
Accounts Payable

Overview

This part of the program is used to maintain the information on Accounts Payable. When you purchase products on credit, you create a short-term liability called Accounts Payable.

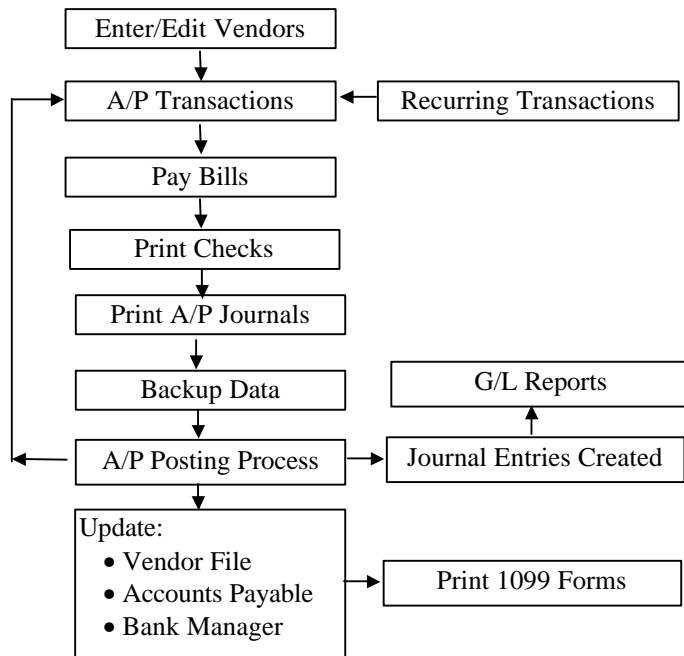
This module tracks your bills and lets you know when they are due. When you pay your bills, Accounts Payable will print checks if required. In addition you can use the discount feature to pay your bills early and save money.

At the end of the year, you can issue 1099 forms to your Vendors. If you have purchased the optional MICR module, you can print checks on blank check stock paper.

The Accounts Payable Flowchart

The following figure is the flowchart for the Accounts Payable system. The first step involves entering A/P Transactions. These are used to enter a bill (or an invoice you owe) or make an adjustment to the Vendor's account. In addition, you can create Recurring A/P

transactions for monthly bills like rent and mortgage. The next step is to pay the due amounts to the Vendors.



You may print the A/P Journals to verify the information. Make sure you back up your data before posting the A/P transactions. During the posting process, the Vendor file, Checkbook, Accounts Payable and General Ledger are automatically updated. In addition, you can issue 1099 forms at the end of the year.

Vendor Maintenance

The Vendor Maintenance screen and data is shared between the following modules:

- Purchase Orders
- Accounts Payable
- Bank Manager

This screen has three Tabs available. Each of these is discussed below.

This option is used to enter or edit the Vendor information.

This address will be used for PO's and Checks, and 1099 forms for this Vendor.

Set up 1099 information for the Vendor.

| Due Days | Dest. ID | GST | Tax ID | Credit Limit | Curr. Balance |
|----------|----------|--------------------------|--------|--------------|---------------|
| 0 | | <input type="checkbox"/> | | 0.00 | 0.00 |

Creating a New Vendor

Step 1: Select the **Vendor Maintenance** option from the **P/O** or the **A/P** or the **Bank Manager** menu. Place the cursor on the **Vendor ID** field.

Step 2: Type in the new ID to be added in the **Vendor ID** field and press **Enter**.

NOTE: If you have set up the system to automatically create the Vendor ID, you should leave this field blank. Refer to the A/P Setup for more information on [page 475](#).

Step 3: Complete all the fields for the **Vendor**. A detailed description of all the fields is on [page 462](#).

Step 4: Click on the **Save-F4** button to save the **Vendor**.

Editing a Vendor

Step 1: Make sure that the cursor is on the **Vendor ID** field. Type in the Vendor ID you wish to Edit. If you do not know the Vendor ID, click on the **Browse-F3** button to list Vendor IDs. Select a Vendor ID from the browse list. Press **Enter** on the Vendor ID field.

Step 2: All the fields for the **Vendor** will be displayed on the screen. You can change all the editable fields. To change the ID of an existing vendor, select the **Change Vendor ID** menu option.

Step 3: Click on the **Save-F4** button to save the **Vendor**.

Deleting a Vendor

Step 1: Make sure that the cursor is on the **Vendor ID** field. Type in the Vendor ID you wish to delete. If you do not know the Vendor ID, click on the **Browse-F3** button to list Vendor IDs. Select a Vendor ID from the browse list. Press **Enter** on the Vendor ID field.

Step 2: All the fields for the **Vendor** will be displayed on the screen.

Step 3: Click on the **Delete-F8** button to delete the **Vendor**.

Vendor Information

Listed next is an explanation of the various fields in the Vendor screen:

Vendor ID: Enter the Vendor number, which you want to add or edit. This can be up to 10 digits long. It may consist of numbers or letters in any combination. If you know the Vendor ID, type it in, and press **Enter** to go to the next field.



For the Vendor ID, you may also use a number (e.g. telephone number) or letters (e.g. Company name or initials).

Company: Enter the Company Name in this field.

Name: Enter the Contact Name in this field.

Address/City/State/Zip/Country: Type in the Vendor's address.

Phone: Enter the Vendor's phone number.

Fax: Enter the Vendor's fax number.

Shipping Address: This is the address where your Vendor will ship products to you when you order them via a Purchase Order. Usually you will enter your own address over here. When you create a new Vendor, the program will pre-fill your company name and address over here from the **Company Setup** option.

E-Mail: Enter the email address of your vendor in this field.

Web Address: Enter the Internet Web address of your vendor in this field.

Issue 1099: Check this box if you wish to issue this vendor a MISC-1099 form.

Federal ID: Enter the Federal ID for the Vendor. For individuals, enter the Social Security number. This information will be printed on the MISC-1099 Form.

Payment Type: Select the type of payments you are making to this vendor. The payment type will determine the box on the MISC-1099

form in which the total payments will print. The following **Payments Types** are available:

- Rents
- Royalties
- Other income
- Fishing boat proceeds
- Medical and health care
- **Non employee compensation (Default Choice)**
- Substitute payments in lieu of dividends or interest
- Crop insurance proceeds

Refer to the **Internal Revenue Service** MISC-1099 Form instructions for more information of these **Payment Types**. Your accountant can also help you select the correct **Payment Type**.

Print This Amount on 1099: If you wish to override the program, you can enter the 1099 amount in this field directly. When you print your 1099 forms, instead of calculating the 1099 amounts from the Vendor's history file, the program will print the amount that you enter in this field. This is especially useful in situations like:

- If you want to override the Vendor history due incorrect or partial information in the Vendor history.
- Accountants and Bookkeepers who want to directly print 1099s without creating a Vendor history.

If the field is blank then the program will use the transactions in the Accounts Payable history to compute the amount to be printed on the form.

Due Days: This is number of days that the vendor has given you to pay your bill. This is also referred to as the Terms ID. For example if your terms were Net 30 (pay the bill in 30 days) then you will enter 30 in this field.

Department: If you have Department tracking enabled in the **g/l Setup**, you will be asked to enter the default **Department ID** for this vendor. This **Department ID** will be used as default for all transactions with this vendor. You can override the default department number when creating transactions for this vendor.

Departmental tracking can be used only if you have the General Ledger module installed.

GST Tax: If the vendor charges you **GST Tax** (for Canada) you can check this field. This field can be checked only if you have opted to have **GST** tax enabled. **GST** tax can be enabled from the **Company Setup / Options** tab.

Tax ID: Enter the Sales Tax ID number for this vendor. The Browse command is available for selecting a Sales Tax ID. You can set up multiple tax rates and assign each one to a Vendor. The advantage of this method is that if the rate changes, all you have to do is to change the set up, and it will affect all the appropriate vendors automatically. The Sales Tax ID will be used for calculating taxes you pay on purchase orders.

Credit Limit: Enter the credit limit you have with your vendor. The program will warn you if you cross this credit limit at the time of entering invoices for that particular vendor.

Current Balance: This is the current balance you owe to the vendor. This field is updated automatically when you create transactions for this vendor.

Default Asset/Expense Account: You can enter the Default Asset or an Expense General Ledger Account for this Vendor. When you create an **A/P Invoice Transaction** in A/P or a **Check** in the Bank Manager, this account will be automatically used as the default G/L Account for the split/disbursement.

Comment: Enter a brief comment relating to this vendor. For detailed comments, use the **Notes** field.

Notes: You can click on the Notes button to maintain notes on this Vendor.

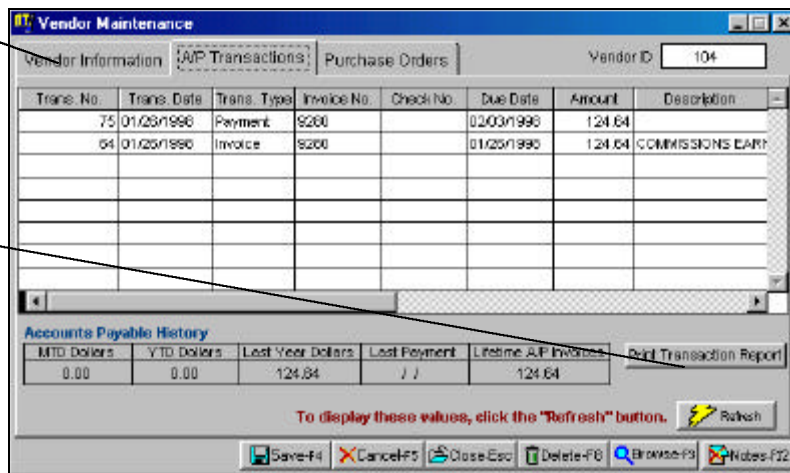
A/P Transactions

This screen will list all the Vendor transactions from the accounts payable module. You can do the following from this screen:

- View all the A/P Transactions for the current vendor.
- Sort A/P Transactions on any column by clicking on the column header. For example, if you wish to sort all transactions by **Due Date**, click on the **Due Date** column. Remember that the sorting is done temporarily for this screen only.
- Click on the **Refresh** button to show new transactions that were entered since the last display.

Click on any of the Headings to change the Sort Order of the transactions.

Click here to calculate and display the latest figures for MTD/ QTD/LY Figures. Also update A/P transaction listing.



Accounts Payable History: You cannot edit the **MTD/YTD/Last Year** fields. The program automatically updates them when you create Accounts Payable transactions for this vendor. The abbreviations stand for:

- MTD: Month to Date
- YTD: Year to Date

The values are calculated based on the current date of your computer. For example, if the date in your computer is the 10th of August, then the MTD field will show figures for the month of August only.

