

TECH TALKS

With Frontier
Customer Support

Your Topics

For Your Success

Today's Topic: Accounts Payable – Part 1 Auto vouchering, Recurring Invoices and Allocation Sets

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Auto Vouchering

- AUTO VOUCHERING – Green Screen

Accounts Payable – Part 1

Auto Vouchering Set up in green screen.

Create a vendor quote in QM11 for you purchased part, warehouse and vendor

Set the Auto/Vch flag to Y

```

Product number
Supply description SKATEPIN P/S P
Warehouse 72
Vendor number JLC
Operation number
Contract number
    
```

```

Product/Supply SKATEPIN
Description SKATE PIN
Vendor JLC JAN'S VENDOR
Quote date 5/01/16 Quo
Preference 1 Lead time 5
Operation Auto/Vch Y
Contract Centr
    
```

- AUTO VOUCHERING – UI Screen

Accounts Payable – Part 1

Auto Vouchering Set up in the UI/web-based Frontier.

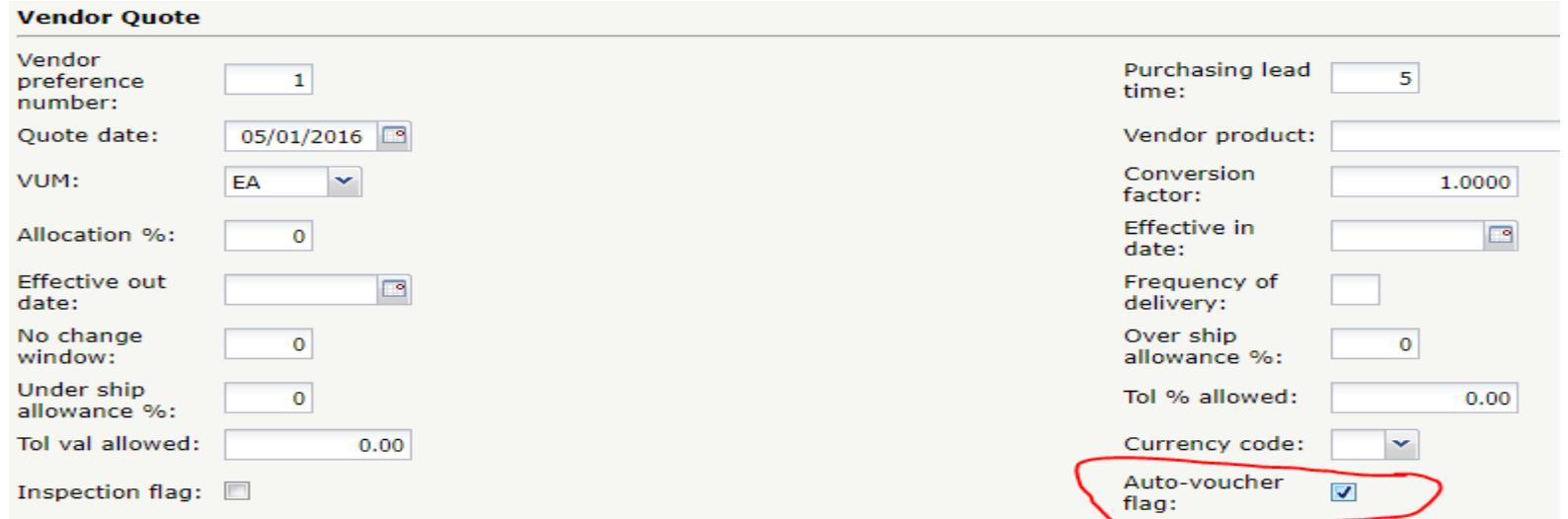
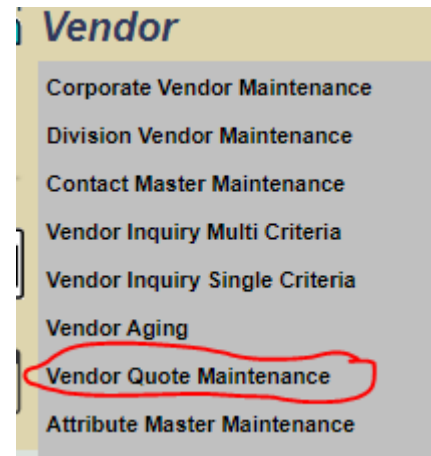
Click on Vendor

The select Vendor Quote Maintenance

Enter your product #, warehouse and vendor

Check the check box the one you want and hit enter

Check the Auto-Voucher flag box.



- AUTO VOUCHERING – Green Screen

Accounts Payable – Part 1

Go to APMENU Run option 260 – A/P Auto Vouchering – APJ004

Enter your division

Enter the book period

Enter your Dist division

Hit enter and F3 to submit

```
240. A/P Recurring Invoices      APJ500
250. A/P Out of Tolerance Inv   APJ550
260. A/P Auto Vouchering       APJ004
* Other Menus *
```

ECS040C

AUTO VOUCHERING

2/1
08:00

Enter the division and the book period to be used for received purchase orders qualified for an auto voucher.

Make the required changes and PRESS ENTER.

```
Division        JC
Book period    2102  (YYMM)
Dist division   JC
```

- AUTO VOUCHERING – Green Screen

Accounts Payable – Part 1

After you have run option 260 on APMENU selection option 900

Then select option 7 to look at the spool file for your job APJ004P and hit enter

Scroll to the bottom of the screen or hit shift F6 to go to the bottom of the list

Put an 8 on the Opt line in front of the APJ004P job and hit enter

```

* Other Menus *
300. A/P Monthly          APMENU01
301. A/P Parameter       APMENUD
302. A/P Reorganization  APMENUR
900. System Functions     SYMENU
OFF. Sign Off
  
```

Select one of the following:

```

* AS/400 Functions *
5. Send Message
6. Display Messages
7. Work Submitted Jobs
8. Work Output
9. Start Printer
10. End Printer
11. End Pass Through
12. Display Library List
OFF. Sign Off
  
```

Opt	Job	User	Type	-----St
—	EV60X	RADCUR2	BATCH	OUTQ
—	WHH049MR	RADCUR2	BATCH	OUTQ
—	W085MR	RADCUR2	BATCH	OUTQ
—	W086MR	RADCUR2	BATCH	OUTQ
—	PKG003MR	RADCUR2	BATCH	OUTQ
—	APJ004P	ECS040C	BATCH	OUTQ
—	APJ004P	ECS040C	BATCH	OUTQ
8	APJ004P	ECS040C	BATCH	OUTQ

- AUTO VOUCHERING – Green Screen

Accounts Payable – Part 1

Put a 5 on the Opt line in front of either the APJ004 report and hit enter.

