

## Enter/Edit Recurring Expenses

**PROGRAM NAME:**APAUTOVO

**MENU OPTION TITLE:**Enter/Edit Recurring Expenses

**MAIN MODULE:**ACCOUNTS PAYABLE

**HELP KEY ACTIVE:**YES

### PROGRAM OVERVIEW

The Enter Recurring Expenses option allows the user to input information regarding those expenses or payables which occur each month, are for the same amount, and are due on the same day each month. This file and general ledger files must be built before running this procedure. This eliminates the need to enter the same expenses month after month.

### PROGRAM OPERATION

After entering all recurring expenses, create records in Accounts Payable by running the Generate Recurring Expenses option from the Payables Processing Menu once a month. If an attempt is made to Generate Recurring Expenses more than once in the same month, an error message will be displayed signaling the user that there is a problem in the procedure. After a recurring expense has been entered, it can be edited, changed, or deleted by using this screen.

A brief description of some of the entry fields follows:

**VENDOR #:** Enter the ID of the vendor to whom payment is due each month. If entering an existing ID, the vendor's name will be displayed. If entering a vendor ID that does not exist, the error message "PLEASE ENTER A VALID RECORD ID" will be displayed.

**DESCRIPTION:** Enter a brief description of the expense. Enter as many as 12 alphanumeric characters for the description. An entry in this field is required. The description entered here will show up as the generated INVOICE number when conducting the Generate Recurring Expenses option from the Payables Processing Menu. In addition, a number will also be added to the end of the description when the Generate Recurring Expenses routine is run. For example, if RENT is entered as the description the first time you Generate Recurring Expenses, RENT-1 will show up as the generated INVOICE number. RENT-2 will show up the next time, RENT-3 will show up the next time, etc.

**DUE DATE:** Enter the day (15 for the fifteenth) of each month that the expense is due.

**LAST PAID DATE:** No entry is required in this field as it is automatically maintained each time Generate Recurring Expenses is done. This date shows the last time that Generate Recurring Expenses routine was run.

**AMOUNT:** Enter the total amount due for the expenses.

**DISCOUNT DATE:** Enter the last day of the month that a discount is allowed. An entry is required here only if a discount for the expense is permitted by the vendor.

**DISC % :** If a discount is permitted, enter the discount percentage allowed for early payment. Always enter the discount expressed as a percentage. For example, if the vendor allows a 10.14% early discount, enter 10.14 in this field.

**DISC \$ :** No entry can be made in this field. The discount dollars are automatically calculated based on the AMOUNT and DISC % fields.

**LINE:** No entry can be made in this field. It is used only as a reference when editing distributions made and to keep the distribution in order of entry.

**ACCOUNT:** Enter the G/L Account Number against which the expense will be charged. If a valid account number is entered, the ACCOUNT DESCRIPTION will be displayed. If a non-existent account number is entered, the error message "PLEASE ENTER A VALID RECORD ID" will be displayed. HELPFUL HINT: While only nine (9) distributions for an expense can be displayed at any one time, and expense can actually be distributed to as many G/L accounts as required. There is no limit to how many G/L accounts can be affected by a single expense.

**ACCOUNT DESCRIPTION:** No entry can be made in this field. It will be automatically filled when a valid ACCOUNT number is entered.

**\$ DISTRIBUTE:** Enter the dollar amount that is to be charged to the ACCOUNT number.

**LAST LINE USED:** No entry can be made in this field. It represents the highest LINE number used by the distribution entered.

**DOLLARS DISTRIBUTED:** No entry can be made in this field. It is automatically calculated each time a distribution is entered. Before exiting this screen, the DOLLARS DISTRIBUTED and the AMOUNT of the expense must be equal.

The Enter Recurring Expenses Screen is actually composed of two parts. The top part contains basic information pertaining to the expense. The bottom part contains information pertaining to the general ledger accounts that will be charged each time the recurring expense is generated.

After an entry has been made in the DISC % field and RETURN has been pressed, the cursor will drop to the bottom part of the screen and the question will be asked if you want to "(A)dd, (E)dit, (S)ee More, (D)elete, (G)o To, or (Q)uit?" This is called the prompt line and is the line where most of the processing regarding recurring expense is performed.

