

Accounts History and Logging

Viewing the Account History and Entering Notes

These features are provided for easy access to the accounts' paid invoices and to record any information. There are two screens provided – Account History Screen and Note logging.

Account History Screen

The account history screen gives you a summary of all invoice paid and unpaid. It displays the following:

1. Account and account name you assigned
2. Number of Outstanding Balance and Credit amount
3. Running total of bills still to be paid.
4. Invoice #
5. Due date and amount of each invoices
6. Entry Number and date invoice was paid
7. Check number of the payment.

How to access the Account History Screen:

1. Go to Aimpaks Master menu, then Accounting, then accounts Payable.
2. Push <F7>. Choose A –accounts, go the account you want to check the payment history.
3. Once that account is highlighted, push <F8> for invoices.
4. The next screen will show you a list of the entire invoices paid.

The screenshot displays two screens from the software. The top screen, titled 'APPAK - ACCOUNT RECORDS', shows account information for 'SAGER' and 'BAL'. The bottom screen, titled 'APPAK - INVOICE DISPLAY', shows a table of invoices with columns for Invoice, Due Date, Amount, Entry#, Balance, Paid, and Check#.

Invoice	Due Date	Amount	Entry#	Balance	Paid	Check#
00426	05/01/1994	111.36	526	0.00	05/01/1994	3132
+1840	01/22/1994	184.41	1840	0.00	01/22/1994	2958
+1843	01/25/1994	42.52	1843	0.00	01/25/1994	2975
+1852	02/08/1994	98.63	1852	0.00	02/08/1994	2981
+1913	04/09/1994	33.84	1913	0.00	04/09/1994	3088
+1918	04/13/1994	34.87	1918	0.00	04/13/1994	3100
+1972	07/10/1994	126.61	1972	0.00	07/10/1994	3243
+1984	07/25/1994	49.08	1984	0.00	07/25/1994	3273
+1992	07/31/1994	75.91	1992	0.00	07/31/1994	3287
+2009	08/13/1994	107.21	2009	0.00	08/13/1994	3328
+2021	09/03/1994	26.31	2021	0.00	09/03/1994	3364
+2022	09/04/1994	18.61	2022	0.00	09/04/1994	3365
+2030	09/18/1994	61.38	2030	0.00	09/18/1994	3389
+2940	01/28/1996	41.17	2940	0.00	01/28/1996	4056
+2959	02/01/1996	64.44	2959	0.00	02/01/1996	4081

NOTE: This screen is for reference purposes only. You cannot change any information on this screen. If you want to print the list, push <F4> to print. You can also access this report through the Reports Master Menu, which will be discussed later.

Notes Logging Screen

This is a very good feature provided by Appak so you can enter notes related to that account. To access this screen,

1. Go to Appak –Accounts Payable Menus. Then push <F7> Operations, choose A-accounts. You should be given the Appak - Account Records listing. Type in or go to the account you want, once highlighted, push <F7> for notes.
2. To enter a new note, push <F10>. The default date (today’s date) and time will be seeded. If this is correct press <ENTER>. If not edit the information and push <ENTER>. (See illustration).
3. Once in the Appak –Account notes, the day of the month is seeded and the column - I is for order of priority being 1-very urgent. 5- less important.
4. Enter your notes under heading - subject (49 characters for the first line). Push <ENTER> to type in more notes. You have a maximum of 4 lines. To save your entries, push <F10>.
5. To delete a note, go to the notes you want to delete and push <F6>. It will ask you if you really want to delete the entry. Enter Y=yes, N=no to cancel. To get out of this screen, press <ESC>.

DATE	TIME	DAY	i	SUBJECT
...

DATE	TIME	DAY	i	SUBJECT
02/26/2001	03:14	Monday	P	This is where you enter the notes you want and

and push enter.
you have a maximum
of four lines
under this space, push <F10> to save your notes.