

ACCOUNTS PAYABLE & PURCHASING

The Comprehensive Payables and Purchasing Solution

Your accounts payable and purchasing system should do more than just help you pay bills. It should help you manage cash and maintain good vendor relations. It should actively assist you in all facets of accounts payable and purchasing functions: approving, scheduling, reconciling, ordering and receiving.

Control Orders and Payments — From Start to Finish

The DDA Accounts Payable & Purchasing system (AP&PO) gives you the control you need — from the time you enter an initial requisition until the check clears the bank. Our AP&PO system was the first major accounts payable and purchasing system specifically developed to integrate accounts payable with purchasing, receiving, and matching functions.

To guarantee that your entire accounting cycle flows smoothly, AP&PO works in conjunction with all DDA financial systems as well as other in-house and packaged software.

Productivity Delivered

Not only is the system easy to use and maintain, but it also includes a variety of shortcuts and time-saving features to help you improve your department's productivity. The system provides:

Enhanced Payment Control

AP&PO provides a wide variety of payment control tools designed to save you time, effort and money throughout the payment process. These tools include automatic discount and due date calculations, payment overrides, recurring payment production, invoice payment options and automatic calculation and accrual of use tax. AP&PO's online help facility and modeling capabilities further optimize your use of the system.

Enhanced Purchasing Control

AP&PO lets you take command of all of your purchasing functions and gain the ability to automate manual tasks. Features such as requisition tracking, blanket order processing, purchase order printing and electronic purchase order generation work together to make your job easier. An online item master database puts all of your purchasing information at your fingertips.

A System Tailored to Fit Your Needs

You define the system's editing and processing options to fit the needs of your various corporate entities. While using the same system, your individual companies and divisions may remain autonomous.

For example, AP&PO enables you to operate in single or multi-company environments, customize processing procedures without sacrificing compatibility, maintain independent vendor files and much, much more.

A Fully Online, Realtime System

All system functions, including entry, validation, matching and updating, can be performed online, realtime. In addition, all transactions and control information are available online. You can develop new screen formats without programming assistance. The system also includes a batch mode for those times when batch entry is more efficient, such as accommodating EDI invoices.

Customized Reporting

AP&PO offers dozens of standard reports which you can tailor without a report writer. A few simple commands determine frequency, sorting and sequence to ensure that your reports are produced exactly how and when you need them.

Electronic Data Interchange (EDI)

You can eliminate paper purchase order, invoice and payment processing with our comprehensive Electronic Data Interchange (EDI) solution. This combination of software and support helps you take advantage of the savings and streamlined procedures offered by EDI, without common, costly mistakes.

Vendor Information Access (VIA)

DDA will host your accounts payable information on our servers. Your vendors can access their payables information without having to interrupt your personnel. This gives them more productive time to enter data or research actual problems.

Variable Company Controls and Multi-Company Processing

Your company is unique. Your policies, procedures and problems vary from those of other companies. Your internal requirements may even vary within different divisions and departments. You need a system that can keep pace with your changing accounts payable requirements, including organizational changes, new management structures and government regulation updates. AP&PO is designed to fit any company environment and to change as you change.

Flexibility by Design

The system's dynamic data mapping/data dictionary facility allows you to change processing rules, edits and validations, screen layouts, look-up keys and file structures without changing any program code. Whether you operate in a single or multi-company environment, AP&PO gives you the flexibility to create a system that looks and acts as though it were written specifically for your company.

Because all company controls are established at the company policy level, they can be modified instantly to meet your specifications in areas such as:

- System calendar
- ACH payment
- Corporate reporting structure
- Account number structure
- Account number validation rules
- Corporate payment policy
- Primary corporate payment bank
- Duplicate invoice checking controls
- Corporate method of accounting
- Default matching tolerances
- Vendor retention controls
- Invoice and purchase order controls
- Corporate reporting options
- Corporate year end
- Number of periods in a year
- General ledger account summary controls
- Corporate value-of-funds percent
- Controls for prorating discount, tax and freight
- Late discount controls
- Maximum payment terms for cash control
- Check overflow controls
- Duplicate invoice retention period
- Employee travel advance/expense controls
- 1099 processing information
- Repeat payment controls
- Sharing vendors across all companies or between specific companies

System Processing Calendar

A fully functional processing calendar automates all of the run controls for the system. You can establish processing cycles for a year or more in advance, indicating production processing cycles, creation of checks, generation of reports, etc. The calendar even keeps track of beginning check numbers for as many sets of check stock as you require. Additionally, the calendar allows you to indicate in advance when accounting months officially change and general ledger interfaces occur.

<i>Policy options</i>	<i>Company A</i>	<i>Company B</i>
Account Structure	Division (3) Center (4) Account (5) Subaccount (3)	Region (3) Unit (3) Department (4) Subaccount (4)
Normal Payment Terms	Net 30	Net 45
Purge Paid Invoice After	60 Days	120 Days
Purge Inactive Non-1099 Vendors After	6 Months	13 Months
Prorate Sales Tax Across Line Items	No	Yes
Retain Invoice Information on Duplicate Checking for	6 Months	9 Months
Fiscal Year End	December	September

Within AP&PO you can use extensive vendor controls and multi-company processing options to create different policy structures. Listed here are a few of the many policy options available.

Vendor Controls

The system lets you add and maintain vendors, while entering a minimal amount of information. To establish a vendor, simply add the vendor number, name and address to the system. Where applicable, enter any additional information unique to the vendor (payment terms, payment bank). During voucher and/or PO entry, the system's hierarchical default structure will automatically look at the vendor and then the company policy files to complete any required fields that are left blank at the document level. The system captures and reports on payments that are 1099 related for the vendor.

Changing vendor information online is easy. Vendor information can be retrieved online using either the primary key, the vendor number or an alternate key, such as the vendor name. Current information is included on the screen, so you can enter new data and immediately access updated records.

For example, if you need to make an adjustment, simply override the discount default on the vendor record, so the system will only take a discount for the vendor if paid no later than five days after the discount date. You can also decrease the Days Late reference to zero for that vendor if necessary. Current vendor information is always displayed immediately beside or below the entry areas, so you can see which values are replaced.

```

== NE == Vendor Options Change ===== Co: 0000
Vendor* 123-45678          Name (Inqy)          Del Fl
      123-45678          SUPP-ALL
Py Cd -Pay Terms Pri Bnk Cm Ag  Lt Po Rc Fob Typ 1-Tm  Del Qty% Prc% $Amnt Rcv%
  D   2020   1045   1   FN   0   5   4   Y   Y   N   SH           10 .004 .005    1 .100
Telephone- Product--- Home-Offic Old-Numbr --Tax-Id-- Fl Chk-Limit C Pnlty
4088889999 SUPPLIES                               1234-56789    999999999 S
---1099 W---   ---1099 1---   ---1099 2---   ---1099 3---   -Empl Advnc-

----- Distribution -----                      Hold Alc Rcv Buy T Cc 9 F S I Q
ACT-B-SUB-B-L2B-L3B-                               P   Y DW                    5 2 4
Pa Co --Pa Project--  Sic- U1 U2 U3- U4-- U6---- Reference Prenot

ADD MODE

```

```

== NE == Vendor Options Change ===== Co: 0000
Vendor* 123-45678          Name (Inqy)          Del Fl
      123-45678          SUPP-ALL
Py Cd -Pay Terms Pri Bnk Cm Ag  Lt Po Rc Fob Typ 1-Tm  Del Qty% Prc% $Amnt Rcv%
  D   2020   1045   1   FN   0   5   4   Y   Y   N   SH           10 .004 .005    1 .100
Telephone- Product--- Home-Offic Old-Numbr --Tax-Id-- Fl Chk-Limit C Pnlty
4088889999 SUPPLIES                               1234-56789    999999999 S
---1099 W---   ---1099 1---   ---1099 2---   ---1099 3---   -Empl Advnc-

----- Distribution -----                      Hold Alc Rcv Buy T Cc 9 F S I Q
ACT-B-SUB-B-L2B-L3B-                               P   Y DW                    5 2 4
Pa Co --Pa Project--  Sic- U1 U2 U3- U4-- U6---- Reference Prenot

M10 INPUT OK, DEPRESS ENTER KEY TO ACCEPT                      ADD MODE

```

If you want to set up AP&PO to take a discount on all invoices for a specific vendor, even if they are paid 10 days late, enter a "10" in the Days Late (Lt) field on this screen. This refers to the vendor default, and will extend the discount period.

Flexible Management Reporting

Most systems provide standard reports, but they rely on report writers to achieve increased reporting flexibility. This may complicate simple reporting requirements and cause inefficient processing.

In contrast, AP&PO gives you a wide variety of options for modifying standard reports. Using these options, you can customize most reports without having to use a report writer.

AP&PO generates standard reports in up to three different versions simultaneously. All reports for a specific file can be produced with a single pass of that file.

Reports can contain both historical and current information. You can review invoices paid last year and last week, on the same report. If you have several companies within your organization, each company can have its own set of pre-defined reports, which can easily be permanently or temporarily modified.

Whether you need to produce regular weekly reports or a special report for one-time use, AP&PO allows you to generate what you need when you need it.

Customizing Standard Reports

AP&PO has a variety of reporting features that allow you to transform standard reports into custom-designed reports. The Change Report screen makes this task simple.

