

**FLEXX<sup>®</sup>**  
**Accounts Payable**  
*Reference Manual*  
**Version 7.0L0**

**Databyte**



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## Table of Contents

|   |           |
|---|-----------|
| <b>1.0 Introduction .....</b>                             | <b>1</b>  |
| 1.1 About Accounts Payable.....                           | 1         |
| 1.2 About this Manual .....                               | 3         |
| 1.3 Accounts Payable Sequence of Operations .....         | 4         |
| <b>2.0 Starting AP .....</b>                              | <b>5</b>  |
| <b>3.0 Vendor Master Table Maintenance .....</b>          | <b>8</b>  |
| 3.1 Alternate Address/Contacts .....                      | 12        |
| 3.2 Additional Information .....                          | 15        |
| <b>4.0 Working with AP Transactions.....</b>              | <b>17</b> |
| 4.1 AP Voucher Entry/Maintenance .....                    | 17        |
| 4.2 Voucher Detail - Non-Inventory Items .....            | 28        |
| 4.3 Transfer Purchase Order to Voucher .....              | 32        |
| 4.4 Voucher Detail (Resource Usage) .....                 | 36        |
| 4.5 Voucher Text or Voucher Detail Text .....             | 40        |
| 4.6 Debit Memos.....                                      | 42        |
| 4.7 Debit Memo/Voucher Detail - Non Inventory Items ..... | 48        |
| 4.8 Debit Memo/Voucher Detail - (Resource Usage).....     | 52        |
| 4.9 Apply Debit Memo .....                                | 55        |
| 4.10 Cancel Voucher Routine .....                         | 57        |
| 4.11 Entering Recurring Vouchers .....                    | 60        |
| 4.12 Recurring Voucher Detail .....                       | 62        |
| 4.13 A/P Recurring Entries Generation .....               | 64        |
| 4.14 A/P Detail and Budgets.....                          | 66        |

|   |            |
|---|------------|
| <b>5.0 AP Payment Generation.....</b>                 | <b>68</b>  |
| 5.1 Marking Vouchers for Payment.....                 | 69         |
| 5.2 Mark Individual Vouchers.....                     | 69         |
| 5.3 Individual Marking using Voucher Summary.....     | 70         |
| 5.4 Mass Marking using Mark Vouchers for Payment..... | 72         |
| 5.5 Manual Payment Creation.....                      | 73         |
| 5.6 AP System Payment Generation.....                 | 77         |
| 5.7 Void Payments.....                                | 81         |
| <b>6.0 Miscellaneous Cash Payments .....</b>          | <b>84</b>  |
| 6.1 Miscellaneous Payment Entry/Maintenance.....      | 84         |
| 6.2 Miscellaneous Payment Detail.....                 | 87         |
| <b>7.0 Generating GL Transactions from AP .....</b>   | <b>89</b>  |
| 7.1 GL Transaction Generation - Vouchers.....         | 90         |
| 7.2 GL Transaction Generation - Payments.....         | 92         |
| <b>8.0 Managing Accounts Payable.....</b>             | <b>94</b>  |
| 8.1 Check Reconciliation.....                         | 94         |
| 8.2 Check Print Status Update.....                    | 95         |
| 8.3 Check Renumbering.....                            | 97         |
| 8.4 Vendor Code Change Routine.....                   | 99         |
| 8.5 Vendor Copy Routine.....                          | 101        |
| 8.6 Voucher Upload Process.....                       | 104        |
| <b>9.0 Extracting AP Information .....</b>            | <b>108</b> |
| 9.1 Voucher Summary Screen.....                       | 109        |
| 9.2 Payment Summary Screen.....                       | 113        |
| 9.3 Payment Detail Screen.....                        | 116        |
| 9.4 Printing Standard AP Reports.....                 | 118        |

# 1.0 Introduction

## 1.1 *About Accounts Payable*

The Accounts Payable (AP) module automates the normally time consuming functions that are part of the normal AP cycle. Using AP, you can.

- Δ Set up and maintain an unlimited number of vendors.
- Δ Enter the various AP transactions i.e. Vouchers, Debit Memos, and Payments.
- Δ Update the GL for all AP transactions.
- Δ Generate recurring AP entries.
- Δ Access vendor history and voucher summaries.
- Δ Print numerous Accounts Payable reports.

### **AP Budget Control**

Accounts Payable can be set up using Application Control to compare the transaction details to a predetermined budget code. If this is desired the Application Control Table requires the following settings.

| Application | Type     | Description            | Value | Company |
|-------------|----------|------------------------|-------|---------|
| ap          | apbudval | Validate Budget for AP | Y     | setup   |

This setting is a FLEXX wide setting and will affect all companies defined in FLEXX. As a result, this setting is not done for each company but done once by using Company “setup” in the Application Control Table. This setting is accessed upon start up of FLEXX so if the settings are changed, FLEXX must be restarted.

### **AP and Purchase Order Integration**

If FLEXX Purchase Order is installed and will be used to create voucher detail records, then the Application Control should be defined as follows (for 'setup' company):

| Application | Type    | Description      | Value | Company |
|-------------|---------|------------------|-------|---------|
| po          | install | Is PO installed? | Y     | setup   |

With the flag set to Yes, FLEXX will allow zooms to Purchase Order from Accounts Payable. The zoom will also validate to ensure the PO Number entered in AP actually exists.

### ***AP and FLEXX***

The AP module is fully integrated with these FLEXX modules.

- Δ **General Ledger (GL).** AP uses GL accounts to set up defaults for vendors and when Vouchers, Debit Memos, and payments are entered. AP also generates GL transactions.
- Δ **Purchase Order (PO).** Details from existing Purchase Orders can be transferred to AP to create voucher transactions.
- Δ **Job Costing (JC).** Resources used to perform a job, are expensed though AP. AP Voucher detail records can be updated with the related job code and then compared to estimate or revenues in job costing.
- Δ **Inventory Control (IC).** AP vendor table is utilized by Inventory Control when setting up SKU's.
- Δ **Fixed Assets (FA).** AP vendor table is utilized by Fixed Assets when setting up Fixed asset Master records.

This integration ensures data accuracy, provides complete audit trails and reduces the time and money spent entering transactions more than once.

## 1.2 About this Manual

### Content

This Manual describes the screens and functions in AP as follows:

- Δ Starting AP; describes how to get into the AP module.
- Δ Working with Vendor Tables; describes the AP screens you use to find, add, update and delete AP vendor master tables.
- Δ Working with AP Transactions; describes the AP screens you use to find, add, update and delete AP transactions, including, Voucher Entry, Debit Memos, Payment Entry and Recurring Entries.
- Δ Managing AP; describes how to generate GL transactions, perform check reconciliations, check renumbering and check print status updates.
- Δ Extracting AP Information; describes how to print AP reports, and how to perform on-screen analysis.

### Assumptions

Please become familiar with the standard features of the FLEXX system, including how to select menu options, move around the screen, use Zoom and wildcards and how to find, add, update and delete records. If you are not familiar with these features, refer to your *FLEXX User's Guide*.

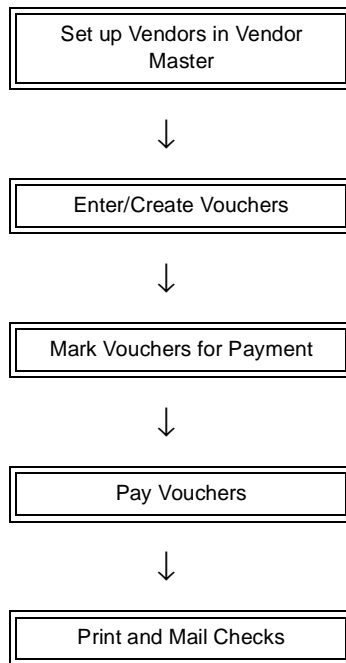
### Manual Conventions

We use an asterisk (\*) to indicate wildcards. However, different database systems use different symbols for wildcards. See the table below. Ask your System Administrator which symbol to use.

| Database      | To Match All | To Match One  |
|---------------|--------------|---------------|
| MS SQL Server | %            | _(underscore) |
| Oracle        | %            | _(underscore) |
| Sybase        | %            | _(underscore) |

- Δ Information that you enter and information that appears on the screen appears in bold type. Example: Enter Y in the **Begin Process?** field.
- Δ References to other sections are italicized. Example: *See 2.0 Starting AP.*


### 1.3 *Accounts Payable Sequence of Operations*



## 2.0 Starting AP

### To start Accounts Payable

Log on to FLEXX. The Session defaults screen appears.



The screenshot shows the 'Flexx Control Panel' window. The title bar reads 'Flexx Control Panel' with standard window controls. The menu bar includes 'Form', 'Edit', 'Database', 'Record', 'Field', and 'Help'. The main content area is titled 'FLEXX® Client by Databyte'. Below the title, it displays 'Tucker Tape Supply, Inc.' on the left, '07/05/01' in the center, and '10:44' on the right. A central form contains the following fields: 'Company' with 'tucker', 'Division' with 'tape', 'Date' with '07/05/01', 'Period' with '200107', and 'Function' which is empty. There is an unchecked checkbox labeled 'Use Batch'. Below the form are two buttons: 'Main Menu' and 'Quit'. At the bottom left, it says 'PERIOD ENDING 07/31/01'. At the bottom right, it shows 'harry' and a 'PWD' button.



The screenshot shows the 'Flexx Information' dialog box. The title bar reads 'Flexx Information' with standard window controls. The dialog has two tabs: 'On-Line Data' (selected) and 'Data Transactions'. Below the tabs, there is a text field containing 'Click on the Button to Display Main Flexx Menu'. To the right of this field are three buttons: 'update', 'not stored', and 'record'. At the bottom right, it shows 'record 1 of 1'.

This screen lets you set up the defaults for the session. For example, if you plan to work with accounts in one company/division during a session, enter the company and division codes here. During the session, these codes appear automatically in the **Company** and **Division** fields whenever you have a blank screen or new record. You can overwrite the session defaults any time they appear on a screen.

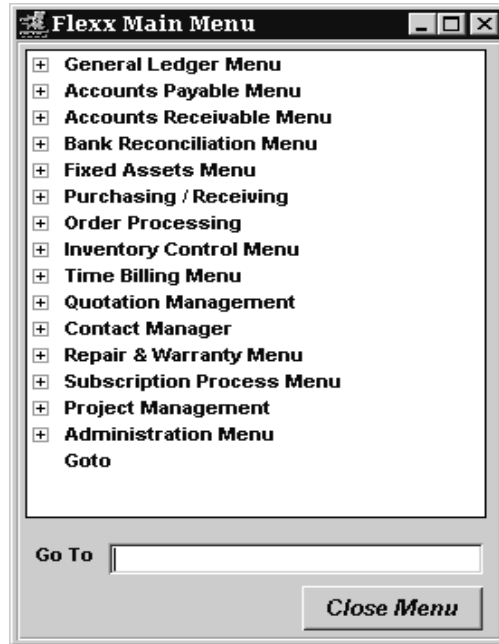


**Fields**

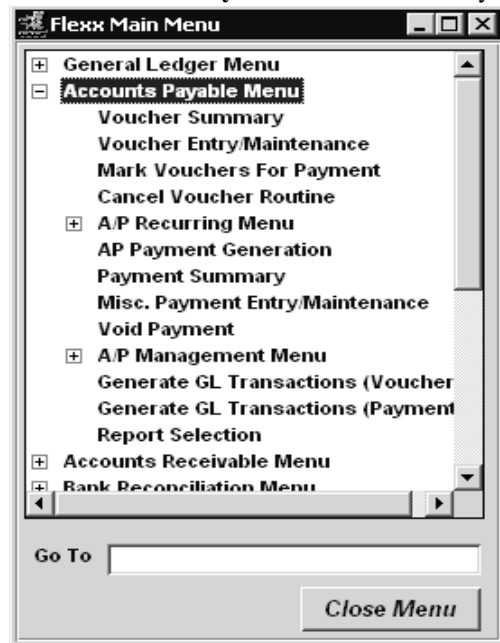
Enter the following information.

| Field          | Entry   | Default             | Reqd |
|----------------|---|---------------------|------|
| Company        | The default company code. Use Zoom to select from a list of companies.  | User Master setting | Y    |
| Division       | The default division code. Use Zoom to select from a list of divisions.   | User Master setting | Y    |
| Date           | <p>The date will automatically default to the system date. The Date value has two purposes;</p> <ul style="list-style-type: none"> <li>• When new information is entered on a form in FLEXX, the date field (if there is one) will be automatically inserted with the default date. This date can be overwritten.</li> <li>• When initially starting up the Session Default form, the date entered is checked against the date range in the FLEXX General Ledger Period Table. (See 3.14 Setup Files/GL Period Table) to determine the period number. If the date does not fall in the range of a valid General Ledger Period Code, the Period Field will not be defaulted and will be left blank. As a result, the Period Field must be manually entered.</li> </ul> | System date         | Y    |
| Period         | The General Ledger Period will default from the date entered in the Date Field if the Default date falls into the range of a predefined GL Period. (See 3.12 Setup Files/GL Period Table)   |                     |      |
| Batch          | <p>Select this option by clicking the box.</p> <p>Batch control lets you group similar transactions together and enter, edit and post them as a whole using a unique batch number. Each transaction in the batch still has a transaction number.</p> <p>If you selected Use Batch, the Batch Control screen will appear when you first go to enter a new transaction within FLEXX, requiring you to define a batch number for this transaction.</p>   | NO                  | Y    |
| Function       | <p>To directly access a specific FLEXX module, enter the code for the module, then press &lt;&lt;Main Menu&gt;&gt; or hit Enter twice.</p> <p>Example: To go straight to Accounts Payable and bypass the Main Menu, type <b>ap</b> in this field and press &lt;&lt;Main Menu&gt;&gt; or press Enter twice. The Accounts Payable menu appears.</p>   |                     | N    |
| <b>Buttons</b> |   |                     |      |
| Main Menu      | Access the FLEXX main menu  |                     |      |
| Quit           | Terminate the FLEXX session.  |                     |      |
| PWD            | Press this button to change both the user's Logon password and the FLEXX Authorization password (See Administration Manual, User Master description).   |                     |      |

<<Press Main Menu>>. The FLEXX Main Menu appears.



Select **Accounts Payable**. The Accounts Payable Menu appears.



## 3.0 Vendor Master Table Maintenance

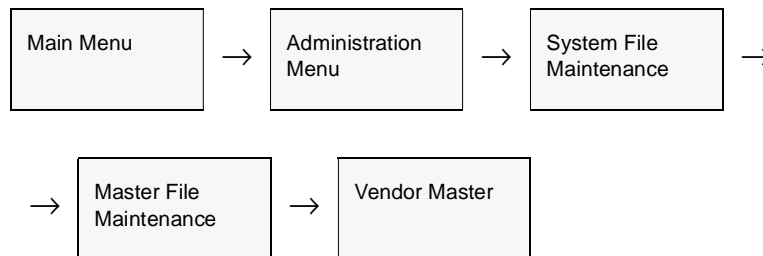
### **Description**

The Vendor Master Table is where the Vendor Code is first established. This form contains demographic and financial information about the Vendor.

Use the Vendor Table screen to:

- Δ Add Vendors for a company
- Δ Find existing Vendors by entering selection criteria
- Δ Update Vendor demographics
- Δ Delete Vendors only if there is NO underlying data (i.e. newly created Vendor, and not yet used in any other transactions or functions)
- Δ View Additional Information i.e. terms, discounts and default GL codes
- Δ Change the status of vendors, i.e. hold, partial hold

### **Select**



**OR**

Zoom on any Vendor code field - will display the Vendor Search Screen. Click View to display the selected vendor.

The Vendor Master form appears in Find mode. To add new Vendors, <<press Clear to Add>>.

**Fields**

The following fields appear on the screen.

| Field       | Entry  | Default         | Reqd |
|-------------|--|-----------------|------|
| Vendor      | The Vendor code and name. If you are adding a new Vendor, enter a unique code or press Enter to let the system autogenerate a code.  | Autogen         | Y    |
| Company     | The code for the company the Vendor belongs to.  | Session default | Y    |
| Rank        | Vendor ranking code. Any user defined value can be entered, and is not used by FLEXX>  |                 | N    |
| Text button | Press this button to enter unlimited text about the Vendor. The button will be lit green when there is underlying text present. The Vendor Master must be saved before access to the text screens are allowed. | N               | N    |

After pressing enter on the Vendor Name the cursor moves to the Vendor Main tab. Press enter again to view/enter the following information:

| Field                         | Entry  | Default                        | Reqd |
|-------------------------------|--|--------------------------------|------|
| Address                       | Two lines of the Vendor's street address.  |                                | N    |
| City Code                     | The city where the Vendor carries on business.   |                                | N    |
| Province/<br>State Code       | The Provincial/State code for the province/state where the Vendor carries on business.   |                                | N    |
| Postal/Zip<br>Code            | The Postal/Zip Code in format defined in Zip Code Table or approved by post office.  |                                | N    |
| Country Code                  | The Country Code for the country where the Vendor carries on business.   |                                | N    |
| Currency                      | Enter the Vendor's native currency.  | Company Table<br>Home Currency | Y    |
| PO Box Flag                   | The number defined in the address field is a PO Box. If the flag is used, the PO Box value needs to be defined as follows:<br><br>Specify the number only, not preceded by the words PO Box or any other date. PO Number must be in the first line of address field.<br><br><b>Note: This flag is meant for courier delivery information in that deliveries are not made to PO Boxes.</b>  |                                |      |
| Residential<br>Flag           | The address is a resident opposed to a business address.<br><br><b>Note: This flag is meant for courier delivery information in that residential deliveries may need additional delivery confirmation handling.</b>  |                                |      |
| Phone/Fax                     | The phone and fax telephone numbers of the Vendor.   |                                | N    |
| Web                           | The web site address of the vendor company.  |                                | N    |
| <b>Contact Information</b>    |  |                                |      |
| Name                          | The name of the vendor's main contact person.  |                                | N    |
| Phone/Fax                     | The contact's phone and fax number.  |                                | N    |
| E-mail                        | The contact's e-mail address.  |                                | N    |
| Remit To                      | Remit To location code ( <i>See 3.1 Vendor Alternative Address</i> ). It is not necessary to set up a Remit To code where the vendor's main address entered previously is the same as the remit to address. If no remit to address is set up, FLEXX will use the main vendor address.  |                                | N    |
| A/R<br>Customer<br>Code       | Related A/R Customer Code, as defined in FLEXX Accounts Receivable (if installed). If you are using the FLEXX Repair Warranty module, and you wish to make use of the Warranty Vendor billing routine, it is necessary to set up the Vendor as a customer and assigned a customer code, insert that customer code here. This serves as a link between the Vendor in AP and the Customer in AR so that FLEXX Repair Warranty knows who to bill. |                                | N    |
| <b>A/R Balance<br/>button</b> | Press this button to display the A/R Invoice Aging Inquiry screen for this customer code. ( <i>See the AR Manual for more details on this form</i> ). The button will only be active if the A/R Customer field has been defined.   |                                |      |
| Our<br>Customer<br>Code       | The Customer code assigned by the Vendor for your company.   |                                | N    |

| Field                         | Entry  | Default | Reqd |
|-------------------------------|--|---------|------|
| <b>Tax Information Fields</b> |  |         |      |
| VAT Flag                      | Enter "Y" if you pay VAT/GST to this Vendor; "N" if the Vendor is VAT exempt.  | Y       | Y    |
| VAT Code                      | Enter the VAT/GST code which applies to this Vendor.<br><br><b>Note: While there is no automatic calculation done in A/P when manually entering a voucher, the A/P Recurring Entries Generation routine will calculate the appropriate VAT/GST based on the VAT code selected (See 4.13 A/P Recurring Entries Generation).</b> |         | Y    |
| TIN                           | The type of tax number provided for the vendor. Enter a value of "e" if the tax number is an EIN (Employer Identification Number) or an "s" if it is an SSN (Social Security Number).  |         | N    |
| VAT/1099 ID #                 | The Vendor's VAT/GST registration number (Canada), or the Vendor's 1099 number (USA). The 1099 number is printed out on the 1099 report.   |         | N    |
| 1099 Class                    | The default 1099 class for the vendor. This default value is loaded into voucher detail records and used to generate 1099 reports.   |         | N    |
| Comment                       | Enter comments about this vendor.  |         | N    |
| <b>Payment History</b>        | Press this button to display the AP Payment Summary screen (See Sec. 8.2). It will list all the payments previously made to this vendor.   |         |      |
| <b>Purchase History</b>       | Press this button to display the Purchase Order Review screen. It will list all Purchase Orders previously created for this vendor.  |         |      |

After entering information here press <<Add/Update>> and then select the "Alternative Address Tab" to enter further information.

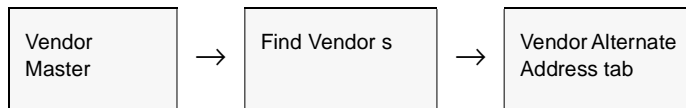
### 3.1 Alternate Address/Contacts

**Description**

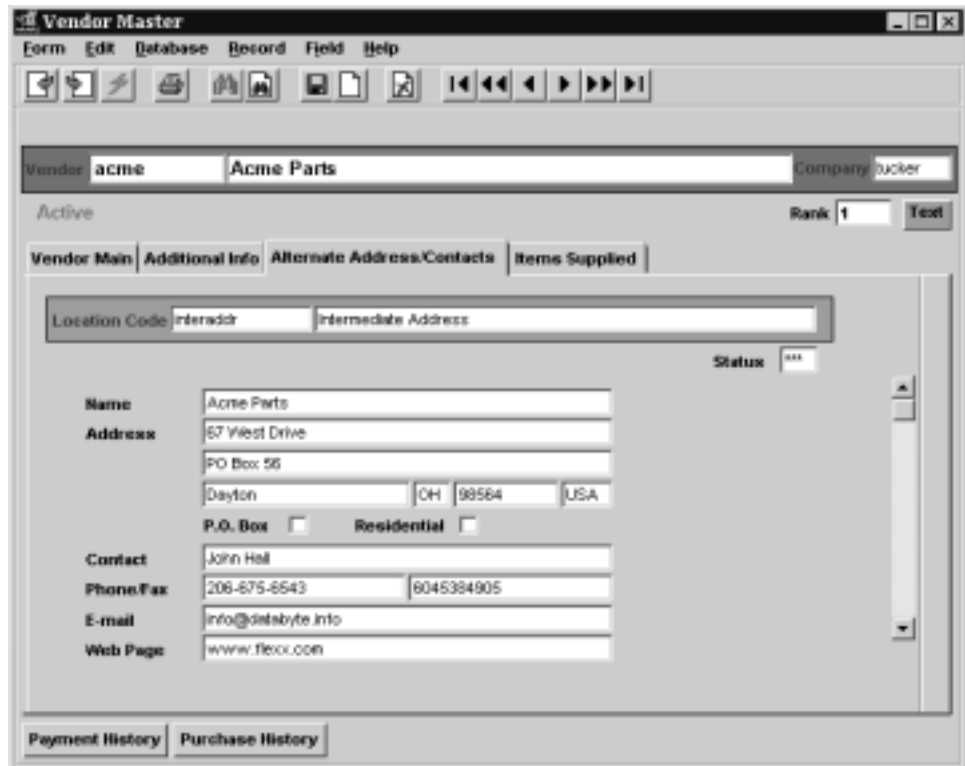
For a Vendor selected on the Vendor Master screen, use the Vendor Alternate Address/Contacts screen to:

- Δ Add Remit To and/or Purchase Order addresses
- Δ Add vendor Contacts
- Δ View the alternate addresses/contacts
- Δ Update the addresses for any changes
- Δ Delete the addresses

**Select**



The Vendor Alternative Address screen appears in Update mode.



**Fields**

The following fields appear on the screen.

| Field                   | Entry  | Default       | Reqd |
|-------------------------|--|---------------|------|
| Location Code           | User defined location code and description identifying the Alternate address, either the Remit To or Purchase Order address. |               | Y    |
| Status                  | A user defined field to display the status of the Vendor alternate address. Not currently used by FLEXX.                     |               | N    |
| Name                    | The Vendor name.   | Vendor Master | N    |
| Address                 | Two lines of the Vendor's address.   |               | N    |
| City Code               | The City name where the alternative Vendor address is located.   |               | N    |
| Province/<br>State Code | The Provincial/State Code for the province/state where the alternative address is located.                                   |               | N    |
| Postal Code             | The Postal/Zip Code in format approved by the Post Office  |               | N    |
| Contact                 | The name of the contact person at the alternative address.   |               | N    |
| Phone/Fax               | The phone and fax numbers at the alternate address.  |               | N    |
| E-mail                  | The e-mail address for the contact.  |               | N    |
| Web Page                | The web site address for the alternate location.   |               | N    |

Once you are finished entering the information, press <<Add/Update>> and select the "Additional Info" Tab to enter the following information.



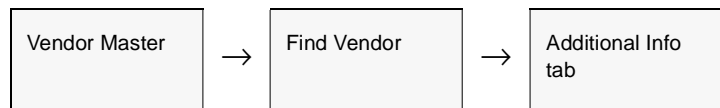
## 3.2 Additional Information

### Description

For a Vendor selected on the Vendor Master screen, use the Additional Information screen to:

- Δ Enter Vendor financial information;
- Δ Enter additional information about the Vendor;
- Δ View, Modify, or Delete the additional information.

### Select



The Additional Vendor Information screen appears in Update mode.

