IBM System/23 Datamaster
Accounts Payable Reports

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Introduction

The IBM System/23 Accounts Payable application is one of six applications that compose the IBM System/23 Business Management Accounting System for Datamaster. The other five applications also have Reports brochures similar to this brochure:

- *IBM System/23 Datamaster Billing Reports,* G280-0229.
- *IBM System/23 Datamaster Accounts Receivable Reports,* G280-0230.
- *IBM System/23 Datamaster General Ledger Reports,* G280-0232.
- *IBM System/23 Datamaster Inventory Accounting Reports,* G280-0233.
- *IBM System/23 Datamaster Payroll Reports,* G280-0234.

We encourage you to obtain and review all six Reports brochures.

Contents

Highlights

The Accounts Payable application can assist you in improving cash management and increasing control of cash flow. In addition, it can help provide the management information needed to take advantage of vendor discounts. Some other potential benefits of installing Accounts Payable on Datamaster are improved accounting controls, audit trails, and reduced clerical effort.

- Handles regular invoices, credit memos, prepaid invoices, and check reversals.

- Calculates discounts by percent or by dollar amount for the whole invoice or any line item on it.

- Allows multiple general ledger distributions per invoice.

- Allows you to select invoices for payment by due date and/or by individual invoice.

- Partial payment of invoices and partial credit on credit memos may be processed.

- Processes forced discounts; that is, discounts invoices paid after the due date.

- Prints checks and remittances as well as debit memos. (A debit memo prints as a voided check.)

- Transfers invoice and payment distributions to the IBM System/23 General Ledger application.

- Allows you to request open payables information either by due date or vendor.

- Allows you to request vendor's open payables information either in detail or summary form and specify three aging periods.

- Allows you to inquire into open payables information on the display screen.

IBM System/23 Datamaster requirements

The Accounts Payable application requires the following
minimum System/23 Datamaster configuration:

- IBM 5322 Computer with 64K[1] bytes of storage
- Sort feature
- 2.2 million bytes of diskette storage (either integrated or the IBM 5246 Diskette Unit)
- IBM Printer (80 characters per second print speed)

  Note: Larger diskette storage configurations
  and/or a faster printer (160 characters per
  second) may be required, depending on your
  company's business volumes.

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[1] K = 1,024 bytes; thus the total is 65,536 bytes of storage.

Reports and screens

- Invoice entry screen. Invoice data such as customer number, invoice amount, and invoice date are entered and simultaneously edited using this screen.
- Purchase Journal. Lists the detailed distribution of invoices to the accounts in General Ledger.
- Purchase Journal Summary. A companion report to the Purchase Journal. The summary lists each account shown on the journal and the total debit or credit to that account.
- Cash Requirements Report. Lists the invoices and credit memos selected for payment. It shows for each item listed, the balance due, the amount to be paid, and the discount.
- Checks and Remittance Statements. The check is a preprinted form with the company's name and bank account number. The remittance portion lists each invoice and credit memo.
- Check and Remittance Summary. Lists the number of checks written and the number voided as well as the total amount of the checks written.
- Cash Disbursements Journal. Lists each check printed or processed by the computer. For each item listed, this journal shows how the payment amount was distributed.
- Cash Disbursements Journal Summary. A companion report to the Cash Disbursements Journal.

The summary lists the total debit or credit amount for the Accounts Payable, Cash, and Discounts Taken accounts.

- Vendor Analysis Report. Lists the vendors and shows the history of business done with them for last year and so far this year.
- Open Payables by Due Date. Lists each invoice and credit memo in the open payables file. The items on the report are in order by due date.
- Aged Open Payables (Detail). Lists by vendor, each invoice and credit memo now in the open payables files. In addition to showing the gross amount of the invoice, this report shows in which of three aging periods the invoice is due.
- Aged Open Payables (Summary). This report summarizes open payables for each vendor. The Aged Open Payables Summary only lists the totals by vendor for each aging period instead of all the detail.
- Vendor Inquiry Screen. The vendor inquiry provides a quick method of looking up information about a vendor. The display screen shows open invoices and year-to-date totals for any vendor in the vendor file.

On the following pages are samples of some of these reports and display screens.

