

Appak – Printing Reports Menu

Printing Reports, Audit trails, Master Lists, Check Registry

Through this menu, you can access a number of options for generating reports detailing the information present in the system. Reports include a listing of all accounts, an aging report for accounts, the account history, a register of checks, a listing of recurring groups and the ability to reprint checks already issued. To access the reports and check menu, go to *Appak - Accounts Payable Menu*, and push <F3> function key and make your choices using the highlighted letters in each selection.

There are categories of reports you can choose from:

1. Entries Report
 - *Audit Trail*
 - *Purchases*
 - *Unused Debits*
 - *Wages + Salaries*
2. Accounts Report
 - *Aged Invoices*
 - *Ledger Audit*
 - *Master Lists*
 - *History*
3. Checks Report
 - *Register*
 - *Issue Checks*
 - *Payee Summary*

APPAK - ACCOUNTS PAYABLE MENUS

REPORTS F3 Entries... Audit Trail Purchases Unused Debits Wages+Salaries Accounts... Aged Invoices Ledger Audit Master Lists History Checks... Register Issue Checks Payee Summary Enter Your Choice?	SETUP F4 Printers Shell/OS File Fix Colors Defaults Query Archive E-O-M Choice?	OPERATIONS F7 Accounts Checks Groups Account Notes Projected Cash Needs Select for Payment Vehicles Maintenance Enter Your Choice?
NEW INVOICE ENTRY (F9=Orders)		TICKLER FILES F8 Payments--Select Invoices Missing Generate Groups Vehicle Operation Enter Your Choice?

AUDIT TRAIL BY REPORT

PURPOSE: This option prints an audit trail of entries in order by entry number. You can specify the range of Operator IDs (OPIDs) to report, as well as the range of entries to report. The report is printed in condensed print.

To print this report, choose <F3> function key and this will highlight the *Reports* directly on your Appak menu screen as enumerated below:

- Step 1** To print this report, choose **F3**, then **T** (Audit Trail) from the Appak Master Menu.
- Step 2** You can send this report to the screen, printer, or a filename. Indicate which by an 's', 'p', or the file name. The default is to send the report to the printer.
- Step 3** Enter the range of operator ID's to be reported. The default is to print all operator ID's (OPID).
- Step 4** You can specify the range of entries to be printed. If you specify 'ALL', then only those since the last erasure are printed. The default is to print all entries since the last erasure.
- Step 5** Erase the audit trail file for the entries reported? After the report is finished printing, APPAK displays this question. If you answer Y (yes), the pointer which identifies your starting entry number is erased so that you can start with a new pointer for new entries. If you answer N (no) to this question, the pointer is not erased from the audit trail file. You can always print an audit trail for any entries by specifying the range in Step 4.

PURCHASES

Purpose: This option prints all the entries of purchases made. You can specify the range of Operator ID's (Opids) to report, as well as the dates and range of entries to report. The report is printed in condensed print. To print this report, choose **F3** function key and choose **P**. This will bring you to a new screen as illustrated below. Use *enter* key to go through the step-by-step procedure.

- Step 1** To print this report, choose Option 2 (Audit Trail Report) from the Master Menu.
- Step 2** You can send this report to the screen, printer, or a filename. Indicate which by an 's', 'p', or the file name. The default is to send the report to the printer.
- Step 3** Enter the range of operator ID's to be reported. The default is to print all operator ID's (OPID).
- Step 4** You can specify the range of entries to be printed. If you specify 'ALL', then only those since the last erasure are printed. The default is to print all entries since the last erasure.
- Step 5** Enter the range of dates to report. Specify the dates e.g. 01021998-01311998.
- Step 6.** Do you want the invoice listed individually? If you answer Y (yes), the report will be detailed. N (no) will give you a summary only. This will print a report.

Note: The system will show an "hour glass", please wait for the system to finish compiling all the data before you start pushing any button. To stop the report before it starts printing, push ESC key.

Once it start printing you can stop it by pushing page down and this will prompt you to use <ESC> key to stop. This is a standard procedure for stopping the printing

- Step 7.** After printing the reports you will be asked to “Erase the audit trail file for the entries reported?”. If you answer Y (yes), the pointer which identifies your starting entry number is erased so that you can start with a new pointer for new entries. If you answer N (no) to this question, the pointer is not erased from the purchases trail file. You can always print the purchases for any entries by specifying the range in Step 4.