The APJ004 is a list of purchase orders that have been received that are not eligible for Auto vouchering

Opt	File	Device or Queue	User Data	S
<u>5</u>	QSYSPRT	FRNPRT	APJ004	
-	QSYSPRT	FRNPRT	APJ006	
-	QPJOBLOG	QEZJOBLOG	APJ004P	

```
*...+...1...+...2...+...3...+...4...+...5...+...6...+...7...+...
```

PO #	REC #	REC DT	VND #	CONTRACT #	RECEIPT \$	CONTRAC
17634	1	06-14-17	JLC	NEKEA01	350.00	105252000
17636	1	06-14-17	JLC	NEKEA01	350.00	105252000
17639	1	06-14-17	JLC	NEKEA01	350.00	105252000
18356	1	07-12-17	JLC	NEKEA01		105252000
18370	1	07-12-17	JLC	NEKEA01	150.00	105252000

- AUTO VOUCHERING – Green Screen

Accounts Payable – Part 1

Put a 5 on the Opt line in front of the APJ006 report and hit enter.

The APJ006 reports shows the batch # created, the vendor, invoice #, PO # and received date

Opt	File	Device or Queue	User Data	Status
—	QSYSPRT	FRNPRT	APJ004	HLD
<u>5</u>	QSYSPRT	FRNPRT	APJ006	HLD
—	QPJOBLOG	QEZJOBLOG	APJ004P	RDY

```

Display Spooled File
File . . . . . : QSYSPRT                      Page/Line  1/1
Control . . . . . : _____                Columns   1 - 78
Find . . . . . : _____
*...+...1...+...2...+...3...+...4...+...5...+...6...+...7...
Program:  APJ006                                FRONTIER 4.0 EC PROGRAM - V4.0
Division: JC                                ACCOUNTS PAYABLE - AUTO V
                                           BATCH 218172                                BOOK
VENDOR  NAME                                INVOICE #   PO #       REC DATE
PART NUMBER  DESCRIPTION
JLC      JAN'S VENDOR                        0003690001  00003690   2/18/21
SKATEPIN   SKATE PIN
  
```


- AUTO VOUCHERING – Green Screen

Accounts Payable – Part 1

Put a 5 on the Opt line in front of the APJ006 report and hit enter.

The APJ006 reports shows the batch # created, the vendor, invoice #, PO # and received date

Opt	File	Device or Queue	User Data	Status
—	QSYSPRT	FRNPRT	APJ004	HLD
<u>5</u>	QSYSPRT	FRNPRT	APJ006	HLD
—	QPJOBLOG	QEZJOBLOG	APJ004P	RDY

```

Display Spooled File
File . . . . . : QSYSPRT                      Page/Line   1/1
Control . . . . . : _____                Columns    1 - 78
Find . . . . . : _____
*...+...1...+...2...+...3...+...4...+...5...+...6...+...7...
Program:  APJ006                                FRONTIER 4.0 EC PROGRAM - V4.0
Division: JC                                  ACCOUNTS PAYABLE - AUTO V
                                           BATCH 218172                                BOOK
VENDOR  NAME                                INVOICE #   PO #       REC DATE
PART NUMBER  DESCRIPTION
JLC      JAN'S VENDOR                        0003690001  00003690   2/18/21
SKATEPIN   SKATE PIN
  
```

- AUTO VOUCHERING

Accounts Payable – Part 1

The vouchers in this batch created by the auto vouchering will not be posted so you will have to go to either AP65 in green screen or your Process Accounts Payable in the UI

Open the batch

Make any adjustments to the vouchers if needed


Post the vouchers

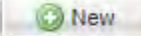
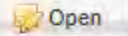
Post the batch

```

Batch number  218172
Amount       _____
Date         2/18/21
Division     JC
Dist division JC
Maintained by ECS040C
Fast checks  N
    
```

Batch Information

Batch Number 

Batch #	User	Status	Date
7411	ECS040C	Locked	02/15/21
218172	ECS040C	Open	02/18/21

Recurring Invoices

- A/P RECURRING INVOICES – Green Screen

Accounts Payable – Part 1

Recurring invoice can also be set up in both Green screen and in the UI

In Green screen go to APMENU and select option 67 and hit enter

In the selection screen you create your own Frequency Code. Examples of frequency codes are DAILY, WEEKLY, MONTHLY or anything you want

Enter the frequency code and hit enter

```

APMENU                               Accounts Pa
Select one of the following:
      * A/P File Maint/Inq *
62.  A/P Unvouch/Vouch Receipts      AP62
63.  A/P Payment Selection            AP63
64.  A/P Inquiry                      AP64
65.  A/P Batch Maintenance            AP65
66.  A/P Check Void Maintenance       AP66
67.  A/P Recurring Invoices           AP67
68A. A/P Partial Payments             AP68
  
```

```

ECS040C                               ACCOUNTS PAYABLE RECURRING INVOICES

Select by
      Frequency code  DAILY
and/or
      Division       ---

Selection criteria
      Vendor number  -----
      Invoice number  -----
  
```

- A/P RECURRING INVOICES – Green Screen

Accounts Payable – Part 1

Since you are just setting this up you will get a message at the bottom of the screen saying *No records to display

Just hit F9 to start adding the vendors you went to set up for recurring invoicing. Examples are phone bill, electric bill, rent, etc.

