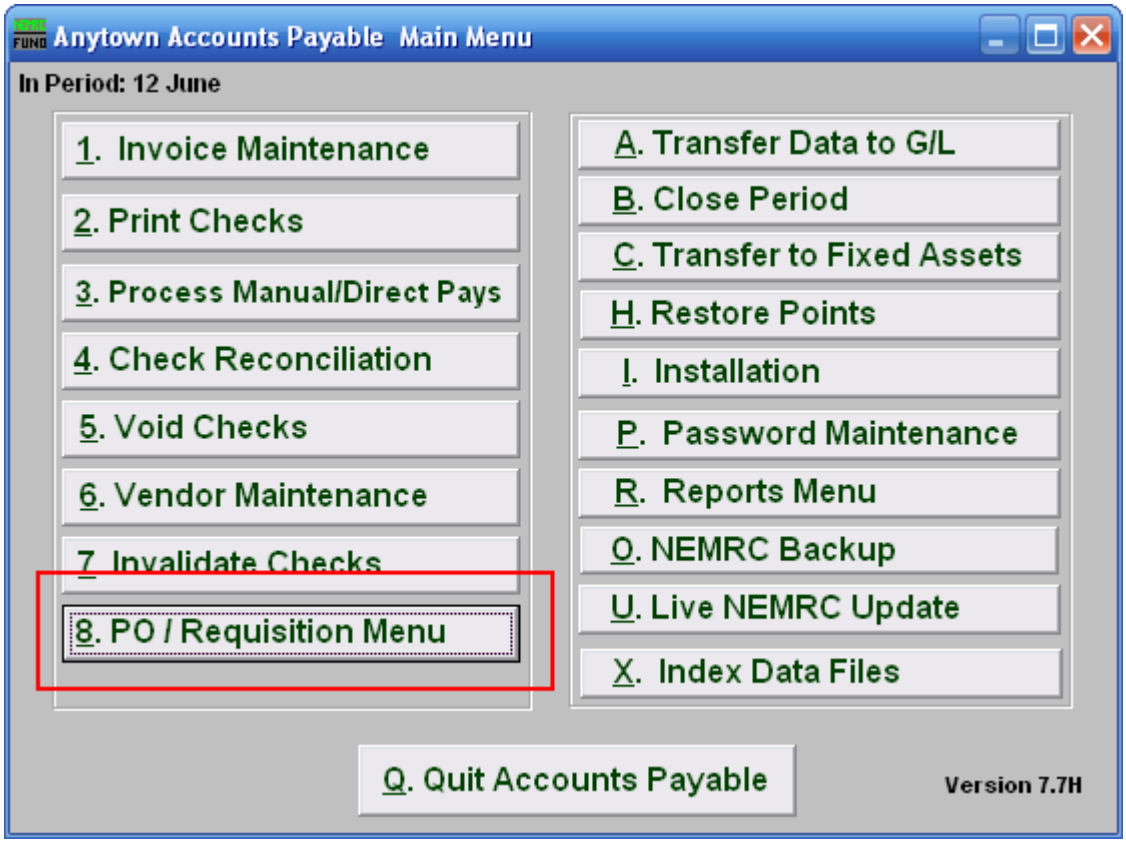
9. **Save:** Click this button to Save this Purchase Order.

10. **Save & Receive:** Click this button to Save and Receive this Purchase Order.

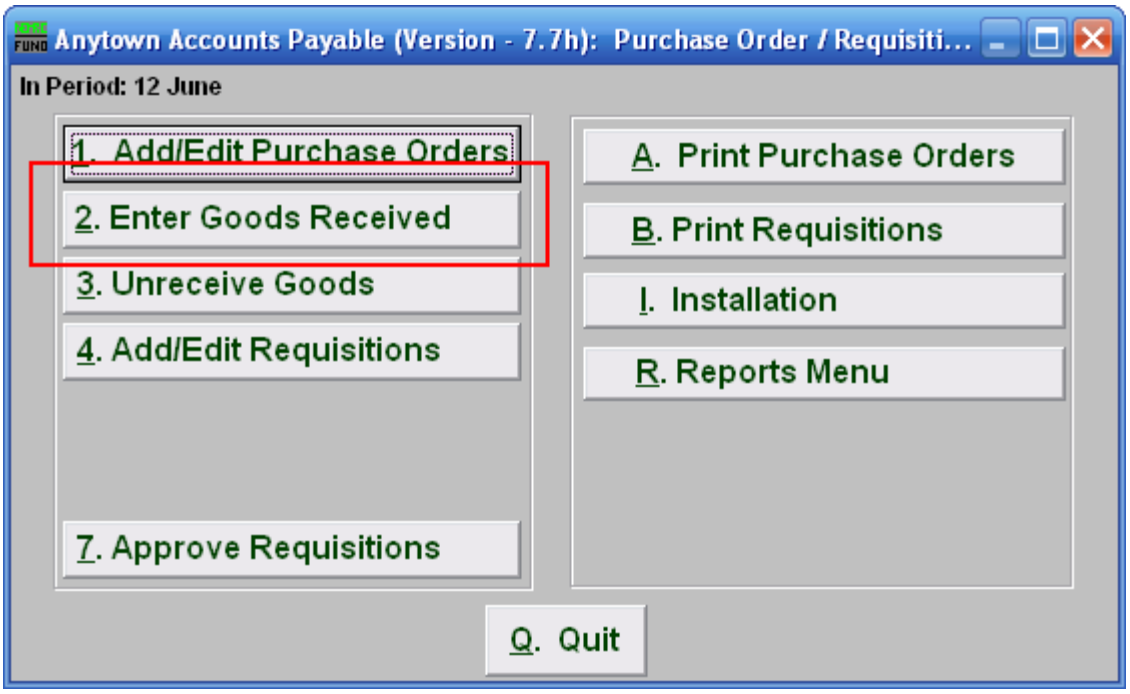
11. **Save & Receive & Invoice:** Click this button to Save, Receive, and Invoice this Purchase Order.

12. **Cancel:** Click "Cancel" to cancel and return to the previous screen.

8: PO/Requisition Menu: 2. Enter Goods Received

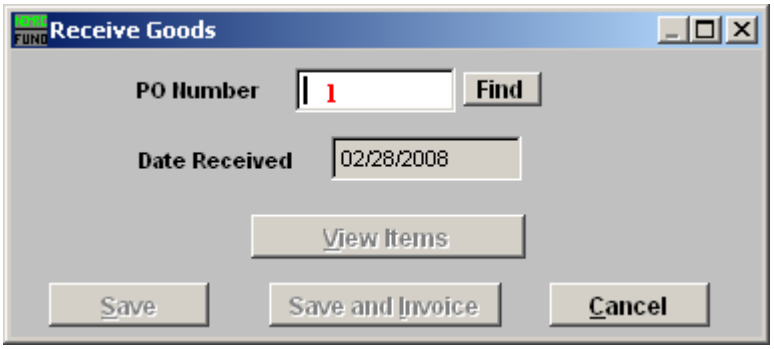


Click on "8. PO/Requisition Menu" from the Main Menu and the following window will appear:

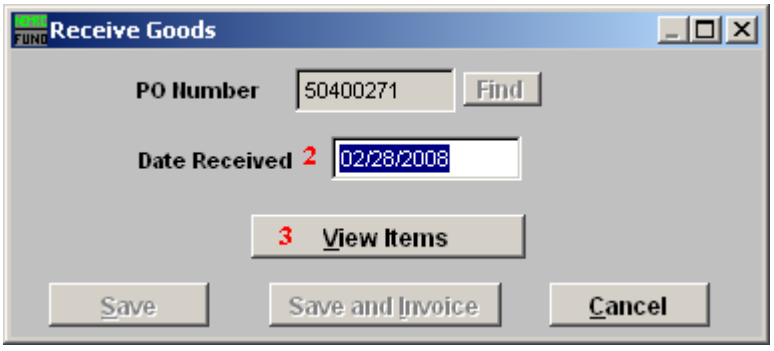


Click on "2. Enter Goods Received" from the PO/Requisition Menu and the following window will appear:

Enter Goods Received

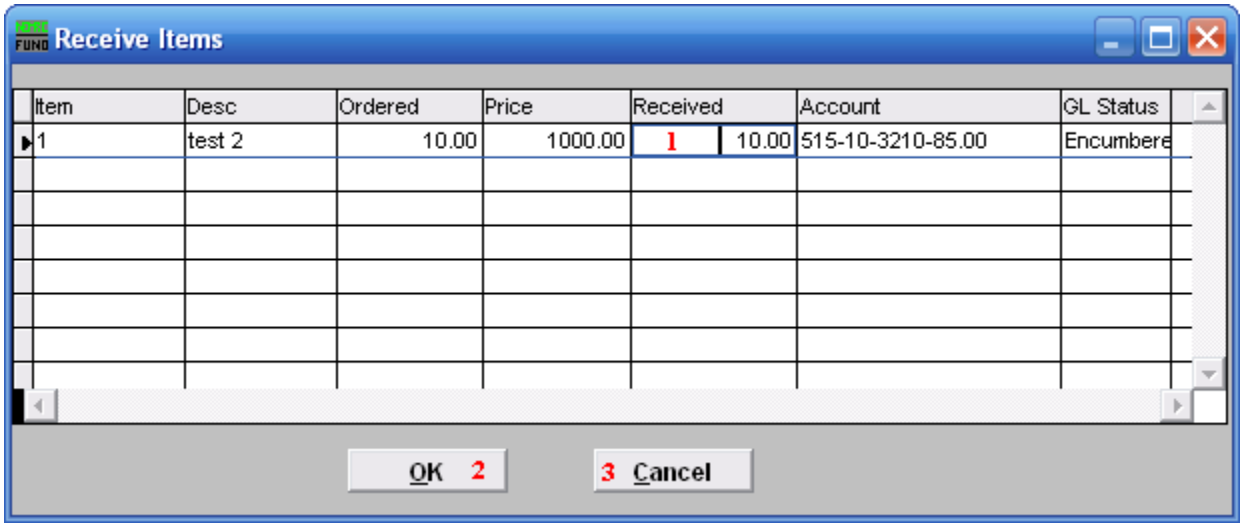


31. PO Number: Enter the Purchase Order Number for the goods received.



1. **Date Received:** Enter the Date that the goods were received.

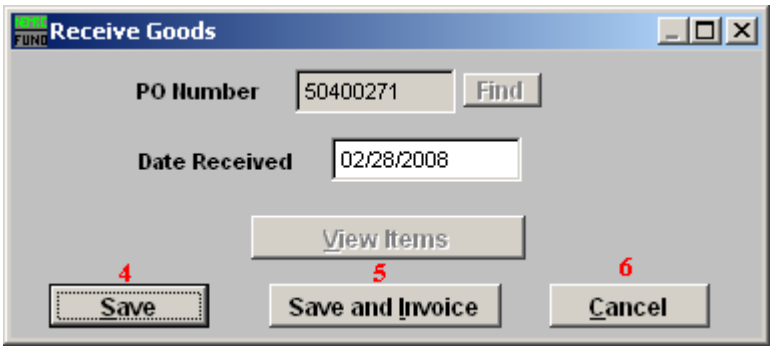
2. **View Items:** View the items on this Purchase Order Number, the window below will appear:



1. **Received:** This will default to the balance of items ordered. Click to change the amount received.

2. **OK:** Click this button to move on to the next screen.

3. **Cancel:** Click "Cancel" to cancel and return to the previous screen.

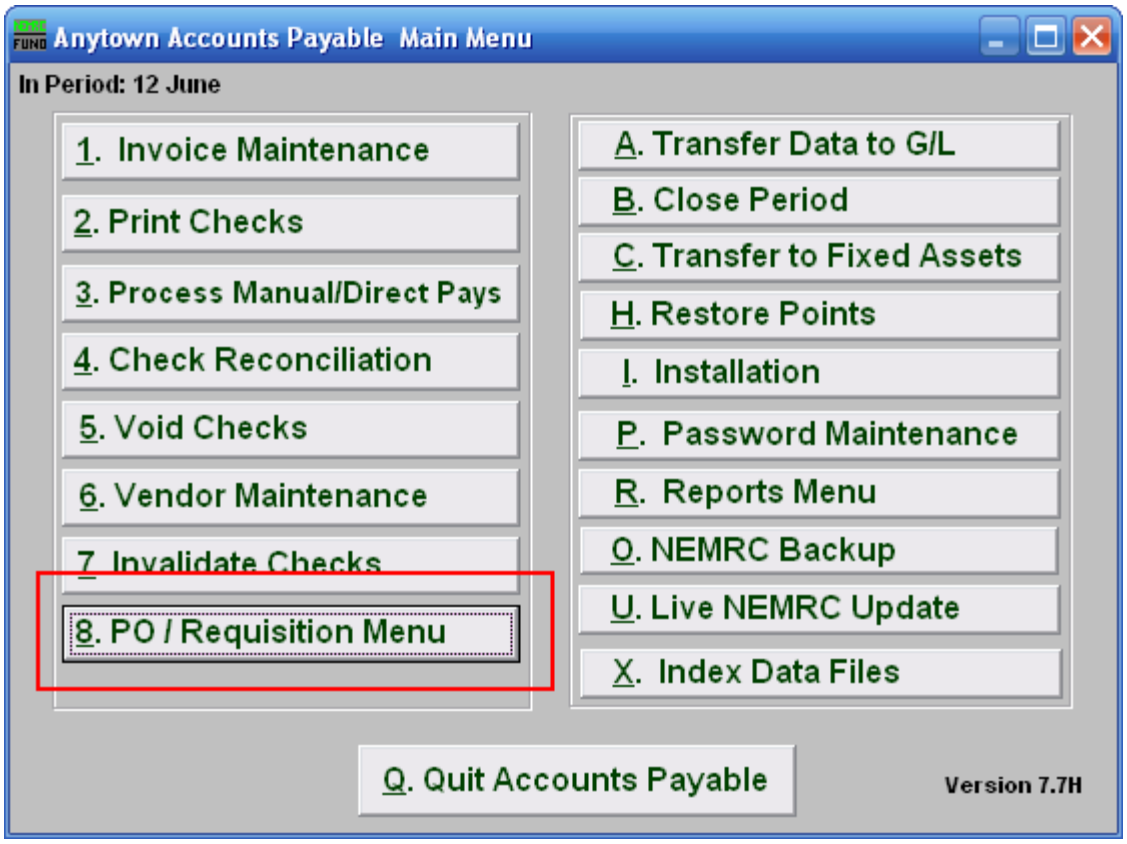


4. **Save:** Click this button to save on this computer. Refer to GENERAL FILE for more information.

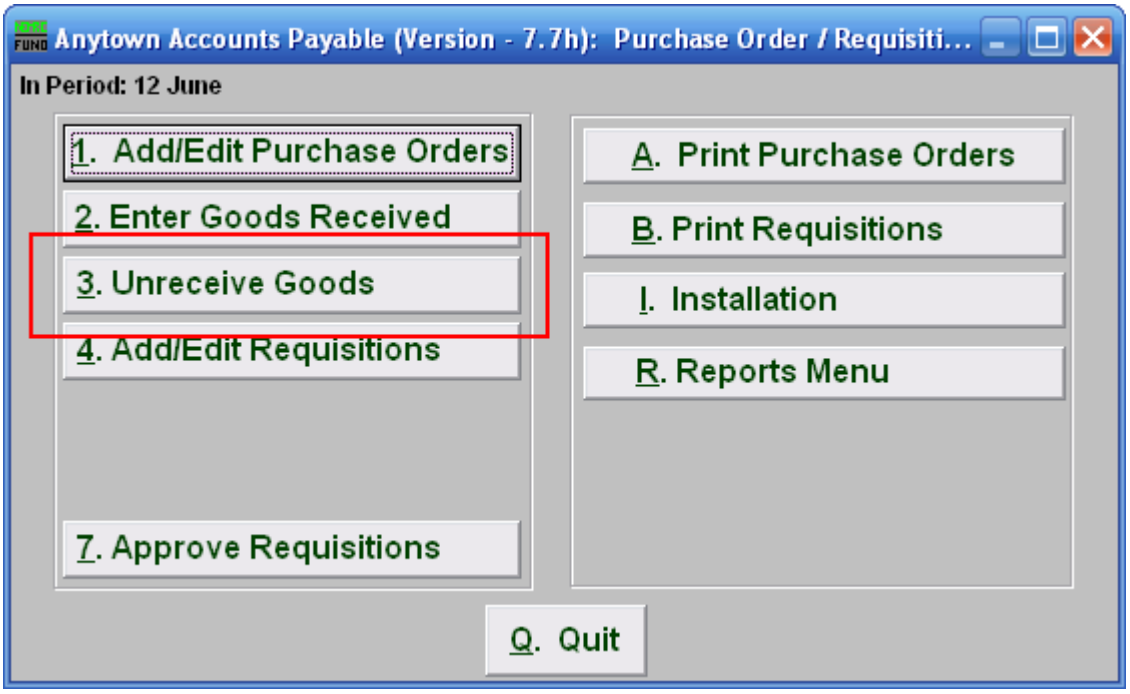
5. **Save and Invoice:** Click this button to go directly to Invoice Entry processing for this purchase order. Refer to the document AP M1 INVOICE ENTRY.

6. **Cancel:** Click "Cancel" to cancel and return to the previous screen.

8. PO/Requisition Menu: 3. Unreceive Goods



Click on "8. PO / Requisition Menu" from the Main Menu and the following window will appear:



Click on “3. Unreceive Goods” from the Purchase Order / Requisition Menu and the following window will appear:

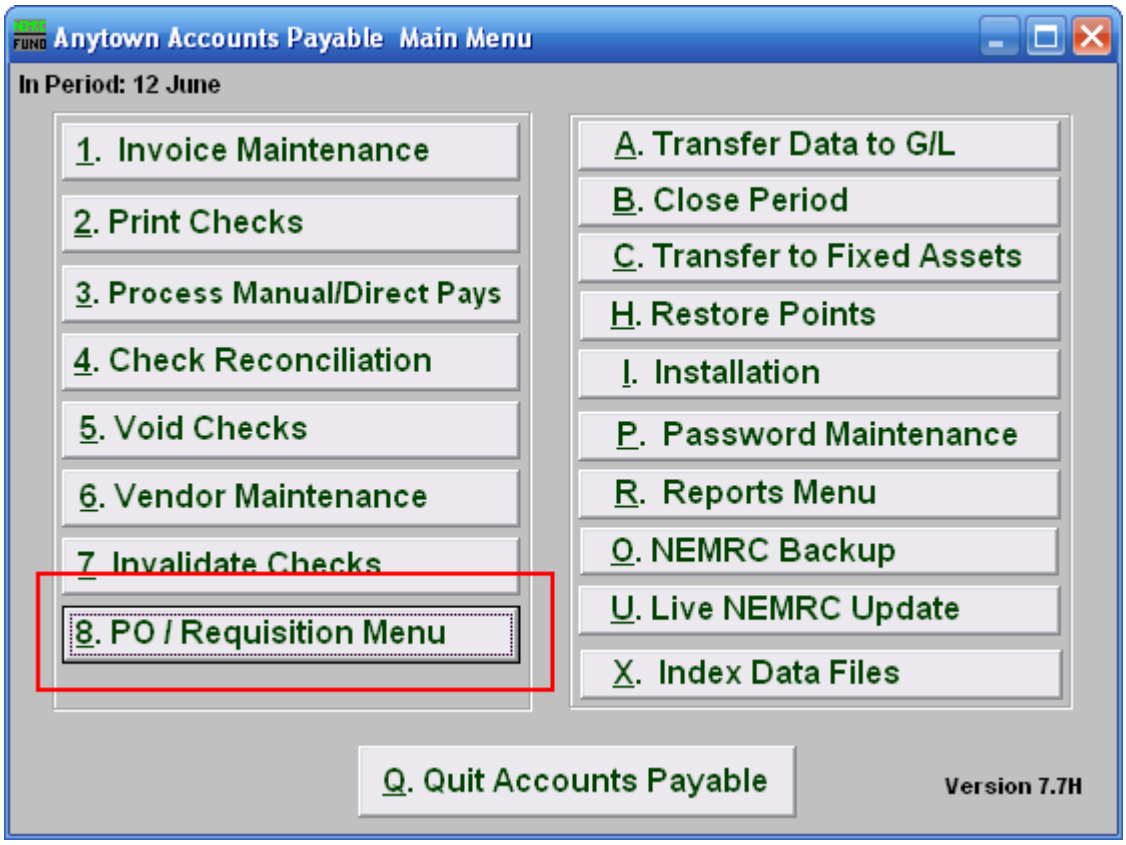
Unreceive Goods

1. **PO Number:** Enter in the PO Number or click “Find” and select from there.

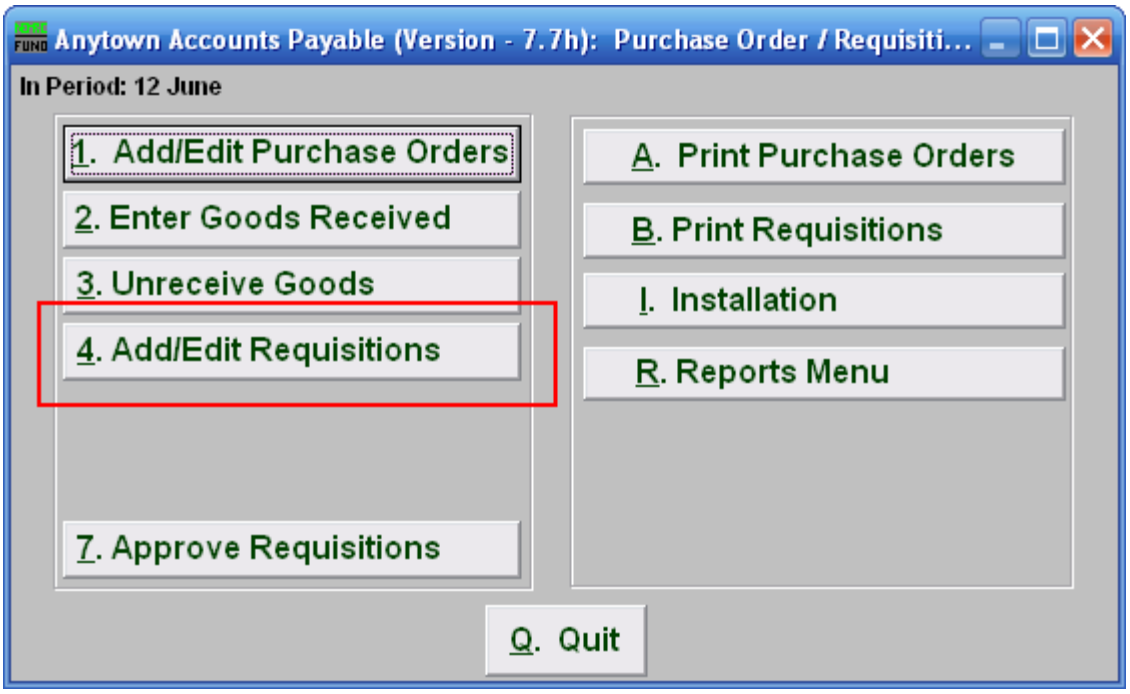
2. **Unreceive:** Click this button to process. All un-invoiced items will be seen as outstanding/back-ordered.

3. **Cancel:** Click “Cancel” to cancel and return to the previous screen.

8. PO/Requisition Menu: 4. Add/Edit Requisitions

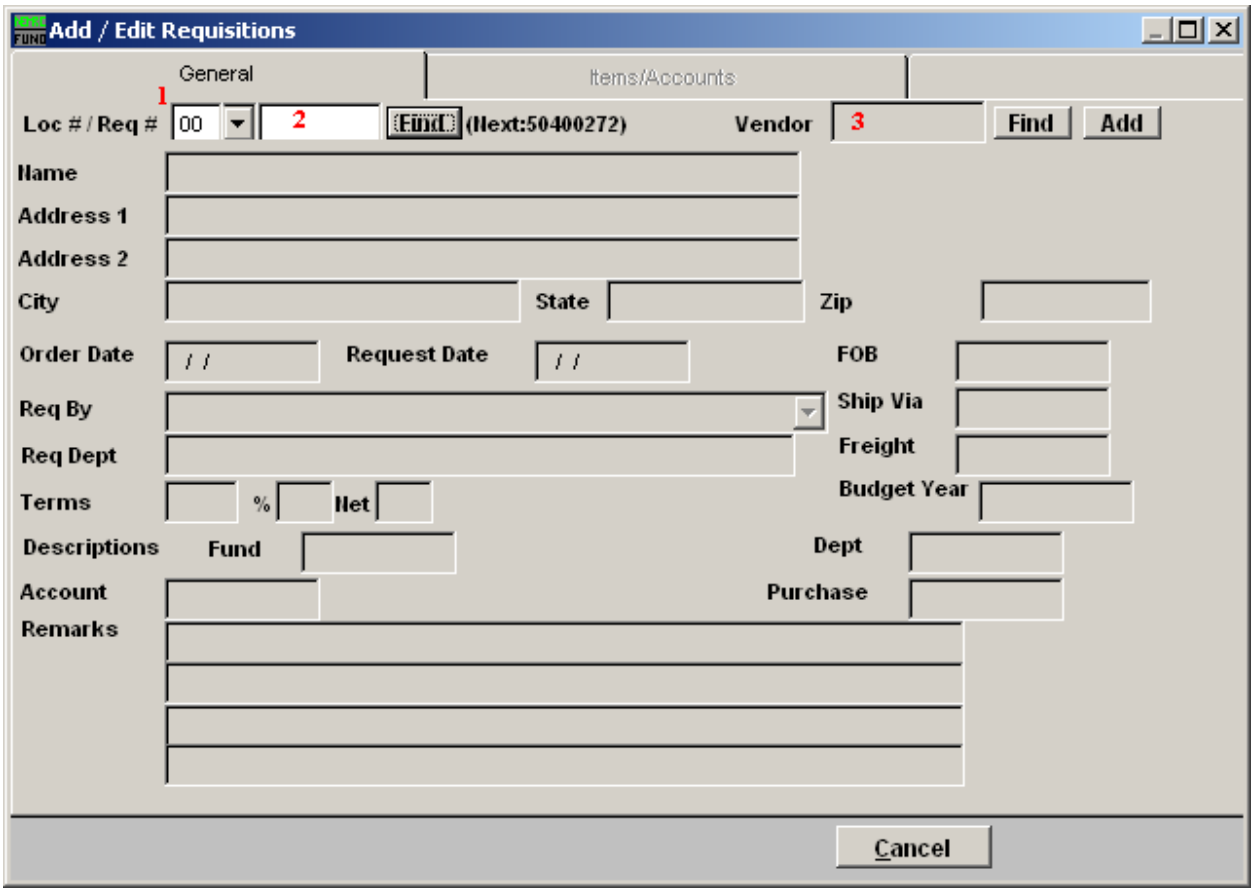


Click on "8. PO/Requisition Menu" from the Main Menu and the following window will appear:



Click on "4. Add/Edit Requisitions" from the Reports Menu and the following window will appear:

Add/Edit Requisitions



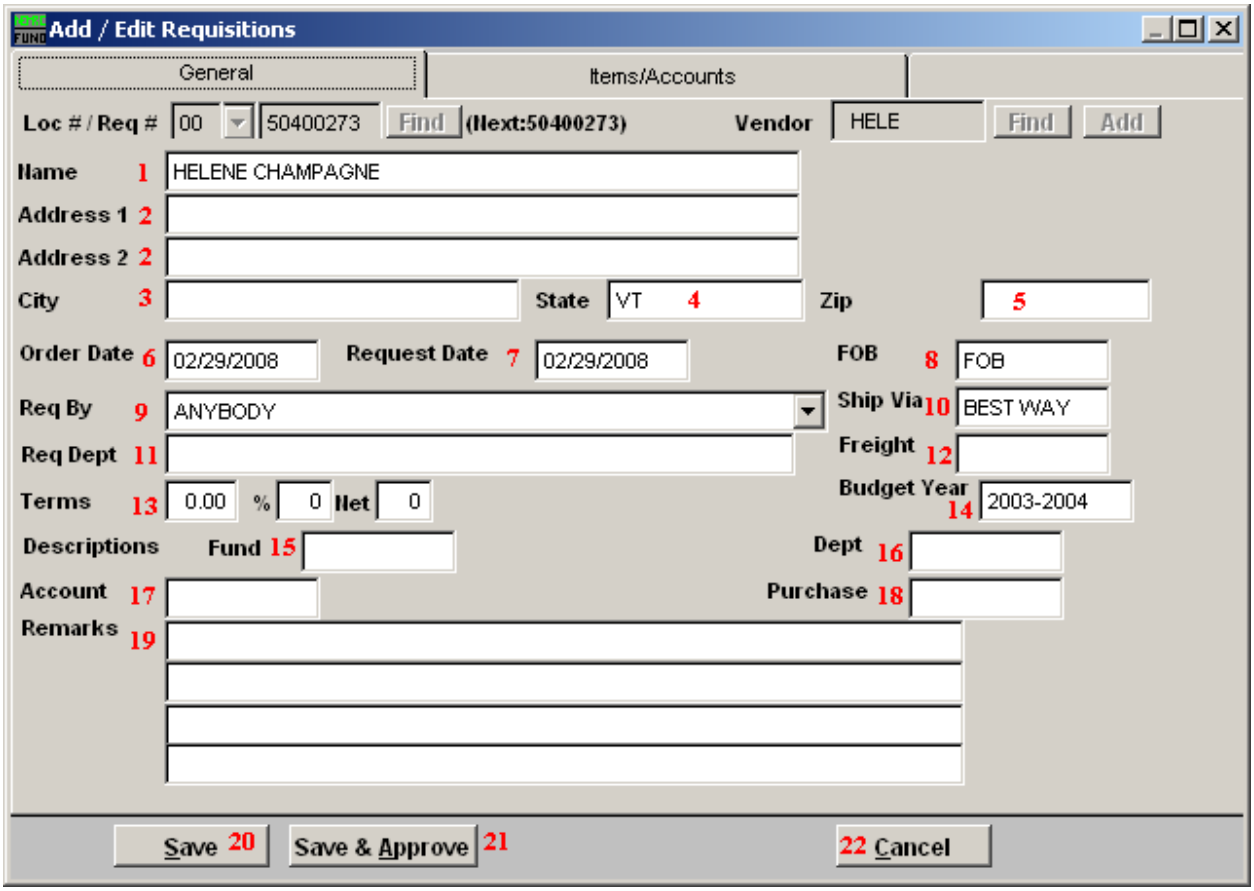
32. Loc#: Enter the location code for the requisition being processed. These codes are defined in "I. Installation" off the Purchase Orders/Requisitions Menu.

33. Req#: If you are creating a new requisition, type in the next number, and the following field will become available:

1. Vendor: Type in the Vendor code or click on "Find" and select from there.

The "General" tab

When you select the requisition you wish to edit, or select the vendor for a new requisition, the following fields become available:



28. Name: Enter the name of the vendor this Purchase Order is for.

29. Address 1/2: Enter the address where this Purchase Order should be sent.

30. City: Enter the City

31. State: Enter the State

32. Zip: Enter the Zip Code.

33. Order Date: Enter the date that this Purchase Order was ordered.

34. Request Date: Enter the date that this Purchase Order was requested.

35. FOB: Enter the freight on board value.

36. Req By: Enter who requested the purchase.

37. **Ship Via:** Enter the preferred carrier.

38. **Req Dept:** Enter the requesting department.

39. **Freight:** Enter the carrier if delivery must be by truck.

40. **Terms:** Enter the billing terms.

41. **Budget Year:** Enter the budget year for this order.

42. **Fund:** Enter the fund this purchase is to be paid from.

43. **Dept:** Enter the department this purchase is to be paid from.

44. **Account:** Enter the account this purchase is to be paid from.

45. **Purchase:** Enter the purchasing agent code,

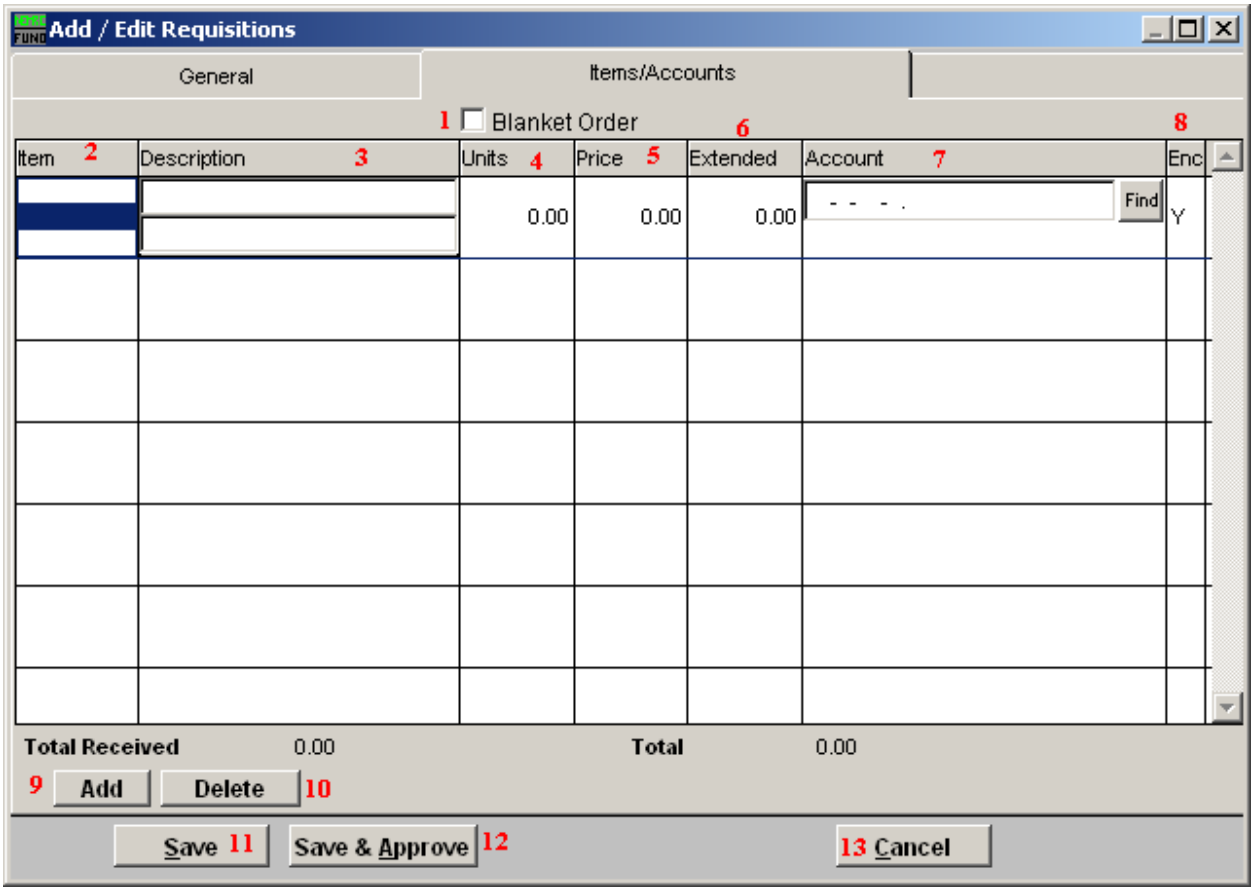
46. **Remarks:** Enter any remarks to note about this purchase order.

