




Tutorials



Tabs3 Accounts Payable Software
Reseller/User Tutorial
Version 15.3 for November 2009 Sample Data
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Version 15.3 (July 2009)

APS Version 15 Tutorial

This tutorial will acquaint you with the features and functions of Tabs3's Accounts Payable Software (APS). This tutorial was created specifically for persons new to APS. It uses a step by step approach that is ideal for self-guided instruction. Just sit down at your computer with your keyboard in front of you, the tutorial at your side, and follow along. If you have any questions while you are using the tutorial, you can refer to your APS Manual or the Help in APS for a more detailed explanation. You can also get assistance by calling our Technical Support Department at (402) 419-2210.

During the tutorial, you will be shown how to enter information for new vendors. You will learn how easy it is to add new invoices. You will generate reports that include the invoices and checks for each vendor. A check will be printed for the invoice you have entered. You will be shown how easy it is to post checks.

Throughout this tutorial, information that requires a physical response appears in **bold** type for easy identification. For example:

| | |
|------------------------------------|---|
| Press: F2 | You should press the F2 function key. |
| Click: OK | You should select the specified item by clicking the primary mouse button (usually the left mouse button) once. |
| Double-click: Vendor 200 | You should select the specified item by clicking the primary mouse button twice. |
| Right-click: the Date field | You should click the secondary mouse button (usually the right mouse button) once on the specified field. |
| Type: JAC | You should type the characters " LAR " without pressing Enter or Tab . |
| Enter: 1 | You should type "1" and then press the Tab key on your keyboard. |

Your responses will consist of **PRESS**ing a key, **CLICK**ing, **DOUBLE-CLICK**ing, **TYPE**ing and **ENTER**ing information. Keep in mind that the instruction "Enter" requires that you press the Tab key after typing in the information whereas the instruction "Type" does not.

Installation and Getting Started

Installing the Software

Using this tutorial requires that both System Configuration and APS are installed. The installation process will install both of these programs at the same time. System Configuration is used to configure users, passwords, groups, access rights and firm information.

Note: Instructions to install the software are provided with the CD.

Note: Unless you plan on working with this trial software from multiple workstations, it isn't necessary to install the software on multiple workstations. If multiple workstations will be working with this trial software, each workstation should run the SETUP program located on the file server after installing the System Configuration program and all other software. This process installs the required files and Windows shortcuts on the workstation.

Sample Data

The **Trial Software with Sample Data** program group is found under the **Tabs3 & PracticeMaster** program group and is always installed. Two sets of icons are included in this group: **Sample Data** icons and **Refresh** icons. Use the **Sample Data** icons found in this folder to access the sample data. This data can be refreshed back to its original status at any time by using the appropriate **Refresh** icons. Using or refreshing the sample data has no effect on your regular data files because the sample data is located in a directory named TUTOR that is created under the directory specified during the SETUP process.

Since the sample data is automatically installed, no additional steps are required to create the sample data unless you have already added, changed, or deleted any of the information in the sample data. In that case, the sample data can be refreshed back to its original status by using the appropriate **Refresh** icons in the same area.

Starting Up APS

Now let's start APS. This can be done via the Windows taskbar.

Windows Taskbar

APS is accessed via the Windows taskbar. Click the **Start** button, and then point to **All Programs**. Point to the folder named **Tabs3 & PracticeMaster** and then point to the **Trial Software with Sample Data** folder. Then click the **Accounts Payable with Sample Data** icon.

Note: Make sure you select the **Accounts Payable with Sample Data** icon found in the **Trial Software with Sample Data** program group. Otherwise, the sample data will not be present.

Oops! Does your screen show “APS Customization” instead of the APS main application window? If so, press the ESC key to close Customization. A message will be displayed indicating that customization data must be saved. Click **OK**. You must start APS using the **APS with Sample Data** icon in the **Trial Software with Sample Data** program group instead of the **APS** icon in the **Tab3 & PracticeMaster** program group.

After starting APS, a message will be displayed indicating that while you are using this sample data, your system date in the Tabs3/PracticeMaster software will be set to 11/17/2009. This will not affect any other software on your computer.

Click: **OK** To close the dialog box and display the task folders.

Task Folders

There are two different ways to access the programs that are part of APS. We can access programs using the menu bar *or* the task folders. The task folders in APS are portrayed as various file folders that contain all of the APS functions. Each folder contains icons for the programs in the folder. The programs can be started by clicking on the appropriate icon. Fig. 1 is an example of the APS Window with the task folders displayed.