You can add lines for different Frequency codes all at the same time

```

F Dv Vendor Invoice Invoice amount
AP67 Frequency code DAILY Div
F2=Select F3=Exit F9=Add F10=Menu
* No records to display
  
```

F	Dv	Vendor	Invoice	Invoice amount	Discount	Account number	Freq code
__	JC	COMED	FRIED	45		99-01-006	MONTH
Name							
__	JC	ATT	PHONE	150		99-01-002	MONTH
Name							
__	JC	ABC	1325	50		99-01-001	WKLY
Name							
__	JC	TEST	8385	15		99-01-012	DAILY
Name							

- A/P RECURRING INVOICES – UI Screen

Accounts Payable – Part 1

In Frontier release 4.1 A/P Recurring invoices is now in the UI as well

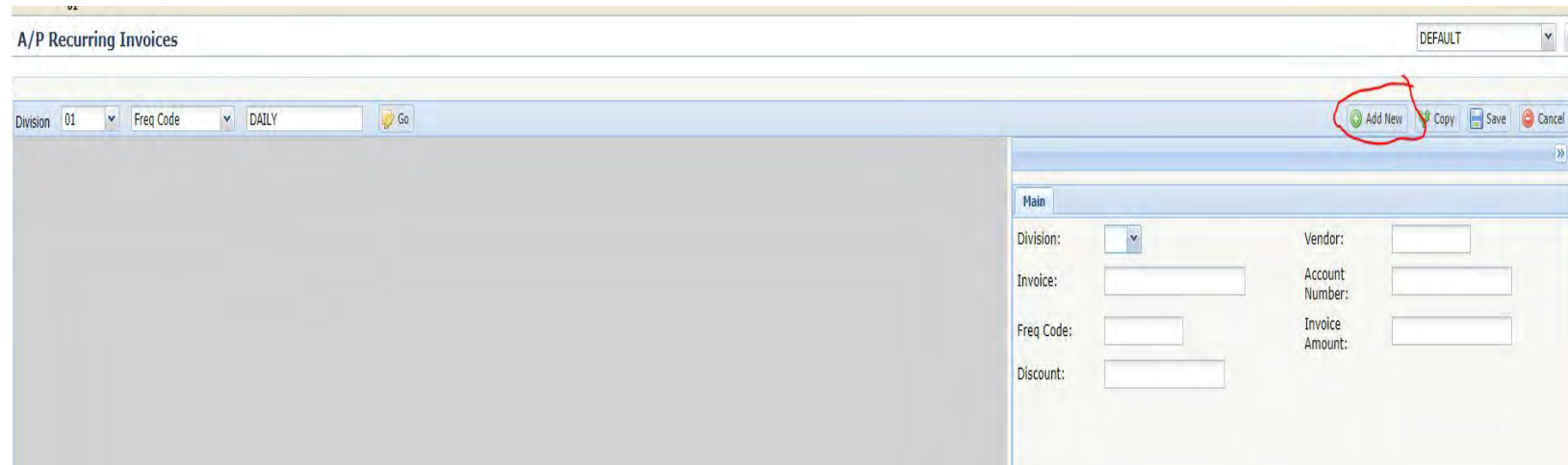
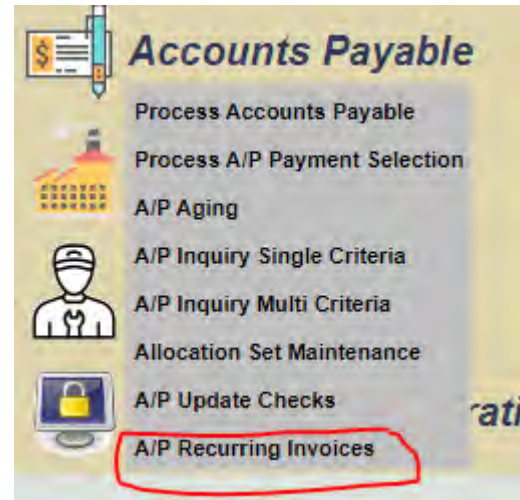
Click on Accounts Payable

Then click on A/P Recurring invoices

Click Add New

Enter Div, Vendor #, invoice # account #, Freq code and invoice amount

Then click Save



- A/P RECURRING INVOICES – UI Screen

Accounts Payable – Part 1

After you have set up your records it will look like this in the UI screen.

Click the check box in front of the vendor record you want to see the details that were set up

You can make changes and click Save

Do not check more than one box because if you do that the details will not display

A/P Recurring Invoices

Division: 01 Freq Code: MONTH

Division	Vendor	Vendor Name	Invoice	Invoice Amount	Discount	Account Number	Freq Code
<input type="checkbox"/>	01	BC/BS	BLUE CROSS/BLUE SHIELD PREMIUM	1,352.16	0.00	01-00-220-006	MONTH
<input type="checkbox"/>	01	CHEAP1	CHEAP VENDOR 1----- 1	100.00	0.00	SUPPLY01	MONTH
<input type="checkbox"/>	01	CHEAP1	CHEAP VENDOR 1----- 10	100.00	0.00	SUPPLY01	MONTH
<input type="checkbox"/>	01	CHEAP1	CHEAP VENDOR 1----- 12	25.00	0.00	01-00-114-000	MONTH
<input type="checkbox"/>	01	CHEAP1	CHEAP VENDOR 1----- 13	13.00	0.00	SUPPLY01	MONTH
<input type="checkbox"/>	01	CHEAP1	CHEAP VENDOR 1----- 14	14.00	0.00	SUPPLY01	MONTH
<input type="checkbox"/>	01	CHEAP1	CHEAP VENDOR 1----- 15	15.00	0.00	SUPPLY01	MONTH
<input type="checkbox"/>	01	CHEAP1	CHEAP VENDOR 1----- 16	16.00	0.00	SUPPLY01	MONTH
<input type="checkbox"/>	01	CHEAP1	CHEAP VENDOR 1----- 17	17.00	0.00	SUPPLY01	MONTH
<input type="checkbox"/>	01	CHEAP1	CHEAP VENDOR 1----- 18	18.00	0.00	SUPPLY01	MONTH
<input type="checkbox"/>	01	CHEAP1	CHEAP VENDOR 1----- 2	200.00	0.00	SUPPLY01	MONTH
<input type="checkbox"/>	01	CHEAP1	CHEAP VENDOR 1----- 3	300.00	0.00	SUPPLY01	MONTH
<input type="checkbox"/>	01	CHEAP1	CHEAP VENDOR 1----- 4	400.00	0.00	SUPPLY01	MONTH
<input type="checkbox"/>	01	CHEAP1	CHEAP VENDOR 1----- 5	59.00	0.00	SUPPLY01	MONTH
<input type="checkbox"/>	01	CHEAP1	CHEAP VENDOR 1----- 6	60.00	0.00	SUPPLY01	MONTH
<input type="checkbox"/>	01	CHEAP1	CHEAP VENDOR 1----- 7	70.00	0.00	SUPPLY01	MONTH
<input type="checkbox"/>	01	CHEAP1	CHEAP VENDOR 1----- 8	80.00	0.00	SUPPLY01	MONTH
<input type="checkbox"/>	01	CHEAP1	CHEAP VENDOR 1----- 9	90.00	0.00	SUPPLY01	MONTH
<input type="checkbox"/>	01	COMED	COMMONWEALTH EDISON SERVICE	563.32	0.00	01-00-600-932	MONTH
<input checked="" type="checkbox"/>	01	MGVEND	MIKE GRAY 12345678901234567890	100.00	0.00	MISC	MONTH
<input type="checkbox"/>	01	UNION	GLASS WORKERS UNION ... DUES	876.32	0.00	01-00-220-003	MONTH

