



**Report Assistant  
for  
Microsoft Dynamics™ SL  
Accounts Payable Module**

Last Revision: June 15, 2006

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# HOW TO USE THIS MANUAL

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Flexible reporting is an important part of a company's ability to effectively operate their business. This manual is intended to assist you with flexible reporting in the Dynamics SL Accounts Payable module. This manual is useful during the creation or modification of reports in the Crystal Report writer. The manual is divided into three parts:

**Sort and Select Statements** – The first section describes the differences between Sort statements and Select statements. This manual also describes each of the parameters that can be used in a sort or select statement and gives examples of how to use each parameter. This section should be a good reference for users struggling when deciding the Operator to use, or whether to use a Select statement or a Sort statement.

At the end of this section, a **Possible Values Chart** has been included. The chart displays values stored in Dynamics SL for some of the more common fields in the Accounts Payable module. For example, document type values, batch status values, document status values, etc. When performing Sort and Select statements, you may not be sure of the values for some of these types of fields. The section displays some common fields with possible values.

**Data Field Illustrations** – The second section contains a picture of data entry screens and maintenance screens for the Accounts Payable module. There is a reference for each field in the screen noting the table and field where the data from the field is stored in the Dynamics SL data files, as noted through the Customization Manager module. For example, when entries are made in the **Manual Check Entry** (03.030.00) screen, the ID of the vendor specified in the Vendor ID field is stored in the Apdoc table, in a field named vendid. The illustration in the second section of this guide of the **Manual Check Entry** (03.030.00) screen includes a reference to the Vendor ID field, noting the value for the field is stored in Apdoc.vendid.

When printing a report, determining the field to be used in a Sort or Select statement is not always easy. You may know the field where the data was entered in a screen, but you are unsure of what the field is called and the table where the field is stored. With the information in this section, you can quickly determine the entry needed in the Sort or Select Field.

**Report Information** – The third section contains pertinent information about each report in the Accounts Receivable module. The following information is contained in the section:

**Master table** – When using Sort and Select statements for printing reports, knowing the master table name is important. If the field chosen for the Sort and Select statement is from the master table, the result can be faster report processing and more accurate results.

**Sort order** – If a report is sorted differently than designed, report totals and subtotals may be inaccurate. Knowing the fields the report currently uses for the sort order may help you produce accurate reports when using sort statements.

**Report name as stored in Crystal** – If you need to access the report for modification or copying, having the report name is important. Many reports have multiple formats available, which makes determining the correct report to retrieve more difficult.

**Sort/select field examples** – A table is included with Sort and Select fields for many of the more commonly used report filters for each report.



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# **SORT AND SELECT STATEMENTS**

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### Overview

Each of Dynamics SL's report screens includes a Sort tab and a Select tab that allows you to specify parameters used to limit the information included on reports. This section is intended to assist you with using these Sort and Select options.

What is the difference between a Sort statement and a Select statement? Select statements limit the records to be included in a report. For example, if you enter a Select statement to include only one Customer ID in a report, only records meeting the specified criteria is included in the report. If no records are found to match the Select parameters entered, the report still prints, but no data is displayed.

Sort statements modify the sort order of the report. The report still contains all of the data that is in the original report, but the Sort statement changes the order of the records when the records are printed.

You can create multiple Sort and Select statements in one report.

The Sort and Select tabs are available for all reports. However, the available fields for Sort and Select statements vary based on the tables associated with the report.

When creating Sort and Select statements, be aware that the results might not always be what you expect. Reports are written with specific grouping criteria and sort orders. When other fields are entered for Sort or Select parameters, the report may not print or total properly. Section 3 of this manual details the master table and default sort order for each report.

### Select Statements

As noted earlier, a Select statement is used to limit the records to be included in a report. A Select statement is similar to a filter. The Select tab is used to specify fields, operators, and values that control the records to be included in the report.

The Select tab contains multiple rows, with four fields per row. These four fields include: Field, Operator, Value and Boolean. These fields are discussed below, along with examples.

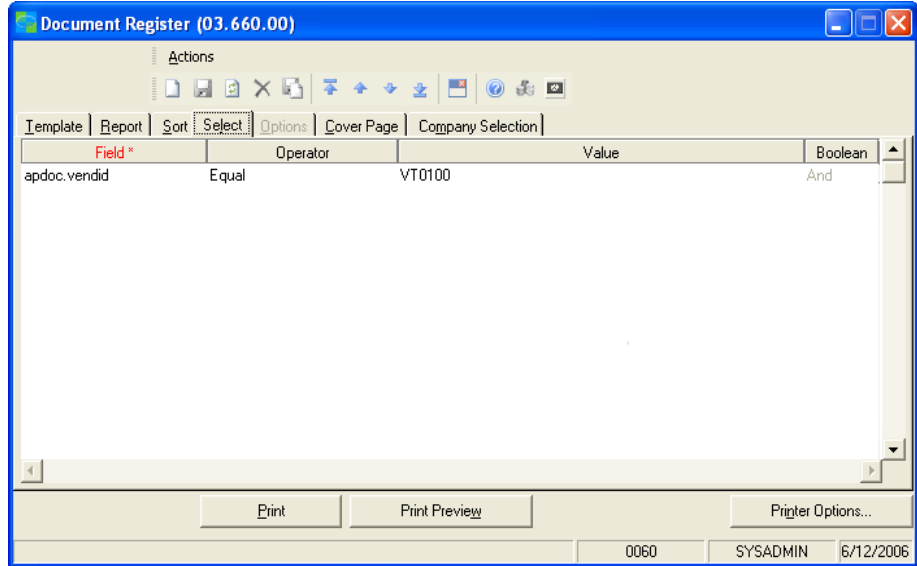


FIGURE 1 – SELECT TAB

**Field**

The Field field is used to specify the table and field name to be used to filter the records in the report. In the Field area, you can use Dynamics SL’s F3 inquiry function to view a list of available tables and fields for the report. Sections 2 and 3 of this guide can be used as a reference for these field names.



***NOTE:** The list of available fields may include fields that are not used in the report. If you use a field in the Select statement that is not used in the report, you may get a blank report. See Section 3 for examples of fields commonly used for Sort and Select statements for each report.*

Occasionally, you may need to add a field to the Field list to use in a Select statement. Adding the ROI SELECT function to the report through Crystal Reports can be used to add the field. Refer to Technical Bulletin 2426 for information on this process.



***NOTE:** ROI stands for Report Options Interpreter.*

### Operator

The Operator field controls the type of filter to apply to the records when the system is gathering data for the report.

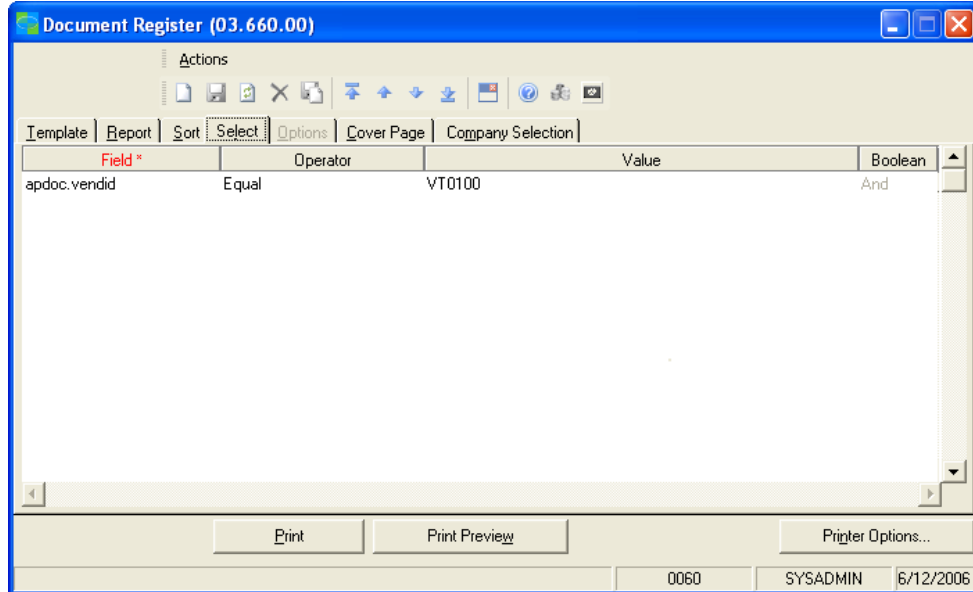


FIGURE 2 – SELECT TAB

### Begins with

The Begins With Operator is useful when you need a report for a group of records with a common factor. For example, if you need a report including vendors with a Vendor ID that begins with V001, the following statement is used.

Field	Operator	Value	Boolean
Apdoc.vendid	Begins With	V001	And

### Between

Use Between when the report needs to only include records between a beginning and ending range. In the Value field, separate the first and second values with a comma or and. In the following example, the report includes data for vendors with IDs of V00101 through V00108, inclusive.

Field	Operator	Value	Boolean
Apdoc.vended	Between	V00101, V00108	And
Apdoc.vendid	Between	V00101 and V00108	And



**NOTE:** When using between, the report includes records matching the first and second values specified. For example, V00101 and V00108 are included in the report.

**Contains**

The Contains Operator is used to select records that have a specified value in a field. In the following example, the statement used displays records for vendors that have Inc. in the name.

Field	Operator	Value	Boolean
Vendor.name	Contains	Inc.	And

**Equal**

Use Equal for an exact match. In the following example, only records for vendor V00101 are included in the report.

Field	Operator	Value	Boolean
Apdoc.vendid	Equal	V00101	And

**Greater than**

Greater than is used to include records larger (higher) than the value specified. In the following example, only vendors with Year to Date purchases greater than \$5,000 are included in the report.

Field	Operator	Value	Boolean
Aphist.ytdpaymt	Greater than	5000	And

**Greater than or equal to**

Greater than or equal to is used to include records containing the value specified, as well as records greater than the value. In the following example, vendors with Year to Date purchases of \$5,000 are included in the report, along with vendors with Year to Date purchases greater than \$5,000.

Field	Operator	Value	Boolean
Aphist.ytdpurch	Greater than or equal to	5000	And

**In**

The In Operator works similarly to the Equal Operator, but allows you to specify multiple items in the Value field. In the example below, records for vendor V00101, V00108, and V00142 are included in the report. If there are no records for one of the values specified, the record does not print. However, records for the other two values still print on the report.

Field	Operator	Value	Boolean
Vendor.vendid	In	V00101,V00108,V00142	And

## Is NULL

Using the Is NULL Operator includes records on the report where the selected field is empty. In the example below, the report includes transactions where no entry has been typed in the invoice number field. When using Is NULL, the Value field must be left blank.



*NOTE: The Is NULL operator is not applicable with this version of Dynamics SL.*

Field	Operator	Value	Boolean
Apdoc.invenbr	Is NULL		And

## Is not NULL

Is not NULL works the opposite of the Is NULL Operator. Is not NULL is used to include items on a report where a specified field is populated. In the example below, the report prints only transactions that have a value in the invoice number field.



*NOTE: The Is not NULL operator is not applicable with this version of Dynamics SL.*

Field	Operator	Value	Boolean
Apdoc.invenbr	Is not NULL		And

## Less than

The Less than Operator is the opposite of the Greater than Operator. The Less than Operator is used to select records where a specified field is less than the amount in the Value field. In the example below, the report includes vendors with total balances less than \$2,000.

Field	Operator	Value	Boolean
Vr_03670d.currbal	Less than	2000	And

## Less than or equal to

The Less than or equal to Operator works the same as the Less than Operator. The Less than or equal to Operator also includes records with a value equal to the amount in the Value field. In the example below, the report includes vendors with balances of \$2,000 or less.

Field	Operator	Value	Boolean
Vr_03670d.currbal	Less than or equal to	2000	And

**Not between**

The Not between Operator is used to print a report for values outside a particular range. For example, if you need a report that includes vendors with current balances less than \$2,000 or more than \$10,000, the following statement is used.

Field	Operator	Value	Boolean
Vr_03670d.currbal	Not between	2000, 10000	And
Vr_03670d.currbal	Not between	2000 and 10000	And



*NOTE: When using Not Between, the report does not include records matching the beginning and ending values entered. For example, vendors with current balances of \$2,000 or \$10,000 are not included in the report.*

**Not contains**

The Not contains Operator is used to exclude data from a report with broad specifications. For example, if you wanted to exclude all vendors that do not have Dear in the Salutation field. Note that any vendor with Dear in the Salutation field is excluded.