Invoice entry screen

```
   4/30/82                    Accounts Payable          Add/Verify     3921c
Data                              Invoice               Invoice
                                                           ■1

   Last Vendor no.                                Invoice no. x x x x x Type
        Reference          Invoice amount        0.00
        Balance to be distributed               0.00
   Last account no.       0

Vendor no.  A1011                      Reference ■3        BkOrdr
Vendor name Able Manufacturing Co.     Invoice date ■4     42882
Invoice no. 000240                     Due date           53082
Trans type  I   (C,I,PI,RC,RI) ■2      Invoice amount ■5      186.97
                                       Line item discount  n  (Y,N)
                                       Discount percent ■6 10.00
                                       Discount amount       18.70
                                       Hold invoice ■7     N  (Y,N)
                                       Check no. ■8           0
                                       Check date ■9          0

                                           Cmd 8 Reset
```

1 Invoice number. The number or code assigned to the invoice or credit memo.

2 Transaction type. The code that signifies whether the data being entered is for an invoice, a credit memo, a prepaid invoice, or a check reversal.

3 Reference. A code assigned by the operator that provides additional information about the invoice, such as purchase order number (optional).

4 Invoice date. The date the invoice was issued.

5 Invoice amount. The gross amount of the invoice.

6 Discount. The discount amount or the discount percent if the percentage differs from the normal discount in the vendor's master record (optional).

7 Hold. Indicates whether or not this invoice will be held in the open payables file until the operator selects it for payment. This would be used if there is any question about the accuracy of the check (optional).

8 Check number. The check number for a prepaid invoice or reversal.

9 Check date. The date of a prepaid invoice or reversal.

Distribution entry screen

```
    4/30/82                         Accounts Payable              Add/Verify      3921e
    Data                               Invoice                    Distribution


        Vendor no. A1011   Able Manufacturing Co.      Invoice no. 000240   Type I
        Reference BkOrdr    Invoice amount          186.97
        Balance to be distributed                   186.97
   Last account no.        0

Account no.          4080 ■1
Amount             186.97 ■2
Discount %    10.00 ■3
Discount amount    18.70 ■4




                                            Cmd 8 Reset
```

6 Distribution entry screen

1 Account number. A general ledger account number for invoice distribution.

2 Amount. The amount of the general ledger distribution.

3 Discount percent. The discount percentage for the general ledger distribution.

4 Discount amount. The computer will calculate the amount when the percent is entered or the discount amount can be entered by the operator.

Purchase journal


```
Northcreek Industries         1              Accounts Payable                   Time 18:36:51  Date  4/30/82   Page    1 39401
Journal   PJ008  Batch   11                   Purchase Journal                                   Posting date  4/30/82
[1]              [2]                                                    [4]        [3]
Invoice   Vendor  Vendor                      Refer   Invoice   2040       4080        4130         6160        --- General Ledger ---
date      number  name      [6]               number  number    Accts Pay  Purchases   Freight In   Misc Suply    amount      number
                                                                 CR         DR          DR           DR        [5] DR

4/28/82 A1011 Able Manufacturing Co.          BkOrdr 000240      186.97     186.97
4/30/82 B2893 Butler Supply Co.               532    112       1,567.98   1,567.98
4/30/82 B4056 Bishop Brothers                 PO178a 2034        750.00     800.00
                                                                           (50.00)
4/01/82 B4056 Bishop Brothers                 CD0008 2034       (750.00)   (800.00)
                                                                            50.00
4/21/82 F5555 Fashions by Goldfarb            013040 126000   12,563.00   8,749.27      610.00
                                                                          2,048.48      (10.00)
                                                                          1,165.25
4/30/82 N0421 Norris Film Company             Advert 150        175.00                                           175.00   [7] 7120
4/30/82 S3123 Sanford Stationery Store               10          12.00                              10.00
                                                                                                     2.00
4/27/82 O     Morris Bros., Inc.              273450 00178A     889.00     889.00

                                    [8] Totals          15,393.95  14,606.95      600.00       12.00        175.00
```

8 Purchase journal

The Purchase Journal shows the detailed distribution of invoices to the accounts in your General Ledger. This report serves as a permanent record of the invoices received and how each invoice was distributed to the General Ledger.

1 Journal number. The number that identifies this purchase journal. This number serves as an audit control point.

2 Batch number. The number of the invoice batch containing the items printed on this journal.

3 Posting date. The date for posting these journal entries to your general ledger. The amounts to be posted are shown on the Purchase Journal Summary, which prints right after the Purchase Journal.

4 Column headings. For the first four columns on the journal, the account number, description, and sign for that column (CR stands for credit, DR stands for debit).

