

Accounts Payable

Table of Contents

[Return to Cover page](#)

1	Getting Started.....	4
2	The Maintenance Menu Column.....	6
2.1	Establishing vendors.....	6
2.2	Defining terms codes.....	9
2.3	Setting up your company.....	12
3	The Transaction Menu Column.....	16
3.1	Entering vendor invoices.....	16
3.2	Printing an invoice proof list.....	23
3.3	Posting transactions.....	23
3.4	Entering recurring invoices.....	25
3.5	Printing a recurring invoice proof list.....	31
3.6	Posting recurring transactions.....	31
3.7	Paying an invoice manually.....	34
3.8	Changing the invoice due date.....	35
4	The Checks Menu Column.....	37
4.1	Preparing payment(s).....	37
4.2	Printing checks.....	44
4.3	Printing a check register and posting checks.....	46
5	The Reports/Inquiry Menu Column.....	49
5.1	Viewing vendor activity.....	49
5.2	Printing a Vendor List.....	51
5.3	Printing a Terms Code List.....	51
5.4	Printing an Aged Trial Balance.....	52
5.5	Printing a Cash Requirements Report.....	53
5.6	Printing a Vendor Volume Analysis Report.....	54
5.7	Printing a Vendor History Report.....	54
5.8	Printing a Vendor Check History Report.....	55
5.9	Printing a Status Report by job.....	56
5.10	Printing an A/P to G/L Distribution Report.....	57
5.11	Printing Vendor Labels.....	58
5.12	Printing reports created through Report Writer.....	59
5.13	Printing queued reports.....	60
6	The Miscellaneous Menu Column.....	61
6.1	Purging vendor history.....	61
6.2	Purge/Reset the recurring transaction file.....	62
6.3	Purging 1099-MISC prior year data.....	63
6.4	Clearing the A/P to G/L distribution file.....	63
6.5	Closing at the end of the year.....	64

6.6	Maintaining 1099-MISC information.....	65
6.7	Printing the 1099-MISC Report.....	68
6.8	Setting limits for the 1099-MISC form.....	69
6.9	Printing 1099 forms.....	70
6.10	Creating 1099-MISC magnetic media.....	71
6.11	Creating 1099-MISC magnetic media list.....	72
Appendix A: Troubleshooting / Common Down To Earth & DBL errors.....		75
Appendix B: Record Layouts.....		77
Index.....		93

Accounts Payable

The Down To Earth Accounts Payable application enables you to

- Operate your business on a Cash or Accrual basis
- Record your company's purchases and the exchange of money directly resulting from those purchases
- Process regularly recurring invoices
- Enter manual payments or change due dates of invoices that have already been posted
- Review invoices to be paid and manipulate invoices paid with the Cash Requirements report
- Select invoices to pay based on a specific due date, a single invoice at a time or partially pay an invoice
- Print and post checks while also providing a permanent posting register for audit trail
- View vendor account status including monthly totals for current and previous year, current open activity, and complete vendor history
- Print information reports, 1099 forms and have the ability to manipulate 1099 data for accurate reporting

Down To Earth Accounts Payable application works together with the General Ledger application to provide complete information for financial reporting. Vendor invoices are entered generating an entry to the Accounts Payable account and expensing the invoice to up to 998 accounts, when operating on an Accrual basis. If you are defined as a Cash basis company, the expenses are distributed at the time of payment, offsetting the expense with the Cash account.

Invoices that are routinely paid to the same vendor for the same amount, such as a loan, can be defined as Recurring invoices and rather than entering them each month, simply post.

When it's time for a check run, you can select and unselect invoices for payment using various options, including by due date or by individual invoice. The Cash Requirements report provides the information to adjust the invoice due date and the Check posting register provides the audit trail.

Inquiry optionally displays comparison totals for each month, currently open invoices, and transaction history. Various reports allow you to analyze the vendor's activity by volume, in vendor or check number order, or by job. For mass mailings, labels are also available.

At the end of the year, the 1099 information is kept separate from the vendor year to date amounts so closing the year does not interfere with 1099 reporting. A 1099 report, setting limits, correcting totals (if necessary), and printing the 1099's combine flexibility with ease to make your year end process a smooth one.

1 Getting Started

Select “Accounts Payable” from the Accounting menu column to access the Accounts Payable application and display its main menu. Before you begin using Accounts Payable, you must perform the following functions in the order specified below:

1. You must assign a unique six-digit chart of accounts number with optional division and department and define each of the general ledger accounts to be used within Accounts Payable. Follow the instructions in the section, “Creating accounts” in this and your separate Down To Earth General Ledger manual. There are several methods to create your chart of accounts, most of which are found within the General Ledger application. Please review them carefully and choose the method combinations that suit your business.
2. Define the company for which you are performing accounts payable functions to determine how Down To Earth will record transactions. You determine your aging groups and options, interface to Job Cost and history retention, and general ledger account defaults for accounts payable, cash, and discount. You also choose options for your accounting method, check stub format, period closing, invoice edit list sort order, and if you are using laser (printed) checks. Follow the instructions in the section, “Setting up your company” to define each company you are processing.
3. Make a list of the various payment terms extended to your company by its vendors and assign each payment term a unique three-character code. Then use the instructions in the section, “Defining terms codes,” to enter the definitions for each term. These same term codes and definitions are utilized by all companies and are not defined separately by Company code.
4. Make a list of your vendors and assign each one a unique identification code (up to six characters in length). Then follow the instructions in the section, “Establishing vendors,” to enter the vendor ID, address (physical location and remit-to), payment terms, activity and 1099 status, and default expense distribution general ledger account.
5. Optional. We recommend that you enter all unpaid invoices into Down To Earth by following the instructions in the section, “Entering invoices.” If you don’t enter the unpaid invoices and are also utilizing the Down To Earth General Ledger application, you must record the payment of those invoices into General Ledger via journal entries.



NOTE: If you choose not to enter unpaid invoices into Down To Earth, you have completed the “Getting Started” section. Proceed to the sections titled The Transaction Menu Column for information regarding invoice entry then The Checks Menu Column for instructions on generating vendor payments. Continue with step 6

below for instructions on the process of entering unpaid invoices into Down To Earth.

6. If you entered the unpaid invoices into Down To Earth, print an invoice proof list and check your entries for accuracy. Follow the instructions in the section, "Printing an invoice proof list." Any errors can be corrected prior to posting the invoices. Select "Enter invoices" from the Transaction menu column and re-display the invoice in question. Make your change then reprint your proof list.
7. When you're sure your entries are correct, follow the instructions in the section, "Posting transactions," to post the invoices you entered in the steps above.
8. Print an Aged Trial Balance for your records by following the instructions in the section, "Printing an Aged Trial Balance." This report should be kept as a permanent record of the beginning balances of each vendor.
9. Print an A/P to G/L Distribution Report from the Reports/Inquiry menu column for your records, then clear the distribution file. (The balance forward invoices entered should already be considered in the beginning balance forward for each account) Follow the instructions in the section, "Printing an A/P to G/L Distribution Report," to print the report. Follow the instructions in the section, "Clearing the A/P to G/L distribution file" to clear the distribution file.

You are now ready to begin regular processing in the Accounts Payable application. Please review the information provided for the various menu columns in the following sections. For information regarding the general functionality of any Down To Earth application, please refer to the General Concepts section of the Down To Earth manual.

2 The Maintenance Menu Column

From the Maintenance menu column you can

- Define codes for your vendors' payment terms
- Define your company's vendors and determine how Down To Earth will process their invoices
- Enter or change general ledger chart of accounts
- Set up the company for which you are processing Accounts Payable

2.1 Establishing vendors

Before you begin using Accounts Payable, you must define your vendors and assign each one a unique code. To define a new vendor or to change or delete an existing vendor's data, select "Vendors" from the Maintenance menu column.



NOTE: If open activity exists for the vendor you've selected, you should not delete the vendor. Deleting the vendor does not delete the history or open records but will no longer have an identifying name to go with the ID specified. If you delete a vendor with activity in error, you must define the master again and note that the year-to-date and month-to-date values are not initially accurate.

Within the vendor master, the first address is printed on the checks unless a **Remit to** address is defined. **Sort name** field value is used when using the "Find" shortcut within the Vendor ID field, anywhere in the applications. The Terms code defined here determines the default discount date and amount (if any) as well as the invoice due date when entering invoices. The **1099 code** and **G/L account** values are also displayed during invoice entry as defaults. The **SSN or Fed ID** is printed on the 1099 forms. All other fields are for information or reporting criteria.

Vendor Maintenance window

Vendor ID: Enter a unique code, up to six characters in length. Down To Earth will use this code to identify the vendor throughout the Accounts Payable and Purchase Order applications. If you are changing data for an existing vendor, you can search for that vendor by sort name or by a portion of the ID code using the "Find" shortcut.

If the vendor ID code contains only numbers and is less than six characters long, Down To Earth automatically right-justifies it and fills the blank spaces with zeros. If the vendor ID code includes letters, Down To Earth automatically left-justifies it.

For example, the vendor ID 3564 is actually written in the data files as 003564. While the ID M3422 is actually written as entered with a blank for the sixth character.

If the code you enter has already been assigned, the information for that vendor is displayed in the following fields. You can use the editing features of the Input menu column to change the existing data, or you can press <Return> to leave the data as it is. If you are entering a new vendor, enter the necessary data in the following fields.

Name: Enter the vendor's name, up to 25 characters in length. The name you enter will be printed on checks unless a value is also entered in the following field, **DBA**. Alphabetic vendor lists are printed in order by their sort name, not the name you enter here.

DBA: Optional. Enter up to 25 characters as a "Doing Business As" name to be printed on both checks and 1099s. If a value is entered in this field, it is used as the business name instead of the Vendor ID **Name** enter in the previous field.

Address (lines) 1 and 2: Enter the vendor's street address or post office box. You can enter up to 25 characters per line. This address will be the address to which checks are mailed unless the **Remit to** address fields are utilized. (**Remit to** address fields are discussed below.)

City: Enter the vendor's city. You can enter up to 20 characters in this field.

State: Enter the two-character postal code for the state or province in which the vendor resides.

Zip code: Enter the vendor's zip code. You can enter up to nine characters in this field. If you enter all nine characters, Down To Earth will insert a hyphen after the first five characters when it prints reports and statements.



NOTE: The following Remit to fields should be left blank unless the address to be used when printing checks is different from the address defined for the Vendor in the previous fields. If you choose to define a remit to address, you must enter the entire address in the **Remit to** fields, including city, state, and zip. For example, if you only want to add a PO Box but the city is the same, you must still enter the city in the **Remit to city** field or the city will be blank on the check.

Remit to add (lines) 1 and 2: Enter the vendor's street address or post office box to be printed on the checks if different than the address entered in **Address (lines) 1 and 2** above.. You can enter up to 25 characters per line. Press <Return> to leave these fields blank and use the address entered in the previous **Address (lines) 1 and 2** when checks are printed.

Remit to city: Enter the vendor's city if different than the value entered in the previous **City** field or press <Return> to leave this field blank. You can enter up to 20 characters in this field.

Remit to state: Enter the two-character postal code for the state or province for which the vendor checks should be sent or press <Return> to leave this field blank.

Remit to zip code: Enter the vendor's zip code if different from the Zip code entered in the previous field or press <Return> to leave this field blank. You can enter up to nine characters in this field. If you enter all nine characters, Down To Earth will insert a hyphen after the first five characters when it prints reports and statements.

Contact: Optional. If you deal with a particular representative, enter the representative's name. You can enter up to 25 characters in this field. If you want to leave this field blank, just press <Return>.

Telephone: Enter the vendor's telephone number. You can enter up to 14 characters, unformatted. Formatting is done automatically as follows: **(aaa)ppp-nnnn/eeee**, where **aaa** is the area code, **ppp** is the prefix, **nnnn** is the number, and **eeee** is the extension.

Fax: Enter the vendor's fax number. You can enter up to 10 characters, unformatted. Formatting is done automatically as follows: **(aaa) ppp-nnnn**, where **aaa** is the area code, **ppp** is the prefix, and **nnnn** is the number.

Sort name: Optional. Down To Earth uses the sort name to produce lists in alphabetic order and perform searches. If the sort name should be the same as the name you entered at the **Name** prompt, press <Return>. If the vendor should be sorted by a different name, enter that name. For example, if the vendor should be sorted by his last name, enter his last name immediately followed by his first name. Don't leave any blank spaces or include any punctuation.

Terms code: Enter the code for the payment terms most often used with this vendor. If the code has not yet been defined, you can define it now by pressing the "Field maintenance" shortcut. You can display a list of existing terms codes using the "Find" shortcut and can then select the appropriate terms code from the list. When you press <Return> to enter the code, the description for the specified terms code is displayed.

When you enter transactions for this vendor, the terms code you enter here is displayed. You can override the displayed code during transaction entry and use a different code for that particular transaction.

Status: From the displayed selection window, specify whether the vendor is **Active** or **Inactive**. If you currently purchase items or services from the vendor, select **Active**. If you don't currently purchase items or services from the vendor, select **Inactive**. When a vendor has a status of **Inactive**, Down To Earth won't allow you to enter invoices for that vendor. However, Down To Earth retains the histories of inactive vendors and includes them on reports until the history file is purged. (Select "Purge history" from the Miscellaneous menu column to purge vendor history.)

Print 1099: If the vendor should receive a 1099 form at the end of the year, select **Yes** from the selection window. If the vendor should not receive a 1099, select **No**.

Individual Accounts Payable invoice entries designate the 1099 type codes which determine proper dollar amount accumulation.

1099 code: Choose the most common 1099 code for this vendor or press <Return> to enter a default value of blank. The code entered in this field is the default value displayed in the **1099 code** field of the Invoice distribution window. For vendors that qualify for more than one 1099 code, enter the prevalent code here and override the value within the invoice entry when a different code is needed for a specific invoice. Your choices are

(blank) Not applicable
M07: Non-employee compensation
M01: Rents
M02: Royalties
M03: Prizes and awards
M04: Fed tax withheld
M05: Fishing boat
M06: Med and health care
M08: Substitute payments
M10: Crop insurance

Retain history: This field is for a future release. Just press <Return> to leave this field blank.

SSN or Fed ID: Optional. If you entered **No** at the **Print 1099** prompt, press <Return> to leave this field blank. If you entered **Yes** at the **Print 1099** prompt, enter the vendor's federal identification or social security number.

The federal identification or social security number is printed on the 1099 forms; therefore, include dashes if appropriate. This field is not automatically formatted. You can enter up to 11 characters in this field.

G/L acct: Optional. Enter the most common general ledger account used when distributing invoices for this vendor. Enter up to six characters as a valid account number, four for the division, and four for the department. The values entered in the three sections of the field display as the account number, division, and department, respectively, in the Invoice Distribution window of invoice entry. You can use the "Find" shortcut to search for the account by either a portion of the account number or by the account description. To leave this field blank, press <Return> for the account, division, and department field sections.

When you're sure your data is correct, press <Return>. Down To Earth will clear the window so you can enter another vendor. If you are finished entering vendors, press the "Exit window" shortcut to return to the Maintenance menu column.

2.2 Defining terms codes

Select "Terms codes" from the Maintenance menu column to define the various payment terms that your vendors apply to your purchases. Before you begin defining

vendors or entering transactions, you must assign each term a unique three-character code and description.

It is suggested that the most common terms be defined as the first record in the file. For example, if you are using numeric codes, assign the most frequently used terms code as the lowest number. For alphabetical codes, assign one using a letter at the beginning of the alphabet. The first record in the file is used as the default value when defining a vendor.

After you've defined your terms codes, you can select "Terms codes" from the Reports/Inquiry menu column to print a list of the codes.

When you enter a transaction, Down To Earth uses the terms code assigned to the vendor master as the default value. You can, however, override the default for specific transactions. Using terms codes allows you to specify the payment terms and any applicable discount that your vendors apply to your purchases. An invoice due date and the applicable discount date are both automatically calculated based on the terms code entered. Terms codes also enable you to generate Aged Trial Balance Reports.



NOTE: All companies in the Accounts Payable application use the same terms codes; therefore, you can define the terms codes once, while logged into any company, and then use them again for any other company.

Terms Code Maintenance window

Terms code: Enter a unique three-character code for the payment terms you are defining. It is suggested that the most common terms be defined as the first record in the file. The first record in the file becomes the default entry value when defining vendors. You can display a list of existing terms codes using the "Find" shortcut.

If the code you enter has already been assigned, the data for that code is displayed in the following fields. You can use the editing features of the Input menu column to change the existing data, or you can press <Return> to leave the data as it is. If you are entering a new terms code, enter the necessary data in the remaining fields.

Description: Enter a description of the payment terms you are defining. This description can be up to 25 characters long. For example, if you're given 30 days to pay the balance, with a 2 percent discount if it is paid within 10 days, **2/10 NET 30** should be an adequate description.

Due days: Optional. Enter the number of days past the invoice date by which your payments must be received. For payments always due on the same date of the month, press <Return> to enter **0** in this field and enter the date in the next field.

Due date: Optional. If your payments are due on a particular date, enter the date on which your payments must be received. If your payments are due on the 15th, for example, enter **15**. If payments are not due on a specific date, press <Return> to enter **0** in this field.



NOTE: If you do not enter a value in one of either the **Due days** or **Due date** field, your invoices will not be aged properly if you have chosen the option to age by due date (via the “Company” Maintenance menu selection, **Age by date** field).

Discount days: Optional. Enter the number of days from the invoice date by which your payments must be received for the discount to apply. If the vendor doesn’t offer a discount, or if the vendor offers a discount but your payments must be received before a specified day of the month rather than within a specified number of days from the invoice date, press <Return> to enter **0** in this field.

Discount date: Optional. Enter the date by which your payments must be received for the discount to apply. For example, if your payment must be received by the 10th of the month to receive a discount, enter **10**. If the vendor doesn’t offer a discount, or if you entered a value at the Discount days prompt, press <Return> to enter **0** in this field.

Discount percent: Enter the percentage used to calculate the discount, or press <Return> if the vendor doesn’t offer a discount. The maximum size of this field is **99.99**.

When you’re sure your data is correct, press <Return>. Down To Earth will clear the window so you can enter the next terms code. If you’re finished entering terms codes, use the “Exit window” shortcut to return to the Maintenance menu column.

2.3 Creating accounts

To add an account to the Chart of Accounts or to change the data for an existing account from within the Accounts Payable application, select “G/L accounts” from the menu.



NOTE: Records added, changed, or deleted within this menu selection will affect your company’s financial statements, general ledger reporting, and interface options. If operators should not be allowed to add, change, or delete, it is suggested that this menu option be disabled when defining application specific security. For more information, please refer to the section “Defining security” in the System Manager manual.

In addition to the general ledger account number and description, you’ll also define how each account will be handled within the General Ledger financial and Trial Balance reports and if summarized by date when interfaced. Since Down to Earth allows multiple year processing, you must also specify which year the account number is valid for.

In addition to creating individual chart of accounts, Down To Earth offers these options from within the General Ledger application:

Creating new accounts for all divisions/departments: If the account you're adding requires all defined divisions and/or departments, you can use the "Create account" function from the Miscellaneous menu column of the General Ledger application instead of entering each individual account. The field entry is approximately the same with the addition of a field prompt **Division required** and **Department required** for each account number. For additional information, please refer to the Miscellaneous menu column section, "Creating an account" of the General Ledger manual.

Copying from the previous fiscal year: If you use the same Chart of Accounts from year to year, you can copy your chart for the new fiscal year by entering **Yes** at the **Copy accts to new year** prompt via the "Close/open year" within General Ledger. (Within the "Close/open year" selection window, you can choose the option **Neither** to simply copy the chart without closing the year.) For additional information, please refer to the Miscellaneous menu column section, "Closing at the end of the year" of the General Ledger manual.

Copying from another division/department: You may also add new accounts via "Copy chart of accounts by div/dept" in the Miscellaneous menu column of the General Ledger application. This process copies existing records for a division to a new division or department. For additional information, please refer to the Miscellaneous menu column section, "Copying the Chart of accounts by division/department" of the General Ledger manual.

Copying from another company: You may choose to add new accounts via "Copy chart of accounts to another company" in the Miscellaneous menu column of the General Ledger application from within an existing Down To Earth company to a new Down To Earth company. For additional information, please refer to the Miscellaneous menu column section, "Copying the Chart of Accounts to another company."

Select "G/L Accounts" to display the Chart of Accounts window.

Chart of Accounts Maintenance window

Please refer to the General Ledger application manual, "Creating accounts," Chart of Accounts Maintenance window for detailed description of each field.

2.4 Setting up your company

From the Maintenance menu column, select "Company" to enter the information required to process your company's accounts payable transactions. Each company must be defined before processing their transactions in Accounts Payable.

You must define your company's aging cycles, if the aging is to be calculated from the invoice or due date, and specify the accounts to which payables, cash, and discounts are most often posted. You must also specify whether invoices should be posted to the Job Cost application, if vendor history should be kept, and which accounting method should be used, cash or accrual. This window is also where you

define the options for printing check subs and laser checks, if you want the system to close all periods automatically, and the sorting sequence for the invoice proof list.

Company Maintenance window

Company code: The code of the company you are processing is displayed. If your company has already been defined, its data is displayed in the remaining fields. If this data is correct, press <Return>. If it is incorrect, use the editing commands in the Input menu column to correct the data.

If your company has not yet been defined, enter the appropriate data in the remaining fields.