AMERICAN ENERGY RESOURCES INC.		TRIAL BALANCE		REPORT DATE 01/25/1998		PAGE 1						
COMPANY AERI REPORT APR42-3		BY AGE		RUN DATE 01/25/1998								
-----VENDOR-----		VOUCHR		-----INVOICE-----		AMOUNTS-----						
NUMBER	NAME	NUMBER	NUMBER	DATE	TYPE	PAY BANK	DISCOUNT DATE	DUE DATE	AGE	GROSS	DISCOUNT L	NET
900-10628	SMITH, JOHN	210005	INV-261173	01/25/98	1	N FN	02/09/98	02/09/98		723,650.50		723,650.50
BNK-CD		FN								723,650.50		723,650.50
385-27360	LAWSONS	CO 210040	UNM-832154	01/20/98	1	D MM	01/30/98	01/30/98	5	10,436.00	313.08	10,122.92
385-27360	LAWSONS	CO 210041	UNM-832155	01/20/98	1	D MM	02/19/98	02/19/98	5	2,200.00		2,200.00
385-27360	LAWSONS	CO 210042	UNM-832156	01/20/98	1	D MM	02/04/98	02/04/98	5	29,800.00	1,192.00	28,608.00
BNK-CD		MM								42,436.00	1,505.08	40,930.92
COMPANY		AERI								766,086.50	1,505.08	764,581.42

If your controller asks for a monthly report that shows all invoices for over \$1,000 due to be paid, you can select any one of many standard reports, or customize the Trial Balance report. Simply enter permanent controls to sequence version 3 of the report by age within bank code, and you can produce the report regularly, without any further modifications.

The Payment Cycle in Review

AP&PO is specifically engineered to handle all the functions of a payables department. Real-time checks can be produced (with the proper equipment) for emergencies when overnight printing is not an option. For those instances where a check needs to be replaced, there is an automated void and reopen feature.

Invoice Entry

The system's data entry and validation capabilities allow you to easily enter a large number of invoices.

Balance and Control

The system provides online tools that track the status of invoices, daily batches and system totals to give you up-to-the-minute control.

Scheduling Payments and Cash Management

To optimize cash flow, payments are automatically scheduled to take advantage of vendor terms and company policies. There is a dollar hold amount available at the vendor level. The system will pay the oldest invoices that exceed this amount. You have the flexibility to segregate vendors based on a Pay Priority and to only pay the selected priorities on any given day.

Automatic Check Writing

You control check production cycles and have the option to pre-sort checks for easier handling.

Check Reconciliation

Cleared bank checks can be matched electronically against the system-issued checks to eliminate manual reconciliation.

Information Access

Inquiries, audit and control reports, research data and other types of information are available online or from printed reports. You can access what you need, when you need it.

Increased Invoice Entry Efficiency

Much of the work load in an accounts payable department consists of entering payment information into a computer system, which can be very time-consuming. Too many incoming payment requests can cause backlogs that result in late payments, irate vendors and lost discounts.

AP&PO is designed to make data entry as fast and easy as possible.

The system offers key techniques for streamlining data entry:

- Multiple entry panels let you match the format to the task for the most efficient processing.
- Inquiry-assisted entry allows you to use information that is already available.
- Multiple distributions per line allow you to enter both item totals and cost breakdowns for multiple accounts on your general ledger and distribution reporting.
- Model invoicing permits you to create new invoice formats from previously entered invoices.
- Customized screens allow you to choose the best way to view information.
- Automatic entry options enable you to work with other systems.
- Electronic Data Interchange (EDI) provides you with state-of-the-art alternatives for receiving invoices and making payments.

Invoice information often must be manually translated into a standard entry format. To combat this problem, AP&PO offers a variety of screen formats that resemble common invoice formats. These pre-defined entry screens enable you to choose the screen that best fits the invoice task. The system's multiple screen options also offer a high degree of security. For example, processors that enter employee expense information may be denied access to screens for purchase order-related invoices.

AP&PO's various entry screens include:

- Purchase order-related screens

- Non-purchase order-related screens
- Single-vendor/single-line screen
- Multi-vendor/single-line screen
- Employee trip advance/expense screen
- Repeat payment screen

```

== VO == One-Line Invoice Entry ===== Co: AERI Batch: VO3
Vendor (Inqy):                               Short Name:           Vnd-Del:
(Tran)*

Voucher To Chg*
-----Vendor Defaults-----
----Distribution---- Pay --Terms---

Voucher --Invoice- -Date- ---Amount--- Act Dd Pay --Terms---

Dist:
Dist:
Dist:

Batch Control..Amt:                          Count:
System Total...Amt:                          Count:
ADD MODE

```

```

== VO == One-Line Invoice Entry ===== Co: AERI Batch: VO3
Vendor (Inqy): 123-45678                     Short Name:           Vnd-Del:
(Tran)* 123-45678                           SUPP-ALL

SUPPLY ALL                                   Voucher To Chg*
12585 CENTER ST                             -----Vendor Defaults-----
P. O. BOX 71912                              ----Distribution---- Pay --Terms---
SAN JOSE                                     ACT-B-SUB-B-L2B-L3B- D 2020 1045
CA 941119456

Voucher --Invoice- -Date- ---Amount--- Act Dd Pay --Terms---

Dist:
Dist:
Dist:

Batch Control..Amt:                          Count:
System Total...Amt:                          Count:
ADD MODE

```

```

== VO == One-Line Invoice Entry ===== Co: AERI Batch: VO3

Vendor (Inqy): 123-45678          Short Name:          Vnd-Del:
(Tran)* 123-45678                SUPP-ALL

SUPPLY ALL                        Voucher To Chg*
12585 CENTER ST                  -----Vendor Defaults-----
P. O. BOX 71912                  ----Distribution---- Pay --Terms---
SAN JOSE                          CA 941119456          ACT-B-SUB-B-L2B-L3B- D 2020 1045

Voucher --Invoice- -Date- ---Amount--- Act Dd Pay --Terms---

000150 123456977 011798      500.00
           Dist:
000160 123456980 011998      750.00
           Dist:
000117 123456985 012098     1250.00
           Dist:

Batch Control..Amt:                Count:
System Total...Amt:                2500.00      Count:    3
E52 INPUT OK, PRESS ENTER TO CONTINUE, USE PF5 AT EOD          ADD MODE

```

You will save time and maximize your efficiency using the One-Line Invoice screen. Once you enter the vendor number or name, the system retrieves default values from the vendor file and displays them on the screen. By keying in specific data from each invoice, you can enter a number of invoices for that vendor on this one screen. Press a single key to process all of the invoices simultaneously.

Inquiry-Assisted Entry

AP&PO streamlines invoice entry by taking advantage of standard company and vendor information already entered in the system. These defaults enable you to pre-define general information, such as payment terms, payment bank and vendor account number.

The system displays default information on-screen as the invoices are entered, so you can double check the data and override it, if necessary.

In addition, the system automatically matches invoices to ensure that goods were ordered and that the price and quantity received are correct.

By reducing payment errors and streamlining clerical procedures, these features allow payments to be processed more accurately and efficiently.

To complete a transaction, you only have to enter information in five fields:

- Voucher number
- Invoice amount
- Invoice number
- Invoice date
- Line numbers (for each of the items on the order covered by this invoice)

You do not have to:

- Receive, file and extract copies of purchase orders
- Receive, match, file and extract copies of receivers
- Match the purchase order, receiver and invoice manually
- Enter the vendor name or number
- Enter the payment terms
- Enter information for each line, such as part number, description or account distribution

```

== VA == Po Voucher Auto-Entry ===== Co: AERI Batch: VAL
Po.....Number: APO-50020 APO-50020
Vendor....Number* 267-10633 Short Name: COOK BROS Action:
Voucher...Number* Type: 1
Invoice...Number: Date:
Gross: Tax: Freight:
Payment....Terms: 2020 1045 Pay Code: D Priority:
Byp Mtch:
Rcvr Ind:

Check Desc:

Lin Poln ---Amount--- --Quantity-- Um ----Item No---- Use A
998 11250.00 150.00 EA
Dist: ACT-B-SUB-B-L2B-L3B- Dd:
Dist: Dd:
Dist: Dd:
Dist: Dd:

-----Batch Control Totals----- ----Voucher Control Totals----
Header: Ct: Voucher:
System: Ct: System: Ct:
ADD MODE
  
```

```

== VA == Po Voucher Auto-Entry ===== Co: AERI Batch: VAL
Po.....Number: APO-50020 APO-50020
Vendor....Number* 267-10633 Short Name: COOK BROS Action:
Voucher...Number* 100100 Type: 1
Invoice...Number: 1001001000 Date: 012498
Gross: 11250.00 Tax: Freight:
Payment....Terms: 2020 1045 Pay Code: D Priority:
Byp Mtch:
Rcvr Ind:

Check Desc:

Lin Poln ---Amount--- --Quantity-- Um ----Item No---- Use A
1 998 11250.00 150.00 EA
Dist: ACT-B-SUB-B-L2B-L3B- Dd:
Dist: Dd:
Dist: Dd:
Dist: Dd:

-----Batch Control Totals----- ----Voucher Control Totals----
Header: Ct: Voucher:
System: Ct: System: Ct:
ADD MODE
  
```

```

== VA == Po Voucher Auto-Entry ===== Co: AERI Batch: VA1
Po.....Number: APO-50020 APO-50020
Vendor....Number* 267-10633 Short Name: COOK BROS Action:
Voucher...Number* 100100 Type: 1
Invoice...Number: 1001001000 Date: 012498
Gross: 11250.00 Tax:
Payment....Terms: 2020 1045 Pay Code: D Freight:
Priority:
Byp Mtch:
Rcvr Ind:

Check Desc:

Lin Poln ---Amount--- --Quantity-- Um ----Item No---- Use A
1 998 11250.00 150.00 EA
Dist: ACT-B-SUB-B-L2B-L3B- Dd:
Dist: Dd:
Dist: Dd:
Dist: Dd:

-----Batch Control Totals----- ----Voucher Control Totals----
Header: Ct: Voucher: 11250.00
System: 11250.00 Ct: 1 System: 11250.00 Ct: 1
E52 INPUT OK, PRESS ENTER TO CONTINUE, USE PF5 AT EOD ADD MODE

```

The Purchase Order Invoice Entry format helps you enter invoices that relate to purchase orders. To enter the invoice, simply enter the purchase order number. The system displays the purchase order information on the screen.