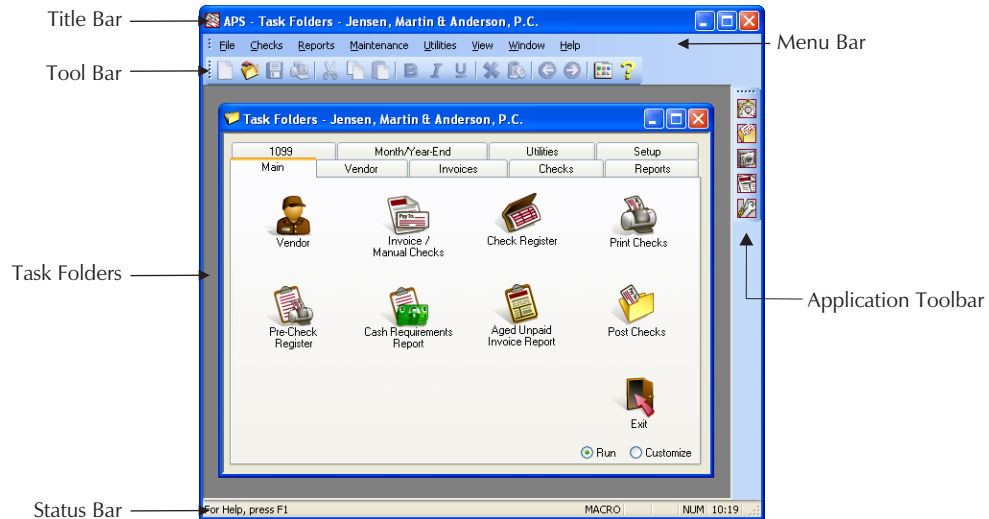


Fig. 1, APS Window with Task Folders Displayed

We'll now add a new vendor.

Section 1

Vendors

Vendor Information

We'll use the task folders to access the Vendor Information file.

From the **Main** task folder,

Click: the **Vendor** icon To open the Vendor file. A window similar to the following will be displayed.

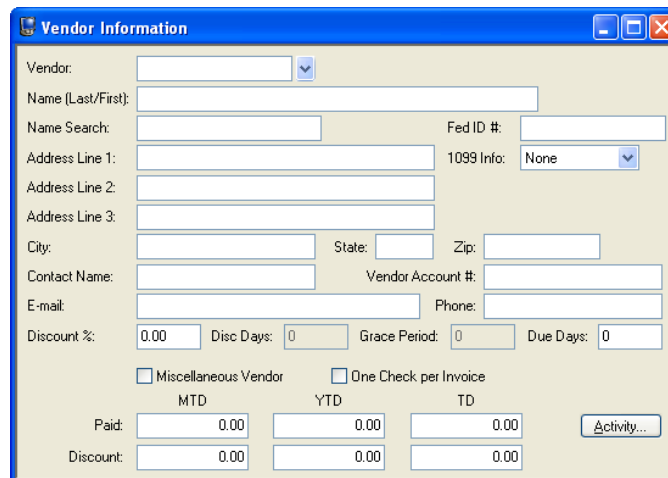



Fig. 2, Vendor Information Window

We are now going to add a new vendor record for “Confidential Investigative Services.”

Click:  (New) To automatically assign the next available number. Since the last number used in the sample data is 999, number 1000 is assigned to our vendor. Notice the word “NEW” appears in blue, next to the Vendor number field, telling us this is a new entry.

Type: **Confidential Investigative Services** In the **Name** field. This is the name that will be printed on checks for this vendor.

Press: the **Tab** key To advance to the **Name Search** field. Notice that the first 16 characters of the **Name** field are automatically entered in the **Name Search** field. The **Name Search** field is used by APS when sorting vendors alphabetically.

Press: the **Tab** key To accept the default **Name Search** value and advance to the **Fed ID #** field.

Type: **01-2233445** As the Federal ID # for our new vendor.

Notice the **1099 Info** option. This option determines whether the vendor should receive a 1099 form at the end of the year and, if so, in which box on the 1099-MISC form the information should print.

Click:  Next to the **1099 Info** field.

Click: **Box 7** For the **1099 Info** option. This tells APS that we want the information for this vendor to print in Box 7 (Nonemployee compensation) when 1099 Forms are printed.

Click: **Address Line 1** Continue to enter the following information for the vendor's address and phone number. Remember to use the **Tab** key to advance from field to field.

Address Line 1: **2207 Markley Blvd.**

Address Line 2: **Suite 306**

Address Line 3: (Blank)

City: **Lincoln**

State: **NE**

Zip: **68502**

Contact Name: **Chris Tanner**

Vendor Account #: **2440**

E-mail: **cturner@cis.com**

Phone: **402-421-4660**

The **Vendor Account #** field is for the account number you have with the vendor. This number will be included on the check unless you enter an asterisk in the first position of the **Vendor Account #** field.

After entering the above information, double-click the **Discount %** field to highlight it (unless it is already highlighted).

