

Enter/Edit Vouchers

PROGRAM NAME:APENTERV
MENU OPTION TITLE:Enter/Edit Vouchers
MAIN MODULE:ACCOUNTS PAYABLE
HELP KEY ACTIVE:YES

PROGRAM OVERVIEW

The Enter/Edit Voucher option allows the user to enter information regarding invoices from vendors into the Accounts Payable System. It allows such information to become available for processing. The vendor Master File and G/L Cross Reference File must be built before using this routine.

PROGRAM OPERATION

VENDOR #: Enter the ID corresponding to the vendor whose information is to be processed. If an ID which does not exist is entered, the error message "**PLEASE ENTER A VALID RECORD ID**" will be displayed. The cursor will remain in the VENDOR # window. If a valid vendor ID is entered, the vendor's name and the DISCOUNT % will be displayed.

INVOICE #: An entry is required in this field. If it becomes necessary to enter a transaction that does not normally have an invoice number, make up a number and enter it here. Enter the invoice number received from the vendor. As many as 15 alphanumeric characters may be entered here. If the error message "**VOUCHER ALREADY EXISTS -- PLEASE RE-ENTER**" appears, a voucher with the invoice number entered already exists in the permanent voucher files. If this happens and it is still necessary to use this invoice number, add a letter to the end of the invoice number. For example, if you enter invoice number "9999" and the error message appears, solve the problem by entering "9999A". If the screen fills up with information after the invoice number is entered, the invoice has already been entered and exists in the temporary voucher files.

VOUCHER DATE: An entry in the field is required. The current system date will be automatically displayed here. This date reflects the date the invoice is entered into the Accounts Payable System. More importantly, it is the date that determines to what G/L accounting period the expense dollars will be charged. The Accounts Payable System allows as many open accounting periods as necessary. However, once an accounting period has been closed, no transactions can be charged against that closed period. If this should occur, the error message "**PLEASE ENTER A VALID RECORD ID**" displays and the system is signaling that the date entered falls within a closed period and voucher date must be chosen from an open, acceptable period.

INVOICE DATE: An entry in this field is required. This is the date of the invoice. It reflects the date that the vendor will use to determine the discount and dues dates.

DUE DATE: This date will be displayed automatically. It represents the date the invoice is due based on information entered in the Enter Vendors routine.

REFERENCE: No entry is required in this field. It is a reference field that may be used as brief 15 character description of the invoice. A purchase order number, or other suitable type of entry may be entered here.

PURCHASE AMOUNT: Enter the amount of the invoice (not including FREIGHT or SALES TAX)/

FREIGHT: Enter the freight amount.

SALES TAX: Enter the sales tax amount.

INVOICE TOTAL: No entry can be made in this field. It will be displayed for you automatically after entering the SALES TAX amount. It is calculated by adding the PURCHASE AMOUNT, FREIGHT, AND SALES TAX amounts. This figure represents the total amount of distributions that must be made to the various expense and payable accounts.

DISCOUNT %: this field will be automatically filled when a valid VENDOR number is entered. It represents the discount percent the vendor allows for early payments. It is based on information previously entered for vendor in the Enter Vendors routine. If the invoice you are entering has a different discount rate than the vendor's normal terms, the correct amount may be entered here. (Enter 2.00 for 2%).

DISCOUNT \$: No entry can be made in this field. It is automatically calculated based on the PURCHASE AMOUNT and DISCOUNT % that has been entered previously.

DISC DATE: This field will be automatically displayed after entering an INVOICE DATE. It represents the last date allowed to take early payment discounts for an invoice. This date is based on the discount information entered in the Enter Vendors routine.

LINE: No entry can be made in this field. It is used as a reference when editing distributions and keeps the distributions in the order of entry.

ACCOUNTS: Enter the G/L Account number the expense will be charged to. If a valid account number is entered, the ACCOUNT DESCRIPTION will be displayed. If a non-existent account number is entered the error message "**PLEASE ENTER A VALID RECORD ID**" WILL BE DISPLAYED. Helpful Hint: While only nine (9) distributions for an expense can be displayed at any one time, an expense can actually be distributed to as many G/L accounts as necessary. There is no limit to how many G/L accounts can be affected by a single expense.

ACCOUNT DESCRIPTION: No entry can be made in this field. It will be automatically filled when a valid ACCOUNT number is entered.

\$ TO DISTRIBUTE: Enter the dollar amount to be charged to the ACCOUNT number entered.

LAST LINE # USED: No entry can be made in this field. It represents the highest LINE number used by the distribution entered.

DOLLARS DISTRIBUTED: No entry can be made in this field. It is automatically calculated each time a distribution is entered. Before exiting this screen, the DOLLAR DISTRIBUTED and the INVOICE TOTAL fields must be equal.

The Enter/Edit Voucher screen is actually composed of two parts. The top part contains basic information pertaining to the invoice received. The bottom part contains information pertaining to the general ledger accounts that will be charged.

