

# New Accounts Entry & Change

## Entering and Editing Accounts

This option allows you to enter all necessary information concerning your payable accounts, as well as change any of the information currently on file or setup. Once you are on the Appak – Accounts Payable Master Menu screen, you can access information, setup, print reports and pay bills.

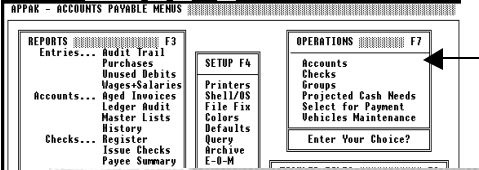
### Entering a new account

To enter the Accounts Entry and Change Screen, push <F7 function key>, OPERATIONS MENU will be highlighted and then select A-accounts under Operations, push <ENTER>. Choose any of the account/template samples and push <F4> to go to detailed screen. This will give you a blank account to be filled in. You may enter the new account.

*Note: If you are editing the vendor's information, choose the account and push <ENTER>. All information will be seeded by Aimpaks.*

**Account #:** Enter up to 12 characters to indicate your account number for this payable account. If this is an existing account master, enter the account number and the account information currently on file is displayed. You may use the <Page Up> and <Page Down> function keys to move among all account masters on file.

**NOTE:** Do not put any spaces on the account number.  
E.g. Aim Mgmt should be entered as AimMgmt.



APPAK - ACCOUNTS PAYABLE MASTERS

REPORTS... Audit Trail F3  
Entries... Purchases  
Accounts... Unused Debits  
Aged Invoices Wages-Salaries  
Checks... Ledger Audit  
Register Master Lists  
Issue Checks History  
Payee Summary Query  
Archive E-0-M

SETUP F4  
Printers  
Shell/OS  
File Fix  
Colors  
Defaults  
Query  
Archive  
E-0-M

OPERATIONS F7  
Accounts  
Checks  
Groups  
Projected Cash Needs  
Select for Payment  
Vehicles Maintenance  
Enter Your Choice?

APPAK - ACCOUNT MASTER

Company: A Galaxy of Maps  
A-1 Appliance Service  
A-1 Overpayment Refund Account  
AMP  
ASC Auto Repair  
Advent Cal, Inc.

Account # S4L  
Name: NEW S4 LUMBER  
Address: 3700 S. STATE ROAD 7

Department: DEPARTMENT  
Data Entered: 12/19/97  
THUR ACCTP  
12/19/97

Account # \_\_\_\_\_ Department \_\_\_\_\_  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
Contact \_\_\_\_\_  
Phone# \_\_\_\_\_  
FAX# \_\_\_\_\_

Opened \_\_\_\_\_ Note \_\_\_\_\_  
Their Acct# \_\_\_\_\_  
FIN or SSN 1099? \_\_\_\_\_  
Stub Detail (Yes/No/Invoices) \_\_\_\_\_  
Data Phone# \_\_\_\_\_  
GL Account 6340.000000  
Terms \_\_\_\_\_  
Description \_\_\_\_\_

Tickle -- Next \_\_\_\_\_ Step: \_\_\_\_\_ Value Range \_\_\_\_\_ to \_\_\_\_\_  
Vehicle Seed \_\_\_\_\_ AutoGen: Flag \_\_\_\_\_ Entry Number \_\_\_\_\_ select (y/n/a/p) \_\_\_\_\_  
Comment: \_\_\_\_\_

Order Method (D/F/M/P) \_\_\_\_\_ | Surcharge if minimum order is not met: \_\_\_\_\_  
Partial Shipments OK? \_\_\_\_\_ | Minimum order amount before surcharge: \_\_\_\_\_  
Acknowledgement Needed? \_\_\_\_\_ | Minimum order amount for free shipping: \_\_\_\_\_  
Vendor on PO? Prices? \_\_\_\_\_ | Preferred shipping method: \_\_\_\_\_  
Notes (Private) \_\_\_\_\_

ESC=Close/Cancel, F6=Remove, F7=Notes, F8=Invoices, F9=Clear, F10=Save.

**Department:** This is a four-character entry to designate a type of account. For example, you can separate accounts into categories such as OVHD (for Overhead), MAIN (Maintenance), etc.

**Name:** Enter the name of the payable account. You may use up to 30 characters for this name.

**Address:** Enter the address of the payable account. Each of the three lines may have up to 30 characters.

**Contact:** Enter the name of your contact person at the payable account. This field accepts up to 30 characters.

**Phone:** Enter the telephone number for this payable account. This field accepts up to 20 characters allowing sufficient space for area codes and symbols (such as parentheses around the area code and a dash after the exchange).

**FAX:** Enter a FAX number, if applicable, for this payable account. This field accepts up to 20 characters.

**Date Opened:** Enter the date this account was opened. If this is a new account, today's date will be seeded automatically into this field by APPAK. Press <ENTER> to accept this date. You may change this date, if desired.

**Their Acct#:** Enter your account number assigned to you by this company/ vendor, if applicable. This number will appear on checks printed for this vendor.

**Fin or SSN:** Enter the vendor's FEIN or SSN. If none, leave this blank.

**1099?** Enter Y (yes) - for a 1099 summary report of all payments made for the calendar year. Enter N (no) if not applicable.