47. **Save:** Click this button to save on this computer. Refer to GENERAL FILE for more information.

48. **Save & Approve:** Click this button to cause the requisition to be recorded as approved to become an actual Purchase Order.

49. **Cancel:** Click "Cancel" to cancel and return to the previous screen.

The "Items/Accounts" tab



1. **Blanket Order:** If you check this box off, the screen will change. Refer to the section below for more information.

2. **Item:** Enter the item number ordered.

3. **Description:** Enter the description of the item.

4. **Units:** Enter the number of units of each item.

5. **Price:** Enter the price per unit of each item.

6. **Extended:** This will display the total cost for all the units.

7. **Account:** The General Ledger fund account that this Requisition Order will be paid out of.

8. **Enc:** Enter a "Y" in this column to have the amount encumbered in the General Ledger, enter a "N" in this column to NOT have the amount encumbered in the General Ledger.

9. **Add:** Click "Add" to add a new item to the list.

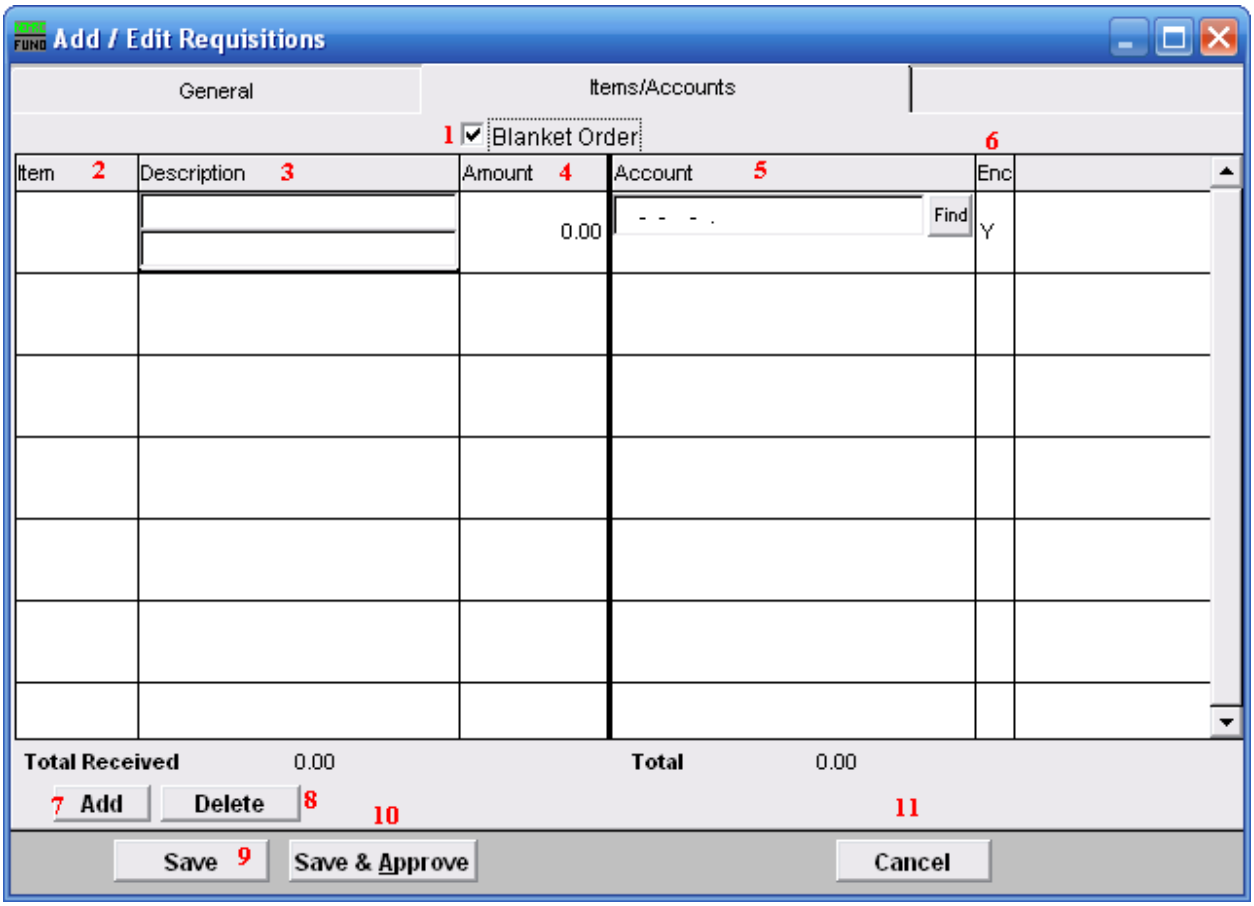
10. **Delete:** Click "Delete" to delete the selected item from the list.

11. **Save:** Click this button to save on this computer. Refer to GENERAL FILE for more information.

12. **Save & Approve:** Click this button to cause the requisition to be recorded as approved to become an actual purchase order.

13. **Cancel:** Click "Cancel" to cancel and return to the previous screen.

Blanket Order



1. **Blanket Order:** Check this box when the Requisition Order is used for tracking dollars committed with out item quantities.

2. **Item:** Enter the item number ordered.

3. **Description:** Enter the description of the item.

4. **Amount:** Enter the total amount committed to the reference account being used on this line.

5. **Account:** The General Ledger fund account that this Requisition Order will be paid out of.

6. **Enc:** Enter a "Y" in this column to have the amount encumbered in the General Ledger, enter a "N" in this column to NOT have the amount encumbered in the General Ledger.

7. **Add:** Click "Add" to add a new item to the list, and fill in the appropriate information.

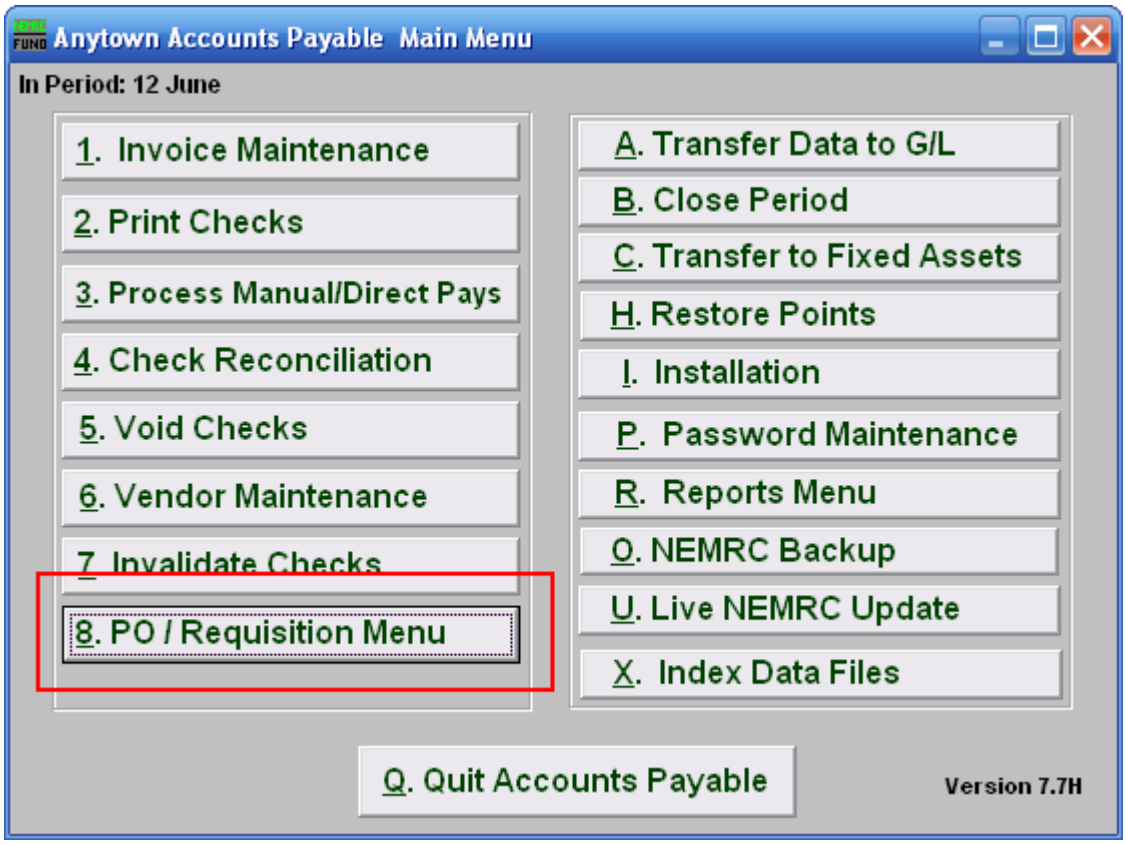
8. **Delete:** Click "Delete" to delete a selected item from the list.

9. **Save:** Click this button to Save this Purchase Order.

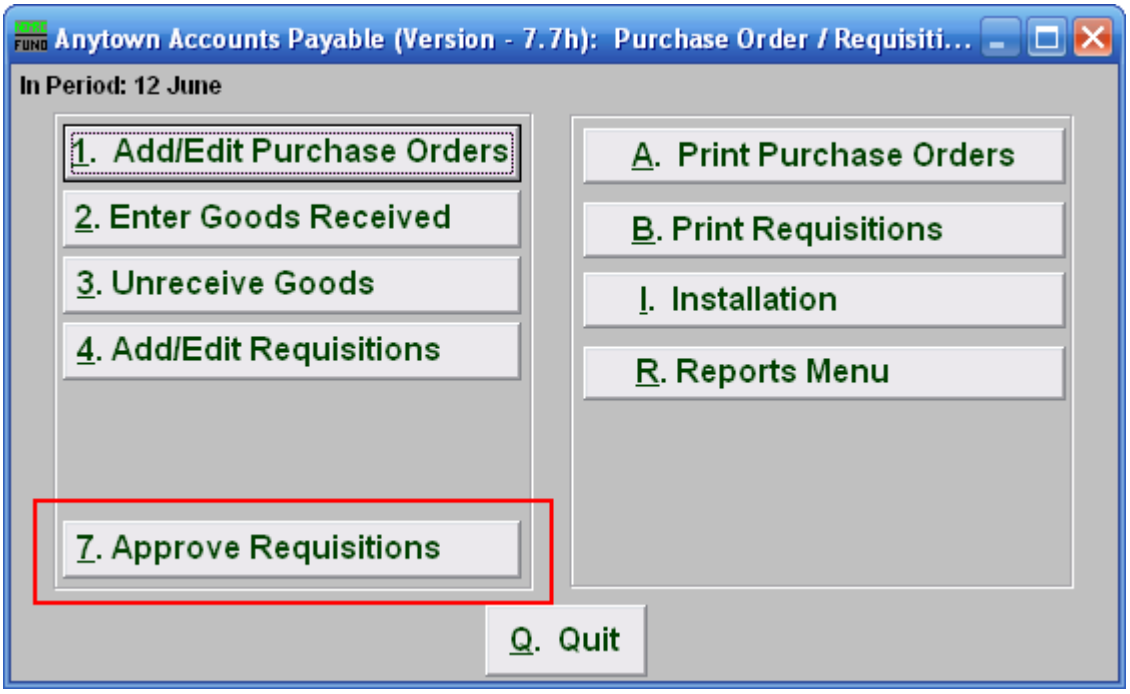
10. **Save & Approve:** Click this button to cause the requisition to be recorded as approved to become an actual purchase order.

11. **Cancel:** Click "Cancel" to cancel and return to the previous screen.

8. PO/Requisition Menu: 7. Approve Requisitions



Click on “8. PO/Requisition Menu” from the Main Menu and the following window will appear:



Click on “7. Approve Requisitions” from the Reports Menu and the following window will appear:

Approve Requisitions

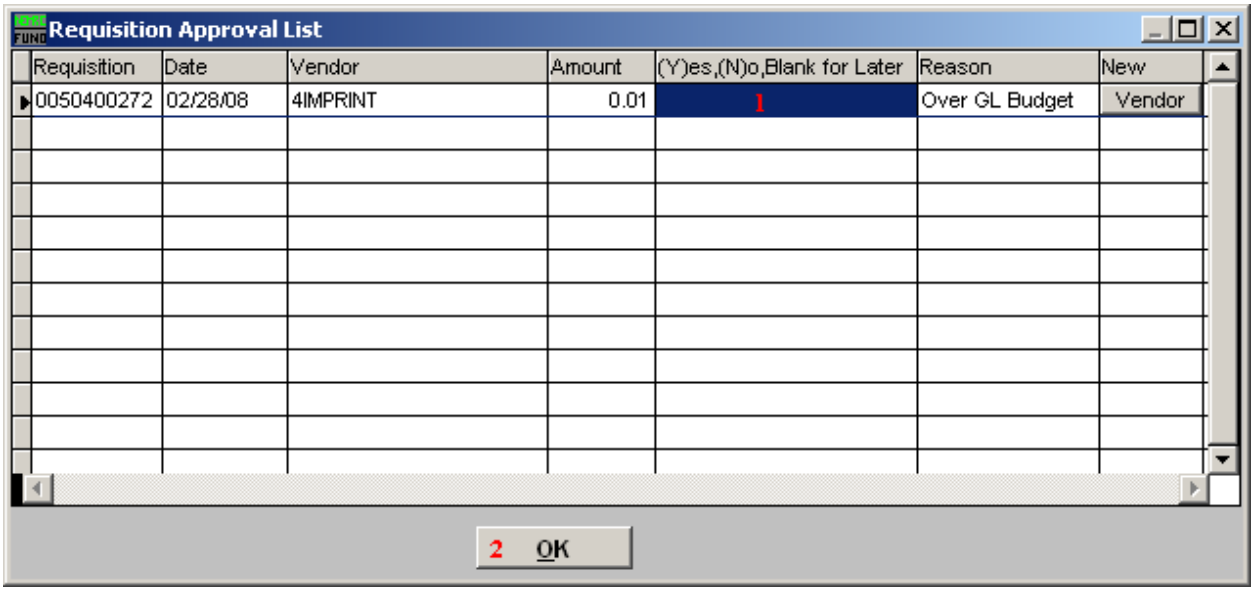
34. **Location code to Approve? (Blank for All):** Enter the location code used to limit the requisitions for review. The location code often determines the point of requisition origin and these codes are defined in installation. You may select from the drop down list.

35. **Mark approved requisitions within budget and requisition amount not greater than?:** All requisitions that pass the test to be with in the available budget per reference account and be under the amount entered here can be automatically approved with item **4**.

36. **View/Modify Approvals:** Click this button if you want to approve individual requisitions. The window shown below will appear.

37. **Approve and Report:** Click this button to complete the approval process and generate a report showing what options were taken.

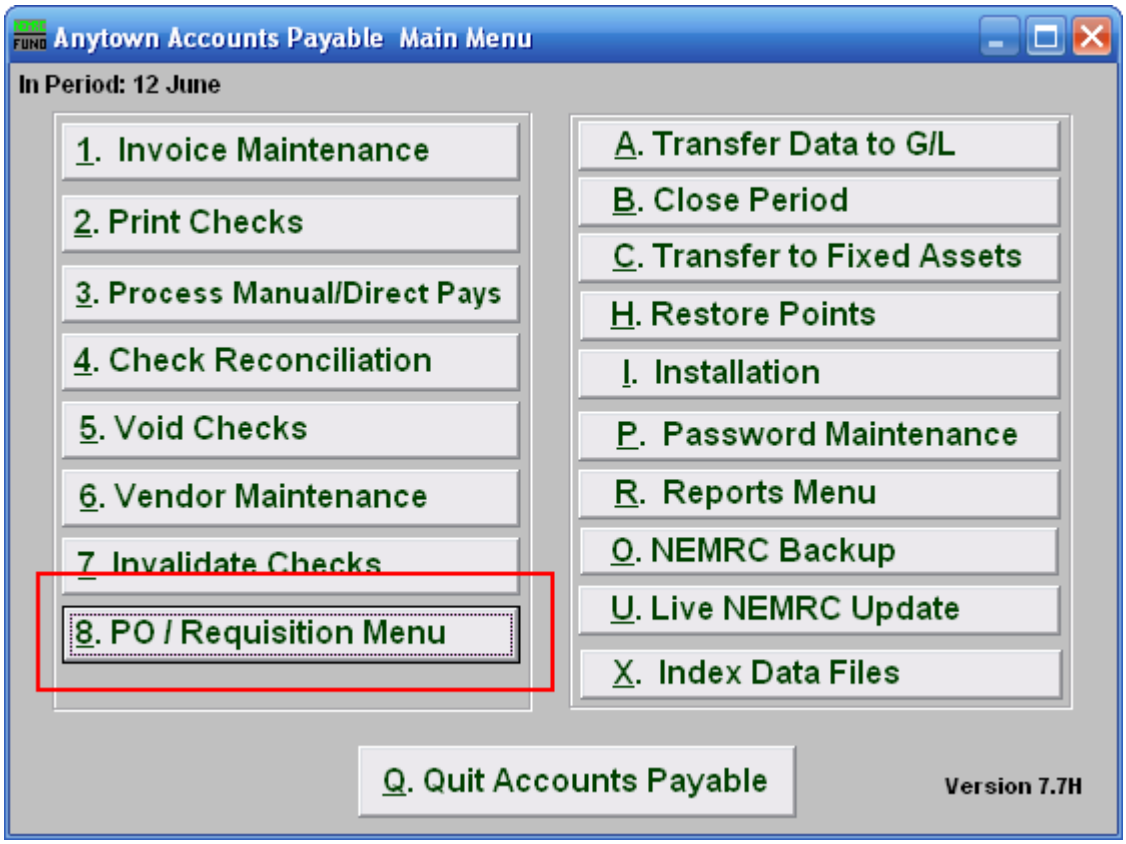
38. **Cancel:** Click "Cancel" to cancel and return to the previous screen.



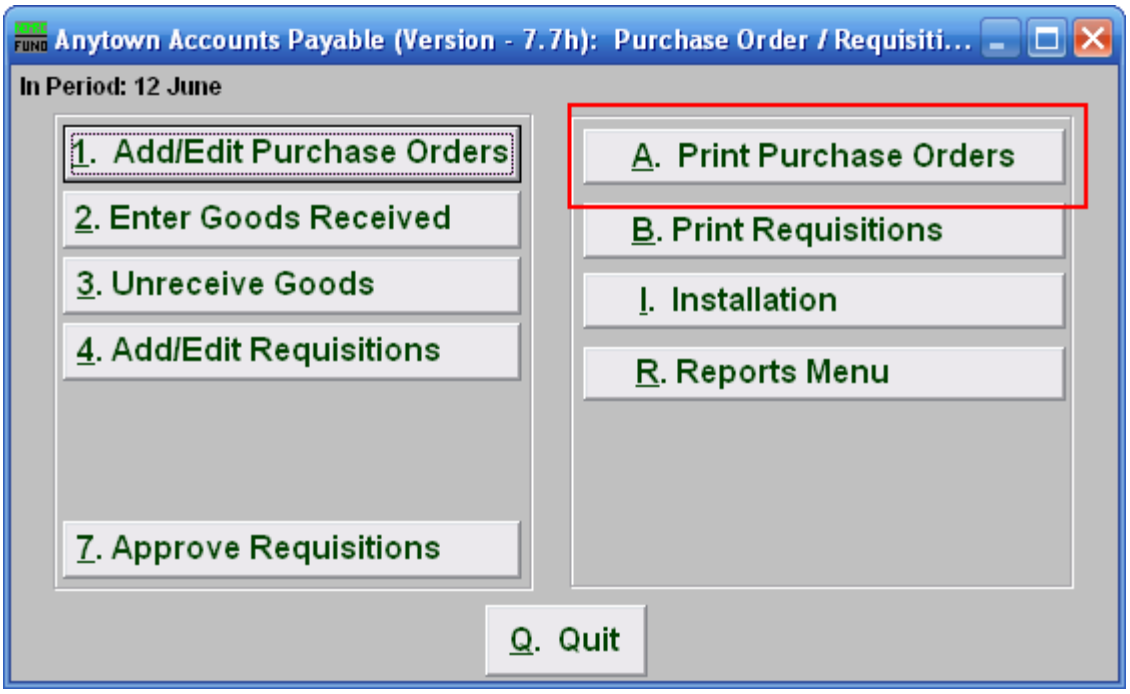
1. **(Y)es,(N)o,Blank for Later:** Enter the appropriate option for each requisition shown.

2. **OK:** Click “OK” to save changes and return to the Main Menu.

8. PO/Requisition Menu: A. Print Purchase Orders



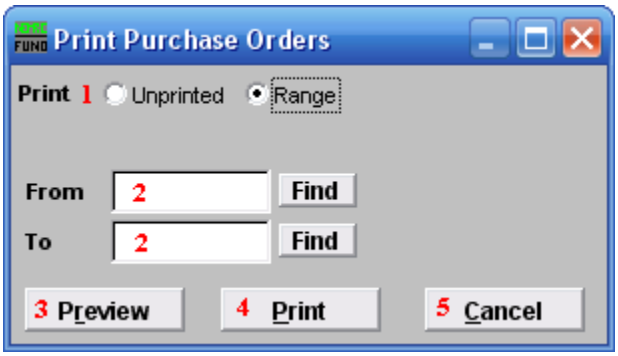
Click on "8. PO / Requisition Menu" from the Main Menu and the following window will appear:



Click on "A. Print Purchase Orders" from the Purchase Order / Requisition Menu and the following window will appear:

Accounts Payable

Print Purchase Orders



1. **Print: Unprinted OR Range:** Select "Unprinted" to print all Purchase Orders or select "Range" to choose a range of Purchase Orders.

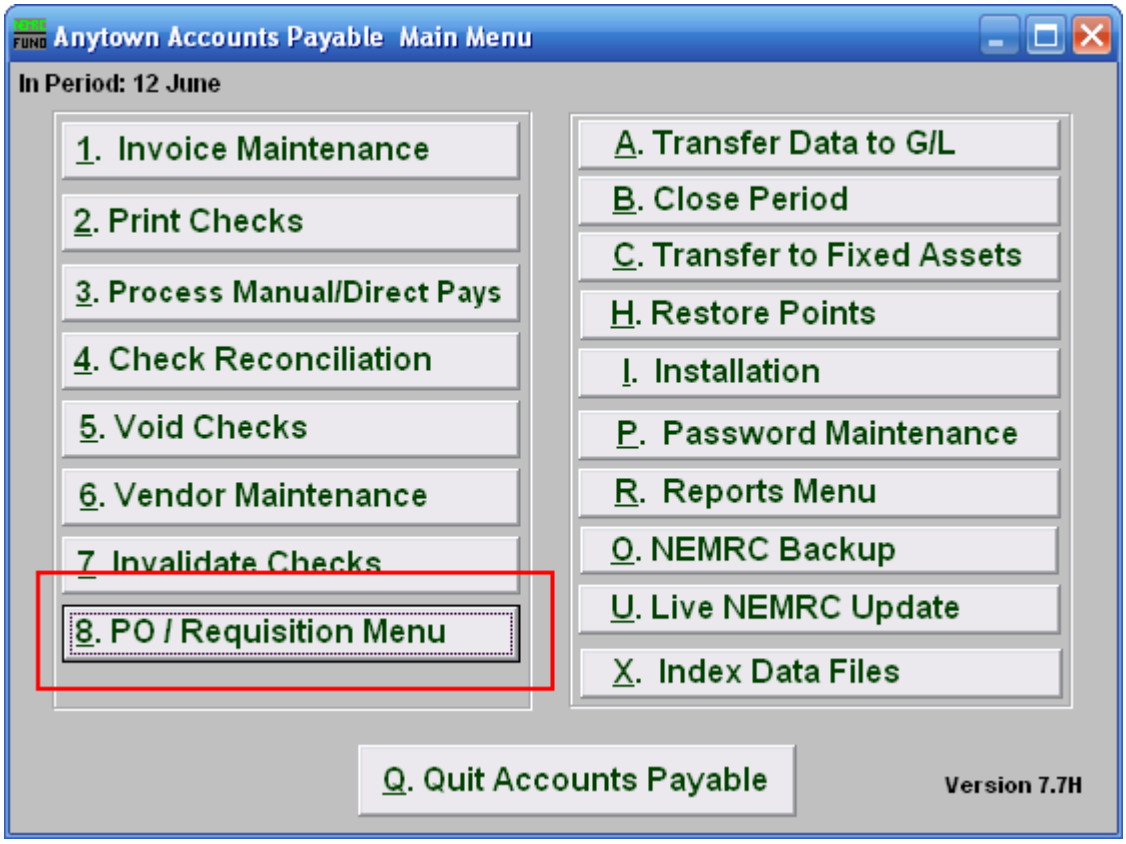
2. **From and To:** Type in the Purchase Order number to start with and end with, or Click on "Find" and select from there.

3. **Preview:** Click this button to preview this report. Refer to GENERAL PREVIEW for more information.

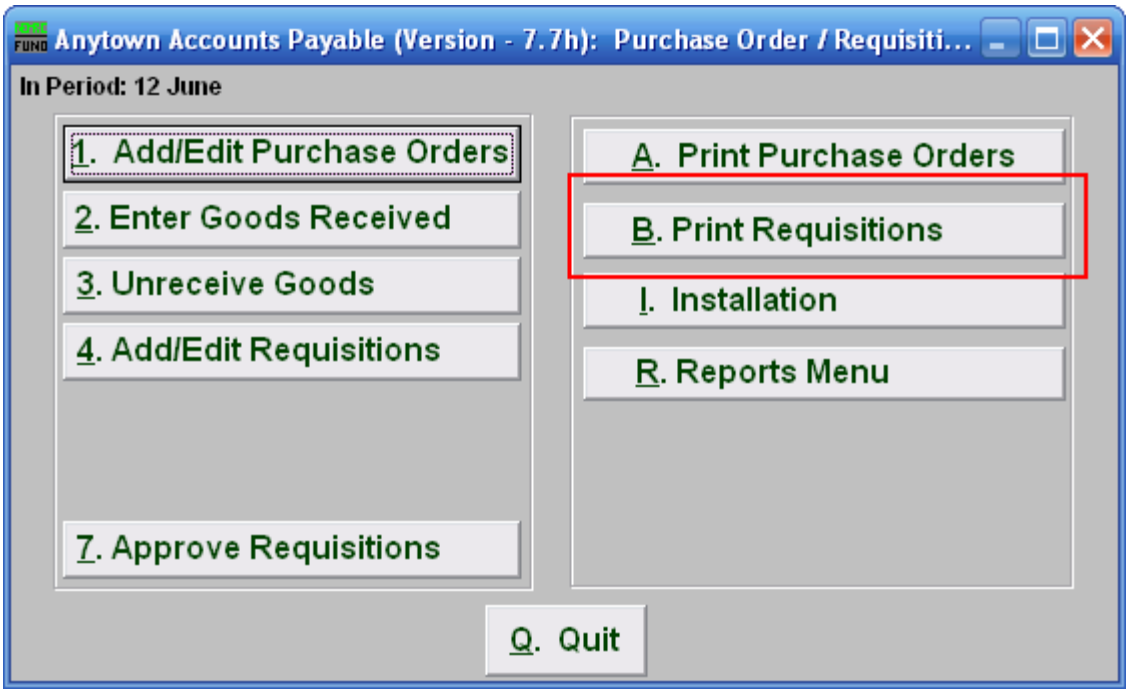
4. **Print:** Click this button to print this report. Refer to GENERAL PRINTING for more information.

5. **Cancel:** Click "Cancel" to cancel and return to the previous screen.

8. PO/Requisitions B. Print Requisitions



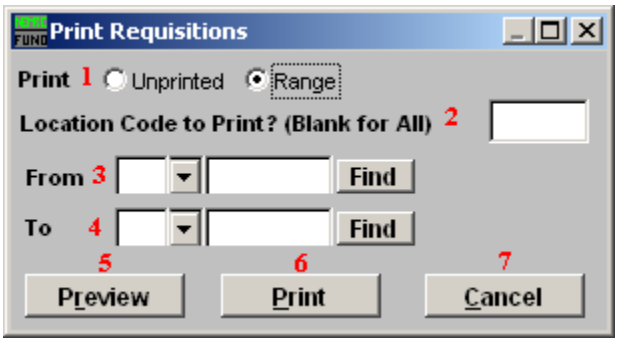
Click on "8. PO/Requisition Menu" from the Main Menu and the following window will appear:



Click on “B. Print Requisitions” from the Reports Menu and the following window will appear:

Accounts Payable

Print Requisitions



39. Print: Unprinted OR Range: Click to choose whether you want to print a Range of location codes and requisition numbers, or all unprinted requisitions.

40. Location Code to Print?: Enter the location code you wish to print. Leave blank to print for all location codes.

41. From: This field is only available if you chose "Range." Enter a locations code or select one from the drop down list. Then enter the requisition number to start with or select from the drop down list.

42. To: This field is only available if you chose "Range." Enter a locations code or select one from the drop down list. Then enter the requisition number to end with or select from the drop down list

43. Preview: Click this button to preview. Refer to GENERAL PREVIEW for more information.

44. Print: Click this button to print. Refer to GENERAL PRINTING for more information.

45. Cancel: Click "Cancel" to cancel and return to the previous screen.

8. PO/Requisition Menu: I. Installation

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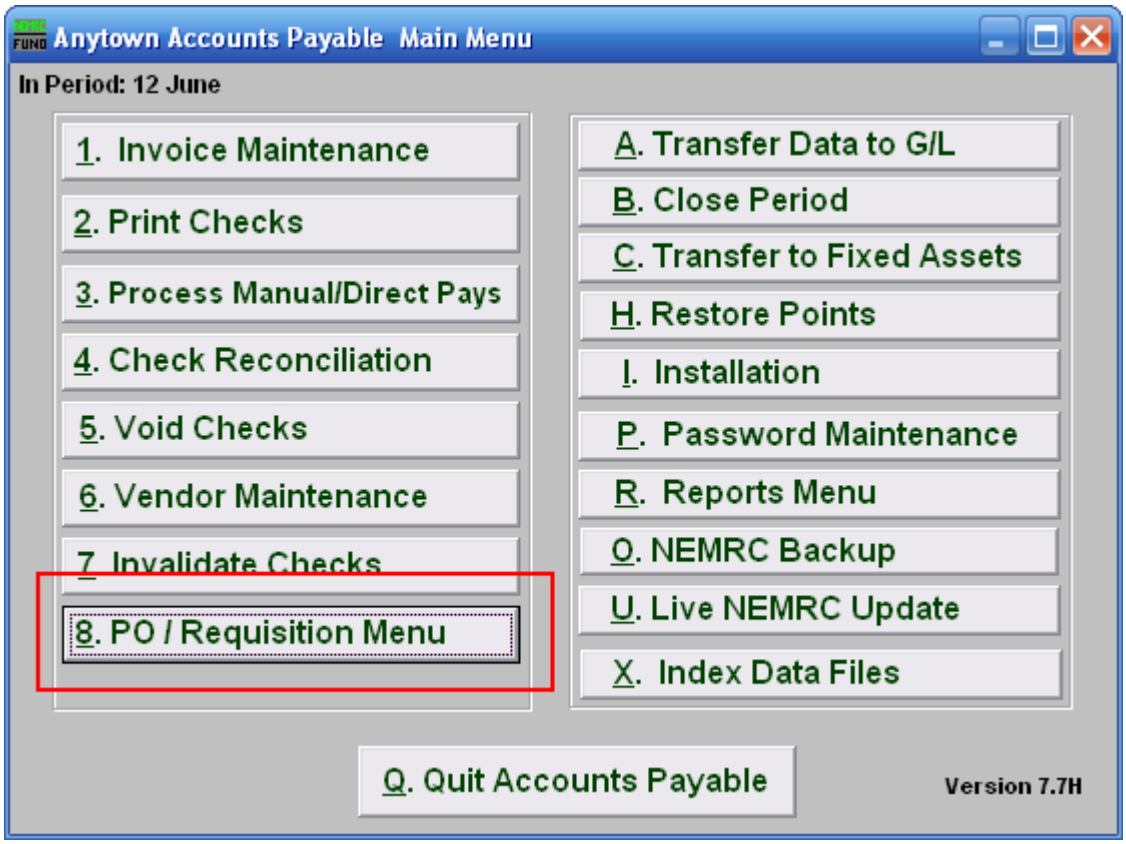
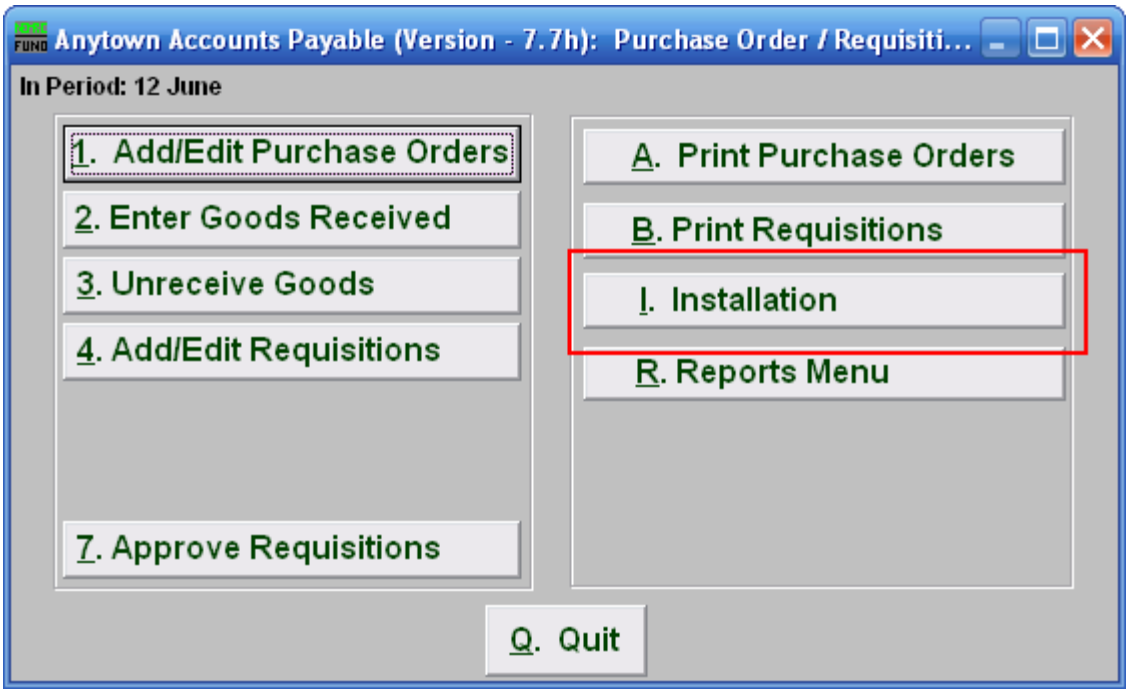


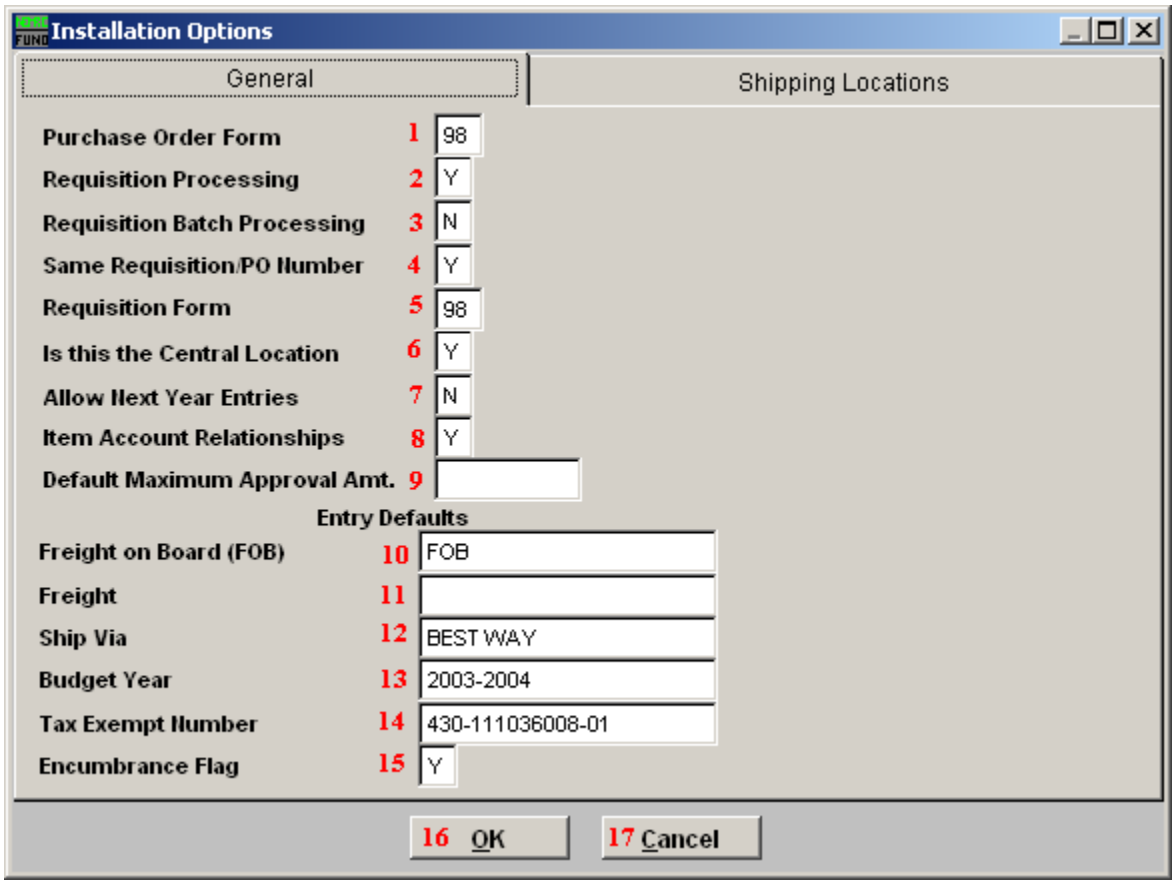
Click on “8. PO/Requisition Menu” from the Main Menu and the following window will appear:



Click on “I. Installation” from the PO/Requisition Menu and the following window will appear:

Installation

The “General” tab



1. **Purchase Order Form:** Enter the purchase order form number that was assigned to you by NEMRC. Most common is a custom form 98. Other options can be discussed with NEMRC support.

