

THE MANAGER'S ASSISTANT™ PAYABLES

TABLE CONTENTS

1	Introduction	1
2	Setting Up the System	3
3.0	The Menu	9
3.1	System Status	11
3.2	Invoices	13
3.3	Choose Invoices to Pay	19
3.4	Print Payables Checks	21
3.5	Reports	24
3.6	Delete Paid Invoices	33
Appendix A	Sample Reports	35
Index	i

THE MANAGER'S ASSISTANT™ PAYABLES

TABLE CONTENTS

SECTION 1 INTRODUCTION

Brief description

The Manager's Assistant™ Payables adds sophisticated cash management functions to The Manager's Assistant™ Checking Accounts function. The Manager's Assistant™ Payables function allows you to monitor amounts owed vendors, to choose invoices to pay, to pay part of an invoice, to hold disputed invoices, to pay invoices subject to dating terms, and to separately reconcile vendors' monthly statements to the invoices entered. The system easily handles vendors that bill using open item method and vendors that bill using balance forward method, even when their cutoff date is other than the end of the month.

Overview

The Manager's Assistant™ Payables will permit you to enter your unpaid invoices as you receive them while recording the payment terms.

C.A.R.S. users note: As you use the C.A.R.S. receive function, the system will automatically enter the invoice for the parts received into Accounts Payable.

Payables will assist in paying the invoices before the discounts are lost or before the invoices become overdue. Using Accounts Payable involves three major steps: entering invoices, selecting invoices for payment and printing checks.

System capacity

The Manager's Assistant™ Payables can maintain the following quantities of information.

<u>Information</u>	<u>Capacity</u>
Vendors	500
Invoice entries	16000
Disbursement Accounts	1000

Accounting theory

Besides the obvious purpose of paying your bills on time and keeping your credit in good standing, an accounts payable system is designed to record the expense when the benefit is received. For example, when items are purchased on account, the benefit is received when the item is delivered to you. Without an accounts payable system, the expense would typically be recorded in the following month when the bill is paid. That's why a good accountant asks for a list of the bills you owe at the end of the month.

An accounts payable system forces the recording of the expense at the time the benefit is received. For example, when items are purchased from a vendor on account, purchases are increased at the time the item is received. Also, at that time, the system records your debt to the vendor. Accountants call this a liability. The following month when the bill is paid, writing the check does NOT record the expense; it pays off the debt. Paying off a debt is not a business expense!

Sometimes, even when using an accounts payable system, you cannot cause the expense to be recorded when the benefit is received. For example, when the electric bill is received, you are already late in recording the expense because the benefit of the electricity was received last month. Entering the electric bill into an accounts payable system does not correct the fact that the benefit was received prior to recording the expense. Of course this does not prevent you from entering such bills into an accounts

THE MANAGER'S ASSISTANT™ PAYABLES

SECTION 1 INTRODUCTION

payable system. You still have the benefit of closely monitoring which bills are due, keep track of how much you owe, to pay early enough so you can get any prompt payment discount offered by the vendor and to pay the bills as they become due. (This allows you to have a higher daily balance in your checking account. This will minimize bank service charges through a higher average account balance.)

Precision tip: You are still responsible for mailing the checks early enough so that the vendor receives payment by the actual due date.

Purpose of this manual

The instruction manual will lead you through all the necessary steps needed to implement and use the system. The manual was written to be used as a tutorial manual and as a reference manual. You will find the instructions organized in a step-by-step manner. Reading the manual before using the Payables system will provide an overview that will make the system easy to use.

Organization of this manual

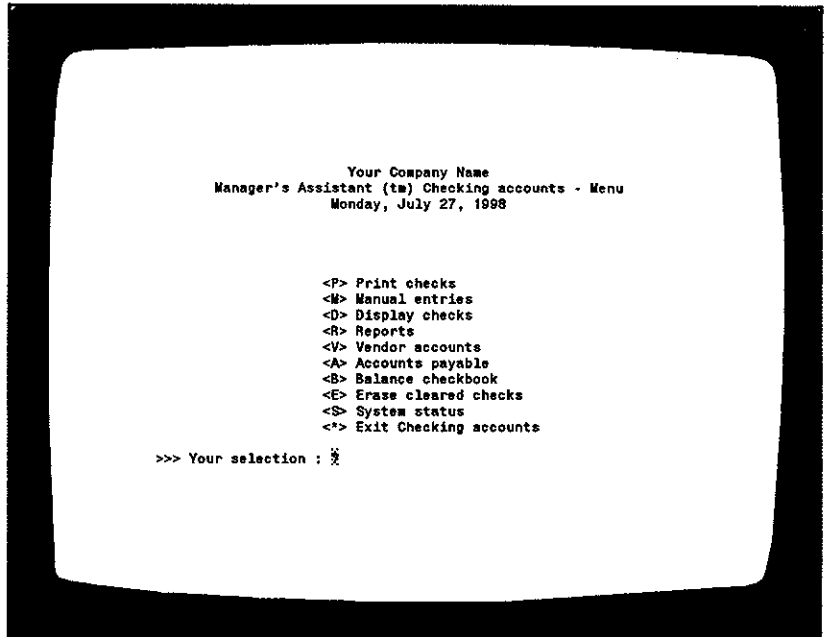
Section 2 details the information you must have to prepare the Payables system for use and explains how that information is entered. Sections 3.0 through 3.7 explain the day-to-day use of the system.

Interchangeable terms

The words "vendor" and "payee" are used interchangeably.

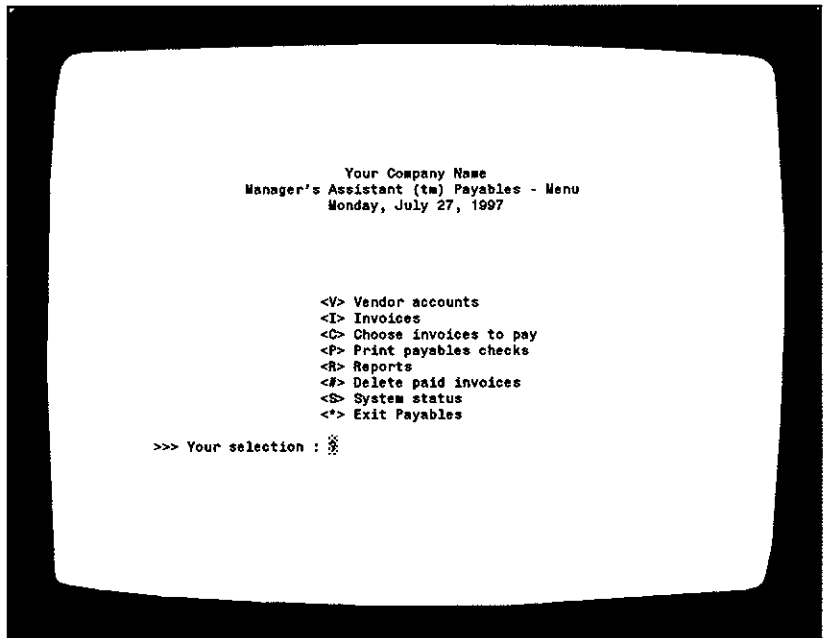
SECTION 2 SETTING UP THE SYSTEM

The Manager's Assistant™ Payables function is found on The Manager's Assistant™ - Checking Accounts menu.



Payables menu

To get into The Manager's Assistant™ Payables function, press **[A]**. The Manager's Assistant™ Payables Menu will appear:



THE MANAGER'S ASSISTANT™ PAYABLES

SECTION 2 SETTING UP THE SYSTEM

Vendor Accounts

The Manager's Assistant™ Payables uses the same vendors as those used by the Checking Accounts function. However additional information is needed specifically for the Payables function. Setting up The Manager's Assistant™ Payables function consists of adding additional vendors (if necessary) and adding the payment terms for each vendor.

Precision tip: Entering the information for the payables system, such as the terms can only be done through Vendor accounts function on the Payables menu. The Vendor accounts function on the Checking account menu will not give you access to this information.

To add or update vendor accounts

To add vendor accounts or to add payment terms for existing vendors, press **V** at The Manager's Assistant™ Payables menu. The Vendor accounts screen will appear.

Manager's Assistant (tm) Payables - Vendor accounts

Vendor code: JOES	Last check #: 1193
	Date: 07/23/98
Name: Joe's Parts Store	Amount: 413.50
Address Line 1:	Paid MTD: 413.50
Address Line 2: 555 East Avenue	YTD: 923.68
City, State, Zip: Your Town, US 11111	Phone: (111) 555-1234
Message on check: Account #A1209	
Comment: Prompt payment discount if paid by 10th	

Terms:	Closing day: 0	(Use only if vendor bills Balance Forward)
	Discount percentage: 0.000	
	Discount lost day: 0	(Invoice date plus days)
	Invoice due day: 0	(Invoice date plus days)

	M.T.D.	Y.T.D.	Last Year
Prior year balance brought forward:		0.00	
Purchases & credits:	0.00	0.00	0.00
Payments & debits:	0.00	0.00	0.00
Balance due:		0.00	

>>> Your selection : 3

<N>-Next <P>-Previous <S>-Search <T>-Turn page <A>-Add <E>-Edit
 <F>-Find <R>-ReNUMBER <#>-Delete <C>-Choose invoices to pay <*>-Exit

THE MANAGER'S ASSISTANT™ PAYABLES

SECTION 2 SETTING UP THE SYSTEM

To add a new vendor, press **A**.

```
Manager's Assistant (tm) Payables - Vendor accounts
Vendor code:                               Last check #:
Name:                                       Date:
Address Line 1:                            Amount:
Address Line 2:                            Paid MTD:
City, State, Zip:                          YTD:
Message on check:                           Phone:
Comment:

Terms:      Closing day:      (Use only if vendor bills Balance Forward)
Discount percentage:
Discount lost day:
Invoice due day:

Prior year balance brought forward:      M.T.D.      Y.T.D.      Last Year
Purchases & credits:
Payments & debits:
Balance due:

( the <ESC> key to cancel )
```

Vendor code

Enter the Vendor code. The Vendor code may consist of one to four letters, numbers and punctuation marks. If the vendor already exists, the vendor will be displayed. If the vendor does not exist, it will be created. Pressing [Esc] while in the vendor code field will return you to the vendor accounts mini-menu.

Enter vendor name

As you enter the information, it will be treated as successive fields. You may use the editing functions described in Section 1 of the Precision Main Menu manual to correct mistakes. Enter the vendor's name exactly as you wish it to appear on checks written to this vendor. Use correct capitalization, punctuation and spacing. Pressing [Esc] while entering the vendor name or any subsequent information will cancel what you have entered and return you to the vendor code field.

Mailing address

Enter the vendor's mailing address as you wish it to appear on checks written to this vendor. As with entering the vendor's name, use correct capitalization, punctuation and spacing.

Message

Enter a standard message that will be printed on any checks written to this vendor. (For example, you can use this space to write your account number.)

Payments and last check information

This space is provided so the system can display the information. Entering this information is not necessary. You may enter the month-to-date payments and year-to-date payments made to the vendor.