Multiple Distributions Per Line

AP&PO lets you break down the item total on one purchase order or invoice line for distribution to as many as 250 accounts on your general ledger. This information is also available for internal reports, showing order or invoice status.

You simply enter the breakdown and the system does the rest. You can apply partial receipts and invoices by prorating by percent, or assign partial receipts and invoices to specific distribution accounts. You may enter a quantity, percent or dollar amount. The system automatically balances the partial receipts and invoices to total 100 percent or the total quantity by line. Then they are allocated to the various expense accounts you specify.

You may opt to have the system automatically spread the quantity and amount of the purchase order equally across the general ledger account numbers in the distribution list.

General Ledger Posting

The general ledger entries made as a result of receivers or invoices are distributed according to the percentages in the multi-distribution record. Distribution reports and general ledger interface reports can contain a separate line for each account or can be formatted to summarize posting data for reporting purposes. In either case, the format is controlled by the end-user with no programming assistance and the option can be changed at any time. The distribution lines will appear as if they have been entered as separate line items on the voucher or purchase order.

Model Invoicing

If you frequently encounter the same types of invoices, you can customize screens and use previously entered data as the basis for new data.

```
== MM == ACTIVE == Model Voucher Entry ===== Co: AERI Batch: MM1
Vendor Number: 123-45678 Vendor Name: Model Voucher: mod001
* 123-45678 SUPP-ALL MOD001
(Complete (Mn) Screen Before Pf5/Eod For Multi-Dists)
Entry....Voucher* Type: 3 Action:
Invoice....Number: JANBILL97 Date: Emp Exp Type:
Gross: Tax: Freight:
Payment....Terms: 2020 1045 Pay Code: D Priority: 1

Check Desc: Due Date:

Line ---Amount---- Act ----Description----- Use 1099 Even
1 JAN UTILITY BILL Sprd
Dist A: Dist: ACT-B-SUB-B-L2B-L3B- Dd:
2 JAN UTILITY BILL Dd:
Dist A: Dist: ACT-C-SUB-C-L2C-L3C- Dd:
3 JAN UNTILITY BILL Dd:
Dist A: Dist: ACT-D-SUB-D-L2D-L3D Dd:
Dist A: Dist: Dd:

Voucher Control.Amt: 500.00 Pct: 0.000
System Total....Amt: 500.00 Count: 3

ADD MODE
```

```

== MM == ACTIVE == Model Voucher Entry ===== Co: AERI Batch: MM1
Vendor Number: 123-45678 Vendor Name: Model Voucher: mod001
* 123-45678 SUPP-ALL MOD001
(Complete (Mn) Screen Before Pf5/Eod For Multi-Dists)
Entry....Voucher* u00002 Type: 3 Action:
Invoice....Number: FEBBILL97 Date: Emp Exp Type:
Gross: 600.00 Tax: Freight:
Payment....Terms: 2020 1045 Pay Code: D Priority: 1

Check Desc: Due Date:

Line ---Amount---- Act ----Description----- Use 1099 Even
Sprd
1 300.00 FEB UTILITY BILL
Dist A: Dist: ACT-B-SUB-B-L2B-L3B- Dd:
2 200.00 FEB UTILITY BILL
Dist A: Dist: ACT-C-SUB-C-L2C-L3C- Dd:
3 100.00 FEB UNTILITY BILL
Dist A: Dist: ACT-D-SUB-D-L2D-L3D Dd:
Dist A: Dist: Dd:

Voucher Control.Amt: 500.00 Pct: 0.000
System Total....Amt: 500.00 Count: 3
ADD MODE

```

```

== MM == ACTIVE == Model Voucher Entry ===== Co: AERI Batch: MM1
Vendor Number: 123-45678 Vendor Name: Model Voucher: mod001
* 123-45678 SUPP-ALL MOD001
(Complete (Mn) Screen Before Pf5/Eod For Multi-Dists)
Entry....Voucher* U00002 Type: 3 Action:
Invoice....Number: FEBBILL97 Date: 022597 Emp Exp Type:
Gross: 600.00 Tax: Freight:
Payment....Terms: 2020 1045 Pay Code: D Priority: 1

Check Desc: Due Date:

Line ---Amount---- Act ----Description----- Use 1099 Even
Sprd
1 300.00 FEB UTILITY BILL
Dist A: Dist: ACT-B-SUB-B-L2B-L3B- Dd:
2 200.00 FEB UTILITY BILL
Dist A: Dist: ACT-C-SUB-C-L2C-L3C- Dd:
3 100.00 FEB UNTILITY BILL
Dist A: Dist: ACT-D-SUB-D-L2D-L3D Dd:
Dist A: Dist: Dd:

Voucher Control.Amt: 600.00 Pct:
System Total....Amt: 600.00 Count: 3
E52 INPUT OK, PRESS ENTER TO CONTINUE, USE PF5 AT EOD
ADD MODE

```

To more efficiently pay the monthly utility bills for several regional offices, you can use the model invoice technique to pre-establish a voucher format that includes key information required for each location, such as vendor number and distribution account number.

Customized Screens

You can modify all of the standard entry formats using the system's Screen Mapping facility.

You can modify the One-Line Invoice screen, for example, by removing fields that you never use and changing the names of other fields to correspond with those on the invoice.

You can also add new fields to help you track information not accounted for on the current screen, then modify the edit criteria to include your own invoice processing and approval policies.

Automatic Entry Options

If you have more than one system that generates payments, AP&PO can help you improve your information management.

For example, you may currently use separate systems to produce customer refunds or pay employee medical bills. You can use the DDA Automatic Interface Module (AIM) to import payment information from these systems directly into AP&PO. You do not have to write an interface program.

By consolidating all of your non-payroll check writing into a single accounts payable system, you can centralize control over checks and disbursements.

Electronic Data Interchange

The best way to reduce data entry is to eliminate data entry. Electronic Data Interchange (EDI) allows you to receive electronic invoices from high-volume vendors. With EDI, data is transmitted directly from the vendor's computer to yours, thus eliminating all the time-consuming steps of printing, mailing, processing, keying and filing.

DDA provides you with all the tools you need to get started, including:

- Translator software that allows you to handle standard and non-standard invoice formats
- Controls to ensure that transmissions are received correctly
- Training sessions that show you how to establish an EDI connection and use the translator software
- A package for vendors that explains the benefits of EDI and how easy it is to start sending invoices electronically

Efficient Controlling and Easy Auditing

A good accounts payable and purchasing system should allow you to enter data quickly and efficiently. It should also offer an easy method to track the data. AP&PO includes several control screens that provide immediate access to the status information you need. These screens include:

- A total dollar summary, which displays company data amounts in different categories.
- A voucher batch summary, which displays all the batches of the invoices entered. This screen includes information such as when a batch was balanced, who entered it, and any outstanding errors.
- A voucher document summary, which lists all individual transactions in the batch.

In addition, AP&PO includes tools that help answer questions about past transactions: the Audit Log File and the Detail History File. These files allow you to retain the entire history of an invoice or purchase order and quickly trace events and errors.

The Audit Log File is especially helpful for tracking because it contains a detailed history of each item on file. It logs any changes made to a document and includes references to who made the change and when it was made.

Once an invoice is paid, you determine how long you wish to keep the invoice information in the **current** online file. It is then moved into an optional online and/or detailed sequential History File. Using standard system reports, you can easily retrieve any sequential historical invoice data you may need.

Open Amounts		Paid Amounts	
Beginning Open Amt....	731271.50	Beginning Paid Amt...	5597.25
Acpt Opn \$.+	11250.00	Acpt Prepd \$.+	
Acpt Opn Disc. . . -	225.00	Acpt Prepd Disc. . . -	
Void&reopn(Chk\$). +		Acpt Void Vchr\$. +	
Lost Disc Reopnd. -		Acpt Void Disc. -	
Chg-Prepd(Gross). -		Chg-Prepd(Gross). +	
Chg-Prepd(Disc). . +		Chg-Prepd(Disc). -	
Deltd Vchr(Net\$). -		Void&reopn(Chk\$). -	
Generated Amts:			
Emp Adv Revers. . . +			
1099 Withld \$. . . +			
Repeat Pmt Created. . . +			
From Check Register:		From Check Register:	
System Chk Total. . . -		System Chk Total. . . +	
Discounts Lost. +			
Next Beginning Opn \$. . .	742296.50	Next Beginning Pd \$. . .	5597.25
Unmatched Vouchers-Net Amt. . .			41273.92

== BD == Voucher Document Summary Totals ===== Co: AERI						
Batch: afv AFV						
Batch Num	Vendor	Vouchr Or Bnk-Chk #	S T	A C	T Y	Entered ---Amount---
AFV	267-10363	112015	E	1	3	1210.00
AFV	900-10628	112019	E	1	4	532.49

M27 RESTARTING AT FIRST PAGE

== BS == Voucher Batch Summary ===== Co: AERI						
Batch: aFV AFV						
---Batch---	Entered/	Unapplied/	---Flags---			Balance-
Num Date	Computed	Applied	Edit	Bal	Unapl	Date/
Ed Per	-No ---Amount---	-No ---Amount---				Time
AFV 12/18/97	5 144992.99	2 1742.49	Y		Y	01/25/1998
AF 12/97	5 144992.99	3 143250.50				18:50:45

Batch To Balance:

ADD MODE

These screens allow you to monitor online processing, check the performance of different departments and pinpoint problem areas.

