



*Zortec*

*Accounts Payable*



## *Did you know...*

*With the Vendor Status set to “I”nactive or “T”erminated that no one can enter a purchase order or invoice to the vendor. This is helpful if you have vendors in the system that you do not want anyone to use.*



*Notice the "Status" field. (For readability purposes I am using status of T. I and T work the same.)*

AP1201 - Vendor Maintenance

Div/Vendor #: 1 7 Vccd: Name: A & R SUPPLY

**General Information**

Name: A & R SUPPLY

**Address**

Street: PO BOX 409635

City: ATLANTA, GA

Zip: 30384 9635

**Mailing**

Street: PO BOX 409635

City: ATLANTA, GA

Zip: 30384 9635

Contact:

Vcc:

1099: Tax#:

Link To: Division Vendor #

Email Address:

**1099 Name**

Status: T

Priority Code:

Phone Number:

FAX Number:

Toll Free #:

Business YTD: 6,515.20

Business LTD: 6,515.20

Lost Discount:

Last Pay Date: 4/16/2008

Open Invoices:

Open Inv Amt:

Open Credits:

Open Cr Amt:

Exit (Esc) Home Next (F1) Prev (F2) Options (F3) Screens (F4) Done (F8) OK (F9)

Next Screen: Zortec Test Files Line: 33 THMS AP1200 Revision: 8.00 Update: 01 02/11/2009 21:58:37



***When you try to create a purchase order to an inactive vendor, after entering the vendor number, you will receive a “Vendor is not Active” error message. You cannot proceed with this vendor until you change the status.***

AP1230 - Purchase Orders

Division: 1 Year: 2009 Vendor: Amount: # Of Items:

PO Number: GP 200674

**General Information**

Vendor Num: 7 F1..Inq F3..Add F4..Scroll

PO Amount: Ship Via:

Liquidated: Ship FOB:

Outstanding: Ship Addr:

Issue Date:

Ship Date:

Status: 01 **No Liquidation**

**Department Requisitions** **Control Requisitions**

Esc Home F1 F2 F3 F4 F5 F6 F7 F8 F9 Enter

Zortec Test Files Line: 33 THMS AP1230 Revision: 8.00 02/11/2009 22:02:55

**Error (95)**  
Vendor is not Active  
OK



*When you try to enter an invoice to an inactive vendor, after entering the vendor number, you will receive a “Vendor is not Active” error message. You cannot proceed with this vendor until you change its status.*

The screenshot shows a software window titled "AP122Z - Invoice Maintenance". At the top, there are input fields for "Period:", "Division:", "Vendor:", "Invoice:", and "PO #:". A "Key Information" dialog box is open, containing fields for "Period:" (2 2009), "Division:" (1), "Vendor #:" (7), "Invoice:", and "PO #:". Below these fields is the instruction "[Blank For Temp Vendor F2..To Create Vendor F6..Import Invoice]". The dialog box is divided into two sections: "Vendor Name/Mailing Address" and "Purchase Order Info", with the latter listing "Date Issued:", "Amount:", "Received:", "Invoiced:", "Available:", and "Terms:". At the bottom of the dialog are buttons for "Esc", "F1", "F2", "F5", "F6", "F9", and "Enter", along with the label "[F1..Search]". A "System Messages" dialog box is also open, displaying the error: "Error: Vendor is not Active". At the bottom of the main window, a status bar contains the text: "Zortec Test Files | Line: 33 THMS | AP1220 Revision: 8.00 | 02/11/2009 22:07:11".



*When doing Vendor Inquiry or Vendor File Maintenance you have a selection criteria for Status. Use this field to get a list of all active or inactive vendors.*

AP1100 - Vendor File

**Search & Select**

Screen:  Of  Division:

**Search Order**

- Vendor # Direct
- Vendor # Scroll
- Vendor Name
- VCC Code/Vendor #

Press 'ESC' to change Search Order

Enter Starting Vendor # Direct

1099's  Open Invoices?