After an entry has been made in the DISC DATE field and RETURN has been pressed, the cursor will drop to the bottom part of the screen and the question will be asked, if you want to "**(A)dd, (E)dit, (S)ee More, (D)elete, (G)o To, or (Q)uit?**". This is called the prompt line and is the line where most of the processing regarding recurring expenses is performed.

To add a new distribution to an expense, type <A>. The program is now in the "add mode". A Line number will be displayed in the first unused window on the bottom half of the screen and cursor will stop in the ACCOUNT window. Enter the general ledger account number to which the expense will be charged. If an existing account number is entered, the ACCOUNT DESCRIPTION will be displayed and the cursor will skip the \$ TO DISTRIBUTE window. If an invalid account number is entered, the error message "PLEASE ENTER A VALID RECORD ID" will be displayed and the cursor will remain in the ACCOUNT window. After making an entry in the \$ TO DISTRIBUTE window, the cursor will skip down to the next line, a new LINE number will be displayed. Other distributions can now be made.

While in the "add mode", this cycle will repeat until RETURN is pressed in the ACCOUNT number window. If there is no room remaining in the bottom half of the screen when a new distribution is added, the bottom portion of the screen will be cleared, and the last distribution will be redisplayed at the first available position, and the cursor will stop on the next line so that additional distributions can be made. Pressing RETURN while the cursor is positioned in the ACCOUNT window when no entry has been made will remove the program from the "add mode" and will cause the prompt line to be redisplayed. The LAST LINE # USED field will then be updated using the highest LINE number that was assigned during the "add mode". Note: The first time a distribution is added, the LINE number will be 10. Each subsequent distribution will increase the LINE number 10 (i.e. the second distribution will be assigned LINE number 20, the third will have LINE number 30, etc.).

If there are errors made while making a distribution (for example a wrong ACCOUNT number or incorrect distribution amount), the errors can be corrected by typing <E>. The question will then be asked "**Enter the LINE # you wish to edit**". Enter the LINE number that has the incorrect information. If a number is entered which is now currently displayed on the screen or one that does not exist, "Please enter a LINE # that is shown, press

RETURN", will be displayed. Press RETURN to display the line that is to be changed, and try again. If a LINE number is entered that is being shown, the cursor will be positioned in the ACCOUNT window where corrections can be made. You will be returned to the prompt line after making an entry in the \$ TO DISTRIBUTE window and pressing RETURN.

The "(S)ee More" option can be used when you have made more than 9 distributions for an invoice and you wish to see other distributions made. For example, if you have made 16 G/L distributions for an invoice and the 9 distributions are currently being displayed, choosing the (S)ee More option will cause the next 7 distributions to be displayed. Choosing the (S)ee More option again will cause the first 9 distributions to be redisplayed.

The "(D)elete" option is used when an invalid distribution is made or when a distribution is to be removed from an invoice. When this option is selected, you will be asked to Enter the LINE # that you wish to delete. If you enter a LINE number that is not currently being displayed on the screen or one that does not exist, you will be told to **"Please enter a LINE # that is shown, press RETURN"**. Press RETURN and display the LINE that you wish to change and try again. If you enter a LINE number that is being shown, "*****" will be displayed in the ACCOUNT window of the appropriate distribution and you will be asked, **"Do you really want to delete this LINE # (Y/N)?"** A response of <N> to this question will cause the prompt line to be redisplayed.

A response of <Y> will cause the message **"One moment please"** to be displayed while the distribution is removed. After the distribution has been removed, the bottom half of the screen will redisplay the remaining distributions and the prompt line will be shown again.

The "(G)o To" option is used when you have made many distributions and want to see some distributions beginning with a specific LINE number. When this option is chosen, you will be asked to **"Enter the LINE # to go to"**. You should then enter the LINE number that you want to be displayed first. The screen will then be cleared and the LINE number entered will be shown first and any distributions with higher LINE numbers will be displayed following the first one.

When you have finished entering all of the distributions for the invoice, you can "(Q)uit". If you try to "(Q)uit" when the DOLLARS DISTRIBUTED and the INVOICES are not equal, the error message **"ENTRIES ARE OUT OF BALANCE, PLEASE RE-ENTER"** will appear and the prompt line will be redisplayed. If the DOLLARS DISTRIBUTED and the INVOICES are equal, the entire screen will be cleared, information may be entered for another expense. REMEMBER: You cannot exit this screen until these fields match!

It may be necessary to make changes in an invoice after it has been entered but before the Update Data Base procedure is done. For example, if an amount was distributed to the wrong G/L account or the purchase amount was entered incorrectly. An invoice may be edited entering information into the VENDOR NUMBER and INVOICE NUMBER fields of the invoice to be changed. When the invoice is found, all the information will be displayed, (including the G/L distribution). If the correct information is in the top part of the screen, move the cursor to the proper field and enter the correct information and press RETURN until the prompt line appears. The user is now able to choose whatever options are

necessary to affect the required changes. When corrections are complete, choose the "QUIT" option to save the changes.

NOTE: Vouchers entered here are not available for processing until the Update Data Base procedure has been done. Until that operation is completed, as many changes as are necessary may be made.