FIN/250
Accounts Payable
Implementation Guide

HP 250

Operating Instructions

OM/250	FIN/250	MFG/250
Manager's Guide 45190-90020	**General Ledger Operator's Guide** 45200-90020	**Operator's Guide** 45180-90020
Order Entry Operator's Guide 45191-90000	**Accounts Payable Operator's Guide** 45199-90020	
Accounts Receivable Operator's Guide 45192-90000	**Accounts Receivable Operator's Guide** 45192-90000	
Inventory Control Operator's Guide 45190-90010		
Sales Analysis Operator's Guide 45193-90000		

Technical Reference

OM/250	FIN/250	MFG/250
Applications Customizer Manual 45194-90030	**Applications Customizer Manual** 45194-90030	**Applications Customizer Manual** 45194-90030
Implementation Guide 45190-90000	**General Ledger Implementation Guide** 45200-90000	**Implementation Guide** 45180-90000
Technical Manual 45190-90040	**Accounts Payable Implementation Guide** 45199-90000	**Technical Manual** 45180-90040
	Accounts Receivable Implementation Guide 45192-90001	

HP 250 Applications Software Documentation

HP Computer Museum
www.hpmuseum.net

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FIN/250
ACCOUNTS PAYABLE
IMPLEMENTATION GUIDE

Manual Part No. 45199-90000

Hewlett-Packard Company
19447 Pruneridge Ave., California, U.S.A. 95014

PRINTING HISTORY

New editions of this manual will incorporate all material updated since the previous edition. Update packages may be issued between editions and contain replacement and additional pages to be merged into the manual by the user. Each updated page will be indicated by a revised date at the bottom of the page. Note that pages which are rearranged due to changes on a previous page are not considered revised.

The manual printing date and part number indicate its current edition. The printing date changes when a new editon is printed. (Minor corrections and updates which are incorporated at reprint do not cause the date to change.) The manual part number changes when extensive technical changes are incorporated.

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INTRODUCTION

This is your guide for converting your firm's present system for handling invoices and payables to the FIN/250 Accounts Payable module. This book presents a detailed discussion of each critical implementation step and serves as a training guide for the conversion process.

These steps are covered:

* Data Collection
* System Installation and Initialization
* Loading Data
* System Implementation

You should also refer to the Accounts Payable Operator's Guide (Manual No. 45199-90020) for any questions on AP operation which occur during conversion.

You've probably heard a lot about the complexity of system conversion. This guide was prepared to minimize your conversion problems and to smooth your way through any bottlenecks. We're committed to helping you through this process.

YOUR SOFTWARE SERVICE REPRESENTATIVE

This guide was prepared by Hewlett-Packard to assist your software representative in supplying you with quality documentation and guidance at minimum cost. Your software representative may elect to modify or deviate from this guide to better suit your implementation needs.

Where the words "we" and "our" are used here, they refer to your software representative's staff:

Name: _____

Company: _____

Phone: _____

CHAPTER 1: FIN/250 OVERVIEW

CHAPTER 2: CONVERSION OVERVIEW

CHAPTER 3: AP SETUP OPTIONS

CHAPTER 4: HP 250 INSTALLATION

CHAPTER 5: SOFTWARE INITIALIZATION

CHAPTER 6: LOADING DATA

FIN/250 Overview

Before getting into the actual implementation of your new FIN/250 Accounts Payable (AP) software, let's take a moment to review some of the features and capabilities of FIN/250. You may wish to refer to the FIN/250 Reports Brochure while reading these next pages.

FIN/250 SOFTWARE

The FIN/250 software package offers the small distributor or manufacturer an easy solution for handling the bookkeeping and cash payment functions. FIN/250 consists of three software modules, General Ledger (GL), Accounts Payable (AP), and Accounts Receivable (AR). When all are implemented, they can be run either stand-alone (data is not exchanged between modules) or they can be integrated. In addition, the GL module can be integrated with the Order Management (OM/250) software, providing an extremely powerful accounting package.

The General Ledger Module - The GL module extends your firm's bookkeeping capabilities beyond a double-entry system. It handles all types of entries to the General Ledger, and prepares reports at a moment's notice. GL offers the following features:

* Multi-level accounting structure
* User-defined chart of accounts
* Cost center record-keeping and reporting
* Zero-sum check for all manual input modes
* Automatic subsystem integration
* Financial statements and reports in varying levels of detail
* Simplified month-end closing
* 12 or 13 accounting periods

The GL module will automatically prepare the following reports:

* Balance Sheet
* Income Statement
* Trial Balance
* Account Balances
* Cost Center/Cost Accounts
* Posting Journal
* Special Management Information
* Pending Transactions
* Pre-Posting Transactions Check

* Pending Transactions
* Pre-Posting Transactions Check
* Entity, Account, Cost Center, Parameter, and Format Position Listings

The Accounts Payable Module - The AP module provides the tools you need for effective cash management. As a stand-alone module, AP manages data on invoices, cash payments, debit memos and vendor balances. When AP is used along with the Accounts Receivable module, you have better control of cash receipts and cash disbursements. Some features of AP are:

* Password protection of invoice and payment functions
* A powerful, yet flexible checkwriter
* Hold payment on all or part of an invoice
* Partial payment of an invoice
* Multiple bank accounts
* Processing manual payments
* Up to two discounts per invoice
* Expensing invoices over any number of accounts
* Sort and range selection on most reports
* A detailed audit trail

The AP module provides these reports:

* Invoice Register
* Invoice Inquiry
* Hold Payments
* Partial Payments
* Ageing
* Debit Memos
* Vendor History
* Vendor Inquiry
* Cash Requirements
* Cash Disbursements
* Check Reconciliation
* Discounts Lost
* Month-to-Date Taxes
* 1099
* GL transaction report
* Audit trail report
* Preliminary check register
* Cash disbursement journal (checkwriter, void checks and manual payments)
* AP control file contents

The Accounts Receivable Module - The AR module provides more tools for effective cash management. As a stand-alone module, AR manages data on open invoices, cash receipts, credit memos and customer balances. When AR is integrated with the Accounts Payable module, you have better control of cash receipts and cash disbursements. Some features of AR are:

* Password protection of invoice and cash functions.
* Sort and range selection on most reports.
* Up to 20 accounting entities can be handled.
* Create invoices.
* Maintain customer contracts.
* Collect Sales Tax info for 99 City/State combinations.
* Ability to write off invoices.
* Ability to use up to 5 mark up and 5 discount classes.

The AR module provides these reports:

* Single Customer Report
* Customer Report
* Customer Account Status
* Customer Ranking
* Customer Over Credit
* Customer Ageing
* Customer Statements
* Customer Labels
* Past Due Letters
* Unassigned Credit
* Customer History
* Tax Location Report
* Tax Report
* Contract Report
* Single New Invoice Report
* New Invoice Register
* Single Open Invoice Report
* Open Invoice Register
* Partial Payment Repor
* Print Credit Memos
* Credit Memo Register
* Cash Activity Register
* General Ledger Transaction Report

DATA ORGANIZATION

Each FIN/250 module maintains its own sets of data (collectively called a "data base") and has a control file holding parameters customized for your accounting system. We will customize the AP control file for your system after the computer and the software are installed. We will also show you how to collect the following data items:

* Bank Accounts
* Delivery Points
* Vendors
* Invoices
* Debit Memos

After the system is installed, we'll show you how to load these data items into the AP data base. It'll all happen one step at a time.

Now that you have an idea of how FIN/250 and the AP module are organized, let's take a look at the steps needed to convert your payments system to your new AP module. To ensure a smooth implementation of this new system, you need to pay close attention to each step of the process outlined in the next chapter.

FIN/250 USER DOCUMENTATION

The following manuals are available for FIN/250 software. Your software representative may elect to use these manuals intact, or manuals may be modified or replaced to better document the software. Be sure to order all documentation through your software representative.

Title	HP Part No
FIN/250 Reports Brochure	45200-90080
AP Implementation Guide	45199-90000
AP Operator's Guide	45199-90020
GL Implementation Guide	45200-90000
GL Operator's Guide	45200-90020
AR Implementation Guide	45192-90001
AR Operator's Guide	45192-90000

CHAPTER 2

Conversion Overview

INTRODUCTION

This chapter offers an introduction to the process of converting your present accounts payable system to the new FIN/250 AP module. A general definition of the task is given along with a timetable for the conversion process, some staffing recommendations, and guidelines on ordering forms.

This chapter also answers questions on training:

* How much training is needed to operate the AP module?
* When will it be provided?
* Who should attend?

You should read every section in this chapter and get your implementation plan into action now; see the Conversion Checklist on the last page. Then you can start collecting AP information as explained in Chapter 3.

CONVERSION DEFINITION

Conversion is the process of changing from one way of doing things to another. In this case, we mean changing from your present manual system of handling invoices and payables to the FIN/250 Accounts Payable module.

This conversion began when you ordered the AP module; it'll end when you're using AP to handle your payables. The conversion process can be tricky, as you've probably heard from other computer users. With this Guide and our help, however, your facility should experience a smooth transition from your current method to your new AP system. By doing your planning as outlined in the following pages and calling on us when you have a problem, we're confident that your conversion will be well-managed, and efficient.

THE TIMETABLE

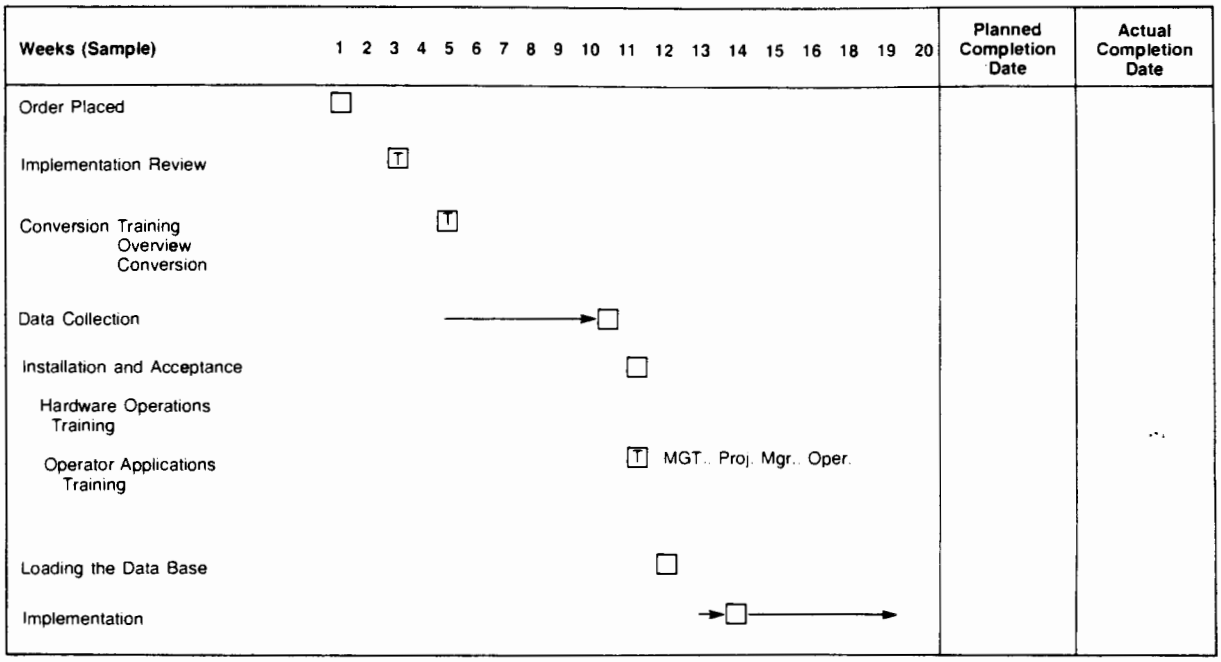
A typical schedule for an AP conversion is on the next page. The time period for each milestone is based on our experience installing other AP modules. There's room in each column for you to write in agreed-upon dates for your installation.

Remember, where the words "we" and "our" are used here, they refer to your software representative's staff (see page v).

The timetable highlights these important milestones:

* Order placed.
* Implementation review.
* Conversion training.
* Data collection.
* HP 250 and AP installation.
* AP training.
* Loading data.
* Implementation.

Let's take a closer look at each milestone to see what's going to happen, the time needed, what you need to do and what we will do. Turn the page.