5 Sign for column 5. The fifth column on the journal lists the accounts and amounts that do not fall into any of the first four columns.

6 Invoice identification. Information identifying this invoice; such as purchase order number.

7 Miscellaneous distribution. If the operator entered an account number which is not one of the account numbers for columns 1 through 4, the account and amount appear in column 5.

8 Totals. The sum of the debit and credit amounts for columns 1 through 5. The computer adds the "normal" amounts in the column and subtracts the amounts in parentheses.

Purchase journal summary

Northcreek Industries   1   Accounts Payable   Time 18:38:02 Date 4/30/82   Page   1 39402
Journal - PJ008 Batch - 11   Purchase Journal Summary   Posting date 4/30/82

1   **2**

4 Account   **5** Debits   **5** Credits   **3**
     number

     2040   .00   15,393.95
     4080   14,606.95   .00
     4130   600.00   .00
     6160   12.00   .00
     7120   175.00   .00

6 Totals   15,393.95   15,393.95

The Purchase Journal Summary prints with the Purchase Journal. It summarizes the total debit and credit amounts for each account printed on the purchase journal. If the System/23 General Ledger application is installed, this information will be automatically posted to the appropriate general ledger accounts. If not, the totals can be posted to a manual general ledger system.

1 Journal number. The number that identifies this Purchase Journal Summary. It is the same number shown on the Purchase Journal.

2 Batch number. The number of the invoice batch containing the items summarized on this report.

3 Posting date. The date for posting these journal entries to your general ledger. The operator can enter it when requesting the Purchase Journal, or the computer can use its current date.

4 Account number. The general ledger account number to be posted with the debit or credit amount. Each account shown on the Purchase Journal will be listed on the summary.

5 Debit/credit amount. The amount to be posted to this account. If the amount will debit the account, it is listed in the debit column. If the amount will credit the account, it is listed in the credit column.

6 Totals. The sum of the debit amounts and credit amounts on this summary.

Cash requirements report

```
Northcreek Industries        1              Accounts Payable      [1]    Time 17:46:42  Date  4/30/82  Page    1   3948
Batch -   6 Session -    2               Cash requirements report        Expected payment date  4/30/82
   [2]
Line                           Invoice   Due    Balance    Payment    Discount     Net
number Vendor name  [4]        number    date   due  [5]   amount [6] taken [7] [8] amount  Hold [9]     Comments [10]
[3]
          1 Able Manufacturing Co.   000123  3/01/82   100.00      100.00      .00      100.00
          2                          000789  2/28/82   600.00      600.00      .00      600.00
          3                          004560  3/30/82   500.00      500.00      .00      500.00
          4                          123457  4/30/82   100.50      100.50    10.00       90.50   Manual check

             [11] Vendor A1011 Total          1,200.00    1,200.00      .00    1,200.00


          5 Butler Supply Co.        156710  4/15/82   400.00      400.00    10.00      390.00   Forced discount

             [11] Vendor B2893 Total            400.00      400.00    10.00      390.00


          6 Sanford Stationery Store 10      5/15/82    12.00       12.00      .00       12.00

             [11] Vendor S3123 Total             12.00       12.00      .00       12.00


          7 Doral, Inc.              32      4/30/82  7,200.00    7,200.00   800.00    6,400.00

                Vendor 0     Total           7,200.00    7,200.00   800.00    6,400.00   Exceeds maximum check amt




    [12] Total manual check amount             100.50      100.50    10.00       90.50
    [13]
    [14] Total check amount                  8,812.00    8,812.00   810.00    8,002.00


          Cash required          8,002.00
          Number of checks              4
          Number of debit memos         0
          Summary totals check          1
          Total number of checks        5
```

The Cash Requirements Report is printed before checks are printed. It shows each invoice to be paid and each credit to be taken. For each item, it shows the balance due, the amount to be paid, the discount to be taken, and the net payment amount. In addition, it summarizes the amounts for each vendor and shows the total cash needed. This report is used to help verify payment selections and decide if there are any changes to be made before checks are printed.

1 Expected payment date. The date the computer will print checks to pay these items. The computer applies the discount for invoices due on or before this date.

2 Batch/session. Tracking numbers to use as an audit trail.

3 Line number. The number the computer assigned to this invoice or credit memo. The operator may use this number to locate the item and make any changes to the information shown for that item.

