

# Realtime Software Corporation - Accounts Payable Operations Manual

<b>A. VENDOR MAINTENANCE.....</b>	<b>1</b>
<b>INQUIRY PROGRAMS .....</b>	<b>6</b>
1. VENDOR INQUIRY .....	6
2. A/P INVOICE HISTORY INQUIRY .....	14
3. A/P CHECK INQUIRY .....	16
<b>C. INVOICE ENTRY WITHOUT PO.....</b>	<b>17</b>
1. REGULAR A/P INVOICE ENTRY .....	17
2. SPECIAL COSTING LINKED TO SERIAL RECORDS.....	24
<b>D. INVOICE ENTRY WITH PO .....</b>	<b>28</b>
1. REGULAR INVOICE ENTRY WITH PO.....	28
2. CLEARING OFFSETTING RECEIVERS.....	36
3. PREVIOUSLY ENTERED/PAID WITHOUT PO .....	37
4. PO RECEIPTS MAINTENANCE.....	38
<b>E. INVOICE ADJUSTMENTS.....</b>	<b>42</b>
1. ADJUSTING INVOICE DETAILS.....	42
2. CHANGING VENDOR# OR INVOICE#.....	45
<b>PAYMENT PROCESSING .....</b>	<b>47</b>
1. CHECK WRITER (CHECK RUNS).....	47
2. MANUAL CHECK – INVOICES ON FILE.....	56
3. MANUAL CHECK – NO INVOICES ON FILE .....	57
4. PREPAYMENT CHECK .....	60
5. ONETIME VENDOR.....	62
6. DAILY CHECK REGISTER .....	68
<b>G. RECURRING INVOICES .....</b>	<b>69</b>
<b>H. VOIDING CHECKS .....</b>	<b>75</b>
<b>I. CHECK RECONCILIATION FOR BANK .....</b>	<b>80</b>
<b>J. REPORTS .....</b>	<b>87</b>
1. OPEN INVOICE REPORT .....	87
2. AGED TRIAL BALANCE.....	92
3. HISTORY REPORTS.....	95

## ACCOUNTS PAYABLE

### A. VENDOR MAINTENANCE

Type the Screen Jump **VM** at any menu to get to vendor maintenance.

```

VM01    CW REALTIME SOFTWARE CORP          VENDOR MASTER MAINTENANCE    20 May 03

VENDOR NNNNN*NNN.

Enter VENDOR number or
'?' + NAME to search for similar-sounding names or
'??'+ TEXT to search for partial EXACT spelling of a name
'?#'+ NUMBER to search by phone number.
'VEND*?' to search SHIP-FROM entries.
'?:' + VENDOR# To See an Index By Vendor Number
'?;' + VENDOR NAME To See an Index By Vendor Name
    
```

To pull up a vendor already on file **or type the vendor number** if known or **?? and vendor name** to search, then bring up vendor you need to make changes to.

```

VM01    CW REALTIME SOFTWARE CORP          VENDOR MASTER MAINTENANCE    20 May 03

VENDOR 10020

1. NAME                AKRON BRASS COMPANY          13. START DATE
2. ADDRESS 1           4566 PAYSHERE CIRCLE          14. LINE ITEM TAX CD
3. ADDRESS 2
4. CITY                CHICAGO
5. STATE/COUNTY        IL
6. ZIP/POST            60674-4566
7. COUNTRY
8. PHONE               800-228-1161
9. FAX NUMBER          800/531-7335
10. CONTACT            CHERYL STEINER
11. TITLE              CUSTOMER SREVICE REP
12. SHIP VIA           BEST WAY
15. ACCT# AT VENDOR    697301
16. DUE DAYS           30
    OR DAY OF MONTH
17. VENDOR CLASS       REG
18. G/L ACCT#
19. PRIMARY EMAIL ADDRESS
20. ONETIME VENDOR

ENTER #, (C)REDIT SCREEN, * TO VOID,
D)ELETE, I)NDEX, N)EXT, P)REV, INF(O), ^ OR RTN TO POST
    
```

**Select number** corresponding to field that needs to be changed, make the changes, then **^ (or Enter)** to post and update the changes.

**Type C** at the prompt if you want to go the credit screen.

# Realtime Software Corporation - Accounts Payable Operations Manual

VM01	CW REALTIME SOFTWARE CORP	VENDOR MASTER MAINTENANCE	20 May 03
VENDOR 10020	AKRON BRASS COMPANY	800-228-1161	
ACCT# AT VENDOR		LAST PURCH DATE	16 May 03
1. INACTIVE (Y/NULL)		A/P BALANCE	15,305.16
2. 1099 ID	35-1167154	PREPAYMENT AMT	
3. TERMS CODE	30	OPEN P/O AMT	11,126.86
4. PAYMENT HOLD		OPEN A/P AMT	15,305.16
5. CHK ADD SUFFIX		YTD 1099 AMT	53,451.70
		YTD P/O AMT	55,255.27
		LYR P/O AMT	
		YTD AMOUNT PAID	53,451.70
		LYR AMOUNT PAID	
		YTD DISC TAKEN	0.00
		LYR DISC TAKEN	
		YTD DISC LOST	0.00
		LYR DISC LOST	
		YTD # INV PAID	56
		YTD AVG DAYS TO PAY	32
ENTER #, INF(O), ^ TO POST, * OR RTN FOR MAIN			..

Either **ENTER** to return to first screen or **^ to post**.

To set up a new vendor type the Screen Jump **VM**. At his point you have two options:

Use the **COPY** feature to copy vendor information from a similar existing vendor to a new vendor number

Manually enter a new vendor number and vendor information.

## Option 1 – COPY function

Type **COPY** and **ENTER**.

VM01	CW REALTIME SOFTWARE CORP	VENDOR MASTER MAINTENANCE	20 May 03
VENDOR NNNNN*NNN.			
	(Enter <b>COPY</b> to copy from another vendor)		
Enter VENDOR number or			
'?' + NAME to search for similar-sounding names or			
'??'+ TEXT to search for partial EXACT spelling of a name			
'?#'+ NUMBER to search by phone number.			
'VEND*?' to search SHIP-FROM entries.			
'?:'+ VENDOR# To See an Index By Vendor Number			
'?;'+ VENDOR NAME To See an Index By Vendor Name			

# Realtime Software Corporation - Accounts Payable Operations Manual

Type **vendor-number** you wish to copy from and **ENTER**. (?-lookup is available).  
 Type the new **vendor-number** you want to copy the information to and **ENTER**.

```

COPY CW REALTIME SOFTWARE CORP          MASTER COPY - VENDOR#

COPY FROM VENDOR#          .....          Enter * at COPY FROM to exit

COPY TO VENDOR#           .....          Enter * at 'COPY TO' to return
                                     to 'COPY FROM' prompt

THE DATA FIELDS BELOW ARE SPECIFIC TO EACH RECORD AND WILL NOT BE
COPIED FROM THE ORIGINAL RECORD. PLEASE REVIEW DATA FIELDS TO ENSURE
THAT ALL NECESSARY INFORMATION EXISTS IN THE NEW RECORD
DESCRIPTION          DESCRIPTION          DESCRIPTION
-----          -----          -----
Date Last Purchased      Year to Date 1099 Amount      Last Year Number of Days
Year to Date Paid Amount  Year to Date Discount        Prepayment Amount
Last Year Paid Amount    Year to Date Discount        Prepayment Check Detail
Open Invoice Amount      Year to Date Number of
Purchase Order Amount   Year to Date Number of
Year to Date Purchase   Last Year Discount Taken
Last Year Purchase Order Last Year Discount Lost
Ship-From Suffix        Last Year Number of
    
```

Update any fields that need to be changed.  
**ENTER** to post the new vendor record.

```

COPY CW REALTIME SOFTWARE CORP          MASTER COPY - VENDOR#

VENDOR 77777

1. NAME          EMERGENCY ONE, INC.          13. START DATE
2. ADDRESS 1    C/O SUN TRUST BANK          14. LINE ITEM TAX CD
3. ADDRESS 2    P O BOX 116135             15. ACCT# AT VENDOR 613198
4. CITY        ATLANTA                     16. DUE DAYS          30
5. STATE/COUNTY GA          OR DAY OF MONTH
6. ZIP/POST    30368-6135                 17. VENDOR CLASS     REG
7. COUNTRY
8. PHONE       877/746-3663
9. FAX NUMBER  352/237-2999
10. CONTACT    RJ. JONES
11. TITLE      CRS
12. SHIP VIA   BEST WAY                   18. G/L ACCT#
                                     19. PRIMARY EMAIL ADDRESS
                                     20. ONETIME VENDOR

ENTER #, (C)REDIT SCREEN, * TO VOID,
D)ELETE, I)NDEX, N)EXT, P)REV, INF(O), ^ OR RTN TO POST          ..
    
```

# Realtime Software Corporation - Accounts Payable Operations Manual

## Option 2 – Manual Entry

Type the **number** that you wish to use for that vendor, then **ENTER**. This will bring up a blank screen to fill in the necessary information for that vendor.

VM01	CW REALTIME SOFTWARE CORP	VENDOR MASTER MAINTENANCE	20 May 03
VENDOR <b>20099</b>			
1. NAME	.....	13. START DATE	05/20/03
2. ADDRESS 1		14. LINE ITEM TAX CD	
3. ADDRESS 2		15. ACCT# AT VENDOR	
4. CITY		16. DUE DAYS	
5. STATE/COUNTY		OR DAY OF MONTH	
6. ZIP/POST		17. VENDOR CLASS	
7. COUNTRY		18. G/L ACCT#	
8. PHONE		19. PRIMARY EMAIL ADDRESS	
9. FAX NUMBER			
10. CONTACT			
11. TITLE			
12. SHIP VIA		20. ONETIME VENDOR	

VM01	CW REALTIME SOFTWARE CORP	VENDOR MASTER MAINTENANCE	20 May 03
VENDOR 20099			
1. NAME	STANDARD MFG.	13. START DATE	05/20/03
2. ADDRESS 1	5840 3RD ST.	14. LINE ITEM TAX CD	
3. ADDRESS 2		15. ACCT# AT VENDOR	
4. CITY	DENVER	16. DUE DAYS	30
5. STATE/COUNTY	CO	OR DAY OF MONTH	
6. ZIP/POST	80921	17. VENDOR CLASS	REG
7. COUNTRY		18. G/L ACCT#	
8. PHONE	303/555-6848		5100008
9. FAX NUMBER	303/555-6849	19. PRIMARY EMAIL ADDRESS	
10. CONTACT	TIM DAPPER		
11. TITLE			
12. SHIP VIA		20. ONETIME VENDOR	

ENTER #, (C)REDIT SCREEN, \* TO VOID,  
D)ELETE, I)NDEX, N)EXT, P)REV, INF(O), ^ OR RTN TO POST **C.**

# Realtime Software Corporation - Accounts Payable Operations Manual

Some important fields to note here:

Due Days or Day of Month – used by the a/p invoice programs to calculate the due date of invoices, or the day of the next month that the invoice is due with override allowed during invoice entry.

Vendor Class - used to separate vendors. Several reporting and payment functions are definable by class. Many users set up separate classes for trade, floor plan, prepayments, etc. This is a required field.

G/L Acct# - this is a default g/l account. The a/p invoice entry program (without purchase order) will default the debit entry to this account. Typically used for items such as rent, utilities or other recurring-type payables. You can always override this account to a different one if needed, when entering the invoice.

Onetime Vendor – designates this vendor to have ‘sub-vendors’ associated with it. See the Onetime Vendor Section of this manual for further details. Typically one vendor in the system is set up using this flag.

After filling in the information, at the bottom of the screen **type C** for credit to enter information on the credit screen.

VM01	CW REALTIME SOFTWARE CORP	VENDOR MASTER MAINTENANCE	20 May 03
VENDOR 20099	STANDARD MFG.	303/555-6848	
ACCT# AT VENDOR		LAST PURCH DATE	
1. INACTIVE (Y/NULL)		A/P BALANCE	0.00
2. 1099 ID		PREPAYMENT AMT	
3. TERMS CODE	<b>30</b>	OPEN P/O AMT	
4. PAYMENT HOLD		OPEN A/P AMT	
5. CHK ADD SUFFIX		YTD 1099 AMT	
		YTD P/O AMT	
		LYR P/O AMT	
		YTD AMOUNT PAID	
		LYR AMOUNT PAID	
		YTD DISC TAKEN	
		LYR DISC TAKEN	
		YTD DISC LOST	
		LYR DISC LOST	
		YTD # INV PAID	
		YTD AVG DAYS TO PAY	0
ENTER #, INF(O), ^ TO POST, * OR RTN FOR MAIN			..

Line 3 terms code. This field has nothing to do with calculating the due-dates of a/p invoices entered, just information related to quick pay discount days and quick pay discount percentages. Type **^** and **ENTER** to post and update.

## INQUIRY PROGRAMS

### 1. VENDOR INQUIRY

Type the Screen Jump **VI** at any menu to get to Vendor Inquiry.

```

VM01Q  CW REALTIME SOFTWARE CORP          VENDOR INQUIRY          20 May 03

VENDOR NNNNN*NNN.

Enter VENDOR number or
'?' + NAME to search for similar-sounding names or
'??'+ TEXT to search for partial EXACT spelling of a name
'#'+ NUMBER to search by phone number.
'VEND*?' to search SHIP-FROM entries.
'?:' + VENDOR# To See an Index By Vendor Number
'?;' + VENDOR NAME To See an Index By Vendor Name
    
```

You can also search a vendor by using any of the above listed search codes. If you use “?;C” it will pull up every vendor starting with the letter C. This method along with the “?? Method” for an exact spelling on any word with the name are the most common search methods.

**Type in ??** followed by part of vendor name to search.

```

VM01Q  CW REALTIME SOFTWARE CORP          VENDOR INQUIRY          20 May 03

VENDOR  ??EMERGENC

Enter VENDOR number or
'?' + NAME to search for similar-sounding names or
'??'+ TEXT to search for partial EXACT spelling of a name
'#'+ NUMBER to search by phone number.
'VEND*?' to search SHIP-FROM entries.
'?:' + VENDOR# To See an Index By Vendor Number
'?;' + VENDOR NAME To See an Index By Vendor Name
    
```

```

VM01Q  CW REALTIME SOFTWARE CORP          VENDOR INQUIRY          20 May 03

Seq. Vendor                               Number           Searching on EMERGENC
 1 EASTERN EMERGENCY SERVICES SEM 10171           FAYETTEVILLE NC
 2 EMERGENCY ONE, INC.             10194           ATLANTA GA
 3 EMERGENCY APPARATUS DESIGN, IN 10195           KERNERSVILLE NC
 4 MUNICIPAL EMERGENCY SERVICES    10367           PALATINE IL
 5 NATIONAL EMERGENCY               10405           ANNANDALE VA
 6 SANDHILLS EMERGENCY SER.         10522           LUMBERTON NC
 7 SOUTHEASTERN EMERGENCY EQUIPME 10548           WAKE FOREST NC
 8 SOUTHEASTERN EMERGENCY           10551           WAKE FOREST NC
 9 SUPERIOR EMERGENCY VEHICLES     10582           RED DEER ,ALBERTA
10 EMERGENCY VEHICLES OF TEXAS     21261           FORT WORTH TEXAS

Enter Seq., * To Exit, PB Page Back, C Change Search, or (RTN) to page.2....
    
```

# Realtime Software Corporation - Accounts Payable Operations Manual

**Type the sequence number** located to the left of the selection you want you want and **ENTER**.

VM01Q	CW REALTIME SOFTWARE CORP	VENDOR INQUIRY	20 May 03
VENDOR 10194			
NAME	EMERGENCY ONE, INC.	START DATE	
ADDRESS 1	C/O SUN TRUST BANK	ACCT# AT VENDOR	613198
ADDRESS 2	P O BOX 116135	DUE DAYS	30
CITY	ATLANTA	OR DAY OF MONTH	
STATE/COUNTY	GA	VENDOR CLASS	REG
ZIP/POST	30368-6135	LINE ITEM TAX CD	
COUNTRY		ONETIME VENDOR	
PHONE	877/746-3663		
FAX NUMBER	352/237-2999		
CONTACT	RJ. JONES		
TITLE	CRS		
SHIP VIA	BEST WAY		
G/L ACCT#			
(PO)OPEN PO, (POH)PO HIST, (CH)CHECK HIST, (PH)PMT HIST, (C)REDIT, (U)SER HIST, (TB)TRIAL BAL, (AP)OPEN AP, (APH)AP HIST, (I)NFO, (EF)EMAIL/FAX, RTN <b>C</b> ..			

Choices for further inquires are listed on the bottom of the screen. **Type C** to see the credit inquiry screen.

VM01Q	CW REALTIME SOFTWARE CORP	VENDOR INQUIRY	06 Oct 04
VENDOR 10194	EMERGENCY ONE, INC.	877/746-3663	
ACCT# AT VENDOR	613198	LAST PURCH DATE	05 Oct 04
INACTIVE		A/P BALANCE	875,409.06
1099 ID		PREPAYMENT AMT	
TERMS CODE	16	OPEN P/O AMT	122,872.32
PAYMENT HOLD		OPEN A/P AMT	875,409.06
CHK ADD SUFFIX		YTD 1099 AMT	0.00
		YTD P/O AMT	954,461.40
		LYR P/O AMT	225,371.70
		YTD AMOUNT PAID	484,073.58
		LYR AMOUNT PAID	152,965.29
		YTD DISC TAKEN	76,308.70
		LYR DISC TAKEN	59,082.82
		YTD DISC LOST	9,446.49
		LYR DISC LOST	6,043.58
		YTD # INV PAID	543
		YTD # DAYS TO PAY	9,452
		YTD AVG DAYS TO PAY	17
		LYR AVG DAYS TO PAY	15
(CH)CHECK HIST, (PH)PMT HIST, (PO)OPEN PO, (POH)P/O HIST, RTN FOR MAIN SCREEN			
(TB)TRIAL BALANCE, (AP)OPEN AP, (APH)AP HIST, (I)NFO, (EF)EMAIL/FAX ...			

# Realtime Software Corporation - Accounts Payable Operations Manual

The credit screen has lots of handy data on both a current and historical basis – open a/p, open p/o, YTD amount paid, etc.

Notice that PREPAYMENT AMT is blank. Prepayments are now stored as negative a/p invoice records beginning with the letter “U”, much the same as unapplied cash in the accounts receivable module. These records can be selected for payment just like any other invoice, eliminating the need to use the separate program to apply prepayments to invoices.

**ENTER** returns you to the main inquiry screen.

VM01Q	CW REALTIME SOFTWARE CORP	VENDOR INQUIRY	20 May 03
VENDOR 10194			
NAME	EMERGENCY ONE, INC.	START DATE	
ADDRESS 1	C/O SUN TRUST BANK	ACCT# AT VENDOR	613198
ADDRESS 2	P O BOX 116135	DUE DAYS	30
CITY	ATLANTA	OR DAY OF MONTH	
STATE/COUNTY	GA	VENDOR CLASS	REG
ZIP/POST	30368-6135	LINE ITEM TAX CD	
COUNTRY		ONETIME VENDOR	
PHONE	877/746-3663		
FAX NUMBER	352/237-2999		
CONTACT	RJ. JONES		
TITLE	CRS		
SHIP VIA	BEST WAY		
G/L ACCT#			
(PO)OPEN PO, (POH)PO HIST, (CH)CHECK HIST, (PH)PMT HIST, (C)REDIT, (U)SER HIST, (TB)TRIAL BAL, (AP)OPEN AP, (APH)AP HIST, (I)NFO, (EF)EMAIL/FAX, RTN <b>AP</b> .			

Choices for further inquires are listed on the bottom of the screen. **Type AP** to see open A/P invoices that are unpaid. Then **ENTER at O** for Oldest to Newest **or change to N** for Newest to Oldest.

# Realtime Software Corporation - Accounts Payable Operations Manual

VM01Q	CW REALTIME SOFTWARE CORP	VENDOR INQUIRY	20 May 03				
		OPEN A/P INVOICES					
VENDOR 10194 EMERGENCY ONE, INC.							
INVOICE #	INV DATE	DISC DTE	DUE DATE	DISC AMNT	NET AMNT	TOTAL A/P	STATUS
10061814	05/07/03	05/23/03	05/23/03	0.78	77.30	77.30	
10061813	05/07/03	05/23/03	05/23/03	0.40	39.76	117.06	
10061812	05/07/03	05/23/03	05/23/03	0.58	57.06	174.12	
10061698	05/05/03	05/21/03	05/21/03	65.48	6,482.72	6,656.84	
10061410	04/29/03	05/15/03	10/26/03	1,214.92	120,277.08	126,933.92	
10059901	03/28/03	04/13/03	04/27/03	10.00	990.00	127,923.92	
10059972	03/23/03	04/08/03	09/19/03	1,286.52	127,365.48	255,289.40	
10059644	03/23/03	04/08/03	09/19/03	1,096.48	108,551.52	363,840.92	
3	03/17/03	03/17/03	04/16/03	0.00	0.00	363,840.92	
2	03/17/03	03/17/03	04/16/03	0.00	0.00	363,840.92	
1	03/17/03	03/17/03	04/16/03	0.00	0.00	363,840.92	
0	03/14/03	03/14/03	04/13/03	0.00	0.00	363,840.92	
10058795	03/05/03	03/05/03	09/01/03	0.00	133,263.00	497,103.92	
10058144	02/21/03	02/21/03	03/23/03	0.00	64,647.00	561,750.92	
ENTER (P)AGE, (PB)PAGE BACK, * FOR NEXT VENDOR,							
^ TO REDISPLAY VENDOR, OR REF. NUMBER FOR A/P INQUIRY							10061698..