T = Training

Figure 2-1. EXAMPLE CONVERSION TIMETABLE

Step 1. Order Placed - Hopefully, you're beyond this point; you have ordered the AP module from us, so the stage is set to schedule the next step.

Step 2. Implementation Review - Begins with a half-day session at your facility, allowing us to meet with your key people to cover the upcoming tasks. We'll spend most of the time reviewing what we must each do to begin a smooth implementation of the new AP system. We'll also cover using this Guide to begin planning for conversion training.

We will present recommendations for:

* Assigning the project manager.
* Managing the conversion process.
* Staffing the project.
* Arranging and timing events.
* Organizing events.
* Ordering needed supplies.
* Preparing for installing the HP 250 (if ordered).

Our primary objectives during this meeting are:

* Discussing key steps on the conversion timetable with your management team: staffing requirements, management coordination and training needs.
* Showing how to use this guide during the conversion process.
* Reviewing the physical requirements for installation of the HP 250 (floor space, electrical needs, etc.) so that you can select a site as soon as possible.
* Helping you order needed supplies.
* Setting a preliminary project schedule, including a firm date for the conversion training session.

Your responsibilities for this meeting are:

* Make sure your management team is available.
* Review this Guide in advance and come prepared with questions.
* Assign the conversion project manager.

This first meeting should last from two to four hours. Your follow-up and preparation time for conversion training will take from one to two weeks.

After the Implementation Review, your staff will understand how the conversion will take place, who's going to do what and when they should do it.

Step 3. Conversion Training - We conduct a detailed conversion class before the HP 250 is delivered. We'll review the AP module and cover each step of the conversion process with your people. They will leave the course knowing what AP is, what's happening and what their responsibilities are.

We offer this course as one of the steps in the conversion process. The texts for this course are the FIN/250 Reports Brochure and this Implementation Guide. The best way for you to become familiar with conversion training and the Guide is to use it during this session. You have the outline for this course; just turn to the Table of Contents.

Our Responsibilities: Teach the course and answer any questions on the conversion process.

Your Responsibilities: Make sure the people responsible for implementing AP are present. Bring completed conversion forms for adding bank accounts, delivery points and vendors. Also bring questions.

Class Duration: One to two days.

Step 4. Data Collection - This phase includes gathering, coding and preparing your invoices and payables data for the system loading phase. We reviewed all the data elements and coding the conversion forms during conversion training.

Our Responsibilities: None.

Your Responsibilities: Staff this phase accordingly. Stress accuracy and neatness so the system loading phase can occur later with as little effort as possible.

Duration: One to three weeks, depending on the complexity of your current invoices and payables system.

Step 5. HP 250 and AP Installation - Delivery Day...we install your AP software, and the HP 250 if ordered.

Our Responsibilities: Deliver and install the hardware and software as ordered. Check out the hardware and operating system. Demonstrate your new FIN/250 software.

NOTE

A Hewlett-Packard service representative will install your new HP 250 Computer.

Your Responsibilities: Have the computer site prepared (adequate space, power, etc.). Be ready to sign the Acceptance Form, agreeing that you received the equipment and the correct software.

Duration: Two to six hours.

Step 6. AP Training - Before your operator(s) can begin effectively using your new AP software, each needs to learn the basics of operating the hardware. So we cover:

* Switching the computer on and off.
* Loading discs.
* Initializing the system.
* Operating the printer.
* Using the keyboard.

After your operator is familiar with the hardware, we show how to run the AP applications software. We'll cover all input, output and process functions. We'll also give you recommendations for scheduling system workload and a daily operator's routine. Afterward, your operator will have a first-hand knowledge of how the system works and will be ready to begin entering data.

Our Responsibilities: Provide post-delivery training and ensure that your key operator(s) understand how to use the equipment. We'll make sure your software is properly initialized, passwords assigned and the system is ready for loading data.

Your Responsibilities: Make sure your operator(s) and any other people who'll be involved in everyday use of the new system are available for training.

Duration: One to two days.

Step 7. Loading Data - Now it's time to key-in all the data gathered during the Data Collection phase.

Our Responsibilities: None.

Your Responsibliities: Provide adequate staffing and supervision to allow a timely and accurate loading phase.

Duration: One to three weeks.

Step 8. Implementation - This final phase leads up to a "cut over" to using the new system. This step includes a checkout period of parallel processing, designed to aid you in auditing the new system and ensuring your people of the system's accuracy and dependability.

Our Responsibilities: None.

Your Responsibilities: Audit the new system by comparing it to the old one until you're convinced of the system's accuracy and dependability.

Duration: Four to twelve weeks.

That's a brief overview of the implementation timetable. Your conversion could take more or less time, however, depending on the condition of your current invoices/ payables system and availability of the HP 250.

Notice that the chapters in this Guide correspond closely to the timetable's milestones. Turn to the appropriate chapter for more information on any milestone.

Before leaving this chapter, however, read the next few pages in preparation for the Implementation Review.

STAFFING

We mentioned that proper staffing is a critical element in the conversion process. With proper planning and staffing on your part, the conversion will succeed on schedule. Without it, be ready for some frustrating moments. As we said previously, conversion can be tricky. For a successful installation, we need your best people following our conversion guidelines.

The following positions and functions comprise the key responsibilities during conversion. One individual should be responsible for each function, regardless of how many people are assigned in each area.

Project Manager - This is probably the most important choice you'll make. The project manager is held accountable for planning, scheduling and implementing the system. This person is also our contact for all questions and training dates, and should have the authority to:

* Coordinate people assigned to the project.
* Set milestone dates.
* Assign tasks.
* Monitor the project schedule.
* Ensure accurate data collection.

This person should have prior management experience, significant accounting expertise, work well with people, and understand the critical nature of this project. Like any other project in your facility, the conversion process needs a strong manager.

Data Control - Someone should be responsible for guaranteeing accurate data collection and monitoring the project manager's review points. Staff this function with detail-oriented people who insist on totally accurate records and procedures.

System Operator and Back-up - Another key selection is your choice of system operator. This person must run the system and get the reports out on time. The system operator will learn the ins and outs of the system, improving its effectiveness each month. Look for someone who understands hardware and software operation so that intuitive judgement can be used to handle management requests or occasional problems. Also, don't forget to plan for those vacation and sick days; choose a back-up operator.

ORDERING FORMS

The automatic checkwriter within the AP module is formatted to print checks on a standard preprinted form available from UARCO. A sample of the check form is shown in Figure 2-2.

We can help you decide what information should be preprinted on your check forms, and then help you order the forms. If you already use a preprinted check form, be sure that it complies with the sample shown.

Invoice Number	Gross	Discount	Net	Invoice Number	Gross	Discount	Net
589654-1	1008.85	0.00	1008.85	598658-1	468.00	0.00	468.00
670714-1	998.00	0.00	998.00	Debit Memo	dr532.50		dr532.50
				TOTALS	1942.35	0.00	1942.35
				CHECK	1011		

ABC COMPANY
ANY TOWN, USA

(THIS AREA IN WHITE FOR YOUR NAME AND OR LOGO)

DATE
04/01/80

1011

THIS IS A SAMPLE CHECK

AMOUNT
$1,942.35

Pay
One Thousand Nine Hundred Forty-two Dollars and 35 Cents

TO THE ORDER OF
Atlanta Tire & Rubber
3417 North 17th Avenue
ATLANTA, GA 30317

NON-NEGOTIABLE

Ref. UARCO Pre-set
C.HP.0100-17

:000000000:

Figure 2-2. Sample Check

CONVERSION CHECKLIST

Now that you've reviewed the implementation timetable and have a better idea of what's ahead, you may find the following checklist is a handy tool for scheduling and managing the conversion process. Space is provided for indicating those people responsible for each task and the target date(s). Your project manager can also use the checklist to monitor critical checkpoints throughout the project.

Figure 2-3. CONVERSION CHECKLIST

Conversion Task	Person Responsible	Scheduled Date(s)	Done
Schedule Implementation Review Meeting			
Conduct Implementation Review Meeting			
Review Physical Installation			
Schedule Conversion Training			
Order All Needed Forms			
Schedule System Installation Date			
Conduct Conversion Training			
Assign Data Collection Tasks			
Set Data Collection Deadlines			
Confirm Supplier Delivery Date			
Review Data Collection Tasks			
Assign Operator(s) & Training			
Conduct System Installation			
Sign-off On System Acceptance			
Conduct Operator Training			

(continued)

Figure 2-3. CONVERSION CHECKLIST (cont'd)

Conversion Task	Person Responsible	Scheduled Date(s)	Done
Schedule Loading Data			
Plan Actual Implementation			
Set Cut-over Date			
Schedule Actual Implementation			
Review Cut-over Checklist			
Authority for Final Cut-over			
Assign Ongoing Maintenance Tasks			

This chapter describes the process of collecting and recording data related to your firm's payables and invoice accounting. Each section defines the information required and shows how to code the data on conversion forms. You'll find a master copy of each conversion form at the back of this guide. Be sure to put the master copies back in the manual after making the copies you need.

GETTING STARTED

The Accounts Payable module stores the entire collection of payables and invoice information in its own computer storage area called a data base. Information related to each section of the AP module is stored in subsections of the data base called data sets. You'll be collecting information from your files for these AP data sets:

* Delivery Points,
* Vendors,
* Purchase Invoices,
* Debit Memos.

In addition, you'll collect data on each of your firm's bank accounts. (The bank account data is stored in the AP control file.)

If you are unfamiliar with any of these terms, refer to the Glossary in this guide.

Although you will eventually want the AP module to handle all the above data sets, it's not necessary to load all sets to actually run AP. In fact, you can run with only one bank account, one delivery point, and one vendor loaded. Of course, the more data you load, the more effective the results and reports.

Your first task is to review the items within each of these data sets and start collecting the information needed to load the data. We'll load data after the system is installed and tested. Coming sections explain the data items you'll need, and in some cases show required and/or recommended codes to use when coding the data. Remember: our suggestions are just that; you have the option to code and load the data any way you want (within the stated limits).

Please remember that the data collection process is the most critical phase of system implementation. Your data must be accurate and timely. If not, the system will produce misleading information based on your inputs. Be sure to double check each conversion form you code for accuracy. Then date and initial it.

COLLECTING BANK ACCOUNT DATA

This section shows how to collect and code data on each of your bank accounts. These data items or fields will be filled within the Bank Account file:

* Bank Name,
* Bank Type,
* Account Number,
* Last Check Number,
* Associated General Ledger Account Numbers.

First, remove the Add Bank Account conversion form at the back of this guide and make the required number of copies. The AP module can accept up to 12 bank accounts.

Now number the forms, each with a unique bank number from 1 thru 12. Then code the fields for each bank account:

Bank Name: It can be up to 30 characters long, uppercase or lowercase. As when coding any data field, don't include leading spaces or zeros. And just leave any trailing spaces blank.

Bank Type: Enter an "A" if you wish the system to write checks automatically to pay invoices against this bank account. Enter "M" if you wish to write checks manually against this account. The bank must be entered twice (with different bank numbers) if both modes are to be used.

Account Number: A bank account number (20 character maximum.)

Last Check Number: This is the check last written against the account. The number must be an integer up to 12 digits long. For example: 1234 or 9876543210; but not 123.45 or 123-567.

Associated GL Account Numbers: Refer to your chart of accounts for GL cash account numbers related to each bank. The account number must be between 1000 and 9999.99. Note that if Accounts Receivable is also being used, there will be no check to see that GL account numbers are the same in both modules.

Here's a sample coded Add Bank Account form:

Form Completed 12/30/80 init. SR

Data Entered _____ init. ____

Entity No. _____

ADD BANK ACCOUNT Conversion Form

Bank Number 1 (from 1 thru 12)

Bank Name
First National Bank

Type of Checking
☐ A Automatic
M Manual

Account No
3479-82-CK5

Last Check No
1350

GL Cash Account No
3520

Figure 3-1. Add Bank Account

COLLECTING DELIVERY POINT DATA

This section describes how to code data on each of your delivery points...locations where vendors deliver items you order. These locations are used to keep track of all taxes paid in affected tax areas.

These data fields should be coded on each form:

* Delivery Point Number,
* City,
* County,
* State.

After determining how many delivery points you have, use the master form to make the needed copies. Then code the fields for each delivery point:

Delivery Point Number: It can be any integer number from 0 thru 999.

If you have many delivery points, you may wish to use number sequences to indicate general locations. For instance, 100-series for one city or region and 200-series for another city or region. Or you can simply number your delivery point 1,2,3,... The choice is yours.