2. **Requisition Processing:** Answer “Y” if you want to process requisitions. These are prepared for becoming purchase orders and for creating an encumbrance entry to the General Ledger.

3. **Requisition Batch Processing:** Answer “Y” if the requisitions are processed in remote locations and will be transferred to a central location for approval to become a purchase order.

4. **Same Requisition/PO Number:** Answer “Y” if you want the purchase order to use the same number assigned for the requisition. Otherwise the system will assign different numbers in a series as each requisition is approved.

5. **Requisition Form:** Enter the requisition order form number that was assigned to you by NEMRC. Most common is a custom form 98. Other options can be discussed with NEMRC support

6. **Is this the Central Location:** When using batch processing you will need to answer this question according to your specific location in relation to the central processing office.

7. **Allow Next Year Entries:** This option allows entry of requisitions and purchase order before the present year close in preparation of the next fiscal year. This is often "N" throughout the year until the last period or two of the fiscal year when it is changed to "Y" and current year entry is reduced or ended by policy.

8. **Item Account Relationships:** Commonly the items ordered have a direct relationship to an account number being referenced. This would be answer "Y". When item do not have this relationship then it is answered "N" and a separate tab is used to process the general ledger activity from the items ordered.

9. **Default Maximum Approval Amt.:** Enter the maximum amount approved for which a requisition would automatically be approved to become a purchase order.

10. **Freight on Board (FOB):** Enter the default location for shipping calculations to appear on the purchase order. This can be changed on each individual purchase order during entry.

11. **Freight:** Define the default carrier of choice if it must be trucked. This can be changed on each individual purchase order during entry.

12. **Ship Via:** Type in the shipping method for this purchase order.

13. **Budget Year:** Type in the Budget Year this purchase order will affect.

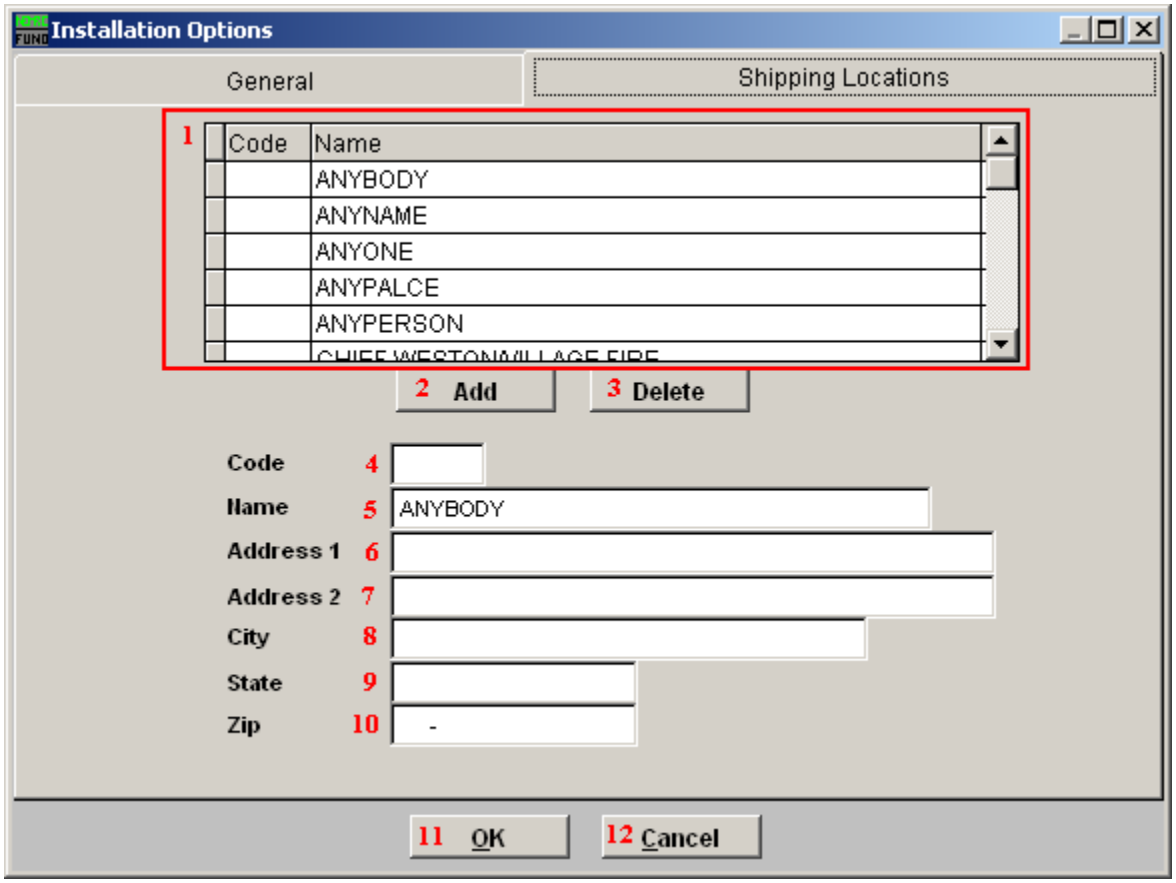
14. **Tax Exempt Number:** Enter your Employee Identification Number (EIN) in this field.

15. **Encumbrance Flag:** Chosen the default value for the option to encumber general ledger amounts during entry. This can be changed on individual purchase order processing.

16. **OK:** Click "OK" to save changes and return to the previous screen.

17. **Cancel:** Click "Cancel" to cancel and return to the previous screen.

The “Shipping Locations” tab



1. Select the line item you wish to edit.
2. **Add:** Click on this button to Add a Code/Name to the list.
3. **Delete:** Click on this button to Delete a Code/Name from the list.
4. **Code:** Type in the Code, if one is going to be used.
5. **Name:** Type in the Name of the person or place to where the item will be shipped to.
6. **Address1:** Type in the first line for the address.
7. **Address2:** Type in the second line for the address, if there is one.
8. **City:** Enter the City.
9. **State:** Enter the State.

10. Zip: Enter the Zipcode.

11. OK: Click “OK” to save changes and return to the previous screen.

12. **Cancel:** Click “Cancel” to cancel and return to the previous screen.

PO/Requisition Menu

8. PO/Requisition Menu: R. Reports Menu: 1. Purchase Journal

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Purchase Journal 97
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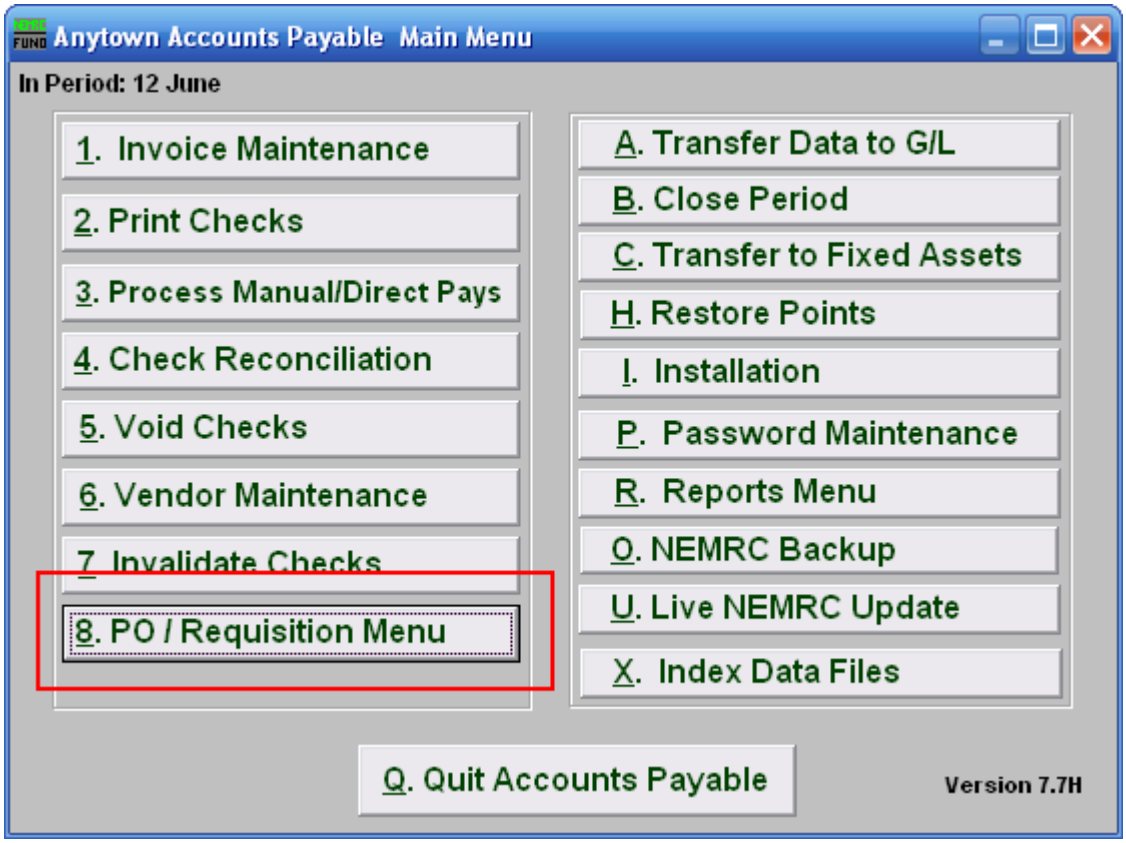
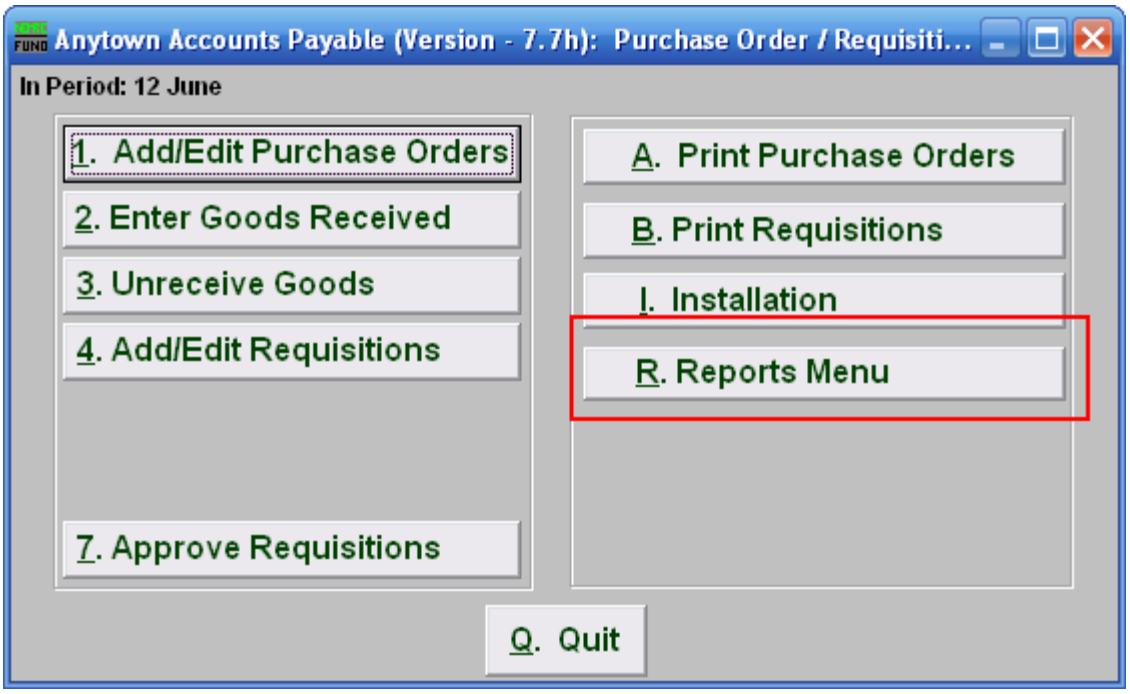
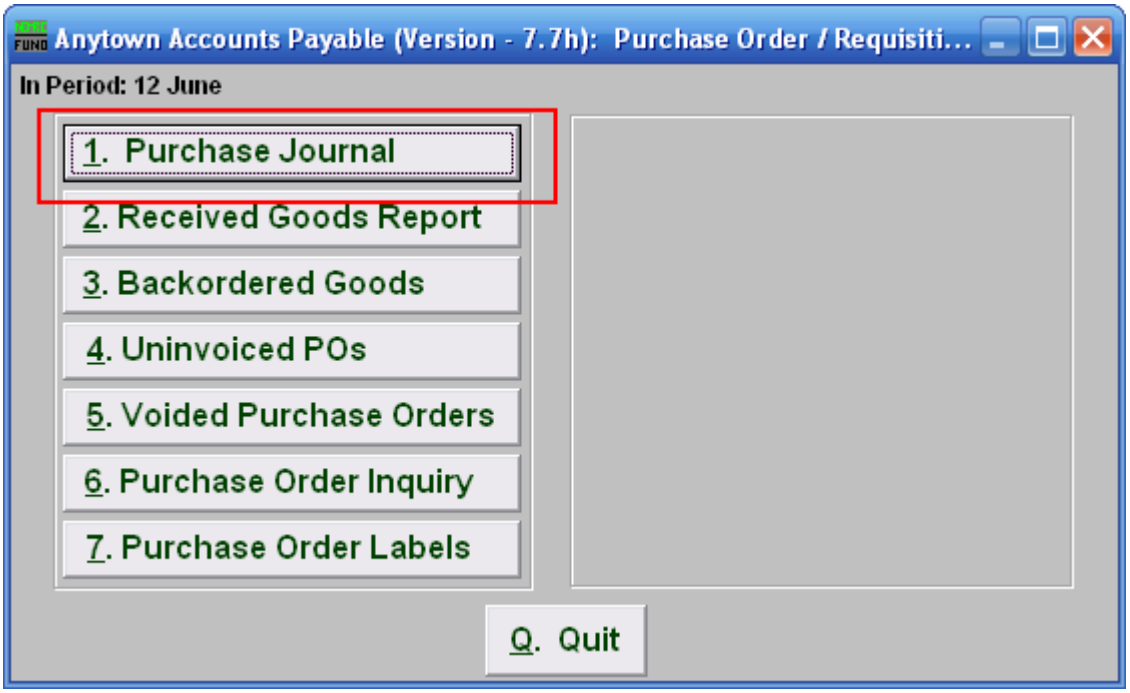
Style: Wide Style 99



Click on "8. PO / Requisition Menu" from the Main Menu and the following window will appear:

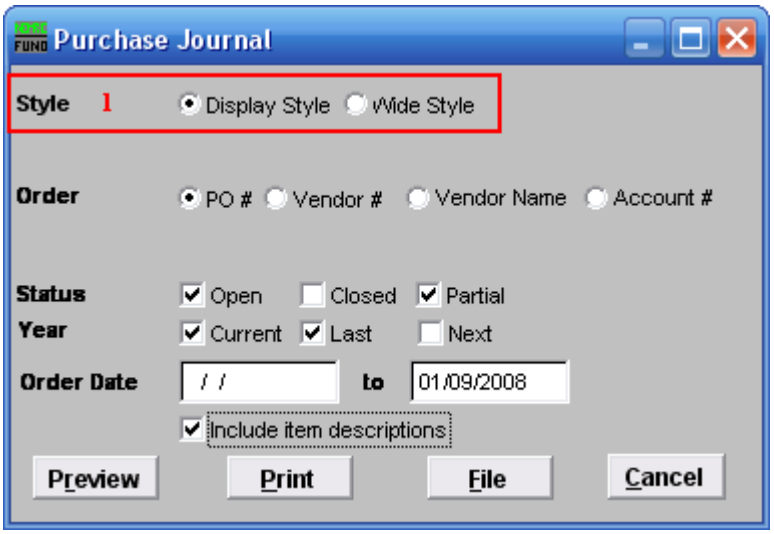


Click on "R. Reports Menu" from the Purchase Order / Requisition Menu and the following window will appear:



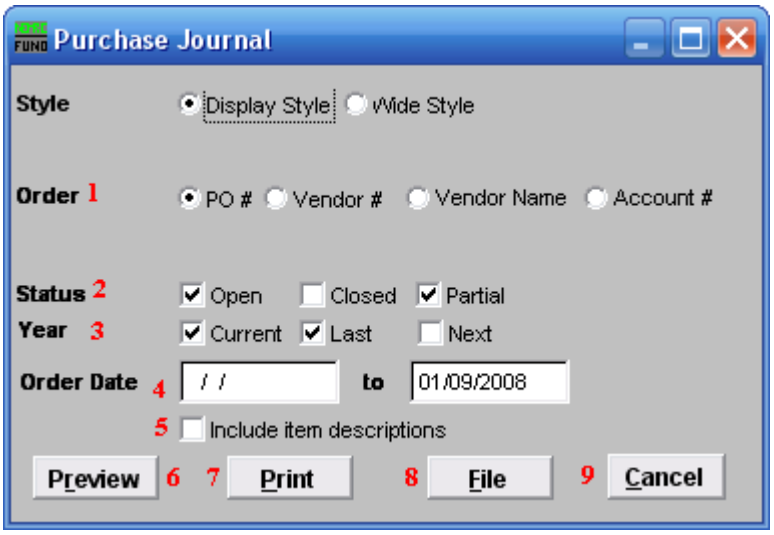
Click on "1. Purchase Journal" from the Purchase Order / Requisition's Reports Menu and the following window will appear:

Purchase Journal



1. **Style:** Click to select which style you want the report to print in. The wide style has more information and options than the display style.

Style: Display Style



1. **Order:** Select what Order you want the report to be in.

2. **Status:** Select whether you want the report to show Open and/or Closed and/or Partial orders. Check all that apply.

3. **Year:** Select whether you want the report to show Current and/or Last and/or Next year Purchase Orders. Check all that apply.

4. **Order Date:** Type in the Order Date Range you want the report to include. The empty first date field is treated as all orders up to the end date.

5. **Include item descriptions:** Select to include item descriptions, for a more detailed report.

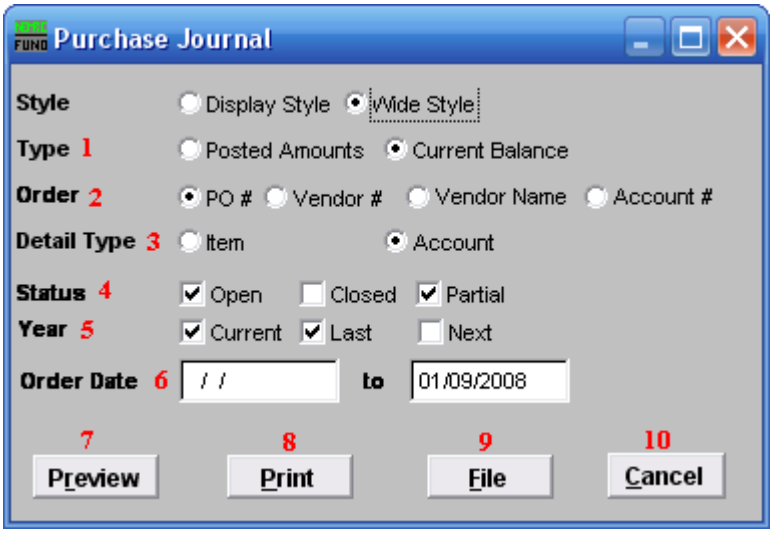
6. **Preview:** Click this button to preview this report. Refer to GENERAL PREVIEW for more information.

7. **Print:** Click this button to print this report. Refer to GENERAL PRINTING for more information.

8. **File:** Click this button to save this report on this computer. Refer to GENERAL FILE for more information.

9. **Cancel:** Click "Cancel" to cancel and return to the previous screen.

Style: Wide Style



1. **Type:** Select whether you want the report to show Posted Amounts or Current Balance.

2. **Order:** Select what Order you want the report to be in.

3. **Detail Type:** Select whether Items or Accounts are shown in detail in this report.

4. **Status:** Select whether you want the report to show Open and/or Closed and/or Partial orders. Click all that apply.

5. **Year:** Select whether you want the report to show Current and/or Last and/or Next year Purchase Orders. Click all that apply.

6. **Order Date:** Type in the Order Date Range you want the report to include. The empty first date field is treated as all orders up to the end date.

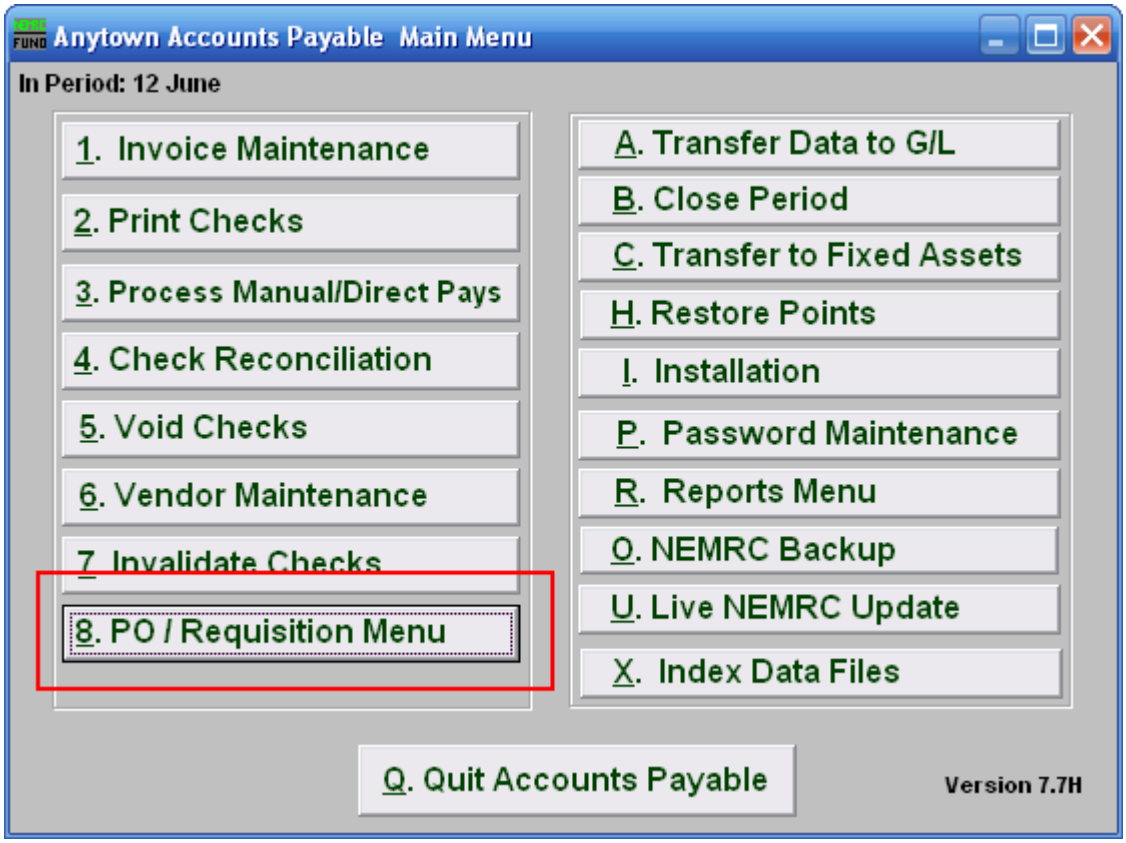
7. **Preview:** Click this button to preview this report. Refer to GENERAL PREVIEW for more information.

8. **Print:** Click this button to print this report. Refer to GENERAL PRINTING for more information.

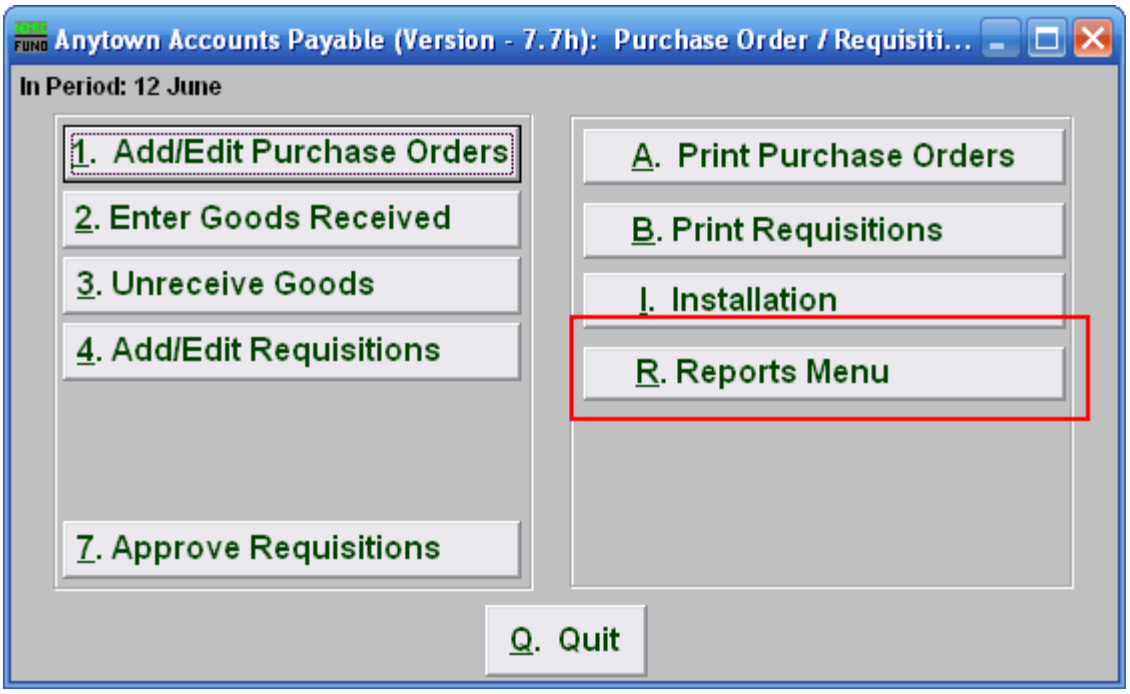
9. **File:** Click this button to save this report on this computer. Refer to GENERAL FILE for more information.

10. **Cancel:** Click "Cancel" to cancel and return to the previous screen.

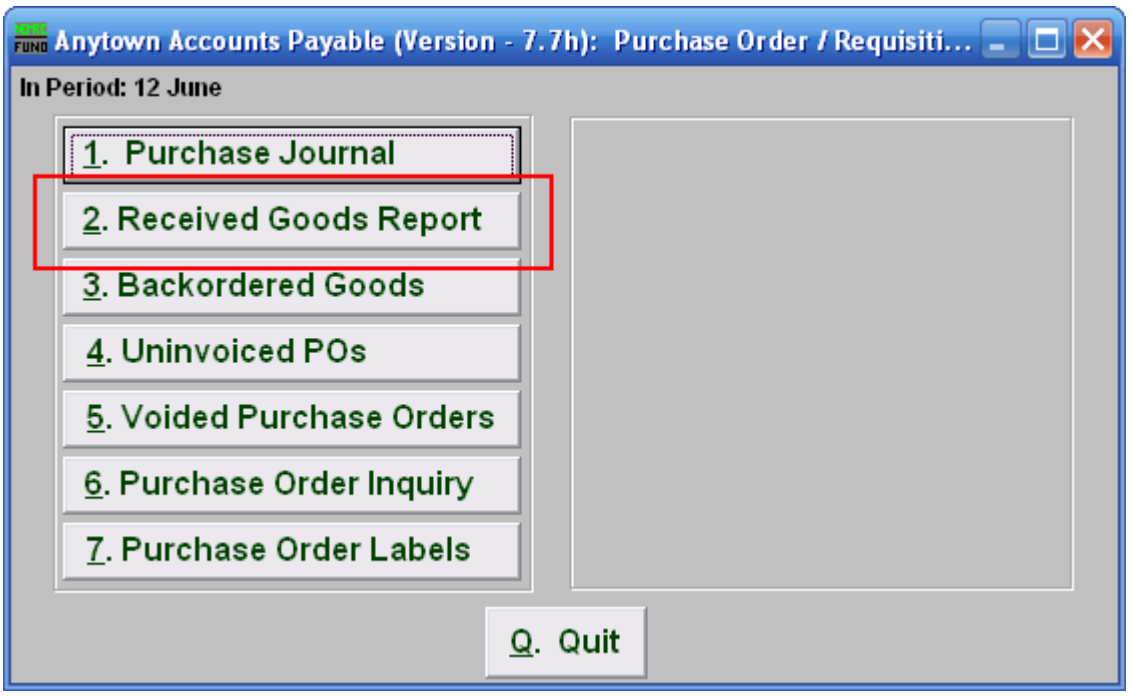
8. PO/Requisition Menu: R. Reports Menu: 2. Received Goods Report



Click on "8. PO / Requisition Menu" from the Main Menu and the following window will appear:



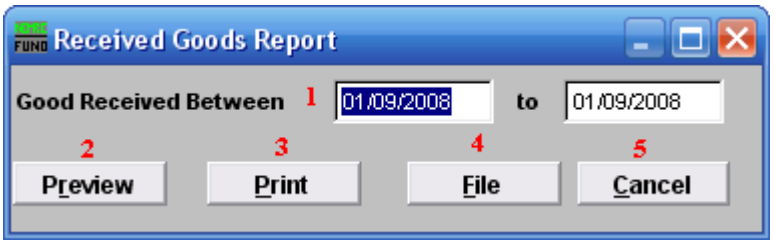
Click on "R. Reports Menu" from the Purchase Order / Requisition Menu and the following window will appear:



Click on "2. Received Goods Report" from the Main Menu and the following window will appear:

Accounts Payable

Received Goods Report



1. **Good Received Between:** Enter the date you wish to have the report include.

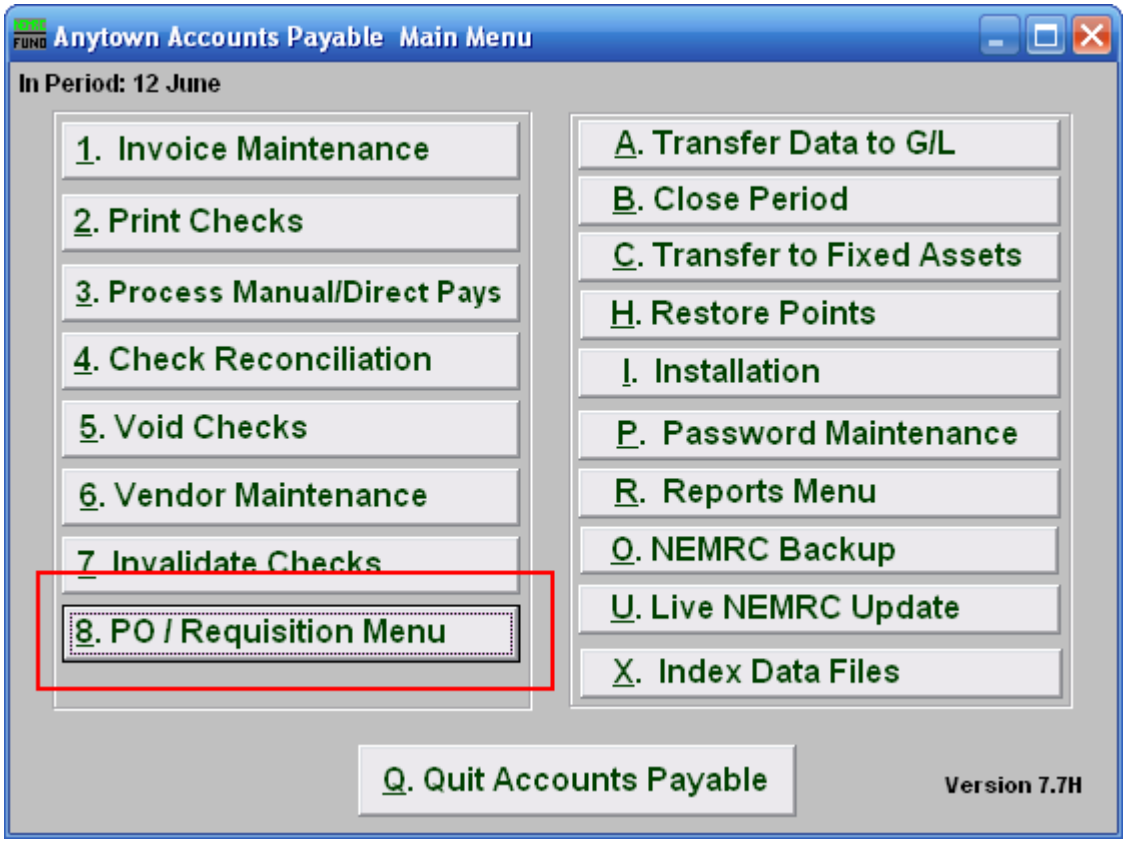
2. **Preview:** Click this button to preview this report. Refer to GENERAL PREVIEW for more information.