Field	Operator	Value	Boolean
Vendor.salut	Not contains	Dear	And

**Not equal**

The Not equal Operator is used to exclude specific data from a report. For example, the report excludes all transactions with a document type of VC (Void Check).

Field	Operator	Value	Boolean
Apdoc.doctype	Not equal	VC	And

**Not in**

The Not in Operator is similar to the Not equal Operator, but allows you to specify multiple items in the Value field. In the example below, the report excludes transactions with document types of VC or HC (Void Check and Hand Check).

Field	Operator	Value	Boolean
Apdoc.doctype	Not in	VC, HC	And

## Value

The Value field is used to specify data that Dynamics SL uses to compare with when selecting records to be included or excluded in the report. The previous section includes many examples for the Value field. However, there are additional functions available.



**NOTE:** The Value field is limited to seventy (70) characters.

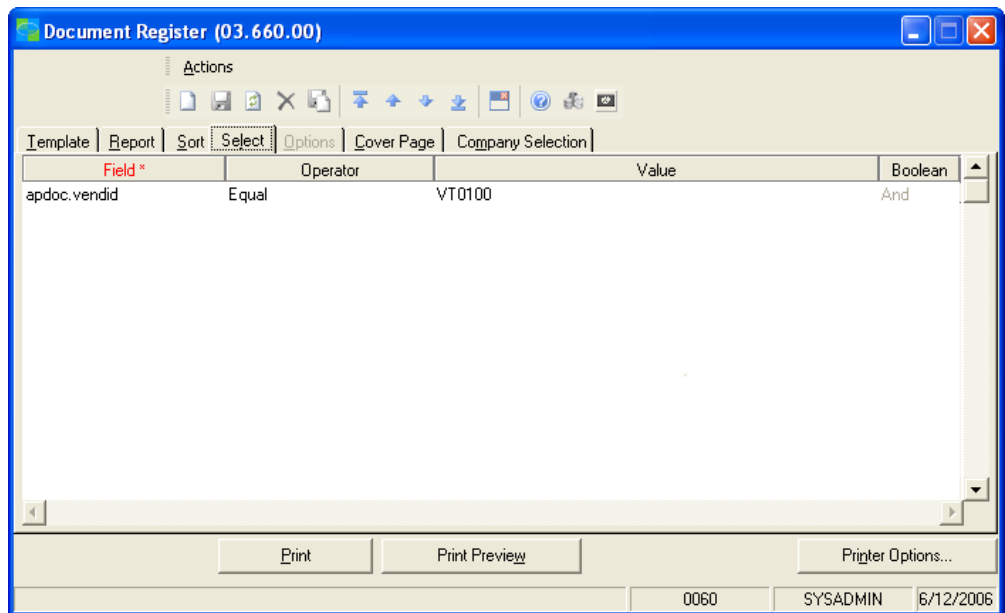


FIGURE 3 – SELECT TAB



**NOTE:** The Possible Values section on page 23 contains helpful information about values for True and False fields, Active and Inactive fields, checkboxes, etc.

**Wildcards**

Dynamics SL supports the use of wildcards in the Value field of select statements. In the following example, the report includes all transactions where the Subaccount begins with 101. For example, 1010A, 1012A, 1012B, and 1010AB.

Field	Operator	Value	Boolean
Aptran.sub	Equal	101??	And

A question mark (?) is used when one character needs to be masked. In the above example, subaccount 1010AB is not included in the report. When multiple characters need to be masked, an asterisk (\*) is used. By changing the value in the previous example to the following example, Dynamics SL returns all transactions with subaccounts beginning with 101.

Field	Operator	Value	Boolean
Aptran.sub	Equal	101*	And

**Date Values**

When using date values, you need to include the forward slashes (/) in the date. Quotes are not necessary. The month and day may be typed with or without leading zeroes, and the year may be typed with 2 or 4 characters.

Field	Operator	Value	Boolean
Apdoc.paydate	Greater than	01/30/2006	And
Apdoc.paydate	Less than	2/7/06	And

### **Dashes and Other Special Characters**

Many fields in Dynamics SL may contain dashes or other special characters that require special consideration when specifying values for Sort and Select statements. Sometimes the values must be specified with the special characters and other times not.

The governing factor is whether the special characters must be typed during regular data entry. For example, if you have subaccounts that have been set up with multiple segments, the segments may be separated with dashes or other characters. During data entry, the system fills the separator for you. When making an entry for subaccount 05-25, you only need to type 0525 in the data entry screen. In this case, if you want to use subaccount 05-25 as a Value for a Select statement, the entry is 0525, without the dash.

In other instances, the special characters may be required. For example, Inventory IDs can be set up with only one segment, and then dashes can be used in the ID field when creating Inventory IDs. In this case, since the dash is not a separator between segments, the dash must be typed during data entry and when used in a Select statement.

For items such as phone numbers, zip codes, and social security numbers, the system supplies the special characters during data entry. Therefore, the characters do not have to be typed during data entry or when used in Select statements.

In general, the way to test that special characters need to be specified is to open a screen where the item is typed. If you do not have to type the special characters during data entry, then you do not specify the characters in the Select statement.

**Fiscal Periods**

Special care must be taken when using fiscal periods in Select statements. In many of the report screens, there are fields used to specify the fiscal periods to be included in the report. The fiscal period(s) typed in the report screen are used to select the data based on the Period to Post associated with document or transactions.

In the Select tab, parameters can be specified to select data based on Period Entered, Period Closed, Period to Post, etc. If the report screen includes fields for restricting the periods to be reported, and you specify a select statement for Period to Post with a different Period to Post, the report is blank because the data cannot meet both criteria.

For example, the **Check Register** (03.630.00) report has fields in the report screen to specify beginning and ending fiscal periods. If you type 01-2006 in both fields, the report includes only transactions posted to 01-2006. If you specify the following select statement in the Select tab, the report is blank:

Field	Operator	Value	Boolean
Aptran.perpost	Equal	200602	And

However, the following Select statement is allowable. Although the statement is based on a field with a fiscal period value, the statement is searching for items entered in other periods.

Field	Operator	Value	Boolean
Aptran.perpost	Less than	200601	And

Although fiscal periods are displayed in screens and reports as month then year (01-2006), the values are stored in the data files as year, then month. Therefore, fiscal periods must be typed in Select statements as shown in the examples above.

### Boolean

Often, you may need to specify more than one Select statement in order to print the needed information on the report. The Boolean value defines how multiple Select statements are used simultaneously.

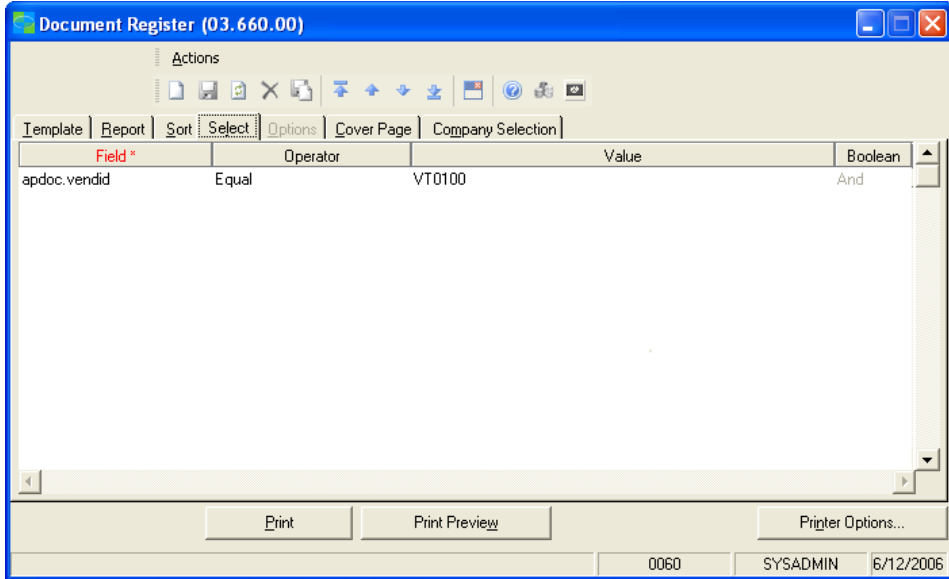


FIGURE 4 – SELECT TAB



**NOTE:** The And Boolean on the first line is inactive. The first Boolean is used to join this select criteria to the existing select criteria of the report defined in the Crystal Report Writer.

**AND** – When And is used for the Boolean value, each record included in the report must match the values for both Select statements. In the example below, the resulting report includes only transactions for the VO document type with a pay date greater than 01/31/2006.

Field	Operator	Value	Boolean
Apdoc.doctype	Equal	VO	And
Apdoc.paydate	Greater than	01/31/2006	And

**OR** – When Or is used for the Boolean value, records are included in the report if the records meet the specifications of one of the select statements. In the example below, records are included in the report if either the pay date or the due date is less than 2/5/06.

Field	Operator	Value	Boolean
Apdoc.duedate	Less than	2/5/06	And
Apdoc.paydate	Less than	2/5/06	Or

Boolean values can be used to create multiple criteria select statements. This feature allows you to narrow report results as needed. For example, if you need a report showing document type of VO, a due date after 01/31/2006, with reference numbers greater than 000534, use the following example to accomplish this report.

Field	Operator	Value	Boolean
Apdoc.doctype	Equal	VO	And
Apdoc.duedate	Greater than	1/31/06	And
Apdoc.refnbr	Greater than	000534	And

## Sort Statements

The Sort tab contains multiple rows, with five fields per row. When creating Sort statements, the following five fields are used: Field, Sort Type, Sort Ascending, Page Break, and Total Break.

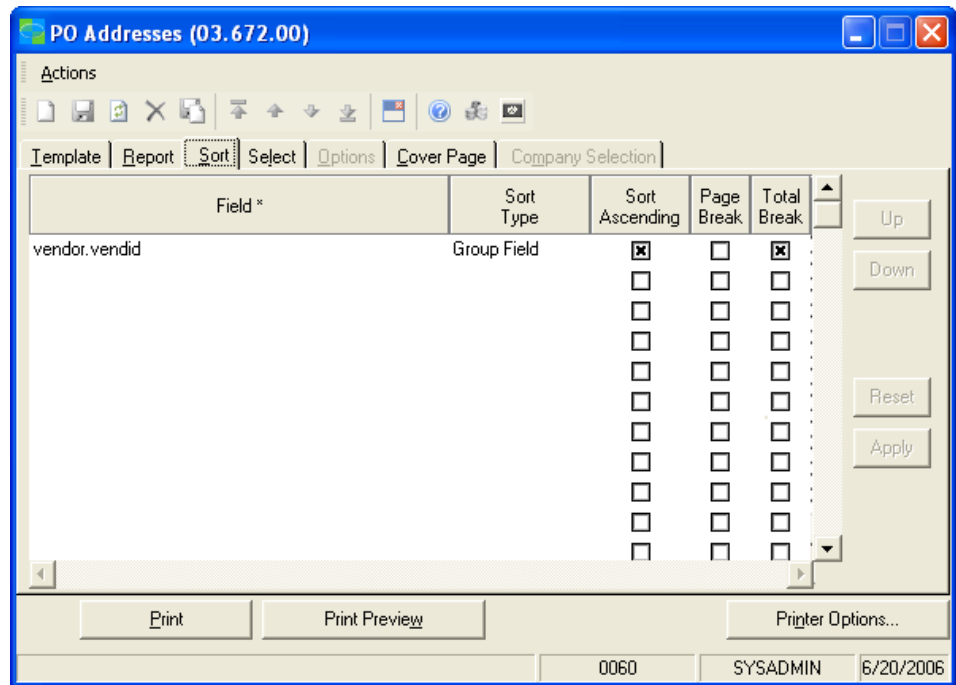


FIGURE 5 – DEFAULT SORT TAB FOR PO ADDRESSES

### Field

The sort Field is used to specify the table and field name that you want to use for the sort. For example, the **PO Addresses (03.672.00)** report is designed to sort by Vendor ID. If you want to sort the report by the State instead of the Vendor ID, you must specify the following information in the Sort statement.