Age group 1: Enter the number of days after the due date on which the first aging cycle ends. The first aging cycle usually ends 30 days after the invoice (or due) date. The option to use invoice or due date is specified in the **Age by date** field discussed below.

Age group 2: Enter the number of days after the due date on which the second aging cycle ends. The second aging cycle usually ends 60 days after the invoice (or due) date.

Age group 3: Enter the number of days after the due date on which the third aging cycle ends. The third aging cycle usually ends 90 days after the invoice (or due) date.

Age group 4: Enter the number of days after the due date on which the fourth aging cycle ends. The fourth aging cycle usually ends 120 days after the invoice (or due) date. Regardless of the number entered in this field, all accounts that remain unpaid past the number of days on which the third aging cycle ends are aged in this group.

Interface to job cost: If Accounts Payable invoices should be posted to Job Cost, select **Yes**. An additional input window is displayed as part of the invoice entry process for entry of Job Cost information. (Don't select **Yes** unless you're using the Down To Earth Job Cost application.) If Accounts Payable invoices should not be posted to Job Cost, just press <Return> to select **No**.

Keep vendor history: Select **Yes** (the default) if vendor history should be retained. Vendor history includes all paid invoices and the numbers of the checks used to pay those invoices. We suggest that you do retain vendor history; later you can delete the history using the "Purge history" entry from the Miscellaneous menu column. Select **No** if vendor history should not be retained.

Age by date: If you want outstanding invoices aged by invoice date, select **Invoice**. If you want them aged based on the due date, select **Due**.

A/P account number: Enter the number of the General Ledger account most often used to record payables. When you post your transactions to the General Ledger, accounts payables are posted, by default, to the account number you enter in this field. You can override the default account number during posting and/or specify a particular division and department distinction.

Cash account number: Enter the number of the General Ledger account most often used to record the checks written from Accounts Payable. When you post your transactions to the General Ledger, cash is posted, by default, to the account number you enter in this field. You can override the default account number during posting and/or specify a particular division and department distinction.

Discount account number: Enter the number of the General Ledger account most often used to record the vendor discounts. When you post your transactions to the General Ledger, discounts are posted, by default, to the account number you enter in this field. You can override the default account number during posting and/or specify a particular division and department distinction.

Accounting method: If invoice and credit memo distribution should be interfaced to the General Ledger Accounts Payable account number when they're posted, press <Return> to select **Accrual**, which designates the accrual method of accounting. This method creates general ledger distribution using accrued payable account and the expense of the invoice at the time the invoice is received, not when it is paid.

If invoice and credit memo distribution should not be created for interface to the General Ledger until they're paid, select **Cash** for the cash accounting method. There is no payable distribution generated. The invoice is expensed in the period it is paid with the offsetting distribution to the cash account.

Regardless of which accounting method you've selected, prepaid invoices are interfaced to the General Ledger when they're posted. Prepaid transaction type invoices establish both the invoice and payment in one transaction. Therefore, the payable account distribution is bypassed and the distribution generated is simply the expense and cash account.

Check stub type: There are two check stub types. Type **1** prints voucher, invoice, date, gross, discount, and net. Type **2** prints voucher, invoice, date, invoice comments (from the **Invoice comments** field of invoice entry), discount, and net. (The **Invoice comments** field is commonly used for your account number with the vendor.) Enter either **1** or **2** depending on the type of check stub you want printed.

Auto close periods If you want yearly closing of year-to-date information to be done automatically by vendor, select **Yes**. Select **No** if you want to perform yearly closing manually from the "End of year clearing" function in the Miscellaneous menu column. Closing periods manually requires the close process to be executed precisely when all activity has been posted for the current year and before any activity is posted for the new year.

Each vendor master record carries a field value for the **Last activity date**. If you select **Yes**, any Accounts Payable transaction (invoice or payment) which is dated greater than that **Last activity date** value causes the close process to occur for that vendor. For example, if the last activity is 12/10/98, when a transaction is posted for the year 1999, the close year process is automatically performed. This is visually apparent when "Vendor activity inquiry" is selected from the Reports menu column. If the vendor chosen for inquiry has had no activity since the prior year and you inquire in February 1999, the current year will still indicate 1998 and the previous

year 1997. Once a transaction is posted for 1999, the current and previous years displayed will change respectively.

Edit list sequence: Choose the order of listing preference when printing a proof list for invoices entered. Press <Return> to select the default value, **Entry seq**, and list invoices on the proof list in the order they were entered. Select **Vendor seq** to list the invoices to be proofed in order by vendor ID.

Laser checks: If your checks are to be printed on single sheet laser checks, select **Yes** or press <Return> to enter the default value, **No**. The laser check forms supported are

- ✓ NEBS 9039 or 9027. Form 9039 is an 8.5 x 11 inch check with an additional bottom check stub, not used at this time.
- ✓ Form 9027 is 8.5 x 7 inches with only the top check stub.

Graphic interface to print the entire check and format on a blank paper is not available at this time. (The continuous form check form supported is NEBS 9024 with the choice of data printed on the check stub defined in the previous field, **Check stub type**.)

When you're sure the data in the preceding fields is correct, press <Return> to enter it and pull down the Maintenance menu column.

3 The Transaction Menu Column

The entries in the Transaction menu column allow you to

- Enter, proof, and post unpaid invoices, prepaid invoices, and credit memos
- Enter, proof, and post recurring invoices
- Change a posted invoice's due date
- Record the manual payment of an invoice that has already been posted in Down To Earth

3.1 Entering vendor invoices

Select “Enter invoices” from the Transaction menu column to process unpaid invoices (transaction type 1), prepaid invoice/check (transaction type 2), credit memos (transaction type 3), and enter a void check (transaction type 9). You can use this function to add new transactions or change or delete existing transactions before they are posted.

Before posting your transactions, you should print a proof list to verify that your entries are correct by selecting “Proof invoices” from the Transaction menu column. The proof list sort order, by order entered or vendor ID, is determined by the **Edit list sequence** field value in the “Company” selection of the Maintenance menu column.

It is suggested that you group your invoices together by division and department code; and the accounts payable, cash, and discount accounts to which they should be distributed. Then enter and post your invoices, one group at a time. Each invoice in the group is posted to the same division and department distinction of the accounts payable, cash, and discount (for prepaid type invoices) account number. Make sure that you've entered and posted the complete group of invoices before you begin entering a new group.

If you have no division or department distinction or separate accounts payable, cash or discount account number, all invoices can be entered and posted together.

Invoice Entry window

Vendor ID: Enter the vendor's ID code. If a code has not yet been defined for this vendor, you can define one now by pressing the “Field maintenance” shortcut. If a code has already been defined, you can use the “Find” shortcut to search for the ID code by vendor sort name or by a portion of the ID code. After you enter the vendor's ID code, Down To Earth displays the vendor's description in this field.

Invoice number: Enter the number of the transaction. You can enter up to 12 characters in this field.

If you want to record a recurring transaction from the recurring transaction file, while the cursor is in the **Invoice number** field, follow these steps:

1. Press the “Find” shortcut. The Recurring Invoice window is displayed.
2. In the Recurring Invoice window, enter the number assigned to the recurring invoice and the date with which you want the invoice posted to the regular transaction file. The month and year of the date you enter here will override the month and year you specified when you entered the original recurring transaction. The due date and discount date will recalculate based on the new invoice date.
3. Press <Return> to record this information. Down To Earth will fill the Invoice Entry window with the information for the selected recurring invoice.

Job number: Optional. If the invoice or credit should be applied to a particular job, enter the number of that job. (You or your system manager must already have defined the job number using the Down To Earth Job Cost application.) Press <Return> to leave this field blank if you aren’t using the Job Cost application or if the invoice or credit shouldn’t be applied to a particular job.

Type: From the displayed selection window, choose the type of transaction you are entering. Select **1-Invoice** to record the receipt of an invoice that has not yet been paid. Select **2-Prepaid** to record the manual payment of an invoice that has not yet been entered into Down To Earth. Select **3-CR memo** to record a credit to your account. Select **9-Void check** to record a voided check.

- ✓ The transaction type **1-Invoice** creates an amount owed to that vendor, with a debit to the general ledger accounts entered in the Distribution input window. The offsetting credit distribution entry is to Accounts Payable for Accrual accounting. Cash accounting creates the expense distribution (debit) in a holding file until the invoice is paid.
- ✓ Transaction type **2-Prepaid**, generates both the invoice and the payment record at the same time with the general ledger distribution to the cash account (credit), applicable discount account (credit), and the off-setting (debit) account entered in the Distribution input window.
- ✓ Credit memos are applied by selecting type **3-CR memo**. Do NOT enter negative amounts. By selecting type 3, the system will automatically write the record out with negative values, you enter amounts as positive. The general ledger distribution created for Accrual accounting is to accounts payable (debit) and the accounts entered (as a credit) in the Distribution input window. Cash accounting method adjusts the holding file accordingly for when in invoice/credit memo is paid.
- ✓ The transaction type **9-Void check** prompts only for the distribution date, invoice amount, invoice comments, check number, and check date.. Do NOT enter negative amounts. By selecting type 9, the system will

automatically write the record out with negative values, you enter amounts as positive. The date entered in the **Distribution date** field (not **Check date**) is used for the distribution date of the voided general ledger (adjustment) distribution. A void transaction creates a debit to cash and a credit to the off-setting (expense, for example) accounts entered in the Distribution window. If you intend to issue another check for the invoice, you must re-enter the invoice, proof, post and select the invoice for payment.

Total Distr: Display only. This field contains the cumulative dollar amount of the transactions you entered. This field remains empty until you begin entering transactions in the Distribution window; each time you enter a transaction, Down To Earth updates this field value.

When you're sure the data you entered in the preceding fields is correct, press <Return>. The cursor moves to the **Invoice date** prompt.

Terms code: Down To Earth displays both the terms code you specified when you defined the vendor and the terms code's description. If the transaction you are entering should use a different terms code, use the editing shortcuts to move to this field, and type the correct code over the existing data. If a code has not yet been defined for the appropriate payment terms, you can define the code now by pressing the "Field maintenance" shortcut, or by selecting "Terms codes" from the Maintenance menu column. If the code has already been defined, you can use the "Find" shortcut to search for it.

Invoice date: Enter the invoice or credit memo date. To enter the current system date, press <Return>. The cursor advances automatically to the **Invoice amount** field.

Due date: Down To Earth automatically calculates and displays the date on which the invoice is due based on the specified terms code and invoice date. If this due date is incorrect, use the editing shortcuts to move to this field, and type the correct date over the displayed data.

Discount date: Down to Earth automatically calculates and displays the discount date based on the specified terms code and invoice date. The discount date is the date by which the vendor must receive your payment for you to get the discount. If the discount date is incorrect, use the editing shortcuts to move to this field, and type the correct date over the existing data.

Distribution date: The default distribution date for all transaction types except voided checks is the invoice date. The distribution date determines to which accounting period the transaction is posted when Accounts Payable is interfaced to General Ledger. If the distribution date is incorrect, use the editing shortcuts to move to this field, and type the correct date over the existing data.

For transaction type 9-void check, the distribution date determines what period the void distribution is recorded. If you want the void to distribute in the same period as the original check, enter that date.

The distribution date is verified against the accounting period file in General Ledger. If you enter a date within a period that has been closed, the message “Accounting period closed” will be displayed. Press <Return> to continue. You can then either enter a valid date or go to the General Ledger system and reopen the period if necessary.

If you enter a year for which you have no valid accounting period record, the message “No control record for year on file” will be displayed. Press <Return> to continue. You can then re-enter the distribution date or go to the General Ledger application and define the control record for the proper year.



NOTE: When defining the fiscal year for the first time, please follow directions in “Getting started” within the General Ledger manual section. If you are at a point of transition to a new fiscal year, please refer to the section “Closing at the end of the year” in the same General Ledger manual section for detailed instructions to copy your chart of accounts to the new year.

Invoice amount: Enter a dollar amount of the transaction. If you are entering a credit memo, don’t enter a minus sign in this field: Down To Earth automatically processes the amount that you enter as a negative dollar amount because **3-CR memo** was selected from the **Type** field.

The maximum size of this field is **9,999,999.99**.

Non-discount amt: Optional. If the vendor offers a discount but does not apply it to the entire invoice, enter the dollar amount to which the discount does not apply. Suppose, for example, that a discount is applied to the purchase price but not to the shipping and handling charges. You’d enter the dollar amount of the shipping and handling charges in this field. The maximum value you can enter is **999,999.99**.

If no discount is offered or if the discount is applied to the entire invoice, enter the default, **.00**, in this field.

Discount amount: Down To Earth calculates the dollar amount of the discount based on the specified terms code and any non-discount amount that you entered above. To enter the calculated discount, press <Return>. To enter a different amount, type it over the displayed data and press <Return>. The maximum value you can enter is **999,999.99**.

Invoice comments: Optional. Enter a description for this invoice (up to 25 characters). This description will print on the check stub if check stub type **2** was selected via the “Company” entry in the Maintenance menu column. This is commonly used for your account number or invoice reference when paying the invoice.

Purchase order: Optional. If you are also using the Down To Earth Purchase Order application, enter the number of the order with which the invoiced item was purchased. (You can enter up to six digits in this field.) If you are not interfacing with Purchase Order, press <Return> without typing any data to enter **0**. If the

number you entered does not exist in the Purchase Order application, the warning message “Purchase order not found” is displayed. Press <Return> to continue.

Retainage %: If you entered a job number in the **Job number** field above, you will be prompted for the retainage percent. The retainage percent is the percentage of the vendor’s payment that you want withheld until the job is complete.

You can enter whole numbers between **1** and **99**, inclusive. If 10 percent should be withheld, for example, enter **10**. If no retainage should be withheld, press <Return> to enter **0**.

Retainage amount: Down To Earth automatically calculates the dollar amount that is to be withheld from the vendor’s payment and displays that amount in this field. If this amount is correct, press <Return>. If this amount is not correct, recalculate the retainage percent. Do not alter the calculated value in the **Retainage amount** field.

Check number: If you selected **2-Prepaid** or **9-Void check** at the **Type** prompt, the cursor will move to this field. Enter the number of the check that you used to pay the invoice. If you press <Return> without entering any data, Down To Earth will enter **0** in this field.

Check date: If you selected **2-Prepaid** or **9-Void check** at the **Type** prompt, the cursor will move to this field after you enter the check number. Otherwise, the cursor moves to the Entry field in the Distribution window. Enter the date on which you prepared the payment, not the date on which you voided the check. To enter today’s date, just press <Return>.



NOTE: The date entered in the **Distribution date**, not in the **Check date** field, is used to determine the general ledger accounting period to distribute the prepaid and void check distribution.

Distribution window

You can enter up to 998 distributions per transaction (invoice) in the Distribution window. These distributions must be numbered **1** through **998**. The total of all distribution entries must equal the amount previously entered in the **Invoice amount** field in the Invoice entry window. As you enter the distributions, the accumulative total displays in the **Total Distr** field, also on the Invoice entry window.

Entry: The sequence number of the transaction you are entering is displayed. To enter this number, press <Return>. The number automatically increments to the next number upon completion of an entry.

Enter a different sequence number to view that entry or view all distributions entered by using the “Find” shortcut. A maximum of eight lines of distribution entered display per window. Additional distributions are displayed by using the “Next screen” shortcut. The displayed selection window contains six columns of information: the sequence number, account number, account division, account department, distribution description, and distributed amount. If you want to select

one of the displayed distributions, highlight it and press <Return>. If you want to return to the Entry field without selecting a distributions, select “Abort entry” from the General menu column (or press its shortcut).

Account no: Press <Return> to enter the default account number (from the vendor master) or enter a different general ledger account to which the unpaid invoice, prepaid invoice, or credit memo or void check should be applied. If the account has not yet been defined, you can define the code now by pressing the “Field maintenance” shortcut or by selecting “G/L accounts” from the Maintenance menu column. If the account already exists, you can search for it by name or by a portion of the account number using the “Find” shortcut. When you press <Return>, the account name is displayed.

If the specified account has been set to **Inactive** via the “Chart of Accounts” function in the Maintenance menu column of General Ledger, the message “Inactive account” will be displayed, and you will not be allowed to continue processing fields in the window.

Division: Optional. If the distribution you are entering should be applied to a particular division, enter that division’s code or press <Return> to enter the default displayed in the field (from the vendor master). If the distribution shouldn’t be applied to the division displayed, press the <Spacebar> to enter a blank value. If no division is displayed, press <Return> to leave this field blank.

Department: Optional. Enter the code of the department to which the current distribution should be applied or press <Return> to enter the default displayed in the field (from the vendor master). If the distribution shouldn’t be applied to the department displayed, press the <Spacebar> to enter a blank value. If no department is displayed, press <Return> to leave this field blank.

Description: Optional. Enter a description of the current distribution. If you are posting this account number to the General Ledger in detail, this description will be transferred to the General Ledger when you interface it with Accounts Payable. To leave this field blank, press <Return>.

Amount: Enter the dollar amount to be applied to the specified account or press <Return> to enter the default amount displayed. The first distribution record defaults to the value entered in the **Invoice amount** field in the Invoice Entry window. Subsequent distribution entries have no default value. The maximum value you can enter is **9,999,999.99**.

Units: You will be prompted for this field if you entered **Required** or **Optional** at the **Units** prompt via the “Chart of accounts” function in the Maintenance menu column when the account for this distribution was created. If units are optional for this account, and the transaction has units associated with it, enter the units. If no units are associated with this transaction, press <Return> to enter **0**. If the account was set up with units required, you must enter a value in this field. The maximum size of this field is **999,999.99**.

1099 code: If you have defined this vendor master with a value of **Yes** in the **Print 1099** field, the **1099 code** also defined in the vendor master is displayed as the

default value. Press <Return> to enter that default value. If no 1099 information was defined in the vendor master, press <Return> to leave this field blank.

Distributions that do not qualify for 1099 reporting for a 1099 vendor are marked as such by pressing the <Spacebar> to enter a blank value instead of the value displayed. To enter a different code than is displayed, move the cursor to the **1099 code** field and choose the option that corresponds to the 1099 box number in which the dollar amount of the transaction should be distributed. Your choices are listed below:

(blank) Not applicable
M07: Non-employee comp
M01: Rents
M02: Royalties
M03: Prizes and awards
M04: Fed tax withheld
M05: Fishing boat
M06: Med and health care
M08: Substitute payments
M10: Crop insurance

When you are sure that the information you entered in the Distribution window is correct, press <Return>. If you are interfacing to Job Cost and you entered a number in the **Job number** field, the Job Cost window is displayed. Follow the instructions below to complete this window.

Continue creating distribution entries until the entire invoice amount has been distributed. Once the entire amount has been distributed, press the “Exit window” shortcut to record the transaction.

Job Cost window

Job number: Optional. Enter the job number to which the current distribution should be applied. If you want to leave this field blank, press <Return>.

Division: Optional. If the distribution should be applied to a particular division, enter that division’s code. Otherwise, press <Return> to enter **00**.

Phase: Optional. If the distribution should be applied to a particular job phase, enter the code for that phase. If the distribution shouldn’t be applied to a particular phase, press <Return> to enter **000** in this field.

Subphase: Optional. If the distribution should be applied to a particular subphase of the job, enter the code for that subphase. Otherwise, press <Return> to enter **00000**.

Cost ind: Optional. Enter a two-digit code that identifies an expense category. (You or your system manager must have already defined this code using the Job Cost application.) To leave this field blank, press <Return>.

Units: Optional. Enter the number of units to which this transaction should be applied. The maximum size of this field is **999,999.99**. The default value for this field is **.00**.

When you're sure the data you entered is correct, press <Return>. Down To Earth clears the Job Cost window and returns you to the Distribution window.

3.2 Printing an invoice proof list

Select "Proof invoices" from the Transaction menu column to print a list of the unpaid invoices, prepaid invoices, void checks, and credit memos that would be posted according to your unique ID. (See the section on Unique IDs in the "General Concepts" chapter for more information about unique IDs.)

The proof list is printed in either vendor number or entry order, depending on the value entered in the Edit list sequence value in the "Company" selection of the Maintenance menu column.

The proof list includes the cumulative dollar amount of each type of transaction entered and the detailed general ledger distribution. For each invoice and credit memo, the vendor ID code and name, job and transaction numbers, invoice number and date, and terms code are printed. The payment due and discount dates, invoice and non-discount amounts, retainage percentage and amount, and check number and date are also printed, if applicable. Under the invoice information, the general ledger and job cost information is listed. This includes the distribution date, the account number, division, department, and name, description (if any), and amount distributed. The Job Cost information includes job, division, phase, subphase, cost indicator and job-units.

We suggest that you print the proof list to check your entries for accuracy before you post your invoices. If necessary, you can go back and correct your entries by selecting "Enter invoices" from the Transaction menu column and then print another proof list. You can print a proof list as many times as necessary.

When you select "Proof invoices," the Print Option menu column is pulled down from the menu bar. From the Print Option column, select where you want the proof list sent.

3.3 Posting transactions

Select "Post transactions" from the Transaction menu column to post invoices, prepaid invoices, void checks, and credit memos according to your unique ID to the current period's activity. (See the section on Unique IDs in the "General Concepts" chapter for more information about unique IDs.)

Before you post your transactions, we suggest that you print an invoice proof list and check the list for accuracy. Once you post your entries, you cannot alter them. If a

posted invoice is incorrect, you must correct it via a General Ledger journal entry or another Accounts Payable entry.