**Type the invoice number** in bottom right of screen to display invoice detail.

AP15E	CW REALTIME SOFTWARE CORP	A/P INVOICE INQUIRY	20 May 03
VENDOR NO	10194	EMERGENCY ONE, INC.	CONTACT KIM GUTHRIE
		C/O SUN TRUST BANK	TITLE CRS
		P O BOX 116135	PHONE 352-861-3626
		ATLANTA GA 30368-61	
ACCT# AT VENDOR		P/O NUMBER	136715
INVOICE NO	10061698	RECEIVER NUMBER	151969
INVOICE DATE	05/05/03		
INVOICE AMOUNT	6548.20	AMOUNT PAID	
TAX AMOUNT		NET BALANCE	6482.72
DISCOUNTABLE AMT	6548.20	DISCOUNT TAKEN	
TERMS DISCOUNT	65.48	DISCOUNT LOST	
NET AMOUNT	6,482.72	DISCOUNT BALANCE	65.48
DISCOUNT DATE	05/21/03	PGM SOURCE	AP03E
DUE DATE	05/21/03	DESCRIPTION	
TRANSACTION DATE	05/06/03	HOLD STATUS	
ENTERED DATE	05/06/03	1099 INVOICE	
LAST PAY DATE		ORIG VENDOR#	
ORIG TRAN DATE		ORIG INVOICE#	OPEN A/P
ENTER (S)ERIAL#'S, (SP)SERIAL#'S PAID, (A)CCT DIST, (O)NETIME, (I)TEMS,			
(F)UTURE DATING, (PH)PAYMENT HIST, (U)SER HIST, * OR RTN FOR NEXT I			

# Realtime Software Corporation - Accounts Payable Operations Manual

If there is a PO attached, **type I** to see the Purchase Order, then **type D** to see the detail lines of the parts ordered.

```

VM01Q  CW REALTIME SOFTWARE CORP          AP RECEIPTS HISTORY INQUIRY    20 May 03

VENDOR 10194          EMERGENCY ONE, INC.          REC DATE 05/06/03
INVOICE# 10061698    P/O# 136715          RECEIVER# 151969

SEQ      QTY      ITEM/MISC          ORD REMAIN RECEIVED PURCHASE EXTENSION
      ORD'D  DESCRIPTION        UOM QTY-DUE TO-DATE   PRICE
001      1      EON-562055        EA      0      1      4498.750      4498.75
      REBUILT SWIVEL
002      1      MIS-1            EA      0      1      2000.000      2000.00
      MISC ITEM

ENTER * FOR NEXT INVOICE#, P TO PAGE DETAIL, PB TO PAGE BACK,
      T FOR TOTALS, SEQ FOR DISPLAY, RTN TO REDISPLAY HEADER    ...
    
```

**ENTER twice** to return to the invoice screen.

If a serialized apparatus is attached to an A/P invoice, **type S** to see the S/O# and what type of apparatus. If it's paid, type **SP** to see what serialized item has been paid.

```

AP15E  CW REALTIME SOFTWARE CORP          A/P INVOICE INQUIRY    20 May 03

VENDOR NO 10194    EMERGENCY ONE, INC.          CONTACT KIM GUTHRIE
      C/O SUN TRUST BANK          TITLE CRS
      P O BOX 116135          PHONE 352-861-3626
      ATLANTA GA 30368-6135

ACCT# AT VENDOR          P/O NUMBER 135840
INVOICE NO 10061410      RECEIVER NUMBER 151854
INVOICE DATE 04/29/03
INVOICE AMOUNT 121492.00    AMOUNT PAID 0.00
TAX AMOUNT          NET BALANCE 120277.08
DISCOUNTABLE AMT 121492.00    DISCOUNT TAKEN 0.00
TERMS DISCOUNT 1214.92    DISCOUNT LOST
NET AMOUNT 120,277.08    DISCOUNT BALANCE 1214.92
DISCOUNT DATE 05/15/03  PGM SOURCE AP03E
DUE DATE 10/26/03    DESCRIPTION
TRANSACTION DATE 04/30/03  HOLD STATUS
ENTERED DATE 04/30/03    1099 INVOICE
LAST PAY DATE 05/02/03    ORIG VENDOR#
ORIG TRAN DATE          ORIG INVOICE#          OPEN A/P

ENTER (S)ERIAL#'S, (SP)SERIAL#'S PAID, (A)CCT DIST, (O)NETIME, (I)TEMS,
      (F)UTURE DATING, (PH)PAYMENT HIST, (U)SER HIST, * OR RTN FOR NEXT    S.
    
```

# Realtime Software Corporation - Accounts Payable Operations Manual

AP15E	CW REALTIME SOFTWARE CORP	A/P INVOICE INQUIRY	20 May 03
VENDOR NO	10194 EMERGENCY ONE, INC.		
INVOICE NO	10061410	P/O NUMBER	135840
INVOICE DATE	04/29/03	AMOUNT PAID	0.00
INVOICE AMOUNT	121492.00	NET BALANCE	120277.08
*** UNPAID SERIAL NUMBERS ***			
PART NUMBER	DESCRIPTION	SERIAL NUMBER	
-----	-----	-----	
EON+COMPUMP	COMM. PUMPER	126497	
ENTER * FOR NEXT INVOICE, P TO PAGE SERIAL NUMBERS, (A)CCOUNT DISTRIBUTION, RTN TO REDISPLAY HEADER ..			

To see GL account distribution, **type A** at this screen or at the first screen of the invoice.

AP15E	CW REALTIME SOFTWARE CORP	A/P INVOICE INQUIRY	20 May 03
VENDOR NO	10194 EMERGENCY ONE, INC.		
INVOICE NO	10061410	P/O NUMBER	135840
INVOICE DATE	04/29/03	AMOUNT PAID	0.00
INVOICE AMOUNT	121492.00	NET BALANCE	120277.08
ACCOUNT NUMBER	DESCRIPTION	AMOUNT	
-----	-----	-----	
206000	A/P-REGULAR	-121,492.00	
135010	INVENTORY APPARATUS	121,492.00	
ENTER * FOR NEXT INVOICE, P TO PAGE ACCOUNT NUMBERS, (S)ERIAL#'S, (SP)SERIAL#'S PAID, RTN TO REDISPLAY HEADER ..			

Other inquiries that you will use at the first vendor inquiry screen are **CH** for check history, **PH** for payment history, **PO** for purchase order display, and **APH** for all A/P invoices, both paid and unpaid. Listed below are the results of each one of these inquiries.

# Realtime Software Corporation - Accounts Payable Operations Manual

AP16G CW REALTIME SOFTWARE CORP					VENDOR	CHECK INQUIRY	20 May 03		
VEND# 10194					EMERGENCY ONE, INC.		LYR AMT PAID		
							YTD AMT PAID	1,087,566.33	
SEQ	CHECK#	CHECK DT	CHECK AMOUNT	BC	MCF	CLR	DATE		
---	---	---	---	---	---	---	---		
1	048155	05/08/03	103,814.37	01					
2	048098	05/08/03	2,075.71	01					
3	048019	05/08/03	2,094.02	01					
4	047990	05/02/03	8,077.80	01					
5	047942	05/02/03	0.00	01					
6	047922	04/29/03	50,000.00	01					
7	047921	04/29/03	106,552.71	01					
8	047865	04/23/03	785.74	01					
9	047787	04/16/03	7,335.13	01					
10	047762	04/15/03	553,830.75	01					
11	047760	04/11/03	113,388.00	01					
12	047756	04/10/03	3,757.16	01					
13	047711	04/10/03	0.00	01					
14	047644	03/31/03	844.91	01					
15	047565	03/26/03	1,350.67	01					
ENTER (P)AGE, (PB)PAGE BACK, SEQ#, BK * CHECK#, * TO VOID .....									

AP16F CW REALTIME SOFTWARE CORP					VENDOR	PAYMENT INQUIRY	20 May 03		
VEND# 10194					EMERGENCY ONE, INC.		LYR AMT PAID		
							YTD AMT PAID	1,087,566.33	
INVOICE DATE	INVOICE NUMBER	INVOICE AMOUNT	CHECK NUMBER	CHECK DATE	BK CD	CHECK AMOUNT	DISCOUNT TAKEN	PAY DAYS	PF
---	---	---	---	---	---	---	---	---	---
05/06/03	10061750	66.42	048098	05/08/03	01	65.76	0.66	2	Y
05/06/03	10061750	66.42	048019	05/08/03	01	66.42		2	Y
05/06/03	10061749	477.10	048098	05/08/03	01	472.33	4.77	2	Y
05/06/03	10061749	477.10	048019	05/08/03	01	477.10		2	Y
05/05/03	10061701	58.36	048098	05/08/03	01	57.78	0.58	3	Y
05/05/03	10061701	58.36	048019	05/08/03	01	58.36		3	Y
05/05/03	10061700	18.88	048098	05/08/03	01	18.69	0.19	3	Y
05/05/03	10061700	18.88	048019	05/08/03	01	18.88		3	Y
05/05/03	10061699	165.34	048098	05/08/03	01	163.69	1.65	3	Y
05/05/03	10061699	165.34	048019	05/08/03	01	165.34		3	Y
05/05/03	10061697	194.20	048098	05/08/03	01	192.26	1.94	3	Y
05/05/03	10061697	194.20	048019	05/08/03	01	194.20		3	Y
05/05/03	10061696	131.23	048098	05/08/03	01	129.92	1.31	3	Y
05/05/03	10061696	131.23	048019	05/08/03	01	131.23		3	Y
ENTER (P)AGE, (PB)PAGE BACK, * FOR NEXT VENDOR, ^ TO REDISPLAY VENDOR, OR REF. NUMBER FOR INQUIRY .....									



## 2. A/P INVOICE HISTORY INQUIRY

Type **SAP03** at any menu, and then **select line 13** for a quick inquiry to find an A/P invoice. You can enter or search for the invoice number, purchase order number, or receiver report number. This is easier than going through VI (vendor inquiry) if you know the entire or beginning digits of these numbers.

SCREEN CW REALTIME SOFTWARE CORP	Invoice Processing	19 Jun 03
13 CWW		DS
SAP03	ENTER SELECTION NUMBER: <b>13</b>	16:10:22
HS		
FUNCTION	NMBR	DESCRIPTION
	0	Select Printer
	1	Invoice Entry Without Purchase Order
	2	Recurring Invoice Release
	3	Recurring Invoice Maintenance
	4	Recurring Invoice List
Purchase Orders	5	Invoice Entry With Purchase Order
	6	Invoice-P/O Variance Rpt Detail By Item
	7	Invoice-P/O Variance Rpt Summary By Item
	8	Invoice-P/O Variance Rpt Detail By Vendor
	9	Invoice-P/O Variance Rpt Summary By Vendor
	10	Invoice-P/O Variance File Purge
	11	Invoice Entry With Inventory Receipt
	12	Invoice Entry with Receipt Register
	<b>13</b>	<b>AP Invoice History Inquiry</b>

Select 1 of the 3 choices, then type the exact number or ? and the beginning numbers. In the example below we will look up any payable invoice beginning with invoice number 176 or higher.

AP03M CW REALTIME SOFTWARE CORP	AP INVOICE INQUIRY	19 Jun 03
ENTER SELECTION NUMBER	<b>1</b>	
<b>1.</b> LOOKUP INVOICE BY INVOICE NUMBER (WITHOUT THE VENDOR#)		
2. LOOKUP INVOICE BY PURCHASE ORDER NUMBER		
3. LOOKUP INVOICE BY RECEIVER NUMBER		
(ENTER INVOICE# WITHOUT VENDOR# OR ? FOLLOWED BY START OF INVOICE#)		
<b>?176</b> .....		

# Realtime Software Corporation - Accounts Payable Operations Manual

Select the **line number** to the left to view the invoice.

AP03M CW REALTIME SOFTWARE CORP		AP INVOICE INQUIRY		19 Jun 03		
Display of the INVOICE-AP-XREF table, by Invoice#						
SQ	Invoice#	Vendor#	P/O#	Name	Amount	Date
<b>1</b>	<b>1760</b>	<b>10115</b>		<b>CLASS 1</b>	<b>-940.36</b>	<b>05/08/03</b>
2	17703	10470		THE PRINT SHOPPE	0.80	04/11/03
3	17748	10470		THE PRINT SHOPPE	10.75	04/28/03
4	17749	10470		THE PRINT SHOPPE	118.80	04/28/03
5	17963	10191		ELKHART BRASS MFG.	-241.79	03/19/03
6	18	10175	136332	EAGLE COMPRESSORS,	73.91	04/16/03
7	180	10586		TAR RIVER KIWANIS	170.00	03/27/03
8	18019	10311		KEY PRINTING , INC	171.14	04/30/03
9	18106	10191		ELKHART BRASS MFG.	-1,131.00	04/24/03
10	184172	10515		SOUTH PARK CORPORA	286.17	04/29/03
11	185532	10112		CIGNA HEALTH SOURC		
12	186667	10576	136274	STRICKLAND EQUIPME	1,278.84	03/24/03
18	2	10194	135537	EMERGENCY ONE, INC	0.00	03/17/03

(C)HANGE, (P)AGE, (B)ACK, (I)NDEX, (T)OGGLE, (R)ETURN, \* TO VOID, SEQ# **1....**

AP15E CW REALTIME SOFTWARE CORP		A/P INVOICE INQUIRY		19 Jun 03	
VENDOR NO	10115	CLASS 1		CONTACT SALES	
				TITLE	
		5794 COLLECTION CENTER DR		PHONE	800/553-3569
		CHICAGO IL 60693			
ACCT# AT VENDOR			P/O NUMBER		
INVOICE NO		<b>1760</b>	RECEIVER NUMBER		
INVOICE DATE		05/08/03			
INVOICE AMOUNT		-940.36	AMOUNT PAID		
TAX AMOUNT			NET BALANCE		-940.36
DISCOUNTABLE AMT		-940.36	DISCOUNT TAKEN		
TERMS DISCOUNT		0.00	DISCOUNT LOST		
NET AMOUNT		-940.36	DISCOUNT BALANCE		0.00
DISCOUNT DATE		05/08/03	PGM SOURCE	AP03A	
DUE DATE		06/07/03	DESCRIPTION		
TRANSACTION DATE		05/08/03	HOLD STATUS		
ENTERED DATE		05/08/03	1099 INVOICE		
LAST PAY DATE			ORIG VENDOR#		
ORIG TRAN DATE			ORIG INVOICE#		OPEN A/P

ENTER (S)ERIAL#'S, (SP)SERIAL#'S PAID, (A)CCOUNT DISTRIBUTION, (I)TEMS,  
(F)UTURE DATING, (PH)PAYMENT HIST, (U)SER HIST, \* OR RTN FOR NEXT ..

# Realtime Software Corporation - Accounts Payable Operations Manual

## 3. A/P CHECK INQUIRY

The A/P check inquiry program (**SAP16 #6**) allows a user to lookup a/p checks even if they don't know the vendor it was written to.

SCREEN CW REALTIME SOFTWARE CORP	Payment History Processing	06 Oct 04
1 BCP-TEST6		KAS
SAP16	ENTER SELECTION NUMBER: <b>6</b>	19:55:08
HS		
FUNCTION	NMBR	DESCRIPTION
	0	Select Printer
	1	Vendor Invoice Payment Inquiry
	2	Payment History Report For Checks
	3	Payment History Report For Invoices
	4	Payment History Purge
	5	Vendor Payment Display
	<b>6</b>	<b>A/P Check Inquiry</b>

Type the **bank code** and **ENTER** (?-lookup is available). Type the **check number** and **ENTER**.

AP16H CW REALTIME SOFTWARE CORP	A/P CHECK INQUIRY	06 Oct 04
1. ENTER BANK CODE	X <b>01</b>	
2. ENTER CHECK NUMBER	X <b>222222</b>	

The regular check inquiry screen is displayed, including the option to branch out to view the underlying a/p invoices that were paid with the check.

AP16H CW REALTIME SOFTWARE CORP	VENDOR CHECK INQUIRY	06 Oct 04				
	LYR AMT PAID					
VEND# 2	VENDOR # 2	64,331.32				
	YTD AMT PAID					
CHECK#	CHECK DT	CHECK AMOUNT	BC	MCF	CLR	DATE
-----	-----	-----	--	--	-----	
222222	04/26/04	2,020.20	01	P		
ENTER (I)NVOICES, (O)NETIME VENDOR INFO, RTN TO EXIT .						

## ACCOUNTS PAYABLE

### C. INVOICE ENTRY WITHOUT PO

#### 1. REGULAR A/P INVOICE ENTRY

Type the **Screen Jump AP** at any menu to enter A/P invoices that do not have purchase orders.

```
AP03A  CW REALTIME SOFTWARE CORP          A/P INVOICE ENTRY          07 Oct 04
VENDOR  XXXXXX*NNN
```

Type **??** followed by **part of vendor name** to search.

```
AP03A  CW REALTIME SOFTWARE CORP          A/P INVOICE ENTRY          07 Oct 04
VENDOR  ??BEST*NNN
```

Then select the **number** to the left of the vendor name you want and **ENTER**.

```
AP03A  CW REALTIME SOFTWARE CORP          A/P INVOICE ENTRY          07 Oct 04
Seq.  Vendor                               Number      Searching on BEST
  1  BEST STUFF                             2           COON RAPIDS MN USA

Enter Seq., * To Exit, PB Page Back, C Change Search, or (RTN) to page.  1...
```

A blank invoice screen will come up and you **fill in the correct information**. The system will not allow you to enter duplicate invoice numbers for the same vendor number.

# Realtime Software Corporation - Accounts Payable Operations Manual

```

AP03A  CW REALTIME SOFTWARE CORP          A/P INVOICE ENTRY          07 Oct 04

VENDOR 2          BEST STUFF                CONTACT X
                  123 WEST SOUTH STREET      TITLE
                  APARTMENT # 7/8THS         PHONE 111/222-3333
                  COON RAPIDS MN 12345

ACCT# AT VENDOR 100001  TERMS DISCOUNT PERCENT  DAYS  DAY/MON
                   DUE                        DAYS 10  DAY/MON

1. INVOICE          .....
2. INVOICE DATE
3. AMOUNT DUE
4. TAX AMOUNT
5. DISCOUNTABLE AMT          PRODUCT AMOUNT
6. TERMS DISC (%/$) $

NET AMOUNT

7. DISCOUNT DATE          10. DESCRIPTION
8. DUE DAYS/DATE           11. HOLD STATUS
9. TRANSACTION DATE        12. 1099 INVOICE
                           13. CUST P.O.
    
```

```

AP03A  CW REALTIME SOFTWARE CORP          A/P INVOICE ENTRY          07 Oct 04

VENDOR 2          BEST STUFF                CONTACT X
                  123 WEST SOUTH STREET      TITLE
                  APARTMENT # 7/8THS         PHONE 111/222-3333
                  COON RAPIDS MN 12345

ACCT# AT VENDOR 100001  TERMS DISCOUNT PERCENT  DAYS  DAY/MON
                   DUE                        DAYS 10  DAY/MON

1. INVOICE          185532
2. INVOICE DATE     09/30/04
3. AMOUNT DUE          384.45
4. TAX AMOUNT
5. DISCOUNTABLE AMT          PRODUCT AMOUNT          384.45
6. TERMS DISC (%/$) $

NET AMOUNT          384.45

7. DISCOUNT DATE          10. DESCRIPTION  NEW STUFF FOR BLDG
8. DUE DAYS/DATE          10/10/04  11. HOLD STATUS
9. TRANSACTION DATE      09/30/04  12. 1099 INVOICE
                           13. CUST P.O.

ENTER #, S)ERIAL#'S, T)AX ANALYSIS, F)UTURE DATING, *=VOID OR RTN TO CONT ..
    
```

# Realtime Software Corporation - Accounts Payable Operations Manual

Notice that the due date fills in automatically based on the vendor being set up with 10 due days. If prompt 8 is called up, the user can enter either a number of days (if invoice is do in 60 days you can enter 60) or the user can override the actual date. Line 10 description is not required and generally is left blank if it is parts or purchase order related. When you type into this field it will print on the check when paid.

If this invoice is for payment of serialized inventory received (other than by PO) and you want to link serial number records to this invoice you can do so here. Type **S** and **ENTER**.

Type the **item\*serial** combinations and **ENTER**. After you have entered the last one, ENTER again. If you make a mistake, type the item\*serial combination again and ENTER, then answer Y and ENTER when asked to delete. Multiple serial number records can be linked to one payable invoice.

```

AP03A  CW REALTIME SOFTWARE CORP      A/P INVOICE ENTRY      07 Oct 04

VENDOR 2          BEST STUFF              CONTACT X
                123 WEST SOUTH STREET      TITLE
                APARTMENT # 7/8THS         PHONE 111/222-3333
                COON RAPIDS MN 12345

ACCT# AT VENDOR 100001  TERMS DISCOUNT PERCENT (.0X) DAYS Y  DAY/MON Y
                DUE                        DAYS 10  DAY/MON

1. INVOICE          185532
2. INVOICE DATE    09/30/04
3. AMOUNT DUE      384.45
4. TAX AMOUNT
5. DISCOUNTABLE AMT          PRODUCT AMOUNT          384.45
6. TERMS DISC (%/$) $

NET AMOUNT          384.45  ENTER SERIAL-MASTER RECORD [P = PAGE]
                        EON+CUSPUMP*123456.....

7. DISCOUNT DATE
8. DUE DAYS/DATE   10/10/04
9. TRANSACTION DATE 09/30/04

ENTER #, S)ERIAL#'S, T)AX ANALYSIS, F)UTURE DATING, *=VOID OR RTN TO CONT S
    
```

If the vendor has offered you the option to make multiple payments on multiple dates against the invoice, you can enter the payment information here using the F)uture dating option. Type **F** and **ENTER**.

# Realtime Software Corporation - Accounts Payable Operations Manual

```

AP03A  CW REALTIME SOFTWARE CORP          A/P INVOICE ENTRY          07 Oct 04

VENDOR 2          BEST STUFF          CONTACT X
                  123 WEST SOUTH STREET  TITLE
                  APARTMENT # 7/8THS     PHONE  111/222-3333
                  COON RAPIDS MN 12345

ACCT# AT VENDOR 100001  TERMS DISCOUNT PERCENT  (.0X) DAYS Y  DAY/MON Y
                  DUE                                DAYS 10  DAY/MON

1. INVOICE          185532
2. INVOICE DATE     09/30/04
3. AMOUNT DUE              384.45
4. TAX AMOUNT
5. DISCOUNTABLE AMT          PRODUCT AMOUNT          384.45
6. TERMS DISC (%/$) $

NET AMOUNT          38          ENTER FUTURE DATES AND AMOUNTS [ ^ = PAGE ]
                  MM/DD/YY

7. DISCOUNT DATE
8. DUE DAYS/DATE     10/10/04          --BALANCE--
9. TRANSACTION DATE  09/30/04          384.45

ENTER #, S)ERIAL#'S, T)AX ANALYSIS, F)UTURE DATING, *=VOID OR RTN TO CONT  F
    
```

Input the schedule of **dates** and **amounts** until the balance equals 0.00. **ENTER** to continue.

```

AP03A  CW REALTIME SOFTWARE CORP          A/P INVOICE ENTRY          07 Oct 04

VENDOR 2          BEST STUFF          CONTACT X
                  123 WEST SOUTH STREET  TITLE
                  APARTMENT # 7/8THS     PHONE  111/222-3333
                  COON RAPIDS MN 12345

ACCT# AT VENDOR 100001  TERMS DISCOUNT PERCENT  (.0X) DAYS Y  DAY/MON Y
                  DUE                                DAYS 10  DAY/MON

1. INVOICE          185532
2. INVOICE DATE     09/30/04
3. AMOUNT DUE              384.45
4. TAX AMOUNT
5. DISCOUNTABLE AMT          PRODUCT AMOUNT          384.45
6. TERMS DISC (%/$) $

NET AMOUNT          38          ENTER FUTURE DATES AND AMOUNTS [ ^ = PAGE ]
                  MM/DD/YY          10/10/04          100.00
                                      11/10/04          100.00
                                      12/10/04          100.00
7. DISCOUNT DATE
8. DUE DAYS/DATE     10/10/04          --BALANCE--          01/31/05          84.45
9. TRANSACTION DATE  09/30/04          0.00

ENTER #, S)ERIAL#'S, T)AX ANALYSIS, F)UTURE DATING, *=VOID OR RTN TO CONT  F
    
```

# Realtime Software Corporation - Accounts Payable Operations Manual

**ENTER** to continue to g/l account entry

The total amount of the invoice will load automatically against the first G/L account line. If the entire invoice amount is not going to just one account, **change** the amount and then **enter the next GL** account and amount until the balance to distribute is zero.