Last Payment: This field holds the transaction date of the last payment made by this vendor. This field is automatically updated at the time of posting an A/P payment transaction.

You must click on the **Refresh** button to calculate these figures. When you click on the **Refresh** button, the program will search all the transactions in the system and display the latest results. The advantage of this feature is that you can get the latest results at any time – even if the transaction has not been posted.

Purchase Orders

This screen will list all the Vendor transactions from the Purchase Order module. You can do the following from this screen:

- View all the Purchase Order Transactions for the current vendor.
- Sort the Purchase Order Transactions on any column by clicking on the column header. For example, if you wish to sort all transactions by **Due Date**, click on the **Due Date** column. Remember that the sorting is done temporarily for this screen only.
- Click on the **Refresh** button to show new transactions that were entered since the last display.

Click on any of the Headings to change the Sort order of the transactions.

Click here to calculate and display the latest figures for MTD/ QTD/LY Figures. Also update P/O transaction listing.

The screenshot shows the 'Vendor Maintenance' window with the 'Purchase Orders' tab selected. The Vendor ID is 420. The main table lists the following Purchase Orders:

| P.O. No. | P.O. Date | P.O. Status | Due Date | Amount | Description |
|----------|------------|-------------|------------|---------|------------------------------|
| 8093 | 07/08/1998 | Posted | 07/08/1998 | 1695.00 | Order of General Merchandise |
| 8069 | 06/29/1998 | Posted | 06/29/1998 | 498.00 | Order of General Merchandise |
| 8060 | 06/25/1998 | Posted | 06/25/1998 | 1730.00 | Order of General Merchandise |
| 7998 | 06/03/1998 | Posted | 06/03/1998 | 10.10 | Order of General Merchandise |
| 7905 | 04/29/1998 | Posted | 05/01/1998 | 780.00 | Order of General Merchandise |
| 7862 | 04/09/1998 | Posted | 04/09/1998 | 200.00 | Order of General Merchandise |
| 7792 | 03/17/1998 | Posted | 03/17/1998 | 308.80 | Order of General Merchandise |
| 7772 | 03/24/1998 | Posted | 03/24/1998 | 520.00 | ZTX-601B |

Below the list is a 'Purchase Order History' summary table:

| MTD Units | YTD Units | Last Year Units | Last Purchase | Lifetime Purchase Orders |
|-----------|-----------|-----------------|---------------|--------------------------|
| 100.0000 | 100.0000 | 0.0000 | / / | 13745.90 |

At the bottom of the window, there is a 'Refresh' button and a toolbar with icons for Save-F4, Cancel-F5, Close-Esc, Delete-F8, Browse-F9, and Notes-F12. A red arrow points from the text 'Click here to calculate and display the latest figures...' to the Refresh button.

Purchase Order History: You cannot edit the **MTD/YTD/Last Year** fields. The program automatically updates them when you create Purchase Order transactions for this vendor. The abbreviations stand for:

- MTD: Month to Date
- YTD: Year to Date

The values are calculated based on the current date of your computer. For example, if the date in your computer is the 10th of August, then the MTD field will show figures for the month of August only.

Last Purchase: This field holds the transaction date of the last purchase made by this vendor. This field is automatically updated at the time of posting a Received Purchase Order transaction.

You must click on the **Refresh** button to calculate these figures. When you click on the **Refresh** button, the program will search all the transactions in the system and display the **latest** results. The advantage of this feature is that you can get the latest results at any time – even if the transaction has not been posted.

Bank Maintenance

The purpose of the Bank Maintenance option is to:

- Allow you create multiple Bank (or Checking) accounts in the system.
- Track setup information for the Bank account like the Payor's Address, Bank Address, next check number, and setup information for printing MICR Checks. MICR is an optional module that allows you print checks on blank check stock paper.

The screenshot shows a 'Bank Maintenance' window with two tabs: 'General' and 'MICR'. The 'General' tab is active. It contains two sections of input fields. The top section is for the bank, and the bottom section is for the payor's company. A vertical 'COPY' button is located between the two sections. At the bottom of the window are buttons for 'Save-F4', 'Cancel', 'Close', 'Delete-F8', and 'Browse-F3'.

Bank Information:

- G/L Account: 11010
- Bank Name: First City Bank
- Address: 123 Main Street
- City: Moorpark
- State: CA
- Zip: 93021
- Phone: (805)555-1222
- Starting Check No.: 10054

Payor's Information:

- Payor's Name: Joe Smith & Company
- Address: 7698 Broadway, Suite 445
- City: Moorpark
- State: CA
- Zip: 93021
- Phone: (805)555-2254

Annotations:

- Red text: "Set up bank information for unlimited banks." with an arrow pointing to the Bank Name field.
- Red text: "Click here to copy the address from the Company Setup." with an arrow pointing to the COPY button.

Creating a New Bank Account

- Step 1:** Select the **Bank Maintenance** option from the **A/P** or the **Bank Manager** menu. Place the cursor on the **G/L Account** field.
- Step 2:** Type in the new Bank Account to be added in the **G/L Account** field and press **Enter**.
NOTE: Each checking account must be associated with a unique G/L Account ID. This allows the system to track multiple checking accounts.
- Step 3:** Complete all the fields for the Bank Maintenance. A detailed description of all the fields is on [page 471](#).
- Step 4:** Click on the **Save-F4** button to save the Bank Account.

Editing a Bank Account

- Step 1:** Make sure that the cursor is on the **G/L Account** field. Type in the G/L Account you wish to edit. If you do not know the G/L Account number, click on the **Browse-F3** button to list the G/L Accounts on the screen. Select a G/L Account from the browse list. Press **Enter** on the G/L Account field.
- Step 2:** All the fields for the **Bank Maintenance** will be displayed on the screen. You can change all the editable fields. **You cannot change the G/L Account ID associated with an existing bank account.**
- Step 3:** Click on the **Save-F4** button to save the Bank Maintenance information.

Deleting a Bank Account

- Step 1:** Make sure that the cursor is on the **G/L Account** field. Type in the G/L Account you wish to delete. If you do not know the G/L Account, click on the **Browse-F3** button to list the G/L Accounts on the screen. Select a G/L Account from the browse list. Press **Enter** on the G/L Account field.
- Step 2:** All the fields for the G/L Account will be displayed on the screen.
- Step 3:** Click on the **Delete-F8** button to delete the G/L Account.



Important Note: You can delete an account number only if **does not have** any transactions (Journal Entries or Postings) in the General Ledger. You **cannot** delete an account even if it has a zero balance, as long as it has transactions (Journal Entries or Postings) in the General Ledger. This ensures proper audit trail control.

Bank Maintenance Fields

Listed below is the explanation of the various fields in the data entry screen.

G/L Account: Every bank account in the system has to be associated with a G/L Account of the type **Cash**. The default checking account number in the system is 11010. You can create an unlimited number of checking accounts in the system. The size of this field is 10 characters and usually contains numbers.

Bank Name and Address: Enter the name, address and phone number for the Bank. This information will print on the check.

Next Check No: This will be the next check number used for printing.

Payor's Name and Address: Enter the name, address and phone number for the Bank account holder. This information will print on the check.

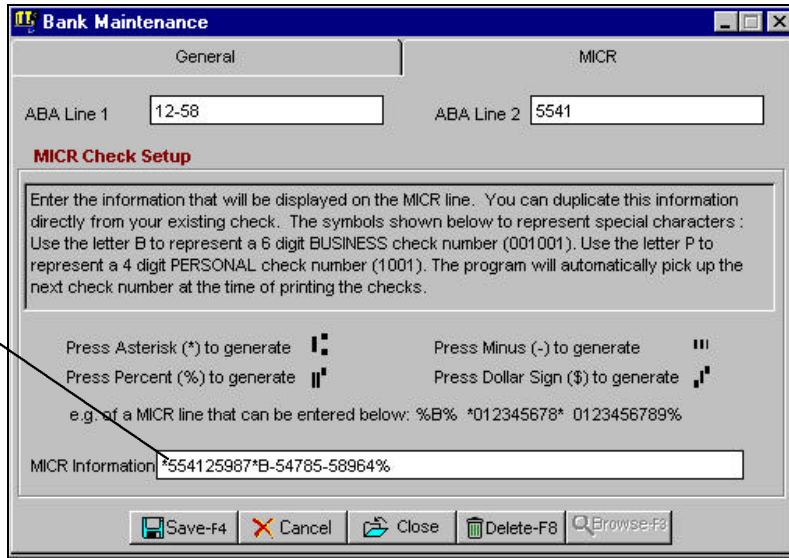
MICR Setup

MICR stands for Magnetic Ink Character Recognition System. Several years ago the banking industry created a system of printing a magnetically encoded line at the bottom of the check. When a check was sent to the bank to be cashed, a **Magnetic Ink Reader** machine instead of a person read the check.

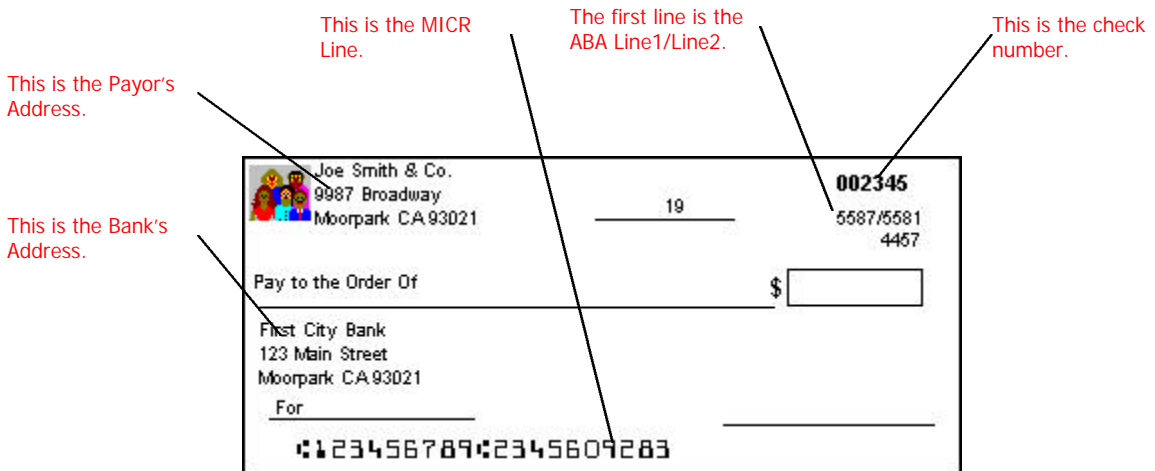
This process of automation saved the banks billions of dollars in employee salaries. In addition it increased the speed and accuracy of processing checks.