**Stub Detail:** Enter Y (yes) if you wish details to be included on the counterfoil. The counterfoil is the check stub and shows the invoice number, the invoice description, and the balance due for each invoice to be paid with this check. Up to 16 invoices are shown on one counterfoil. If you do not wish these details to be included, enter N (no).

*NOTE: If you have more than 16 invoices to be paid with this check and you have set this field to Y (yes), be aware that APPAK prints all the invoices assigned on the check stub. If there are more invoices than 16, APPAK voids the next check and continues with the invoices on the next stub, up to an additional 16. This process continues until all invoices have been listed. If you have many invoices to be paid with this check, you may wish to set this field to N (no) to keep from voiding too many checks.*

APPAK - ACCOUNT MASTER			
Account # _____	Department _____	Opened _____	Note _____
Name _____		Their Acct# _____	
Address _____		FIN or SSN _____	1099? _____
		Stub Detail _____	(Yes/No/Invoices)
		Data Phone# _____	
Contact _____		GL Account 6340.000000	
Phone# _____		Terms _____	
FAX# _____		Description _____	
Tickle -- Next _____ Step: _____ Value Range _____ to _____			
Vehicle Seed _____ AutoGen: Flag _____ Entry Number _____ Select (y/n/a/p) _____			
Comment: _____			
Order Method (D/F/M/P) _____	Surcharge if minimum order is not met: _____		
Partial Shipments OK? _____	Minimum order amount before surcharge: _____		
Acknowledgement Needed? _____	Minimum order amount for free shipping: _____		
Vendor on PO? _____	Prices? _____ Preferred shipping method: _____		
Notes (Private) _____			
ESC=Close/Cancel, F6=Remove, F7=Notes, F8=Invoices, F9=Clear, F10=Save.			

**Data Phone#:** This only applies if you have a modem or a data link program in your computer, to coordinate data transfers with other firms that use Aimpaks. Leave this blank if this does not apply.

**GL Account:** Enter the General Ledger distribution account number normally used for the debit account posting transactions. E.g. 5110.0000 (for equipment), 5120.0000 (for shipping).

**Terms:** Enter the terms under which you pay this account. E.g. COD, net 15<sup>th</sup>. This field accepts up to 20 characters. Available syntaxes are:

- a) COD
- b) RECEIPT
- c) NONE – If you leave this field blank.
- d) NET XX
- e) NET YYYY
- f) NET YYYY PROX

Terms explained:

*COD, Receipt and None* – the effect on “Date Due” equals date received.

*Net xx, net yyyz, net yyyz prox*– the effect on “Date Due” is the Date Issued plus xx of days; where zz is the “th”, “nd”, or “rd”. Then that xx day of the month that follows *Date Issued*. The yy day after the first of the month following *Date Issued*. E.g. Net 23<sup>rd</sup>, net 15<sup>th</sup>,

**Description:** Enter any comment you desire in this field – up to 20 characters. The information you entered here will be seeded to new invoices for this vendor.

*Note: The following fields need not be filled if you don't use it.*

**Tickle –Next:** Date next invoice is due.

**Step:** 30/365, etc. in days.

**Value Range:** Low and high expected values for an invoice.

**Vehicle Seed:** Leave this blank

**AutoGen: Flag** : ←

**Entry Number:** ←

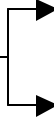
**Select (y/n/a/p):** ←

*Note: These three fields are explained thoroughly on recurring invoices (groups) section.*

**Comment:** Enter any comment you desire in these two fields. Each line accepts up to 60 characters.

APPAK - ACCOUNT MASTER	
Account # _____	Department _____
Name _____	Opened _____ Note _____
Address _____	Their Acct# _____
_____	FIN or SSN _____ 1099? -
_____	Stub Detail _ (Yes/No/Invoices) _
Contact _____	Data Phone# _____
Phone# _____	GL Account 6340.000000
FAX# _____	Terms _____
_____	Description _____
Tickle -- Next _____ Step: _____ Value Range _____ to _____	
Vehicle Seed _____ AutoGen: Flag _____ Entry Number _____ select (y/n/a/p) _	
Comment: _____	
Order Method (D/F/M/P) -	Surcharge if minimum order is not met: _____
Partial Shipments OK? -	Minimum order amount before surcharge: _____
Acknowledgement Needed? -	Minimum order amount for free shipping: _____
Vendor on PO? _ Prices? -	Preferred shipping method: _____
Notes (Private) _____	
ESC=Close/Cancel, F6=Remove, F7=Notes, F8=Invoices, F9=Clear, F10=Save.	

Note: These fields only apply if you are using the BUYPAK Purchasing Module. You may leave these fields blank.



**Order Method (D/F/M/P):** The method you order/ purchase, such as:

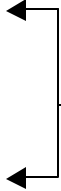
- a) D-datalink
- b) F - by fax
- c) M - by mail
- d) P – by phone ( normal order method)

**Partial Shipments OK?:** If it is Ok to ship products to you partially or not. Enter Y=yes or N- for No.

**Show Vendor Code on PO?:** Enter Y=yes or N-no, whether 3-letter vendor code portion of the INVPAK part number is shown or the purchase order.

**Notes (Private):** Enter your comments or notes here,

- Surcharge if minimum order is not met:**
- Minimum order amount before surcharge:**
- Minimum order amount for free shipping:**
- Preferred shipping method:**



Note: The following information is the vendor policy information for your buyer's reference. You may leave these fields blank.