If only one delivery point is used, it should be numbered 0 (the default number when entering invoices).

City: This can be up to 14 characters long, uppercase or lowercase.

County: This is also 14 characters, uppercase or lowercase.

State: You have four characters here. Use the standard postal abbreviations for convenience.

Here's a sample coded form:

Form Completed 12/22/79 init. LS

Data Entered _____ init. ____

Entity No. 1000

ADD DELIVERY POINT Conversion Form

Delivery Point No

101

City: Boulder

County: Weld

State: CO

Figure 3-2. Add Delivery Point

COLLECTING VENDOR DATA

This section shows what information to collect on each of your vendors. These fields are required for each vendor:

* Vendor Number,
* Vendor Name,
* Vendor's Address,

These fields are optional:

* Telephone Number,
* Separate Billing Address,
* Vendor Contact and Phone Extension,
* Vendor Minority Code,
* 1099 Code,
* Month To Date (MTD) Purchases,
* Year To Date (YTD) Purchases,
* YTD Freight, Taxes and Misc. Charges,
* Date of Last Payment,
* Vendor Reliability Code.

After determining how many vendors you currently have, make the required number of copies of the Add Vendor conversion form. Then code the forms:

Vendor Numbers: This code can be up to eight characters. It can be either a number code, an alphabetical code, or any combination of letters and numbers. For example, you can abbreviate the vendor name Chicago Rail Products as either "ChRaPr" or "CRP". Or you could simply use a number code like 345126.

NOTE: We recommend that you take a few moments to develop a vendor number code which fits your needs before continuing to code the Add Vendor forms. Be sure to consider how the system sorts vendor numbers when issuing reports: A lexical string sort is used, so vendor numbers 1, 2, 3 ... appear in order, but vendor number 1000,for example, appears before vendor 2.

Vendor Name: This field can be up to 30 characters.

Additional Line (Optional): If you need more room for the vendor name or address, use this field. Enter a 2 to place this line directly below the name, and enter a 4 to place it directly below the city/state/zip.

Address, City, State, and Zip: Use standard postal service abbreviations to save time. The city and state are automatically uppercased when processed.

All other fields can be left blank. For best results, however, complete as many as possible now:

Telephone Number: You have up to 12 characters here. The recommended format is:

ccc nnn-nnnn

where:

ccc = area code.
nnn-nnnn = phone number.

Minority Code: A single-digit number indicating if the vendor conforms to government minority-hiring standards and/or your hiring standards.

0 = Doesn't conform to government standards (default value).
1 thru 9 = Conforms to government standards; a user-defined code.

1099 Code: A single-digit number used as a flag to indicate if the vendor meets the IRS requirement to have a form 1099 filled out.

0 = Don't include on the 1099 report (default value).
1 thru 9 = Include on the 1099 report (user-defined code).

Separate Billing Address: A one-character field:

N = No separate billing address (default value).
Y = Separate address.

When "Y" is entered, a separate form will appear. Code the separate billing address (name, address, city, state, zip and an additional line, if needed).

Contact and Extension: You have a 20-character field for your vendor's contact and a seven-character field for the contact's extension number.

Month To Date Purchases: This is a 12-digit numeric field for coding the total purchases for the month. Do not include letters or symbols here, just the dollar value.

Year To Date (YTD) Purchases: These are 12-digit numeric fields for the total YTD purchases and YTD freight, taxes and miscellaneous amounts. The purchase field includes all item charges, container charges, excise tax, service charges and surcharge.

Date of Last Payment: An eight-character field for the date of the last payment to the vendor. The format is: mm/dd/yy

Reliability Code: A two-digit field for your code. If no number is entered, it defaults to 0.

Here's a completed Add Vendor conversion form:

Form Completed 1/7/81 init. SR.

Data Entered _____ init. _____

Entity No. 1000

ADD VENDOR Conversion Form

Vendor No
35

Vendor's Name
Thompson Valley Shortline

Telephone
303.667-5668

Additional Line

Place on Line
(2 or 4)

Address
702 E 57th St

Minority Code
0 (0 = no; 1 thru 9 = yes)

City
Loveland

State
CO

Zip
80537

1099 Code
1 (0 = no; 1 thru 9 = yes)

Contact's Name
Carol Jones

Extention
999

Separate Billing Address
N (Y = yes; N = no)

Month-to-date Purchases
2549.50

Date of Last Payment
12/30/80

Year-to-date: Purchases
6250.00

Reliability
0

Freight
698.00

Taxes
135.45

Misc

Separate Billing Name (if not same as above)

Additional Line

Place on Line
(2 or 4)

Separate Billing Address

City

State

Zip

Figure 3-3. Add Vendor

COLLECTING INVOICE DATA

The next few pages list information needed to code the Add Invoice conversion forms. These forms are optional but cannot be coded until the Add Vendor and Delivery Point conversion forms are complete. These fields are needed from those forms:

* Vendor Number,
* Delivery Point.

These fields must be coded on each Add Invoice form:

* Vendor Number,
* Invoice Number,
* Invoice Date,
* Account to Credit,
* Delivery Point,
* Net Due Date,
* Invoice Total Charges.

These fields are optional on the Add Invoice form:

* Buyer Code,
* Purchase Order Number,
* Terms Start Date (if different from invoice date),
* Discount 1 - % and days,
* Discount 2 - % and days,
* Purchased Item Detail (if entered, quantity invoiced, unit cost and account to debit must be coded for each item.
* Invoice Charges (taxes, service charge, etc.).

After determining how many purchase invoices are to be coded, make the needed of copies of the Add Invoice conversion form. Then code each form:

Vendor Number: This field must be coded exactly as on the Add Vendor forms; see page 3-5 for details.

Invoice Number: A 12-character field for a unique number or character sequence identifying the invoice. It can be a number, an alphabetical code or any combination of numbers or letters. Invoice numbers are sorted lexically when reports are issued. See Vendor Numbers note on page 3-5.

Invoice Date: A numeric field for the date when the invoice was written. The format is: mm/dd/yy

Account to Credit: A seven-digit field for the Accounts Payable account. The AP account number is filled in by the system.

Delivery Point: A three-digit field for the delivery point. Must be an already-coded delivery-point number. Default is 0.

Net Due Date: A three-digit field for the number of days until the invoiced amount is past due.

These fields are optional:

Buyer Code: A two-character field for a user-defined code.

PO Number: An eight-character field for the purchase order number.

Terms Start Date: An 8-character field for the date when terms are to start, if different from the Invoice Date. The format is: mm/dd/yy

Discount 1: A four-digit numeric field for the % discount (less than 100) and a three-digit field for the number of days.

Discount 2: Same fields available as above. The discount amount must be less than discount 1.

Fields are provided for describing each purchased item listed on the invoice. These fields must be coded for each item:

Unit Cost: A ten-digit numeric field for the cost of one unit.

Quantity Invoiced: A nine-digit numeric field for the number of items purchased.

Account to Debit: A seven-digit field for the expense account number. Range is from 1000 thru 9999.99.

These fields are optional for describing each item:

Item Number: An 18-character field for the unit's part number or other manufacturing ID.

Unit of Measure: A two-character field for an abbreviation: EA for each, ST for set, etc. See Unit of Measure in the Glossary for recommended abbreviations.

Description: A 30-character field to describe the item.

Date Received: An eight-character field for the date the item was received. The format is: mm/dd/yy

Cost Center: A four-digit numeric field for the appropriate general ledger cost center.

Fields are available for listing various costs associated with the invoice. The Invoice Total must be entered. Other fields are optional:

Invoice Total: A 10-digit numeric field for the total charges, including all invoiced items and charges:

City Tax)
State Tax)
Other Tax)
Freight Charges)
Container Charges) A nine-digit numeric
Excise Tax) field for each optional
Service Charges) item.
Surcharge)
Miscellaneous Charges)
Non-discountable Amount)

Sample coded forms are on the next page.

Form Completed 12/18/80 init. AL

Data Entered _____ init. ____

Entity No. 1000

ADD INVOICE Conversion Form Part 1

Vendor No. 35

Invoice No. 12-0003.6A

Invoice Date 12/05/80

P.O. No. 1635

Terms Start Date (if different from above) ____

Buyer Code 3

Discount 1: 2 % 10 Days

Account to Credit 6280

Discount 2: ____ % ____ Days

Delivery Point 101

Net Due Date 30

Charges

Invoice Total 399.50

City Tax 10.60

Excise Tax ____

State Tax 16.50

Service Charges ____

Other Tax ____

Surcharge ____

Freight Charges 12.50

Miscellaneous ____

Container Charges 5.00

Non-disc Amount (Other Than Freight) ____

ADD INVOICE Conversion Form Part 2

Vendor No. 35

Invoice No. 12-0.0.03.6

Item Number 19.01-0.025

UM TN

Description Coal, Anthracite

Unit Cost 35.50

Quantity Invoiced 10

Date Received ____

Account to Debit 1250

Cost Center ____

Figure 3-4. Add Invoice

COLLECTING DEBIT MEMO DATA

This section explains collecting data to code the Add Debit Memo conversion forms. These forms cannot be completed until the Add Invoices and Add Vendor forms are complete. See the previous sections.

These data fields are required from the Add Invoice and Add Vendor forms:

* Invoice Number,
* Vendor Number.

These fields are coded for each debit memo:

* Memo Date,
* Account Number,
* Cost Center (optional),
* Total Dr Amount, including city, state and any other taxes, freight charges and any miscellaneous charges.

After determining how many debit memos you have, make the required number of copies of the Add Debit Memo conversion form. Then code each form:

Memo Date: This is a field indicating the date the debit memo was written. The format is: mm/dd/yy

Account Number: A seven-digit numeric field indicating the general ledger account to credit. The range is 1000.00 thru 9999.99.

Cost Center: A four-digit numeric field for the GL cost center.

Total Dr Amount: This is a nine-character field for the total value of the debit memo.

These fields are optional; their sum cannot be greater than the Total Dr Amount:

City Taxes)
State Taxes)
Other Taxes) Eight-character fields.
Freight Charges) Default value is 0.
Miscellaneous Charges)

A sample completed Add Debit Memo conversion form is on the next page.

Form Completed 12/22/80 init. SK

Data Entered _____ init. ____

Entity No. 1000

ADD DEBIT MEMO Conversion Form

Invoice No.
12-00036

Vendor No
35

Vendor's Name
Thompson Valley Sortline

Memo Date
12/20/80

Account No
1250

Total Dr Memo Amount
5.50

Cost Center
—

INCLUDES
City Taxes
.40

Freight
—

State Taxes
0.50

Misc
—

Other Taxes
—

Figure 3-5. Add Debit Memo

The HP 250 Business System must be installed, tested and accepted before the Accounts Payable module (or any other applications software) can be installed. This chapter explains what you can expect HP to do and what you can do to prepare for hardware installation. We also explain what we'll do to help you install the AP module after hardware installation.

If your HP 250 is already installed, only portions of this chapter need apply.

HARDWARE INSTALLATION

Installation service is included with your HP 250. An HP customer engineer will install your new HP 250 and run tests to ensure that it's operating properly. Installation service includes:

* Analyzing the Site - refer to the HP 250 Site Selection Guide for details on choosing an acceptable location.
* Supervising Unpacking - assisting you in uncrating the system and taking inventory of the items shipped.
* Installing the System - assembling and connecting the system components described in the sales order.
* Switching-on the completed system.
* Testing the System - running all diagnostic programs.
* Explaining how to obtain HP service when needed.

These items can be provided for a separate charge when the AP module is to be installed in your present HP 250:

* Update Operating System - bring your system up to the latest software release.
* Operator Training - this is required for new system operators.

Your responsibilities for new hardware installation include:

* Provide all site modifications indicated during the site analysis visit.
* Physically move the system from your receiving location to the selected site.
* Installing, testing and operating non-HP peripherals.

HARDWARE WARRANTY

Your new HP 250 is warranted for 90 days from the date of delivery. Equipment that proves defective during the warranty period will be repaired or replaced by HP free of charge, including parts, labor and any travel expense.

SOFTWARE INSTALLATION

Once the hardware is installed, the final phases of software implementation can begin. These tie together all the activities performed up to now. The actual software installation is scheduled by you and your system manager. Plan on at least a couple of weeks for software training and installation spaced over appropriate intervals. Additional visits can be provided, if you wish, on a time-and-expense basis.

