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PAYABLES MANAGEMENT MICROSOFT DYNAMICS GP 10.0









Payables Management Setup

Before setting up Payables Management, complete the Company Setup and Financial Setup procedures. Also complete Posting Setup, and set up chequebooks in Bank Reconciliation, prior to completing Payables Setup. If these tasks are not completed, be sure to do so before continuing with the procedures in this training.

To open this window, click the **Purchasing** series button and then click **Payables** on the Setup content pane.

🐺 Payables Manage	ment Se	tup				
File Edit Tools	Help					sa Fabrikam, Inc. 4/12/2017
File Edit Tools Aging Periods: Current Period 1 - 30 Days 31 - 60 Days 61 and Over	Help	Pate D 0 1 31 61 e	ocument To:	Date 0 30 60 999 0 0 0 0	Password: Remove Vendor Hold Exceed Maximum Invoice Amount Exceed Maximum Writeoff Amount Options: Override Voucher Number at T Track Discounts Available in G Print Historical Aged Trial Bala Delete Unposted Printed Docu Print Tax Details on Documents Print Dual Currencies	sa Fabrikam, Inc. 4/12/2017 ACCESS ACCESS ACCESS ransaction Entry GL nce ments s
Default Summary View	Amo	unts Since Las	t Close	*	Age Unapplied Credit Amounts	
Checkbook ID	UPT	OWN TRUST		Q	Allow Duplicate Invoices Per Vend	or:
Check Format:	Stub	on Top		~	O Yes	
List Documents on Ren	nittance:	All	Docume	nts 💌	O No	
Print Previously App	ilea Docum	ients on Hemit	tance		Hecurring Transactions Unly	
					ptions	Classes 1099 <u>S</u> etup
i 🕹 🗘 💿					(OK Cancel

Payables Setup Options

Use the Payables Setup Options window to enter a description for each document type, assign a code and set up the next document number for the transaction type. To open this window, click the **Purchasing** series button, click **Payables** on the Setup content pane, and then click **Options** on the Payables Management Setup window.

🐺 Payables Setup C	🖓 Payables Setup Options							
File Edit Tools	Help			sa Fabrikam, Inc. 4/12/2017				
Туре	Description	Code	Next Voucher Number	000000000000459				
Invoice	Invoice	INV	Next Payment Number	000000000000439				
Finance Charge	inance Charge Finance Charge FIN		Next Schedule Number	SCHED0000000001				
Misc Charge	Misc Charge	MIS	Tax Schedule IDs:					
Return	Return	RET	Purchase	ALL DETAILS				
Credit Memo	Credit Memo	CRM	Freight	ALL DETAILS				
Payment	Payment	PMT	Miscellaneous	ALL DETAILS				
Schedule	Schedule	SCH						
			User-Defined 1	Туре				
Next Temp. Vendor ID TEMPORARY000001		User-Defined 2	User-Defined 2					
i 🚑 🗇 💿				OK				



Vendor Class Maintenance

Use the Vendor Class Setup window to set up vendor classes. To open this window, click the **Purchasing** series button and then click **Vendor Class** on the Setup content pane.

🐺 Vendor Class Setup				
File Edit Tools Optior	ns Help			sa Fabrikam, Inc. 4/12/201
📕 Save <u> </u> Clear 🕻	K <u>D</u> elete			4
Class ID USA-US-I Description U.S. Vendors	- Inventory	Default		
Currency ID	Z-US\$	Q	Tax Schedule	USAUSSTCITY+0
Rate Type ID		Q	Shipping Method	GROUND
Payment Terms	Net 30	<u>_</u>	Checkbook ID	Q
Discount Grace Period		0		
Due Date Grace Period		0	Туре	
Payment Priority	1		User-Defined 2	
Minimum Order		\$0.00	Тах Туре:	Not a 1099 Vendor 🛛 🗸 🗸
Trade Discount		0.00%	FOB:	None 🔽
Minimum Payment:	💿 No Minimum	O Percent	🔿 Amount	0.00%
Maximum Invoice Amt:	💿 No Maximum		🔘 Amount	\$0.00
Credit Limit:	🔘 No Credit	💿 Unlimited	🔘 Amount	\$0.00
Writeoff:	 Not Allowed 	🔘 Unlimited	🔘 Maximum	\$0.00
🗹 Revalue Vendor	Post Result To:	💿 Payables/Di	scount Acct	O Purchasing Offset Acct
Maintain History:	Transaction			Accounts
I ← ← ► ► by Class ID	• ••••••••••••••••••••••••••••••••••••			()

Vendor Class Accounts Setup

Use the Vendor Class Accounts Setup window to enter default accounts for the selected class. To open this window, click the **Accounts** button on the Vendor Class Setup window.

🙀 Vendor Clas	s Aco	counts Se	tup							×
File Edit To	ools	Options	Help					sa Fabrikam, I	nc. 4/12/	2017
Class ID	USA-	USI								
Description	U.S. '	Vendors - Ir	nventory							
Use Cash Accou	nt from	1:	⊙ Check	book.	🔿 Vendor					
			Account				Description			
Cash			-	-		\sim				÷.
Accounts Payable	e		000-210	10 - 00		Q	Accounts Payable			→
Terms Discounts.	Availa	ble	000-210	15-00		୍ଦ	Purchases Discou	nts Available		→
Terms Discounts	Taker	1	000-460	0 - 00		Q	Purchases Discou	nts Taken		→
Finance Charges			000 -801	0-00		୍ଦ	Finance Charge E:	xpense		→
Purchases			000-130	10 - 01		2	Inventory - Retail/	Parts		· >
Trade Discount			-	-		Q				→
Miscellaneous			000-678	0 - 00		୍ଦ	Miscellaneous Exp	ense		→
Freight			000-471	0-00		0	Freight and Handli	ng		→
Tax			000-663	0 - 00		Q	IL State Sales Tax	: Expense		→
Writeoffs			-	-		Q				→
Accrued Purchas	es		000-211	1-00		Q	Accrued Purchase	s		→
Purchase Price V	arianc	e	000-473	0 - 00		2	Purchase Price Va	ariance - Unrealiz	ed	→
i 🖓 🥥									OK	



Additional Vendor Accounts

Open the Additional Vendor Accounts window by clicking the **Ellipsis** button in the **Purchases Account Description** field. These additional purchase accounts can be used during transaction entry when amounts to posting accounts are distributed.

🐺 Additional Vendo	or Accounts			
File Edit Tools	Help		sa I	Fabrikam, Inc. 4/12/2017
Class ID Description Distribution Type Default Account	USA-US-1 U.S. Vendors Purchases 000 - 1300 -	- Inventory		
Account	Q >	Description		Default on Trx
600 -6500 -00		Postage/Freight - Purchasing/Receiving		
				=
				~
<i>[</i>] ()				ОК

Vendor Maintenance

Use the Vendor Maintenance window to enter and track vendor information about vendors. To open this window, click the **Purchasing** series button and then click **Vendor** on the Cards content pane.

🙀 Vendor Mai	ntenance							
File Edit 1	Tools Options Help					sa Fa	brikam, Inc. 4/	12/2017
🔚 Save 🛃	🖌 Clear 🗙 <u>D</u> elete	Wri	te Letters 🖕					3
Vendor ID	ACETRAVE0001		Hold	St	atus:	Active		*
Name	A Travel Company							
Short Name	A Travel			<u>Cla</u>	<u>ass ID</u>	AUS-NS	iW-M	୍ଦ୍
Check Name	A Travel Company							
Primary Address: Address ID	PRIMARY	Q i	8					
Contact	Greg Powell			Ph	none 1	(298) 55	5-0101 Ext. 00	00
Address	123 Riley Street			Ph	none 2	(000) 00	10-0000 Ext. 00	00
				Ph	none 3	(000) 00	10-0000 Ext. 00	00
				Fa	x	(294) 55	5-0101 Ext. 00	00
City	Sydney							
State	NSW			Tax Sche	dule	AUSNS	WST+20	
ZIP Code	2086			<u>Shipping</u>	Method	OVERN	IGHT	୍ଦ
Country Code			Q	UPS Zon	e			
Country	Australia							
Address IDs:			Vendor Acc	ount				
Purchase	PRIMARY							
Remit To	REMIT TO	Q	Comment 1					
Ship From	PRIMARY	Q	Comment 2					
					<u>Options</u>	Ado	l <u>r</u> ess <u>A</u> cco	unts
	by Vendor ID	*						۵ 🗘



Vendor Maintenance Options

Click the **Options** button on the Vendor Maintenance window to open the Vendor Maintenance Options window. Use this window to set additional defaults and selections for a vendor.

🐺 Vendor Maintenan	ce Options			
File Edit Tools (Options Help			sa Fabrikam, Inc. 4/12/2017
Vendor ID ACETR	AVE0001			
Name A Trave	el Company			
Currency ID	Z-US\$	Q 🗋	Tax ID	
Rate Type ID		Q	Tax Registration	
Payment Terms	Net 30	Q	Checkbook ID	Q
Discount Grace Period			Туре	Other Expenses
Due Date Grace Period			User-Defined 2	
Payment Priority	1		Тах Туре:	Not a 1099 Vendor 🛛 👻
Minimum Order			1099 Box:	~
Trade Discount			FOB:	None 🔽
			Language:	None 💌
Minimum Payment:	💿 No Minimum	🔘 Percent	🔘 Amount	\$0.00
Maximum Invoice Amt:	💿 No Maximum		🔘 Amount	\$0.00
Credit Limit:	🔘 No Credit	💿 Unlimited	🔘 Amount	\$0.00
Writeoffs:	Not Allowed	🔘 Unlimited	🔘 Maximum	\$0.00
🔽 Revalue Vendor	Post Results To:	💿 Payables/I	Discount Acct 🛛 🔘	Purchasing Offset Acct
– Maintain History: – ☑ Calendar Year ☑ Fiscal Year	 Transaction Distribution 			
۵ 💭				ОК

Vendor Address Maintenance

Click the Address button on the Vendor Maintenance window to open the Vendor Address Maintenance window.