Type: **5** In the **Discount %** field to indicate that the vendor offers a 5% discount for early payment.

Press: the **Tab** key To advance to the **Disc Days** (Discount Days) field. The **Disc Days** and **Grace Period** fields are only available when you specify a **Discount%** greater than 0.00.

Type: **15** In the **Disc Days** field to indicate the number of days that the vendor allows for the discount.

Press: the **Tab** key To advance to the **Grace Period** field. The number of days entered here represents the number of days beyond the specified **Discount Days** that you still want to take the discount. We will leave this field at "0."

Press: the **Tab** key To advance to the **Due Days** field.

Type: **30** In the **Due Days** field to indicate that the default Due Date should be 30 days after the Invoice Date specified when you add a new invoice.

We will not change any of the remaining fields. Notice that the **Miscellaneous Vendor** check box is cleared indicating that this vendor is not a miscellaneous vendor. Miscellaneous vendors are used to enter invoices for one-time payables. When entering invoices for miscellaneous vendors, you will be allowed to enter the appropriate vendor name and address.

The **One Check per Invoice** check box is also cleared. When printing checks for the vendor, if this check box is cleared, multiple invoices will be combined on one check. If this option is selected, each invoice will print on a separate check.

The remaining fields show the amounts paid to this vendor as well as discounts taken month-to-date, year-to-date and to-date. APS automatically updates these fields when checks are posted using the Post Checks program. Typically, these fields are only edited when setting up vendors who have been paid prior to using APS. Since we are adding a new vendor that has not yet been paid, we will leave these fields blank.

Click:  To save the new vendor record.

Congratulations! You have just entered a vendor record! Next, we will enter an invoice for this vendor.

Click:  To close the Vendor window.

Section 2

Invoices

Adding an Invoice

You will now see just how easy it is to add an invoice in APS. We will add an invoice for our new vendor, Confidential Investigative Services.

From the **Main** task folder:

Click: the **Invoice/Manual Checks** icon To open the Invoice/Manual Check Entry window.

A window similar to the following will be displayed:

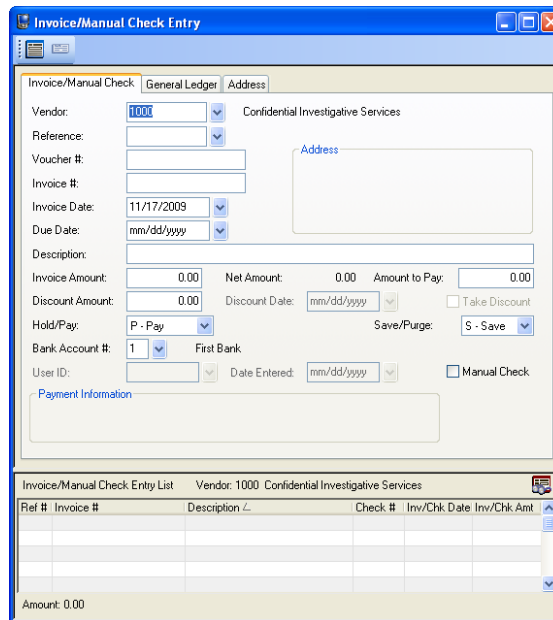


Fig. 3, Invoice/Manual Check Entry Window

The Invoice/Manual Check Entry window is where the bulk of the data entry is performed in APS. Notice that the Invoice/Manual Check data entry program consists of an **Invoice/Manual Check** tab and an **Address** tab. A **General Ledger** tab is displayed only when integrating with GLS, appearing between the two program tabs. The **Invoice/Manual Check** tab is used to enter information about the specific invoice. Notice the **Manual Check** check box located in the lower right corner. This is used if you write a check by hand instead of generating the check from APS. This allows you to record the check in APS, and to record the payment to the appropriate vendor. We will cover this feature later in the tutorial.

The **Address** tab is only used to enter name and address information for Miscellaneous vendors. This information is stored with the invoice and printed on the check. For more information on Miscellaneous Vendors consult the APS manual.

Let's add our first invoice. Notice that vendor #1000, Confidential Investigative Services is selected by default. APS maintains the last vendor number saved by each user and defaults to that vendor when performing data entry.