In order to help you install the AP module, we will do the following:

* Load the appropriate HP applications software.
* Key-in and run test data on each applications program.
* Help you select and order all needed forms.
* Provide training and assistance.

These items are not included in the installation of the AP module (unless otherwise indicated):

* Customizing software.
* Installing software other than the FIN/250 AP module.

The customer is responsible for providing the following:

* Complete all needed conversion forms.
* Type-in all customer data.

ACCEPTANCE VERIFICATION

After we have provided the services just described, the AP module is completely released to you. The Acceptance Form shown on the next page will be used to document that we provided the services promised and that you accepted the system.

ACCEPTANCE FORM

We hereby acknowledge receipt of the FIN/250 Accounts Payable system and agree that the vendor has accomplished these tasks:

* Initialized all needed discs.
* Loaded the applications programs onto the flex discs.
* Run test data on each program.
* Helped customer order all needed forms.

We now assume full responsibility for operation of our new system.

_____ _____

customer date

Figure 4-1. Acceptance Form

CHAPTER 5

Software Initialization

INTRODUCTION

After your HP 250 has been installed and tested (covered in the previous chapter), the HP 250 Control Module and AP module must be initialized to run on the system. This includes modifying the HP 250 Control File to recognize the AP module and to access the needed data base root files. You will also modify the AP Control File by entering various information.

Once HP 250 and AP modules are properly initialized, the system is ready to accept item data coded on conversion forms. Data entry is covered in the next chapter.

An overview of the Control Module is at the end of this chapter. You should read those pages before continuing if this is the first time you're initializing an HP 250 applications software module.

> **NOTE**
> Modifying the HP 250 Control File and the AP Control File should be initially performed only with the assistance of your software representative.

If you have a 7906 disc configuration, you need only the one disc cartridge (labeled HP250), plus the fixed platter (labele HP250D).

If you have a 7908 or 7910 configuration, all files will resid on that one disc (labeled HP250).

When other modules are already on the system or are to be initialized with AP, be sure to follow the instructions in the Implementation Guides.

MODIFY HP 250 CONTROL FILE

The first step is to modify the HP 250 Control File so that it recognizes the AP module and accesses the needed data base root files. Follow this procedure:

1. Run the HP250A program to access the HP 250 Control Files:
   RUN "HP250A,HP250"

2. Enter the manager password. This initial menu appears:

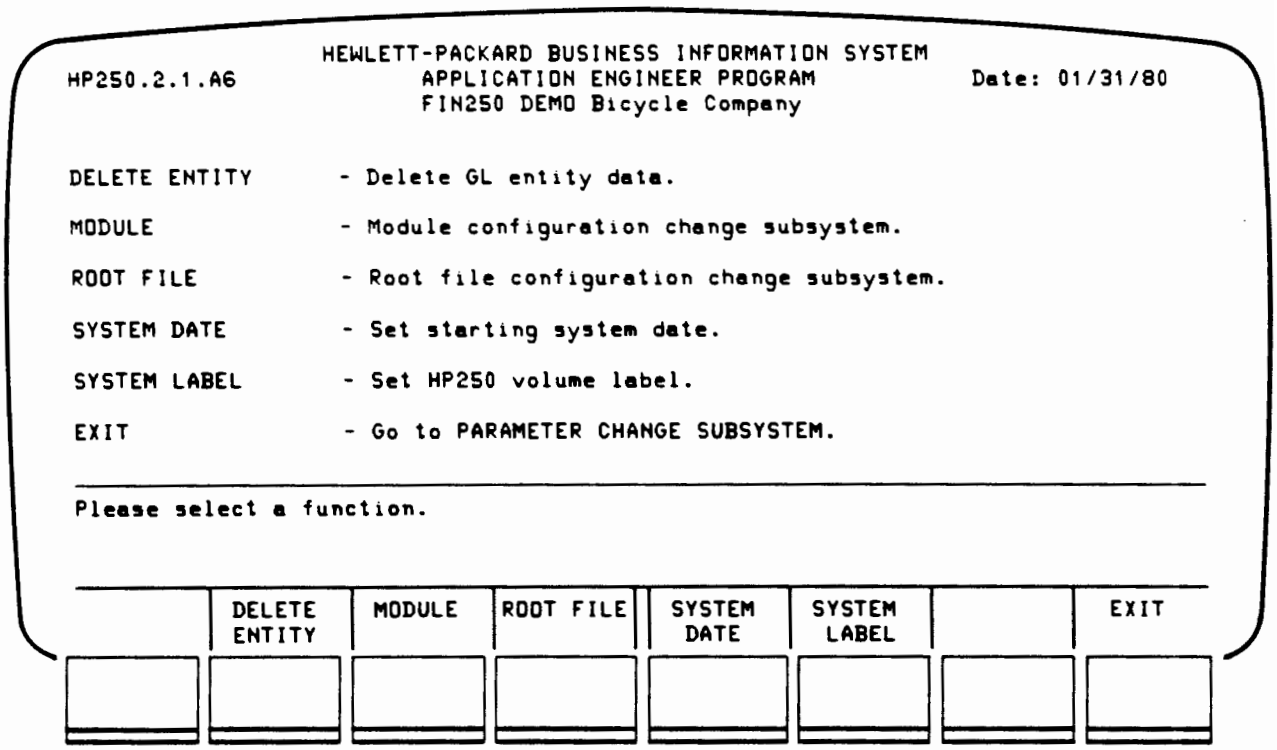


Figure 5-1. Modifying Control File

3. Press the MODULE softkey. Then press ADD and enter the AP module items exactly as shown in the next screen.

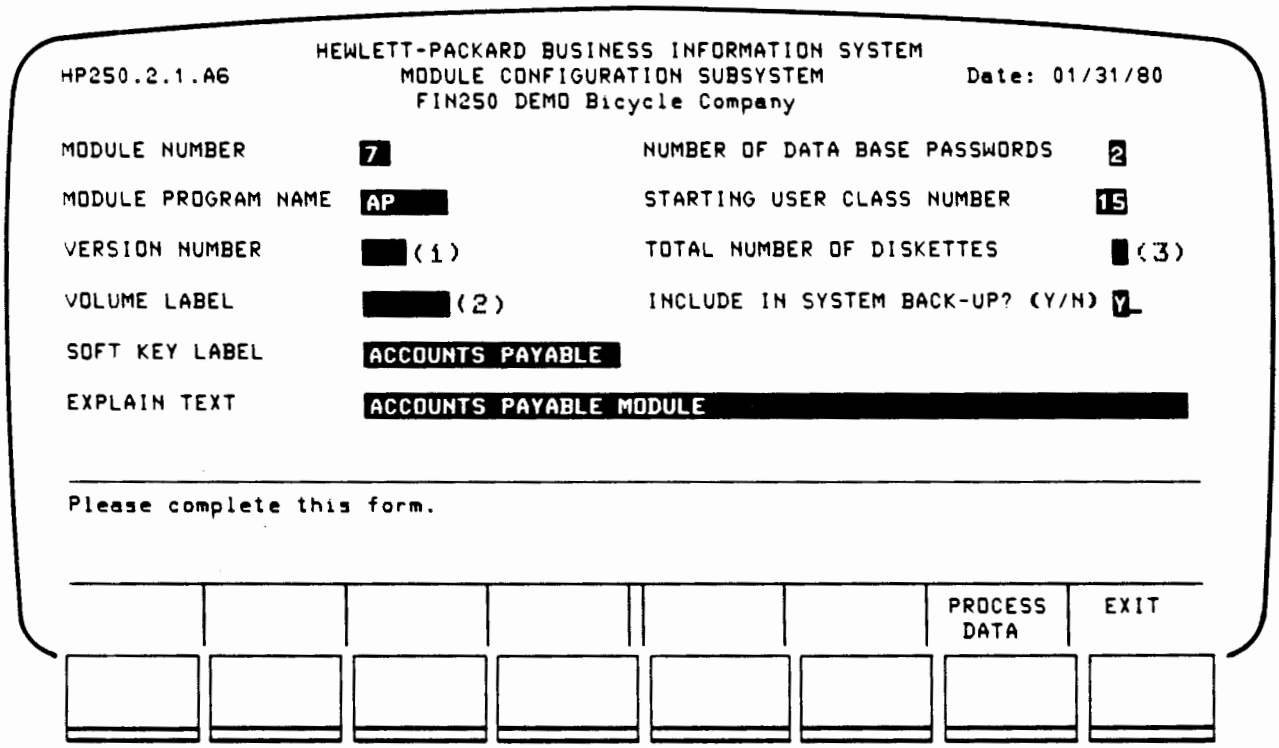


Figure 5-2. Adding AP Module

(1) Enter the current AP software revision number (integer number).
(2) Enter "HP250".
(3) Enter "0".

4. If other modules are to be on the system, you may wish to add data for them to the MODULES list.

5. Press the ROOT FILE softkey. The APDB and GLTRAN data base are needed for the AP module. The root file configurations for AP are shown on the next page:

M#	ROOT	VOLUME	#
7	APDB	HP250	1
8	GLTRAN	HP250	1

NOTE

Skip step 6 if other modules are already on the system.

---

6. Press the SYSTEM DATE softkey. Enter the current date.

7. If you wish to change the disc label (HP250), press the SYSTEM LABEL softkey. Enter the desired label. Then repeat steps 3 thru 5 to re-specify the new disc label in the appropriate places.

CAUTION

Be sure the lower 7906 platter label is the same as the top platter but is suffixed with "D". All data base root files must be modified via the DBMODS utility.

---

8. Press the EXIT softkey to enter the HP 250 Control File. Sign on as MANAGER and answer NO to "Are system parameters and status current?".

9. Press the CONVERSION softkey. Ensure that the AP module is in the conversion mode. You will return here and set AP in either stand-alone or integrated mode when all AP data is loaded and tested.

NOTE

Skip steps 10 thru 12 if other modules are already initialized on the system.

---

10. Press the CONFIGURATION softkey. Compare the hardware configuration table with the actual system configuration. Modify the table as needed. Use the NO. OF CONSOLES softkey to enter the number of consoles in a multi-user system.

11. Press the ENTITY DATA softkey. Enter the entity names or modify any existing entity names. To delete an entity, re-run HP250A and use the DELETE function.

12. Press the HOLIDAYS/CALENDAR softkey. Modify the default calendar as required.

13. Press the PASSWORD CHANGE softkey. The control file's password table is displayed as shown below. You can enter up to three passwords to access the AP module, as explained next.

    The AP module is accessed by using passwords #1 (manager), #15 and #16. If the split password option is selected (see step 6 under Modifying the AP Control File), password #15 can access invoice functions but not payment functions; password #16 can access payment functions but not invoice functions.

14. Press EXIT to return to the Control Module.

The AP module is now initialized on the Control Module and ready to run.

The month-end/year-end functions that appear in the Control Module are described in the AP Operator's Guide.

MODIFY THE AP CONTROL FILE

Follow these steps to set up your AP control file:

1. Mount the HP250 cartridge for your 7906, or use your 7908 or 7910.

2. RUN "HP250,HP250" and sign on with the MANAGER password.

3. Answer NO to "Are system parameters and status current?".

4. Press the CTRL FILE EDITOR softkey.

5. Enter 7 to access the AP control file.

Now you can review each screen in the AP control file, enter the appropriate data and press the PROCESS DATA softkey:

6. Password Access - enter A or S to select the type of access allowed by operator passwords (see page 5-8 for access description).

7. Other Tax - Enter a description of an optional "other" tax (up to 14 characters allowed).

8. Payment Schedule - Enter the number of days typically used to select invoices for payment by the automatic check writer.

9. Bank Accounts - Enter data coded on the Bank Accounts conversion forms.

10. Cash Accounts - Enter a GL cash account number for each bank account.

11. GL Accounts - Enter account numbers for the displayed General Ledger accounts: (they'll be listed here).

12. To obtain a printout of current AP control file parameters press LIST TO PRINTER.

13. Press EXIT repeatedly to return to the Control Module (indicated when the password is requested).

The AP module and AP control file are now initialized. You may run HP250, sign-on and enter the AP module. Before continuing to load data as covered in the next chapter, familiarize yourself with the AP module by entering it and stepping through the various functions. Just don't enter any data at this time. Pressing EXIT will return you to the main AP menu.