🙀 Vendor Addre	🛛 Vendor Address Maintenance						
File Edit Tool	File Edit Tools Help sa Fabrikam, Inc. 4/12/2017						
🛃 Save 🗶	Clear 🗙 Delete		a				
Vendor ID	ACETRAVE0001						
Name	A Travel Company						
Address ID 🖪	PRIMARY						
Contact	Greg Powell	Phone 1	(298) 555-0101 Ext. 0000				
Address	123 Riley Street	Phone 2	(000) 000-0000 Ext. 0000				
		Phone 3	(000) 000-0000 Ext. 0000				
		Fax	(294) 555-0101 Ext. 0000				
City	Sydney						
State	NSW						
ZIP Code	2086	Tax Schedule	AUSNSWST+20 🔍				
Country Code	Q	Shipping Method	OVERNIGHT 🔍				
Country	Australia	UPS Zone					
			EFT <u>B</u> ank				
			۵ 💭				



Vendor Account Maintenance

Click the **Accounts** button on the Vendor Maintenance window to open the Vendor Account Maintenance window. Use this window to enter default accounts for each vendor record.

🙀 Vendor Acc	ount	Maintena	nce						X
File Edit T	ools	Options	Help				sa Fabrikam, I	Inc. 4/12/	2017
Vendor ID Name	ACE1 A Tra	FRAVE0001 avel Compar	Ŵ						
Use Cash Accou	unt Fror	n:	💿 Checkbook	🔘 Vendor					
			Account			Description			
Cash					\sim				÷.
Accounts Payabl	le 🛛		000-2100-00		Q	Accounts Payable			→
Terms Discounts	Availa	<u>ble</u>	000-2105-00		\bigcirc	Purchases Discou	nts Available		→
Terms Discounts	Taker	1	000-4600-00		0	Purchases Discou	nts Taken		→
Finance Charges			000-8010-00		0	Finance Charge E:	pense		→
Purchases			400-6520-00		2	Travel - Service/In	stallation		. >
Trade Discount					2				→
Miscellaneous			000-6780-00			Miscellaneous Exp	ense		→
Freight			400-6500-00			Postage/Freight - 9	Service/Installat	ion	→
Тах			000-6650-00		Q	Australia Sales Tax	Expense		→
Writeoffs					Q				→
Accrued Purchas	ses		000-2111-00		Q	Accrued Purchase	s		→
Purchase Price V	/arianc	e	000-4730-00		Q	Purchase Price Va	riance - Unrealiz	ed	→
i 🗿 🗇 🔞								OK	

Vendor History

Use the Vendor Credit Summary window to view vendor history and summary information. To open this window, click the **Purchasing** series button and then click **Summary** on the Cards content pane.

🙀 Vendor Cre	🛛 Vendor Credit Summary								
File Edit 1	Tools He	lp					sa Fabr	ikam, Inc. 4/12,	/2017
🛃 Save 💋 Clear 🕅 🕎 Write Letters 🖵									ے
Vendor ID	ACETRA	VE0001				Current Balanc	e	\$6,713	3.27
Name	A Travel I	Company				On Order		\$1	0.00
	Number		Date			Amount			
Last Check	20057		2/15	5/2017			\$50.00	1	
Last Invoice	DLKF;LA	КJ	5/8/	2017					
Unapplied Paym	ient	Balance			<u>Unp</u> First	aid Finance Charges Purchase Date		6/26/2013	
Highest Balance	•	\$9,	612.3	5	Day	s For Checks to Clear			
Aging Period		Amount			Ave	rage Days to Pay:			
Current Period		\$1).00 🗹	•	Yea	r to Date			
1 - 30 Days		\$1).00		Life	to Date			
31 - 60 Days 61 and Over		\$6,71).00 3.27 🗉		Num	ber of Paid Invoices:			
		\$1).00		Yea	r to Date	[1
		\$1).00		Life	to Date			1
		\$1).00 📐	•					
	Period Yearly								
	If f I by Vendor ID								



Period Summary Information

To enter historical amounts per period, click the **Period** button on the Vendor Credit Summary window to open the Vendor Period Summary window.

🐺 Vendor Period	Summary				
File Edit Tools	Help			sa Fabrikam, I	inc. 4/12/2017
Vendor ID Name	ACETRAVE0001 A Travel Company				
Display: 💿 Ca	lendar 🔿 Fiscal	Year	2017 Mont	h/Period 🖣	4 ►
Amount Billed		\$0.00	Terms Disc Avail		\$0.00
Amount Paid		\$0.00	Terms Disc Taken		\$0.00
1099 Amount 🛛 🗇		\$0.00	Terms Disc Lost		\$0.00
Withholding		\$0.00			
Finance Charge		\$0.00	Number of Finance Char	ges	0
Writeoffs		\$0.00	Number of Invoices		0
Returns		\$0.00			
Trade Discounts		\$0.00			
i				Save	Clear

Yearly Summary Information

To enter or calculate yearly history totals for a vendor, click the **Yearly** button on the Vendor Credit Summary window to open the Vendor Yearly Summary window. Because payables transactions are date sensitive, period balances must be entered in the Vendor Period Summary window.

🙀 Vendor Yearly Sum	nary		
File Edit Tools He	lp		sa Fabrikam, Inc. 4/12/2017
Vendor ID	ACETRAVE0001		
INAME	A mayer company		
Summary View	Fiscal Year	*	
Year	2017 Period 📀	All 🔘 From	
		То	0 🔍 C <u>a</u> lculate
	Year to Date	Last Y	ear Life to Date
Amount Billed	\$0.00	\$0.	00 \$8,163.27
Amount Paid	\$50.00	\$0.	00 \$1,450.00
1099 Amount 👘	\$0.00	\$0.	00 \$0.00
Withholding	\$0.00	\$0.	00 \$0.00
Terms Disc Avail	\$0.00	\$0.	00 \$0.00
Terms Disc Taken	\$0.00	\$0.	00 \$0.00
Terms Disc Lost	\$0.00	\$0.	00 \$0.00
Finance Charges	\$0.00	\$0.	00 \$0.00
Writeoffs	\$0.00	\$0.	00 \$0.00
Returns	\$0.00	\$0.	00 \$0.00
Trade Discounts	\$0.00	\$0.	00 \$0.00
No. Finance Charges	0		0 0
Number Invoices	1		0 9
i			ОК



Batch Entry

Use batches to group similar transactions. Using batches is optional, but can help to organize payables transactions. To open this window, click the **Purchasing** series button and then click **Batches** on the Transactions content pane.

🐺 Payables Ba	atch Entry					×
File Edit 1	ools Help				sa Fabrikam, Inc. 4/12/20	17
🛃 Save 🔬	Clear 🗙 D	elete 🕂	<u>P</u> ost		4	3
Batch ID	PAYABLES BATCH	1 🔍 🗋	Origin:	Payables	s Trx Entry 🖂	
Comment	Payables Invoice					
Frequency:	Single Use	*	Posting D	ate	4/21/2017 🏢	
			Check Da	ate	0/0/0000	
Recurring Postin	g	0				
Days to Increme	nt	0	Checkbo	DOK ID UPT	DWN TRUST	
			Currency	ID	C.⊡ ≉	
Times Posted			Last Date Po	sted		
	Control		Actual			
Transactions				2		
Batch Total		\$0.00		\$125.00		
	User ID		Approval Date	-		
Approved					Transactions	
					<i>D</i> (0

Payables Transaction Entry

Use the Payables Transaction Entry window to enter many vendor related transactions. To open this window, click the **Purchasing** series button and then click **Transaction Entry** on the Transactions content pane.

🐺 Payables Tran	saction Entry				X
File Edit Tools	s Options Help		sa Fabrik	am, Inc. 4/12/	2017
🔚 Save 🗙 [Delete 🕂 Post 🏼 🎒 Pri <u>n</u> t			- 	4
Voucher No.	0000000000000457 🔍 🗋 📃	Intercompany Batch I	ID PAYABLES B	АТСН 🔍 -	>
Document Type:	Invoice 🗠	Doc.	Date 4/21/2017		
Description	РМ				
)(ander ID		Currencu ID	7.115¢		<u>د</u> (
Name		Decument Number	DOCUMENT 1	~~ L	
Address ID		P.O. Number	DOCOMENT		
Bemit-To ID		Shinning Method	OVEBNIGHT	Q	
Payment Terms	Net 30 Q →	Tax Schedule ID	COMPANYPUR	<u>a</u> .	•
Purchases	\$50.00	1099 Amount		\$0.00	ŧ
Trade Discount	\$0.00	Cash		\$0.00	>
Freight	\$0.00	Check		\$0.00	>
Miscellaneous	\$0.00	Credit Card		\$0.00	>
Tax	\$0.00 >	Terms Disc Taken		\$0.00	
Total	\$50.00	On Account		\$50.00	
		Apply	Distributions	Print Check	<u> </u>
II I I I I	Batch ID 💌	Status Unposted		٥	0



Tax Amounts

Taxes are calculated automatically, based on tax schedules and shipping information. Click the **Tax** expansion button to open the Payables Tax Detail Entry window.

🐺 Payables Tax Entry	1			×
File Edit Tools C	ptions Help		sa Fabrikam, Inc. 4/12/2	2017
Туре	Invoice			
Document Number	DOCUMENT 1			
Pre-Tax Amount		\$50.00		
Tax Detail ID 🛛 🔍 🗋 1	otal Purchases	Total Taxable Purchases	Tax Amount	*
Description		Account 🔍 🗋 🗄	Percent/Amount	*
USEXMT+PSONO	\$50.00	\$50.0) \$0.00	^
	\$0.00	\$0.0) \$0.00	
		Total Tax Amount	\$0.00	
		Difference	\$0.00	
۵ 💭		ОК	Delete Def <u>a</u> ult	t

Print a Cheque

If a cheque amount is entered, click Print Cheque to open the Print Payables Transaction Cheques window and generate a computer cheque. If Print Cheque is not selected, the cheque is recorded as a manual cheque.

🐺 Print Payables Ti	ransaction Check			
File Edit Tools	Help			sa Fabrikam, Inc. 4/12/2017
Checkbook ID Check Date	UPTOWN TRUST 4/21/2017		Currency ID	Z-US\$
Check Number	20059	Check Format:	Stub on Top	•
Separate Remittanc Print: Stub Align	e ment Form 💿 Check			
۵ 🕼				Print



Apply Credit Memos or Returns

When a credit memo or return is entered, the amount credited or returned can be assigned to the original transaction or to another transaction to reduce the liability. Click **Apply** on the Payables Transaction Entry window to open the Apply Payables Documents window.