Main

Division: 01 Vendor: MGVEND

Invoice: 12345678901234567890 Account Number: MISC

Freq Code: MONTH Invoice Amount: 100.00

Discount: 0.00

- A/P RECURRING INVOICES – Green Screen

Accounts Payable – Part 1

After you have set up all your frequency code records you are now ready to run your recurring invoices

Go to APMENU

Select option 240 – A/P Recurring Invoices – APJ500

Enter your division

The Frequency code you want to run

The book period

The invoice date

Hit enter and F3 to submit

```

APMENU                               Accounts Payable Menu                               2/18/21
Select one of the following:          10:09:06
* A/P File Maint/Inq *
62. A/P Unvouch/Vouch Receipts      AP62      120. Final Selection & Check      APJ060-1
63. A/P Payment Selection            AP63      130. Upd Check # & Register      APJ060-2
64. A/P Inquiry                      AP64      140. Open Invoices (Unpaid)     APJ140
65. A/P Batch Maintenance            AP65      * Special Jobs *
66. A/P Check Void Maintenance       AP66      88. Fiscal Period Maintenance   FP88
67. A/P Recurring Invoices           AP67      150. Last Date A/P Checks       APCHKD
68A. A/P Partial Payments            AP68      200. Check Register by Period   APJ079
* Master File Maint/Inq *
8. Corp Vendor Master Maint          VM08      210. Vendor Master              APJ001
10. Vendor Master Maintenance        VM10      220. Vendor Labels              APJ002
12. Vendor Master Inquiry            VM12      230. A/P Check Rerun            APCHKRC
21. A/P Account Allocation Sets       AP21      240. A/P Recurring Invoices     APJ500
68. Note Type Maintenance            NF68      250. A/P Out of Tolerance Inv   APJ550
69. Chart of Accounts                AC69      260. A/P Auto Vouchering       APJ004
* Other Menus *
300. A/P Monthly                     APMENU01
  
```

```

ECS040C                               A/P RECURRING INVOICES                               2/18/21
                                                10:11:23

Enter the division and frequency code of the recurring invoices to
be selected, also enter the book period and invoice date to be used
for the invoices that will be created. Make the required changes and
PRESS ENTER.

Division          JC
Frequency code    MONTH
Book period       2102          (YYMM)
Invoice date      021821        (MMDDYY)
  
```


- A/P RECURRING INVOICES – Green Screen

Accounts Payable – Part 1

After you have run option 260 on APMENU selection option 900

Then select option 7 to look at the spool file for your job APJ004P and hit enter

Scroll to the bottom of the screen or hit shift F6 to go to the bottom of the list

Put an 8 on the Opt line in front of the APJ500P job and hit enter

```

* Other Menus *
300. A/P Monthly          APMENU01
301. A/P Parameter       APMENUD
302. A/P Reorganization  APMENUR
900. System Functions    SYMENU
OFF. Sign Off
  
```

```

Select one of the following:

* AS/400 Functions *
5. Send Message
6. Display Messages
7. Work Submitted Jobs
8. Work Output
9. Start Printer
10. End Printer
11. End Pass Through
12. Display Library List
OFF. Sign Off
  
```

```

Submitted from . . . . . : *WRKSTN

Type options, press Enter.
2=Change 3=Hold 4=End 5=Work with 6=R
8=Work with spooled files

Opt Job User Type ----Stat
- WHH049MR RADCUR2 BATCH OUTQ
- W085MR RADCUR2 BATCH OUTQ
- W086MR RADCUR2 BATCH OUTQ
- PKG003MR RADCUR2 BATCH OUTQ
- APJ004P ECS040C BATCH OUTQ
- APJ004P ECS040C BATCH OUTQ
- APJ004P ECS040C BATCH OUTQ
8 APJ500P ECS040C BATCH OUTQ
  
```

- A/P RECURRING INVOICES – Green Screen

Accounts Payable – Part 1

Put a 5 on the Opt line for the APJ500 and hit enter

This will display the report giving you the batch # and showing all the vendor and invoices created for the month

Notice that it add the fiscal period to the end of the invoice # (2102) so you know which period this invoice was created for so be aware if you put in an invoice # that filled the entire line it will drop off the last 4 characters of the invoice # and replace with the period

```

Job:      APJ500P          User:      ECS040C          Number:   261600

Type options, press Enter.
  1=Send   2=Change   3=Hold   4=Delete   5=Display   6=Release
  8=Attributes   9=Work with printing status

Opt  File           Device or Queue      User Data      Status  Total  Current
   5  QSYSVRT         FRNPRT          APJ500         HLD     1
  -  QPJOBLOG        QEZJOBLOG       APJ500P        RDY     1
  
```

```

Program:  APJ500          FRONTIER 4.0 EC PROGRAM - V4.0 ECS0
Division: JC              RECURRING ACCOUNTS PAYABLE
Frequency Code: MONTH    BATCH- 218181 BOOK-2102 DATE-021821 INTL
VENDOR NAME              INVOICE NO INV-DATE   DUE DATE
ACCOUNT NUMBER  DESCRIPTION
C0666C COHESUS, INC      CONTRA2102 2/18/21   2/18/21
99-01-002         AP DISCOUNT ACCT
99-01-006         INVENTORY
      INVOICE AMT          18000.00   DISCOUNT AMT          EXT DETAIL AMT
Z0221A WILLIAM TOSDALE      TEST 2102 2/18/21   2/18/21
99-01-006         INVENTORY
      INVOICE AMT          384.40    DISCOUNT AMT          EXT DETAIL AMT
                                BATCH 218181          TOTAL INV AMT
  
```

- A/P RECURRING INVOICES – Green Screen

```

Batch number  218181
Amount       _____
Date         2/18/21
Division     JC
Dist division JC
Maintained by ECS040C
Fast checks  N
    
```

