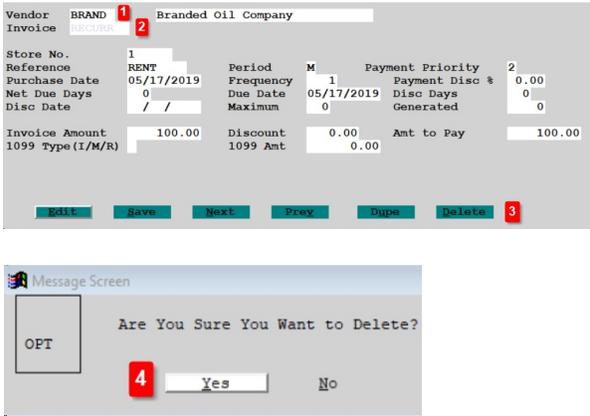


Delete Recurring AP Invoices

Payments made to the same vendor on a set interval (month, week, quarter, etc.) for the same amount may be set up as Recurring Payables and generated before the payment is due. A new invoice is created each time the process is run.

<p>Step 1 <i>Accounts Payable, File Maintenance, Recurring AP</i></p>	
<ol style="list-style-type: none"> 1. Enter the vendor number. 2. Enter the original invoice number. Use the F2 key to find this invoice number. <p>The invoice data will display</p> <ol style="list-style-type: none"> 3. Click the Delete button to delete this invoice. 4. Click 'YES' to delete the invoice. <p>Press Enter to return to the main menu.</p>	 <p>The screenshot shows two parts of the software interface. The top part is an invoice details screen for 'Branded Oil Company'. It displays fields for Vendor (BRAND), Invoice (1099), Store No. (1), Reference (RENT), Purchase Date (05/17/2019), Net Due Days (0), Disc Date (/ /), Invoice Amount (100.00), Discount (0.00), and Amt to Pay (100.00). Below the details are buttons for Edit, Save, Next, Prev, Dupes, and Delete. The bottom part is a 'Message Screen' with the question 'Are You Sure You Want to Delete?' and options 'OPT', 'Yes', and 'No'.</p>

1. Enter the vendor.
2. Enter the invoice number. If the invoice number does not exist, click Add.
3. Enter the Period: M for Monthly or D for Daily.
4. Enter the payment priority. The most common value is 2.
5. Enter the original invoice date.
6. Enter the frequency.
7. Enter any payment discount.
8. Confirm net due days. This is taken from the vendor master setup.
9. Due Date is calculated by the system.
10. Confirm any discount days.
11. Confirm the discount date.
12. Enter the maximum number of times this invoice will be generated. For example, enter 12 if you will pay this invoice for the next months.
13. Enter the number of invoices already generated. If this is a new invoice, leave this zero.
14. Enter the invoice amount.
15. Enter any discount amount.
16. The system will create the Amount to Pay.
17. Enter the 1099 type, if appropriate.
18. Enter the 1099 amount, if appropriate.
19. Click Save if the invoice data is correct. Click Edit to change the invoice data you just entered.

Vendor ACME 1 Acme Grocers
 Invoice 123456 2

Store No. _____
 Reference COFFEE
 Purchase Date 03/15/2019 5 Period M 3 Frequency 1 6 Payment Priority 2 4
 Net Due Days 30 8 Due Date 04/14/2019 9 Payment Disc % 0.00 7
 Disc Date 03/20/2019 11 Maximum 12 12 Disc Days 30 10
 Generated 0 13

Invoice Amount 505.00 14 Discount 0.00 15 Amt to Pay 505.00 16
 1099 Type (I/M/R) 17 1099 Amt 0.00 18

19

Edit Save Next Prev Dupe Delete

1. If the distribution is not added by the system, enter 'A' to add a distribution line. Press Enter.
2. Add as many distribution lines as required. Press Q to quit the entry.
3. Enter 'S' to Save the invoice.

Setup for a recurring invoice is complete.

For each month, you must Generate (Create) the invoice.

Inv No 123456 Vendor ACME Acme Grocers 505.00
 Bank Acct. 10200-100 Lines 1

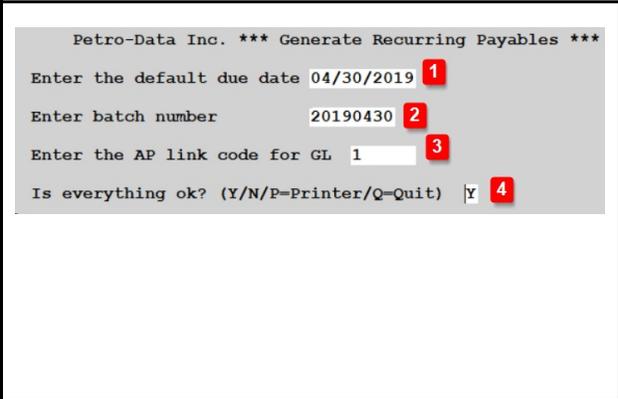
Ln #	Gl Acct	Description	Amount	Proof	Ok?
1	20500-100	Accounts Payable - Jobber	-505.00	505.00	Y

Enter line # to change A=Add line
 D=Delete Dist C=Chk. Acc. S=Save A 1
 Proof 505.00

Inv No 123456 Vendor ACME Acme Grocers 505.00
 Bank Acct. 10200-100 Lines 1

Ln #	Gl Acct	Description	Amount	Proof	Ok?
1	20500-100	Accounts Payable - Jobber	-505.00	505.00	Y
2	98980-	Misc 2	505.00	0.00	Y
3	d -		0.00	0.00	Y

Enter line # to change A=Add line
 D=Delete Dist C=Chk. Acc. S=Save S 3
 Proof 0.00

<p>Step 2 <i>Accounts Payable, Generate Recurring AP</i></p>	
<p>This is done every time you need to pay the recurring invoice.</p> <ol style="list-style-type: none"> 1. Enter the date for the invoice to be created or generated. 2. The system will create a batch number based on this date. 3. Enter your GL Link code. 4. Enter 'Y' if the data entered so far is correct. 	 <p>The screenshot shows a terminal-style interface for 'Petro-Data Inc. *** Generate Recurring Payables ***'. It contains four input fields with red numbered callouts: 1 points to the 'Enter the default due date' field containing '04/30/2019'; 2 points to the 'Enter batch number' field containing '20190430'; 3 points to the 'Enter the AP link code for GL' field containing '1'; and 4 points to the 'Is everything ok? (Y/N/P=Printer/Q=Quit)' field containing 'Y'.</p>