**Fields**

The following fields appear on the screen.

| Field                         | Entry  | Default          | Reqd |
|-------------------------------|--|------------------|------|
| Terms Net ... Days            | The number of days in which the voucher is to be paid.   |                  | N    |
| Description                   | A short description of the terms (e.g. Net 30 Days).   |                  | N    |
| Discount ... Days             | The number of days during which a discount is applicable as a result of early payment.   |                  | N    |
| Discount .. %                 | The percentage discount in effect for early payment.   |                  | N    |
| G/L Accounts                  | If the following accounts are not set up, FLEXX will use the defaults defined on either the Company or the Company/Division Table when creating vouchers.  |                  |      |
| A/P                           | The GL control AP account number which will default on the voucher as the Credit Account. Overrides other AP Credit Accounts entered into the system as defaults (i.e. Company/Division & Company Tables).   |                  | Y    |
| Expense                       | The GL Control account number which will default on the voucher as the debit (expense) account.  |                  | N    |
| Mark Up                       | The percentage the company "marks up" the Vendor's products and/or services. An information field only and not used by FLEXX for calculation purposes.   |                  | N    |
| Discount Default              | Allows the option of taking a discount (if applicable) to be in effect (Y) or not (N) at the Vendor Level.   | Company Master   | Y    |
| Status                        | Allows a Vendor to be: <ul style="list-style-type: none"> <li>• a - Active - can enter vouchers and make payments.</li> <li>• p - Partial Hold - can enter vouchers but no payments are allowed.</li> <li>• h - Full Hold - can't enter vouchers or make any payments.</li> <li>• x - Inactive - can't be used in any transactions.</li> </ul> If a vendor has a "h" status, he will not be selected during the Factory Direct Purchase Order Generation routine (See FLEXX Order Processing Manual) | "a"              | N    |
| Last Purchase                 | The last time the company purchased a product and/or services from this Vendor. This is updated from the Purchase Order Module.  | System Generated |      |
| Start Date                    | The date the Vendor was entered into FLEXX.  | Session Default  | Y    |
| Vendor Group                  | Enter the group code for the vendor; only used when selecting vouchers for marking to be paid.   |                  | N    |
| <b>Purchasing Information</b> |  |                  |      |
| PO Address                    | Default PO mailing address for use with FLEXX Purchase Order module. If there is no default PO address defined here, when a PO is created in FLEXX Purchase Order, the address appearing on the Vendor Master form will be used.   |                  | N    |
| FOB                           | Vendor's Free on Board Locations. It is used as a default FOB in the Purchase Order.   |                  | N    |
| Shipping Lead                 | Enter the expected shipping time in days after ordering the goods from the Vendor.   | 0                | N    |

| <b>Field</b>          | <b>Entry</b>   | <b>Default</b> | <b>Reqd</b> |
|-----------------------|--|----------------|-------------|
| Arrival Lead          | Enter the expected arrival time of goods after the Vendor has shipped them.                              | 0              | N           |
| Class                 | A user-definable class code.   |                | N           |
| User Definable 1 to 3 | Additional information fields for the vendor. Field labels can be specified in application control (ap). |                |             |
| Credit Limit          | The credit limit value set by the vendor. Used only for user reference.                                  |                | N           |
| Balance               | The current outstanding balance with this vendor.  |                |             |
| Available             | The amount of credit available. For user reference only - not used by FLEXX.                             |                |             |

## 4.0 Working with AP Transactions

This section describes:

- Δ The screens you use to add, find, update and delete AP transactions
- Δ How to enter Debit Memos and transfer Purchase Order details to Accounts Payable
- Δ How to cancel vouchers
- Δ How to enter and generate Recurring AP transactions

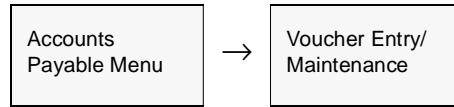
### 4.1 *AP Voucher Entry/Maintenance*

#### **Description**

Use the Voucher Entry/Maintenance screen to:

- Δ Add transactions directly to AP. When you <<Press Add/Update>> after entering the AP Header Screen, the AP Voucher Detail screen appears. The Voucher Header screen contains the general information obtained from the vendor's invoice. The Voucher Detail records the individual line items from the vendor's invoice allowing each line to be distributed to specific General Ledger Accounts.
- Δ Find AP transactions by entering selection criteria.
- Δ Update AP transactions by entering selection criteria.
- Δ Delete AP transactions that have not yet been paid or posted.
- Δ Display the AP Voucher Detail screen to add, update or delete line items for the transaction. (*See Sec. 4.2*).
- Δ Display the AP Voucher Text screen to add, update or delete comments about the voucher. (*See Sec. 4.5*).
- Δ Transfer the PO details to the voucher (*See Sec. 4.3*).
- Δ Generate a Manual Payment (*See Sec. 5.5*).
- Δ Apply a Debit Memo to voucher (*See Sec. 4.9*).

Select



The AP Voucher Entry/Maintenance Screen appears in Find mode. To add a new transaction, press << Clear to Add >>

If you are using batch control, the Batch Control screen appears in Find mode after you press <<Clear to Add>>. If you are not using batch control, skip the following section and go directly to Voucher Entry Fields.

## Batch Control

The Batch Control Table

A batch is a group of AP transactions. Batch control lets you post all the transactions at once or generate reports based on batches. FLEXX assigns each AP transaction in the batch a unique transaction number

## Notes

Set up batch control on the Session Defaults screen when you start AP. See 2.0 *Starting AP*.

## Description

Use the Batch Control screen to assign a batch number to an AP transaction. You can add a new batch number or find, update if necessary, and reuse an existing batch number.

### To assign a batch number:

- Δ If you are reusing an existing batch number, find the number.
- Δ To update the existing batch number or add a new one, <<Press Clear to Add>> to get into Add/Update mode.
- Δ Fill in the fields on the Batch Control screen.
- Δ <<Press Add/Update>> to save the batch number.
- Δ <<Press Previous Form>> to return to the AP Voucher screen and assign the batch number to the transaction you are entering.

For the rest of the transactions you add before exiting the screen, the Batch Number field on the AP Transactions screen defaults to the batch number you've set. You can change the default.

**Batch Control Fields**

The following fields appear on the Batch Control screen.

| Field             | Entry   | Default           | Reqd |
|-------------------|---|-------------------|------|
| Batch Number      | The number of the batch. When adding a new batch, enter a unique number or press Enter to let the system autogenerate a number. | Autogen           | Y    |
| Batch Company     | The company code.   | Session default   | Y    |
| Employee          | The name of the person who created the batch.   |                   | Y    |
| Date              | The date the batch was created.   | System time clock | Y    |
| Time              | The time the batch was created.   | System time clock | Y    |
| Exp Total Amount  | The expected total of the batch to compare to a manually calculated batch total.  |                   | N    |
| Exp Hash Total 1  | Not currently used by FLEXX.  |                   | N    |
| Exp Hash Total 2  | Not currently used by FLEXX.  |                   | N    |
| Description 1     | A description of the batch.   |                   | N    |
| Description 2     | Further description if needed.  |                   | N    |
| Approval Employee | The name of the person approving the batch.   |                   | N    |
| Approval Date     | The date the batch was approved.  | System time clock | Y    |
| Approval Time     | The time the batch was approved.  | System time clock | Y    |
| Text              | <<Press Zoom>> to enter unlimited text about the batch.   |                   | N    |
| Status            | Not currently used by FLEXX.  |                   | N    |

### Voucher Entry Fields

#### Voucher Header



The following fields appear on the Voucher Entry/Maintenance header screen.

| Field        | Entry  | Default              | Reqd |
|--------------|--|----------------------|------|
| Company      | The company code.  | Session default      | Y    |
| Division     | The division code.   | Session default      | Y    |
| Batch Number | If you are using batch control, the batch number will be required.   | Batch Control Screen | N    |
| Voucher #    | The number of the voucher. When adding a new voucher, press Enter to let the system autogenerate the next available voucher number.  | Autogen              | Y    |
| Date         | Enter the invoice date of the Vendor's invoice. This date is used by FLEXX to determine which exchange rate to use from the Exchange Table (See Getting Started Manual) for foreign currency transactions. | Session default      | Y    |
| Vendor       | Enter the Vendor Code from the Vendor Table or enter the first letter of the vendor code and a drop down box will appear with a list of vendor selections.   |                      | Y    |



| Field                   | Entry  | Default | Reqd |
|-------------------------|--|---------|------|
| Vendor Invoice #        | The Vendor's Invoice reference number. FLEXX uses this field to search all vouchers for the selected vendor to ensure there isn't a duplicate vendor invoice. Should FLEXX find a duplicate, upon entry of the second invoice, a message will be displayed, " <i>Warning This vendor invoice may have already been entered.</i> " An FYI message will also ask, "Do you wish to view the possible duplicates? [Y/N]." If "Y" (Yes) is selected, FLEXX will display the duplicate invoice already entered into the system. If "N" (No) is selected, FLEXX will allow you to continue entering the second invoice. |         | N    |
| Description             | User defined comment field describing the overall nature of the expense.   | N       | N    |
| Amount                  | The total amount of the Voucher. If a negative value is entered, FLEXX will automatically make this a Debit Memo ( <i>See Sec. 4.6 for DM description</i> ).   | 0.00    | Y    |
| <b>Text</b>             | Press the Text button to display or enter text. The button will be lit when there is already text entered. ( <i>See Sec. 4.5 Voucher Text</i> ).   |         |      |
| <b>Buttons</b>          |  |         |      |
| <b>Detail</b>           | Press this button to access the Non-Inventory Voucher Detail screen.   |         |      |
| <b>Transfer PO</b>      | On a voucher generated for a PO, press this button to transfer the PO data to the voucher. ( <i>See Section 4.3</i> ).   |         |      |
| <b>Manual Payment</b>   | Press this button to generate a manual payment ( <i>See Sec. 5.5</i> )   |         |      |
| <b>Landed Cost</b>      | If the Landed Cost flag is set to L, this button will be active (lit). Press this button to run the Landed Cost Maintenance routine ( <i>See the Inventory Control Manual, Landed Cost Maintenance description</i> ).  |         |      |
| <b>Payment History</b>  | Press this button to display the Payment Detail form ( <i>See Sec 9.3</i> )  |         |      |
| <b>Apply Debit Memo</b> | This button is only active on Debit Memos and is used to apply a DM to an open voucher ( <i>See Sec. 4.9</i> ).  |         |      |

**Main Tab**

The following fields are displayed on the Main screen

| Field                | Entry  | Default             | Reqd |
|----------------------|--|---------------------|------|
| Remit To             | Location to which the payment will be remitted if different from the main address of the vendor as specified on the Vendor Master. Remit To can also be a Customer code if this voucher has been automatically generated as an AR Credit Memo refund. ( <i>For more detail, please refer to the Financial Procedures Guide Refunding Credit Memos description</i> ). | Vendor Master Table | N    |
| Vendor (or Customer) | Vendor name and mailing address.<br>This field will be labeled Customer for a Refund voucher and the customer's Bill To address will be shown.   | Vendor Master Table | Y    |
| Refund               | The Refund flag will be set by FLEXX if the voucher is a refund voucher generated by the AR Refund Credit Memo function ( <i>See the AR manual for more details</i> ).   |                     |      |

| Field        | Entry   | Default             | Reqd |
|--------------|---|---------------------|------|
| Payment Type | S - Separate Check. FLEXX will normally group multiple vouchers on a single payment. However, if the vendor requires a separate check for each voucher, enter an "S" in this field.   | **                  | N    |
| VAT          | "Y" if vendor collects VAT/GST.   | Vendor Master Table | N    |
| Landed Cost  | If this voucher is to be used as the "Master Voucher" for Landed Cost purposes (See <i>FLEXX Inventory Control Manual, Landed Cost description</i> ) enter a value of "l" (lower case L). Only vouchers marked as such can have Landed Cost calculations performed on them. The "Master Voucher" is the voucher used to acquire the SKU item itself. This voucher is typically created from a FLEXX Purchase Order (See <i>FLEXX Purchase Order Manual</i> ). Subsequent vouchers entered to pay for some of the Landed Cost Components (i.e. Duty, Freight, etc.) are not marked as such but are cross referenced to the "Master Voucher" in AP Transaction Detail (See <i>Sec. 4.2</i> ). Once the Landed Cost routine has been run on a voucher, the status is automatically updated to c - closed.  | **                  | N    |
| 1099 Class   | The default 1099 class of the vendor (USA tax only).  | Vendor Master Table | N    |
| Vendor Group | Enter the group code for the vendor; only used when selecting vouchers for marking to be paid.  |                     | N    |
| Status       | <p>The voucher status may be:</p> <ul style="list-style-type: none"> <li>• <b>o</b> - Open. A voucher will have this status until full payment has been made.</li> <li>• <b>c</b> - Credit Memo. Not currently used by FLEXX AP. To create a Debit Memo see sec. 4.7.</li> <li>• <b>h</b> - Hold Voucher. An end-user accessible status to be used to prevent any future payments of this voucher. Can be changed to another status when needed.</li> <li>• <b>m</b> - Marked Voucher. An end-user accessible status to be used to "mark" vouchers for payment. Unpaid vouchers can be individually marked three ways: <ul style="list-style-type: none"> <li>• By manually changing the voucher status to "m" in Voucher Entry/ Maintenance.</li> <li>• By manually changing the voucher status to "m" in Voucher Summary (See <i>Sec. 5.3</i>).</li> <li>• By running the "Mark Vouchers for Payment" routine (See <i>Sec. 5.4</i>) and letting FLEXX mark the vouchers that meet the selection criteria.</li> </ul> </li> <li>• <b>v</b> - Cancelled Voucher - VOID. A voucher will have this system generated status once the "Cancel voucher routine" (See <i>Sec. 4.10</i>) has been run.</li> <li>• <b>vp</b> - not used on Voucher header.</li> <li>• <b>p</b> - Paid Voucher. Voucher header will have this system generated status once the voucher has been fully paid.</li> </ul> | o                   | Y    |

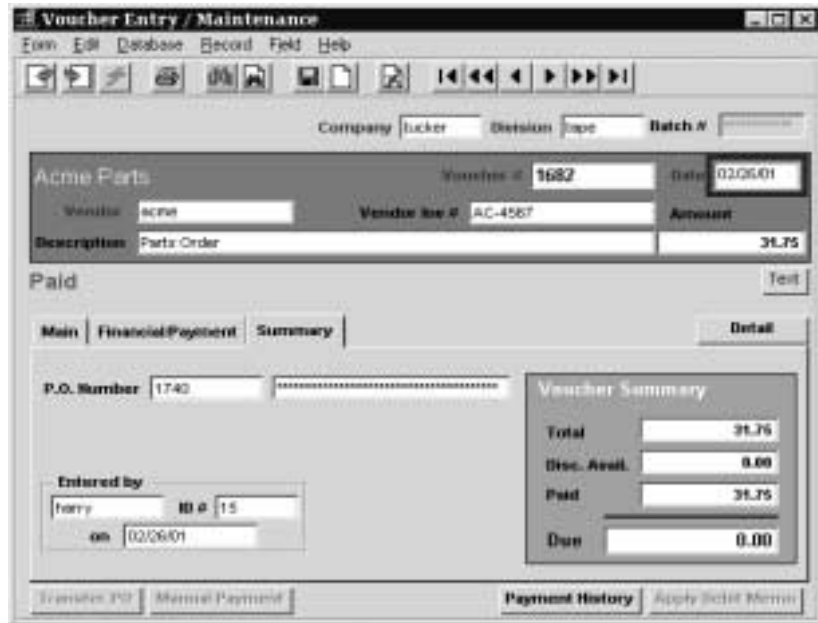
**Financial/Payment  
Tab**

The following fields are displayed on the Financial/Payment screen

| Field          | Entry  | Default             | Reqd |
|----------------|--|---------------------|------|
| Terms          | The terms arranged with the Vendor are displayed.  | Vendor Master Table | N    |
| Due            | The voucher due date. System calculated based on voucher date and terms.   | System Calculated   | N    |
| Discount %     | Percentage discount available for early payment  | Vendor Master Table | N    |
| Discount Terms | Number of days in which payment must be made for the discount terms to apply.  | Vendor Master Table | N    |
| Discount Date  | System calculated based on Invoice Date and Discount Terms.  | System Calculated   | N    |
| Exchange Rate  | System generated based on the date of the voucher and the exchange rate as per the exchange rate table. FLEXX makes use of the exchange rate in effect as of the invoice date and displays it here for vouchers denominated in foreign currencies. | System Calculated   |      |
| Currency       | Currency in which the voucher is expressed, normally the vendor's country currency.  | Vendor Master Table | Y    |

| Field                          | Entry   | Default           | Reqd |
|--------------------------------|---|-------------------|------|
| GL Period                      | Period in which the transaction will be recorded/posted. The GL Period to be used can only be changed in this field, and all Detail entries will then also be changed to the same value.  | Session Default   | Y    |
| AP Account Division and Number | The GL Division and Account number where the voucher will be <b>credited</b> .  | Session Default   | Y    |
| Amt. Approved To Pay           | Enter the payment amount if the voucher is to be partially paid. This can also be used to manually pay the entire voucher, by entering the full voucher amount. The voucher will then be marked for the amount entered, and a payment for that amount can be generated.   | 0.00              | N    |
| Net Amt To Pay                 | If an amount to pay has been entered into Amt Approved to Pay, FLEXX will calculate the Net amount using any eligible discounts.  | System Calculated | N    |
| Discount Taken                 | System generated from payment details calculated using the vendor's defined terms.  | System Calculated |      |
| Foreign Ex Gain/Loss           | System generated using the exchange rate table, the Voucher Date and the date of payment to determine the exchange gain or loss. Exchange gain/loss is recorded in the GL account specified in the Company/Division table.  | System Calculated |      |
| Paid Date                      | System generated using the date of payment when a payment is generated.   | System Calculated |      |
| Paid Amount                    | System generated using the amount of payment specific to this voucher.<br><br>If a discount was available to be taken, and the payment was made during the discount period, this field will display the amount of the payment after taking into consideration the discount. In other words if the voucher was for \$100.00, a discount of \$2.00 was taken and the payment amount was \$98.00, the amount displayed here will be \$98.00. | System Calculated |      |

**Summary Tab**



The following fields are displayed on the Summary screen.

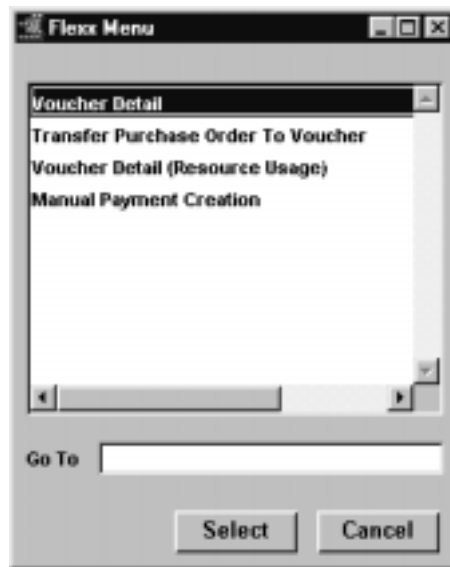
| Field                  | Entry  | Default          | Reqd |
|------------------------|--|------------------|------|
| PO Number              | If the voucher was generated from a PO, the PO number used will be shown in this field. If multiple PO's were used, this field will be stippled.   | System Generated |      |
| Description            | PO description. This field will say "None or Multiple" if the voucher was not generated from a PO or multiple PO's were used.  |                  |      |
| Entered by<br>ID # on  | These fields are used to record the user id and entry date when the voucher was initially generated.   | System Generated |      |
| <b>Voucher Summary</b> |  |                  |      |
| Total                  | The total value of the voucher   | System Generated |      |
| Disc. Avail.           | The available discount if the voucher is paid before the due date.   |                  |      |
| Paid                   | The total amount paid to date.   |                  |      |
| Due                    | The amount still owing on the voucher. If the voucher has been fully paid, it will show a value of 0.00. If it has been partially paid, the full amount still owing will be displayed. There is no discount available on partial payments. |                  |      |

**Notes**

All system generated fields (default information) can be overwritten.

### ***Display Voucher Detail***

When you finish making entries on the Voucher Entry/Maintenance screen, press <<Add/Update>>. Several options are now available to enter the Voucher Detail. FLEXX will display the following menu where the desired selection can be made.



The Voucher Detail (Non-Inventory) screen is described in the next topic.

### ***Note***

If Inventory (SKU) detail entries are to be made, select the Voucher Detail (Resource Usage) menu item. This screen is described in topic 4.4.

## 4.2 Voucher Detail - Non-Inventory

### Description

AP Voucher Detail entry for non-inventory items is typically used where the voucher detail is being manually input. In other words the detail isn't being created as a result of using the Transfer Purchase Order to Voucher routine (*See Sec.4.3*). The main difference between this detail entry form and the detail entry form for inventoried items (*See Sec.4.4*) is the ability to enter a SKU code.

For a voucher selected on the Voucher/Entry Maintenance screen, use AP detail screens to:

- Δ Add voucher detail records for non-inventory items - i.e. rent expense
- Δ Add voucher detail records based on existing purchase orders (if FLEXX Purchase Order is installed)
- Δ View details
- Δ Update details
- Δ Delete details

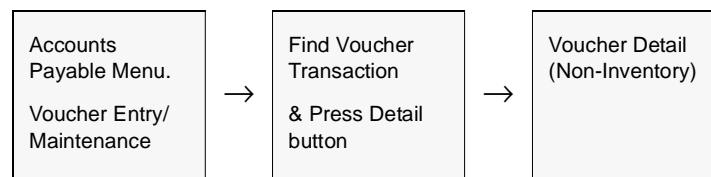
Have voucher detail amounts checked against a predetermined budget (*See Sec. 4.14*).

### Note:

#### Job Costing

If a Job Code and Resource value have been defined for any detail entry, the corresponding Debit Account specified for that entry must also be defined with a valid job costing Category code (*See General Ledger manual, GL Account Master description*). If the account is not defined with a category code, the Generate GL Transactions (Vouchers) routine (*See Sec. 7.1*) will fail. The error will be logged in the FLEXX errlog file on the FLEXX "DB" directory.

### Select



The AP Voucher Detail (Non-Inventory) screen appears in Update mode.



**Fields**

Enter the following information to create voucher details:

| Field       | Entry  | Default                | Reqd |
|-------------|--|------------------------|------|
| Company     | The Company code.  | Voucher Entry Header   | Y    |
| Voucher #   | The Voucher number.  | Voucher Entry Header   | Y    |
| Budget      | If the validate budget option has been activated in Application Control (See Sec. 1.1) the Budget field will be shown, and it will be necessary to enter a valid budget code. This budget is then compared to the transaction detail being entered to ensure the budget is not exceeded. |                        |      |
| Description | This field can be left blank or text can be entered with additional information as to what is being purchased.   | GL Account Description | N    |
| Units       | Number of units from the Vendor's invoice.   | 1.00                   | Y    |
| Rate        | The rate charged per unit.   | 0.00                   | Y    |
| Extended    | The extended cost. A system generated calculation of Internal units x Internal rate.   | 0.00                   |      |



| Field                               | Entry   | Default        | Reqd |
|-------------------------------------|---|----------------|------|
| Debit Division<br>Account<br>Number | GL Division and Account number recording the expense.   | Voucher Header | Y    |
| 1099                                | Vendors default 1099 class. <b>This field can be entered and/or modified even after the voucher has been paid and posted.</b>   | Voucher Header | N    |
| Status                              | The Voucher Detail Status; may be: <ul style="list-style-type: none"> <li>• <b>o</b> - Open. Voucher detail lines will have this status until full payment has been made.</li> <li>• <b>c</b> - Cancelled entry.</li> <li>• <b>h</b> - Held Voucher. An end-user accessible status to be used to prevent any future payments of this voucher detail line. Can be changed to another status when needed.</li> <li>• <b>m</b> - Marked Voucher. An end-user accessible status to be used to "mark" voucher detail lines for payment.</li> <li>• <b>v</b> - Cancelled Voucher - VOID. A voucher will have this system generated status once the "Cancel voucher routine" (See 4.10) has been run. No use on Voucher detail lines and no end-user use.</li> <li>• <b>vp</b> - Void (But will be posted). A system generated status code used only on the voucher detail.</li> <li>• <b>p</b> - Paid Voucher. Voucher detail lines will have this system generated status once the vouchers have been fully paid.</li> </ul> | Voucher Header | Y    |
| Text                                | Text Flag: - system generated. "Y" if there is underlying text, "N" if not. (See 4.5 Voucher Text)  | N              | N    |
| <b>Text</b> button                  | Press the Text button to display or enter text. The button will be lit when there is already text entered. (See Sec. 4.5 Voucher Text).   |                |      |
| Costing                             |   |                |      |
| Job Code                            | This field is only used for <b>Job Costing</b> purposes (See <i>Flexx Project Management Manual for more details</i> ). Enter the job code that will be used to track the expenses entered into Accounts Payable by specific Job (used by FLEXX Project Management if installed.)   | Voucher Header | N    |
| Job Cost Resource                   | Enter the Job Costing Resource code to be used with the specified job (used by FLEXX Project Management (Job Costing) if installed.). Required codes must be defined in the Job Costing Resource Table (zoom on resource Code).   |                | N    |
| Department                          | Enter the Department Code to be used with the specified job (used by FLEXX Project Management (Job Costing) if installed.)  |                | N    |
| Landed Resource                     | This field is only used for <b>Landed Cost</b> purposes (See <i>FLEXX Inventory Control Manual for more information</i> ). The field is provided to identify the voucher detail transaction as a Landed Cost Component and the nature of the component (i.e. bank, duty, misc., etc.). Valid values are <b>bank, brokerage, duty, freight, insurance, misc,</b> and <b>rmd</b> . The Landed Cost Maintenance form in FLEXX Inventory Control displays each of the vouchered transactions based on this resource code. <i>Please refer to the Inventory Control manual, topic Landed Cost Maintenance for more details.</i>  |                | N    |

| Field             | Entry  | Default                              | Reqd |
|-------------------|--|--------------------------------------|------|
| Reference Voucher | The "Master Voucher" number that has already been entered. The "Master Voucher" was the transaction used to voucher the detail items originally and has the Landed Cost flag on the Header set to I (lower case "L"). If an attempt is made to enter a voucher into the Landed Cost Maintenance routine (in IC) that has not been marked for Landed Cost purposes, message "Voucher not marked for landed cost tracking" will be displayed. If a voucher has been marked for Landed Cost purposes and the Landed Cost Maintenance routine has been used, it's Landed Cost flag will be set to "c" - completed. If a voucher with a "c" status is entered here, the following message will appear "Voucher already marked as having landed costs completed". The Landed Cost Maintenance routine uses the "Master Voucher" and the cross referenced Land Cost Component Vouchers to determine the true Landed Cost of obtaining a SKU item. |                                      | N    |
| VAT Code          | Enter the VAT/GST code that is applicable for the specified voucher detail amount.   | System Generated                     | N    |
| Date              | The date of the detail entry.  | Voucher Header.                      | Y    |
| Currency          | Currency code required for payment of this detail entry.   | Voucher Entry/<br>Maintenance Header | Y    |
| PO Number         | System updated with the Purchase Order number that generated the voucher (If FLEXX Purchase Order is installed) (See Sec. 4.3 Transfer Purchase Order to Voucher).   |                                      | N    |
| Credit Account    | GL Credit account Division and Number recording the Accounts Payable.  | Voucher Header                       | Y    |
| Posted            | Posting status.<br>n - Not posted to the GL.<br>p - Posted.  | System Generated                     | Y    |
| GL Transaction    | System generated GL transaction number which is produced as a result of running the Generate GL Transactions (Voucher) routine (See 7.1).  |                                      |      |
| GL Period         | Period in which the transaction will be posted.  | Voucher Header                       | Y    |

**Notes:**

If the total amount of the voucher detail lines is different from the amount entered as the Amount on the Header Record, message "Voucher and detail do not match. Update voucher amount? (Yes/No)?" will be displayed:

To review the Voucher detail fields, enter "N" for No, and Return. The Voucher Detail form will still be displayed allowing the discrepancies to be adjusted. If the amount is incorrect on the Voucher Header, enter "Y" for Yes, and Return. The system will automatically update the Voucher Header amount to match the totals on the Voucher Detail record.