💀 Apply Payables Documents							
File Edit Tools H	elp				sa f	Fabrikam, Inc.	4/12/2017
🖌 OK 🏘 Find	0	Unapply 🏻 🍋	Auto Apply				
Vendor ID ACETRA	VE0001		Document No.		 CR1234 		► Q
Name A Trave	Company	,	Document Type:		Credit Me	mo	*
		_	Apply From Currency	ID	Z-US\$		÷.
Apply Date 4/12/	2017	#	Apply Posting Da	te	4/12/201	7	
_							
Original Amount		\$500.	00 Unapplied Amour	nt			\$500.00
Apply to Document		Due Date	Amount Remaining	1	Apply Amoun	t	*
Type Original Document	Amt	Discount Date	Terms Available	Terms 1	l <u>aken</u>	Writeoff	*
Apply To Currency ID	Exchar	ige Rate	Calculation Method	Rea	lized Gain/Lo	280	
1000		7/26/2013		\$57.68			\$0.00 🔼
INV	\$657.	68 0/0/0000	\$0.00		\$0.00		\$0.00
Z-US\$	0.0000	000					\$0.00
1001		8/8/2013	\$	153.81			\$0.00
INV	\$553.	31 0/0/0000	\$0.00		\$0.00		\$0.00
Z-US\$	0.0000	000					\$0.00
1002		9/19/2013	\$	180.72			\$0.00
INV	\$430.	72 0/0/0000	\$0.00		\$0.00		\$0.00
Z-US\$	0.0000	000					\$0.00 🗸
M K F F by Vende	or ID	~					۵ 🗘

Distribute to Posting Accounts

To view or change the distributions, click the **Distributions** button on the Payables Transaction Entry window to open the Payables Transaction Distribution Entry window.

🐺 Payables 1	Fransaction Ent	ry Distributio	n				\mathbf{X}
File Edit	Tools View H	elp				sa Fabrikam, Inc. 4/12/3	2017
Vendor ID ACETRAVE0001 Voucher Number 000000000000457						00000000000000457	
Vendor Name	A Travel Com	ipany			Jocument Type	Invoice	
Currency ID	2-05\$			-	unctional Amount	\$57.	.50
				_(Originating Amount	\$0.	.00
Co. ID 📿 🕏	Account	~~_ <i>2</i> : Q →	Туре		Debit	Credit	*
Description					Originating Debit	Originating Credit	*
Distribution Ref	erence					Corresp. Co. ID	С,
TWO	400 -6520 -00		PURCH	~	\$50.00) \$0.00	^
TWO	400-6500-00		FREIGHT	*	\$5.00) \$0.00	i 🔤 🛛
TWO	000-6780-00		MISC	~	\$2.50) \$0.00	j I
TWO	000-2100-00		PAY	~	\$0.0) \$57.50	i
				~	\$0.00) \$0.00	I∎
							~
		Function	al Totals		\$57.50) \$57.50	
<u>R</u> ates		Originatin	ng Totals		\$0.00) \$0.00	
۵ 🗘				ОК	Delete	Def <u>a</u> ult Redispl	ay



Using MDA in Payables Management

Use Multidimensional Analysis with any of the transaction types in the Payables Transaction Entry window. The following are some points to remember when using Multidimensional Analysis.

🐺 Payables Analysi	s Posting Detail				
<u>File E</u> dit <u>T</u> ools	Help			sa Fabrikam, Inc. 4/12,	2017
Account Description Posting Amount	000 -6410 -00 Vehicle Insurance	\$1,000.00			
Analysis Group ID CARS	Group Description Fleet of Cars			Analysis Type Optional	
Current Group	CARS	Aut <u>o</u> Alloc	ate		*
Analysis Code ID	🔍 Posting Description		Quantity	Amount	*
Code Description					*
INTREPID			0	\$400.00	
CONTOUR			0	\$250.00)
TAURUS			0	\$350.00	
			\$0.00	\$0.00)
				** 000.00	~
			Total	\$1,000.00]
۵ 🕼			ОК	Delete Def <u>a</u> u	ılt

Scheduled Payments Entry

To open this window, click the **Purchasing** series button and then click **Scheduled Payments** on the Transactions content pane.

🐺 Payables Scheduled Pa	ayments Entry						
<u>File E</u> dit <u>T</u> ools <u>H</u> elp			sa Fabrikam, Inc. 4/12/2017				
🛃 Save <u> </u> Clear 🕂	<u> P</u> ost <u>D</u> elete		a				
Schedule Number S	Schedule Number SCHED 00000000001						
Original Document Number	I C	Schedule Interest Rate	3.5000%				
Original Document Type	Invoice	Number of Payments	24				
Vendor ID	ADVANCED0001	Payment Frequency	Monthly 🔽				
Vendor Name	Advanced Office Systems	Calculated Payment Amount	\$1,819.76				
Schedule Document Date	1/30/2017 🏢	First Invoice Document Date	1/30/2017 🔠 🕏				
Schedule Amount	\$42,121.46	First Invoice Due Date	2/28/2017 🔠 🕏				
Currency ID	Z-US\$ 🕏						
- Posting Accounts							
Accounts Payable	00-2100-00	🔍 Accounts Payable	>				
Payables Offset 0	00-2111-00	🔍 Accrued Purchases	→				
Interest Expense 0	00 -8020 -00	🔍 Interest Expense	>				
			alculate <u>Amortization</u>				
I I I I I Schedule Nu	umber 💌		۵ 🕼				



Amortization Schedule

An amortization schedule is generated when the monthly payment amount is calculated for a payment schedule. To view the amortization amounts click the **Amortization** button in the Payables Scheduled Payments Entry window.

🐺 Payables	Amortizatio	n Schedule					
Eile Edit Iools Help sa Fabrikam, In							/12/2017
		· · · · · · · · · · · · · · · ·					
Schedule Nu	imber	SCHED00000000001		Schedule Ar	nount	\$42	,121.46
Schedule De	scription			Schedule In	terest Rate	3	1.5000%
Vendor ID		ADVANCED0001		Payment Fre	quency	Monthly	\sim
Vendor Nam	в	Advanced Office Systems		First Invoice	Document Date	1/30/2017	
Payment	Due Date	Payment Amount	Principal	Interest		Principal Balance	
1	2/28/2017	\$1,819.76	\$1,696	.91	\$122.85	\$40,42	4.55 🔼
2	3/28/2017	\$1,819.76	\$1,701	.86	\$117.90	\$38,72	2.69
3	4/28/2017	\$1,819.76	\$1,706	.82	\$112.94	\$37,01	5.87 📄
4	5/28/2017	\$1,819.76	\$1,711	.80	\$107.96	\$35,30	4.07
5	6/28/2017	\$1,819.76	\$1,716	.79	\$102.97	\$33,58	7.28
6	7/28/2017	\$1,819.76	\$1,721	.80	\$97.96	\$31,86	5.48
7	8/28/2017	\$1,819.76	\$1,726	.82	\$92.94	\$30,13	8.66
8	9/28/2017	\$1,819.76	\$1,731	.86	\$87.90	\$28,40	6.80
9	10/28/2017	\$1,819.76	\$1,736	.91	\$82.85	\$26,66	9.89
10	11/28/2017	\$1,819.76	\$1,741	.97	\$77.79	\$24,92	7.92 🔽
i						OK Ca	incel

Post Scheduled Payments

Use the Post Payables Scheduled Payments window to post individual payments in a payment schedule. To open this window, click the **Purchasing** series button and then click **Post Scheduled Payments** on the Routines content pane.

🙀 Post Pa	ayables Scheduled Payme	nts			
<u>F</u> ile <u>E</u> di	it <u>T</u> ools <u>H</u> elp		sa Fat	orikam, Inc.	4/12/2017
+🔂 <u>P</u> ost	🔬 Redisplay 🛛 😰 Canc	el			
Range Due Date I	Schedule Number 🕑 💿 Cutoff 0/0/0000 🏢	All O From: To:			Q
Display:	⊙ All O Marked		Mark <u>A</u>	II Unm	a <u>r</u> k All
Marked	Vendor ID	Schedule Number		Due Date	*
Payment.	Amount Description			1	*
	ADVANCED0001	SCHED0000000	1001	2/28/2017	^
	ADVANCED0001	SCHED0000000	1001	3/28/2017	=
	ADVANCED0001	SCHED0000000	1001	4/28/2017	
	ADVANCED0001	SCHED0000000	1001	5/28/2017	
	ADVANCED0001	SCHED0000000	1001	6/28/2017	_
	ADVANCED0001	SCHED0000000	1001	7/28/2017	
	ADVANCED0001	SCHED0000000	1001	8/28/2017	
	ADVANCED0001	SCHED0000000	1001	9/28/2017	~
Schedule	Number				۵ (



Enter a Manual Payment

Use the Manual Payment Entry window to record payments made by writing a manual cheque, using a credit card, or making cash payments. To open this window, click the **Purchasing** series button and then click **Manual Payments** on the Transactions content pane.

🐺 Payables Manual Pa	yment Entry		
File Edit Tools Op	itions Help		sa Fabrikam, Inc. 4/12/2017
🔚 Save 🗙 <u>D</u> elete	🐔 Auto Apply 🕂 Eost		S. 🛃
Payment Number	000000000000262	Batch ID M/	ANUAL CHECK 🔍 🔾
Date	4/21/2017 🏾 🏢 🗇	Batch Total	\$75.00
Vendor ID	ADVANCED0001	Currency ID	JS\$ 🔍 🕽 🔶
Check Name	Advanced Office Systems		
Payment Method:	Check Credit Card Cash EFT	Electronic	
	20042	Unapplied	Amount ¢0.00
Amount	\$50.00	Applied	\$50.00
Comment	+	Total	\$50.00
Terms Discount Taken Terms Discount Available	\$0.00	Writeoff	\$0.00
			Apply Distribution
I ◀ ♦ ► ► by Batel	h ID 🔽		٥ 🖉

Apply to Specific Documents

To pay specific outstanding transactions, click the **Apply** button to open the Apply Payables Documents window.