The general ledger accounts to which payables, cash, and discounts will be distributed are displayed. If the account(s) to which your transactions should be posted is different than the displayed account(s), you must overwrite the incorrect value(s) with the correct account number.

- ✓ The transaction type **1-Invoice** creates a debit to the general ledger accounts entered in the Distribution input window with the offsetting credit distribution entry is to Accounts Payable for Accrual accounting. Cash accounting creates the expense distribution (debit) in a holding file until the invoice is paid.
- ✓ Transaction type **2-Prepaid**, generates both the invoice and the payment record at the same time with the general ledger distribution to the cash account (credit), applicable discount account (credit), and the off-setting debit account entered in the Distribution input window.
- ✓ Transaction type **3-CR memo**, create general ledger distribution for Accrual accounting to accounts payable (debit) and the accounts entered (as a credit) in the Distribution input window. Cash accounting method adjusts the holding file accordingly for when the invoice/credit memo is paid.
- ✓ The transaction type **9-Void check** uses the date entered in the **Distribution date** field (not **Check date**) for the distribution date of the voided general ledger (adjustment) distribution. A void transaction creates a debit to cash and a credit to the off-setting accounts (expense, for example) entered in the Distribution window.

During the posting process, Down To Earth prints a posting register. The posting register lists the transactions that were recorded to the current period's activity, in vendor number order.

A/P Transaction Posting window

A/P account: The account number to which accounts payables will be distributed when they are posted to the General Ledger is displayed. (This account number was specified as the default when your company was established via the "Company" entry in the Maintenance menu column.) If the accounts payable should be distributed to a different account, use the editing features of the Input menu column to move the cursor to this field, and type the number of the correct account over the existing data.

Div: Optional. If the transactions are for a particular division, enter that division's code. The division code will be recorded on the accounts payable account that you specified in the preceding field.

Dept: Optional. If the transactions are for a particular department, enter that department's code. The department code will be recorded on the accounts payable account that you specified in the preceding field.

Cash account: The account number to which cash will be distributed when it is posted to the General Ledger is displayed. (This account number is the default that you specified when your company was established.) If cash should be distributed to a different account, move the cursor to this field and type the correct account number over the existing data. This account is used only for distribution of type **2 - Prepaid** and type **9 - Void** with this posting process.

Div: Optional. If the transactions are for a particular division, enter that division's code. The division code will be recorded on the cash account that you specified in the preceding field.

Dept: Optional. If the transactions are for a particular department, enter that department's code. The department code will be recorded on the cash account that you specified in the preceding field.

Discount account: The account number to which discounts will be distributed is displayed. (This account number is the default that you specified when your company was established via the "Company" entry in the Maintenance menu column.) If discounts should be distributed to a different account, move the cursor to this field and type the correct account number over the existing data. This account is used only for distribution of type **2 - Prepaid** transactions entered with a discount with this posting process.

Div: Optional. If the transactions are for a particular division, enter that division's code. The division code will be recorded on the discount account that you specified in the preceding fields.

Dept: Optional. If the transactions are for a particular department, enter that department's code. The department code will be recorded on the discount account that you specified in the preceding field.

When you're sure the data you entered is correct, press <Return> to pull down the Print Option column from the menu bar. From the Print Option column, select where you want the posting register sent. When posting is complete, the Transaction menu column is pulled down.

3.4 Entering recurring invoices

Select "Enter recurring invoices" from the Transaction menu column to enter recurring invoices or credit memos. You can use this function to add new recurring invoices or change or delete existing recurring invoices before they are posted.

Recurring invoices are commonly used for regular payments that may or may not accompany an invoice, for example, monthly lease payment or bank loan. The input window is similar to the Invoice entry window with additional fields **Times to pay** and **Times paid**. **Times to pay** is where you control the number of times this recurring invoice or credit memo is to be processed. **Times paid**, updated by the system each time a payment is processed, indicates how many times this invoice or credit memo has been paid. When the **Times paid** value is equal to the **Times to pay**, the invoice or credit memo is no longer be processed.

To reset the Times paid field to zero, select “Purge recurring transactions” from the Miscellaneous menu column. This option allows you to either purge or reset invoices for a specific vendor, a range of vendors, or for all vendors. See “Purge/Reset vendor invoices” for additional information.

Before posting your recurring transactions, we suggest you print a proof list to verify that your entries are correct by selecting “Proof recurring invoices” from the Transaction menu column. The proof list is printed in vendor number order to make it easier to check.



NOTE: Because the vendor ID and invoice number are parts of the recurring transaction key, you can only retain one transaction type for each vendor/invoice number combination.

Recurring Invoice Entry window

Vendor ID: Enter the vendor’s ID code. You can search for the correct vendor by its sort name or by a portion of its ID code using the “Find” shortcut. If no code was defined for the vendor, press the “Field maintenance” shortcut to define it now.

Invoice number: Enter the number on the document sent to you by the vendor or if no documents are associated with this invoice, a brief description of the invoice, such as **RENT** or **AUTO1**. This document will be either an invoice or a memo informing you of a credit to your account. You can enter up to 12 characters and remember, this field is case sensitive. The value **RENT** is not the same as **rent**.



NOTE: Because the vendor ID and invoice number are parts of the recurring transaction key, you can only retain one transaction type for each vendor/invoice number combination.

Type: From the displayed selection window, choose the type of transaction you are entering. Select **1-Invoice** to record an invoice or **3-CR memo** to record a credit memo to your account.

Job number: Optional. If you are interfacing to Job Cost and this invoice or credit should be applied to a particular job, enter the number of that job. (You or your system manager must already have defined the job number using the Down To Earth Job Cost application.) If you want to leave this field blank, just press <Return>.

Total Distr: This is not an input field. As you enter general ledger distributions, Down To Earth calculates the cumulative amount distributed and displays that value here.

When you’re sure the data you entered in the preceding fields is correct, press <Return> to position the cursor at the **Invoice date** prompt.

Terms code: The default terms code for this vendor is automatically displayed. If a different terms code should be used, select “Prior field” from the Input menu column

(or press its defined shortcut) to place the cursor in this field and enter the correct code over the default.

If you'd like to list all previously defined terms codes, press the "Find" shortcut. You can also define a new terms code by pressing the "Field maintenance" shortcut.

Invoice date: Enter the invoice date or just press <Return> for today's date.

The only portion of the **Invoice date** value that is significant is the day. Each time you post a recurring invoice, you will be prompted for a posting date. The month and year you use for the posting date will become the month and year for this invoice date. For example, if you enter the original invoice with an invoice date of **1/15/99**, and then you enter a posting date of **6/30/99**, the date on the invoice that is posted to the main files will be **6/15/99**. However, this is not the date that will be used for GL distributions. The distribution date will use the actual posting date; in this case it would be **6/30/99**.

Due date: Down To Earth calculates and displays the date on which the invoice is due based on the specified terms code and invoice date. If the due date is incorrect, select "Prior field" from the Input menu column (or its shortcut) and enter the correct due date.

Discount date: Down To Earth calculates and displays the date by which the invoice must be paid to receive the vendor discount. This date is calculated using the terms code and the invoice date that you specified above. If the date is incorrect, enter the correct date over the default.



NOTE: The **Due** and **Discount date** values are automatically recalculated at each posting based on the new invoice date.

Invoice amount: Enter the dollar amount of the invoice or credit. No minus sign (-) is required; if you entered **3-CR memo** in the **Type** field, Down To Earth automatically assumes a negative dollar amount.

The maximum value you can enter is **9,999,999.99**.

Non-discount amt: Optional. If the vendor offers a discount but does not apply it to the entire invoice, enter the dollar amount to which the discount does not apply. For example, shipping charges are not usually discounted. The maximum value you can enter in this field is **999,999.99**.

If the vendor doesn't apply a discount or if the discount is applied to the entire invoice, press <Return> to enter **.00** in this field.

Discount amount: Down To Earth calculates the discount amount using the specified terms code and any non-discounted invoice amount you entered above. If the displayed discount amount is correct, press <Return>. If it is not correct, enter the correct amount over it. The maximum value you can enter is **999,999.99**.

Invoice comments: Optional. Enter a description for this invoice (up to 25 characters). This description will print on the check stub if check stub type **2** was selected via the “Company” entry in the Maintenance menu column.

Purchase order: Optional. If you are also using the Down To Earth Purchase Order application, enter the number of the order with which the invoiced time was purchased. (You can enter up to six digits in this field.) If you are not interfacing with Purchase Order, press <Return> without typing any data to enter **0**. If the number you entered does not exist in the Purchase Order application, the warning message “Purchase order not found” is displayed. Press <Return> to continue.

When you’re sure your data is correct, press <Return> to display the Recurring Distribution window.

Retainage %: This field is bypassed unless you entered a job number in the **Job number** field above. Enter the percentage of the invoiced amount that should be withheld until the job is complete.

If you’re holding a portion of the payment until the job is completed, enter the percentage of the invoice that shouldn’t be paid. You can only enter two digits in this field; Down to Earth automatically inserts the decimal point after the rightmost digit. For example, if the retainage is 10%, enter **10**; if the retainage is 5%, enter **5**. To enter **0**, press <Return>.

Retainage amount: Down To Earth automatically calculates the dollar amount that is to be withheld from the vendor’s payment and displays that amount in this field. If this amount is correct, press <Return>. If this amount is not correct, recalculate the retainage percent. Do not alter the calculated value in the **Retainage amount** field.

Times to pay: Enter the number of times you will need to post this invoice. For example, if you want to pay this invoice once a month for the next year, you would enter **12**. As you process this invoice, the **Times paid** field will be updated automatically. Once you have reached the limit of number of times to pay, you will no longer be able to select this invoice for posting.

You can either purge recurring invoices that have reached their limit, or reset the number of times paid so that the invoice can continue being selected for posting using the “Purge recurring transactions” function in the Miscellaneous menu column.

Time paid: This field is updated each time the invoice is posted. Once the value in the **Time paid** field equals the value in the **Time to pay** field, the invoice will no longer be posted.

When you’re sure that the information you entered above is correct, press <Return> to display the Recurring Distribution window.

Recurring Distribution window

You can enter up to 998 distributions per transaction in the Recurring Distribution window. These distributions must be numbered **1** through **998**. The total of all distribution entries must equal the amount previously entered in the **Invoice amount**

field in the Invoice entry window. As you enter the distributions, the accumulative total displays in the **Total Distr** field, also on the Invoice entry window.

Entry: The sequence number of the transaction you are entering is displayed. To enter this number, press <Return>. The number automatically increments to the next number upon completion of an entry.

Enter a different sequence number to view that entry or view all distributions entered by using the “Find” shortcut. A maximum of eight lines of distribution entered display per window. Additional distributions are displayed by using the “Next screen” shortcut. The displayed selection window contains six columns of information: the sequence number, account number, account division, account department, distribution description, and distributed amount. If you want to select one of the displayed distributions, highlight it and press <Return>. If you want to return to the Entry field without selecting a distributions, select “Abort entry” from the General menu column (or press its shortcut).

Account no: Press <Return> to enter the default account number (from the vendor master) or enter a different general ledger account to which the unpaid invoice or credit memo should be applied. If the account has not yet been defined, you can define the code now by pressing the “Field maintenance” shortcut or by selecting “G/L accounts” from the Maintenance menu column. If the account already exists, you can search for it by name or by a portion of the account number using the “Find” shortcut. When you press <Return>, the account name is displayed.

If the specified account has been set to **Inactive** via the “Chart of Accounts” function in the Maintenance menu column of General Ledger, the message “Inactive account” will be displayed, and you will not be allowed to continue processing fields in the window.

Division: Optional. If the distribution you are entering should be applied to a particular division, enter that division’s code or press <Return> to enter the default displayed in the field (from the vendor master). If the distribution shouldn’t be applied to the division displayed, press the <Spacebar> to enter a blank value. If no division is displayed, press <Return> to leave this field blank.

Department: Optional. Enter the code of the department to which the current distribution should be applied or press <Return> to enter the default displayed in the field (from the vendor master). If the distribution shouldn’t be applied to the department displayed, press the <Spacebar> to enter a blank value. If no department is displayed, press <Return> to leave this field blank.

Description: Optional. Enter a description of the current distribution. If you are posting this account number to the General Ledger in detail, this description will be transferred to the General Ledger when you interface it with Accounts Payable. To leave this field blank, press <Return>.

Amount: Enter the dollar amount to be applied to the specified account or press <Return> to enter the default amount displayed. The first distribution record defaults to the value entered in the **Invoice amount** field in the Invoice Entry window.

Subsequent distribution entries have no default value. The maximum value you can enter is **9,999,999.99**.

Units: You will be prompted for this field if you entered **Required** or **Optional** at the **Units** prompt via the “Chart of accounts” function in the Maintenance menu column when the account for this distribution was created. If units are optional for this account, and the transaction has units associated with it, enter the units. If no units are associated with this transaction, press <Return> to enter **0**. If the account was set up with units required, you must enter a value in this field. The maximum size of this field is **999,999.99**.

1099 code: If you have defined this vendor master with a value of **Yes** in the **Print 1099** field, the **1099 code** also defined in the vendor master is displayed as the default value. Press <Return> to enter that default value. If no 1099 information was defined in the vendor master, press <Return> to leave this field blank.

Distributions that do not qualify for 1099 reporting for a 1099 vendor are marked as such by pressing the <Spacebar> to enter a blank value instead of the value displayed. To enter a different code than is displayed, move the cursor to the **1099 code** field and choose the option that corresponds to the 1099 box number in which the dollar amount of the transaction should be distributed. Your choices are listed below:

- (blank) Not applicable**
- M07: Non-employee comp**
- M01: Rents**
- M02: Royalties**
- M03: Prizes and awards**
- M04: Fed tax withheld**
- M05: Fishing boat**
- M06: Med and health care**
- M08: Substitute payments**
- M10: Crop insurance**

When you are sure that the information you entered in the Distribution window is correct, press <Return>. If you are interfacing to Job Cost and you entered a number in the **Job number** field, the Job Cost window is displayed. Follow the instructions below to complete this window.

Job Cost window

Job number: Optional. Enter the job number to which the current distribution should be applied. If you want to leave this field blank, press <Return>.

Division: Optional. If the distribution should be applied to a particular division, enter that division’s code. Otherwise, press <Return> to enter **00**.

Phase: Optional. If the distribution should be applied to a particular job phase, enter the code for that phase. If the distribution shouldn’t be applied to a particular phase, press <Return> to enter **000** in this field.

Subphase: Optional. If the distribution should be applied to a particular subphase of the job, enter the code for that subphase. Otherwise, press <Return> to enter **00000**.

Cost ind: Optional. Enter a two-digit code that identifies an expense category. (You or your system manager must have already defined this code using the Job Cost application.) To leave this field blank, press <Return>.

Units: Optional. Enter the number of units to which this transaction should be applied. The maximum size of this field is **999,999.99**. The default value for this field is **.00**.

When you're sure the data you entered is correct, press <Return>. Down To Earth clears the Job Cost window and returns to the Recurring Distribution window.. Enter any additional distributions necessary to equal the total invoice amount. When you have completed all distribution, use the "Exit window" shortcut to return to the Vendor ID field. Press "Exit window" again to return to the Transaction menu column.

3.5 Printing a recurring invoice proof list

Select "Proof recurring invoices" from the Transaction menu column to print a list of the unpaid invoices and credit memos that would be posted according to your ID. (See the section regarding Unique IDs in the "General Concepts" chapter for more information.)

The proof list is printed in vendor number order and includes the cumulative dollar amount of each type of transaction entered. For each invoice and credit memo, the vendor ID code and name, job and transaction numbers, invoice number and date, and terms codes are printed. The payment due and discount dates, invoice and non-discount amounts, retainage percentage and amount are also printed. Under the invoice information, the general ledger and job cost information is listed. This includes the distribution date, the account number, division, department, and name, description (if any), and amount distributed. The Job Cost information includes job, division, phase, subphase, cost indicator and job-units.

We suggest that you print the proof list to check your entries for accuracy before you post your invoices. If necessary, you can go back and correct your entries using "Enter recurring invoices" in the Transaction menu column and then print another proof list. You can print a proof list as many times as necessary.

When you select "Proof recurring invoices," the Print Option menu column is pulled down from the menu bar. From the Print Option column, select where you want to print the proof list.

3.6 Posting recurring transactions

The "Post recurring invoices" function creates a transaction record for each current invoice and/or credit in the recurring transaction file. (A current invoice or credit

memo is one where the **Times paid** is less than the **Times to pay** values.) There is no frequency code, when you select “Post recurring invoices” all qualifying invoices and credit memos are posted to the *aptran* (transaction) file, along with any other invoices previously entered and not posted.

It is suggested to use the “Post recurring invoices” function at either the beginning or the end of each using the following steps:

1. Print a recurring invoice proof list using the “Proof recurring invoices” function, and check your entries for accuracy.
2. Once you are sure that they are correct, post them to the regular transaction file using the “Post recurring invoices” function. The instructions for this function are listed under the heading “Recurring Invoices window” below.
3. Print a regular invoice proof list using the “Proof invoices” function from the same Transaction menu column. This list will include all regular transactions, as well as the recurring invoices and credits.
4. Post all transactions (both regular and recurring) using the “Post transactions” function.

If you prefer, you can individually select the recurring invoices and credits for which transaction records should be created. To individually select an invoice or credit, follow these steps instead of the steps listed above:

1. Select the “Enter invoices” function and enter the vendor’s ID code.
2. At the **Invoice number** prompt, press the “Find” shortcut to display the Recurring Invoice window.
3. Enter the number of the invoice that you want posted and the date with which you want it posted in the Recurring Invoice window. The information for the invoice will be displayed in the Invoice Entry window and the Recurring Invoice window will be removed from the screen.
4. Make changes to the displayed record, if desired, and then exit the Invoice Entry window. When you exit the window, the recurring invoice is automatically recorded in the regular transaction file.
5. Print a regular invoice proof list using the “Proof invoices” function. This list will include all regular transactions, as well as the recurring invoices and credits.
6. Post all transactions (both regular and recurring) using the “Post transactions” function.

As noted in the previous section, Posting transactions, the following general ledger distribution is created for the recurring invoices and credit memos.

- ✓ The recurring transaction type **1-Invoice** creates a debit to the general ledger accounts entered in the Recurring Distribution input window with the offsetting credit distribution entry is to Accounts Payable for Accrual accounting. Cash accounting creates the expense distribution (debit) in a holding file until the invoice is paid.

- ✓ Recurring transaction type **3-CR memo**, create general ledger distribution for Accrual accounting to accounts payable (debit) and the accounts entered (as a credit) in the Recurring Distribution input window. Cash accounting method adjusts the holding file accordingly for when the invoice/credit memo is paid.

During the posting process, Down To Earth prints a posting register. The posting register lists the transactions that were recorded to the invoice transaction file (*aptran*), in vendor number order.

Recurring Invoice window

Starting vendor ID: You can post the invoices and credits for all vendors or for a range of vendors. If you want to post for all vendors, press <Return> to enter the default, *. If you want to post for a selected range, enter the starting vendor ID code of that range. For example, if you want to post the invoices and credits for vendors 1000 through 1999, you'd enter **1000** in the **Starting vendor ID** field, and **1999** in the **Ending vendor ID** field.

Ending vendor ID: Either enter the default, *, to post the invoices for all vendors or select the ending range value. See the example for the **Starting vendor ID** field above.

Invoice number: You are not prompted for this field. The **Invoice number** field is only used when you select "Enter invoices" from the Transaction menu column and are transferring recurring invoices using the "Find" shortcut.

Posting date: Enter the posting date you want assigned to the recurring invoices you are posting, or just press <Return> for today's date. This date will be used as the distribution date for all invoices you are posting.

The posting date entered is verified against the accounting period file in General Ledger. If you enter a date within a period that has been closed, the message "Accounting period closed" will be displayed. Press <Return> to continue. You can then either enter a valid date or go to the General Ledger system and re-open the period if necessary. If you enter a year for which you have no valid accounting period record, the message "No control record for year on file" will be displayed. Press <Return> to continue. You can then re-enter the distribution date, or go to the General Ledger system and set up the control record (via the "Company" function in the Maintenance menu column) for the proper year.

When you're sure the data you entered is correct, press <Return> to pull down the Print Option column from the menu bar. From the Print Option column, select where you want to print the posting register. When posting is complete, the Transaction menu column is pulled down.

3.7 Paying an invoice manually

To record the manual payment of invoices that have been entered and posted previously to Accounts Payable, select “Manually pay invoices” from the Transaction menu column. The Manually Pay window is displayed.

Manual payments entered via this function, however, are included on the next check register and posted the next time checks are posted (when you select “Print register/post checks” from the Checks menu column). You can also choose to create a Posting register and post manual checks separate from any other check processing. Insure that no one is selecting or printing checks at the time manual checks are being entered. When all manual check entry is complete, select “Print register/post checks” from the Checks menu column. This produces a check register and posts the manual check entries to the open invoices (*apopen*) file.

Manually Pay Invoice window

Vendor ID: Enter the ID code of the vendor whose invoice has been paid manually. You can search for the vendor’s ID code by sort name or by a portion of the ID code using the “Find” shortcut. When you press <Return>, the vendor’s name is displayed.

Voucher number: Enter the voucher number of the invoice to be marked as manually paid. The voucher number is automatically assigned to each invoice posted and included on either the Aged Trial Balance or History reports. If you don’t know the voucher number for the invoice paid, press <Return> to enter the default value, **999999**. If you enter the default, Down To Earth will include any voucher assigned to the vendor’s invoice records.