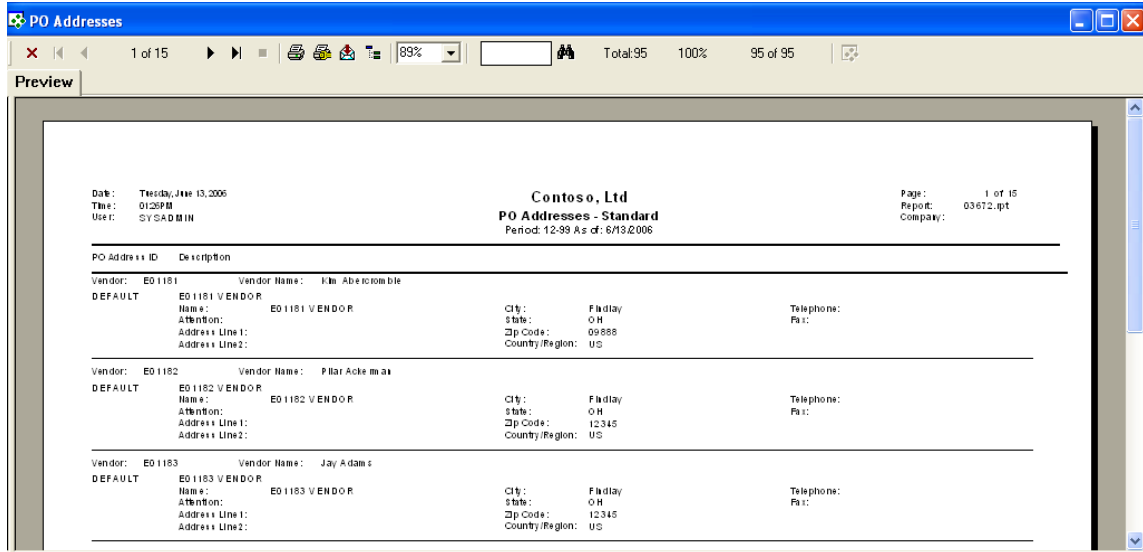


FIGURE 6 – PO ADDRESSES WITH DEFAULT SORT CRITERIA

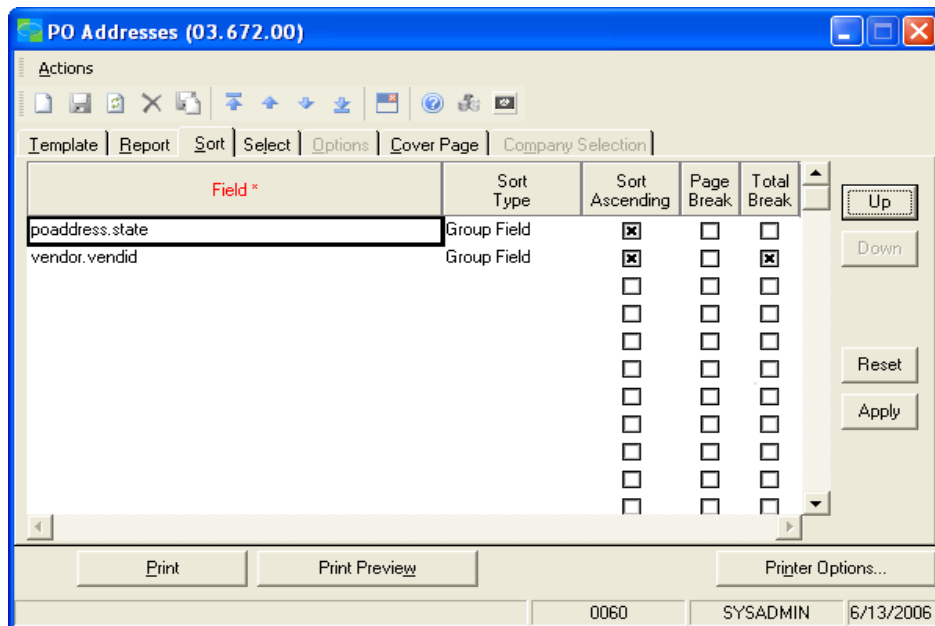


FIGURE 7 – SORT TAB SETTING FOR SORTING PO ADDRESSES BY STATE

**Contoso, Ltd**  
 PO Addresses - Standard

Date: Tuesday, June 13, 2006  
 Time: 01:24PM

Page: 1 of 13  
 Report: 03672.rpt

PO Address ID	Description	City	State	Zip Code	Country/Region
010	Head Office	Seattle	WA	98101	US
DEFAULT	Head Office	Seattle	WA	98101	US
010	Region 1000	Seattle	WA	98101	US
DEFAULT	Region 1000	Seattle	WA	98101	US

FIGURE 8 – PO ADDRESSES WITH SORT ON STATE INSTEAD OF VENDID



**NOTE:** When in the Field field, you can use Dynamics SL's F3 inquiry function to view a list of available tables, views, and fields associated with the report. Sections 2 and 3 of this guide can also be used as a reference for field names.

### Sort Type

The Sort Type field describes the type of field identified in Field field. Group Field indicates that the field is a report group that allows page and total breaks. Sort Field indicates that the report data is sorted by the values in the field, within existing groups. Groups are always processed first, followed by Sort fields.

### Sort Ascending

The Sort Ascending field is used to specify whether the values are sorted in ascending or descending order. To sort a report in ascending order, check the Sort Ascending field. To sort a report in descending order, do not check the Sort Ascending field.

### Page Break

Checking the Page Break field causes the report to begin a new page whenever the value in the Sort Field changes. The Page Break option is useful if you want to print the information associated with a vendor, one per page.

For example, if the first two digits of a four digit subaccount designate the departments of the company, and you want to print the **AP Transactions** (03.640.00) report for each department manager. The following Sort criterion prints all of the account information for the first subaccount, performs a page break, and prints the account information for the second subaccount.

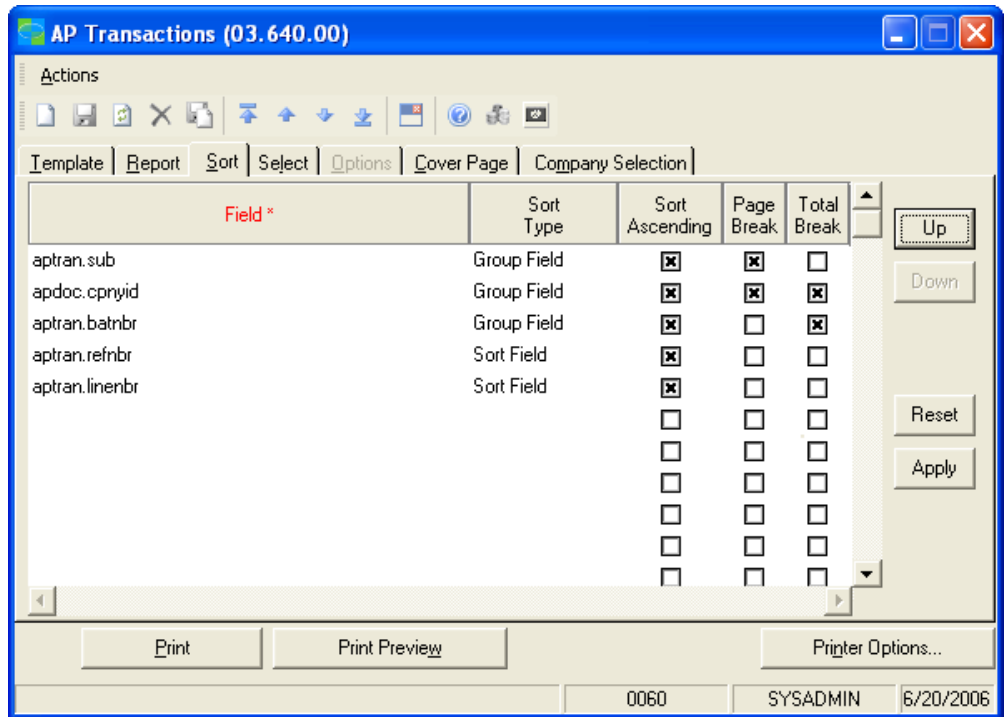


FIGURE 9 – AP TRANSACTIONS WITH PAGE BREAKS BY SUBACCOUNT

**AP Transactions**

Date: Tuesday, June 13, 2006  
 Time: 01:20 PM  
 User: SYSADMIN

**Contoso, Ltd**  
**AP Transactions - Batch Number**  
 Period: 12-99 As of: 6/13/2006

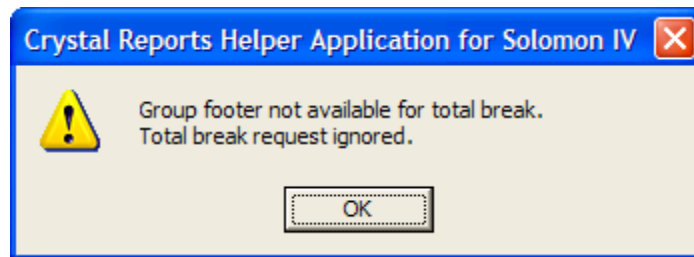
Page: 2 of 11  
 Report: 036408.rpt  
 Company: 0060

Batch	Company ID	Tran Type	Pd Ent	Ref No	Tran Date	Vendor ID	1099 Box	Unit	Transaction Description	Project	PC Tran Status	Qty	Unit Price	Debit Amount	Credit Amount
01100AA00001															
000092	0060	CK	12-99	000018	12/1/99	VT0100						0		24,683.00	0.00
000092	0070	CK	12-99	000018	12/1/99	VT0100						0		1,067.50	0.00
000092	0060	DT	12-99	000018	12/1/99	VT0100						0		0.00	21.35
000092	0060	DT	12-99	000018	12/1/99	VT0100						0		0.00	0.00

FIGURE 10 – AP TRANSACTIONS WITH PAGE BREAK

### Total Break

The Total Break field is used to change the total grouping of a report. There are two important factors to keep in mind when creating Total Breaks. First, the report must already have total rows included in the report. If the report is not written with a total row, the following message appears when you try to process a report with a Total Break:



The second factor to keep in mind is that you need to specify a sort order for the field or the Total Break does not calculate. Usually you specify the field for the Total Break as the first sort order.



**AP Transactions**

Date: Tuesday, June 13, 2006  
Time: 01:45 PM  
User: SYSADMIN

**Contoso, Ltd**  
**AP Transactions - Batch Number**  
Period: 12-99 As of: 6/13/2006

Page: 1 of 9  
Report: 036408.rpt  
Company: 0060

Batch	Company ID	Tran Type	Post Date	Ref No	Tran Date	Vendor ID	Unit	Transaction Description	Project	PC Tran Status	QTY	Unit Price	Debit Amount	Credit Amount
<b>E01181</b>														
000124	0060	HC	12-99	000023	6/10/2005	E01181						0	100.00	0.00
						EN-230-0-00-00-0		E01181 K/M Abercrombie				0.000		
000124	0060	HC	12-99	000023	6/10/2005	E01181						0	0.00	100.00
						01-100-AA-0-00-1		E01181 K/M Abercrombie				0.000		
000127	0060	ZC	12-99	000024	3/24/2006	E01181						0	0.00	0.00
						EN-230-0-00-00-0		E01181 K/M Abercrombie				0.000		
000127	0060	ZC	12-99	000024	3/24/2006	E01181						0	0.00	0.00
						01-100-AA-0-00-1		E01181 K/M Abercrombie				0.000		
000118	0060	VO	12-99	000097	10/13/2003	E01181		EA				2	10.00	0.00
						00-000-00-0-00-0		user specified test item				5.000		
000118	0060	VO	12-99	000097	10/13/2003	E01181						0	0.00	10.00
						EN-230-0-00-00-0		E01181 K/M Abercrombie				0.000		
000123	0060	VO	12-99	000102	6/10/2005	E01181			CO 123000	1		0	100.00	0.00
						CO-000-00-00-00-0		E01181 K/M Abercrombie	0000000			0.000		
000123	0060	VO	12-99	000102	6/10/2005	E01181						0	0.00	100.00
						EN-230-0-00-00-0		E01181 K/M Abercrombie				0.000		
000126	0060	VO	12-99	000104	3/24/2006	E01181			0	0		0	100.00	0.00
						EN-000-0-00-00-0		E01181 K/M Abercrombie				0.000		
000126	0060	VO	12-99	000104	3/24/2006	E01181						0	0.00	100.00
						EN-230-0-00-00-0		E01181 K/M Abercrombie				0.000		
000126	0060	AD	12-99	000105	3/24/2006	E01181			0	0		0	0.00	100.00
						EN-000-0-00-00-0		E01181 K/M Abercrombie				0.000		
000126	0060	AD	12-99	000105	3/24/2006	E01181						0	100.00	0.00
						EN-230-0-00-00-0		E01181 K/M Abercrombie				0.000		
<b>Batch Total:</b>													410.00	410.00
<b>Company Total:</b>													410.00	410.00

FIGURE 13 – AP TRANSACTIONS WITH TOTAL BREAK ON VENDRID



**CAUTION:** The Total Break does not always work properly. Therefore, review the report carefully if you have selected a Total Break.