This process is still used today with one major change – many banks have converted to optical readers instead of magnetic readers. This was done because the magnetic readers tended to get clogged and required more maintenance. In addition the magnetic ink required to print the bank information on checks was more expensive.

MICR is an optional module. If you have installed the MICR module, the Bank Maintenance screen will have an additional tab called MICR.



Enter the MICR line from check here.







The following information is required on the MICR Tab:

ABA Line 1: If you look at the sample check above, the ABA line has the number 5587/5581. Here the ABA line 1 is 5587. This is the number **before** the slash symbol. Sometimes instead of a slash, ABA line 1 is on **top** of ABA line 2.


ABA Line 2: If you look at the sample check above, the ABA line has the number 5587/5581. Here the ABA line2 is 5581. This is the number **after** the slash symbol. Sometimes instead of a slash, ABA line 2 is **below** of ABA line 1.

MICR Information: This is the most critical piece of information on the check. You must duplicate this information precisely from the check. Replace the following symbols with the keyboard equivalents:

| If You See the Following Symbol on the Check's MICR Line | Replace It With This Symbol in the Bank Setup MICR Line. | Symbol Description |
|---|--|--------------------|
|  | \$ | Dollar Symbol |
|  | - | Minus Symbol |
|  | % | Percent Symbol |
|  | * | Star |

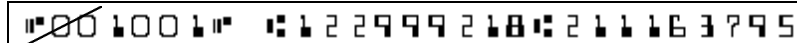
In addition, you will see the check number as a part of the MICR line. Here is how you can enter it on the MICR Line:

- If the check number has four digits or less in the MICR line (including the preceding zeros), then you will replace it the symbol **P** (which stands for personal checking account).
- If the check number has five digits or more in the MICR line (including the preceding zeros), then you will replace it the symbol **B** (which stands for business checking account).

 **Important Note:** The check number always exists on the MICR line. Hence you must either put a B or a P in the MICR Line. Print a sample check and ensure that the MICR line on the check matches the printout.

Example of a Business Check MICR line:

This is the MICR line on the business check:



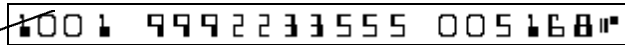
This is a 6-digit business check number and is replaced by the letter B.

This is the information you will enter in the Bank Maintenance for **MICR Information:**

%B% *122999218*211163795

Example of a Personal Check MICR line:

This is the MICR line on the personal check:



This is a 4-digit personal check number and is replaced by the letter P.

This is the information you will enter in the Bank Maintenance for **MICR Information:**

P 9992233555 005168%



Important Note: Remember – Do **not** use the actual check number in the MICR line, substitute it with B for a business check number or P for a personal check number. A business checking account number is six digits. A personal checking account number is four digits.

Change Vendor ID

This option allows you to change a Vendor ID and have the change cascade to all the associated files, wherever the ID is used. You can access this option from the **Setup** submenu.



Important Note: This change is final and cannot be undone.

We recommend that you reindex and backup the data before you proceed. These features are available under **File > Data Utilities > Backup Data Files** and/or **Reindex Data Files**. Before you begin any of these procedures – **Backup**, **Reindex**, or **Change ID** – you must **ensure** that no other workstation is running the application over the network and that no other copy of the application is running on the local machine.

Change Vendor ID

Any changes you make are final. The changes will also be reflected in the associated files. We recommend that you Reindex and Backup the data before you proceed.

This Process Is Irreversible, Please Backup Data !

Enter the ID to be changed:

Enter the replacement for the above ID:

[The change will be effected in the following files]

| | | | | |
|-------------|-------------|------------|--------------|--------------|
| VENDOR.DBF | PAYABLE.DBF | APREQ.DBF | AOPEN.DBF | PURCHASE.DBF |
| SERVICE.DBF | INVADJ.DBF | CHECKS.DBF | REGISTRY.DBF | |

A/P Setup

This option is used to set up defaults that will apply to the Accounts Payable module.

A/P Setup

Pay Bills-include invoice transactions that are on hold.

Print Vendor ID on Form 1099

Auto Increment Vendor ID

Next Vendor ID: 0

Default Text For A/P Transactions: Misc. Charges

Default Text For A/P Payments: Payment of Invoice

Next Transaction Number: 1

[Aging Information]

Include Current Due Column

From 0 Days To 30 Days

From 31 Days To 60 Days

From 61 Days To 9999 Days

Report Column Heading

Current

0 - 30

31 - 60

Over 60

Save-F4 Close-Esc Browse-F3 FreeForms

Pay Bills – include invoice transactions that are on hold: Select this button if you want to be able to make a payment against a transaction on Hold status.

Print Vendor ID on Form 1099: Check this box if you want the program to print the Vendor ID on the 1099 forms.

Auto Increment Vendor ID: Select this option if you want the program to automatically assign the next Vendor ID. This will apply to creating new vendors only. When you select this option, the Next Vendor ID box will be enabled. You can type in the next Vendor ID in this box.

Default Text For A/P Transactions: This is the text that will pre-fill the **Description** field on the **Enter/Edit A/P Transactions** screen.

Default Text for A/P Payments: This is the text that will pre-fill the Description field on the **Enter/Edit A/P Payments** screen.

Next Transaction Number: This the next transaction number to be assigned automatically to A/P transactions.

Aging Information: You can change the Aging intervals (30, 60 etc.) for the A/P Aging report. In addition, you can change the description for the aging columns on the A/P Aging Report.

Enter/Edit A/P Bills and Credits

This Accounts Payable Transaction screen is used to create the following type of transactions:

- **Invoice To Be Paid:** These are invoices that you have received from your vendors and require a payment from you. Invoices can also be used to adjust a vendor's account to **increase** the balance owed to the vendor.
- **Credit Issued By Vendor:** These are used to adjust a vendor's account to **decrease** the balance owed to the vendor. For example, if you receive a **credit memo** from a vendor, credits can also be used to pay bills without writing a check.

Take advantage of discounts.

Enter invoices when you receive them.
Pay at a later point.

Transaction # 243 Date 02/19/1998 Vendor ID 320

CRATER INN
P O BOX 97145
MOORPARK, CA 93021
Phone: 805-555-1234
Fax: 805-555-5678
USA,

[Transaction Payment Summary]
Last Check # 9360 Last Check Dt 02/10/1998 Paid To Date 119.77 Vendor Bal. 39.00
Last Pmt to Vendor / /

Invoice To Be Paid Credit Issued By Vendor

Invoice # 0021603295 Due Date 02/25/1998 Amount 39.00

Discount % 0.00 Discount Amt. 0.00 Disc. Due Dt. / /

Transaction Description Checking A/c. Checking Bal.*
Misc. Charges 11010 \$ 39.00

| G/L Account | Account Name | Dept. ID | Job ID | Description | Debit | Credit |
|-------------|------------------|----------|--------|-------------|-------|--------|
| 21010 | Accounts Payable | | | | 0.00 | 39.00 |
| 51030 | Freight | | | | 39.00 | 0.00 |

*Checking Bal. includes unposted A/P Payments [F6] Delete a line item

Totals 39.00 39.00

Posted Hold

Save-F4 Cancel-F5 Close-Esc Delete-F8 Browse-F3 Notes-F12 Pay Now

Important Note: The **Last Check #** and the **Last Check Date** fields in the **Transaction Payment Summary** section of this screen are updated when the payments are posted. However, the **Total Paid to Date** amount that displays includes both posted and unposted payments. This **Total Paid to Date** includes payment transactions only. It does not include credits issued by the vendor.

Creating a New A/P Transaction

You can create a new A/P Transaction as follows:

- Step 1:** Do not enter any number in the **Edit Transaction Number** field. The program will automatically determine the next Transaction number.
- Step 2:** The cursor will be at the **Date** field. You can now fill in the A/P Transaction information. An explanation of the fields on the A/P Transaction screen is available at [page 480](#).

Editing an A/P Transaction

You can edit a previously saved (but unposted) **A/P Transaction** as follows:

- Step 1:** Place the cursor in the **Edit Transaction Number** field.
- Step 2:** Type in the Transaction number to edit. If you do not know the A/P Transaction number, you can click on the **Browse-F3** button to bring up a list of A/P Transactions currently on file. You can select an A/P Transaction from this list to view or to edit it.
- Step 3:** Press the **Enter** key.
- Step 4:** The **A/P Transaction** will be displayed on the screen. You can now make changes to the A/P Transaction as long as it has not been posted. Click on the **Save-F4** button to save the changes.

Deleting an A/P Transaction

You can delete a previously saved (but unposted) **A/P Transaction** as follows:

- Step 1:** Place the cursor in the **Edit Transaction Number** field.
- Step 2:** Type in the Transaction number to delete. If you do not know the A/P Transaction number, you can click on the **Browse-F3** button to bring up a list of A/P Transactions currently on file. You can select an A/P Transaction from this list to view or to delete it.
- Step 3:** Press the **Enter** key.
- Step 4:** The **A/P Transaction** will be displayed on the screen. You can now delete the A/P Transaction as long as it has not been posted. Click on the **Delete-F8** button to delete the transaction.

A/P Transaction Fields

This screen has the following fields:

Edit Transaction Number: If you want to edit a previously saved (but unposted) A/P Transaction, enter its transaction number here.



Important Note On How The A/P Transaction Number for the current transaction is determined: This program has the ability to open multiple A/P Transaction screens (e.g. While you are in the middle of working on a A/P Transaction for a Vendor you can open another A/P Transaction screen). In order to prevent conflicts between both these open windows, the program does not determine the A/P Transaction number until you save the A/P Transaction. When you save the A/P Transaction, the program will automatically pick up the next A/P Transaction number and display the message **Saving Transaction number XX**. If you are entering the A/P Transactions after the fact, you can override this feature by going to the A/P Transaction Number field and entering the A/P Transaction number directly.

Date: Enter the date of this transaction.

Vendor ID: Enter the Vendor ID for whom you want to create this transaction for. To add a new vendor, simply type in the new Vendor ID, press **Enter**, and click on **OK** to Add.

Vendor Address: The program will automatically bring up the Vendor Name, address, and phone numbers.

Last Check #: This field will display the last check number issued to this Vendor. You cannot edit this field.

Last Check Date: This field will display the date of the Last Check number above. You cannot edit this field.


Total Paid To Date: This field will display the total of all the payments made to this vendor. You cannot edit this field.