- Press: the **Tab** key To accept Confidential Investigative Services as the vendor we will be entering invoices for and advance to the **Reference** field. Each invoice is assigned a unique reference number that is used for editing purposes.
- Press: the **Tab** key To advance to the **Voucher #** field. Notice that the invoice was assigned a Reference number of "1." The label "New" is displayed to the right of the **Reference** field indicating this is a new invoice. The vendor's address appears in the Address box. Since we will not specify a Voucher #,
- Press: the **Tab** key To advance to the **Invoice #** field.
- Type: **45107AC** For the **Invoice #**. The invoice number will print on the check stub and other APS reports.
- Press: the **Tab** key To advance to the **Invoice Date** field.
- Press: the **Tab** key To accept the default Invoice Date of 11/17/2009. The **Due Date** is automatically calculated and displayed in the **Due Date** field. The Due Date that is displayed is 30 days following the specified Invoice Date because we entered "30" in the **Due Days** field for the vendor record.
- Press: the **Tab** key To accept the default Due Date of 12/17/2009.


| | | |
|--------|--|--|
| Type: | Investigation of New Employee - Janet Rigby | For the Description of the invoice. The Description will appear on the check stub and on APS reports. |
| Press: | the Tab key | To advance to the Invoice Amount field. |
| Type: | 325 | In the Invoice Amount field. |
| Press: | the Tab key | To advance to the next field. |

Notice that as soon as you enter the Invoice Amount, the discount information is automatically calculated and displayed. Since we specified a 5% discount in the vendor record, the **Discount Amount** is \$16.25. The **Net Amount** is also automatically calculated and displayed to the right of the Invoice Amount. APS determines the **Discount Date** by adding the number of Discount Days specified in the vendor record to the Invoice Date specified on the invoice. Since we specified 15 Discount Days in the vendor record, a Discount Date of 12/02/2009 is calculated (i.e., 11/17/2009 plus 15 days). The **Take Discount** check box is selected by default. This tells APS that you want to take the Discount if the check is printed on or before the specified Discount Date.

Also notice that the **Hold/Pay** field defaults to **P-Pay** and the **Save/Purge** field defaults to **S-Save**. When adding a new invoice, these defaults are used because they will be used for most invoices you enter. The **Hold/Pay** field should only be changed to **H-Hold** if you do not want a check to include this invoice the next time checks are printed for this vendor. The **Hold/Pay** field also has an option of **V-Void**, this option should only be used when you have manually voided a check and need to record it in APS. The **Save/Purge** field should only be changed to **P-Purge** if you want the invoice to be deleted once it has been paid and posted. Typically, paid invoices are retained indefinitely.

The **Bank Account #** defaults to "1" the first time you add invoices for a new vendor. When you add subsequent invoices for the same vendor, the **Bank Account #** field will default to the bank account entered on the last invoice for the vendor. We will accept all of the defaults APS has selected.


Quick Print Check Feature


Notice the  button on the APS toolbar. This button allows you to immediately print a check after entering an invoice. We will not use the Quick Print Check feature in this tutorial, instead we will use the Print Checks program to print the check later in the tutorial.

Click:  To save the invoice.

You have just entered your first invoice. You will find that many of the fields automatically default to the correct value when adding subsequent invoices thus reducing the time it takes to enter the invoice information. An option is available in APS Customization that when enabled will warn you when an invoice is added whose invoice number, invoice date, and invoice amount matches an existing invoice for that vendor.

Invoice/Manual Check Entry List

Notice that once the invoice is saved, it is displayed in the Invoice/Manual Check Entry List shown at the bottom of the window. This list can optionally be displayed from the data entry window by clicking the  button on the toolbar. A total for the Invoice/Check Amount is shown at the bottom of the list. Double-clicking a transaction in the list automatically retrieves that transaction in the data entry window allowing you to review, edit or delete the transaction.

The list includes all transactions entered for one of the following filters: Vendor, Invoice Date or Entry Date. The heading in the upper left corner of the list displays which filter is being used. The filter can be changed by clicking the  button in the upper right corner of the list.

Click:  To close the Invoice window.

After making any additions, changes or deletions to the invoice file, you will be asked if you want to generate an Invoice Verification List. The verification list can be used as a means of verifying the data entry additions, changes and deletions made. This list can be printed after each data entry session, at the end of the day, at the end of the week or whenever desired. Use of the verification list is optional.

Click: **Cancel** To close the Verification List window.

Section 3

Reports

Pre-Check Register

The first report we will take a look at is the Pre-Check Register. The Pre-Check Register is commonly used before printing checks to determine which checks will print and can also be used to determine how much money is required for the check run.

From the **Reports** task folder,

Click: the **Pre-Check Register** icon To open a Pre-Check Register window.

Notice that the options for the Pre-Check Register are divided into the **Vendor**, **Invoices** and **Options** tabs. The **Options** tab is selected and the Report Date should be highlighted.

Type: **12/02/2009** For the Report Date (so that the discount will be included on the invoice we entered).

Click: the **Invoices** tab To display the options on the **Invoices** tab. We will only include the invoices for bank account #1 on this report.

Press: the **Tab** key To advance to the ending **Bank Account** field.

Type: **1** For the ending Bank Account.