Effective Cash Management

It is important to make sure that payments are made on time. It is even more important to manage your company's cash effectively. To make the most of cash management, you need to be aware of special vendor payment terms, available discounts and your current cash flow needs.

AP&PO helps you monitor cash flow by calculating the best time to pay vendors based on discounts and your value-of-money. In addition, the system also allows you to monitor your cash requirements. Immediate and short-term requirements are listed on the Cash Requirements Report while long-term requirements are listed on the Purchase Order Commitment Report.

-----VENDOR-----				ESTIMATED	ORDERED NOT RCVD	RECEIVED NOT	
NUMBER	NAME	PURH-ORD	ITM	PAY DATE	NOT INVOICED AMT	INVOICED AMT	TOTAL
267-10633	COOK BROS	APO-50001	001	03/16/98	80.00		80.00
267-10633	COOK BROS	APO-50009	001	PNX-137-6548713	178.64		178.64
267-10633	COOK BROS	APO-50016	001	PNX-R35-1	300.00		300.00
267-10633	COOK BROS	APO-50016	998	03/25/98	1,676.70	1,198.30	2,875.00
267-10633	COOK BROS	APO-50020	998	03/31/98		11,250.00	11,250.00
267-10633	COOK BROS	APO-50021	899	PNX-19283-P1		152.50	152.50
267-10633	COOK BROS	APO-50021	900	PNX-5391-R53	250.00		250.00
267-10633	COOK BROS	PFW-01	001	11/13/98	100.00		100.00
267-10633	COOK BROS	PO-TSX01	001	05/05/98	130.00		130.00
267-10633	COOK BROS	PO-TSX02	001	05/05/98	410.00		410.00
267-10633	COOK BROS	PO-TSX03	001	05/05/98	100.00		100.00
267-10633	COOK BROS	PO-TSX53	001	TEST SPECIFY	100.00		100.00
267-10633	COOK BROS	PO-TSX55	001	SPECIFY \$ONLY	200.00		200.00
267-10633	COOK BROS	PO-TSX60	001	SPECIFY%	200.00		200.00
267-10633	COOK BROS	PO-TSX62	001	SPECIFY W/RCVR		200.00	200.00
267-10633	COOK BROS	PO-TSX66	001	SPECIFY CHG	300.00		300.00
267-10633	COOK BROS	PO0001	001	ABC-XYZ	65.00		65.00
267-10633	COOK BROS	PO0001	002	TAPE ROLLS	35.00		35.00
267-10633	COOK BROS	PO0003	001	TACKS	10.00		10.00
267-10633	COOK BROS	PO0003	003	SCREWS	21.00		21.00
267-10633	COOK BROS	PO0003	004	TAPE ROLLS	40.00		40.00
267-10633	COOK BROS	PO0004	001	SCRATCH PADS	186.00		186.00
267-10633	COOK BROS	PO0005	001	TAPE ROLLS	98.00		98.00
267-10633	COOK BROS	PO0013	001	SCOTCH TAPE		25.00	25.00
267-10633	COOK BROS	PO0019	001	SCISSORS	250.00	150.00	400.00
267-10633	COOK BROS	PO0019A	001	SPECIAL		250.00	250.00
267-10633	COOK BROS	PO0024	001	PLASTIC TABS		400.00	400.00
267-10633	COOK BROS	PO0027	001	STEEL TACKS		400.00	400.00
267-10633	COOK BROS	PO0031	001	SEA SALT		400.00	400.00
267-10633	COOK BROS	PO0038	001	PINK TABLETS	400.00		400.00
267-10633	COOK BROS	PO0041	001	BLUE TABLETS	400.00		400.00
267-10633	COOK BROS	PO0048	001	YELLOW TABLETS		400.00	400.00
267-10633	COOK BROS	PO0048A	001	PART 1		25.00	25.00
267-10633	COOK BROS	PO0068	001	PART 1	150.00		150.00
267-10633	COOK BROS	PO0071	001	PART 1	200.00	200.00	400.00
267-10633	COOK BROS	PO0074	001	PART 1		400.00	400.00
267-10633	COOK BROS	PO0077	001	PART 1		400.00	400.00
267-10633	COOK BROS	PO0101	001	PART 1	1,100.00		1,100.00
267-10633	COOK BROS	PO0101	002	PART 2	3,500.00		3,500.00
385-27360	LAWSONS CO	APO-50002	001	PNX-15-2786-287	36.00		36.00
385-27360	LAWSONS CO	APO-50005	001		100.00		100.00
385-27360	LAWSONS CO	APO-50010	001	CMR-CB2-5691835	567.00		567.00
385-27360	LAWSONS CO	APO-50013	001		175.12	1,400.96	1,576.08
385-27360	LAWSONS CO	APO-50013	998		46,757.04		46,757.04
385-27360	LAWSONS CO	136-74638	005	PNX-15-2742-1	14,850.00		14,850.00
385-27360	LAWSONS CO	136-74638	006	PNX-15-2747-2	10,436.00		10,436.00
385-27360	LAWSONS CO	136-74638	007	PNX-15-2786-2	24,068.00		24,068.00
385-27360	LAWSONS CO	136-74638	008	PNX-15-2786-2	7,308.00		7,308.00
385-27360	LAWSONS CO	275-82976	001	PNX-15-2738-2		43,530.00	43,530.00
385-27360	LAWSONS CO	275-82976	002	PNX-15-2738-2	14,960.00		14,960.00
385-27360	LAWSONS CO	275-82976	003	PNX-15-2742-1		79,200.00	79,200.00
385-27360	LAWSONS CO	275-82976	004	PNX-15-2786-2		240,680.00	240,680.00
385-27360	LAWSONS CO	275-82976	005	PNX-15-2786-2		58,610.16	58,610.16
385-27360	LAWSONS CO	275-83010	001	PNX-15-2786-2	29,232.00		29,232.00



AMERICAN ENERGY RESOURCES INC.			CASH REQUIREMENTS - A/P					REPORT DATE 01/25/1998			PAGE 1	
COMPANY AERI REPORT APR44-1			BY BANK					RUN DATE 01/25/1998				
DUE DATE	-----VENDOR-----		VOUCHR NUMBER	-----INVOICE-----		-----AMOUNTS-----			PAY CD	AGE		
	NUMBER	NAME		NUMBER	DATE	TYPE	BANK	GROSS			DISCOUNT L	PAY
12/14/97	267VOID01	VV VOIDS	VV-001	12/04/97	3	VV	100.00	2.00 L	50.00	D	52	
12/15/97	267VOID01	VV VOIDS	VV-002	12/05/97	3	VV	100.00	2.00 L	50.00	D	51	
12/15/97	267VOID01	VV VOIDS	VV-003	12/05/97	3	VV	400.00	8.00 L	250.00	D	51	
12/16/97	267VOID01	VV VOIDS	VV-004	12/06/97	3	VV	200.00	4.00 L	50.00	D	50	
12/16/97	267VOID01	VV VOIDS	VV-005	12/06/97	3	VV	400.00	8.00 L	50.00	D	50	
COMPANY CA-RQ-DT BNK-CD												
AERI	12/31/1997	VV										
BNK-CD VV						1,200.00	24.00	450.00				
CA-RQ-DT 12/31/1997						1,200.00	24.00	450.00				
01/30/98	385-27360	LAWSONS CO	210040	UNM-832154	01/20/98	1	MM	10,436.00	313.08	10,122.92	D	5
02/01/98	385-27360	LAWSONS CO	210012	261-593621	01/22/98	N3	MM	167.03	2.83	164.20	P	3
COMPANY CA-RQ-DT BNK-CD												
AERI	01/28/1998	MM										
BNK-CD MM						10,603.03	315.91	10,287.12				
CA-RQ-DT 01/28/1998						10,603.03	315.91	10,287.12				
02/09/98	267-10633	COOK BROS	VO0099	INV-VO0098	01/30/98	3	FN	500.00	10.00	250.00	D	
02/07/98	900-10628	SMITH, JOHN	112011	EXP-472263	12/29/97	03	FN	278.00		278.00	N	27
02/09/98	900-10628	SMITH, JOHN	210005	INV-261173	01/25/98	1	FN	723,650.50		723,650.50	N	
COMPANY CA-RQ-DT BNK-CD												
AERI	02/04/1998	FN										
BNK-CD FN						724,428.50	10.00	724,178.50				
02/04/98	385-27360	LAWSONS CO	210042	UNM-832156	01/20/98	1	MM	29,800.00	1,192.00	28,608.00	D	5
COMPANY CA-RQ-DT BNK-CD												
AERI	02/04/1998	MM										
BNK-CD MM						29,800.00	1,192.00	28,608.00				
CA-RQ-DT 02/04/1998						754,228.50	1,202.00	752,786.50				
02/11/98	267-10633	COOK BROS	VO049A	INV-VO049A	02/01/98	1	FN	250.00	5.00	245.00	D	
02/25/98	267-10633	COOK BROS	VO0102	INV-V0100	02/15/98	3	FN	2,550.25	50.00	2,500.25	D	
02/25/98	267-10633	COOK BROS	VO051A	INV-VO051A	02/15/98	1	FN	175.00	3.50	171.50	D	
03/02/98	267-10633	COOK BROS	VO0070	INV-VO0070	02/20/98	1	FN	250.00	5.00	245.00	D	
03/02/98	267-10633	COOK BROS	VO0090	INV-VO0090	02/20/98	3	FN	80.00	1.60	78.40	D	
03/02/98	267-10633	COOK BROS	VO0098	INV-VO0098	02/20/98	1	FN	400.00	8.00	392.00	D	
03/07/98	267-10633	COOK BROS	VO0079	INV-VO0079	02/25/98	1	FN	250.00	5.00	245.00	D	
03/07/98	267-10633	COOK BROS	VO0087	INV-VO0087	02/25/98	3	FN	85.25	1.60	83.65	D	
03/10/98	267-10633	COOK BROS	VO0094	INV-VO0094	02/28/98	1	FN	400.00	8.00	392.00	D	
03/20/98	267-10633	COOK BROS	VTS04A		03/10/98	1	FN	100.00	2.00	98.00	D	
03/22/98	267-10633	COOK BROS	VTS01A		03/12/98	1	FN	129.00	2.40	126.60	D	
03/22/98	267-10633	COOK BROS	VTS02A		03/12/98	1	FN	93.00	1.80	91.20	D	
03/24/98	267-10633	COOK BROS	VTS11A		03/14/98	1	FN	110.00	2.00	108.00	D	