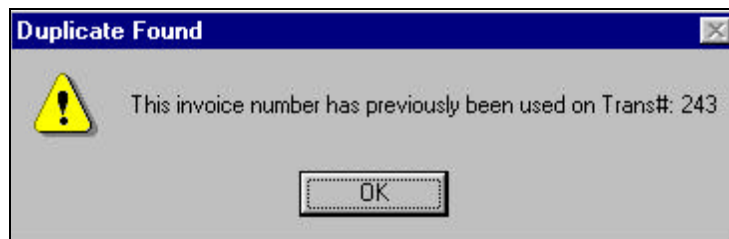
Vendor Balance: This field will display the Balance due to the vendor. You cannot edit this field.

Last Payment To Vendor: This field will display the date of the Last Payment made to the Vendor. You cannot edit this field.

Invoice To Be Paid or Credit Issued By Vendor: Select the type of transaction you want to create. An **Invoice** type of a transaction will increase the balance owed to the vendor, and a **Credit** type of a transaction will decrease the balance owed to the vendor.

Invoice Number: Enter the invoice number for the Invoice or Debit transaction. If you are issuing a Credit and you do not know which invoice you will be applying it against, you can leave this field blank. You can apply it later using the **Pay A/P Bills – Single Vendor** option. This number would typically be the vendor's invoice or credit memo number. This is a **20 digit alphanumeric** field.

 **Important Note:** If you type in an invoice number already used by the same vendor, you will get the warning message “**This invoice number has previously been used...**” You can continue or change the duplicate invoice number. This can save you from entering and paying on an invoice twice.



Due Date: Enter the due date for the transaction. This is the date on which the invoice is due to be paid. The program automatically calculates the due date based on the number of due days you entered in the Vendor data entry screen. For example if the **Invoice Date** field has the date 03/01/98, and the **Due Days** field for your Vendor has 30 days, then the **Due Date** will automatically be calculated as 03/31/98.

Amount: Enter the total amount for the transaction.

Include on 1099: If you had marked the Vendor as a 1099 Vendor in **Vendor Maintenance**, you will be shown a checkbox on this screen called **Include on 1099**. You can choose whether the payment for this transaction should be included in the 1099 totals for the vendor. If the vendor is not marked to receive a 1099 form (in Vendor Maintenance), then this option will not be available.

This is useful if you have a vendor who normally receives a 1099 form from you for their payments during the year, and on occasion, you reimburse this vendor for expenses that should not be included in the 1099 totals. For those reimbursements, you can uncheck the box **Include on 1099** when entering the bill so that the vendor's 1099 form will show the correct totals.

Note: Only payments are included in 1099 totals. When a bill is marked to **Include on 1099**, only the payments made against that bill will appear on the 1099. The bill itself will not appear.

Discount Due Date: This is the date by which the invoice must be paid in order to take advantage of the discount. The discount amount can either be a pre-determined **Discount Amount** or a **Discount Percent**.

How Do Discounts Work in A/P?

The program allows you to apply discounts in two ways:

1. Either based on percentage, or
2. Based on a fixed amount.

Discount will be calculated if both the following conditions have been fulfilled:

1. If the payment is made on or before the Discount Date.
2. If the payment is made in full. Discounts are not supported for partial payments.

When you make a payment in Pay A/P Bills, enter the **full invoice amount**. The program will calculate the discount amount, deduct it from the payment, and print the net amount on the check.

Description: You will be asked to type in a description for the transaction. Press the **Enter** key to accept the default description, or press **Ctrl + Y** to delete the current description line. You can then type in a new description if you want to. Press the **Enter** key, or click on **OK** to continue. This description will appear with the transaction summary on the reports. You can change the default text that appears in this field from the **A/P Setup** option.

Transaction Details: This area is used to enter the debits and credits for the amount you entered earlier. When you enter an invoice type of transaction, you would normally **Credit** an **Accounts Payable** account and **Debit** an **Expense/Asset** account for the amount as shown below:

| <u>Account</u> | <u>Account Name</u> | <u>Description</u> | <u>Debit</u> | <u>Credit</u> |
|----------------|---------------------|--------------------|--------------|---------------|
| 21010 | Accounts Pay. | | | 100.00 |
| 52110 | Electric Company | Bill for Aug. | 100.00 | |



TIP! **Which account to debit:** When creating a transaction of the type **Invoice**, the program will always credit the Accounts Payable Account. If you are entering an **Invoice** for items purchased to run or operate your business, enter the appropriate expense account (e.g. enter the account number for the phone company [Account #52100] if you are entering an invoice for the phone bill). If you are entering an invoice for inventory items purchased for resale, enter the appropriate asset account. For example, enter the account number for inventory (Account #13010) if you are entering an invoice for inventory purchased.



Important Note: Sometimes items purchased for business use may be recorded as assets, and then depreciated over time. As a result, you should always consult with your accountant for the correct account to use.

When you enter a **Credit Issued by Vendor** type of transaction, you would normally **Debit** an **Accounts Payable** account and **Credit** an **Expense/Asset** account. Again, as recommended in the previous paragraph, you should always consult with your accountant for the correct account to use.

| <u>Account</u> | <u>Account Name</u> | <u>Description</u> | <u>Debit</u> | <u>Credit</u> |
|----------------|---------------------|--------------------|--------------|---------------|
| 2102 | Accounts Payable | | | 100.00 |
| 52110 | Electric Company | Bill for Aug. | 100.00 | |

Dept. ID: If you have Department tracking enabled in the **Company Setup**, you will be asked to enter the **Department ID** for this vendor. Departmental tracking can be used only if you have the General Ledger module installed.

Job ID: If you have enabled Job tracking, you will be required to enter a Job ID in this field.

Hold: You can place an unposted AP transaction on hold by clicking on the **Hold** radio button below the grid. When you put an A/P transaction on hold, the following applies:

- Payments cannot be made against it unless you selected **Pay Bills – include invoice transactions that are on hold** in the A/P Setup. If you did not select this option, you must remove the Hold status for the transaction in order to make a payment.
- You cannot post a transaction with this status.
- A floating credit cannot be applied against it.
- An asterisk on the following reports indicates a transaction's hold status: **Outstanding Invoices Report, A/P Transaction Report, A/P Journal Report, and A/P Aging Report**. These reports also give you the option to either include or exclude the Hold transactions.

When you try to save the transaction, the program will ensure that Debits and Credits are equal before it updates the vendor record.

Pay Now: Once you create an AP invoice, you can simultaneously write a check for the amount due by clicking on the **Pay Now** button in the lower right of your screen. If the transaction is new, or you have made changes, the transaction is saved first. You can also write/reprint a check for an existing invoice, as long as you have not posted it. If an invoice is on hold, you must first remove the hold status before you can write the check.

How Do I Track Credit Cards and Loans?

You can track credit cards in the A/P module as follows:

- Step 1:** Click on the menu **A/P**.
- Step 2:** Click on the **Setup** menu and select the menu **Vendor Maintenance**.
- Step 3:** Create a **Vendor** to represent the Credit Card company using the **Vendor Maintenance** option.
- Step 4:** At this point you are ready to **enter your bills and pay them**.
- Step 5:** Click on the **A/P** menu.
- Step 6:** Click on the menu **Enter/Edit A/P Bills & Credits**.
- Step 7:** Create an A/P Transaction with the following information:
- Date:** Enter the date of the bill.
- Vendor ID:** Enter the ID for the Credit Card Vendor. Make sure the **Invoice to Be Paid** radio button is selected.
- Invoice Number:** Type the invoice number for this bill that you have received from the Credit Card Company. This can also be a reference number or the closing date of the credit card statement.
- Due Date:** Type the Date on which this bill is due.
- Amount:** Enter the amount for this bill (e.g. \$100.00) G/L Account ID column.

Enter information as follows:

| Account | Account Name | Description | Debit | Credit |
|--------------|---------------------|--------------|--------|--------|
| 22010 | Credit Cards | | | 100.00 |
| 52114 | Office Supplies | Bill for Aug | 100.00 | |



Important Note: In the previous example, we replaced the Accounts Payable G/L account with the Credit Card G/L account. The main reason to do this is so that the G/L Balance Sheet lists this credit card payment as a separate liability from the rest of your payables.



TIP! **What about Loans?** You do the same as above with loans. **Replace the Accounts Payable account with the liability account for the Loan.** When you pay the A/P Bill the Liability account for the loan will be decreased automatically. Since many loan payments are fixed recurring amounts, you can enter them as Recurring A/P transactions. For more information on Recurring A/P Transactions, please refer to [page 486](#).

Step 8: To save this transaction, press the **Save-F4** button.

Step 9: You can now use the **A/P Pay Bills** (Auto or Single Vendor) option to pay this bill with a check – this process is just like paying any other A/P Invoice. For more information on paying A/P Bills, please refer to [page 489](#).

Enter/Edit A/P Recurring Transactions

This option is used to create a recurring entry for posting to the vendor file. Recurring entries are used by businesses that make regular payments to their vendors for a fixed amount. It should only be used to create transactions that increase amounts owed to a vendor (Invoices). An example would be monthly mortgage payment for a fixed amount. Recurring entries are not restricted to being generated every month. You can create them at any interval you require.

for “Bill every Monday and Thursday,” or “1” for “Bill every nine do not set up these manual recurring codes within the program. You manually track them, and you are able to generate invoices all at once for all recurring invoices assigned a specific code.

Next Billing Date: If you selected an automatic **Recurring Code**, enter a **Next Billing Date**.

For more information on Recurring Codes, refer to the O/E section of the manual under **Enter/Edit Recurring Invoices**.

For more information on entering A/P Transactions, refer to **page 477**.

Print Recurring A/P Transactions

When printing the recurring entries you may display them on screen, print them, or send them to a file. This report contains the recurring number, vendor ID and name, and each line item entered with a total of the debits and credits. It will also display the recurring code for each entry.

Generate Recurring A/P Transactions

This option will allow you to generate the recurring entries. It will ask you for the recurring code to generate. Once you select the ID it will generate all entries that contain this recurring code. These entries will be added to the vendor’s transaction file and you can edit them through the Transaction option. The transactions are generated automatically using the next number in sequence from the **A/P Setup** option.

For more information on how this option varies between Manual Recurring Codes and Automatic Recurring Codes, see the O/E section of the manual under **Generate Recurring Invoices.**

AutoPay A/P Bills – All Vendors

The menu option **Pay A/P Bills – Single Vendor**, allows you to enter a Vendor ID, which in turn displays all outstanding bills for that vendor. At this point, you can select which bills to pay and **Save** the transaction. You must repeat this process for each vendor.

In contrast, the **AutoPay A/P Bills – All Vendors** option allows you to bring up transactions for all vendors that are within a due date range that you specify, and pay all those bills or selectively pay bills, all in one process.