UNUSED DEBITS OR DISCOUNTS AVAILABLE REPORT

PURPOSE: This report lists invoices which offer a discount when paid by the date specified. The amount of the discount is also shown. The date by which the invoice must be paid and the amount of the discount come from the information entered in the Invoices Entry and Change screen described earlier in this chapter. The report is printed in condensed print.

To print this report, choose **F3** function key directly from the *Accounts Payable menu* and enter **U** – unused Debits.

OPERATION:

- Step 1** To print this report, choose **F3** function key directly from the *Accounts Payable menu* and enter **U** – unused Debits.
- Step 2** You can send this report to the screen, printer, or a filename. Indicate which by an ‘s’, ‘p’, or the file name. The default is to send the report to the printer.
- Step 3** Report discounts available throughout what date range? The default is to use the “Current Week” set in the Company Setup table.

WAGES + SALARIES

OPERATION:

- Step 1** To print this report, choose **F3** function key directly from the *Accounts Payable menu* and enter **W** – wages+salaries.
- Step 2** You can send this report to the screen, printer, or a filename. Indicate which by an ‘s’, ‘p’, or the file name. The default is to send the report to the printer.
- Step 3** Report discounts available throughout what date range? The default is to use the “Current month” set in the Company Setup Defaults table.

AGED INVOICES

PURPOSE: The Aged Account Report gives an account's status with balances aged into future due, one-month, two-month, and three-month-and-over categories. The creditor's name and account number are included and the report is broken down by departments, if applicable. Totals for all accounts in each

aged category and the percent of the total are given. The report concludes with the average balance due and the average number of days overdue. The report is printed in condensed print.

OPERATION:

- Step 1** To print this report, push <F3>, then choose A-aged invoices from the Report Menu.
- Step 2** You can send this report to the screen, printer, or a filename. Indicate which by an 's', 'p', or the file name. The default is to send the report to the printer.
- Step 3** Enter the cutoff date for the report. The default is to use today's date from the system. All invoices with a "Due Date" after this date will fall into the "Future Due" column.
- Step 4** Enter the range of accounts to be reported. The default is to print all accounts.
- Step 5** Do you want the invoices listed individually? The default is Y (yes) which will list the invoices individually. If you answer N (no), only the total for each account is printed.

Accounts - LEDGER AUDIT

PURPOSE This report shows invoices entered for each account. You can request a listing showing unpaid invoices only or all invoices (paid or unpaid) since the last End-of-Month Processing. The report is printed in condensed print.

OPERATION:

- Step 1** To print this report, push <F3>, then choose L-Ledger Audit from the Rreports Menu.
- Step 2** You can send this report to the screen, printer, or a filename. Indicate which by an 's', 'p', or the file name. The default is to send the report to the printer.
- Step 3** Enter the range of accounts to be reported. The default is to print all accounts.
- Step 4** Include paid invoices? The default is N (no), do not include paid invoices in the report. If you answer Y (yes), invoices which are paid are included in the report.

Accounts - MASTER LISTS

PURPOSE This option prints a listing of a specified range of accounts (or all accounts) in order by the creditor's name and gives summary information from the Account Master Record (entered from the Accounts Entry and Change screen in the Maintenance Menu).

OPERATION:

- Step 1** To print this report, push <F3>, then choose M-Master Lists on the Reports Menu.
- Step 2** You can send this report to the screen, printer, or a filename. Indicate which by an 's', 'p', or the file name. The default is to send the report to the printer.

ACCOUNT HISTORY

PURPOSE This report produces the purchasing history comparing last year's history with the current month-to-date and each month of the current year. The information contained in this report is similar to

the information obtained when the Account History screen is accessed through the Accounts Entry and Change option. The report is printed in condensed print.

NOTE: Dollars only are printed on this report (cents are truncated).

OPERATION:

- Step 1** To print this report, push <F3>, then choose **H**-*history*
- Step 2** You can send this report to the screen, printer, or a filename. Indicate which by an 's', 'p', or the file name. The default is to send the report to the printer.
- Step 3** Enter the range of accounts to be reported. The default is to print all accounts.

CHECK REGISTER

PURPOSE This option prints a summary of a specified range (or all) of the checks issued for a specified general ledger cash account. Information on the report includes the check number, the date of issue, the account number and payee to whom it was issued, the amount of the check and the status (I or V, for issued or voided, respectively).