### 4.3 Transfer Purchase Order to Voucher

**Description**

This process allows you to transfer the details of an existing purchase order, directly to FLEXX Accounts Payable without any double entry of information. (Assumes FLEXX Accounts Payable is installed and that a voucher header record has been entered and saved with the Vendor Code and received date information filled out). It is not possible to create a Purchase Order for one vendor, (i.e. Adams), receive the goods and then try to transfer the details of the PO to a voucher for another vendor (i.e. Smith).

**Select**



The Transfer P.O. Detail form appears in Find mode.

| PO Number | Status | Date     | Order | SKU Code   | Edition | Landed Cost Resource | Description                   |
|-----------|--------|----------|-------|------------|---------|----------------------|-------------------------------|
| 1874      | r      | 10/18/01 | ***** | cws-200    | *****   | *****                | Wood Screw - Steel 5-3/4 flat |
| 1874      | r      | 10/18/01 | ***** | alt2       | *****   | *****                | test2 inventory               |
| 1874      | r      | 10/18/01 | ***** | widget 200 | *****   | *****                | Widgets Style 200             |
| 1874      | r      | 10/18/01 | ***** | battery    | *****   | *****                | Vehicle Lg. Load Battery S4   |
| 1874      | r      | 10/18/01 | ***** | harry      | *****   | *****                | harry-Optional SKU            |
| 1874      | r      | 10/18/01 | ***** | cws-200    | *****   | *****                | cws-200 Cedar Wood 200        |
| 1874      | r      | 10/18/01 | ***** | cws-250    | *****   | *****                | cws-250 Cedar Wood 250        |

**Fields**

Enter the following information to have the details of an existing FLEXX Purchase Order transferred and updated to FLEXX Accounts Payable.

| Field                          | Entry  | Default                    | Reqd |
|--------------------------------|--|----------------------------|------|
| Voucher Company                | The company name.  |                            | Y    |
| Currency                       | The currency used.   | PO Header                  | Y    |
| Debit Account Division/ Number | The GL Division and Account number recording the items purchased.  | Purchase Order Detail      | Y    |
| Job Code                       | The job code that will be used to track the expenses for Job Costing purposes only.  | PO Detail                  | N    |
| Job Cost Resource              | The job costing Resource that will be used to track the expenses for Job Costing purposes only.  | PO Detail                  | N    |
| PO Number                      | Enter the Purchase Order Number of the appropriate PO and press "Find". FLEXX retrieves the purchase order details and transfers them to accounts payable voucher details when add/update is pressed. FLEXX assumes that when the purchase order details are transferred to a voucher that the items requested on the purchase order have been physically received. The action of transferring the PO details to a voucher will change the PO status to "o" (Open voucher-assumes received) and the inventory records are updated accordingly.   |                            | Y    |
| Status                         | The Purchase Order detail status. The status could be:<br><ul style="list-style-type: none"> <li>• <b>po</b> - Purchase Order Open. This PO detail status is displayed only if the po details have not yet been received. FLEXX can still transfer po detail items with this status to a voucher. However, as a result of doing the transfer, FLEXX will auto receive the SKU items.</li> <li>• <b>r</b> - Received. This status will be displayed after the po details have been received using the Order Receiving process in FLEXX Purchasing/Receiving. Any other status should not be transferred.</li> </ul> | From Purchase Order detail | Y    |
| Date                           | The date the purchase order detail items were physically received.   | From PO Detail             | Y    |
| Order                          | The Order Processing Order Number that relates to the purchase order if the PO is for a Factory Direct order.  | PO Detail                  | N    |
| SKU Code                       | The inventory items SKU code.  | From PO detail             | Y    |
| Edition                        | The edition number if the SKU is defined as an Edition SKU   |                            | N    |
| Landed Cost Resource           | The Landed Cost resource code associated with the SKU purchased if Landed Cost processing is being utilized.   | From PO detail             | N    |
| Description                    | The SKU description of the line item.  | From PO detail             | N    |
| Total Duty                     | The total duty calculated for this voucher. This is only relevant if the Landed Cost function has been selected in the Voucher Header.   |                            | N    |

| Field                    | Entry  | Default                           | Reqd |
|--------------------------|--|-----------------------------------|------|
| Total Brokerage          | The total Brokerage calculated for this voucher.   |                                   | N    |
| Buying UOM               | Buying Unit of Measure used for the SKU.   | PO Detail                         | Y    |
| Stocking UOM             | Stocking Unit of Measure for the SKU.  | PO Detail                         | Y    |
| Ordered Qty.             | In Buying UOM section the quantity is displayed as: <ul style="list-style-type: none"> <li>• The number of Units ordered.</li> <li>• If the units ordered is partial than the fractional value of the units is displayed. The fractional value is determined based on the conversion factor set up for the SKU in the SKU Vendor Table.</li> </ul> In Stocking UOM section, the qty displayed is the number of units for the Buying UOM converted to Stocking Unit of Measure.   | PO Detail<br><br>System Generated | Y    |
| Ordered Rate             | In Buying UOM section the field displays the price per buying units ordered.<br>In Stocking UOM section the field displays the price per stocking units ordered.   | PO Detail                         | Y    |
| Ordered Cost             | The total cost of the order.   | System Generated                  | Y    |
| Received Qty             | The number of units actually received. Enter the actual number of units received or if the units received is partial than enter it as a fraction in the "fraction fields". You can enter received units either as Buying UOM or Stocking UOM. If the units received match the units ordered, press <<add/update>>. If some of the order is to be backordered, the PO Detail line splitting function can be used (See Sec 3.7) or after you have finished entering the actual units received, and they are less than the units ordered, press <<add/update>> and FLEXX will prompt "Do you wish to backorder the remaining units [Y]"? If you press <<Enter>>, FLEXX will create another detail line with a status of "b" for the units on backorder. If you select "No" FLEXX will prompt "Do you wish to cancel the remaining units [Y]"? If you press <<Enter>> FLEXX will adjust the ordered units to match the received units. It is also possible to over receive against a PO. If more units are received than those originally ordered, the inventory on hand records are updated with the actual number of units received. The Quantity on Order records are decreased by the number of units ordered not those received. When the PO detail records are transferred to FLEXX Accounts Payable (See Sec. 4.1) the number of units received are the number of units transferred to the voucher. | 0.00                              | Y    |
| Received Rate            | The cost of the units actually received. Enter the actual cost of the units received or press <<Add/Update>> to accept the rate on the PO. The cost can be entered either as Buying UOM or Stocking UOM.   | 0.00                              | Y    |
| Text                     | Text flag: "Y" if there is underlying text. "N" if not<br><i>(See 4.5 Voucher Text)</i>  | N                                 | N    |
| Received Cost            | The total cost of the order.   | System Generated                  | Y    |
| <b>Transfer Zero Qty</b> | Press this button to transfer a zero quantity of the selected detail entry.  |                                   |      |
| <b>Transfer All</b>      | Press this button to transfer all displayed detail entries.  |                                   |      |

**Note:**

If the information being transferred from Purchase Order is correct (i.e the number of units received and the per unit cost match the number of units ordered and the cost as per the P.O.) press <<add/update>> to transfer each detail entry to the Voucher Detail. If there are differences, then enter the differences and then press <<add/update>> and Accounts Payable detail records will be updated accordingly. Press <<previous form>> to return to the Accounts Payable header record. It is the action of previous forming that triggers the automatic VAT calculation (where applicable), so this is a critical step.

If the total amount of the voucher detail lines is different from the amount entered on the Header Record, the following error message will be displayed:

"Voucher and Detail do not match. Update Voucher Amount [Y/N]"

To review the Voucher Detail Fields, select NO and the Voucher Detail Form will still be displayed allowing the discrepancies to be adjusted. If the amount is incorrect on the Voucher Header, select Yes and the system will automatically update the Voucher Header amount to match the totals on the Voucher Detail Record.

**Note:**

FLEXX will not allow the Purchase Order detail records for one vendor to be transferred to a voucher for another vendor.

**Note:**

If it is desired that the PO Description be copied to the corresponding voucher at the time the PO Transfer to Voucher is performed, make the following Application Control setting:

| Application | Type    | Description                   | Value | Company |
|-------------|---------|-------------------------------|-------|---------|
| ap          | po_desc | Cop PO Description to Voucher | Y     | default |

Note that this will only occur when the **Create Voucher** button is used on the PO to create the voucher. If a voucher is created manually, and the PO Transfer function is used, the Description will not be copied.

## 4.4 Voucher Detail (Resource Usage)

### Description

This option is selected when purchasing items that are tracked by FLEXX Inventory Control. For entering non-inventory items see Sec. 4.2 Voucher Detail (Non-Inventory). The main difference between this voucher detail entry form and the detail entry form for non-inventoried items (*Sec. 4.4*) is the field for SKU Code entry. The detail entries are made for specific SKU items.

For a voucher selected on the Voucher/Entry Maintenance screen, use AP detail screens to:

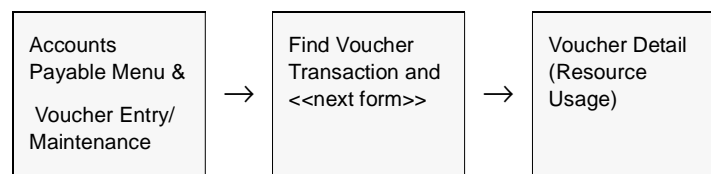
- Δ Add voucher detail records based on existing purchase orders (if FLEXX Purchase Order is installed)
- Δ Add voucher detail records for inventory items
- Δ View details
- Δ Update details
- Δ Delete details
- Δ Have voucher detail amounts checked against a predetermined budget (*See Sec. 4.14*).

### Note:

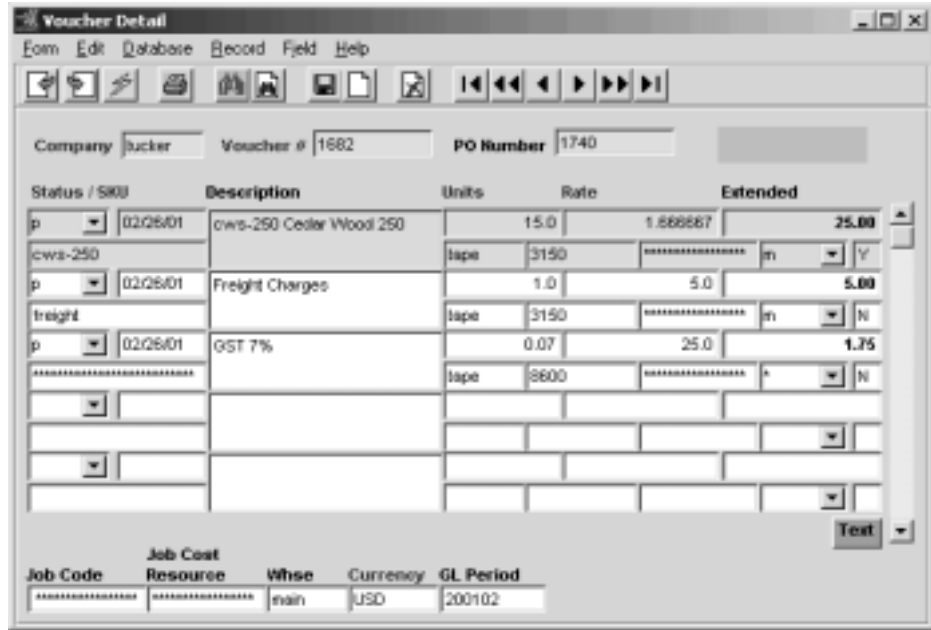
#### Job Costing

If a Job Code and Resource value have been defined for any detail entry, the corresponding Debit Account specified for that entry must also be defined with a valid job costing Category code (*See General Ledger manual, GL Account Master description*). If the account is not defined with a category code, the Generate GL Transactions (Vouchers) routine (*See Sec. 7.1*) will fail. The error will be logged in the FLEXX errlog file on the FLEXX "DB" directory.

### Select



The Voucher Detail screen appears in Update mode.



**Fields**

Enter the following information to enter voucher details.

| Field     | Entry  | Default                                 | Reqd |
|-----------|--|---|------|
| Company   | The Company code.  | Voucher Header                          | Y    |
| Voucher # | The Voucher Number.  | Voucher Header                          | Y    |
| PO Number | Corresponding Purchase Order number issued to acquire the SKU's needed. End user updated where FLEXX Purchase Order is not being used. If FLEXX Purchase Order is being utilized. See 4.3 - Transfer Purchase Order to Voucher.  |   | N    |
| Budget    | If the validate budget option has been activated in Application Control (See Sec. 1.1) the Budget field will be shown, and it will be necessary to enter a valid budget code. This budget is then compared to the transaction detail being entered to ensure the budget is not exceeded.   |   |      |
| Status    | The voucher status may be: <ul style="list-style-type: none"> <li>• <b>o</b> - Open. Voucher detail lines will have this status until full payment has been made.</li> <li>• <b>c</b> - Cancelled entry.</li> <li>• <b>h</b> - Held Voucher. An end-user accessible status to be used to prevent any future payments of this voucher detail line. Can be changed to another status when needed.</li> </ul> | Voucher Entry/<br>Maintenance<br>Header | Y    |



| Field              | Entry   | Default                 | Reqd |
|--------------------|---|-------------------------|------|
| Status Contd       | <ul style="list-style-type: none"> <li>• <b>m</b> - Marked for payment.</li> <li>• <b>v</b> - Voided Voucher. A voucher will have this system generated status once the "Cancel voucher routine" (see 4.10) has been run. No specific use on Voucher detail lines and no end-user use.</li> <li>• <b>vp</b> - Void (But will be posted). A system generated status code used only on the voucher detail.</li> <li>• <b>p</b> - Paid Voucher. Voucher detail lines will have this system generated status once the vouchers have been fully paid.</li> </ul> |                         |      |
| Voucher Date       | The detail entry date.  | Voucher Header          | Y    |
| SKU                | The SKU code. This can be either manually entered or transferred from PO.   |                         | N    |
| Description        | The SKU description copied from the SKU Master.   | SKU Master              | N    |
| Units              | Number of units ordered from the PO or Vendor's invoice.  | 1.00                    | Y    |
| Rate               | The price per unit charged.   | 0.00                    | Y    |
| Extended           | A system generated calculation of Internal units x Internal rate.   | 0.00                    | Y    |
| Expense Account    | The GL account Division and Number recording the cost (expense) of the items purchased. For inventory items, this will normally be the Inventory GL account.  | GL SKU Code Table       | Y    |
| Resource           | The Landed Cost Resource code associated with the SKU to which the Voucher applies if Landed Cost is being utilized. This field is used only to display the Landed Cost Resource code already entered either on the PO or the Voucher Detail (Non-Inventory) form. If landed costs are to be entered on this voucher, use the Voucher Detail (Non-Inventory) form since this form has no field to enter the Reference Voucher.  |                         | N    |
| 1099               | Default 1099 Code. <b>This field can be entered and/or modified even after the voucher has been paid and posted.</b>  | Voucher Header          | N    |
| Text               | Text Flag - system generated. <b>Y</b> - if there is underlying text, <b>N</b> - if not (See Sec. 4.5 Voucher Text).  | N                       | N    |
| <b>Text</b> button | Press the Text button to display or enter text. The button will be lit when there is already text entered. (See Sec. 4.5 Voucher Text).   |                         |      |
| Job Code           | This field is only used for <b>Job Costing</b> purposes (See <i>Flexx Project Management Manual for more details</i> ). Enter the job code that will be used to track the expenses entered into Accounts Payable by specific Job (used by FLEXX Project Management if installed.)   | Voucher Header          | N    |
| Job Cost Resource  | Enter the Job Costing Resource code to be used with the specified job (used by FLEXX Project Management (Job Costing) if installed.). Required codes must be defined in the Job Costing Resource Table (zoom on resource Code).   |                         | N    |
| Whse               | The Company warehouse code to which the inventory items will be shipped.  | Company/ Division Table | Y    |

| Field     | Entry  | Default        | Reqd |
|-----------|--|----------------|------|
| Currency  | Currency code required for payment of this voucher.  | Voucher Header | Y    |
| GL Period | Period in which the transaction will be posted. This is a display only field.<br>Note: The GL Period value cannot be changed here, but must be changed on the Voucher header. This will ensure the GL posting will be accurate for the period. | Voucher Header | Y    |

**Notes**

If the total amount of the voucher detail lines is different from the amount entered as the Invoice Amount on the Header Record, the following error message will be displayed:

"Voucher and detail do not match. Update voucher amount [Y/N]"

To review the Voucher Detail fields, enter "N" for No, and press <<Enter>>. The Voucher Detail form will still be displayed allowing the discrepancies to be adjusted. If the amount is incorrect on the Voucher Header, enter "Y" for Yes and press <<Enter>>. The system will automatically update the Voucher Header amount to match the totals on the Voucher Detail record.

## 4.5 Voucher Text or Voucher Detail Text

### Description

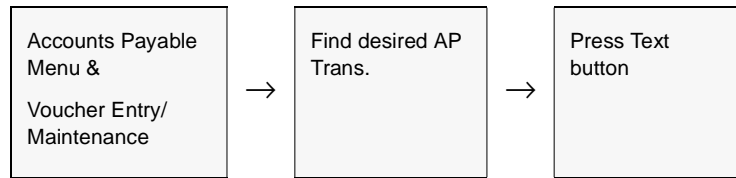
For a transaction selected using the Voucher Entry/Maintenance screen, use the Voucher Text or Voucher Detail Text to:

- Δ Add unlimited comments about the transaction. For example, the text could be used to keep a historical record of changes made to the voucher. Enter as many lines as you want, then press <<Add/Update>>
- Δ View comments.
- Δ Update comments. Change as many lines as you want, then press <<Add/Update>>
- Δ Delete comments.

Access to the text forms is not allowed until the voucher header and/or detail form has been saved.

### Select

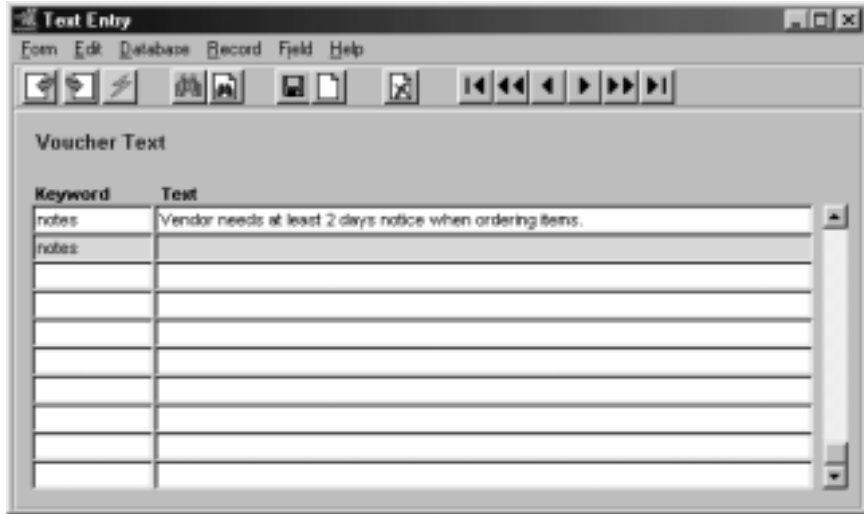
#### Header Text



#### Detail Text



The Voucher Text or Voucher Detail Text screen appears in Find mode



**Fields**

The following fields appear on the screen.

| Field   | Entry   | Default | Reqd |
|---------|---|---------|------|
| Keyword | A word indicating the type of comment. Example: <b>notes</b> or <b>info</b> . |         | Y    |
| Text    | The comment.  |         | N    |

**Notes**

Since a voucher is not printed, this text is not designed to become part of a printed report information data. Therefore its sole purpose on a voucher is to provide voucher or vendor related information specific to the voucher.

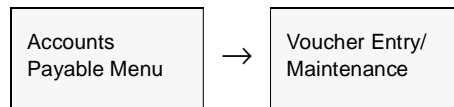
## 4.6 Debit Memos

### Description

Use the Voucher Entry/Maintenance screen to:

- Δ Add Debit Memos. Debit Memos are entered via the Voucher Entry/Maintenance forms as negative amounts. Debit Memos are used to pay existing vouchers.
- Δ View, update, delete Debit Memos
- Δ Apply Debit Memos

### Select



The AP Voucher Entry/Maintenance Screen appears in Find mode. To add a new transaction, press <<Clear to Add>>

If batch control is being used see “Batch Control” in Sec. 4.1.