Press: the **Tab** key twice To advance to the ending **Invoice Date** field.

Type: **C** To clear the ending Invoice Date.

Press: the **Tab** key twice To advance to the ending **Due Date** field.

Type: **C** To clear the ending Due Date.

Since we want to include the full range of vendors on our report, we do not need to change any options on the **Vendor** tab.

Click: **OK** To accept the selected options. The Print dialog box will be displayed.

Click: **Preview** To begin previewing the report.

The report will be displayed in the Preview window. If desired, you can click and drag on any edge of this window to resize the window or you can maximize the window.

The font used for printing and previewing reports is based upon the width of the report. APS can either select font sizes for you automatically or you can select different fonts and sizes for different report widths. The fonts and font selection options are defined in Print Setup.

The same fonts are used for both printing and previewing. However, APS includes a **Zoom** feature to adjust the size of the report in the Preview window. Let's try this.

Click: **Zoom** To display the Zoom window. As you can see, you can adjust the fonts in the Preview window based on a percentage or font size.

Click: **Fit To Window** To make the text in the Preview window smaller so that you can see the full width of the report. You may notice that the text in the Preview window is immediately adjusted. Pressing Ctrl + "Insert" also allows you to view the report as "Fit to Window".

Click: **OK** To close the Zoom window.

The Pre-Check Register lists the unpaid invoices in vendor order. Each vendor's invoices are printed in due date order. A total for each vendor will print as well as a total figure for each bank account.

The Preview window also has a search feature that allows you to search for specified text in the report currently being displayed.

Click: **Search** To display the search options at the top of the Preview window.

Type: **Con** In the **Find** text box. (*Note: The case of the Find text is ignored.*)

Click: **Next** To start the search. The first occurrence of the text "con" will be highlighted. The first place it finds it is in the name of the vendor we added: Confidential Investigative Services. If you begin the search by clicking on the button labeled First, the search will begin at the top of the report and highlight the first occurrence of the specified text. By clicking the button labeled Last, the search will begin at the end of the report and will highlight the last occurrence of the specified text.

Click: **Next** To continue searching for the same text. Since there are no other occurrences of the text "Con," the message "End reached" will be displayed.

Press: **Enter** To clear the message.

When you are done viewing this report,

Click: **Close** To close the Preview window. The Pre-Check Register window will be displayed. If desired, you could easily change any option and rerun the report.

Click: **Cancel** To close the Pre-Check Register window.

Next we will look at the Cash Requirements Report.

Cash Requirements Report

The Cash Requirements Report is another report that is used before printing checks. It lists the total cash required for each day. It even shows your new bank balance for each day if you are integrated with General Ledger Software. This report is particularly useful for firms who need to keep tight control over payables. This report can be printed using a detail, summary or totals format. Let's take a quick look at a summary report for bank account #1.

From the **Reports** task folder,

Click: the **Cash Requirements Report** icon The **Options** tab for the Cash Requirements Report will be displayed.

Click: the **Invoices** tab To display the options on the **Invoices** tab.

Press: the **Tab** key To advance to the ending **Bank Account** field.

Type: **1** For the ending Bank Account.

Click:  Next to the ending **Due Date** field to display a Calendar window. Click the arrows around the month and year until December 2009 is displayed.

Double-click: **December 2, 2009** To select this date as the ending Due Date.

Since we want to include the full range of vendors on our report, we do not need to change any options on the **Vendor** tab.

Click: **OK** To accept the selected options. The Print dialog box will be displayed. Let's preview this report as well.

Click: **Preview** To begin processing the report.

Once the report is displayed, notice that the dates shown on the left side of the report are the Due Dates for the invoices. Each Due Date includes the total amount for the invoices due on that day, as well as the total discount amount and net amount.

After viewing the report,

Click: **Close** To close the Preview window. The Cash Requirements Report window will be displayed.

Click: **Cancel** To close the Cash Requirements Report window.

Section 4

Printing Checks

Printing Checks

It is now time to print a check to pay the invoice that we entered for our vendor.

From the task folders,

Click: the **Main** task folder To display the icons in the **Main** task folder.

Click: the **Print Checks** icon To open the Print Checks window. The **Invoices** tab will be displayed.


| | | |
|--------|--------------------------------------|--|
| Click: | the ending Invoice Date field | To position the cursor in this field. |
| Type: | C | To clear the ending Invoice Date. |
| Click: | the ending Due Date field | To position the cursor in this field. |
| Type: | C | To clear the ending Due Date. |
| Click: | the Options tab | We will change the Check Date. |
| Type: | 12/02/2009 | For the Check Date so that the discount is taken. |
| Click: | Select Invoices to Print | This option will bring up a Select Invoices window which will allow us to select the invoices that we want to print. |
| Click: | OK | To accept the selected options. <i>(Note: A message may be displayed indicating that the date entered is not for the current year. If this message is displayed, simply click OK to clear the message.)</i> |

Oops! If a message is displayed saying “No checks were selected to print,” then you must have selected a range that excluded the vendor or the invoices for the vendor. Click **OK** and then confirm the options selected on each of the program tabs for the Print Checks program.