HP 250 CONTROL MODULE OVERVIEW

The Control Module is the entry program to all OM/250 and FIN/250 software modules. It maintains data base integrity, the system date, the entity for which transactions and reports are generated and allows the system manager to set and modify system parameters. The individual software modules can be accessed after all parameters are set. The following functions are available to the system manager via the Control Module.

Conversion Status - The CONVERSION softkey allows setting the conversion status of each software module to be implemented. Up to five conversion levels may be set, depending on the conversion state. The system manager can access special functions when the conversion mode is set. The conversion mode also restricts each software module from sending or receiving certain information:

* Accounts Payable: No restrictions are imposed during the conversion mode.

* Inventory Control: All functions except POST are accessible in the conversion mode.

* Accounts Receivable: You may add, delete and edit customers, open invoices, tax codes, contracts and ship to's in the conversion mode.

  When AR is in stand-alone or integrated mode, however, you cannot add, delete or edit open invoices or year-to-date customer information.

* Sales Analysis: You may add and delete salespeople, product codes, customers, and monthly/yearly histories of same. The daily post will only transfer customer data in conversion mode.

  When SA is in stand-alone, integrated or integrated with month-end or year-end mode, however, history data may be modified but the data base integrity cannot be guaranteed.

* General Ledger: Transactions are not allowed while in conversion mode.

Stand-alone Mode - Setting a module in stand-alone mode restricts it from receiving data from any other module.

Integrated Mode - Setting a module in the integrated mode allows it to transmit and receive data with other modules set in the integrated mode. This is the normal mode for a module not requiring month-end or year-end updates.

Stand-alone with Month-end and Year-end Mode - The same as stand-alone mode, except the system prompts for month-end and year-end processing. See page 5-10 for more details.

Integrated with Month-end and Year-end Mode - This mode is the same as integrated, but the system prompts for month-end and year-end processing. See page 5-10 for more details.

The system manager can list and modify conversion status at any time. Modifications are normally made only once, such as from conversion mode to integrated or from conversion to stand-alone.

Password Change - The PASSWORD CHANGE softkey allows defining two type of passwords used to ensure data security. Up to 31 passwords can be assigned on an HP250 data base system. Each is assigned a unique number from 1 thru 31. Password number 1 is the MANAGER password. It allows access to all parameter changes and data bases in the system.

Each software module is assigned one or more additional password numbers for operator access. For example, AP is assigned numbers 15 and 16. The Order Entry module is assigned only number 5. Password number 1 is reserved for the manager password.

The password number determines the type of access allowed to each module. Within AP, you have the choice of splitting access between the passwords 15 and 16, or allowing each to access all operator functions. If split passwords are chosen when initializing the AP control module (see page 5-6), password 15 allows access to all invoice functions but not payment functions; password 16 allows access to payment functions but not invoice functions. Other software modules have other password access restrictions. See each implementation guide for details.

Holidays/Calendar Function - The HOLIDAYS/CALENDAR softkey allows entering, deleting and modifying your workdays and holidays. You can then obtain a listing of your holidays and workdays, and also print a yearly calendar. Up to 56 holidays can be entered.

Accounting Entities - Using entities allows entering, modifying, and listing multiple General Ledger entries as separate entities. An entity can be defined as a department, a division or an entire company. The ENTITY DATA softkey allows adding or modifying entity names and numbers. Up to 20 entities are allowed.

Each entity is assigned a unique number. Names can be assigned or modified via the ENTITY DATA softkey. Assigned entity numbers cannot be easily deleted. Contact your software representative for more details.

Software Configuration - The CONFIGURATION softkey allows listing the applications modules currently configured. If changing module configuration is required, call your software representative.

Hardware Configuration - Up to 12 devices can be maintained by the Control Module. The CONFIGURATION softkey allows setting and listing information on each device:

Printers:
* Device address (select code).
* Softkey label for each printer.
* Lines per page.
* Page width.

Mass Storage Devices:
* Flexible discs (device address 6).
* HP7910 Fixed disc (device address 7).
* HP7906 Disc (device address 5).
* HP7908 Fixed disc/CTD (device address 4).

After entering device information, the Control Module sets appropriate flags indicating the configuration. The default printer is device address 0. If the system has only one printer it's select code must be 0.

This hardware configuration table is maintained by the system manager only for applications software use. It is not related to the operating system table. You should only specify the hardware which will actually be used for the AP module.

Control File Editor - Each FIN/250 and OM/50 module has one or more control files for maintaining module flags and default values. Each control file is accessed via the manager password and the CTRL FILE EDITOR softkey. Module functions are initialized, modified and listed via the control file editor.

The procedure for initializing the AP control file is on page 5-6. Do not modify information on any other module control file without first referring to that module's implementation guide.

Month-end and Year-end Processing - The MONTH-END/YEAR-END softkey allows setting up and accessing period-closing processes for each software module. After period closing dates are set up, the Control Module automatically initiates period closing processing on or about each date. This processing is enabled for each module set in a "with month-end and year-end" mode.

These terms are important:

* Period Closing - Refers to either month-end or year-end.

* Month-end - Closing the books on a calendar month basis.

* Year-end - Closing the books on a calendar year basis.

* Logical Closing Date - The date in which period closing should occur within the accounting system. This day may fall on either a weekday or a holiday, but is fixed once set.

* Physical Closing Date - The date in which the actual period closing occurs. The operator may elect to close the books on another workday, if desired.

* Number of Closing Periods - Up to 12 closing days are allowed with OM/250. GL (stand-alone) allows 13 periods.

* Period Count - The period describing the current system date is in the Logical Closing Date table, as explained next.

Control File Editor - Each FIN/250 and OM/250 module has one or more control files for maintaining module flags and default values. Each control file is accessed via the manager password and the CTRL FILE EDITOR softkey. Module functions are initialized, modified and listed via the control file editor.

The procedure for initializing the AP control file is on page 5-6. Do not modify information on any other module control file without first referring to that module's implementation guide.

Month-end and Year-end Processing - The MONTH-END/YEAR-END softkey allows setting up and accessing period-closing processes for each software module. After period closing dates are set up, the Control Module automatically initiates period closing processing on or about each date. This processing is enabled for each module set in a "with month-end and year-end" mode.

These terms are important:

* Period Closing - Refers to either month-end or year-end.

* Month-end - Closing the books on a calendar month basis.

* Year-end - Closing the books on a calendar year basis.

* Logical Closing Date - The date in which period closing should occur within the accounting system. This day may fall on either a weekday or a holiday, but is fixed once set.

* Physical Closing Date - The date in which the actual period closing occurs. The operator may elect to close the books on another workday, if desired.

* Number of Closing Periods - Up to 12 closing days are allowed with OM/250. GL (stand-alone) allows 13 periods.

* Period Count - The period describing the current system date is in the Logical Closing Date table, as explained next.

Period Closing Information - The INFO softkey allows displaying all information related to period closings:

* Logical closing table.
* Previous and next logical and physical closing dates.
* Day and month for current period end.

General Ledger Month-end and Yead-end - The MONTH-END and YEAR-END softkeys appear when the GL module is integrated and allow the operator to initiate the period closing process. For more details, refer to the GL Operators Guide.

CHAPTER 6

Loading Data

Now that you've completed all the data collection forms and the system has been installed, you're ready to load those forms into the Accounts Payable database. Since the forms emulate the system's displays, the loading process consists of transferring data from the forms onto the display.

Before starting to load the data, however, let's review some simple operating procedures.

GETTING READY

Here's where you should be before loading data:

* All data for the Delivery Points and Vendor conversion forms should be collected, organized and readable for a data entry clerk to key from. If the Purchase Invoices and/or Debit Memos will be entered, those forms should also be completed and ready now.

* The system should be installed, tested and ready to run the AP module.

Now follow this procedure to power-up the system and sign-on:

For HP 7906 Disc Systems

To run Accounts Payable, you will need the flexible system disc, and the removable cartridge labeled HP250. Load the system by following these steps:

1. Mount the flexible system disc and turn the key to the ON (horizontal) position. It will take a minute or two to load the system memory. You will know you are ready to proceed when the cursor appears on the left side of the screen.

2. Mount the HP250 cartridge on the 7906 Disc Drive and type RUN "HP250,HP250".

3. The system displays a welcome message and the current date, and asks if the date is correct. Answer "Y" or press the ENTER key without typing anything to indicate that it is.

   If the date is not correct, select ENTER NEW DATE, or answer "N", then enter the new date. Perform the daily backup if you didn't run it at the close of the previous day.

4. If you are using the MANAGER password, answer "Y" or press the ENTER key to the question "Are all system parameters and status current?" (This question does not appear if you are using one of the other passwords.)

5. Select the desired entity.

6. Select ACCOUNTS PAYABLE from the menu.

7. Finally, the Accounts Payable Main Menu appears, listing the seven major functions available within Accounts Payable.

For HP 7908 and 7910 Disc Systems

This loading sequence is similar to the procedure described for the 7906.

1. As appropriate, insert the SYSTEM cartridge tape or mount the SYSTEM flexible disc and turn the key to the ON (horizontal) position. It will take a minute or two to load the system memory. You will know you are ready to proceed when the cursor appears on the left side of the screen.

2. Type RUN "HP250,HP250"
   The system displays a welcome message and the current date, and asks if the date is correct. Answer "Y" or press the ENTER key without typing anything to indicate that it is.

   If the date is not correct, select ENTER NEW DATE, or answer "N", then enter the new date. Perform the daily backup if you didn't run it at the close of the previous day.

3. If you are using the MANAGER password, answer "Y" or press the ENTER key to the question "Are all system parameters and status correct?" (This question does not appear if you are using one of the other passwords.)

4. Select the desired entity.

5. Select ACCOUNTS PAYABLE from the menu.

6. Finally, the Accounts Payable Main Menu appears, listing the seven major functions available within Accounts Payable.

To select and run each section of AP, simply press the appropriate softkey. The row of unmarked keys on the keyboard are also defined in conjunction with the softkeys:

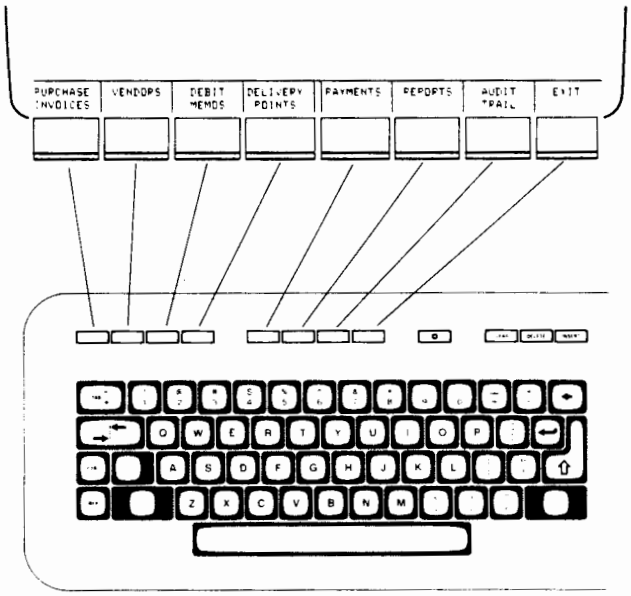


Figure 6-1. The HP 250 Softkeys (Model 35)

An EXIT softkey is always provided to return you to the previous selection menu.

The next section outlines a recommended sequence for loading data. Procedures are also included for loading each set of AP data.

LOADING SEQUENCE

Here's a brief list of events which are properly sequenced to ensure an error-free load. We recommend you follow this sequence closely:

Load Delivery Points - Your first step is to load your delivery points from the Add Delivery Points conversion forms.

Load Vendors - Next load your vendors from the Add Vendor conversion forms.

After all delivery points and vendors are loaded, you can either begin using the system in the normal mode, or you can proceed to enter the vendor invoices and/or debit memos:

Load Purchase Invoices - Load your vendor's invoices from the Add Purchase Invoice conversion forms.

Load Debit Memos - Finally, load the debit memos from their conversion forms.

NOTE

If existing invoices and debit memos are added, the MTD and YTD amounts (in the vendor data sets) must first be adjusted to compensate correctly.

Change Conversion Mode - After loading data, return to the HP 250 control module and change the conversion status from CONVERSION mode to either STAND ALONE or INTEGRATED.

That's the loading sequence, but how do you actually load each set of data? Read on.

LOADING PROCEDURE

This section is a preview of the steps to load data from your conversion forms. The actual procedures are shown later.