🐺 Apply Payables Docu	ments						E	
File Edit Tools Help)					sa Fab	rikam, Inc. 🧃	4/12/2017
🖌 OK 🏘 Find	🧀 υ	napply 🛛 🚝	Auto Apply					
Vendor ID ADVANCE	D0001		Document No.		4 200	42		• 🔍
Name Advanced	Office Sy:	stems	Document Type:		Pay	ment		*
			Apply From Currency	ID	Z-U	S\$		÷.
Apply Date 4/21/20	17 🏢		Apply Posting Da	te	4/2	1/2017		
Original Amount		\$50.	00 Unapplied Amou	nt				\$0.00
Apply to Document	Du	e Date	Amount Remaining		Apply A	mount		*
Type Original Document Arr	nt	Discount Date	Terms Available	Terms	Taken	W	'riteoff	×
Apply To Currency ID	Exchange	Rate	Calculation Method	Re	alized G	ain/Loss		
115000	2/	15/2014	\$15,	736.74			\$	\$0.00 🔼
INV \$1	5,736.74	1/16/2014	\$307.66		:	\$0.00	\$	\$0.00
Z-US\$	0.000000	D					\$	\$0.00
2255	7/3	21/2017	\$3,	000.00			\$	\$0.00
INV \$	3,000.00	0/0/0000	\$0.00		:	\$0.00	\$	\$0.00
Z-US\$	0.000000	D					\$	\$0.00
8000	11	/22/2013	\$2,	828.54			\$	\$0.00
INV \$	3,268.64	0/0/0000	\$0.00		:	\$0.00	\$	\$0.00
Z-US\$	0.000000	0					\$	\$0.00 🗸
M K F F by Vendor I	D	~						۵ 🗘



Distribute to Posting Accounts

To view or change the distributions, click the **Distributions** button to open the Payables Transaction Entry Distribution window. Be sure the payment amounts in this window are allocated to the correct posting accounts, and make any necessary adjustments. The distributions are based on the amounts entered in the Payables Manual Payment Entry and Apply Payables Documents windows and are displayed as defaults.

🐺 Payables Tra	ansaction Entry Distributi	ion			X
File Edit To	ools View Help			sa Fabrikam, Inc. 4/12/	2017
Vendor ID	ADVANCED0001		Payment Number	00000000000000262	
Vendor Name	Advanced Office Systems		Document Type	Payment	
Currency ID	Z-US\$		Functional Amount	\$50	.00
			Originating Amount	\$0	.00
			-		
Co. ID 📿 🗟 🗛	$\frac{ccount}{2}$ \mathbb{Q}	≽ Туре	Debit	Credit	*
Description			Originating Debit	Originating Credit	*
Distribution Refere	ence			Corresp. Co. ID	
TW0 00	00 -1100 -00	CASH 🔽	\$0.0	0 \$50.00	<u>^</u>
TW0 00	00-2100-00	PAY 🗸	\$50.0	0 \$0.00	
		~	\$0.0	0 \$0.00	1
					Ξ
					~
	Functio	onal Totals	\$50.0	0 \$50.00	
<u>R</u> ates	Origina	ting Totals	\$0.0	0 \$0.00	
۵ و		01	<u>D</u> elete	Def <u>a</u> ult Redispl	ay

Select Payables Cheques

Two options are available for selecting vendors and vouchers to create computer cheques. Use the Select Payables Cheques window to quickly select ranges of vendors and vouchers to pay. To open this window, click the **Purchasing** series button and then click **Select Cheques** on the Transactions content pane.

🐺 Select Payables Che	ecks						
File Edit Tools O	ptions Help				sa Fabrika	m, Inc. 4/12/	2017
📲 🛕 🗛 🗛 👫	Clear						3
Batch ID COMPU	TER CHECK1	2 >		Checkbook ID	UPTOWN	N TRUST	
Batch Total	\$99	90.89		Currency ID	Z-US\$		÷.
Select Vendor by:	Vendor ID	🗸 💽 All 🛛	From:				\sim
		_	To:				\sim
Select Document by:	Voucher Number	🗸 💽 All 🛛 🔍	From:				\odot
		-	To:				\sim
Due Date Cutoff:	 None 	🔘 Due Date					
Discount Date Cutoff:	None	o al	0	Discount Date			
Select Documents:	Functional Currency Or	nly	*	One Check Per	: Ve	ndor	*
Automatically Apply Existing	g Unapplied:			🔲 Take Non-(Qualifying Dis	scounts	
Payments 🔽	Credit Memos	Returns		📃 Pay Only M	inimum		
Functional Currency Dr	nly 🔿 All Ci	urrencies		Apply Date		4/12/2017	
Remittance:						Print Checks	
List Documents: /	All Documents 🛛 👻	Print Previous	ly Appli	ied Documents	Eg	lit Check Bato	:h
Sort Documents by:	Date 💌	Use D	ue Dati	e Cutoff		Edit Chec <u>k</u>	
						5	• 📀



Edit Payables Cheques

Use the Edit Payables Cheques window to edit, delete, or add a vendor or voucher to a payment batch created using the Select Payables Cheques window. To open this window, click the **Purchasing** series button and then click **Edit Cheque** on the Transactions content pane.

🌃 Edit Payables (Checks							
File Edit Tools	Options	s Help				s	a Fabrikam, Inc. 4/	12/2017
🔚 Save 🗙 🛛	elete 🎼	🔒 Auto Apply	·					3
Payment Number	000	000000000000000000000000000000000000000)265	QD	Checkbook		UPTOWN TRUST	
Batch ID	CO	MPUTER CH	ECK1	Q >	Currency ID		Z-US\$	÷.
Batch Total			\$99	0.89	Apply Date	;	4/12/2017	
Vendor ID	WESTJUN	NC0001		Q	Amount:			
Check Name	West Junc	ction Service			Unapplied			\$0.00
					Applied		\$	990.89
Comment					Check		\$	990.89
List Documents on R	emittance: Remittance I	bu:	All Docu Date	ments	*		Electronic	
Terms Discount Take	en	by.	Date	\$0.00	Writeoff	[\$0.00
Terms Discount Avai	lable			\$0.00				<u> </u>
			(Check <u>S</u> tub	o Apply	Dist	ribution Print Ch	ec <u>k</u> s
I4 4 ▶ ▶I by	Batch ID		*	Status	Unposted			۷ 🕐

Cheque Stub

Open the Payables Cheque Stub Documents window by clicking the **Cheque Stub** button. Use the Payables Cheque Stub Documents window to determine what documents appear on the cheque stub.

Payme √endor	nt Nun							sa Fa	abrikam, Inc	. 4/12/	2017
Payme Vendor	nt Nun										_
Vendor		nber	00000000	000000028	35	Check Amou	int			\$990	.89
	r ID		WESTJU	NC0001		Currency ID	Z	US\$			4
Print	Туре	Voucher I	Number		Doc Date	Amount		Amount	Paid		
	INV	00000000	00000033	2	1/6/2014		\$318.33		1	318.33	~
	INV	00000000	00000036	7	1/29/2014		\$672.56		1	672.56	
_											1
											1
											1
											~
									_		



Distributions

To view or change account distributions, click the **Distributions** button to open the Payables Transaction Entry Distribution window. Verify the payment amounts are allocated to the correct posting accounts, and make any necessary adjustments.

🙀 Payables T	ransaction Entry Distributio	n				
File Edit 1	Fools View Help				sa Fabrikam, Inc. 4/12	2/2017
Vendor ID Vendor Name Show the Pa Show Apply Document Num	WESTJUNC0001 West Junction Service ayment Distribution Information		F	Payment Number Document Type Functional Amount Driginating Amount Currency ID	000000000000265 Payment \$95 2-US\$)0.89 ;0.00
Co. ID 🔿 🗟	Account 👘 🖉 🔍 →	Туре		Debit	Credit	*
Description				Originating Debit	Originating Credit	*
Distribution Refe	rence				Corresp. Co. ID	- C,
TWO (000 -1100 -00	CASH	~	\$0.0	0 \$990.8	39 🔨
TWO	000 - 2100 - 00	PAY	~	\$990.8	9 \$0.0	00
			~	\$0.0	10 \$0.0	00
						=
						~
	Function	al Totals		\$990.8	9 \$990.8	9
<u>R</u> ates	Originati	ng Totals		\$0.0	0 \$0.0	0
۵ 🖒			ок	Delete	Def <u>a</u> ult Redis	play

Edit Payables Cheque Batches

Use the Edit Payables Cheque Batch window to edit, delete, or add a vendor or voucher to the payment batch created using the Select Payables Cheques window. To open this window, click the **Purchasing** series button and then click **Edit Cheque Batch** on the Transactions content pane.

🙀 Edit Payables C	hec	k Batch										
File Edit Tools	н	lelp								sa Fabrika	am, Inc. 4	12/2017
🗸 ОК [🛃 А	edis	play										- 3
Batch ID	CC	MPUTER CHECK1		୍ଦ			Checkbook	ID		UPTOWN	TRUST	
Currency ID	Z·	US\$		÷,			Checkbook	Currency ID		Z-US\$		
Batch Total		\$990.	89				Balance be	fore checks			\$95,	979.19
Apply Date		4/12/2017					Balance aft	er checks			\$94,	988.30
Vendors Vendor ID	7	Total Amount Paid	ns		Sel ACI	ect the documents yo ETRAVE0001 A Tr	ou would like to avel Company) pay for vendor:			🛄 Co	olumns
ACETRAVE0001		\$0.00	^		V	Voucher Number 🛆	Due Date	Amount Remaining	Amount F	Paid		
ADVANCED0001		\$0.00				000000000000000000000000000000000000000	7/26/2013	\$57.68			<u>\$0.00</u>	~
ALLENSON0001		\$0.00				000000000000000000000000000000000000000	8/8/2013	\$153.81			<u>\$0.00</u>	
AMERICAN0001		\$0.00	-			00000000000000000	9/19/2013	\$180.72			<u>\$0.00</u>	25
ASSOCIAT0001		\$0.00				000000000000000000000000000000000000000	10/17/2013	\$596.03			<u>\$0.00</u>	
ATTRACTI00001		\$0.00				000000000000000000000000000000000000000	11/23/2013	\$605.45			<u>\$0.00</u>	
BURNETTT0001		\$0.00				000000000000000000000000000000000000000	12/24/2013	\$1,906.44			<u>\$0.00</u>	=
BUSINESS MAG		\$0.00				000000000000000000000000000000000000000	1/17/2014	\$2,158.75			<u>\$0.00</u>	
BUSINESS0001		\$0.00				000000000000003	2/27/2014	\$1,054.39			<u>\$0.00</u>	
CAPITALP0001		\$0.00										
CARLSONS0001		\$0.00										
CENTRALC0001		\$0.00	~									~
						🚈 Indicates tha	it a credit docu	ment is applied.				
۵ 💭									E dit C	hec <u>k</u>	Print Che	ecks



Print and Post Cheques

Use the Print Payables Cheques window to print the cheque batches created in the Select Payables Cheques window and the Edit Payables Cheques window. After the cheques print, individual cheques can be voided or reprinted, if necessary. If the printed cheques are correct, post the cheques.