4 Invoice identification. Information identifying this invoice—who it is from, the invoice number, and when it is due.

5 Balance due. The amount still due on this invoice.

6 Payment amount. The amount to be paid on this invoice. This is the amount before any discount is subtracted.

7 Discount taken. The amount of discount.

8 Net amount. The amount required to pay this invoice. The computer subtracts the discount from the gross invoice amount to get this figure.

9 Hold. Whether or not this invoice was held in the open payables file until the operator selected it for payment.

10 Comments. Messages about conditions that require attention and/or correction.

11 Vendor totals. Totals for the selections for this vendor. The computer adds the invoice amounts and subtracts the credit memo amounts.

12 Total manual checks. The sum of all invoices paid with a manual check minus the sum of credits taken with a manual check.

13 Total debit memo amount (when printed). The sum of all vendor totals that will print on debit memos.

14 Total check amount. The sum of all vendor totals that will print on checks.

Checks and remittances

INVOICE NO.	INVOICE DATE	REFERENCE	INVOICE AMOUNT	DISCOUNT	PAYMENT AMOUNT
000123	2/23/82		100.00	.00	100.00
000789	1/31/82		600.00	.00	600.00
004560	1/31/82		500.00	.00	500.00

CHECK NO.	VENDOR NUMBER	SEQUENCE NUMBER		INVOICE AMOUNT	DISCOUNT	PAYMENT AMOUNT
101	A1011	1 Last	TOTALS	1,200.00	.00	1,200.00

1 **2** **3** **4** **5** **6** **6** **6**

No. 000784

8 **9**

CHECK DATE	CHECK NO.
4/30/82	101

CHECK AMOUNT
$ ****1,200.00

10

PAY TO
ORDER
OF:

7
Able Manufacturing Co.
1104 Main St.
Muskegon, MI
49444

NON-NEGOTIABLE

ııＰ000784ıı

After the selections have been made and the Cash Requirements Report printed, the checks and remittances are printed.

1 Invoice identification. Information identifying which invoice is being paid or which credit is being taken.

2 Invoice amount. For an invoice, the gross amount you are paying (before subtracting the discount). For a credit memo, the gross amount of the credit being taken.

3 Discount. The amount of discount you are taking on this invoice.

4 Payment amount. The net amount being paid on this invoice. The computer subtracts the discount from the invoice amount to calculate the net.

The computer adds all the payment amounts together to give you the check amount.

5 Check identification. The number the computer printed on the check and the number of the vendor to whom the check was written.

6 Totals. The sum of the invoice and credit memo amounts shown on the remittance portion. If more than one remittance statement is needed to hold all the items, these totals appear only on the last remittance for that vendor. The net paid is the same as the check amount.

7 Name and address. The name and mailing address of the vendor being paid.

8 Check date. The date the check was printed.

9 Check number. The computer-printed number of this check. The computer prints a check number on all checks, even voided checks. The operator enters the number of the first check. The computer assigned the rest in sequence.

10 Check amount. This is the total amount paid to this vendor.

Check and remittance summary

INVOICE NO.	INVOICE DATE	REFERENCE		INVOICE AMOUNT	DISCOUNT	PAYMENT AMOUNT

1 Northcreek Industries   1
2 Totals for batch   6   session   2
3 Check no. beginning   101
  Check no. ending   105
4 Number of checks printed   5
5 Number of void checks printed   1
6 Total debit memo amount   .00
7 Total check amount   8,002.00

CHECK NO.	VENDOR NUMBER	SEQUENCE NUMBER				
105			TOTALS			

No. 000788

8   **9**

CHECK DATE	CHECK NO.
4/30/82	105

CHECK AMOUNT
$ ****VOID****

PAY TO
ORDER
OF: *****NON-NEGOTIABLE*****

NON-NEGOTIABLE

⑾°000788⑾°

IBM Y43260

1 Company information. Shows which company these totals are for.

2 Batch/session. Tracking numbers to use as an audit trail. These numbers are the same as the batch and session numbers shown in the heading of the last Cash Requirements Report you printed before printing the checks.