Loading any data set consists of these simple steps:

1. Key-in data via the conversion forms for each data set.
2. Be sure to check each entry carefully before pressing the PROCESS DATA softkey.
3. After the data is processed, the system automatically returns you to a blank ADD screen so you can enter data from the next conversion form.
4. Back-up the data by returning to the main AP menu and pressing the BACK UP softkey. This process makes a duplicate copy of your data in case something happens to your original.

REMEMBER

You are entering data into the AP data base each time you press PROCESS DATA. Be sure to check your entries carefully.

You can review all the data-entry screens in your Accounts Payable Operator's Guide or simply walk through them on the system without entering any data. You'll find that the screens look like the conversion forms, making data entry an easy task.

LOAD DELIVERY POINTS

Follow this sequence to load all delivery points:

1. Press the DELIVERY POINTS softkey.
2. Press the ADD DELIV PT softkey.
3. Enter the delivery point number from the conversion form.
4. Key-in data from conversion form.
5. Press the PROCESS DATA softkey.
6. Repeat steps 3 thru 5 for each Add Delivery Point conversion form.
7. Press EXIT to return to main AP menu.

To list the current delivery points:

1. Press the REPORTS softkey.
2. Enter 12 to select the Month to Date Tax report.
3. Press BEGIN REPORT.
4. After the report is complete, press EXIT.

LOAD VENDORS

Follow this sequence to load all vendor data:

1. Press the VENDORS softkey.
2. Press the ADD VENDOR softkey.
3. Enter the vendor number from the conversion form.
4. Key-in the required data from the conversion form.
5. Press the PROCESS DATA softkey. (If the vendor has a separate billing address, enter it on an optional form here.)

6. Key-in the remaining data from the conversion form. The MTD and YTD amounts should be adjusted to compensate correctly if existing invoices and debit memos are being added.
7. Press the PROCESS DATA softkey (even if all the vendor history data is left blank...pressing any other key will not put the vendor in the data base).
8. Repeat steps 3 thru 7 for each Add Vendor conversion form.
9. Press EXIT to return to the main AP menu.

To list the current vendors loaded:

1. Press the REPORTS softkey.
2. Enter 6 to select the Vendor History report.
3. Press BEGIN REPORT.
4. After the report is complete, press EXIT.

LOAD PURCHASE INVOICES

Follow this sequence to load all purchase invoices:

1. Press the PURCHASE INVOICES softkey.
2. Press the ADD INVOICE softkey.
3. Enter the vendor number from the conversion form.
4. Key-in the required data from conversion form.
5. Press the PROCESS DATA softkey.

NOTE

Skip to step 11 if you are not expensing multiple items.

---

6. Press the ENTER ITEMS softkey if multiple expensing of items is needed.
7. Key-in the details for <u>one</u> item from the conversion form.
8. Press the PROCESS DATA softkey.
9. Repeat steps 6 thru 8 for each item listed on the conversion form.
10. Press TERMINATE ADD ITEMS.
11. Key-in the remaining data from the conversion form.

12. Press the PROCESS DATA softkey.

    If items were entered (steps 6 thru 8), press the CALCULATE TOTAL softkey to automatically add the individual item costs and any additional charges entered in the Invoice Totals form. The total is displayed in the Invoice Total field.

    If items were not entered, the difference between the invoice total and the sum of the additional charges (freight, taxes, etc.) is assumed to be the total of the invoiced items. The difference is posted to the Accrued Expense GL Acccount stored in the AP control file.

13. Repeat steps 3 thru 12 for each purchase invoice to be added.
14. Press EXIT to return to the main AP menu.

To list all current Purchase Invoices:

1. Press the REPORTS softkey.
2. Enter 1 to select the Invoice Register.
3. Press BEGIN REPORT.
4. After the report is complete, press EXIT.

LOAD DEBIT MEMOS

Follow this sequence to load all debit memos:

1. Press the DEBIT MEMOS softkey.
2. Press the ADD DR MEMO softkey.

3. Enter the invoice number from the Add Debit Memo conversion form. If the invoice is closed, press the CLOSED INVOICE softkey.
4. Key-in data from the conversion form.
5. Press the PROCESS DATA softkey.

6. Repeat steps 3 thru 5 for each Add Debit Memo conversion form.
7. Press EXIT to return to the main AP menu.

To list the current debit memos:

1. Press the REPORTS softkey.
2. Enter 5 to select to Debit Memos report.
3. Press the BEGIN REPORT softkey.
4. After the report is complete, press EXIT.

INTRODUCTION

This chapter explains the final steps in implementing your AP system. Here we cover testing the system by running the AP reports and checking the results with your present accounting system. This process of running both the HP 250 system and your present accounting system is called "parallel processing". We show two methods of running in parallel, then help you set a date to cutover to using only the HP 250 system.

This is one of the most critical phases in implementing your system, so please pay close attention to the information presented here.

SYSTEM TESTING

Now that you've loaded the AP data base, trained the system operator(s) and reviewed your daily operating procedures (see the AP Operators Guide), you're ready to test the AP module. This is done by performing the daily data-entry procedures and running the needed reports. Perhaps the best way to check the system is by parallel processing.

Parallel Processing

As mentioned above, parallel processing is operating your business like you have in the past, posting manual records or operating your old system while, at the same time, processing the same data through your new HP system. Although this approach is costly and time-consuming, it's critical to the system's success. Why? It'll help you verify some key observations:

* The data base is loaded properly and your on-hand balances are accurate.
* The periodic reports match the old system reports.
* Your people understand how to operate the system on a day-to-day basis.

If you don't take the time now to verify the accuracy of your system implementation, you can never be confident that the data you're using to run your business is dependable. Also, your people may never fully trust the system if it hasn't been fully tested, and that can significantly reduce your chances of success.

So there are two reasons for parallel processing:

* Verify the accuracy of your data and your operating procedures.

* Convince yourself and your people that the system is dependable and worthy of their full support.

Before beginning to parallel process, you should have a list of checkpoints, things to look for so you'll know the system is implemented successfully. The next section offers a checklist to follow during the system test.

Cutover Checklist

The following checklist provides management with a mechanism for reviewing the implementation phase. Until you've accomplished all items on the list, you should continue system testing. Once you're satisfied that the system meets all items on the list, however, you can be sure the new system is fully operational and your people are operating it correctly. Then you can safely stop parallel processing and rely on your HP system.

AP IMPLEMENTATION CHECKLIST

Run/Check (see notes below)	Person Responsible	Date Accomplished	Initials
1.Run Audit Trail after each data-entry session; see Operators Guide Compare data entered with conversion forms for accuracy.			
2.If invoices & debit memos are added: Run GL Transaction Report. Check accuracy of all GL entries.			
3.Run each AP report (1 thru 12). Check data with conversion forms. Refer to Operators Guide and Reports Brochure for details on each report.			
4.If invoices are added: Run automatic check writer and select preliminary check register. Check that all eligible invoices are selected for payment. See Operators Guide for details.			
5.			
6.			

ADDITIONAL NOTES:

1. The Audit Trail report may need to be run more than once per data-entry session if its data set fills up.
2. Note that the Description column in the GL Transaction report contains both the invoice/Dr memo number and the vendor number for each entry. Also note the original function is coded here (e.g., AI = add invoice, MDM = modify debit memo, REF = refund). Note: If GL is integrated, this report must be produced by GL; otherwise it may be produced by AP.

ONGOING MAINTENANCE

OK! You're through the system testing, you've completed the checklist, and you've cutover to using only the new system. What's next? As far as conversion is concerned, you're done. Now you only need be concerned about ongoing maintenance.

So far, you've invested a lot of time, energy and expense into bringing the new system up and converting over. If you've done your job, the data base and operating procedures are checked out. But don't stop here...

Insist on daily maintenance processing. Make any purchase invoice corrections, process debit memos and resolve all audit trail problems on a daily basis. Use of the audit trail is covered in the AP Operator's Guide. Someone should probably be assigned the responsibility of guaranteeing the accuracy (integrity) of the data base and timeliness of any corrections. Do it now to avoid hours or even days spent tracking down invalid data entered days or weeks ago.

As with any computing system, yours is fast and accurate...but only as accurate as the data entered. If you can keep tight control on the input and error reconciliation process, you can be assured that the system's output will be accurate, timely and dependable.

CHAPTER 8

System Back-up

Along with your MAIN set of software, you must maintain BACKUP sets of software. BACKUP sets are copies of your MAIN set, made to protect your data. If your MAIN set is destroyed or damaged, the BACKUP sets allow you to restore the system to the condition before damage. Backup is most useful when done regularly. If you have processed transactions, added new data, etc., and have not kept up-to-date BACKUP sets, you have major problems rebuilding if your MAIN set becomes unusable. This chapter looks at backup considerations as well as the backup procedures.

CONSIDERATIONS

How many backup copies should you maintain?

Ideally, you should maintain four BACKUP sets, a MAIN set and three BACKUP sets. Two BACKUP sets will be updated by rotation (every other day) and should be kept in your office (in a filing cabinet, storage cabinet, etc.). The other BACKUP set should be stored in your safety deposit box. This can be updated on a weekly basis (every Friday afternoon or Monday morning). If, for any reason, your MAIN and BACKUP sets (in the office) are destroyed, recovery is possible by these discs. Three sets should be maintained, as a minimum, one MAIN and two BACKUP sets (no weekly BACKUP).

How do you file your paperwork for minimum recovery effort?

If, for any reason, data must be re-entered, a practical filing system can minimize recovery time. Such a system includes accumulating all daily transactions in one or more folders (envelopes) and labeling them by date. If recovery is necessary, you know exactly what data was lost. When choosing a filing system, recovery should be kept in mind.

What is the difference between system backup and a daily backup?

The system backup process is identical to the daily backup process. System backup was used in earlier revisions of the FIN/250 software when the system was configured on flexible discs. On current revisions of FIN/250 software both system

backup and daily backup copy only data bases and data control files from one volume to another. For instructions on how to copy your entire system (programs, forms, data bases, and data control files) from one volume to another, contact your software representative.

When do you backup the system?

You must have at least one daily backup. A record of daily backups is maintained in the Control Module by your date entry. If the date changes without a system backup, processing ceases until a backup is performed. Control Module maintains the backup procedure as a safety device independent of operator scheduling. You may want to backup the system twice a day (a noon backup) to store all data entered in the morning. This prevents potential data loss of an entire day if the system fails in late afternoon. Whenever a backup is performed, it should be recorded in a log book. The log book will keep track of when a backup was performed as well as who was responsible for the backup.

What is Checkread?

Checkread is a verification function provided by the operating system. The Checkread does a read-after-write on every disc data transfer. Whenever this differs, a Checkread error is displayed and a different disc must be used for backup. This function is active for all data transfers during disc backup.

BACKUP PROCEDURES

As stated earlier, backing-up is the process of copying data stored on your MAIN set of software to a BACKUP set. Once a backup is started, it must be completed or the entire backup process must be started over (if the power goes off, etc.). The backup procedure involves the following:

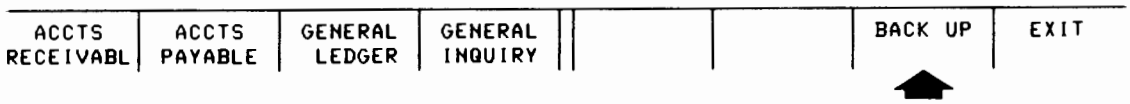
1. Establishing Backup configuration (applicable only for EXTENDED CONFIGURATION).
2. Creating BACKUP volumes.
3. Daily backing-up.
4. Recovering the MAIN set.

Establishing Backup Configuration

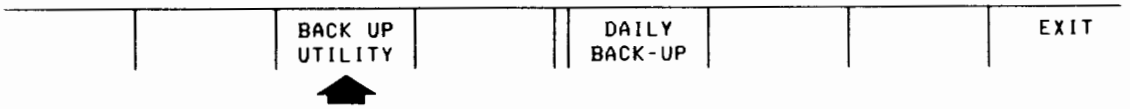
If you select the EXTENDED CONFIGURATION in the Hardware Configuration table, you have the option of modifying the standard backup device. If you have not selected EXTENDED CONFIGURATION, the system will be backed-up to a standard device, based on the system configuration you have selected.