You can use the Purchase Order Commitment Report to help forecast your long-range cash requirements, based on purchase orders and receipts not yet invoiced. The Cash Requirements Report lets you use past invoices to project anticipated payments for future payment periods.

By combining these reports, you can track all your cash commitments by the date on which liabilities are most likely to come due.

Higher Volume, Less Work

AP&PO simplifies last-minute decisions on what items to pay on a given check run or the handling of manually printed checks by offering the following features:

- A special override capability for last-minute changes on checks. This lets you hold or advance payments up to the time checks are produced and reduces the number of emergency, manually-generated checks required.
- The check sorting feature lets you specify which checks require special handling. In order to save post production handling time, AP&PO sorts these checks into different groups based on a handling code.
- Automatic assignments to a different bank for checks over a specific high dollar amount. This feature allows you to control your cash better and take advantage of any resulting extra float.
- Special controls to handle overflow. These are invaluable when you process more invoices than will fit on one remittance advice.
- Automated next check number retention for consecutive check runs.
- Vendor hold capability on the vendor record to permanently “hold” all vendor payments until the flag is turned off.

Sorting guarantees that checks requiring special approval will be directed to the appropriate person or department. Examples of sorting groups include:

- Checks over a given dollar limit
- Checks that contain overflow remittance advices
- Checks that require attachments
- Checks that require auditing before mailing

```

== CK == Check Pay/Hold Override ===== Co: AERI

Pay/Hold   Vendor#   Voucher   Partial Payment   Discount Amount

H          267-10633  VO0079
H          385-27360
P          267-10633  RP0002

Co To Change* AERI
M10 INPUT OK, DEPRESS ENTER KEY TO ACCEPT
ADD MODE

```

Using the Check Pay/Hold Override screen, you can make adjustments to your check cycle. Line 1 indicates a payment hold for Voucher VO0079 for Vendor 267-10633. Line 2 places a temporary hold on all payments to Vendor 385-27360. Line 3 indicates an early or forced payment for Voucher RP0002.

Streamlined Check Reconciliation Procedures

The AP&PO system gives you the ability to send a file to your bank that contains all your issued or voided checks, if the bank is to do the reconciliation. In addition, it contains a Check Reconciliation Module that can accept a cleared check tape from your bank and match it to the outstanding check file.

This module calculates the clearing time, reports missing check numbers and produces reports that clearly present the current status of outstanding checks.

ACH Payment

AP&PO facilitates EFT processing by allowing for automatic deposit of payment in lieu of printing a regular check. A deposit file is created in ACH format with transmittal coding for any company/bank combination. Payment notices for the vendor are automatically produced. A vendor can be flagged to receive normal checks or EFT deposits.

Easy Information Access

The system is designed to give you immediate access to all the current and past invoice information you need to:

- Handle vendor phone inquiries
- Answer managers' questions regarding charges to their departments
- Provide research data for management analysis
- Support duplicate invoice research
- Respond to auditor inquiries
- Resolve payment questions

AP&PO puts all of the information you need at your fingertips through a number of online screens and reports. You can immediately review current information online, or print reports that show current and historical data.

AP&PO gives you several information retrieval options: online inquiries, ad hoc queries, personal computer links and reports. You can determine the best means to access your data.

Online Inquiry

AP&PO has many pre-defined inquiry screens to help you access information by simply entering search criteria. To better meet your information retrieval needs, the system allows you to modify existing screens and create new ones.

```
== VS ==          == Voucher Summary By Vendor ===== Co: AERI

Vendor # 385-27360 Vendor Name          Invoice #          Check #
                                     Pay Status

-Invoice--  --Date-- Due Date D Vouchr Check # P -Gross Amount- Net Paid Amount
```

```

== VS == ACTIVE == Voucher Summary By Vendor ===== Co: AERI

Vendor # 385-27360 Vendor Name      Invoice #      Check #
      385-27360      LAWSONS CO      RPTPY-0001      56343
                               Pay Status

-Invoice-- --Date-- Due Date D Vouchr Check # P -Gross Amount- Net Paid Amount
RPTPY-0001 12/10/97 02/05/98 R60099 56343 D 1,075.00 2,150.00
261-593621 01/22/98 02/01/98 210012      P      167.03
      01/20/98 01/25/98 210016 56343 D 500.00 500.00
      01/20/98 01/25/98 210017 1659 0 650.00 650.00
EMP-256100 01/22/98 01/25/98 210018 56343 D 58.50 58.50
      01/23/98 01/25/98 210019      N
EMP-391621 01/10/98 01/25/98 210020 56343 D 506.75 506.75
UNM-832154 01/20/98 01/30/98 210040      D 10,436.00
UNM-832155 01/20/98 02/19/98 210041      D 2,200.00
UNM-832156 01/20/98 02/04/98 210042      D 29,800.00
                               45,393.28 3,865.25

```

```

== VS == ACTIVE == Voucher Summary By Vendor ===== Co: AERI

Vendor # 385-27360 Vendor Name      Invoice #      Check #
      385-27360      LAWSONS CO      RPTPY-0001      56343
                               Pay Status p

-Invoice-- --Date-- Due Date D Vouchr Check # P -Gross Amount- Net Paid Amount
      01/20/98 01/25/98 210016 56343 D 500.00 500.00
      01/20/98 01/25/98 210017 1659 0 650.00 650.00
EMP-256100 01/22/98 01/25/98 210018 56343 D 58.50 58.50
      01/23/98 01/25/98 210019      N
EMP-391621 01/10/98 01/25/98 210020 56343 D 506.75 506.75
                               1,715.25 1,715.25

```

You can answer most invoice status inquiries online by simply calling up the Voucher Summary screen and entering the vendor's number or name. You can then review all open and paid invoices on the same screen. Optionally, you can request only open or only paid invoices by entering a value in the status field.

Powerful System Tools

Sometimes pre-defined inquiry screens do not display information exactly as you need to see it. With AP&PO's easy-to-use, easy-to-understand online query facility, you can create ad hoc reports online. For example, you can define a specific question and format, then produce and view the answer immediately. You also can access:

- All accounts payable data instantly
- Data from other DDA systems that you are authorized to view
- Data from any non-DDA system, as long as it has been defined to the DDA Data Mapping facility

A Historical Note

Easy access to data files is useless if the information you need is not there. Because most systems only retain selected data once an invoice is paid, not having complete access to the appropriate historical information may cause problems.

AP&PO solves that problem by saving a complete copy of all file information in history files. You can control the amount of historical data that should be kept online for instant access, and what should be relegated to tape storage (where it may be readily accessed using the system's reporting programs). Online history is accessed on the same inquiry screens as the current master file data. There is a seamless transition to historical data. The system prompts you and displays the history level when accessing historical data. Historical data is not part of normal batch data, so retaining it does not extend batch cycle run time.