Invoice number: Enter the number of the invoice that was paid manually. If you don’t know the invoice number, press <Return> to enter the default value, *. If you enter the default, Down To Earth will search for the vendor’s first invoice on record.

Press <Return> to process the data you entered in the preceding fields and move the cursor to the **Correct record** field. If you entered the defaults at the **Voucher** and **Invoice number** prompts, Down To Earth will search for the first record on file and display its voucher and invoice numbers. Down To Earth also displays the invoice and due dates, and invoice, discount, and retainage amounts for the selected invoice on the left side of the window.

Correct record: From the selection window, choose **Yes**, **Next**, **Reset**, or **Quit**.

- ✓ If you want to record the payment of the displayed invoice, select **Yes**. The cursor moves to the **Check number** field. You must then enter the applicable **Check number**, **Check date**, **Retainage paid**, **Check amount**, and **Discount taken**.
- ✓ If you want to view the vendor’s next record on file, select **Next**. The next invoice record for the vendor is displayed.

- ✓ To reset a manually paid invoice that has not been posted, select **Reset**. This option resets the data for the chosen invoice back to what it was originally. Reset can apply for any reason, for example, the wrong check number or check date, incorrect discount amount, or simply the wrong invoice was selected as manually paid.
- ✓ When you're done viewing invoices or entering manual payments for the current vendor, select **Quit**. Down To Earth will clear the window so you can enter the next invoice.

Left side of Manually pay window (display only): The **Invoice** and **Due dates**, and **Invoice**, **Discount**, and **Retainage amounts** are displayed as they were entered and posted originally.

Check number: Enter the number of the manual check that was used to pay the invoice.

Check date: Enter the date the check was prepared. If the check was prepared today, press <Return> to enter the current system date.

Retainage paid: If the manual payment includes the amount that was withheld until the job was completed, select **Yes**. If the manual payment doesn't include the retainage amount, press <Return> to select the default value, **No**.

Check amount: Enter the dollar amount of this check. If you have taken a discount, this amount is less than the original invoice amount displayed to the left. The amount of the discount taken is entered in the next field. The maximum size of this field is **9,999,999.99**.

Discount taken: Enter the dollar amount of the discount taken on this payment. If no discount was taken, just press <Return> to enter **.00**. The maximum size of this field is **999,999.99**.



NOTE: The sum of the dollar amounts you enter in the **Check amount** and **Discount taken** fields must be equal to or less than the dollar amount that you entered in the **Invoice amount** field. If the invoice was paid in full, the total check amount plus discount amount equals the invoice amount.

Press <Return> to process your data and clear the window so you can enter the next manually paid invoice. When you're done entering manually paid invoices, press the "Exit window" shortcut to return to the Transaction menu column.

3.8 Changing the invoice due date

Select "Change invoice due date" from the Transaction menu column to change the date on which an invoice that has already been posted is due. The due date is immediately changed in the open invoices file (*apopen*); posting is not necessary. If the incorrect date was entered, you must change it back via this same function.

Select “Change invoice due date” to display the Change Due Date window.

Change Due Date window

Vendor ID: Enter the ID code of the vendor whose invoice due date you want to change. You can use the “Find” shortcut to search for the ID code by vendor sort name or by a portion of the ID code. After you enter the vendor’s ID code, Down To Earth displays the vendor’s description in this field.

Voucher number: Enter the voucher number of the invoice to be changed. The voucher number is automatically assigned to each invoice posted and included on either the Aged Trial Balance or History reports. If you don’t know the voucher number for the invoice paid, press <Return> to enter the default value, **999999**. If you enter the default, Down To Earth will include any voucher assigned to the vendor’s invoice records.

Invoice number: Enter the number of the invoice that is to be changed. If you don’t know the invoice number, press <Return> to enter the default value, *. If you enter the default, Down To Earth will search for the vendor’s first invoice on record.

Press <Return> to process your data and move the cursor to the **Correct record** field. If you entered the defaults at the **Voucher** and **Invoice number** prompts, Down To Earth will search for the first record on file and display its voucher and invoice numbers.

Down To Earth automatically displays the invoice date, due date, and invoice amount for the selected invoice in the left side of the Change Due Date window.

Correct record: From the displayed selection window, choose **Yes**, **Next**, or **Quit**.

- ✓ To change the due date of the displayed invoice, select **Yes**. If you select **Yes**, the cursor will move to the **New date** field in the right side of the Change Due Date window.
- ✓ To view the vendor’s next record on file, select **Next**. The next invoice record for the vendor is displayed.
- ✓ When you’re done changing due dates for the current vendor, select **Quit**. When you select **Quit**, Down To Earth will clear the window so you can enter the next invoice. When you’re done changing due dates on invoices, press the “Exit window” shortcut to pull down the Transaction menu column.

Left side of Change Due Date window (display only): The **Invoice** and **Due dates**, and **Invoice amount** is displayed as they were entered and posted originally.

New date: Enter the invoice new due date. If the new due date is today, just press <Return> to enter the current system date.

Press <Return> to process your data and clear the window so you can enter the next invoice. When you’re done changing invoice due dates, press the “Exit window” shortcut to return to the Transaction menu column.

4 The Checks Menu Column

From the Checks menu column you can

- Select invoices and credit memos for payment by due date or by a single invoice
- Make partial payments and activate or deactivate retainages
- Print checks and a check register after you have selected the items to be paid
- Post the printed checks to the current period's activity and history

4.1 Preparing payment(s)

Select "Prepare payment(s)" from the Checks menu column to choose the invoices for which you want checks printed.

You can manually select specific invoices for full payment or partial payment, or allow Down To Earth to select invoices by payment due date. (To change the payment due date, see the section "Changing the invoice due date.") You can also select invoices for payment using any combination of options. For example, your Cash Requirements report indicates that you should pay all invoices through 6/20/1999, plus two additional invoices. Select all invoices through 6/20/1999 (2 - select by due date), then select the two additional invoices you also want to pay via option 1 - select individual invoice.

Credit memos are optionally selected by Down To Earth when you choose 2 - select by due date. Otherwise, credit memos must be selected and applied to the total amount to be paid by choosing option 1 - select individual invoice.

We strongly recommend that you print the Check Preview Report by choosing option 4 - check preview report before you print and post your checks to make sure the appropriate invoices and credit memos have been selected. You can then go back and add new selections or change or delete existing selections, if necessary. You can adjust your selections and print the Check Preview Report as many times as you like until the checks are printed.



NOTE: Once checks are printed, you are not allowed to change the invoice selections or print a preview report.

If you are using the Down To Earth Job Cost application and entered invoices into Accounts Payable with job numbers, you can use this menu function to pay the

retainages on the invoices for a specified job (5 - Activate retainages). You can also use this menu function to deselect retainages that were selected for payment in error (6 - deactivate retainages).

If an invoice was selected for payment in error, you can use the “Prepare payment(s)” menu entry to deselect it (7 - clear individual invoice). If necessary, you can deselect all invoices (8 - clear all invoice selections) and start over from the beginning. When you choose option 8 - clear all invoice selections, this only clears the fact that the invoice was selected for payment. It does not affect the original invoice in any way.

Select “Prepare payment(s)” to display the Payment Selection window.

Payment Selection window

Option: From the displayed selection window, choose one of the following options. Depending on the selection chosen, an additional window then displays prompting for specific criteria for selection.

Select option **1-select individual invoice** to select a specified invoice or credit memo for payment.

Select option **2-select by due date** to prepare payments for only those invoices that are due on or before a specified date. This option allows you to select a group of invoices for payment and then defer payment on specified invoices within that group that you do not want to include. You also have the option to include credit memos. To apply additional credit memos to the total check is by choosing **1-select individual invoice**.

Select option **3-partial payment** to make partial payments on selected invoices.

Select option **4-check preview report** to print a list of the checks that have been selected for payment. We strongly recommend that you print the Check Preview Report before you print and post your checks to make sure the appropriate invoices and credit memos have been selected. You can then go back and add new selections or change or delete existing selections, if necessary. You can print the Check Preview Report as many times as you like.

Select option **5-activate retainage** to pay the retainage held on invoices for a particular job. Before you can release the retainage on an invoice, you must first select the invoice for payment via **1-select individual invoice** or **2-select by due date**.

Select option **6-deactivate retainage** if you no longer want to pay the retainage on an invoice that was previously selected for payment.

Select option **7-clear individual invoice** if you no longer want to prepare payment for a previously selected invoice.

Select **8-clear all invoice selections** if you no longer want to prepare payments for the selected invoices. You can clear all of the invoices and start over.

Select Individual Invoice window

If you selected **1-select individual invoice** at the **Option** prompt, the Select Individual Invoice window is displayed.

Vendor ID: Enter the ID code of the vendor whose invoice you want to pay or credit memo you want to apply. You can search for the vendor's ID code by sort name or by a portion of the ID code using the "Find" shortcut. When you press <Return>, the vendor's name is displayed.

Voucher number: Enter the number of the voucher that you want to pay. (Down To Earth automatically assigned the voucher number to the invoice when it was entered.) If you don't know the voucher number, press <Return> to enter the default value, **999999**. If you enter the default, Down To Earth will search for the first voucher for the specified vendor.

Invoice number: Enter the number of the invoice or credit memo that you want to pay. If you don't know the invoice number, press <Return> to enter the default value, *****. If you enter the default, Down To Earth will search for the first invoice on record for the specified vendor.

If you entered the defaults at the **Voucher number** and **Invoice number** prompts, Down To Earth will search for the first record on file and display its voucher and invoice numbers. The invoice and due dates and the invoice and retainage amounts for the invoice are displayed in the left side of the window.

Correct record: From the displayed selection window, choose **Yes**, **Next**, or **Quit**.

- ✓ Select **Yes** to pay the current invoice or credit memo and display the vendor's next invoice.
- ✓ Select **Next** to bypass selecting the displayed invoice or credit memo and display the next record for the specified vendor.
- ✓ If you're done preparing payments for the specified vendor, select **Quit**.

If you select **Quit**, Down To Earth will clear the window so you can enter a payment to another vendor. When you're done paying invoices, press the "Exit window" shortcut to return to the **Option** prompt.

Select by Due Date window

If you selected **2-select by due date** at the **Option** prompt, the Select by Due Date window is displayed.

Due date cut-off: Enter the last due date for which you want to pay invoices. Invoices that are due after the due date cut-off won't be prepared for payment. To enter the current system date, just press <Return>.

Payment date: Enter the date on which checks for the selected invoices will be printed. Down To Earth compares each invoice discount date to the payment date. If

paying the invoice will enable you to receive a discount, Down To Earth will select the invoice for payment, regardless of the due date cut-off.

Include credits: Press <Return> to enter the default value, **Yes**, and include the selection of all credit memos that qualify. Select **No** to exclude the selection of credit memos at this time. Specific credit memos can still be selected by choosing option 1 - select individual invoice.

Press <Return> to move the cursor to the **Vendor ID** prompt.

Vendor ID: Enter the ID code of the vendor whose invoice(s) you don't want to pay. You can search for the vendor's ID code by sort name or by a portion of the ID code using the "Find" shortcut. When you press <Return>, the vendor's name is displayed.

Voucher number: Enter the number of the voucher that you don't want to pay. (Down To Earth assigned the voucher number to the invoice when it was entered.) If you don't know the voucher number, press <Return> to enter the default value, **999999**. If you enter the default value, Down To Earth will search for the first voucher on record for the specified vendor.

Invoice number: Enter the number of the invoice that you don't want to pay. If you don't know the invoice number, press <Return> to enter the default value, *****. If you enter the default, Down To Earth will search for the first invoice on record for the specified vendor.

Press <Return> to process the data you entered in the preceding fields and move the cursor to the **Correct record** prompt. If you entered the default values in the **Voucher** and **Invoice number** fields, Down To Earth will search for the first record for the specified vendor and display its voucher and invoice numbers.

Down To Earth automatically displays the invoice and due dates and the invoice and retainage amounts for the displayed invoice in the lower left corner of the window.

Correct record: From the displayed selection window, choose **Yes**, **Next**, or **Quit**. Select **Yes** to defer payment of the displayed invoice and display the next invoice on record. Select **Next** to view the next record on file without deferring payment of the current invoice. If you're done entering deferments, select **Quit**.

If you select **Quit**, Down To Earth will clear the window for entry of the next vendor whose invoice or invoices you don't want paid. When you are done entering deferments, press the "Exit window" shortcut to return to the **Option** prompt.

Partial Payment Selection window

If you selected **3-partial payment** at the **Option** prompt, the Partial Payment Selection window is displayed.

Vendor ID: Enter the ID code of the vendor whose invoice or invoices you want partially paid. You can search for the vendor's ID code by sort name or by a portion

of the ID code using the “Find” shortcut. When you press <Return>, the vendor’s name is displayed.

Voucher number: Enter the number of the voucher that you want partially paid. (Down To Earth automatically assigned the voucher number to the invoice when it was entered into Accounts Payable.) If you don’t know the voucher number, press <Return> to enter the default value, **999999**. If you enter the default, Down To Earth will search for the specified vendor’s first voucher.

Invoice number: Enter the number of the invoice you want partially paid. If you don’t know the invoice number, press <Return> to enter the default value, *. If you enter the default, Down To Earth will search for the first invoice for the specified vendor.

If you entered the default values in the **Voucher** and **Invoice number** fields, Down To Earth will search for the first record for the specified vendor and display its voucher and invoice numbers. Down To Earth automatically displays the invoice and due dates and the invoice and discount amounts for the current invoice in the lower left corner of the window.

Correct record: From the displayed selection window, choose **Yes**, **Next**, or **Quit**. Select **Yes** to move the cursor to the **Partial payment** prompt in the lower right corner of the window. Select **Next** to view the vendor’s next record without preparing a partial payment for the displayed invoice. If you’re done entering partial payments, select **Quit**.

If you select **Quit**, Down To Earth will clear the window so you can enter the next vendor whose invoice or invoices you want partially paid. If you’re done entering partial payments, press the “Exit window” shortcut to return to the **Option** prompt.

Partial payment: If you selected **Yes** at the **Correct record** prompt, the cursor moves to this field. Enter the amount you want to pay. If you just press <Return>, Down To Earth will enter **.00** in this field. The maximum size of this field is **9,999,999.99**.

Partial discount: If you selected **Yes** at the **Correct record** prompt, the cursor moves to this field. Enter the discount amount applied to this payment. If no discount is applied, press <Return> to enter **.00**. The maximum size of this field is **999,999.99**.

After you’ve entered the partial payment amount and partial discount amount, press <Return>. The next record for the specified vendor is displayed, and the cursor moves to the **Correct record** prompt.

Check Preview Report window

If you selected **4-check preview report** at the **Option** prompt, the Check Preview Report window is displayed.

Payment date: Enter the date on which the checks will be written or press <Return> to enter the current system date. This date will be printed on the Check Preview Report, not on the checks themselves.

Press <Return> to pull down the Print Option menu column. From the Print Option menu column, select where you want to print the Check Preview Report.

Activate Retainage window

If you selected **5-activate retainage** at the **Option** prompt, the Activate Retainage window is displayed.

Job number: Enter the number of the job for which you want to pay the retainage on invoices.

Vendor ID: Enter the ID code of the vendor on whose invoice(s) you want to pay the retainage. If you don't know the vendor's ID code, you can search for it by vendor sort name or by a portion of the ID code using the "Find" shortcut. Press <Return> to enter the default value, *, if you want Down To Earth to search for the first vendor for the specified job.

Voucher number: Enter the number of the voucher for which you want to pay the retainage. (Down To Earth assigned the voucher number when the invoice was entered into Accounts Payable.) If you don't know the voucher number, press <Return> to enter the default value, 999999. If you enter the default, Down To Earth will search for the first voucher for the specified job.

Invoice number: Enter the number of the invoice for which you want to pay the retainage. If you don't know the invoice number, press <Return> to enter the default value, *. If you enter the default, Down To Earth will search for the first invoice for the specified job.

If you entered the defaults in the **Vendor ID**, **Voucher number**, and **Invoice number** fields, Down To Earth will search for the first record for the specified job. The vendor's ID code, the voucher number, and the invoice number for the record are automatically displayed. The invoice and due dates and the invoice and discount amounts for the current record are automatically displayed in the lower left corner of the window.

Correct record: From the displayed selection window, choose **Yes**, **Next**, or **Quit**. Select **Yes** to release the retainage on the displayed invoice and display the next invoice for the specified job. Select **Next** to display the next record without paying the current invoice retainage. If you're done paying retainages, select **Quit**.

If you select **Quit**, Down To Earth will clear the window so you can enter the next job for which the retainage should be paid. When you're done paying retainages, press the "Exit window" shortcut to return to the **Option** prompt.

Deactivate Retainage window

If you selected **6-deactivate retainage** at the **Option** prompt, the Deactivate Retainage window is displayed.

Job number: Enter the number of the job for which you no longer want to pay the retainage on invoices.

Vendor ID: Enter the ID code of the vendor to whom you don't want to pay the retainage. If you don't know the vendor's ID code, you can search for it by vendor sort name or by a portion of the ID code using the "Find" shortcut. Press <Return> to enter the default value, *, if you want Down To Earth to search for the first vendor that you selected to receive the retainage for the specified job.

Voucher number: Enter the number of the voucher for which you don't want to pay the retainage. (Down To Earth automatically assigned the voucher number to the invoice when the invoice was entered into Accounts Payable.) If you don't know the voucher number, press <Return> to enter the default value, **999999**. If you enter the default value, Down To Earth will search for the first voucher for the specified job and vendor.

Invoice number: Enter the number of the invoice for which you no longer want to pay the retainage. If you don't know the invoice number, press <Return> to enter the default value, *. If you enter the default, Down To Earth will search for the first invoice for the specified job and vendor.

If you entered the defaults in the **Vendor ID**, **Voucher number**, and **Invoice number** fields, Down To Earth will search for the first invoice number for which the retainage was selected for payment. The vendor's ID code, the voucher number, and the invoice number for the specified job's first record is automatically displayed. The invoice and due dates and the invoice and discount amounts for the current record are automatically displayed in the lower left corner of the window.

Correct record: From the displayed selection window, choose **Yes**, **Next**, or **Quit**. Select **Yes** if you don't want Down To Earth to pay the retainage on the displayed invoice. The next invoice for the specified job is displayed.

Select **Next** to view the specified job's next record without processing the displayed invoice. If you're done entering the retainages you no longer want to pay, select **Quit**. Down To Earth will clear the window so you can enter the next job for which you no longer want to pay retainages. When you're done entering the retainages that you don't want to pay, press the "Exit window" shortcut to return to the **Option** prompt.

Clear Individual Invoice window

If you selected **7-clear individual invoice** at the **Option** prompt, the Clear Individual Invoice window is displayed. This is commonly used when an invoice was selected in error. This only clears the selection of the invoice for payment. The actual invoice record remains in the open invoice file (*apopen*) for payment in the future.

Vendor ID: Enter the ID code of the vendor whose invoice you no longer want to pay. You can search for the vendor's ID code by sort name or by a portion of the ID code using the "Find" shortcut. When you press <Return>, the vendor's name is displayed.

Voucher number: Enter the number of the voucher that you no longer want to pay. (Down To Earth assigns a voucher number to each transaction when it is entered into Accounts Payable.) If you don't know the voucher number, press <Return> to enter the default value, **999999**. If you enter the default, Down To Earth will search for the first voucher on file for this vendor.

Invoice number: Enter the number of the invoice that you no longer want to pay. If you don't know the invoice number, press <Return> to enter the default value, *. If you enter the default, Down To Earth will search for the first invoice on record for the specified vendor.

If you entered the defaults at the **Voucher number** and **Invoice number** prompts, Down To Earth searches for the first record on file and displays its voucher and invoice numbers. Down To Earth automatically displays the invoice and due dates and the invoice and retainage amounts for the selected invoice in the lower left corner of the window.

Correct record: From the displayed selection window, choose **Yes**, **Next**, or **Quit**. Select **Yes** if you no longer want to pay the displayed invoice. Down To Earth won't pay the displayed invoice and the vendor's next invoice is displayed.

Select **Next** to display the next record without processing the invoice that is currently displayed. If you're done entering the current vendor's invoices, select **Quit**. Down To Earth will clear the window for entry of the next vendor.

When you're done entering the vendors for whom you no longer want to prepare payments, press the "Exit window" shortcut to return to the **Option** prompt.

Clear all invoice selections

If you selected **8-clear all invoice selections**, all invoices that were selected for payment are deselected. The Payment Selection window is then redisplayed to choose another option. This is commonly used when all invoices are selected in error, possibly by entering a wrong **Due date cut-off** value when selecting by due date. This only clears the selection of the invoices for payment. The actual invoice record remains in the open invoice file (*apopen*) for payment in the future..

4.2 Printing checks

To print checks for the invoices that were selected for payment, regardless of unique ID, select "Print checks" from the Checks menu column. You must print checks before you post and after you've printed a check preview report and verified that your payment selections are correct.



NOTE: You cannot deselect or select additional invoices for payment once you have printed checks. Make sure all selections are correct BEFORE printing your checks. You are allowed to reprint checks but the checks reprinted will be the same invoices selected.