🙀 Print Payables Cl	hecks							×
File Edit Tools	Options Help				sa Fabrik	am, Inc.	4/12/2	2017
🎒 <u>P</u> rint 🖋 Cle	ar							3
Batch ID	COMPUTER CHECK1	ι .	Checkbook ID	UPTOW	/N TRUST			
Batch Total	\$990.89) c	Currency ID	Z-US\$				÷.
Check Number	20059							
Check Date	4/12/2017	8						
Check Comment								
Sort Checks By:	Payment Number	~	Separate	e Remittan	ice	0.0		
Lheck Format:	Stup on Lop	*	Print: C) Alignme	ent Form		necks	
							0	Ø

Select a Cheque Process

After the cheques are printed, the Post Payables Cheques window opens. Use this window to reprint cheques, void cheques, print an alignment form or post the cheques to complete the cheque process.

🙀 Post Payables	Checks					
File Edit Tool:	s Options H	elp			sa Fabrikam, Inc.	4/12/2017
Batch ID Posting Date	COMPUTER CH 4/12/2017 Begrint Checks		Checkbook ID Name	UPTOWN TRU Computer-Upto	UST own Trust	
FIOCESS.	Treplink Checks		Check Date	4/12/2017		· · · ·
Void or Reprint Ran	ge: 💿 All	C From:				
Starting Check N	umber 20	060		ř		
۵ 💭				Process Pr	ocess Later	Clear



Apply Payables Documents

Use the Apply Payables Documents window to apply posted payments, credit memos, prepayments and returns. To open this window, click the **Purchasing** series button and then click **Apply Payables Documents** on the Transactions content pane.

🙀 Apply Paya	bles Doci	ument	;							X
File Edit T	ools He	lp					sa F	abrikam,	Inc. 4/12/2	2017
🖌 ок 🛛 🏘	Find	Ø5	Unapply 🏻 🎼	Auto Apply						
Vendor ID	ACETRA	/E0001	0	Document No.		▲ CF	1234		•	
Name	A Travel I	Compan	,	Document Type:		Cre	dit Me	mo		~
				Apply From Currency	ID	Z-l	JS\$			4
Apply Date	4/12/2	017	Ħ	Apply Posting Da	te	4/	12/201	7		
Original Amount			\$500	.00 Unapplied Amou	nt				\$500	.00
Apply to Doc	ument		Due Date	Amount Remaining		Apply /	Amount			~
Type Original D	ocument A	mt	Discount Date	Terms Available	Terms	Taken		Writeoff		*
Apply To Current	sy ID	Exchar	ige Rate	Calculation Method	Re	alized 0	àain/Lo	ss		
1000			7/26/2013	:	\$57.68				\$0.00	<u>^</u>
INV		\$657.	68 0/0/0000	\$0.00			\$0.00		\$0.00	
Z-US\$		0.0000	000						\$0.00	
1001			8/8/2013	\$	153.81				\$0.00	
INV		\$553.	31 0/0/0000	\$0.00			\$0.00		\$0.00	
Z-US\$		0.0000	000						\$0.00	
1002			9/19/2013	\$	180.72				\$0.00	
INV		\$430.	72 0/0/0000	\$0.00			\$0.00		\$0.00	
Z-US\$		0.0000	000						\$0.00	~
	_									
	by Vendor	ID	*							0

Distribute Additional Taxes and Write-off Amounts

While the Apply Payables Documents window is open, highlight or enter an amount in the **Discount** or **Write-off** field. Drag the mouse pointer over the Discount or Write-off column heading and click the mouse to open the Additional Tax and Write-off Distributions window.

🐺 Additional I	Purchasi	ng Tax an	d Writeoff	Distributi	ions	
File Edit T	ools He	Þ				sa Fabrikam, Inc. 4/12/2017
Vendor ID	ACETRA	/E0001			Document No.	1000
Name	A Travel (Company			Amount:	\$657.68
Posting Date						
				Unposter	d Discounts Distribute	ed To GST:
Total Discounts			\$20.00	GST	Taken Amount	\$0.00
Unposted Discou	unts		\$20.00	GST	Percentage	0.00%
				GST	Tax Detail ID	Q
Total Writeoffs			\$0.00	Unposter	d Writeoffs Distribute	d To Withholding:
Unposted Writed	offs		\$0.00	With	holding Amount	\$0.00
۵ (۵						ОК



Batch Recovery

If there is a power fluctuation or some other posting interruption, or if any transactions in a posted batch contain errors, use the Batch Recovery window to complete posting for interrupted batches or select the batches containing errors for edit. To open this window, click the **Administration** series button and then click **Batch Recovery** on the Routines content pane.

Batch Recovery		
File Edit Tools Help		sa Fabrikam, Inc. 4/12/2017
🎭 <u>C</u> ontinue 💋 Redispla <u>y</u>		
Series: All		
Display Batches: 💿 All 🔘 Marked		Mark <u>All</u> U <u>n</u> mark All
Batch ID Origin	Status	*
Comment	No. of Trx	Frequency 💙
		<u>^</u>
		~
	1	
by Batch ID 🛛 👻		۵ 🎝

Define Intercompany Relationships

Before entering intercompany transactions, define relationships between companies that can have intercompany transaction interaction. Use the Intercompany Setup window to define these relationships. To open this window, click the **Administration** series button and then click **Intercompany** on the Setup content pane.

				Compa		TWU	pany ID	auny coi	ongn
						ne:	ipany Nar	nation Co	Destir
				its	AC		,	nd Compar Inc	
		10	npany 000-2035-0	nating Cor To			er	Health Cen	amily
	alth Center	ony payable Family Hea	Intercomap	cription					
2		10	000-1200-1	From					
	amily Health Center	any Receivable from Fa	Intercompa	cription					
				instion Co.					
		00	000-2035-0	То					
E	m	any Payable to Fabrikar	Intercompa	cription					
Q		10	000-1200-1	From					
	abrikam	any Receivable from Fa	Intercompa	cription					
	m abrikam	on 20 20 Any Payable to Fabrikar 20 20 Any Receivable from Fa	mpany 000-2035-0 Intercompa 000-1200-1 Intercompa	tination Co To cription From cription					



Enter Payables Intercompany Transactions

Open the Payables Transaction Entry window to enter an intercompany transaction. To open this window, click the **Purchasing** series button and then click **Transaction Entry** on the Transactions content pane in the originating company.

🐺 Payables Tran	saction Entry						
File Edit Tools	; Options Help				sa Fabrikam	, Inc. 4/12	2/2017
🖬 Save 🗙 🛛	elete 🕂 <u>B</u> ost	🎒 Pri <u>n</u> t				5	- 🎒
Voucher No.	VCH00530	Q 🗋 🗹	Intercompany	Batch ID	PAYABLES BAT	сн 🔍	>
Document Type:	Invoice	× .		Doc. Date	4/12/2017		
Description							
<u>Vendor ID</u>	ACETRAVE0001	C	Currency ID	Z	US\$	Q	⊇ →
Name	A Travel Company		Document Nu	mber 34	56		
Address ID	PRIMARY	\bigcirc	P.O. Number				
Remit-To ID	REMIT TO	\bigcirc	Shipping Method	0\	/ERNIGHT	୍ଦ	
Payment Terms	Net 30	Q →	Tax Schedule ID	CC)MPANYPUR	Q	>
Purchases		\$500.00	1099 Amount			\$0.00	÷.
Trade Discount		\$0.00	Cash			\$0.00	→
Freight		\$0.00	Check			\$0.00	→
Miscellaneous		\$0.00	Credit Card			\$0.00	>
Tax		\$0.00 >	Terms Disc Take	n		\$0.00	
Total		\$500.00	On Account			\$500.00	
				Apply	Distri <u>b</u> utions	Print Che	×.
II I I I I I	Batch ID	*	Status Unsaved			4) 🕜

Distribute to Posting Accounts

To enter distributions to destination companies, access the Payables Transaction Distribution Entry window to edit these distributions. Click the **Distributions** button on the Payables Transaction Entry window to open this window.

🐺 Payables Transaction Entry Distribution							
File Edit 1	Fools View Help				sa Fabrikam, Inc. 4/12/2	2017	
Vendor ID	ACETRAVE0001		\	/oucher Number	VCH00530		
Vendor Name	A Travel Company		C	ocument Type	Invoice		
Currency ID	Currency ID Z-US\$		F	unctional Amount	\$500	.00	
	Account - 2	Q 🗟 Tune		Debit	Credit	\$	
Description			_	Originating Debit	Originating Credit	×	
Distribution Refe	rence		_		Corresp. Co. ID	Č.	
TWO 4	400-6520-00	PURCH	~	\$500.0) \$0.00	~	
Travel - Service	/Installation		_	\$500.0) \$0.00		
TWO (000-2100-00	PAY	~	\$0.0	\$500.00		
Accounts Payab	le			\$0.0) \$500.00		
TWO			~	\$0.0) \$0.00		
				\$0.0) \$0.00		
						~	
Bates Originating Totals \$500.00 \$500.00							
۵ 🕼			OK	<u>D</u> elete	Def <u>a</u> ult Redispl	эy	



Voiding Intercompany Transactions

To void an intercompany transaction entered in Payables Management, open the Void Open Payables Transactions window. To open this window, click the **Purchasing** series button and then click **Void Open Transactions** on the Transactions content pane in the originating company.