UNITED INDUSTRIES		INVOICE REGISTER				REPORT DATE 01/25/1998		PAGE 1					
COMPANY C200 REPORT APR41-2		BY CHECK NUMBER				RUN DATE 01/25/1998							
-----VENDOR-----		-----INVOICE-----		VOUCHR		P BA TY		CHECK		-----AMOUNTS-----			
NUMBER	NAME	NUMBER	DATE	NUMBER	DUE DATE	Y	NK	PE	NUMBER	GROSS	DISCOUNT	OPEN	PAID
NA-825174	NOAH		11/23/98	AA112	01/07/99	D	BA	1		100.00		100.00	
CN-003211	ANDREWS CO	LN-6542768	12/10/97	R13401	12/10/97	D	BA	03		1,600.00		1,600.00	
CN-003211	ANDREWS CO	LN-6542768	01/10/98	R13402	01/10/98	D	BA	03		1,600.00		1,600.00	
VN002	EVERYTHING	INV631A	11/22/98	VU631A	01/06/99	D	BA	1		175.00		175.00	
VN002	EVERYTHING	INV641A	11/22/98	VU641A	01/06/99	D	BA	1		575.00		575.00	
CN-003211	ANDREWS CO	BA-7665521	12/01/97	112010	12/21/97	D	BA	3		1,275.00	44.06	1,230.94	
VA-773675	VOLMER IND	EXP-472263	12/29/97	112011	03/15/98	D	ML	3		278.00	278.00		
CN-003211	ANDREWS CO	BA-7665892	11/10/97	112130	11/30/97	N	BA	3		126.00		126.00	
CN-003211	ANDREWS CO	BA-7665895	11/10/97	112131	12/25/97	N	BA	3		340.00		340.00	
CN-003211	ANDREWS CO	BA-7665922	11/11/97	112134	12/26/97	N	BA	3		229.00		229.00	
CN-003211	ANDREWS CO	BA-7665923	11/11/97	112135	12/21/97	N	BA	3		73.82		73.82	
CN-003211	ANDREWS CO	BA-7665957	12/12/97	112139	01/26/98	D	BA	3		737.00		737.00	
CN-003211	ANDREWS CO	BA-7665981	12/12/97	112140	01/26/98	D	BA	3		6.52		6.52	
CN-003211	ANDREWS CO	BA-7665958	12/12/97	112149	01/26/98	D	BA	3		1,478.00		1,478.00	
PA-107286	RIVERTON		01/25/98	310016	03/16/98	P	BA	3		543.00	16.29	526.71	
MT-050145	MITCHEL	IN3-786111	01/25/98	506126	03/11/98	D	BA	3		80.00		80.00	
MT-050145	MITCHEL	IN3-696142	01/25/98	506129	03/11/98	D	BA	3		375.15		375.15	
NA-825174	NOAH		01/23/98	506130	03/09/98	D	BA	3		19.00		19.00	
MT-050145	MITCHEL	INV-443567	01/20/98	506131	02/04/98	D	BA	1		237.25	4.75	232.50	
NA-825174	NOAH	INV-876334	01/20/98	506132	02/04/98	D	BA	1		2,975.00	59.50	2,915.50	
-----										11,736.74	370.02	11,366.72	
CK-NO													
CN-003211	ANDREWS CO		01/21/98	000001	01/04/98	D	BA	8	228	262.75			262.75
CN-003211	ANDREWS CO		01/21/98	310021	01/04/98	8	BA	8	228	261.93			261.93

CK-NO 228										.82			.82
CN-003211	ANDREWS CO		06/23/97	062388	01/25/98	D	BA	3	1358295	150.00	3.00		150.00

CK-NO 1358295										150.00	3.00		150.00
VA-773675	VOLMER IND	ADV-276534	12/15/97	R13101	01/25/98	D	BA	03	1358296	400.00	10.00		400.00

CK-NO 1358296										400.00	10.00		400.00
CN-003211	ANDREWS CO	INV-FW0001	12/20/97	RWV101	01/25/98	D	BA	3	1358297	1,600.00			1,600.00

CK-NO 1358297										1,600.00			1,600.00
CN-003211	ANDREWS CO	INV-FW0001	01/20/98	RWV102	01/25/98	D	BA	3	1358298	1,600.00			1,600.00

CK-NO 1358298										1,600.00			1,600.00
CN-003211	ANDREWS CO	VOID-00005	12/02/97	200005	12/06/97	D	BA	7	2111114	100.00			100.00

CK-NO 2111114										100.00			100.00

COMPANY C200										15,387.56	383.02	11,366.72	3,650.82

When you research old invoices, you may frequently rely on the Invoice Register. This report provides a complete list of open and paid invoices for any time period. By using different sort and total criteria, you can perform a variety of functions. For example, this version is sequenced and totaled by check number to help reconcile check totals during audits.

Accounting and General Ledger Interface

Designed to help make your accounts payable operations run smoothly, the system's advanced interface capabilities let you send data to your general ledger system almost effortlessly. For example, the system can be set up to:

- Work in conjunction with General Ledger. Even if you do not have the DDA General Ledger system, AP&PO can easily be modified to fit any general ledger system
- Tailor the account number to your format
- Interface an extraneous chart of accounts file to validate account numbers according to your definitions when entering vouchers and purchase orders
- Produce general ledger journal entry records in the format that your ledger requires



- Adapt reports to reflect your account number format
- Include as much descriptive data (check number, vendor number, employee number, descriptions and product code) as you need
- Simultaneously process items for two or more periods

If you have the DDA General Ledger system, you can drill down from entries in the GL system to detail items in the AP&PO system.

Closing Options

Some systems limit the number of times you may close your accounts payable books. AP&PO lets you close as often as you like. You can still enter invoices that should be charged to a prior period, even after you close.

The system supports either 12 or 13 accounting periods per year, and you may have as many periods open concurrently as you want. In addition, you have the option to perform cash or several types of accrual accounting.

Detailed Backup Information for Better Audit Trails

The system can pass as much detail to the ledger as you deem necessary. You can vary the amount of detail per account type. For example, while sending summaries on some balance sheet accounts, you can relay full details on expense items.

AP&PO retains all the information on each invoice item in a history file. This makes it extremely easy to retrieve information for audits and reports.

Most accounts payable systems send journals that reflect invoices received and checks paid to a general ledger system. Other entries must be generated manually, putting an extra burden on your department during closing.

AP&PO helps eliminate those extra tasks by sending a complete range of journal entries to general ledger systems. AP&PO generates:

- Accruals for goods received but not invoiced, which account for goods on hand
- Accruals for goods invoiced but not received which account for items shipped Freight On Board seller
- Variance entries that account for differences between purchase order and invoice prices
- Reversal entries that account for deleted invoices or cancelled checks
- Lost discount entries which account for invoices that are paid too late to receive the available discount
- Use tax accrual entries to account for taxes due, but not paid
- Withholding entries which reflect 1099 withholdings for vendors that require them
- Employee expense reversals against outstanding advances

System Interfaces

AP&PO directly interfaces with the DDA Project Accounting system. This system provides comprehensive monetary controls related to projects for which the purchasing authority has preset limits.

Project Accounting checks, in realtime, all project-related purchase orders and invoices, verifying that amounts do not exceed authorized limits. With Project Accounting you know whether you exceed an authorized amount before you issue a purchase order or accept an invoice.

In addition, the system saves you data-entry time by automatically sending detailed order and invoice information to Project Accounting. Although you only enter the information once, both systems are updated.

Purchasing

The DDA Purchasing Module can serve as a complete purchasing system or be used to match invoices to purchase orders and receipts. It may also be used with an existing purchasing system to track purchase orders which production systems are unable to process, such as non-inventory items or service orders.

Purchasing handles the complete purchasing cycle — from producing orders to handling payables. You benefit from more efficient handling of tasks such as:

Vendor Selection

Purchasing helps you select between vendors who offer the items you need.

Purchase Order Creation

Purchase orders or change orders are printed based on information supplied by the buyer. You can generate emergency purchase orders online instead of waiting for overnight printing.

Order Status Reporting

Purchasing provides information on open purchase orders for the requesting department.

Expediting and Late Item Reporting

The module reports upcoming deliveries and late shipments by item and due date to simplify expediting.

Receiving

Purchasing tracks and reports receipts and provides for partial receipts and returns.

Detail Receiver Tracking

The module allows you to keep track of, report on and match invoices to individual receivers.

Inspection

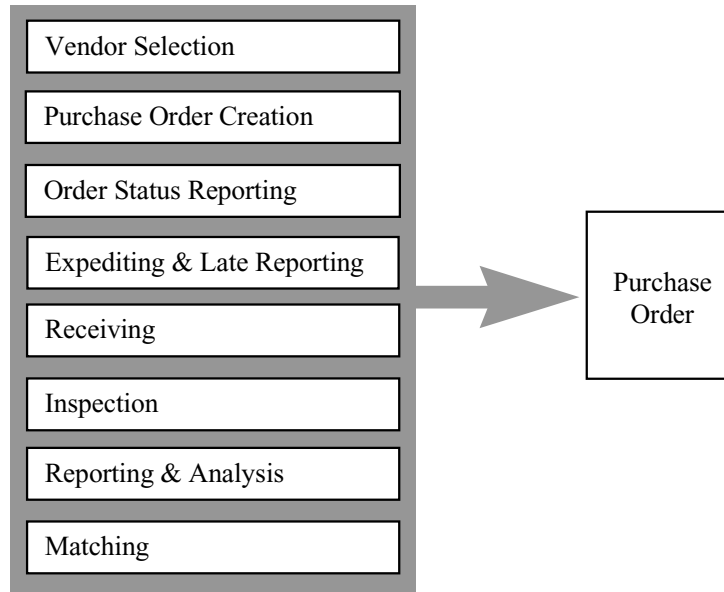
The module controls items that require inspection and quarantine.

Reporting and Analysis

Purchasing provides reports and inquiries on both open and closed purchase orders for analysis.

Matching

The module verifies in realtime that both receipts and invoices fall within an acceptable range of allowed variance from the order. You also can match an invoice to a particular receiver.



Creating Purchase Orders

Purchasing simplifies purchase order creation by using vendor file default information. In addition, you can create a purchase order from previously entered POs. Using this model order, you can easily call up a previously entered order and change variable data. Even extremely complex orders can be created in seconds. You decide whether to print purchase orders online for immediate response or in batch.

