

## A/R Refund or Rebate payable through Accounts Payable Entry

From the Main Menu take the following options:

- #8 Daily Activities
- #1 Main Financial Software
- #1 Accounts Payable
- #1 Enter Invoices into Accounts Payable File

Enter following information:

Accts Payable Invoice Maintenance		Busco Enterprises, Inc.	
<b>Overall Invoice Information</b>			
Record Number-----:	1		
Vendor Number-----:	1500	A/R REFUND CUSTOMERS	
Invoice Number-----:	CM 6128949510		
Gross Amount-----:	408121-		
Discount Amount-----:			
Net Amount-----:	408121-		
Invoice Date-----:	2/20/03		
Invoice Due Date-----:	2/20/03		
<b>General Ledger and Location Information</b>			
Expense G.L. Account--:	8001201	CATALOG EXPENSE - MAIN - TSI	
Cash G.L. Account--:	1030000	CASH IN BANK - GENERAL	
A/P G.L. Account--:	2010000	ACCOUNTS PAYABLE-TRADE	
Discount G.L. Account--:	6012000	A/P DISCOUNTS EARNED	
Rmv Disc G.L. Account--:	6013000	A/P DISCOUNTS DISALLOWED	
Expense G.L. Date-----:	2/20/03		
Expense Location ID-----:	2		
PRESS ENTER TO UPDATE RECORD (+)		F10 - VIEW TOTALS	
F3 - BYPASS UPDATE OF THIS RECORD		F12 - REVIEW RECORDS	
F4 - DISPLAY HELP		F15 - VIEW G.L. ACCOUNTS	
F7 - EDIT AND UPDATE RECORDS		F17 - VIEW VENDORS BY NAME	
F9 - DELETE THIS RECORD		F24 - VIEW VALID LOCATIONS	

Below is second screen, to add comment to a/p:

Accts Payable Invoice Maintenance		Busco Enterprises, Inc.	
Record Number-----:	1		
Vendor Number-----:	1500	A/R REFUND CUSTOMERS	
Invoice Number-----:	CM 6128949510	Location: 2	
Invoice Amounts---:	Gross: 4081.21-	Discount: .00	Net: 4081.21-
Invoice Date Info-:	Date-: 2/20/2003	Due-----: 2/20/2003	
<b>Other Invoice Information</b>			
Comment 1:	Customer 6128949510 for Advertising Rebate	P/C:	P
Comment 2:		P/C:	
Comment 3:		P/C:	
Internal P.O.-:		External P.O.-----:	
Customer Number-----:			
<b>Dated Invoice Information</b>			
Number of Payments-----:		Date of First Payment:	0/00/00
<b>Manual (Handwritten) Check Information</b>			
Check Number Assignment:		Check Date Assignment:	0/00/00
<b>Invoices Paid on Behalf of Employees Information</b>			
Employee Number-----:			
Deduction Code-----:			
Balance Year Code-----:	C	(C = Current Year / L = Last Year)	
PRESS ENTER TO UPDATE RECORD (+)		F12 - REVIEW RECORDS	
F2 - PAGE BACK (-)	F7 - EDIT / UPDATE	F18 - DISPLAY EMPLOYEES	
F3 - BYPASS UPDATE	F9 - DELETE RECORD	F19 - WORK WITH DEDUCTION MASTER	
F4 - DISPLAY HELP	F10 - VIEW TOTALS	F20 - DISPLAY CUSTOMERS BY NAME	