3 Check numbers. The computer-printed numbers on the first and last checks.

4 Number of checks printed. The total number of check and remittance forms used by the computer.

5 Number of voided checks. The number of check and remittance forms that were voided by the computer.

6 Total debit memo amount. The total amount of debit memos printed.

7 Total check amount. The total amount of cash you need to cover all of the checks the computer printed.

8 Check date. The date the computer printed these checks. The operator entered this date.

9 Check number. The computer-printed number for this check, the totals check.

Cash disbursements journal

```
Northcreek Industries          1              Accounts Payable                              Time 18:06:21  Date  4/30/82   Page    1 39531
Journal - CD004  Batch -  6                   Cash Disbursements Journal      [4]           [3] Posting date  4/30/82

[1]             [2]                                                                                                     [5]
Check     Check      Vendor   Vendor                    2040            1010           8080              --- General Ledger ---
date      number     number   name                    Accts Pay        Cash          Disc Tkn             amount      number
  [6]       [6]                                           DR             CR             CR                    CR
4/30/82    101       A1011    Able Manufacturing Co.    1,200.00       1,200.00          .00
4/30/82    102       B2893    Butler Supply Co.      [7] 400.00          390.00        10.00
4/30/82    103       S3123    Sanford Stationery Store    12.00          12.00          .00
4/30/82    104       0        Doral, Inc.              7,200.00        6,400.00       800.00
4/27/82    22212     A1011    Able Manufacturing Co.     100.50          90.50        10.00
                                                      ----------      ----------     ----------                      ----------
                          [8]  Totals                  8,912.50        8,092.50       820.00                            .00
```

The Cash Disbursements Journal shows the detailed distribution of the checks to three accounts in your general ledger—the accounts payable account, the cash account, and the discounts taken account. Because the journal lists all check numbers, it can be used to manually reconcile your accounts payable checks. The Cash Disbursements Journal Summary prints with the Cash Disbursements Journal. It summarizes the total debit and credit amounts for the three accounts. These reports serve as a permanent record of the payments made and how the computer distributes each payment to the general ledger.

1 Journal number. Identifies this Cash Disbursements Journal.

2 Batch number. The number of the payment selection batch.

3 Posting date. The date for posting these journal entries to your ledger. The amounts to be posted are shown on the Cash Disbursements Journal Summary, which prints right after the Cash Disbursements Journal.

4 Column headings. The headings state the account number, description, and sign for that column.

5 Miscellaneous. The last column on the journal lists the accounts and amounts that do not fall into one of the preceding columns.

6 Check identification. Information identifying this check. For a regular check, the computer chose the check number. For a prepaid invoice, manual check, or reversal check, the operator entered the check number.

7 Credit or debit amount. The amounts from the check as the computer distributed them to the accounts payable, cash, and discounts taken accounts.

8 Totals. The sum of the debit amounts and credit amounts for each column on the journal.

Cash disbursements journal summary

```
Northcreek Industries      1              Accounts Payable               Time 18:06:45  Date  4/30/82    Page    1 39532
Journal - CD004  Batch -  6          Cash Disbursements Journal Summary              Posting date  4/30/82

[1]                   [2]                                        [5]                       [5]           [3]
                                      [4]
                                      Account          Debits              Credits
                                      number

                                      2040          8,912.50                    .00
                                      1010                .00              8,092.50
                                      8080                .00                820.00

                                      Totals [6]    8,912.50              8,912.50
```

The Cash Disbursements Journal Summary prints after
the Cash Disbursements Journal. It summarizes the
total debit and credit amounts for the three accounts.
This summary information is passed on to the General
Ledger application or can be used to post to a manual
general ledger system.

1 Journal number. Identifies this cash disbursements
journal summary.

2 Batch number. The number of the payment batch
containing the checks summarized on this journal.

3 Posting date. The date for posting these journal
entries to your general ledger. The posting date is
the check date the operator entered when writing
checks.

4 Account number. The number of your accounts
payable, cash, and discounts taken accounts.

5 Debit/credit amount. The amount to be posted to
the account.

6 Totals. The sum of the debit amounts and credit
amounts on this summary.

Vendor analysis report

Northcreek Industries   1   Accounts Payable   Time 17:31:46 Date 4/30/82 Page   1   3965
                                              Vendor analysis report
                                     2   **1** All vendors **2**   **3**   **4**   **5**