The following fields appear on the Voucher Entry/Maintenance header screen

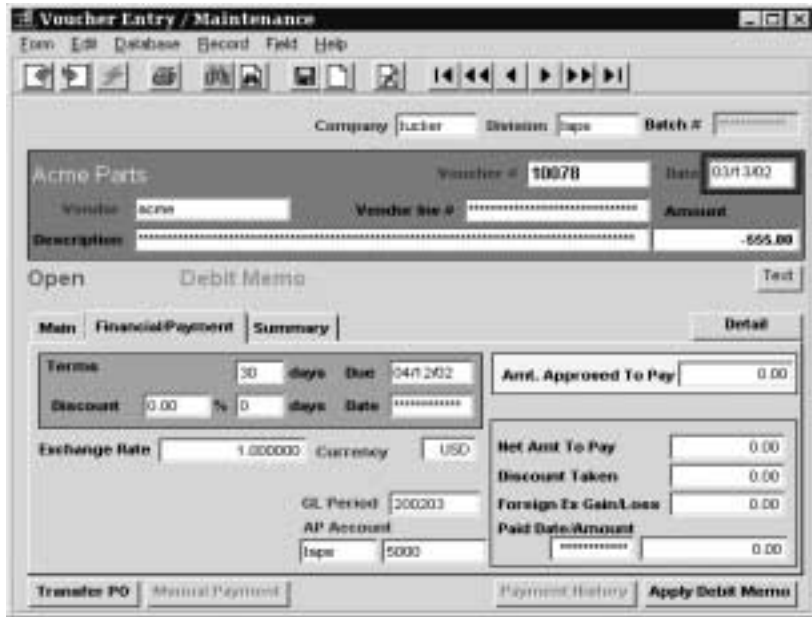
| Field                   | Entry   | Default              | Reqd |
|-------------------------|---|----------------------|------|
| Company                 | The company code.   | Session default      | Y    |
| Division                | The division code.  | Session default      | Y    |
| Batch Number            | If you are using batch control, the batch number.   | Batch Control Screen | N    |
| Voucher #               | The number of the voucher. When adding a new voucher, press Enter to let the system autogenerate the next available voucher number.   | Autogen              | Y    |
| Date                    | Enter the invoice date of the Vendor's invoice. This date is used by FLEXX to determine which exchange rate to use from the Exchange Table (See Getting Started Manual) for foreign currency transactions.  | Session default      | Y    |
| Vendor                  | Enter the Vendor Code from the Vendor Table or enter the first letter of the vendor code and a drop down box will appear with a list of vendor selections.  |                      | Y    |
| Vendor Invoice #        | The Vendor's Invoice reference number. FLEXX uses this field to search all vouchers for the selected vendor to ensure there isn't a duplicate vendor invoice. Should FLEXX find a duplicate, upon entry of the second invoice, a message will be displayed, "Warning This vendor invoice may have already been entered." An FYI message will also ask, "Do you wish to view the possible duplicates? [Y/N]." If "Y" (Yes) is selected, FLEXX will display the duplicate invoice already entered into the system. If "N" (No) is selected, FLEXX will allow you to continue entering the second invoice. |                      | N    |
| Description             | User defined comment field describing the overall nature of the expense.  | N                    | N    |
| Amount                  | The total amount of the Debit Memo. This will be a negative dollar value for this to be recorded as a Debit Memo.   | 0.00                 | Y    |
| <b>Text</b>             | Press the Text button to display or enter text. The button will be lit when there is already text entered. (See Sec. 4.5 Voucher Text).   |                      |      |
| <b>Buttons</b>          |   |                      |      |
| <b>Detail</b>           | Press this button to access the Non-Inventory Voucher Detail screen   |                      |      |
| <b>Transfer PO</b>      | On a voucher generated for a PO, press this button to transfer the PO data to the voucher. (See Section 4.3).   |                      |      |
| <b>Manual Payment</b>   | Press this button to generate a manual payment (See Sec. 5.5)   |                      |      |
| <b>Landed Cost</b>      | Not used with DM's.   |                      |      |
| <b>Payment History</b>  | Press this button to display the Payment Detail form (See Sec 9.3)  |                      |      |
| <b>Apply Debit Memo</b> | Press this button to start the process to apply the DM to a currently open voucher for this vendor (See Sec. 4.9).  |                      |      |

**Main Tab**

The following fields are displayed on the Main screen.

|                     |  |                     |   |
|---------------------|--|---------------------|---|
| Remit To            | Location to which the payment will be remitted if different from the main address of the vendor as specified on the Vendor Master. Remit To can also be a Customer code if this voucher has been automatically generated as an AR Credit Memo refund. <i>(For more detail, please refer to the Financial Procedures Guide Refunding Credit Memos description).</i>   | Vendor Master Table | N |
| Vendor. or Customer | Vendor name and mailing address.<br>This field will be labeled Customer for a Refund voucher and the customer's Bill To address will be shown.   | Vendor Master Table | Y |
| Refund              | The Refund flag will be set by FLEXX if the voucher is a refund voucher generated by the AR Refund Credit Memo function <i>(See the AR manual for more details).</i>   |                     |   |
| Payment Type        | FLEXX will group multiple vouchers on a single check unless the Vendor requires a separate check for each voucher. If the vendor requires a separate check enter an "S" here.  | **                  | N |
| VAT                 | "Y" if vendor collects VAT/GST.  | Vendor Master Table | N |
| Landed Cost         | Not used with Debit Memos.   |                     | N |
| 1099 Class          | The default 1099 class of the vendor (USA tax only).   | Vendor Master Table | N |
| Vendor Group        | Enter the group code for the vendor; only used when selecting vouchers for marking to be paid.   |                     | N |
| Status              | The voucher status may be:<br><ul style="list-style-type: none"> <li>• <b>o</b> - Open. A voucher will have this status until full payment has been made.</li> <li>• <b>c</b> - Credit Memo. Not currently used by FLEXX AP. To create a Debit Memo see sec. 4.7.</li> <li>• <b>h</b> - Hold Voucher. An end-user accessible status to be used to prevent any future payments of this voucher. Can be changed to another status when needed.</li> <li>• <b>m</b> - Marked Voucher. An end-user accessible status to be used to "mark" vouchers for payment.</li> <li>• <b>v</b> - Cancelled Voucher - VOID. A voucher will have this system generated status once the "Cancel voucher routine" <i>(See Sec. 4.10)</i> has been run.</li> <li>• <b>vp</b> - Void (But will be posted). A system generated status code used only on the voucher detail. Not used on voucher header and no end-user use.</li> <li>• <b>p</b> - Paid Voucher. Voucher header will have this system generated status once the voucher has been fully paid.</li> </ul> | o                   | Y |

**Financial/Payment  
Tab**



The following fields are displayed on the Financial/Payment screen

|                |  |                     |   |
|----------------|--|---------------------|---|
| Terms          | The terms arranged with the Vendor are displayed.  | Vendor Master Table | N |
| Due            | The voucher due date. System calculated based on voucher date and terms.   | System Calculated   | N |
| Discount %     | Percentage discount arranged with the Vendor for early payment   | Vendor Master Table | N |
| Discount Terms | Number of days in which payment must be made for the discount terms to apply.  | Vendor Master Table | N |
| Discount Date  | System calculated based on Invoice Date and Discount Terms.  | System Calculated   | N |
| Exchange Rate  | System generated based on the invoice date of the voucher and the exchange rate as per the exchange rate table. FLEXX makes use of the exchange rate in effect as of the invoice date and displays it here for vouchers denominated in foreign currencies. | System Calculated   |   |
| Currency       | Currency in which the voucher is expressed, normally the vendor's country currency.  | Vendor Master Table | Y |
| GL Period      | Period in which the transaction will be recorded/posted. The GL Period to be used can only be changed in this field, and all Detail entries will then also be changed to the same value.   | Session Default     | Y |
| AP Account     | The GL Division and Account number where the voucher will be credited.   | Session Default     | Y |



|                      |   |                   |   |
|----------------------|---|-------------------|---|
| Amt. Approved To Pay | Enter the payment amount if the voucher is to be partially paid. This can also be used to manually pay the entire voucher, by entering the full voucher amount. The voucher will then be marked for the amount entered, and a payment for that amount can be generated. | 0.00              | N |
| Net Amt To Pay       | If an amount to pay has been entered into Amt Approved to Pay, FLEXX will calculate the Net amount using any eligible discounts. Since discounts are not used on Debit Memos, the value will always be the same as the Amt Approved to Pay value.                       | System Calculated | N |
| Discount Taken       | Not applicable to Debit Memos.  | 0.00              |   |
| Foreign Ex Gain/Loss | System generated using the exchange rate table, the Voucher Date and the date of payment to determine the exchange gain or loss. Exchange gain/loss is recorded in the GL account specified in the Company/Division table.  | System Calculated |   |
| Paid Date            | System generated using the date of payment when a payment is generated.   | System Calculated |   |
| Paid Amount          | System generated using the amount of payment specific to this voucher.  | System Calculated |   |

**Summary tab**

The screenshot shows the 'Voucher Entry / Maintenance' window with the 'Summary' tab selected. The window title is 'Voucher Entry / Maintenance' and it has a menu bar with 'Form', 'Edit', 'Database', 'Record', 'Field', and 'Help'. Below the menu bar are navigation icons. The main form area contains the following fields and sections:

- Company: Tucker, Division: Tape, Batch #
- Acme Parts, Vendor: acme, Voucher #: 10078, Date: 03/13/02
- Description: Amount: -555.00
- Open Debit Memo (Text)
- Navigation tabs: Main, FinancialPayment, Summary (selected), Detail
- P.O. Number: None or multiple
- Entered by: Linda, ID #: 21, on: 03/13/02
- Voucher Summary:
 

|              |         |
|--------------|---------|
| Total        | -555.00 |
| Disc. Avail. | 0.00    |
| Paid         | 0.00    |
| Due          | -555.00 |
- Buttons: Transfer PO, Manual Payment, Payment History, Apply Debit Memo

The following fields are displayed on the Summary screen.

|                        |  |                   |  |
|------------------------|--|-------------------|--|
| PO Number              | If the voucher was generated from a PO, the PO number used will be shown in this field. If multiple PO's were used, this field will be stippled.   | System Generated  |  |
| Description            | PO description. This field will say "None or Multiple" if the voucher was not generated from a PO or multiple PO's were used.  |                   |  |
| Entered by<br>ID # on  | These fields are used to record the user id and entry date when the voucher was initially generated.   | System Generated  |  |
| <b>Voucher Summary</b> |  |                   |  |
| Total                  | The total value of the voucher   | System Generated  |  |
| Disc. Avail.           | The available discount if the voucher is paid before the due date. Will always be 0.00 for Debit Memos.  | System Generated  |  |
| Paid                   | The total amount paid to date.   | System Generated  |  |
| Due                    | The amount still owing on the voucher. If the voucher has been fully paid, it will show a value of 0.00. If it has been partially paid, the full amount still owing will be displayed. There is no discount available on partial payments. | System Calculated |  |

All system generated fields (default information) can be overwritten.

## 4.7 Debit Memo/Voucher Detail - Non Inventory

### Description

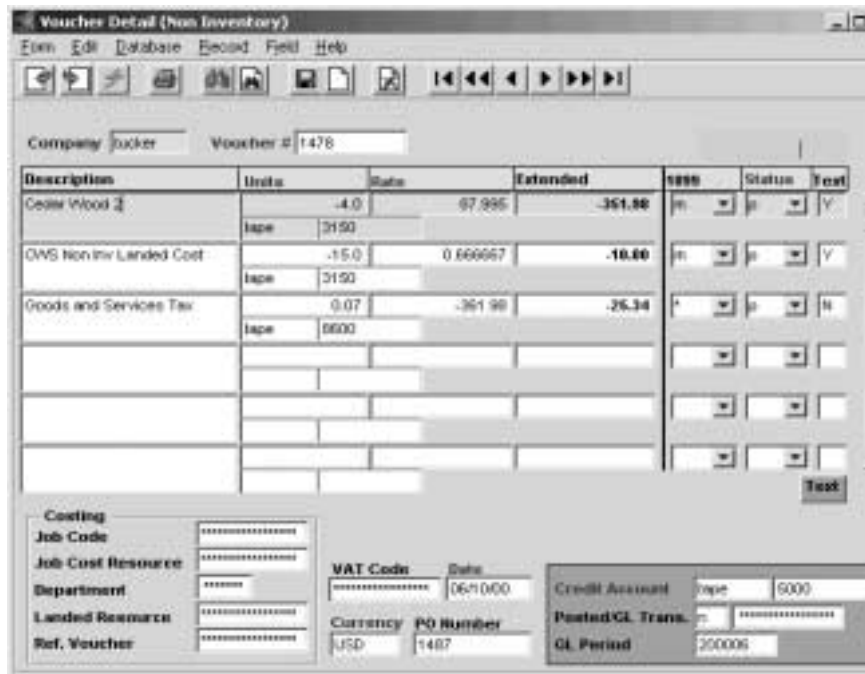
For a Debit Memo selected on the Voucher/Entry Maintenance screen, use AP detail screens to:

- Δ Add Debit Memo detail records for non-inventory items -i.e.: rent expense
- Δ View details
- Δ Update details
- Δ Delete details

### Select



The Voucher Detail (Non-Inventory) screen appears in Update mode.



**Fields**

Enter the following information to enter Debit Memo details.

| Field                         | Entry   | Default                           | Reqd |
|-------------------------------|---|-----------------------------------|------|
| Company                       | The Company code.   | Voucher Entry Header              | Y    |
| Voucher #                     | The Voucher number.   | Voucher Entry Header              | Y    |
| Budget                        | If the validate budget option has been activated in Application Control (See Sec. 1.1) the Budget field will be shown, and it will be necessary to enter a valid budget code. This budget is then compared to the transaction detail being entered to ensure the budget is not exceeded.  |                                   |      |
| Description                   | This field can be left blank or text can be entered with additional information as to what is being purchased.  | GL Account Description            | N    |
| Units                         | Number of units from the Vendor's invoice.  | 1.00                              | Y    |
| Rate                          | The rate charged per unit.  | 0.00                              | Y    |
| Extended                      | The extended cost. A system generated calculation of Internal units x Internal rate.  | 0.00                              |      |
| Debit Division Account Number | Division GL account number recording the expense.   | Voucher Entry/ Maintenance Header | Y    |
| 1099                          | Vendors default 1099 class. <b>This field can be entered and/or modified even after the voucher has been paid and posted.</b>   | Voucher Header                    | N    |
| Status                        | The Voucher Detail Status; may be: <ul style="list-style-type: none"> <li>• <b>o</b> - Open. Voucher detail lines will have this status until full payment has been made.</li> <li>• <b>c</b> - Cancelled entry.</li> <li>• <b>h</b> - Held Voucher. An end-user accessible status to be used to prevent any future payments of this voucher detail line. Can be changed to another status when needed.</li> <li>• <b>m</b> - Marked Voucher. An end-user accessible status to be used to "mark" voucher detail lines for payment.</li> <li>• <b>v</b> - Cancelled Voucher - VOID. A voucher will have this system generated status once the "Cancel voucher routine" (See 4.10) has been run. No use on Voucher detail lines and no end-user use.</li> <li>• <b>vp</b> - Void (But will be posted). A system generated status code used only on the voucher detail.</li> <li>• <b>p</b> - Paid Voucher. Voucher detail lines will have this system generated status once the vouchers have been fully paid.</li> </ul> | Voucher Entry/ Maintenance Header | Y    |
| Text                          | Text Flag: - system generated. "Y" if there is underlying text, "N" if not. (See 4.5 Voucher Text)  | N                                 | N    |
| <b>Text</b> button            | Press the Text button to display or enter text. The button will be lit when there is already text entered.  |                                   |      |

| Field             | Entry  | Default                              | Reqd |
|-------------------|--|--------------------------------------|------|
| Costing           |  |                                      |      |
| Job Code          | This field is only used for <b>Job Costing</b> purposes ( <i>See Flexx Project Management Manual for more details</i> ). Enter the job code that will be used to track the expenses entered into Accounts Payable by specific Job (used by FLEXX Project Management if installed.) | Voucher Header                       | N    |
| Job Cost Resource | Enter the Job Costing Resource code to be used with the specified job (used by FLEXX Project Management (Job Costing) if installed.). Required codes must be defined in the Job Costing Resource Table (zoom on resource Code).  |                                      | N    |
| Department        | Enter the Department Code to be used with the specified job (used by FLEXX Project Management (Job Costing) if installed.)   |                                      | N    |
| Landed Resource   | This field is only used for <b>Landed Cost</b> purposes ( <i>See Sec. 4.2 for details</i> )  |                                      | N    |
| Reference Voucher | This field is only used for <b>Landed Cost</b> purposes ( <i>See Sec. 4.2 for details</i> )  |                                      | N    |
| VAT Code          | Enter the VAT/GST code that is applicable for the specified voucher detail amount.   | System Generated                     | N    |
| Date              | The date of the detail entry.  | Voucher Header.                      | Y    |
| Currency          | Currency code required for payment of this detail entry.   | Voucher Entry/<br>Maintenance Header | Y    |
| PO Number         | System updated with the Purchase Order number that generated the voucher (If FLEXX Purchase Order is installed) ( <i>See Sec. 4.3 Transfer Purchase Order to Voucher</i> ).  |                                      | N    |
| Credit Account    | GL Credit account Division and Number recording the Accounts Payable.  | Voucher Header                       | Y    |
| Posted            | Posting status.<br>n - Not posted to the GL.<br>p - Posted.  | System Generated                     | Y    |
| GL Transaction    | System generated GL transaction number which is produced as a result of running the Generate GL Transactions (Voucher) routine ( <i>See 7.1</i> ).   |                                      |      |
| GL Period         | Period in which the transaction will be posted.  | Voucher Header                       | Y    |

**Notes**

If the total amount of the voucher detail lines is different from the amount entered as the Invoice Amount on the Header Record, the following message prompt will be displayed:

"Voucher and detail do not match. Update voucher amount [Y/N]"

To review the Voucher Detail fields, enter “N” for No, and press <<Enter>>. The Voucher Detail form will remain displayed allowing the discrepancies to be adjusted. If the amount is incorrect on the Voucher Header, enter “Y” for Yes and press <<Enter>>. The system will automatically update the Voucher Header amount to match the totals on the Voucher Detail record.

**Job Costing**

If a Job Code and Resource value have been defined for any detail entry, the corresponding Debit Account specified for that entry must also be defined with a valid job costing Category code (*See General Ledger manual, GL Account Master description*). If the account is not defined with a category code, the Generate GL Transactions (Vouchers) routine (*See Sec. 7.1*) will fail. The error will be logged in the FLEXX errlog file on the FLEXX "DB" directory.

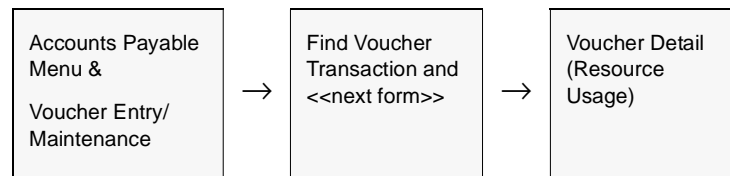
## 4.8 Debit Memo/Voucher Detail - Resource Usage

### Description

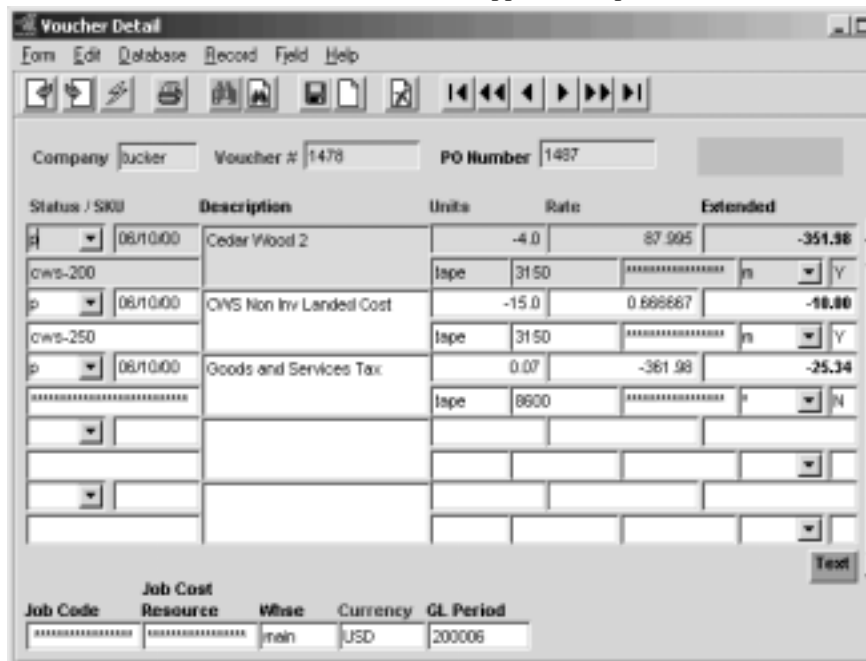
For a Debit Memo selected on the Voucher/Entry Maintenance screen, use AP detail screens to:

- Δ Add Debit Memo detail records for inventory items
- Δ View details
- Δ Update details
- Δ Delete details

### Select



The AP Debit Memo/Voucher Detail screen appears in Update mode.



**Fields**

Enter the following information to create Debit Memo Detail.

| Field           | Entry   | Default  | Reqd |
|-----------------|---|--|------|
| Company         | The Company Code.   | Voucher Entry/<br>Maintenance<br>Header.                       | Y    |
| Voucher #       | The Voucher/Debit Memo Number.  | Voucher Entry/<br>Maintenance<br>Header.                       | Y    |
| PO Number       | Corresponding Purchase Order number issued to return the SKU's ordered. End user updated where FLEXX Purchase Order is not being used. If FLEXX Purchase Order is being utilized. (See Sec. 4.3 - Transfer Purchase Order to Voucher).  |  | N    |
| Budget          | If the validate budget option has been activated in Application Control (See Sec. 1.1) the Budget field will be shown, and it will be necessary to enter a valid budget code. This budget is then compared to the transaction detail being entered to ensure the budget is not exceeded.  |  |      |
| Status          | <p>The Debit Memo status may be:</p> <ul style="list-style-type: none"> <li>• <b>o</b> - Open. Debit Memo detail lines will have this status until they have been fully applied against outstanding vouchers.</li> <li>• <b>c</b> - Credit Memo - not used for Debit Memo Entry.</li> <li>• <b>h</b> - Hold Voucher. An end-user accessible status to be used to prevent the application of the Debit Memo against an "Open" Voucher. Can be changed to another status when needed.</li> <li>• <b>m</b> - Marked Voucher. An end-user accessible status to be used to "mark" Debit Memos to be applied against "open" Vouchers.</li> <li>• <b>v</b> - Cancelled Voucher - VOID. A Debit Memo will have this system generated status once the "Cancel voucher routine" (See Sec. 4.10) has been run.</li> <li>• <b>vp</b> - Void (But will be posted). A system generated status code used only on the Debit Memo detail. Not used on voucher header and no end-user use.</li> <li>• <b>p</b> - Paid Voucher. Voucher header will have this system generated status once the Debit Memo has been fully applied against an open voucher.</li> </ul> | From Voucher/<br>Debit Memo<br>Entry/<br>Maintenance<br>Header | Y    |
| Voucher Date    | Voucher/Debit Memo Date.  | Voucher Header   | Y    |
| SKU             | The SKU code. This can be either manually entered or transferred from PO.   |  | N    |
| Description     | A brief description of the SKU item.  | SKU Master   | N    |
| Units           | Number of units related to the Debit Memo. The Units is normally a negative value to make this a Debit Memo.  | 1.00   | Y    |
| Rate            | The rate charged per unit.  | 0.00   | Y    |
| Extended        | A system generated calculation of Internal units x Internal rate.   | 0.00   | Y    |
| Expense Account | The GK account Division and Number recording the Debit Memo.  | GL SKU Code  | Y    |



| Field              | Entry  | Default                    | Reqd |
|--------------------|--|----------------------------|------|
| Resource           | The Landed Cost Resource code associated with the SKU to which the Voucher applies if Landed Cost is being utilized.   |                            | N    |
| 1099               | Vendors default 1099 class. <b>This field can be entered and/or modified even after the voucher has been paid and posted.</b>  | Voucher Header             | N    |
| Text               | Text Flag - system generated. <b>Y</b> - if there is underlying text, <b>N</b> - if not (See 4.5 Voucher Text).  | N                          | N    |
| <b>Text</b> button | Press the Text button to display or enter text. The button will be lit when there is already text entered. (See Sec. 4.5 Voucher Text).  |                            |      |
| Job Code           | This field is only used for <b>Job Costing</b> purposes (See <i>Flexx Project Management Manual</i> for more details). Enter the job code that will be used to track the expenses entered into Accounts Payable by specific Job (used by FLEXX Project Management if installed.) | Voucher Header             | N    |
| Job Cost Resource  | Enter the Job Costing Resource code to be used with the specified job (used by FLEXX Project Management (Job Costing) if installed.). Required codes must be defined in the Resource Table (zoom on resource Code).  |                            | N    |
| Whse               | The warehouse code related to the Debit Memo.  | Company/<br>Division Table | Y    |
| Currency           | Currency code in which the Debit Memo is denominated.  | Voucher Header             | Y    |
| GL Period          | Period in which the transaction will be recorded. This is a display only field.<br><br>Note: The GL Period value cannot be changed here, but must be changed on the Voucher header. This will ensure the GL posting will be accurate for the period.                             | Voucher Header             | Y    |

**Notes**

If the total amount of the voucher detail lines is different from the amount entered as the Invoice Amount on the Header Record, the following error message will be displayed:

"Voucher and detail do not match. Update voucher amount [Y/N]"

To review the Voucher Detail fields, enter "N" for No, and press <<Enter>>. The Voucher Detail form will still be displayed allowing the discrepancies to be adjusted. If the amount is incorrect on the Voucher Header, enter "Y" for Yes and press <<Enter>>. The system will automatically update the Voucher Header amount to match the totals on the Voucher Detail record.

**Job Costing**

If a Job Code and Resource value have been defined for any detail entry, the corresponding Debit Account specified for that entry must also be defined with a valid job costing Category code (See *General Ledger manual, GL Account Master description*). If the account is not defined with a category code, the Generate GL Transactions (Vouchers) routine (See Sec. 7.1) will fail. The error will be logged in the FLEXX errlog file on the FLEXX "DB" directory.

## 4.9 Apply Debit Memo

### **Description**

Once Debit Memo Headers and Detail records have been entered and updated, they can be used to reduce the amount paid to the specified vendor. Two methods are available to apply the debit memo amount to the outstanding balance owing the vendor. Either the DM can be used to offset the payment amount used to pay outstanding (open) vouchers, or it can be directly applied to selected outstanding vouchers.

#### **DM to Offset Payment Amount**

To utilize an existing debit memo to offset a payment, the following steps are performed:

'Mark' the DM and all desired open vouchers for payment (*See Sec. 5.1 to 5.4*). FLEXX Accounts Payable will total all marked vouchers for each vendor and reduce the amount to be paid by the total of all marked Debit Memos.

Run either the AP Payment Generation process (*Sec. 5.6*) or the Manual Payment Creation routine (*Sec. 5.5*). After the payment has been generated, the status of the Vouchers and Debit Memos are changed from "m" (Marked for Payment) to "p" (Paid) if fully paid. If any are still left with a balance, either DM or Voucher, they will be left in "o" status with their balance shown in the Due field of the Summary form.