AP03A	CW REALTIME SOFTWARE CORP	A/P INVOICE ENTRY	07 Oct 04
VENDOR 2	BEST STUFF		
INVOICE	185532		
	G/L ACCOUNT	AMOUNT	BALANCE TO
ENTER 2	<b>5700003</b>		DISTRIBUTE
			384.45
DESCRIPTION: INSURANCE HEALTH PARTS			
COMMENT: .....			
S/N CODE:			
S/N KEY:			
1	206000	A/P-REGULAR	DEBITS CREDITS
			384.45
ENTER LINE#, T)AX ANALYSIS, H)EADER, * TO VOID, P)AGE, OR ^ TO POST			

If you already have a default GL account loaded in the vendor account, it will pre-load automatically.  
If you know the G/L account you can type it and ENTER  
If you need to search a GL you can “**type ?**” with as many starting digits as you know it starts with (all expenses start with 5 in this case).

AP03A	CW REALTIME SOFTWARE CORP	A/P INVOICE ENTRY	07 Oct 04
VENDOR 2	BEST STUFF		
INVOICE	185532		
	G/L ACCOUNT	AMOUNT	BALANCE TO
ENTER 2	<b>?5</b> .....		DISTRIBUTE
			384.45
DESCRIPTION:			
COMMENT:			
S/N CODE:			
S/N KEY:			
1	206000	A/P-REGULAR	DEBITS CREDITS
			384.45
ENTER LINE#, T)AX ANALYSIS, H)EADER, * TO VOID, P)AGE, OR ^ TO POST			

# Realtime Software Corporation - Accounts Payable Operations Manual

Then **select the line** you want.

```

AP03A  CW REALTIME SOFTWARE CORP          A/P INVOICE ENTRY          07 Oct 04
      Display of the CHART-OF-ACCOUNTS table, by Account#
SQ  Account#      Description      Flag  BB  C/D
 1  5700002      INSURANCE HEALTH EQUIPMENT      A      D
 2  5700003      INSURANCE HEALTH PARTS          A      D
 3  5700004      INSURANCE HEALTH-SHOP          A      D
 4  5700006      INSURANCE HEALTH MOBILE1      A      D
 5  5700007      INSURANCE HEALTH MOBILE 2      A      D
 6  5700008      INSURANCE -HEALTH            A      D
 7  5700999      INSURANCE HEALTH              N      D
 8  5720008      INSURANCE LIABILITY           A      D
 9  5750008      INSURANCE LIFE                A      D
10  5770001      INS. WORKERS COMP APPARATUS    A      D
11  5770002      INS WORKERS COMP EQUIPMENT    A      D
12  5770003      INS WORKERS COMP PARTS        A      D
13  5770004      INS WORKERS COMP -SHOP        A      D
14  5770005      INS WORKERS COMP SERVICE NEW A  A      D

(C)HANGE, (P)AGE, (B)ACK, (I)NDEX, (T)OGGLE, (R)ETURN, * TO VOID, SEQ# 2....
    
```

Then type **description** if needed for each g/l account line. If not **ENTER** to continue.

```

AP03A  CW REALTIME SOFTWARE CORP          A/P INVOICE ENTRY          07 Oct 04

VENDOR 2          BEST STUFF
INVOICE 185532

      G/L ACCOUNT          AMOUNT          BALANCE TO
      ENTER 2 5700003          384.45          DISTRIBUTE
DESCRIPTION: INSURANCE HEALTH PARTS
COMMENT: .....
S/N CODE:
S/N KEY:
      1 206000          A/P-REGULAR          DEBITS          CREDITS
                          384.45

ENTER LINE#, T)AX ANALYSIS, H)EADER, * TO VOID, P)AGE, OR ^ TO POST
    
```

# Realtime Software Corporation - Accounts Payable Operations Manual

If you have G/L account numbers with delimiting characters, (e.g. '-'), you can enter any portion of the account number and a list of accounts to choose from will be displayed. Then **select the line** you want.

```

AP03A  CW REALTIME SOFTWARE CORP          A/P INVOICE ENTRY          07 Oct 04

VENDOR 2          BEST STUFF
INVOICE 185532

          G/L ACCOUNT          AMOUNT          BALANCE TO
ENTER 2 1000          384.45
          DISTRIBUTED

SEQ ACCOUNT NUMBER          ACCOUNT DESCRIPTION          FLAG  BB  C/D
-----
1 1000          TEST          A    Y  D
2 10000.1000          Sterling Bank          A    Y  D

ENTER (P)AGE, (PB) PAGE BACK, SEQ TO SELECT OR * TO EXIT          ...
    
```

When done the system will take you to the change line.

```

AP03A  CW REALTIME SOFTWARE CORP          A/P INVOICE ENTRY          07 Oct 04

VENDOR 2          BEST STUFF
INVOICE 185532

          G/L ACCOUNT          AMOUNT          BALANCE TO
ENTER 4 .....          0.00
          DISTRIBUTED

          DEBITS          CREDITS
1 206000          A/P-REGULAR          384.45
2 5700003          INSURANCE HEALTH PART          246.48
3 5700004          INSURANCE HEALTH-SHOP          137.97

ENTER LINE#, T)AX ANALYSIS, H)EADER, * TO VOID, P)AGE, OR ^ TO POST ^
    
```

When finished **^ to post**. The screen will be at a blank invoice screen with the same vendor to continue entering invoices for that vendor. **ENTER** to return to vendor screen if you need to select a new vendor.

## ACCOUNTS PAYABLE

### C. INVOICE ENTRY WITHOUT PO

#### 2. SPECIAL COSTING LINKED TO SERIAL RECORDS

When entering A/P invoices, there is an option available that allows expenses to be linked with apparatus which have serial numbers using the S/O# or serial number assigned by the manufacturer. It will also enable you to add value to the cost of the apparatus by using a different code. The two code categories are EXP for expenses, which will give historical tracking only, and ADD, which will add inventory value to a specific apparatus.

To use this option it requires the serial master record of the apparatus. This consists of the prefix and part number, an asterisk, and the serial (or S/O) number. An example of a serial master record is EON+COMPUMP\*127232. If serial number 127232 only exists once in the system, you can enter just the serial number (127232). All invoices and/or receipts should be coded with the S/O # if they are to be linked through A/P. They should also note if it is EXP or ADD as well

Type the Screen Jump **AP** at any menu. The basic entry is the same as the previous section.

AP03A	CW REALTIME SOFTWARE CORP	<b>A/P INVOICE ENTRY</b>	23 May 03
VENDOR 10035	AMERICAN EXPRESS	CONTACT	
	SUITE 0001	TITLE	
	CHICAGO IL 60679-0001	PHONE	
ACCT# AT VENDOR	TERMS DISCOUNT PERCENT	0.000 DAYS 0	DAY/MON
	DUE	DAYS 30	DAY/MON
1. INVOICE	15888835		
2. INVOICE DATE	05/23/03		
3. AMOUNT DUE	648.36		
4. TAX AMOUNT			
5. DISCOUNTABLE AMT	648.36	PRODUCT AMOUNT	648.36
6. TERMS DISC (%/\$) \$	0.00		
NET AMOUNT	648.36		
7. DISCOUNT DATE	05/23/03	10. DESCRIPTION	TRAVEL EXP.
8. DUE DAYS/DATE	06/22/03	11. HOLD STATUS	
9. TRANSACTION DATE	05/23/03	12. 1099 INVOICE	
		13. CUST P.O.	
ENTER #, S)ERIAL#'S, T)AX ANALYSIS, *=VOID, ^ OR RTN TO CONT			..

# Realtime Software Corporation - Accounts Payable Operations Manual

Type the **GL** account, the **comment**, and the correct **code**. In this case we want to track an expense for historical purposes to an apparatus being sold to a customer. **Type EXP** for the S/N Code, then the serial master record. The amount will fill in automatically. Change amount if different. The EXP code can be used even after an apparatus is billed to the customer.

```

AP03A  CW REALTIME SOFTWARE CORP          A/P INVOICE ENTRY          23 May 03

VENDOR  10035          AMERICAN EXPRESS
INVOICE 15888835

          G/L ACCOUNT                      AMOUNT          BALANCE TO
ENTER   2  4041001.....                    568.00          DISTRIBUTE
          648.36
DESCRIPTION: TRAVEL-APPARATUS
COMMENT:  JOHN, AIRFARE, CONWAY FIRE
S/N CODE: EXP
S/N KEY:  EON+COMPUMP*127232                DEBITS          CREDITS
          1 206000          A/P-REGULAR                    648.36

ENTER LINE#, T)AX ANALYSIS, H)EADER, * TO VOID, P)AGE, OR ^ TO POST
    
```

If more than one GL, continue entering. If there is a portion of the invoice that does not link to a serial number, leave S/N code blank and proceed to the amount. Then **^ to post** when finished.

```

AP03A  CW REALTIME SOFTWARE CORP          A/P INVOICE ENTRY          23 May 03

VENDOR  10035          AMERICAN EXPRESS
INVOICE 15888835

          G/L ACCOUNT                      AMOUNT          BALANCE TO
ENTER   3  4042001                    80.36          DISTRIBUTE
          80.36
DESCRIPTION: MEALS-APPARATUS
COMMENT:  JOHN, MEALS, CONWAY FIRE
S/N CODE: EXP EXPENSE
S/N KEY:  EON+COMPUMP*127232                DEBITS          CREDITS
          1 206000          A/P-REGULAR                    648.36
          2 4041001          TRAVEL-APPARATUS          568.00

ENTER LINE#, T)AX ANALYSIS, H)EADER, * TO VOID, P)AGE, OR ^ TO POST
    
```

# Realtime Software Corporation - Accounts Payable Operations Manual

To enter an A/P invoice that adds value, begin the same way as above until you reach the S/N code. Then **type ADD** for the code, then the **serial record**.

```

AP03A  CW REALTIME SOFTWARE CORP          A/P INVOICE ENTRY          23 May 03

VENDOR 10237          FOX INTERNATIONAL          CONTACT
                                           TITLE
                                           PHONE

ACCT# AT VENDOR          TERMS DISCOUNT PERCENT  0.000 DAYS 0    DAY/MON
                               DUE                                DAYS 30   DAY/MON

1. INVOICE          385116
2. INVOICE DATE    05/23/03
3. AMOUNT DUE          200.00
4. TAX AMOUNT
5. DISCOUNTABLE AMT  200.00          PRODUCT AMOUNT          200.00
6. TERMS DISC (%/$) $      0.00

NET AMOUNT          200.00

7. DISCOUNT DATE    05/23/03  10. DESCRIPTION APPARATUS FRT
8. DUE DAYS/DATE     06/22/03  11. HOLD STATUS
9. TRANSACTION DATE  05/23/03  12. 1099 INVOICE
                               13. CUST P.O.

ENTER #, S)ERIAL#'S, T)AX ANALYSIS, *=VOID, ^ OR RTN TO CONT          ..
    
```

If a serial record is entered that is already invoiced to the customer, it will warn you with a message that the apparatus is not on hand. The inventory must be in stock and not billed to the customer yet to enter an ADD type of cost that increases the cost value of the truck. Be sure all costs of this type are entered **before billing** the truck to the customer. Parts and equipment will be on an internal sales order to add to the cost of the truck. A/P invoice entry with ADD code is used for misc. types of costs that are to be added.

```

AP03A  CW REALTIME SOFTWARE CORP          A/P INVOICE ENTRY          23 May 03

VENDOR 10237          FOX INTERNATIONAL
INVOICE 385116

G/L ACCOUNT          AMOUNT          BALANCE TO
ENTER 2 135010          200.00          DISTRIBUTE
DESCRIPTION: INVENTORY APPARATUS
COMMENT: INBOUND FRT,TRK FOR AFTON FIRE
S/N CODE: ADD ADDED VALUE
S/N KEY: ..... DEBITS          CREDITS
1 206000          A/P-REGULAR          200.00

ENTER LINE#, T)AX ANALYSIS, H)EADER, * TO VOID, P)AGE, OR ^ TO POST
EON+COMPUMP*126292 NOT ON HAND
    
```

# Realtime Software Corporation - Accounts Payable Operations Manual

NOTE: The g/l account entered on an "ADD" entry will automatically be washed out by the system. When using the ADD code, the payables system will debit the g/l account entered and credit the A/P account. The system will then automatically generate a second set of g/l entries as it raises the on hand value of the serial numbered record. This second entry debits the inventory account related to the S/N key and credits the entered g/l account. The net accounting effect is zero to the g/l account entered, a debit to inventory and a credit to accounts payable.

When finished with entry, **^ to post**.

AP03A	CW REALTIME SOFTWARE CORP	A/P INVOICE ENTRY	23 May 03
VENDOR	10237 FOX INTERNATIONAL		
INVOICE	385116		
	G/L ACCOUNT	AMOUNT	BALANCE TO DISTRIBUTE
ENTER	2 <b>135010</b>	<b>200.00</b>	200.00
DESCRIPTION: INVENTORY APPARATUS			
COMMENT: <b>INBOUND FRT, TRK FOR AFTON FIRE</b>			
S/N CODE: <b>ADD</b> ADDED VALUE			
S/N KEY: <b>EON+ALAD*125806</b>			
		DEBITS	CREDITS
1	206000 A/P-REGULAR		200.00
ENTER LINE#, T)AX ANALYSIS, H)EADER, * TO VOID, P)AGE, OR ^ TO POST			

To see information later on what serial records were used for an A/P invoice, go to Vendor Inquiry (**VI**) and A/P Invoice History (**APH**). Select the invoice number, then **A** for account distribution.

AP15E	CW REALTIME SOFTWARE CORP	<b>A/P INVOICE INQUIRY</b>	23 May 03
VENDOR NO	10237 FOX INTERNATIONAL		
INVOICE NO	385116	P/O NUMBER	
INVOICE DATE	05/23/03	AMOUNT PAID	
INVOICE AMOUNT	200.00	NET BALANCE	200.00
ACCOUNT NUMBER	DESCRIPTION	AMOUNT	
-----	-----	-----	
206000	A/P-REGULAR	-200.00	
135010	INVENTORY APPARATUS	100.00	
<b>ADD</b>	<b>INBOUND FRT, TRK FOR AFTON FIRE EON+ALAD</b>	<b>125806</b>	
4042001	MEALS-APPARATUS	100.00	
<b>EXP</b>	<b>JACK, CARSON VOL FIRE EON+COMPUMP</b>	<b>126292</b>	
ENTER * FOR NEXT INVOICE, P TO PAGE ACCOUNT NUMBERS,			
(S)ERIAL#'S, (SP)SERIAL#'S PAID, RTN TO REDISPLAY HEADER ..			

## ACCOUNTS PAYABLE

### D. INVOICE ENTRY WITH PO

#### 1. REGULAR INVOICE ENTRY WITH PO

Type the **Screen Jump APPO** at any menu to enter A/P invoices that have purchase orders. The PO# and RR# (receiver number) should be on the packing list for your reference.

```
AP03E  CW REALTIME SOFTWARE CORP          INVOICE ENTRY WITH P/O          20 May 03
PURCHASE ORDER NO    136900
```

If the PO does not pull up and you get the message stated below, it could mean several things. You typed the wrong PO#, the PO as not been received and completed, or the PO has been recently received and has not been updated for A/P invoices. This update is typically run during the end of day batch but also can be run manually at any time. If you run the updates and it still doesn't pull up it may be that the A/P invoice has already been entered to that PO.

```
AP03E  CW REALTIME SOFTWARE CORP          INVOICE ENTRY WITH P/O          20 May 03
PURCHASE ORDER NO    .....
```

**136900 NOT IN PURCHASE/ORDER-AWAITING-INVOICE-KEY FILE**

At any menu **type SPO11** and then **select 2** and type the profile **DAILY** and **Y** to execute.

```
SCREEN CW REALTIME SOFTWARE CORP          Receipts Processing          07 Oct 04
 17 CWW                                     DS
  SPO11          ENTER SELECTION NUMBER:    2          18:51:48
AS
```

FUNCTION	NMBR	DESCRIPTION
	0	Select Printer
	1	Purchase Order Receipts Entry
	2	Purchase Order Receipts Report
	3	Status Analysis Report
	4	Receipts Status Change/Reject Entry
	5	Receipts Status Change/Reject Report
	6	Daily Purchase Order Receipts Register
	7	Receipts Booked Distribution Report
	8	P/O Receipts Totals Maintenance
	9	P/O Receipts Totals Report
	10	P/O Receipts Pending Invoices Report
	11	Material Traveler Print
	12	Partially Processed Receipts Status Report
	13	P/O Receipts Standard Cost Update
	14	Open P/O Receipts/Rejection Inquiry
	15	Purchase Order Receipts Reinstatement
	16	Receiver Re-Print

# Realtime Software Corporation - Accounts Payable Operations Manual

```
PO11B  CW REALTIME SOFTWARE CORP  PURCHASE ORDER RECEIPTS REPORT  07 Oct 04

0.  ENTER PROFILE TO USE          DAILY  DESC - DAILY BATCH

1.  ENTER REPORT NUMBER OR ALL    C 1  REPORT BY PURCHASE ORDER NUMBER

ENTER #, S)AVE PROFILE, * TO VOID, OR 'Y' TO EXECUTE          Y..
```

Then select 6 and type Y to execute.

```
SCREEN CW REALTIME SOFTWARE CORP          Receipts Processing          07 Oct 04
17 CWW                                     DS
SPO11          ENTER SELECTION NUMBER:    6          18:51:48
AS

      FUNCTION          NMBR          DESCRIPTION
      0  Select Printer
      1  Purchase Order Receipts Entry
      2  Purchase Order Receipts Report
      3  Status Analysis Report
      4  Receipts Status Change/Reject Entry
      5  Receipts Status Change/Reject Report
      6  Daily Purchase Order Receipts Register
      7  Receipts Booked Distribution Report
      8  P/O Receipts Totals Maintenance
      9  P/O Receipts Totals Report
     10  P/O Receipts Pending Invoices Report
     11  Material Traveler Print
     12  Partially Processed Receipts Status Report
     13  P/O Receipts Standard Cost Update
     14  Open P/O Receipts/Rejection Inquiry
     15  Purchase Order Receipts Reinstatement
     16  Receiver Re-Print
```

```
PO11F  CW REALTIME SOFTWARE CORP  DAILY P/O RECEIPTS REGISTER  07 Oct 04

ENTER # TO CHANGE, * TO VOID, OR 'Y' TO EXECUTE          Y..
```

# Realtime Software Corporation - Accounts Payable Operations Manual

When the PO pulls up correctly, it will also show you the receiving report number which should match the number on your packing slip. Sometimes there can be more than one receiving number for the same PO. If more than one displays at this screen, select the one you want or select all.

```

AP03E  CW REALTIME SOFTWARE CORP          INVOICE ENTRY WITH P/O          07 Oct 04

PURCHASE ORDER NO    135687
RECEIVING REPORT NO 151134
    
```

Enter the information the same as A/P invoices without PO's. Be sure that the vendor tied to the PO is the correct one. If you need to change the vendor **\* to exit** and follow the instructions in section D. below to change a vendor for a PO receipt.

```

AP03E  CW REALTIME SOFTWARE CORP          INVOICE ENTRY WITH P/O          07 Oct 04

PURCHASE ORDER NO    135687 RECEIVING REPORT NO 151134 DATED 09/09/04
VENDOR NO    10208  FEDERAL SIGNAL CORP.          CONTACT
                                                    TITLE
                96631 COLLECTION CENTER DRIVE    PHONE    708/534-3400
                CHICAGO IL 60693-6631

ACCT# AT VENDOR          TERMS DISCOUNT PERCENT 0.000 DAYS 0 DAY/MON
                        DUE                                DAYS 30 DAY/MON

1. INVOICE NO          .....          PRODUCT TOTAL          844.96
2. INVOICE DATE          13. DISCOUNT (%/$) $
3. INVOICE AMOUNT          14. FREIGHT
4. TAX AMOUNT          15. MISC
5. DISCOUNTABLE AMT          16. ORD TAX (%/$) $
6. TERMS DISC (%/$) $
   NET AMOUNT          0.00          RECEIPT TOTAL          844.96

7. DISCOUNT DATE          10. DESCRIPTION
8. DUE DAYS/DATE          11. HOLD STATUS
9. TRANSACTION DATE          12. 1099 INVOICE
    
```

Notice how the invoice amount is a different amount than the product total to the right. If you want to look at the items on the PO to see where the difference is, **type A** to adjust items. For an explanation of the S)erial#'s and F)uture dating options, see the Invoice Entry Without PO section above.