Vendor number	Vendor name	-- Year to date purchases	inv	----- Last year purchases	inv	-- Discounts taken -- YTD	last year	-- Discounts lost -- YTD	last year	Last payment
A1011	Able Manufacturing Co.	6,888.00	34	17,645.78	81	31.20	182.68	656.80	1,581.92	3/30/82
B2893	Butler Supply Co.	2,561.32	11	7,225.67	36	123.77	121.06	260.43	962.79	1/10/82
B4056	Bishop Brothers	6,926.00	10	.00	0	250.36	.00	95.94	.00	2/03/82
E8834	Engman Products Inc.	1,721.97	10	17,559.23	51	8.08	187.08	26.36	164.10	3/15/82
F2222	Evergreen Recreational Co	.00	0	.00	0	.00	.00	.00	.00	10/12/79
F5555	Fashions by Goldfarb	185.89	1	1,600.00	7	4.68	40.00	.00	.00	1/17/82
G6362	P. Gregory CPA, P.A.	311.72	3	1,717.11	12	.00	.00	.00	.00	3/30/82
J6657	Johnson & Partners, Inc.	302.36	3	12,676.16	12	.00	.00	.00	.00	3/30/82
N0421	Norris Film Company	450.64	3	1,832.94	20	.00	.00	.00	.00	1/31/82
S3123	Sanford Stationery Store	110.00	3	900.00	12	10.00	70.00	1.00	20.00	3/30/82
S8888	Southern Telephone	563.00	3	2,368.75	12	.00	.00	.00	.00	3/15/82
	Totals **6**	20,020.90	81	63,525.64	243	428.09	600.82	1,040.53	2,728.81	

7

Count of vendor records printed   11

The Vendor Analysis Report shows the vendor history for last year and so far this year. It shows the number of invoices and their total amounts. It also shows the amount saved by paying on time and taking advantage of discounts, as well as the amount lost by not paying within the due date.

1 Report contents. Says either "All vendors" or "Vendors from x to y," where x is the first vendor number on the report, and y is the last.

2 Business volume. The number of invoices and their total amounts so far this year and for all of last year.

3 Discounts taken. The amount your company has saved by paying within due dates and taking advantage of discounts.

4 Discounts lost. The amount your company has lost by not paying within due dates.

5 Last payment. The date on the last check you wrote to this vendor.

6 Totals. The sum of each column on the report.

7 Count. The number of vendors listed on this copy of the report. If the report is for all vendors, this is the number of vendors in your vendor file.

Vendor inquiry screen

```
    4/30/82                    Accounts Payable         Inquire        3969b
                      Inquire into vendor and open payables files

    [1]                                  [2]                [3]
    Vendor    Vendor                    Purchases   Orders   Last payment
    number    name                      YTD         YTD      date

    A1011     Able Manufacturing Co.      6,888.00       34    3/30/82
    [4]       [4]              [4]        [4]           [4]       [4]               [4]
    Invoice   Invoice          Invoice   Due         Balance   Discount
    number    date             amount    date           due    available     Hold

    000123    2/23/82          100.00    3/01/82     100.00      10.00
    000789    1/31/82          600.00    2/28/82     600.00      60.00
    004560    1/31/82          500.00    3/30/82     500.00      50.00
    123456    5/15/82        4,567.89-   8/18/82   4,567.89-    456.79-




                                        Cmd 8 Restart
                                        Cmd 9 End job
```

Use the inquiry feature to see information about a
specific vendor on the computer screen. The screen
shows each open invoice and unapplied credit memo
as well as year-to-date totals.

1 Vendor identification. The number and name of
the vendor whose information appears on the
screen.

2 Year-to-date information. The total amount of
purchases from this vendor so far this year and the
number of invoices received from this vendor so
far this year.

3 Last payment date. The date on the last check
written to this vendor.

4 Open items. Unpaid invoices and unapplied credit
memos for this vendor, including:
— Invoice number: The number or code assigned to
the invoice or credit memo.
— Invoice date: The date of the invoice.
— Invoice amount: The original gross amount of
the invoice or credit memo. (A credit memo has
a minus sign.)
— Due date: The day by which the invoice must
be paid if the discount is to be earned.
— Balance due: The unpaid balance of an invoice
or the unapplied balance of a credit memo. The
computer calculates this amount by subtracting
any payments made and any discount earned.
— Discount available: The amount of discount still
remaining to be taken.
— Hold: Indicates whether or not this invoice was
held in the open payables file until the operator
selected it for payment.