🙀 Void Open I	Payables Tra	ansactions						
File Edit 1	Tools Help				sa Fabrikam, i	Inc. 4/12/	/2017	
🔏 Void 🛛 🎒								
Vendor ID ACETRAVE0001 Q Mark All Upmark All							711	
Voucher Number	r	Document Number	Document Amount	Void Date	Posting Date	Void	*	
Date Ve	endor Name			Currency ID			*	
000000000000000000000000000000000000000)0014	1000	\$657.68	6/26/2013 🏢	1/1/2014 🏢	1	^	
6/26/2013 A	Travel Compan	y .		Z-US\$				
000000000000000000000000000000000000000	00015	1001	\$553.81	7/9/2013 🏢	1/1/2014 🏢	3		
7/9/2013 A	Travel Compan	ý.		Z-US\$				
000000000000000000000000000000000000000)0016	1002	\$430.72	8/20/2013 🏢	1/1/2014 🏢	1	-	
8/20/2013 A	Travel Compan	ŷ.		Z-US\$				
000000000000000000000000000000000000000)0017	1003	\$796.03	9/17/2013 🏢	1/1/2014 🏢	1		
9/17/2013 A	Travel Compan	y.		Z-US\$				
000000000000000000000000000000000000000)0018	1004	\$605.45	10/24/2013 🏢	1/1/2014 🏢	1		
10/24/2013 A	10/24/2013 A Travel Company Z-US\$							
						0) 🙆	

View Intercompany Transactions in Inquiry

Use the Payables Transaction Inquiry - Vendor window to view transaction detail for intercompany transactions originating in Payables Management. To open this window, click the **Purchasing** series button and then click **Transaction by Vendor** on the Inquiry content pane.

🐺 Payab	🐺 Payables Transaction Inquiry - Vendor								
File Ed	dit T	ools View H	lelp				sa Fabrikam,	Inc. 4/12/2	2017
🗸 ок	🔮] Redisplay						~⊘	
Vendor ID)	ACETRAVE0001	ı 🔍						
Name A Travel Company									
					1				
Documen	its:	by Document Nu	mber	💌 💽 Al	O From:				
					To:				
Include:	~	Work 🔽	Open	History					
Origin	IC Do	ocument Number	Туре	Doc. Date	Original Amount	Unappli	ed Amount	→	*
Voucher/	Paymer	nt Number	Due Date	Disc. Date	Transaction Description		Currency ID		×
OPEN	10	000	INV	6/26/2013	\$657.6	8		\$57.68	^
HIST	10	00.3	PMT	8/1/2013	\$600.0)0		\$0.00	
OPEN	10	001	INV	7/9/2013	\$553.8	31		\$153.81	
HIST	10	01.3	PMT	8/15/2013	\$400.0)0		\$0.00	
OPEN	10	102	INV	8/20/2013	\$430.7	2		\$180.72	
HIST	10	102.2	PMT	9/26/2013	\$200.0)0		\$0.00	
OPEN	10	103	INV	9/17/2013	\$796.0)3		\$596.03	
HIST	10	03.1	PMT	10/17/2013	\$200.0)0		\$0.00	~
		-		1					1
4 4 ≯	١	by Vendor ID	*						0



Intercompany Transactions; GL Inquiry

Use the Journal Entry Inquiry window to view transaction information for Intercompany transactions posted in General Ledger. To open this window, click the **Financial** series button and then click **Journal Entry Inquiry** on the Inquiry content pane in the destination company.

🐺 Journal Entry Inc	quiry						ıک
File Edit Tools	View Help				sa Fabrikam,	Inc. 4/12/3	2017
🖌 ок						- 🐼 -	3
Journal Entry	9	144 🔍 🗋	Audit Trail Code	GLTRX	00000104		
Transaction Date	4/29/2016		Batch ID	РМСНК		7	
Source Document	PMCHK		Reference	Compute	er Checks		
			Currency ID	Z-US\$		÷ 🗋	
Account	2 >	Debit		Credit			\$
Account Description				Exchance	je Rate		*
Distribution Reference							
000-1130-00			\$0.00			\$1,329.92	~
000-2100-00			\$1,329.92			\$0.00	
							≡
							~
	Total		\$1,329.92			\$1,329.92	
Intercompany			Difference			\$0.00	
						D	0

Vendor Holds

A vendor might need to be placed on hold if, for example, the wrong merchandise is received from this vendor several times. If this occurs, the invoices received from this vendor are not to be paid until the order is corrected. To place a vendor on hold, click the **Purchasing** series button, then click **Vendor** on the Cards content pane.

🙀 Vendor Mai	🐺 Vendor Maintenance								
File Edit T	ools Options Help		sa Fabrikam, Inc. 4/12/2017						
🔚 Save 🖉	🛛 Cjear 🛛 🗙 Delete 🛛 👿 🛛 Write Letters 🚽	.	a						
Vendor ID	ACETRAVE0001	Status:	Active 💌						
Name	A Travel Company								
Short Name	A Travel	Class ID	AUS-NSW-M 🔍						
Check Name	A Travel Company								
Primary Address:									
	Grea Powell	Phone 1	(298) 555-0101 Evt 0000						
Address	123 Bileu Street	Phone 2	(000) 000-0000 Ext 0000						
Address		Phone 3	(000) 000-0000 Ext 0000						
		Fax	(294) 555-0101 Ext. 0000						
City	Sydney								
State	NSW	Tax Schedule	AUSNSWST+20						
ZIP Code	2086	Shipping Method							
Country Code	Q	UPS Zone							
Country	Australia		·						
Address IDs:	Vendor Ac	count							
Purchase	PRIMARY								
<u>Remit To</u>	REMIT TO Comment	1							
Ship From	PRIMARY Q Comment 2	2							
		<u>Options</u>	Add <u>r</u> ess <u>A</u> ccounts						
	by Vendor ID 💌		۵ 🕼						



Transaction Holds

Use the Hold Payables Transactions window to place individual documents for a vendor on hold. To open this window, click the **Purchasing** series button and then click **Holds** on the Transactions content pane.

🐺 Hold Pay	ables Transa	ctions					
File Edit	Tools Help				sa Fabrikam,	Inc. 4/12/	2017
🖌 ок							ے
Vendor ID ACETRAVE0001							
Name	A Travel	Company			Mark <u>A</u> ll	Unma <u>r</u> k /	All
Document N	umber	Туре	Voucher/Payment Num	ber	Original Amount	Hold	*
Date	Currency ID		Amount Remaining				×
1000		INV	0000000000000014		\$657.6	8 🔽	^
6/26/2013	Z-US\$			\$57.68			
1001		INV	0000000000000015		\$553.8	1 🗹	
7/9/2013	Z-US\$			\$153.81			
1002		INV	0000000000000016		\$430.7	2	
8/20/2013	Z-US\$			\$180.72			
1004		INV	0000000000000018		\$605.4	5 📃	
10/24/2013	Z-US\$			\$605.45			
1005		INV	00000000000000019		\$1,906.4	4	
11/24/2013	Z-US\$			\$1,906.44			~
	l by Vendor IE)	~			5	0

Void Open Payables Transactions

Use the Void Open Payables Transactions window to void any transaction entered in the Payables Transaction Entry window. To open this window, click the **Purchasing** series button and then click **Void Open Transactions** on the Transactions content pane.

🐺 Void Ope	en Payables Tr	ansactions						
File Edit	Tools Help				sa Fabrikam, Ir	nc. 4/12	/2017	
🔏 Void							ک	
Vendor ID ACETRAVE0001 Image: Comparison of the second se								
Voucher Nun	nber	Document Number	Document Amount	Void Date	Posting Date	Void	*	
Date	Vendor Name			Currency ID			*	
0000000000	0000014	1000	\$657.68	6/26/2013 🧱	1/1/2014 🏢		^	
6/26/2013	A Travel Compar	ιy		Z-US\$				
0000000000	0000015	1001	\$553.81	7/9/2013 🧾	1/1/2014 🏢		-	
7/9/2013	A Travel Compar	IV		Z-US\$			=	
0000000000	0000016	1002	\$430.72	8/20/2013 🧾	1/1/2014 🏢			
8/20/2013	A Travel Compar	V		Z-US\$				
0000000000	0000018	1004	\$605.45	10/24/2013 🧾	1/1/2014 🏢			
10/24/2013	A Travel Compar	γ		Z-US\$				
0000000000	0000019	1005	\$1,906.44	11/24/2013 🧾	1/1/2014 🏢		-	
11/24/2013	11/24/2013 A Travel Company Z-US\$							
	· ·					4) 0	



Void Historical Transactions

Use the Void Historical Transactions window to void cash, cheque or credit card payments, returns, and credit memos. To open this window, click the **Purchasing** series button and then click **Void Historical Transactions** on the Transactions content pane.

Ģ	🛛 Void Hi	storical Payab	les Transact	ions								
	File Edit	Tools Help							sa F	abrikaı	m, Inc. 4/1	2/2017
×	🔚 Void											
[Documents	⊙ All C	From: To:		<u> </u>			Do	с Туре:	All		~
									Mark	<u>A</u> ll	Unmark	All
	Document N	lumber	Vendor ID		Document Amount		Void Da	ate	Posting Da	ite	Void	*
	Date	Payment Numbe	er	Vendor N	ame			Currency	ID			*
	000000000	00000459	ADVANCED	001	\$42,12	21.46	1/30/2	2017 🏢	1/30/201	7 🏢		~
	1/30/2017	000000000000	00459	Advanced	d Office Systems			Z-US\$				
	10000.1		COMVEXINO	001	\$39	1.74	10/13/	2013 🏢	1/1/2014	1 🏢		
	10/13/2013	3 0000000000000	00135	ComVex,	nc.			Z-US\$				
	1002.1		CIRCUITD00	01	\$1,57	9.32	10/22/	2013 🏢	1/1/2014	1 💷		
	10/22/2013	3 0000000000000	0089	Circuit Dis	tributing West			Z-US\$				
	1002.1		METROBUS	0001	\$29	9.99	10/21/	2013 🏢	1/1/2014	1 🏢		
	10/21/2013	3 0000000000000	00191	Metro Bus	iness Equipment			Z-US\$				
	1003.1		INTERNATO	001	\$31	5.00	10/10/	2013 🏢	1/1/2014	1 🏢		
	10/10/2013	3 0000000000000	00031	Internatio	nal TeleCom Assoc.			Z-US\$				~
											2) 0

Edit Payables Transaction

Use the Edit Payables Transaction window to change discount and due date information for posted transactions. To open this window, click the **Purchasing** series button and then click **Edit Transaction Information** on the Transactions content pane.