3. **Print:** Click this button to print this report. Refer to GENERAL PRINTING for more information.

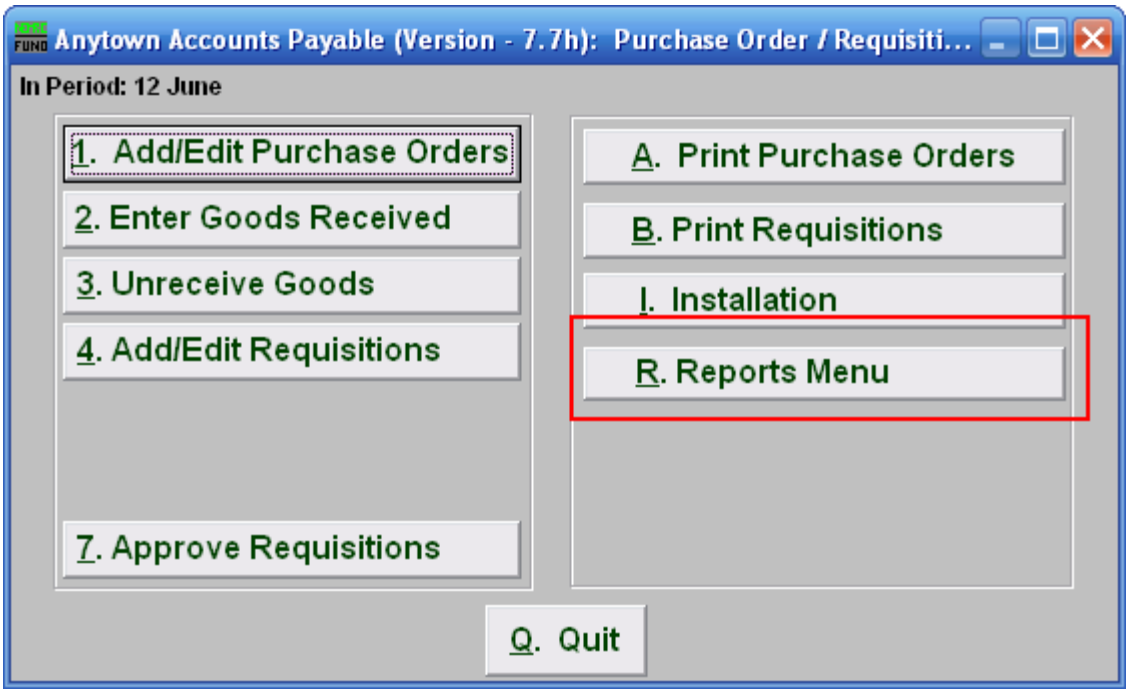
4. **File:** Click this button to save this report on this computer. Refer to GENERAL FILE for more information.

5. **Cancel:** Click "Cancel" to cancel and return to the previous screen.

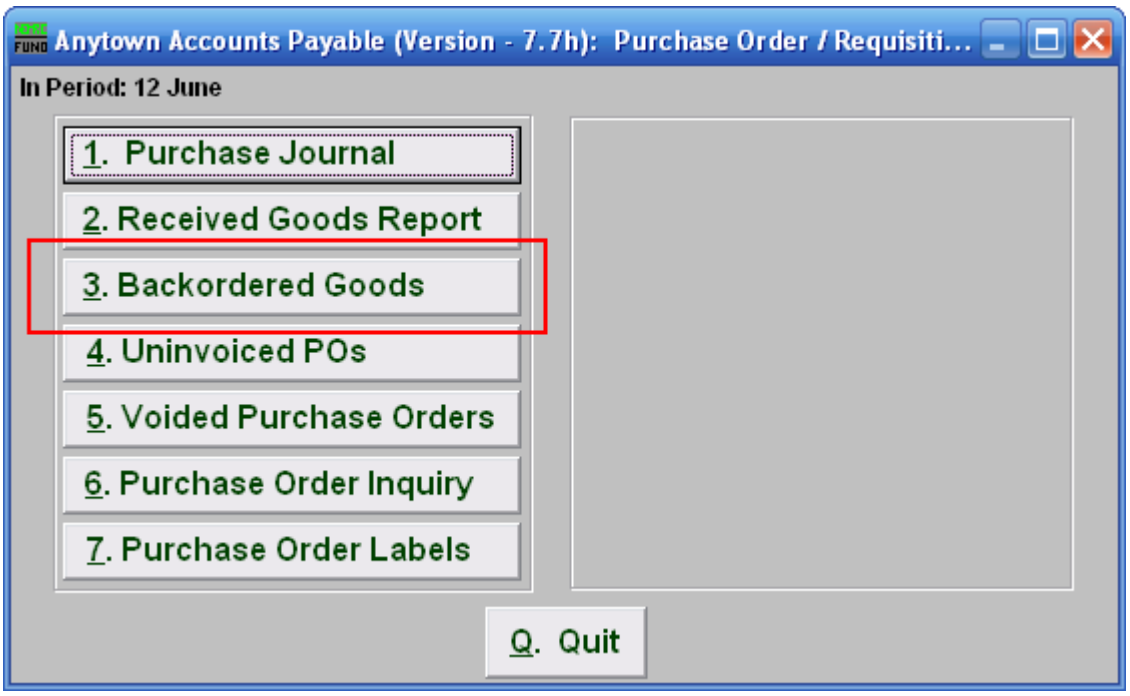
8. PO/Requisition Menu: R. Reports Menu: 3. Backordered Goods



Click on "8. PO / Requisition Menu" from the Main Menu and the following window will appear:



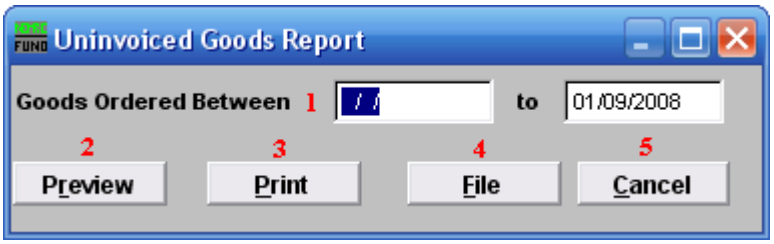
Click on "R. Reports Menu" from the Purchase Order / Requisition Menu and the following window will appear:



Click on "3. Backordered Goods" from the Purchase Order / Requisition's Reports Menu and the following window will appear:

Accounts Payable

Backordered Goods



1. **Goods Ordered Between:** Enter the dates you wish the report to include. Leaving the start date blank will be treated as all purchased orders up to the ending date provided.

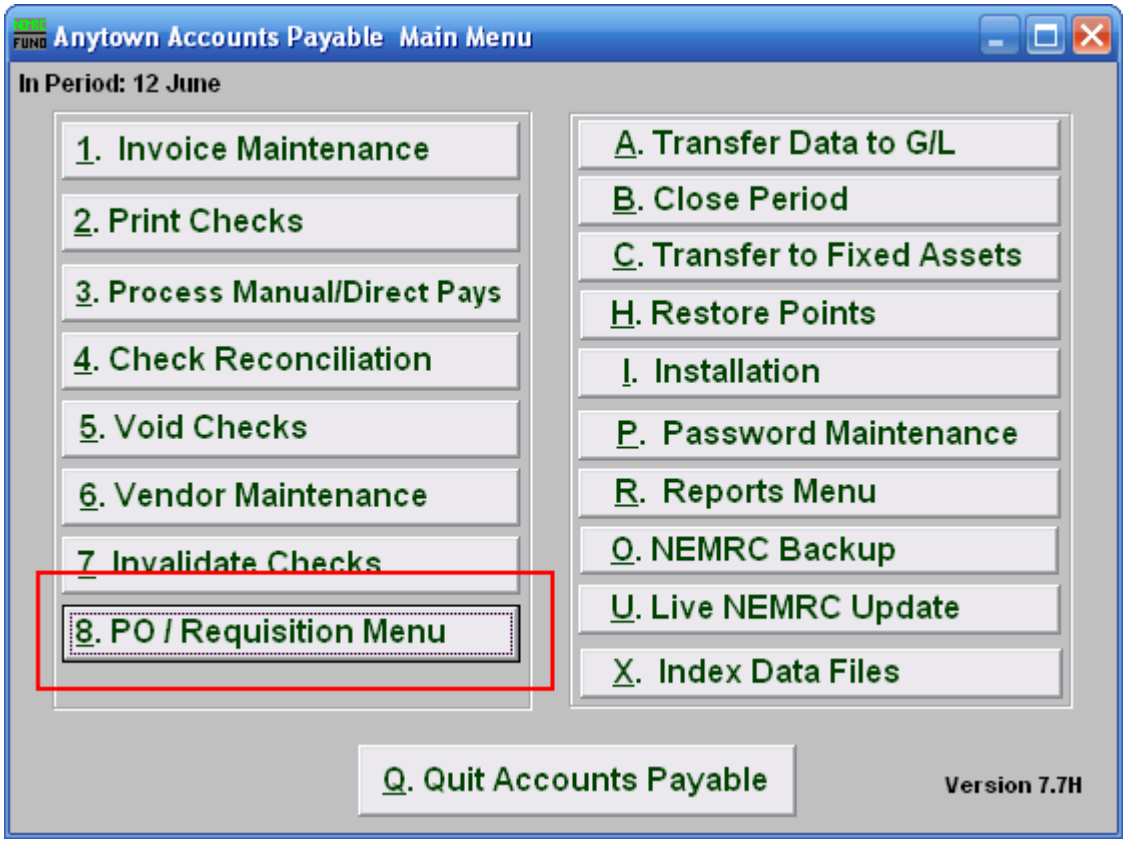
2. **Preview:** Click this button to preview this report. Refer to GENERAL PREVIEW for more information.

3. **Print:** Click this button to print this report. Refer to GENERAL PRINT for more information.

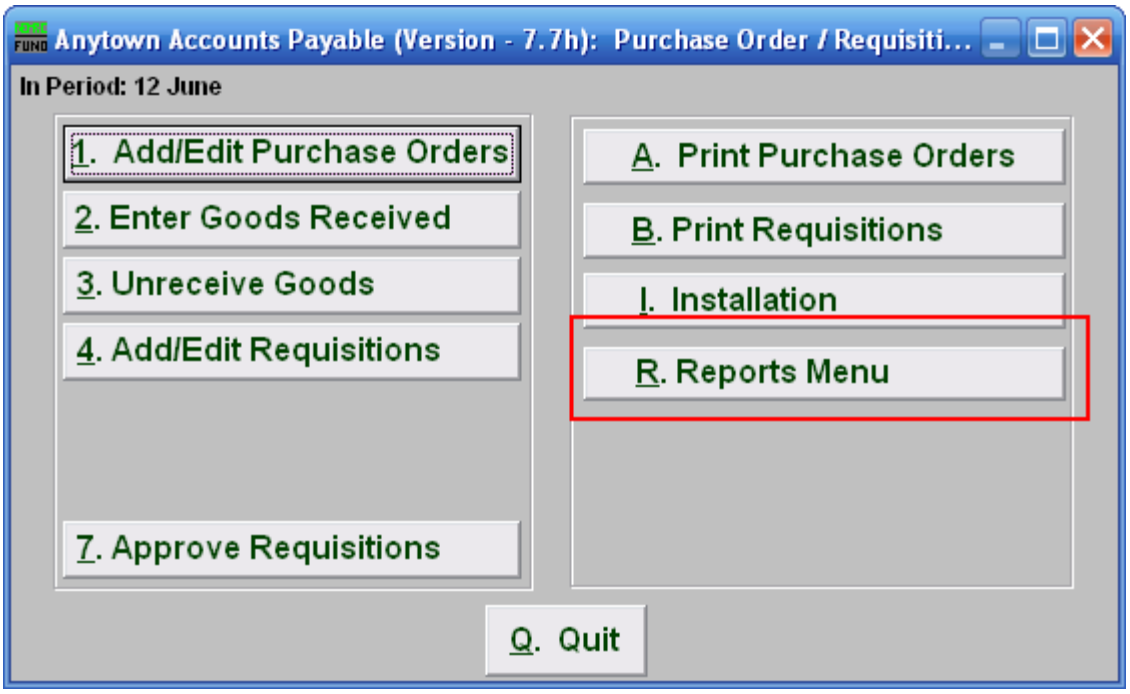
4. **File:** Click this button to save this report on this computer. Refer to GENERAL FILE for more information.

5. **Cancel:** Click "Cancel" to cancel and return to the previous screen.

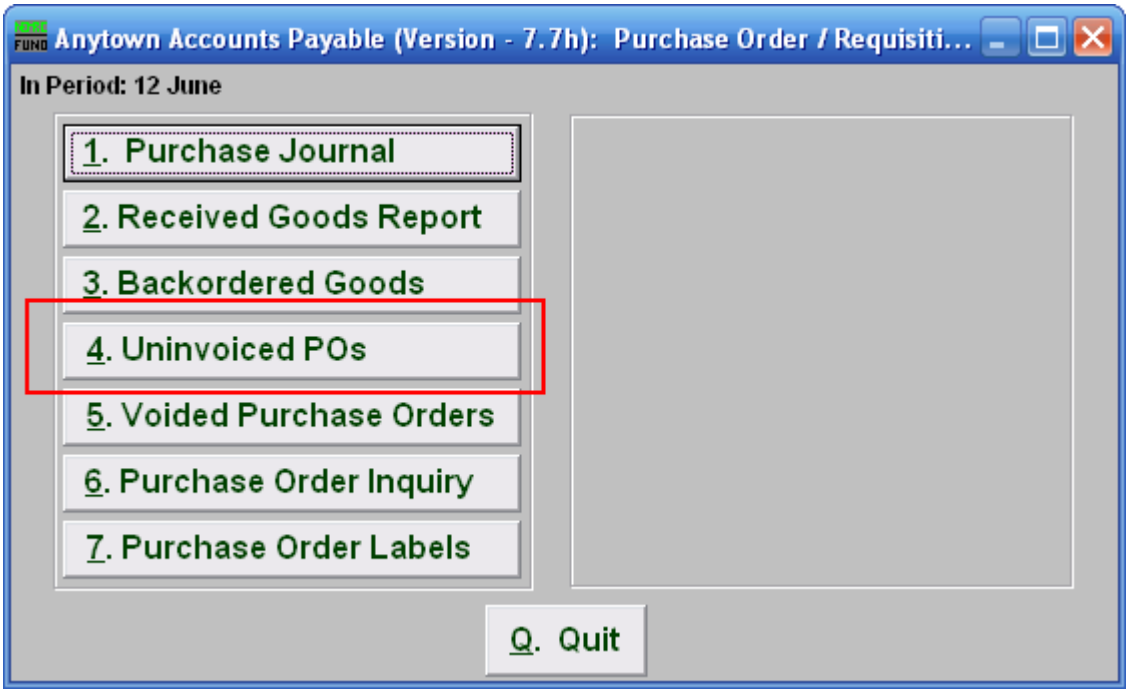
8. PO/Requisition Menu: R. Reports Menu: 4. Uninvoiced POs



Click on "8. PO/Requisition Menu" from the Main Menu and the following window will appear:

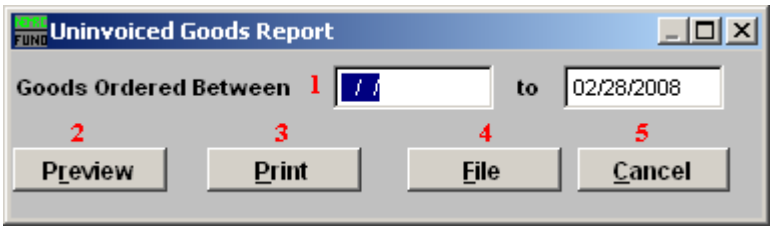


Click on "R. Reports Menu" from the PO/Requisition Menu and the following window will appear:



Click on "4. Uninvoiced POs" from the PO/Requisition Reports Menu and the following window will appear:

Uninvoiced POs



46. Goods Ordered Between: Enter the date range of the original orders for reporting. Selecting only an ending date will result in all purchase order's waiting for an invoice up to the end date being reported. This report indicates that goods have been received and no invoice has been processed referencing the Purchase Orders. This is often a result of an invoice being paid with out the purchase order reference. If this is true then use the option to un-receive the goods for the purchase order and adjust/void the balance ordered.

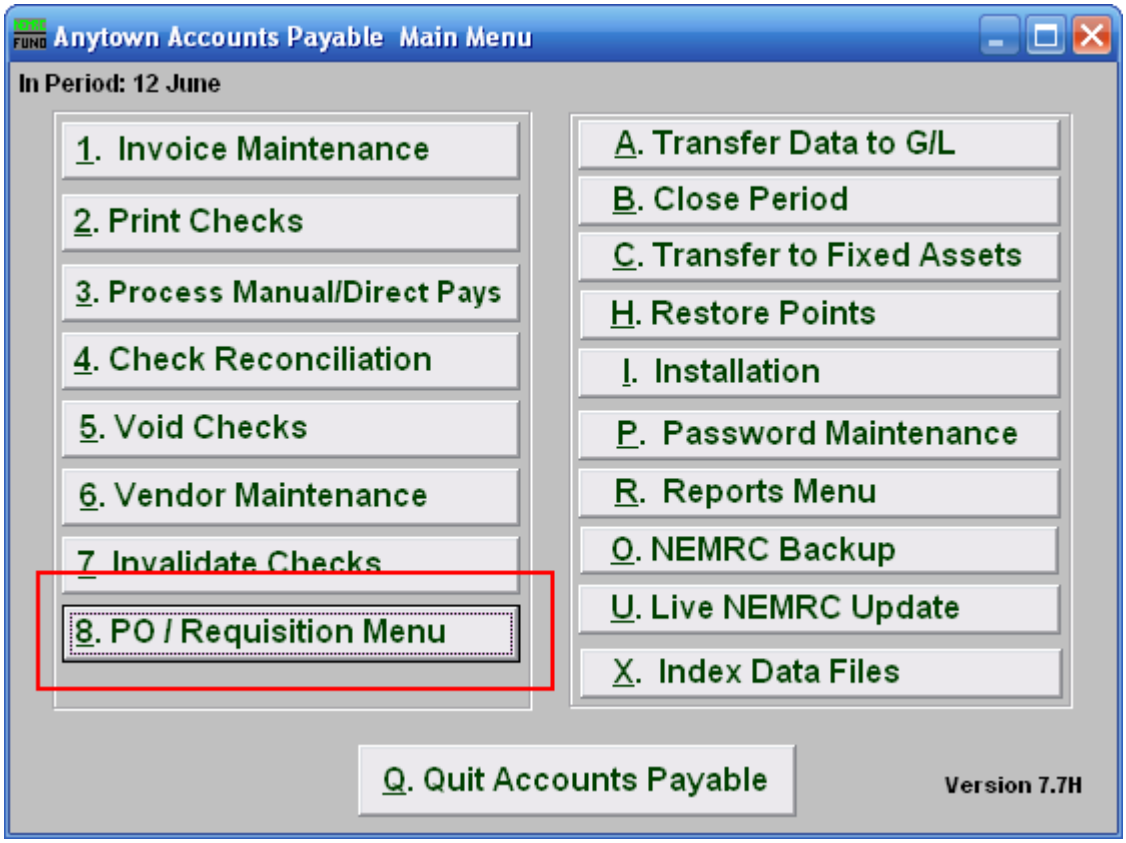
47. Preview: Click this button to preview. Refer to GENERAL PREVIEW for more information.

48. Print: Click this button to print. Refer to GENERAL PRINTING for more information.

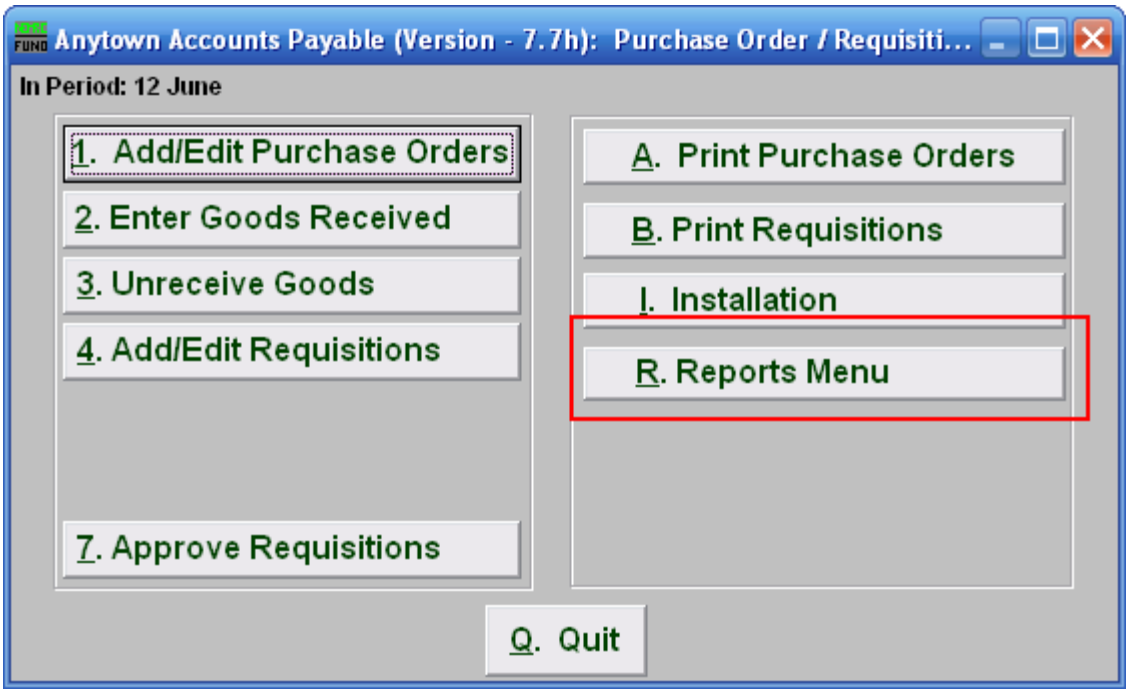
49. File: Click this button to save on this computer. Refer to GENERAL FILE for more information.

50. Cancel: Click "Cancel" to cancel and return to the previous screen.

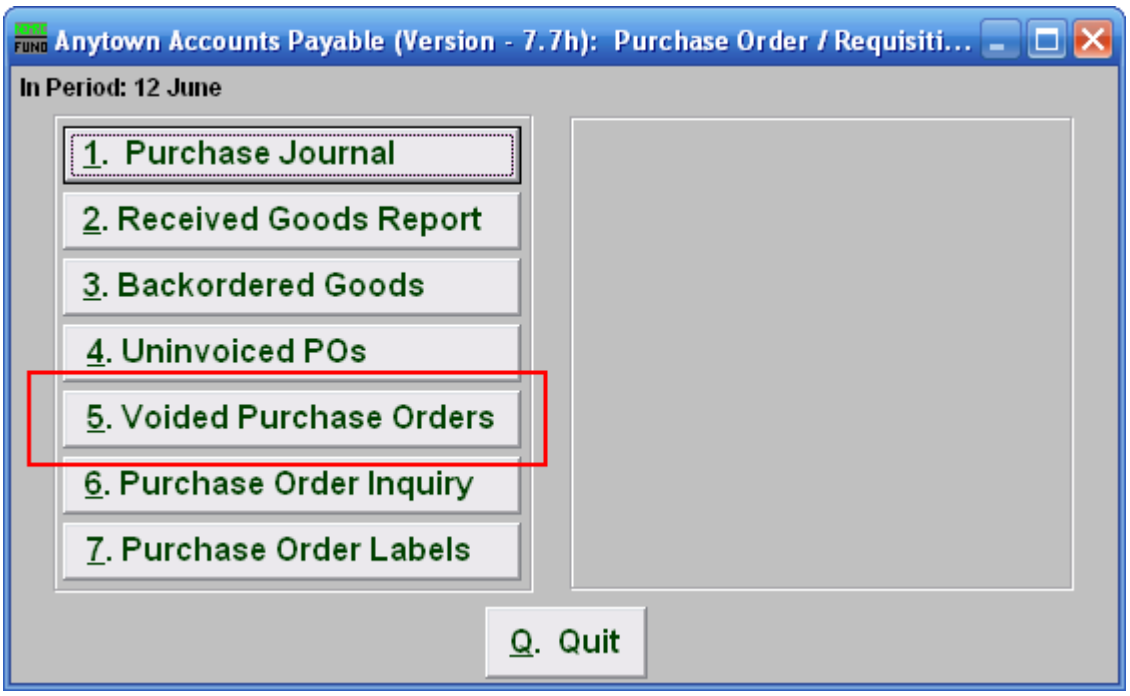
8. PO/Requisition Menu: R. Reports Menu: 5. Voided Purchase Orders



Click on "8. PO / Requisition Menu" from the Main Menu and the following window will appear:



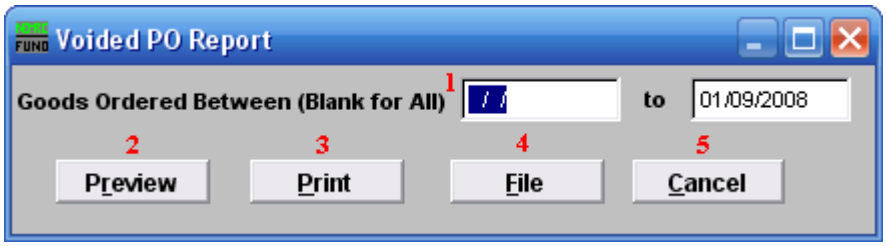
Click on "R. Reports Menu" from the Purchase Order / Requisition Menu and the following window will appear:



Click on "5. Voided Purchase Orders" from the Purchase Order / Requisition's Reports Menu and the following window will appear:

Accounts Payable

Voided Purchase Orders



1. **Goods Ordered Between (Blank for All):** Enter the date you wish for the report to include. Leaving the start date blank will be treated as all voided purchased orders up to the ending date provided

2. **Preview:** Click this button to preview this report. Refer to GENERAL PREVIEW for more information.

3. **Print:** Click this button to print this report. Refer to GENERAL PRINTING for more information.

4. **File:** Click this button to save this report on this computer. Refer to GENERAL FILE for more information.

5. **Cancel:** Click "Cancel" to cancel and return to the previous screen.

8. PO/Requisition Menu: R. Reports Menu: 6. Purchase Order Inquiry

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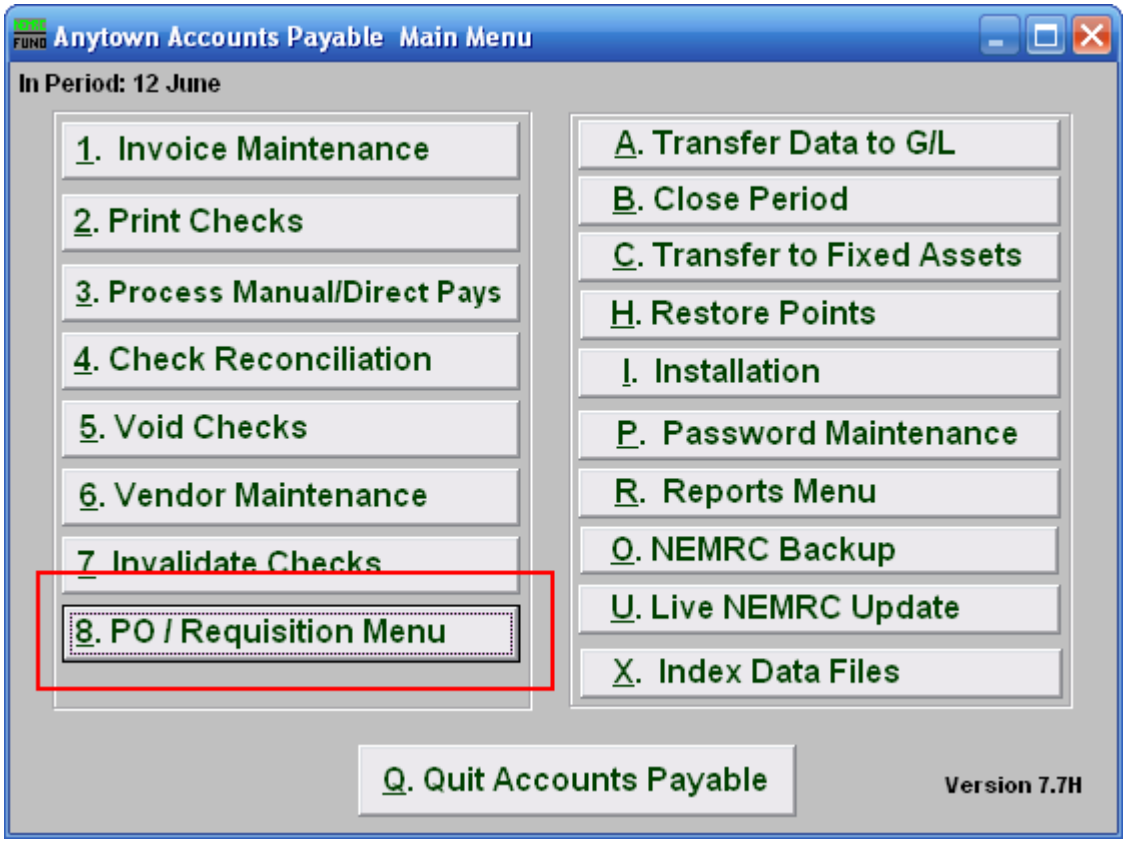
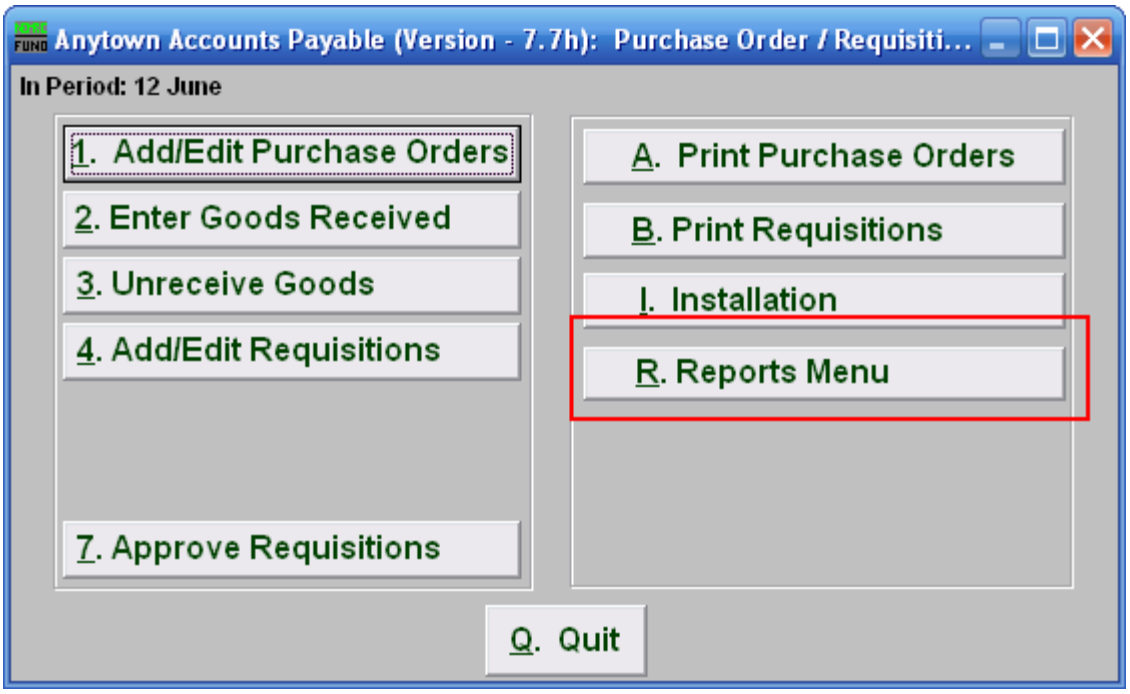
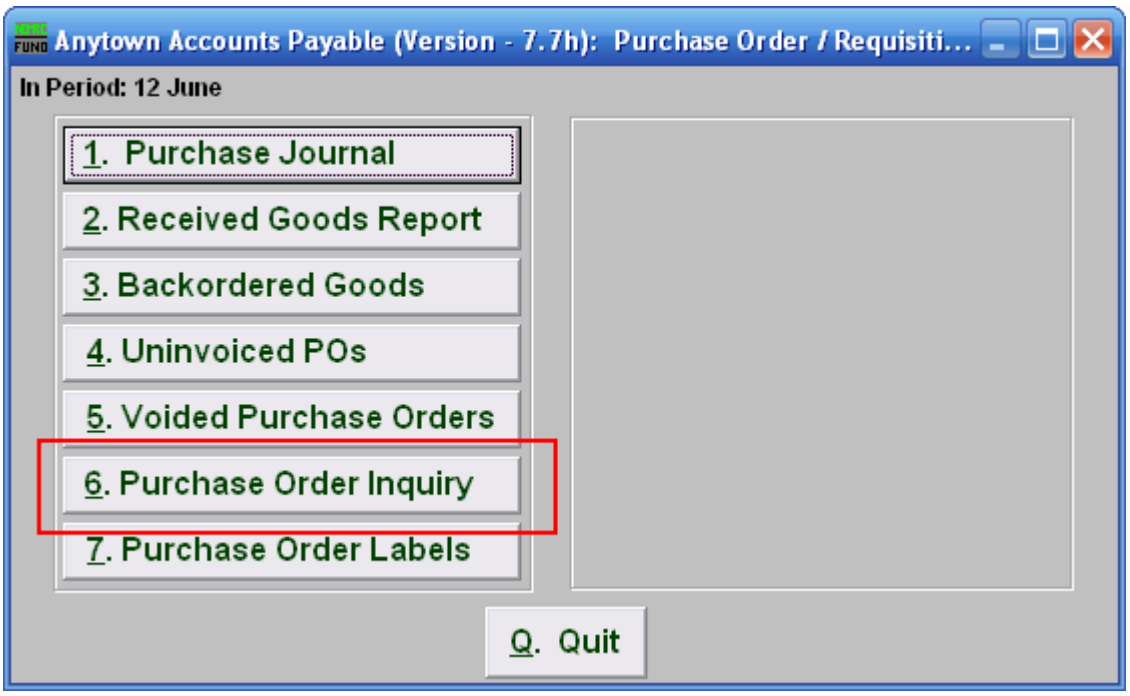


Click on "8. PO / Requisition Menu" from the Main Menu and the following window will appear:

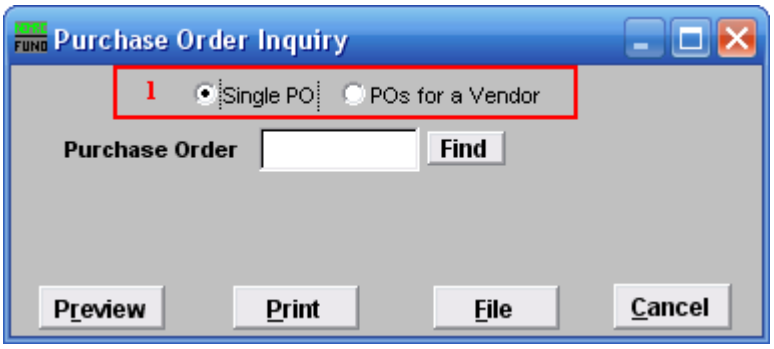


Click on "R. Reports Menu" from the Purchase Order / Requisition Menu and the following window will appear:



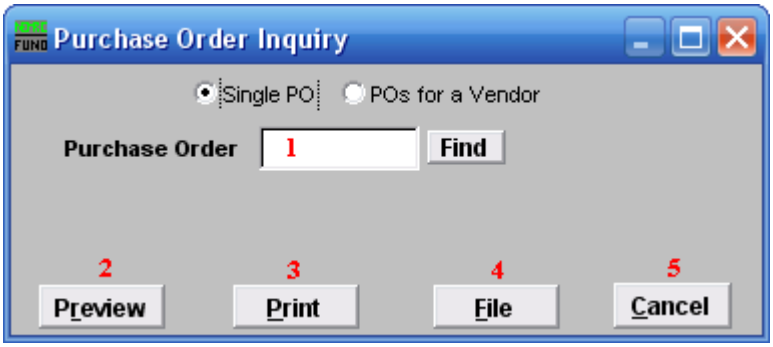
Click on "6.Purchase Order Inquiry" from the Purchase Order / Requisition's Reports Menu and the following window will appear:

Purchase Order Inquiry



1. **Single PO OR POs for a Vendor:** Choose if you are searching for a Single Purchase Order or if you are searching for Purchase Orders for a Vendor. Refer to the section below that relates to your choice.