The Print dialog box will be displayed. This dialog is displayed anytime you want to generate a report or print checks in APS. This dialog box allows you to specify whether you want to display, print or save the report to a text or HTML file. From here, you can also select a different printer or access the Print Setup window if desired.

When generating checks, APS allows you to display the checks prior to printing them. This allows you to confirm which checks will be printed. The information for the checks is *not* processed when the checks are displayed—it is only processed when the checks are printed. Thus, you can display the checks and make any necessary changes to the options selected in the Print Checks program or in the Invoices program before you actually print the checks.

Let’s display the checks before we print them.

| | | |
|--------|---|---|
| Click: |  | To display a list of Windows printers that have been installed. Select the desired printer from the list. |
| Click: | Printer | To indicate you want to preview the checks as though they had been sent to the selected printer. |
| Click: | Preview | To open the Select Invoices window. We only want to print a check for the invoice for vendor #1000 so, |
| Click: | Clear All | To uncheck all invoices, then double-click the invoice with vendor #1000 in the vendor column. |
| Click: | OK | To begin processing the checks. You will be asked to enter a beginning check number for the bank account. This number is determined by taking the “Last Check #” from the bank account file and adding one to it. We will accept the default. |
| Click: | OK | To accept the default beginning check number. |

The check will be displayed in the Preview window. As you can see, the preview window includes a graphical representation of the check so that you can see exactly how the check will print. Use your arrow keys to scroll through the information on the check. When you have finished viewing the check,

Click: **Close** To close the Preview window. The Print Checks window will be displayed.

We are now ready to print our check. Since we do not need to change any of the options that we've selected, we can simply accept the options.

Click: **OK** To display the Print dialog box.

Click: **Printer** To indicate we want to print the check.

Click: **OK** To open the Select Invoices window. We only want to print a check for the invoice for vendor #1000 so,

Click: **Clear All** To uncheck all invoices, then double-click the invoice with vendor #1000 in the vendor column.

Click: **OK** To begin processing the checks. You will be asked to enter a beginning check number for the bank account. We'll accept the default.

Click: **OK** To accept the default beginning check number.

You will be asked if you want to print a test pattern. A test pattern allows you to adjust your check form in the printer so the check information is properly aligned on the check form. At this time, we will print a test pattern to be sure the printer is set up correctly.

Make sure your printer has paper loaded and is turned on.

Click: **Yes** To indicate you want to print a test pattern. A test pattern will print on the selected printer.

Note: If the test pattern didn't print, make sure there is paper in the printer and the printer is turned on. Try again to print a test pattern. If nothing prints, call our Technical Support Department for assistance.

You will be asked if you want to print another test pattern. If you no longer need to print a test pattern prior to printing a check, you can select the **Do not show again** check box to prevent this window from being displayed each time you print checks. We will now print the actual check. If you need to insert another piece of paper in the printer, do so now.

Click: **No** To indicate that you do not want to print another test pattern. The check will begin printing.

Take a look at the check you just printed. Keep in mind that there are several options in the APS Check Printer Setup window that can be used to customize the information included on the check form. The sample check shown in the Sample Reports section of the APS manual shows the parts of the check that can be customized.

You have now added a vendor, added an invoice, printed reports and printed a check. You can see how easy APS is to use and recognize how much of an asset it will be to your firm.

Next, you will see how easy it is to add a manual check in APS.

Click: **Cancel** To close the Print Checks window.


Adding Manual Checks

Suppose you write a check by hand rather than using APS to print the check. APS refers to checks written outside of APS as manual checks. You should still enter these checks into the system so you have a record of amounts paid to vendors as well as a continuous check register in APS. The program you would use to do this is the Invoice/Manual Checks program in APS.


Right-click: the **Task Folders** Various programs are available in the right-click menu.

Click: the **Invoice/Manual Checks** menu option To open a Manual Checks window.

We looked at the options in this program when entering invoices. Now we will see how to create a manual check entry. Let's change one of the invoices in the APS sample data to a manual check.

Click:  Next to the Vendor field. Scroll through the records shown until you see vendor #202.

Double-click: **Vendor 202** To select vendor #202, Software Technology, Inc.

Click:  Next to the **Reference** field. A list of the invoices and checks for the vendor will be displayed in the lookup window. This vendor has an invoice for "Purchase Tabs3 TBDevice." The text "INVOICE" will be displayed to the right of the Invoice number.