F7 Edit/Update Screen below:

```
Accounts Payable Work File Invoice Edit and Update      Program: AP001M
Date---: 2/20/03
Time---: 11:25:50
User---: SARAH
Records: 1

Location ID / Name-----: 2 Busco Enterprises, Inc.

Enter Total Gross Amount---: 408121-
(The gross amount of the invoices you entered MUST agree with above amount.)
Enter Y to Bypass Discount Verification--: Y
(By entering Y above you can leave the discount amount blank below. )
(If you do not wish to add up all discounts you took then enter Y above. )
(If you do not bypass, then discount amount must equal amount below. )
Enter Total Discount Amount: .....

F3 - EXIT WITHOUT EDITING or COPYING INVOICE(s) into REGULAR A/P
F5 - RETURN TO FIRST SCREEN FOR MORE INVOICE ENTRY
F7 - EDIT and COPY INVOICE(s) into REGULAR A/P (If Totals are Correct)
F12 - REVIEW ENTRIES
```

Now go to Option 2 in Accounts Payable menu:  
Take option F20, Enter Vendor 1500 – Field Exit

```
Busco Enterprises, Inc.                                Program: AP050M
Date---: 2/20/03
Time---: 11:27:03
User---: SARAH

Accounts Payable Invoice Record Inquiry by Vendor

Restrict View to Records for this Vendor Only-----: 1500
Restrict View to Records for this Invoice Number Only:
Restrict View to Records Due On or Before this Date--: 0/00/00 (M/D/Y)
(Leave above fields blank to View All Records in File)

NOTE: By Entering Vendor Number Above you will be able to Summarize Vendor

ENTER TO CONTINUE (+)
F7 - EXIT PROGRAM
F10 - DISPLAY ACCOUNTS PAYABLE SUMMARY BY VENDOR
F17 - DISPLAY VENDORS BY NAME
```

Result screen – Place an M beside this record to do Maintenance – go to 2<sup>nd</sup> Screen

Record	Invoice Number	Pay	Gross Amnt	Vndr/Cm	Vendor Name
25859	CM 6128949510		4081.21-	1500 C*	A/R REFUND CUSTOMERS
	2/20/2003	2/20/2003	4081.21-	8001201	CATALOG EXPENSE - MAIN - TSI
		2/20/2003	4081.21-	2010000	

PRESS ENTER (+) F2 - PAGE BACK (-) F3 - 1st SCREEN F7 - EXIT  
 F6 - DISALLOW ABOVE DISCOUNTS F4 - ACTION CODE(s) F10 - SUMMARIZE

Second Screen – Maintenance Mode – Enter Check Information from payee.

```

Accts Payable Invoice Maintenance      Busco Enterprises, Inc.
Record Number-----: 25859
Vendor Number-----: 1500             A/R REFUND CUSTOMERS
Invoice Number-----: CM 6128949510   Location: 2
Invoice Amounts----: Gross: 4081.21- Discount: .00 Net: 4081.21-
Invoice Date Info-: Date-: 2/20/2003 Due-----: 2003/02/20
Other Invoice Information
Comment 1: Customer 6128949510 for Advertising Rebate P/C: P
Comment 2: P/C:
Comment 3: P/C:
Internal P.O.--: External P.O.-----:
Customer Number-----: 6128949510
Manual (Handwritten) Check Information
Check Number Assignment: 511109 Check Date Assignment: 022003
Invoices Paid on Behalf of Employees Information
Employee Number-----:
Deduction Code-----:
Balance Year Code-----: C (C = Current Year / L = Last Year)
Record originated on: 2003/02/20 at 11:26:51 by SARAH at SARAH
PRESS ENTER TO UPDATE RECORD (+) F7 - EXIT PROGRAM
F2 - PAGE BACK (-) F18 - DISPLAY EMPLOYEES
F3 - BYPASS UPDATE F19 - WORK WITH DEDUCTION MASTER
F4 - DISPLAY HELP F20 - DISPLAY CUSTOMERS BY NAME
  
```

You can see from screen above, I've entered the Customer Number, their check number, check date. Report is produced by taking F7 – Exit and is automatically applied to Cash. So, you can do this and mark the invoices in A/R paid, the two totals combined should match what their check was written for.

Should you need additional assistance, please email us at [support@southpoint.net](mailto:support@southpoint.net), or call our office.