THE MANAGER'S ASSISTANT™ PAYABLES

SECTION 2 SETTING UP THE SYSTEM

Phone number	Enter the phone number for the vendor or press [Enter] to skip the phone number.
Comment	You may enter a comment about this vendor or press [Enter] to skip the comment.
Terms	The Terms section of the Vendor account screen is used to describe to the system how the vendor bills his accounts and the details of the payment terms he allows.
Open item or Balance forward	<p>A vendor bills their customers using either the open item or balance forward method. The balance forward method is identical to the way you are billed for purchases made on your personal bank credit card. The statement shows your account balance as of the start of the billing period. It then lists the items you purchased and the payments you made during the billing period. The statement also shows your current account balance. The current account balance is brought forward to next month's statement and becomes the account balance as of the start of that billing period. Individual purchases and payments from one month never appear on the statement for the following month. Only the balance is brought forward. Payments are not applied to individual purchases, but are subtracted from the whole balance due.</p> <p>Vendors who bill using the open item method list on the statement all purchases you made during the billing period plus all purchases you made during prior billing period that you have not yet paid for.</p>
Closing day	Vendors who bill using the balance forward method cut off their accounting at some specific point in the month. This is the closing day. Typical closing days are the 25th or the last day of the month although the closing days may be any day the vendor chooses. If the vendor bills you using the balance forward method, enter the closing day. If the vendor bills you using the open item method, enter a zero.
Discount percentage	If the vendor allows you to take a discount for prompt payment, enter that percentage here. If the vendor does not allow a discount for prompt payment, enter a zero.
Discount lost day	In order to be entitled to a prompt payment discount the vendor must be paid earlier than normal. The date which the amount must be paid to get the prompt payment discount must be entered here. If the vendor bills you using the balance forward method enter the day of the month the statement must be paid by to get the prompt payment discount. If the vendor bills you using the open item method enter the number of days after the invoice date that the invoice must be paid for you to get the prompt payment discount.
Day of the month / Invoice date plus days	After entering the discount lost day the system will ask you if the number just entered is the <input type="checkbox"/> Day of the month or the <input type="checkbox"/> Invoice date plus days. If the vendor bills balance forward, press <input type="checkbox"/> to tell the system that the number

THE MANAGER'S ASSISTANT™ PAYABLES

SECTION 2 SETTING UP THE SYSTEM

entered is the day of the month. If the vendor bills open item, press **F1** to tell the system that the number entered is the number of days past the invoice date before the discount is lost (open item method).

Invoice due date

If the vendor bills balance forward, enter the day of the month the statement balance is due. If the vendor bills open item, enter the number of days past the invoice date payment is due for invoices.

Prior year balance brought forward

If you still owe the vendor any money from the prior calendar year, enter the amount here.

Purchases & credits

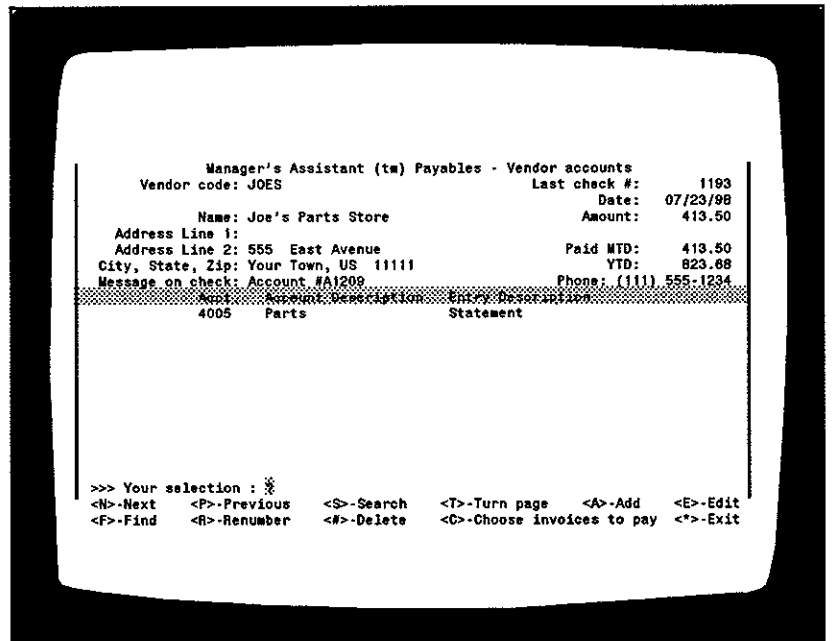
This is historical information and not actually used by the system. If the information is available you may enter the amount you have purchased from this vendor so far this month (M.T.D.), so far this year (Y.T.D.) and for all of last year.

Payments & debits

This is historical information and not actually used by the system. If the information is available you may enter the amount you have paid this vendor so far this month (M.T.D.), so far this year (Y.T.D.) and for all of last year.

Built-in standard invoice for vendor

The system will store a standard invoice detail entry for each vendor. This standard invoice is used as your starting point when adding an invoice using the Invoices add/inquire/edit function. The system will store the Disbursement account numbers and Entry descriptions used when entering an invoice for the vendor.



THE MANAGER'S ASSISTANT™ PAYABLES

SECTION 2 SETTING UP THE SYSTEM

Standard invoice information

To enter the standard invoice information, press **T**urn page to display the standard invoice information, then press **E**dit. Enter the disbursement account number to which you wish to charge the disbursement amount. Entering the number of a disbursement account not in the system will cause the system to ask "New account ? (Y/N)". If the system asks if this is a new account and the account is not a new account, you have incorrectly entered the account number. Pressing **N** will allow you to enter another account number. Pressing **Y** will allow you to add the account. The system will ask for the account description, type in the description and press **[Enter]**. The name of the account will appear in the Account description.

Entry description

Next, enter the entry description to be used when entering an invoice for the vendor. Pressing **[Esc]** when asked for an account number will store the vendor information.

Precision tip: The Account description will be displayed on the screen but cannot be edited.

Update terms on existing vendor

To enter the terms for a vendor already in the system, at the Payables menu, press **V**. Search for the vendor which you would like to add the terms. Press **E**dit. Use the **[Enter]** or **[Down arrow]** to move to the Terms section. Enter the terms as described above.

Retain paid invoices

The "Information self-management" feature of the system allows you to tell the system how long you would like to keep paid Payables invoices before they are erased. The system is supplied with the number of months set at 99 (a little of 8 years). If you would like the system to retain the paid Payables invoices for less than 99 months you must change the number of months to some other value.

Precision tip: The number of months the information is retained is set in The Manager's Assistant™ - Utilities - Company setup - Information self-management screen. See The Manager's Assistant™ manual for more information.

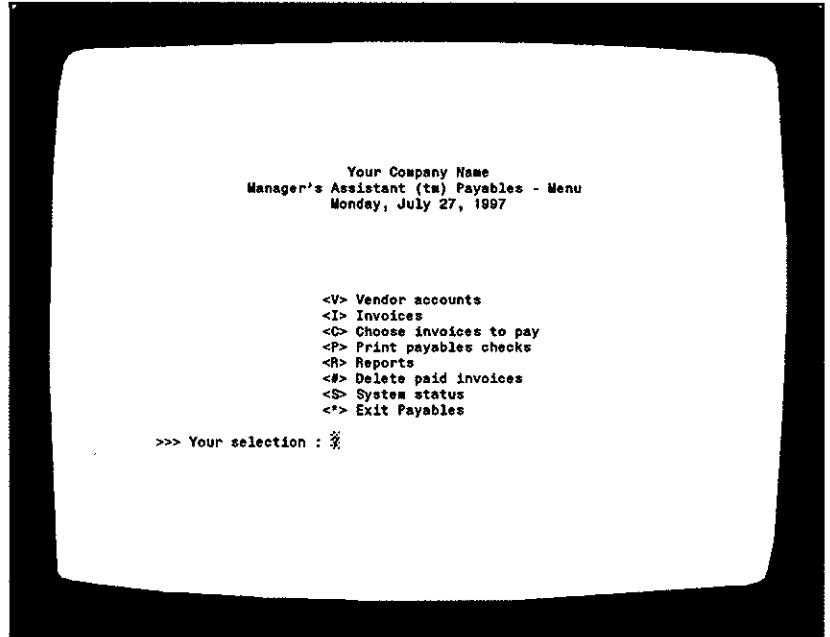
Precision tip: The maximum number of invoice entries the system will hold is 16,000. If you run out of space before the number of months you have set, use the Delete paid invoices function described later in this manual.

After the number of months you have set the system for have passed the "End-of-month" function will erase any invoices that are older than that time period. For example, if you have set the system to retain paid Payables invoices for 24 months, when the paid Payables invoices are 25 months old the "End-of-month" function will erase them.

SECTION 3.0 THE MENU

The menu

The Manager's Assistant™ Payables main menu looks like this:



System date

The system date is displayed at the top of the screen. The system date should always be the actual calendar date. It is important to use the correct date because the system date is used as a posting date. If the date is incorrect, exit the program to the Precision Main Menu by pressing . Then go to the Utilities menu. Use the Enter current date and time to change the date.

Description of each function

The menu displayed on the screen is your access door to the Payables system. Briefly, here is what each choice will do:

Vendor accounts

The Vendor accounts function allows you to setup, add, delete or edit vendor accounts for the payables system.

Invoices

The Invoice function will allow you to enter invoices and examine or correct previously entered invoices.

Choose invoices to pay

Choose invoices to pay allows you to tell the system which invoices to pay.

Print payables checks

The Print payables checks will print the checks for the invoices you have chosen to pay.

THE MANAGER'S ASSISTANT™ - PAYABLES

SECTION 3.0 THE MENU

Reports

Allows you to print an Advice of payment for a previously printed check, to print a list of Disbursements sub-totaled by account, a list of invoice for a Single vendor, a list of any Invoices using selection criteria, a list of invoices posted on a specific date, a list of Vendors and a list of Vendors showing the balance due.

Delete paid invoices

Deletes old paid invoices.

System status

Displays the date of the last deposit made to each checking account, the number of the last check written on each account, the current balance of each account (as calculated by the computer), the amount owed on Accounts payable and the amount of space left in the system.

Exit Payables

Returns you to the Checking accounts main menu.

SECTION 3.1 SYSTEM STATUS

System status

To display the system status, press **[S]**. The System status display will appear.

The screenshot shows a terminal window with the following text:

```

Your Company Name
Manager's Assistant (tm) Payables - System status
Monday, July 27, 1998

Account      Last      Last      Account
Number      Deposit date  Check number  Balance
C First bank  07/25/98    1242         8552.38
M Second bank  07/24/98    4336         2210.50
                                     Total         10762.88

Accounts payable balance due :    600.03

Space available for 93 check entries
and 990 invoice entries.

>>> Press <ENTER> to continue <<<

```

Checking account information

The System status will show the account name, last deposit date, last check number written from the account and the account balance.

Payables balance due

Beneath the checking account information the System status will show the Accounts payable balance due.

Space remaining

The amount of space available for checks and adjusting entries and Accounts payable invoice entries are shown near the bottom of the system status display. A check or an invoice requires two entries plus one entry for each disbursement. Note that a check or invoice will count as at least three entries, two for the check or invoice and one for each disbursement. A check or invoice with twelve disbursements will count as fourteen entries.

Return to Checking accounts menu

To return to the Payables menu, press **[Enter]**.