The system prints both original orders and change orders. It can handle up to 999 lines of freeform text relating to each line of the order, including header and trailer text.

```

== PE == Purchase Order Entry ===== Co: AERI Batch: REW

Vendor No: 267-10633 Name:

Action: Model-Ind: Vnd-Del: Ol Prt: Lnup:
Po Number* Date: Lines: Quantity:
Print/Reprnt: Rcvr Rcvr
Ship Via: Default Buyer Fob --Terms--- Mth Reqd Qty% Prc% $Amt Qty%
Inv To Vnd: Vendor:
Del To Vnd: This Po:
Approval1: Approval2: Approval3: Approval4:
Vend Default Dist:

Lin ----Item No---- -Quantity- -Unit Price- Um ----Distribution---- Dd Exp Dt A

-----Batch Control Totals----- -----Po Control Totals-----
Header: Ct: Po: Ct:
System: Ct: System: Ct:
ADD MODE
  
```

```

== PE == Purchase Order Entry ===== Co: AERI Batch: REW
COOK BROTHERS SUPPLIES INC.
Vendor No: 267-10633 Name: 6315 BROADWAY
267-10633 COOK BROS ROCHESTER NY 01372 Z32
Action: Model-Ind: Vnd-Del: Ol Prt: Lnup:
Po Number* Date: Lines: Quantity:
Print/Reprnt: Rcvr Rcvr
Ship Via: Default Buyer Fob --Terms--- Mth Reqd Qty% Prc% $Amt Qty%
Inv To Vnd: Vendor: DW N 2020 1045 N .080 .010 100 .999
Del To Vnd: This Po:
Approval1: Approval2: Approval3: Approval4:
Vend Default Dist: ACT-B-SUB-B-L2B-L3B-

Lin ----Item No---- -Quantity- -Unit Price- Um ----Distribution---- Dd Exp Dt A

-----Batch Control Totals----- -----Po Control Totals-----
Header: Ct: Po: Ct:
System: Ct: System: Ct:
ADD MODE
  
```

```

== PE == Purchase Order Entry ===== Co: AERI Batch: REW
                                COOK BROTHERS SUPPLIES INC.
Vendor No: 267-10633   Name:      6315 BROADWAY
                                267-10633   COOK BROS   ROCHESTER   NY 01372 Z32
Action:      Model-Ind:      Vnd-Del:      Ol Prt:      Lnup:
Po Number* G09812300   Date: 012598   Lines: 4   Quantity: 40.00
Print/Reprint:      Rcvr Rcvr      Rcvr
Ship Via:      Default Buyer Fob --Terms--- Mth Reqd Qty% Prc% $Amt Qty%
Inv To Vnd:      Vendor: DW   N 2020 1045   N .080 .010 100 .999
Del To Vnd:      This Po:
Approvall:      Approval2:      Approval3:      Approval4:
                                Vend Default Dist: ACT-B-SUB-B-L2B-L3B-

Lin  ----Item No---- -Quantity- -Unit Price- Um ----Distribution---- Dd Exp Dt A
1 TACKS                15.00      1.0000 EA
2 PUSHpins             5.00      24.0000 EA
3 PINUP BOARD         15.00      45.0000 EA
4 CHALK                5.00       .2500 EA

-----Batch Control Totals----- -----Po Control Totals-----
Header:      Ct:      Po:      40.00 Ct: 4
System:      40.00 Ct: 1 System: 40.00 Ct: 4
E52 INPUT OK, PRESS ENTER TO CONTINUE, USE PF5 AT EOD ADD MODE

```

To create a purchase order, simply enter the vendor number. The system automatically extracts any default information, such as Vendor Name, Payment Terms and any Variance associated with the vendor, from the vendor file and displays it on the screen. You can then enter descriptive information for each item ordered. The system will automatically page to the next screen for multi-item orders.

Control with Blanket Order Tracking

AP&PO gives you complete control over blanket purchase orders. The module incorporates several options that allow you to:

Generate Releases from Blanket Orders

You save time because you do not have to enter vendor information on a release; all of the vendor information is already in the system.

Gain Control over Commitments

You do not have to worry about going over budget or past expiration date. The system automatically reports when these guidelines are exceeded so you always know the status of your blanket orders.

Open a Closed Blanket Order

It is easy to extend or make changes to your blanket orders, so you do not have to set up new ones.

Set Limits on Blanket Orders

When you have multiple items on a single blanket order, you need to guard against spending too much on one line item. The system enables you to enter limits on the

blanket order header and detail line, as well as on the purchase order release. This gives you maximum control over price exceptions.

Quickly Assess Your Position

Blanket order reporting options are almost unlimited. You may choose from reports that summarize blanket order details according to your criteria, or create your own report formats for a concise record of all activity.

The Item Master

If everything you purchased was a one-time buy, you would not need an item database. But because most purchases are repeated, having descriptive buying source and control information on the system can be invaluable. The Item Master file is a comprehensive, easily maintained resource that places a wealth of information at your fingertips. Any item you order, from parts to services, is recorded in the Item Master. When you create a purchase order, blanket order or requisition, simply enter the item number. All the vendor and detail facts will be displayed immediately. The Item Master allows you to:

Revise, Update and Compare Information Quickly and Accurately

When you need to make inquiries or changes, you can retrieve the most recent information with just a few keystrokes.

Maintain Information on Multiple Vendors

Because you may not always buy the same item from the same vendor, the Item Master provides a full list of vendors that carry the items you need.

Assign as Many as Three Alternate Items

To help you maintain inventory controls, the Item Master allows you to easily identify alternate items for unavailable items.

Change Item Codes with Ease

You can quickly change codes, yet retain the old code for audit purposes.

Requisition Tracking

Requisition tracking can be time-consuming — especially if the people in your approval cycle are located in different buildings or branches.

AP&PO allows you to electronically monitor the progress of each requisition. You enter requisitions using simple online screens and may store up to four different approvers per requisition. The system assigns the next approver and forwards the requisition accordingly.

You can review requisitions for similar items online, anytime and create purchase orders using the same information on the requisition to save entry time and reduce the possibility of entry errors.

You may also choose from a wide selection of standard reports — from quick status summary to a detailed list by approval status and purchase order number.

Order Status Reporting

You can obtain status information on specific items or an entire order through inquiries or reports. The system allows you to sequence reports in different ways to provide order analysis by any combination of vendor, product, buyer, delivery data, project, destination or account distribution.

Expediting and Late Item Reporting

AP&PO reports future delivery dates for items on order, and gives you the information needed to expedite items.

The system periodically audits orders for late items and produces a report that shows late delivery, late or incomplete shipments and late or missing invoices.

Receiving

It is easy to record the receipt of goods, because AP&PO only requires limited input. This is particularly important when the receiving function is dispersed and system familiarity is limited. It can handle partial receipts and back orders, goods in transit and goods damaged or otherwise defective.

Inspection

Some goods require inspection or quarantine before they can be officially accepted. The system helps you track these goods by indicating their shipping and inspection status, so you can monitor inventory as well as payment.

The matching function approves payments only when the goods clear inspection or quarantine. Rejects are recorded to provide accurate statistics on vendor quality performance.

AMERICAN ENERGY RESOURCES INC.		ORDER STATUS BY PART				REPORT DATE 01/25/1998		PAGE 1										
COMPANY AERI REPORT APR22-2		BY DUE DATE				RUN DATE 01/25/1998												
PART NUMBER		DESCRIPTION				UNIT EA												
-----VENDOR-----		-----PURCHASE-----				-----PRICE-----		EXP/REC/		-----QUANTITIES-----		DYS						
NUMBER	NAME	PART NUMBER	UN	CONV	BUY	ORDER	ITM	ORDERED	FOB	BILLED	SHP	DTE	T	ORDERED	RECEIVD	OPEN	LTE	
900-10628	SMITH,JOHN					APO-50006	1	10.25	Y					75		75	22	
900-10628	SMITH,JOHN					GK APO-50012	1	1,365.20	Y	1,365.20				530		530	4	
267-10633	COOK BROS					GK APO-50016	998	115.00	Y					25	10.42	14.58		
385-27360	LAWSONS CO					BM APO-50005	1	.10	N					1000		1000		
267-10633	COOK BROS	2VCX198	BX	4	LW	APO-50001	1	.50	N					160		160		
267-10633	COOK BROS					PB APO-50004	1	.01	N	.01				2500		2500		
267-10633	COOK BROS					DW APO-50008	1	2.50	N	2.50				120		120		
267-10633	COOK BROS					1 DW APO-50020	998	75.00	N					150	150			
385-27360	LAWSONS CO					1 PB APO-50013	1	35.0240	Y					45	45		5	
385-27360	LAWSONS CO					PB APO-50013	998	35.0240	Y					1335		1335		
385-27360	LAWSONS CO					BM APO-50007	1	1.02	N	1.02				742		742		
267-10633	COOK BROS					DW PO-TSX01	1	.50	N	.50				500		500		
267-10633	COOK BROS					DW PO-TSX02	1	500.00	N									
267-10633	COOK BROS					DW PO-TSX03	1	1.00	N					100		100		
267-10633	COOK BROS					DW PO-TSX11	1	300.00	N									
267-10633	COOK BROS					DW PFW-01	1	1.00	N					100		100		
PART NUMBER ABC-XYZ		DESCRIPTION				UNIT EA												DYS
-----VENDOR-----		-----PURCHASE-----				-----PRICE-----		EXP/REC/		-----QUANTITIES-----		DYS						
NUMBER	NAME	PART NUMBER	UN	CONV	BUY	ORDER	ITM	ORDERED	FOB	BILLED	SHP	DTE	T	ORDERED	RECEIVD	OPEN	LTE	
267-10633	COOK BROS					1 DW P00001	1	5.00	N	5.00	01/28/98R			18	5	13		
PART NUMBER BLUE TABLETS		DESCRIPTION				UNIT EA												DYS
-----VENDOR-----		-----PURCHASE-----				-----PRICE-----		EXP/REC/		-----QUANTITIES-----		DYS						
NUMBER	NAME	PART NUMBER	UN	CONV	BUY	ORDER	ITM	ORDERED	FOB	BILLED	SHP	DTE	T	ORDERED	RECEIVD	OPEN	LTE	
267-10633	COOK BROS					DW P00041	1	5.00	N		02/17/98E			80		80		
PART NUMBER CMR-CB2-5691835		DESCRIPTION APO-50010 DESC				UNIT EA												DYS
-----VENDOR-----		-----PURCHASE-----				-----PRICE-----		EXP/REC/		-----QUANTITIES-----		DYS						
NUMBER	NAME	PART NUMBER	UN	CONV	BUY	ORDER	ITM	ORDERED	FOB	BILLED	SHP	DTE	T	ORDERED	RECEIVD	OPEN	LTE	
385-27360	LAWSONS CO	K27351RB	TN	25	LW	APO-50010	1	.75	N		02/24/98E			756		756		
PART NUMBER CNP-321-598		DESCRIPTION 2X8 INGOTS				UNIT LD												DYS
-----VENDOR-----		-----PURCHASE-----				-----PRICE-----		EXP/REC/		-----QUANTITIES-----		DYS						
NUMBER	NAME	PART NUMBER	UN	CONV	BUY	ORDER	ITM	ORDERED	FOB	BILLED	SHP	DTE	T	ORDERED	RECEIVD	OPEN	LTE	
900-10628	SMITH,JOHN	C71-N9-351	LD	24	GK	APO-50003	1	1.25	Y	1.25	02/01/98E			75		75		