# Realtime Software Corporation - Accounts Payable Operations Manual

AP03E	CW REALTIME SOFTWARE CORP	INVOICE ENTRY WITH P/O	07 Oct 04
PURCHASE ORDER NO 135687 RECEIVING REPORT NO 151134 DATED 09/09/04			
VENDOR NO 10208 FEDERAL SIGNAL CORP.		CONTACT	
		TITLE	
96631 COLLECTION CENTER DRIVE		PHONE 708/534-3400	
CHICAGO IL 60693-6631			
ACCT# AT VENDOR	TERMS DISCOUNT PERCENT	0.000	DAYS 0 DAY/MON
	DUE		DAYS 30 DAY/MON
1. INVOICE NO	3589992	PRODUCT TOTAL	844.96
2. INVOICE DATE	05/15/03	13. DISCOUNT (%/\$) \$	
3. INVOICE AMOUNT	857.83	14. FREIGHT	
4. TAX AMOUNT		15. MISC	
5. DISCOUNTABLE AMT	857.83	16. ORD TAX (%/\$) \$	
6. TERMS DISC (%/\$) \$	0.00		
NET AMOUNT	857.83	RECEIPT TOTAL	844.96
7. DISCOUNT DATE	05/15/03	10. DESCRIPTION	
8. DUE DAYS/DATE	06/14/03	11. HOLD STATUS	
9. TRANSACTION DATE	05/01/03	12. 1099 INVOICE	
LINE #, F)UTURE DATING, (A)DJUST ITEMS, (S)ERIAL#'S, *=VOID, RTN TO CONT A.			

Compare this next screen to your invoice. If one of the lines is not on your invoice, **select that line** number and do a "**shift, underline**" on the LINE SEL right over the X to deselect the line. This will leave that line item open on the PO waiting for another invoice to come in later. If this happens you may need to check with your receiving department to see if they received something incorrectly, or check with your vendor for billing errors.

AP03E	CW REALTIME SOFTWARE CORP	INVOICE ENTRY WITH P/O	07 Oct 04				
PURCHASE ORDER NO 135687							
RECEIVING REPORT NO 151134		INVOICE AMOUNT	857.83				
VENDOR NO 10208 FEDERAL SIGNAL CORP.		TOTAL P/O	844.96				
INVOICE NO 3589992	INVOICE DATE 05/15/03	REMING TO BAL	12.87				
SEQ	LINE	QTY	QTY	PURCHASE	PURCHASE		
NO.	ITEM NO.	ITEM DESC.	SEL	ORDERED	RECEIVED	PRICE	AMOUNT
001	FED.GS5	FLUSH MOUNT S X		6	6	49.68	298.08
002	FED.SY12FS	SENTRY ROTATO X		2	2	42.75	85.50
003	FED.SPS-8	8 OUTLET POWE X		1	1	335.94	335.94
004	FED.FHL2	FLASHER X		1	1	35.44	35.44
005	FED.601341	FEDERAL STROB X		6	6	15.00	90.00
ENTER LINE TO CHANGE, * TO VOID, P TO PAGE, RTN TO CONTINUE ...							

# Realtime Software Corporation - Accounts Payable Operations Manual

AP03E	CW REALTIME SOFTWARE CORP	INVOICE ENTRY WITH P/O	07 Oct 04					
PURCHASE ORDER NO 135687								
RECEIVING REPORT NO 151134		INVOICE AMOUNT	857.83					
VENDOR NO 10208 FEDERAL SIGNAL CORP.		TOTAL P/O	844.96					
INVOICE NO 3589992	INVOICE DATE 05/15/03	REMING TO BAL	12.87					
SEQ	NO.	ITEM NO.	ITEM DESC.	LINE	QTY	QTY	PURCHASE	PURCHASE
				SEL	ORDERED	RECEIVED	PRICE	AMOUNT
	004	FED.FHL2	FLASHER		1	1	35.44	35.44
001	FED.GS5	FLUSH MOUNT S X			6	6	49.68	298.08
002	FED.SY12FS	SENTRY ROTATO X			2	2	42.75	85.50
003	FED.SPS-8	8 OUTLET POWE X			1	1	335.94	335.94
004	FED.FHL2	FLASHER			1	1	35.44	35.44
005	FED.601341	FEDERAL STROB X			6	6	15.00	90.00
ENTER LINE TO CHANGE, * TO VOID, P TO PAGE, RTN TO CONTINUE 4								

AP03E	CW REALTIME SOFTWARE CORP	INVOICE ENTRY WITH P/O	07 Oct 04					
PURCHASE ORDER NO 135687								
RECEIVING REPORT NO 151134		INVOICE AMOUNT	857.83					
VENDOR NO 10208 FEDERAL SIGNAL CORP.		TOTAL P/O	809.52					
INVOICE NO 3589992	INVOICE DATE 05/15/03	REMING TO BAL	48.31					
SEQ	NO.	ITEM NO.	ITEM DESC.	LINE	QTY	QTY	PURCHASE	PURCHASE
				SEL	ORDERED	RECEIVED	PRICE	AMOUNT
001	FED.GS5	FLUSH MOUNT S X			6	6	49.68	298.08
002	FED.SY12FS	SENTRY ROTATO X			2	2	42.75	85.50
003	FED.SPS-8	8 OUTLET POWE X			1	1	335.94	335.94
004	FED.FHL2	FLASHER			1	1	35.44	35.44
005	FED.601341	FEDERAL STROB X			6	6	15.00	90.00
ENTER LINE TO CHANGE, * TO VOID, P TO PAGE, RTN TO CONTINUE ...								

In this case there is also a difference in one of the part number prices. We can adjust for this by again using the “A” option and changing the purchase price to agree with the invoice cost. The system will generate an automatic adjustment to correct the item’s FIFO/LIFO string (if the item is still on-hand AND you are using FIFO or LIFO costing methods) or it will charge the “Price Variance” account. The Price Variance account is designated in the product group table. If it is an on-hand serialized item, the variance will be reflected as an added-value adjustment to the serial-master record.

# Realtime Software Corporation - Accounts Payable Operations Manual

AP03E	CW REALTIME SOFTWARE CORP	INVOICE ENTRY WITH P/O	07 Oct 04					
PURCHASE ORDER NO 135687								
RECEIVING REPORT NO 151134								
VENDOR NO 10208 FEDERAL SIGNAL CORP.								
INVOICE NO 3589992 INVOICE DATE 05/15/03								
			INVOICE AMOUNT 857.83					
			TOTAL P/O 844.96					
			REMING TO BAL 12.87					
SEQ	NO.	ITEM NO.	ITEM DESC.	SEL	QTY	QTY	PURCHASE PRICE	PURCHASE AMOUNT
003	FED.SPS-8		8 OUTLET POWE	X	1	1	337.81	335.94
001	FED.GS5		FLUSH MOUNT S	X	6	6	49.68	298.08
002	FED.SY12FS		SENTRY ROTATO	X	2	2	42.75	85.50
003	FED.SPS-8		8 OUTLET POWE	X	1	1	335.94	335.94
004	FED.FHL2		FLASHER	X	1	1	35.44	35.44
005	FED.601341		FEDERAL STROB	X	6	6	15.00	90.00
ENTER LINE TO CHANGE, * TO VOID, P TO PAGE, RTN TO CONTINUE 3								

This will leave us with an \$11.00 variance representing freight charges. You can leave it alone and accept the variance or select 14 and input the \$11.00 to balance the header. Here we will accept the variance.

AP03E	CW REALTIME SOFTWARE CORP	INVOICE ENTRY WITH P/O	07 Oct 04
PURCHASE ORDER NO 135687 RECEIVING REPORT NO 151134			
VENDOR NO 10208 FEDERAL SIGNAL CORP.			
CONTACT TITLE			
96631 COLLECTION CENTER DRIVE PHONE 708/534-3400			
CHICAGO IL 60693-6631			
ACCT#	AT VENDOR	TERMS DISCOUNT PERCENT	0.000 DAYS 0 DAY/MON
		DUE	DAYS 30 DAY/MON
1.	INVOICE NO	3589992	PRODUCT TOTAL 846.83
2.	INVOICE DATE	05/15/03	13. DISCOUNT (%/\$) \$
3.	INVOICE AMOUNT	857.83	14. FREIGHT
4.	TAX AMOUNT		15. MISC
5.	DISCOUNTABLE AMT	857.83	16. ORD TAX (%/\$) \$
6.	TERMS DISC (%/\$) \$	0.00	
NET AMOUNT		857.83	RECEIPT TOTAL 846.83
7.	DISCOUNT DATE	05/15/03	10. DESCRIPTION
8.	DUE DAYS/DATE	06/14/03	11. HOLD STATUS
9.	TRANSACTION DATE	05/01/03	12. 1099 INVOICE
VARIANCE OF '11.00' (Y/N) Y			

# Realtime Software Corporation - Accounts Payable Operations Manual

At the next screen you will be prompted for a **GL account for the variance** to go to. The freight amount will go to the **freight GL**. If you have multiple freight accounts, be sure to use the correct freight account for the department involved.

AP03E CW REALTIME SOFTWARE CORP		INVOICE ENTRY WITH P/O	07 Oct 04
VENDOR 10208 FEDERAL SIGNAL CORP.			
INVOICE 3589992			
PURCHASE ORDER NO 135687			
RECEIVING REPORT 151134			
G/L ACCOUNT		AMOUNT	BALANCE TO DISTRIBUTE
ENTER	3 .....		11.00
		DEBITS	CREDITS
1	206000 A/P-REGULAR		857.83
2	249000 INVENTORY P.O. CLEAR	844.96	
3	6700003 INVENTORY REVALUATION	1.87	

Make sure the balance to distribute is zero. Then **^ to post**.

AP03E CW REALTIME SOFTWARE CORP		INVOICE ENTRY WITH P/O	07 Oct 04
VENDOR 10208 FEDERAL SIGNAL CORP.			
INVOICE 3589992			
PURCHASE ORDER NO 135687			
RECEIVING REPORT 151134			
G/L ACCOUNT		AMOUNT	BALANCE TO DISTRIBUTE
ENTER	5		<b>0.00</b>
		DEBITS	CREDITS
1	206000 A/P-REGULAR		857.83
2	249000 INVENTORY P.O. CLEAR	844.96	
3	6700003 INVENTORY REVALUATION	1.87	
4	<b>4300002</b> FREIGHT-EQUIP	<b>11.00</b>	
ENTER LINE#, H)EADER, T FOR TAX ANAL, * TO VOID, P TO PAGE, ^ TO POST <b>^</b> ..			

# Realtime Software Corporation - Accounts Payable Operations Manual

When all invoices are entered process the Daily Invoice Register on menu SA/P choice #4.

SCREEN CW REALTIME SOFTWARE CORP	Accounts Payable	07 Oct 04
17 CWW		DS
SA/P	ENTER SELECTION NUMBER: 4	18:41:25
AS		
FUNCTION	NMBR	DESCRIPTION
	0	Select Printer
Company	1	Company Processing
Vendor	2	Vendor Processing
Payables	3	Invoice Processing
	4	Daily Invoice Register
	5	Invoice Adjustment & Voids Processing
Cash Management	6	Cash Requirement Reports
	7	Payment Hold/Reverse Hold
	8	Open Invoice Reports
Disbursements	9	Invoice Payment Processing
	10	Daily Check Register
	11	Voided Check Processing
Period End	12	Accounts Payable Trial Balances
	13	Period End Check Register
	14	Check Reconciliation Processing
Year End	15	Year End Processing
History	16	Payment History Processing

Type Y to execute. This register must be run before processing any invoices for payment so it is usually run daily or after a large batch of invoices have been entered. Some users have the Batch Processing system run this register.

AP04	CW REALTIME SOFTWARE CORP	DAILY INVOICE REGISTER	07 Oct 04
ENTER # TO CHANGE, * TO VOID, OR 'Y' TO EXECUTE Y.			

**DO NOT ACCEPT THIS REGISTER UNTIL YOU MAKE SURE IT HAS PRINTED.**

AP04	CW REALTIME SOFTWARE CORP	DAILY INVOICE REGISTER	07 Oct 04
NOTE: IF ACCEPTED, UPDATES WILL TAKE PLACE AND REGISTER CAN NOT BE RERUN.			
IS THE REGISTER ACCEPTABLE? (Y/N) Y.			

## **ACCOUNTS PAYABLE**

### ***D. INVOICE ENTRY WITH PO***

#### **2. CLEARING OFFSETTING RECEIVERS**

From time to time, you may have 2 or more receivers for the same purchase order that offset each other and net to zero. One way this can happen is if a purchase order is received, re-instated, and received again. If the a/p invoice entered is only matched to the final receipt, the receivers for the initial receipt and re-instatement remain pending.

The best way to clear these is by entering a \$0 a/p invoice with PO matched to the offsetting receivers. You can use anything for an invoice number, but it is a good idea to use some variation of the actual invoice number that was matched to the receipt.

There will be no accounts to enter on the distribution screen. Since the invoice is for \$0 and the receivers net to 0.00, the balance to distribute is already 0.00

\$0 invoices go directly to the history file. There is no need to “pay” them with a \$0 check to clear them from accounts payable.

## **ACCOUNTS PAYABLE**

### ***D. INVOICE ENTRY WITH PO***

#### **3. PREVIOUSLY ENTERED/PAID WITHOUT PO**

From time to time, you may have invoices that were entered (and possibly paid) without purchase order, that should have been entered with a purchase order. When this occurs, the receiver remains pending.

##### **Unpaid**

If the invoice entered without PO is unpaid, it should be deleted using the a/p invoice adjustments program. The invoice should then be re-entered *with PO* matching it with the pending receiver.

##### **Paid**

If the invoice entered without PO has already been paid, it will be necessary to look it up using either vendor inquiry and the APH option or the a/p invoice inquiry program (SAP03 choice 13). Once displayed, use the A)ccount distribution option to determine where it was debited. A \$0 a/p invoice should be entered with PO matched to the open receiver. On the distribution page, you will need to enter an offsetting credit. You should enter the same g/l account that was entered as a debit when the a/p invoice was originally entered. The net effect of these two separate transactions will then be a debit to inventory clearing and a credit to accounts payable.

## ACCOUNTS PAYABLE

### D. INVOICE ENTRY WITH PO

#### 4. PO RECEIPTS MAINTENANCE

Type **SPO11**, then select **#8** to change an incorrect vendor on a PO or merge more than one PO if both PO's are on the same invoice.

SCREEN CW REALTIME SOFTWARE CORP	Receipts Processing	21 May 03
16 CWW		DS
SPO11	ENTER SELECTION NUMBER: <b>8</b>	13:20:34
HS		
FUNCTION	NMBR	DESCRIPTION
	0	Select Printer
	1	Purchase Order Receipts Entry
	2	Purchase Order Receipts Report
	3	Status Analysis Report
	4	Receipts Status Change/Reject Entry
	5	Receipts Status Change/Reject Report
	6	Daily Purchase Order Receipts Register
	7	Receipts Booked Distribution Report
	<b>8</b>	<b>P/O Receipts Totals Maintenance</b>
	9	P/O Receipts Totals Report
	10	P/O Receipts Pending Invoices Report
	11	Material Traveler Print
	12	Partially Processed Receipts Status Report
	13	P/O Receipts Standard Cost Update
	14	Open P/O Receipts/Rejection Inquiry
	15	Purchase Order Receipts Reinstatement

Type the **PO number** and the **Receiver Number** and **ENTER**. Type **V** to change vendor.

PO11H CW REALTIME SOFTWARE CORP	P/O RECEIPTS TOTALS	21 May 03
	MAINTENANCE	
P/O NO. <b>136614</b>		
R/R NO. <b>152024</b>		

# Realtime Software Corporation - Accounts Payable Operations Manual

```
PO11H  CW REALTIME SOFTWARE CORP          P/O RECEIPTS TOTALS          21 May 03
                                         MAINTENANCE

P/O NO. 136614   VENDOR NO. 10208   FEDERAL SIGNAL CORP.
R/R NO. 152024   DATE REC'D 05/08/03   CARRIER NAME
                PRODUCT TOTAL                258.75

1. TOTAL DISCOUNT %/$
2. TOTAL FREIGHT
3. TOTAL MISCELLANEOUS
4. TOTAL TAX      %/$
   TAXABLE AMOUNT                258.75
RECEIVING REPORT TOTAL          258.75
ENTER LINE TO CHANGE, *-VOID, C-CANCEL, M-MERGE, v-VENDOR#, ^ TO POST  v
```

The prompt will take you to vendor# to type the **correct vendor#** and **ENTER**. Then **^ to post**.

```
PO11H  CW REALTIME SOFTWARE CORP          P/O RECEIPTS TOTALS          21 May 03
                                         MAINTENANCE

P/O NO. 136614   VENDOR NO. 10194   EMERGENCY ONE, INC.
R/R NO. 152024   DATE REC'D 05/08/03   CARRIER NAME

                PRODUCT TOTAL                258.75

1. TOTAL DISCOUNT %/$
2. TOTAL FREIGHT
3. TOTAL MISCELLANEOUS
4. TOTAL TAX      %/$
   TAXABLE AMOUNT                258.75
RECEIVING REPORT TOTAL          258.75
ENTER LINE TO CHANGE, *-VOID, C-CANCEL, M-MERGE, v-VENDOR#, ^ TO POST  ^
```

**Type M** to merge one PO and receiver with another PO and receiver if they are both on the same A/P invoice that you are entering.

# Realtime Software Corporation - Accounts Payable Operations Manual

PO11H CW REALTIME SOFTWARE CORP	P/O RECEIPTS TOTALS	21 May 03
	MAINTENANCE	
P/O NO. 136614	VENDOR NO. 10208	FEDERAL SIGNAL CORP.
R/R NO. 152024	DATE REC'D 05/08/03	CARRIER NAME
PRODUCT TOTAL	258.75	
1. TOTAL DISCOUNT %/\$		
2. TOTAL FREIGHT		
3. TOTAL MISCELLANEOUS		
4. TOTAL TAX %/\$		
TAXABLE AMOUNT		258.75
RECEIVING REPORT TOTAL	258.75	
ENTER LINE TO CHANGE, *-VOID, C-CANCEL, M-MERGE, V-VENDOR#, ^ TO POST <b>M</b>		

You will be asked which PO# you want to merge with. The screen will show the original PO# but you will type the **new PO# over it**, then type the **receiver#** of the second PO.

PO11H CW REALTIME SOFTWARE CORP	P/O RECEIPTS TOTALS	21 May 03
	MAINTENANCE	
P/O NO. 136614	VENDOR NO. 10208	FEDERAL SIGNAL CORP.
R/R NO. 152024	DATE REC'D 05/08/03	CARRIER NAME
<b>MERGE WITH P/O#:</b> <b>136614</b>		
R/R NO.	R/R NO. FOR COMBINED	
PRODUCT TOTAL	258.75	
1. TOTAL DISCOUNT %/\$		
2. TOTAL FREIGHT		
3. TOTAL MISCELLANEOUS		
4. TOTAL TAX %/\$		
TAXABLE AMOUNT		258.75
RECEIVING REPORT TOTAL	258.75	
ENTER LINE TO CHANGE, *-VOID, C-CANCEL, M-MERGE, V-VENDOR#, ^ TO POST <b>M</b>		

# Realtime Software Corporation - Accounts Payable Operations Manual

PO11H	CW REALTIME SOFTWARE CORP	P/O RECEIPTS TOTALS MAINTENANCE	21 May 03
P/O NO. 136614	VENDOR NO. 10208	FEDERAL SIGNAL CORP.	
R/R NO. 152024	DATE REC'D 05/08/03	CARRIER NAME	
MERGE WITH P/O#:	<b>136741</b>		
R/R NO. <b>151996</b>	R/R NO. FOR COMBINED	<b>152030</b>	
PRODUCT TOTAL		<b>1,431.75</b>	
TOTAL DISCOUNT %/\$		0.00	
TOTAL FREIGHT		0.00	
TOTAL MISCELLANEOUS		0.00	
TOTAL TAX %/\$		0.00	
TAXABL AMOUNT			1,431.75
RECEIVING REPORT TOTAL		1,431.75	
ENTER * TO VOID OR M TO MERGE <b>M</b>			

Notice how the new product total changes to the new amount of the two PO's together. It also assigns a new receiver# to the combined PO's. Type **M** to go ahead with the merge or \* to void out and change nothing. It's a good idea to write the new PO#/Receiver# combination on the invoice and note "merge".

When you type the Screen Jump **APPO** to enter the invoice, you will type the **original PO#** of 136614 and it will automatically pull up the new receiver# of 152030. Go ahead with the entry as previously instructed.

AP03E	CW REALTIME SOFTWARE CORP	INVOICE ENTRY WITH P/O	21 May 03
PURCHASE ORDER NO	<b>136614</b>		
RECEIVING REPORT NO	<b>152030</b>		

There is a report than can be run that lists all purchase orders with line items that have been received but do not have A/P invoices posted to them yet. This is run at the end of the month and used to balance the Inventory P.O. Clearing GL account, but it can be run at any time if you are searching for something or need to review. At any menu, type Screen Jump **POPENDING** and then select the report profile **EOM** to print.

It is very important to monitor old Purchase Order Receipts that have not been matched to A/P Invoices. Any receivers that become old are usually the result of billing errors, receiving errors, or other data entry error.

## ACCOUNTS PAYABLE

### E. INVOICE ADJUSTMENTS

#### 1. ADJUSTING INVOICE DETAILS

Type the Screen Jump **APA** at any menu to adjust existing A/P invoices that have not been processed for payment. You can change invoice dates, due dates, amounts, descriptions, and general ledger accounts. The Daily Invoice Register must have been run in order to make changes. Invoices can be deleted as well.

```
AP05A  CW REALTIME SOFTWARE CORP          INVOICE ADJUSTMENTS ENTRY      21 May 03
VENDOR  NNNNNN .
```

Type the **vendor number** or search with **??** and **name**. Then type the **invoice number** you want to change and then **ENTER**.

```
AP05A  CW REALTIME SOFTWARE CORP          INVOICE ADJUSTMENTS ENTRY      21 May 03
VENDOR 10641          VERRANDEAUX VISUAL COMMUNICATIONS CONTACT
                1920 SOUTHWEST 12TH AVE.          TITLE
                Ocala FL 34474                      PHONE
ACCT# AT VENDOR          TERMS DISCOUNT PERCENT          DAYS          DAY/MON
                DUE          DAYS          DAY/MON
INVOICE          11760.....
2. INVOICE DATE
3. AMOUNT DUE
4. TAX AMOUNT          PRODUCT AMOUNT
5. DISCOUNTABLE AMT
6. TERMS DISC (%/$)
NET AMOUNT
7. DISCOUNT DATE          10. DESCRIPTION
8. DUE DATE          11. HOLD STATUS
9. TRANSACTION DATE          12. 1099 INVOICE
                13. CUST P.O.
```

The information from the invoice will all pull up automatically. Then select the **line item** you wish to change. If the GL account is the only thing that needs changing, **ENTER** to continue to the second screen.