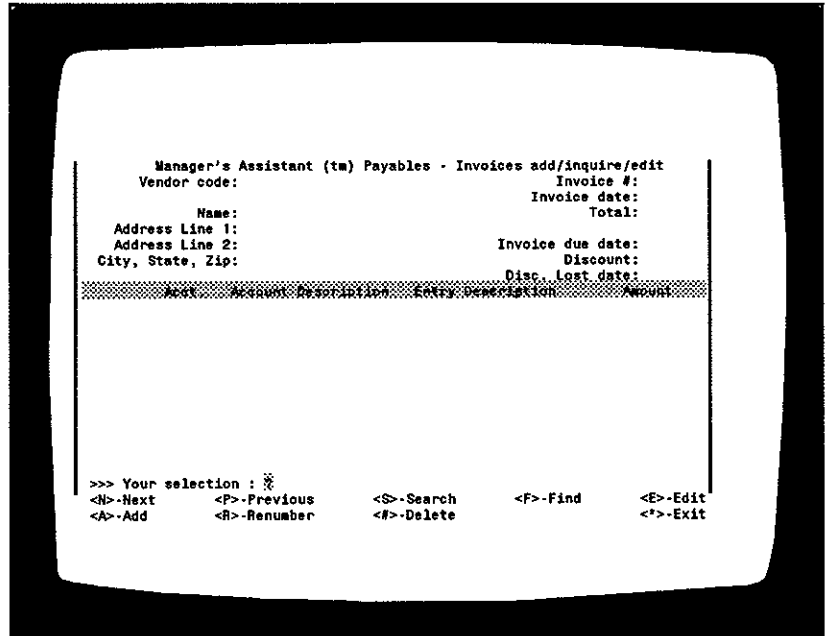
THE MANAGER'S ASSISTANT™ - PAYABLES

SECTION 3.1
SYSTEM STATUS

SECTION 3.2 INVOICES

Invoices add/inquire/edit

The Invoices add/inquire/edit function allows you to add, renumber, edit, delete and review invoices. To enter the Invoice function, press **[I]** at the Manager's Assistant™ Payables menu. The Invoices add/inquire/edit screen will appear.



Entering Invoices

Vendor invoices may be entered into the system using The Manager's Assistant™ Payables - Invoices function described immediately below or through the C.A.R.S. Receive function described at the end of this chapter.

Add invoices

The add invoices function is used to enter vendor invoices from within The Manager's Assistant™ Payables. To add an invoice to the system, press **[A]**.

Vendor code

Entering a vendor code will enable you to either enter an invoice to a previously entered vendor or allow you to simultaneously enter a new vendor and enter the first invoice for that vendor. Enter the code that corresponds to the vendor for which you wish to enter the invoice. If the vendor is not found, the system will ask "New vendor? (Y/N)". Pressing **[Y]** will add the vendor to the system. Pressing **[N]** will allow you to re-enter the vendor code.

Precision tip: If this vendor is already in the system and you have entered standard disbursements for this vendor, the invoice detail will appear. (See Section 2 for information on setting up vendors.)

If you are adding a new vendor to the system, the invoice detail will be stored as the "standard" disbursements for that vendor.

Precision tip: The standard disbursements and the standard check are interchangeable.

THE MANAGER'S ASSISTANT™ PAYABLES

SECTION 3.2 INVOICES

Correct vendor name or address

You may enter the invoice using the vendor information as displayed or edit any of the information shown. Use the functions described in Section 1 of the Precision Main Menu manual. Corrections to the name or address will be stored as the invoice is recorded.

Invoice number

Enter the invoice number from the vendor's invoice. Note: If the invoice number begins with letters, omit them. If the invoice number contains more than six digits, enter just the last six digits.

Duplicate invoice number

After you enter the invoice number the system will check the invoice numbers of the invoices previously entered for that vendor. If the system finds an invoice previously entered that has the same invoice number, the system will display the warning: "Duplicate invoice number! Enter another anyway?". To enter the invoice, press . To enter another invoice number, press .

The system allows duplicate invoice numbers to accommodate dating. For example, if your vendor sold you a large quantity of goods with the understanding that you may pay one third of it next month, one third of it the month after that and the final third the month after that, you must enter the invoice three times. The due dates must correspond to the dates that the individual payments are due and the total dollar amount of the three invoices must equal the dollar amount on the vendors original invoice.

Invoice date

Enter the date from the vendor's invoice. It is very important to enter the date actually printed on the invoice. The date on the invoice determines the date the payment is due. This date also determines when the invoice must be paid to get any prompt payment discount.

Invoice due date

Once the invoice date is entered, the system will figure out when the invoice due date should be and when the discount lost date should be. The invoice due date will be displayed in the Invoice due date field. The discount lost date will be displayed in the Disc. lost date field.

If the invoice due date is correct, press [Enter]. If this date is wrong, enter the correct invoice due date. If you are entering an invoice while simultaneously entering a new vendor, the system can not figure out the due date. Therefore you must enter the Invoice due date.

Discount

If the vendor gives a prompt payment discount, enter it here. If the discount is a percentage of the total invoice, enter the percentage followed by a percent sign . If the discount is a specific dollar amount, enter the dollar amount.

Discount lost date

If the vendor gives a prompt payment discount, enter the date by which the invoice must be paid to get the discount.

If the discount lost date is correct, press enter. If this date is wrong, enter the correct discount lost date. If you are entering an invoice while

THE MANAGER'S ASSISTANT™ PAYABLES

SECTION 3.2 INVOICES

simultaneously entering a new vendor, the system can not figure out the discount lost date. Therefore you must enter the Disc. lost date.

Enter invoice disbursements

The invoice may be divided into as many as twelve separate disbursements. Each disbursement requires a disbursement account number and an amount. The Entry description is optional.

Disbursement account

Enter the number of the disbursement account to which you wish to charge the disbursement amount. Entering the number of a disbursement account not in the system will cause the system to ask "New account ? (Y/N)". If the system asks if this is a new account and the account is not a new account, you have incorrectly entered the account number. Pressing **N** will allow you to enter another account number. Pressing **Y** will allow you to add the account. The system will ask for the account description. Type in the description and press [Enter]. The name of the account will appear in the Account description.

Entry description

The Entry description will appear on the check stub and on the reports. You have **18** characters in which to enter a description. The Entry description may be useful to record information about unusual transactions. Examples are "parts for tow truck", "core charge" and "part returned".

Amount

Enter the gross amount of the disbursement. The system will automatically calculate the discount, if any, when writing the check for this invoice.

Total the invoice

After entering the twelfth disbursement, the system will total the invoice. If you enter less than twelve disbursements, total the invoice by pressing [Esc] when an account number is requested.

Search for invoices

The Search function is used to display a particular vendor's invoices. To search for an invoice, enter the vendor code. Next, if you are searching for a particular invoice, enter the invoice number and press [Enter]. The invoice will be displayed.

To review all invoices entered for this vendor, press [Enter] when asked for the invoice number. The most recent invoice will be displayed.

Previous

After you have displayed an invoice for the vendor, using **P**revious allows you to view the invoices for the vendor which were entered prior to the invoice currently displayed.

Next

After you have displayed an invoice for the vendor, pressing **N**ext allows you to view the invoices for this vendor which were entered after the invoice currently displayed.

Find

The Find function allows you to display a particular invoice without knowing the vendor code. Press **F**, the system will ask for the invoice number. Enter the invoice number and press [Enter].

THE MANAGER'S ASSISTANT™ PAYABLES

SECTION 3.2 INVOICES

Duplicate invoice numbers

It is possible for the system to contain more than one invoice with the same invoice number. (Invoices with identical invoice numbers may be produced by each vendor and "reversal" invoices will use the same numbers as the invoices they reverse.) Use the Find function to display other invoices with the same invoice number. After pressing **F**, enter the invoice number. If the wrong invoice is displayed, press **F** again, then press [Enter] another invoice with the same number will be displayed.

If you have used the Search function and the wrong invoice is displayed, press **F** until the correct invoice is displayed.

Edit

Pressing **E** (edit) will allow you to make changes and corrections to the information contained on the invoice.

Precision tip: If the invoice is from a previous month, you must do a reversal entry and then enter the invoice the correct way.

Renumber an invoice

If you have accidentally entered the wrong invoice number, using the Renumber function will allow you to correct the invoice number as recorded in the computer. To renumber an invoice, press **R**. Enter the correct invoice number, then press [Enter].

Delete an invoice

To "Delete" an invoice, press **D**. Only invoices posted in the current month may be deleted. To "Delete" an invoice from a previous month, a "reversal" invoice must be entered using the Invoices Add/inquire/edit function.

Reversal invoice

When entering a "reversal" invoice, the invoice must be entered exactly as the invoice it is reversing was entered except that all positive dollar amounts must be entered as minus dollar amounts. All minus dollar amounts must be entered as positive dollar amounts.

Precision tip: If the invoice was entered with discount of a dollar amount instead of a percentage, you **MUST** also enter the discount amount with a minus sign on the reversal.

THE MANAGER'S ASSISTANT™ PAYABLES

SECTION 3.2 INVOICES

Entering invoices through C.A.R.S. Receive

If your system includes the Precision Parts Manager the payables invoices may be automatically created by properly entering the information into the C.A.R.S. Receive function.

Vendor/Invoice #

Enter your Manager's Assistant™ Payables Vendor abbreviation. If the vendor abbreviation is less than four characters long, enter a blank space after the abbreviation. Also enter the invoice number on that same line. **Note:** If the invoice number begins with letters, omit them. If the invoice number contains more than six digits, use the last six digits.

Enter all line items from that vendor's invoice. After the last item has been entered, press [Esc]. The question "Enter last invoice into M.A. Accounts Payable?" will appear. If this purchase was not made on your account with this vendor (i.e. you already paid for this invoice), press N. If this purchase was made on your account with this vendor, press Y. The Manager's Assistant™ Payables - Invoices add/inquire/edit screen will appear.

If the vendor abbreviation was recognized by the system the vendor name and address will be shown. If the vendor was not recognized you will be allowed to enter the correct abbreviation. If this vendor has not yet been put into the system you will not be allowed to enter the invoice. It must be entered through The Manager's Assistant™ Payables - Invoices as explained above. Pressing [Esc] will cancel the invoice entry.

Invoice number

After the system recognizes a valid vendor code the cursor will be placed on the invoice number field. If the invoice number is correct, press [Enter]. If it is not correct, type in the correct number and press [Enter].

Precision tip: Changing the vendor code or the invoice number does not change the information stored in Precision Parts Manager.

Invoice date

Once the invoice number has been entered the cursor will be placed on the invoice date field. The system assumes that the vendors invoice is dated with today's date. It is very important to enter the date actually printed on the invoice. The date on the invoice determines the date the payment is due. This date also determines when the invoice must be paid to get any prompt payment discount.

Invoice due date

Once the invoice date is entered, the system will figure out when the invoice due date should be and when the discount lost date should be. The invoice due date will be displayed in the Invoice due date field. The discount lost date will be displayed in the Disc. lost date field.

If the invoice due date is correct, press enter. If this date is wrong, enter the correct invoice due date. If you are entering an invoice while simultaneously entering a new vendor, the system can not figure out the due date. Therefore you must enter the Invoice due date.

THE MANAGER'S ASSISTANT™ PAYABLES

SECTION 3.2 INVOICES

Discount	<p>If the vendor gives a prompt payment discount, enter it here. If the discount is a percentage of the total invoice, enter the percentage followed by a percent sign [%]. If the discount is a specific dollar amount, enter the dollar amount.</p>
Discount lost date	<p>If the vendor gives a prompt payment discount, enter the date by which the invoice must be paid to get the discount.</p> <p>If the discount lost date is correct, press enter. If this date is wrong, enter the correct discount lost date. If you are entering an invoice while simultaneously entering a new vendor, the system can not figure out the discount lost date. Therefore you must enter the Disc. lost date.</p>
Invoice disbursements	<p>As the items were received the system figured out what amount should be entered into which disbursement accounts. This information should not be changed unless the items received are an exception. For example, if the invoice contains parts that were purchased to repair your service truck you would change the account number to the account you use to track the expense of maintaining your service vehicle.</p> <p>All items purchased from vendors are not necessarily received in C.A.R.S.. If for example the invoice just entered contains shop supplies as well as parts the shop supplies would have to be entered onto the invoice as a separate disbursement entry.</p> <p>Precision tip: If you are entering the invoice through C.A.R.S. you will not be able to add a new disbursement account.</p>
Total the invoice	<p>After entering the twelfth disbursement, the system will total the invoice. If you enter less than twelve disbursements, total the invoice by pressing [Esc] when an account number is requested. The system will ask "Are all entries correct?". Verify that the invoice date and total shown on the screen agrees with the information printed on the invoice. Pressing [N] will allow you to make corrections. Pressing [Y] will record the invoice.</p>
Speeding up entries	<p>Two features within the system help speed the entry of information. When receiving the part in C.A.R.S. entering the vendor code in the A/P abbr field will cause the system to pre-enter the vendor code in the Vendor/Invoice# field. If all items in a group are generally purchased from one vendor, enter the vendor code in the Payables abbreviation field in that group definition. This will automatically enter the vendor code into the A/P abbr field and the Vendor/Invoice# field when receiving new parts to that group.</p>

SECTION 3.3 CHOOSE INVOICES TO PAY

Choosing invoices to pay

This function will allow you to choose the invoices you would like to pay at this time. There are two methods of choosing invoices: the Choose invoices to pay found under Vendor accounts and Choose invoices to pay function on the Payables menu.