🐺 Edit Payables Transaction							
File Edit Tools	; Help				sa Fabrikam, Inc	. 4/12/2017	
🛃 Save 🛛 🜌 Clear 🗎							
Vendor ID	ACETRAVE0001		Document Typ	e:	Invoice	*	
Name	A Travel Company		<u>Number</u>	•	1000	▶ 🔍	
			Currency ID		Z-US\$		
Original Amount	\$65	57.68					
Document Date	6/26/2013						
Discount Date	0/0/0000		P.O. Number				
Due Date	7/26/2013		Description	MEAL	S/ENT-SERVICE		
I 4 4 ▶ ▶ I by	Vendor ID	*				۵ 💭	



Change or Delete Vendor Records

As businesses grow and change, it may be necessary to change information for vendors or remove vendors that no longer do business with the company. Use the Vendor Maintenance window to remove vendors. To open this window, click the **Purchasing** series button and then click **Vendors** on the Cards content pane.

🐺 Vendor Mai	🐺 Vendor Maintenance								
File Edit T	ools Options Help		sa Fabrikam, Inc. 4/12/2017						
🚽 Save 🖉	🕻 Clear 🛛 🗙 Delete 🛛 👿 🛛 Write Letters 🗸		a						
Vendor ID	ACETRAVE0001	Status:	Active						
Name	A Travel Company								
Short Name	A Travel	<u>Class ID</u>	AUS-NSW-M 🔍						
Check Name	A Travel Company								
Primary Address: Address ID									
Contact	Greg Powell	Phone 1	(298) 555-0101 Ext. 0000						
Address	123 Riley Street	Phone 2	(000) 000-0000 Ext. 0000						
		Phone 3	(000) 000-0000 Ext. 0000						
		Fax	(294) 555-0101 Ext. 0000						
City	Sydney								
State	NSW	Tax Schedule	AUSNSWST+20						
ZIP Code	2086	Shipping Method	overnight 🔍						
Country Code	Q	UPS Zone							
Country	Australia								
Adda a Da	Marchae Ale	t							
Address IDs:		count							
Bernit To	BEMIT TO Comment 1								
Shin From	PBIMABY Q Comment 2)							
			Address Accounts						
	by Vendor ID 🔽		۵ 🕼						

Change/Delete Vendor Addresses

Use the Vendor Address Maintenance window to create, modify and delete vendor address information. To open this window, click the **Purchasing** series button and then click **Addresses** on the Cards content pane.

🙀 Vendor Addre	ss Maintenance		
File Edit Too	s Help		sa Fabrikam, Inc. 4/12/2017
🛃 Save 🗶	Clear 🗙 Delete		a
<u>Vendor ID</u>	ACETRAVE0001		
Name	A Travel Company		
Address ID	PRIMARY 🕨 🔍 🧯 💐		
Contact	Greg Powell	Phone 1	(298) 555-0101 Ext. 0000
Address	123 Riley Street	Phone 2	(000) 000-0000 Ext. 0000
		Phone 3	(000) 000-0000 Ext. 0000
		Fax	(294) 555-0101 Ext. 0000
City	Sydney		
State	NSW		
ZIP Code	2086	Tax Schedule	AUSNSWST+20 🔍
Country Code	Q	Shipping Method	overnight 🔍
Country	Australia	UPS Zone	
			EFT <u>B</u> ank
			۵ 🗘



Mass Vendor Delete

Use the Mass Vendor Delete window to delete a large group of vendor records. To open this window, click the **Purchasing** series button and then click **Mass Vendor Delete** on the Utilities content pane.

🙀 Mass	Vendor Delete					
File E	dit Tools Help				sa Fabrikam, Inc. 4/	12/2017
Range	by Vendor ID Print Report 	*	⊙ All	From To		
3 0	0				Process Ca	incel

Change Vendor Class Information

Use the Vendor Class Setup window to make changes to a class of vendors by using the roll down functionality available in Microsoft Dynamics GP. To open this window, click the **Purchasing** series button and then click **Vendor Class** on the Setup content pane.

🐺 Vendor Class Setup						
File Edit Tools Option	ns Help				sa Fabrikam, Ir	nc. 4/12/2017
🔚 Save 🖋 Clear 🕻	K Delete					a
Class ID USA-US-C		Default				
Description U.S. Vendors	-Contract Services					
Currency ID	Z-US\$		_	Tax Schedule	USAUSSTCITY+(
Rate Type ID			_	Shipping Method	GROUND	Q
Payment Terms	Net 30		୍କ	Checkbook ID		Q
Discount Grace Period		1				
Due Date Grace Period		1		Туре		
Payment Priority	1			User-Defined 2		
Minimum Order				Тах Туре:	Miscellaneous	~
Trade Discount				FOB:	None	*
Minimum Payment:	💿 No Minimum	🔘 Pe	rcent	🔘 Amount		\$0.00
Maximum Invoice Amt:	💿 No Maximum			🔘 Amount		
Credit Limit:	🔘 No Credit	💿 Un	limited	🔘 Amount		\$0.00
Writeoff:	Not Allowed	🔘 Un	limited	🔘 Maximum		
Revalue Vendor	Post Result To:	💿 Pa	yables/Dis	count Acct	O Purchasing Offsel	t Acct
— Maintain History						
	Transaction					
Fiscal Year	Distribution					Accounts
I	~					۵ 🖒



Remove Transaction History

If Payables transaction history is kept, detailed information is kept for all transactions that are posted and paid during the year. Use the Remove Payables Transaction History window to remove this history. To open this window, click the **Purchasing** series button and then click **Remove Transaction History** on the Utilities content pane.

💀 Remove Payables Transaction History	
File Edit Tools Help	sa Fabrikam, Inc. 4/12/2017
Ranges: Voucher Number 💽 From:	
To:	
Restrictions:	
Insert >>	
Remove	
Remove:	
✓ Transactions ✓ Report	
V Distributions	
<i>(</i>) (Process Cancel

Remove Distribution History

If distribution history is kept, a detailed record is available of how Payables Management transactions affected the balances of posting accounts. Use the Remove Payables Distribution History window to remove this type of history. To open this window, click the **Purchasing** series button and then click **Remove Distributions** on the Utilities content pane.

🙀 Remove Pa	vables Distribution History	
File Edit 1	ools Help	sa Fabrikam, Inc. 4/12/2017
Ranges:	Posting Date Segmen	HD C
From:	Start of Calendar Year	
To:	End of Calendar Year 🛛 🗸	
Account	6	
Description		
Insert >> Remo <u>v</u> e	Restrictions: Posting Date From Start of Calendar Year To En	d of Calendar Year
	Remove Report	
۵ 🗘		Process Cancel



Remove Calendar/Fiscal Year History

Use the Remove Payables Calendar/Fiscal History window to remove summary history information. To open this window, click the **Purchasing** series button and then click **Remove Period History** on the Utilities content pane.

🐺 Remove Pa	yables Calendar/F	iscal History	
File Edit ⁻	Tools Help		sa Fabrikam, Inc. 4/12/2017
Summary Type:	💿 Calendar	Fiscal	
Ranges	Vendor ID	From	Q
	Restrictions:	To	
Insert >>			
Remo <u>v</u> e			
	🗹 Remove History	Print Report	
۵ 💭			Process Cancel

Remove Journal History

Use the Remove Payables Journal History window to remove journal history. To open this window, click the **Purchasing** series button and then click **Remove Journal History** on the Utilities content pane.

🙀 Remove Pa	ayables Journal History	
File Edit	Tools Help	sa Fabrikam, Inc. 4/12/2017
Ranges	Audit Trail Code From To	() ()
Insert >> Remo <u>v</u> e	Restrictions:	
	✓ Remove History ✓ Print Report	
۵ 💭		Process Cancel



Reconcile

The Reconcile Payables Accounts window provides functionality to reconcile Payables Management transaction information. To open this window, click the **Purchasing** series button and then click **Reconcile** on the Utilities content pane.

Reconcile Payables Accounts	
File Edit Tools Help	sa Fabrikam, Inc. 4/12/2017
Range Vendor ID All From To	
Reconcile O Summary O Fiscal Year ⓒ Calendar Year O Batches	Year 2017
Period Amounts to Reconcile Options	
 All Amounts Reconcile 	
Only 1099 Amounts	
C Exclude 1099 Amounts	
	Process Cancel

Payables Transaction Inquiry - Vendor

Use the Payables Transaction Inquiry - Vendor window to view transactions that are saved, posted or paid for a vendor record. To open this window, click the **Purchasing** series button and then click **Transaction by Vendor** on the Inquiry content pane.

🙀 Payab	les T	ransacti	on Inq	uiry - V	/end	Dľ							X
File Ec	lit 1	ools Vi	iew H	elp						sa Fabrikar	m, Inc. 4,	12/2	2017
🗸 ок	🗸 OK 🔯 Redisplay 🛛 🤯 🖓									3			
Vendor ID	Vendor ID ACETRAVE0001												
Name		A Travel	l Compan	Ψ.									
Document	ts:	by Docu	ment Nur	nber		🗸 💽 All	O From:						
							To:						
Include:	 ✓ 	Work	V	Open		History							
Origin	IC D	ocument N	lumber	T	Гуре	Doc. Date	Original Amount	<u> </u>	Unapplie	d Amount		⇒	*
Voucher/F	Payme	nt Number		Due Da	ite	Disc. Date	Transaction Description	n .	C	urrency ID			*
OPEN	10)00		1	NV	6/26/2013	\$6!	57.68			\$57	7.68	^
HIST	10	00.3		F	РМТ	8/1/2013	\$60	00.00			\$0	0.00	
OPEN	<u> </u>)01		I	NV	7/9/2013	\$5	53.81			\$153	8.81	
HIST	10	01.3		F	РМТ	8/15/2013	\$4	00.00			\$0	0.00	
OPEN	<u> </u>)02		1	NV	8/20/2013	\$4	30.72			\$180).72	
HIST	10	02.2		F	РМТ	9/26/2013	\$20	00.00			\$0	0.00	
HIST	10	03		1	NV	9/17/2013	\$75	96.03			\$0	0.00	
HIST	10	03.1		F	РМТ	10/17/2013	\$2	00.00			\$0	0.00	~
4 4 ▶	M	by Vendo	or ID		~							0	0



Payables Transaction Inquiry - Document

The Payables Transaction Inquiry - Document window provides the option to view transactions that are saved, posted or paid for all vendors. To open this window, click the **Purchasing** series button and then click **Transaction by Document** on the Inquiry content pane.