If the amount of a debit memo exceeds the value of the vouchers against which it is being applied, FLEXX will mark all of the vouchers as being paid. The Debit Memo will remain in an open status. The remaining unapplied amount of the debit memo is still available to apply against future vouchers. A payment record will still be created to record the fact that the debit memo was used to pay the vouchers. This payment record will have a check number of 0 and a print status of "p" - printed.

#### **DM Direct Application**

To directly apply a DM to one or more outstanding vouchers, the following steps are performed:

Find the DM that is to be applied to existing open vouchers. Press the **Apply Debit Memo** button. This will result in the Voucher Summary form to be displayed listing all currently open vouchers for only the DM vendor.

**Note: Be aware that a DM can only be applied to vouchers for the same vendor. There is no cross-vendor DM to voucher capability in FLEXX.**

This Voucher Summary screen is somewhat different from the standard form described in Sec. 9.1 and will be shown here with only the Apply functions described. For a detailed description of the form, please refer to Sec.9.1.

The screenshot shows the 'Voucher Summary' window. At the top, there is a menu bar (Edit, Edit Database, Record, Field, Help) and a toolbar with navigation icons. Below the toolbar, there are input fields for 'Company', 'Fucker', 'Division', 'Type', and 'Period' (set to 200203). The main area contains a table with the following data:

| Marked                   | Vendor | Voucher | Date     | Total Amt. | Amt. Due | Amt. To Apply | Net To Apply | Days | Due Date |
|--------------------------|--------|---------|----------|------------|----------|---------------|--------------|------|----------|
| <input type="checkbox"/> | acme   | 10101   | 03/13/02 | 1000.00    | 945.56   | 0.00          | 0.00         | -25  | 04/12/02 |
| <input type="checkbox"/> | acme   | 10082   | 03/13/02 | 100.00     | 52.96    | 0.00          | 0.00         | -25  | 04/12/02 |
| <input type="checkbox"/> | acme   | 10141   | 03/14/02 | 53.50      | 53.50    | 0.00          | 0.00         | -26  | 04/13/02 |
| <input type="checkbox"/> | acme   | 10131   | 03/14/02 | -50.00     | -10.00   | 0.00          | 0.00         | -26  | 04/13/02 |
| <input type="checkbox"/> | acme   | 10124   | 03/13/02 | -100.00    | -10.00   | 0.00          | 0.00         | -25  | 04/12/02 |
| <input type="checkbox"/> | acme   | 10058   | 03/11/02 | -150.00    | -150.00  | 0.00          | 0.00         | -23  | 04/10/02 |
| <input type="checkbox"/> | acme   | 10080   | 03/13/02 | -222.00    | -10.00   | 0.00          | 0.00         | -25  | 04/12/02 |
| <input type="checkbox"/> | acme   | 10085   | 03/13/02 | -250.00    | -10.00   | 0.00          | 0.00         | -25  | 04/12/02 |

Below the table, there is a 'Totals' section with tabs for 'Voucher' and 'Details'. The 'Voucher' tab is active, showing the following summary:

|                 |                       |            |           |
|-----------------|-----------------------|------------|-----------|
| Total Amount    |                       |            |           |
| Approved To Pay | Total Disc. Available | Total Paid | Total Due |
| 6.88            | 0.00                  | -1020.36   | 501.86    |
| Current         | 30+                   | 60+        | 120+      |
| 501.86          | 0.00                  | 0.00       | 0.00      |

At the bottom right, there is a field for 'Discount Effective Date' (03/13/02) and a field for 'Amt. Remaining To Apply' (555.86). At the bottom of the window, there are buttons for 'Apply', 'Manual', 'Mark All', and 'Clear All'.

To apply the DM, 'Mark' the desired voucher(s) and press the **Apply** button. This will result in the normal AP Payment Generation form (See Sec. 5.6) to be displayed which will be predefined with the relevant information from the selected voucher(s). Completing the Payment Generation routine will result in a payment record being generated with a 0 (zero) value and no check being created (print status of "p" - printed). The zero value payment is the result of the DM amount offsetting the total voucher amount. At completion, both the DM and corresponding voucher(s) will be marked paid if fully paid. If any are still left with a balance, either DM or Voucher, they will be left in "o" status with their balance shown in the Due field of the Summary form.

If the amount of a debit memo exceeds the value of the vouchers against which it is being applied, FLEXX will mark all of the vouchers as being paid (status "p"). The Debit Memo will remain in an open ("o") status. The remaining unapplied amount of the debit memo is still available to apply against future vouchers. A payment record will still be created to record the fact that the debit memo was used to pay the vouchers. This payment record will have a check number of 0 and a print status of "p" - printed.

## 4.10 Cancel Voucher Routine

### Description

FLEXX Accounts Payable will allow you to cancel an outstanding voucher regardless of whether or not it has been posted to the FLEXX GL (*See 7.1 Generate GL Transactions (Voucher)*). The cancel routine will not delete, purge or remove the specified voucher(s) from the AP History records. However, when the cancel routine is utilized, FLEXX creates an additional line of detail which is the opposite of the existing voucher detail records. This results in the voucher header record having an invoice amount of zero and a voucher status of “v” - Cancelled Voucher - VOID. The voucher detail status is also updated to “vp” - void. The correct reversing journal entries are created when the Generate GL Transactions (Voucher) routine is run.

**It will also automatically reinstate all associated Purchase Order detail records, if the voucher detail was created using the Transfer Purchase Order to Voucher routine (*See Sec. 4.3*).**

### Notes

#### PO Returns

If a voucher has been created in as a result of using the Transfer Purchase Order to Voucher routine (*See Sec. 4.3*), using the Cancel Voucher Routine has **NO effect on inventory levels**. To handle the return of an SKU acquired through the use of a FLEXX Purchase Order see the “Purchase Order Returns” section of the FLEXX Purchasing and Receiving manual (*Sec. 3.10 Purchasing/Receiving*).

#### PO Accruals

If you choose to cancel the voucher and you are using the PO Accrual (Application Control "poaccrual" = Y) and the PO Detail lines have already been posted, then you must manually enter a reversing GL Transaction for the adjusting PO Detail lines (if you do not intend to re-instate the Voucher Detail lines). If you do re-instate them as new Voucher Detail lines, these lines will now be disconnected from the original PO lines. As a result, when the AP Posting routine is run, the following adjustments will NOT be posted;

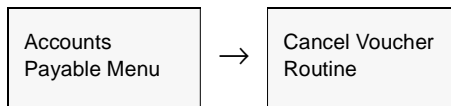
1. Changes in Currency Exchange Rates between the PO Receiving Date and the AP Posting Date.
2. Changes in Price between the PO Posting Date and the AP Posting Date. This change would have occurred at the time the Voucher was physically received and would have been a manual modification to the Voucher Detail record by the AP clerk. This change will need to be posted to GL manually as well, keeping in mind the extra layer of confusion that may be caused by item1) a change in Exchange Rates.

FLEXX first calculates the Exchange Difference (of the initial PO Price) and then calculates the Price Difference using the currency-converted prices (PO Price and Receipt Price) as of the AP Posting Date.

**Landed Cost Vouchers**

Vouchers that have been used in the Landed Cost process cannot be cancelled. A Debit Memo voucher will need to be created to credit the voucher amounts, either by individual detail entries or as one credit entry for the whole amount.

**Select**



The Cancel Voucher screen appears in Update mode

**Fields**

The following fields appear on the screen

| Field             | Entry   | Default         | Reqd |
|-------------------|---|-----------------|------|
| Company           | The Company Code  | Session Default | Y    |
| Voucher Number    | The number of the voucher/debit memo to be cancelled. It is not possible to use a wild card here as selection criteria. |                 | Y    |
| Vendor Code       | The Vendor Code from the Vendor Table   | Voucher Header  | Y    |
| Invoice Number    | The Vendor's Invoice reference number   | Voucher Header  | N    |
| Period Effective  | The GL Division & GL Period that will record the effect of cancelling the voucher/debit memo.                           | Session Default | Y    |
| Reason for Cancel | Free text to describe why the voucher is being cancelled  |                 | N    |
| <b>Start</b>      | Press the button to start the cancel voucher routine.   |                 |      |

## 4.11 Entering Recurring Vouchers

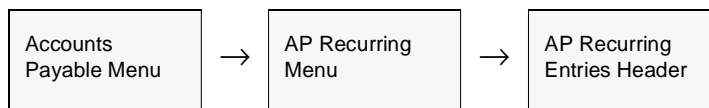
### Description

The A/P Recurring Entries Header is used to set up a voucher template which can be used repeatedly, in conjunction with the A/P Recurring Entries Generation Routine, to generate recurring vouchers i.e.; rent.

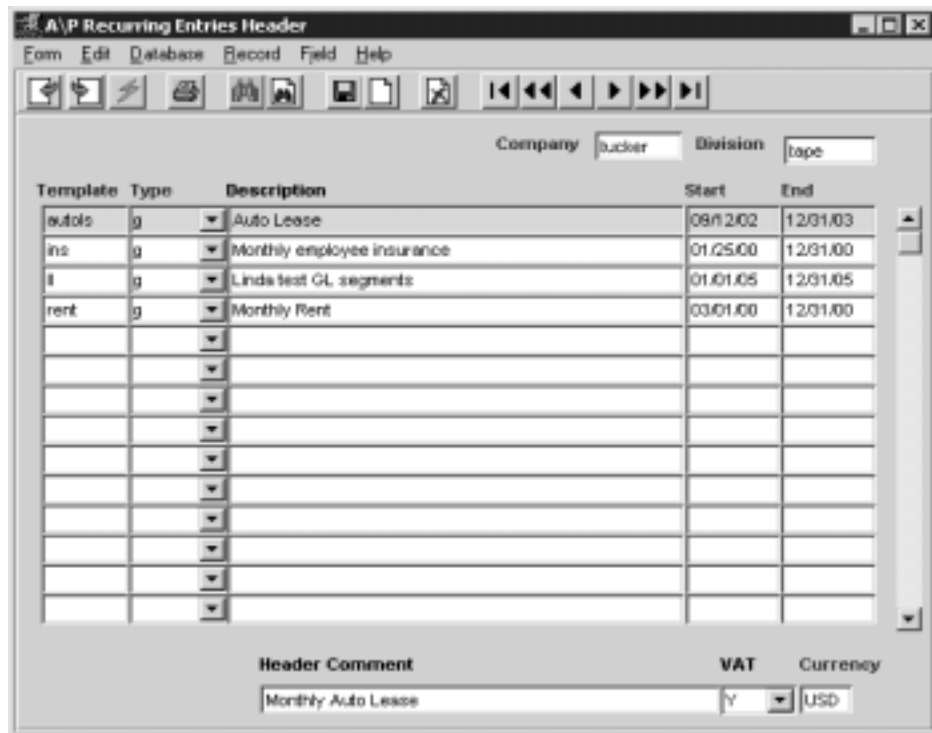
Use the AP Recurring Entries Header screen to:

- Δ Add, Modify, or Delete Recurring Vouchers
- Δ Set the time period the recurring cycle is effective.

### Select



The AP Recurring Entries Header screen appears in Find Mode. To add a new transaction, press <<Clear to Add>>



**Fields**

Enter the following information to set up a recurring voucher.

| Field             | Entry   | Default                    | Reqd |
|-------------------|---|----------------------------|------|
| Company           | The Company Code.   | Session Default            | Y    |
| Template Code     | A user defined code to enable FLEXX to identify the template.   |                            | Y    |
| Template Type     | A user defined code which can be used as selection criteria when utilizing the A/P Recurring Entries Generation (See 4.13).   |                            | Y    |
| Description       | Description of what the template is used for. This description does not appear on the voucher that is generated.  |                            | N    |
| Start & End Dates | Date range during which the voucher is effective.<br>Note: This is a date range parameter not a period range parameter.   | Session Default            | Y    |
| Credit Account    | The GL account Division and Number recording the Accounts Payable.  | Session Default            | Y    |
| Header Comment    | User defined description of what the voucher is for. This description appears on the Accounts Payable Header.   |                            | N    |
| VAT               | When the AP Recurring Entries Generation routine is run, VAT will be calculated if this field is "Y", the Recurring detail lines have a "Y", and the Vendor Master VAT Flag is set to Yes. (See 3.0 Vendor Master Table Maintenance).   | N                          | Y    |
| Currency          | Currency in which the voucher will be expressed. The currency entered here should be the same as that of the vendor that will be supplying the goods/ services as specified in the Recurring Voucher Detail (See Sec. 4.12). If this currency differs from that of the vendor an error message will appear stating that the Recurring header currency is not the same as vendor currency. Accept this vendor [Y/N]. If Yes is accepted, it is possible to generate a voucher in a currency that differs from the vendor's default currency. | Company/<br>Division Table | Y    |

Press Add/Update to save then entry, and the Recurring Entries Detail form will be displayed.

To only access the Details form, press <<Next Form>>. The following screen will be displayed.





**Fields**

The following fields appear on the screen.

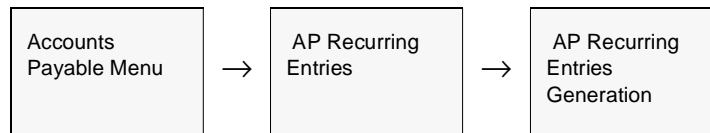
| Field                   | Entry  | Default                      | Reqd |
|-------------------------|--|------------------------------|------|
| Company                 | The Company Code.  | A/P Recurring Entries Header | Y    |
| Template Code           | The template value as entered on the header.   | A/P Recurring Entries Header | Y    |
| Line #                  | The sequence number of the detail line. As multiple detail entries can be made to the Detail form, FLEXX assigns a unique Line # to each entry.  | System Generated             | Y    |
| Vendor                  | Enter the Vendor Code from the Vendor Table.   |                              | Y    |
| Remit To                | Location to which the payment will be remitted ( <i>See 3.1 Vendor Alternative Address</i> ).  | Vendor Master Table          | Y    |
| Expense Account         | The GL Division and account number recording the expense.  | Vendor Master Expense value  | Y    |
| Credit Account          | The GL Division and account number recording the Credit amount.  | Vendor Master Payable value  | Y    |
| Unit                    | Number of units to be vouchered.   |                              | Y    |
| Rate                    | The rate charged per unit.   |                              | Y    |
| 1099                    | Enter the 1099 Class code.   | Vendor Master Table          | N    |
| Detail Line Description | Description of each detail item. This will also be copied to the Voucher Detail form.  |                              | N    |
| VAT                     | Y - Yes if this line item is subject to VAT/GST.   | Recurring Entries Header     | Y    |
| VAT Code                | The VAT code which ties in with the appropriate tax rate.  |                              |      |
| Job Code                | This field is only used for <b>Job Costing</b> purposes ( <i>See Flexx Project Management Manual for more details</i> ). Enter the job code that will be used to track the expenses entered into Accounts Payable by specific Job (used by FLEXX Project Management if installed.) |                              | N    |
| Job Cost Resource       | Enter the Job Costing Resource code to be used with the specified job (used by FLEXX Project Management (Job Costing) if installed.). Required codes must be defined in the Resource Table (zoom on resource Code).  |                              | N    |
| Dept                    | Enter the Department Code to be used with the specified job (used by FLEXX Project Management (Job Costing) if installed.)   |                              | N    |

## 4.13 A/P Recurring Entries Generation

### Description

Once the A/P Recurring Entries Header records have been set up, (See 4.11 *Entering Recurring Vouchers*) the A/P Recurring Entries Generation process can be used as often as needed to create the actual voucher. FLEXX assumes that each Recurring Entry template will only be generated once a month. Should the template be required more often, the user will be prompted that the template has already been created for that GL Period. Press << Enter >> and another prompt “Do you want to process this template [Y/N]?” appears. To continue press “Y” - Yes and FLEXX will generate the same template as many times as desired for the same GL period.

### Select



The AP Recurring Entries Generation screen appears in Update mode.

**Fields**

Enter the following information to generate recurring entries.

| Field        | Entry  | Default         | Reqd |
|--------------|--|-----------------|------|
| Company      | The Company Code   | Session Default | Y    |
| Template     | The Template code. Accept the default wild card to select all of the templates or select just one.   | *               | Y    |
| Type         | The Template Type. Accept the default wild card to select all of the types or select just one.   | *               | Y    |
| Voucher Date | The date to appear on the resulting A/P transaction. Note: It is this date that FLEXX compares to the start and end dates on the A/P Recurring Entries Header, to determine whether the A/P transaction should be generated. | Session Default | Y    |
| Division     | The Division code to appear on the A/P transaction header record.  | Session Default | Y    |
| GL Period    | The GL Period in which the A/P transaction will be recorded  | Session Default | Y    |
| Start        | Press the button to begin the generation.  |                 | Y    |

**Notes**

If the process fails with a conflict id, <<zoom>> on the Process ID field (box next to Start button), determine if the conflicting process ('r' status) should still be running, Force it to completion if not, and rerun the process (*see Administration Guide, sec 4.1 for details*).

## 4.14 AP Detail Entry and Budgets

### Description

It is possible through the use of FLEXX Application Control to track and monitor charges entered in FLEXX Voucher Detail against a predetermined budget. The initial steps are to set up the budget by account number, budget code and fiscal year in the FLEXX General Ledger. Then use FLEXX Application Control to turn on the functionality to doing the checking (See Sec. 1.1). With the application control settings entered as described, you will be prompted in Voucher detail entry to assign a budget code to each transaction entered. FLEXX will check to ensure that the budget code is valid and will return an error message of "Invalid entry - budget code not found", if it isn't. After entry of a valid budget code and the voucher detail information, the Add/Update command is selected. FLEXX then checks the dollar value of the voucher detail line against the total annual budget for the designated GL Account Number.

If the amount of the voucher detail exceeds the annual budget then the following error message will appear "The budget set for the expense account (Division & GL Account Number) has been exceeded (#value). Do you wish to override it? Y/N". The #value shown indicates how much the current entry will exceed the budget.

If Yes is selected the Budget Overage Authorization form will be displayed.



|             |        |
|-------------|--------|
| User        | Tracey |
| Password    | *****  |
| Fiscal Year | 1999   |
| GL Account  | 9820   |
| Budget      | 20.00  |
| Overage Amt | 70.00  |

To authorize a budget overage, you will need the appropriate rights to be granted to the end user. These rights are assigned to the User Master form by the FLEXX System Administrator (See FLEXX Administration Guide). An end user with the appropriate rights can then enter their User name/Password and press the "Done" button. FLEXX then checks the amount of the overage that the end user is authorized to approve (Again defined as part of the User Master setup)

If the amount of the overage exceeds the end user authorization limit, the following message will appear “Overage amount exceeds users’ authorization limit”. It will then be necessary for someone else to authorize the overage. Assuming the end user has authorization to approve the overage, the voucher detail line will then be saved. The process of authorizing a budget overage has no effect on the budget previously entered in FLEXX General Ledger.

With this budget checking feature active in FLEXX Accounts Payable, it will be necessary to enter a budget code even for GL Account Numbers that do not have a budget. In this case, FLEXX checks the GL Account Number against the budget code entered. If no budget is found, then the voucher detail line is saved as would be the case where no budget checking was taking place.

## 5.0 AP Payment Generation

### **Description**

FLEXX Accounts Payable has two methods available to process and pay outstanding vouchers.

Δ Manual Payment Creation (*See Sec 5.5*)

Δ AP System Payment Generation (*See Sec 5.6*)

Before payment can take place under either method, the voucher(s) to be paid must first be marked with a status of "m" - marked for payment. There are several ways to mark vouchers for payment as described in "Marking Vouchers for Payments" (*See Sec 5.1*).

FLEXX Accounts Payable will not generate a "negative" check. In other words, if the value of marked Debit Memos exceeds the value of marked Vouchers, FLEXX will offset the marked vouchers with the value of the Debit Memo. The remaining amount of the Debit Memo will have a status of "o" - open and can be applied against subsequent vouchers. A payment record will be created to record the fact that the debit memo has been applied and the vouchers paid. This payment record will have a check number of 0 and a print status flag of "p" - printed.

### **Notes**

#### Payment Generation and Check Printing Requirements:

1. The bank code on the generated payment must be defined in the Bank Table.
2. The Company on the generated payment must be defined, and must be the same as the company of the vendor (or voucher) that is to be paid.
3. The status of the payment must be "n" - check **not** printed.
4. The payment has a vendor code, and must be the same as the vendor on the voucher.
5. The currency of the voucher must be the same as the currency of the payment bank.
6. The payment amount must be greater than 0; zero or negative amounts do not create a check although a payment record may exist.

## 5.1 Marking Vouchers for Payment

### Description

Before a voucher can be paid, it must first be Marked for payment. Vouchers can be marked in one of three ways:

- Δ Individually using Voucher Entry/Maintenance.
- Δ Individually using Voucher Summary.
- Δ Mass marking using the Mark Vouchers for Payment routine.

These processes are described below.

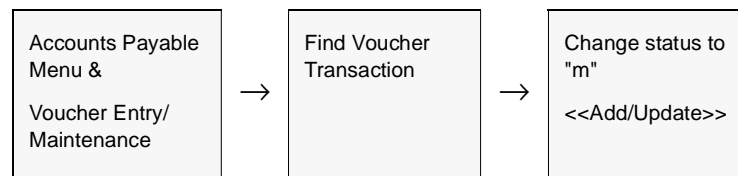
## 5.2 Mark Individual Vouchers

### Description

This method of marking is generally used to mark AP transactions to be paid manually (See Sec. 5.5 Manual Payment Creation)

Vouchers can be marked and unmarked as needed until they are fully paid. If the whole amount of the voucher is to be paid, it can be marked by changing the voucher status to "m". If only a partial amount is to be paid, enter the payment amount into the Amt. Approved to Pay field, and this will set the status of the voucher to "m", and then when the payment for this amount has been generated (using either of the payment methods), the voucher status will be returned to "o" - open until the whole amount has been paid.

### Select



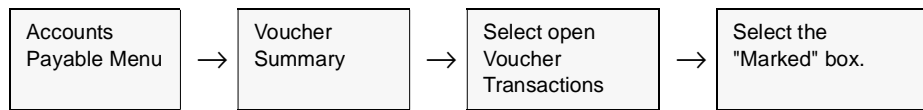


### 5.3 Individual Marking using Voucher Summary

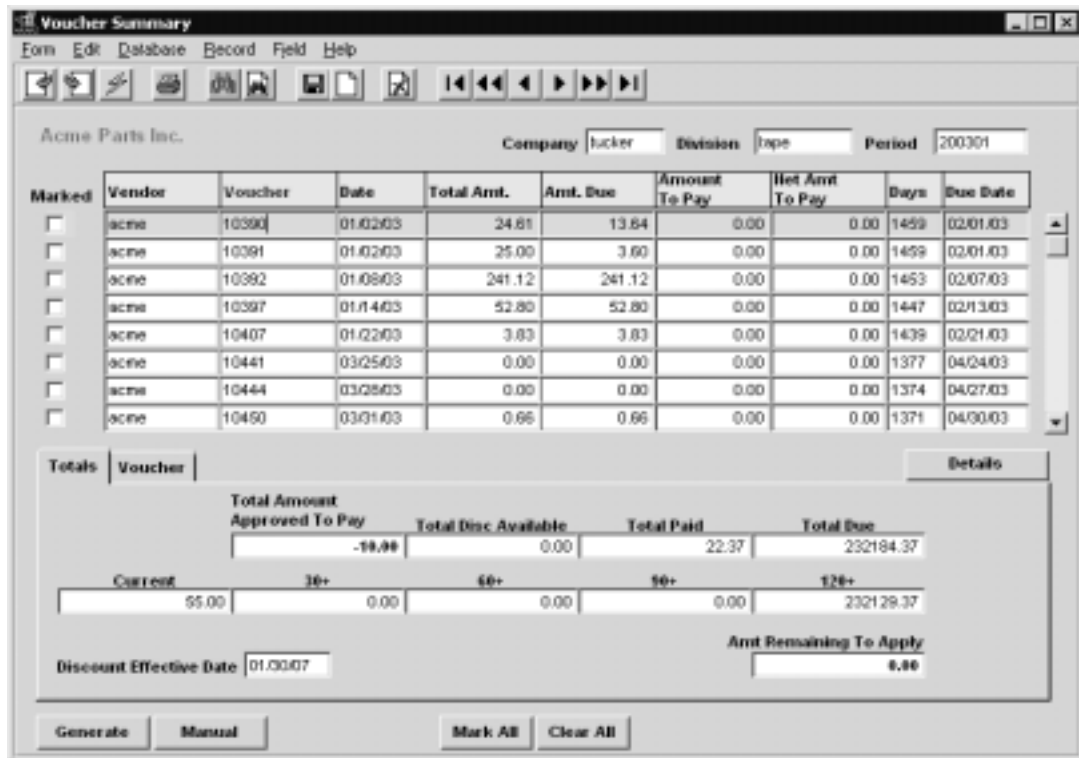
**Description**

This method of marking is generally used to individually mark small numbers of vouchers, ignoring defined due dates and discount dates.

**Select**



The following screen appears



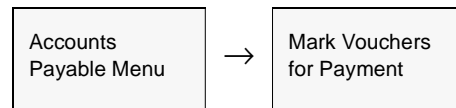
See Sec. 9.1 for a detailed description of the Voucher Summary screen.

## 5.4 Mass Marking using Mark Vouchers for Payment

### Description

This method is generally used for system wide marking of open vouchers that meet selection criteria such as due date, discount date, voucher numbers and vendor.