Single PO



1. **Purchase Order:** Type in the Purchase Order number you are looking for OR click "Find" and select from there.

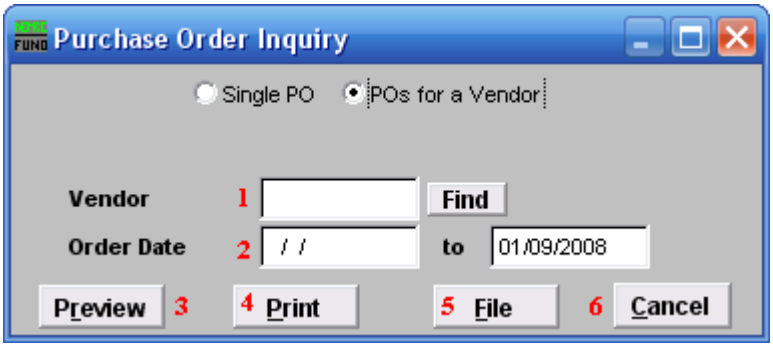
2. **Preview:** Click this button to preview the report. Refer to GENERAL PREVIEW for more information.

3. **Print:** Click this button to print this report. Refer to GENERAL PRINT for more information.

4. **File:** Click this button to save this report on this computer. Refer to GENERAL FILE for more information.

5. **Cancel:** Click "Cancel" to cancel and return to the previous screen.

Post for a Vendor



1. **Vendor:** Type in the Vendor Code OR click "Find" and select from there.

2. **Order Date:** Enter the Order Dates you wish to search in. Leaving the start date blank will be treated as all purchased orders up to the ending date provided

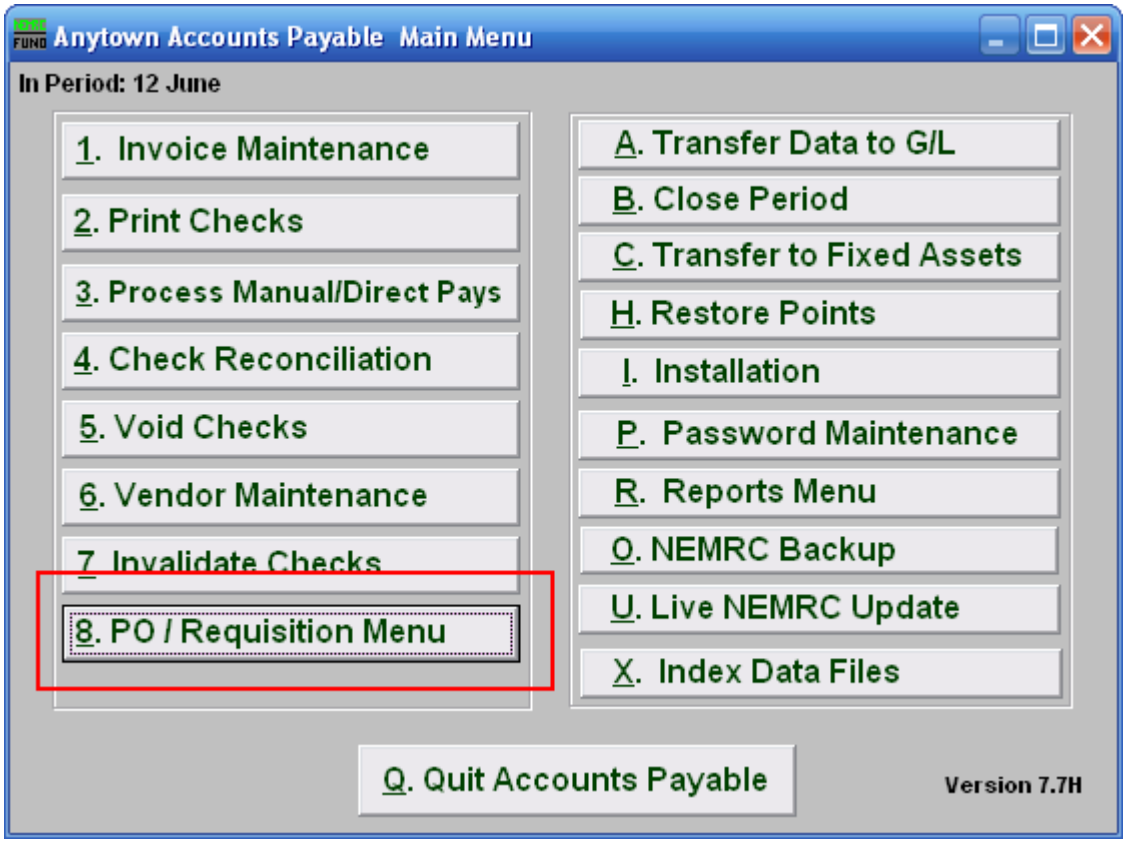
3. **Preview:** Click this button to preview this report. Refer to GENERAL PREVIEW for more information.

4. **Print:** Click this button to print this report. Refer to GENERAL PRINTING for more information.

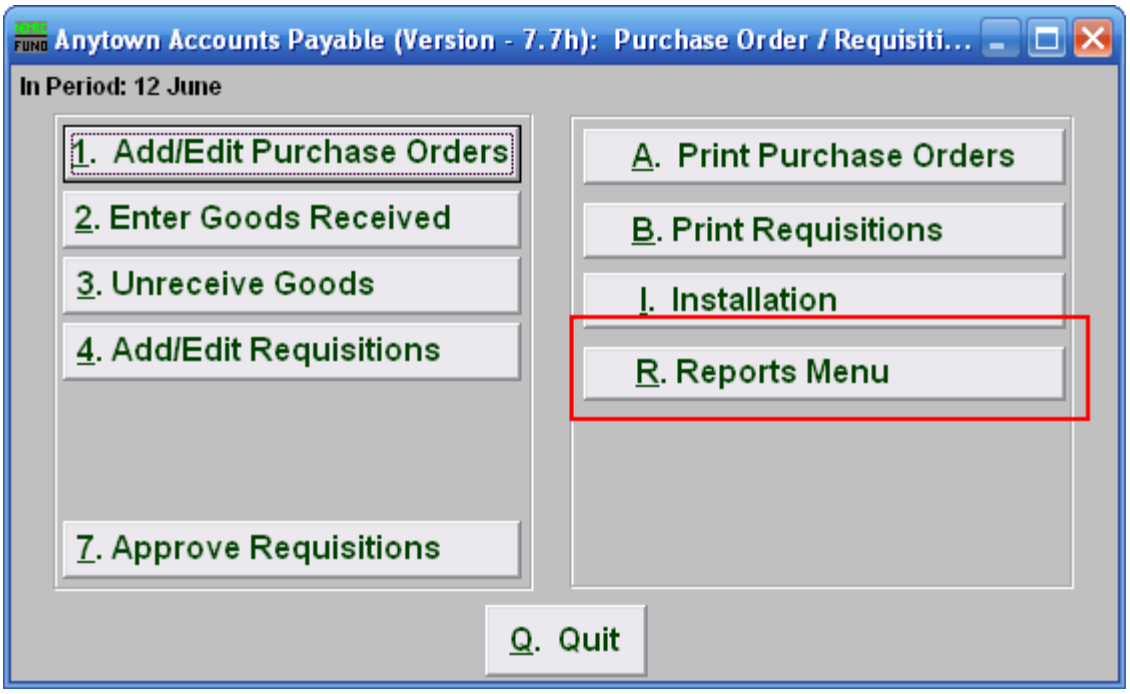
5. **File:** Click this button to save this report on this computer. Refer to GENERAL FILE for more information.

6. **Cancel:** Click "Cancel" to cancel and return to the previous screen.

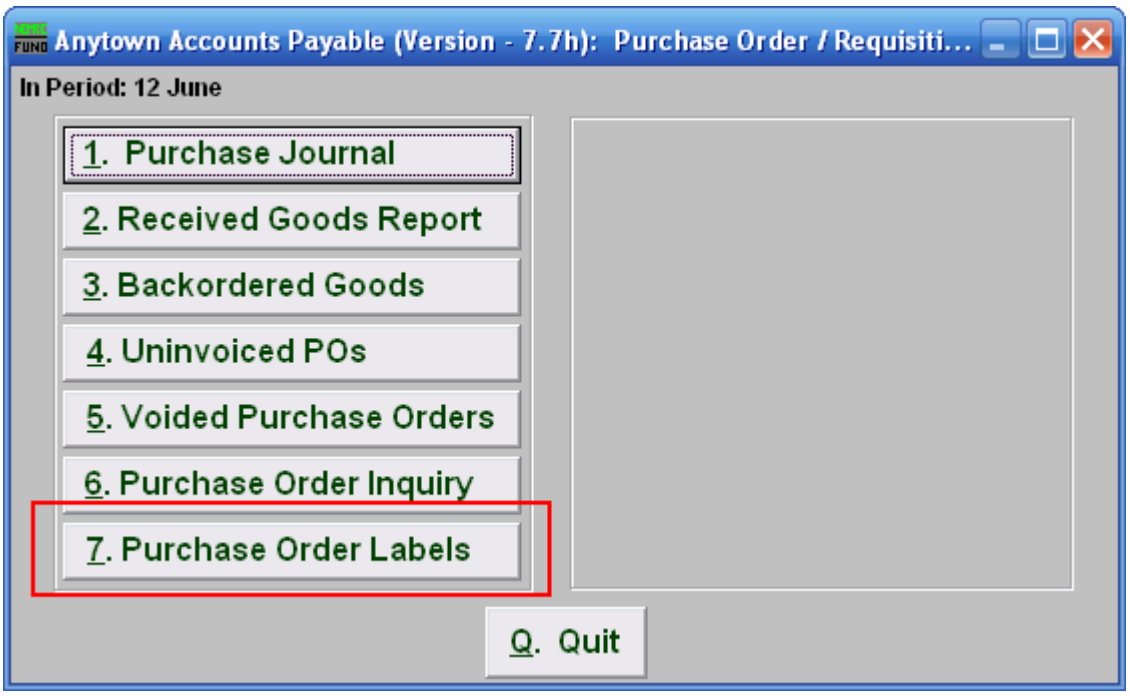
8. PO/Requisition Menu: R. Reports Menu: 7. Purchase Order Labels



Click on "8. PO / Requisition Menu" from the Main Menu and the following window will appear:

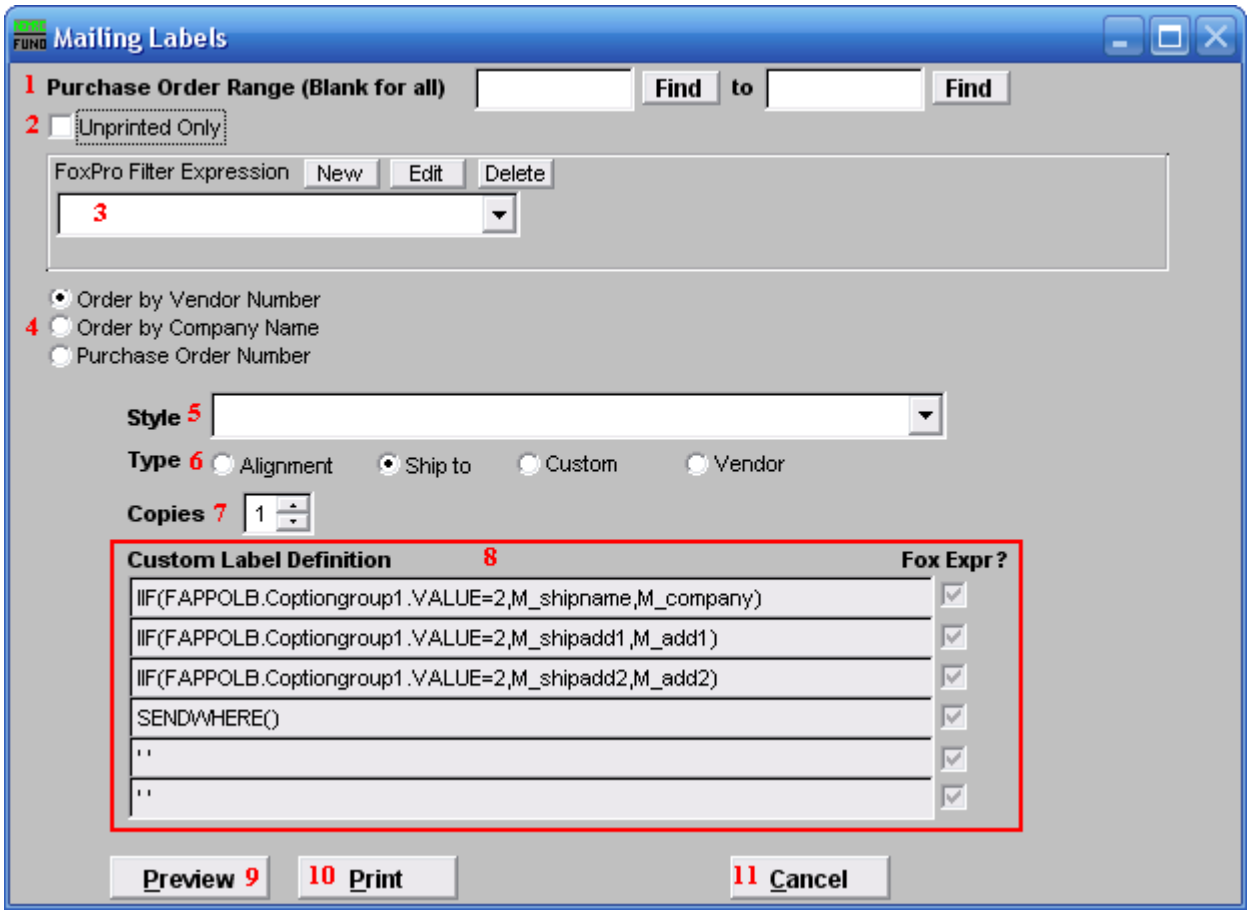


Click on "R. Reports Menu" from the Purchase Order / Requisition Menu and the following window will appear:



Click on "7. Purchase Order Labels" from the Purchase Order / Requisition's Reports Menu and the following window will appear:

Purchase Order Labels



1. **Purchase Order Range (Blank for All):** Enter the Purchase Order Number to start with and end with OR click on "Find" and select from there. Leave Blank if you want to include all Purchase Orders.

2. **Unprinted Only:** Click here if you want to print labels for unprinted Purchase Orders only. Purchase orders are updated as printed only after the process of Print Purchase Order has been performed.

3. **FoxPro Filter Expression:** A conditional reporting expression developed with NEMRC support. This evaluates purchase order information to determine if the Purchase Order should be included. Contact NEMRC support to learn more about this option.

4. **Order by Vendor OR Company Name OR Purchase Order Number:** Select which order you want the labels to print in.

5. **Style:** Click on the drop down arrow and choose the style of label that you want.

6. **Type:** Select the Type of Label.

7. **Copies:** Determine how many of each label you would like generated. This can be used for a mailing label, return address label and notice label in a three piece mailing.

8. **Custom Label Definition:** Call NEMRC for details on how to achieve what you are looking for on the labels.

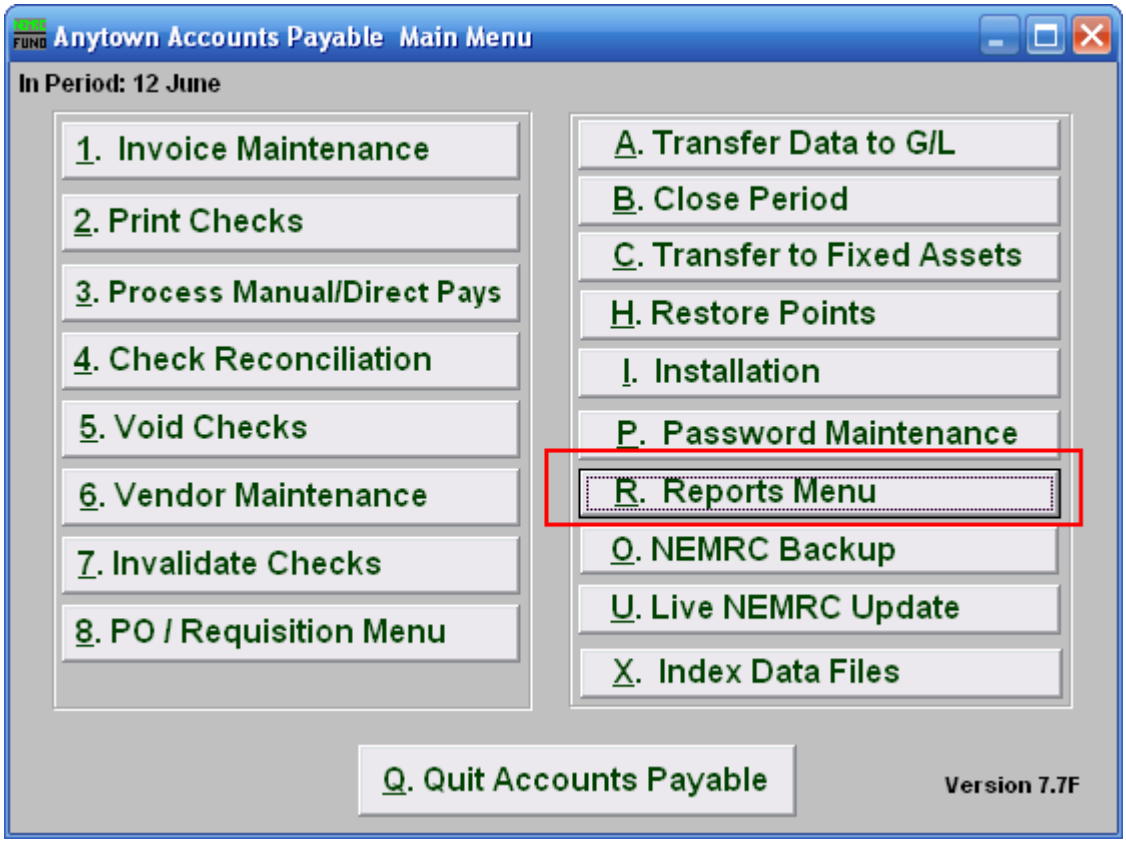
9. **Preview:** Click this button to preview this report. Refer to GENERAL PREVIEW for more information.

10. **Print:** Click this button to print the labels. Refer to GENERAL PRINTING for more information.

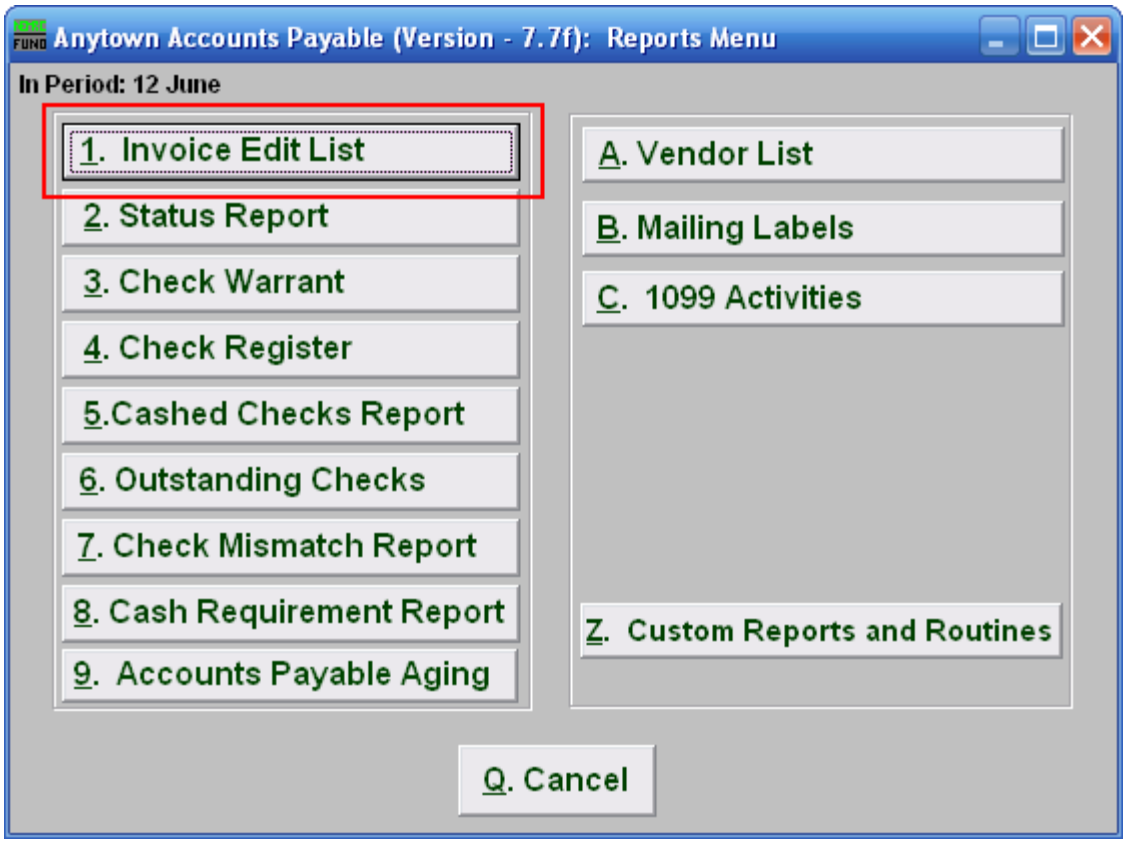
11. **Cancel:** Click "Cancel" to cancel and return to the previous screen.

Reports

R. Reports Menu: 1. Invoice Edit List



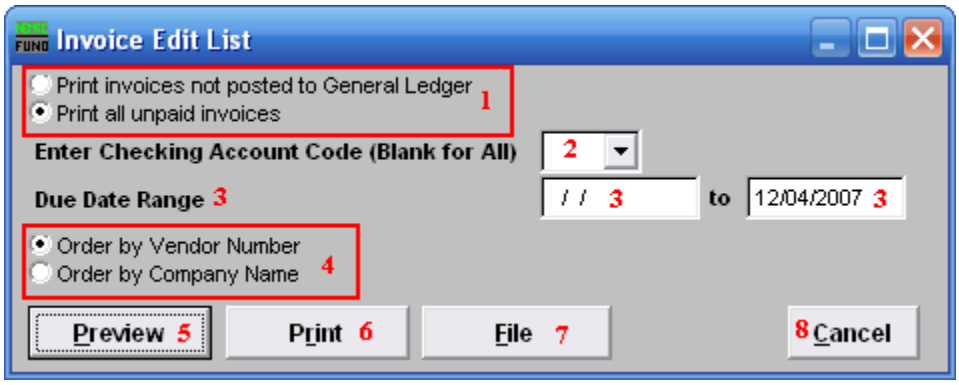
Click on “R. Reports Menu” from the Main Menu and the following window will appear:



Click on "1. Invoice Edit List" from the Reports Menu and the following window will appear:

Accounts Payable

Invoice Edit List



1. **Print invoices not posted… OR Print all unpaid ...:** The default is to print and review all unpaid invoices. This practice is most common for invoice entry occurring at the same time of check preparation. When invoices are entered, reviewed and transferred on a daily basis then use the other option. The second method of entry shows results on the budget status report without requiring checks to be printed first.

2. **Enter Checking Account Code (Blank for All):** When multiple checking accounts are in use then you may restrict the report to a single account by selecting one from the drop down menu.

3. **Due Date Range:** Enter the beginning and ending due dates on the invoices to report. The default of an empty beginning date is to ensure all unpaid invoices from voided checks re-appear in the report for unpaid invoices.

4. **Order by Vendor OR Order by Company:** Select the order in which to report the information.

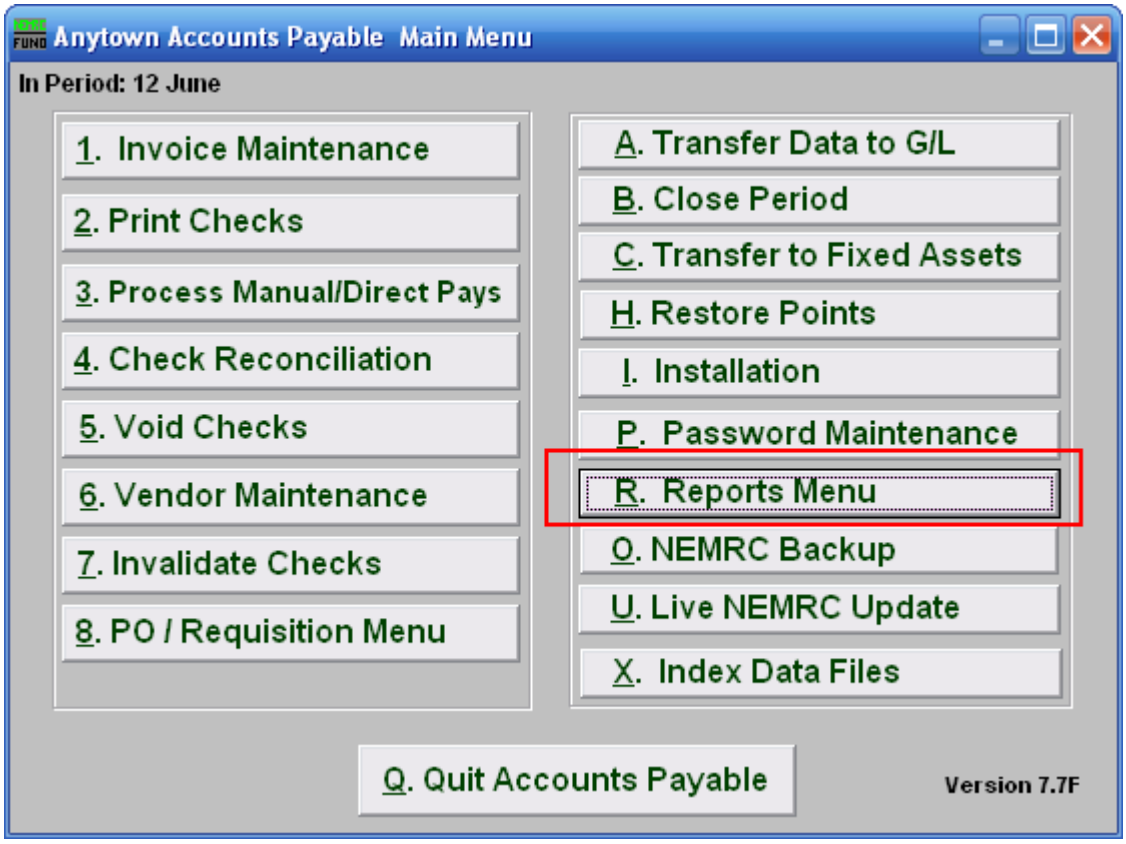
5. **Preview:** Click this button to preview this report. Refer to GENERAL PREVIEW for more information.

6. **Print:** Click this button to print this report. Refer to GENERAL PRINTING for more information.

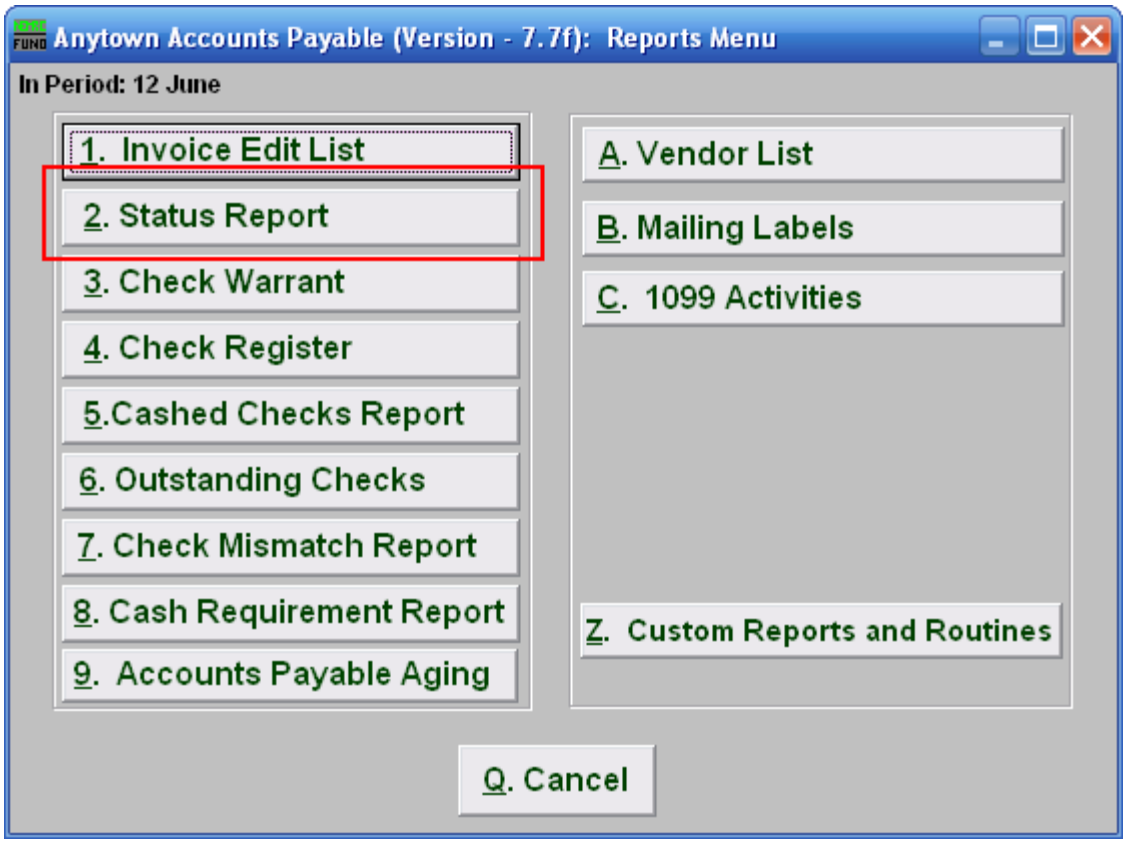
7. **File:** Click this button to save this report on this computer. Refer to GENERAL FILE for more information.

8. **Cancel:** Click “Cancel” to cancel and return to the previous screen.

R. Reports Menu: 2. Status Report



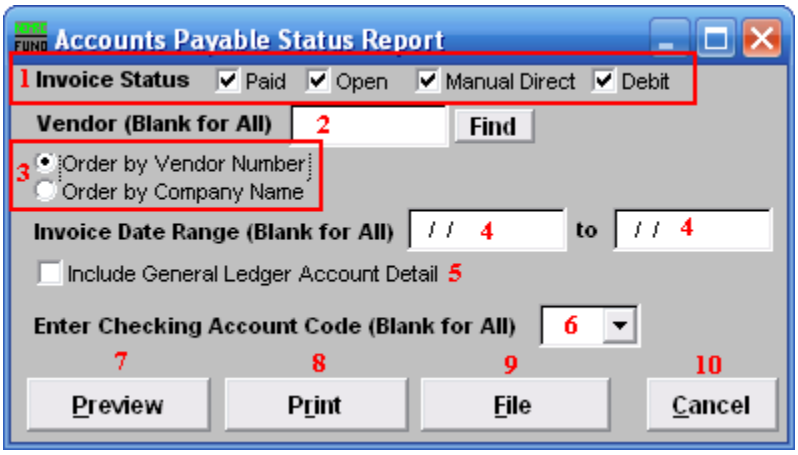
Click on “R. Reports Menu” from the Main Menu and the following window will appear:



Click on "2. Status Report" from the Reports Menu and the following window will appear:

Accounts Payable

Status Report



1. **Invoice Status:** Check off each condition of an invoice you want to consider for reporting.

2. **Vendor (Blank for All):** Enter a vendor number or click the "Find" button if you are looking for information regarding a specific vendor. Leave blank to use all Vendors.

3. **Order by…:** Select an order to report the data if reporting on more than one vendor code.

4. **Invoice Date Range:** Enter the beginning and ending date range of invoices to report.

5. **Include General Ledger…:** Check this box to include the General Ledger reference accounts used on each invoice being reported.

6. **Enter Checking Account Code:** If you are specifically looking for invoices paid from a single checking account then select a checking account assigned to the invoices during entry to report on from the drop down. This is commonly left empty.

7. **Preview:** Click this button to preview this report. Refer to GENERAL PREVIEW for more information.

8. **Print:** Click this button to print this report. Refer to GENERAL PRINTING for more information.

9. **File:** Click this button to save this report on this computer. Refer to GENERAL FILE for more information.

10. **Cancel:** Click "Cancel" to cancel and return to the previous screen.