# Realtime Software Corporation - Accounts Payable Operations Manual

```

AP05A  CW REALTIME SOFTWARE CORP                INVOICE ADJUSTMENTS ENTRY      21 May 03

VENDOR 10641          VERRANDEAUX VISUAL COMMUNICATIONS CONTACT
SHIP-FROM            1920 SOUTHWEST 12TH AVE.          TITLE
                                                           PHONE
                                                           PHONE
                OCALA FL 34474
ACCT# AT VENDOR          TERMS DISCOUNT PERCENT  0.000 DAYS    0 DAY/MON
                DUE                                DAYS    30 DAY/MON
    INVOICE              11760
2. INVOICE DATE         04/17/03                PAID TO DATE
                                                           DISC. TAKEN
3. AMOUNT DUE                    325.00
4. TAX AMOUNT                    PRODUCT AMOUNT                325.00
5. DISCOUNTABLE AMT            325.00
6. TERMS DISC (%/$) $           0.00

    NET AMOUNT                325.00

7. DISCOUNT DATE    04/17/03  10. DESCRIPTION
8. DUE DATE          05/17/03  11. HOLD STATUS
9. TRANSACTION DATE 05/01/03  12. 1099 INVOICE
                                                           13. CUST P.O.
ENTER #, S)ERIAL#'S, F)UTURE, T)AX ANAL, *=VOID, DEL)ETE, ^=POST, RTN=CONT ...
    
```

If you want to delete the invoice, **type DEL** to delete. If you need to change a serial number, **type S**.

```

AP05A  CW REALTIME SOFTWARE CORP                INVOICE ADJUSTMENTS ENTRY      21 May 03

VENDOR 10641          VERRANDEAUX VISUAL COMMUNICATIONS
INVOICE 11760
                G/L ACCOUNT                    AMOUNT                    BALANCE TO
                G/L ACCOUNT                    AMOUNT                    DISTRIBUTE
ENTER
                DEBITS                    CREDITS
    1 206000          A/P-REGULAR                    325.00
    2 5100001        ADVERTISING-APPA                325.00

ENTER A TO ADD, T FOR TAX ANAL, * TO VOID, P TO PAGE, ^ TO POST A
    
```

To change a GL account, **type A** to enter a new line. You cannot change the existing lines but you can do an opposite entry to the GL that is incorrect and then enter the correct one on yet another line.

# Realtime Software Corporation - Accounts Payable Operations Manual

AP05A	CW REALTIME SOFTWARE CORP	INVOICE ADJUSTMENTS ENTRY	21 May 03
VENDOR 10641 VERRANDEAUX VISUAL COMMUNICATIONS			
INVOICE 11760			
	G/L ACCOUNT	AMOUNT	BALANCE TO DISTRIBUTE
ENTER	5 .....		<b>0.00</b>
		DEBITS	CREDITS
1	206000 A/P-REGULAR		325.00
2	5100001 ADVERTISING-APPA	325.00	
3	<b>5100001</b> ADVERTISING-APPARATUS		<b>325.00</b>
4	<b>5100003</b> ADVERTISING-PART	<b>325.00</b>	
ENTER A TO ADD, T FOR TAX ANAL, * TO VOID, P TO PAGE, ^ TO POST ^			

# Realtime Software Corporation - Accounts Payable Operations Manual

## 2. CHANGING VENDOR# OR INVOICE#

To change vendor# or invoice#, type **SAP05** at any menu and select #**3**.

```
SCREEN CW REALTIME SOFTWARE CORP          Adjustments & Voids Process    07 Oct 04
3 BCP-TEST6                                KAS
SAP05                                     ENTER SELECTION NUMBER:          13:20:40
HS
      FUNCTION          NMBR          DESCRIPTION
      0          Select Printer
      1          Invoice Adjustments Entry
      2          Invoice Adjustments Register
      3          Adjustments with Vendor#/Invoice# Changes
```

You will then be prompted for the vendor number and invoice number to change.

```
AP05C CW REALTIME SOFTWARE CORP          CHANGE A/P NUMBER          21 May 03

ENTER VENDOR NUMBER          .....
ENTER INVOICE NUMBER
```

```
AP05C CW REALTIME SOFTWARE CORP          CHANGE A/P NUMBER          21 May 03

ENTER VENDOR NUMBER          10470
ENTER INVOICE NUMBER          17749
ENTER NEW VENDOR NUMBER          10470
ENTER NEW INVOICE NUMBER          17748.....
```

In this case, the vendor number is correct but the invoice number needs to be changed.

```
AP05C CW REALTIME SOFTWARE CORP          CHANGE A/P NUMBER          21 May 03

ENTER VENDOR NUMBER          10470
ENTER INVOICE NUMBER          17749
ENTER NEW VENDOR NUMBER          10399
ENTER NEW INVOICE NUMBER          17749
ARE YOU SURE YOU WANT TO PROCEED WITH THIS CHANGE? y.
```

In this case, the vendor number is changed but the invoice number is correct. After **ENTER** you will be asked if the changes are correct. Answer **Y** if correct, **N** to to start over.

# Realtime Software Corporation - Accounts Payable Operations Manual

When all adjustments have been entered process the Invoice Adjustments Register on menu **SAP05** choice #2.

SCREEN CW REALTIME SOFTWARE CORP	Accounts Payable	07 Oct 04
17 CWW		DS
SAP05	ENTER SELECTION NUMBER:	13:26:30
HS		
FUNCTION	NMBR	DESCRIPTION
	0	Select Printer
	1	Invoice Adjustments Entry
	2	Invoice Adjustments Register
	3	Adjustments with Vendor#/Invoice# Changes

Type **Y** to execute. This register must be run before processing any invoices for payment so it is usually run daily or after a large batch of invoices have been entered.

AP05B	CW REALTIME SOFTWARE CORP INVOICE ADJUSTMENTS REGISTER	07 Oct 04
ENTER # TO CHANGE, * TO VOID, OR 'Y' TO EXECUTE		

**DO NOT ACCEPT THIS REGISTER UNTIL YOU MAKE SURE IT HAS PRINTED.**

AP05B	CW REALTIME SOFTWARE CORP INVOICE ADJUSTMENTS REGISTER	07 Oct 04
NOTE: IF ACCEPTED, UPDATES WILL TAKE PLACE AND REGISTER CAN NOT BE RERUN.		
IS THE REGISTER ACCEPTABLE? (Y/N)		

## ACCOUNTS PAYABLE

### PAYMENT PROCESSING

#### 1. CHECK WRITER (CHECK RUNS)

At the Business Control menu, type **9** for Accounts Payable. Select **6** for Cash Requirements and then **1** for report. This is a good report to run for previewing what a check run would include based on due date parameters. If an invoice has been entered with future payments, only those payments, that meet the criteria will be included. From this report you can release invoices for payment and then delete or add to those invoices as needed.

SCREEN CW REALTIME SOFTWARE CORP	Accounts Payable	22 May 03
1 CWW		DS
SA/P	ENTER SELECTION NUMBER: <b>6</b>	10:26:48
HS		
	FUNCTION	NMBR DESCRIPTION
		0 Select Printer
	Company	1 Company Processing
	Vendor	2 Vendor Processing
	Payables	3 Invoice Processing
		4 Daily Invoice Register
		5 Invoice Adjustment & Voids Processing
	Cash Management	<b>6 Cash Requirement Reports</b>
		7 Payment Hold/Reverse Hold
		8 Open Invoice Reports
	Disbursements	9 Invoice Payment Processing
		10 Daily Check Register
		11 Voided Check Processing
	Period End	12 Accounts Payable Trial Balances
		13 Period End Check Register
		14 Check Reconciliation Processing
	Year End	15 Year End Processing
	History	16 Payment History Processing

Select **ALL** vendors and **insert due date** FROM and TO. If you want to pick up all previous due dates leave FROM blank. **ENTER** to run the report.

# Realtime Software Corporation - Accounts Payable Operations Manual

```
AP06A  CW REALTIME SOFTWARE CORP          CASH REQUIREMENTS REPORT          22 May 03

1. SELECTION BY VENDOR NUMBER
2. SELECTION BY VENDOR CLASS

ENTER SELECTION NUMBER      1

VENDOR #          FROM          TO
DISCOUNT DATE   ALL
DUE DATE          05/25/03

INCLUDE INVOICES ON HOLD? (Y/N) Y

AS OF DATE FOR DISCOUNTS TAKEN 05/22/03

ENTER C TO CHANGE, * TO VOID, ^ OR RTN TO PRINT REPORT
```

Goto menu **SAP09** and select **1** to Release Invoices for Payment.

```
SCREEN CW REALTIME SOFTWARE CORP          Invoice Payment Processing          22 May 03
1 CWW                                     DS
SAP09                                     10:39:35
ENTER SELECTION NUMBER: 1

FUNCTION      NMBR      DESCRIPTION
0      Select Printer
1      Release Invoices For Payment
2      Payment Release Review Report
3      Check Writer
4      Manual Check Entry For Invoices On File
5      Manual Check Entry Without Invoices
6      Un-Release Invoices for Payment
```

Option 1 is used if all the invoices on the cash requirements report are to be paid. It will release everything you saw on that report if you use the same due date parameters. You can unrelease (#6 on the menu) an individual vendor after releasing all, but it will unrelease every invoice for that vendor.

Use Option 2 if you need to skip some of the invoices and not pay them. This allows you to look at each invoice and accept or decline the release, or pay a partial amount. But you have to look at every single invoice selected from your vendor and due date parameters.

Option 3 is manual. You must select one vendor at a time and type one invoice# at a time for release. This is handy to pick up the few that may be missed from a due date selection, or if you need to do a small check run for a very few invoices.

# Realtime Software Corporation - Accounts Payable Operations Manual

```
AP09A  CW REALTIME SOFTWARE CORP          RELEASE INVOICES FOR PAYMENT  06 Oct 04

ENTER PROFILE TO USE          NO TEMPLATE PROFILE IN USE

1. ENTER SELECTION NUMBER          C .
1 = AUTO-RELEASE
2 = AUTO-RELEASE W/OPERATOR ACTION
3 = MANUAL RELEASE
```

You can select **all vendor classes**, or **range of classes**, or **individual classes** (can be multiple)

```
AP09A  CW REALTIME SOFTWARE CORP          RELEASE INVOICES FOR PAYMENT  06 Oct 04

ENTER PROFILE TO USE          NO TEMPLATE PROFILE IN USE

1. ENTER SELECTION NUMBER          C 3      MANUAL RELEASE
2. ENTER VENDOR CLASS
ENTER DATA TYPE FROM THE FOLLOWING LIST .

A - SELECT ALL DATA
I - INDIVIDUAL DATA ENTRY (MULTIVALUED)
N - INDIVIDUAL DATA ENTRY NOT EQUAL TO (MULTIVALUED)
R - ENTER RANGE OF DATA
```

You can select **all vendors**, or **range of vendors**, or **individual vendors** (can be multiple)

```
AP09A  CW REALTIME SOFTWARE CORP          RELEASE INVOICES FOR PAYMENT  06 Oct 04

ENTER PROFILE TO USE          DESC -

1. ENTER SELECTION NUMBER          C 3      MANUAL RELEASE
2. ENTER VENDOR CLASS              A
3. ENTER VENDOR NUMBERS
ENTER DATA TYPE FROM THE FOLLOWING LIST .

A - SELECT ALL DATA
I - INDIVIDUAL DATA ENTRY (MULTIVALUED)
N - INDIVIDUAL DATA ENTRY NOT EQUAL TO (MULTIVALUED)
R - ENTER RANGE OF DATA
```

Input the **discount date range** and **ENTER**

# Realtime Software Corporation - Accounts Payable Operations Manual

```
AP09A  CW REALTIME SOFTWARE CORP          RELEASE INVOICES FOR PAYMENT  06 Oct 04

      ENTER PROFILE TO USE                DESC -

1.  ENTER SELECTION NUMBER                C 3    MANUAL RELEASE
2.  ENTER VENDOR CLASS                    A
3.  ENTER VENDOR NUMBERS                  A
4.  ENTER DISCOUNT DATE                  FROM D
                                           TO

*** NOTE ***
      This selection does not apply to choice 3 above - Manual Release.

      This is the latest date at which a discount may be taken.

ENTER ' D ' FOR SPECIFIED DATE, ' O ' FOR AN OFFSET FROM CURRENT DATE
'S' TO INPUT A SPECIAL DATE CODE, 'C' FOR CURRENT DATE, OR NULL TO SKIP
```

Input the **due date** and **ENTER**

```
AP09A  CW REALTIME SOFTWARE CORP          RELEASE INVOICES FOR PAYMENT  06 Oct 04

      ENTER PROFILE TO USE                DESC -

1.  ENTER SELECTION NUMBER                C 3    MANUAL RELEASE
2.  ENTER VENDOR CLASS                    A
3.  ENTER VENDOR NUMBERS                  A
4.  ENTER DISCOUNT DATE                  R D    TO C  10/06/04
5.  ENTER DUE DATE                        X .

*** NOTE ***
      This selection does not apply to choice 3 above - Manual Release.

ENTER ' D ' FOR SPECIFIED DATE, ' O ' FOR AN OFFSET FROM CURRENT DATE
'S' TO INPUT A SPECIAL DATE CODE, 'C' FOR CURRENT DATE, OR NULL TO SKIP
```

Input the **as-of discount date** and **ENTER** Then **Y** and **ENTER** to release the invoices

# Realtime Software Corporation - Accounts Payable Operations Manual

```
AP09A  CW REALTIME SOFTWARE CORP          RELEASE INVOICES FOR PAYMENT  06 Oct 04

      ENTER PROFILE TO USE                DESC -

1.  ENTER SELECTION NUMBER                C 3    MANUAL RELEASE
2.  ENTER VENDOR CLASS                    A
3.  ENTER VENDOR NUMBERS                  A
4.  ENTER DISCOUNT DATE                  R D    TO C  10/06/04
5.  ENTER DUE DATE                        X C    10/06/04
6.  AS OF DATE FOR DISCOUNTS TAKEN      X C    10/06/04
    *** NOTE ***
    This selection does not apply to choice 3 above - Manual Release.

    Used to determine if discounts will be taken.

ENTER ' D ' FOR SPECIFIED DATE, ' O ' FOR AN OFFSET FROM CURRENT DATE
    ' S ' TO INPUT A SPECIAL DATE CODE, ' C ' FOR CURRENT DATE, OR NULL TO SKIP
```

**Option 1**(Auto-Release) - no further action is required to release invoices.

**Option 2** This is the first invoice from the release. Select C or S if you don't want to pay, P to pay partial, D to take discount, or ^ to release. E will exit you completely and cancel the entire release from that point on.

```
AP09A  CW REALTIME SOFTWARE CORP          RELEASE INVOICES FOR PAYMENT  22 May 03

VENDOR 10020  AKRON BRASS COMPANY          TERMS CODE 30
SHIP-FROM

      INVOICE      INVOICE AMT  DISCOUNT AMT      NET AMOUNT  DISC  DUE DATE
                        DATE
3201274          114.21      0.00          114.21  04/15/03  05/15/03

ENTER C TO CANCEL PAYMENT, P FOR PARTIAL PAYMENT, S OR * TO SKIP,
    D TO TAKE DISCOUNT, ^ TO RELEASE, E TO EXIT .
```

**Option 3** is manual. You must select one vendor at a time and type one invoice# at a time for release. This is handy to pick up the few that may be missed from a due date selection, or if you need to do a small check run for a very few invoices.

# Realtime Software Corporation - Accounts Payable Operations Manual

Type **the vendor#**, then the **invoice#** and **select from the options** at the bottom of the screen.

```
AP09A CW REALTIME SOFTWARE CORP          RELEASE INVOICES FOR PAYMENT 22 May 03
VENDOR 10457  PIGEON MOUNTAIN INDUSTRIES ,      TERMS CODE 30
SHIP-FROM

INVOICE      INVOICE AMT    DISCOUNT AMT    NET AMOUNT    DISC    DUE DATE
              DATE
131026-1      80.53                0.00          80.53 04/24/03 05/24/03

ENTER C TO CANCEL PAYMENT, P FOR PARTIAL PAYMENT, S OR * TO SKIP,
D TO TAKE DISCOUNT, ^ TO RELEASE, E TO EXIT
```

Run menu **SAP09** choice **2** for Payment Release Report for final review.

```
SCREEN CW REALTIME SOFTWARE CORP          Invoice Payment Processing      22 May 03
1 CWW                                          DS
SAP09          ENTER SELECTION NUMBER:      11:18:33
AS

FUNCTION      NMBR      DESCRIPTION
              0      Select Printer
              1      Release Invoices For Payment
              2      Payment Release Review Report
              3      Check Writer
              4      Manual Check Entry For Invoices On File
              5      Manual Check Entry Without Invoices
              6      Un-Release Invoices for Payment
```

Run a previously stored profile or select a **sort option** and **ENTER**. Then **Y** and **ENTER** to run.

```
AP09B CW REALTIME SOFTWARE CORP          PAYMENT RELEASE REVIEW REPORT    06 Oct 04

ENTER PROFILE TO USE      RT-DF  DESC - DEFAULT - BY VENODR NAME

1. ENTER SORT OPTION      C 2      By Vendor Name
1 = By Vendor Number
2 = By Vendor Name

By Vendor Number is the standard report selection.

Select #, S)AVE, DEL)ETE PROFILE, OR 'Y' TO EXECUTE      ...
```

# Realtime Software Corporation - Accounts Payable Operations Manual

If the release review report looks good, proceed to Check Writer.

If the report has invoices you don't want to pay, you can go back and manually release/cancel invoices or you can "Un-release" invoices for a vendor, range of vendors, or all vendors. Run menu **SAP09** choice **6** to Un-Release Invoices for Payment.

```
SCREEN CW REALTIME SOFTWARE CORP      Invoice Payment Processing      22 May 03
1 CWW                                  DS
SAP09                                ENTER SELECTION NUMBER:      11:18:33
AS

      FUNCTION          NMBR          DESCRIPTION
          0      Select Printer
          1      Release Invoices For Payment
          2      Payment Release Review Report
          3      Check Writer
          4      Manual Check Entry For Invoices On File
          5      Manual Check Entry Without Invoices
          6      Un-Release Invoices for Payment
```

Type **ALL** or **from/to vendor numbers** to un-release invoices for and **ENTER**. Then **Y** and **ENTER** to confirm un-release.

```
AP09I  CW REALTIME SOFTWARE CORP UN-RELEASE INVOICES FOR PAYMENT      06 Oct 04
                                           CHECKS

          FROM          TO
1.  VENDOR RANGE      ALL...
```

**ARE YOU SURE YOU WANT TO UN-RELEASE THESE RECORDS? .**

NOTE: OPEN A/P INVOICE RECORDS WILL NOT BE DELETED - PAYMENT RELEASE  
FLAGS WILL JUST BE REMOVED FOR A FUTURE RELEASE

ENTER LINE TO CHANGE, \* TO VOID, ^ OR RTN TO CONTINUE

You can now return to the beginning of this section to start the release process over.

# Realtime Software Corporation - Accounts Payable Operations Manual

Run menu **SAP09** choice **3** to for Check Writer.

SCREEN CW REALTIME SOFTWARE CORP	Invoice Payment Processing	22 May 03
1 CWW		DS
SAP09	ENTER SELECTION NUMBER:	11:18:33
AS		
FUNCTION	NMBR	DESCRIPTION
	0	Select Printer
	1	Release Invoices For Payment
	2	Payment Release Review Report
	<b>3</b>	<b>Check Writer</b>
	4	Manual Check Entry For Invoices On File
	5	Manual Check Entry Without Invoices
	6	Un-Release Invoices for Payment

**Answer the following prompts** to print checks. You can store a profile(s) for this program.

**Verify the printer is correct and ENTER**

AP09C CW REALTIME SOFTWARE CORP	A/P CHECK WRITER	06 Oct 04
ENTER PROFILE TO USE	RT-D	DESC - DAILY BY VENDOR NAME
1. ENTER VENDOR CLASS	I	
2. ENTER VENDOR#	I	
3. CHOOSE SORTING OPTION	C <b>2</b>	BY VENDOR NAME
4. ENTER BANK CODE	X <b>01</b>	
5. CHECK DATE	X <b>C 09/30/04</b>	
6. PRINT FORMS ALIGNMENT	C <b>N NO</b>	
Select #, S)AVE, DEL)ETE PROFILE, OR 'Y' TO EXECUTE ...		

The beginning check number will appear. **Make sure it is the correct beginning check number.** If it is not, type in the correct check number. **ENTER** and then accept the default check date of current date or change to a different date.

ENTER CHECK DATE	09/30/04
<b>ENTER BEGINNING CHECK NUMBER</b>	<b>990009</b>

# Realtime Software Corporation - Accounts Payable Operations Manual

After checks have printed, make sure they are correct and then type **Y** to accept the check run.

\*\*\*\* **DO NOT TYPE Y UNTIL YOU HAVE THE CHECKS IN HAND** \*\*\*\*  
or you cannot reprint them if needed. If your printer jams or checks  
need to be reprinted, answer N and re-run the Check Writer.

```
AP09C  CW REALTIME SOFTWARE CORP          CHECK WRITER          22 May 03
      *** CHECK PROCESSING NOW COMPLETE ***
      HAVE CHECKS BEEN REMOVED YET? (Y/N)  Y
      NOTE: IF ACCEPTED,
      UPDATES WILL TAKE PLACE AND CHECKS CAN NOT BE RERUN
      ARE CHECKS ACCEPTABLE? (Y/N)  .
```

## 2. MANUAL CHECK – INVOICES ON FILE

To record a manual check written to pay invoices on file go to menu **SAP09** choice #**4**.

SCREEN CW REALTIME SOFTWARE CORP	Invoice Payment Processing	22 May 03
1 CWW		DS
SAP09	ENTER SELECTION NUMBER:	11:40:35
FUNCTION	NMBR	DESCRIPTION
	0	Select Printer
	1	Release Invoices For Payment
	2	Payment Release Review Report
	3	Check Writer
	4	Manual Check Entry For Invoices On File
	5	Manual Check Entry Without Invoices
	6	Un-Release Invoices for Payment

This check has an invoice on file. **Fill in the prompts** as required. The date defaults to the current date but can be changed. You can pay multiple invoices with one check. Invoices can be partially paid from this menu as well.

AP09D CW REALTIME SOFTWARE CORP	MANUAL CHECK ENTRY -	22 May 03				
	INVOICES ON FILE					
BANK <b>01</b>	REG. CHECKING ACCOUNT					
VENDOR <b>10457</b>	PIGEON MOUNTAIN INDUSTRIES ,	TERMS CODE 30				
CHECK <b>048160</b>	CHECK DATE <b>05/22/03</b>	CHECK AMT <b>278.02</b>				
	BALANCE TO DISTRIBUTE	0.00				
	INVOICE	INV DATE	INVOICE AMT	DISC AMT	NET AMT	1099
ENTER						
	1 <b>130971</b>	04/15/03	278.02	0.00	278.02	
ENTER LINE TO CHANGE, * TO VOID, P TO PAGE, ^ TO POST <b>^</b> ..						