To add a new distribution to an expense, type in "A" in response to the prompt line. The program is now in the ADD mode. A LINE number will be displayed in the first unused window on the bottom half on the screen and the cursor will stop in the ACCOUNT window. Enter the general ledger account number to which the expense will be charged. If an existing account number is entered, the ACCOUNT DESCRIPTION will be displayed and the cursor will skip to the \$ TO DISTRIBUTE window. If an invalid account number is entered, the error message "PLEASE ENTER A VALID RECORD ID" will be displayed

and the cursor will remain in the ACCOUNT window. After making an entry in the \$ TO DISTRIBUTE window, the cursor will skip down to the next line and a new LINE number will be displayed. Other distributions can now be made. While in the ADD mode, this cycle will repeat until RETURN is pressed in the ACCOUNT number window. If there is no room remaining in the bottom half of the screen when a new distribution is added, the bottom portion of the screen will be cleared, the last distribution will be redisplayed at the first available position, and the cursor will stop on the next line so that additional distributions can be made. Pressing RETURN while the cursor is positioned in the ACCOUNT window when no entry has been made will remove the program from the ADD mode and will cause the prompt line to be redisplayed. The LAST LINE # USED field will then be updated using the highest LINE number that was assigned during ADD mode. NOTE: The first time a distribution is added, the LINE number will be 10. Each subsequent distribution will increase the LINE number by 10 (i.e., the second distribution will be assigned LINE number 20, the third will have LINE number 30, etc.)

If there are errors made while making a distribution (i.e., a wrong ACCOUNT number or incorrect distribution amount), the errors can be corrected by typing an "E" in response to the prompt line. The question will then be asked, "Enter the LINE # you wish to edit". Enter the number of the LINE number that contains the incorrect information. If a number is entered which is not currently displayed on the screen or one that does not exist, "Please enter a LINE # that is shown and press RETURN" will be displayed. Press RETURN to display the line that is to be changed, and try again. If a LINE number is entered that is being shown, the cursor will be positioned in the ACCOUNT window where corrections can be made. You will be returned to the prompt line after making an entry in the \$ TO DISTRIBUTE window and pressing RETURN.

The "(S)ee More" option is selected by typing an "S" in response to the prompt line and can be used when you have made more than nine (9) distributions for an invoice and wish to see some of the other distributions made. For example, if you have made 16 G/L distributions for an invoice and the first 9 distributions are currently being displayed, choosing the (S)ee More option will cause the next 7 distributions to be displayed. Choosing the (S)ee More option again will cause the first 9 distributions to be redisplayed.

The "(D)eleate" option is selected by typing a "D" in response to the prompt line. It is used when an invalid distribution is made or when a distribution is to be removed from an invoice. When this option is selected you will be asked to "Enter the LINE # you wish to delete". If you enter a LINE number that is not currently being displayed on the screen or one that does not exist, you will be told to "Please enter a LINE # that is shown and press RETURN". If you enter a LINE number that is being shown, "\*\*\*\*\*" will be displayed in the ACCOUNT window of the appropriate distribution and you will be asked "Do you really want to delete this LINE #? (Y/N)" A response of "N" to this question will cause the prompt line to be redisplayed. A response of "Y" will cause the message "One moment please" to be displayed while the distribution is removed. After the distribution has been removed, the bottom half of the screen will redisplay the remaining distributions and the prompt line will be shown again.

The "(G)o To" option is selected by typing a "G" in response to the prompt line. It is used when you have made many distributions and want to see some of the distributions beginning with a specific LINE number. When this option is chosen, you will be asked to "Enter the LINE # to go to". You should then enter the LINE number that you want to be displayed first. The screen will then be cleared and the LINE number you entered will be shown first. Any distributions with higher LINE numbers will be displayed following the first one.

When you have finished entering all of the distributions for the invoice, you can "(Q)uit" by typing "Q" in response to the prompt line. If you try to "(Q)uit" when the DOLLARS DISTRIBUTED and the AMOUNT are not equal, the error message, "ENTRIES ARE OUT OF BALANCE, PLEASE RE-ENTER" will appear and the prompt line will be redisplayed. If the DOLLARS DISTRIBUTED and the AMOUNT are equal, the entire screen will be cleared and information may be entered for another expense. REMEMBER: You cannot exit this screen until these fields are in balance!