### Up and Down Buttons

The Up and Down buttons located on the right side of the Sort Tab allows you to change the hierarchy of the sort commands. Clicking the Up button moves the sort command higher in the list. Clicking the Down button moves the sort command lower in the sort order list.

### Reset Button

Click the Reset button to restore the default grouping and sorting criteria from the report. This feature allows you to make changes and, if you do not like the changes, to reset the original values.

### Apply Button

Click the Apply button to implement the changes you have made for this specific report generation.

## Possible Values Chart

The Value that is stored in a field might not always be obvious. The following chart is intended to assist with values that are stored in some of the Accounts Payable fields. The Value/Format field is the value you specify in the Value field of a Select statement.

Field	Value/Format
Vendor Status	
Active	A
Hold	H
One Time	O
Date fields	01/05/2006 or 01/05/06
Period fields such as Period to Post, Period Entered, etc.	200603
Fiscal Year fields	2006
Document Type	
Voucher	VO
Debit Adjustment	AD
Credit Adjustment	AC
Recurring Vouchers	RC
Checks	CK
Manual Checks (hand checks)	HC
Void Checks	VC
Zero Checks	ZC
Stub Checks	SC
Document Status	
Active Voucher	A
Hold Voucher	H
Voided Voucher	V
Voiced Check	V
Outstanding Check	O
Cleared Check	C
Batch Status:	
On Hold	H
Balanced (release later status)	B
Released – Not posted to GL	U
Released – Posted to GL	P
Released – Doesn't effect GL	C
Partially Released	S
Voided	V
Deleted	D

Dynamics SL stores several fields as True/False fields using the values of 1 for True and 0 for False.

When a value is a True or False, such as the Released field, Dynamics SL stores True as a 1 and False as a 0.

If a field has a value of Yes or No, Dynamics SL stores Yes with a value of 1 and No with a value of 0.

If the field is a checkbox, the value is stored as a 1 if the field is checked, and the value is stored as 0 if the field is not checked.



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# DATA FIELD ILLUSTRATIONS

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### Overview

The information in this section contains a screen illustration of the data entry screens and most maintenance screens in the Accounts Payable module. The information in this section is very useful when performing Sort and Select statements, writing reports in Crystal Reports, using SQL statements to verify information, or using ODBC.

Each screen displays with a callout box indicating the table and field name where the data is stored as noted in the Fieldname field on the **Property Window** of the Customization Manager module. Some data is stored in multiple tables and fields. Additional tables and fields may be noted in the callout box. However, there may be additional tables or fields where the data is stored.



**NOTE:** Some fields in data entry and maintenance screens are calculated or temporary fields specifically for the screen. These fields, designated by the text *Calculated or Temporary*, are not stored in the database. Since these fields are calculated or temporary, these fields do not appear in Sort and Select inquiry lists, in Crystal Reports tables, or field lists.

### Voucher and Adjustment Entry - Screen 03.010.00

**Labels on the left side:**

- Batch.batnbr
- Aptran.batnbr
- Apdoc.batnbr
- Batch.perpost
- Aptran.perpost
- Apdoc.perpost
- Apdoc.refnbr
- Apdoc.doctype
- Aptran.trantype
- Apdoc.terms
- Apdoc.curyorigdocamt
- Apdoc.origdocamt
- Apdoc.curydiscbal
- Apdoc.discbal
- Aptran.cpnycid
- Aptran.linetype
- Aptran.acct
- Aptran.projectid
- Aptran.taskid
- Aptran.sub
- Aptran.noteid
- Company.cpnycid

**Labels on the right side:**

- Apdoc.invcnbr
- Apdoc.s4future02
- Apdoc.prepay\_refnbr
- Batch.curydrtot
- Batch.drtot
- Batch.curyctrltot
- Batch.ctrltot
- Apdoc.invcdate
- Apdoc.curydocbal
- Apdoc.docbal
- Apdoc.discdate
- Apdoc.duedate
- Apdoc.paydate
- Aptran.qty
- Aptran.extrefnbr
- Aptran.taxcat
- Aptran.taxidflt
- Aptran.employeeid
- Aptran.labor\_class\_cd
- Aptran.pc\_flag
- Aptran.curytranamt
- Aptran.tranamt

**Labels at the bottom:**

- Apdoc.lccode
- Aptran.unitdesc
- Aptran.curyunitprice
- Aptran.unitprice
- Aptran.trandesc
- Aptran.invtid
- Aptran.boxnbr

**Internal Labels within the interface:**

- Batch.noteid
- Apdoc.vendid
- Aptran.vendid
- Apdoc.status
- Batch.status
- Calculated
- Apdoc.docdate
- Apdoc.ponbr
- Apdoc.s4future02
- Batch.curydrtot
- Batch.drtot
- Batch.curyctrltot
- Batch.ctrltot
- Apdoc.invcdate
- Apdoc.curydocbal
- Apdoc.docbal
- Apdoc.discdate
- Apdoc.duedate
- Apdoc.paydate
- Aptran.qty
- Aptran.extrefnbr
- Aptran.taxcat
- Aptran.taxidflt
- Aptran.employeeid
- Aptran.labor\_class\_cd
- Aptran.pc\_flag
- Aptran.curytranamt
- Aptran.tranamt

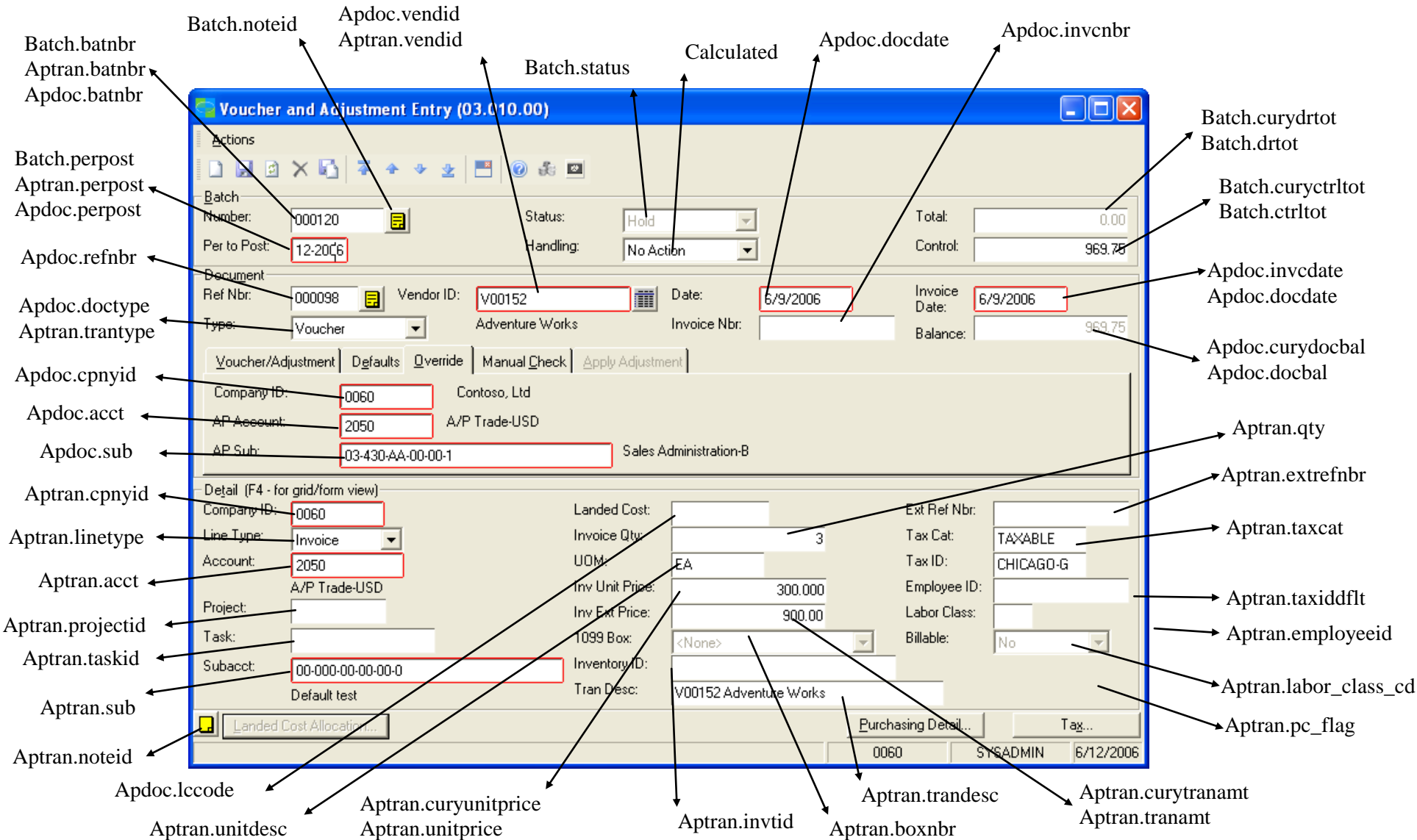
# Report Assistant – Accounts Payable

**Defaults Tab**

Annotations and field names:

- Batch.batnbr
- Aptran.batnbr
- Apdoc.batnbr
- Batch.noteid
- Apdoc.vendid
- Aptran.vendid
- Batch.status
- Calculated
- Apdoc.docdate
- Apdoc.invcnbr
- Batch.curydrtot
- Batch.drtot
- Batch.curyctrltot
- Batch.ctrltot
- Apdoc.invcdate
- Apdoc.curydocbal
- Apdoc.docbal
- Apdoc.s4future11
- Apdoc.masterdocnbr
- Aptran.qty
- Aptran.extrefnbr
- Aptran.taxcat
- Aptran.taxidflt
- Aptran.employeeid
- Aptran.labor class cd
- Aptran.pc\_flag
- Aptran.noteid
- Aptran.lccode
- Aptran.curyunitprice
- Aptran.unitprice
- Aptran.invtid
- Aptran.trandesc
- Aptran.boxnbr
- Aptran.curytranamt
- Aptran.tranamt
- Vendor.status
- Apdoc.projectid
- Vendor.lccode
- Aptran.cpnid
- Aptran.linetype
- Aptran.acct
- Aptran.projectid
- Aptran.taskid
- Aptran.sub
- Aptran.lccode
- Aptran.unitdesc
- Aptran.curyunitprice
- Aptran.unitprice
- Aptran.invtid
- Aptran.trandesc
- Aptran.boxnbr
- Aptran.curytranamt
- Aptran.tranamt

Override Tab



# Report Assistant – Accounts Payable

## Manual Check Tab

The screenshot displays the 'Manual Check Tab' interface with the following fields and their associated variable names:

