

APPAK™ Company Setup Defaults

Setting up the Company Setup (Defaults)

The information you enter on this screen is all the information regarding your company's setup, which will automatically be used by the system "to personalize" the operation of your accounts payable.

To edit or enter company setup screen, go to Appak-Accounts Payable Menu and push <F4>. Choose **D**-defaults, and push <ENTER>. (See illustration).

Company Code: This code is a brief descriptive title, which appears on work screens and identifies the company. It is not used anywhere else in the system. It can be alphanumeric and up to eight characters.

CAUTION: DO NOT USE "APPAK" for this code. APPAK is reserved for demonstration copies of the program. If you use this code, it will disable your fully functioning program and you will have to purchase a replacement copy.

Notes: Billing and shipping information can be the same depending on how you want to handle your company's address for receiving invoices/statement and receiving shipments.

Name: Enter the name of your company. This is normally the full name of your company (up to 30 characters) and appears on all reports.

Address: Enter the Address for your company. Three lines are available with up to 30 characters on each line.

BILLING INFORMATION		SHIPPING INFORMATION	
Name	Natural Growth Services, Inc.	Name	Natural Growth Services, Inc.
Address	P.O. Box 350128 Ft. Lauderdale, FL 33335-0128	Address	3231 Sw 44th Street Ft. Lauderdale, FL 33312-6930
Phone	954-987-4657	Phone	954-987-4657
Fax	954-961-5136	Fax	954-961-5136
Int'net	ap@aimpaks.com	Int'net	ap@aimpaks.com

DEFAULT SETTINGS -- Current Processing Periods	
WEEK:	01/01/1997 through 01/07/1997
MONTH:	04/01/2001 through 04/30/2001
YEAR:	01/01/2001 through 12/31/2001

Phones and fax numbers: Enter company's phone and fax numbers if applicable.

Int'net: Enter e-mail address if applicable, if you don't have an e-mail address, leave it blank.

DEFAULT SETTINGS - Current Processing Periods (Week, Month, Year): Enter the dates for the following week at the end of each week. At the end of each month, when you run the End-of-Month Processing, the system will ask if you wish to advance the current month. If you answer yes, the current month will be automatically updated for you. If the month to be processed is the end of the fiscal year as shown in the "Current Year" field, the system automatically accumulates the entire history for the year and then updates the current year. APPAK only functions properly with calendar months; Fiscal Years MUST begin on the first of a month.

One purpose of these three entries is to make report printing simpler. If you maintain these fields up to date, when a report asks for a date range to print, you can respond with W, M or Y (for week, month, or year, respectively), to avoid having to manually enter the current dates.

Note: Push <TAB> to jump from one section to another.

DEFAULT SETTINGS - General Ledger Accounts

Note: We recommend that you create your own Chart of Accounts (see Appendix 1. Chart of Accounts example) and print it as a guide for everyday use. You may contact your accountant for guidance. To save all the entries and changes you made, push <F10>.

Cash/Checking: Enter the default ledger account number you use for your cash or checking account in your General Ledger. This will seed but you can change it when paying a batch of selected invoices.

Accounts Payable: Enter the default ledger account number you use for your Accounts Payable account in your General Ledger. This will seed, but you can change it when entering invoices.

Discounts Taken: Enter the default ledger account number in your General Ledger, which you use to offset discounts taken. Some companies offer a discount for invoices paid in a timely manner. This field balances the original amount entered through the "Invoices Entry and Change screen" to account for the discount taken as the checks are printed. Only one discount may be taken.

Vehicle Maintenance: Enter the default ledger account number in your General Ledger, which you use to offset vehicle expenses.

The screenshot shows the 'APPAK - ACCOUNTS PAYABLE COMPANY DEFAULTS' window. At the top, the 'Company Code' is 'NGC'. Below this, there are two columns of information: 'BILLING INFORMATION' and 'SHIPPING INFORMATION'. Both columns list 'Name: Natural Growth Services, Inc.', 'Address: P.O. Box 350128, Ft. Lauderdale, FL 33335-0128', 'Phone: 954-987-4657', 'Fax: 954-961-5136', and 'Int'net: ap@aimpaks.com'. Below the information is a table titled 'DEFAULT SETTINGS -- General Ledger Accounts' with the following entries: 'Cash/Checking' (1120.0000), 'Accounts Payable' (2110.0000), 'Discounts Taken' (5130.0000), and 'Vehicle Maintenance' (6150.0000). A red arrow points to the 'Discounts Taken' value. At the bottom of the window, it says 'ESC=Close, TAB=Jump, F10=Save.'

DEFAULT SETTINGS -- General Ledger Accounts	
Cash/Checking	1120.0000
Accounts Payable	2110.0000
Discounts Taken	5130.0000
Vehicle Maintenance	6150.0000

DEFAULT SETTINGS- Operations

Last Transaction Entry: The system stores the last transaction number used in this field and increments it automatically each time a transaction entry is made to any account. The operator should not normally change this field.

“Issued Date” Seed: If you want the date to seed automatically from current date, enter Y-yes. If not enter N-no. You will have to enter the date manually.