Open payables by due date

```
Northcreek Industries      1                    Accounts Payable                    Time 17:20:26  Date  4/30/82  Page   1   3961
                                          Open payables by due date                              ┌─┐      ┌─┐
                                                                                                 │6│      │7│                    ┌─┐
Vendor  ┌─┐                        Invoice    Due        Invoice       Balance      Discount     └─┘Net due └─┘     Cumulative   │8│
number  │1│ Vendor name           number     date ┌─┐   amount ┌─┐    due   ┌─┐    available┌─┐    amount  Hold    net due amount└─┘
        └─┘                                        │2│          │3│          │4│             │5│
                                                   └─┘          └─┘          └─┘             └─┘

A1011   Able Manufacturing Co.    000789     2/28/82    600.00        600.00       60.00        540.00
                                                                                                        Total to date              540.00

                                  000123     3/01/82    100.00        100.00       10.00         90.00
                                                                                                        Total to date              630.00

                                  004560     3/30/82    500.00        500.00       50.00        450.00
                                                                                                        Total to date            1,080.00

B2893   Butler Supply Co.         156710     4/15/82    600.00        400.00       10.00        390.00
                                                                                                        Total to date            1,470.00

A1011   Able Manufacturing Co.    123457     4/30/82    100.50        100.50       10.00         90.50
0       Doral, Inc.               32         4/30/82  8,000.00      7,200.00      800.00       6,400.00
                                                                                                        Total to date            7,960.50

S3123   Sanford Stationery Store  10         5/15/82     30.00         12.00         .00         12.00
                                                                                                        Total to date            7,972.50

A1011   Able Manufacturing Co.    123456     6/30/82  4,567.89      4,567.89      456.79       4,111.10
B4056   Bishop Brothers           500        6/30/82    580.00        580.00       29.00        551.00
                                                                                                        Total to date           12,634.60

A1011   Able Manufacturing Co.    123456     Credit    4,567.89-     4,567.89-     456.79-      4,111.10-
                                                                                                        Total to date            8,523.50

        ┌─┐
        │9│ Total open payables               10,510.50      9,492.50       969.00       8,523.50
        └─┘
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The Open Payables by Due Date report lists each open invoice and unapplied credit memo. It shows all amounts due in the order in which they are due, from oldest to latest due date. It also shows the cumulative amount due by each date as well as totals for all of your open payables. This report can be requested at any time. It can help you decide which items to pay.

1 Invoice identification. Information identifying this invoice. The operator will use this information to select invoices marked "Hold."

2 Due date. The date by which you must pay this invoice to take advantage of the discount. The items on this report are listed in order by due date.

3 Invoice amount. The original gross amount of the invoice.

4 Balance due. The amount you still owe on this invoice.

If you have not made any payments on this invoice, balance due is the same as invoice amount. If you have made payments, the computer subtracts the payments made from the invoice amount to give you the balance due.

5 Discount available. The discount you have not yet taken on this invoice. A credit memo has a minus sign.

6 Net due. The amount of cash you need pay off this invoice.

7 Hold. Whether or not this invoice will be held in the open payables file until it is selected for payment.

8 Cumulative net due amount. The total amount due by this date. This is the sum of all net due amounts for this date and all previous dates shown on the report.

9 Total open payables. The sum of all invoice amounts minus the sum of all credit memo amounts.
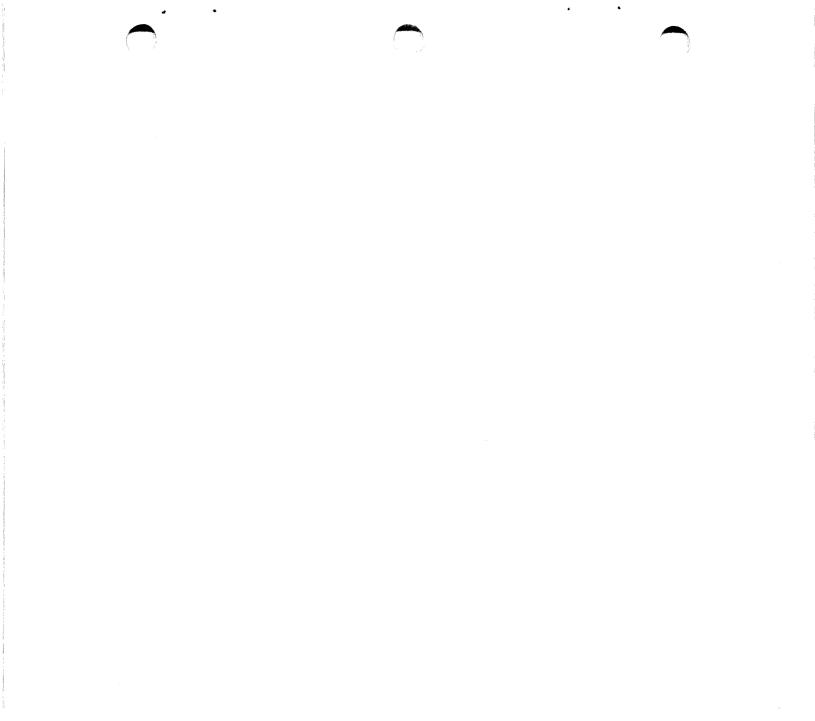
Aged open payables

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Northcreek Industries      1        1  Accounts Payable                    Time 17:51:23  Date  4/30/82  Page   1    39591