VCC Codes:

Status:

Exit (Esc) Home Next (F1) Prev (F2) Options (F3) Screens (F4) Done (F8) OK (F9)

Zortec Test Files Line: 33 THMS AP1100 Revision: 8.00 Inquire: 01 02/11/2009 22:12:38



*When printing Vendor listing reports you have a “Vendor Status” field. This allows you to easily print only active vendors. The default is set to “A”ctive, but can be changed to include I’s and T’s.*

AP1611 - Vendor Listing By Name

Division:

Beg Name:

End Name:

Beg Vendor #:

End Vendor #:

Print 1099 Vendors Only?  N  Y/N

Print Temporary Vendors?  N  Y/N

Enter Vendor Statuses:

Esc Home F1 F2 F3 F4 F5 F6 F7 F8 F9 Enter

Zortec Test Files | Line: 33 THMS | AP1611 Revision: 8.00 | 02/11/2009 22:13:06

Report Status



*Also when printing vendor labels you have a "Vendor Status" field. This allows you to easily print only active vendors. The default is set to "A"ctive, but can be changed to include I's and T's.*

AP1613 - Vendor Address Listing

Division:

Beg Name

End Name

Print Temporary Vendors?  N [Y/N]

Print Mailing Address?  N [Y/N]

Single or Double Spacing?  S [S/D]

**Enter Vendor Statuses:**  A

Include From Check Date:

Thru Check Date:

[You must enter both a from and thru date to select by Check Date.]

Esc Home F1 F2 F3 F4 F5 F6 F7 F8 F9 Enter

Zortec Test Files Line: 33 THMS AP1613 Revision: 8.00 02/11/2009 22:17:10

Report Status



# ***Vendor 1099 Name***



***The “1099 Name” field on the vendor record is used for 1099 purposes. If you have a vendor where the checks are made out to the name in the “Name” field, but their 1099 needs to show a different name, use the “1099 Name” field. When the 1099 work file is built it will make the information in the 1099 Name field appear first on the form and the Name will be on the second line.***



**AP1200 - Vendor Maintenance**

Div/Vendor #:   Vccd:

Name:

**General Information**

Name:

**Address**

Street:

City:

Zip:

**Mailing**

Street:

City:

Zip:

Contact:

Vcc:

1099:  Tax#:

Link To: Division  Vendor #

Email Address:

**1099 Name**

Status:

Priority Code:

Phone Number:

FAX Number:

Toll Free #:

Business YTD:

Business LTD:

Lost Discount:

Last Pay Date:

Open Invoices:

Open Inv Amt:

Open Credits:

Open Cr Amt:

Exit (Esc) Home Next (F1) Prev (F2) Options (F3) Screens (F4) Done (F8) OK (F9)

Next Screen:  Zortec Test Files Line: 33 THMS AP1200 Revision: 8.00 Inquire: 02/11/2009 22:23:43



*When the 1099 work file is built it puts the 1099 Name on the first line for the 1099 form and the vendor name goes on the second line.*

**AP4622 - 1099 File Maintenance**

Tax ID:	123-45-6789
Vendor No:	1125
Payer Name:	Zortec Test Files
Name:	JONES, JOHN
DBA Name:	GRASS BUSTERS
Address:	111 MAIN STREET
City/State:	COLUMBIA, TN
Zip:	38401
Phone #:	
Federal ID#:	62-6000123
Vendor ID#:	123-45-6789
State:	
State ID#:	
Account #:	1125

Rents:	0.00
Royalties:	0.00
Other Income:	0.00
Federal Tax:	0.00
Boat Proceed:	0.00
Medical Pay:	0.00
Nonemp Comp:	2475.00
Substitute:	0.00
Direct Sales:	
Attorney:	0.00
State Tax:	0.00

**F5..Function Keys**

Esc	Home	F1	F2	F3	F4	F5	F6	F7	F8	F9	Enter
-----	------	----	----	----	----	----	----	----	----	----	-------

Zortec Test Files    Line: 33 THMS    AP4622 Revision: 8.00    02/11/2009 22:24:40



# ***Default Ledger Accounts on vendor record***



*Screen 5 of the vendor record allows you to specify default expense and cash account numbers that can be used in invoice entry.*

**AP120Z - Vendor Maintenance**

Div/Vendor #:   Vccid:  Name:

**General Information**

Name:

**Address**

Street:

City:

Zip:

**Mailing**

Street:

City:

Zip:

Contact:

Vcc:

1099:  Tax#:

Link To: Division  Vendor #

Email Address:

**1099 Name**

Status:

Priority Code:

Phone Number:

FAX Number:

Toll Free #:

Business YTD:

Business LTD:

Lost Discount:

Last Pay Date:

Open Invoices:

Open Inv Amt:

Open Credits:

Open Cr Amt:

Exit (Esc) Home Next (F1) Prev (F2) Options (F3) Screens (F4) Done (F8) OK (F9)