When you select this option, you will be asked for the following information:

AutoPay A/P Bills - All Vendors

Range

Display Transactions with Due Dates From 01/01/1998 To 10/31/2000

Payment Details

Transaction date for new payments to be created 10/24/2000

Checking Account 11010

Description for new payments PAYMENT OF INVOICE

Use invoice description. (If blank, use above text.)

Use above text for all new payments.

Include invoice transactions that are on hold.

Sort

Primary Vendor ID ↑ Asc

Secondary Due Date ↑ Asc

OK - F4 Cancel - F5

Due Date Range: Enter the range of due dates for transactions that you want displayed.

Payment Date: This date will be used for any new payments that will be created.

Checking Account: The checking account to be used for the payments.

Description: This the default Description to be applied to the new payments created.

Sort: Select how you would like the transactions to be sorted.

When you click on **OK-F4**, the next screen that comes up will list all transactions that are within the due date range specified.

Unposted payments display with blue background.

Select invoices to pay and pay partial amounts.

| Inv # | Vendor | Inv Date | Due Date | Amount | Posted Pymts | Unpstd Pymts | Bal Due |
|-----------|------------------|------------|------------|---------|--------------|--------------|---------|
| 754671 | 146-VINCHENZO | 02/19/1998 | 02/25/1998 | 412.22 | 0.00 | 0.00 | 412.22 |
| 42843575 | 150-THRIFT SHOR | 02/19/1998 | 02/25/1998 | 162.11 | 0.00 | 0.00 | 162.11 |
| 9999999 | 160-SEA SIDE SU | 02/19/1998 | 02/25/1998 | 2721.82 | 0.00 | 0.00 | 2721.82 |
| 321603295 | 320-CRATER INN | 02/19/1998 | 02/25/1998 | 39.00 | 0.00 | 0.00 | 0.00 |
| | Pymt-Inv # 00216 | | | | | 39.00 | |
| 014293 | 340-OFFICE SUPP | 02/19/1998 | 02/25/1998 | 39.05 | 0.00 | 0.00 | 39.05 |
| 014361 | 340-OFFICE SUPP | 02/19/1998 | 03/10/1998 | 50.42 | 0.00 | 0.00 | 50.42 |
| 10083 | 344-ST. LOUIS TE | 02/19/1998 | 02/25/1998 | 346.50 | 0.00 | 0.00 | 346.50 |
| 10120 | 344-ST. LOUIS TE | 02/19/1998 | 03/10/1998 | 131.50 | 0.00 | 0.00 | 131.50 |
| 34002 | 345-ORGANIC FA | 02/19/1998 | 02/25/1998 | 478.50 | 0.00 | 0.00 | 478.50 |
| 313604423 | 400-COUNTY BLI | 02/19/1998 | 02/25/1998 | 40.01 | 0.00 | 0.00 | 40.01 |
| 020020 | 410-FORMS UNLI | 02/19/1998 | 03/10/1998 | 39.78 | 0.00 | 0.00 | 39.78 |
| 020021 | 410-FORMS UNLI | 02/19/1998 | 03/10/1998 | 209.79 | 0.00 | 0.00 | 209.79 |
| 6833541 | 420-HORDROCK | 02/19/1998 | 02/25/1998 | 504.07 | 0.00 | 0.00 | 504.07 |

| | | | | | |
|----------------------|---------|----------------|-----------|-------------------|-----------|
| Total Invoice Amount | 6613.30 | Posted Pymts | 0.00 | Checking Acct Bal | 149347019 |
| Unposted Pymts | 39.00 | Unposted Pymts | -39.00 | | |
| Balance Due | 6574.30 | New Balance | 149346980 | | |



Important Note: Posted payments that have already been made against an invoice will be reflected in the **Posted Payment** column of the invoice transaction. Unposted payments that have already been made against an invoice will be display directly below the invoice and will have a blue background.

Color Coding Scheme:

- A row with a **Gray Background** represents an invoice transaction that does not have any unposted payments associated with it.
- A row with a **Blue Background** represents an unposted payment transaction.

At this point, you can:

- Enter an amount in the **Unposted Payment** column for the invoice transaction you want to pay (i.e. enter amount on lines with a gray background.) When you click on **Save-F4**, the new payment transactions are created. If there are existing payment transactions, the program will let you modify the unposted payment amounts. When you click on **Save-F4**, the existing payment transactions are modified.



Important Note: if you zero the payment amount, then the existing payment transactions are deleted.

- If you want to pay all transactions, click on the **Pay All** button. This will automatically enter the amount due in the **Unposted Payment** column for each invoice transaction listed. At this point, the **Pay All** button will change to **UnPay All**. If you click on **UnPay All**, all payments in the **Unposted Payments** column will be zeroed, including existing unposted payment transactions.
- You can use any combination of the above three options.

When everything is entered and correct, click on **Save-F4**. You will then have the option to print a Payment Journal. If you select **Yes**, the **Payment Journal** screen will come up with dates and transaction ranges filled in, based on what transactions were listed on the **AutoPay** screen. After you have finished with the Payment Journal screen (or selected **No** to printing a Payment Journal), you will then have the option to print Checks. If **Yes** is selected, the **Print Checks** screen will come up with date and transaction ranges pre-filled based on what transactions were listed on the AutoPay screen. Once you have finished with the Print Checks screen (or selected **NO** to printing Checks), the AutoPay Process is complete.

⚠ Important Note: Once you have verified and printed all the checks, we recommend that you **backup** your data and **post** it. You **must** do this before you process the next new batch of checks.

Pay A/P Bills – Single Vendor

This option is used to pay the invoices (bills) that were entered using the A/P transaction menu. In addition you will used to option to pay an individual vendor or specific vendors only. If you wish to pay multiple vendors, we recommend that you use the **Pay A/P Bills – All Vendors** option instead.

Select invoices to pay and also pay partial amounts.

| Inv # | Invoice Dt | Due Dt | Amount | Paid to Date | Paid on Bal | Applied Cr | Bal. Due | Description |
|----------|------------|------------|--------------|--------------|----------------|-------------|-------------|----------------|
| UD564378 | 08/22/1999 | 08/22/1999 | 1000.00 | 0.00 | 1000.00 | 0.00 | 0.00 | Payment of Inv |
| | | | Total | | 1000.00 | 0.00 | 0.00 | |

Creating a New A/P Payment

You can create a new A/P Payment as follows:

- Step 1:** Do not enter a number in the **Edit Transaction Number** field. The program will automatically determine the next Transaction number.

Step 2: The cursor will be at the **Date** field. You can now fill in the A/P Payment information. An explanation of the fields on the A/P Payment screen is available at [page 494](#).

Editing an A/P Payment

You can edit a previously saved (but unposted) **A/P Payment** as follows:

Step 1: Place the cursor in the **Edit Transaction Number** field.

Step 2: Type in the Transaction number to edit. If you do not know the A/P Payment number, you can click on the **Browse-F3** button to bring up a list of A/P Payments currently on file. You can select an A/P Payment from this list to view or to edit it.

Step 3: Press the **Enter** key.

Step 4: The **A/P Payment** will be displayed on the screen. You can now make changes to the A/P Payment as long as it has not been posted. Click on the **Save-F4** button to save the changes.

Deleting an A/P Payment

You can delete a previously saved (but unposted) **A/P Payment** as follows:

Step 1: Place the cursor in the **Edit Transaction Number** field.

Step 2: Type in the Transaction number to delete. If you do not know the A/P Payment number, you can click on the **Browse-F3** button to bring up a list of A/P Payments currently on file. You can select an A/P Payment from this list to view or to delete it.


Step 3: Press the **Enter** key.

Step 4: The **A/P Payment** will be displayed on the screen. You can now delete the A/P Payment as long as it has not been posted. Click on the **Delete-F8** button to delete the transaction.

A/P Payment Fields

This screen has the following fields:

Edit Transaction Number: If you want to edit a previously saved (but unposted) A/P Transaction, enter its transaction number here.

 **Important Note: How the A/P Transaction Number for the current transaction is determined.** This program has the ability to open multiple A/P Transaction screens (e.g. while you are in the middle of working on a A/P Transaction for a Vendor you can open another A/P Transaction screen). In order to prevent conflicts between both these open windows, the program does not determine the A/P Transaction number until you save the A/P Transaction. When you save the A/P Transaction, the program will automatically pickup the next A/P Transaction number and display the message **Saving Transaction number XX**. If you are entering the A/P Transactions after the fact, you can override this feature by going to the A/P Transaction Number field and entering the A/P Transaction number directly.

Payment Date: Enter the date of the payment. The date for the check that you print is based on the date of the payment transaction. If you choose to group vendor payments together (At the time of printing the check), the program will use the date of the first payment transaction that is processed for that vendor.

Vendor ID: Enter the Vendor ID for whom you want to pay the bills. If you do not know the Vendor ID, you can click on the **Browse-F3** button to bring up a list of Vendors.

Company Name and Address: The program will automatically bring up the Vendor Name, address, and phone numbers.

Credit Limit: The program will display the Credit Limit for the vendor. You cannot edit this field.

Balance: The program will display the Balance due to the vendor. You cannot edit this field.

Last Payment: The program will display the date of the Last Payment made to the Vendor. You cannot edit this field.

Manual or Computer Check: Select Manual for handwritten checks or Computer for checks to be printed by this program.

Manual Check#: If you choose the Manual Check option, then you will be required to type in the check number in this field.

Checking: Enter the checking account number from which this payment should be made. The program will display the default checking account number from the **Company Setup** option in the **File** menu. In addition, when you press enter on this field, the program will display the **balance** in the **Checking** account.

Amount of Payment: Enter the amount of the payment. This field automatically adds up all the payments entered in the **Paid On Balance** column. This is a non-editable field.

Apply Open Credits: This checkbox is available only if the vendor has any previously **unapplied credits**. If you check this box, the program will automatically apply any previously **unapplied credits** for this vendor in the system. Unapplied credits are created using the **Credit Issued by Vendor** option in the **Enter/Edit A/P Bills & Credits** screen. The total amount of the credits available is listed on the **Avail. Credits** field. Any unapplied credits are listed in the **Unapplied** field. Once the credits are applied on an invoice, they are listed in the **Applied Cr.** column. You can override and change these automatically applied credit amounts.

The body of this screen lists all the open invoices for this customer. The Invoice number, Invoice date, Due date, Invoice Amount, and previous payments made are displayed. You can enter the amount you wish to pay in the **Paid On Balance** column. The program will calculate the **Balance Due** automatically.