🙀 Payab	Payables Transaction Inquiry - Document									
File Ec	dit Tools View H	Help					sa Fabrikam,	Inc. 4/12/2	2017	
🗸 OK 🔯 Redisplay 🛛 🔯 🌄										
Documen	Documents: by Document Number 🗸 💿 All 🔘 From:									
					To:					
Origin	Document Number		Туре	Doc. Date	Vendor ID		Original Amount		*	
Voucher/	Payment Number	Due D	ate	Disc. Date	Unapplied Am	<u>nount</u> →	Currency ID		*	
WORK			PMT	4/21/2017	BEAUMONT	0001		\$9,274.45	^	
HIST*	000000000000000000000000000000000000000	01	PMT	2/8/2016	ASSOCIATOO	101		\$50.25	-	
HIST	000000000000000000000000000000000000000)2	PMT	2/8/2016	ASSOCIATOO	101		\$141.84		
HIST	000000000000000000000000000000000000000	03	PMT	2/12/2016	ADVANCEDO	1001		\$90.25		
HIST	000000000000000000000000000000000000000	04	PMT	2/16/2016	CENTRALCO	001		\$93.55		
HIST	000000000000000000000000000000000000000)5	PMT	1/5/2016	ADVANCEDO	1001		\$103.79		
HIST	000000000000000000000000000000000000000	06	PMT	2/22/2016	ATTRACTIO	1001		\$271.62		
HIST	000000000000000000000000000000000000000)7	PMT	2/4/2016	GREENLAKO	001		\$607.60		
HIST	000000000000000008 PMT		PMT	2/25/2016	FABRIKAM0001			\$1,262.50		
HIST	000000000000000000000000000000000000000)9	PMT	3/5/2016	CRUGEREN	0001		\$1,255.26	~	
								D	0	

Vendor Credit Summary Inquiry

The Vendor Credit Summary Inquiry window can be helpful in deciding when to pay a vendor or to check the current balance total. To open this window, click the **Purchasing** series button and then click **Vendor Credit** on the Inquiry content pane.

🐺 Vendor Credit Summary Inquiry									
File Edit T	ools He	lp					sa Fab	orikam, Inc.	4/12/2017
🖌 ок									
Vendor ID	ACETRA	/E0001	2			Current Balano	e		\$5,867.24
Name	Name A Travel Company					On Order			
	Number		Date		Amou	nt			
Last Check	20063		3/31	/2017			\$596.03		
Last Invoice	DLKF;LA	KJ	5/8/	2017					
	Balance					id Finance Char	ges		
Unapplied Payme	<u>ent</u>		\$250.00		First F	First Purchase Date		6/26/20	13
Highest Balance			\$9,61	2.35 Days for Checks to Clear					
Aging Period		Amount			Avera	ge Days to Pay	:	-	
Current Period		(\$25	0.00) 🗹	<u></u>	Year t	o Date	645		
1 - 30 Days		1	0.00		Life to	Date	645		
31 - 60 Days		1	0.00						
61 - 90 Days		1	0.00	1	Numb	er of Paid Invoid	ces:		
Over 90 Days		\$6,11	7.24		Year t	o Date		2	
		1	0.00		Life to	Date		2	
		1	0.00	-					
	by Vendo	ID	1	-					۵ 🖉



Vendor Yearly Summary Inquiry

Use the Vendor Yearly Summary Inquiry window to view a vendor's yearly activity. To open this window, click the **Purchasing** series button and then click **Vendor Yearly** on the Inquiry content pane.

🐺 Vendor Yearly Summ	🛚 Vendor Yearly Summary Inquiry								
File Edit Tools He	lp					sa Fabrikam	, Inc. 4/12/2017		
🖌 ок							a		
Vendor ID	ACETRAVE0001	ı 🔍							
Name	A Travel Compar	ny							
Summary View	Fiscal Year		*						
Year	2017	Period 📀	All	From		0 🔍			
				To		0 🔍	Calculate		
	Year to Date		Last Yea	ır	1	Life to Date			
Amount Billed		\$0.00			\$0.00		\$0.00		
Amount Paid		\$0.00			\$0.00		\$0.00		
1099 Amount 🔅		\$0.00			\$0.00		\$0.00		
Withholding		\$0.00			\$0.00		\$0.00		
Terms Disc Avail		\$0.00			\$0.00		\$0.00		
Terms Disc Taken		\$0.00			\$0.00		\$0.00		
Terms Disc Lost		\$0.00			\$0.00		\$0.00		
Finance Charges		\$0.00			\$0.00		\$0.00		
Writeoffs		\$0.00			\$0.00		\$0.00		
Returns		\$0.00			\$0.00		\$0.00		
Trade Discounts		\$0.00			\$0.00		\$0.00		
No. Finance Charges		0			0		0		
Number Invoices		0			0		0		
I ◀ ♦ ▶I by Vendor	ID	~					۵ 🖒		

Vendor Period Summary Inquiry

Use the Vendor Period Summary Inquiry window to analyze trends in purchasing activity over a number of fiscal periods. To open this window, click the **Purchasing** series button and then click **Vendor Period** on the Inquiry content pane.

🙀 Vendor Period	Summary Inquiry						(_ 🗆 🖂
File Edit Tools	; Help					sa F	abrikam, Inc.	4/12/2017
🗸 ок								
<u>Vendor ID</u>	ACETRAVE0001	2						
Name	A Travel Company							
Display: 💿	Calendar 🚫 Fiscal		Year	2017	Mont	h/Period	•	4 🕨
Amount Billed	:	\$0.00	Terms	Disc Avail				\$0.00
Amount Paid	\$2	50.00	Terms	Disc Taken				\$0.00
1099 Amount 🛛 🗇		00.00	Terms	Disc Lost				\$0.00
Withholding		\$0.00						
Finance Charge		00.00	Numb	er of Finance	Charges			0
Writeoffs		\$0.00	Numb	er of Invoices				0
Returns		00.00						
Trade Discounts		\$0.00						
II I I I I I	Vendor ID	*						۵ 🖒



Vendor Inquiry

Use the Vendor Inquiry window to view demographic and other account information that is entered for a particular vendor in the Vendor Maintenance window. To open this window, click the **Purchasing** series button and then click **Vendor** on the Inquiry content pane.

🙀 Vendor Ind	juiry								
File Edit	Tools Help					s	a Fabrika	m, Inc.	4/12/2017
🖌 ок									
Vendor ID	ACETRAVE0001				Status	Γ	Active		
Name	A Travel Company				Class ID		AUS-NSV	V-M	
Short Name	A Travel								
Check Name	A Travel Company								
Primary Address		8							
Contact	Grea Powell				Phone 1	(29	8) 555-01(D1 Evt	0000
Address	123 Biley Street			-	Phone 2	00	0) 000 014 0) 000-001	DO Ext	0000
Address	120 Thidy other			-	Phone 3	00	0) 000-001	DO Ext	0000
				-	Fav	(29	4) 555-01(01 Ext	0000
Citu	Sudneu			_			.,		
State	NSW								
ZIP Code	2086			Tax Sc	hedule	Г	AUSNSW	/ST+20	
Country Code				Shippin	g Method		OVERNIC	ант	
Country	Australia			UPS Zo	one				
								, 	
Address IDs:			Vendor A	ccount					
Purchase									
Hemit to			Comment	1	_				
Ship From	FOIMADT		Lomment	2					
									Options
	by Vendor ID	~							۵ 🖒

Payables Summary Inquiry

Use the Payables Summary Inquiry window to view the total number of documents for each of the document types in Payables Management, along with the total amount for each type and an aging summary. To open this window, click the **Purchasing** series button and then click **Payables Summary** on the Inquiry content pane.

💀 Payables Summary Inquiry								
File Edit T	ools Help				sa Fa	abrikam, Inc. 4/12/20:	17	
🖌 OK 🛛 📟 Calculate 🖉 🎒								
Vendors: by	Vendor ID 🔹	/ 💿 All	O From:				λ	
			To:				2	
	_							
Number	Туре	Orij	ginal Amount		Unapplied /	Amount		
218	Invoice		\$	1,485,688.31		\$1,302,500.02	2	
0	Finance Charge			\$0.00		\$0.00)	
0	Misc Charge		\$0.00			\$0.00)	
0	0 Return		\$0.00			\$0.00)	
3	Credit Memo		\$702.86			\$702.86	5	
3	3 Payment			\$20,173.31		\$20,173.31	ī.	
Ac	counts Payables Balance		\$1,464,812.14			\$1,281,623.85	5	
Aged as of	Aged as of 4/12/2017							
Period	۵	Amount						
Current Period			\$29,223.57 🔺					
1 - 30 Days		\$1,819.76						
31 - 60 Days			\$2,107.35					
61 - 90 Days			\$141.84	-				
Over 90 Days \$1,248,331.33 🗸								
						(9	



Reconcile to GL

Use the Reconcile to GL window to reconcile Payables Management to the General Ledger. To open this window, click the **Financial** series button and then click **Reconcile to GL** on the Routines content pane.

File E	dit Too	ls Help		sa F	abrikam, Inc. 4/12/20
Module:	Payable	es Management	~	Accounts:	$\mathbb{Q} \rightarrow \mathbb{Z}$
				Description	8
	From:	3/1/2007		000-2100-00	
Date	To:	3/31/2007			
					~
D @				Pro	cess Cancel

Calendar Year-End Closing

After printing the 1099 forms, use the Payables Year-End Closing window to close the calendar year. To open this window, click the **Purchasing** series button and then click **Year-End Close** on the Routines content pane.

🙀 Pay	/ables	Year-E	nd Cla	sing			
File	Edit	Tools	Help		4/12/2017 »		
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💿 AI		🔘 Fisca		🔘 Ca	ilendar		
Print Report Last Closing Date:							
Fiscal							
Calen	dar						
0	0				Close Year		

Fiscal Year-End Closing

Use the Payables Year-End Closing window to close the fiscal or calendar year in Payables Management. To open this window, click the **Purchasing** series button and then click **Year-End Close** on the Routines content pane.

🐺 Payables Year-End Closing 🛛 🗖 🔀							
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Print Report Last Closing Date:							
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Tax Year-End Closing

Use the Tax Year-End Closing window to close the sales tax year and print the Tax Year-End Closing report. To open this window, click the **Administration** series button and then click **Tax Year-End Close** on the Routines content pane.

🐺 Tax Year-End Closing 🛛 🗖 🔀							
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Last Date Closed: 0/0/0000							
 Close Year ✓ Print Report 							
O O Cancel Ca							