                                       Aged open payables detail
    2                              3   4      All vendors          7          8                         9
Vendor                          Invoice  Due  Hold Journal    Invoice       Discount    Amount due    Amount due    Due after
number Vendor name              number   date      refer      amount        available   by  4/30/82   by  5/15/82   5/15/82
                                            5          6

A1011  Able Manufacturing Co.   000123  03/01/82    PJ006       100.00         10.00       100.00         .00          .00
                                000789  02/28/82    PJ012       600.00         60.00       600.00         .00          .00
                                004560  03/30/82    PJ003       500.00         50.00       500.00         .00          .00
                                123456  Credit      PJ007     4,567.89-      456.79-         .00          .00     4,567.89-
                                123456  06/30/82    PJ007     4,567.89       456.79          .00          .00     4,567.89
                                123457  04/30/82    PJ007       100.50         10.00       100.50         .00          .00

                                Vendor A1011 Totals           1,300.50        130.00     1,300.50         .00          .00


B2893  Butler Supply Co.        156710  04/15/82    PJ002       600.00         10.00       400.00         .00          .00
                                156710  Part-Pay    CD002       100.00-
                                156710  Part-Pay    CD003       100.00-

                                Vendor B2893 Totals             400.00         10.00       400.00         .00          .00


B4056  Bishop Brothers          500     06/30/82    PJ006       580.00         29.00         .00          .00        580.00

                                Vendor B4056 Totals             580.00         29.00         .00          .00        580.00


S3123  Sanford Stationery Store 10      05/15/82    PJ002        30.00          .00          .00         12.00         .00
                                10      Part-Pay    CD001        18.00-

                                Vendor S3123 Totals              12.00          .00          .00         12.00         .00


0      Doral, Inc.              32      04/30/82    PJ001     8,000.00        800.00      7,200.00         .00          .00
                                32      Part-Pay    CD001       800.00-
                            10  Vendor 0     Totals          7,200.00        800.00      7,200.00         .00          .00


                            11  Total open payables           9,492.50        969.00      8,900.50        12.00       580.00
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The Aged Open Payables report shows the amount due to each vendor in each of three aging periods. You choose the aging periods when you request the report. The report can be printed in two ways, in detail or summary. The detail report shows each open invoice and unapplied credit memo. A summary report can be printed that shows only the total amount due each vendor.

1 Report content. Says either "All vendors" or "Vendors from x to y," where x is the first vendor number on the report and y is the last. Includes only those vendors with open payables, not necessarily all vendors in the vendor file.

2 Vendor identification. The number and name of the vendor who sent this invoice. If the vendor number is 0, this is a one-time vendor who is not in the vendor file.

3 Invoice number. The number of the invoice. If there is more than one item with the same invoice number (for example, the invoice itself, a credit to the invoice, and a payment on the invoice), they are listed separately.

4 Due date. The date by which an invoice must be paid to take advantage of the discount.

5 Hold. Indicates whether or not this invoice will be held in the open payables file until the operator selects it for payment.

6 Journal reference. The number of the journal on which this item appeared. An invoice or credit memo shows the number of a purchase journal. A payment shows the number of a cash disbursements journal.

7 Invoice amount. For an invoice, the original gross amount of the invoice. For a credit memo, the original gross amount of the credit. For a payment, the amount you have paid thus far on the invoice.

8 Discount available. The amount of available discount you have not yet taken on this invoice.

9 Amount due only. Shows in which of the three aging periods the invoice is due.

10 Vendor totals. The sum of the amounts for each column for that vendor. These totals are the same as those shown on the Aged Open Payables Summary report.

11 Total open payables. Totals for all vendors shown on the report. If the report is for all vendors, this is the total of all of your open payables.

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