Description Column: Any descriptions that you enter in the **Description** column will automatically be listed on the Check Stub. If you had entered a description at the time of creating the Invoice/Bill, it will be automatically displayed here in the description column when you type in a payment amount and press **ENTER**. If you had not entered a description at the time of creating the Invoice/Bill, then the default payment description will be obtained from the **A/P Setup** option. Press the **Enter** key to accept the default description, or press **Ctrl + Y** to delete the current description line. You can then type in a new description if required.


Pay All: You can click on this button to pay all the transactions listed. Once you click on this button, its name will change to **Unpay All**. If you click on the **Unpay All** button, the program will remove all the payments in the **Paid On Balance** column.

Click on the **Save-F4** button when you are done. When you close the screen, a prompt will remind you to print the check(s) and let you select **Yes** or **No** to “**Do you want to print checks now?**”

Print A/P Checks: This option allows you to print checks for all A/P Payments marked as **Computer Checks**. All A/P Payments marked as **Computer Checks** must be printed, or the program will not allow you to post A/P Transactions.



Important Note: The date of the check(s) is based on the date of the payment transaction. If you choose to group vendor payments together, the program will use the date of the first payment transaction that is processed for that vendor.

Checking Account: The program will print the checks for this checking account. The default checking account from the **Company Setup** screen is automatically displayed here. If required, you can click on the  button to select a checking account.

Starting Check Number: The program will automatically display the next starting check number from the **Bank Maintenance** option.

Print a check For EACH vendor payment: Each Payment transaction will be issued on a separate check when this box is checked. Let us say a Vendor has two Payment Transactions, #345 for \$100.00 and #378 for \$200.00. If this box is checked, two separate checks (one for \$100 and the other for \$200) will be printed for the Vendor. If this box is not checked, then only one check for \$300 will be printed for the Vendor.

List details for credit memos: If you check this box, any Credits applied to an invoice will be listed as a separate line on the check stub. If this box is not checked, these Credits will be listed in the same line as the invoice on the check stub.

Range of Trans numbers: Enter the **Starting** and the **Ending** A/P Pay Bill transaction numbers to print. To print checks for all transactions, enter **FIRST** for the **Starting Trans. Number** and **LAST** for the **Ending Trans. Number**.

You can also adjust the **Top** and the **Left Margins** for laser style checks.

You can then indicate whether you want the check to be printed on the **Printer, Screen, Disk File** or **E-Mail**. Click on **OK** to print checks or **Cancel** to abort the printing process. If you are printing to a file, you may type in a filename.



Important Note: After printing checks to the **screen**, if you are going to re-print the checks to the **printer**, you will need to **re-enter the correct initial starting check number**.

Void AP Payments

This option allows you to void both posted and unposted AP payments. When using this option, the program will do the following:

- Delete the appropriate transactions. If any part of the payment was utilized as a floating credit, it will be undone.
- Update the vendor's balance
- For posted payments – reverse the entries in the **General Ledger**. The date of the new ledger transaction will be the same as the original ledger entry date. It will also zero out the payment amount in **Checkbook** and mark it as void
- For unposted payments – Make a zero dollar entry in Checkbook and flag it as void and posted. This entry is to maintain an audit trail indicating that a payment was voided.

Form Styles

The form style determines how the check will look when it prints. You can choose from the following check styles:

Checks Available from ZLand Forms

| Style# | Description |
|--------|--|
| 4600 | Plain Paper MICR Check for optional MICR Module– Purchase blank Security Check style#49083 without any printing on it. |
| 49083 | Check (Laser) (8.5" x 11"). Parts Available: 1 |
| 86103 | Check (Dot Matrix) (8.5" x 7" Detached). Top Stub. Parts Available: 1 or 2, carbonless |
| 86913 | Check (Dot Matrix) (8.5" x 7" Detached). Bottom Stub. |
| 86933 | Check (Dot Matrix) (8.5" x 7" Detached). Top Stub. |
| 86953 | Check (Dot Matrix) (8.5" x 7" Detached). Top Stub. Parts Available: 1,2 & 3, carbonless |
| 772511 | Double Window Envelope for checks with safety tint pattern |

Ordering Forms

You can order the **Preprinted Forms** like checks, invoices, statements, W-2, and 1099 forms from our national supplier ZLand Forms.



Important Note: This program is designed to print on forms supplied by ZLand Forms only. You may have alignment problems with forms supplied from a different manufacturer. We guarantee compatibility only with forms supplied by ZLand Forms.

Please refer to the online Forms Brochure included with the program for information on ordering forms **or FREE SAMPLES**. You can order the **Preprinted Forms** like checks, invoices, statements, W-2, and 1099 forms from our national supplier ZLand Forms. For placing an order or obtaining **FREE FORM SAMPLES**, you can reach ZLand Forms at:

(800) 2-BUY FORMS

Post A/P Transactions

When do you select this option?

You should select this option after you have entered the transactions and checks for the month.

What should you do prior to selecting this option?

Prior to selecting this option you must do the following:

- Print A/P Payments marked as computer checks at least once.
- Print all your A/P Journals: You should print these reports to ensure that all the data is correct.
- Back up all the data files by clicking on the **Backup** button on the lower right of the screen or from the **Backup** option in the **File** menu. In case of an unwanted or incorrect posting, you will be able to restore from this backup using the **Restore** option in the **File** menu.

To **Post**, select the **Post A/P Transactions** option from the A/P module.

The program will display the posting date, which will be the system date from your computer. All the transactions will be posted to the month in which this date falls. If you want to change the date, you may do so at this point.

You can choose the following posting **options**:

Post All UnPosted Transactions: This option will post all transactions that have not been posted before. This option is the default choice.

Post By Date Range: You can choose to post transactions that have the transaction date in the date range you specify. Use this option to post a part of the unposted transactions. This option is useful if you have transactions for multiple periods and you wish to post transactions that fall in a specific period only.

Post By Transaction Range: You can choose to post transactions that have the transaction number in the range you specify. Use this option to post a part of the unposted transactions. This option is useful if you want to post a single transaction or a group of consecutive transactions.

In addition you can select to print or skip the **posting report** with the following choices:

- **Post With Report**
- **Post Without Report**
- **Print Report Only** (No Posting)

The following points describe the actual posting process in detail.

- A detail of all the debits and credits are posted to the general ledger. This posting may be viewed from the **Enter/Edit G/L Transaction** option. The Journal Entries created have the Journal Source as **AP** to signify that this posting originated from the **A/P Module**. The G/L Accounts are posted as follows:

| Action | Account Number | Account Type | Source Of The Account Number |
|-------------------------------------|----------------|------------------|---|
| A/P Invoice Transactions | | | |
| Credit A/P Account | 21010 | Accounts Payable | Company Setup |
| Debit | | | The account(s) entered on the transaction |
| A/R Credit Adj. Transactions | | | |
| Debit A/P Account | 21010 | Accounts Payable | Company Setup |
| Credit | | | The account(s) entered on the transaction |
| A/P Payments | | | |
| Credit Checking Account | 11010 | Checking Account | Company Setup |
| Debit A/P Account | 21010 | Accounts Payable | Company Setup |

- The Vendor file is updated to reflect the new balance due, and the last payment date.
- Transactions will be marked as posted. You can view or print them. You cannot edit them.
- All checks will be transferred to the checkbook in the Bank Manager module.
- If you had enabled Job Tracking in the **Job Setup**, the job profitability report will be updated for the appropriate job.

Vendor Notes Report

To print the Vendor ID and related Vendor Notes in a report format, select **Vendor Notes** from the **Reports** sub menu. To enter Vendor notes for a specific item, select **Vendor Maintenance** from the **SetUp** menu.

You can customize the data in your report in the following ways:

- Select fields that can be included in the report. For example, Page Number, Date, and Time.
- Choose the Primary Sort and Secondary Sort selection criteria for the report.

Vendor Mailing Labels Report

There are two different formats to choose from when working with the Mailing Labels:

- Standard Avery Label
- Custom Label

How Do I Print Vendor Mailing Labels?

The simplest method of printing mailing labels is to use the Standard Avery Label style. Here is how you can print mailing labels:

- From the **P/O** or the **A/P** menu, select the **Reports** option.
- Next, select **Vendor Mailing Labels** menu option.
- Select the Standard Avery Label style.
- Select the option to print either the **Bill to Address** or the **Ship to Address**.
- Adjust the **Top** and **Left** margins if required.
- Select the **quantity** to print for each label.
- Click on the **Sort & Select Criteria** Tab.
- Select the **Standard** method of sorting.
- In the **Primary Sort**, specify the method by which you wish to sort the labels. Usually if you had selected the **Bill to Address** in step 4 above, you will select **Billing_Zip** as the primary sort. If

you had selected the **Ship to Address**, then you would select **Shipping_Zip** as the Primary Sort.

- In the **Secondary Sort**, you can select the **Vendor ID** only if you want to print labels for a range of vendors. If you wish to print all the Vendors, leave the Secondary Sort as **None**.
- Click on **OK-F4** to print the mailing labels.

Standard Avery Label

Standard Avery Label allows you to choose the following options:

Avery Style - determines the Avery style to which the mailing labels will be printed.

Print Bill to Address / Print Ship to Address / Choose Your Own Fields: If "Print Bill to Address" is selected the program will use the billing address when printing the labels. If "Print Ship to Address" is selected the program will use the shipping address when printing the labels. If "Choose Your Own Fields" is selected you will be presented with two lists. The list on the left side represents the fields that are available to be printed, and the list on the right represents the actual fields that will be printed on the mailing labels. You can move items from one list to the other by selecting and then dragging it from one list to the other, or selecting an item in one list and clicking on the appropriate single arrow button that is located between the two lists.

Label Margins: Use this to set a top or left margin for the fields to be printed within the label itself.

Page Margins: Use this to set the top or left margin of each sheet of labels. Note: the top margin only applies to laser labels, not dot-matrix labels.

Include PostNet: Determines whether PostNet bar code is to be printed. The default field used is the zip code field but can be changed to any other field.

Quantity: Determines the number of times to print the same label.

The **Sort & Select Criteria** tab allows sort and filter conditions that can be used to control which vendors will be printed on the mailing labels. Please refer to [page 508](#) for more information.

Custom Label

Custom Label allows for you to choose the following:

New Button: This button allows you to create a new custom label. When you click on this button:

1. You will see a screen that will ask for the name of the new custom label, the Avery Style on which the label is to be based, and whether or not to include **PostNet**.
2. The next screen will give you the option to change the dimensions for the label.
3. After the dimensions have been set and you have clicked on **OK**, you may change the layout of the fields to be printed on the label.

Edit Button: This button allows you to edit the custom label that you selected in the list of custom labels. When you click on this button:

1. You will see a screen that will allow you to change the dimensions for the label.
2. After the dimensions have been set and you have clicked on **OK**, you may change the layout of the fields to be printed on the label.