Choose invoices to pay - Vendor accounts

The Choose invoices to pay function in Vendor accounts is useful if you are matching the invoices to pay with a monthly statement. Only the unpaid invoices for this vendor will be displayed. To use this method, go to **V**endor accounts and **S**earch for the vendor you would like to choose invoices for. With the vendor displayed, press **C**. The following will appear:

Your Company Name									
Payables - Vendor accounts - Choose invoices - ABC Auto Parts									
16	Unpaid invoices				654.00	Gross amount			
2	Selected invoices				7.08	Discounts taken			
0	Held invoices				496.92	Required cash			
Inv #	Inv date	Amount	Disc date	Disc date	Status	Amount			
ABC 4727	06/25/98	354.00	07/04/98	07/09/98	Pay NET amount				
ABC 5332	06/27/98	300.00	07/06/98	07/11/98	Pay only	150.00			
ABC 6496	06/28/98	74.20	07/07/98	07/12/98					
ABC 10000	06/29/98	78.00	07/08/98	07/13/98					
ABC 10003	06/29/98	1018.81	07/08/98	07/13/98					
ABC 10005	06/30/98	56.89	07/09/98	07/14/98					
ABC 10009	06/30/98	275.85	07/09/98	07/14/98					
ABC 12042	07/02/98	189.98	07/12/98	07/17/98					
ABC 19707	07/03/98	2.57	07/13/98	07/18/98					
ABC 19789	07/03/98	124.20	07/13/98	07/18/98					
ABC 19845	07/03/98	143.64	07/13/98	07/18/98					
ABC 21345	07/05/98	74.32	07/16/98	07/21/98					
ABC 21356	07/05/98	270.45	07/16/98	07/21/98					
ABC 21563	07/06/98	49.02	07/17/98	07/22/98					
ABC 21587	07/06/98	10.23	07/17/98	07/22/98					

<G>-pay Gross	<N>-pay Net	<P>-pay Part	<L>-pay Later	<H>-Hold
<Up-Arrow>	<Down-Arrow>	<PageUp>	<PageDown>	<*-Exit

The upper left section of the screen will show the number of unpaid invoices, selected invoices and held invoices for this vendor. The upper right section shows the gross amount of the invoices, the discounts taken and the required cash to pay the selected invoices.

Up Arrow, Down Arrow

The [Up Arrow] and [Down Arrow] will allow you to scroll through the invoices one at a time.

Page Up, Page Down

The [Page Up] and [Page Down] will allow you to scroll through the invoices one page at a time.

Precision tip: The direction the [Up Arrow], [Down Arrow], [Page Up] and [Page Down] keys work may be changed at any time by pressing **[Ctrl]-[R]**.

Pay Gross

To pay the gross amount of the invoice regardless if there is a discount entered, press **G**. The status of the invoice will show: "pay GROSS amount".

THE MANAGER'S ASSISTANT™ PAYABLES

SECTION 3.3 CHOOSE INVOICES TO PAY

Pay Net

To pay the invoice with the discount deducted, regardless if you are paying the invoice on time, press **[N]**. The status of the invoice will show: "pay NET amount".

Pay Part

If you would like to make a partial payment on the invoice, press **[P]**. The system will ask "How much?" with the amount of the invoice flashing. Type in the amount you would like to pay at this time and press **[Enter]**. The status of the invoice will show: "Pay only" and the amount you have entered.

Pay Later

If you have chosen an invoice for payment and then decide not to pay it at this time, highlight the invoice and press **[L]**. The status for this invoice will be blank.

Hold

When you have an invoice which is to be disputed and you would like to hold off paying it until a later time, press **[H]**. The status of the invoice will show: "HOLD until later".

Choose invoices to pay function

The Choose invoices to pay function on the Payables menu will show you all unpaid invoices for all vendors. This allows you to tell the system which invoices to pay for which vendors. To choose invoices to pay, press **[C]** at the Payables menu. The following will appear:

Your Company Name
The Manager's Assistant (tm) Payables - Choose invoices to pay

67 Unpaid invoices	1568.61 Gross amount
8 Selected invoices	14.84 Discounts taken
1 Held invoices	1403.78 Required cash

Vendor	Inv. No.	Inv. Date	Amount	Disc. Date	Due Date	Status	Amount
LOJ	72897	06/01/98	200.00	06/21/98	06/28/98	Pay NET amount	
BBAP	1332	06/04/98	235.00	06/25/98	07/04/98	Pay NET amount	
BBAP	1337	06/04/98	200.00	06/25/98	07/04/98	Pay NET amount	
LOJ	72823	06/14/98	73.05	07/03/98	07/08/98	Pay NET amount	
ABC	4727	06/25/98	354.00	07/04/98	07/09/98	Pay NET amount	
DAP	9555	06/14/98	82.90	--/--/--	07/14/98	Pay GROSS amount	
DAP	9775	06/14/98	123.66	--/--/--	07/14/98	Pay GROSS amount	
MONA	113	06/13/98	25.50	07/05/98	07/10/98	HOLD until later	
MONA	138	06/14/98	123.60	07/05/98	07/10/98		
ABC	5332	06/27/98	300.00	07/07/98	07/11/98	Pay only	150.00
ABC	6986	06/28/98	72.00	07/07/98	07/11/98		
LOJ	73002	06/29/98	78.00	07/08/98	07/13/98		

<G>-pay Gross <N>-pay Net <P>-pay Part <L>-pay Later <H>-Hold
<Up-Arrow> <Down-Arrow> <PageUp> <PageDown> <*-Exit

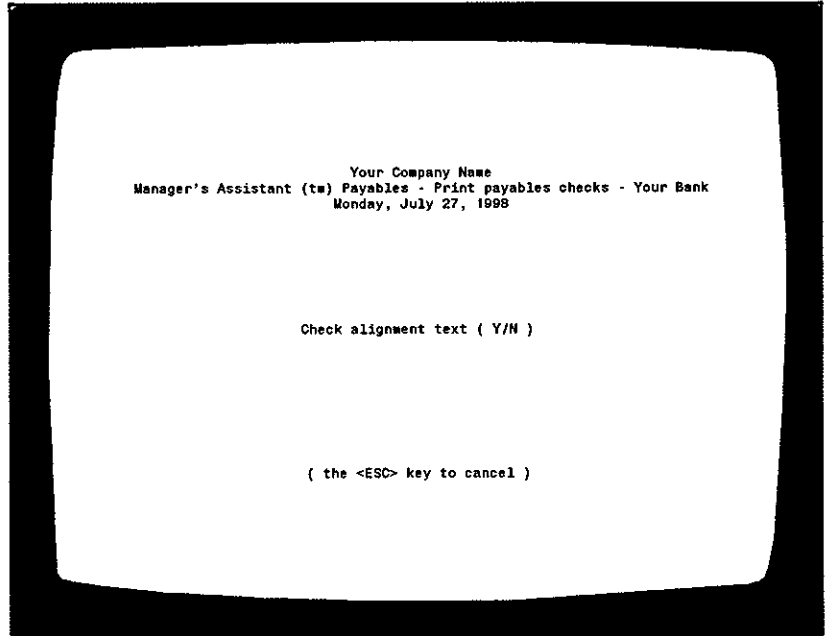
The Choose invoices to pay function on the Payables menu works in the same manner as the Choose invoices to pay function in the Vendor accounts. (See above for more information.)

SECTION 3.4 PRINT PAYABLES CHECKS

After you have chosen the invoices to be paid, the next step is to print the checks. The "Print payables checks" function will print the checks for all vendors which have invoices marked for payment. There will be one check for each vendor.

Print Payables Checks

To print the payables checks with the system, press **F**. You will be asked which account you wish to use. Press **C** to write checks using the Commercial Account or press **M** to write checks using the Miscellaneous Account. The following will appear:



Precision tip: If you are only using the Commercial account, you can prevent the system from asking which account to use. Enter the words "DO NOT USE" or "NOT IN USE" into the account description for the Miscellaneous account information in the Company setup. See Section 2 of the Manager's Assistant™ manual for more information.

Precision tip: Make sure the checks are loaded in the printer. The printer must be set to print in 10 characters per inch (10 CPI).

Check alignment test

A check alignment test will print a test pattern which you will use to adjust the position of the checks in the printer. To run a printer alignment test, press **Y**.

Aligning the checks

The ":" prints directly to the left of your company name at the top of the check. The next line which prints, will look like this:

```
00/00/00      000000      TOTALS LINE      XXXXXX.XX XXXXXX.XX XXXXXX.XX
```

THE MANAGER'S ASSISTANT™ PAYABLES

SECTION 3.4 PRINT PAYABLES CHECKS

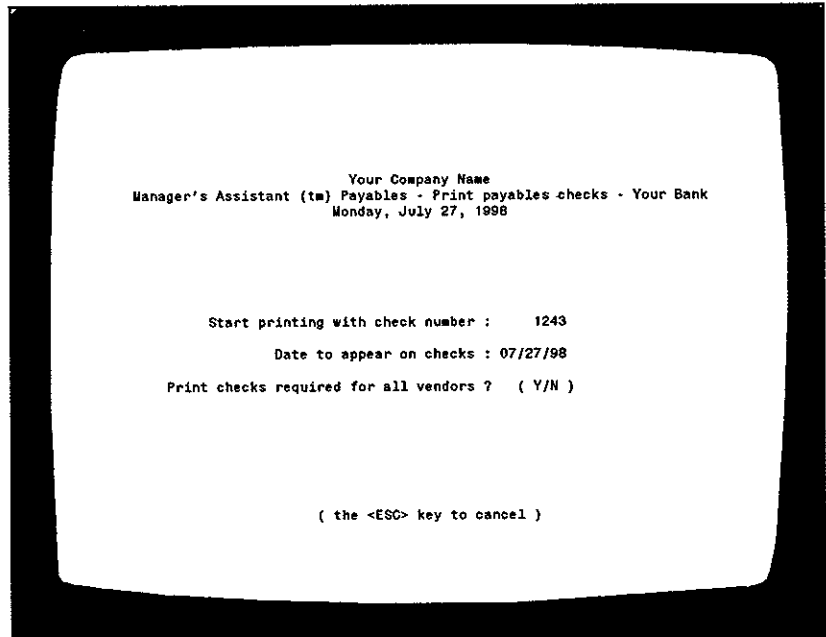
This line should print on the "TOTALS" line at the bottom of the voucher section (top half) of the check. The 00/00/00 should print in the box marked "DATE". The six zeros should print in the box marked "CONTROL NUMBER". The X's should print below the titles "AMOUNT", "DEDUCTION" and "NET AMOUNT".

The system will then print a line showing the word "VOID" fifteen times. This line should print just above the "DATE", "CONTROL NO." and "AMOUNT" on the check. The system will then print the following line:

<=== Pay to the order of line

This line should print to the right and just below the "PAY TO THE ORDER OF" printed on your check. After the check alignment is correct, press N.