### Select



Mark Vouchers for Payment screen appears in Update mode.

**Fields**

The Following Fields appear on the Screen

| Field                     | Entry   | Default                 | Reqd |
|---------------------------|---|-------------------------|------|
| <b>Selection Criteria</b> |   |                         |      |
| Batch Number              | If you are using Batch Control, the Batch Number.   | *                       | N    |
| Company/ Division         | The Company Code & The Division Code from the Voucher Header Record of the vouchers to be selected.   | Session Default         | Y    |
| Voucher Number            | The number range of the vouchers to be selected or press enter to select all open vouchers.   | *                       | Y    |
| Vendor                    | The Vendor Code or press enter to select all vendors.   | *                       | Y    |
| Vendor Group              | Enter the group code for the vendors to be selected, or leave % for all vendors.  |                         | N    |
| Status                    | The status of the vouchers to be selected. Will only select open vouchers - no end user access.   | o                       | Y    |
| Discount Date/Due Date    | These fields can be used to select only vouchers that are due as of a specified date, ignoring any discounts for early payment, or to select vouchers that are due, plus any vouchers due at a later date range specified, for which a discount would be given for early payment. |                         | Y    |
| <b>Marking Criteria</b>   |   |                         |      |
| Status                    | The ending status of the vouchers selected resulting from using the Mark Vouchers for Payment process. No end user access.  | "m"- marked for payment | Y    |
| Start                     | Press the Start button to start the marking routine.  |                         |      |

To review the results of using the Mark Vouchers for Payment process, the “Marked for Payment Report” can be run, (See 9.4 Printing Standard AP Reports) or the results can be seen on screen by pressing <<Next Form>> and selecting Voucher Summary. FLEXX will automatically “find” and display all marked vouchers. The process can be run as often as needed to “mark” the appropriate vouchers.

**Notes**

If the process fails with a conflict id, <<zoom>> on the Process ID field (box next to Start button), determine if the conflicting process (\*r\* status) should still be running. Force it to completion if not, and rerun the process (see Administration Guide, sec 4.1 for details).

## 5.5 Manual Payment Creation

### Description

Manual Payment Creation is generally used to pay vendors that require immediate payment of vouchers. This creation routine will change the status of the marked vouchers to "p" for paid, create a payment record and will record the assigned check numbers. However, no check is physically printed by FLEXX.

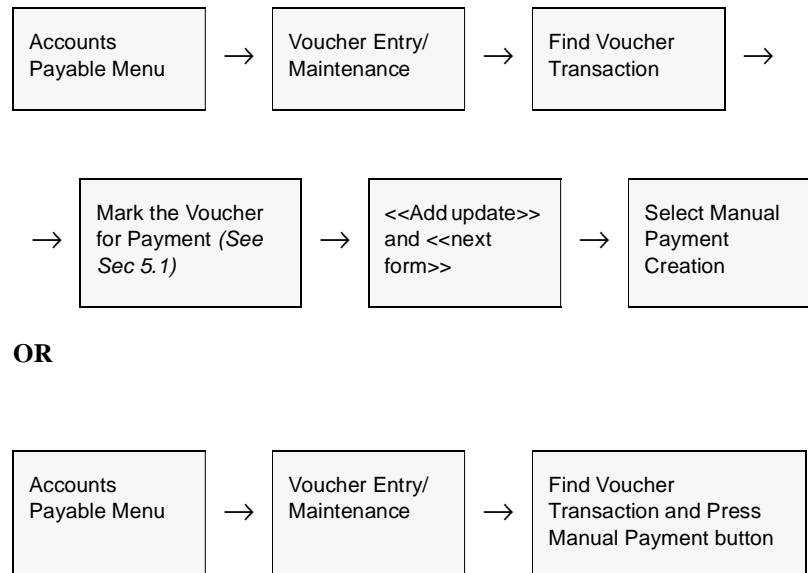
Manual Payments allow the payment to be in a different currency than the original voucher(s).

### Notes

Be aware that the Manual Payment generation process will result in the payment marked with a status of "p" - printed. This is to prevent the manual payment from having a check being printed by FLEXX, since it is assumed a manual payment will be paid "manually"; i.e. either by manual check preparation or cash payment.

If it is still required for FLEXX to print the check, the payment will require the Check Print Status Update routine to be run to reset the check print status to "n" - not printed. (see sec. 7.3).

### Select



The Manual Payment Generation form appears in Update mode.

The screenshot shows a window titled "Manual Payment Creation" with a menu bar (Form, Edit, Field, Help) and several icons. The form contains the following fields and controls:

- Create new payment?**:
- Company**: tucker
- Voucher #**: 20528
- Payment Number**: 999999
- Payment Description**: [Empty text box]
- Batch Number**: [Empty text box]
- Bank**: ncnb
- Cheque Number**: 437
- Cheque Date**: 10/04/11
- Discount Date**: 10/04/11
- Period**: tape
- Discount Account**: tape
- Foreign Exchange Gain/Loss**: [Empty text box]
- Exchange Rate**: 1.0
- Current Cash Position**: [Button]
- Update Bank Check#**:
- Start**: [Button]
- Idle**: [Button]
- Process ID**: [Empty text box]
- Current Payment Amount**: [Empty text box]
- Total Discount Taken**: [Empty text box]
- Total AP Debit**: [Empty text box]

**Notes**

If the process fails with a conflict id, <<zoom>> on the Process ID field (box next to Start button), determine if the conflicting process ('r' status) should still be running. Force it to completion if not, and rerun the process (see Administration Guide, sec 4.1 for details).

**Fields**

The following fields appear on the screen.

| Field                      | Entry  | Default                                 | Reqd |
|----------------------------|--|---|------|
| Create New Payment?        | <b>Select this box</b> to create a new payment or deselect to add this payment to an existing payment for this vendor. FLEXX allows you to pay multiple vouchers all on one manual check, if so desired, by entering Y for the first voucher/payment and N for subsequent payments. The subsequent payments are then combined to result in one grand total.              | Y                                       | Y    |
| Company                    | The Company Code.  | Voucher Entry/<br>Maintenance<br>Header | Y    |
| Voucher Number             | The Voucher Number to be paid.   | System<br>Generated                     |      |
| Payment Number             | System generated payment number. No end user access.   | System<br>Generated                     | Y    |
| Payment Description        | End user defined description of the nature of the payment. This description appears on the Payment Summary Screen (See Sec.8.2).   |   | N    |
| Batch Number               | If you are using batch control, the batch number.  | Voucher Entry/<br>Maintenance<br>Header | N    |
| Bank                       | The Bank Code representing the bank where the funds will be drawn.<br><br><b>NOTE FLEXX will only permit vouchers to be paid in the same currency, so will only allow the bank for that currency to be selected. If a bank in another currency is selected, FLEXX will display the message "There are no vouchers selected", and the process will not be successful.</b> | Company/<br>Division Table              | Y    |
| <b>Cash Position</b>       | Press this button to display the current GL Period cash balance for the selected bank. See <i>the General Ledger manual, "Cash Position" description for more detail.</i>  |   |      |
| Check Number               | Enter the number of the check that will be used to manually pay this voucher. This check number is recorded by FLEXX just like a system generated check number and included on the same check register.  |   | Y    |
| Update Bank Check #        | Mark this box if the check numbering sequence is to be incremented after creating this check.  |   | N    |
| Check Date                 | The date of the check to appear in the check register.   | Session Default                         | Y    |
| Discount Date              | The date of the check to be used to calculate discounts if applicable.   | Session Default                         |      |
| Period                     | The GL Division and Period posting the payment.  | Session Default                         | Y    |
| Discount Account           | The GL division and account number recording the discount, if applicable.  | Company/<br>Division Table              | Y    |
| Foreign Exchange Gain/Loss | The division and GL account recording the exchange gain or loss for a foreign denominated payment.   | Company Table                           | Y    |

| Field                  | Entry  | Default                | Reqd |
|------------------------|--|------------------------|------|
| Currency               | The currency code of the payment   | Bank Table             | Y    |
| Exchange Rate          | If the payment is denominated in a currency different from that of the home currency, FLEXX accesses the Foreign Exchange Table ( <i>See FLEXX Getting Started Manual</i> ) and displays the exchange rate in effect as of the check date. | Foreign Exchange Table | N    |
| <b>Start</b>           | Press the button to start the Manual check payment routine.  |                        |      |
| Current Payment Amount | System generated amount displaying the results of the manual payment creation routine  | System Generated       |      |
| Total Discount Taken   | System generated amount displaying the value of all discounts taken.   | System Generated       |      |
| Total AP Debit         | System generated amount displaying total AP debit.   | System Generated       |      |

## 5.6 AP System Payment Generation

### Description

AP System Payment Generation is generally used to do a check run for numerous vendors on a regular basis. Before this generation routine is utilized, all AP transactions to be paid must be marked for payment (*See Sec 5.1 Marking Vouchers for Payment*). The AP System Payment Generation will change the status of the marked vouchers to “p” for paid, create a payment record, assign the next available check number and produce check records to be printed. The checks are then printed using AP reports.

The Payment Generation process will combine vouchers for a specific vendor on a single payment if:

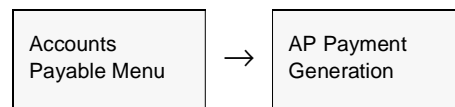
- Δ the Remit To Location is the same, and
- Δ the vouchers are all the same currency, and
- Δ are to be paid from the same bank.

Individual vouchers can be marked to be paid by separate checks by setting their Payment Type flag to "S" (*See Sec. 4.1 Voucher Entry/Maintenance Main form*).

### Notes

If the process fails with a conflict id, <<zoom>> on the Process ID field (box next to Start button), determine if the conflicting process ('r' status) should still be running. Force it to completion if not, and rerun the process (*see Administration Guide, sec 4.1 for details*).

### Select





The AP Payment Generation form appears in Update mode.

**Fields**

The following fields appear on the screen

| Field                     | Entry   | Default         | Reqd |
|---------------------------|---|-----------------|------|
| <b>Selection Criteria</b> |   |                 |      |
| Voucher Batch             | If using batch control, the batch control number of the vouchers to be paid or use the wild card to select all batches. | *               | Y    |
| Voucher Number            | Accept the default wild card to select all vouchers or enter a specific voucher number to select just one.              | *               | Y    |
| Company Code              | The Company Code used to select the vouchers. No end user access.   | Session Default | Y    |
| Vendor Code               | The Vendor Code. Accept the default wild card to select all vendors or select just one.                                 | *               | Y    |

| Field                       | Entry   | Default                    | Reqd |
|-----------------------------|---|----------------------------|------|
| Voucher Status              | The Voucher Status to be selected. FLEXX currently only selects "m" marked for payment vouchers when generating AP Payments.  | m                          | Y    |
| <b>Generate/Update Data</b> |   |                            |      |
| <b>Cash Position</b>        | Press this button to display the current GL Period cash balance for the selected bank. <i>See the General Ledger manual, "Cash Position" description for more detail.</i>   |                            |      |
| Discount Date               | Date used to determine discounts. This date is used by FLEXX to determine if discounts are applicable as a result of early payments.  | Session Default            | Y    |
| Check Date                  | The date to appear on the check.  | Session Default            | Y    |
| Payment Period              | The division and GL period recording the payments.  | Session Default            | Y    |
| Bank Code                   | The Bank Code representing the bank where the funds will be drawn.<br><b>Note: If there are vouchers being paid in multiple currencies, FLEXX will only permit vouchers to be paid in the same currency, so will only allow the bank to be selected for that currency. So the AP Payment Generation routine must be run separately for each currency.</b> | Company/<br>Division Table | Y    |
| Discount Account            | The division and GL account number recording the discount, if applicable.   | Company/<br>Division Table | Y    |
| Foreign Exchange Gain/Loss  | The division and GL account number recording any exchange gain or loss for a foreign denominated payment.   | Company/<br>Division Table | Y    |
| Rate                        | The exchange rate used for calculating any Foreign Exchange.  | 1.0                        | Y    |
| Starting Check              | The number of the first check to be used for this AP payment generation routine. Defaults to next available check number for the specified bank.  | Next Number<br>Table       | Y    |
| Payment Batch               | Batch Number if using Batch processing to be assigned to the resulting payments.  |                            | N    |
| Minimum Check               | The minimum amount of a check to be generated.  | 1.00                       | Y    |
| Payment Description         | End user defined description of the nature of the payment. This description will appear on all payments created during this AP Payment session. The description appears on the Payment Summary Screen (See Sec. 8.2).   |                            | N    |
| <b>Start</b>                | Press the button to start the payment generation routine.   |                            |      |
| Payment Number              | System generated payment number by vendor. No end user access.  | System<br>Generated        | Y    |

**Notes**

After the AP Payment Generation process is complete, the status of the vouchers selected for payment will be changed to either a Fully or Partially Paid Status. A Payment Record will have been created for each vendor which can be viewed by pressing <<Next Form>> and doing a <<Find>> on the payment number. After reviewing the payments, the checks can be printed by running the appropriate AP Check Report. (See Sec 9.4 *Printing Standard AP Reports*).

Once a voucher has been paid or posted, it cannot be edited. To cancel a paid voucher, the payment first needs to be voided (see Sec 5.7 *Void Payment*), and then the voucher can be cancelled (see Sec. 4.10).

## 5.7 Void Payment

### **Description**

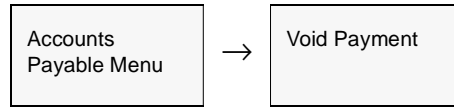
FLEXX Accounts Payable will allow you to void a payment. The void routine will not delete, purge or remove the specified payment(s) from the AP History records. When the void routine is utilized, FLEXX updates the status of the payment record from “p” - Paid to “v” - Void. The routine also creates a second payment record, (header and detail) with a status of “vp” that is the reverse of the payment being voided. The underlying GL entries are also created at this time. The void routine reinstates the associated vouchers with a status of “o” open. If an attempt is made to void a payment that has previously been voided, the following error message will appear; “This payment is already void”. When OK is pressed, the payment number is blanked out.

If the corresponding voucher(s) is also to be cancelled, use the Cancel Voucher routine to perform that process (*see sec. 4.10*).

### **Notes**

If the process fails with a conflict id, <<zoom>> on the Process ID field (box next to Start button), determine if the conflicting process (‘r’ status) should still be running. Force it to completion if not, and rerun the process (*see Administration Guide, sec 4.1 for details*).

**Select**



The Void Payment screen appears in Update mode.

**Void Payment**

Form Edit Field Help

Payment Selection

Payment Company: lucker

Payment Number: 2059

Bank Code: coln

Cheque Number: 200

Void Specifics

Batch #: \*\*\*\*\*

Division: lape

Period: 200710

Reconcile Void Process?

Reason for Void: Error

Start Idle

**Fields**

The following fields appear on the screen

| Field                    | Entry   | Default               | Reqd |
|--------------------------|---|-----------------------|------|
| <b>Payment Selection</b> |   |                       |      |
| Payment Company          | The Company Code making the payment.  | Session Default       | Y    |
| Payment Number           | The number of the payment to be voided.   |                       | Y    |
| Bank Code                | The Bank Code for the bank where the payment was originally drawn. Defaults based on payment number.  | Payment Header Record | Y    |
| Cheque Number            | The check number related to the payment number being voided Defaults based on payment number.   | Payment Header Record | Y    |
| <b>Void Specifics</b>    |   |                       |      |
| Batch #                  | If batch processing is used, enter the Batch number to be used.   |                       | N    |
| Division                 | The GL Division used to record the effect of cancelling the payment and reinstating the voucher if applicable.  | Session Default       | Y    |
| Period                   | The GL Period in which the new void transaction will be generated.  | Session Default       | Y    |
| Reconcile Void Process?  | Used with Bank Reconciliation only. Check this box if the voided payment is to be eventually reconciled to the Bank Statement.<br>NOTE:<br>•If the original payment has not been Transferred to the Bank Reconciliation module, the Void will also not need to be transferred. In that case, the flag should be deselected (Off).<br>•However, if the original has been Transferred, then the Void should also be reconciled, and then the flag should be set On. |                       | N    |
| Reason for Void          | The reason why the payment is being voided. This reason will appear on the newly created payment record.  |                       | N    |
| Start                    | Press the button to start the Void Payment routine.   |                       | Y    |

## 6.0 Miscellaneous Cash Payments

### **Description**

The Miscellaneous Cash Payments function allows the user to record and make payments in Accounts Payable without first having to create a voucher. The Payment entry is made in the Misc. Payment Entry/Maintenance form and a corresponding check can be printed directly from this form if required.

### 6.1 *Miscellaneous Payment Entry/Maintenance*

### **Description**

The Misc. Payment Entry/Maintenance form is used to create the cash AP payment records. Either a predefined vendor code in the Vendor Master Table or a default Miscellaneous payment vendor code can be used. The name specified in the endor name field will be used when printing the corresponding check.

### **Note:**

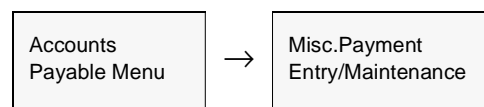
The Misc. Payment function first needs a “Miscellaneous” vendor be defined in the Vendor table to be used as the default Vendor code when creating the cash payments. Any code can be used, but it should be uniquely different from the normal “purchase” vendors being used in AP (e.g. “miscven”).

This default vendor code is then specified in the Application Control Table for FLEXX to use whenever a miscellaneous payment is created, as follows:

| Application | Type    | Description                       | Value          | Company |
|-------------|---------|-----------------------------------|----------------|---------|
| ap          | miscven | Vendor for Miscellaneous Payments | e.g. "miscven" | setup   |

The resulting payment will still be entered using the actual payee “vendor” required and the checks will be generated for that payee.

### **Select**



The Misc. Payment Entry/Maintenance form appears in Update mode

**Fields**

The following fields appear on the screen

| Field             | Entry   | Default                        | Reqd |
|-------------------|---|--------------------------------|------|
| Company           | The Company Code.   | Session Default                | N    |
| Misc. Payment No. | The payment number to be entered. This will default to the FLEXX assigned next number.  | Auto-genned                    | Y    |
| Check No.         | The check number to be assigned to this payment. This will default to the FLEXX assigned next check number for the bank selected. | Auto-genned                    | N    |
| Vendor            | The Vendor Code for the required payee.   | App. Control 'miscven' setting | Y    |
| Name              | The Vendor name as it is to appear on the check when printed.   |                                | Y    |
| Bank Code         | The Bank Code to specify the bank where check will be drawn.  |                                | Y    |
| Description       | Any user-defined description of the payment record.   |                                | N    |
| Amount            | The total amount of the payment.  |                                | Y    |
| Remit To          | If the Vendor has a Remit To location defined, this will be shown and can be selected on this drop-down box.                      | Null - all ****                | N    |
| Address           | Enter the payee's address as should be printed on the check.  |                                | Y    |



| Field              | Entry   | Default          | Reqd |
|--------------------|---|------------------|------|
| Save Addr.         | If a new Remit To code is entered, the corresponding address details entered can be saved on the Vendor Master Alternate Address table, and this box will then be checked when it has been saved.   | System Generated |      |
| Currency           | The defined currency code of the specified Bank code.   | Bank Table       | Y    |
| Date               | The date of the payment record. This will also be the date printed on the check.  | Session Default  | Y    |
| Status             | The status code of the payment; can be:<br><ul style="list-style-type: none"> <li>• n - Not Printed</li> <li>• p - Printed</li> <li>• m - Check Marker/Unbalanced - the payment Amount does not match the total of the Details entered.</li> <li>• v - Void - payment has been voided.</li> </ul> | n                | Y    |
| Credit Account     | The Credit Account (Division & Number) defined for the specified Bank code; can be changed if required.   | Bank Table       | Y    |
| GL Period          | The GL Period in which the payment is to be posted.   | Session Default  | Y    |
| GL Tran            | The GL Transaction number when the payment has been posted.   | System Generated |      |
| Reference Amount   | The value of the payment in the company's currency, the Currency code, and exchange rate if foreign currency exchange has occurred.   | Bank Table       | Y    |
| Xfer to Bank Rec.  | This will be set when the payment record has been transferred to the FLEXX Bank Reconciliation Table.   | N                |      |
| <b>Print Check</b> | Press this button to print the check for this payment record.   |                  |      |
| Details            | Press this button to display the Payment Detail form.   |                  |      |

On saving (Add/Update) the header record, the Miscellaneous Payment Detail form will be displayed allowing you to enter the details of the payment.

**Notes: Miscellaneous Payment Tracking**

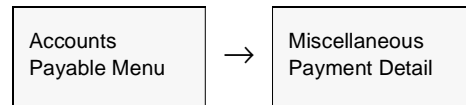
The AP Miscellaneous Payment can be tracked in FLEXX the same as any other payment in AP. The record will be displayed on the Payment Summary table, the only difference being the Details will show the Miscellaneous Payment Detail form instead of the Payment Detail form. Another difference is that there will not be a corresponding voucher attached to the payment, meaning the details are not associated with a voucher record. Additionally, when the payment is posted to the GL (using the Generate GL Transactions (Payment)) process, there will be no corresponding offset voucher GL posting.

## 6.2 Miscellaneous Payment Detail

### Description

The Miscellaneous Payment Detail form is used to enter the details of the payment record. As many detail lines as required can be entered on this form with relevant valid data. Each detail entry can have its own specific amount and GL Account number, but the Total of the entries must equal the Amount value entered on the Misc. Payment Entry/Maintenance form. If the totals do not match, the payment record will be in an unmatched state and the status will be set to "m".

### Select



The Miscellaneous Payment Detail form appears in Update mode.

| Seq | Description      | Debit Division | Debit Account | Debit Amount |
|-----|------------------|----------------|---------------|--------------|
| 1   | Office Expenses  | lage           | 9400          | 100.00       |
| 2   | Freight Expenses | lage           | 8600          | 25.00        |
|     |                  |                |               |              |
|     |                  |                |               |              |
|     |                  |                |               |              |
|     |                  |                |               |              |
|     |                  |                |               |              |
|     |                  |                |               |              |
|     |                  |                |               |              |

Reference Amount: 100.00 USD 1.000000

GL Transaction: n GL Period: 200802

Total Debit Amount: 125.00

Credit Account: lage 0650 Credit Amount: 125.00

Company: Jucker Payment No.: 2114

**Fields**

The following fields appear on the screen

| Field                   | Entry   | Default          | Reqd |
|-------------------------|---|------------------|------|
| Company                 | The Company Code from the header.   | Session Default  | Y    |
| Payment No.             | The payment number from the header.   | Header           | Y    |
| Seq                     | A FLEXX generated sequence number.  | System Generated | Y    |
| Description             | A description of the detail entry. Can be up to 50 characters long.   |                  | Y    |
| Debit Division          | The GL Account division where this record is to be posted.  | Session Default  | Y    |
| Debit Account           | The GL Account number where this record is to be posted.  |                  | Y    |
| Debit Amount            | The value of this detail entry.   |                  | Y    |
| Reference Amount        | The value of the payment in the company's currency, the Currency code, and exchange rate if foreign currency exchange has occurred.   |                  | Y    |
| Total Debit Amount      | The Total value of the detail entries.<br>This value must match the Amount value entered on the header form (also shown in the Credit Amount field). <i>(See Notes below for a description of this)</i> | System Generated |      |
| GL Period               | The GL Period in which the payment is to be posted.   | Session Default  | Y    |
| GL Tran                 | The GL Transaction number when the payment has been posted.   | System Generated |      |
| Credit Account & Amount | The Credit Account and Amount as entered on the header form; this is a display only field and cannot be changed.  | System Generated | Y    |

**Notes:**

- Δ The Total Debit Amount value must match the Amount value as entered on the header form (also shown in the Credit Amount field). If it does not match, FLEXX will display a prompt: "Warning: Misc. Payment Credit Amount does not match Total Debit Amount – Entry is in Incomplete State." The payment record will be set to status "m" (Check Marker/Un-Balanced), and cannot be processed further until it has been corrected to a 'balanced' or matched state.
- Δ Once the payment record has been entered, and it is in Balanced state, a check can be printed directly from the header form by pressing the **Print Check** button. This will cause FLEXX to use the check printing report specified as the default for the auto- *apchnewc* Report Code in the Report List Table *(Please refer to the FLEXX Administration Guide, Sec. 2.2 "Report List Table" for details on defining)*.

## 7.0 Generating GL Transactions from AP

### **Description**

Each FLEXX subsidiary ledger, such as Accounts Payable has a Generate GL Transactions option that lets you use the details in the subledger to generate GL transactions for a selected period. This feature:

- Δ Links subsidiary ledgers to the General Ledger
- Δ Maintains a permanent audit trail between the detail and GL summary transaction
- Δ Eliminates unnecessary adjusting transactions because the subledgers and the GL control accounts for the subledgers are always in balance.

However, if the GL Period has been closed or pre-closed, you cannot generate GL transactions from subsidiary ledgers.

Generating transactions from subsidiary ledgers only creates a GL transaction, it does not post it to the GL.

### **Timing**

You can generate GL transactions from subsidiary ledgers any time. It is better to generate transactions more often rather than once per period. Generating transactions more frequently makes tracing a particular GL transaction back to the detail easier, since there are fewer transactions to search through.

### **Notes**

If the process fails with a conflict id, <<zoom>> on the Process ID field (box next to Start button), determine if the conflicting process ('r' status) should still be running, Force it to completion if not, and rerun the process (*see Administration Guide, Sec. 4.1 for details*).