R. Reports Menu: 3. Check Warrant

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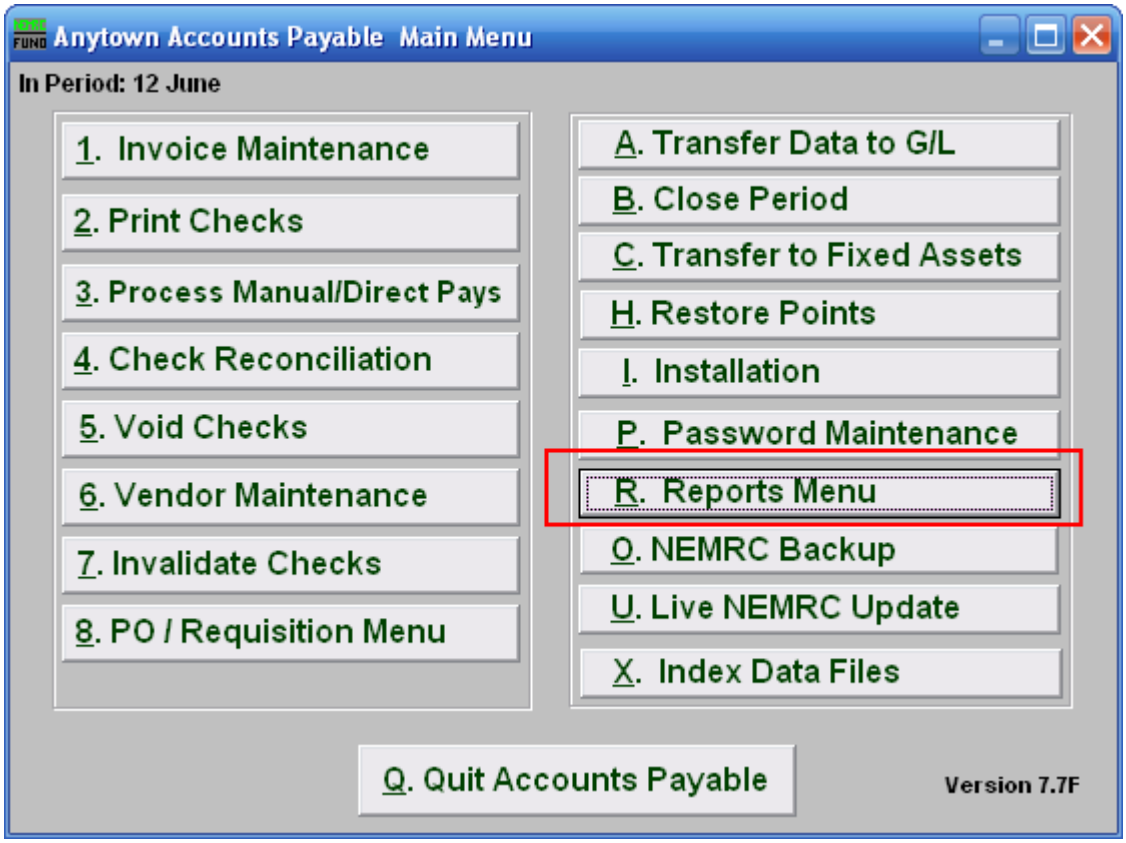
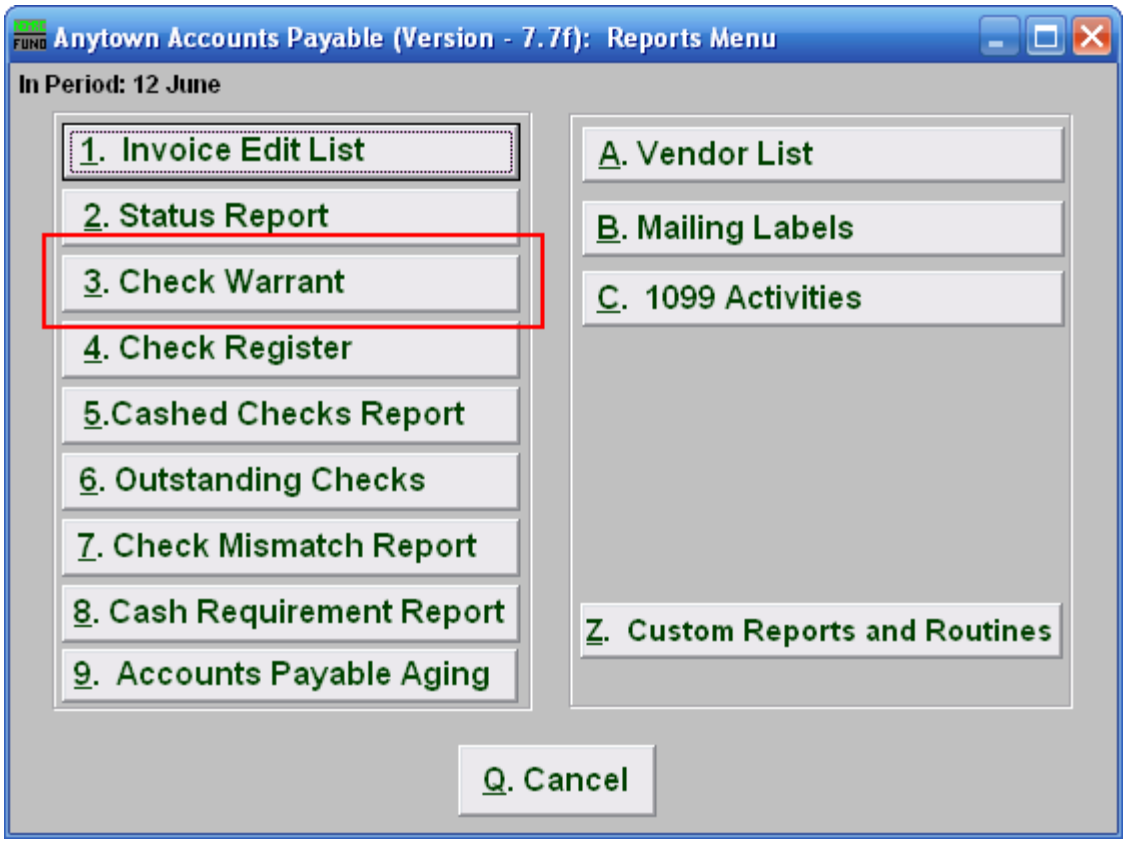
The “Warrant Bottom” tab 131



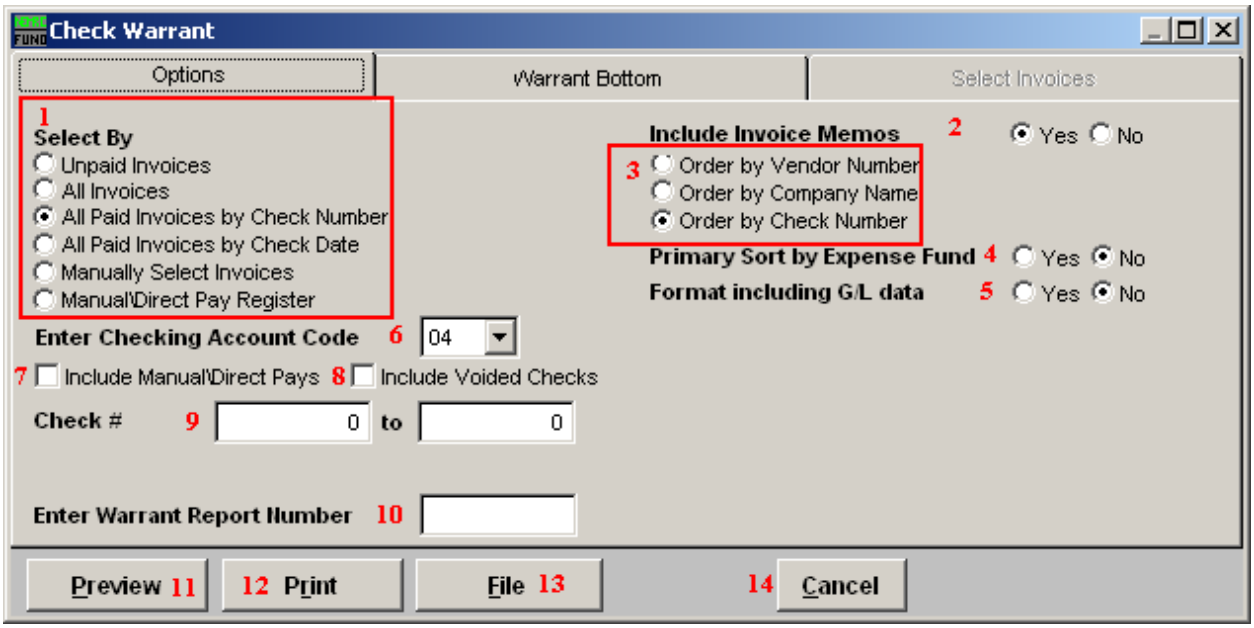
Click on “R. Reports Menu” from the Main Menu and the following window will appear:



Click on "3. Check Warrant" from the Reports Menu and the following window will appear:

Check Warrant

The “Options” tab



51. **Select By:** Choose what you want to create a Check Warrant report for.

52. **Include Invoice Memos:** Choose whether or not you want to have the Memos for each Invoice to appear on the report.

53. **Order by:** Choose what you want this report to print in order of.

54. **Primary Sort by Expense Fund:** The report will group all reference accounts associated by the expense fund before the option 3 choice when this option is set to yes.

55. **Format including G/L data:** Each reference account and description will appear related to each invoice paid on the report when this option is set to yes.

56. **Enter Checking Account Code:** Enter the checking account code or select from the drop down menu. Checking account codes are set up in installation.

57. **Include Manual/Direct Pays:** Check this box to include Manual and Direct Pays in this report.

58. **Include Voided Checks:** Check this box to include Checks that have been Voided in this report.

59. **Check #:** Enter a Check number range for this report. If you select the option of "All paid invoices by check date" then the check date range will appear here.

60. **Enter Warrant Report Number:** Enter the warrant number to print on the report if you assign them

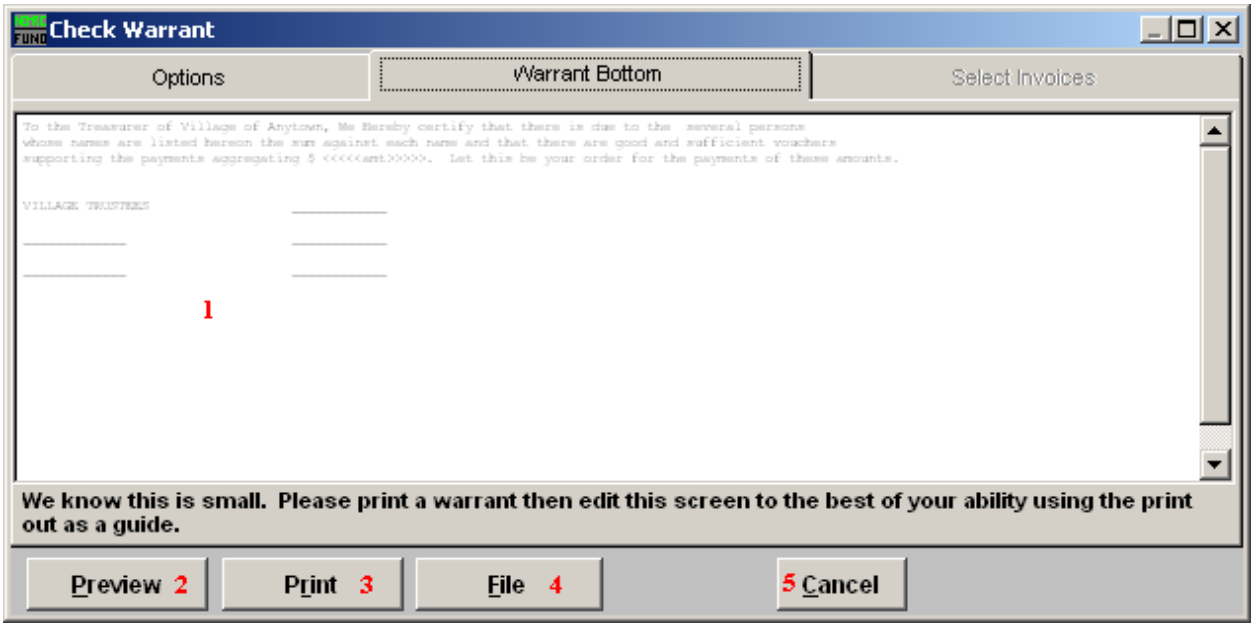
61. **Preview:** Click this button to preview. Refer to GENERAL PREVIEW for more information.

62. **Print:** Click this button to print. Refer to GENERAL PRINTING for more information.

63. **File:** Click this button to save on this computer. Refer to GENERAL FILE for more information.

64. **Cancel:** Click "Cancel" to cancel and return to the previous screen.

The "Warrant Bottom" tab



50. **Edit:** You should print this check warrant, and then edit this screen as best you can. Print again and review after you make changes. Some users place each board members name under a specific line for their respective signature.

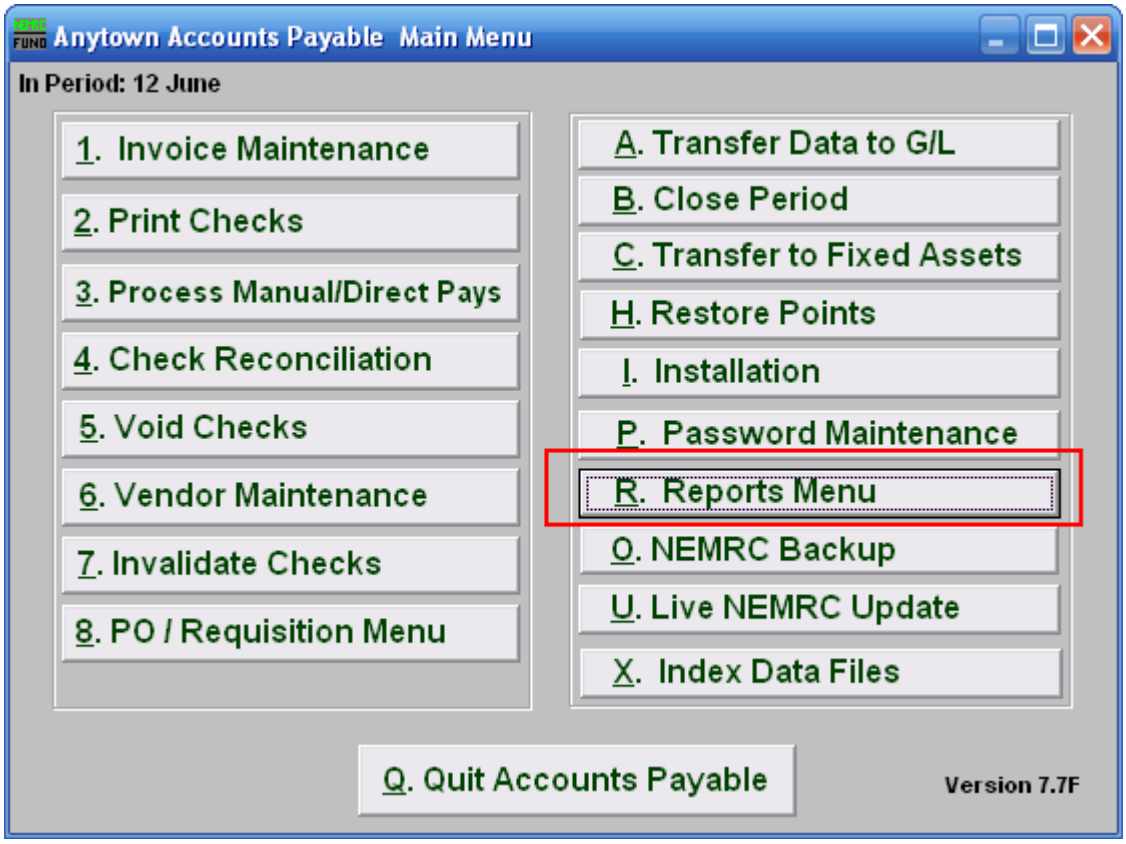
51. **Preview:** Click this button to preview. Refer to GENERAL PREVIEW for more information.

52. **Print:** Click this button to print. Refer to GENERAL PRINTING for more information.

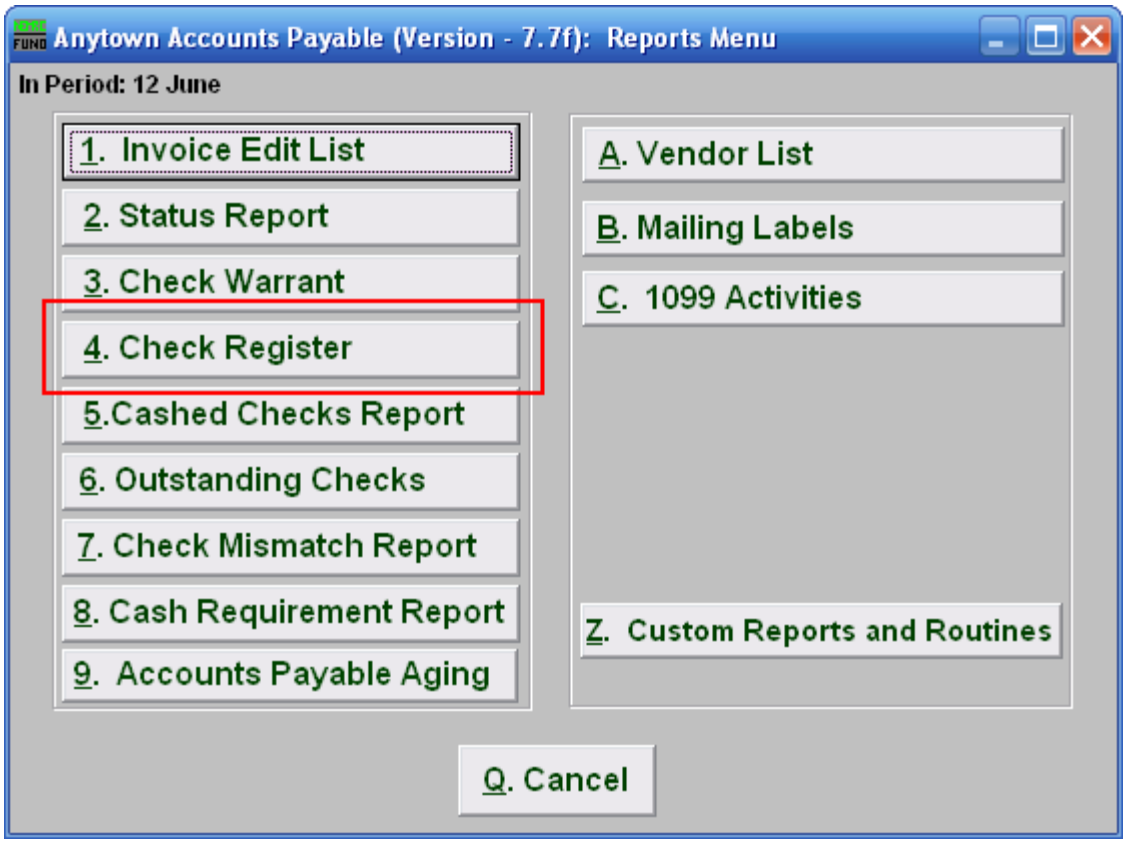
53. **File:** Click this button to save on this computer. Refer to GENERAL FILE for more information.

54. **Cancel:** Click "Cancel" to cancel and return to the previous screen.

R. Reports Menu: 4. Check Register

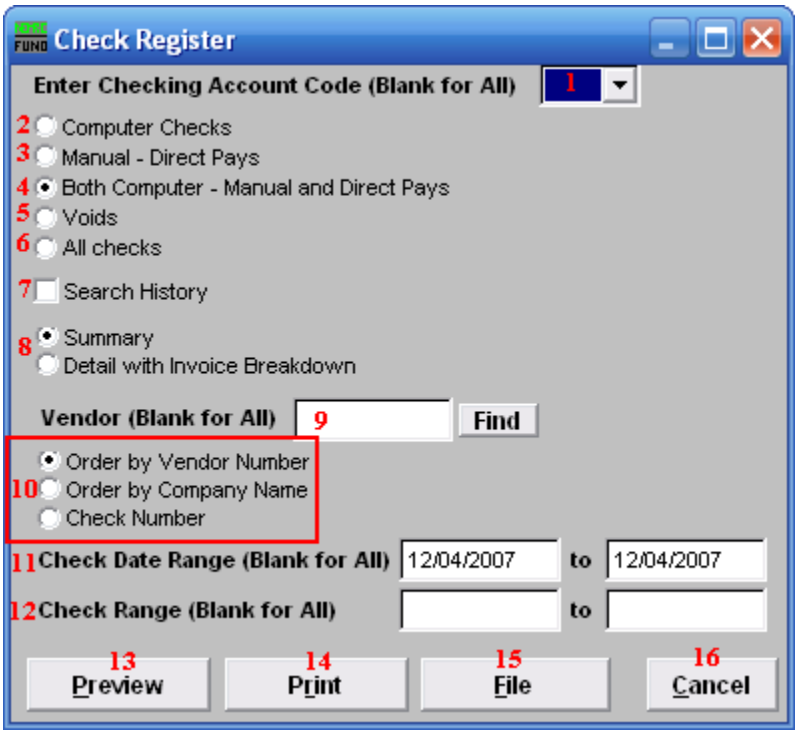


Click on “R. Reports Menu” from the Main Menu and the following menu will appear:



Click on "4. Check Register" and the following window will appear:

Check Register



1. **Enter Checking Account Code (Blank for All):** Select the checking account code to report as set up in Installation or leave this field empty to report for all.

2. **Computer Checks:** Check this box to report only computer printed checks.

3. **Manual – Direct Pays:** Check this box to report only manual or direct pay enter checks.

4. **Both Computer – Manual and Direct Pays:** Check this box to include both items **2** and **3**.

5. **Voids:** Check this box to only report on void checks.

6. **All checks:** Check this box to include all options **2**, **3** and **5**.

7. **Search History:** Check this box if you are looking for checks that have been cashed and moved to history files during or prior to the last period close.

8. **Summary OR Detail with Invoice Breakdown:** The summary report will show the net check amount with the check number, company name, check date and checking account code. The detail will list the invoice detail paid on every check being reported.

9. **Vendor (Blank for All):** Enter a vendor number or click the “Find” button if you are looking for information regarding a specific vendor. Leave blank to use all Vendors.

10. **Order by Vendor Number OR Company Name OR Check Number:** Select one of the orders to print the collected data in. Auditors prefer items in check number order.

11. **Check Date Range (Blank for All):** Select the beginning and ending check issued dates for collecting data to report.

12. **Check Range (Blank for All):** Select the beginning and ending check number range for collecting data to report.

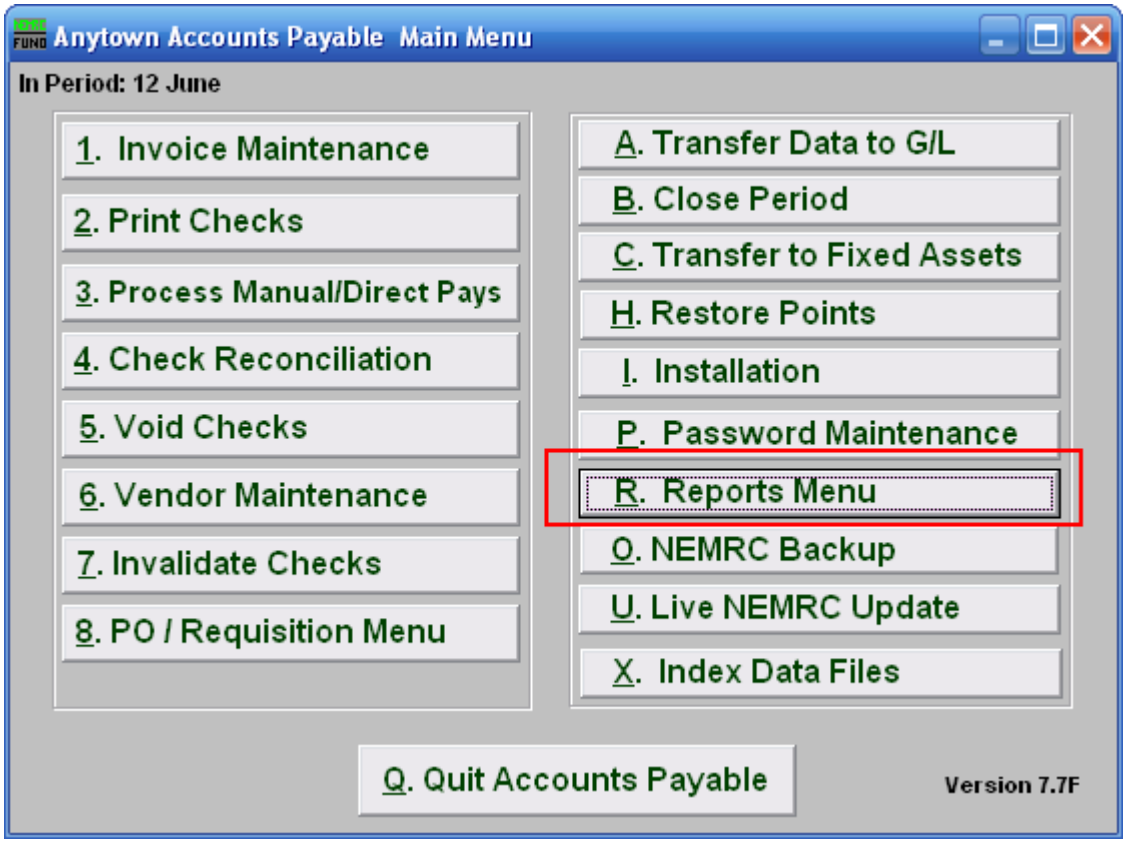
13. **Preview:** Click this button to preview. Refer to GENERAL PREVIEW for more information.

14. **Print:** Click this button to print. Refer to GENERAL PRINTING for more information.

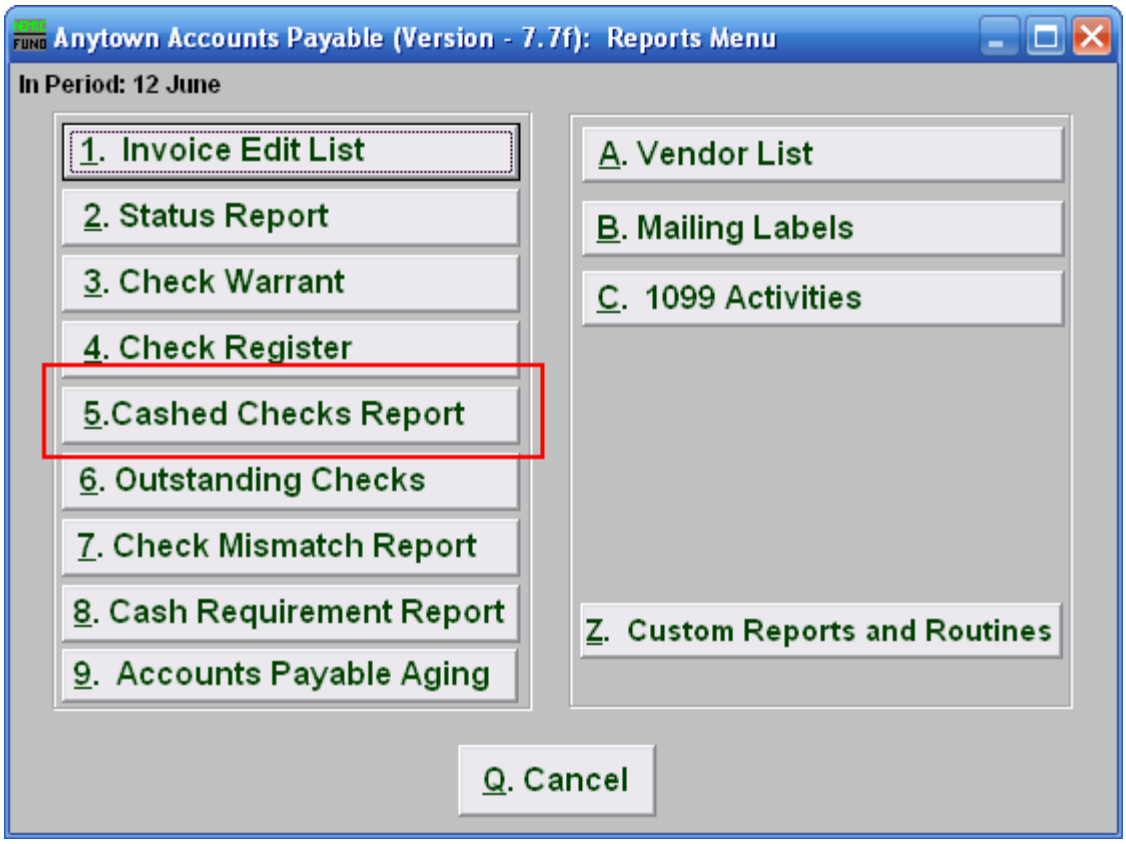
15. **File:** Click this button to save on this computer. Refer to GENERAL FILE for more information.

16. **Cancel:** Click “Cancel” to cancel and return to the previous screen.

R. Reports Menu: 5. Cashed Checks Report



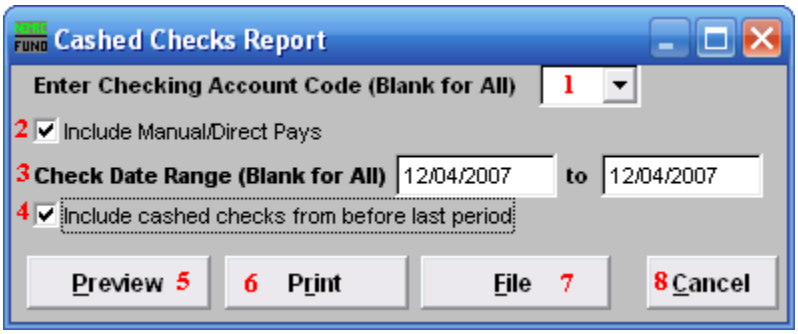
Click on “R. Reports Menu” from the Main Menu and the following menu will appear:



Click on "5. Cashed Checks Report" and the following window will appear:

Accounts Payable

Cashed Checks Report



1. **Enter Checking Account Code (Blank for All):** Select the checking account code to report as set up in Installation or leave this field empty to report for all.

2. **Include Manual/Direct Pays:** Check this box to include manual/direct pays made in the date range entered below.

3. **Check Date Range (Blank for All):** Select the beginning and ending check issued dates for collecting data to report.

4. **Include cashed checks from before last period:** Check this box if you are looking for checks that have been cashed and moved to history files during or prior to the last period close. Leave this box unchecked to report only cleared checks during the present period.

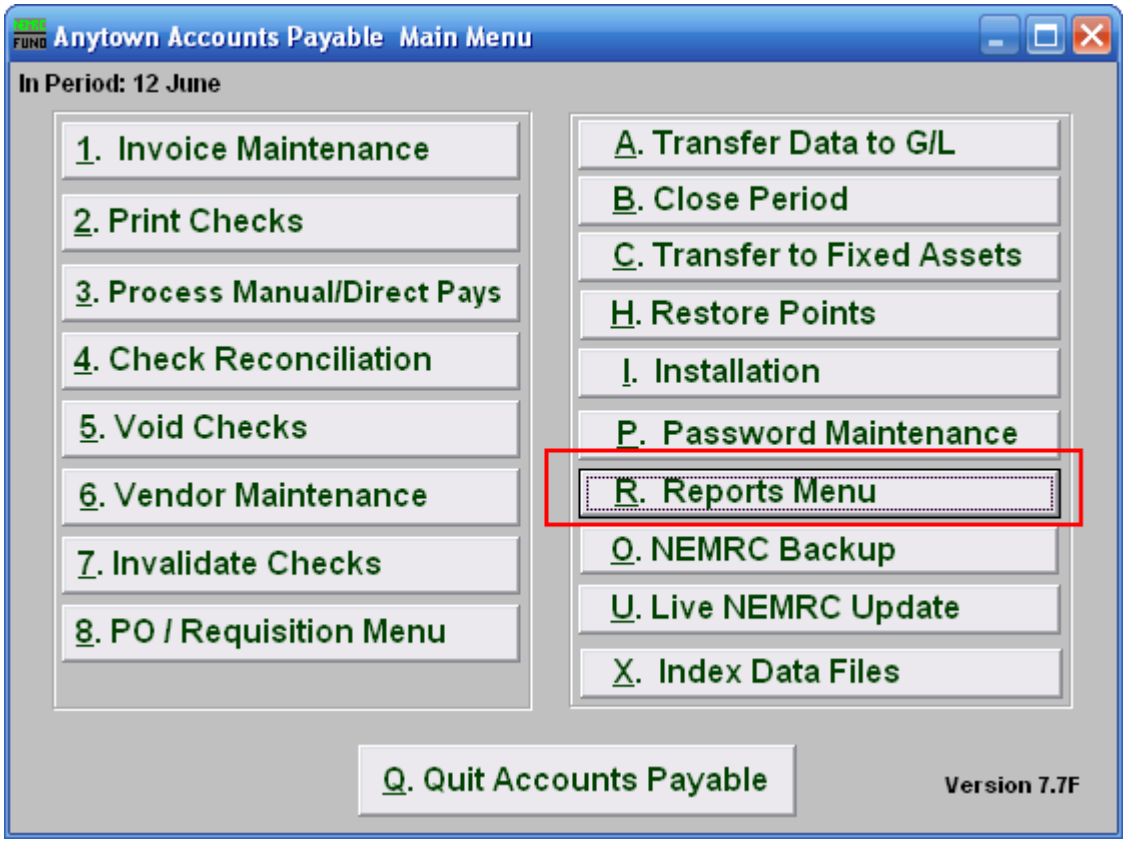
5. **Preview:** Click this button to preview. Refer to GENERAL PREVIEW for more information.

6. **Print:** Click this button to print. Refer to GENERAL PRINTING for more information.