Creating BACKUP Volumes

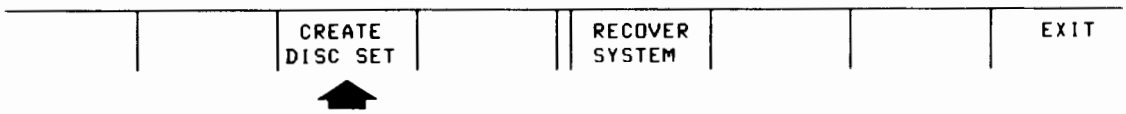
To initially create backup discs, press the BACKUP softkey in the Control Module as shown below:



Press the BACKUP UTILITY softkey as shown below:



Press the CREATE DISC SET softkey as shown below:



The system will then ask you to enter a backup symbol. A backup symbol is a character from A through Z following the volume label (HP250, etc.). This is used to denote the difference between the MAIN volume and the BACKUP volume. Below is the MAIN FIN/250 volume with two BACKUP volumes.

Volume label	Volume
HP250	MAIN
HP250a1	Backup set a
HP250a2	Backup set a
HP250b1	Backup set b
HP250b2	Backup set b

All of the first backup volumes should have the same character (a, b, or c, etc.) and the second, third, etc., sets different characters as seen below:

Set 1	Set 2	Set 3
HP250a1	HP250b1	HP250c1
HP250a2	HP250b2	HP250c2
HP250a3	HP250b3	HP250c3
HP250a4	HP250b4	HP250c4

Once the backup symbol has been assigned to all backup volumes they are ready to be used for daily backups.

Daily Backup

Once you have created BACKUP volumes, you can perform a daily backup by pressing the DAILY BACKUP softkey.

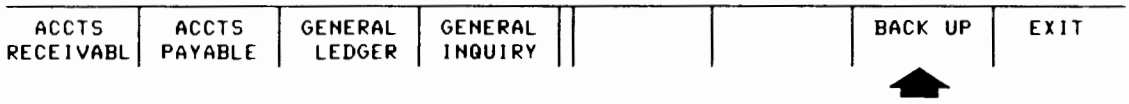
Remember, the daily backup procedure only copies data bases and data control files from the MAIN volume to the BACKUP volume(s). If an entire system duplication (programs, forms, etc.) is desired, contact your software representative for instructions.

Recovering the MAIN Set

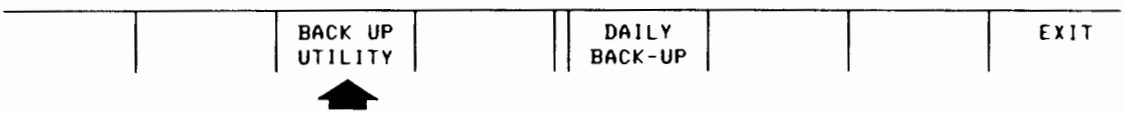
If for some reason the data on your MAIN set is destroyed or becomes unusable the Recovery function should be run. The Recovery function purges all data control files and data bases on your MAIN set of software replacing them with the data bases and data control files contained in your backup set.

To Run Recovery:

1. Enter FIN/250 Main Menu and press the BACKUP softkey as shown below:



2. Press the BACKUP UTILITY softkey as shown below:



3. Press the RECOVER SYSTEM softkey.

4. The system will prompt you to insert a backup volume.

   Upon inserting your backup volume the data bases and data control files are purged on the MAIN volume and replaced with the data bases and control files from your BACKUP volume(s).

In Case of Trouble

INTRODUCTION

You can greatly reduce the system "downtime", the time you cannot operate the system because of troubles, when you can find the problem and take the needed recovery action. By checking the system yourself, you may be able to avoid calling for service or at least minimize the time needed for a service representative to get the system back into operation. This chapter shows how to identify many problems and then shows how to take the best recovery action.

HARDWARE FAILURES

System problems are generally the result of either a "hardware" (equipment) failure or a "software" failure. If the system selftest fails at power-on, a hardware failure has occurred. The selftest can't check every system component, however, so the next step is to run the appropriate tests explained in the System Operators Guide.

When a hardware problem is confirmed, call your Hewlett-Packard service representative to set up a service visit. If the failure is related to a non-critical system component, like the printer or its interface cable, you can still use the system as long as you don't access that component. Ask your service representative for advice while setting up the visit.

If both the power-on selftest and the System Texts run OK, but you still have a problem running applications software, the problem is probably with the software. Read on.

SOFTWARE FAILURES

Software failures can be caused by entering incorrect data or by an error in the software coding or program. Here are a few things you can do to determine to problem.

The AP module is designed to catch many data-entry errors and display an error message instead of accepting the incorrect data. The computer will beep, an error message will appear and the cursor will move to the data field containing the incorrect data. For example:

```
ERROR: ENTITY MUST BE IN THE RANGE FROM 1000 TO 9999.

ERROR: NUMBER ENTRY OUT OF RANGE.

ERROR: BLANK INVOICE NUMBER IS NOT ALLOWED.
```

To recover, simply enter the data correctly and continue. If the error appears again, refer to the appropriate section of this Guide or the Operators Guide for a description of the data item you're entering. The Glossary may be of help.

If the AP module encounters an error which does not allow it to continue processing, it displays a message of this form:

```
PROGRAM ERROR NUMBER..... 43
ERROR OCCURRED IN LINE..... 2480
ERROR OCCURRED IN PROGRAM..... APAVDR
```

This kind of error message may also appear:

```
DATA BASE ERROR NUMBER..... 17
ERROR OCCURRED IN LINE..... 1740
ERROR OCCURRED IN PROGRAM..... APATRL
```

The AP software module is designed to catch most operator errors and even its own errors. But if the computer fails, it will halt program execution and display an error message. For instance:

```
SYSTEM ERROR G
```

You cannot access the program to analyze software errors, but you should note the error message and the program in which it occurred. Also note any softkeys pressed just before the error. For instance, suppose you encountered an error while running the Add Vendor function. Write down the following information:

April 23, 1980

1. Pressed VENDORS key.
2. Pressed ADD VENDOR key.
3. Entered data for vendor #35.
4. Pressed PROCESS DATA key...
   PROGRAM ERROR # 93
   ERROR IN LINE # 2590
   ERROR IN PROGRAM APAUDR

CALLED SOFTWARE REP. AT 10:30.

After noting the module function, softkeys pressed, and error message, leave the system as is. Then call your software representative for assistance (see the front of this Guide). The software representative may have you perform steps to help pinpoint the error.

CAUTION

When a software error occurs, do not run the module further until talking with your software representative.

The computer may not return keyboard control when some software errors occur. This is a further indication to call your software representative for help. If a software error (not a SYSTEM ERROR) has occurred and you must run other software, simply press SHIFT-HALT to regain keyboard control. The computer is now cleared, as just after being switched on. If this doesn't work, try CTRL-HALT only as a last resort.

If you cannot recover from a software error and you cannot guarantee the integrity of the data base, revert to the back-up discs and re-enter all data as of the last daily backup. You can determine what data has been entered since the last backup by listing an Audit Trail report after the software error is cleared by the software representative.

APPENDIX A

CONVERSION FORMS

This appendix provides a master copy of each form used whe collecting data for the Accounts Payable system. Remove each form to make copies. Return the master copy here for future use.

Instructions on completing the forms are found in Chapter 3, AP Setup Options.

Form Completed _____ init. _____

Data Entered _____ init. _____

Entity No. _____

ADD BANK ACCOUNT Conversion Form

Bank Number _____ (from 1 thru 12)

Bank Name

Type of Checking
[ ] A = Automatic
M = Manual

Account No.

Last Check No.

GL Cash Account No.

Bank Number _____ (from 1 thru 12)

Bank Name

Type of Checking
[ ] A = Automatic
M = Manual

Account No.

Last Check No.

GL Cash Account No.

Bank Number _____ (from 1 thru 12)

Bank Name

Type of Checking
[ ] A = Automatic
M = Manual

Account No.

Last Check No.

GL Cash Account No.

Bank Number _____ (from 1 thru 12)

Bank Name

Type of Checking
[ ] A = Automatic
M = Manual

Account No.

Last Check No.

GL Cash Account No.

Form Completed _____ init. ____

Data Entered _____ init. ____

Entity No. _____

ADD DELIVERY POINT Conversion Form

Delivery Point No.

City County State

Delivery Point No.

City County State

Delivery Point No.

City County State

Delivery Point No.

City County State

Delivery Point No.

City County State

Form Completed _____ init. _____

Data Entered _____ init. _____

Entity No. _____

ADD VENDOR Conversion Form

Vendor No

Vendor's Name

Telephone

Additional Line

Place on Line
(2 or 4)

Address

Minority Code
(0 = no; 1 thru 9 = yes)

City State Zip

1099 Code
(0 = no; 1 thru 9 = yes)

Contact's Name Extention

Separate Billing Address
(Y = yes; N = no)

Month-to-date Purchases

Date of Last Payment

Year-to-date: Purchases

Reliability

Freight

Taxes

Misc

Separate Billing Name (if not same as above)

Additional Line

Place on Line
(2 or 4)

Separate Billing Address

City State Zip

Form Completed _____ init. ____

Data Entered _____ init. ____

Entity No. _____

ADD INVOICE Conversion Form Part 1

Vendor No.

Invoice No.

Invoice Date

P.O. No.

Terms Start Date (if different from above)

Buyer Code

Discount 1: % Days

Account to Credit

Discount 2: % Days

Net Due Date

Delivery Point

Charges

Invoice Total

City Tax

Excise Tax

State Tax

Service Charges

Other Tax

Surcharge

Freight Charges

Miscellaneous

Container Charges

Non-disc Amount (Other Than Freight)

Form Completed _____ init. _____

Data Entered _____ init. _____

Entity No. _____

ADD INVOICE Conversion Form Part 2

Vendor No.

Invoice No.

Item Number UM

Description Unit Cost

Quantity Invoiced Date Received Account to Debit Cost Center

Item Number UM

Description Unit Cost

Quantity Invoiced Date Received Account to Debit Cost Center

Item Number UM

Description Unit Cost

Quantity Invoiced Date Received Account to Debit Cost Center

Form Completed _____ init. _____

Data Entered _____ init. _____

Entity No. _____

ADD DEBIT MEMO Conversion Form

Invoice No.

Vendor No.

Vendor's Name

Memo Date

Account No.

Total Dr Memo Amount

Cost Center

INCLUDES:
City Taxes

Freight

State Taxes

Misc.

Other Taxes

Memo Date

Account No.

Total Dr Memo Amount

Cost Center

INCLUDES:
City Taxes

Freight

State Taxes

Misc.

Other Taxes

GLOSSARY of AP TERMS

The following is a glossary of all Accounts Payable terms and fields used in FIN/250.

The field type is either numeric (numbers), alphanumeric (any keyboard characters allowed)or a special date format. These numeric fields are used:

* Integer - any whole number between -32768 and 32767.
* Short - any six-digit number up to 999999.
* Real - any number up to 12 digits with the decimal in any position (e.g., XXXXXXXXXXXX, XXXXXXXXXXX.X).

The date format is a special eight-character field in which slashes are allowed. For example:

11/19/80 enters November 19, 1980.
05/07/81 enters May 7, 1981.

When the field length is not listed, the length varies depending on its use.

A "default" value is one assigned when a number is not entered.

A

Account Number

Description: A unique number assigned to each vendor.
Field Type: Numeric
Field Length: Short, 7
Entry Allowed by Operator: Yes
Range: 1000 thru 9999.99

Additional Line

Description: An additional line in the vendor's mailing address.
Field Type: Alphanumeric
Field Length: 29 characters
Entry Allowed by Operator: Yes Blank input is allowed.
Note: Can be placed only on lines 2 or 4 of the mailing address.

Alphamumeric Field

Description: A data item field consisting of any letters, numbers, or, often, special characters.

Amount

Description: The total invoice, debit memo or check amount in dollars.
Field Type: Numeric
Field Length: Real
Entry Allowed by Operator: Yes Blank input not allowed.

B

Balance Owed

Description: The total amount in dollars owed each vendor.
Field Type: Numeric
Field Length: Real
Entry Allowed by Operator: No

Bank Account Number

Description: The Bank's number assigned to your account.
Field Type: Alphanumeric
Field Length: 20 characters
Entry allowed by Operator: Yes Blank input not allowed.

Bank Number

Description: A number from 1 thru 12 assigned to each bank by the control file.
Field Type: Numeric
Field Length: Integer, 2
Entry Allowed by Operator: No

Bank Type

Description: A letter, A or M, indicating wheither checks issued via the bank are written automatically (A) or manually (M).