## 7.1 GL Transaction Generation - Vouchers

### Description

This procedure selects Voucher Detail Information, summarized by GL Account Code, and creates a GL Transaction. Once this procedure has been performed, changes to the Voucher Detail are not permitted. Any changes will require a manual GL adjustments.

### Select



The Generate GL Transaction from Vouchers screen appears in Update mode.

# FLEXX® - Accounts Payable 7.0 Generating GL Transactions from AP

## Fields

The following fields appear on the screen.

| Field                      | Entry   | Default              | Reqd |
|----------------------------|---|----------------------|------|
| <b>Selection Criteria</b>  |   |                      |      |
| Batch                      | If you are using batch control, enter the batch number.   | Batch Control screen | N    |
| Company                    | The Company Code.   | Session Default      | Y    |
| Division                   | The Division Code.<br>If there are multiple divisions used on the AP Header, a wild card may be used here to select all vouchers. If there are multiple divisions selected, separate GL transactions will be generated for each division.   | Session Default      | Y    |
| Period                     | The number of the period the vouchers are in.   | Session Default      | Y    |
| <b>Generation Criteria</b> |   |                      |      |
| Trans Date                 | The date that the transaction is generated. This date appears on the GL transaction.  | Session Default      | Y    |
| Batch #                    | Batch number to be applied to the transaction in the GL, if using Batch Control.  |                      | N    |
| GL Trans Description       | The description that will appear in the GL (i.e. March'95 Vouchers)   |                      | N    |
| <b>Start</b>               | Press the start button to begin the generation process.   |                      |      |
| Division                   | The Division Code(s) to which the AP transactions will be posted to in the GL   | System Generated     | Y    |
| Trans Code                 | The GL Transaction number resulting from running this process. As this process is being run, FLEXX updates the detail lines of the vouchers selected with the following: <ul style="list-style-type: none"> <li>• The Post field is flagged with a "P"</li> <li>• The GL Trans. field is updated with the GL transaction number resulting from running this procedure. This GL transaction number maintains a permanent audit trail between the AP detail and the subsequent GL summary entry.</li> </ul> | Autogen              | Y    |

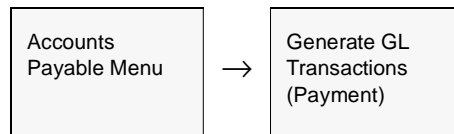
Press <<Next Form>> to view the newly created journal entry.

## 7.2 GL Transaction Generation - Payments

### Description

This procedure will select Payment Detail information, summarized by GL Account Code and create a GL transaction. Once this procedure is performed, changes to the Payment Detail is not permitted.

### Select



The Generate GL Transaction from Payments screen appears in Update mode.

Generate GL Transactions from Payments

Form Edit Field Help

Selection Criteria

Batch %

Company Buckler

Division %

Period 200007

Generation Criteria

Trans Date 07/27/00

Batch # ..

GL Trans Desc.

GL Generated from AP Payment

Start Idle

Division

Trans Code

# FLEXX® - Accounts Payable 7.0 Generating GL Transactions from AP

## Fields

The following fields appear on the screen.

| Field                      | Entry  | Default          | Reqd |
|----------------------------|--|------------------|------|
| <b>Selection Criteria</b>  |  |                  |      |
| Batch #                    | If you are using Batch Control, enter the batch number of the transactions to post.  | *                | N    |
| Company                    | The Company Code.  | Session Default  | Y    |
| Division                   | The Division Code. If there are multiple divisions used on the AP Header, a wild card may be used here to select all payments. If there are multiple divisions selected, separate GL transactions will be generated for each division.   | Session Default  | Y    |
| Period                     | The number of the period the payments are in.  | Session Default  | Y    |
| <b>Generation Criteria</b> |  |                  |      |
| Transaction Date           | The date the transaction is generated. This date appears on the GL transaction.  | Session Default  | Y    |
| Division Code              | Division code is generated based on the Division Code entered on the payment header.   | Session Default  | y    |
| Batch#                     | Batch Number to be applied to the transaction in the GL, if using Batch Control.   |                  | N    |
| G/L Trans Description      | The description that will appear in the GL (i.e. March'95 Payments)  |                  |      |
| Start                      | Press the button to start the GL generation routine.   |                  |      |
| Division Code              | The Division Code(s) to which the AP Transactions will be posted to in the GL.   | System Generated | Y    |
| G/L Transaction            | <p>The G/L transaction number resulting from running this process. As this process is being run, FLEXX updates the detail lines of the payments selected with the following:</p> <ul style="list-style-type: none"> <li>• The post field is flagged with a "P"</li> <li>• The GL Trans field is updated with the GL transaction number resulting from running this procedure. This GL transaction number maintains a permanent audit trail between the AP payment detail and the subsequent GL summary entry.</li> </ul> |                  |      |



## 8.0 Managing Accounts Payable

### **Description**

This Section describes how to perform the following procedures to manage information in AP.

- Δ Check Reconciliation
- Δ Check Print Status Update
- Δ Check Renumbering
- Δ Vendor Code Change Routine
- Δ Vendor Copy Routine
- Δ Voucher Upload Process

### 8.1 Check Reconciliation

#### **Description**

The Check Reconciliation process in AP has been replaced by the FLEXX Bank Reconciliation function. It is now possible using Bank Reconciliation to reconcile AP payments (checks / cheques) directly to the bank statement.

#### **Note:**

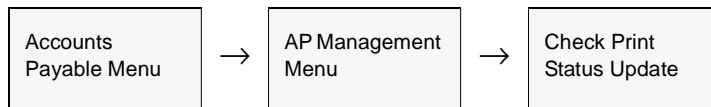
*Please refer to the FLEXX Bank Reconciliation Manual for details on this module. Also, refer to the FLEXX Procedures Guide, Financial Modules, Topic "Bank Reconciliation Process" for complete details on the use and operation of this function.*

## 8.2 Check Print Status Update

### Description

This process is used to change the Check Status from “p” - check has been printed to “n” - check has not been printed. Once a check has been printed using AP reports (*See Sec. 9.4 Printing Standard AP Reports*), the check status is set to p. Checks with this status can not be reprinted. If it became necessary to reprint a check (i.e printer destroyed it) the status would need to be changed back to “n” and the check reprinted.

### Select



The Check Print Status Update screen appears in Update mode.

**Fields**

The following fields appear on the screen

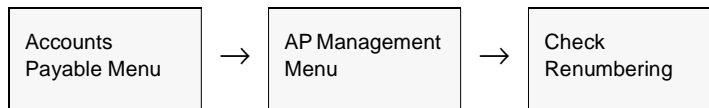
| Field                             | Entry   | Default         | Reqd |
|-----------------------------------|---|-----------------|------|
| <b>Selection Criteria</b>         |   |                 |      |
| Company                           | The Company Code.   | Session Default | Y    |
| Bank Code                         | The Bank Code for the bank from which the check(s) to be reprinted are drawn.               | *               | Y    |
| Starting & Ending Payment Numbers | The starting and ending payment number(s) of the checks to be reprinted.                    | 1<br>999999     | Y    |
| Batch Number                      | The Batch Number relating to the checks to be reprinted if using Batch.                     | *               | Y    |
| <b>Update Criteria</b>            |   |                 |      |
| Change Status From - To           | Accept the default to change the status of a check from "p" - printed to "n" - not printed. | p<br>n          | Y    |
| <b>Start</b>                      | Press the button to start the print status update routine.                                  |                 |      |

### 8.3 Check Renumbering

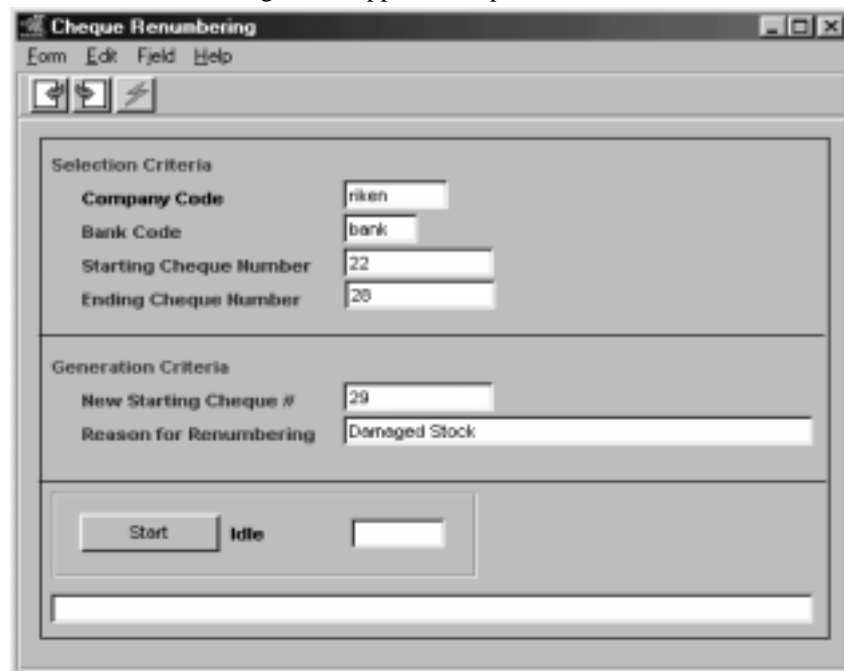
**Description**

This process is used to renumber existing checks. This routine will change the status of the existing payment to be renumbered from “p” for printed to “m”. The amount of the payment is also reset to have a zero dollar value. There are no payment detail or payment detail specific records attached to this “m” status payment record. In essence, this routine preserves the existing payment number and attaches a new check number and status of “n” for “Check not printed” to it. With a status of “n” - Check not printed, the check can then be reprinted using AP Reports (*See Sec. 9.4*).

**Select**



The Check Renumbering screen appears in Update mode.



**Fields**

The following fields appear on the screen.

| Field                          | Entry  | Default                    | Reqd |
|--------------------------------|--|----------------------------|------|
| <b>Selection Criteria</b>      |  |                            |      |
| Company                        | The Company Code.  | Session Default            | Y    |
| Bank Code                      | The Bank Code for the bank from which the checks to be renumbered are drawn.                       | Company/<br>Division Table | Y    |
| Starting & Ending Check Number | The range of checks to be renumbered.  |                            | Y    |
| <b>Generation Criteria</b>     |  |                            |      |
| New Starting Check #           | The new starting check number.   |                            | Y    |
| Reason for Renumbering         | User defined description of the reason why the checks are being renumbered. i.e. New check series. |                            | N    |
| <b>Start</b>                   | Press the button to start the routine.   |                            |      |

**Notes**

To preserve the integrity of the check numbers, the “old” check numbers that are renumbered are assigned a new payment number and the payment amount is changed to zero.

Checks that will be renumbered using the check renumbering process must have a status of “p” - check has been printed. The renumbering process will not renumber a check that has not been printed.

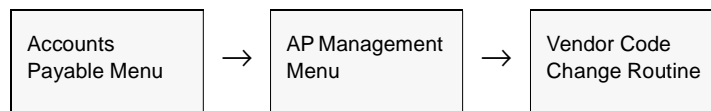
## 8.4 Vendor Code Change Routine

### Description

The Vendor Code Change Routine is used to change the existing code assigned to a vendor to a new code. If the new code has not yet been defined, FLEXX will prompt "Vendor does not exist. Should record be created?" Respond Yes and FLEXX will automatically create the new vendor record using the data of the original vendor.

This process can also be used to merge already defined vendor definitions to a common vendor, either existing or new. If the New Vendor is an existing vendor record, all the data of the original vendor will be merged with the New vendor record. All underlying data associated with the original vendor (i.e. vouchers, payments, PO's) will be transferred to the new vendor. All references to the old vendor will no longer exist.

### Select



The Vendor Code Change Routine screen appears in Update mode.

Change Vendor Code Routine

Form Edit Field Help

This routine will change all references of vendor A to vendor B

Company: bucker

Original Vendor Code: acon4567

New Vendor Code: acone

Start Idle

**Fields**

The following fields are displayed.

| Field                | Entry                                   | Default         | Reqd |
|----------------------|---|-----------------|------|
| Company              | The Company Code.                       | Session Default | Y    |
| Original Vendor Code | The original vendor code to be changed. |                 | Y    |
| New Vendor Code      | The new code to be created or merged.   |                 | Y    |
| <b>Start</b>         | Press the button to start the routine.  |                 |      |

## 8.5 Vendor Copy Routine

### **Description**

The Vendor Copy Routine can be used to copy vendor definitions both within the current company as well as to another company defined to FLEXX. It will perform the following functions:

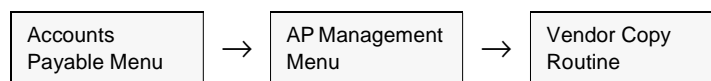
- Δ Copy an existing vendor to a new vendor;
- Δ Copy various details of existing vendor to another existing vendor;
- Δ Copy Alternate Address or Contacts details of existing vendor to another existing vendor.

Each of these processes allows further selections to enable more specific data to be copied. All functions can be run within the same company as well as across company. Be aware that when running cross-company, certain Master Type Table definitions will first need to be defined in the "To" company before the copy will be successful. FLEXX will display a prompt if the definition can't be found, and the copy will not be performed.

### **Warning:**

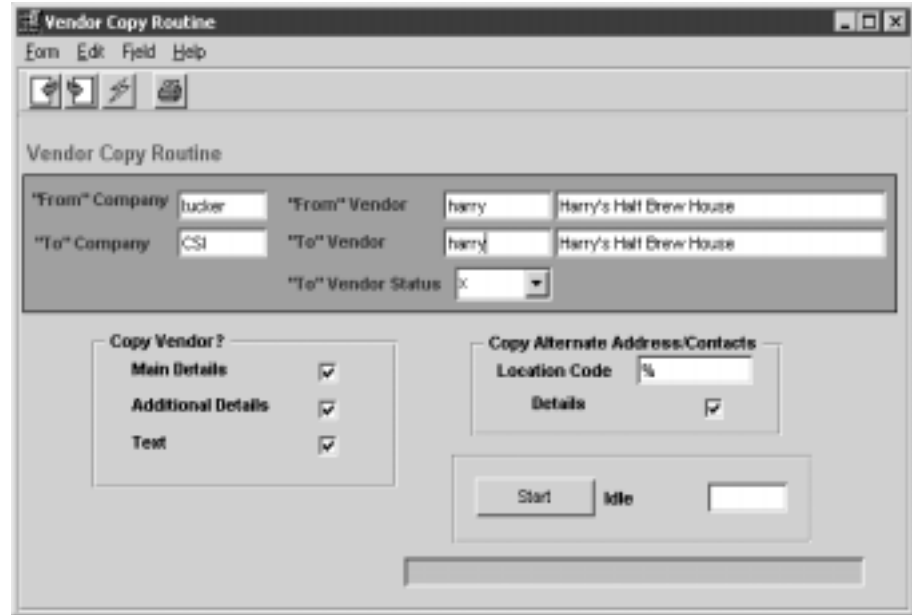
If copying to an existing vendor record, FLEXX will overwrite existing data fields of that "To" vendor definition. However, FLEXX will first display a warning prompt allowing the operator to make a final decision on whether to proceed with the copy.

### **Select**





The Customer Copy screen appears in Update mode.



**Fields**

Enter the following information to change a customer code.

| Field  | Entry   | Default         | Reqd |
|--|---|-----------------|------|
| From Company   | The company code to copy from.  | Session Default | Y    |
| To Company   | The company code to copy to.  | Session Default | Y    |
| From Vendor  | The original vendor code to be copied.  |                 | Y    |
| To Vendor  | The new vendor code to be created, or to be merged into.  |                 | Y    |
| To Vendor Status                                     | Enter the desired status code of the To customer. Can be:<br><ul style="list-style-type: none"> <li>• a - Active</li> <li>• p - Partial Hold</li> <li>• x - Inactive</li> <li>• h - Hold</li> </ul> | x               | Y    |
| Copy Vendor? - Select the Vendor forms to be copied. |   |                 |      |
| Main Details   | Copy all details on the Main form.  |                 |      |
| Additional Details                                   | Copy all details on the Additional form.  |                 |      |
| Text   | Copy all Text data.   |                 |      |

| Field  | Entry  | Default | Reqd |
|--|--|---------|------|
| Copy Alternate Address/Contacts? - Select the Alternate Address/Contacts details to be copied. |  |         |      |
| Location Code  | The Alternate Address location to be copied. If left %, all locations will be copied.<br>Any individual specific location can be copied. | %       | N    |
| Details  | Copy all details of the specified location.  |         |      |
| <b>Start</b>   | Press the Start button to run the process.   |         |      |

## 8.6 Voucher Upload Process

### Description

The Voucher Upload Process in AP is used to automatically generate vouchers by uploading data from a text file having a predefined format. The file needs to consist of a header record followed by multiple detail lines for each voucher to be created. Unlimited vouchers can be created from a single data file as required.

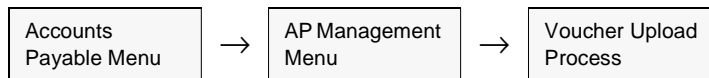
The data file will be processed and the generated voucher numbers will be displayed after processing is complete. After processing, any errors will be displayed as well as written to a log file in your temporary directory (defined by TMP DIR). It is important that these log files are deleted after your review.

### Application Control Settings

The Voucher Upload Process can be controlled by the following Application Control settings:

| Application | Type    | Description                   | Type                                   | Company | Parameter |
|-------------|---------|-------------------------------|--|---------|-----------|
| ap          | upload  | Field Delimiter for Data File | User defined; e.g.   (pipe symbol)     | Default | delimiter |
| ap          | up_file | Voucher Upload File Name      | User Defined (e.g. c:\temp\invgen.dat) | Default |           |

### Select



The following screen will display in Update mode.

**Fields.**

| Field                | Entry   | Default             | Reqd |
|----------------------|---|---------------------|------|
| Company              | The company code.   | Session Default     | Y    |
| Division             | The Division code.  | Session Default     | Y    |
| Voucher Status       | The status the generated vouchers are to be in.   | o                   | Y    |
| <b>GL Status</b>     | The status the GL Transaction is to be set to; can be:<br>n - Not posted<br>p - Posted                      | n                   | Y    |
| <b>GL Period</b>     | The GL Period the voucher is to be set to.  | Session Default     | Y    |
| <b>Delimiter</b>     | The field delimiter used in the upload text data file. The default is set in the Application Control table. | (pipe symbol)       | Y    |
| <b>File Location</b> | The system path where the upload data file is located (e.g. c:\temp\vougen.dat)                             | Application Control | Y    |
| Start                | Press Start to run the upload process. See topic Errors below for a description of error reporting.         |                     |      |

| Field          | Entry  | Default          | Reqd |
|----------------|--|------------------|------|
| Voucher Number | The voucher numbers for the vouchers generated. You can zoom on the fields to display the generated voucher. | System Generated |      |
| Error Log File | The system path where the Error Log is located.  | System Generated |      |

**Flat File Format**

The upload data file consists of two input line types:

- Δ H - Header,
- Δ D - Detail,

Each data field in the input line is delimited by a delimiter character as specified on the Application Control for the *delimiter* parameter, and that can also be specified at run-time. The example below uses the pipe symbol ( | ) as the delimiter.

If the record value in a field exceeds the specified length, its value is read in its entirety but truncated to the specified length before storing in the database.

If a non-required field is omitted, the delimiter still needs to be entered.

**Header**

| Field | Description  | Required? | Length (max)  |
|-------|--|-----------|---------------|
| 1     | H  | Y         | 1 Character   |
| 2     | Voucher Number - can be AUTOGEN or unique alphanumeric value | Y         | 10 Characters |
| 3     | Vendor Code  | Y         | 10 Characters |
| 4     | Vendor Invoice Number  | N         | 16 Characters |
| 5     | Voucher Date   | Y         | MM/DD/YYYY    |
| 6     | Voucher Header Description                                   | N         | 60Characters  |
| 7     | Currency Exchange Rate                                       | Y         | 14 Digits     |
| 8     | AP Credit Account number                                     | Y         | 50 Characters |
| 9     | AP Credit Division   | Y         | 6 Characters  |

Example:

H|AUTOGEN|cibc|V00201|07112006|Voucher Upload|1.0|5000|tape

**Detail**

| Field | Description               | Required? | Length (max)  |
|-------|---------------------------|-----------|---------------|
| 1     | D                         | Y         | 1 Character   |
| 2     | Detail entry description  | N         | 50 Character  |
| 3     | Rate (dollar value)       | Y         | 17 Digits     |
| 4     | Units (quantity)          | Y         | 17 Digits     |
| 5     | AP Debit Account Number   | Y         | 50 Characters |
| 6     | AP Debit Account Division | Y         | 6 Characters  |
| 7     | AP Credit Account         | Y         | 50 Characters |
| 8     | AP Credit Division        | Y         | 6             |
| 9     | Part Number (SKU code)    | N         | 16 Characters |

Example: D|1 of cws-200 @ \$10.00|10|1|9500|tape|5000|tape|cws-200|

**Data File Example**

H|AUTOGEN|cibc|V00201|07112006|Voucher Upload|1.0|5000|tape

D|1 of cws-200 @ \$10.00|10|1|9500|tape|5000|tape|cws-200|

H|AUTOGEN|deva||07112006|Voucher Upload|1.0|5000|tape

D|2 item @ \$20.00|20|2|9500|tape|5000|tape||

D|3.5 item @ \$5.55|5.55|3.5|9500|tape|5000|tape||

This example of a data file would result in 2 vouchers being generated; the first with one detail line, and the second with 2 detail lines.

The first voucher would have a SKU code entered, where the second voucher would have no SKU codes.

The AUTOGEN voucher number value indicates to FLEXX to use the Next Number Table to autogenerate the voucher numbers.

**Error Reporting**

If any data is invalid or an error occurs in the upload process, FLEXX will report the error to the operator as well as record it in an error log file. This log file is located in the normal system *temp* folder, and has a format of *flx\*\*\*\**.

## 9.0 Extracting AP Information

### **Description**

The section describes

- Δ How to do on-screen inquiries with regard to vouchers, payments and checks.
- Δ Printing standard reports.

### **Notes**

While in find mode, the Voucher Entry/Maintenance screen and the Payment Summary screen can be used to, in conjunction with selection criteria, search the database to respond to all sorts of queries (i.e. all vouchers entered on a certain day, all vouchers entered for a specific period, all vouchers/payments for a certain vendor, all payments for a specific period etc.)

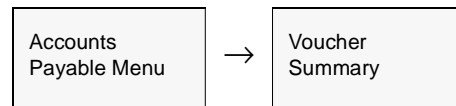
FLEXX takes advantage of the full search abilities of UNIX to allow searches of the data to be done using wild cards, >, <, ranges (~), etc. (See Vision User's Guide).

## 9.1 Voucher Summary Screen

### Description

This is a query only screen and no update of AP transactions is allowed, with the exception of the "Marked" box and/or the "Amt. Approved to Pay" field. The "Marked" flag can be changed and updated for selective voucher marking purposes (See Sec. 5.3 Marking using Voucher Summary). The "Amt. Approved to Pay" field can be entered with a payment amount if different from the voucher amount. The voucher will then also be automatically marked for that amount. If the voucher is only marked, the whole amount will be entered into the Amt Approved To Pay field. Through the use of selection criteria a complete history of a Vendor (or all Vendors) can be viewed. If a complete history is not needed, again through the use of selection criteria, just outstanding vouchers can be viewed.