Reprinting checks: If your printer jams during check printing or your checks are printed incorrectly, you can reprint them. To reprint checks, select the “Print checks” entry again, and enter at the **Beginning check number** prompt in the A/P Checks window the new number of the first check form that will be printed. You can reprint checks as many times as necessary; checks aren’t posted to the current period’s activity until you post them using the “Print register/post checks” menu entry.

Paying more than 15 invoices: If you selected more invoices for a vendor than can be listed on one check stub (a maximum of 15 invoices per stub), Down To Earth lists the invoices on several stubs and prints the check on the check form attached to the last one. Down To Earth voids the check forms that aren’t used.

Check forms: We recommend that you use NEBS 9024 check forms for continuous print (pin fed) printers and form 9039 or 9027 for Laser checks. You can use other brands of multi-purpose check forms, but they must be formatted the same way as the NEBS 9024 or 9039/9024 to print checks accurately. Both the continuous form and laser checks are designed to print at 10 characters per inch.

Printing checks to the queue: You have the options to print checks to the queue, however, if you choose to print an alignment form to a printer, the checks will also be sent to that printer. They will not be queued. If you require checks to print to the queue, you must enter **No**, when the field **Print an alignment form?** is displayed.

A/P Checks window - check information

Check date: Enter the date you want printed on the checks. To print the current system date on the checks, just press <Return>.

Beginning check number: Enter the check number for the first actual check that will be printed. If you plan to print an alignment check to ensure that the check forms are properly positioned on your printer, enter the number of the first check that will be voided as an alignment check. Down To Earth keeps track of the number of alignments printed and will assign the correct first actual check to the appropriate vendor.

If you are reprinting a group of checks, enter the new check number that you will be starting with. The previous check number assigned to the vendor being reprinted is replaced with the new number.

Starting vendor: Enter the ID code of the first vendor that has invoices selected for payment. To begin with the first vendor on file, press <Return> to enter the default value, *. You can search for the vendor’s ID code by sort name or by a portion of the ID code using the “Find” shortcut.

If you are reprinting a group of checks, enter the first vendor in that group.

Ending vendor: Enter the ID code of the last vendor that has invoices selected for payment. To end printing after checks have been printed for the last vendor on file, press <Return> to enter the default value, *. You can search for the vendor's ID code by sort name or by a portion of the ID code using the "Find" shortcut.

If you are reprinting a group of checks, enter the last vendor in that group.

When you're sure your data is correct, press <Return> to pull down the Print Option menu column. From the Print Option column, select where you want to print the checks. The 'Alignment' portion of the window is then displayed for you to indicate if you want to print an alignment check.

A/P Checks window - alignment

Print an alignment form?: Press <Return> to enter **Yes**, the default value, and print an alignment form. The printer selection window is displayed. Select the printer to which your alignment form (check) should print. You can print as many alignment forms as necessary. Once you have positioned your checks properly, select **No**, do not print an alignment. The checks automatically print to the printer previously chosen, then returns to the Checks menu column. .

4.3 Printing a check register and posting checks

Select "Print register/post checks" from the Checks menu column to print a list of the vendors and invoices that were paid and the checks that paid them. (Once the register is printed, this same menu option then posts all the checks.) When you select this menu entry, the Print Option menu column is pulled down. From the Print Option column, select where you want to print the check register.

Once the register is complete, a window displays asking you to confirm the continuation of the post. At this point, the operator can indicate that it is NOT OK to post checks and return to the Checks menu column. The checks are not posted. The register must then be reprinted, and when ready, confirm that it IS OK to post checks before the checks are posted.



NOTE: The check register also lists the prepaid and manual checks that were entered since the last group of checks were posted. Prepaid invoices are entered via "Enter invoices," transaction type 2. Manual checks are entered via "Manually pay invoices." Both selections are found in the Transaction menu column.

After confirming that it is OK to post checks, the process continues, posting both the printed checks and the prepaid and manually paid invoices to the current period's activity. If you don't post the printed checks, Down To Earth won't allow you to select the next group of invoices for payment.

The General Ledger accounts to which accounts payables, cash, and discounts will be distributed when they are interfaced to the General Ledger are displayed. If any of the displayed account numbers are incorrect, you must correct them now using the editing shortcut functions. All checks for this run are posted to the accounts displayed.

A/P Check Posting window

A/P account: The account number to which accounts payables will be distributed when the checks are posted to the General Ledger is displayed. This account number was specified as the default when your company was established (via the “Company” entry in the Maintenance menu column). If accounts payables for this group of checks should be distributed to a different account, use the editing features of the Input menu column to move the cursor to this field and change the displayed account number.

Div: Optional. If you are posting checks for a particular division, enter that division’s code. The code you enter will be recorded on the specified accounts payable account.

Dept: Optional. If you’re posting checks for a particular department, enter that department’s code. The code you enter will be recorded on the specified accounts payable account.

Cash account: The account number to which cash will be distributed when the checks are posted to the General Ledger is displayed. This account number was specified when your company was established (via the “Company” entry in the Maintenance menu column). If cash should be distributed to a different account, move the cursor to this field and type the number of the correct account over the existing data.

Div: Optional. If you are posting checks for a particular division, enter that division’s code. The code you enter will be recorded on the specified cash account.

Dept: Optional. If you’re posting checks for a particular department, enter that department’s code. The code you enter will be recorded on the specified cash account.

Discount account: The account number to which discounts will be distributed when the checks are posted to the General Ledger is displayed. This account number was specified when your company was established (via the “Company” entry in the Maintenance menu column). If discounts should be distributed to a different account, enter the number of that account in this field.

Div: Optional. If you are posting checks for a particular division, enter that division’s code. The code you enter will be recorded on the specified discount account.

Dept: Optional. If you’re posting checks for a particular department, enter that department’s code. The code you enter will be recorded on the specified discount account.

After you've checked your data for accuracy, press <Return> to post printed checks and prepaid invoices to the current period's activity according to your unique ID. When posting is complete, the Checks menu column is pulled down.

5 The Reports/Inquiry Menu Column

From the Reports/Inquiry menu column you can

- Inquire on a vendors detailed transaction history, open invoices, and overall totals for this year and last year
- Generate reports or listings of current account activity, vendors, terms codes, and vendor history
- Generate reports or listings of the aged trial balance, cash requirements, vendor volume, job status, and accounts payable transactions to be distributed to the general ledger
- Generate mailing labels by vendor ID or zip code
- Print the reports in the print queue as well as the customized reports that were developed through the Report Writer

5.1 Viewing vendor activity

To view this year/last year comparative totals, the current period's open invoice activity, or the history for a specified vendor, select "Vendor activity inquiry" from the Reports/Inquiry menu column.

Current and Last year comparative totals: The current and last year's totals automatically display once the vendor has been selected. The current year is determined based on the **Auto close periods** field in the "Company" selection of the Maintenance menu column. Choosing to close your year manually (value of **No** in the **Auto close periods** field) requires an operator to select "End of year clearing" in the Miscellaneous menu column at the calendar's year end. Once that is done, the current and last years are updated.

Each vendor master record carries a field value for the **Last activity date**. If you select **Yes** in the **Auto close periods** field, any Accounts Payable transaction (invoice or payment) which is dated greater than that **Last activity date** value causes the close process to occur for that vendor. (For more details and an example, please refer to the section "Setting up your Company" in this manual.)

Current Activity: The vendor's open invoices are displayed in voucher number order when **Current activity** is selected from the **Option** field. The voucher number (automatically assigned), along with the invoice number, date, due date, discount date, and amount are included. Once the invoice has been completely paid, the invoice no longer is open and is not included as current activity.

History activity: All records, invoice, credit memo, and payment, are included in the history activity inquiry. Also displayed in voucher number order, the invoice voucher, number, date, and amount are listed just above the matching payment for that invoice. On the payment line, the payment voucher (same as the invoice) and check date, number, and amount are included.

Vendor Inquiry window

Vendor ID: Enter the ID code of the vendor whose account activity you want to view. You can use the “Find” shortcut to search for the vendor ID code by sort name or by a portion of the ID code. When you press <Return>, the vendor’s name and the account totals for the current and previous year are displayed.

Option: To display the invoices and credit memos that have not yet been paid, choose **Current activity** from the selection window.

Choose **History activity** to display all invoices and credit memos, both paid and unpaid, that have not been purged from the vendor’s history. (Invoices and credit memos are purged from history via the “Purge vendor history” entry in the Miscellaneous menu column.)

When you are finished viewing vendor activity, press the “Exit window” shortcut to pull down the Reports/Inquiry menu column.

Current Activity window

If you selected **Current activity** at the **Option** prompt, the Current Activity window is displayed. The Current Activity window contains the voucher number and invoice number, date, due date, discount date, and invoice amount for all items that have not been paid and purged from the current period’s activity.

Option: From the displayed selection window, choose **Continue** to display the next page of transactions. If you’re finished viewing current activity, choose **Quit** to move the cursor back to the **Option** prompt in the Vendor Inquiry window.

History Activity window

If you selected **History activity** at the **Option** prompt, the History Activity window is displayed. The History Activity window contains the voucher number and invoice number, date, amount for invoice records. For the payment records, the check date, number, and amount for all items displays, including those that were paid and purged from the current activity.

Option: From the displayed selection window, choose **Continue** to display the next page of transactions. If you’re finished viewing history activity, choose **Quit** to move the cursor to the **Option** prompt in the Vendor Inquiry window.

5.2 Printing a Vendor List

After defining your vendors using the “Vendors” entry in the Maintenance menu column, you can select “Vendors” from the Reports/Inquiry menu column to print a list of the definitions for your reference. The vendor list includes the detail that was entered when your vendors were defined. You can print the list for all defined vendors or for a specified group of vendors. You can either print the list in alphabetic order by vendor sort name or in numeric order by vendor ID code.

Vendor List window

Starting vendor: Enter the ID code of the first vendor you want included on the list. To begin with the vendor that has the lowest ID code on file, press <Return> to accept the default value, *. If you want to begin with a particular vendor and don't remember the vendor's ID code, you can search for it by sort name or by a portion of the ID code using the “Find” shortcut.

Ending vendor: Enter the ID code of the last vendor you want included on the list. To end with the vendor that has the highest ID code on file, press <Return> to enter the default value, *. If you want to end with a specific vendor and don't remember the vendor's ID code, you can search for it by sort name or by a portion of the ID code using the “Find” shortcut.

Vendor status: From the displayed selection window, indicate whether you want to include **Active** vendors only, **Inactive** vendors only, or **Both** active and inactive vendors on the list.

Report sequence: To print the list in numeric order by vendor ID code, press <Return> to select **Numeric** from the selection window. To print the list in alphabetic order by vendor sort name, select **Alphabetic**.

When you're sure your data is correct, press <Return> to pull down the Print Option menu column. From the Print Option column, select where you want to print the vendor list.

5.3 Printing a Terms Code List

After defining the codes that will be used to set up your vendors via the Maintenance menu column, you can select “Terms codes” from the Reports/Inquiry menu column to print a list of the defined codes and their definitions. You can then use the terms code list for reference when defining your vendors.

When you select “Terms codes,” the Print Option menu column is pulled down from the menu bar. From the Print Option column, select where you want to print the codes list.

5.4 Printing an Aged Trial Balance

To calculate and print the dollar amount of outstanding invoices in each aging cycle, select “Aged trial balance” from the Reports/Inquiry menu column. You can print a detailed or summary list of the outstanding invoices for each vendor or job. The detail report includes a separate line for each record, invoice or credit memo in addition to the totals for that vendor. The summary report lists only one line per vendor.

Balancing the Accounts Payable with the General Ledger A/P account:

Balancing the total amount waiting to be paid with the account total in General Ledger must be done at a time when no operator is posting in either Account Payable or General Ledger. The Aged Trial Balance report gives you the most current payables balance. You must then match that amount to what has already been interfaced with General Ledger plus what is to be interfaced in the future months (and already posted in Account Payable).

Add the total debits, minus the credits in the A/P account number of the “A/P to G/L distribution” report. Add that net amount *to be* interfaced to General Ledger with the current general ledger A/P account balance. If you have made any manual journal entries to the accounts payable account, those must be considered, as well. The adjusted general ledger account total should match the Accounts Payable Aged Trail Balance Grand Totals for all vendors.



NOTE: The best way to insure all records are included for both reports is to use a future date. For example, both the Aged Trial Balance **Cut off date** and the A/P to G/L distribution **Period ending date** field value could be 12/31/2001 or later. The general ledger account balance should also include up to the last period defined for the current fiscal year.

Aged Trial Balance window

Aging date: Enter the date that should be used to age the transactions. Down To Earth compares each transaction’s date either the invoice date or due date to the date you enter here to determine how the transaction will be aged. The choice of aging invoices based on the invoice or due date is defined via the “Company” function of the Maintenance menu column. To enter the current date, press <Return>.

Cut-off date: Enter the last date for which transactions should be included in this report. Down To Earth compares each transaction’s date to the cut-off date and includes all transactions that occurred on or before the date entered. To include all of the current period’s transactions, press <Return> to enter the current system date.

Report sequence: If you want to print the report in numeric order by vendor ID code, press <Return> to select the default value, **Vendor**. If you’re using the Down To Earth Job Cost application and want to print the report in numeric order by job number, select **Job** from the selection window.

Report type: If you want to include the detail of each open invoice or credit memo for each vendor, press <Return> to select **Detail**. If you want to view only the account totals for each vendor, select **Summary** from the selection window.

Starting vendor: Enter the ID code of the first vendor you want included in the report. To start the report with the vendor that has the lowest ID code on file, press <Return> to enter the default value, *. You can search for the ID code of the desired vendor by vendor sort name or by a portion of the ID code using the “Find” shortcut.

Ending vendor: Enter the ID code of the last vendor you want included in the report. If you want to end the report with the vendor that has the highest ID code on file, press <Return> to enter the default value, *. You can search for the ID code of the desired vendor by vendor sort name or by a portion of the ID code using the “Find” shortcut.

Starting job: Enter the number of the first job you want included in the report. If you want to start the report with the lowest job number on file or if you aren’t using the Job Cost application, press <Return> to enter the default value, *.

Ending job: Enter the number of the last job you want included on the report. If you want to end the report with the highest job number on file or if you aren’t using the Job Cost application, press <Return> to enter the default value, *.

When you’re sure the data you just entered is correct, press <Return> to pull down the Print Option menu column. From the Print Option column, select where you want to print the report.

5.5 Printing a Cash Requirements Report

Select “Cash requirements” from the Reports/Inquiry menu column to print a list of the invoices that either are due on or before a specified date or would be discounted if paid by that date.

You can use the Cash Requirements Report to help you decide which invoices should be paid and which, if any, should be deferred. The Cash Requirements Report includes the invoiced amount and the amount of the discount that will be applied if the invoice is paid before a specified date. If you are using the Down To Earth Job Cost application, you can print the report for a particular job, a selected group of jobs, or all jobs in numeric order by job number.

Cash Requirements window

For payment on: Enter the date on which you will be printing the next group of checks. This date is for informational purposes only; it will not appear on the next group of checks that you print. To enter today’s date, just press <Return>.

Due on or before: Enter the due date for which you want the report to be printed. Down To Earth compares each invoice due date and discount date to the date you

enter in this field and includes in the report all invoices whose due date or discount date is on or before the specified date. To enter today's date, just press <Return>.

Report sequence: If you want to print the report in numeric order by vendor ID code, press <Return> to select the default value, **Vendor**. If you're using the Down To Earth Job Cost application and want to print the report in numeric order by job number, select **Job number** from the selection window.

Starting job: Enter the number of the first job you want included in the report. If you want to start the report with the lowest job number on file or if you are not using the Job Cost application, press <Return> to enter the default value, *.

Ending job: Enter the number of the last job you want included in the report. If you want to end the report with the highest job number on file or if you are not using the Job Cost application, press <Return> to enter the default value, *.

When you're sure the data you entered in the preceding fields is correct, press <Return> to pull down the Print Option menu column. From the Print Option column, select where you want to send the report.

5.6 Printing a Vendor Volume Analysis Report

Select "Vendor volume analysis" from the Reports/Inquiry menu column to calculate and print the amount each vendor billed to your company during the calendar year. The Vendor Volume Analysis Report also includes the volume of business conducted with each vendor as a percentage of the total invoices, the number of vouchers for the year, and the average voucher amount. The Vendor Volume Analysis Report is printed in numeric order by vendor ID code and can include inactive vendors if you want.

Vendor Volume Analysis window

Show inactive vendors: If you don't want to include inactive vendors in the report, press <Return> to select **No** from the selection window. If you want to include inactive vendors, select **Yes**.

Year to print: Enter the year for which you want to print vendor totals. Press <Return> to accept the default value, which is the current year.

Press <Return> to pull down the Print Option menu column. From the Print Option column, select where you want to print the report.

5.7 Printing a Vendor History Report

To print a list of the invoices, both paid and unpaid, that have not yet been purged from vendor history, select "History by vendor" from the Reports/Inquiry menu column. (Vendor history is purged via the "Purge history" entry in the Miscellaneous menu column.)

You can print a list of the invoices for a single vendor, for a specified group of vendors, or for all vendors. The transaction history is listed in numeric order by the Vendor ID with each vendor's records listed in voucher number order.

The detailed information includes the system assigned voucher number and the invoice number, date, due date, discount date, amount, discount amount taken, and (invoice) distribution date (to general ledger). Any payments for an invoice are listed directly under the invoice and include the voucher number, invoice number and date, net amount, (payment) distribution date, check date and check number.

Vendor History Report window

Starting vendor: Enter the ID code of the first vendor you want included in the history report. To start the report with the vendor that has the lowest ID code on file, press <Return> to enter the default value, *. You can search for the desired vendor by sort name or by a portion of the ID code using the "Find" shortcut.

Ending vendor: Enter the ID code of the last vendor you want included in the history report. To end the report with the vendor that has the highest ID code on file, press <Return> to enter the default value, *. You can search for the desired vendor by sort name or by a portion of the ID code using the "Find" shortcut.

Starting date: Enter the first date for which you want history included in the report. To include the earliest history on file, press <Return> to enter the default value, **1/01/0001**.

Ending date: Enter the last date for which you want history included in the report. To include the most recent history on file, just press <Return> to enter the current date.

When you're sure your data is correct, press <Return> to process it and pull down the Print Option menu column. From the Print Option column, select where you want to print the report.

5.8 Printing a Vendor Check History Report

The Accounts Payable Vendor Check History Report lists all of the posted checks in the Accounts Payable History file. The report is organized in check date and number order, with the most current checks being listed first. This organization enables you to use the Vendor Check Report as a comprehensive check register.

To generate an Accounts Payable Vendor Check Report, select "History by check" from the Reports/Inquiry menu column. The Vendor Check History Report window is displayed.

Vendor Check History Report window

Starting Check: Enter the number of the first check you want included in the history report. To start the report with the first check on file, press <Return> to enter the default value, **0**.

Ending check: Enter the number of the last check you want included in the history report. If you want to end the report with the last check on file, just press <Return> to enter the default value, **999999**.

Starting date: Enter the first date for which you want check history included in the report. To include the earliest checks on file, press <Return> to enter the default date, **1/01/0001**.

Ending date: Enter the last date for which you want check history included in the report. To include the most recent history on file, just press <Return> to enter the current date.

When you're sure your data is correct, press <Return> to process your data and pull down the Print Option menu column. From the Print Option column, select where you want to print the report.

5.9 Printing a Status Report by job

If you're using the Down To Earth Job Cost application, select "Status report by job" from the Reports/Inquiry menu column to print a list of the invoices recorded for a particular job, for a specified group of jobs, or for all jobs. You can include the invoices received from a particular vendor, from a specified group of vendors, or from all vendors.

Vendor/Job Status Report window

Starting vendor: Enter the ID code of the first vendor you want included in the report. To start the report with the vendor that has the lowest ID code on file, press <Return> to enter the default value, *****. You can search for the desired vendor by sort name or by a portion of the ID code using the "Find" shortcut.

Ending vendor: Enter the ID code of the last vendor you want included in the report. To end the report with the vendor that has the highest ID code on file, press <Return> to enter the default value, *****. You can search for the desired vendor by sort name or by a portion of the ID code using the "Find" shortcut.

Starting job: Enter the number of the first job you want included in the report. To start the report with the lowest job number on file, press <Return> to enter the default value, *****.

Ending job: Enter the number of the last job you want included in the report. To end the report with the highest job number on file, press <Return> to enter the default value, *****.

When you're sure the data you just entered is correct, press <Return> to pull down the Print Option menu column. From the Print Option column, select where you want to send the report.

5.10 Printing an A/P to G/L Distribution Report

To print a list of all entries that are to be interfaced to the General Ledger, select "A/P to G/L distribution" from the Reports/Inquiry menu column. This report prints by general ledger account number, for transactions dated through the period ending date. Each account lists the total dollar amount of debits and credits plus the total for the entire report.

The report includes the account, division, department and account description as well as the transaction description, reference code, distribution date, the dollar amount debited or credited for each transaction, units (if applicable), and Tag ID.



The message "?? Not on File ??" appears in the account description if the account number has not been defined in General Ledger. To correct this, the account must be defined.

The transaction description defaults to the vendor name, however, if a value is entered in the **Description** field of the Invoice distribution window, that value replaces the vendor name. The Tag ID information includes the Julian date (YYDDD), the unique ID of the operator that posted the transaction, and a four-digit sequence number.