Division: JC Distribution Division: JC

Apply Invoices

Active Batch:	Active Voucher:	Invoice Balance:	Applied Amount:
<div style="border: 1px solid #ccc; padding: 5px;"> <p>Settings</p> <p>Batch Information</p> <p>Batch Number <input type="text" value=""/> <input type="button" value="Search"/></p> <p> <input type="button" value="New"/> <input type="button" value="Open"/> </p> </div>			

Batch #	User	Status	Date	Amount	Balance	Lock User	Lock Date
7411	ECS040C	Locked	02/15/21	\$0.00	\$0.00	ECS040C	02/15/21
218172	ECS040C	Open	02/18/21	\$150.00	\$150.00		
218181	APJ500	Open	02/18/21	\$18,384.40	\$18,384.40		

Accounts Payable – Part 1

The vouchers in this batch created by the AP Recurring Invoices program will not be posted so you will have to go to either AP65 in green screen or your Process Accounts Payable in the UI

Open the batch

Make any adjustments to the vouchers if needed

Post the vouchers

Post the batch

Allocation Sets

- A/P ALLOCATION SETS – Green Screen

Accounts Payable – Part 1

An allocation set is a division specific code that identifies a group of general ledger accounts to which AP batch allocates the vendor invoice amount during the vouchering process.

Set up in green screen by going to APMENU and selecting option 21.

Click in the Mode field and select Alt+F1 and it will display the options you can put in the Mode field.

Put a ? In the Allocation Set field to display allocation sets already set up for that division

```

APMENU                               Accounts Pay
Select one of the following:
      * A/P File Maint/Inq *
62.  A/P Unvouch/Vouch Receipts      AP62
63.  A/P Payment Selection            AP63
64.  A/P Inquiry                      AP64
65.  A/P Batch Maintenance           AP65
66.  A/P Check Void Maintenance      AP66
67.  A/P Recurring Invoices          AP67
68A. A/P Partial Payments             AP68
      * Master File Maint/Inq *
  8.  Corp Vendor Master Maint        VM08
 10.  Vendor Master Maintenance       VM10
 12.  Vendor Master Inquiry           VM12
 21.  A/P Account Allocation Sets     AP21
 68.  Note Type Maintenance          NF68
 69.  Chart of Accounts               AC69
      * Daily Reports *
  
```

```

ECS033C  ACCOUNTS PAYABLE ALLOCATION SET MAINTENANCE  2/18/21
                                                11:36:48
Allocation set      Description
Total value        .00 Total %      0
F GL account       Allocate value Allocate % Account description

AP21 Div JC Allocation Set _____ Mode ____
F3=Exit F6=Fold/unfold F10=Menu Bar
  
```

```

MODE      HELP
Type one of the following modes:

ADD - add an allocation set
CHG - change an allocation set
CPY - copy an allocation set
DEL - delete an allocation set

Leave this field blank to display an allocation set.
  
```

- A/P ALLOCATION SETS – Green Screen

Accounts Payable – Part 1

Type the name you want for your allocation set in the Allocation Set field and put ADD in the mode and hit enter.

Enter a description

Enter your account numbers and put a value either in the Allocate value field or in the Allocate % field

The Allocate % field accepts or displays the percentage to be allocated when vouchering invoices. Example: to allocate 25 percent type 25 in the Allocate % field

```

ECS033C          ACCOUNTS PAYABLE ALLOCATION SET MAINTENANCE          2/18/21
                                                                11:42:5
Allocation set  WEBINARTST JC          Description
Total value    .00                    Total %    0
-----
F GL account   Allocate value  Allocate %  Account description
-----
AP21 Div JC Allocation Set WEBINARTST Mode ADD
F3=Exit F6=Fold/unfold F10=Menu Bar
  
```

```

ECS033C          ACCOUNTS PAYABLE ALLOCATION SET MAINTENANCE          2/18/21
                                                                11:46:26
Allocation set  WEBINARTST JC          Description  SHOW HOW TO SET UP
Total value    100.00                 Total %    25
-----
F GL account   Allocate value  Allocate %  Account description
-----
99-01-002      25
99-01-006      100.00
-----
AP21 Div JC Allocation Set WEBINARTST Mode CHG
F3=Exit F6=Fold/unfold F10=Menu Bar
  
```

- A/P ALLOCATION SETS – Green Screen

Accounts Payable – Part 1

After you have created your allocation set in AP21 you need to now add that allocation set to you vendor in the vendor master VM10

```

ECS033C          VENDOR MASTER MAINTENANCE          2/18/21  11:54:11
Vendor  JAN'S VENDOR      Remit  JAN'S VENDOR
JLC     PO BOX 86723      SAME   PO BOX 86723

CHICAGO          IL 60057          CHICAGO          IL 60057
Ctry USA  UNITED STATES OF AMERICA  Vendor abbrev nm JLC
Primary contact Jane Doe      Alpha abbrev  JAN'S  Div JC  EDI N
Phone#/Extension 847-948-7180  Tax ident #   25-1807253  ROC N
Fax number
Union affiliation Int WH
Contract expires 0/00/00 Non-Disb
Buyer B Language Auto Prt PO Y Bank code
Informational notes: Bank account number

Cash terms CP 2% 5 DAYS NET 30 Created 12/09/08
Ship via note
Miscellaneous note ACK PLEASE REVIEW PURCHASE ORDER Maint date 2/18/21
Miscellaneous note
Cur ytd Last year Last po Last rcp Maint by ECS033C
391073 7827303 9/09/20 9/09/20 Deleted 0/00/00
VM10 Division JC Next vendor JLC Mode CHG
F3=Exit F5=Contacts F10=Menu Bar * OK TO CHANGE
  
```

- A/P ALLOCATION SETS – Green Screen

Accounts Payable – Part 1

Set up data area AP25 on APMENUD option 38

```

APMENUD                      Accounts Payable Parameter Menu                      2/18/21
                                                                    11:49:19

Select one of the following:

10. Last Date A/P Checks Wrtn APCHKD      34. A/P Default Price Tolerance AP06
12. A/P Check Date & Stock      APDATE      36. A/P Check Output queue      AP09
14. A/P Nbr Days For Pay Date APDAYS      38. A/P Auto Display Alloc Sets AP25
16. A/P M/E Date/Book Period  APMEDT      40. A/P 1099 Minimum Amount     AP10
18. A/P Check Register Submit APCHKR      42. A/P Next Batch Number      NXAPBT
20. A/P Warehouse                APWH        44. A/P Dup Invoice Error Level AP14
22. Last Chk Nbr & Print by CS  AP04        48. A/P 1099 File Path Maint    AP19
  
```

```

ECS033C                      AUTOMATICALLY DISPLAY ALLOCATION SET      2/18/21
                                                                    11:51:34

Use this screen to set the flag to allow for the automatic population of
a voucher with the GL allocation set specified on the vendor.

This will occur in AP65 when the 'enter' key is pressed when displaying
an open voucher.

Make required changes and PRESS ENTER.

AP65 to automatically allocate GL sets  N  (Y or N)
  
```

```

SCFLAG  HELP  _____ Pg: 1  Ln: 2
Type one of the following codes:

N - do not automatically allocate invoices using the vendor's
    default allocation set

Y - automatically allocate invoices using the vendor's default
    allocation set
  
```


- A/P ALLOCATION SETS – Green Screen

Accounts Payable – Part 1

Now you are ready to use allocation sets in green screen.