The system will show the following:



Starting check number

The system will supply the check number. (Check to make sure this is the correct check number.) If the number is incorrect enter the correct number. Next, the system will supply the current date for the checks. Press [Enter] to accept the date.

The system will now ask "Print checks required for all vendors?". Press Y to print checks for all vendors with invoices chosen for payment. If you would like to print a check for just a single vendor, press N. The system will then ask for the Vendor abbreviation. Type in the Vendor abbreviation for the vendor you want the check for and answer Y to "Are all entries correct?".

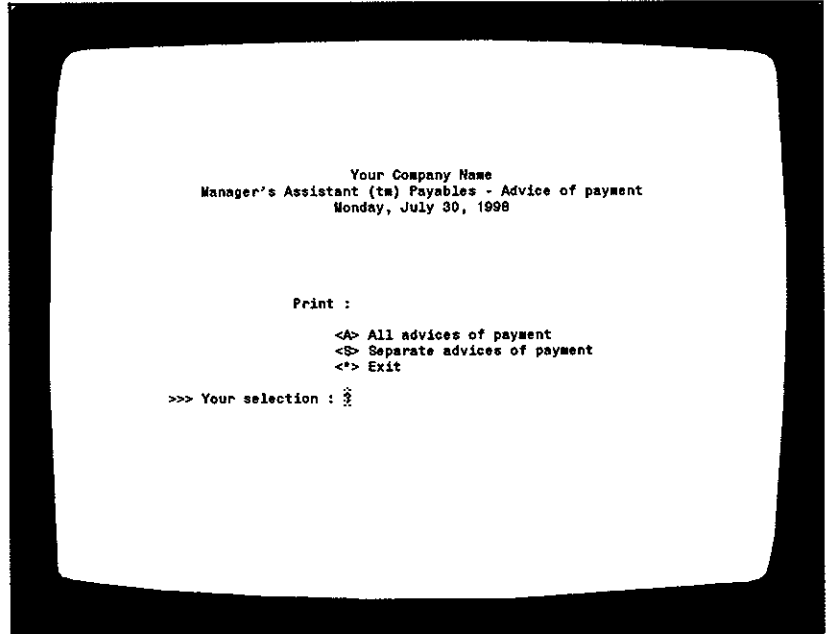
THE MANAGER'S ASSISTANT™ PAYABLES

SECTION 3.4 PRINT PAYABLES CHECKS

Advice of payment

An Advice of payment is a report of what you are paying for. This report is sent to the vendor with the check. The vendor will use the report to update his records. If you are paying 12 invoices or less, the Advice of payment will print on the check stub. If you are paying more than 12 invoices, the Advice of payment will not fit on the check stub. It must be printed on separate paper after the checks are printed.

After the checks print, you will see the following:



All advices of payment

Choosing **A**ll advices of payment will print an Advice of payment for each check. Each Advice of payment will show the "Paid to" information (company name and address), the message line from the check, the check number, date and total amount. The report also shows the check stub detail: Date, Entry description, Gross amount, Discount (Deduct.) amount and the Net amount.

Separate advices of payment

Choosing **S**eparate advices of payment will print an Advice of payment for only the checks which had more than 12 check stub entries. It will show the same information as listed above.

SECTION 3.5 REPORTS

Description

All invoices entered into the system may be included in printed reports. All reports are printed in 132 column format. The following reports are available:

Advice of payment

A report showing the date, description, gross amount, discount amount and net amount of each invoice paid on a check.

Disbursement by account

A summary of Payables disbursements by disbursement account.

Single vendor

Prints a list of invoices for a single vendor.

Invoices

Lists invoices (all invoices, held invoices, unpaid invoices, invoices chosen for payment or paid invoices). These reports may be arranged four different ways.

Posted invoices

Prints a list of all invoices posted on particular date. (The posting date is the date of the last Shift checkout.)

Vendors

Prints a list of vendors.

Balance due

Prints a list of vendors showing the balance owed them.

In most cases, you may limit the amount of information printed to meet the needs of the moment.

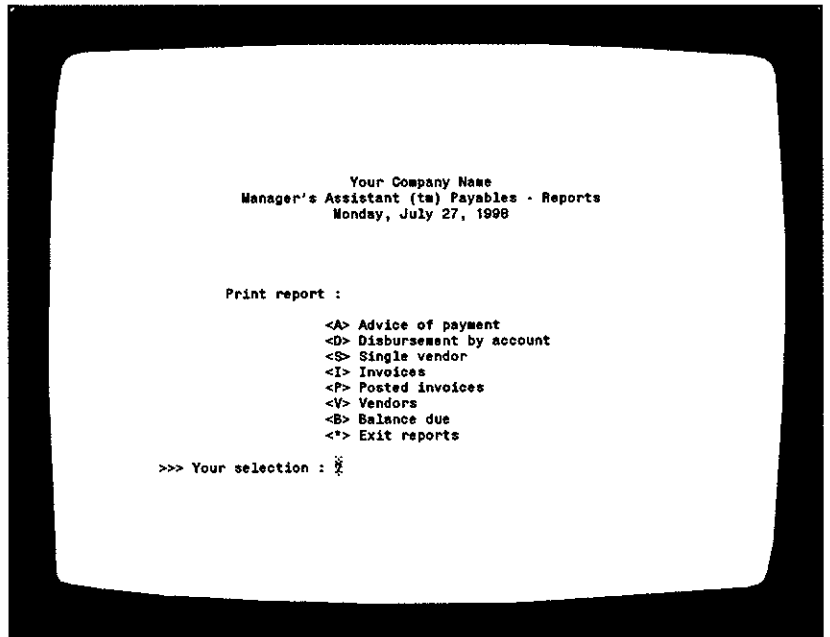
Print reports

To print reports, press **R** at The Manager's Assistant™ main menu.

THE MANAGER'S ASSISTANT™ PAYABLES

SECTION 3.5 REPORTS

After a moment, the reports menu will appear.



Advice of payment reports

The Advice of payment report will print a report listing all items paid to one vendor on one check. It prints the "Paid to" information (company name and address), the message line from the check, the check number, date and amount. The report also shows the check stub detail: Date, Entry description, Gross amount, Discount (Deduct.) amount and the Net amount.

To print an Advice of payment, press **A** at the Reports menu. The system will ask for the vendor abbreviation and the check number.

Payable disbursements by account

The Payable disbursements by account report will provide the detailed information supporting the Payables totals in the Disbursement Summary report obtained through the Manager's Assistant™ reports function. (See section 3.3 of the Manager's Assistant™ manual for more information.) The report will list Payables invoices entered into disbursement accounts subtotaled by disbursement account.

To print a Payable disbursements by account report, press **D** at the Reports menu. The system will ask if you want a Complete or Selected report.

Complete report

The Complete report will print all disbursement accounts from account 1000 to account 9999, regardless of date. To print the Complete report, press **C**.

Selected report

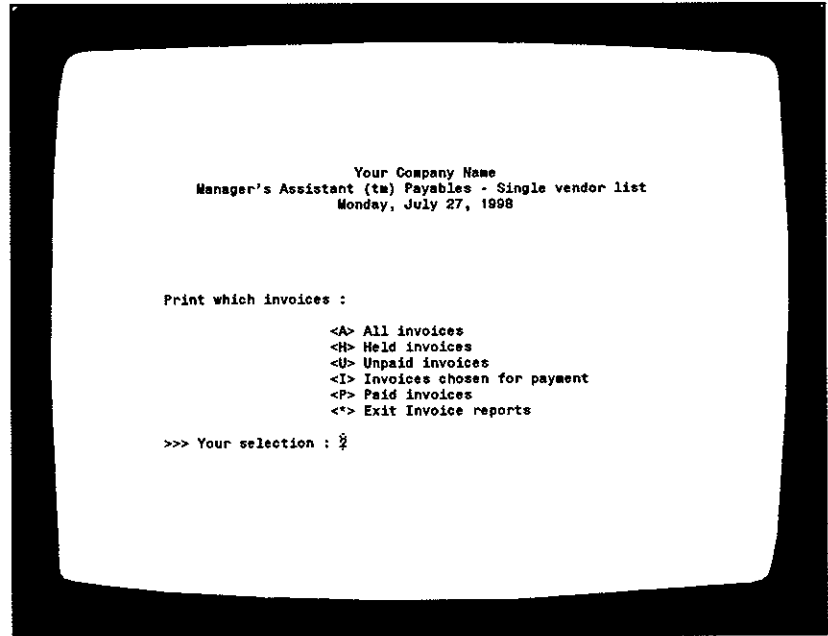
The Selected report will allow you to select a date range and a range of disbursement accounts. To print the Selected report, press **S**. Then enter the date range and account range.

THE MANAGER'S ASSISTANT™ PAYABLES

SECTION 3.5 REPORTS

Single vendor list

The Single vendor list will print a list of invoices for a single vendor. To print a Single vendor list, press **F3** at the Reports menu. The following will appear:



The system gives you the choice of which invoices to print on the report.

All invoices

Will print all of the invoices for this vendor regardless of their status.

Held invoices

Will print only the invoices which have been marked "Hold".

Unpaid invoices

Will print a list of invoices which have not yet been paid for.

Invoices chosen for payment

Will print a list of invoices marked for payment at this time.

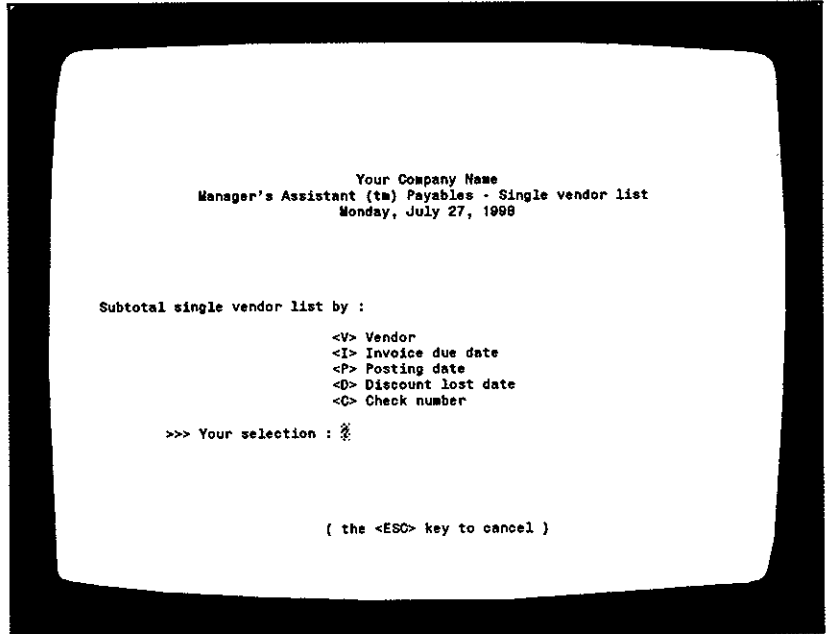
Paid invoices

Will print a list of only those invoices which have been paid for.

THE MANAGER'S ASSISTANT™ PAYABLES

SECTION 3.5 REPORTS

After you have chosen which type of invoices you would like to print the system will show the following:



Subtotal report by

You now have a choice of how the report should be subtotaled.

Vendor

Will prevent the invoices from being subtotaled.

Invoice due date

Will subtotal the invoices by their due date.

Posting date

Will subtotal the invoices by the date they were posted to the system.

Discount lost date

Will subtotal the invoices by the date the discount will be lost.