Double-click: **Reference 7** The invoice will be displayed.


Click: the check box next to **Manual Check** Notice that we have three new fields in the bottom of the window, **Check #**, **Date Paid** and the **Amount Paid**. *(Note: If you cannot see these fields, you can resize the window or use the scroll bar on the right to scroll down until the fields are shown.)*

Click: the **Check #** field To position the cursor in the **Check #** field. Notice that when you position your cursor in this field, it defaults to the next available check number.

Press: the **Tab** key To accept this check number. The Date Paid will default to the current system date.

Type: **12/02/2009** For the Date Paid.

Click:  To save the changes. Let's close the Manual Checks window.

Click:  To close the Manual Checks window. You will be prompted to generate a Manual Check Verification List. The verification list records changes and deletions as well as new manual check entries.

Press: **Cancel** To skip printing the verification list.

Section 5

Posting Checks

The Post Checks program is used to update the Vendor Analysis information (i.e., the MTD, YTD, and TD paid figures shown in the Vendor Information window) as well as to post journal entries to General Ledger Software if the two systems are integrated. We will now run the Post Checks program.

From the **Checks** task folder,

Click: the **Post Checks** icon To select the Post Checks program.

APS includes a built-in backup program for temporary backups. You will be asked if you would like to make a backup before proceeding with the Post Checks program.

- Click: **Yes** To back up the data files.
- Click: **OK** To create the backup. Upon completion, a message will be displayed indicating the backup was successful.
- Click: **OK** To return to the Post Checks window. The Last Posting Cut-Off Date will be displayed. Since the program has been run before, 11/17/2009 indicates that this was the last date checks were posted. You will be prompted to enter a Posting Cut-Off Date. The default is the current system date.
- Type: **12/02/2009** For the Posting Cut-Off Date. All checks that have a check date on or before the posting cut-off date will be posted.
- Click: **OK** To begin the posting process. The total number of vendors and invoices will be displayed along with the number of processed vendors and invoices and the number of errors.
- A message will be displayed when the posting process has completed.
- Click: **OK** To clear the message and close the Post Checks window.

Section 6

Check Register and Vendor Analysis

Check Register

Let's take a look at the APS Check Register.

From the **Checks** task folder,

- Click: the **Check Register** icon To open the Check Register window.
- Click: the **Invoices** tab To display the options on the **Invoices** tab.
- Press: the **Tab** key To advance to the ending Bank Account field.
- Type: **1** For the ending Bank Account.
- Click: **OK** To display the print dialog box. Let's preview this report.
- Click: **Preview** To begin processing the report.

You can use your arrow keys or the scroll bars to scroll through the report. Notice that the entries are printed in check number order. You should see the check we printed for Confidential Investigative Services included on this report as well as the check we entered for NELCO. Notice that there are entries on the list with "Auto-

matically Voided Check” in the Name column. These entries represent test patterns that were printed prior to printing checks. The check forms that are used for test patterns are automatically voided by APS.

| | |
|----------------------|---|
| Press: PgDn | To display the next screen of the report. |
| Press: Home | To display the beginning of the report |
| Click: Close | To close the Preview window. When the Check Register window is displayed, |
| Click: Cancel | To close this window and return to the task folders. |

Vendor Analysis Report

Let’s look at another report, the Vendor Analysis Report. This report shows the amounts paid to each vendor month-to-date (MTD), year-to-date (YTD), and to-date (TD).

From the task folders,

| | |
|---|---|
| Click: the Reports task folder | To display the icons in the Reports task folder. |
| Click: the Vendor Analysis Report icon | To open a Vendor Analysis Report window. Notice that this report can include vendors that have been paid Month-To-Date, Year-To-Date, or To-Date. |
| Click: the Vendor tab | To display the options on the Vendor tab. We will print this report in alphabetical vendor order by vendor name. |
| Click: Alpha | For the Vendor Order option. |
| Click: OK | To accept the selected options and display the Print dialog box. We will preview this report. |
| Click: Preview | To begin processing the report. |

The report will be displayed in the Preview window. Notice that for Confidential Investigative Services, the total amount paid was \$308.75 (the amount of the check we printed) and discounts totaling \$16.25 were taken.

After you are finished viewing the report,

| | |
|---------------------------------|--|
| Press: the ESC key twice | To close the Preview window and the Vendor Analysis Report window. The ESC key is a shortcut that can be used in APS to close any window with the exception of the main application window and the task folders. |
|---------------------------------|--|

Thank You!!

This wraps up the APS tutorial for the trial system. We would like to thank you for taking a look at how our Accounts Payable Software works. You should now have a working knowledge of the software and we hope you feel more comfortable with it after this “hands-on” experience. If you have any questions, please feel free to give us a call at (402) 419-2210.