Create a batch in AP65

Enter your vendor #, invoice #, invoice amt, invoice date and hit enter.

Type AA in the KW field and hit enter

This will autofill the account # and dollar amounts based on your allocate set

Make any adjustments needed and post the voucher

```

ECS033C          ACCOUNTS PAYABLE MAINTENANCE          11:59:18  2/18/21
Batch #          Batch amount
5895
Balance
KW Dv Vendor      PO Invoice #      Invoice amount      Date
AP65  JC JLC      5895          500          021821
F3=Exit  F10=Menu Bar
  
```

```

ECS033C          ACCOUNTS PAYABLE MAINTENANCE          11:59:56  2/18/21
Batch #          Batch amount      Vch      Invoice amount      Invoice balance
5895              1              500.00          500.00
Balance          Applied          Check#
JAN'S VENDOR          Disc %      Non discount          Discount Y/N
PO BOX 86723          2.00              2.00              N
CHICAGO              IL 60057          Pay on 32021      Dst      Sep chk      Chk stk      A
Vendor JLC      Inv# 5895      PO          Check desc          App
Inv date 2/18/21          1099 M          Disc due 2/23/21
Er C Account number      Quantity      PUM      Product      Tax      Extended
X
X
X
X
X
X
X
X
X
X
X
X
X
X
X
KW
AP65 AA
F3=Exit  F10=Menu Bar  F2=Vch prmpt
  
```

```

ECS033C          ACCOUNTS PAYABLE MAINTENANCE          12:01:24  2/18/21
Batch #          Batch amount      Vch      Invoice amount      Invoice balance
5895              1              500.00          300.00
Balance          Applied          Check#
JAN'S VENDOR          Disc %      Non discount          Discount Y/N
PO BOX 86723          2.00              2.00              10.00      N
CHICAGO              IL 60057          Pay on 32021      Dst      Sep chk      Chk stk      A
Vendor JLC      Inv# 5895      PO          Check desc          App
Inv date 2/18/21          1099 M          Disc due 2/23/21
Er C Account number      Quantity      PUM      Product      Tax      Extended
X 99-01-006          1.000      EA          100.00
X 99-01-002          1.000      EA          100.00
X
X
X
X
X
X
X
X
X
X
X
X
X
X
X
KW
AP65
F3=Exit  F10=Menu Bar  F2=Vch prmpt
F4=Manual chk  F5=Pos to KW  F6=Fold/unfold  F10=Menu Bar
  
```

- A/P ALLOCATION SETS – Green Screen

Accounts Payable – Part 1

If you do not have an allocation set list on your Vendor in VM10 you can just enter AA in the KW field and hit enter.

This brings up a popup screen with a list of existing allocation sets and you can choose the one you want by clicking on it or putting the name in the Set name field and hitting enter.

```

ECS033C          ACCOUNTS PAYABLE MAINTENANCE          12:23:49  2/18/21
Batch #          Batch amount  Vch      Invoice amount  Invoice balance
 5896              1          200.00      200.00
Balance          Applied          Check#
JAN'S VENDOR          Disc %      Non discount      Discount  Y/N
PO BOX 86723          2.00
CHICAGO              IL 60057      Pay on 32021  Dst   Sep chk  Chk stk  A
Vendor JLC      Inv# 5896      PO          Check desc 1099 M      Disc due 2/23/21
Inv date 2/18/21
Er C Account number  Quantit
X
X
X
X
X
X
X
X
X
KW
AP65 AA
F3=Exit  F10=Menu Bar  F2=Vch
F4=Manual chk  F5=Pos to KW  F
MA  A          MW
13/038
    
```

```

Allocation Set - Lookup  \ /
DV Set Name  Description  / \
JC A          TEST FOR JLC
JC BARNARD,T  TOM BARNARD EXPENSE REPOR
JC P TYPE     TEST FOR JUST P TYPE ACCT
JC SALESTAX   SALES TAX
JC TEST2      TEST 2
JC UG2014     USER GROUP
JC UNITED TST TEST FOR UNITED WINDOWS
JC WEBINARTST SHOW HOW TO SET UP
Set Name
AP22 Enter=Select  F12=Cancel  F20=Enlarge
    
```