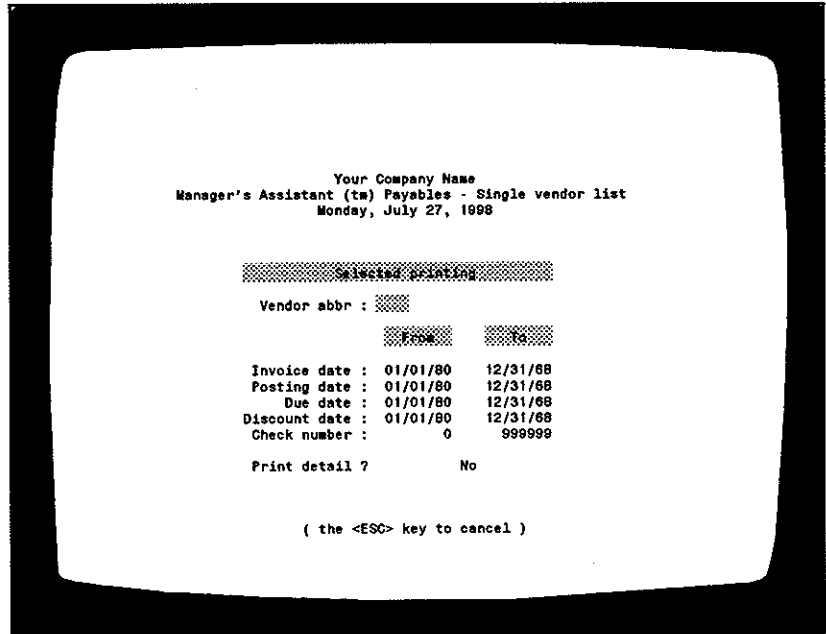
Check number

Will subtotal the invoice by the check number on which they were paid.

THE MANAGER'S ASSISTANT™ PAYABLES

SECTION 3.5 REPORTS

The system will allow you to limit the invoices printed on the report. After you have chosen the way the report should be sub-totaled the following will be displayed:



Vendor abbreviation

Enter the abbreviation for the vendor whose invoices you would like to print and press [Enter].

Selected printing

Selected printing will allow you to target particular invoices by Invoice date, Posting date, Due date, Discount date, Check number or their Payment date. You also have the choice of whether or not to print a detailed report.

Selected printing defaults

The selected printing criteria will default to the broadest possible range thereby avoiding selection by that criteria. The defaults are:

Invoice date	01/01/80	12/31/88
Posting date	01/01/80	12/31/88
Due date	01/01/80	12/31/88
Discount date	01/01/80	12/31/88
Check number	0	999999
Payment date	01/01/80	12/31/88
Print detail		No

Precision tip: The built-in dates range from January 1, 1980 to December 31, 2068.

Detailed report

The detailed report will show the Vendor abbreviation, invoice number, discount date, check number, status, date posted, invoice date, discount amount, gross amount, deduction amount, net amount, disbursement

THE MANAGER'S ASSISTANT™ PAYABLES

SECTION 3.5 REPORTS

account number and name, entry description and gross amount of each disbursement.

If you answer to a detailed report the report will show only the total amounts for the invoice. It will not show the individual disbursements on the invoice.

Invoices report

The Invoices report will print a list of invoices from the system without regard to vendor. To print an Invoices report, press at the Reports menu. The system gives you the choice of which invoices to print on the report.

All invoices

Will print a list of all invoices for all vendors regardless of their status.

Held invoices

Will print only the invoices which have been marked "Hold".

Unpaid invoices

Will print a list of invoices which have not yet been paid for.

Invoices chosen for payment

Will print a list of invoices marked for payment at this time.

Paid invoices

Will print a list of only those invoices which have been paid for.

Subtotal report by

You now have a choice of how the report should be subtotaled.

Vendor

Will subtotal the invoice by Vendor abbreviation.

Invoice due date

Will subtotal the invoices by their due date.

Posting date

Will subtotal the invoices by the date they were posted to the system.

Discount lost date

Will subtotal the invoices by the date the discount will be lost.

Check number

Will subtotal the invoices by the check number on which they were paid.

Payment date

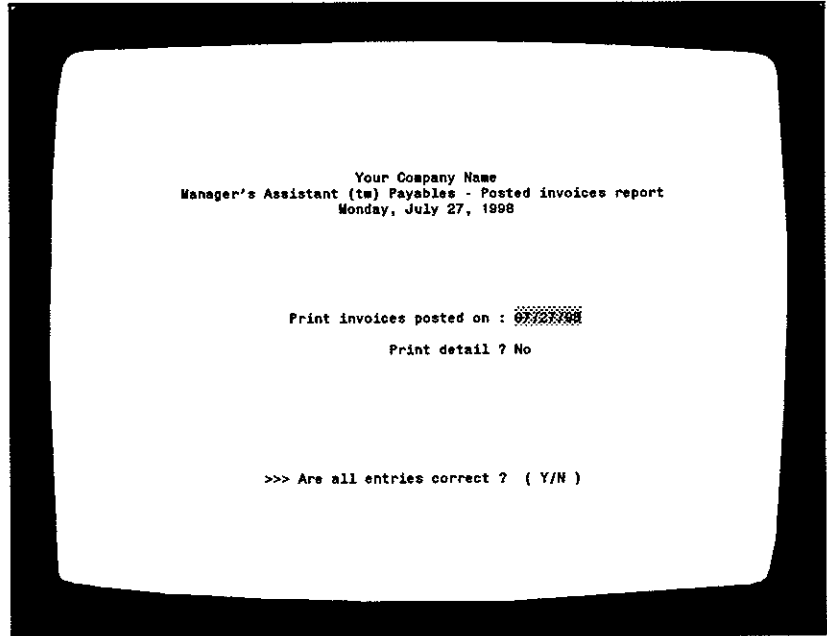
Will subtotal the invoices by the date on which they were paid.

THE MANAGER'S ASSISTANT™ PAYABLES

SECTION 3.5 REPORTS

Posted invoices report

The Posted invoices report will print a list of invoices posted on the date you have chosen. To print the Posted invoices report, press **[P]** at the Reports menu. The following will appear:



Enter the posting date of the invoices you would like to print and press **[Enter]**. If you would like a detailed report, press **[Y]**. If you do not want the detailed report, press **[N]**.

Vendors list

To print a Vendor listing, press **[V]** at the Reports menu. The system will ask "Complete or Abbreviated listing ? (C/A)".

Complete listing

To print the complete vendor listing, press **[C]**. The Complete listing will print a report of all vendors (payees) in vendor code order. The report will include the vendor's name and address, phone number, the message automatically printed on their checks, the comment line, the terms, last year (LY) purchases and payments, month-to-date (Mtd) purchases and payments, balance forward, year-to-date (Ytd) purchases and payments and the balance due.

Abbreviated listing

To print the abbreviated vendor listing, press **[A]**. The Abbreviated listing will print a report of all vendors (payees) in vendor code order. The report will include the vendor's name and address, phone number, the message automatically printed on their checks and the comment line.

Balance due report

The Balance due report will list the Vendor abbreviation, vendor name, the balance forward, year-to-date purchases, year-to-date payments and the balance due them. To print the Balance due report, press **[B]** at the Reports menu. The system will ask "Exclude zero balance accounts ? (Y/N)". If you would like all vendors listed whether or not they have a balance, press **[N]**.

THE MANAGER'S ASSISTANT™ PAYABLES

SECTION 3.5 REPORTS

If you do not want vendors with a zero balance to appear on the report, press .

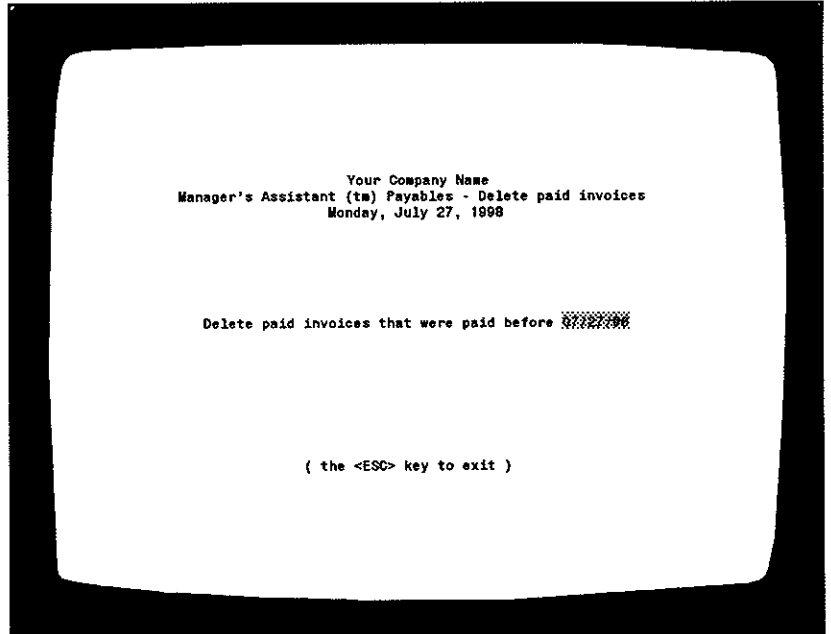
THE MANAGER'S ASSISTANT™ PAYABLES

SECTION 3.5 REPORTS

SECTION 3.6 DELETE PAID INVOICES

Delete Paid invoices

It is necessary to delete paid invoices when you need the room for new Payables invoices. Remember that the space for Payables invoice storage can be increased through System Expansion. To delete the paid invoices from the invoice file, press **F1** at The Manager's Assistant™ Payables menu. The following will appear:



The system will ask "Delete paid invoices that were paid through". The system will erase all items which have been paid, with dates up to and including the date you enter.

THE MANAGER'S ASSISTANT™ PAYABLES

SECTION 3.6 DELETE PAID INVOICES

APPENDIX A
SAMPLE REPORTS

Your Company Name
13957 S. Kostner Ave.
Crestwood, IL. 60445

Date : Wednesday, June 25, 1997

Paid to: HEALTH & LIFE INS CO
DEPT. 1012
100 S. FIRST STREET
YOUR TOWN, US 12345-1012

Mstr Grp# 100000, Grp# 11111

Check number 17056 dated 01/23/97 for \$987.75

Date	Description	Gross	Deduct.	Net
01/15/97	Reference 197182	987.75		987.75
		987.75	0.00	987.75

THE MANAGER'S ASSISTANT™ - PAYABLES

APPENDIX A
SAMPLE REPORTS

Your Company Name
13957 S. Kostner Ave.
Crestwood, IL. 60445

Date : Wednesday, June 25, 1997

Account / Description						
Invoice#	Date	Abbr	Pay to the order of	Description	Amount	

1050 - Officer BONUS						
11297	01/18/97	CASH	Your Bank Name	Your Name	71.60	

4003 - Oil						
41295	01/18/97	OOC	Ocean Oil Company	Oil & grease	387.75	

4005 - Equipment						
21310	01/05/97	LOU	Lou's Parts & Supplies	Credit return	-11.00	
75649	01/05/97	DEB	Debbie's Parts House	Parts	77.00	
100705	01/18/97	BBAP	Best Break Auto Parts	Parts	1091.00	
100842	01/18/97	BBAP	Best Break Auto Parts	Parts	174.00	
100844	01/18/97	BBAP	Best Break Auto Parts	Parts	743.00	
101232	01/18/97	BBAP	Best Break Auto Parts	Parts	2751.00	
181851	01/10/97	LOU	Lou's Parts & Supplies	Parts	365.00	
308617	01/13/97	LOU	Lou's Parts & Supplies	Engine	1548.00	
340136	01/13/97	ABC	ABC Auto Parts	Parts	17.72	
341334	01/18/97	ABC	ABC Auto Parts	Parts	35.55	
375015	01/01/97	MONA	Monarch Auto Parts	Brakes	265.58	
396047	01/13/97	ABC	ABC Auto Parts		59.80	
492069	01/10/97	MONA	Monarch Auto Parts	Parts	218.27	
587294	01/13/97	MONA	Monarch Auto Parts	Parts	145.73	
656132	01/18/97	MONA	Monarch Auto Parts	Parts	231.33	
657430	01/18/97	MONA	Monarch Auto Parts	Parts	102.68	
697197	01/18/97	MONA	Monarch Auto Parts		458.08	
849910	01/10/97	LOU	Lou's Parts & Supplies	Credit for return	-365.00	
Sub total for 4005					7907.74	