You must print this report before you interface the data to General Ledger. Down To Earth automatically purges the Accounts Payable distribution file when it transfers the information to General Ledger. If you're not interfacing to the Down To Earth General Ledger application, you can use this menu entry to record your journal entries. In this case once the distribution is correct you should manually clear the distribution file using the "A/P to G/L distribution clearing" entry in the Miscellaneous menu column.



NOTE: When printing this report for all accounts, the total debits should equal the total credits. If there is a discrepancy, the message "***** Out of Balance *****" is printed at the report end. The transactions will interface to General Ledger out of balance but unless adjustments are made (within General Ledger), the transactions are not allowed to post. When printing this report for only a range of accounts, in most cases, the total report will NOT balance. This is due to incomplete listing of both sides of the distribution and is expected.

A/P to G/L Distribution Report window

Period ending date: Enter the last date for which you want transactions included in the report. To include all transactions, just press <Return> to enter the current system date.

Starting account: Enter the number of the first account you want included. If you want to start the report with the lowest account number on file, press <Return> to enter the default value, *.

Ending account: Enter the number of the last account you want included. If you want to end the report with the highest account number on file, press <Return> to enter the default value, *.

Press <Return> to pull down the Print Option menu column. From the Print Option column, select where you want to send the report.

5.11 Printing Vendor Labels

To print continuous form vendor name and address labels, select “Labels” from the Reports/Inquiry menu column. (Laser labels are not supported at this time.) You can determine the sort order (by vendor or zip code) and control the size of the label and how many labels are printed horizontally on a page.

Vendor Labels window

Starting vendor: Enter the ID code of the first vendor you want included in the report. To start the report with the vendor that has the lowest ID code on file, press <Return> to enter the default value, *. You can search for the desired vendor by sort name or by a portion of the ID code using the “Find” shortcut.

Ending vendor: Enter the ID code of the last vendor you want included in the report. To end the report with the vendor that has the highest ID code on file, press <Return> to enter the default value, *. You can search for the desired vendor by sort name or by a portion of the ID code using the “Find” shortcut.

Starting zip code: Enter the lowest zip code for which mailing labels should be printed. If you want mailing labels printed for the customer with the lowest zip code on file, press <Return> to enter the default, *.

You can enter one to nine digits in this field. If you enter **73**, for example, the first label printed will be for the first customer on file whose zip code begins with the digits 73.

Ending zip code: Enter the highest zip code for which mailing labels should be printed. If you want mailing labels printed for the customer with the highest zip code on file, press <Return> to enter the default, *.

If you enter **739999999**, for example, the last labels printed will be for customers whose zip code is closest to 73999-9999 without going over. If you enter **74**, the last labels printed will be for customers whose zip code is closest to 74000-0000 without going over.

Sort option: Choose from the selection window if you want the labels to be printed in order by vendor ID or by zip code, the default value.

Lines per label: Enter the number of lines per label. A normal one-inch label has six lines. The minimum lines per label is four and the maximum is 99. If you are using this program to print addresses on letterhead paper, a standard 11-inch sheet of paper is 66 lines.

Labels across: Choose **1-up**, **2-up**, **3-up** or **4-up** depending on the number of labels that appear across each sheet of labels you're using. Down To Earth assumes that the width of each label is 3-1/2".

Vendor status: Press <Return> to enter the default value and choose to include **Active** vendors only based on the value of the **Status** field in the vendor master. You can also choose to print **Inactive** only or **Both** active and inactive vendors.

Print an alignment ?: Press <Return> to enter **Yes**, the default value, and print an alignment label line. The printer selection window is displayed. Select the printer to which your alignment line should print. You can print as many alignment label lines as necessary. Once you have positioned your labels properly, select **No**, do not print an alignment.

Press <Return> to pull down the Print Option menu column. From the Print Option column, select where you want vendor labels to be printed.

5.12 Printing reports created through Report Writer

To print custom-made reports that were created using the Down To Earth Report Writer application on VMS or UNIX, select "Other reports" from the Reports/Inquiry menu column. (To print such reports on DOS or TSX-32, you must select "Run" from the Reports menu column in Report Writer.)

Application code: Down To Earth automatically displays the two-character code of the application you are currently processing. Since you're processing transactions from within Accounts Payable, **AP** is displayed.

Report name: The names of the reports created through Report Writer are displayed in a selection window. From the selection window, choose the report you want to print.

After you've made your selection, press <Return> to pull down the Print Option menu column. From the Print Option column, select where you want to send the report.

5.13 Printing queued reports

To display a list of the reports in the print queue, select “Queued reports” from the menu. The report name, filename, date and time queued, company code, and unique ID of the user who queued the report will be displayed. You can then print one or more copies of the report, delete a report from the print queue, or rename a report. We suggest that you use this menu entry to view the queued reports before you clear the print queue (via the File menu column in the System Manager application). The reports you can access will depend on your user security set up in System Manager.

Print Queued Report window

File: From the displayed selection window, select the report you want to print, delete, or rename.

Copies: Enter the number of copies you want to print. If you want just one copy printed, press <Return>. If you want to delete or rename the report without printing any copies, enter **0**.

Delete: If you want to delete the report from the queue, press <Return> to select **Yes**, the default value. If you want to leave the report in the queue, select **No**.

Rename: If you want to rename the report, select **Yes**. If you don't want to rename the report, press <Return> to select the default value, **No**. If you rename the report, it's deleted from the print queue, but you can access it using other software products (for example, Lotus 1-2-3 or WordPerfect).

To: If you selected **Yes** at the **Rename** prompt, enter the new report name. The report name can be up to six characters in length. The system automatically assigns the extension **.prt** to the name you enter and places the report in the directory referenced by the RPT logical.

Select printer: From the displayed selection window, choose the printer to which you want to send the specified report. When you press <Return>, the report is sent to the printer.

6 The Miscellaneous Menu Column

From the Miscellaneous menu column you can

- Purge vendor history through a specified date.
- Purge or reset recurring invoices
- Purge your previous year's 1099 information
- Clear the data that would be distributed to the Down To Earth General Ledger if you were interfacing with that application
- Manually update 1099 totals and set 1099 limits
- Print 1099 forms and the 1099-MISC report at the end of the year
- Create Magnetic media for electronic filing

6.1 Purging vendor history

If you are retaining vendor history, select "Purge history" from the Miscellaneous menu column to delete the history for all of your vendors through a specified date. Before you purge history, we recommend that you print a Vendor History Report using the "History by vendor" entry in the Reports/Inquiry menu column. Once the history is purged, you can no longer view or print history reports.



You can optionally save the purged records as a sequential file, written to the **WRK** directory as ***aphist.pur***.

Purge Vendor History window

Purge through date: Enter the date through which you want to purge vendor history. Down To Earth compares each transaction's invoice or check date to the date you enter in this field to determine whether the transaction should be purged from history. If you want to purge all history, just press <Return> to enter today's date.

Save deleted records: Choose **Yes** if you want to save the purged records as a sequential file named **WRK:aphist.pur**, or press <Return> to select the default value, **No**, if you don't want to save purged records. If you choose to save the purged records, it is suggested that you copy off the newly created **aphist.pur** file into a separate directory in preparation for a future purge. For most operating systems, the

next time you purge and save the deleted records, the new file will override the previous file of the same name.

Confirm: Type **YES** and press <Return> to confirm that you want to purge through the specified date. To abort the process, just press <Return> to enter the default, **NO**.

When you're sure your data is correct, press <Return> to either purge the history or abort the process. In either case, the Miscellaneous menu column is pulled down.

6.2 Purge/Reset the recurring transaction file

If you are processing recurring invoices, you may want to periodically purge transactions which have been paid the number of times designated. This menu selection also allows you to reset the times paid count so that you can continue selecting these invoices for posting.

Selecting "Purge recurring transactions" from the Miscellaneous menu column allows you to purge or reset invoices for a specific vendor, a range of vendors, or for all vendors. The Purge Recurring Transactions window is displayed.

Purge Recurring Transactions window

Starting vendor: Enter the ID code of the first vendor you want to purge or reset recurring transactions for. To purge or reset the records starting with the vendor with the lowest ID code on file, press <Return> to enter the default value, *. To purge or reset transactions for a selected range of vendors, enter the first vendor ID code in the range. You can search for the desired vendor by sort name or by a portion of the ID code using the "Find" shortcut.

Ending vendor: Enter the ID code of the last vendor you want to purge or reset recurring transactions for. To purge or reset the records for all vendors, press <Return> to enter the default value, *, in both this field and in the **Starting vendor** field. To purge or reset transactions for a selected range of vendors, enter the last vendor ID code in the range. You can search for the desired vendor by sort name or by a portion of the ID code using the "Find" shortcut.

Option: Choose **Purge records** to delete the recurring transactions on file for the selected vendors. Only transactions whose paid count has been fulfilled will be purged. Choose **Reset paid count** to reset the paid count to zero so that the invoices can be paid additional times.

Confirm: Type **YES** and press <Return> to confirm that you want to purge or reset transactions for the specified vendors. To abort the process, just press <Return> to enter the default, **NO**.

Press <Return> again to begin the process. Down To Earth will automatically display the Miscellaneous menu column when the process is complete.

6.3 Purging 1099-MISC prior year data

To purge prior year 1099 data that is no longer needed, select “Purge 1099 file” from the Miscellaneous menu column. Before you purge 1099 data, we recommend that you confirm record of or reprint a 1099-MISC report for the year (s) that you are about to purge. The purge deletes all records from the *ap1099.ism* file through the year indicated. Once the data is purged, you can no longer view or print 1099 information for the respective years.



You can optionally save the purged records as a sequential file, written to the **WRK** directory as *ap1099.pur*.

Purge 1099 window

Purge through year: Enter the four-digit year through which you want to purge 1099 data. Down To Earth compares each transaction’s year to the year you enter in this field to determine whether the transaction should be purged. There is no default value for this field, you must enter a year.

Save deleted records: Choose **Yes** if you want to save the purged records as a sequential file named **WRK:ap1099.pur**, or press <Return> to select the default value, **No**, if you don’t want to save purged records. If you choose to save the purged records, it is suggested that you copy off the newly created **ap1099.pur** file into a separate directory in preparation for a future purge. For most operating systems, the next time you purge and save the deleted records, the new file will override the previous file of the same name.

Confirm: Type **YES** and press <Return> to confirm that you want to purge through the specified year. To abort the process, just press <Return> to enter the default, **NO**.

When you’re sure your data is correct, press <Return> to either purge the prior year 1099 data or abort the process. In either case, the Miscellaneous menu column is pulled down.

6.4 Clearing the A/P to G/L distribution file

If you are not interfacing with the Down To Earth General Ledger, select “Clear A/P to G/L distribution” from the Miscellaneous menu column to clear the data that Down To Earth would distribute to the General Ledger application. If you are interfacing with General Ledger, Down To Earth automatically clears the distribution data when you interface the applications via the Miscellaneous menu column in General Ledger.

Before you clear the data, we recommend that you print an A/P to G/L Distribution Report via the Reports/Inquiry menu column to get a list of the entries that should be posted to your general ledger. Once you clear the distribution data, the A/P to G/L Distribution Report cannot be printed for that period.



When you first start using Down To Earth, if you choose to enter your prior invoices as open balances, you must clear the Accounts Payable to General Ledger distribution. (These amounts are already considered in the General Ledger.) The distribution file is cleared after you enter your opening balances and before you begin entering the transactions that you want to interface to the General Ledger.

Clear A/P to G/L Distribution window

Period ending date: Enter the date through which you want to clear entries from the A/P to G/L distribution file. Press <Return> to enter the current system date.

Confirm: Type **YES** and press <Return> to confirm that you want to clear the Accounts Payable to General Ledger distribution. Enter **NO** (the default) to abort the process.

Press <Return> again to process your data and return to the Miscellaneous menu column.

6.5 Closing at the end of the year

The use of this menu selection is dependent upon the value entered in the **Auto close periods** field via “Company” in the Maintenance menu column. If you have chosen to automatically close your periods, closing the year by selecting “End of year clearing” is not allowed. The message “Period closings are processed automatically” displays.

Selecting **No** for the **Auto close periods** field value requires you to close your year with precise timing. After you’ve entered all the current year’s transactions, select “End of year clearing” from the Miscellaneous menu column to clear the year-to-date totals for your vendors. You must perform this function before you begin entering transactions for the new year to reflect accurate YTD totals in any report or inquiry.



If your company requires a Vendor Volume Analysis Report, you must print it before you close the Accounts Payable application for the year. The Total Amount Billed YTD value in the report is extracted from the same year-to-date totals being cleared with this process.

End of Year window

New year: Enter the new calendar year to be processed (not the year to be cleared). Each vendor master record carries a field value for the **Current year**. Vendor’s year-to-date values whose current year is earlier than the year entered here will be cleared. Vendors whose current year is greater than or equal to the year entered here won’t be affected.

Confirm: Type **YES** and press <Return> to confirm that you want to perform the end-of-year closing. If you want to abort the process, just press <Return> to enter the default value, **NO**.

Press <Return> to either close the year or abort the process. In either case, the Miscellaneous menu column is pulled down.

6.6 Maintaining 1099-MISC information

To convert your 1099 information from another accounting system or manually adjust amounts to be reported on a 1099, select “1099-MISC maintenance” from the Miscellaneous menu column.

If you begin using Accounts Payable in the middle of a year and want to record 1099 data that has already accumulated, enter the total dollar amount that should appear in each box on the 1099 form for each vendor. Use the 1099 information that you printed from your previous accounting system as a guide when you enter the data into Down to Earth.

The 1099 information is automatically updated when transactions are posted in Accounts Payable if you selected one of the 1099 codes when entering distribution amounts via the “Enter invoices” entry in the Transaction menu column.

You can also use the “1099-MISC maintenance” function to adjust the dollar amounts in any of the 1099 fields before you print the 1099 forms or to change the flag that indicates whether a 1099 form should be printed. You might need to adjust the dollar amounts if invoices were entered incorrectly. If 1099 forms were incorrectly printed or if the limits were incorrectly set, you may need to manually change the flag that indicates whether a 1099 should be printed.

1099-MISC Maintenance window

Year: Enter the tax year for which you are entering 1099 information. To enter the current year, just press <Return> without entering any data.

Vendor ID: Enter the ID code for the vendor for which you are entering 1099 information. You can search for the vendor’s ID code by sort name or by a portion of the ID code using the “Find” shortcut.

After you enter the vendor’s ID code, the vendor’s name, address, and social security or federal identification number are displayed. Whether the vendor is flagged to receive 1099 forms is also indicated in this window.

Name: The vendor’s name is displayed.

Address lines 1 and 2: The vendor’s street address or post office box is displayed.

City: The vendor’s city is displayed.

State: The two-character postal code for the state or province in which the vendor resides is displayed.

Zip code: The vendor's zip code is displayed.

Print 1099: The value that was entered in the **Print 1099** field when the vendor was defined is displayed. (Vendors are defined using the "Vendors" entry in the Maintenance menu column.) If you specified that the vendor should receive a 1099 form, **Y** is displayed in this field. If you specified that the vendor should not receive a 1099 form, **N** is displayed.

SSN or Fed ID: This field displays either the vendor's social security number or federal identification number.

ID type: Select if the value entered in the previous field, **SSN or Fed ID**, is a Social security number (the default value) or a Federal Identification number.

1099 status: Select either **N: not printed** (the default value), **X: Do not print**, or **Y: printed** from the displayed selection window.

- ✓ Down To Earth only prints 1099 forms for vendors for which **N: not printed** is displayed in this field. If you are converting the 1099 information from a previous version of Down To Earth or another accounting system, press <Return> to enter **N: not printed**.
- ✓ After you enter the 1099 limits (via the "Set 1099-MISC limits" entry in the Miscellaneous menu column), Down To Earth automatically changes the entry in this field to **X: do not print** if the 1099 amounts for this vendor are not large enough for a 1099 to be printed. If the limits were not set correctly or if you need to reprint the 1099 form for this vendor you can manually change the entry in this field by typing over the existing data.
- ✓ If you enter **Y** at the **Update printed flag** prompt when you print your 1099 forms (via the "Print 1099 forms" entry from the Miscellaneous menu column), Down To Earth will automatically change the entry in this field to **Y: printed** after it prints the 1099 for this vendor. Should you need to reprint this vendor's 1099, change this field's value back to **N: Not printed**.

Name control: Press <Return> to enter the default value or enter a different four character code. This field is only used if you are submitting 1099's on magnetic media. The default is the first 4 characters in the vendor name field.

As of 1998 tax year, the IRS rules are: If the vendor is an individual, enter the first 4 characters of the surname. Surnames of less than 4 characters should be left justified. Special characters and imbedded blanks should not be entered. In the case of a business, other than sole proprietorship, use the first four significant characters of the business name. Disregard the word "the" when it is the first word of the name, unless there are only two words in the name. A dash (–) and an ampersand (&) are the only acceptable special characters. Surname prefixes are considered part of the surname, e.g., for Van Elm, the name control would be VANE. Refer to your magnetic media filing instructions for more examples.

Country: This field is only used if you are submitting 1099's on magnetic media. If this vendor is in a foreign country, enter **1**. If this vendor is not in a foreign country, leave this field blank.

Bad ID: This field is only used if you are submitting 1099's on magnetic media. Select **Yes** to indicate notification by IRS/MCC twice within three calendar years that this payee provided an incorrect name and/or TIN combination, otherwise select **No**.

Box 1: Enter the dollar amount paid to this vendor for rent. To enter **.00**, just press <Return>. The maximum size of this field is **99,999,999.99**.

Box 2: Enter the dollar amount of royalties paid to this vendor. To enter **.00**, just press <Return>. The maximum size of this field is **99,999,999.99**.

Box 3: Enter the dollar amount of prizes and awards that should be included on the 1099 form. If this vendor did not receive any prizes or awards, press <Return> to enter **.00** in this field. The maximum size of this field is **99,999,999.99**.

Box 4: Enter the dollar amount of federal income tax that should be included on the vendor's 1099 form. To enter **.00**, press <Return>. The maximum size of this field is **99,999,999.99**.

Box 5: Enter the dollar amount of fishing boat proceeds paid to this vendor. If you did not pay fishing boat proceeds to this vendor, press <Return> to enter **.00** in this field. The maximum size of this field is **99,999,999.99**.

Box 6: Enter the dollar amount paid for medical expenses and health care. To enter **.00**, just press <Return>. The maximum size of this field is **99,999,999.99**.

Box 7: Enter the dollar amount of compensation paid to this vendor for services performed. To enter **.00**, just press <Return>. More often than not, you will enter the 1099 amount in this field. The maximum size of this field is **99,999,999.99**.

EPP: This field is only used if you are submitting 1099's on magnetic media. This field should contain the portion of box 7 which represents golden parachute payments.

Box 8: Enter the dollar amount of payments made in lieu of dividends or interest. To enter **.00** in this field, just press <Return>. The maximum size of this field is **99,999,999.99**.

Box 9: Select **Yes** if direct sales of \$5,000 or more in consumer products were made to the recipient. Otherwise, press <Return> to select **No**.

Box 10: Enter the dollar amount of proceeds from crop insurance. To enter **.00** in this field, just press <Return>. The maximum size of this field is **99,999,999.99**.

6.7 Printing the 1099-MISC Report

Select “Print 1099-MISC report” from the Miscellaneous menu column to print the 1099 information for the specified year. We suggest that you print this 1099 Preview Report after you set your limits and immediately before you print your 1099 forms to verify that the 1099 information is correct. If you find any errors, select “1099-MISC maintenance” from the Miscellaneous menu column, correct the 1099 information for the appropriate vendor(s), and then print another Preview Report. You can print the 1099 Preview Report as many times as you want.

The 1099 Preview Report includes for each vendor the dollar amounts that either were included or will be included in the boxes on the 1099 form. The 1099 Preview Report specifies for each vendor whether the 1099 has already been printed and computes for each box on the 1099 the total dollar amount for all vendors.

To define dollar limits for boxes 1, 2, 6, 7, and 8, select “Set 1099-MISC limits” from the Miscellaneous menu column. This function enables you to define dollar limits to determine which vendors should have 1099’s printed. (See the section “Setting limits for the 1099-MISC form” for more details.)

1099-MISC Report window

Year: Enter the tax year for which you want to view the 1099 information. To enter the current year (which is automatically displayed in this field), just press <Return>.

Status to print: From the displayed selection window, choose the option that specifies the 1099 information you want to print. Your choices are as follows:

- ✓ ***: all** to include on the Preview Report the 1099 information for all vendors for which 1099 information was entered, regardless of whether a 1099 should be printed or whether one has already been printed.
- ✓ **N: not printed** to include the 1099 information for only those vendors for which a 1099 has not yet been printed but should be printed.
- ✓ **X: do not print** to include the 1099 information for only those vendors for which 1099 forms should not be printed.
- ✓ **Y: printed** to include only the information for vendors whose 1099 forms have already been printed.

1099 flag to print: When you defined your vendors (using the “Vendors” entry in the Maintenance menu column) you specified whether 1099 forms should be printed for them.

- ✓ To include the 1099 information for all vendors on the preview report, regardless of how the vendor was defined, select ***: all**.
- ✓ To include only those vendors for which you specified that 1099s should be printed, select **Y: print**.
- ✓ To include only those vendors for which you specified that 1099 forms should not be printed, select **N: do not print**.

When you're sure your data is accurate, press <Return> to display the Print Option menu column. From the Print Option column, choose where you want to print the 1099 Preview Report.