Important Note: For the purposes of technical support, we only support the ability to move fields around. Other features, if available in this mode are not supported by technical support.

Delete Button: this will delete the custom label that you select in the list of custom labels.

Quantity: - determines the number of times to print the same label.

Sort & Select Criteria

The Sort & Select Criteria tab allows sort and filter conditions that can be used to control which customers will be printed on the mailing labels.

There are two different levels for sort & select: Standard and Advanced.

Standard Sort & Select allows for sorting up to two levels and within each of those level you can choose the range/filter to be used and whether it should be ascending or descending.

Advanced Sort & Select is broken up into two parts:

The first part is to select the selection criteria. The selection criterion is used to filter out the customers that will be printed on mailing labels. For example, you could print mailing labels for customers that have a specific zip code or live in a specific city. Alternatively, you can combine multiple conditions together.

The second part of the process is to choose how the mailing labels will be sorted. There will be two lists. The list on the left side represents the fields that are available to be used for sorting the mailing labels and the list on the right contains the fields that will actually be used to sort the mailing labels. You can move items from one list to the other by selecting an item and then dragging it to the other list, or selecting an item in one list and clicking on the appropriate single arrow button that is located between the two lists.

Here is a sample of some mailing labels:

| | |
|--------------------------|-------------------|
| ACME INSURANCE COMPANY | BAIL BONDS USA |
| 1020 HUNTERS POINT | P O BOX 7753 |
| MOORPARK CA 93021 | MOORPARK CA 93021 |
| USA | USA |
| ROAD SIDE SERVICE TOWING | VERMONT SHIPPING |
| 1428 OXNARD ST | P O BOX 21355 |
| MOORPARK CA 93021 | MOORPARK CA 93021 |
| USA | USA |

Vendor Notes Report

| | |
|--|--|
| Vendor Notes Report Central Technologies 11988 Challenger Court Moorpark, CA 93021-2071 | |
| ID: 1020 | N.Y. PIZZA 135S LASALLE ST DEPT 1853 MOORPARK CA 93021 USA Phone: 805-555-1234 Fax: 805-555-5678 Note: Our Account # for this Vendor is 4567-3456. |
| ID: 104 | ACME INSURANCE COMPANY 1020 HUNTERS POINT MOORPARK CA 93021 USA Phone: 805-555-1234 Fax: 805-555-5678 Note: This Vendor does not deliver on schedule. |
| ID: 110147 | LAPD 160 SOUTH SUNKIST UNIT T MOORPARK CA 93021 USA Phone: 805-555-1234 Fax: 805-555-5678 |

Vendor History Report

| Vendor History Report Central Technologies 11988 Challenger Court Moorpark, CA 93021-2071 | | | | | | | |
|--|------------------------|------------------|--------------------|------------------|--------------------|-----------------|-------------------|
| <u>Vendor ID</u> | <u>Company</u> | <u>MTD Units</u> | <u>MTD Dollars</u> | <u>YTD Units</u> | <u>YTD Dollars</u> | <u>LY Units</u> | <u>LY Dollars</u> |
| 1020 | N.Y. PIZZA | 0.00 | 0.00 | 0.00 | 0.00 | 926.00 | 867.17 |
| 104 | ACME INSURANCE COMPANY | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 124.64 |
| 110147 | LAPD | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 95.81 |
| 1155 | EUROPEAN TOURS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 245.63 |

A/P Transactions Listed by Vendor

| A/P Transaction Listed By Vendor | | | | | | | | | | | |
|---|----------|-----------|-----------|------|------|--------------------|---------|-----|----------|----------------------|-------------|
| Central Technologies 11988 Challenger Court Moorpark, CA 93021-2071 | | | | | | | | | | | |
| A/P Trans # | Invoice# | Date | Due Date | Type | Post | Description | Check # | Due | Due Date | Taken | Amount |
| Vendor ID/Company Name: 104-ACME INSURANCE COMPANY | | | | | | | | | | | |
| 64 | 9280 | 01/26/199 | 01/26/199 | I | | COMMISSIONS EARNED | | | | | 124.64 |
| 75 | 9280 | 01/26/199 | 02/03/199 | P | Y | | | | | | -124.64 |
| | | | | | | | | | | Totals: | 0.00 |
| Vendor ID/Company Name: 110147-LAPD | | | | | | | | | | | |
| 179 | 743375 | 01/30/199 | 02/10/199 | I | | Misc. Charges | | | | | 95.81 |
| 217 | 743375 | 02/10/199 | 02/16/199 | P | Y | | | | | | -95.81 |
| | | | | | | | | | | Totals: | 0.00 |
| | | | | | | | | | | Grand Totals: | 0.00 |

A/P Transaction Report

| A/P Transaction Report | | | | | | | | | | | | |
|---|----------|-----------|------------|------------|------|------|---------------|---------|-----|----------------|----------------|---------|
| Central Technologies 11988 Challenger Court Moorpark, CA 93021-2071 | | | | | | | | | | | | |
| A/P Trans # | Invoice# | Vendor ID | Date | Due Date | Type | Post | Description | Check # | Due | Due Date | Taken | Amount |
| 1 | 13 | 160 | 01/26/1999 | 01/26/1999 | I | | Misc. Charges | | | | | 2655.26 |
| 2 | 447093 | 143 | 01/26/1999 | 01/26/1999 | I | | Misc. Charges | | | | | 1447.49 |
| 3 | 448944 | 143 | 01/26/1999 | 01/26/1999 | I | | Misc. Charges | | | | | 922.53 |
| 4 | 164257 | 150 | 01/26/1999 | 01/26/1999 | I | | Misc. Charges | | | | | 553.75 |
| | | | | | | | | | | Totals: | 5579.03 | |

Vendor Invoices with Balances Due

| A/P Transaction Report Vendor Invoices with Balances Due Central Technologies 11988 Challenger Court Moorpark, CA 93021-2071 | | | | | | | | | | |
|--|-------------|------------|------------|------|------|---------------|---------|-----|----------|--------|
| Invoice# | A/P Trans # | Date | Due Date | Type | Post | Description | Check # | Due | Due Date | Amount |
| Vendor ID/Company Name: 146-VINCENZO'S PIZZA | | | | | | | | | | |
| 754671 | 238 | 02/19/1999 | 02/25/1999 | I | | Misc. Charges | | | | 412.22 |
| Invoice Balance: | | | | | | | | | | 412.22 |
| Totals: | | | | | | | | | | 412.22 |
| Vendor ID/Company Name: 150-THRIFT SHOP USA | | | | | | | | | | |
| 42843575 | 240 | 02/19/1999 | 02/25/1999 | I | | Misc. Charges | | | | 162.11 |
| Invoice Balance: | | | | | | | | | | 162.11 |
| Totals: | | | | | | | | | | 162.11 |
| Grand Totals: | | | | | | | | | | 574.33 |

A/P Transactions Report

| A/P Transactions Report Central Technologies 11988 Challenger Court Moorpark, CA 93021-2071 | | | | | | | | | | |
|--|------------------|------------|------------|------------------------|------|---------|---------------|---------|--|--|
| A/P Trans # | Invoice# | Date | Due Date | Vendor ID/Company Name | Type | Post | Description | Amount | | |
| Account# | Account Name | Job | Dept | Description | G/L | Debit | G/L | Credit | | |
| 1 | 13 | 01/26/1999 | 01/26/1999 | 160-SEA SIDE SUSHI | I | Y | Misc. Charges | 2655.26 | | |
| 51030 | Freight | | 13 | MISC. INVOICES | | 2655.26 | | 0.00 | | |
| 21010 | Accounts Payable | | | | | 0.00 | | 2655.26 | | |
| Total Debit/Credits: | | | | | | 2655.26 | | 2655.26 | | |
| 2 | 447093 | 01/26/199 | 01/26/199 | 143-VERMONT SHIPPING | I | Y | Misc. Charges | 1447.49 | | |
| 21010 | Accounts Payable | | | | | 0.00 | | 1447.49 | | |
| 51022 | Purchases | | | | | 1447.49 | | 0.00 | | |
| Total Debit/Credits: | | | | | | 1447.49 | | 1447.49 | | |
| Grand Total: | | | | | | | | 4102.75 | | |

A/P Payments Report

| Date: 10/16/2000 | | A/P Payments Report | | Page: 2 | | | | |
|--|------------|--|----------|---------|--------|-------------|----------------|-------------|
| Time: 12:01:04 | | AI & Ed Electronics 11988 Main St Moorpark, CA 93021 | | | | | | |
| User: SYSTEM ADMINISTRATOR | | | | | | | | |
| Date Range: 02/01/1998 to 02/08/1998 | | | | | | | | |
| Filter: Check Number from FIRST to LAST AND Vendor Id from FIRST to LAST | | | | | | | | |
| Sorted By: Check Number AND Vendor Id | | | | | | | | |
| Invoice# | A/P Trans# | Vendor ID | Date | Period | Check# | Description | Discount Taken | Amount Paid |
| 128162 | 210 | 1290-SAN FRANCISCO | 02/01/98 | Y | 9379 | | 0.00 | 1058.00 |
| 90038 | 219 | 1250-NEW MEXICO | 02/01/98 | Y | 9380 | | 0.00 | 344.10 |
| 90027 | 219 | 1250-NEW MEXICO | 02/01/98 | Y | 9380 | | 0.00 | 6814.00 |
| 90003 | 219 | 1250-NEW MEXICO | 02/01/98 | Y | 9380 | | 0.00 | 1074.03 |
| 22988037 | 230 | 1290-PALL'S LITTLE ITALY | 02/01/98 | Y | 9381 | | 0.00 | 51.50 |
| 02690 | 221 | 135-BAIL BONDS USA | 02/01/98 | Y | 9382 | | 0.00 | 905.75 |
| 013009889 | 222 | 1502-BEST OF THE BEST | 02/01/98 | Y | 9383 | | 0.00 | 56.09 |
| 5323 | 223 | 1580-CLASSIC JO HOLLIE | 02/01/98 | Y | 9384 | | 0.00 | 45.00 |
| 5583 | 234 | 1630-JAPS BOOK STORE | 02/01/98 | Y | 9385 | | 0.00 | 79.14 |
| 5269235270 | 235 | 1630-TROJAN HORSE | 02/01/98 | Y | 9385 | | 0.00 | 159.54 |
| 5269235759 | 235 | 1630-TROJAN HORSE | 02/01/98 | Y | 9388 | | 0.00 | 177.12 |
| 2143400655 | 238 | 1788-BOARDWALK | 02/01/98 | Y | 9387 | | 0.00 | 245.34 |
| 2143418631 | 236 | 1766-BOARDWALK | 02/01/98 | Y | 9387 | | 0.00 | 311.45 |
| 15318 | 227 | 1301-CITYBANK USA | 02/01/98 | Y | 9388 | | 0.00 | 75.78 |
| 873477 | 230 | 1800-BANK OF AMERICA | 02/01/98 | Y | 9389 | | 0.00 | 453.03 |
| 2032 | 229 | 1899-BURPOER KING | 02/01/98 | Y | 9390 | | 0.00 | 96.05 |
| 4054405882 | 230 | 1875-OFFICE DEPOT | 02/01/98 | Y | 9391 | | 0.00 | 548.13 |
| 0703118 | 231 | 1501-STANFORD POTS | 02/01/98 | Y | 9392 | | 0.00 | 1000.00 |
| 781500050 | 232 | 1501-LARRY H. PARKER | 02/01/98 | Y | 9393 | | 0.00 | 79.30 |
| 781500050 | 233 | 1800-BACKSPACE WHITE | 02/01/98 | Y | 9394 | | 0.00 | 317.47 |
| 2399152978 | 233 | 1800-BACKSPACE WHITE | 02/01/98 | Y | 9394 | | 0.00 | 317.29 |
| 781500050 | 233 | 1800-BACKSPACE WHITE | 02/01/98 | Y | 9394 | | 0.00 | 1117.60 |
| 2889152870 | 233 | 1800-BACKSPACE WHITE | 02/01/98 | Y | 9394 | | 0.00 | 152.28 |
| Total: | | | | | | | 0.00 | 61958.08 |

