

## Enter/Edit Company/Div/Date

**PROGRAM NAME:**APCOMPAN

**MENU OPTION TITLE:**Enter/Edit Company/Div/Date

**MAIN MODULE:**ACCOUNTS PAYABLE

**HELP KEY ACTIVE:**YES

### PROGRAM OVERVIEW

Building the Company Master File is simply a matter of assigning a two digit numeric code to each company whose information will be processed. When entering new company IDs, new company names may also be entered. This company name will appear on all reports in the A/P System. Great care should be taken to avoid spelling errors when entering this important information.

### PROGRAM OPERATION

**(REDO)** Once a company ID and name have been entered, information for that company may now be processed. To begin processing information for a given company, simply enter the ID and press RETURN. If a valid ID number has been entered, the corresponding company name will be automatically displayed. The question will then be asked, "Is this the correct company to process?" If a new or nonexistent company ID is entered, the cursor will stop in the company name field enabling the user to enter a new ID. A response of "N" to the above question will cause the screen to be cleared and the cursor will be repositioned in the company ID window where the correct company ID may be entered. A response of "Y" to the above question will cause the Division Selection Screen to be displayed.

Like the Company Selection Screen, the Division Selection Screen is used both to build the Division Master File and to select the division for which processing will be performed. Within each company, up to 99 different divisions can be created, each division being identified by its own unique 2 digit ID.

To build the Division Master File, simply assign to each division a unique 2 digit alphanumeric identifier. When entering new division IDs, the new corresponding names may also be entered. This division name will appear on all reports in the A/P System. Great care should be taken to avoid spelling errors while entering this important information.

Once a division ID and name have been entered, information for that division may be processed. To begin processing information for a given division of a company, simply enter the correct division number and press RETURN. If a valid division ID number has been entered, the corresponding division name will be automatically displayed and you will be able to enter the current date. After entering the correct date and pressing RETURN the question will be asked, "Do you want to edit the division information?" If a new or non-existent division ID is entered, the cursor will stop in the division name field and the new name may be entered. A response of "N" to the above question will cause the question, "Is this the correct division to process?" to be displayed. A response of "Y"

to the edit division information question will cause the Edit Division Information Screen to be displayed. (Note: When entering a new division, this screen will automatically be displayed.) A response of "N" to this new question will clear the screen and reposition the cursor in the division ID field so that the correct ID may be entered. A response of "Y" will cause the Accounts Payable Master Menu to be displayed.

The Edit Division Information Screen will be displayed any time "Y" is answered to the question, "Do you want to edit the division information?", or when entering a new division.

A brief description of the entry fields follows:

**DIVISION** The division ID and Division name will be automatically displayed. No entry can be made in these windows.

**ADDRESS 1** Enter the street address of the division.

**ADDRESS** Enter the suite number or P.O. Box number if applicable.

**CITY** Enter the city where the division is located.

**STATE** Enter the state where the division is located.

**ZIP** Enter the division's zip or postal code.

**NEXT CHECK NUMBER** An entry in this field is needed only when entering a new division since the system automatically keeps track of the next check number. The number entered here should be the beginning number when checks are being printed to vendors.

**LAST CLOSED DATE** No entry is allowed in this field since it is automatically updated during month-end processing. This date reflects the closing date of the last End-of-Period Processing run.

**A/P G/L ACCOUNT** An entry in this field is required. Enter the G/L Account Number of the Accounts Payable system to be used by the division. The account number entered here should be a valid account from the Chart of Accounts.

**CASH G/L ACCOUNT** An entry in this field is required. Enter the Account Number of the Cash account to be used by the division when processing checks for vendors. The Account Number entered should be a valid account from the Chart of Accounts.

**DISCOUNT G/L ACCOUNT** An entry in this field is required. Enter the Account Number of the Discount account to be used by the division when discounts taken. The Account Number entered should be a valid account from the Chart of Accounts.

**FEDERAL ID NUMBER** Enter the division's federal tax number. This field is used when printing 1099 forms at year end.

**STATE ID NUMBER** Enter the division's state tax number. This field is used when printing 1099 forms at year end.

**SPECIAL NOTE:** During normal processing, only the division logged in can be accessed for information. For example, if 99 is in the Company Selection Screen and 01 in the Division Selection Screen, only information for company number 99, division number 01 will be accessed.

There is, however, a special operation which permits access to information pertaining to ALL the divisions for a given company. This special operation can be performed by creating a division "00" for a company. When entering the Division Selection Screen with "00" as the division ID, the phrase "CONSOLIDATED DIVISION" will be automatically displayed in the division name window. This name may be changed but will avoid confusion if it is left unchanged.

Once a consolidation division has been set up, information for all divisions of a given company may be accessed. For example, if ID "99" is logged in for the company ID and consolidation division ID "00" is entered, aging reports, open invoice reports, etc. for all divisions will be made available for processing.

Some processing, however, is not allowed when logged in as the consolidation division. Entering invoices or processing checks under the consolidation division is not permitted. If any operation which does not support consolidation is attempted, the menu from which the processing option was chosen will be automatically displayed. If a processing option is chosen and the menu appears rather than the processing option, check to see if the consolidation division is logged in. If this is the case, to continue processing information merely enter a specific division ID and select the processing option.