OPERATION:

- Step 1** To print this report, push <F3>, then choose **R**-*register*.
- Step 2** You can send this report to the screen, printer, or a filename. Indicate which by an 's', 'p', or the file name. The default is to send the report to the printer.
- Step 3** Enter the GL Cash Account to be used. The default selected when you press <ENTER> is to use the General Ledger cash account set up in the Company Setup table (described in the section "Company Setup (Defaults)").
- Step 4** Enter the range of checks to be reported. The default is to report all checks for the selected General Ledger Cash account.

ISSUE CHECKS

PURPOSE This option generates checks for those invoices which have been selected through the "Select for Payment" option. Checks are assumed to have equal size areas for check and counterfoil with each area 3 1/2" by 8 1/2" (total size is 7" x 8 1/2" excluding continuous form feeder strips). This has been discussed in detail, *Chapter 9 – Printing and Re-issuing checks*.

- Step 1** To print this report, push <F3> *Reports* from Appak – *Accounts Payable Menus*, then choose **I**-*Issue Checks*.
- Step 2** You can send this report to the screen, printer, or a filename. Indicate which by an 's', 'p', or the file name. The default is to send the report to the printer.
- Step 3** Computations for discounts allowed are made as of a specific date. This is also the date to appear on the checks. Enter the date. The default is to use today's date from the system.

Step 4 Enter the GL Cash Account to be used. The default is to use the General Ledger account which you have entered through the Company Setup (Defaults) table as the cash account. Please see the description of the "Company Setup" in Chapter 6, Maintenance Menu.

Step 5 Enter the starting check number. There is no default for this question.

REPRINTING ISSUED CHECKS

PURPOSE: This is a feature where you can re-issue checks or repay an invoice that either got misprinted or you had a printer problem. (See Chapter 9—printing and re-issuing checks).

Step 1 To print this report, choose Option 8 (Reports Menu) from the Master Menu. Then choose Option 7 (Reprint Issued Checks) from the Reports Menu.

Step 2 You can send this report to the screen, printer, or a filename. Indicate which by an 's', 'p', or the file name. The default is to send the report to the printer.

Step 3 Enter the GL Cash Account to be used. The default is to use the General Ledger account "0" as the cash account.

Step 4 Enter the range of checks to be reprinted. There is no default for this question.

Step 5 Enter the new starting number for the checks which are to be printed. It must NOT cause a check number to overlap. There is no default for this question. Three possibilities can occur when checks need to be reprinted. These are described on the next page with examples given.

(1) Reprint one check as a result of human error (for example, checks not loaded in the printer and the check printed on white paper or did not print at all). You can ask that a specific check be reprinted with the same check number. For example, check number 301 can be reprinted as check number 301.

(2) Reprint a specific check which was printed and issued a check number, but needs to be reprinted and issued a new check number. Be sure you do not request as a new check number a number that has already been used (you will receive an error message). For example, check number 287 can be reprinted and issued a new number, such as check number 503 (but, since we are up to check number 503, this check cannot be issued as check number 300, which has already been issued).

(3) Reprint a range of checks. The range of checks can be reprinted in the same manner as individual checks described in paragraphs (1) and (2), above:

Reprint the range of checks with the same check number (as in paragraph (1), above). Therefore, checks 510-521 can be reprinted as checks 510-521.

The range of checks can also be reprinted with different check numbers as in paragraph (2), above, with the same cautions concerning reusing a check number. For example, you can request checks 510-521 be reprinted as checks 530-541, but not as checks 515-526 (since this causes an overlap of check numbers 515-521 which have already been used).

PAYEE SUMMARY

Purpose: Payee summary is a report listing the selected invoices paid or to be paid for the month you have selected. This report can be accessed through Appak- Accounts Payable Menus. Push <F3> and then choose S- payee Summary.

Operation:

Step 1. You can send this report to the printer, screen, or to a file. The choices are “p”, “s” or “file name”, respectively.

Step 2. Enter the range of accounts to be reported, push <Enter>.

Step 3. Enter range of dates to report. E.g. 20010101-20020130. Push <ENTER>. What will be printed are the following – Payee’s name, Date issued, Ledger #, Check# and the amount of the invoice.