## 3. MANUAL CHECK – NO INVOICES ON FILE

Use of the Instant Print feature requires that a flag be set in the A/P company control record.

To Instant Print a laser check or to record a manual check written to pay invoices NOT on file go to menu **SAP09** choice #**5**.

SCREEN CW REALTIME SOFTWARE CORP	Invoice Payment Processing	22 May 03
1 CWW		DS
SAP09	ENTER SELECTION NUMBER:	11:40:35
FUNCTION	NMBR	DESCRIPTION
	0	Select Printer
	1	Release Invoices For Payment
	2	Payment Release Review Report
	3	Check Writer
	4	Manual Check Entry For Invoices On File
	<b>5</b>	<b>Manual Check Entry Without Invoices</b>
	6	Un-Release Invoices for Payment

This check does not have an invoice on file. **Fill in prompts** as required. **If you are going to instant print a laser check make sure the check number agrees to the number of the check loaded into the printer.** The date defaults to the current date but can be changed. Answer **N** to the prepayment check prompt unless you are sending in a deposit or downpayment.

AP09E CW REALTIME SOFTWARE CORP	MANUAL CHECK ENTRY -	22 May 03
	WITHOUT INVOICES	
BANK <b>01</b>	REG. CHECKING ACCOUNT	
VENDOR <b>10470</b>	THE PRINT SHOPPE	
CHECK <b>048161</b>	CHECK DATE <b>05/22/03</b>	CHECK AMOUNT <b>35.00</b>
REFERENCE NUMBER <b>PO 1845</b>	1099 FLAG	
IS THIS CHECK FOR A PREPAYMENT ? Y/N	<b>N</b>	

You can distribute the check amount over multiple general ledger accounts.

# Realtime Software Corporation - Accounts Payable Operations Manual

```

AP09E CW REALTIME SOFTWARE CORP          MANUAL CHECK ENTRY -          22 May 03
                                           WITHOUT INVOICES

BANK 01          REG. CHECKING ACCOUNT
VENDOR 10470     THE PRINT SHOPPE
CHECK 048161    CHECK DATE 05/22/03    CHECK AMOUNT      35.00
REFERENCE NUMBER PO 1845                1099 FLAG

          G/L ACCOUNT                      AMOUNT                      BALANCE TO
          ENTER                                DEBITS                      CREDITS                      DISTRIBUTE
                                           0.00

          1 5100001                          25.00
          2 5100002                          10.00

ENTER # TO CHANGE, I)NSTANT PRINT, O)NETIME, P)AGE, * TO VOID, ^ TO POST
    
```

If you are recording a manually written check, type **^** and **ENTER** to post.

```

AP09E CW REALTIME SOFTWARE CORP          MANUAL CHECK ENTRY -          22 May 03
                                           WITHOUT INVOICES

BANK 01          REG. CHECKING ACCOUNT
VENDOR 10470     THE PRINT SHOPPE
CHECK 048161    CHECK DATE 05/22/03    CHECK AMOUNT      35.00
REFERENCE NUMBER PO 1845                1099 FLAG

          G/L ACCOUNT                      AMOUNT                      BALANCE TO
          ENTER                                DEBITS                      CREDITS                      DISTRIBUTE
                                           0.00

          1 5100001                          25.00
          2 5100002                          10.00

ENTER # TO CHANGE, I)NSTANT PRINT, O)NETIME, P)AGE, * TO VOID, ^ TO POST
    
```

## INSTANT PRINT

If you want to instantly print a laser check, type **I** and **ENTER** to continue.

```

AP09E CW REALTIME SOFTWARE CORP          MANUAL CHECK ENTRY -          22 May 03
                                           WITHOUT INVOICES

BANK 01          REG. CHECKING ACCOUNT
VENDOR 10470     THE PRINT SHOPPE
CHECK 048161    CHECK DATE 05/22/03    CHECK AMOUNT      35.00
REFERENCE NUMBER PO 1845                1099 FLAG

          G/L ACCOUNT                      AMOUNT                      BALANCE TO
          ENTER                                DEBITS                      CREDITS                      DISTRIBUTE
                                           0.00

          1 5100001                          25.00
          2 5100002                          10.00

ENTER # TO CHANGE, I)NSTANT PRINT, O)NETIME, P)AGE, * TO VOID, ^ TO POST
    
```

# Realtime Software Corporation - Accounts Payable Operations Manual

Verify/Select the printer for laser checks and **ENTER** to continue. This will print a laser check to the printer you designate. Once printed, if accepted, the transaction will post, including creating an a/p invoice history record, which will be flagged as paid by the check printed.

AP09E	CW REALTIME SOFTWARE CORP	MANUAL CHECK ENTRY -	22 May 03
		WITHOUT INVOICES	
BANK	<b>01</b>	REG. CHECKING ACCOUNT	
VENDOR	<b>10470</b>	THE PRINT SHOPPE	
CHECK	<b>048161</b>	CHECK DATE <b>05/22/03</b>	CHECK AMOUNT <b>35.00</b>
REFERENCE NUMBER	<b>PO 1845</b>	1099 FLAG	
	G/L ACCOUNT	AMOUNT	BALANCE TO
			DISTRIBUTE
ENTER			0.00
		DEBITS	CREDITS
	1 <b>5100001</b>	<b>25.00</b>	
	2 <b>5100002</b>	<b>10.00</b>	
PRINTER	HS.....	HOLD SUPPRESS	COPIES 1
ENTER NEW PRINTER, ? FOR DISPLAY OF ALL PRINTERS, OR ENTER TO CONTINUE'			

## 4. PREPAYMENT CHECK

Use of the Instant Print feature requires that a flag be set in the A/P company control record.

To Instant Print a laser check or to record a manual check for a prepayment go to menu **SAP09** choice #5.

SCREEN CW REALTIME SOFTWARE CORP	Invoice Payment Processing	22 May 03
1 CWW		DS
SAP09	ENTER SELECTION NUMBER:	11:40:35
FUNCTION	NMBR	DESCRIPTION
	0	Select Printer
	1	Release Invoices For Payment
	2	Payment Release Review Report
	3	Check Writer
	4	Manual Check Entry For Invoices On File
	5	Manual Check Entry Without Invoices
	6	Un-Release Invoices for Payment

**Fill in prompts** as required. **If you are going to instant print a laser check make sure the check number agrees to the number of the check loaded into the printer.** Date defaults to current but can be changed. Answer **Y** to the prepayment check prompt.

AP09E CW REALTIME SOFTWARE CORP	MANUAL CHECK ENTRY -	22 May 03
	WITHOUT INVOICES	
BANK <b>01</b>	REG. CHECKING ACCOUNT	
VENDOR <b>10470</b>	THE PRINT SHOPPE	
CHECK <b>048161</b>	CHECK DATE <b>05/22/03</b>	CHECK AMOUNT <b>100,000.00</b>
REFERENCE NUMBER <b>PPY 123456</b>	1099 FLAG	
IS THIS CHECK FOR A PREPAYMENT ? Y/N	<b>Y</b>	

The account distribution will be automatically filled in using the Accounts Payable G/L account designated by the vendor class-code. *You cannot change this line or add any additional lines.*

You can either post the manual check or instant print the laser check as described in the previous section.

During posting, a negative-dollar a/p invoice record beginning with the letter “U” will be created which can later be released for payment in order to apply it to the actual a/p invoice that it is prepaying.

# Realtime Software Corporation - Accounts Payable Operations Manual

AP09E	CW REALTIME SOFTWARE CORP	MANUAL CHECK ENTRY -	22 May 03
		WITHOUT INVOICES	
BANK	01	REG. CHECKING ACCOUNT	
VENDOR	10470	THE PRINT SHOPPE	
CHECK	048161	CHECK DATE 05/22/03	CHECK AMOUNT 100,000.00
REFERENCE NUMBER	PPY 123456	1099 FLAG	
	G/L ACCOUNT	AMOUNT	BALANCE TO
			DISTRIBUTE
ENTER			0.00
COMMENT		DEBITS	CREDITS
	1 2000	100,000.00	
ENTER # TO CHANGE, I)NSTANT PRINT, O)NETIME, P)AGE, * TO VOID, ^ TO POST ...			



# Realtime Software Corporation - Accounts Payable Operations Manual

Once the input screen is displayed answer the prompts for the **bank code** and **onetime vendor number**.

```
AP09E  CW REALTIME SOFTWARE CORP          MANUAL CHECK ENTRY -          07 Oct 04
                                         WITHOUT INVOICES

BANK  01          BANK CODE 01
VENDOR TESTXX*NNN TEST VENDOR WITH LONG NAME
CHECK          CHECK DATE          CHECK AMOUNT
REFERENCE NUMBER          1099 FLAG

          G/L ACCOUNT          AMOUNT          BALANCE TO
          DISTRIBUTE

ENTER

COMMENT          DEBITS          CREDITS

ENTER # TO CHANGE, I)NSTANT PRINT, O)NETIME, P)AGE, * TO VOID, ^ TO POST
```

When you hit enter after entering a vendor number that has been flagged as a onetime vendor, you will see the following screen displayed for input of the name and address for the check:

You have several options here:

- N** – input the name and address for a new payee
- C** – lookup a customer and use their name and address
- ?** – lookup a previous “onetime” payee
- \*** - void the process of entering a check to miscellaneous vendor

You will have the opportunity to override the name and address fields. If you select “N”, the system will assign the payee a sequential onetime-vendor number.

```
AP09E  CW REALTIME SOFTWARE CORP          MANUAL CHECK ENTRY -          07 Oct 04
                                         WITHOUT INVOICES

BANK  01          BANK CODE 01
VENDOR TEST          TEST VENDOR WITH LONG NAME

          VENDOR#          . . . . .
          NAME
          ATTN
          ADDR
          CITY
          STATE
          ZIP
          COUNTRY

ENTER A 'N' FOR A NEW ONETIME VENDOR, 'C' TO ENTER/LOOKUP A CUSTOMER#
OR A '?' TO LOOKUP PREVIOUS ONETIME-VENDORS, '*' PREVIOUS SCREEN
```

# Realtime Software Corporation - Accounts Payable Operations Manual

Once a payee has been entered, you will be returned to the check entry screen. **Fill in prompts** as required. **If you are going to instant print a laser check make sure the check number agrees to the number of the check loaded into the printer.** Date defaults to current but can be changed.

You will then be asked if this is a prepayment check.

If you respond "Y", a negative-dollar a/p invoice record will be created which can later be released for payment in order to apply it to the actual a/p invoice that it is prepaying.

If you respond "N", you will be prompted to enter g/l account numbers and amounts sufficient to equal the check amount.

AP09E	CW REALTIME SOFTWARE CORP	MANUAL CHECK ENTRY -	07 Oct 04
		WITHOUT INVOICES	
BANK	01	BANK CODE 01	***ONETIME # / NAME ***
VENDOR	TEST	TEST VENDOR WITH LONG NAME	3455 Bank Of Hawaii
CHECK	323235	CHECK DATE 09/30/04	CHECK AMOUNT 100000.00
REFERENCE NUMBER	PPY 654321	1099 FLAG	
	G/L ACCOUNT	AMOUNT	BALANCE TO DISTRIBUTE
ENTER			0.00
COMMENT		DEBITS	CREDITS
	1 2000	100,000.00	
ENTER # TO CHANGE, I)NSTANT PRINT, O)NETIME, P)AGE, * TO VOID, ^ TO POST ...			

Once the "Balance to Distribute" is zero, you can select one of the options at the bottom of the screen:

**I** – Instant print – this will print a laser check to the printer you designate. Once printed, if accepted, the transaction will post, including creating an a/p invoice record which will be paid by the check printed.

**O** – will re-display onetime vendor information and allow you to change it if needed

**P** – page the display to view additional g/l entry lines

**^** - Post – NOTHING will print – this feature is handy for entering manually written checks.

**\*** - void the check entry process

The onetime payee information is available through vendor inquiry of the vendor record that was flagged. Type **CH** and **ENTER**

# Realtime Software Corporation - Accounts Payable Operations Manual

VM01Q	CW REALTIME SOFTWARE CORP	VENDOR INQUIRY	07 Oct 04
VENDOR TEST			
NAME	TEST VENDOR WITH LONG NAME	START DATE	04/30/01
ADDRESS 1	HERE	ACCT# AT VENDOR	1234567890
ADDRESS 2	THERE	DUE DAYS	30
CITY	ANYWHERE	OR DAY OF MONTH	
STATE/COUNTY	TX	VENDOR CLASS	001
ZIP/POST	75234	LINE ITEM TAX CD	81975
COUNTRY	USA	ONETIME VENDOR	Y
PHONE	847/123-4567		
FAX NUMBER	847/987-6543		
CONTACT	JOE-BOB BRIGGANND SR		
TITLE	COLLECTIONS MANAGER		
SHIP VIA	?		
G/L ACCT#	1000000000000000000001		

(PO)OPEN PO, (POH)PO HIST, (CH)CHECK HIST, (PH)PMT HIST, (C)REDIT, (U)SER HIST, (TB)TRIAL BAL, (AP)OPEN AP, (APH)AP HIST, (I)NFO, (EF)EMAIL/FAX, RTN ...

The check history screen is displayed below:

Notice the Onetime Vendor column on the right side of the screen – this only displays for vendors flagged as onetime vendors.

Onetime vendor checks are given an “M” flag similar to manual checks entered, as they are not part of a check run.

Prepayment checks are given a “P” flag.

AP16G	CW REALTIME SOFTWARE CORP	VENDOR CHECK INQUIRY	07 Oct 04
		LYR AMT PAID	
VEND#	Test	TEST VENDOR WITH LONG NAME	YTD AMT PAID 107,378.00
SEQ	CHECK#	CHECK DT CHECK AMOUNT	BC MCF CLR DATE ONETIME-VENDOR
1	555555	02/07/20 1.00	01 M
2	223344	11/29/31 111.00	01 M
3	222666	01/20/30 1.00	01 M
4	222559	10/05/29 1.00	01 M
5	222551	09/27/29 100.00	01 M
6	222334	02/22/29 100.00	01 M
7	323235	09/30/04 100,000.00	01 P Bank Of Hawaii
8	990008	08/27/04 25.00	01
9	000K14	08/26/04 14.00	01 P SCOTTY TEST CUSTOMER
10	000K13	08/26/04 13.00	01 M WIZEGUYS
11	000K12	08/26/04 12.00	01 M K-K
12	000K11	08/26/04 11.00	01 M K-K
13	000K10	08/26/04 10.00	01 M K-K
14	0000K8	08/24/04 8.00	01 M Bank Of Hawaii
15	0000K7	08/23/04 700.00	01 M ME OF COURSE

ENTER (P)AGE, (PB)PAGE BACK, SEQ#, BK \* CHECK#, \* TO VOID 7.....

# Realtime Software Corporation - Accounts Payable Operations Manual

If a sequence is chosen the check information is displayed as normal. In addition you may choose “O” Onetime at this point and see the name and address of the onetime-vendor payee the check was issued to. This payee name also appears on the various check registers and reconciliation reports.

```

AP16G  CW REALTIME SOFTWARE CORP          VENDOR CHECK INQUIRY          07 Oct 04

VEND # Test          TEST VENDOR WITH LONG NAM      ONETIME VENDOR # / NAME
CHECK# 323235        CHK DT 09/30/04                3455      Bank Of Hawaii
BANK CODE 01         CHK AMT 100,000.00              A/P BAL 9,893,512.31

      INVOICE      CHECK      AMOUNT      DISCOUNT  INVOICE      INVOICE      TRANS      VENDOR
SQ  NUMBER      AMOUNT      PAID/USED      AMOUNT      DATE      AMOUNT      DATE      PO NMBR
-----
1  U00051      100,000.00  100,000.00              10/07/04  100,000.00

ENTER (P)AGE, (PB)PAGE BACK, SEQ#, INVOICE#, (O)NETIME, * TO VOID O.....
    
```

In addition, this check was for a prepayment – note the sequential “U...” invoice number similar to unapplied cash deposits. This check created a/p invoice U00051 that is a prepayment and available for release when it needs to be applied to the actual invoice received.

```

AP16G  CW REALTIME SOFTWARE CORP          VENDOR CHECK INQUIRY          07 Oct 04

VEND # Test          TEST VENDOR WITH LONG NAM      ONETIME VENDOR # / NAME
CHECK# 323235        CHK DT 09/30/04                3455      Bank Of Hawaii
BANK CODE 01         CHK AMT 100,000.00              A/P BAL 9,893,512.31

      VENDOR#      3455
      NAME        Bank Of Hawaii
      ATTN        Equipment Leasing Div.
      ADDRESS     130 Merchant St.,Ste.1930
      CITY        Honolulu
      STATE       HI
      ZIP-CODE    96813
      COUNTRY     Ms. Chanelle Akamine

RTN TO CONTINUE
    
```

Note the display of the onetime vendor number and name in a/p invoice inquiry from within vendor inquiry or from menu SAP03 #13

# Realtime Software Corporation - Accounts Payable Operations Manual

```

AP15E  CW REALTIME SOFTWARE CORP          A/P INVOICE INQUIRY          07 Oct 04

VENDOR NO  Test      TEST VENDOR WITH LONG NAME      ***ONETIME VENDOR***
                HERE          NUMBER 3455
                THERE          Bank Of Hawaii
                ANYWHERE TX  75234

ACCT# AT VENDOR 1234567890          P/O NUMBER
INVOICE NO      U00051          RECEIVER NUMBER
INVOICE DATE    09/30/04
INVOICE AMOUNT  -100000.00        AMOUNT PAID
TAX AMOUNT
DISCOUNTABLE AMT
TERMS DISCOUNT
NET AMOUNT      -100,000.00        DISCOUNT BALANCE          0.00
DISCOUNT DATE 09/30/04  PGM SOURCE          AP09E
DUE DATE       09/30/04  DESCRIPTION          PPY 654321
TRANSACTION DATE
ENTERED DATE   10/07/04  1099 INVOICE        10000000
LAST PAY DATE  09/30/04  ORIG VENDOR#
ORIG TRAN DATE          ORIG INVOICE#          OPEN A/P

ENTER (S)ERIAL#'S, (SP)SERIAL#'S PAID, (A)CCT DIST, (O)NETIME, (I)TEMS,
(F)UTURE DATING, (PH)PAYMENT HIST, (U)SER HIST, * OR RTN FOR NEXT      ..
    
```

## 6. DAILY CHECK REGISTER

After checks have been accepted go to menu **SA/P** choice **10**. This program may also be run in your nightly batch.

SCREEN CW REALTIME SOFTWARE CORP	Accounts Payable	22 May 03
1 CWW		DS
SA/P	ENTER SELECTION NUMBER: <b>10</b>	11:42:29
AS		
FUNCTION	NMBR	DESCRIPTION
	0	Select Printer
Company	1	Company Processing
Vendor	2	Vendor Processing
Payables	3	Invoice Processing
	4	Daily Invoice Register
	5	Invoice Adjustment & Voids Processing
Cash Management	6	Cash Requirement Reports
	7	Payment Hold/Reverse Hold
	8	Open Invoice Reports
Disbursements	9	Invoice Payment Processing
	<b>10</b>	<b>Daily Check Register</b>
	11	Voided Check Processing
Period End	12	Accounts Payable Trial Balances
	13	Period End Check Register
	14	Check Reconciliation Processing
Year End	15	Year End Processing
History	16	Payment History Processing

Type **Y** and **ENTER** to process. Select a printer and **ENTER**

Review the register and if acceptable, type **Y** and **ENTER**

AP10	CW REALTIME SOFTWARE CORP	DAILY CHECK REGISTER	06 Oct 04
THIS IS THE DAILY CHECK REGISTER.			
WHEN IT IS FINISHED, YOU WILL BE ASKED IF IT IS ACCEPTABLE OR NOT.			
Select DEL)ETE PROFILE, OR 'Y' TO EXECUTE ...			

Review the register and if acceptable, type **Y** and **ENTER**

## ACCOUNTS PAYABLE

### G. RECURRING INVOICES

At Accounts Payable menu, select 3 and then 3 again to set up recurring invoices. These would be invoices that recur every month such as loan, lease, or rental payments.

SCREEN CW REALTIME SOFTWARE CORP	Accounts Payable	22 May 03
1 CWW		DS
SA/P	ENTER SELECTION NUMBER: <b>3</b>	12:36:05
AS		
	FUNCTION	NMBR DESCRIPTION
		0 Select Printer
	Company	1 Company Processing
	Vendor	2 Vendor Processing
	Payables	<b>3 Invoice Processing</b>
		4 Daily Invoice Register
		5 Invoice Adjustment & Voids Processing
	Cash Management	6 Cash Requirement Reports
		7 Payment Hold/Reverse Hold
		8 Open Invoice Reports
	Disbursements	9 Invoice Payment Processing
		10 Daily Check Register
		11 Voided Check Processing
	Period End	12 Accounts Payable Trial Balances
		13 Period End Check Register
		14 Check Reconciliation Processing
	Year End	15 Year End Processing
	History	16 Payment History Processing

SCREEN CW REALTIME SOFTWARE CORP	Invoice Processing	22 May 03
1 CWW		DS
SAP03	ENTER SELECTION NUMBER: <b>3</b>	12:36:47
AS		
	FUNCTION	NMBR DESCRIPTION
		0 Select Printer
		1 Invoice Entry Without Purchase Order
		2 Recurring Invoice Release
		<b>3 Recurring Invoice Maintenance</b>
		4 Recurring Invoice List
	Purchase Orders	5 Invoice Entry With Purchase Order
		6 Invoice-P/O Variance Rpt Detail By Item
		7 Invoice-P/O Variance Rpt Summary By Item
		8 Invoice-P/O Variance Rpt Detail By Vendor
		9 Invoice-P/O Variance Rpt Summary By Vendor
		10 Invoice-P/O Variance File Purge
		11 Invoice Entry With Inventory Receipt
		12 Invoice Entry with Receipt Register
		13 AP Invoice History Inquiry

# Realtime Software Corporation - Accounts Payable Operations Manual

Type in: **vendor#**.

Use the account# for **purchase order**.

The **class code** is how recurring invoices are released (not the vendor class-code), so you could use the same class for invoices that need to be paid at a certain time in the month. For example, you could use C10 for the 10<sup>th</sup> due date, C25 for the 25<sup>th</sup> due date, or something similar.