A/P Aging Report

| A/P Aging Report Central Technologies 11988 Challenger Court Moorpark, CA 93021-2071 | | | | | | | | | |
|---|-----------|-----------|------------|---|------------------|----------------|--------|---------|---------|
| A/P Tran # | Invoice # | Date | Due Date | C | Description | Amount Current | 0 - 30 | 31 - 60 | Over 60 |
| Vendor ID/Company: 146 - VINCHENZO'S PIZZA | | | | | | | | | |
| 238 | 754671 | 02/19/199 | 02/25/1999 | I | Misc. Charges | 412.22 | | | 412.22 |
| Totals for Vendor: | | | | | | 412.22 | 0.00 | 0.00 | 412.22 |
| Vendor ID/Company: 150 - THRIFT SHOP USA | | | | | | | | | |
| 240 | 42843575 | 02/19/199 | 02/25/1999 | I | Misc. Charges | 162.11 | | | 162.11 |
| Totals for Vendor: | | | | | | 162.11 | 0.00 | 0.00 | 162.11 |
| Vendor ID/Company: 160 - SEA SIDE SUSHI | | | | | | | | | |
| 239 | 9999999 | 02/19/199 | 02/25/1999 | I | 14 misc invoices | 2721.82 | | | 2721.82 |
| Totals for Vendor: | | | | | | 2721.82 | 0.00 | 0.00 | 2721.82 |
| Grand Totals: | | | | | | 3296.15 | 0.00 | 0.00 | 3296.15 |

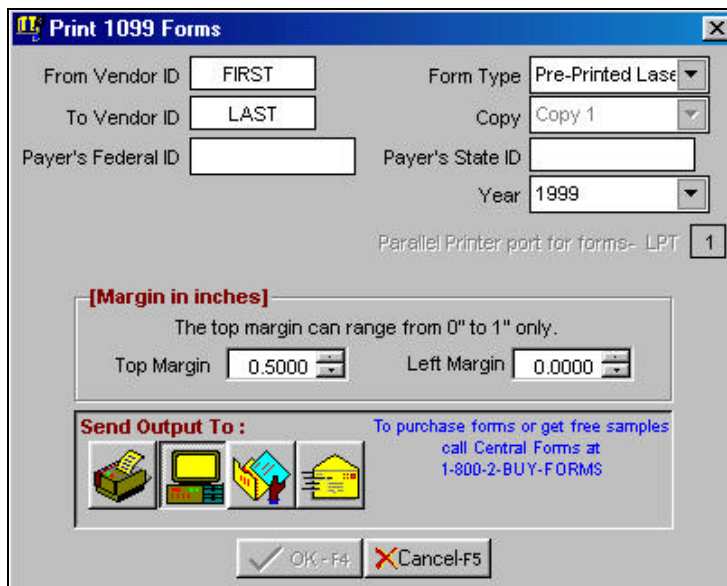
A/P Outstanding Invoices Report

A/P Outstanding Invoices Report
 Central Technologies
 11988 Challenger Court
 Moorpark, CA 93021-2071

| <u>Description</u> | <u>Invoice #</u> | <u>A/P Tran. #</u> | <u>Date</u> | <u>Due Date</u> | <u>Invoice Amt</u> | <u>Amount Paid</u> | <u>Balance Due</u> |
|---|------------------|--------------------|-------------|-----------------|--------------------|--------------------|--------------------|
| Vendor/Company 146 - VINCHENZO'S PIZZA | | | | | | | |
| Misc. Charges | 754671 | 238 | 02/19/1999 | 02/25/1999 | <u>412.2</u> | <u>0.00</u> | <u>412.22</u> |
| Totals: | | | | | 412.22 | 0.00 | 412.22 |
| Vendor/Company 150 - THRIFT SHOP USA | | | | | | | |
| Misc. Charges | 42843575 | 240 | 02/19/1999 | 02/25/1999 | <u>162.1</u> | <u>0.00</u> | <u>162.11</u> |
| Totals: | | | | | 162.11 | 0.00 | 162.11 |
| Vendor/Company 160 - SEA SIDE SUSHI | | | | | | | |
| 14 misc invoices | 9999999 | 239 | 02/19/1999 | 02/25/1999 | <u>2721.8</u> | <u>0.00</u> | <u>2721.82</u> |
| Totals: | | | | | 2721.82 | 0.00 | 2721.82 |
| Grand Totals: | | | | | 3296.15 | 0.00 | 3296.15 |

Print 1099 Forms

This option is used to print 1099 forms for Vendors. You must check the **Issue 1099** box in **Vendor Maintenance** before you can print 1099 forms. In addition you must enter the **Federal ID** and **Payment Type** box in the **Vendor Maintenance** option.



The fields available on the menu option are:

Vendor Range: Enter the starting and ending Vendor ID to print for this report. Leave the defaults for FRIST and LAST to include all Vendors. Note that Vendors with the **Issue 1099** box will only be included even if you select to print all Vendors.

Form Type: You can select from two types of 1099 form styles:

- Pre-Printed Dot-Matrix form
- Pre-Printed Laser form

Copy: This field is only available only if you have purchased the **optional** plain-paper laser forms module. You can select the 1099 copy you wish to print.

Payer's Federal ID: Enter the Payer's Federal ID in this field. If you had completed the **Federal ID** field in the **Company Setup** option, the program will automatically display the ID in this field.

Payer's State ID: Enter the Payer's State ID in this field. If you had completed the **State ID** field in the **Company Setup** option, the program will automatically display the ID in this field.

Year: Select the year for which you wish to issue 1099 form for. The program calculates the 1099 amount as follows:

1. First the program will verify that the "Issue 1099" box is checked in **Vendor Maintenance**.
2. Next, if Vendor Maintenance has an amount in the **Print This Amount on 1099** field, it will print that on the 1099 form. You can use this field in Vendor Maintenance to override the amount calculated by the A/P module.
3. If there is no amount in the **Print This Amount on 1099** field in Vendor Maintenance, the program will calculate the 1099 amount by adding up all the payments for the Vendor for the year you specify. All payments for the year are included – posted or unposted.



Important Note: Make sure that **Payment Type** field in **Vendor Maintenance** has the correct 1099 box selected. If nothing is selected in that box, then even if Vendor has a 1099, no amount will print on the 1099 form for that vendor.

Form Styles

You can choose from the following 1099 styles:


1099 Forms Available from ZLand Forms

| Part# | Description |
|--------|--|
| 46713 | 1099 Forms (Laser) - 3 Part - Three 8 1/2" x 3 2/3" forms on an 8 1/2" x 11" sheet. |
| 46714 | 1099 Forms (Laser) - 4 Part - Three 8 1/2" x 3 2/3" forms on an 8 1/2" x 11" sheet. |
| 46715 | 1099 Forms (Laser) - 5 Part - Three 8 1/2" x 3 2/3" forms on an 8 1/2" x 11" sheet. |
| 86726 | 1099 Forms (Dot Matrix) (8.5" x 3-2/3" Detached). - Three 8 1/2" x 3 2/3" forms on an 8 1/2" x 11" sheet. Parts Available: 3,4 or 5, carbonless |
| 772932 | Double Window Compatible Envelope For 1099 forms |

Ordering Forms

You can order the **Preprinted Forms** like checks, invoices, statements, W-2, and 1099 forms from our national supplier ZLand Forms. For placing an order ZLand Forms can be reached at:

(800) 2-BUY FORMS

 **Important Note:** This program is designed to print on forms supplied by ZLand Forms only. You may have alignment problems with forms supplied from a different manufacturer. We guarantee compatibility only with forms supplied by ZLand Forms.

Please refer to the online Forms Brochure included with the program for information on ordering forms. You can order the Preprinted Forms like checks, invoices, statements, W-2, and 1099 forms from our national supplier ZLand Forms.

Print 1096 Form

This option is used to print the 1096 form for all the Vendors. You must check the **Issue 1099** box in **Vendor Maintenance** before you can print 1096 forms.

NOTE: This is a worksheet only. You must manually transfer this information to the actual 1096 form.

The screenshot shows a dialog box titled "Print 1096 Form". It contains the following fields and options:

- From Vendor ID:** Text box containing "FIRST" with a search icon.
- To Vendor ID:** Text box containing "LAST".
- Payer's Federal ID:** Empty text box.
- State ID:** Empty text box.
- Parallel Printer port for forms-:** LPT 1 (dropdown menu).
- Send Output To:** A section with icons for printer, monitor, and other devices. To the right, blue text reads: "To purchase forms or get free samples call Central Forms at 1-800-2-BUY-FORMS".
- Buttons:** "OK - F4" (with a green checkmark icon) and "Cancel-F5" (with a red X icon).

The fields available on the menu option are:

Vendor Range: Enter the starting and ending Vendor ID to print for this report. Leave the defaults for FRIST and LAST to include all Vendors. Note that Vendors with the **Issue 1099** box will only be included even if you select to print all Vendors.

Payer's Federal ID: Enter the Payer's Federal ID in this field. If you had completed the **Federal ID** field in the **Company Setup** option, the program will automatically display the ID in this field.