Next Screen:  Zortec Test Files Line: 33 THMS AP1200 Revision: 8.00 Update: 02/11/2009 22:30:12



*You can enter default expense and cash account numbers, but you are limited one expenditure and one cash account per vendor.*

**AP1203 - Vendor Maintenance**

Div/Vendor #: 1 1125 Vccod: Name: GRASS BUSTERS

**Default Information**

**Defaults Accounts - No Default if Left Blank**

Ex:	1	10-6301-535	LAWN SERVICE
Ca:			

Discountable? N  
% or \$?  
Date:  
Amt/Pct:

Exit (Esc) Home Next (F1) Prev (F2) Options (F3) Screens (F4) Done (F8) OK (F9)

Next Screen: ZORTEC TEST FILES Line: 33 THMS AP1200 Revision: 8.00 Update: 05 02/11/2009 22:38:15



*When you go to enter the invoice and you get to the "Account Number" field the system will populate it with the default on the vendor's record. If necessary, you can change the ledger account at this point.*

AP1220 - Invoice Maintenance

Period: 2 2009      Division: 1  
Vendor: 1125      Invoice: 02/2009      PO #:     

**General Information**

<b>Invoice Date:</b> 2/01/2009	<b>Vendor Name/Mailing Addr</b> GRASS BUSTERS 111 MAIN STREET  COLUMBIA, TN 38401	<b>Purchase Order Info</b>
<b>Due Date:</b> 2/01/2009		<b>Date Issued:</b>
<b>Invoice Amount:</b> 135.00		<b>Amount:</b>
<b>Include on 1099:</b> Y		<b>Received:</b>
<b>Check Grouping:</b> <b>Prior Yr:</b>		<b>Invoiced:</b>
<b>Select Flag:</b> <b>Recurring?</b> N		<b>Available:</b>
<b>Voucher Number:</b>		<b>Terms:</b>
<b>Vendor last:</b>		<b>Disc Date:</b>
<b>Division last:</b>		<b>% or \$:</b>
<b>Status:</b>		<b>Amount:</b>
<b>Invoice Type:</b> [P]artial [F]ull:		<b>Check Number</b>
<b>Commission Type:</b> <b>Amount:</b>		<b>Check Date:</b>
<b>Discountable?</b> N		
<b>Message on Stub:</b>		
<b>Purchase Order:</b>		
<b>Account Number:</b> 10-6301-535		

F1 F2 F3 F9 Esc

Leave blank for multiple accounts - [F7..Temp Acct]

Esc Home F1 F2 F3 F4 F5 F6 F7 F8 F9 Enter

ZORTEC TEST FILES      Line: 33 THMS      AP1220 Revision: 8.00      02/11/2009 22:35:29



# ***Vendor YTD Amounts***



## *Did you know...*

*There is a utility that you can run to reset the vendor “Business YTD” and “Business LTD” amounts.*



*These fields provide a quick at a glance amount that has been paid to the vendor (by vendor number.)  
The Business YTD field is typically used for the calendar year display. The Business LTD field is the total since the vendor number has been set up.*

AP1200 - Vendor Maintenance

Div/Vendor #: 1 1 Vccd: Name: LANCE SERVICES

**General Information**

Name: LANCE SERVICES

**Address**

Street: PO BOX 36  
City: COLUMBIA, TN  
Zip: 38401

**Mailing**

Street: PO BOX 36  
City: COLUMBIA, TN  
Zip: 38401

Contact: SANDRA  
Vcc: 1099: N Tax#: Link To: Division Vendor #  
Email Address:

**1099 Name**

Status: A  
Priority Code:  
Phone Number:  
FAX Number:  
Toll Free #:  
**Business YTD: 24,045.88**  
**Business LTD: 24,045.88**  
Lost Discount:  
Last Pay Date: 1/29/2009  
Open Invoices:  
Open Inv Amt:  
Open Credits:  
Open Cr Amt:

Exit (Esc) Home Next (F1) Prev (F2) Options (F3) Screens (F4) Done (F8) OK (F9)

Next Screen: 1 ZORTEC TEST FILES Line: 33 THMS AP1200 Revision: 8.00 Inquire: 02/11/2009 22:49:29



***If you want to rebuild the amounts in either of the fields there is a utility that makes the process easy...***

***From the Accounts Payable main menu select the Utilities option. From the Utilities menu select “Rebuild Vendor YTD Amount” option. The following runtime screen will display...***