Buyer Code

Description: A 2-digit code assigned to each buyer.
Field Type: Alphanumeric
Field Length: 2 characters
Entry Allowed by Operator: Y Blank input allowed.

C

Check Number

Description: A number assigned to each check issued by AP.
Field Type: Numeric
Field Length: Real, 12
Entry Allowed by Operator: For manual checks only
Restriction: Can't be duplicated for the same bank.

City

Description: Part of the vendor's mailing address.
Field Type: Alphanumeric
Field Length: 14 characters
Entry Allowed by Operator: Yes Blank input allowed, but not recommended.
Note: Uppercased by system.

Contact

Description: Name of vendor's contact.
Field Type: Alphanumeric
Field Length: 20 characters
Entry Allowed by Operator: Yes Blank input allowed.

Cost Center

Description: Cost center of invoice or debit memo item.
Field Type: Numeric
Field Length: Integer, 4
Entry Allowed by Operator: Yes Blank input allowed.
Default is 0.

County

Description: Part of the delivery point address, for tax purposes.
Field Type: Alphanumeric
Field Length: 14 characters
Entry Allowed by Operator: Yes Blank input not allowed.

D

Data Field (See "Field")

Date

Description: The debit memo, audit trail or lost discount date.
Field Type: Date
Field Length: 8
Entry Allowed by Operator: Invoice & Debit Memos only
Format: mm/dd/yy

Date Last Pymt

Description: The date of the last payment to a vendor.
Field Type: Date
Field Length: 8
Entry Allowed by Operator: Yes Blank input allowed.
Format: mm/dd/yy

Date Received

Description: Date of the last delivery of an invoice item.
Field Type: Date
Field Length: 8
Entry Allowed by Operator: Yes Blank input allowed.
Format: mm/dd/yy

Debit Memo

Description: A memorandum from the vendor to the buyer, indicating that the vendor's Accounts Receivable account is being credited (reduced) for some reason, such as damaged goods. Tells the user to debit the balance owed (Account Payable for that vendor.

Delivery Point

Description: A location where purchases are received.
Field Type: Numeric
Field Length: Integer, 3
Entry Allowed By Operator: Yes Defaults to 0.

Description

Description: Description of invoice items.
Field Type: Alphnumeric
Field Length: 30 characters
Entry Allowed by Operator: Yes Blank input allowed.

Disc Date

Description: The discount and number of days which a stated discount applies toward payment.
Field Type: Numeric
Field Length: Short, 3-element array
Format: # days stored in integer.
% stored in fraction.
Entry Allowed by Operator: Yes Blank input allowed except for net due date.

E

Entity

Description: A company, division, or other unit which requires a balance sheet and income statement independent of other entities.

Entity Number

Description: A unique number assigned to each accounting entity.
Field Type: Numeric
Field Length: Integer, 4
Entry Allowed by Operator: Yes Blank input not allowed.
Restriction: Entered only by HP 250 Control Module.

Extension

Description: Phone number of the vendor's contact.
Field Type: Alphanumeric
Field Length: 8 characters
Entry Allowed by Operator: Yes Blank input allowed.

F

Field

Description: A location on the screen where data may be entered (input field) or displayed (output field).

Freight Amount

Description: The dollar amount charged for delivering purchased goods.
Field Type: Numeric
Field Length: Short
Entry Allowed by Operator: Yes Blank input allowed.

H

Hold Payment

Description: The invoice amount to withhold from payment.
Field Type: Numeric
Field Length: Real
Entry Allowed by Operator: Yes
Restriction: 0 amount removes any hold.

I

Integer Number

Description: A whole number (1, 34, 234, etc.) of either a specified number of digits or less than 32767.

Invoice Date

Description: The invoice date.
Field Type: Date
Field Length: 8
Entry Allowed by Operator: Yes Blank input not allowed.
Format: mm/dd/yy

Invoice Number

Description: A unique number assigned to the invoice by the vendor.
Field Type: Alphanumeric
Field Length: 12 characters
Entry Allowed by Operator: Yes Blank input not allowed.

Item Number

Description: The part number on an invoice.
Field Type: Alphanumeric
Field Length: 18 characters
Entry Allowed by Operator: Yes Blank input allowed.

L

Last Check Number

Description: The last check written by the automatic check writer.
Field Type: Numeric
Field Length: Real, 12
Entry Allowed By Operator: Only by the manager in the Accounts Payable control file.

M

Minority Code

Description: An integer code assigned to the vendor.
Field Type: Numeric
Field Length: Integer, 1
Format: 0 = doesn't meet government requirements.
1 thru 9 = meets government specs; user-defined code.
Entry Allowed by Operator: Yes Defaults to 0.

MTD Purchases

Description: Total purchases to date from a vendor, including service charge, container charge, FET, and surcharges.
Field Type: Numeric
Field Length: Real
Entry Allowed by Operator: Yes
Note: Updated by system.

MTD Tax

Description: The city, state and other taxes, grouped by delivery points.
Field Type: Numeric
Field Length: Real (3-element array)
Entry Allowed by Operator: No
Note: Updated by system.

N

Name

Description: The name of the billing company. (Vendor, or billing name.)
Field Type: Alphanumeric
Field Length: 30 characters
Entry Allowed by Operator: Yes Blank input not allowed.
Restrictions: Must start with a letter.

Non Disc Amt

Description: The non-discountable amount on the invoice other than freight charges.
Field Type: Numeric
Field Length: Real
Entry Allowed by Operator: Yes Defaults to 0.

O

Other Tax

Description: The description of an alternate tax category.
Field Type: Alphanumeric
Field Length: 14 characters
Entry Allowed by Operator: Yes Blank Input not allowed.

P

Paid to Date

Description: The total amount of the invoice paid to date.
Field Type: Numeric
Field Length: Real
Entry Allowed by Operator: No (except indirectly through payments made)

PO Number

Description: Number or name assigned to each purchase order.
Field Type: Alphanumeric
Field Length: 8 characters
Entry Allowed by Operator: Yes Blank input allowed.

Purchase Invoice

Description: A document from the vendor to the buyer, containing details of a sale of goods, including number of units sold, price, payment terms, method of shipment and total amount due. This is also the vendor's sales invoice.

Q

Quantity Received

Description: The number of items received.
Field Type: Numeric
Field Length: Short
Entry Allowed by Operator: Yes Blank input not allowed.

R

Reliability

Description: A user-defined reliability rating of the vendor.
Field Type: Numeric
Field Length: Integer, 1
Entry Allowed by Operator: Yes Defaults to 0.

S

Short Number

Description: A six-digit number up to 999999.

Split Password

Description: Accounts Payable supports three passwords. The MANAGER password has access to all AP functions. The other two passwords may be split so that one has access only to payment functions and the other has access only to invoice functions.

The split password field in the Accounts Payable Control File Editor allows entering "S" to split Accounts Payable functions between the operator passwords, or "A" to allow all passwords to access all functions.

Start Date

Description: Date at which payment terms are to start.
Field Type: Date
Field Length: 8
Entry Allowed by Operator: Yes Defaults to invoice date.
Format: mm/dd/yy

State

Description: Part of the vendor's mailing address.
Field Type: Alphanumeric
Field Length: 4 characters
Entry Allowed by Operator: Yes

Street

Description: Part of the vendor's address.
Field Type: Alphanumeric
Field Length: 30 characters
Entry Allowed by Operator: Yes Blank input not allowed.
Restrictions: Must start with a number or letter.

T

Telephone

Description: The vendor's phone number.
Field Type: Alphanumeric
Field Length: 12 characters
Entry Allowed by Operator: Yes Blank input allowed.

1099 Code

Description: A flag to include the vendor on the 1099 report.
Field Type: Numeric
Field Length: Integer, 1
Format: 0 = no.
1 thru 9 = yes (user-defined code).
Entry Allowed by Operator: Yes Defaults to 0.

Total Container

Description: The container charge from the invoice.
Field Type: Numeric
Field Length: Short
Entry Allowed by Operator: Yes Defaults to 0.
Restrictions: Must be <= inventory total minus items.

Total Cost

Description: The total cost on the invoice.
Field Type: Numeric
Field Length: Real
Entry Allowed by Operator: Yes Blank input not allowed.
Range: From $0.01 thru $999,999.99

Total FET

Description: The total federal excise tax listed in the invoice.
Field Type: Numeric
Field Length: Short
Entry Allowed by Operator: Yes Defaults to 0.
Restrictions: Must be <= invoice total minus items.

Total Freight

Description: The total freight listed on the invoice.
Field Type: Numeric
Field Length: Short
Entry Allowed by Operator: Yes Defaults to 0.
Restrictions: Must be <= invoice total minus items.

Total Misc.

Description: The total misc. charges listed on the invoice.
Field Type: Numeric
Field Length: Short
Entry Allowed by Operator: Yes Defaults to 0.
Restrictions: (total taxes) <= (total) - (items)

Total Service

Description: The total service charges listed on the invoice.
Field Type: Numeric
Field Length: Short
Entry Allowed by Operator: Yes Defaults to 0.
Restrictions: (total taxes) <= (total) - (items)

Total Surcharge

Description: The total surcharges listed on the invoice.
Field Type: Numeric
Field Length: Short
Entry Allowed by Operator: Yes Defaults to 0.
Restrictions: (total taxes) <= (total) - (items)

Total Taxes

Description: The total taxes listed on the invoice.
Field Type: Numeric
Field Length: Short (3-element array)
Entry Allowed by Operator: Yes Defaults to 0.
Restrictions: (total taxes) <= (total) - (items)

U

Unit Cost

Description: The cost per item listed on the invoice.
Field Type: Numeric
Field Length: Real
Entry Allowed by Operator: Yes Blank input not allowed.

Unit of Measure

Description: An abbreviation for the quantity per unit stated on the invoice.
Field Type: Alphanumeric
Field Length: 2 characters
Entry Allowed by Operator: Yes Blank input allowed.
Suggested Abbreviations:

Bag	BG	Cube	CB	Kit	KT	Roll	RL
Ball	BA	Cubic Ft	CF	Liter	LT	Set	ST
Barrel	BR	Cylinder	CY	Ounce	OZ	Sheet	SH
Bottle	BT	Dozen	DZ	Metre	MT	Spool	SP
Box	BX	Drum	DR	Troy Ounce	TO	Syringe	SY
BUndle	BD	Each	EA	Package	PK	Tube	TB
Can	CA	Feet/Foot	FT	Pad	PD	Tablet	TA
Carboy	CR	Sq. Feet	FT	Pair	PR	Yard	YD
Card	CD	Gallon	GA	Piece	PC		
Carton	CT	Gram	GR	Pint	PT		
Case	CS	Gross	GR	Pound	LB		
Coil	CL	Jar	JR	Quart	QT		
Cone	CO	Kilo	KI	Ream	RM		

V

Vendor

Description: The seller or supplier of goods.

Vendor Name

Description: The vendor's business name.
Field Type: Alphanumeric
Field Length: 30 characters
Entry Allowed by Operator: Yes Blank input not allowed.
Restrictions: Must start with a letter.

Vendor Number

Description: A unique name or number assigned to each vendor.
Field Type: Alphanumeric
Field Length: 8 characters
Entry Allowed by Operator: Yes Blank input not allowed.

Y

YTD Freight

Description: The total freight charges paid to date to the vendor.
Field Type: Numeric
Field Length: Real
Entry Allowed by Operator: Yes Defaults to 0.
Note: Updated by the system.

YTD Miscellaneous

Description: The total miscellaneous charges paid to date to a vendor.
Field Type: Numeric
Field Length: Real
Entry Allowed by Operator: Yes Defaults to 0.
Note: Updated by the system.

YTD Purchases

Description: The total purchases to date from a vendor, including all items, container charge, FET, service charge, and surcharges.
Field Type: Numeric
Field Length: Real
Entry Allowed by Operator: Yes Defaults to 0.
Note: Updated by the system.

YTD Taxes

Description: The total city, state, and other taxes paid on invoices to a vendor.
Field Type: Numeric
Field Length: Real
Entry Allowed by Operator: Yes defaults to 0.
Note: Updated by the system.

Z

Zip Code

Description: Part of the vendor's address.
Field Type: Alphanumeric
Field Length: 6 characters
Entry Allowed by Operator: Yes Blank input allowed.
Restrictions: Must be a valid integer.