6.8 Setting limits for the 1099-MISC form

The "Set 1099-MISC limits" function enables you to define dollar limits to determine which vendors should have 1099's printed. For boxes 1, 2, 6, 7, and 8 on the 1099 form, you define the minimum dollar amount that must be accrued during the year before a 1099 form is required. If one of the amounts for the 1099 boxes is equal to or greater than its minimum limit, a 1099 form is printed for the vendor provided that **Yes** was selected at the **Print 1099** prompt via the "Vendors" entry in the Maintenance menu column.

Down To Earth compares the values entered in each of the limit definition fields to the accumulated amounts for each vendor. The **1099 status** field (in 1099-MISC Maintenance window) is then set to **X: do not print** for those vendors for whom the value for at least one of the limit fields does not exceed the specified limit. (See the section "Maintaining 1099-MISC information" for more details regarding the **1099 status** field.)



If you set any of the limits too high, 1099 forms will not be printed for all of the vendors that should receive them. To correct this error and print all of the required 1099 forms, reduce the limit by selecting "Set 1099-MISC limits" from the Miscellaneous menu column. Then select "1099-Misc maintenance" and manually change the 1099 status from **X: do not print** to **N: not printed** for those vendors that did not print a 1099 but should have. Reprint the 1099 report and if correct, print the 1099's.

Set 1099-MISC Limits window

Year: Enter the tax year for which you are defining the 1099 limits. To enter the current year, press <Return> without entering any data.

Box 1 minimum payment amount: Enter the dollar amount of rents that must have been paid to a vendor during the year before 1099 forms are required. To enter the data that was entered in this field the last time you defined 1099 limits, press <Return>.

Box 2 minimum payment amount: Enter the dollar amount of royalties that must have been paid during the year before the 1099 form will be printed. This field defaults to the last value that was entered in this field.

Box 6 minimum payment amount: Enter the dollar amount of medical expenses or health care payments that must have been paid before 1099 forms are required. The default value is the value that was previously entered in this field.

Box 7 minimum payment amount: Enter the minimum dollar amount of non-employee compensation that must be paid to a vendor for services performed during the year before 1099 forms are required. To enter the value that was entered in this field the last time you defined your 1099 limits, press <Return>.

Box 8 minimum payment amount: Enter the minimum amount of payments that must have been made in lieu of dividends or interest before 1099 forms must be printed. The default value for this field is the data that was entered in this field the last time you defined 1099 limits.

After you have checked your data for accuracy, press <Return>. Down To Earth compares the values that you entered in each of the preceding fields to the accumulated amounts for each vendor. The 1099 status field is then set to **X: do not print** for those vendors for whom the value for at least one of the aforementioned fields does not exceed the specified limit. (See the section “Maintaining 1099-MISC information” for more information about the **1099 status** field.)

6.9 Printing 1099 forms

When you are sure that the 1099 information for your vendors is correct, load your printer with the 1099 forms and select “Print 1099-MISC forms” from the Miscellaneous menu column. The 1099 Forms window described below is displayed.

You also determine if the **1099 status** field is to be updated with this function. If you are printing a preliminary run of 1099’s and plan the final run at a later time, choose not to update the flag. When you are ready to print the final forms, update the flag at that time to ensure each vendor’s information is accurate. Should you need to reprint specific vendor 1099’s you will not re-print all vendors accidentally.

1099-MISC Forms window

Year: Enter the tax year for which you want to print 1099 forms. To enter the current year (which is displayed in this field), just press <Return>.

Update printed flag: If the entry in the vendor’s **1099 status** field should be changed to **Y: printed** after the vendor’s 1099 form is printed, press <Return> to enter **Yes** from the selection window. Select **No** if the entry in the **1099 status** field should not be changed to **Y: printed**. (See the section “Maintaining 1099-MISC information” for more information about the **1099 status** field.)

When you’re sure your data is accurate, press <Return> to display the Print Option menu column. From the Print Option column, choose where you want to print the 1099 forms. When completed, the Miscellaneous menu column displays.

6.10 Creating 1099-MISC magnetic media

Creating 1099-MISC forms for more than 250 vendors usually requires that you submit your company's information to the IRS via some form of magnetic media, rather than paper filing.

Selecting "Create 1099-MISC magmedia files" allows you to enter the information required by the government and produce an ascii file (text file) that is then copied onto the magnetic media of your choice. The choices of magnetic media are 3.5 inch floppy diskette (WIN95/NT), DAT tape (UNIX), or TK50 cartridge tape (VMS). The ascii text file is written to the **WRK** directory as *irstax.001*.



NOTE: Should you need to produce magnetic media for more than one company, you must copy the *irstax.001* file to the necessary media or another source prior to the next file creation. The same filename is used for each magnetic media file created and depending on the operating system, may override the existing file.

Create 1099-MISC Magmedia File window

Payment Year: Enter the tax year for which you are creating the magnetic media file. To enter the current year, press <Return> without entering any data.

Media type: Select the type of media you plan to use. Your choices are:

- ✓ 3.5 inch floppy diskette (WIN95/NT)
- ✓ DAT tape (UNIX)
- ✓ TK50 cartridge tape (VMS)

Payer name control: Enter your four character Payer Name Control code. Your Payer Name Control can be obtained only from the mail label on the Package 1099 that is mailed to most payers each December. Names of less than four characters should be left-justified. If you don't have a package, or your payer name control is unknown, press <Return> to leave this field blank.

Foreign payer: Select **Yes** only if your company is foreign and income was paid to a United States resident. Press <Return> to enter the default value, **No**.

Transmitter control code: Enter the five character Transmitter Control Code assigned by IRS/MCC. A Transmitter Control Code must be obtained to file data for the IRS/MCC program.

Last year filing under this name: Press <Return> to enter **No** indicating that this is not the last year your company is filing 1099's under the current company name (as defined via System Manager). Enter **Yes** if you know this is the last year your company is using the current name.

Filing combined fed and state: Press <Return> to enter the default value, **No**. At this time, Down To Earth does not support “K” records indicating you are filing both federal and state reports on this same magnetic media.

Test submission: Enter **Yes** if this magnetic media file to be generated is only a test submission. If the data created is live, reportable data, press <Return> to enter the default value, **No**.

Submitted by service bureau: Press <return> to enter **No**, the data is not submitted by a service bureau. If the data for the magnetic media is not your own company’s data and you are the service bureau, select **Yes** from the selection window.

Transfer agent: Enter up to 35 characters as the name of the transfer agent, if applicable. The transfer agent, or paying agent, is the entity who has been contracted or authorized by the payer to perform the services of paying and reporting backup withholding (Form 945). If you are filing yourself and no transfer agent is used, press <Return> to leave this field blank.

Street: Enter up to 35 characters as the street address of the Transfer agent. If no Transfer agent is being used, press <Return> to leave this field blank.

City/state/zip: Enter up to 35 total characters for the city, two-character state code and zip code of the Transfer agent. Include any punctuation or formatting required. If no Transfer agent is being used, press <Return> to leave this field blank.

Transmitter name: Enter up to 60 characters as the transmitter name if different from the payer. The transmitter is the person or organization submitting the file(s) magnetically. If the payer and the transmitter are the same, leave this field blank.

Street: Enter up to 35 characters as the street address of the Transmitter. If no Transmitter is being used, press <Return> to leave this field blank.

City/state/zip: Enter up to 35 total characters for the city, two-character state code and zip code of the Transmitter. Include any punctuation or formatting required. If no Transmitter is being used, press <Return> to leave this field blank.

When you’re sure your data is accurate, press <Return> to create the ascii file. The ascii text file is written to the **WRK** directory as *irstax.001*. Copy this file to the magnetic media to submit to the IRS.

6.11 Creating 1099-MISC magnetic media list

Once you have generated the Magnetic media tape (ascii) file, you can also print a complete report of the information that was written to the asIRSTAX.xxx file. Selecting “List 1099-MISC magmedia file” from the Miscellaneous menu immediately pulls down the Printer Option menu column. Select where you want the list to be printed.

The Magnetic media list includes information for the Payer/Transmitter control record (A), the payee records (B), end of Payer/Transmitter control totals (C), and record count (F).

- ✓ Payer/Transmitter control record (A) includes all the information entered via the Create and 1099-MISC magmedia file window. For details of each field, please refer to the section “Creating 1099-MISC magmedia files.
- ✓ Payee records (B) include the pertinent vendor information including required codes, 1099 MISC form box amounts (1 - 9), and name and address of the vendor
- ✓ Payee control totals (C) combine all the vendor totals for each 1099-MISC box.
- ✓ Record count (F) as a controlling value required by the government.



This report is created directly from the magnetic media file generated. If there is any value that is incorrect, that value must be corrected, the magnetic media file re-created, and this report printed again. This report should be kept as a permanent record.

Appendix A: Troubleshooting / Common Down To Earth & DBL errors

➤ No control record for year on file

If you enter a distribution date for which you have no valid General Ledger accounting period record, the message “No control record for year on file” is displayed. Press <Return> to continue. You can then enter a different transaction distribution date, or define an accounting period to establish the control record for the proper year (via the “Accounting Periods” or “Close/Open year” function in the General Ledger Maintenance or Miscellaneous menu columns, respectively).

Please consult the “Accounting periods” and “Open/close year” sections of the General Ledger manual section for additional information regarding establishing accounting periods.

➤ Printing a proof list does not include all the transactions you entered

This situation is usually due to transactions entered under a different operator ID than the one using when printing a proof list.. If you are unsure as to what operator ID(s) the missing transactions were entered under, you can unload the data transaction file and look at the raw data. The unique ID is usually found at the end of the transaction record.

If another operator has a unique ID assigned where the first character is of lesser ascii decimal value, that operator may be able to print a proof list that contains the missing transactions. For more information and examples, please refer to the section Unique ID’s in the General Concepts section of your Down To Earth manual.

➤ Error 18: File not found

The file specified was being accessed by a program but was not found in the location assigned to the logical specified. Either the file is truly not there and must be created or the Device assignment is incorrect. An incorrect device assignment indicates the file has been created but the program was looking in the wrong place.

➤ Duplicate key, record not added

The Accounts Payable application updates the General Ledger check reconciliation file with the check records generated by A/P. The check reconciliation file (*glrecn.ism*) does not allow duplicates. Therefore, if a check record exists in the check reconciliation file and another using the same record key (company code, cash account number, and check number) is posted, the message “Duplicate key, record not added” is displayed.

This does not interfere with the transactions being posted but the new record is not added to the check reconciliation file. It is suggested that you notify the appropriate department to ensure awareness when it is time to reconcile.

☞ Unposted checks, please post

Once you have selected invoices to be paid and printed checks, you are not allowed to change the selection of invoices. This error displays when checks have been printed but not posted and someone tries to select invoices for payment. Verify that the checks printed are indeed ready to be posted, then post. If there are no checks to be posted, then the transaction flag (*smcmpy.ism*) has been written incorrectly and must be manually changed.

To change this value, unload the *smcmpy.ism* file after all users have logged out of Down To Earth. (The *smcmpy.ism* file contains active information for all applications so no one can be using Down To Earth during this process.) Locate the exact position of the transaction flag in the record. (The value is found in the *apcomm.gbl* source file as “checks to be posted flag.” For example, in Down To Earth version 3.5, this value is kept in position 136 of the AP company record. Be sure to locate the correct company number record as each company has a separate record in the file.) Change the value with your system editor, save the changed file, then load the file back.

Appendix B: Record Layouts

Filename: ap1099.rec

Record description: 1099 work file record map

Record length: 127

Primary key: 1.12 ap1_year, ap1_comp, ap1_vend

record ap1099

ap1_key	,a12		; Primary key
ap1_year	,d4	@ap1_key	; Year (yyyy)
ap1_comp	,a2	@ap1_key+4	; Company code
ap1_vend	,a6	@ap1_key+6	; Vendor ID
ap1_print	,a1		; Printed flag
			; Y - 1099 printed
			; N - 1099 not printed
			; X - do not print
ap1_box1	,d10		; Box 1 amount (8.2)
ap1_box2	,d10		; Box 2 amount (8.2)
ap1_box3	,d10		; Box 3 amount (8.2)
ap1_box4	,d10		; Box 4 amount (8.2)
ap1_box5	,d10		; Box 5 amount (8.2)
ap1_box6	,d10		; Box 6 amount (8.2)
ap1_box7	,d10		; Box 7 amount (8.2)
ap1_box8	,d10		; Box 8 amount (8.2)
ap1_box9	,a1		; Box 9 switch (Y/N)
ap1_box10	,d10		; Box 10 amount (8.2)
ap1_epp	,d10		; Amount of box 7 that is EPP \$
ap1_tin2	,a1		; Payee name and/or ID
			; incorrect 2 out of 3 last
			; calendar years
ap1_nm_ctrl	,a4		; Payee name control
ap1_country	,a2		; Payee country code
ap1_idtype	,a1		; Type of ID (SSN or FID)
	,a5		; For future use

Filename: ap109d.rec

Record description: A/P 1099 distributions

Record length: 108

Primary key: 1.18 ap9_comp, ap9_vend, ap9_job, ap9_vch

```

record ap109d
  ap9_key           ,a18           ; Primary key
  ap9_comp         ,a2           @ap9_key       ; Company ID
  ap9_vend         ,a6           @ap9_key+2     ; Vendor ID
  ap9_job          ,a4           @ap9_key+8     ; Job number
  ap9_vch          ,d6           @ap9_key+12    ; Voucher number
  ap9_box1         ,d9           ; Box 1 amount (7.2)
  ap9_box2         ,d9           ; Box 2 amount (7.2)
  ap9_box3         ,d9           ; Box 3 amount (7.2)
  ap9_box4         ,d9           ; Box 4 amount (7.2)
  ap9_box5         ,d9           ; Box 5 amount (7.2)
  ap9_box6         ,d9           ; Box 6 amount (7.2)
  ap9_box7         ,d9           ; Box 7 amount (7.2)
  ap9_box8         ,d9           ; Box 8 amount (7.2)
  ap9_box9         ,d9           ; Box 9 amount (7.2)
  ap9_box10        ,d9           ; Box 10 amount (7.2)

```

Filename: apdist.rec

Record description: A/P to G/L distribution transactions

Record length: 114

Primary key: 1.16 apd_comp, apd_acct, apd_div, apd_dept

Alternate 1: 25.8 apd_ref

```

record apdist
  apd_key           ,a16           ; Primary key
  apd_comp         ,a2           @apd_key       ; Company ID
  apd_acct         ,a6           @apd_key+2     ; G/L account number
  apd_div          ,a4           @apd_key+8     ; Division
  apd_dept         ,a4           @apd_key+12    ; Department
  apd_date         ,d8           ; Transaction date (yyyymmdd)
  apd_ref          ,a8           ; Reference
  apd_desc         ,a25          ; Description
  apd_amnt         ,d10          ; Amount (8.2)
                   ,a9           ; Reserved for future use
  apd_unit         ,d10          ; Units (8.2)
  apd_cust_vend    ,a6           ; Customer/vendor ID
  apd_inv_chek     ,a8           ; Invoice/check number
  apd_tag_id       ,a14          ; Record tag
  apd_tag_sys      ,a2           @apd_tag_id    ; Tag system code
  apd_tag_date     ,d5           @apd_tag_id+2  ; Tag date (yyjjj)
  apd_userid       ,a3           @apd_tag_id+7  ; Tag user ID
  apd_tag_seq      ,d4           @apd_tag_id+10 ; Tag sequence number

```

Filename: apdwrk.rec

Record description: G/L and job distribution transaction work file

Record length: 154

record apdwrk

apw_acct	,a6		; G/L account number
apw_div	,a4		; Division
apw_dept	,a4		; Department
apw_date	,d8		; Date (yyyymmdd)
apw_ref	,a8		; Reference
apw_desc	,a30		; Description
apw_jcjob	,a4		; Job number
apw_jcdiv	,d2		; Cost division
apw_jcphs	,d3		; Cost phase
apw_jcsub	,d5		; Cost subphase
apw_jcci	,a2		; Cost indicator
apw_jcunit	,d8		; Cost units (6.2)
apw_amnt	,d10		; Distribution amount (8.2)
apw_unit	,d10		; Distribution units (8.2)
apw_vend	,a6		; Vendor number
apw_inno	,a12		; Invoice number
	,a9		; Reserved for future use
apw_filler	,a9		; ** unused space **
apw_tag_id	,a14		; Record tag
apw_tag_sys	,a2	@apw_tag_id	; Tag system code
apw_tag_date	,d5	@apw_tag_id+2	; Tag date (yyjjj)
apw_userid	,a3	@apw_tag_id+7	; Tag user ID
apw_tag_seq	,d4	@apw_tag_id+10	; Tag sequence number

Filename: **aphist.rec**

Record description: A/P history transaction file

Record length: 134

Primary key: 1.19 aph_comp, aph_vend, aph_job, aph_vch, aph_type

Alternate 1: 1.2 aph_comp

 80.16 aph_ckdt, aph_ckno

Alternate 2: 117.14 aph_tag_id

Alternate 3: 20.8 aph_inno

record ahist

aph_key	,a19		
aph_comp	,a2	@aph_key	; Company ID
aph_vend	,a6	@aph_key+2	; Vendor ID
aph_job	,a4	@aph_key+8	; Job number
aph_vch	,d6	@aph_key+12	; Voucher number
aph_type	,d1	@aph_key+18	; Transaction type
			; 1 - Invoice
			; 2 - Prepaid
			; 3 - CR menu
			; 4 - Paid
			; 9 - Void check
aph_inno	,a12		; Invoice number
aph_indt	,d8		; Invoice date (yyyymmdd)
aph_term	,a3		; Terms code
aph_due	,d8		; Due date (yyyymmdd)
aph_disc	,d8		; Discount date (yyyymmdd)
aph_amnt	,d9		; Invoice amount (7.2)
aph_damt	,d8		; Discount amount (6.2)
aph_oamt	,d8		; Retainage amount (6.2)
aph_ckdt	,d8		; Check date (yyyymmdd)
aph_ckno	,d6		; Check number
aph_pono	,d6		; Purchase order number
	,a9		; Reserved for future use
aph_dist	,d8		; Distribution date (yyyymmdd)
aph_tag_id	,a14		; Record tag
aph_tag_sys	,a2	@aph_tag_id	; Tag system code
aph_tag_date	,d5	@aph_tag_id+2	; Tag date (yyjjj)
aph_userid	,a3	@aph_tag_id+7	; Tag user ID
aph_tag_seq	,d4	@aph_tag_id+10	; Tag sequence number

Filename: **aphold.rec**

Record description: G/l and job distribution transactions for cash accounting

Record length: 106

Primary key: 1.26 apl_comp, apl_vend, apl_voch, apl_inno

```

record aphpold
  apl_key           ,a26           ; Primary key
  apl_comp          ,a2           @apl_key       ; Company ID
  apl_vend          ,a6           @apl_key+2     ; Vendor number
  apl_voch          ,d6           @apl_key+8     ; Voucher number
  apl_inno          ,a12          @apl_key+14    ; Invoice number
  apl_indate        ,d8           ; Invoice date (yyyymmdd)
  apl_acct          ,a6           ; G/L account number
  apl_div           ,a4           ; Division
  apl_dept          ,a4           ; Department
  apl_jcjob         ,a4           ; Job cost number
  apl_jcdiv         ,d2           ; Job cost division
  apl_jcphs        ,d3           ; Job cost phase
  apl_jcsub         ,d5           ; Job cost subphase
  apl_jcci          ,a2           ; Job cost indicator
  apl_jcunit        ,d8           ; Job cost units (6.2)
  apl_amnt         ,d10          ; Distribution amount (8.2)
  apl_unit          ,d10          ; Distribution units (8.2)
  apl_tag_id        ,a14          ; Record tag
  apl_tag_sys       ,a2           @apl_tag_id    ; Tag system code
  apl_tag_date      ,d5           @apl_tag_id+2  ; Tag date (yyjjj)
  apl_userid        ,a3           @apl_tag_id+7  ; Tag user ID
  apl_tag_seq       ,d4           @apl_tag_id+10 ; Tag sequence number

```

Filename: apopen.rec

Record description: A/P open item file

Record length: 169

Primary key: 1.19 apo_comp, apo_vend, apo_job, apo_vch, apo_type

Alternate 1: 20.12 apo_inno

```

record apopen
  apo_key          ,a19
  apo_comp        ,a2      @apo_key      ; Company code
  apo_vend        ,a6      @apo_key+2   ; Vendor ID
  apo_job         ,a4      @apo_key+8   ; Job number
  apo_vch         ,d6      @apo_key+12  ; Voucher number
  apo_type        ,d1      @apo_key+18  ; Transaction type
                  ; 1 - Unpaid
                  ; 2 - Paid
                  ; 3 - Credit memo
                  ; 9 - Void
  apo_inno        ,a12
  apo_indt        ,d8      ; Invoice number
  apo_term        ,a3      ; Invoice date (yyyymmdd)
  apo_due         ,d8      ; Terms code
  apo_disc        ,d8      ; Due date (yyyymmdd)
  apo_amnt        ,d9      ; Discount date (yyyymmdd)
  apo_damt        ,d8      ; Invoice amount (7.2)
  apo_ramt        ,d8      ; Discount amount (6.2)
  apo_flag        ,d1      ; Retainage amount (6.2)
                  ; Transaction flag
                  ; 0 - Selected to pay
                  ; 1 - Selected to partial pay
                  ; 2 - Unpaid record
                  ; 3 - Full payment made
                  ; 4 - Partial payment made
                  ; 5 - Prepaid record
                  ; 6 - Hand paid (full)
                  ; 7 - Hand paid (partial)
  apo_ckno        ,d6      ; Check number
  apo_ckdt        ,d8      ; Check date (yyyymmdd)
  apo_ckyear      ,d4      @apo_ckdt    ; Check year
  apo_paym        ,d9      ; Payment amount (7.2)
  apo_pdsc        ,d8      ; Payment discount amount (6.2)
  apo_rtfg        ,a1      ; Pay retainage flag (Y/N)
  apo_pono        ,d6      ; Purchase order number
  apo_desc        ,a25     ; Description
  apo_date        ,d8      ; Distribution date (yyyymmdd)
  apo_tag_id      ,a14     ; Record tag
  apo_tag_sys     ,a2      @apo_tag_id  ; Tag system code
  apo_tag_date    ,d5      @apo_tag_id+2 ; Tag date (yyjjj)