# Rebuild Vendor YTD Amounts

APU381 - Rebuild Vendor YTD Amount

Division:

From Vendor:  [Blank For All]  
Thru Vendor:  [Blank For All]

From Invoice Date:  [Blank For All]  
Thru Invoice Date:  [Blank For All]

From Check Date:  [Blank For All]  
Thru Check Date:  [Blank For All]

Build [L]td or [Y]td

Esc Home F1 F2 F3 F4 F5 F6 F7 F8 F9 Enter

ZORTEC TEST FILES Line: 33 THMS APU381 Revision: 8.00 02/11/2009 22:57:58

Report Status



*Use the selection criteria on the runtime screen to specify the date range you want to calculate totals for.*

APU381 - Rebuild Vendor YTD Amount

Division:	<input type="text" value="1"/>	
From Vendor:	<input type="text"/>	[Blank For All]
Thru Vendor:	<input type="text"/>	[Blank For All]
From Invoice Date:	<input type="text"/>	[Blank For All]
Thru Invoice Date:	<input type="text"/>	[Blank For All]
From Check Date:	<input type="text" value="1/01/2009"/>	[Blank For All]
Thru Check Date:	<input type="text" value="12/31/2009"/>	[Blank For All]
Build [L]td or [Y]td	<input type="text"/>	

Esc Home F1 F2 F3 F4 F5 F6 F7 F8 F9 Enter

ZORTEC TEST FILES	Line: 33 THMS	APU381 Revision: 8.00	02/11/2009 22:59:41
-------------------	---------------	-----------------------	---------------------



*Build [L]td or [Y]td question -- "Y" will rebuild the Business YTD field. "L" will rebuild the Business LTD field. (YTD is typically the calendar year. LTD is life-to-date...which is since the vendor number was created.)*

APU381 - Rebuild Vendor YTD Amount

Division: 1

From Vendor: [Blank For All]  
Thru Vendor: [Blank For All]

From Invoice Date: [Blank For All]  
Thru Invoice Date: [Blank For All]

From Check Date: 1/01/2009 [Blank For All]  
Thru Check Date: 12/31/2009 [Blank For All]

Build [L]td or [Y]td: Y

**System Messages**

Question:  
Do You Want To Rebuild The Business YTD Amount? Y/N:

Up Dn F1 F2 F3 F4 F5 F6 F7 F8 F9 Esc Enter

Esc Home F1 F2 F3 F4 F5 F6 F7 F8 F9 Enter

ZORTEC TEST FILES | Line: 33 THMS | APU381 Revision: 8.00 | 02/11/2009 22:59:41



*After the utility is run it will update the fields on the vendor record.*

AP1200 - Vendor Maintenance

Div/Vendor #: 1 1 Vccd: Name: LANCE SERVICES

### General Information

Name: LANCE SERVICES

**Address**

Street: PO BOX 36

City: COLUMBIA, TN

Zip: 38401

**Mailing**

Street: PO BOX 36

City: COLUMBIA, TN

Zip: 38401

Contact: SANDRA

Vcc:

1099: N Tax#:

Link To: Division Vendor #

Email Address:

**1099 Name**

Status: A

Priority Code:

Phone Number:

FAX Number:

Toll Free #:

Business YTD: 703.82

Business LTD: 24,045.88

Last Discount:

Last Pay Date: 1/29/2009

Open Invoices:

Open Inv Amt:

Open Credits:

Open Cr Amt:

Exit (Esc) Home Next (F1) Prev (F2) Options (F3) Screens (F4) Done (F8) OK (F9)

Next Screen: 1 ZORTEC TEST FILES Line: 33 THMS AP1100 Revision: 8.00 Inquire: 02/11/2009 23:01:35



*The Business YTD amount also displays on the Vendor Listing by Name and Vendor Listing by Number report.*