The **description** is what will print on the check.

The number of **times released** can be used to follow a calendar year or you can set up payments for the life of the loan, lease term, etc. Alternatively, you can enter the the total amount of all payments to be made, and the system will stop payments when that amount is reached.

AP03C	CW REALTIME SOFTWARE CORP	RECURRING INVOICE MAINT	22 May 03
VENDOR	<b>10109</b>	CHASE AUTOMOTIVE FINANCE	CONTACT
	P O BOX 15594		TITLE
			PHONE
	WILMINGTON DE 19886-1304		
	PURCHASE ORDER	<b>3588849</b>	ACCT# AT VENDOR
1.	INV CLASS CODE	<b>C10</b>	
2.	RELEASE DATE	<b>05/01/03</b>	
3.	AMOUNT DUE	<b>481.36</b>	
4.	TAX AMOUNT		PRODUCT TOTAL 481.36
5.	DESCRIPTION	AUTO PAYMENT	
6.	1099 INVOICE		
7.	MAXIMUM AMOUNT		AMOUNT RELEASED
	OR NUMBER TIMES TO RELEASE	<b>8</b>	TIMES RELEASED TO DATE
ENTER LINE TO CHANGE,			
T FOR TAX ANALYSIS, D TO DELETE, * TO VOID, ^ TO POST, <b>RTN</b> TO CONTINUE .			

Enter the GL account (s) and then amount (s) until balance to distribute is zero. These accounts can be modified at the time of release in the case of principal and interest amounts change

AP03C	CW REALTIME SOFTWARE CORP	RECURRING INVOICE MAINT	22 May 03
VENDOR	10109	CHASE AUTOMOTIVE FINANCE	
	P/O NO. 3588849		
	G/L ACCOUNT	AMOUNT	BALANCE TO DISTRIBUTE
ENTER	3		0.00
		DEBITS	CREDITS
	1 206000		481.36
	2 <b>5140008</b>	<b>481.36</b>	
ENTER LINE TO CHANGE,			
T FOR TAX ANALYSIS, D TO DELETE, * TO VOID, P TO PAGE, ^ TO POST <b>^</b> . .			

# Realtime Software Corporation - Accounts Payable Operations Manual

Here is another example with a different class code.

```

AP03C  CW REALTIME SOFTWARE CORP          RECURRING INVOICE MAINT      22 May 03
VENDOR 16533          HUNTER REALTY                CONTACT
                   1602 DAVIE AVENUE          TITLE
                   STATESVILLE NC 28677     PHONE

PURCHASE ORDER      54003                ACCT# AT VENDOR
1. INV CLASS CODE   C25
2. RELEASE DATE    05/01/03
3. AMOUNT DUE      2800.00
4. TAX AMOUNT
5. DESCRIPTION     BUILDING RENT                PRODUCT TOTAL      2,800.00
6. 1099 INVOICE

7. MAXIMUM AMOUNT                AMOUNT RELEASED
   OR NUMBER TIMES TO RELEASE    8                TIMES RELEASED TO DATE

ENTER LINE TO CHANGE,
      T FOR TAX ANALYSIS, D TO DELETE, * TO VOID, ^ TO POST, RTN TO CONTINUE .
    
```

To release Recurring Invoices select option **2**. This is usually done at the very first of every month and all invoices for the month are released at that time.

```

SCREEN CW REALTIME SOFTWARE CORP          Invoice Processing      22 May 03
1 CWW                                     DS
SAP03          ENTER SELECTION NUMBER:    13:45:36
AS

      FUNCTION          NMBR          DESCRIPTION
                   0   Select Printer
                   1   Invoice Entry Without Purchase Order
                   2   Recurring Invoice Release
                   3   Recurring Invoice Maintenance
                   4   Recurring Invoice List
Purchase Orders   5   Invoice Entry With Purchase Order
                   6   Invoice-P/O Variance Rpt Detail By Item
                   7   Invoice-P/O Variance Rpt Summary By Item
                   8   Invoice-P/O Variance Rpt Detail By Vendor
                   9   Invoice-P/O Variance Rpt Summary By Vendor
                  10   Invoice-P/O Variance File Purge
                  11   Invoice Entry With Inventory Receipt
                  12   Invoice Entry with Receipt Register
                  13   AP Invoice History Inquiry
    
```

# Realtime Software Corporation - Accounts Payable Operations Manual

The date of the release will default to current date. The recurring invoice date must be less than this date in order to be released. **ENTER** to continue.

```

AP03B  CW REALTIME SOFTWARE CORP          RECURRING INVOICE RELEASE      22 May 03

      ENTER RECURRING INVOICE CLASS CODE TO BE RELEASED  C25

      ENTER RELEASE DATE  05/01/03
    
```

The invoice number is assigned automatically. Releases ideally need to be done the first working day of the month. The invoice date will default to that date. Then the invoices will be ready to process for payment during the month based on the due date entered here.

```

AP03B  CW REALTIME SOFTWARE CORP          RECURRING INVOICE RELEASE      22 May 03

VENDOR 10107          CENTURA BANK          CONTACT
P/O NO AL33568          P. O. BOX 1220          TITLE
          ROCKY MOUNT NC 27802          PHONE

ACCT# AT VENDOR          TERMS DISCOUNT PERCENT  0.000 DAYS    0 DAY/MON
          DUE          DAYS    30 DAY/MON

      INVOICE          R100007          RELEASES          AMOUNT
2. INVOICE DATE          05/01/03          MAXIMUM          8
3. AMOUNT DUE          525.00          ACTUAL TO DATE
4. TAX AMOUNT
5. DISCOUNTABLE AMT          525.00          PRODUCT AMOUNT          525.00
6. TERMS DISC (%/$) $          0.00

      NET AMOUNT          525.00
7. DISCOUNT DATE          05/01/03    10. DESCRIPTION  NOTE PYMT
8. DUE DATE          05/25/03    11. HOLD STATUS
9. TRANSACTION DATE 05/01/03    12. 1099 INVOICE
ENTER LINE TO CHANGE,
      T FOR TAX ANALYSIS, S TO SKIP, E TO END, ^ TO POST, RTN TO CONTINUE ..
    
```

**ENTER** to continue if a GL account amount needs to be changed. If not then **^ to post**. Then the next invoice in the class C25 will appear. Make necessary changes in the same way until all invoices are processed.

If you do not want to release an invoice then type **S** to skip.

If you're through with what you want with this invoice and don't want to scroll through the rest, type **E** to end.

In this case the GL account amounts need to be changed because the principle and interest changes every month.

# Realtime Software Corporation - Accounts Payable Operations Manual

```

AP03B  CW REALTIME SOFTWARE CORP          RECURRING INVOICE RELEASE      22 May 03

VENDOR  10107          CENTURA BANK
INVOICE R100011
P/O NO. AL33568

          G/L ACCOUNT                      AMOUNT                      BALANCE TO
          ENTER                                DEBITS                      CREDITS                      DISTRIBUTE
          1 206000                                525.00
          2 216000                                468.43
          3 5800008                               56.57
          0.00

ENTER LINE TO CHANGE, T FOR TAX ANAL, S OR * TO SKIP, P TO PAGE, ^ TO POST 2..
    
```

Select line **2** and change the principle amount. Then select line **3** and change the interest amount.

```

AP03B  CW REALTIME SOFTWARE CORP          RECURRING INVOICE RELEASE      22 May 03

VENDOR  10107          CENTURA BANK
INVOICE R100011
P/O NO. AL33568

          G/L ACCOUNT                      AMOUNT                      BALANCE TO
          ENTER                                DEBITS                      CREDITS                      DISTRIBUTE
          1 206000                                525.00
          2 216000                                473.58
          3 5800008                               51.42
          0.00

ENTER LINE TO CHANGE, T FOR TAX ANAL, S OR * TO SKIP, P TO PAGE, ^ TO POST ^..
    
```

When finished, run the Daily Invoice Register **(4)** from the Accounts Payable menu to update.

# Realtime Software Corporation - Accounts Payable Operations Manual

SCREEN CW REALTIME SOFTWARE CORP	Accounts Payable	22 May 03
1 CWW		DS
SA/P	ENTER SELECTION NUMBER: 4	14:50:58
AS		
FUNCTION	NMBR	DESCRIPTION
	0	Select Printer
Company	1	Company Processing
Vendor	2	Vendor Processing
Payables	3	Invoice Processing
	4	Daily Invoice Register
	5	Invoice Adjustment & Voids Processing
Cash Management	6	Cash Requirement Reports
	7	Payment Hold/Reverse Hold
	8	Open Invoice Reports
Disbursements	9	Invoice Payment Processing
	10	Daily Check Register
	11	Voided Check Processing
Period End	12	Accounts Payable Trial Balances
	13	Period End Check Register
	14	Check Reconciliation Processing
Year End	15	Year End Processing
History	16	Payment History Processing

Once recurring invoices are released with the above process, that just means you have created a real invoice. They will show up on your cash requirements report based on due dates and still need to be released for payment in the same manner as any other A/P invoice. They can also be adjusted like any other A/P invoice to change due dates, amounts, GL's, etc.

## ACCOUNTS PAYABLE

### H. VOIDING CHECKS

>From the Accounts Payable menu, **select 11** for void check processing, then **1** to enter void checks.

SCREEN CW REALTIME SOFTWARE CORP	Accounts Payable	22 May 03
1 CWW		DS
SA/P	ENTER SELECTION NUMBER: <b>11</b>	15:02:44
AS		
	FUNCTION	NMBR DESCRIPTION
		0 Select Printer
	Company	1 Company Processing
	Vendor	2 Vendor Processing
	Payables	3 Invoice Processing
		4 Daily Invoice Register
		5 Invoice Adjustment & Voids Processing
	Cash Management	6 Cash Requirement Reports
		7 Payment Hold/Reverse Hold
		8 Open Invoice Reports
	Disbursements	9 Invoice Payment Processing
		10 Daily Check Register
		<b>11 Voided Check Processing</b>
	Period End	12 Accounts Payable Trial Balances
		13 Period End Check Register
		14 Check Reconciliation Processing
	Year End	15 Year End Processing
	History	16 Payment History Processing

Enter the **bank code, check#,** and **reason** for voiding check.

You will be asked if you want the A/P invoice to be put back into open A/P.

Answer **Y** if you do, or

N if it is not going to be reissued (see below).

**ENTER** and the next screen will show the GL adjustment to the bank account and the payable account. The invoice gets automatically put back on the vendor account exactly the way it was before it was paid. Finish with **^ to post**.

# Realtime Software Corporation - Accounts Payable Operations Manual

```

AP11A  CW REALTIME SOFTWARE CORP          VOIDED CHECK ENTRY          22 May 03

BANK  01          REG. CHECKING ACCOUNT          1099
CHECK 047541     VENDOR 10667 WEST EDGEcombe FIRE DEPARTMEN AMOUNT          200.00
                CHECK DATE 03/21/03          DISC TAKEN          0.00
REASON CD VD     VOIDED CHECK          DISC LOST          0.00
DO YOU WANT TO PUT INVOICES BACK INTO OPEN A/P (Y/N)          Y
                G/L ACCOUNT          AMOUNT          BALANCE TO
                G/L ACCOUNT          AMOUNT          DISTRIBUTE

ENTER

                DEBITS          CREDITS

ENTER RC TO CHANGE REASON CODE,
        LINE TO CHANGE, P TO PAGE, * TO VOID, C TO CANCEL, ^ TO POST
    
```

```

AP11A  CW REALTIME SOFTWARE CORP          VOIDED CHECK ENTRY          22 May 03

BANK  01          REG. CHECKING ACCOUNT          1099
CHECK 047541     VENDOR 10667 WEST EDGEcombe FIRE DEPARTMEN AMOUNT          200.00
                CHECK DATE 03/21/03          DISC TAKEN          0.00
REASON CD VD     VOIDED CHECK          DISC LOST          0.00
DO YOU WANT TO PUT INVOICES BACK INTO OPEN A/P (Y/N)          Y
                G/L ACCOUNT          AMOUNT          BALANCE TO
                G/L ACCOUNT          AMOUNT          DISTRIBUTE

ENTER

                DEBITS          CREDITS

                1 105000          200.00
                2 206000          200.00

ENTER RC TO CHANGE REASON CODE,
        LINE TO CHANGE, P TO PAGE, * TO VOID, C TO CANCEL, ^ TO POST ^..
    
```

If you do not want the invoice re-entered back into payables, type **N** and **ENTER**. A screen will come up prompting for the GL account (s) for the check you are voiding. *Make sure you've gone to Vendor Inquiry to look up the GL account distribution in the invoice (s) that is on the check and make a print screen.* Then you can enter the information needed at the GL prompt to make sure it is backed out correctly.

# Realtime Software Corporation - Accounts Payable Operations Manual

```

VM01Q  CW REALTIME SOFTWARE CORP          VENDOR INQUIRY          22 May 03
VENDOR 11265

NAME          RINGGOLD FIRE & RESCUE          START DATE          04/26/03
ADDRESS 1     335 OLD CABIN TRL.             ACCT# AT VENDOR
ADDRESS 2
CITY          RINGGOLD                       OR DAY OF MONTH
STATE/COUNTY VA          VENDOR CLASS          REG
ZIP/POST     24586                          LINE ITEM TAX CD
COUNTRY
PHONE
FAX NUMBER
CONTACT
TITLE
SHIP VIA
G/L ACCT#    5360008

(PH)PAYMENT HIST, (POH)P/O HIST, RTN FOR VENDOR#, (C)CREDIT,
(PO)PURCHASE ORDERS, (AP)OPEN AP, (APH)AP HIST, (I)NFO, (EF)EMAIL/FAX  CH.
    
```

```

AP16G  CW REALTIME SOFTWARE CORP          VENDOR CHECK INQUIRY    22 May 03
VEND# 11265          RINGGOLD FIRE & RESCUE          LYR AMT PAID
YTD AMT PAID          100.00

SEQ CHECK#          CHECK DT CHECK AMOUNT          BC MCF CLR DATE
-----
1  047984          05/02/03          100.00  01
ENTER (P)AGE, (PB)PAGE BACK, SEQ#, BK * CHECK#, * TO VOID  1.....
    
```

```

AP16G  CW REALTIME SOFTWARE CORP          VENDOR CHECK INQUIRY    22 May 03
VEND # 11265          RINGGOLD FIRE & RESCUE
CHECK# 047984          CHK DT 05/02/03          A/P BAL          0.00
BANK CODE 01          CHK AMT          100.00
INVOICE          CHECK          AMOUNT          DISCOUNT INVOICE          INVOICE          TRANS          VENDOR
SQ NUMBER          AMOUNT          PAID/USED          AMOUNT          DATE          AMOUNT          DATE          PO NMB
-----
1  042503          100.00          100.00          04/26/03          100.00  04/26/03
ENTER (P)AGE, (PB)PAGE BACK, SEQ#, INVOICE#, * TO VOID  1.....
    
```

# Realtime Software Corporation - Accounts Payable Operations Manual

```

AP15E  CW REALTIME SOFTWARE CORP          A/P INVOICE INQUIRY          22 May 03

VENDOR NO  11265  RINGGOLD FIRE & RESCUE          CONTACT
              335 OLD CABIN TRL.                  TITLE
                                                    PHONE
              RINGGOLD VA  24586

ACCT# AT VENDOR          P/O NUMBER
INVOICE NO              042503          RECEIVER NUMBER
INVOICE DATE            04/26/03
INVOICE AMOUNT          100.00          AMOUNT PAID          100.00
TAX AMOUNT              0.00           NET BALANCE          0.00
DISCOUNTABLE AMT      0.00           DISCOUNT TAKEN     0.00
TERMS DISCOUNT        0.00           DISCOUNT LOST      0.00
NET AMOUNT              100.00          DISCOUNT BALANCE   0.00
DISCOUNT DATE          PGM SOURCE      AP03A
DUE DATE                04/27/03          DESCRIPTION
TRANSACTION DATE        04/26/03          HOLD STATUS
ENTERED DATE            04/26/03          1099 INVOICE
LAST PAY DATE           05/02/03          ORIG VENDOR#
ORIG TRAN DATE          ORIG INVOICE#          HISTORY
ENTER (S)ERIAL#'S, (SP)SERIAL#'S PAID, (A)CCOUNT DISTRIBUTION, (I)TEMS,
(PH)PAYMENT HISTORY, * OR RTN FOR NEXT INVOICE          A.
    
```

```

AP15E  CW REALTIME SOFTWARE CORP          A/P INVOICE INQUIRY          22 May 03

VENDOR NO  11265  RINGGOLD FIRE & RESCUE
INVOICE NO  042503          P/O NUMBER
INVOICE DATE            04/26/03          AMOUNT PAID          100.00
INVOICE AMOUNT          100.00          NET BALANCE          0.00

ACCOUNT NUMBER          DESCRIPTION          AMOUNT
-----
206000                A/P-REGULAR          -100.00
5360008                DONATIONS            100.00
    
```

If there is more than one invoice you'll need the GL's for all of them. Now back to the void check if you answered **N** to re-enter invoice in payables.

```

AP11A  CW REALTIME SOFTWARE CORP          VOIDED CHECK ENTRY          22 May 03

BANK  01          REG. CHECKING ACCOUNT          1099
CHECK  047984     VENDOR 11265  RINGGOLD FIRE & RESCUE          AMOUNT          100.00
              CHECK DATE 05/02/03          DISC TAKEN          0.00
REASON CD  VD     VOIDED CHECK          DISC LOST          0.00
DO YOU WANT TO PUT INVOICES BACK INTO OPEN A/P (Y/N)          N
              G/L ACCOUNT          AMOUNT          BALANCE TO
              G/L ACCOUNT          AMOUNT          DISTRIBUTE

ENTER

              DEBITS          CREDITS

ENTER RC TO CHANGE REASON CODE,
LINE TO CHANGE, P TO PAGE, * TO VOID, C TO CANCEL, ^ TO POST
    
```

# Realtime Software Corporation - Accounts Payable Operations Manual

**Type the GL account (s)** from the original invoice (s) and make sure balance to distribute is zero at completion. The **amount** will be entered as a **negative**. The bank GL account comes up automatically to “put the money back in the bank”.

```

AP11A  CW REALTIME SOFTWARE CORP          VOIDED CHECK ENTRY          22 May 03

BANK  01          REG. CHECKING ACCOUNT          1099
CHECK 047984  VENDOR 11265  RINGGOLD FIRE & RESCUE          AMOUNT          100.00
                CHECK DATE 05/02/03          DISC TAKEN          0.00
REASON CD VD  VOIDED CHECK          DISC LOST          0.00
DO YOU WANT TO PUT INVOICES BACK INTO OPEN A/P (Y/N)          N
                G/L ACCOUNT          AMOUNT          BALANCE TO
                G/L ACCOUNT          AMOUNT          DISTRIBUTE
ENTER  2 .....
                DEBITS          CREDITS
                1 105000          100.00

ENTER RC TO CHANGE REASON CODE,
        LINE TO CHANGE, P TO PAGE, * TO VOID, C TO CANCEL, ^ TO POST
    
```

```

AP11A  CW REALTIME SOFTWARE CORP          VOIDED CHECK ENTRY          22 May 03

BANK  01          REG. CHECKING ACCOUNT          1099
CHECK 047984  VENDOR 11265  RINGGOLD FIRE & RESCUE          AMOUNT          100.00
                CHECK DATE 05/02/03          DISC TAKEN          0.00
REASON CD VD  VOIDED CHECK          DISC LOST          0.00
DO YOU WANT TO PUT INVOICES BACK INTO OPEN A/P (Y/N)          N
                G/L ACCOUNT          AMOUNT          BALANCE TO
                G/L ACCOUNT          AMOUNT          DISTRIBUTE
ENTER
                DEBITS          CREDITS
                1 105000          100.00
                2 5360008          100.00

ENTER RC TO CHANGE REASON CODE,
        LINE TO CHANGE, P TO PAGE, * TO VOID, C TO CANCEL, ^ TO POST  ^..
    
```

You will be taken back to the previous screen. **Select 2** to run the register, then **Y** to execute.

```

SCREEN CW REALTIME SOFTWARE CORP          Voided Check Processing          22 May 03
 1 CWW          DS
SAP11          ENTER SELECTION NUMBER:          16:36:25
AS

        FUNCTION          NMBR          DESCRIPTION
                0          Select Printer
                1          Voided Check Entry
                2          Voided Check Register
    
```

## ACCOUNTS PAYABLE

### I. CHECK RECONCILIATION FOR BANK

Select **14** from the Accounts Payable menu (**SA/P**) to reconcile your checks with the bank.

SCREEN CW REALTIME SOFTWARE CORP	Accounts Payable	22 May 03
1 CWW		DS
SA/P	ENTER SELECTION NUMBER: <b>14</b>	16:44:08
FUNCTION	NMBR	DESCRIPTION
	0	Select Printer
Company	1	Company Processing
Vendor	2	Vendor Processing
Payables	3	Invoice Processing
	4	Daily Invoice Register
	5	Invoice Adjustment & Voids Processing
Cash Management	6	Cash Requirement Reports
	7	Payment Hold/Reverse Hold
	8	Open Invoice Reports
Disbursements	9	Invoice Payment Processing
	10	Daily Check Register
	11	Voided Check Processing
Period End	12	Accounts Payable Trial Balances
	13	Period End Check Register
	<b>14</b>	<b>Check Reconciliation Processing</b>
Year End	15	Year End Processing
History	16	Payment History Processing

Select **2** to run a Check Reconciliation Report to work from.

SCREEN CW REALTIME SOFTWARE CORP	Check Reconciliation Process	22 May 03
1 CWW		DS
SAP14	ENTER SELECTION NUMBER:	16:47:15
FUNCTION	NMBR	DESCRIPTION
	0	Select Printer
	1	Cleared Check Entry
	<b>2</b>	<b>Check Reconciliation Reports</b>
	3	Cleared Check Register
	4	Purge A/P Check Reconciliation History File

Select **2** to run an Open Check Report to work from.

**From date** should be left blank to pick up all preceding checks. **To date** should be the last day of your accounting month for A/P. **ENTER** to process.