- Batch Information:**
  - Batch Number: 000118 (Batch.batnbr, Aptran.batnbr, Apdoc.batnbr)
  - Per to Post: 12-2006 (Batch.perpost, Aptran.perpost, Apdoc.perpost)
  - Status: Hold (Batch.status)
  - Handling: No Action
- Document Information:**
  - Ref Nbr: 000096 (Apdoc.refnbr)
  - Vendor ID: V00152 (Apdoc.vendid, Aptran.vendid)
  - Date: 6/9/2006 (Apdoc.docdate)
  - Invoice Date: 6/9/2006 (Apdoc.invcdate)
  - Invoice Control: 969.75 (Apdoc.curydocbal, Apdoc.docbal)
- Check Information:**
  - Check Number: 000444 (Apdoc.applyrefnbr, Apdoc.applydate, Apdoc.applyamt)
  - Check Date: 6/9/2006 (Apdoc.applydate)
  - Check Amount: 969.75 (Apdoc.applyamt)
  - Check Acct: 1030 (Apcheckacct.acct)
  - Checking Subacct: 01-100-AA-00-00-1 (Apcheckacct.sub)
- Detail (F4 - for grid/form view):**
  - Company ID: 0060 (Aptran.cpnid)
  - Line Type: Invoice (Aptran.linetype)
  - Account: 2050 (Aptran.acct)
  - Project: (Aptran.projectid)
  - Task: (Aptran.taskid)
  - Subacct: 00-000-00-00-00-0 (Aptran.sub)
  - Landed Cost: (Aptran.noteid)
  - Invoice Qty: 0 (Aptran.qty)
  - UOM: EA (Aptran.extrefnbr)
  - Inv Unit Price: 300.000 (Aptran.taxcat)
  - Inv Ext Price: 909.00 (Aptran.taxidflt)
  - 1099 Box: <None> (Aptran.employeeid)
  - Inventory ID: (Aptran.labor\_class\_cd)
  - Tran Desc: V00152 600 Series Wide Lateral (Aptran.pc\_flag)
  - Tax Cat: TAXABLE (Aptran.taxcat)
  - Tax ID: CHICAGO-6 (Aptran.taxidflt)
  - Employee ID: (Aptran.employeeid)
  - Labor Class: (Aptran.labor\_class\_cd)
  - Billable: No (Aptran.pc\_flag)
- Footer/Summary:**
  - Company: 0060 (Aptran.cpnid)
  - User: SYSADMIN (Aptran.cpnid)
  - Date: 6/12/2006 (Aptran.cpnid)

Apply Adjustment Tab

The screenshot shows the 'Voucher and Adjustment Entry' window with the following fields and labels:

- Batch Information:**
  - Batch.noteid (points to Batch Number)
  - Batch.batnbr (points to Batch Number)
  - Aptran.batnbr (points to Batch Number)
  - Apdoc.batnbr (points to Batch Number)
  - Batch.perpost (points to Per to Post)
  - Aptran.perpost (points to Per to Post)
  - Apdoc.perpost (points to Per to Post)
  - Batch.curydrtot (points to Total)
  - Batch.drtot (points to Total)
  - Batch.curyctrltot (points to Control)
  - Batch.ctrltot (points to Control)
- Document Information:**
  - Apdoc.refnbr (points to Ref Nbr)
  - Apdoc.doctype (points to Type)
  - Aptran.trantype (points to Type)
  - Apdoc.docdate (points to Date)
  - Apdoc.invcdate (points to Invoice Date)
  - Apdoc.curydocbal (points to Balance)
  - Apdoc.docbal (points to Balance)
- Vendor and Invoice Information:**
  - Apdoc.vendid (points to Vendor ID)
  - Aptran.vendid (points to Vendor ID)
  - Batch.status (points to Status)
  - Calculated (points to Invoice Nbr)
  - Apdoc.invcnbr (points to Invoice Nbr)
  - Aptran.qty (points to Invoice Qty)
- Company and Account Information:**
  - Aptran.cpnycid (points to Company ID)
  - Aptran.linetype (points to Line Type)
  - Aptran.acct (points to Account)
  - Aptran.projectid (points to Project)
  - Aptran.taskid (points to Task)
  - Aptran.sub (points to Subacct)
  - Aptran.noteid (points to Subacct)
- Inventory and Pricing Information:**
  - Apdoc.lccode (points to Landed Cost)
  - Aptran.unitdesc (points to UQM)
  - Aptran.curyunitprice (points to Inv Unit Price)
  - Aptran.unitprice (points to Inv Unit Price)
  - Aptran.invtid (points to Inventory ID)
  - Aptran.trandesc (points to Tran Desc)
  - Aptran.curytranamt (points to Inv Ext Price)
  - Aptran.tranamt (points to Inv Ext Price)
  - Aptran.boxnbr (points to 1099 Box)
- Tax and Employee Information:**
  - Aptran.extrefnb (points to Ext Ref Nbr)
  - Aptran.taxcat (points to Tax Cat)
  - Aptran.taxidflt (points to Tax ID)
  - Aptran.employeeid (points to Employee ID)
  - Aptran.labor\_class\_cd (points to Labor Class)
  - Aptran.pc\_flag (points to Billable)

## Tax – Subscreen of Voucher and Adjustment Entry

The screenshot displays the 'Tax' subscreen with two main sections: 'Current Detail' and 'Document Totals'. Each section contains a table with columns for Tax ID, Taxable, and Tax. The 'Current Detail' section shows a Tax ID of 'CHICAGO-G' and values of 0.00 for Taxable and Tax. The 'Document Totals' section also shows a Tax ID of 'CHICAGO-G' and values of 0.00 for Taxable and Tax. A 'Doc Tax Total' field is also present, showing 0.00. The 'Current Detail Row' is set to 1. An 'OK' button is located at the bottom right of the window.

Labels and arrows point to the following fields:

- Aptran.taxid00 (Tax ID: CHICAGO-G)
- Aptran.curytxblamt00 (Taxable: 0.00)
- Aptran.curytaxamt00 (Tax: 0.00)
- Aptran.curytaxamt01 (Taxable: 0.00)
- Aptran.curytxblamt01 (Taxable: 0.00)
- Aptran.taxid01 (Tax ID: CHICAGO-G)
- Aptran.curytaxamt02 (Taxable: 0.00)
- Aptran.curytxblamt02 (Taxable: 0.00)
- Aptran.taxid02 (Tax ID: CHICAGO-G)
- Aptran.curytaxamt03 (Taxable: 0.00)
- Aptran.curytxblamt03 (Taxable: 0.00)
- Aptran.taxid03 (Tax ID: CHICAGO-G)
- Apdoc.taxid00 (Tax ID: CHICAGO-G)
- Apdoc.curytxbltot00 (Taxable: 0.00)
- Apdoc.curytaxtot00 (Tax: 0.00)
- Apdoc.curytaxtot01 (Taxable: 0.00)
- Apdoc.curytxbltot01 (Taxable: 0.00)
- Apdoc.taxid01 (Tax ID: CHICAGO-G)
- Apdoc.curytaxtot02 (Taxable: 0.00)
- Apdoc.curytxbltot02 (Taxable: 0.00)
- Apdoc.taxid02 (Tax ID: CHICAGO-G)
- Apdoc.curytaxtot03 (Taxable: 0.00)
- Apdoc.curytxbltot03 (Taxable: 0.00)
- Apdoc.taxid03 (Tax ID: CHICAGO-G)
- Taxcalc.curydoctottax (Doc Tax Total: 0.00)
- Calculated (Current Detail Row: 1)



**NOTE:** When you view these fields in the Customization Manager, the table displayed for all of the fields is the Taxcalc table. The fields above are the fields the amounts are stored once a voucher is saved.



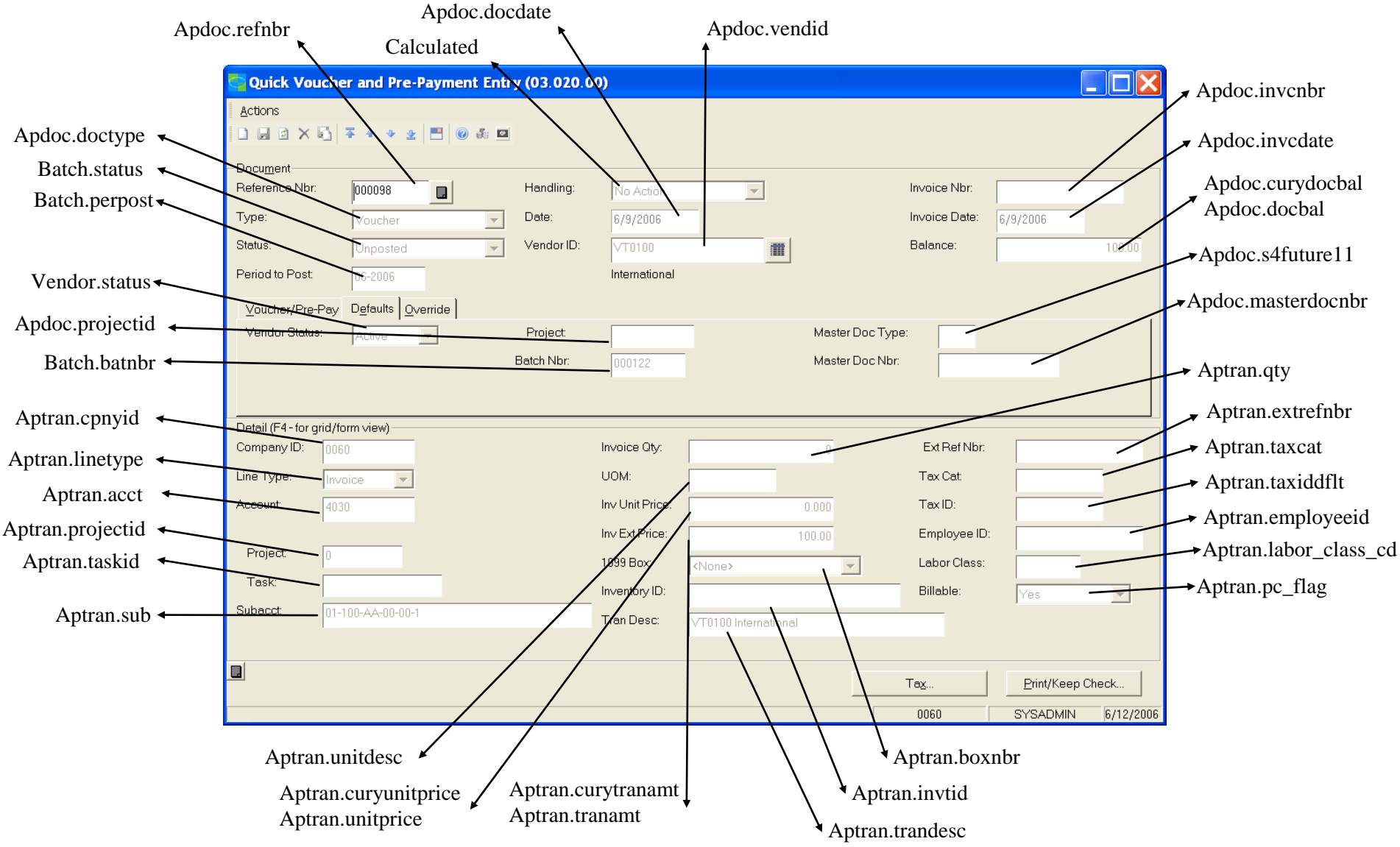
## Quick Voucher and Prepayment – Screen 03.020.00

The screenshot displays the 'Quick Voucher and Pre-Payment Entry (03.020.00)' window. The interface is divided into several sections: a top header, a main data entry area, and a bottom section for invoice details. Arrows from external labels point to specific fields within the interface.