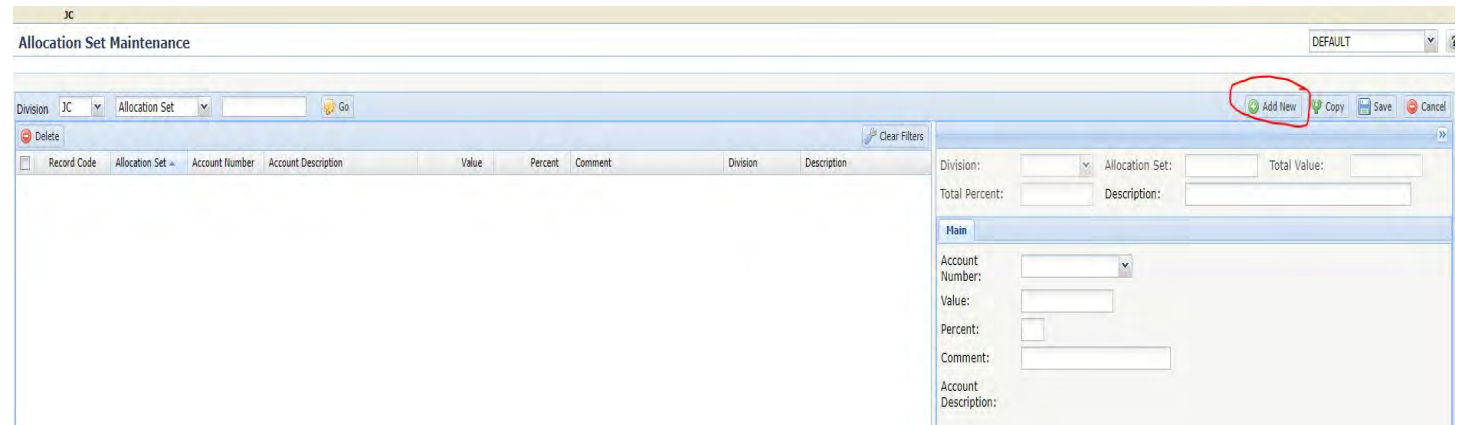
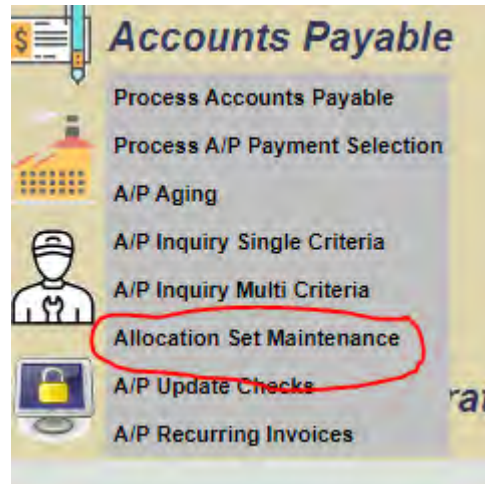
- A/P ALLOCATION SETS – UI Screen

Accounts Payable – Part 1

To set up in the UI click on Accounts Payable

Click on Allocation Set Maintenance

Click Add New



A screenshot of the Allocation Set Maintenance UI screen. The screen shows a table with columns: Record Code, Allocation Set, Account Number, Account Description, Value, Percent, Comment, Division, and Description. The table is currently empty. On the right side, there is a form with fields for Division, Allocation Set, Total Value, Total Percent, and Description. Below this is a 'Main' section with fields for Account Number, Value, Percent, Comment, Account Description, and Description. The 'Add New' button is circled in red.

- A/P ALLOCATION SETS – UI Screen

Accounts Payable – Part 1

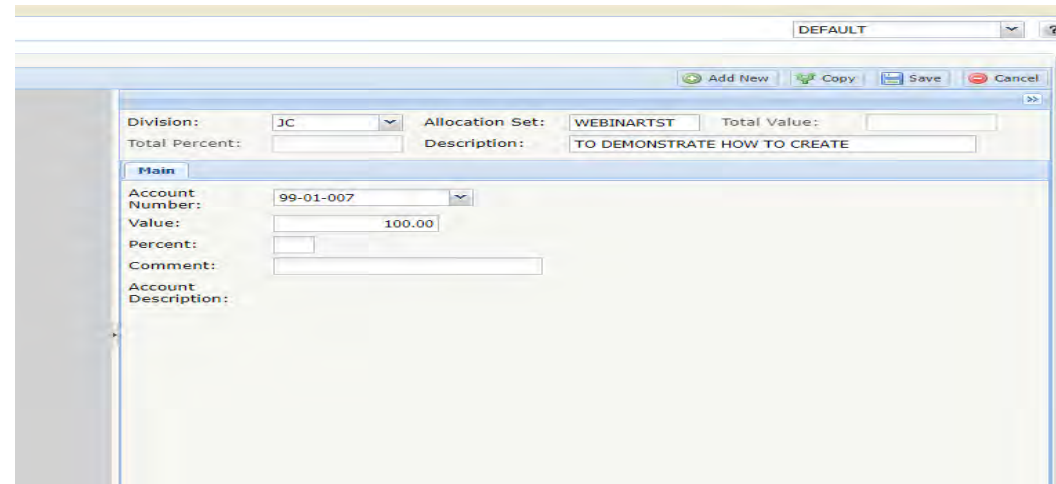
To set up in the UI click on Accounts Payable

Click on Allocation Set Maintenance

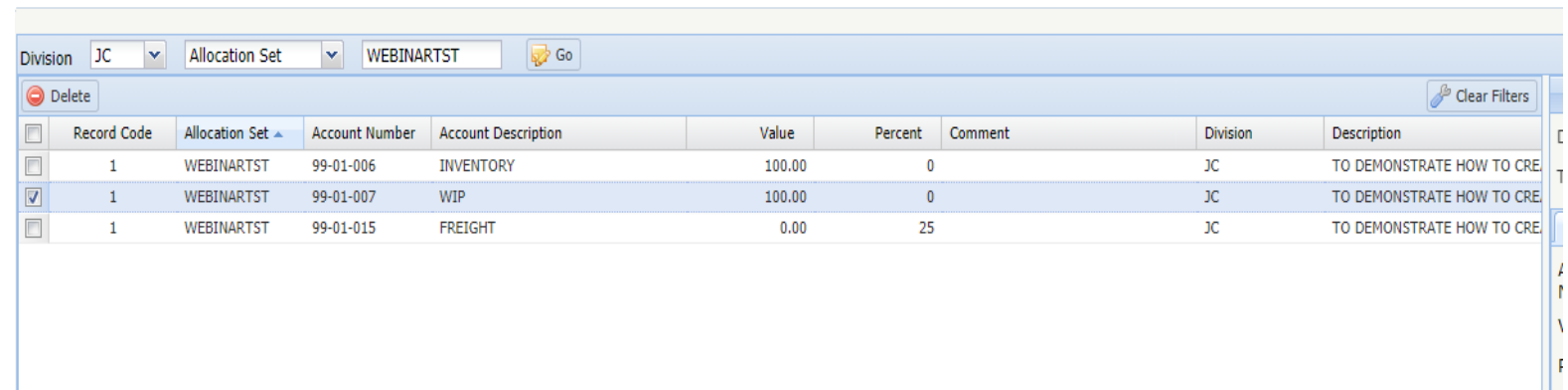
Click Add New

Type in Division, Allocation set name, description, account #, either dollar value or percent and comment if desired and click Save

To add another account click Add New again and enter all the information and click Save



Allocation Set Maintenance



Record Code	Allocation Set	Account Number	Account Description	Value	Percent	Comment	Division	Description
1	WEBINARTST	99-01-006	INVENTORY	100.00	0		JC	TO DEMONSTRATE HOW TO CRE
1	WEBINARTST	99-01-007	WIP	100.00	0		JC	TO DEMONSTRATE HOW TO CRE
1	WEBINARTST	99-01-015	FREIGHT	0.00	25		JC	TO DEMONSTRATE HOW TO CRE