RP4767AP - Notepad

Date: 2/11/2009  
Time: 23:04

ZORTEC TEST FILES  
Vendor Listing By Number

Page:  
Id: AF

No/1099?	-----Name/Contact-----	-----Address-----	--Phone/Fax--	-Vcc/Bush YTD-	-Open Inv/Cre
N 1	LANCE SERVICES SANDRA	PO BOX 36 COLUMBIA, TN	38401	1/29/2009 703.82	
N 2	CALDWELL'S OFFICE OUTFITTERS	PO BOX 99 COLUMBIA, TN	38401	1/16/2009 598.82	
3	OFFICE SERVICES	PO BOX 489 COLUMBIA, TN	38401	1/29/2009 722.85	
4	A & E HOME VIDEO	PO BOX 18753 NEWARK	07191-8753		
5	A & J SALVAGE, LLC	1297 N HWY 51S COLUMBIA, TN	38401		
6	A HUDDLESTON COMPANY, INC	227 MAIN ST COLUMBIA, TN	38401		
8	A-1 CHEMICAL PRODUCTS, LLC	1634 NORTH PARKWAY COLUMBIA, TN	38401		10/09/2008
9	ABC OFFICE				
10	ABILITATIONS	MB UNIT #67-3106 MILWAUKEE, WI	53268-3106		10/22/2008



*Have you ever seen some incorrect “Open Invoices” amounts displaying on your vendor listing screen?*



AP1100 - Vendor File

Search Results

Division: 1

Number -----Name----- Vcc St ---Open Invoices---

Number	Name	Vcc	St	Open Invoices
1	LANCE SERVICES	A	2	88.39
2	CALDWELL'S OFFICE OUTFITTERS	A		
3	OFFICE SERVICES	A		
4	A & E HOME VIDEO	A		
5	A & J SALVAGE, LLC	A		
6	A HUDDLESTON COMPANY, INC	A		
7	A & R SUPPLY	T		
8	A-1 CHEMICAL PRODUCTS, LLC	A		
9	ABC OFFICE	A	1	52.76
10	ABILITATIONS	A		
11	ACC REBUILDERS	A		
12	ACCESS INTERACTIVE, LLC	A		
13	ACT - BUSINESS & FINANCE DIVIS	A	1	350.00

Exit (Esc) Home Next (F1) Prev (F2) Options (F3) Screens (F4) Done (F8) Ok (F9)

ZORTEC TEST FILES | Line: 33 THMS | AP1100 Revision: 8.00 Inquire: S2 | 02/12/2009 14:10:23



*There is a quick utility that can be run which will read the outstanding invoices and rebuild those amounts so they will show correctly.*



***Everyone should be out of the accounts payable system when the utility is run. This utility should not take long to run.***

***From the Accounts Payable main menu select the Utilities option. From the Utilities menu select the “Rebuild Vendor Open Amounts” option. The following runtime screen will display...***



The “Do you wish to continue” question defaults to “N”. Change it to “Y” to run the utility. After running the utility return to the vendor listing to be sure the open amounts display correctly.

APU380 - From The Invoice File

**Accumulate Vendor Open Amounts**

This program will rebuild the Vendor open invoice and open credit amounts from the Invoice file

Please make sure all users are off the Accounts Payable system before proceeding with this option!

Do you wish to continue?  [Y/N]

Esc Home F1 F2 F3 F4 F5 F6 F7 F8 F9 Enter

ZORTEC TEST FILES	Line: 33 THMS	APU380 Revision: 8.00	02/11/2009 23:16:32
Report Status			



*After the utility is run you will have a nice clean screen with accurate amounts from the outstanding invoice data file.*

AP1100 - Vendor File

Search Results

Division: 1

Number	Name	Vcc St	Open Invoices
1	LANCE SERVICES	A	
2	CALDWELL'S OFFICE OUTFITTERS	A	
3	OFFICE SERVICES	A	
4	A & E HOME VIDEO	A	
5	A & J SALVAGE, LLC	A	
6	A HUDDLESTON COMPANY, INC	A	
7	A & R SUPPLY	T	
8	A-1 CHEMICAL PRODUCTS, LLC	A	
9	ABC OFFICE	A	
10	ABILITATIONS	A	
11	ACC REBUILDERS	A	
12	ACCESS INTERACTIVE, LLC	A	
13	ACT - BUSINESS & FINANCE DIVIS	A	

Exit (Esc) Home Next (F1) Prev (F2) Options (F3) Screens (F4) Done (F8) Ok (F9)

ZORTEC TEST FILES Line: 33 THMS AP1100 Revision: 8.00 Inquire: S2 02/11/2009 23:06:28



***This completes our presentation on the Zortec Accounts Payable section of Resource 2009. If you have questions about any of these processes contact our Customer Support Center at 800.439.4504.***

***For your convenience you can submit support requests and questions online at:***

***[http://www.localgovcorp.com/Support/request\\_for\\_support.php](http://www.localgovcorp.com/Support/request_for_support.php)***