Terms Seed: Enter the terms you want to be seeded, e.g. C.O.D. Terms is discussed in later chapter.

Check Number Ceiling: We recommend that you leave the default entry of 1900000000.

AR Order Entry Program: Leave the default entry of “ARECHD”. Push <TAB> to go to the next screen

Automatic Vehicle Log: If you are using Aimpaks to keep log of vehicle expenses such as gasoline, we recommend that you enter Y-yes. This will be explained later in Vehicle expenses and mileage logging.

GL Linkage Level: Leave this field blank .

Path: leave this field blank.

Press <TAB> to go to the next screen.

BILLING INFORMATION		SHIPPING INFORMATION	
Name	AIM Management Services, Inc.	Name	AIM Management Services, Inc.
Address	P.O. Box 350128 Ft. Lauderdale, FL 33335-0128	Address	3231 SW 44th Street Ft. Lauderdale, FL 33312-6930
Phone	954-987-4657	Phone	954-987-4657
Fax	954-961-5136	Fax	954-961-5136
Int'net	ap@aimpaks.com	Int'net	ap@aimpaks.com

DEFAULT SETTINGS -- Operations	
Last Transaction Entry	8465
"Issued Date" Seed	Y
Terms Seed	C.O.D.
Check Number Ceiling	1900000000
AR Order Entry Program	ARECHD

ESC=Close, TAB=Jump, F10=Save.

BILLING INFORMATION		SHIPPING INFORMATION	
Name	Natural Growth Services, Inc.	Name	Natural Growth Services, Inc.
Address	P.O. Box 350128 Ft. Lauderdale, FL 33335-0128	Address	3231 SW 44th Street Ft. Lauderdale, FL 33312-6930
Phone	954-987-4657	Phone	954-987-4657
Fax	954-961-5136	Fax	954-961-5136
Int'net	ap@aimpaks.com	Int'net	ap@aimpaks.com

DEFAULT SETTINGS -- Operations	
Automatic Vehicle Log (Y/N)?	Y
GL Linkage Level (Auto/Manual/None)?	N Path

ESC=Close, TAB=Jump, F10=Save.

DEFAULT SETTINGS- Reports

Report by Departments: Recommended default setting is 2 (for yes)

Report Printer: Enter the Default Printer destination for printing reports. See setting up printers for more information.

Check Printer: If you use a printer to print checks, enter the name of the printer here. If not, enter “NONE”

Aging Breaks: These are the days (negative for future) from current report date for column breaks. We recommend to leave default settings. (See Illustration)

Note: for the rest of the screen entries, such as *Default Settings –menu, End-Of-Month*, leave all the factory default settings of 1=-14, 2=-7, 3=-0, 4= 30, 5= 60, 6= 90

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Int'net	ap@aimpaks.com	Int'net	ap@aimpaks.com

DEFAULT SETTINGS -- Reports	
Report by Departments	2 (1=no, 2=yes)
Report Printer	101
Check Printer	CHECKS
Aging Breaks ("-" for future):	1= -14 2= -7 3= 0 4= 30 5= 60 6= 90

ESC=Close, TAB=Jump, F10=Save.

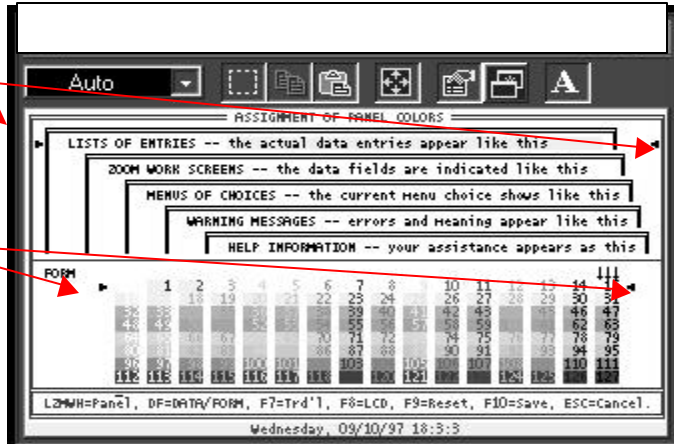
Setting up and Selecting Colors for Appak™ Menus

This setup is for “personalizing your color preference in Appak™ menu screen. <F7> will set the traditional color defaults.

To change the screen color in Aimpaks, go to Appak –Accounts payable Menus, push <F4>. Setup. Choose C-color. Push <ENTER>

Side cursor moves up and down is used to choose which color entry to change and also shows the actual color combination

These arrows are your color picker. There are two sets of arrows – vertical and horizontal arrows, that chooses the color coordinate on the color palette



The letters LZMWH represents each panel above the color palette. For each of the five panels, you can specify a color setup for the form (F) and the data (D). Push letter F to activate the form color selection and D for data.

E.g. To change the color of List of entries, push the letter L on the keyboard and move the arrows on the sides of the color palette (using up/down & side arrow keys). Observe the color changes on the *List of Entries* panel.

Save your selection after making all the changes by pushing **F10**. Then you can do the same procedure with Z (zoom screen), M (menus), and W (warning messages), H (help information)