The Order Status By Part Report displays opened and closed orders, the age of late receipts and ordered and invoiced prices for side-by-side comparison. You may sequence the report by delivery data, buyer, vendor, ordering location or other fields.

The summary shows all purchase orders or just selected ones. You decide how much historical information you want to include.

Detail Receiver Tracking

While the ability to track the total quantity received against a purchase order line is useful for matching purposes, there are situations when having more receiver detail is necessary. You might need information on each specific receiver to control complex situations such as multiple partial receipts for a single line item. It is also helpful to perform matching by associating an invoice to a particular receiver.

Detail Receiver Tracking allows you to maintain, report on and match to individual receivers. You do not lose the ability to see the total amount received for a PO item, because the system still maintains that information. Extensive information on each receipt is stored separately.



If a receiver is entered before purchase order information is in the system, the receipt is tracked and held for matching when the order is finally entered.

If you wish to bypass detail matching and use the invoice information as receipt information for a particular purchase order or purchase order line, you may specify that invoice entry implies receipt. This is helpful in processing invoices for services for which there may be no receiver.

Purchasing Reporting and Analysis

The system provides you with detailed information on all issued purchase orders and lets you perform inquiries or produce reports that help your purchasing managers analyze this information. The standard system reports can contain information from both current and historical purchase order files.

For example, you can retrieve the necessary information to show all of the purchases for a specific part number, as well as purchases by vendor, buyer, project or location. You can select which purchase orders will appear on your reports and the sequence in which they will appear.

== RA == Receiving Notice - Quick Entry ===== Co: AERI Batch:						
Po-No:	Receiver*			Rcvr-Line-To-Chg*		
Rcv-Date:	Pkg-Slip:			Shipped-Via:		
Shp-Date:	Frt-Bill:			Bypass-Match:		
Action:	Tot-Pkgs:					
----- Details -----						
Po-No:	Po-Ln:	Item-No:	Desc:			
Rcvr-Ln:	Rcv:	Shp:	Rej:	Uom:		
	Bo:	Byp-Mtch:	Rej:	Dock-Loc:	Act:	
Po-No:	Po-Ln:	Item-No:	Desc:			
Rcvr-Ln:	Rcv:	Shp:	Rej:	Uom:		
	Bo:	Byp-Mtch:	Rej:	Dock-Loc:	Act:	
Po-No:	Po-Ln:	Item-No:	Desc:			
Rcvr-Ln:	Rcv:	Shp:	Rej:	Uom:		
	Bo:	Byp-Mtch:	Rej:	Dock-Loc:	Act:	
Batch-Tot:	Shp:	Rcv:	Rej:			
Sys-Tot:	Shp:	Rcv:	Rej:			
ADD MODE						

```

== RA == Receiving Notice - Quick Entry ===== Co: AERI Batch:

Po-No: APO-50002      Receiver*                Rcvr-Line-To-Chg*
Rcv-Date:            Pkg-Slip:                Shipped-Via:
Shp-Date:            Frt-Bill:                Bypass-Match:
Action:              Tot-Pkgs:
-----
Details -----
Po-No: APO-50002  Po-Ln: 1  Item-No: PNX-15-2786-287  Desc: LOAD IRONS
Rcvr-Ln:          Rcv:          Shp:          Rej:          Uom:
Bo:          Byp-Mtch:          Rej:          Dock-Loc:          Act:

Po-No:           Po-Ln:          Item-No:          Desc:
Rcvr-Ln:         Rcv:          Shp:          Rej:          Uom:
Bo:          Byp-Mtch:          Rej:          Dock-Loc:          Act:

Po-No:           Po-Ln:          Item-No:          Desc:
Rcvr-Ln:         Rcv:          Shp:          Rej:          Uom:
Bo:          Byp-Mtch:          Rej:          Dock-Loc:          Act:

Batch-Tot:      Shp:          Rcv:          Rej:
Sys-Tot:       Shp:          Rcv:          Rej:

ADD MODE

```

```

== RA == Receiving Notice - Quick Entry ===== Co: AERI Batch: OIU

Po-No: APO-50002      Receiver* ARC-500002      Rcvr-Line-To-Chg*
Rcv-Date: 012598      Pkg-Slip:                Shipped-Via:
Shp-Date:            Frt-Bill:                Bypass-Match:
Action:              Tot-Pkgs:
-----
Details -----
Po-No: APO-50002  Po-Ln: 1  Item-No: PNX-15-2786-287  Desc: LOAD IRONS
Rcvr-Ln: 1  Rcv:          1.00  Shp:          Rej:          Uom:
Bo:          Byp-Mtch:          Rej:          Dock-Loc:          Act:

Po-No:           Po-Ln:          Item-No:          Desc:
Rcvr-Ln:         Rcv:          Shp:          Rej:          Uom:
Bo:          Byp-Mtch:          Rej:          Dock-Loc:          Act:

Po-No:           Po-Ln:          Item-No:          Desc:
Rcvr-Ln:         Rcv:          Shp:          Rej:          Uom:
Bo:          Byp-Mtch:          Rej:          Dock-Loc:          Act:

Batch-Tot:      Shp:          Rcv:          Rej:
Sys-Tot: 1  Shp:          Rcv:          1.00  Rej:

M10 INPUT OK, DEPRESS ENTER KEY TO ACCEPT

ADD MODE

```

During the first phase of the receiver entry process, you enter a purchase order number and the system displays information for each item on the order. In the second phase, you enter the quantity received for each item. Any rejected items or short shipments may also be entered at this time.

Purchase Order Summary Screens

Using a purchase order number or vendor number as a key, you gain a quick overview of the purchase order status. You can also access more detailed information on any line by requesting a detail item inquiry. Additionally, you can also define the screen to access the file by part number or other keys.

```

== PS == ACTIVE == Purchase Order Item Summary ===== Co: AERI

Purchase Order 275-82976                Vendor No  Vendor Name
                                      385-27360  LAWSONS CO

Lin ---Item No--- Vendor-Part-No  ---Description--- Qty-Ordered  Qty-Received
1 PNX-15-2736-0          2X6 INGOTS          600.00      600.00
2 PNX-15-2738-2          BACK PINS           800.00
3 PNX-15-2742-1          ALLOY TUBS         1700.00     1600.00
4 PNX-15-2786-2  GRB2972-7PLN020  CRUDE BARS         4000.00     4000.00
5 PNX-15-2786-2  GRV0060-9PBN040  2X8 INGOTS          800.00      802.00
                                      7900.00     7002.00
    
```

```

== PV == ACTIVE == Purchase Orders By Vendor ===== Co: AERI

Vendor No: 385-27360    Purchase Order No: #          Vnd Name: LAWSONS CO

Po-Number Line  Qty-Ordered  Qty-Received  Qty-Rejected  Expected Bo
APO-50002   1      36.00        1.00          01/29/98  B
APO-50005   1     1000.00
APO-50007   1      742.00
APO-50010   1      756.00
APO-50013   1      45.00        45.00        5.00      02/20/98  B
APO-50013  998     1335.00
136-74638   1      500.00        500.00
136-74638   2      200.00        200.00
136-74638   3      450.00        400.00
136-74638   4       50.00
136-74638   5      600.00        300.00
136-74638   6      200.00
136-74638   7      400.00
136-74638   8     1200.00     1200.00     100.00    12/01/97  B
275-82976   1      600.00        600.00
275-82976   2      800.00
275-82976   3     1700.00     1600.00
    
```

These screens show the type of information you can retrieve using the Purchase Order Summary.

Matching

Matching is one of the most significant areas for cost-effectiveness in integrated accounts payable and purchasing systems.

Studies show that within the accounts payable area alone, the matching process consumes as much as 70 percent of an accounts payable processor's time. With automatic matching, the time required is drastically reduced, giving your staff the freedom to perform other tasks.

AP&PO stores information on purchase orders, receipts and invoices so you do not have to manually match these documents.

The system determines whether the proper number of items is received for each document. It also verifies that invoices are authorized by purchase orders and reports any missing invoices. You can also match an invoice to a specific receiver.

In addition, AP&PO reports any invoice prices that do not match purchase order prices. You may designate an acceptable tolerance range for matching discrepancies by company, vendor, item or order. The system reports all discrepancies, but applies to the master file, with matching error flag, the respective receiver or invoice outside the tolerance range.