# Realtime Software Corporation - Accounts Payable Operations Manual

```
AP14B CW REALTIME SOFTWARE CORP CHECK RECONCILIATION REPORTS 06 Oct 04

ENTER PROFILE TO USE NO TEMPLATE PROFILE IN USE

1. ENTER REPORT SELECTION C 2
1 = ALL CLEARED CHECKS
2 = ALL OPEN CHECKS
3 = ALL CHECKS ON FILE
4 = ALL HISTORY CHECKS ON FILE
```

Type bank code(s) and **ENTER**.

```
AP14B CW REALTIME SOFTWARE CORP CHECK RECONCILIATION REPORTS 06 Oct 04

ENTER PROFILE TO USE NO TEMPLATE PROFILE IN USE

1. ENTER REPORT SELECTION C 2 ALL OPEN CHECKS
2. ENTER BANK CODE I . . . .
NO ENTRY = ALL, 'NULL' = WITHOUT BANK CODE
```

**From date** should be left blank to pick up all preceding checks. **To date** should be the last day of your accounting month for A/P or bank statement date.

```
AP14B CW REALTIME SOFTWARE CORP CHECK RECONCILIATION REPORTS 06 Oct 04

ENTER PROFILE TO USE NO TEMPLATE PROFILE IN USE

1. ENTER REPORT SELECTION C 2 ALL OPEN CHECKS
2. ENTER BANK CODE I 01
3. ENTER CHECK ISSUE DATE FROM .
TO
If dates are specified, only checks issued within the specified date range
will be selected for the report.

ENTER ' D ' FOR SPECIFIED DATE, ' O ' FOR AN OFFSET FROM CURRENT DATE
'S' TO INPUT A SPECIAL DATE CODE, 'C' FOR CURRENT DATE, OR NULL TO SKIP
```

Leave these dates blank for this report – see onscreen help.

# Realtime Software Corporation - Accounts Payable Operations Manual

```
API14B  CW REALTIME SOFTWARE CORP          CHECK RECONCILIATION REPORTS  06 Oct 04

      ENTER PROFILE TO USE          NO TEMPLATE PROFILE IN USE

1. ENTER REPORT SELECTION          C 2      ALL OPEN CHECKS
2. ENTER BANK CODE                 I 01
3. ENTER CHECK ISSUE DATE          R      TO D  09/30/04
4. ENTER CHECK CLEARED DATE        FROM .
                                     TO

*** Prompt 1, choice 1 - ALL CLEARED CHECKS report ***
If dates are specified, only checks cleared as-of or within the specified
date range will be selected for the report.

*** Prompt 1, choice 2 - ALL OPEN CHECKS report ***
Leave BLANK - dates in these fields are ignored for this report.
Any checks cleared after the ending check issue date (prompt 3 above)
will be considered 'open' and included with all other un-cleared checks on
this report.

ENTER ' D ' FOR SPECIFIED DATE, ' O ' FOR AN OFFSET FROM CURRENT DATE
'S' TO INPUT A SPECIAL DATE CODE, 'C' FOR CURRENT DATE, OR NULL TO SKIP
```

Type **Y** and **ENTER** at the change line to produce the report.

You will come back to the menu to select **1** to clear checks in the system that have cleared your bank according to your bank statement.

```
SCREEN CW REALTIME SOFTWARE CORP          Check Reconciliation Process  22 May 03
1 CWW                                     DS
SAP14          ENTER SELECTION NUMBER:          16:47:15

      FUNCTION          NMBR          DESCRIPTION
          0          Select Printer
          1          Cleared Check Entry
          2          Check Reconciliation Reports
          3          Cleared Check Register
          4          Purge A/P Check Reconciliation History File
```

Type **bank code**, **bank statement date**, **check number** and **amount** and **ENTER**.

# Realtime Software Corporation - Accounts Payable Operations Manual

AP14A	CW REALTIME SOFTWARE CORP	CLEARED CHECK ENTRY	22 May 03
	ENTER BANK CODE	01 REG. CHECKING ACCOUNT	
	CLEARING DATE	04/30/03	
	CHECK NUMBER	047546	
	CHECK AMOUNT CLEARED	108.00NNN.NN	
	CHECKS RECONCILED		
	NUMBER OF CHECKS		
	CLEARED AMOUNT	0.00	
VENDOR#	VENDOR NAME	CHECK DATE	
10012	AUTOMATIC DATA PROCESSING	03/26/03	

You will see how many checks you have cleared, the total amount cleared (which will continue to add as you continue), and the last vendor that you cleared.

AP14A	CW REALTIME SOFTWARE CORP	CLEARED CHECK ENTRY	22 May 03
	ENTER BANK CODE	01 REG. CHECKING ACCOUNT	
	CLEARING DATE	04/30/03	
	CHECK NUMBER	.....	
	CHECK AMOUNT CLEARED		
	CHECKS RECONCILED		
	NUMBER OF CHECKS	1	
	CLEARED AMOUNT	108.00	
VENDOR#	VENDOR NAME	CHECK DATE	
10012	AUTOMATIC DATA PROCESSING	03/26/03	

Continue entering the checks that have cleared the bank.

If you entered a check in error that has not cleared, just type in the check number again, and for amount type 0.00 and it will be taken off. It will increment the number of checks, though, even if you removed one. It counts that as another check but it removes the dollar amount from the total.

# Realtime Software Corporation - Accounts Payable Operations Manual

AP14A	CW REALTIME SOFTWARE CORP	CLEARED CHECK ENTRY	22 May 03
	ENTER BANK CODE	01 REG. CHECKING ACCOUNT	
	CLEARING DATE	04/30/03	
	CHECK NUMBER	047547	
	CHECK AMOUNT CLEARED	5177.94NN.NN	
	CHECKS RECONCILED		
	NUMBER OF CHECKS	1	
	CLEARED AMOUNT	108.00	
VENDOR#	VENDOR NAME	CHECK DATE	
10020	AKRON BRASS COMPANY	03/26/03	

AP14A	CW REALTIME SOFTWARE CORP	CLEARED CHECK ENTRY	22 May 03
	ENTER BANK CODE	01 REG. CHECKING ACCOUNT	
	CLEARING DATE	04/30/03	
	CHECK NUMBER	.....	
	CHECK AMOUNT CLEARED		
	CHECKS RECONCILED		
	NUMBER OF CHECKS	2	
	CLEARED AMOUNT	5,285.94	
VENDOR#	VENDOR NAME	CHECK DATE	
10020	AKRON BRASS COMPANY	03/26/03	

# Realtime Software Corporation - Accounts Payable Operations Manual

If you enter an amount that is not the same as the actual amount of the check in the system, you will get a message at the bottom of the screen. It will also ask if you wish to accept your entry. You can answer **Y or N**. Sometimes a check clears the bank for a different amount than what the check really was. Your cleared check register will show the difference and you will need to do a journal entry to adjust it for month end.

AP14A	CW REALTIME SOFTWARE CORP	CLEARED CHECK ENTRY	22 May 03
	ENTER BANK CODE	01 REG. CHECKING ACCOUNT	
	CLEARING DATE	04/30/03	
	CHECK NUMBER	047571	
	CHECK AMOUNT CLEARED	254.33	
	<b>DO YOU WISH TO ACCEPT YOUR ENTRY (Y/N) .</b>		
	CHECKS RECONCILED		
	NUMBER OF CHECKS		
	CLEARED AMOUNT		
VENDOR#	VENDOR NAME	CHECK DATE	
10217	FIRE COM	03/26/03	
<b>NOTE : ENTERED AMT CLEARED IS NOT ORIGINAL CHECK AMT</b>			<b>254.37</b>

When finished entering cleared checks, run the cleared check register. *Do not answer Y to accept until verification of the report is made for accuracy.* If changes need to be made, **type N** and **return to cleared check** entry to correct. Then run the cleared checks report again to verify that reconciliation is correct with bank statement. Once it is correct **type Y** to accept the register and it will update. **DO NOT ACCEPT REGISTER UNTIL YOU HAVE THE REPORT IN HAND AND ARE SURE IT IS CORRECT.**

# Realtime Software Corporation - Accounts Payable Operations Manual

```
SCREEN CW REALTIME SOFTWARE CORP          Check Reconciliation Process  23 May 03
7 CWW                                         DS
SAP14          ENTER SELECTION NUMBER:  3          09:42:49
AS

      FUNCTION          NMBR          DESCRIPTION
              0      Select Printer
              1      Cleared Check Entry
              2      Check Reconciliation Reports
              3      Cleared Check Register
              4      Purge A/P Check Reconciliation History File
```

```
AP14C  CW REALTIME SOFTWARE CORP          CLEARED CHECK REGISTER          23 May 03

DO YOU WISH TO RUN THE REGISTER? (Y/N/[S]LEEP)  Y

*** REGISTER NOW BEING PROCESSED ***
[404] 7 items selected out of 413 items.

NOTE: IF ACCEPTED,
UPDATES WILL TAKE PLACE AND REGISTER CAN NOT BE RERUN.

IS THE REGISTER ACCEPTABLE? (Y/N) .
```

The final step to bank reconciliation is to run the report of open checks (see the instructions at the beginning of this section) for the month that have not cleared the bank. Again, the date will be the date of the Accounts Payable month end. This will be the amount entered on your bank reconciliation for outstanding checks not clearing the bank yet.

## ACCOUNTS PAYABLE

### J. REPORTS

#### 1. OPEN INVOICE REPORT

At the Accounts Payable Menu (**SA/P**), select **8** for Open Invoice Reports.

SCREEN CW REALTIME SOFTWARE CORP	Accounts Payable	29 May 03
11 CWW		DS
SA/P	ENTER SELECTION NUMBER:	12:17:53
HS		
	FUNCTION	NMBR DESCRIPTION
		0 Select Printer
	Company	1 Company Processing
	Vendor	2 Vendor Processing
	Payables	3 Invoice Processing
		4 Daily Invoice Register
		5 Invoice Adjustment & Voids Processing
	Cash Management	6 Cash Requirement Reports
		7 Payment Hold/Reverse Hold
		<b>8 Open Invoice Reports</b>
	Disbursements	9 Invoice Payment Processing
		10 Daily Check Register
		11 Voided Check Processing
	Period End	12 Accounts Payable Trial Balances
		13 Period End Check Register
		14 Check Reconciliation Processing
	Year End	15 Year End Processing
	History	16 Payment History Processing

This report uses report profiles, so you can store your preferred settings. The individual prompts are reviewed here. First select how you would like the report sorted:

AP08	CW REALTIME SOFTWARE CORP	OPEN INVOICE REPORT	06 Oct 04
	ENTER PROFILE TO USE	NO TEMPLATE PROFILE IN USE	
1.	<b>ENTER SORT METHOD</b>	C	.
	1 = BY VENDOR BY INVOICE#		
	2 = BY INVOICE# BY VENDOR		

Now enter nothing, 'NULL', or one or more vendor numbers you want to appear on the report.

# Realtime Software Corporation - Accounts Payable Operations Manual

```
AP08    CW REALTIME SOFTWARE CORP          OPEN INVOICE REPORT          06 Oct 04

ENTER PROFILE TO USE          NO TEMPLATE PROFILE IN USE

1. ENTER SORT METHOD           C 1      BY VENDOR BY INVOICE#
2. ENTER VENDOR SELECTION     I .....
   NO ENTRY = ALL, 'NULL' = WITHOUT VENDOR
```

Now enter invoice 'HOLD' criteria to select upon

```
AP08    CW REALTIME SOFTWARE CORP          OPEN INVOICE REPORT          06 Oct 04

ENTER PROFILE TO USE          NO TEMPLATE PROFILE IN USE

1. ENTER SORT METHOD           C 1      BY VENDOR BY INVOICE#
2. ENTER VENDOR SELECTION     I
3. ENTER INVOICE CRITERIA     C .
   1 = ALL OPEN INVOICES
   2 = OPEN INVOICES ON PAYMENT HOLD
   3 = OPEN INVOICES NOT ON HOLD
```

Specify whether or not to print serial number data on the report

```
AP08    CW REALTIME SOFTWARE CORP          OPEN INVOICE REPORT          06 Oct 04

ENTER PROFILE TO USE          NO TEMPLATE PROFILE IN USE

1. ENTER SORT METHOD           C 1      BY VENDOR BY INVOICE#
2. ENTER VENDOR SELECTION     I
3. ENTER INVOICE CRITERIA     C 3      OPEN INVOICES NOT ON HOLD
4. INCLUDE SERIAL-NUMBERS     C .
   Y = INCLUDE SERIAL NUMBERS
   N = OMIT SERIAL NUMBERS
```

Change or Save your profile if needed, then execute it to produce the report.

```
AP08    CW REALTIME SOFTWARE CORP          OPEN INVOICE REPORT          06 Oct 04

ENTER PROFILE TO USE          NO TEMPLATE PROFILE IN USE

1. ENTER SORT METHOD           C 1      BY VENDOR BY INVOICE#
2. ENTER VENDOR SELECTION     I
3. ENTER INVOICE CRITERIA     C 3      OPEN INVOICES NOT ON HOLD
4. INCLUDE SERIAL-NUMBERS     C Y      INCLUDE SERIAL NUMBERS

Select #, S)AVE, DEL)ETE PROFILE, E)XPORT, OR 'Y' TO EXECUTE          ...
PROFILE IS NEW, SAVE PROFILE WITH 'S' OPTION
```

# Realtime Software Corporation - Accounts Payable Operations Manual

**Option 12** of the Accounts Payable Menu (**SA/P**) will either give you a report to the screen by individual vendor or a report to the printer of all your vendors based on your parameters.

```

SCREEN CW REALTIME SOFTWARE CORP           Accounts Payable           29 May 03
 11 CWW                                     DS
  SA/P                                     ENTER SELECTION NUMBER: 12    12:25:44
 HS

```

FUNCTION	NMBR	DESCRIPTION
	0	Select Printer
Company	1	Company Processing
Vendor	2	Vendor Processing
Payables	3	Invoice Processing
	4	Daily Invoice Register
	5	Invoice Adjustment & Voids Processing
Cash Management	6	Cash Requirement Reports
	7	Payment Hold/Reverse Hold
	8	Open Invoice Reports
Disbursements	9	Invoice Payment Processing
	10	Daily Check Register
	11	Voided Check Processing
Period End	12	Accounts Payable Trial Balances
	13	Period End Check Register
	14	Check Reconciliation Processing
Year End	15	Year End Processing
History	16	Payment History Processing

```

SCREEN CW REALTIME SOFTWARE CORP           Accts Payable Trial Balances  29 May 03
 11 CWW                                     DS
  SAP12                                    ENTER SELECTION NUMBER: 1    12:26:43
 HS

```

FUNCTION	NMBR	DESCRIPTION
	0	Select Printer
	1	Vendor Trial Balance Display
	2	Accounts Payable Trial Balance Print

**Type the vendor #** or **?? and name** to search. After the vendor information appears fill in the following information based on what you want to display.

```

AP12A CW REALTIME SOFTWARE CORP           VENDOR TRIAL BALANCE DISPLAY 29 May 03
VENDOR 10071.

```

# Realtime Software Corporation - Accounts Payable Operations Manual

You can select detail or summary. The date will default to the current date but can be changed. You have a choice of aging based on invoice or due date.

```

AP12A  CW REALTIME SOFTWARE CORP          VENDOR TRIAL BALANCE DISPLAY 29 May 03
VENDOR 10071.

AP12A  CW REALTIME SOFTWARE CORP          VENDOR TRIAL BALANCE DISPLAY 29 May 03
VENDOR 10071  BIOSYSTEMS                  OPEN INVOICES           8,458.75
                                           PREPAYMENTS
                                           A/P BALANCE            8,458.75

ENTER D FOR DETAIL AND TOTALS, T FOR TOTALS ONLY, RTN FOR NEXT VENDOR T

AS OF DATE 05/29/03
USE INVOICE DATE OR DUE DATE FOR AGING (I/D) D

INVOICING  CURRENT
PRIOR TO:  AGED AS:
05/30/03
05/29/03  OVER    1 DAYS
04/29/03  OVER   31 DAYS
03/30/03  OVER   61 DAYS

INCLUDE INVOICES WITH DATE GREATER THAN AS OF DATE (Y/N) Y

ENTER C TO CHANGE, * TO VOID, ^ OR RTN TO CONTINUE .
    
```

You can then see the summary aging based on due dates for this vendor. If you want to see detail from here **type D** and **ENTER**.

```

AP12A  CW REALTIME SOFTWARE CORP          VENDOR TRIAL BALANCE DISPLAY 29 May 03
VENDOR 10071  BIOSYSTEMS                  OPEN INVOICES           8,458.75
                                           PREPAYMENTS
                                           A/P BALANCE            8,458.75

          05/29/03    05/29/03    04/29/03    03/30/03
          FUTURES    CURRENT    OVER    1    OVER    31    OVER    61    BALANCE
          0.00
          8,458.75          0.00          0.00          0.00          8,458.75

ENTER D FOR DETAIL, * TO EXIT, RTN FOR NEXT VENDOR D
    
```

# Realtime Software Corporation - Accounts Payable Operations Manual

```

AP12A  CW REALTIME SOFTWARE CORP          VENDOR TRIAL BALANCE DISPLAY 29 May 03

VENDOR 10071  BIOSYSTEMS                   OPEN INVOICES           8,458.75
                                           PREPAYMENTS
                                           A/P BALANCE            8,458.75

DUE
DATE  INVOICE          FUTURE  CURRENT  OVER 1  OVER 31  OVER 61
05/21/03 32207630
05/23/03 32207842
** TOTALS **                0.00          0.00          8,458.75          0.00
                                           0.00
    
```

ENTER P TO PAGE, T FOR TOTALS, \* TO EXIT, RTN FOR NEXT VENDOR.

## ACCOUNTS PAYABLE

### J. REPORTS

#### 2. AGED TRIAL BALANCE

For a printed Aged Trial Balance, **select option 2.**

```
SCREEN CW REALTIME SOFTWARE CORP      Accts Payable Trial Balances  29 May 03
11 CWW                                  DS
SAP12          ENTER SELECTION NUMBER:  2          12:42:39
HS

      FUNCTION          NMBR          DESCRIPTION
              0      Select Printer
              1      Vendor Trial Balance Display
              2      Accounts Payable Trial Balance Print
```

**Type ?** to see profile choices and then select the one you want.

```
AP12B CW REALTIME SOFTWARE CORP  ACCTS PAYABLE TRIAL BALANCE REPORT 29 May 03

0.  ENTER PROFILE TO USE          ?.....

      A PROFILE IS A RECORD THAT STORES YOUR INPUTS TO THE PROMPTS IN THIS
      REPORT.  IF YOU ARE UNSURE OF WHAT PROFILES EXIST, ENTER A ? TO LOOKUP
      WHAT PROFILES ARE SAVED FOR THIS REPORT.
      IF YOU DO NOT WISH TO USE A PROFILE,
      THEN JUST HIT ENTER AND ANSWER THE QUESTIONS.
```

```
AP12B CW REALTIME SOFTWARE CORP  ACCTS PAYABLE TRIAL BALANCE REPORT 29 May 03
      Display of the PROFILE-HEADER table, by Profile
SQ  Profile          Description
   1  EOMD           END OF MONTH DETAIL
   2  EOMS           END OF MONTH SUMMARY

(C)HANGE, (P)AGE, (B)ACK, (I)NDEX, (T)OGGLE, (R)ETURN, * TO VOID, SEQ#  2....
END OF SEARCH INDEX
```

At this screen you can change any lines as needed, or **Y** and **ENTER** to run the report. At the next screen, **ENTER** where prompted for the printer.

# Realtime Software Corporation - Accounts Payable Operations Manual

AP12B CW REALTIME SOFTWARE CORP ACCTS PAYABLE TRIAL BALANCE REPORT 29 May 03

- 0. ENTER PROFILE TO USE EOMS DESC - END OF MONTH SUMMARY
- 1. AS OF DATE FOR AGING S CPED 05/31/03 USE INVOICE DATE
- 2. ENTER REPORT FORMAT S SUMMARY
- 3. ENTER VENDOR CLASS
- 4. INCLUDE INVOICES > AS-OF-DATE Y YES
- 5. ENTER VENDOR NUMBER
- 6. ENTER SORT AND BREAK OPTION 1 BY VEND #

ENTER #, S)AVE PROFILE, \* TO VOID, OR 'Y' TO EXECUTE **Y**.  
PROFILE DATA HAS CHANGED, SAVE PROFILE WITH 'S' OPTION

AP12B CW REALTIME SOFTWARE CORP ACCTS PAYABLE TRIAL BALANCE REPOR 06 Oct 04

ENTER PROFILE TO USE RT-ME-S DESC - MONTH-END -SUMMARY BY DUE DATE

- 1. AS OF DATE FOR AGING O S CPED 02/29/04 USE DUE DATE
- 2. ENTER REPORT FORMAT C S SUMMARY
- 3. ENTER VENDOR CLASS A
- 4. INCLUDE INVOICES > AS-OF-DATE C Y **YES**

Y = YES

N = NO

R = REGENERATE

If "Y" to include dates greater than as of date is selected, then all open payables will be selected.

If "N" to not include dates greater than as of date is selected, then any invoice with a TRANSACTION DATE greater than the As of Date will be ignored.

If "R" to regenerate is selected, then the system will re-create the open A/P balance as of the specified transaction date.

## **Realtime Software Corporation - Accounts Payable Operations Manual**

---

Option 4 on this screen has many practical applications, especially for those users who hold their accounts payable open after period end.

**Y-Yes:** Most users who close their accounts payable at period end use this option. Since the application is being closed, they want to include all invoices entered, and reconcile this figure to their general ledger. Also, if this option is used at any time during the period, it should accurately reflect all open a/p invoices in the system.

**N-No:** This is often used on systems where accounts payable is left open, but users want to see what their open accounts payable was at period end – WARNING – this will not give accurate results if payments have been processed – see option R below.

**R-Regenerate:** This option is widely used on systems where the accounts payable module is left open past period end, or whenever a historical trial balance needs to be reprinted. This option takes into account whether or not the invoice entered has a transaction date less than or equal to the as-of date, regardless of which period it was entered into the system. Furthermore, it adds back invoices that were entered before the as-of date, but subsequently paid. It also, excludes invoices entered after the as-of date.

## ACCOUNTS PAYABLE

### J. REPORTS

#### 3. HISTORY REPORTS

Several historical reports are available on menu **SAP13**. These reports are strictly retrievals of historical data and no updating takes place when they are run. They are designed to follow the same format as their original counterparts.

SCREEN CW REALTIME SOFTWARE CORP	Period End Processing	07 Oct 04
4 BCP-TEST6		KAS
SAP13	ENTER SELECTION NUMBER:	17:44:28
HS		
FUNCTION	NMBR	DESCRIPTION
	0	Select Printer
	1	Period End Check Register
	2	Daily A/P Check History Report
	3	Period End A/P Check History Report
	4	A/P Check Void History Report