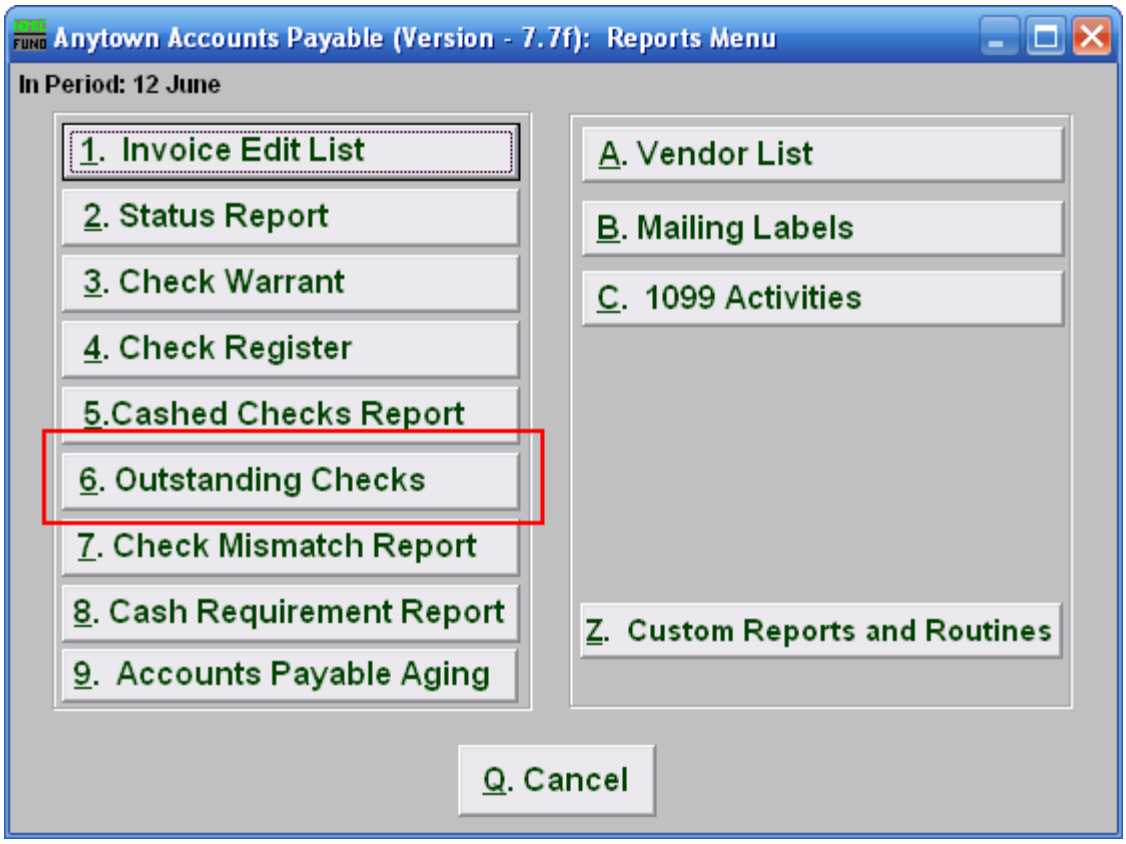
7. **File:** Click this button to save on this computer. Refer to GENERAL FILE for more information.

8. **Cancel:** Click “Cancel” to cancel and return to the previous screen.

R. Reports Menu: 6. Outstanding Checks



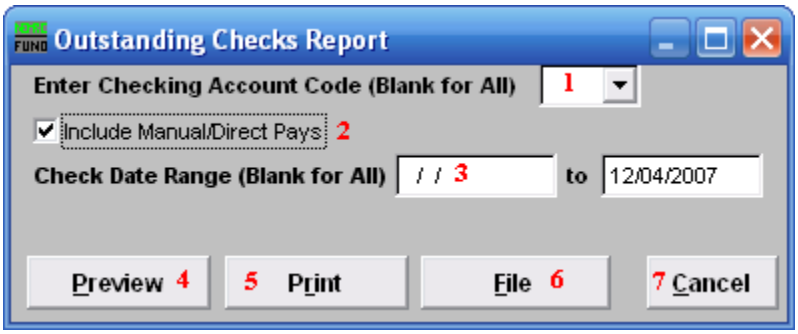
Click on “R. Reports Menu” from the Main Menu and the following menu will appear:



Click on "6. Outstanding Checks" and the following window will appear:

Accounts Payable

Outstanding Checks



1. **Enter Checking Account Code (Blank for All):** Select the checking account code to report as set up in Installation or leave this field empty to report for all.

2. **Include Manual/Direct Pays:** Check this box to include manual/direct pays made in the date range entered below.

3. **Check Date Range (Blank for All):** Select the beginning and ending check issued dates for collecting data to report.

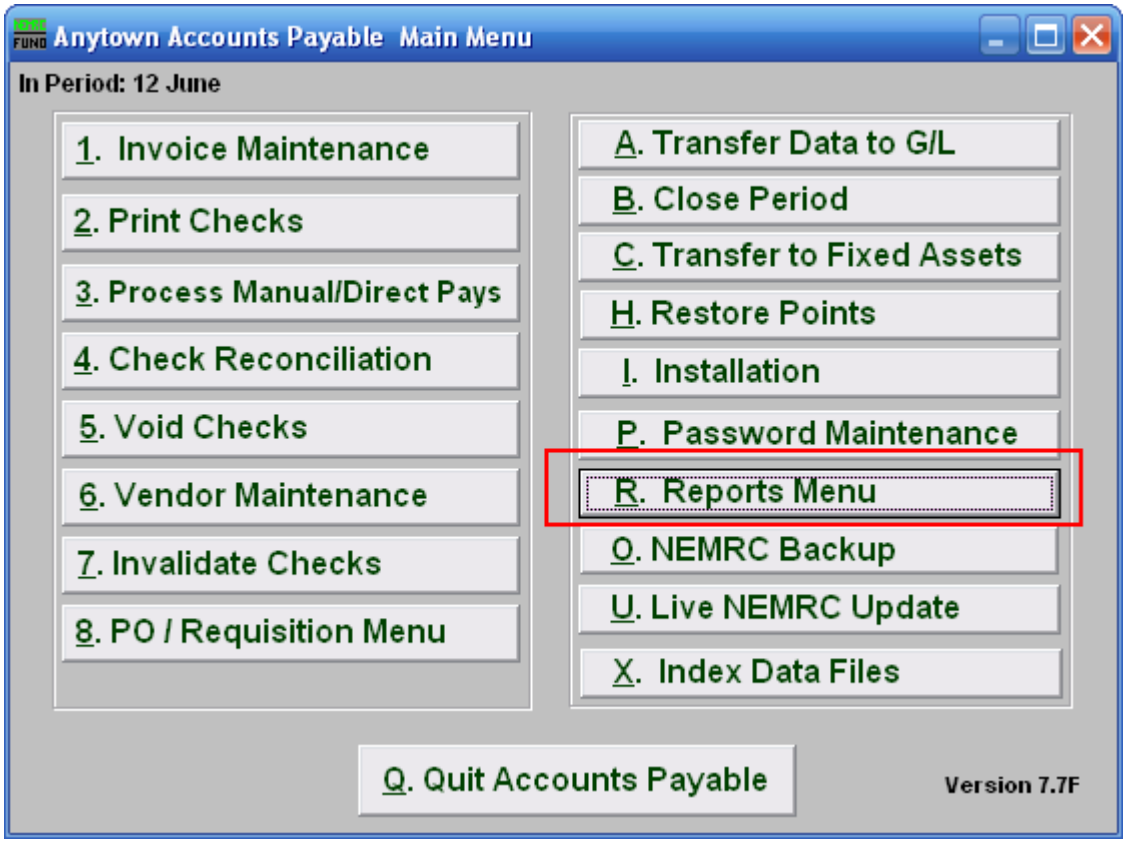
4. **Preview:** Click this button to preview. Refer to GENERAL PREVIEW for more information.

5. **Print:** Click this button to print. Refer to GENERAL PRINTING for more information.

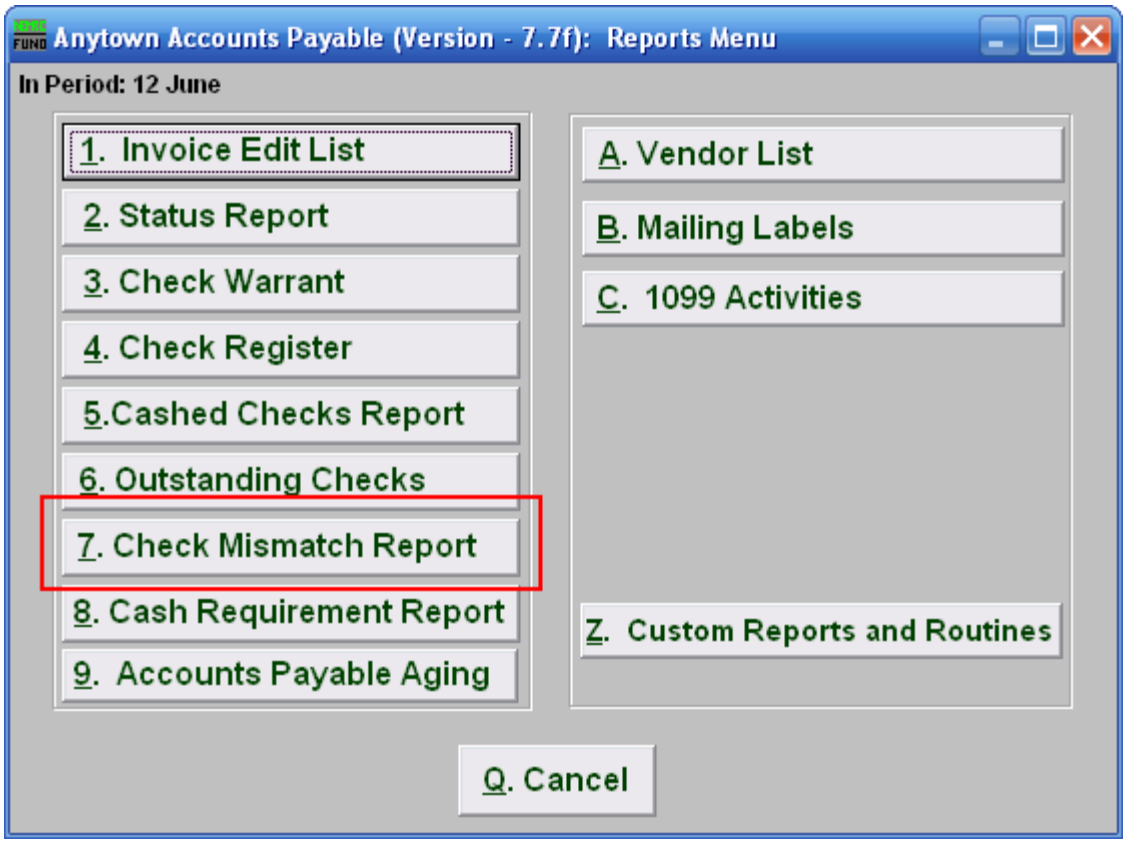
6. **File:** Click this button to save on this computer. Refer to GENERAL FILE for more information.

7. **Cancel:** Click “Cancel” to cancel and return to the previous screen.

R. Reports Menu: 7. Check Mismatch Report

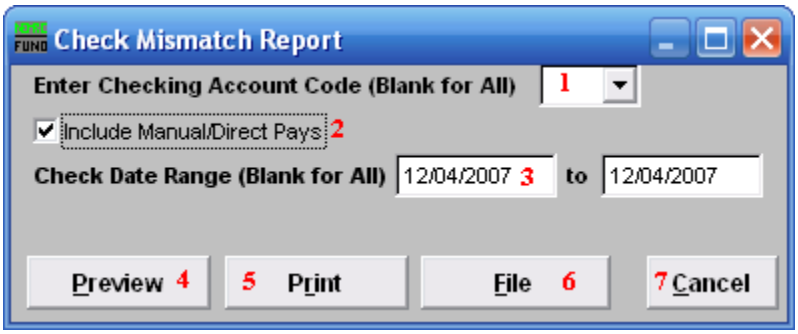


Click on “R. Reports Menu” from the Main Menu and the following menu will appear:



Click on "7. Check Mismatch Report" and the following window will appear:

Check Mismatch Report



8. **Enter Checking Account Code (Blank for All):** Select the checking account code to report as set up in Installation Maintenance or leave this field empty to report for all

9. **Include Manual/Direct Pays:** Check this box to include manual/direct pays made in the date range entered below.

10. **Check Date Range (Blank for All):** Select the beginning and ending check issued dates for collecting data to report.

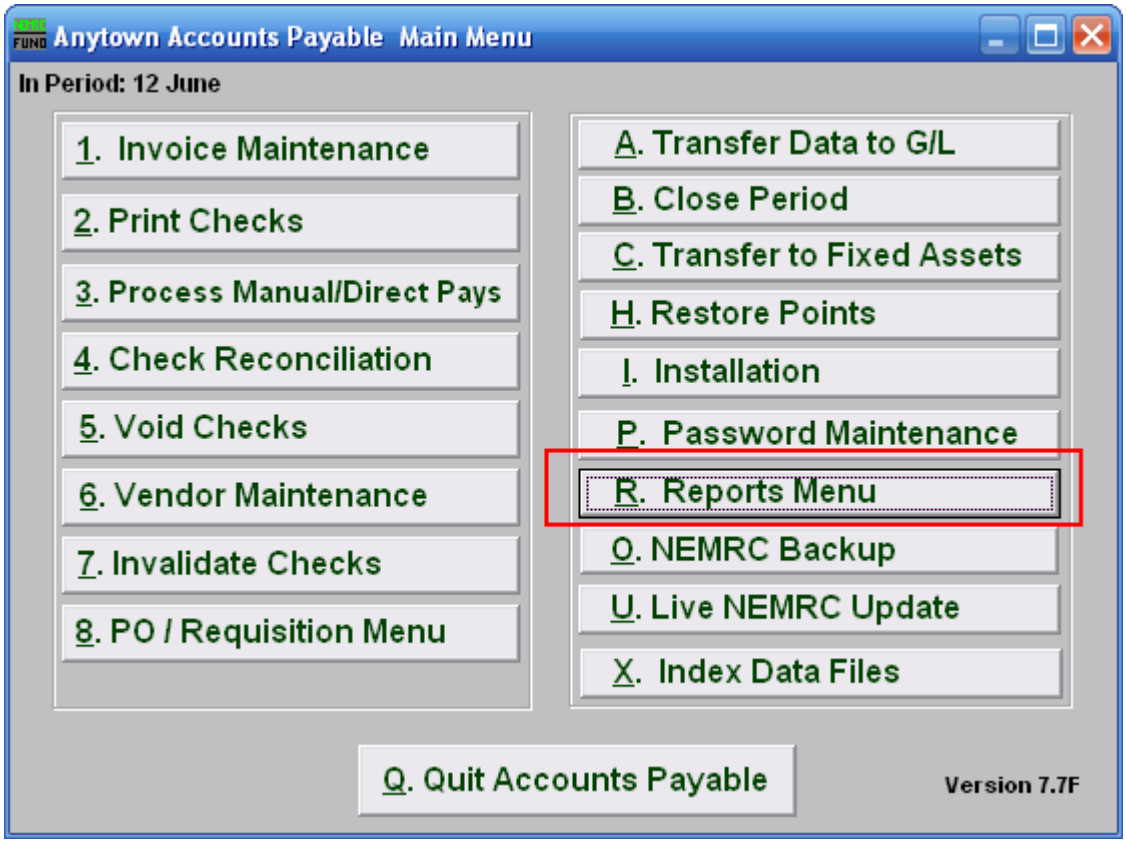
11. **Preview:** Click this button to preview. Refer to GENERAL PREVIEW for more information.

12. **Print:** Click this button to print. Refer to GENERAL PRINTING for more information.

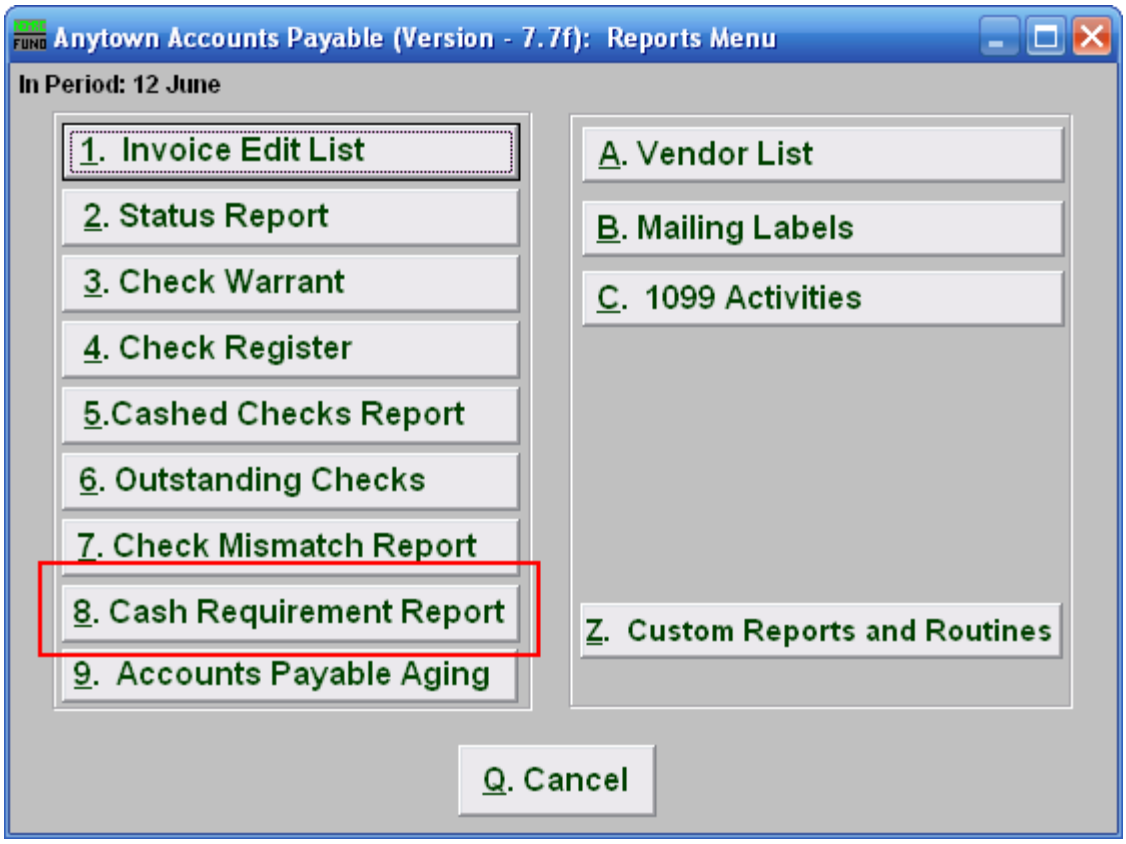
13. **File:** Click this button to save on this computer. Refer to GENERAL FILE for more information.

14. **Cancel:** Click “Cancel” to cancel and return to the previous screen.

R. Reports Menu: 8. Cash Requirement Report



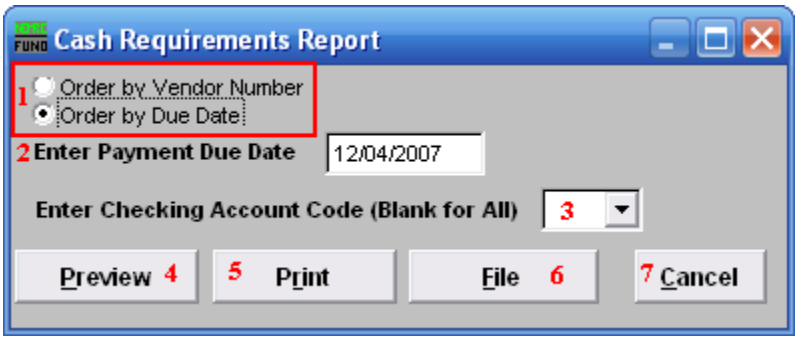
Click on “R. Reports Menu” from the Main Menu and the following menu will appear:



Click on "8. Cash Requirement Report" and the following window will appear:

Accounts Payable

Cash Requirement Report



1. **Order by Vendor Number OR Order by Due Date:** Select which order to report the data in.

2. **Enter Payment Due Date:** Enter the payment date for which the evaluation of cash requirements will be made when ordered by due date.

3. **Enter Checking Account Code (Blank for All):** Select the checking account code to report as set up in Installation or leave this field empty to report for all

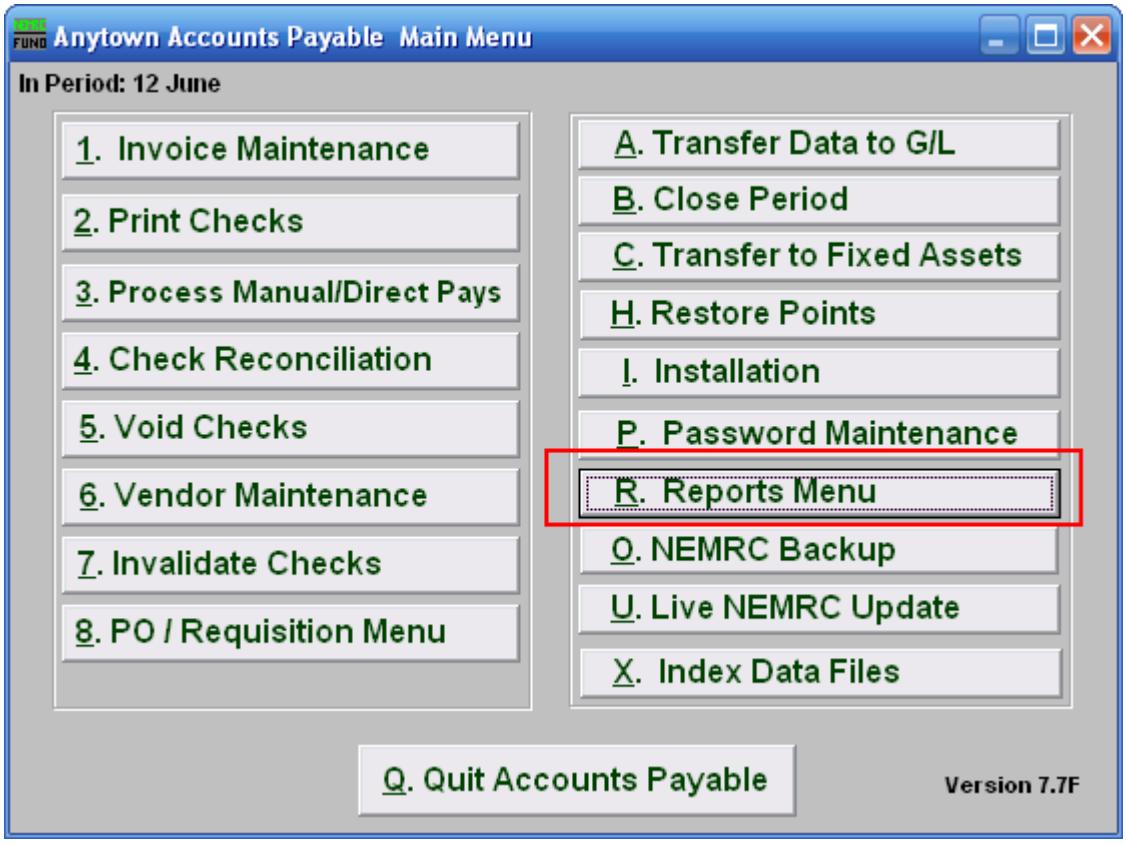
4. **Preview:** Click this button to preview. Refer to GENERAL PREVIEW for more information.

5. **Print:** Click this button to print. Refer to GENERAL PRINTING for more information.

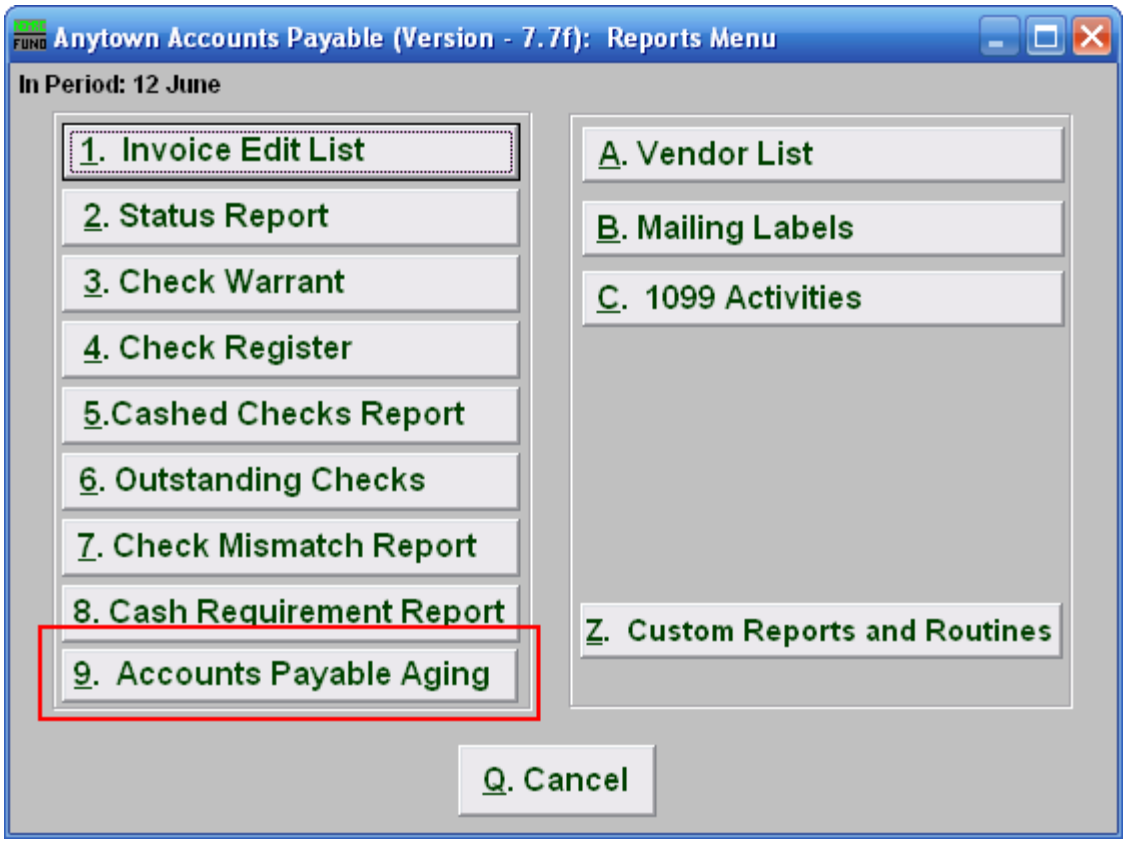
6. **File:** Click this button to save on this computer. Refer to GENERAL FILE for more information.

7. **Cancel:** Click “Cancel” to cancel and return to the previous screen.

R. Reports Menu: 9. Accounts Payable Aging

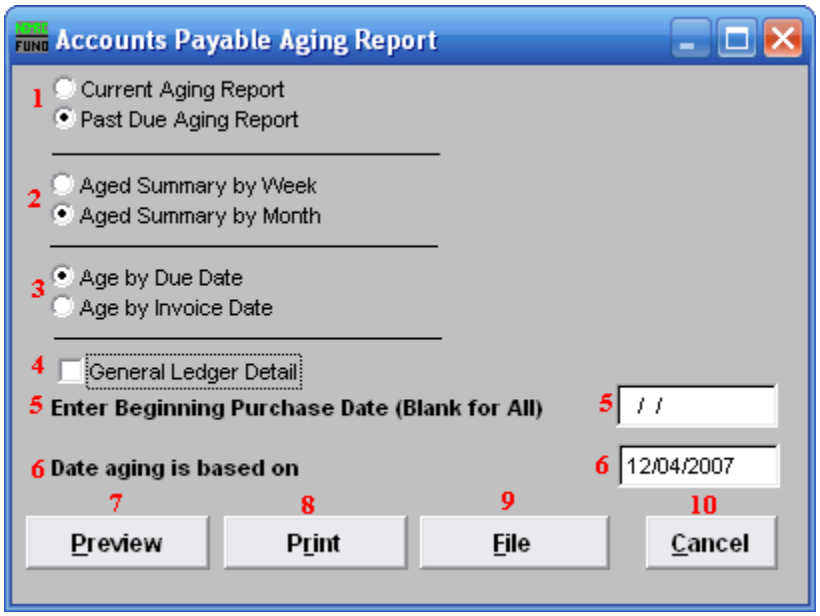


Click on “R. Reports Menu” from the Main Menu and the following menu will appear:



Click on "9. Accounts Payable Aging" and the following window will appear:

Accounts Payable Aging



1. **Current Aging Report OR Past Due Aging Report:** Current aging will include invoices not due until beyond item **6**. Past due will include only invoices due on or before item **6**.

2. **Aged Summary by Week OR Aged Summary by Month:** The values can be categorized by seven or thirty day segments.

3. **Age by Due Date OR Age by Invoice Date:** Evaluation of aging may be driven by either the invoice date or the due date that was used during invoice entry.

4. **General Ledger Detail:** Check this box to report the options broken down by General Ledger Reference accounts.

5. **Enter Beginning Purchase Date (Blank for All):** Enter the starting point to evaluate your item **3** choice. It is best to leave this empty so that all unpaid invoices prior to item **6** will appear.

6. **Date aging is based on:** Enter the effective date for the aging evaluation based on the options selected above for data collection and reporting.

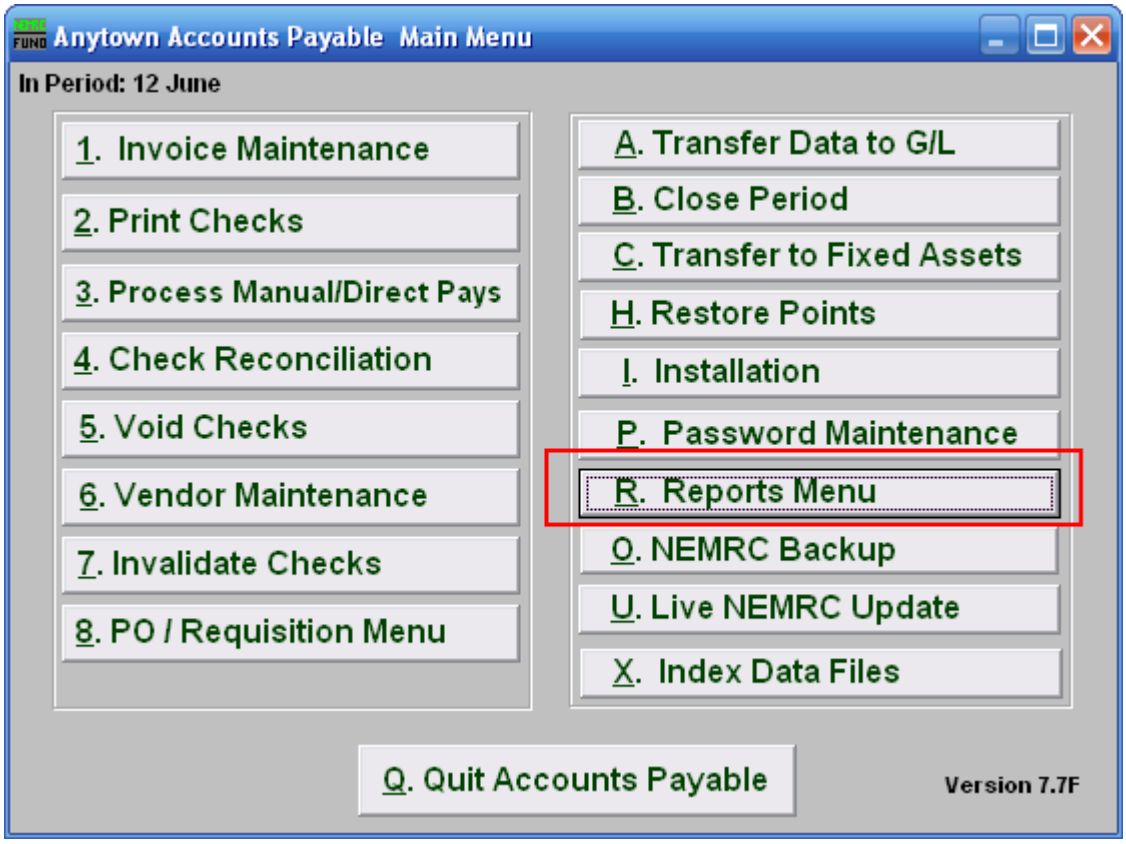
7. **Preview:** Click this button to preview. Refer to GENERAL PREVIEW for more information.

8. **Print:** Click this button to print. Refer to GENERAL PRINTING for more information.

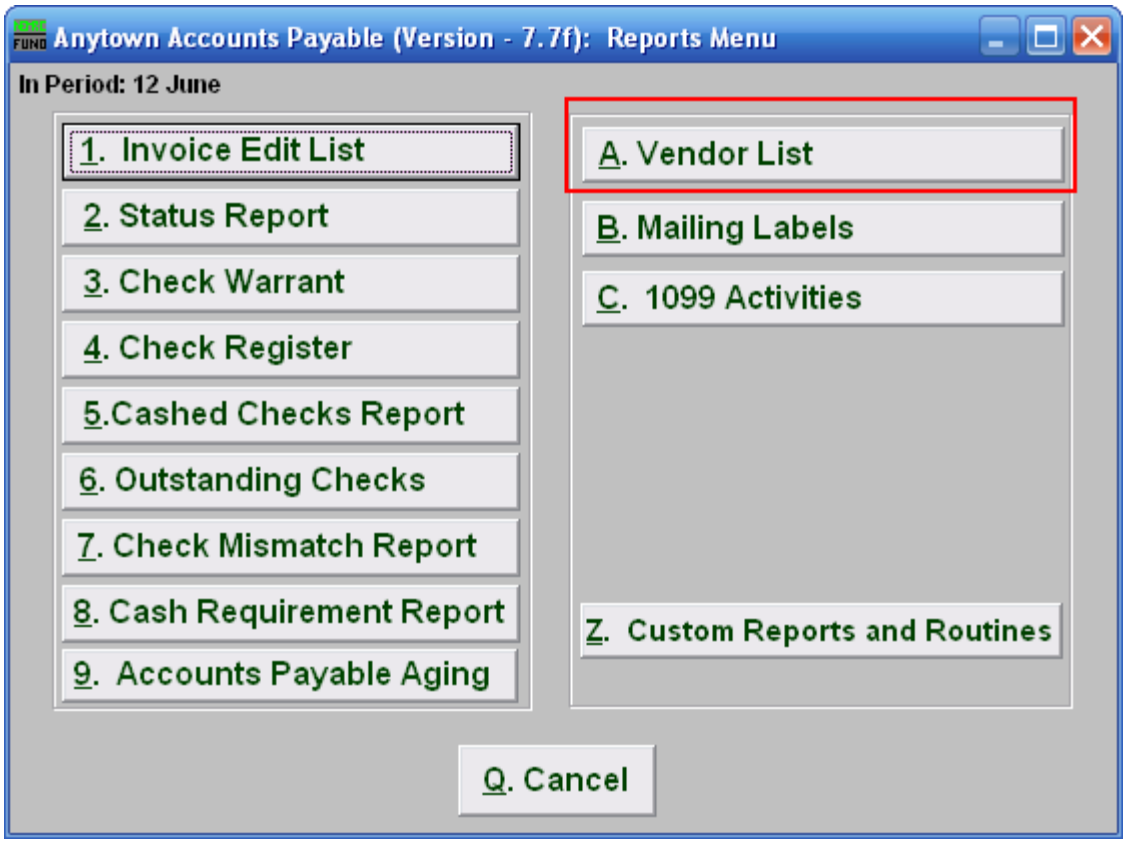
9. **File:** Click this button to save on this computer. Refer to GENERAL FILE for more information.