4006 - Batteries						
42107	01/18/97	INTE	Interstate	Batteries	260.00	
42107	01/18/97	INTE	Interstate	Cable ends	17.40	
Sub total for 4006					277.40	

4007 - Accys./Supply						
61297	01/18/97	MIRR	Mirrors Are Us	Mirror	99.80	
340136	01/13/97	HUB	Hub Caps to Go	Ford hub caps	67.71	
587294	01/13/97	BBAP	Best Brake Auto Parts	Running boards	214.50	
718496	01/01/97	TRI	Tri-state Products	Bed liner	286.56	
719037	01/01/97	TRI	Tri-state Products	Tie downs	55.44	
Sub total for 4007					724.01	

4009 - Sublet						
375065	01/01/97	MRR	M & R Radiator	Radiator	115.91	

4017 - Freight-In						
75649	01/05/97	DEB	Debbie's Parts House	Shipping-in	7.08	
100705	01/18/97	BBAP	Best Break Auto Parts	Shipping-in	25.96	
100842	01/18/97	BBAP	Best Break Auto Parts	Shipping-in	7.64	
100844	01/18/97	BBAP	Best Break Auto Parts	Shipping-in	10.22	
101232	01/18/97	BBAP	Best Break Auto Parts	Shipping-in	55.29	
181851	01/10/97	LOU	Lou's Parts & Supplies	Shipping-in	11.45	
308617	01/13/97	LOU	Lou's Parts & Supplies	Shipping-in	34.72	

THE MANAGER'S ASSISTANT™ - PAYABLES

APPENDIX A
SAMPLE REPORTS

Your Company Name
13957 S. Kostner Ave.
Crestwood, IL. 60445

Date : Wednesday, June 25, 1997

Abbr	Inv. #	DiscDate	Check#	Status	Posted	Inv.Date	Discount	Gross	Deduct.	Net
			Account number / Name		Entry description		Gross			
Due date - 02/06/97										
BBAP	656132	02/06/97		-----	01/18/97	01/16/97	0.000%	231.33	0.00	231.33
			4005 Parts		Parts		231.33			
BBAP	657430	02/06/97		-----	01/18/97	01/16/97	0.000%	102.68	0.00	102.68
			4005 Parts				102.68			
Subtotal for 02/06/97								334.01	0.00	334.01
Due date - 02/08/97										
BBAP	697197	02/08/97		-----	01/18/97	01/18/97	0.000%	458.08	0.00	458.08
			4005 Parts				458.08			
Grand total for 02/06/97 to 02/08/97								792.09	0.00	792.09

THE MANAGER'S ASSISTANT™ - PAYABLES

APPENDIX A SAMPLE REPORTS

Your Company Name
13957 S. Kostner Ave.
Crestwood, IL. 60445

Date : Wednesday, June 25, 1997

Abbr	Inv. #	DiscDate	Check#	Status	Posted	Inv.Date	Discount	Gross	Deduct.	Net	Date Pd.	Amt. Paid
			Account number / Name	Entry description				Gross				
Due date - 12/04/96												
OOC	85	12/04/96	14815	Gross	11/02/96	11/02/96	0.000%	61.06	0.00	61.06	03/02/95	61.06
			4003	Oil	Oil & grease				61.06			
Due date - 12/21/96												
BBAP	28332	12/21/96	14863	Gross	02/20/97	12/01/96	0.000%	359.00	0.00	359.00	12/21/96	359.00
			4005	Parts					359.00			
Due date - 01/08/97												
DEB	340554	01/08/97	14646	Gross	12/12/96	12/09/96	0.000%	317.49	0.00	317.49	01/04/97	317.49
			4005	Parts					313.65			
			4017	Freight-In	Freight				3.84			
Due date - 01/11/97												
COM	122894	01/11/97	14661	Gross	12/27/96	12/28/96	0.000%	79.44	0.00	79.44	01/10/97	79.44
			5500	Utilities	Electric				79.44			
Due date - 01/12/97												
MONA	25502	01/12/97	15651	Gross	01/02/97	12/28/96	0.000%	190.85	0.00	190.85	01/04/97	190.85
			4007	Accys.	Accessories				190.85			
DEB	247134	01/12/97	14663	Gross	12/19/96	12/13/96	0.000%	1464.78	0.00	1464.78	01/10/97	1464.78
			4005	Parts	Parts				1354.98			
			4007	Accys.	Accessories				109.80			
OOC	163353	01/12/97	14664	Gross	01/03/97	01/05/97	0.000%	64.89	0.00	64.89	01/10/97	64.89
			4003	Oil	Oil & grease				64.89			
Subtotal for 01/12/97								1720.52	0.00	1720.52	1720.52	
Due date - 01/14/95												
TRI	97350	01/13/97	14668	Net	01/11/97	01/03/97	1.000%	115.85	1.16	114.69	01/11/97	114.69
			4007	Accys.					83.36			
			4005	Parts					23.94			
			4017	Freight-In					8.55			
CITY	3957	01/14/97	14662	Gross	01/03/97	12/31/96	0.000%	16.73	0.00	16.73	01/10/97	16.73
			5500	Utilities	Water & Sewer				16.73			
LOU	248844	01/14/97	14663	Gross	12/19/96	12/15/96	0.000%	1354.98	0.00	1354.98	01/10/97	1354.98
			4005	Parts					1354.98			

THE MANAGER'S ASSISTANT™ - PAYABLES

APPENDIX A
SAMPLE REPORTS

Your Company Name
13957 S. Kostner Ave.
Crestwood, IL. 60445

Date : Wednesday, June 25, 1997

Abbr	Inv. #	DiscDate	Check#	Status	Posted	Inv.Date	Discount	Gross	Deduct.	Net

Due date - 01/17/97										
LOU	21310	01/17/97		-----	01/05/97	12/28/96	0.000%	-11.00	0.00	-11.00

Due date - 02/02/97										
BBAP	100844	02/02/97		Hold	01/18/97	01/17/97	0.000%	753.22	0.00	753.22
MIRR	61297	02/02/97		Hold	01/18/97	01/12/97	0.000%	592.07	0.00	592.07
Subtotal for 02/02/97								1345.29	0.00	1345.29

Due date - 02/03/97										
BBAP	101232	02/03/97		-----	01/18/97	01/18/97	0.000%	2806.29	0.00	2806.29

Due date - 02/04/97										
BBAP	100705	02/04/97		-----	01/18/97	01/19/97	0.000%	1116.96	0.00	1116.96

Due date - 02/06/97										
BBAP	656132	02/06/97		-----	01/18/97	01/16/97	0.000%	231.33	0.00	231.33
BBAP	657430	02/06/97		-----	01/18/97	01/16/97	0.000%	102.68	0.00	102.68
Subtotal for 02/06/97								334.01	0.00	334.01

Due date - 02/07/97										
371	60797	02/07/97		-----	01/18/97	01/07/97	0.000%	234.95	0.00	234.95
NIG	62397	02/07/97		-----	01/18/97	01/20/97	0.000%	7.49	0.00	7.49
Subtotal for 02/07/97								242.44	0.00	242.44

Due date - 02/08/97										
BBAP	697197	02/08/97		-----	01/18/97	01/18/97	0.000%	458.08	0.00	458.08
Grand total for 01/17/97 to 02/08/97								6292.07	0.00	6292.07
=====										

THE MANAGER'S ASSISTANT™ - PAYABLES

APPENDIX A SAMPLE REPORTS

Your Company Name
13957 S. Kostner Ave.
Crestwood, IL. 60445

Date : Wednesday, June 25, 1997

Abbr	Name Phone	Address line 1 Address line 2	Comment City, State Zip code	Message on check					
Terms	LY purchases	LY payments	Mtd purchases	Mtd payments	Balance fwd	Ytd purchases	Ytd payments	Balance due	
111	Phone Company (800) 111-0600	P.O Box 1111	Your Town, US 60000-1111	700 555-6555 111 1					
Net	2126.78	2126.78	234.95	0.00	0.00	1321.50	1086.55	234.95	
941	Your Bank () -	Bank Address	Your Town, US 12345						
Net	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ABC	ABC Auto Parts () -	12345 Any Street	Your Town, US 12345						
Net	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
BBAP	Best Break Auto Parts () 555-8500	3737 W. Third St.	Your Town, US 12345						
Net	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DEB	Debbie's Parts House () 555-1400	1500 E. First	Your Town, US 12345-1111						
Net	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
HUB	Hub Caps to Go () 555-8600	3737 W. 17th St.	Your Town, US 12345						
Net	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
INTE	Interstate Batteries () -		Your Town, US 12345						
Net	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
LOU	Lou's Parts & Supplies () 555-7722	1826 S. Fox Glove	Your Town, US 12345						
Net	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MIRR	Mirros are Us () 555-3752	1350 S. Harlequin	Your Town, US 12345						
Net	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

THE MANAGER'S ASSISTANT™ - PAYABLES

APPENDIX A SAMPLE REPORTS

Your Company Name
13957 S. Kostner Ave.
Crestwood, IL. 60445

Date : Wednesday, June 25, 1997

Abbr	Name Phone	Address line 1 Address line 2	Comment City, State Zip code	Message on check
111	Phone Company (800) 111-0600	P.O Box 1111	Your Town, US 60000-1111	708 555-6555 111 1
941	Your Bank () -	Bank Address	Your Town, US 12345	
940	Your Bank () -	Bank Address	For filing federal unemployment tax Your Town, US 12345	Fed'l unempl. tax 36-0000000
A1	A-1 Printing (111) 555-7002	10000 S. Church	Kim & Joseph Your Town, US 12345	
ABC	ABC Auto Parts () -	12345 Any Street	Your Town, US 12345	
ACME	Acme Lock & Key (111) 555-7300	11222 S. Tumbler Ave.	Your Town, US 12345	
AERE	Aereo Contractor () -	P.O. Box 555	Your Town, US 12345	Inv# 150908
ALLW	All Way Communications Svcs. (800) 783-2020	P.O. Box 1222	Automated# (800) 555-5555 Chicago, IL 60000-1222	Acct# 0121212121
AMB	Americana Business (800) 555-1000	Major Acts Div. Dept. 100 P.O. Box 2000	Acct Rep: Don Smith x1111, Fax# Your Town, US 12345-2000	(800) 555-7464 Cust# 123/555-0005, Inv#
AMER	American Fax & Copy (111) 555-1277	12544 Clifton	John Jones Agent Your Town, US 12345	Acct# 100-111-608 37
AMX	American Express (800) 555-2112	Suite 0001	Chicago, IL. 60000-0001	Account No.: 3000-100052-11000
BBAP	Best Break Auto Parts () 555-8500	3737 W. Third St.	Your Town, US 12345	Vendor# 27675
DEB	Debbie's Parts House () 555-1400	1500 E. First	Your Town, US 12345-1111	
HUB	Hub Caps to Go () 555-8600	3737 W. 17th St.	Your Town, US 12345	
INTE	Interstate Batteries () -		Your Town, US 12345	
LOU	Lou's Parts & Supplies () 555-7722	1826 S. Fox Glove	Your Town, US 12345	
MIRR	Mirrors are US () 555-3752	1350 S. Harlequin	Your Town, US 12345	