Purposes & Benefits of APS Reports

The following table shows the various reports in APS including their purposes and benefits.

| Purposes & Benefits of APS Reports | | | |
|--|---|--|---|
| Report | Purpose | Benefit | When to Run |
| Bank Account List | Shows the bank accounts that have been set up using the Bank Account program. Bank account numbers, descriptions, the last check number used and the GLS cash account and accounts payable account numbers are shown. | Used to verify the information entered for each bank account. | As needed. |
| Recurring Entry List | Shows the recurring entries that have been defined using the Recurring Entry program. GLS information will be included if you are integrated with GLS. | Determine if recurring entries are on hold and which recurring entries will be posted when the Post Recurring Entries program is run. | Before posting recurring entries and as needed. |
| Vendor List | Shows information about each vendor that has been defined. The list can be printed in either a detail or summary format. | Easily review which vendors offer a discount for early payment. It can also be used to review address information and Federal ID numbers. | As needed. |
| Vendor Labels | Used to print mailing labels based on the vendor information. | Labels can be used on envelopes for special mailings. The label information can optionally be saved to a file for use with a third-party labels program. | As needed. |
| Verification Lists Invoice Manual Check | Used to verify invoices and manual checks that have been added, changed or deleted. GLS information will be included if you are integrated with GLS. Separate verification lists are maintained for each User ID. Verification lists are maintained until they are deleted by the user. | Allows the data entry operators to check their work after each data entry session. | Usually after each data entry session, daily or weekly. |
| Invoice by Vendor List * | Prints a list of invoices in vendor order. Optionally include paid invoices, unpaid invoices or both. When printing unpaid invoices, you can select posted, unposted or both. | Easily print a list of partially paid invoices. Optionally include GLS information and/or Tabs3 information. | As needed. |
| Invoice by Voucher List * | Prints a list of invoices in voucher order. Optionally include paid invoices, unpaid invoices or both. | Particularly useful for finding missing voucher numbers. Optionally include GLS information and/or Tabs3 information. | As needed. |

| Purposes & Benefits of APS Reports | | | |
|--|---|---|---|
| Report | Purpose | Benefit | When to Run |
| Aged Unpaid Invoice Report | Prints a list of aged payables sorted by vendor. A detail, summary or totals only report can be run. Option to include invoices set to hold, pay or both. | Easily pinpoint older unpaid invoices and review invoices on hold. This report is designed to be used as a forecasting tool to project cash flow requirements for user definable aging periods. | Before printing checks. |
| Cash Requirements Report * | Provides a list of unpaid invoices in due date order with daily totals. If integrating with GLS, the beginning cash account balance is retrieved from GLS and a running daily balance is printed as well as GLS journal entry information. A detail, summary or totals only report can be run. Tabs3 information can be shown in a detail report. | Easily determine daily cash requirements. Also determine total cash required for batch of checks before payment. | Before printing checks. |
| Pre-Check Register * | Prints a list of unpaid invoices in vendor order with totals. | Easily see total check amounts for vendors with multiple invoices before checks are printed. Optionally includes GLS and/or Tabs3 information. | As needed. |
| Check Register * | Provides a list of checks in check number order. Optionally include posted checks, unposted checks, or both. Voided checks are included. Optionally include GLS information and/or Tabs3 information. | Provides a complete list of checks in check number order. Easy to spot missing check numbers. | Usually after printing checks. Also annually and as needed. |
| Voided Check List | Includes checks that have been voided since the last time transactions were purged. | Provides an audit trail of voided checks in check number order that includes the date the check was voided. | Annually and as needed. |
| Vendor Analysis Report | Provides amounts paid and discounts taken for each vendor. Select MTD, YTD, or TD period. | Concise report makes it easy to review total amounts paid to vendors. | As needed. |
| Paid Invoices by Vendor Report | Includes a list of paid invoices for selected vendors. Option to include posted checks, unposted checks, or both. Optionally specify check date range and whether or not to include descriptions. | Quickly review detail purchase and payment history with vendor. | As needed. |
| 1099 Report | Verify 1099 information before printing forms or preparing disk file. Provides a list of vendors who have been paid more than a specified amount YTD. | Eliminates manual preparation of forms. Streamlines mandatory annual chore. Includes payees merged from TAS. | Annually and as needed. |
| 1099 Forms | Fulfills IRS reporting requirements. | Eliminates manual preparation of forms. Streamlines mandatory annual chore. Includes payees merged from TAS. | Annually and as needed. |
| * Optionally includes GLS and/or Tabs3 information. In addition to detail journal entry information, a summary sheet is provided that lists the total per GLS account number per GLS journal along with a grand total. | | | |

For more information:

www.Tabs3.com

(402) 423-1440