- A/P ALLOCATION SETS – UI Screen

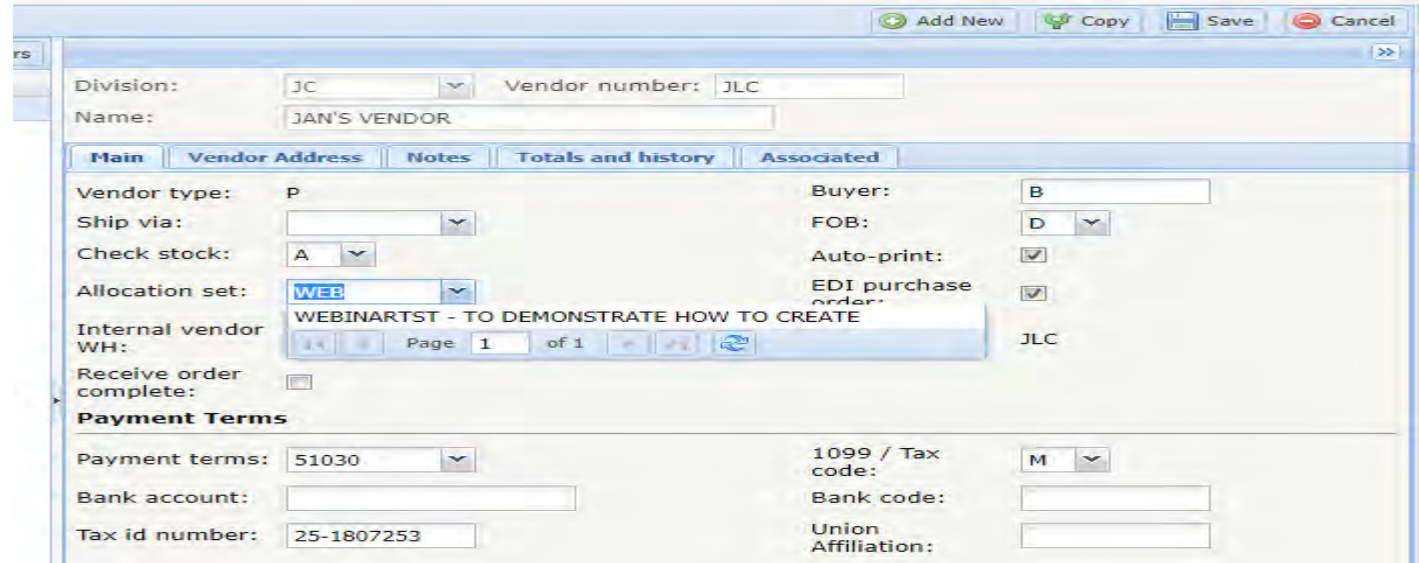
Accounts Payable – Part 1

To add the allocation set to your vendor click on Vendor

Then click on Division Vendor Maintenance

Enter your vendor and check the check box next to your vendor to bring up the details

Enter the allocation set name in the allocation set field and click Save

A screenshot of the Vendor Maintenance UI screen. The window title is 'rs'. At the top right are buttons for 'Add New', 'Copy', 'Save', and 'Cancel'. The main form contains the following fields and sections:

- Division: JC (dropdown), Vendor number: JLC (text)
- Name: JAN'S VENDOR (text)
- Tabs: Main (selected), Vendor Address, Notes, Totals and history, Associated
- Vendor type: P (text), Buyer: B (text)
- Ship via: (dropdown)
- FOB: D (dropdown)
- Check stock: A (dropdown)
- Auto-print:
- Allocation set: WEB (dropdown), EDI purchase order:
- Internal vendor WH: WEBINARTST - TO DEMONSTRATE HOW TO CREATE (text), JLC (text)
- Receive order complete:
- Payment Terms section:
 - Payment terms: 51030 (dropdown)
 - 1099 / Tax code: M (dropdown)
 - Bank account: (text)
 - Bank code: (text)
 - Tax id number: 25-1807253 (text)
 - Union Affiliation: (text)

- A/P ALLOCATION SETS – UI Screen

Accounts Payable – Part 1

If you do not want to apply that allocation set or if you do not have an allocate set on you vendor in the Division Vendor Master Maintenance, you can select from the dropdown list.

Apply Invoices

Active Batch: 7418 Active Voucher: 001 Invoice Balance: Applied Amount: Fiscal Period: 2102 View: DEFAULT

Settings

Batch Information

Voucher Header Information

Voucher Number	001	PO Number		Invoice Date	02/18/2021	Check Number	0
Vendor	JLC	Invoice Number	7418	Invoice Due Date	03/20/2021	Check Description	
Vendor Name	JAN'S VENDOR	Vendor State	IL	Discount Due Date	02/28/2021	Check Destination	
Vendor Address	TEST	Vendor Zip	60015	Invoice Amount	400.00	Check Stock	A
Vendor City	DEERFIELD	Discount Percent	0.50	Applied Amount	0.00	Separate Checks	<input type="checkbox"/>
Tax Number	25-1807253	Discount Amount	0.00	Invoice Balance	400.00	Manual Check	<input type="checkbox"/>
Tax Eligibility	M	Non Discount	0.00	Approve Duplicate Invoice			
		Late Discount	<input type="checkbox"/>				

New Open Save Amend Reverse PO Post Unpost Move Refresh PO Cancel

Apply Data Voucher Post Adjust Voucher **Apply Allocation Set**

Del	Account number	Quantity	PUM	Unit price	Tax	Extended
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						

Apply Allocation Set dropdown list:

- A - TEST FOR JLC
- BARNARD,T - TOM BARNARD EXPENSE REPORT
- FWD TEST - TEST FOR DUPLICATE ACCT#
- HIT01 - TEST FOR HIT
- P TYPE - TEST FOR JUST P TYPE ACCTS
- SALESTAX - SALES TAX
- SAUTEST - TEST FOR SAUDER
- TEST2 - TEST 2
- UG2014 - USER GROUP
- UNITED TST - TEST FOR UNITED WINDOWS
- WEBINARTST - TO DEMONSTRATE HOW TO CREATE

Page 1 of 1

TECH TALKS

With Frontier
Customer Support

Your Topics

For Your Success

QUESTIONS?

QUESTIONS