**Field Labels and their corresponding interface elements:**

- Apdoc.refnbr**: Points to the 'Voucher' field (value: 000098).
- Apdoc.docdate**: Points to the 'Date' field (value: 6/9/2006).
- Apdoc.vendid**: Points to the 'Vendor ID' field (value: VT0100).
- Apdoc.ponbr**: Points to the 'Pre-Payment PO Nbr' field.
- Company.cpnyid**: Points to the 'Company ID' field (value: 0060).
- Apdoc.doctype**: Points to the 'Type' dropdown (value: Voucher).
- Batch.status**: Points to the 'Status' dropdown (value: Unposted).
- Batch.perpost**: Points to the 'Period to Post' field (value: 06-2006).
- Apdoc.terms**: Points to the 'Terms' dropdown (value: 2/10 Net 30).
- Apdoc.curyorigdocamt**: Points to the 'Original Amount' field (value: 00.00).
- Apdoc.origdocamt**: Points to the 'Original Amount' field (value: 00.00).
- Apdoc.curydiscbal**: Points to the 'Discount' field (value: 2.00).
- Apdoc.invcnbr**: Points to the 'Invoice Nbr' field.
- Apdoc.invcdate**: Points to the 'Invoice Date' field (value: 6/9/2006).
- Apdoc.curydocbal**: Points to the 'Balance' field (value: 100.00).
- Apdoc.docbal**: Points to the 'Balance' field (value: 100.00).
- Apdoc.discdate**: Points to the 'Disc Date' field (value: 6/19/2006).
- Apdoc.duedate**: Points to the 'Due Date' field (value: 7/9/2006).
- Apdoc.paydate**: Points to the 'Pay Date' field (value: 6/19/2006).
- Aptran.qty**: Points to the 'Invoice Qty' field (value: 0).
- Aptran.cpnyid**: Points to the 'Company ID' field (value: 0060).
- Aptran.linetype**: Points to the 'Line Type' dropdown (value: Merchandise Purchases).
- Aptran.acct**: Points to the 'Account' field (value: 100-AA-00-00-1).
- Aptran.projectid**: Points to the 'Project' field (value: Administration-Controller).
- Aptran.taskid**: Points to the 'Task' field.
- Aptran.sub**: Points to the 'Subacct' field.
- Aptran.unitdesc**: Points to the 'Tran Desc' field (value: VT0100 International).
- Aptran.curyunitprice**: Points to the 'Inv Unit Price' field (value: 0.000).
- Aptran.unitprice**: Points to the 'Inv Unit Price' field (value: 0.000).
- Aptran.curytranamt**: Points to the 'Inv Ext Price' field (value: 100.00).
- Aptran.tranamt**: Points to the 'Inv Ext Price' field (value: 100.00).
- Aptran.invtid**: Points to the 'Inventory ID' field (value: <None>).
- Aptran.trandesc**: Points to the 'Tran Desc' field (value: VT0100 International).
- Aptran.boxnbr**: Points to the '1099 Box' dropdown (value: <None>).

Defaults Tab



# Report Assistant – Accounts Payable

## Override Tab

The screenshot shows the 'Quick Voucher and Pre-Payment Entry (03.020.00)' window. The 'Override' tab is active, showing various input fields for document and voucher details. Red boxes highlight specific fields, and arrows point from these fields to labels outside the window.

**Document Fields:**

- Reference Nbr: 000099 (Label: Apdoc.refnbr)
- Date: 6/12/2006 (Label: Apdoc.docdate)
- Vendor ID: VT0100 (Label: Apdoc.vendid)
- Invoice Nbr: (Label: Apdoc.invcnbr)
- Invoice Date: 6/12/2006 (Label: Apdoc.invcdate)
- Balance: 26.95 (Label: Apdoc.curydocbal, Apdoc.docbal)

**Voucher/Pre-Pay Fields:**

- Company ID: 0060 (Label: Apdoc.cpnycid)
- A/P Acct: 2050 (Label: Apdoc.acct)
- A/P Trade: USD (Label: Apdoc.sub)
- A/P Sub: 01-100-AA-00-00-1 (Label: Aptran.cpnycid, Aptran.linetype, Aptran.acct, Aptran.projectid, Aptran.taskid, Aptran.sub)

**Detail Fields (F4 - for grid/form view):**

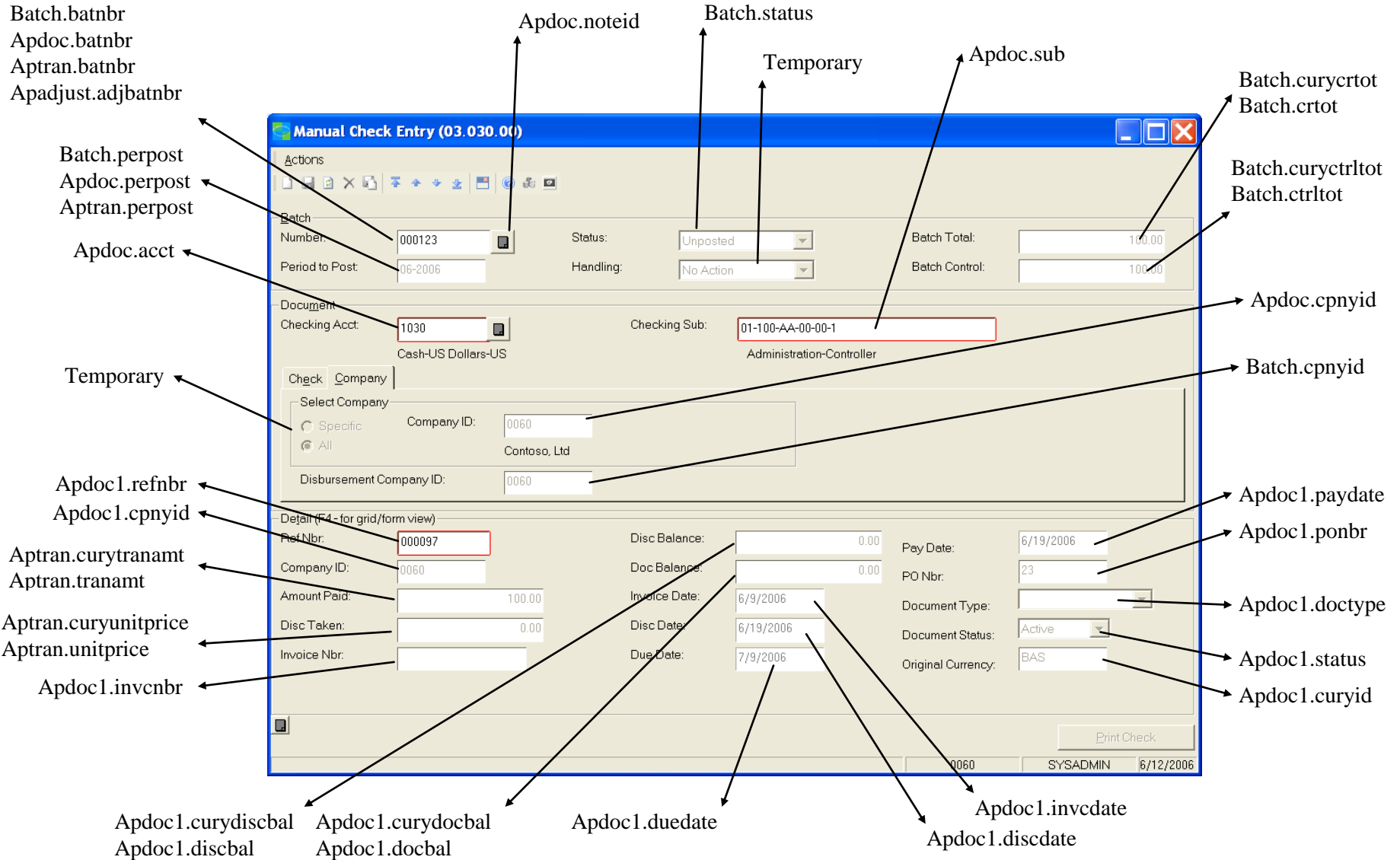
- Company ID: 0060 (Label: Aptran.cpnycid)
- Line Type: Invoice (Label: Aptran.linetype)
- Account: 4030 (Label: Aptran.acct)
- Project: 0 (Label: Aptran.projectid)
- Task: (Label: Aptran.taskid)
- Subject: 01-100-AA-00-00-1 (Label: Aptran.sub)
- Invoice Qty: 0 (Label: Aptran.qty)
- UOM: (Label: Aptran.extrefnbr)
- Ext Ref Nbr: (Label: Aptran.taxcat)
- Tax Cat: (Label: Aptran.taxidflt)
- Inv Unit Price: 25.250 (Label: Aptran.unitprice)
- Tax ID: COOK-G (Label: Aptran.employeeid)
- Inv Ext Price: 25.25 (Label: Aptran.curytranamt)
- Employee ID: (Label: Aptran.labor\_class\_cd)
- 1099 Box: <None> (Label: Aptran.boxnbr)
- Labor Class: (Label: Aptran.labor\_class\_cd)
- Inventory ID: (Label: Aptran.trandesc)
- Billable: Yes (Label: Aptran.pc\_flag)
- Inventory ID: (Label: Aptran.invtid)
- Tran Desc: VT0100 International (Label: Aptran.trandesc)

**Other Labels:**

- Batch.status
- Batch.perpost
- Calculated
- Aptran.unitdesc
- Aptran.curyunitprice
- Aptran.tranamt
- Aptran.trandesc
- Aptran.invtid



**Company Tab**



### Void Check Entry – Screen 03.040.00

The screenshot shows the 'Void Check Entry (03.040.00)' window with the following fields and labels:

- Batch Number:** 000129 (Label: Batch.batnbr, Apdoc.batnbr)
- Batch Note ID:** (Label: Batch.noteid)
- Control:** 1067.50 (Label: Batch.curyctrltot, Batch.ctrltot)
- Period to Post:** 06-2006 (Label: Batch.perpost, Apdoc.perpost)
- Status:** Hold (Label: Batch.status)
- Account:** 1030 (Label: Calculated)
- Currency:** Cash-US Dollars-US (Label: Calculated)
- Handling:** No Action (Label: Calculated)
- Subaccount:** 01-100-AA-00-00-1 (Label: Calculated)
- Batch Total:** 1067.50 (Label: Batch.curycrtot, Batch.crtot)
- Check Number:** 000023 (Label: Aptran.refnbr)
- Void Date:** 6/12/2006 (Label: Aptran.trandate)
- Check Amount:** 1067.50 (Label: Aptran.curytranamt, Aptran.tranamt)
- Vendor ID:** VT0100 (Label: Aptran.vendid)
- Vendor Name:** International (Label: Vendor.name)
- Company ID:** 0060 (Label: Aptran.cpnymid)
- Aptran.noteid:** (Label: Aptran.noteid)

## Edit/Select Documents for Payment – Screen 03.050.00

The screenshot shows the 'Edit/Select Documents for Payment (03.050.00)' window. The window title is 'Edit/Select Documents for Payment (03.050.00)'. The interface includes a toolbar with icons for actions like print, save, and refresh. The main area is divided into several sections:

- Batch Section:** Contains 'Batch Number: 000128' and 'Total: 67995.07'. An arrow points from 'Batch.batnbr' to the batch number field.
- Defaults/Company Section:** Contains 'Checking Acct: 11030', 'Checking Sub: 01-100-AA-00-00-1', and 'Period to Post: 06-2006'. Arrows point from 'batch.bankacct' to the checking account field, 'batch.banksub' to the checking sub field, and 'Calculated' to the period to post field.
- Detail Section (F4 - for grid/form view):** Contains various fields:
  - 'Reference Nbr.: 000044' (arrow from 'Apdoc.refnbr')
  - 'Status: Active' (arrow from 'Apdoc.status')
  - 'Vendor ID: VT0124' (arrow from 'Apdoc.vendid')
  - 'Payment Amt: 67995.07' (arrow from 'Apdoc.curypmtamt' and 'Apdoc.pmtamt')
  - 'Disc Taken: 0.00' (arrow from 'Apdoc.curydisctkn' and 'Apdoc.disctkn')
  - 'Type: Voucher' (arrow from 'Apdoc.doctype')
  - 'Company ID: 0060' (arrow from 'Calculated')
  - 'PO Nbr.' (arrow from 'Apdoc.ponbr')
  - 'Pay Date: 10/7/1999' (arrow from 'Apdoc.paydate')
  - 'Discount Date: 10/7/1999' (arrow from 'Apdoc.discdate')
  - 'Due Date: 11/6/1999' (arrow from 'Apdoc.duedate')
  - 'Invoice Number:' (arrow from 'Apdoc.invcnbr')
  - 'Invoice Date: 10/7/1999' (arrow from 'Apdoc.invcdate')
  - 'Disc Balance: 1451.69' (arrow from 'Apdoc.curydiscbal' and 'Apdoc.discbal')
  - 'Doc Balance: 67995.07' (arrow from 'Apdoc.curydocbal' and 'Apdoc.docbal')
  - 'Vendor Status: Active' (arrow from 'Vendor.status')
- Footer:** Shows '0060', 'SYSADMIN', and '6/12/2006'. An arrow points from 'Batch.perpost' to the '6/12/2006' date.