10. Cancel: Click “Cancel” to cancel and return to the previous screen.

R. Reports Menu: A. Vendor List



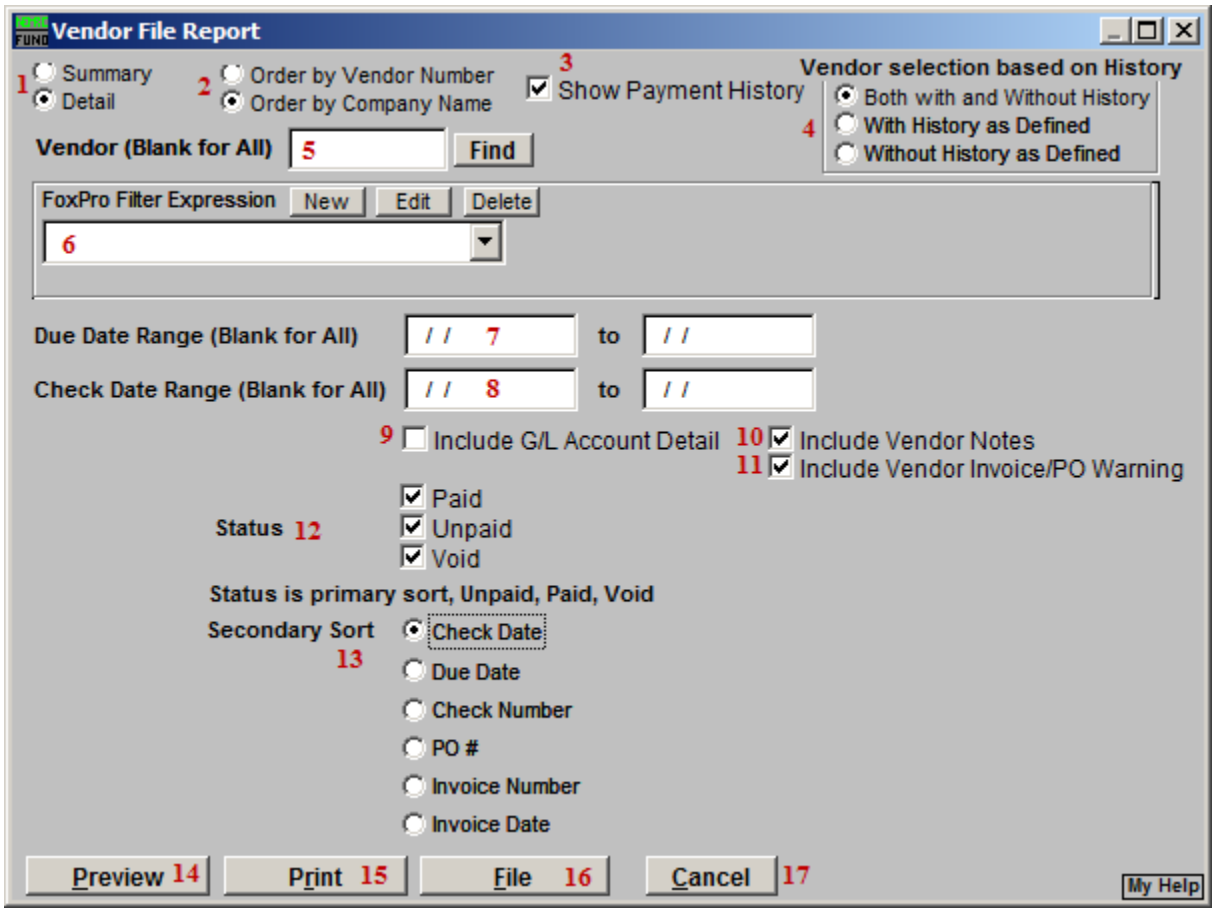
Click on “R. Reports Menu” from the Main Menu and the following menu will appear:



Click on “A.Vendor List” and the following window will appear:

Accounts Payable

Vendor List



1. **Summary OR Detail:** Click to choose if this report should be a Summary or a Detailed report. The summary includes the Vendor number, Company Name, Telephone and Fax numbers. The detail shows all items in Vendor Maintenance. Selecting Detail will cause items **10** and **11** to appear.

2. **Vendor Number OR Company Name:** Click to choose which order you want this report to print in.

3. **Show Payment History:** Click to check and have this report show payment history. Items **4**, **7**, **8**, **9**, **12**, and **13** will become available.

4. **Vendor Selection Based on History:** Select whether this report will show only Vendors with Payment History, without Payment History, or both with and without Payment History.

5. **Vendor (Blank for All):** Choose which Vendor this report will be for. Leave this field blank to have this report be for All Vendors.

6. **FoxPro Filter Expression:** A conditional reporting expression developed with NEMRC support. This evaluates account information to determine if the account should be included. Contact NEMRC support to learn more about this option.

7. **Due Date Range (Blank for All):** Enter a starting and ending due date for this report to include.

8. **Check Date Range (Blank for All):** Enter the starting and ending date of checks for this report to include.

9. **Include G/L Account Detail:** Check this box to show the reference account detail on invoices on the report.

10. **Include Vendor Notes:** This option is available if you chose "Detailed" in item **1**. Checking this box will include any notes entered for this vendor in "1. Vendor Maintenance" off the Main Menu.

11. **Include Vendor Invoice/PO Warning:** This option is available if you chose "Detailed" in item **1**. Checking this box will include any Warnings for this Vendor.

12. **Status:** Check to include Paid, Unpaid, and Void Payments. This is considered the Primary sort.

13. **Secondary Sort:** Click to choose how this report should sort after the Primary sort.

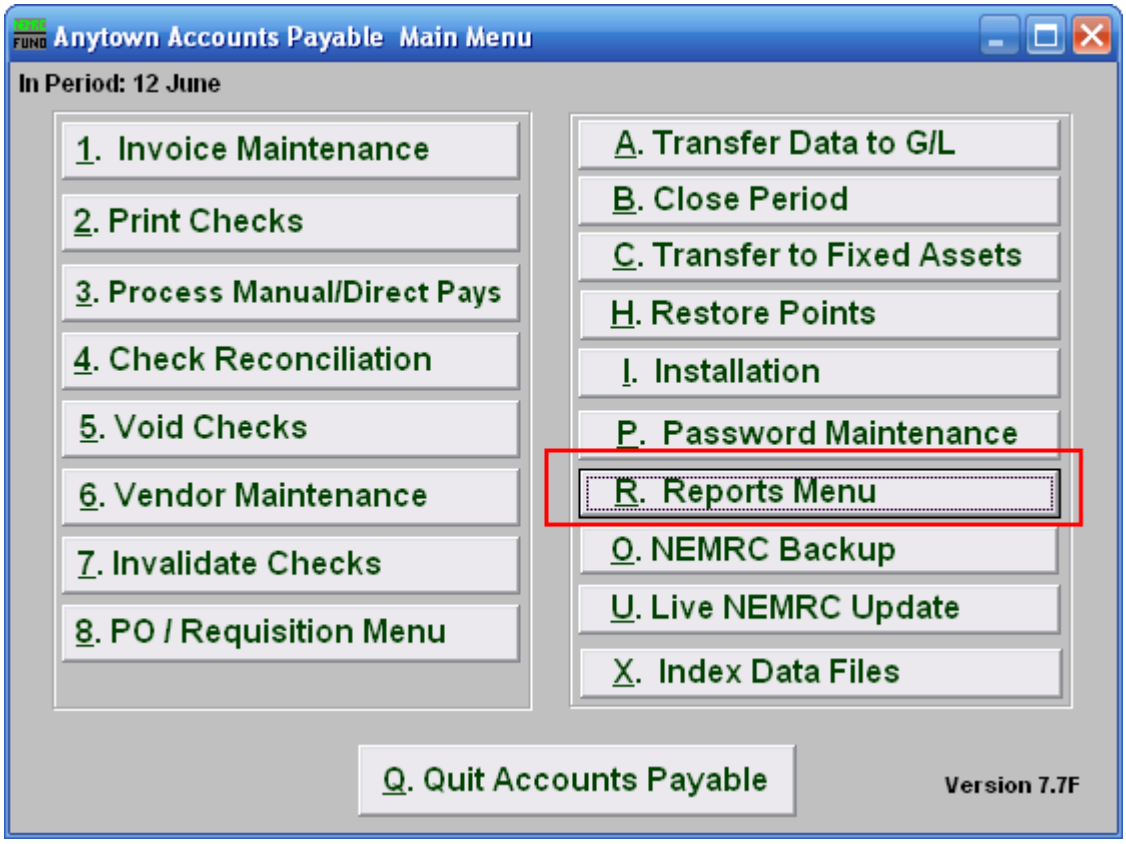
14. **Preview:** Click this button to preview. Refer to GENERAL PREVIEW for more information.

15. **Print:** Click this button to print. Refer to GENERAL PRINTING for more information.

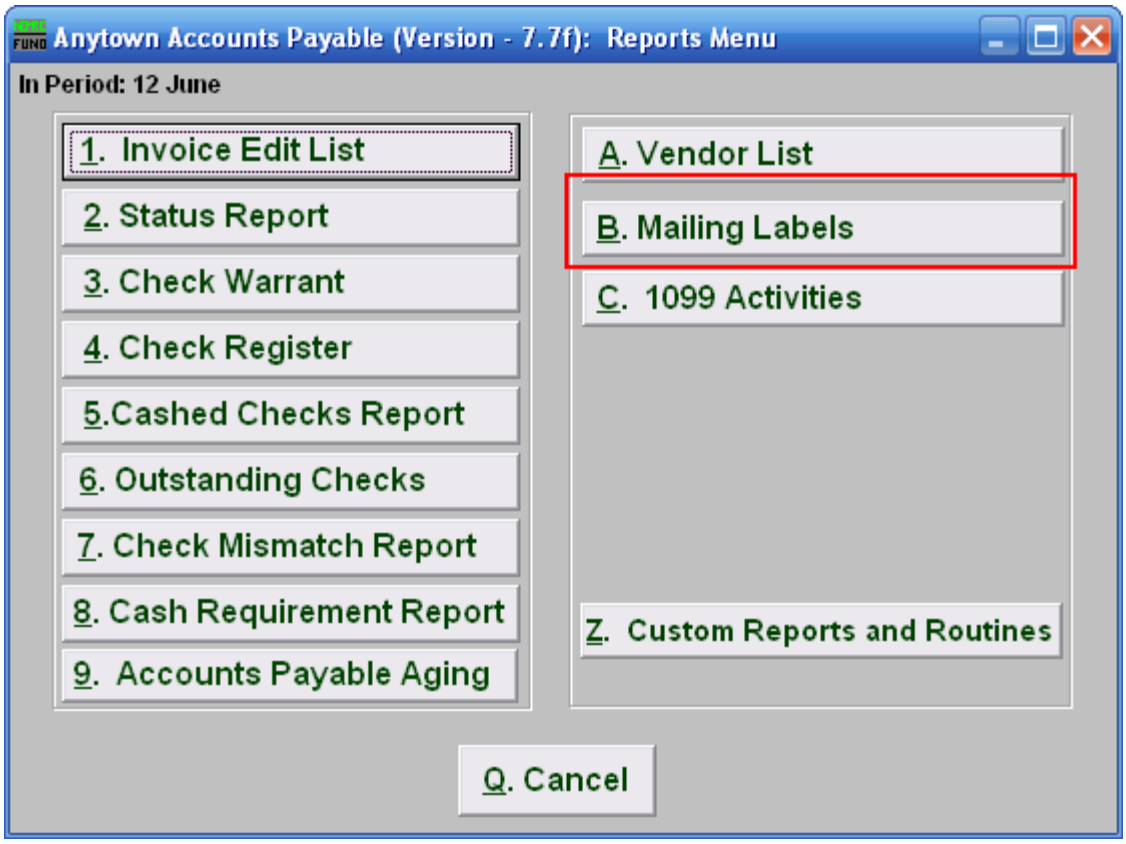
16. **File:** Click this button to save on this computer. Refer to GENERAL FILE for more information.

17. **Cancel:** Click "Cancel" to cancel and return to the previous screen.

R. Reports Menu: B. Mailing Labels



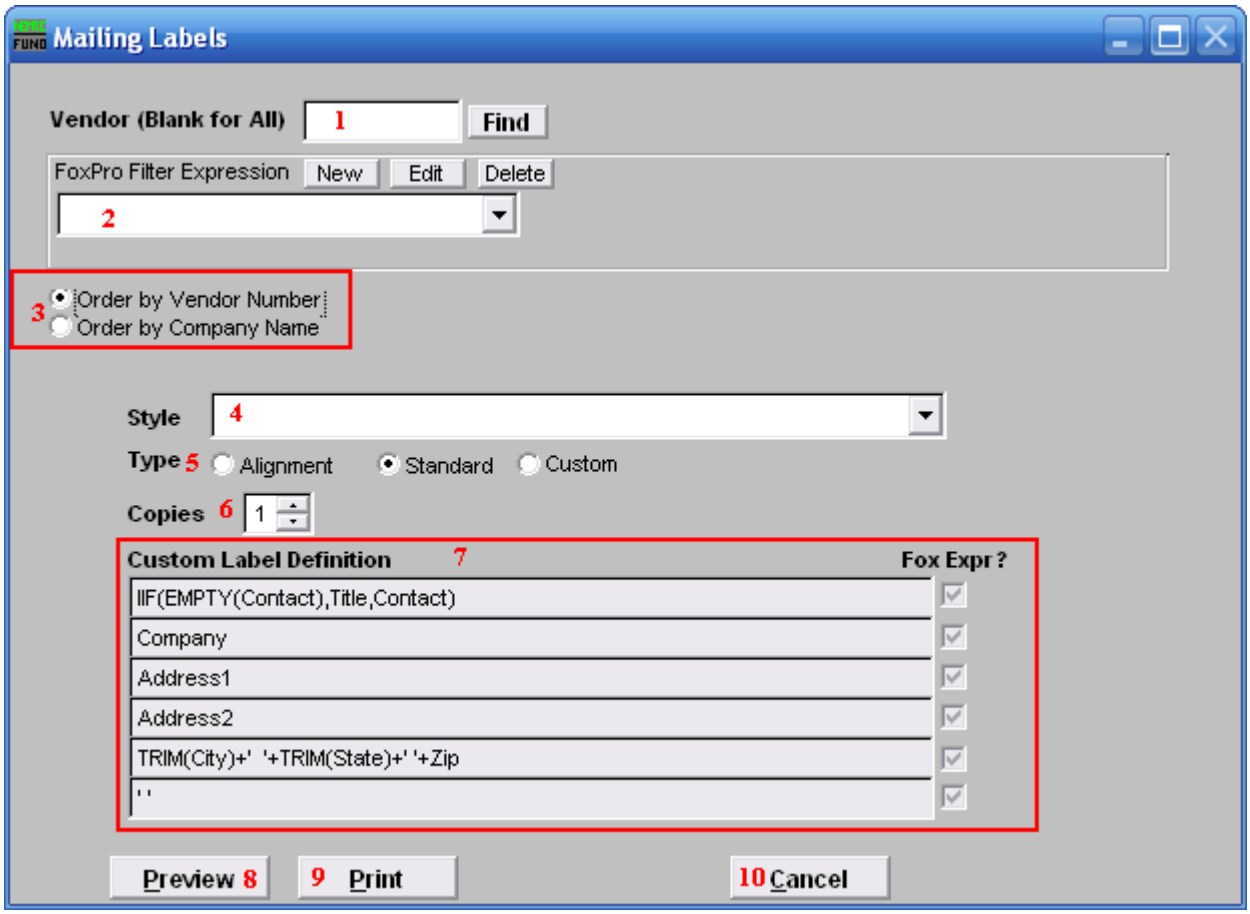
Click on “R. Reports Menu” from the Main Menu and the following menu will appear.



Click on “B. Mailing Labels” and the following window will appear.

Accounts Payable

Mailing Labels



1. **Vendor (Blank for All):** Choose the Vendor to use. Leave blank to use all Vendors.

2. **FoxPro Filter Expression:** This option is only used when using All Vendors. A conditional reporting expression developed with NEMRC support. This evaluates account information to determine if the account should be included. Contact NEMRC support to learn more about this option.

3. **Vendor Name OR Company Name:** This option only matters when you are using All Vendors. Click to choose which order the Mailing Labels print in.

4. **Style:** Click on the drop down arrow and choose the style of label that you want.

5. **Type: Alignment:** This option outputs sample placement of data based on the Style form selected above. **Standard:** Labels using the same method as bill printing. **Custom:** User defined content on the label.

6. **Copies:** Determine how many of each label you would like generated. This can be used for a mailing label, return address label and notice label in a three piece mailing.

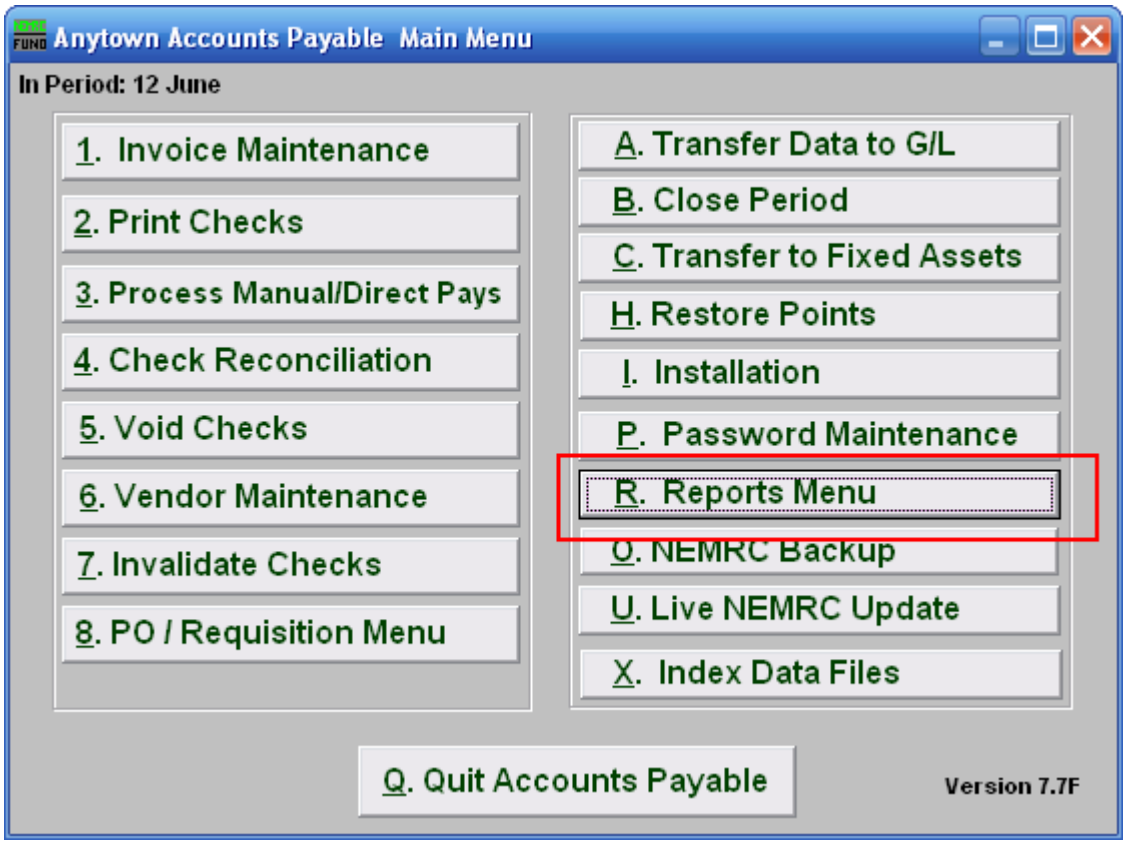
7. **Custom Label Definition:** Call NEMRC for details on how to achieve what you are looking for on the labels.

8. **Preview:** Click this button to preview. Refer to GENERAL PREVIEW for more information.

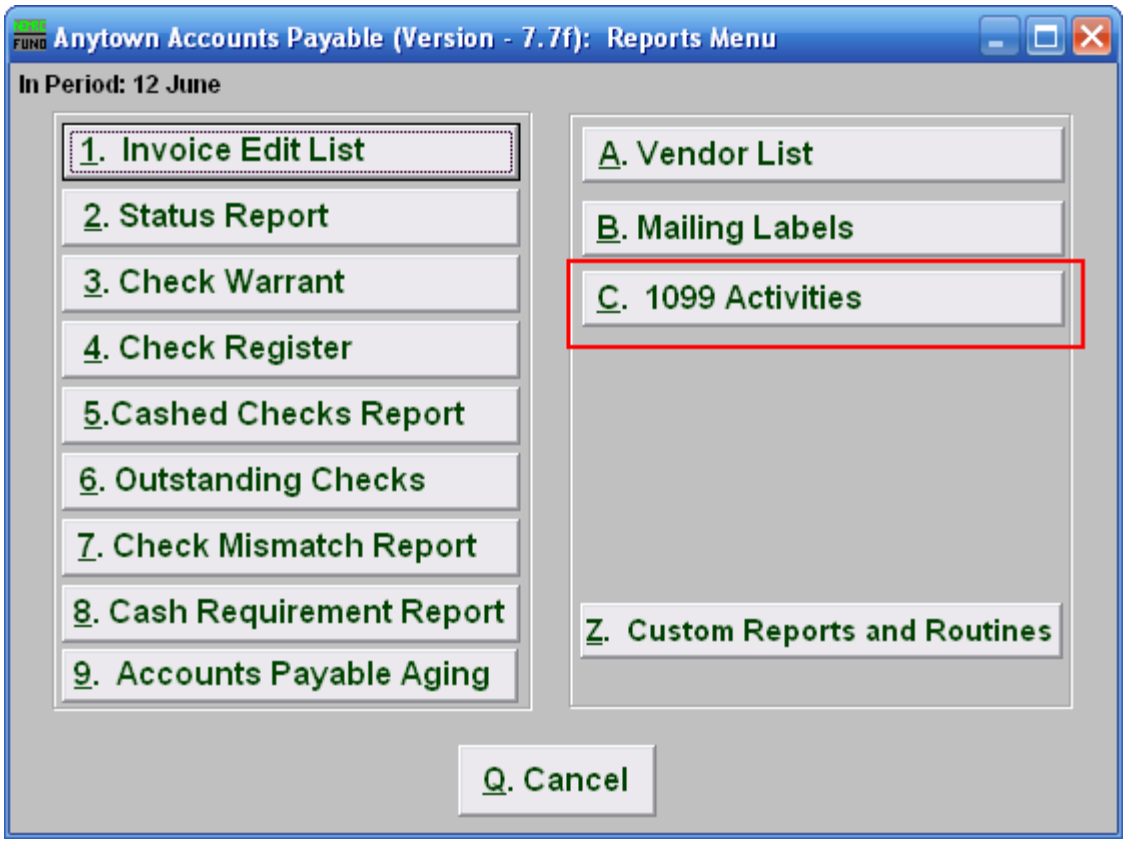
9. **Print:** Click this button to print. Refer to GENERAL PRINTING for more information.

10. **Cancel:** Click “Cancel” to cancel and return to the previous screen.

R. Reports Menu: C. 1099 Activities

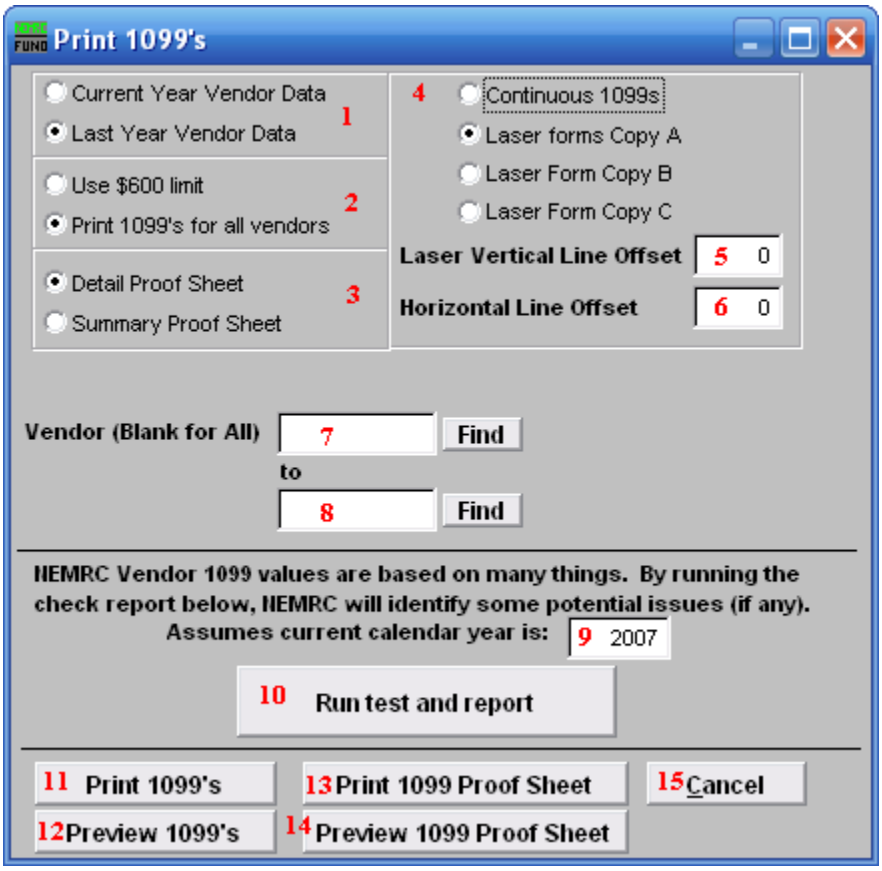


Click on "R. Reports Menu" from the Main Menu and the following window will appear:



Click on "C. 1099 Activites" from the Reports Menu and the following window will appear:

Printing 1099s



1. **Current Year Vendor Data OR Last Year Vendor Data:** Select which value from the vendor file to report. 1099's are usually printed after you have closed the calendar year.

2. **Use $600 limit OR Print 1099's for all vendors:** There is an option to not print or report on vendors who total is less than $600.00 in a calendar year offered by the IRS. The default is to print for all vendors with a value.

3. **Detail Proof Sheet OR Summary Proof Sheet:** The detail version will include all information for each vendor for verification. The summary will provide a total of all vendor amounts on one page.

4. **Continuous 1099s OR Laser forms Copy A/B/C:** The program will print to continuous feed dot matrix printer forms or the three distinct laser forms required for distribution. Be sure to select the proper laser form letter during printing.

5. **Laser Vertical Line Offset:** There is an ability to adjust the position across the form in which the print lands because each laser printer does not line up forms the same. Positive values move the position down (1 = 1 line down), and negative values move the position up (-1 = 1 line up).

6. **Horizontal Line Offset:** There is an ability to adjust the position up or down the form in which the print lands because each laser printer does not line up forms the same. Positive values move the position to the right (1 = 1 character position to the right), and negative values move the position to the left (-1 = 1 character position to the left).

7. **Vendor (Blank for All):** This option is commonly used when a re-print is required for an individual or range of vendors. Enter the vendor code or click find to select the vendor to start printing from.

8. **to:** If you used item #7 then enter the vendor code or click find to select the vendor to end printing on.

9. **Assume current calendar year is:** The value is printed on the 1099 as a reference of what calendar year is being reported.

10. **Run test and report:** This report will provide the vendors with checks, invoices or vendor file values for reporting. This can be used to determine if some information is inaccurately going to be reported. Values from the vendor file are what will be used on the 1099 forms.

11. **Print 1099's:** Click this button when you are ready to print the forms selected with the options from above. The first form will print and offer a chance to check the alignment. If adjustments are needed then you can cancel, change the settings and start again.

12. **Preview 1099's:** Click this button to display the information that would actually print on the 1099s.

13. **Print 1099 Proof Sheet:** Click this button to print the proof sheet according to the chosen selection of **3**.

14. **Preview 1099 Proof Sheet:** Click this button to display the proof sheet according to the chosen selection of **3**.

15. **Cancel:** Click "Cancel" to return to the Reports Menu.

Custom Reports Available

File Name	Description	Select	Input	Output
Apcus01		Unpaid invoicesall invoices,all paid bycheck #, manually select	Checking acct code, include manual checks,beginning due date, ending due date,warrant number	Vendor, invoice #,purchase amt, disc,paid amt, check #,check date
Apcus02	Same as 01, except added option of running manual check register			Vendor, invoice date,account, amount, check # and date
Apcus03	Same as 02, except can specifysingle or all funds.			Vendor, invoice date,account, amount,check # and date
Apcus04	Assign claim numbers to each invoice orprint abstract, assumes a voucher number is assigned		Abstract: voucher range, paid unpaid or both, order by account claim or vendor	Vendor, vendor address,claim number,account,amount and check number
Apcus05		Invidual or all vendors	Beginning check date and ending check date	Vendor code, vendor name,invoice date, amount, amount paid, check number and date
Apcus06	Invoice Edit List	Invoices not posted to GL or all unpaid invoices, all or individual checking accounts	Start due date, end due date, vendor or company name order	Vendor, due date, checking account, account number, invoice amount and description
Apcus07	Check register report	Single or all checking account codes, individual or all vendors	Starting and ending date	Vendor number,vendor name, invoice date, invoice number, check amount, check number and date and memo/description

Apcus08	Check warrant report	Checking account code,include manual checks	Beginning check number, ending check number and warrant report number	Check number, vendor/company,invoice description, check date, amount paid and account number
Apcus09	Check warrant report	Check date		Check number, date, vendor, invoice number, paid amount, signature area
Apcus10	Check warrant report-groups by general ledger account number	Unpaid invoices, all invoices, all paid invoices by check number, manually select invoices or manual check register	Checking account code,include manual checks, beginning check number, ending check number,beginning due date, ending due date and warrant report number.	Vendor, invoice number, purchase amount, discount amount, paid amount and reference account
Apcus11 Apcus11a	Special Ed cost accounting, uses voucher number field to report special ed expenses 7 Character filter and date and paid range Student ID placed in voucher field		Disability code range, check date range, include participant details, account detail, invoice detail	Account, description, vendor name, check date and amount paid
Apcus12	Single line vendor report	All , individual or selected vendors	Order by vendor number or company name	Vendor number, vendor address, city, state and zip
Apcus13	Invoice edit list	Invoices not posted t o general ledger or all unpaid invoices	Individual or all checking accounts, start due date, end due date	Vendor code, vendor name, description, account number and invoice amount
Apcus14	Vendor file report	All, individual or selected vendors	Vendor number or company name order	Vendor name, company name, contact, address, city, state, zip and phone number
Apcus15	Check register by general ledger department or range of departments	Due date or check number, checking account code	Include manual checks, beginning check number, ending check number, fund range or department range	Check number, check date, vendor, po number, invoice number and account number

Apcus17	Check register	Due date or check number	Checking account code, include manual checks, beginning check number, ending check number	Check number, check date, vendor, po number, invoice number, account number, po amount and check amount
Apcus18	Check register-requires NJ school account number	Checking account code	Include manual checks, beginning check number, ending check number	Check number, check date, vendor, invoice number, account number,amount paid and po number
Apcus19	Check register paid from each checking account and general ledger number to debit		Individual or all vendors, beginning check date, ending check date	Vendor, company name, invoice date,invoice description, account number, amount paid, check number and check date
Apcus21	Employee course reimbursement	Assumes voucher field filled with 'CR'	Invoice date range	Vendor number, payee name, memo and amount
Apcus2/2	Custom folder labels	Labels as entered, label for one vendor, selected vendor label, label for all vendors or label for label code		Vendor ID, company name and fiscal year
Apcus23	Vendor activity report		Individual or all vendors, beginning invoice date, ending invoice date	PO #, vendor number, vendor name, invoice description, budget account, invoice #, check #, amount and outstanding
Apcus24	Invoice report by fund and department		Due date or check number, checking account code, date or check number range, sort and subtotal by vendor,fund and department range	Due date, vendor code, company name, po number, invoice number, account number, po amount and invoice amount
Apcus25	Numeric payments list		Beginning check date, ending check date, order by account or vendor	Vendor, company name, invoice, account, description, amount, check number and date paid
Apcus26	Account number report		Beginning check date, ending check date, account number	Vendor code, company name, invoice number, account, description, amount, check number and date paid
Apcus27	Warrant/invoice report		Warrant report number, due date or check number, checking account code, date or check range, edit authorization section	Vendor number, po#, invoice #, invoice description, account number, account description, po amount, invoice amount, check #

Apcus28	Monthly claims report by fund		Paid or unpaid invoices,check date range(if paid)	Vendor, description, amount. Subtotals by each fund and totals all funds
Apcus29	Purchase journal by account number		Posted ro current balance,status(open, partial, closed, all), include po's(current, last or next year), starting order date, ending order date	Account #, account description, company name, po# po date, status and posted amount
Apcus30	MA sites-due date edit tool		Individual or all vendors, edit screen pops up, edit due date, company and invoice number	
Apcus31	Check warrant by fund	Unpaid invoices, all invoices, all paid invoices by check number,manually select invoices or manual check register	Checking account code,include manual checks,beginning due date, ending due date, check warrant number	Vendor, invoice date, account, amount, check number and check date
Apcus32	Purchase order journal		Sort by vendor name or po #, starting order date, ending order date	Po #, po date, vendor number, vendor name, po amount
Apcus33	File folder labels	Labels as entered, labels for one vendor, selected vendor labels, labels for all vendors or labels for label code		Vendor code,company name, fiscal year
Apcus34	Check warrant report	All invoices, all invoices by check number, manually selected invoices,manual checks	Checking account code, include manual checks, beginning due date, ending due date, warrant number	Vendor number,invoice date, account number, amount, check number and check date
Apcus35	General ledger distribution report	Unpaid invoices,paid invoices or AP as of date	Individual, range or all batches,account number or batch number order	Account number, vendor number,vendor name, description, po number, invoice number, invoice date, amount and batch number

Apcus36	Purchase order distribution report-by fund		Unreceived,received/no invoice or both	Account number,vendor name, description, po number, item description extended amount
Apcus37	Paid to vendors by account for check dates		Account number, starting check date, ending check date	Account number, vendor number, vendor name, po number,check number, check date and amount
Apcus38	Invoice edit list	Invoices not poste to general ledger or all unpaid invoices	Individual or all checking accounts, start due date, end due date, order by vendor number or company	Vendor code, vendor name, invoice number, po number, invoice amount, invoice date, disencumber amount, due date, checking account, discount amount
Apcus39	Check warrant account status report	Unpaid invoices by date range, all invoices in date rante, paid invoices by check number	Checking account code, include manual /direct pays, earliest due date,latest due date	Account number, vendor number,company name, description, current budget, year to date reamining
Apcus40	Check warrant	Unpaid invoices, all paid invoices by check number,manually select invoices, manual / direct pay register	Checking account code, include manual/ direct pays, beginning due date, ending due date,warrant report number,include invoice memos, order by vendor number or company code	Vendor, invoice number, purchase amount, discount amount,paid amount, check number and check date
Apcus41	Check summary report		Beginning check date, ending check date	Vendor number, company name, paid amount, 1099 amount
Apcus42	Warrant report	Unpaid invoices, all paid invoices by check number,manually select invoices, manual / direct pay register	Checking account code, include manual/direct pays, beginning due date,ending due date,warrant report, include invoice memos, order by vendor number or company name, edit authorization section	Vendor, invoice number, purchase amount, discount amount,paid amount,check number, check date, warrant authorization for signatures
Apcus43	General ledger reference report		Starting check date, ending check date, account number selection(you may enter multiple accounts)	Account number, vendor number, check number, check date, invoice number, invoice date and amount
Apcus44	Review statement from vendor		Vendor code and invoice number	Display of invoice information fot that vendor to verify statement from vendor