```

apo_userid	,a3	@apo_tag_id+7 ; Tag user ID
apo_tag_seq	,d4	@apo_tag_id+10 ; Tag sequence number

Filename: aprecn.rec

Record description: A/P check reconciliation

Record length: 52

Primary key: 1.15 apr_comp, apr_acct, apr_type, apr_trno

record aprecn			
apr_key	,a15		; Primary key
apr_comp	,a2	@apr_key	; Company code
apr_acct	,a6	@apr_key+2	; G/L account number
apr_type	,a1	@apr_key+8	; Transaction type
			; B - Balance record
			; C - Check
			; D - Deposit
			; J - Adjustmemt
apr_trno	,d6	@apr_key+9	; Transaction number
apr_date	,d8		; Transaction date (yyyymmdd)
apr_amnt	,d9		; Transaction amount (7.2)
apr_stat	,a1		; Status
			; O - Outstanding
			; B - Cleared/balanced
			; C - Cleared/not balanced
			; V - Void
apr_clrdate	,d8		; Date cleared (yyyymmdd)
apr_clramnt	,d9		; Amount cleared (7.2)
apr_sys	,a2		; System
			; AP - Accounts Payable
			; PR - Payroll

Filename: aprecr.rec

Record description: A/P recurring invoice transactions

Record length: 136

Primary key: 1.24 aps_comp, aps_vend, aps_inno, aps_rtyp, aps_line

record aprecr

aps_key	,a24		; Primary key
aps_comp	,a2	@aps_key	; Company ID
aps_vend	,a6	@aps_key+2	; Vendor ID
aps_inno	,a12	@aps_key+8	; Invoice number
aps_rtyp	,d1	@aps_key+20	; Record type
			; 1 - Invoice
			; 2 - Distribution
aps_line	,d3	@aps_key+21	; Line number
			; 000 - Invoice record
			; 1-998 - Distribution records
aps_job	,a4		; Job number
aps_type	,d1		; Transaction type
			; 1 - Invoice
			; 2 - Prepaid
			; 3 - CR memo
aps_indt	,d8		; Invoice date (yyyymmdd)
aps_inyr	,d4	@aps_indt	
aps_inmo	,d2	@aps_indt+4	
aps_term	,a3		; Terms code
aps_due	,d8		; Due date (yyyymmdd)
aps_disc	,d8		; Discount date (yyyymmdd)
aps_amnt	,d9		; Invoice amount (7.2)
aps_namt	,d8		; Non discount amount (6.2)
aps_rpct	,d2		; Retainage % (2.0)
aps_ramt	,d8		; Retainage amount (6.2)
aps_damt	,d8		; Discount amount (6.2)
aps_vch	,d6		; Voucher number
aps_pono	,d6		; Purchase order number
aps_idesc	,a25		; Invoice description
aps_pay	,d2		; Number of times to pay
aps_paid	,d2		; Number of times paid
	,a1		; unused
aps_userid	,a3		; User ID

record ,X

	,a29		
aps_acct	,a6		; G/L account number
aps_div	,a4		; Division
aps_dept	,a4		; Department
aps_gamt	,d9		; Distribution amount (7.2)
aps_unit	,d10		; Units (8.2)

aps_desc	,a25	; Distribution description
aps_1099	,a3	; 1099 code
aps_catg	,a3	; Cost category
aps_cost	,a6	; Cost center ID
aps_jcjob	,a4	; Job cost ID
aps_jcdiv	,d2	; Job cost division
aps_jcphs	,d3	; Job cost phase
aps_jcsub	,d5	; Job cost subphase
aps_jcci	,a2	; Job cost indicator
aps_jcunit	,d8	; Job cost units (6.2)
	,a10	; Unused
	,a3	; User ID

Filename: aptran.rec

Record description: A/P invoice transactions

Record length: 168

Primary key: 1.29 apt_comp, apt_vend, apt_inno, apt_job, apt_type, apt_rtyp, apt_line

Alternate 1: 151.4 apt_seq

1.29 apt_key

```

record aptran
  apt_key           ,a29           ; Primary key
  apt_comp         ,a2           @apt_key   ; Company ID
  apt_vend         ,a6           @apt_key+2 ; Vendor ID
  apt_inno        ,a12          @apt_key+8 ; Invoice number
  apt_job         ,a4           @apt_key+20 ; Job number
  apt_type        ,d1           @apt_key+24 ; Transaction type
                                ; 1 - Invoice
                                ; 2 - Prepaid
                                ; 3 - DR memo
                                ; 9 - Void check
  apt_rtyp        ,d1           @apt_key+25 ; Record type
                                ; 1 - Invoice
                                ; 2 - Distribution
  apt_line        ,d3           @apt_key+26 ; Line number
                                ; 000 - Invoice record
                                ; 1-998 - Distribution records
  apt_indt        ,d8
  apt_inyr        ,d4           @apt_indt   ; Invoice date (yyyymmdd)
  apt_inmo        ,d2           @apt_indt+4
  apt_term        ,a3
                                ; Terms code
  apt_due         ,d8
                                ; Due date (yyyymmdd)
  apt_dueyr       ,d4           @apt_due     ;
  apt_duemo       ,d2           @apt_due+4
  apt_disc        ,d8
                                ; Discount date (yyyymmdd)
  apt_dscyr       ,d4           @apt_disc    ;
  apt_dscmo       ,d2           @apt_disc+4
  apt_date        ,d8
                                ; G/L distribution date (yyyymmdd)
  apt_amnt        ,d9
                                ; Invoice amount (7.2)
  apt_namt        ,d8
                                ; Non discount amount (6.2)
  apt_rpct        ,d2
                                ; Retainage % (2.0)
  apt_ramt        ,d8
                                ; Retainage amount (6.2)
  apt_damt        ,d8
                                ; Discount amount (6.2)
  apt_ckno        ,d6
                                ; Check number
  apt_ckdt        ,d8
                                ; Check date (yyyymmdd)
  apt_vch         ,d6
                                ; Voucher number
  apt_pono        ,d6
                                ; Purchase order number
  apt_idesc       ,a25
                                ; Invoice description
  apt_seq         ,a4
                                ; Sequence

```

apt_tag_id	,a14		; Record tag
apt_tag_sys	,a2	@apt_tag_id	; Tag system code
apt_tag_date	,d5	@apt_tag_id+2	; Tag date (yyjjj)
apt_userid	,a3	@apt_tag_id+7	; Tag user ID
apt_tag_seq	,d4	@apt_tag_id+10	; Tag sequence number
record ,X			
	,a29		
apt_acct	,a6		; G/L account number
apt_div	,a4		; Division
apt_dept	,a4		; Department
apt_gamt	,d9		; Distribution amount (7.2)
apt_unit	,d10		; Units (8.2)
apt_gvch	,d6		; Voucher number
apt_gdat	,d8		; G/L distr date (yyyymmdd)
apt_desc	,a25		; Distribution description
apt_1099	,a3		; 1099 code
apt_catg	,a3		; Cost category
apt_cost	,a6		; Cost center ID
apt_jcjob	,a4		; Job cost ID
apt_jcdiv	,d2		; Job cost division
apt_jcphs	,d3		; Job cost phase
apt_jcsub	,d5		; Job cost subphase
apt_jcci	,a2		; Job cost indicator
apt_jcunit	,d8		; Job cost units (6.2)
	,a13		; unused
	,a14		; Tag number

Filename: apvend.rec

Record description: Vendor master file record map

Record length: 652

Primary key: 1.8 apv_comp, apv_vend

Alternate 1: 34.25 apv_sort

```

record apvend
  apv_key          ,a8          ; Primary key
  apv_comp        ,a2          @apv_key    ; Company code
  apv_vend        ,a6          @apv_key+2 ; Vendor ID
  apv_name        ,a25         ; Name
  apv_sort        ,a25         ; Sort name
  apv_add1        ,a25         ; Address line 1
  apv_add2        ,a25         ; Address line 2
  apv_add3        ,a31         ; Address line 3
  apv_city        ,a20         @apv_add3   ; City
  apv_stat        ,a2          @apv_add3+20 ; State
  apv_zip         ,a9          @apv_add3+22 ; Zip code
  apv_phon        ,a14         ; Telephone
  apv_fax         ,a10         ; Fax phone number
  apv_cont        ,a25         ; Contact name
  apv_stus        ,a1          ; Status
                          ; A - Active
                          ; I - Inactive
                          ; T - Temporary
  apv_1099        ,a1          ; Print 1099 (Y/N)
  apv_term        ,a3          ; Payment terms code
  apv_curyr       ,d4          ; Current year
  apv_ypur        ,12d9        ; YTD month purchases (7.2)
  apv_lpur        ,12d9        ; Last YTD month purchases (7.2)
  apv_yvch        ,12d4        ; YTD month vouchers (7.2)
  apv_lvch        ,12d4        ; Last YTD month vouchers (7.2)
  apv_ldat        ,d8          ; Last activity date (yyyymmdd)
  apv_khst        ,a1          ; Keep history (Y/N)
  apv_ssn         ,a11         ; SSN or Fed ID
  apv_dba         ,a25         ; DBA
  apv_radd1       ,a25         ; Remit to address line 1
  apv_radd2       ,a25         ; Remit to address line 2

  apv_radd3       ,a31         ; Remit to address line 3
  apv_rcity       ,a20         @apv_radd3  ; Remit to city

  apv_rstat       ,a2          @apv_radd3+20 ; Remit to state
  apv_rzip        ,a9          @apv_radd3+22 ; Remit to zip code
  apv_1099c       ,a3          ; 1099 code
  apv_acct        ,a6          ; Default distribution account

```

apv_div	,a4	; Default distribution division
apv_dept	,a4	; Default distribution department

Index

- 1099
 - code
 - use in invoice distribution 21, 30
 - form
 - printing 70
 - vendor option 8
 - magnetic media 71–72
 - magnetic media list 72–73
 - maintaining MISC information 65–67
 - purging prior year data 63
 - report 68–69
 - setting limits for 69–70
 - vendor default form code 9
- A/P to G/L distribution
 - clearing data file 57
 - clearing file 63
 - printing report 57–58
- Account
 - creating 11–12
- Accounting method
 - defining 14
- Accounts Payable account
 - check posting 47
 - defining default 13
 - distributing to 21, 29
 - invoice posting 24
 - manual checks 34
- Accrual-basis accounting
 - defining 14
- Activity
 - Aged Trial Balance report 52–53
 - check history 55–56
 - current vendor 50
 - history for vendor 50
 - vendor history report 54–55
 - vendor inquiry 49–50
- Aged Trial Balance Report
 - printing 52–53
- Aging date
 - defining 13
 - use in Aged Trial Balance Report 52
- Archiving purged records 61, 63
- Automatic period closing 14, 64
- Balancing A/P with G/L 52
- Cash account
 - check posting 47
 - defining default 14
 - invoice posting (prepaids) 25
 - manual checks 34
- Cash Requirements Report 53–54
- Cash-basis accounting
 - defining 14
- Chart of Accounts
 - defining 11–12
- Check
 - alignment option 46
 - forms 15
 - forms recommended 45
 - laser forms 15
 - multiple stubs, one check 45
 - posting 46–48
 - preparing for payment 37–44
 - preview report 41
 - printing 44–46
 - register 46–48
 - reprinting 45
 - stub type, defining 14
 - void, entry of 17
 - void, posting 23–25
- Check
 - preview report 37
- Clearing
 - A/P to G/L distribution 57, 63
 - year-to-date vendor totals 64–65
- Closing at year end 64–65
- Code
 - 1099
 - distributing 21, 30
 - company
 - defining 13
 - terms
 - defining 10
 - printing list of 51
 - use in
 - invoice entry 18
 - recurring invoice entry 26
 - vendor maintenance 8
 - vendor ID
 - defining 6
 - use in
 - 1099-MISC information 65
 - Aged Trial Balance Report 53

- changing the invoice due date 36
 - clearing payment selection 44
 - deactivating retainage 43
 - invoice entry 16
 - labels 58
 - manually paying an invoice 34
 - partially paying an invoice 40
 - paying retainage on an invoice 42
 - posting a recurring invoice 33
 - printing checks 45
 - printing vendor list 51
 - purging recurring transactions 62
 - recurring invoice entry 26
 - selecting an invoice for payment 39
 - selecting invoice by due date 40
 - Status Report 56
 - Vendor History Report 55
 - viewing activity for 50
- Company
- code, defining 13
 - setting up 12–15
- Creating
- accounts 11–12
- Credit memo
- entry 17
 - posting 23–25
 - selecting for payment 37–44
 - transaction type 17
- Date
- aging
 - defining 13
 - use in Aged Trial Balance Report 52
 - discount
 - defining for terms code 11
 - invoice 18
 - recurring invoice 27
 - distribution
 - invoice entry 18
 - recurring invoice 33
 - due
 - changing for invoice 35–36
 - defining for terms code 10
 - use in
 - invoice entry 18
 - recurring invoice entry 27
 - selecting invoices for payment 39
 - posting
 - defining for recurring invoice 33
- Discount
- account
 - check posting 47
 - default 14
 - invoice posting (prepaid) 25
 - date
 - defining for terms code 11
 - use in
 - invoice entry 18
 - recurring invoice entry 27
- Distribution
- a/p to g/l distribution report 57
 - invoice 20–22
 - invoice date of 18
 - recurring invoice 28–30
 - recurring invoice date of 33
- Due date
- changing for invoice 35–36
 - defining for terms code 10
 - use in
 - invoice entry 18
 - recurring invoice entry 27
 - selecting invoices for payment 39
- Errors
- accounting period closed 19, 33
 - Common Down To Earth & DBL errors 75–76
 - description not on file 57
 - distribution out of balance 57
 - file not found 75
 - no control record for year on file 19, 33, 75
- General ledger accounts
- accounts payable
 - default 13
 - posting to 24, 47
 - balancing with aged trial balance 52
 - cash
 - default 14
 - posting to 25, 47
 - default for vendor 9
 - discount
 - default 14
 - posting to 25, 47
 - expense distribution 21, 29
- Getting started 4–5
- History
- check
 - printing report 55–56
 - purging 61–62
 - vendor

- activity inquiry 50
 - printing report 54–55
 - purging 61–62
 - retaining 13
- Invoice
- changing date 35–36
 - distributing to
 - 1099 code 21, 30
 - general ledger account 21, 29
 - job number 22
 - entry of 16–23
 - paying
 - activating retainage 42
 - by due date 39
 - clearing all invoices 44
 - clearing individual invoice selection 43
 - deactivating retainage 43
 - individually 39
 - manually 34–35
 - partially 40
 - posting 23–25
 - printing proof list 23
 - recurring
 - defining type 26
 - distributing 28–30
 - entering 25–31
 - posting 31–33
 - printing proof list 31
 - recording 17
 - selecting for payment 37–44
 - transaction entry 16–23
 - type
 - credit memo 17
 - defining 17
 - invoice 17
 - prepaid 17
 - void check 17
- Job Cost
- interface to option 13
- Job number
- distributing
 - invoice 22
 - recurring invoice 30
 - use in
 - Aged Trial Balance Report 53
 - Cash Requirements Report 54
 - invoice entry 17
 - recurring invoice entry 26
 - Status Report 56
- Job, Status by report 56–57
- Labels
- sort options 59
 - vendor name and address 58–59
- Laser check option 15
- Limits
- defining for 1099's 69–70
- Magnetic media
- ascii file 71–72
 - creating a list 72–73
 - creating media 71–72
 - report 72–73
- Maintaining
- 1099-MISC information 65–67
 - Chart of Accounts 11–12
 - company 12–15
 - terms codes 9–11
 - vendors 6–9
- Manual check entry 34–35
- Options
- accounting method 14
 - aging categories 13
 - aging date 13
 - auto close periods 14
 - check stub 14
 - Company 12–15
 - display vendor activity 50
 - g/l account numbers 13
 - invoice selection 38
 - job cost interface 13
 - keep history 13
 - laser check form 15
 - payment preparation 38
 - proof list sequence 15
 - recurring invoice entry 17
 - reset/purge recurring invoices 62
 - sort vendor labels 59
- Overview
- Accounts Payable 3
- Paying invoice
- by due date 39
 - clearing
 - all invoice selections 44
 - individual invoice selection 43
 - individually 39
 - manually 34–35
 - overview 37

- partially 40
- prepaid entry 17
- retainage
 - activating 42
 - deactivating 43
- Posting
 - checks 46–48
 - date
 - defining for recurring invoice 33
 - transactions
 - invoice 23–25
 - recurring invoice 31–33
- Prepaid check entry 17
- Printing
 - 1099 form 70
 - vendor option 8
 - check preview report 41
 - checks 44–46
 - posting register 46–48
 - labels, vendor 58–59
 - laser check option 15
 - list of vendors 51
 - proof list
 - invoice 23
 - recurring invoice 31
 - reports
 - 1099_MISC 68–69
 - A/P to G/L Distribution 57–58
 - Aged Trial Balance 52–53
 - Cash Requirements 53–54
 - Check Preview 41
 - created through Report Writer 59
 - queued 60
 - status by job 56–57
 - Vendor Check History 55–56
 - Vendor History 54–55
 - Vendor Volume Analysis 54
 - terms code list 51
 - vendor labels 58–59
- Proof list
 - invoice 23
 - recurring invoice 31
 - sort order option 15
- Purchase order, use in
 - invoice entry 19
 - recurring invoice entry 28
- Purging
 - 1099 prior year data 63
 - recurring transaction file 62
 - saving deleted records 61, 63
 - vendor history 61–62
- Queued reports
 - printing 60
- Record layouts 77–91
- Recurring invoice
 - distributing to
 - job number 30
 - entry of 25–31
 - posting 31–33
 - printing proof list 31
 - purging transactions 62
 - recording 17
 - reset times paid 62
 - type, defining 26
- Remit to address 7
- Report
 - 1099-Misc 68–69
 - A/P to G/L Distribution 57–58
 - Aged Trial Balance 52–53
 - Cash Requirements 53–54
 - Check Preview 41
 - created through Report Writer 59
 - queued, printing 60
 - Status by job 56–57
 - Vendor Check History 55–56
 - Vendor History 54–55
 - Vendor Volume Analysis 54
- Reset times paid
 - recurring invoices 62
- Retainage
 - activating for payment 42
 - deactivating 43
- Sort order for proof list 15
- Status
 - defining vendor active/inactive 8
 - job, reporting by 56–57
 - vendor
 - options to print 51, 54, 59
- Terms code
 - defining 10
 - printing list of 51
 - use in
 - invoice entry 18
 - recurring invoice entry 26
 - vendor maintenance 8
 - vendor default 8
- Times paid
 - reset recurring invoice field value 62

- Transactions
 - invoice entry 16–23
 - invoice proof list 23
 - manual check entry 34–35
 - posting
 - invoice 23–25
 - recurring invoice 31–33
 - purging
 - history 61–62
 - recurring invoices (paid) 62
 - recurring invoice entry 25–31
 - recurring invoice proof list 31
 - Troubleshooting/errors 75–76
 - Vendor
 - check history report 55–56
 - clearing year-to-date totals for 64–65
 - current/history activity inquiry 50
 - defining 6–9
 - history
 - activity inquiry 50
 - printing report 54–55
 - purging 61–62
 - retaining 13
 - ID code, use in
 - 1099-MISC information 65
 - Aged Trial Balance Report 53
 - changing the invoice due date 36
 - clearing invoice selection for payment 44
 - deactivating retainage 43
 - invoice entry 16
 - labels 58
 - manually paying an invoice 34
 - partially paying an invoice 40
 - paying retainage on an invoice 42
 - posting a recurring invoice 33
 - printing checks 45
 - printing vendor list 51
 - purging recurring transactions 62
 - recurring invoice entry 26
 - selecting an invoice for payment 39
 - selecting invoice by due date 40
 - Status Report 56
 - Vendor History Report 55
 - viewing activity for 50
 - labels 58–59
 - listing 51
 - master record 6–9
 - name and address labels 58–59
 - purging history 61–62
 - remit to address 7
 - status
 - active/inactive, defining 8
 - options to print 51, 54, 59
 - viewing
 - current/history activity 49–50
 - Volume Analysis Report 54
- Viewing
- activity for vendor 49–50
- Void check
- distribution date 17, 18, 24
 - entry 17, 24
 - general ledger distribution date 17, 18, 24
 - posting 23–25
- Year end
- auto close periods option 14
 - auto/manual close periods 64–65
 - clearing year-to-date totals 64–65
 - closing for vendor 64–65