# Check Reconciliation – Screen 03.060.00

The screenshot shows a software window titled "Check Reconciliation (03.060.00)". The window contains several data entry fields and a summary section. Arrows from external labels point to specific fields in the window:

- Batch.batnbr** and **Aptran.batnbr** point to the "Batch Number" field (000125).
- Batch.perpost** and **Aptran.perpost** point to the "Period to Post" field (06-2006).
- Batch.status** points to the "Status" dropdown menu (Hold).
- Calculated** points to the "Batch Handling" dropdown menu (Hold).
- Batch.noteid** points to a small icon next to the "Batch Number" field.
- Calculated** points to the "Checking Account" field (1030).
- Calculated** points to the "Checking Subaccount" field (01-100-AA-00-00-1).
- Batch.curyctrltot** and **Batch.ctrltot** point to the "Batch Control" field (136565.83).
- Batch.curycrtot** and **Batch.crtot** point to the "Cleared Total" field (136565.83).
- Aptran.refnbr** points to the "Check Nbr" field (000014).
- Aptran.curytranamt** and **Aptran.tranamt** point to the "Cleared Amt" field (136565.83).
- Aptran.trandate** points to the "Check Date" field (11/30/1999).
- Aptran.vendid** points to the "Vendor" field (VT0122).
- Vendor.name** points to the "Name" field (Alphabet).

The bottom status bar of the window displays: 0060, SYSADMIN, and 6/12/2006.

## Pre-Payment Application – Screen 03.070.00

The screenshot shows the 'Pre-Payment Application (03.070.00)' window. The interface includes a toolbar with icons for actions like save, print, and refresh. The main form is divided into several sections:

- Batch Information:**
  - Batch Number: 000124
  - Period to post: 06-2006
  - Vendor ID: VT0100
  - Batch Handling: No Action
  - Status: Hold
  - Batch Control: 0.000
  - Batch Total: 100.000
- Detail (F4 - for grid/form view):**
  - Operation Type: Application
  - Pre-Payment Number: 000097
  - Pre-Payment Date: 6/9/2006
  - Pre-Payment Amount: 100.000
  - Pre-Payment Balance: 100.000
  - Applied Ref Number: 000098
  - Applied Doc Type: Voucher
  - Applied Doc Date: 6/9/2006
  - Applied Doc Amount: 100.000
  - Applied Doc Balance: 100.000
  - Application Amount: 100.000

Annotations with arrows point to the following fields and controls:

- Batch.BatNbr (Batch Number)
- Batch.perpost (Period to post)
- AP\_PPApplicBat.VendId (Vendor ID)
- Calculated (Batch Control)
- Batch.status (Status)
- Batch.curyctrltot (Batch Total)
- Batch.curycrtot (Batch Control)
- Batch.crtot (Batch Total)
- AP\_PPApplicDet.VORefNbr (Applied Ref Number)
- AP\_PPApplicDet.OperType (Operation Type)
- AP\_PPApplicDet.PPRefNbr (Pre-Payment Number)
- AP\_PPApplicDet.ApplyingDocDate (Pre-Payment Date)
- AP\_PPApplicDet.ApplyingDocAmt (Pre-Payment Amount)
- AP\_PPApplicDet.ApplyingDocBalance (Pre-Payment Balance)
- AP\_PPApplicDet.ApplyingDocAmt (Applied Doc Amount)
- AP\_PPApplicDet.ApplyingDocBalance (Applied Doc Balance)
- AP\_PPApplicDet.ApplyingDocDate (Applied Doc Date)
- AP\_PPApplicDet.ApppliedDocType (Applied Doc Type)
- AP\_PPApplicDet.ApppliedDocDate (Applied Doc Date)
- AP\_PPApplicDet.ApppliedDocAmt (Applied Doc Amount)
- AP\_PPApplicDet.ApppliedDocBalance (Applied Doc Balance)

## Document Maintenance – Screen 03.250.00

The screenshot shows the 'Document Maintenance (03.250.00)' window. It contains several sections: 'Document' (Ref Nbr: 000094, Type: Voucher, Date: 6/9/2006), 'Document Details' (Company ID: 0060, Invoice Nbr., Invoice Date: 6/9/2006), 'Details (F4 - for grid/form view)' (Company ID: 0060, Account: 4030, Project: EN123002, Task: TS00504, Subacct: EN-000-00-00-0), and 'Tax' (Tax ID: COOK-G). Numerous data fields are labeled with arrows pointing to their respective values or controls in the interface.

**Document Fields:**

- Apdoc.refnbr
- Apdoc.doctype
- Apdoc.docdate
- Apdoc.perclosed
- Apdoc.perpost
- Apdoc.perent
- Apdoc.status
- Apdoc.vendid
- Apdoc.terms
- Apdoc.paydate
- Vendor.status
- Apdoc.batnbr
- Apdoc.discdate
- Apdoc.curyorigdocamt
- Apdoc.origdocamt
- Apdoc.curydocbal
- Apdoc.docbal
- Apdoc.curydiscbal
- Apdoc.discbal
- Apdoc.duedate
- Apdoc.selected

**Document Details Fields:**

- Company.cpnyid
- Apdoc.invcnbr
- Apdoc.invcdate
- Apdoc.ponbr
- Apdoc.prepay\_refnbr
- Apdoc.rlsed
- Aptran.cpnyid
- Aptran.acct
- Aptran.projectid
- Aptran.taskid
- Aptran.sub

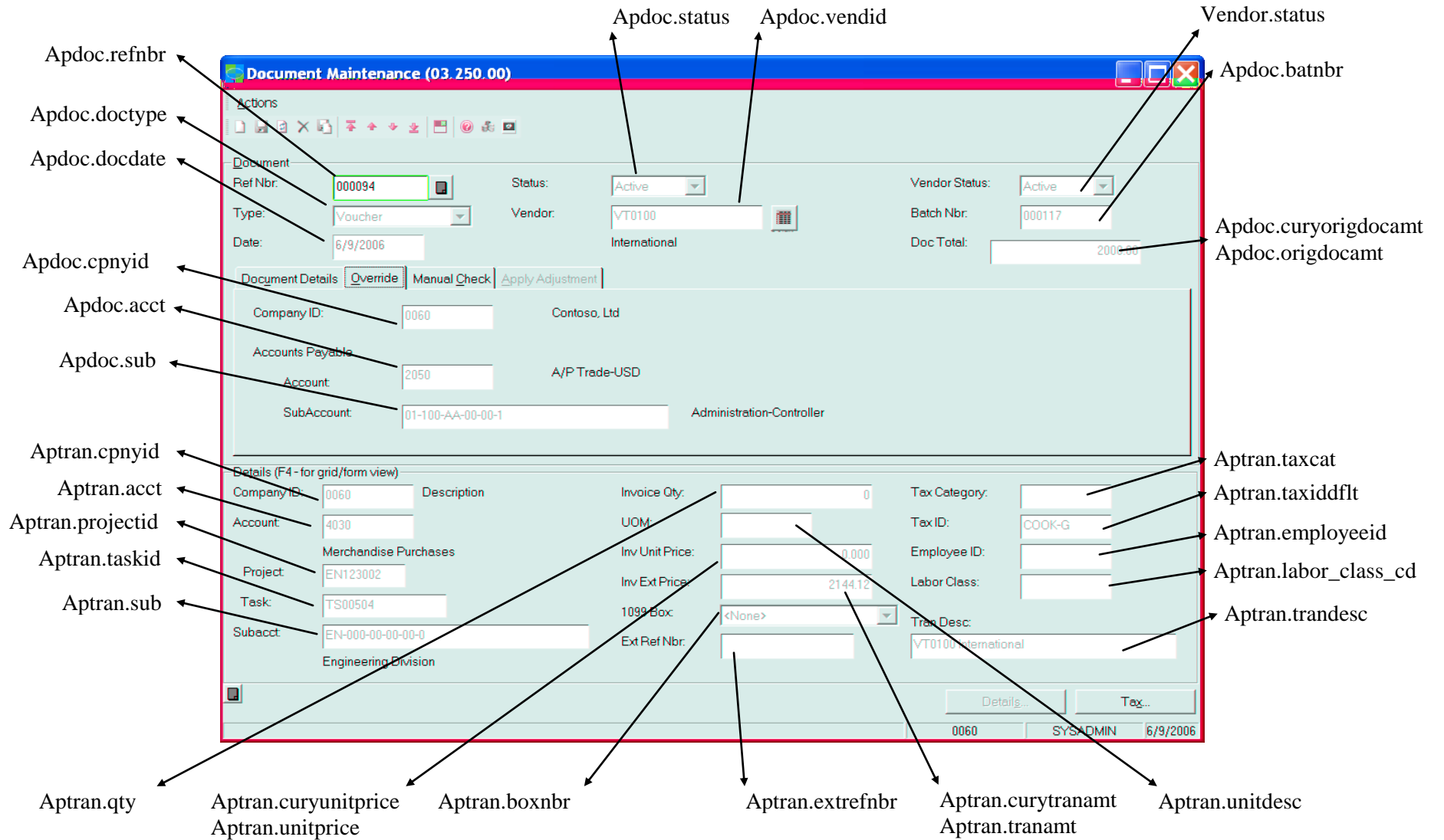
**Details (F4 - for grid/form view) Fields:**

- Aptran.qty
- Aptran.curyunitprice
- Aptran.unitprice
- Aptran.boxnbr
- Aptran.extrefnbr
- Aptran.curytranamt
- Aptran.tranamt
- Aptran.unitdesc
- Aptran.taxcat
- Aptran.taxidflt
- Aptran.employeeid
- Aptran.labor\_class\_cd
- Aptran.trandesc

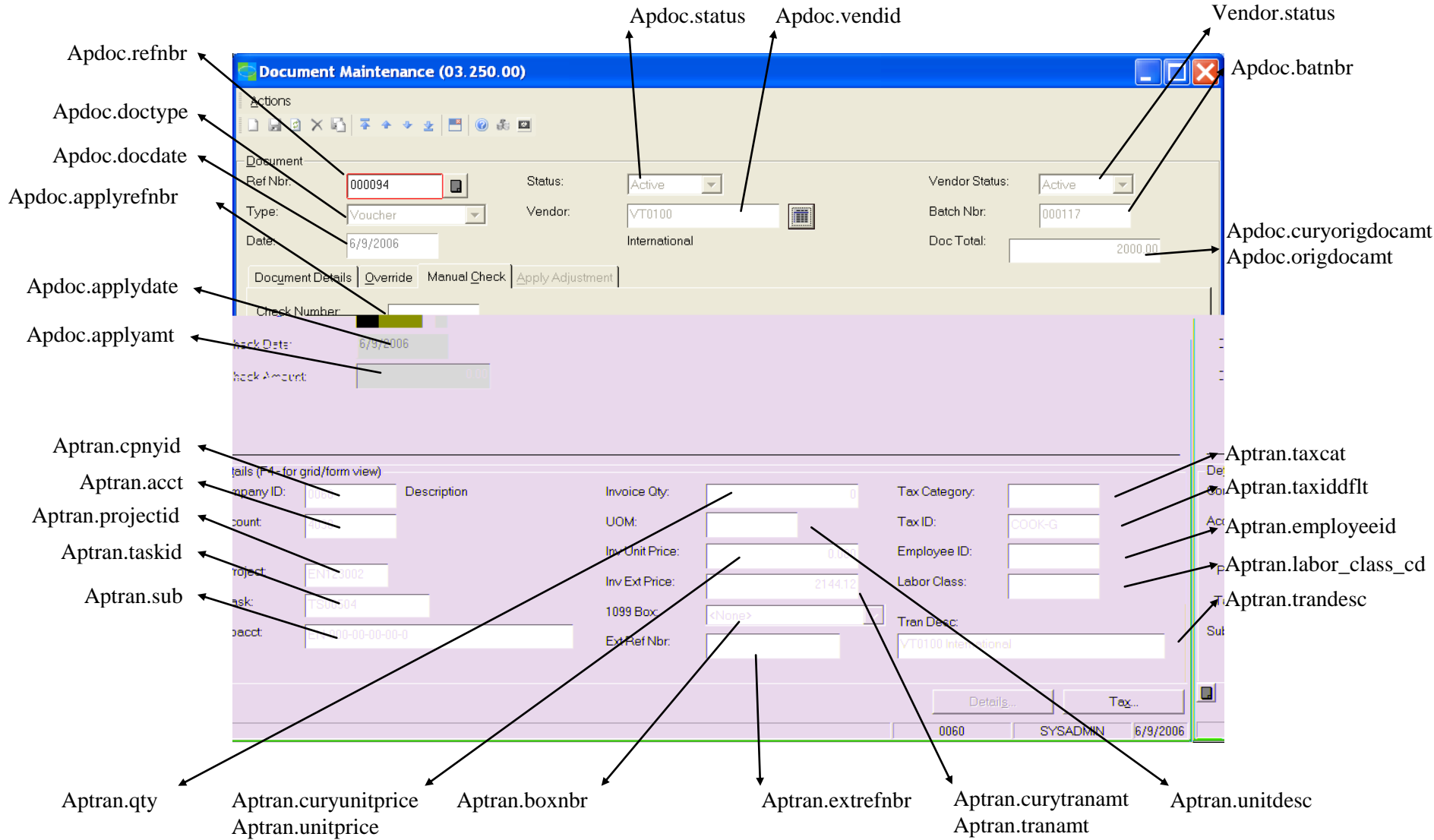
**Other Fields:**

- Apdoc.curydocbal
- Apdoc.docbal
- Apdoc.duedate
- Apdoc.selected
- Aptran.taxcat
- Aptran.taxidflt
- Aptran.employeeid
- Aptran.labor\_class\_cd
- Aptran.trandesc