### Select



The following screen appears in Update mode

| Marked                   | Vendor | Voucher | Date     | Total Amt. | Amt. Due | Amount To Pay | Net Amt To Pay | Days | Due Date |
|--------------------------|--------|---------|----------|------------|----------|---------------|----------------|------|----------|
| <input type="checkbox"/> | acme   | 10390   | 01/02/03 | 24.61      | 13.64    | 0.00          | 0.00           | 1458 | 02/01/03 |
| <input type="checkbox"/> | acme   | 10391   | 01/02/03 | 25.00      | 3.60     | 0.00          | 0.00           | 1459 | 02/01/03 |
| <input type="checkbox"/> | acme   | 10392   | 01/08/03 | 241.12     | 241.12   | 0.00          | 0.00           | 1453 | 02/07/03 |
| <input type="checkbox"/> | acme   | 10397   | 01/14/03 | 52.80      | 52.80    | 0.00          | 0.00           | 1447 | 02/13/03 |
| <input type="checkbox"/> | acme   | 10407   | 01/22/03 | 3.83       | 3.83     | 0.00          | 0.00           | 1439 | 02/21/03 |
| <input type="checkbox"/> | acme   | 10441   | 03/25/03 | 0.00       | 0.00     | 0.00          | 0.00           | 1377 | 04/24/03 |
| <input type="checkbox"/> | acme   | 10444   | 03/28/03 | 0.00       | 0.00     | 0.00          | 0.00           | 1374 | 04/27/03 |
| <input type="checkbox"/> | acme   | 10450   | 03/01/03 | 0.66       | 0.66     | 0.00          | 0.00           | 1371 | 04/30/03 |

|                                |  |                             |  |                   |  |
|--------------------------------|--|-----------------------------|--|-------------------|--|
| <b>Totals</b>                  |  | <b>Voucher</b>              |  | <b>Details</b>    |  |
| <b>Total Amount</b>            |  |                             |  |                   |  |
| <b>Approved To Pay</b>         |  | <b>Total Disc Available</b> |  | <b>Total Paid</b> |  |
| -19.46                         |  | 0.00                        |  | 22.37             |  |
| <b>Total Due</b>               |  |                             |  |                   |  |
| 232184.37                      |  |                             |  |                   |  |
| <b>Current</b>                 |  | <b>30+</b>                  |  | <b>60+</b>        |  |
| 55.00                          |  | 0.00                        |  | 0.00              |  |
| <b>90+</b>                     |  | <b>120+</b>                 |  |                   |  |
| 0.00                           |  | 232129.37                   |  |                   |  |
| <b>Amt Remaining To Apply</b>  |  |                             |  |                   |  |
| <b>Discount Effective Date</b> |  | 01/30/07                    |  |                   |  |
|                                |  | 0.00                        |  |                   |  |



**Fields**

Enter the following information to view Vendor Transactions.

| Field            | Entry   | Default          | Reqd |
|------------------|---|------------------|------|
| Company          | The Company Code or clear the field to view all companies.  | Session Default  | N    |
| Division         | The Division Code or leave blank to view all division.  |                  | N    |
| Period           | The Period, a range of periods, or leave blank to view all periods.   |                  | N    |
| Marked           | Select this box to "mark" the voucher for payment. If the voucher has been marked for payment this box will have been selected. A voucher can be marked and/or unmarked by selecting this field.  |                  |      |
| Vendor           | The Vendor Code or leave blank to view all vendors.   |                  | N    |
| Voucher          | The Voucher Number, a range of voucher numbers, or leave blank to view all vouchers.  |                  | N    |
| Date             | The Voucher/Debit Memo date or leave blank to view all vouchers.  |                  | N    |
| Total Amount     | The total amount of the voucher in the vendor's currency.   |                  | N    |
| Amount Due       | Represents the net amount between the total amount owed less any amounts already paid. If a discount was taken for early payment the total amount and the amount paid values may differ and the amount due value still be zero. To find out what discounts were taken see the "Disc. Taken" field on the Voucher tab.   | System Generated |      |
| Amount To Pay    | When the voucher is Marked, the whole voucher amount will be entered (by FLEXX) into this field. If the voucher has been marked with a partial payment, that amount will be shown. An amount can also be entered into this field to cause FLEXX to then generate a payment for this amount. If the amount entered is larger than the voucher amount, FLEXX will prompt with "Approved amount to pay cannot be greater than Due amount." | System Generated | Y    |
| Net Amt. To Pay  | The amount less any eligible discounts to be paid, again in the vendor's currency.  | System Generated | Y    |
| Days             | FLEXX will automatically calculate how many days there are remaining before payment is due, (shows as a negative number of days) or the number of days overdue (shown as a positive number).  | System Generated |      |
| Due Date         | The due date of the vouchers to be viewed.  |                  | N    |
| <b>Buttons</b>   |   |                  |      |
| <b>Details</b>   | Use this button to view the underlying details of the selected voucher (See Sec. 4.2).  |                  |      |
| <b>Generate</b>  | Press this button to call up the AP Payment Generation form (See Sec. 5.6)  |                  |      |
| <b>Manual</b>    | Select this button to access the Manual Payment Creation form (See Sec. 5.5)  |                  |      |
| <b>Mark All</b>  | Press this button to Mark all displayed vouchers.   |                  |      |
| <b>Clear All</b> | Press this button to clear all marked entries.  |                  |      |

| Field                           | Entry   | Default          | Reqd |
|---------------------------------|---|------------------|------|
| <b>Totals Tab</b>               |   |                  |      |
| Total Amount Approved to Pay    | The total amount of all "Marked" vouchers displayed based on the selection criteria used.                             | System Generated |      |
| Total Disc Available            | The total of all discounts available on "Marked" vouchers, due to early payment based on the selection criteria used. | System Generated |      |
| Total Paid                      | The total amount of all vouchers selected that have been paid.  | System Generated |      |
| Total Due                       | The total amount due for all the selected vouchers. This total is in the currency of the "Company", not the vendor.   | System Generated |      |
| Aging Current, 30+, 60, 90, 120 | Aging of the outstanding vouchers selected.   | System Generated |      |
| Discount Effective Date         | Date used to determine applicable discounts. Will default to the FLEXX session date as entered on the Control Panel.  | Session Default  |      |

To see information specific to a highlighted voucher, select the "Voucher" tab.

|      |   |                  |  |
|------|---|------------------|--|
| Paid | Displays the total amount of any payments made on the selected voucher. | System Generated |  |
|------|---|------------------|--|

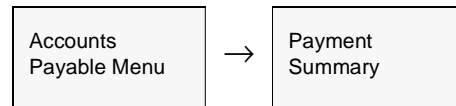
| Field          | Entry  | Default          | Reqd |
|----------------|--|------------------|------|
| Disc. Taken    | Displays the total amount of any discounts taken as a result of early payment.   | System Generated |      |
| Disc. Avail    | Displays the total amount of any discounts available if the voucher is paid early.   | System Generated |      |
| Currency       | The currency the voucher is denominated in.  | Voucher Header   | Y    |
| Disc. Date     | The date up to which the discount for early payment is applicable.   | Voucher Header   |      |
| Status         | The current status of the voucher. Will use o,m for the default search.  | Voucher Header   | Y    |
| Description    | The description that appears on the voucher header.  | Voucher Header   | N    |
| Remit To       | The remit to code and address location where the check will be mailed.   | Voucher Header   |      |
| Refund         | The Refund box will be marked if this is an AR Credit Memo refund voucher.   |                  | N    |
| Vendor Inv #   | The vendor invoice number.   | Voucher Header   | N    |
| Local Currency | The currency code of the company recording the liability. Where the local currency and the currency of the vendor are the same, the dollar values shown as Total and Paid will be the same as displayed elsewhere on the form. Where the currencies are different, the dollar values shown here will be expressed in the currency of the home company. |                  |      |
| Total          | The total of the amount of the voucher in the Local currency specified. This will be converted using the Foreign Exchange rate for the date of the voucher.  |                  |      |
| Paid           | The total paid in the local currency after any Foreign Exchange conversion   |                  |      |
| Vendor Group   | Enter the group code for the vendors to be selected for marking; leave % to select any/all vendors.  |                  | N    |

## 9.2 Payment Summary Screen

### Description

This is a query only screen and no update of AP transactions is allowed. Through the use of selection criteria, a complete history of a Vendor (or all Vendors) can be viewed.

### Select



The following screen appears in Find mode and is a display only screen.

The screenshot shows a window titled "Payment Summary" with a menu bar (Form, Edit, Database, Record, Field, Help) and a toolbar. Below the toolbar, there are radio buttons for "Regular Payment" (selected) and "Misc. Payment", along with fields for "Batch" and "Company" (labeled "Bucker").

| Number | Bank | Check No. | Date     | Amount     | Vendor | Curr | Status | Xfr |
|--------|------|-----------|----------|------------|--------|------|--------|-----|
| 2064   | nonb | 441       | 10/11/07 | 151,050.00 | acme   | USD  | n      | Y   |
| 2065   | nonb | 442       | 10/11/07 | 19.41      | acme   | USD  | n      | Y   |
| 2066   | nonb | 443       | 10/16/07 | 2,109.29   | acme   | USD  | v      | N   |
| 2068   | nonb | 444       | 11/21/07 | 29,299.90  | acme   | USD  | p      | Y   |
| 2069   | nonb | 445       | 11/21/07 | 2.02       | REFUND | USD  | p      | Y   |
| 2070   | nonb | 446       | 11/21/07 | 11.00      | REFUND | USD  | p      | Y   |
| 2071   | nonb | 447       | 11/22/07 | 10.00      | REFUND | USD  | n      | Y   |
| 2072   | nonb | 448       | 11/22/07 | 9.01       | acme   | USD  | n      | Y   |
| 2073   | nonb | 449       | 11/22/07 | 0.01       | harry  | USD  | n      | Y   |
| 2074   | nonb | 450       | 11/29/07 | 9.90       | acme   | USD  | n      | Y   |
| 2075   | nonb | 443       | 12/05/07 | -2,109.29  | acme   | USD  | vp     | Y   |
| 2076   | nonb | 434       | 12/05/07 | -226.60    | acme   | USD  | vp     | Y   |

Summary fields:

| GL Period | Remit To | Total Payments | Cash Account | GL Transaction Post |
|-----------|----------|----------------|--------------|---------------------|
| 1ape      | 200710   | office         | 181,802.52   | 1ape 0550           |
|           |          |                |              | 20436               |
|           |          |                |              | Y                   |

Payment Description Summary:

| Payment Description | Payment Amount | Currency | Exchange Rate |
|---------------------|----------------|----------|---------------|
|                     | 151,050.00     | USD      | 1.0           |

A "Details" button is located at the bottom left of the screen.

**Fields**

Enter the following information to view Vendor Payments.

| Field          | Entry   | Default          | Reqd |
|----------------|---|------------------|------|
| Batch Number   | The Batch Number of the desired transaction, or leave blank to view all batches. This will be stippled if batch is not used.  |                  | N    |
| Company        | The Company Code.   | Session Default  | Y    |
| Payment Type   | Regular Payment - a normal payment generated from AP voucher.<br>Misc. Payment - a payment created using the Miscellaneous Cash Payment function (see Sec. 6.0)   |                  | Y    |
| Payment Number | The payment number or leave blank to view all payments.   |                  | N    |
| Bank           | Enter a specific bank code or leave blank to view all banks.  |                  | N    |
| Check Numbers  | Enter the check number being queried or leave blank to view all checks.   |                  | N    |
| Date           | The date the payment was generated.   |                  | N    |
| Amount         | The actual payment amount in the vendor's currency.   |                  | N    |
| Vendor Code    | Enter the Vendor Code desired or leave blank to see all vendor payments.  |                  | N    |
| Curr           | The currency code of the payment.   |                  | N    |
| Status         | This is the Check status; can be:<br><ul style="list-style-type: none"> <li>• <b>n</b> - not printed</li> <li>• <b>p</b> - printed.</li> <li>• <b>v</b> - void</li> <li>• <b>vp</b> - void - system generated void reversal (See Sec 5.7).</li> <li>• <b>m</b> - check marker assigned to a payment as a result of using the Check Renumbering Routine. (See Sec. 8.3).</li> </ul> A check status is changed from "n" to "p" when the AP check print report is run. |                  | N    |
| Xfr            | Trasferred to Reconciliation table; can be:<br><ul style="list-style-type: none"> <li>• <b>N</b> - Not transferred.</li> <li>• <b>Y</b> - Transactions have been transferred to the FLEXX Bank Reconciliation</li> <li>• <b>X</b> - Transfer is not needed; only used with voided payments.</li> <li>• <b>B</b> - Both original and Voided payment records are transferred.</li> </ul> Note: This field is used only if FLEXX Bank Reconciliation is being used.    | N                | N    |
| GL Period      | Enter the desired GL period or leave blank to search all periods.   |                  | N    |
| Remit To       | The Remit To location code as defined on the voucher.   |                  | N    |
| Total Payments | The total amount of the payments displayed on the screen.   | System Generated |      |

| Field               | Entry  | Default                | Reqd |
|---------------------|--|------------------------|------|
| Cash Account        | Enter the division and GL account number desired or leave blank to view all divisions and account numbers.   |                        |      |
| GL Transaction      | Once the GL Transaction Generation routine for Payments (See Sec. 7.2) has been run, the field will be updated with the transaction number assigned to the GL transaction.                             | System Generated       |      |
| Post                | N if not posted, Y if posted.  | N                      | Y    |
| Type                | Payment Type. This is a user reference only field and not used by FLEXX.   |                        | N    |
| Payment Description | The payment description as entered on the AP Payment Generation routine.   |                        | N    |
| Payment Amount      | The payment amount in the company currency. If the payment currency is different from the company currency, this will be converted using the Foreign Exchange Table defined rate for the payment date. |                        |      |
| Currency            | The company currency.  | Company Master         | Y    |
| Exchange Rate       | The exchange rate used to calculate the payment amount.  | Foreign Exchange table | Y    |
| <b>Details</b>      | Press the Details button to display details of the highlighted payment on the Payment Detail form (See Sec. 9.3).  |                        |      |

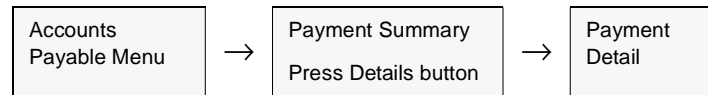
After FLEXX has displayed all of the AP payments that meet the selection criteria entered, further information can be accessed by pressing Details or <<Next Form>> on each selected payment. This calls up either, the Payment Detail showing which vouchers were paid, any discounts taken and the payment description, or the Payment Detail specifics showing which vouchers were paid, the resources used and the SKU code (See Sec. 9.3).

### 9.3 Payment Detail

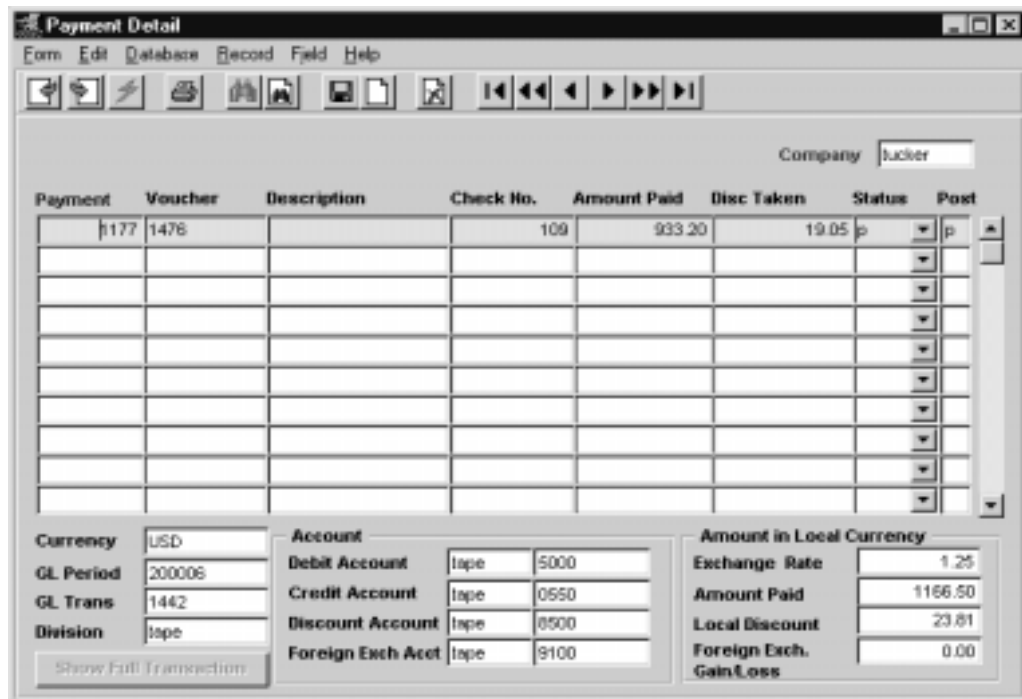
**Description**

The Payment Detail screen is query only and no updates are allowed. Through the use of various selection criteria, the details of any payments can be viewed.

**Select**



The following screen is displayed in Update mode.



This screen will display the details of the payment selected on the Payment Summary screen.

The **Show Full Transaction** button will only be lit when this form is displayed from the GL Transaction "Explosion" function (See the General Ledger manual for more details).

**Fields**

The following information is shown.

| Field                           | Entry  | Default         | Reqd |
|---------------------------------|--|-----------------|------|
| Company                         | The company code, or leave blank to view all companies.  | Session Default | Y    |
| Payment                         | Payment number to be displayed.  |                 |      |
| Voucher                         | Voucher number to be displayed.  |                 |      |
| Description                     | The description that was entered for the payment.  |                 |      |
| Check No.                       | The check number assigned to this payment.   |                 |      |
| Amount Paid                     | The amount that was paid with this payment, after any discounts.   |                 |      |
| Disc. Taken                     | The amount of the discount that was deducted from amount owing.  |                 |      |
| Status                          | Check Status:<br><ul style="list-style-type: none"> <li>• n - not printed</li> <li>• p - printed</li> <li>• v - void check</li> </ul>                    | n               | Y    |
| Post                            | Indicates whether the payment has been posted to the GL. Can be:<br>n - not posted<br>p - posted - after the Generate GL Transactions (Payments) is run. | n               | Y    |
| Currency                        | The currency the payment was denominated in.   |                 |      |
| GL Period                       | The GL Period that the payment was generated in.   |                 |      |
| GL Trans                        | The GL Transaction number in which the payment was posted.   |                 |      |
| Division                        | The GL account division the payment was posted in.   |                 |      |
| <b>Account</b>                  |  |                 |      |
| Debit Account                   | The GL Debit account division and number the payment was posted to.  |                 |      |
| Credit Account                  | The GL Credit account division and number the payment was posted to.   |                 |      |
| Discount                        | The GL account division and number any discount was posted to.   |                 |      |
| Foreign Exch. Account           | The GL Account division and number any foreign exchange gain or loss was posted to.  |                 |      |
| <b>Amount in Local Currency</b> |  |                 |      |
| Exchange Rate                   | The foreign exchange rate that was used to convert the payment currency to the local currency, as defined for that date in the Foreign Exchange Table.   | 1.0             | Y    |
| Amount Paid                     | The amount paid in local currency. If there is no currency exchange, this will be the same as the Amount Paid value.                                     |                 |      |
| Local Discount                  | The discount amount in local currency.   |                 |      |
| Foreign Exch. Gain/Loss         | The foreign exchange gain or loss amount in local currency.  |                 |      |



## 9.4 Printing Standard AP Reports

### Description

Reporting within Accounts Payable is the same as in all FLEXX modules. The kind of reports you can generate depends on which ones your company has set up in the system.

The following table lists the standard AP Reports.

| Report Code | Report Title                               | Description  |
|-------------|--|--|
| apagebalc   | Aged Voucher Balance by Vendor             | Provides an aged list by vendor, by voucher # of outstanding payables. No detail included, summary only.   |
| apchnewc    | AP Cheque Printer                          | Used to print checks from AP. Format can be customized for each Flexx client.  |
| apckregc    | AP Cheque Register                         | Supplies an AP cheque register with a GL transaction number if the "Generate GL Transactions from AP" has been utilized.   |
| apdistc     | AP Distribution to GL                      | Report detailing by voucher number what was distributed to each GL account by AP.  |
| apdist2c    | Payment Distribution to GL                 | Report detailing by payment number what was distributed to each GL account by AP.  |
| apmanage    | AP Management Report                       | A Summary report of AP activity presented in chart and graph format.   |
| apmetrics   | AP Metrics Report                          | A Summary report of AP activity by vendor.   |
| apretage    | AP Retrospective Aging                     | Report "rebuilds" the AP subledger listing to agree to the GL AP trade account as of the designated period.<br><br>Allows choice of reflecting vouchers, denominated in a foreign currency, expressed in home currency using multiple exchange rates - at period end or at transaction date. |
| apretag1    | AP Retrospective Aging with Currency Total | Report similar to above but provides totals for each of the different currencies.  |
| aprvouch    | AP Recurring Voucher Report                | Prints Details each recurring voucher.   |
| beg1099     | 1099 Forms Misc.                           | Supplies paid transaction totals for vendors with a 1099 code of "m" - misc.   |
| landcost    | Voucher Landed Cost Report                 | Report lists Landed Cost vouchers for which the landed cost routine run has not yet been run (e.g. still have Landed Cost flag = '1').   |
| payhist     | Vendor Payment History Report              | Lists payments made to specified vendors.  |
| payment     | Payment Detail Report                      | Supplies details by payment number of payments made through AP.  |

| Report Code | Report Title                              | Description   |
|-------------|---|---|
| perbal      | AP Period Balance                         | Reports on non paid vouchers by period and displays balance owing for designated period.                              |
| pj          | Purchases Journal Report                  | Provides a report of AP vouchers created from purchase orders.  |
| venlist     | Vendor List Report                        | Provides a vendor listing.  |
| vougrpt     | Voucher Detail Report with GL Transaction | Detailed voucher listing of all vouchers, which includes the GL Transaction Numbers for transactions sent to the GL.  |
| voumark     | Marked for Payment Report                 | Detailed voucher listing of all vouchers with a status of "m" - marked for payment - similar to a pre-check register. |

**Procedure**

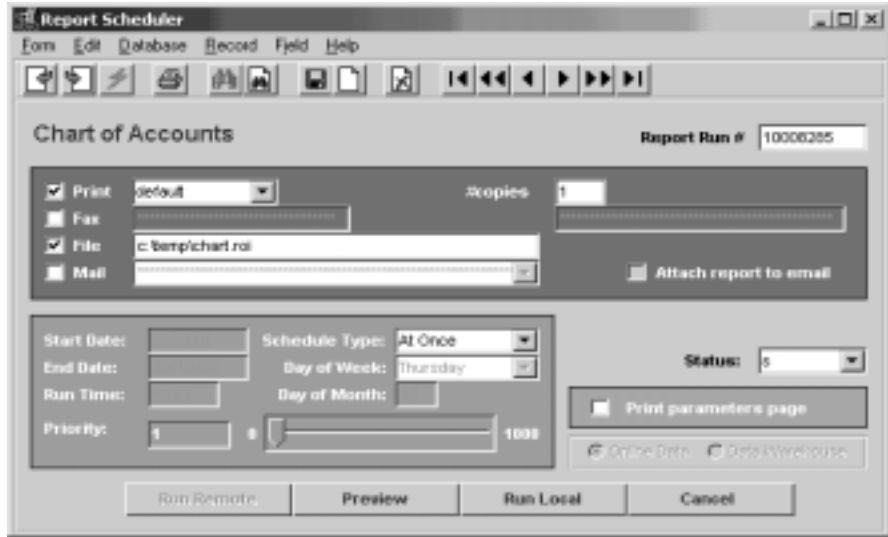
Select **Report Selection** from the Accounts Payable Menu

1. Select **Report Selection** from the OP menu.
2. Position your cursor on the report you want to print



3. <<Press Select Report>>. The Report Parameters form appears showing the report title and report control run number along with the list of selection criteria.
4. Enter the selection criteria. Each report will have a unique set of selection parameters to be entered.
  - Δ Press the Enter key after each field entry.

5. <<Press Run Report>> to display the following printing options.



**Fields**

Enter the following information to print the report.

| Field  | Entry  | Default          | Reqd |
|--|--|------------------|------|
| Print  | Select the print box to send the report output to a printer.   |                  | Y    |
| Print Device   | The printer name. This will be the printer specified as the Default on the User Master for this user.  | default          | Y    |
| # Copies   | Enter the number of copies of the report desired.  | 1                | Y    |
| Fax  | Select the fax box to fax the report. This functionality only works if fax software has been installed and configured to FLEXX specifications.                       |                  | Y    |
| Fax Number   | Enter the fax telephone number.  |                  | Y    |
| File   | Select the file box to send the report output to a file, otherwise leave blank. This file can be used to reprint the report at any time.                             |                  | Y    |
| File Name  | The user-defined name of the file to send the output to. Your System Administrator sets up this field.   | System Generated |      |
| Mail   | Select the Mail box to have the report server send you an e-mail on print completion. This functionality only works when reports are being "scheduled".              | User Master      | N    |
| Mail Address   | The e-mail address to be used.   | User Master      |      |
| Attach report to email   | Select this box to have the report "rox" file sent to the designated e-mail address as an attachment. If Actuate is loaded the report can then be viewed or printed. |                  |      |
| The following fields are only active (lit) if the FLEXX Report Server is installed and active. |  |                  |      |

| Field                 | Entry   | Default             | Reqd |
|-----------------------|---|---------------------|------|
| Start Date            | The date to start the printing schedule for this report.  | Session Default     | Y    |
| End Date              | The date when the print schedule is to end.   | Session Default     | Y    |
| Run Time              | The time of day when the print schedule is to be started.   | Internal Time Clock | Y    |
| Priority              | The scheduling priority. Once the report scheduler has determined which reports are eligible to be run for the specified date or time, they are then prioritized with 1000 being the highest and 0 the lowest priority.   | 1                   |      |
| Schedule Type         | The type of schedule to use; can be: <ul style="list-style-type: none"> <li>• At Once – to be run immediately. This is the only option for Preview or Run Local.</li> <li>• Run Once – run only once (no repeats).</li> <li>• Daily – run schedule each day for the period entered.</li> <li>• Weekly – run the schedule once a week.</li> <li>• Monthly – run the schedule once a month</li> </ul> | At Once             |      |
| Day of Week           | The day of the week the report is to be scheduled.  | Session Default     |      |
| Day of Month          | The month date the report is to be scheduled.<br><br>Note that when defining the Day of Week or Day of Month settings, only one or the other can be set. FLEXX will enter the other corresponding value to match.   | Session Default     |      |
| Status                |   | s                   |      |
| Print Parameters Page | Select this box to have a cover sheet printed with the report, displaying the selection criteria used to produce the report. This can be controlled with the Application Control variable <i>parampage</i> setting.   | marked              |      |
| <b>Buttons</b>        |   |                     |      |
| Run Remote            | Press this button to send the report to the Report Scheduler to be printed.   |                     |      |
| Preview               | Press this button to preview the report only. It can be printed from the preview screen.  |                     |      |
| Run Local             | Press this button to print the report on the local printer (i.e. not schedule the printing)   |                     |      |
| Cancel                | Press Cancel to cancel the operation. This is the same as pressing <<Previous Form>>. It will not cancel printing if the report has already been sent to the printer or scheduler.  |                     |      |