THE MANAGER'S ASSISTANT™ - PAYABLES

APPENDIX A SAMPLE REPORTS

Your Company Name
13957 S. Kostner Ave.
Crestwood, IL. 60445

Date : Wednesday, June 25, 1997

Abbr	Name	Balance fwd	Ytd purchases	Ytd payments	Balance due
ABC	ABC Auto Parts	0.00	1321.50	1086.55	234.95
BBAP	Best Break Auto Parts	0.00	4858.11	181.64	4676.47
DEB	Debbie's Parts House	0.00	6183.66	5591.59	592.07
HUB	Hub Caps to Go	0.00	419.52	412.56	6.96
LOU	Lou's Parts & Supplies	0.00	16278.93	15778.22	500.71
MIRR	Mirrors are Us	0.00	5621.72	4829.63	792.09
				Total due :	6803.25

Page (1) - Balance due report

THE MANAGER'S ASSISTANT™ PAYABLES

INDEX

A

Abbreviated Vendor listing	42
Accounting theory	1
Add a new vendor	5
Built-in standard invoice for vendor	7
Comment	6
Mailing address	5
Message	5
Payments and last check information	5
Phone number	6
Terms	6
Vendor code	5
Vendor name	5
Add invoices	13
Amount	15
Discount	14
Discount lost date	14
Entry description	15
Invoice date	14
Invoice disbursements	15
Invoice due date	14
Invoice number	14
Total the invoice	15
Vendor code	13
Advice of payment	23
Advice of payment report	24, 25, 35
Aligning the checks	21
All advices of payment	23
All invoices report	39
Amount	15
Appendix A - Sample Reports	35

B

Balance due report	24, 30, 43
Built-in standard invoice for vendor	7

C

Check alignment test	21
--------------------------------	----

THE MANAGER'S ASSISTANT™ PAYABLES

INDEX

Checking account information	11
Choose invoices to pay	9, 19, 20
Down Arrow	19
Hold	20
Page Down	19
Page Up	19
Pay Gross	19
Pay Later	20
Pay Net	20
Pay Part	20
Up Arrow	19
Vendor accounts	19
Choosing invoices to pay	19
Closing day	6
Commercial Account	21
Complete Vendor listing	41
Correct vendor name or address	14
D	
Day of the month / Invoice date plus days	6
Delete an invoice	16
Delete paid invoices	10, 33
Description of each function	9
Choose invoices to pay	9
Delete paid invoices	10
Exit Payables	10
Invoices	9
Print payables checks	9
Reports	10
System status	10
Vendor accounts	9
Detailed report	28
Disbursement account	15
Disbursement by account report	24
Discount	14, 18
Discount lost	6, 14, 18
Discount percentage	6

THE MANAGER'S ASSISTANT™ PAYABLES

INDEX

Duplicate invoice number	14, 16
E	
Edit	16
Entering invoices through C.A.R.S. Receive	17
Discount	18
Discount lost date	18
Invoice date	17
Invoice disbursements	18
Invoice due date	17
Invoice number	17
Speeding up entries	18
Total the invoice	18
Vendor/Invoice #	17
Entry description	8, 15
Exit Payables	10
F	
Find function	15
H	
Hold	20
I	
Interchangeable terms	2
Introduction	1
Brief description	1
Overview	1
Invoice date	14, 17
Invoice disbursements	15, 18
Disbursement account	15
Invoice due date	7, 14, 17
Invoice number	14, 17
Invoices	9, 13
Add invoices	13
Add/inquire/edit	13
Delete	16
Edit	16
Find	15

THE MANAGER'S ASSISTANT™ PAYABLES

INDEX

Next	15
Previous	15
Renumber	16
Reversal invoice	16
Search	15
Invoices report	24, 29
J	
K	
L	
M	
Menu	9
Miscellaneous Account	21
N	
O	
Open item or Balance forward	6
Organization of this manual	2
P	
Pay	20
Gross	19
Later	20
Net	20
Part	20
Payable disbursements by account report	25, 36
Complete report	25
Selected report	25
Payables balance due	11
Payables menu	3
Payments & debits	7
Posted invoices report	24, 30

THE MANAGER'S ASSISTANT™ PAYABLES

INDEX

Posting date	9
Print payables checks	9, 21
Aligning the checks	21
Check alignment test	21
Commercial Account	21
Miscellaneous Account	21
Print reports	24
Prior year balance brought forward	7
Purchases & credits	7
Purpose of this manual	2

Q

R

Renumber an invoice	16
Reports	10, 24
Abbreviated Vendor listing	42
Advice of payment	24, 25, 35
All invoices	26, 29, 39
Balance due	24
Balance due report	30, 43
Complete Vendor listing	41
Description	24
Detailed report	28
Disbursement by account	24
Held invoices	26, 29
Invoices	24
Invoices chosen for payment	26, 29
Invoices report	29
Paid invoices	26, 29
Payable disbursements by account	25, 36
Posted invoices	24
Posted invoices report	30
Single vendor	24
Single vendor list	26, 38
Subtotal by	27, 29
Unpaid invoices	26, 29, 40
Vendors	24
Vendors list	30
Retain paid invoices	8
Return to Checking accounts menu	11

THE MANAGER'S ASSISTANT™ PAYABLES

INDEX

Reversal invoice	16
S	
Sample Reports	35
Abbreviated Vendor listing	42
Advice of payment	35
All invoices	39
Balance due report	43
Complete Vendor listing	41
Payable disbursements by account	36
Single vendor list	38
Unpaid invoices	40
Search for invoices	15
Section 1 - Introduction	1
Section 2 - Setting Up the System	3
Section 3.0 - The Menu	9
Section 3.1 - System Status	11
Section 3.2 - Invoices	13
Section 3.4 - Choose invoices to pay	19
Section 3.4 - Print Payables Checks	21
Section 3.5 - Reports	24
Section 3.6 - Delete Paid Invoices	33
Selected printing	28
Separate advices of payment	23
Setting Up the System	3
Retain invoices	8
Single vendor list	26, 38
Vendor abbreviation	28
Single vendor report	24
Space remaining	11
Standard invoice information	8
Entry description	8
Starting check number	22

THE MANAGER'S ASSISTANT™ PAYABLES

INDEX

Subtotal report by	27, 29
Check number	27, 29
Discount lost date	27, 29
Invoice due date	27, 29
Posting date	27, 29
Vendor	27, 29
System capacity	1
Disbursement Accounts	1
Invoice entries	1
Vendors	1
System date	9
System status	10, 11
Checking account information	11
Payables balance due	11
Return to Checking accounts menu	11
Space remaining	11
T	
Terms	6
Closing day	6
Day of the month / Invoice date plus days	6
Discount lost day	6
Discount percentage	6
Invoice due date	7
Open item or Balance forward	6
Payments & debits	7
Prior year balance brought forward	7
Purchases & credits	7
Total the invoice	15, 18
U	
Unpaid invoices report	40
Update terms on existing vendor	8
V	
Vendor Accounts	4, 9, 19
To add or update	4
Vendor code	5, 13
Vendor report	24
Vendor/Invoice #	17

THE MANAGER'S ASSISTANT™ PAYABLES

I N D E X

Vendors list 30
 Abbreviated listing 30
 Complete listing 30

W

X

Y

Z

P PRECISION

Data Systems, Inc.

13957 s. kostner avenue
crestwood, illinois 60445
(708) 371-6555

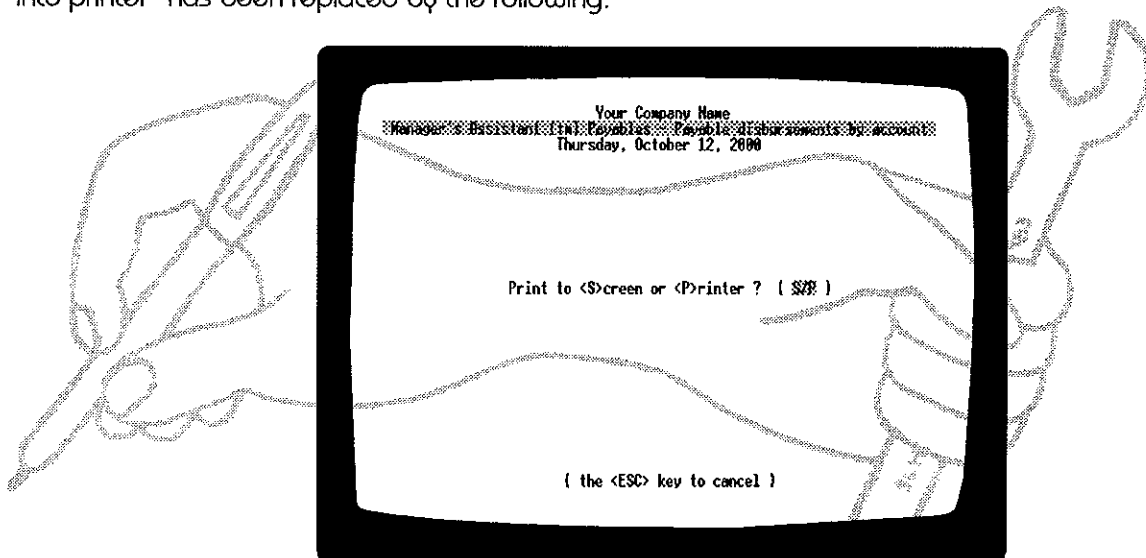
UPGRADE AP 10-21-00

The Manager's Assistant™ Accounts Payable

October 21, 2000

VIEWING REPORTS

This upgrade adds the ability to view reports on the screen. Generally, the message "Load continuous paper into printer" has been replaced by the following:



Precision tip: If you have the Printer port assignment for the reports set to "Write to disk" the prompt for "Screen or Printer" will NOT appear.

Pressing **[P]** will cause the report to print immediately. Pressing **[S]** will cause the report to be displayed on the screen.

When the report appears on the screen, you can press the arrow keys to scroll (move) the report around on the screen to see different parts of the report. [Page up] and [Page down] will scroll the information up and down a screen-full at a time. Pressing [Home] will scroll to the left side of the report. Pressing [End] will scroll to the right side of the report. Pressing **[F4]** Hard copy will print the report on the printer and exit the reports viewer. Pressing any other key will exit the reports viewer without printing the report.

(OVER)

**** PLEASE INSERT THIS ADDENDUM INTO YOUR MANUAL ****

**** FOR FUTURE REFERENCE ****

computer systems for the automotive service industry

Page 1 of 2

Precision tip: To reverse the action of the Arrow and Page keys press [CTRL]-[R].

Precision tip: Reports printed from the reports viewer by pressing [Hard copy] will print on the printer designated as the reports printer in Precision Main Menu - Utilities - Printer port assignments.

REPORTS

All reports listed on the "Reports" menu may be printed on paper or printed to the screen. See Viewing Reports above for more information.

The following upgrades should appear on your PDSLOG.DTA file:

SM 01-07-00	MM 01-13-00	AP 03-17-00	FD 05-20-00	CA 09-29-00
MA 01-08-00	PI 02-19-00	AP 03-30-00	MA 05-21-00	AP 10-02-00
AP 01-09-00	CA 02-20-00	CA 03-31-00	MM 05-22-00	MM 10-06-00
CA 01-10-00	FD 02-25-00	CA 04-01-00	CA 09-15-00	PI 10-13-00
FD 01-11-00	CA 02-29-00	SM 05-05-00	FD 09-16-00	MA 10-20-00
TL 01-12-00	PI 03-01-00	CA 05-19-00	SM 09-17-00	

NOTE: Upgrade disks issued prior to purchasing your system will not appear. Also, upgrades for parts of the system you have not purchased will not appear.