**Override Tab**



### Manual Check



## Recurring Voucher Maintenance – Screen 03.260.00

**Recurring Voucher Maintenance (03.260.00)**

Actions

Document

Voucher Nbr: RENT1 Vendor: VT0120 Vendor Status: Active  
Circle Voucher Total: 1000.00

Voucher Details | Override

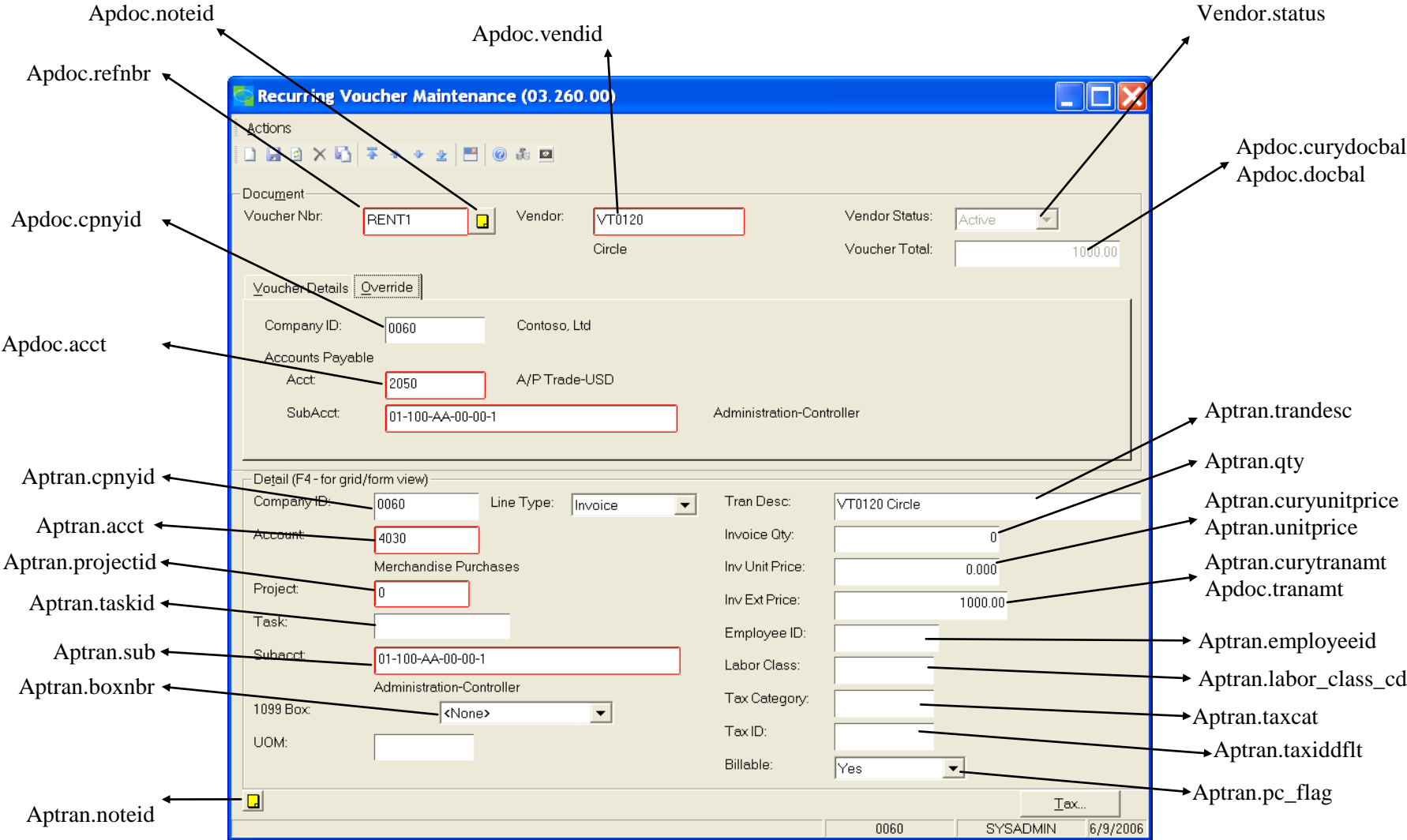
Next Gen Date: 6/9/2006 Terms: 05 Project:  
Cycle: 1 Disc. Date: 6/9/2006 Voucher Amount: 1000.00  
Nbr of Cycles: 12 Due Date: 7/9/2006 Discount Amount: 0.00  
Company ID: 0060 Pay Date: 6/9/2006  
Contoso, Ltd

Detail (F4 - for grid/form view)

Company ID: 0060 Line Type: Invoice Tran Desc: VT0120 Circle  
Account: 4030 Invoice Qty: 0  
Project: 0 Inv Unit Price: 0.000  
Task: Inv Ext Price: 1000.00  
Subacct: 01-100-AA-00-00-1 Employee ID:  
1099 Box: <None> Labor Class:  
UOM: Tax Category:  
Tax ID:  
Billable: Yes

0060 SYSADMIN 6/9/2006

Override Tab



# Report Assistant – Accounts Payable

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Aptran.unitdesc

Aptran.linetype

Apdoc.sub

## Vendor Maintenance – Screen 03.270.00

Vendor.noteid

The screenshot shows the 'Vendor Maintenance (03.270.00)' window. The 'Vendor' tab is selected, showing the following fields and values:

- Vendor ID: VT0100
- Class ID: TRADE
- Status: Active
- Name: International
- Terms ID: 01 (2/10 Net 30)
- Separate Check: No
- Current Balance: 25782.53
- Future Balance: 0.00
- Last Voucher Date: 6/9/2006
- Last Check Date: 6/9/2006

Annotations on the left side of the screenshot point to the following fields:

- Vendor.vendid (points to Vendor ID)
- Vendor.name (points to Name)
- Vendor.terms (points to Terms ID)
- Vendor.multichk (points to Separate Check)
- Vendor.curyid (points to Currency ID)
- Vendor.curyratetype (points to Rate Type)

Annotations on the right side of the screenshot point to the following fields:

- Vendor.classid (points to Class ID)
- Vendor.status (points to Status)
- Calculated (points to Current Balance)
- Calculated (points to Future Balance)
- Calculated (points to Last Voucher Date)
- Calculated (points to Last Check Date)

**Address Info Tab**

Vendor.noteid

Vendor.classid

# Report Assistant – Accounts Payable

The screenshot shows the 'Vendor Maintenance (03.270.00)' window. It features a 'Vendor ID' field with 'VT0100' and a 'Class ID' dropdown set to 'TRADE'. The 'Status' is 'Active'. Below are tabs for 'Vendor', 'Address Info', 'Defaults', '1099 Info', 'Purchasing Info', and 'Documents'. The 'Main' and 'Remittance' sections contain address and contact information. A 'Copy to Remittance' button is at the bottom.

Arrows point from the following variable names to their respective fields in the interface:

- Vendor.vendid → Vendor ID
- Vendor.name → Name
- Vendor.attn → Attention
- Vendor.salut → Salutation
- Vendor.addr1 → Address Line 1
- Vendor.addr2 → Address Line 2
- Vendor.city → City
- Vendor.state → State/Province
- Vendor.zip → Postal Code
- Vendor.country → Country/Region
- Vendor.phone → Phone/Ext.
- Vendor.fax → Fax/Ext.
- Vendor.emailaddr → Email Address
- Vendor.status → Status
- Vendor.remitname → Remittance Name
- Vendor.remitattn → Remittance Attention
- Vendor.remitsalut → Remittance Salutation
- Vendor.remitaddr1 → Remittance Address Line 1
- Vendor.remitaddr2 → Remittance Address Line 2
- Vendor.remitcity → Remittance City
- Vendor.remitstate → Remittance State/Province
- Vendor.remitzip → Remittance Postal Code
- Vendor.remitcountry → Remittance Country/Region
- Vendor.remitphone → Remittance Phone/Ext.
- Vendor.remitfax → Remittance Fax/Ext.

Defaults Tab

The screenshot shows the 'Vendor Maintenance (03.270.00)' application window with the 'Defaults' tab selected. The window title bar includes standard OS controls. The main content area is divided into several sections: 'Tax' (with fields for Tax ID 1-4, Registration Nbr, and Location ID), 'Pay Date' (with radio buttons for Discount Date and Due Date), 'GL Account/Subaccount' (with sub-sections for Accounts Payable and Expense), and 'Landed Cost Code'. Annotations with arrows point from various field names to their corresponding values in the interface. The 'Vendor ID' field is highlighted with a red box. The 'Accounts Payable' section shows 'Account: 2050' and 'Subaccount: 01-100-AA-00-00-1'. The 'Expense' section shows 'Account: 4030' and 'Subaccount: 01-100-AA-00-00-1'. The 'Status' dropdown is set to 'Active'.

Vendor.vendid

Vendor.taxid00

Vendor.taxid01

Vendor.taxid02

Vendor.taxid03

Vendor.taxregnbr

Vendor.taxlocid

Vendor.lccode

Vendor.pernbr

Vendor.taxdflt

Vendor.noteid

Vendor.paydatedflt

Vendor.classid

Vendor.status

Vendor.apacct

Vendor.apsub

Vendor.expacct

Vendor.expsub

Vendor.ppayacct

Vendor.ppaysub

**1099 Info Tab**

The screenshot shows the 'Vendor Maintenance' window for Vendor ID VT0100. The '1099 Info' tab is active, displaying a table of 1099 data for years 2006 and 2007. The table includes categories like Box 1 - Rents, Box 2 - Royalties, Box 3 - Prizes and Awards, Box 4 - Federal Income Tax, Box 5 - Fishing Boat Proceeds, Box 6 - Medical Payments, Box 7 - Nonemployee Compensation, Box 8 - Payments in Lieu of Interest, Box 10 - Crop Insurance Proceeds, Box 13 - Excess Golden Parachute Payments, and Box 14 - Gross Proceeds Paid to an Attorney. All values in the table are 0.00.

Labels and their corresponding fields/elements:

- Vendor.noteid: Points to the Vendor ID field (VT0100).
- Vendor.curr1099yr: Points to the 2006 column header.
- Vendor.next1099yr: Points to the 2007 column header.
- Vendor.classid: Points to the Class ID field (TRADE).
- Vendor.status: Points to the Status dropdown (Active).
- Vendor.dfltbox: Points to the Default 099 Box Number dropdown (<None>).
- Vendor.conttwc1099: Points to the TIN Incorrect Notice dropdown (None).
- Vendor.vend1099: Points to the 1099 Vendor dropdown (Yes).
- Vendor.tin: Points to the Tax ID Nbr field.
- Temporary: Points to the 'Temporary' radio button in the 'Select Company' section.
- Temporary: Points to the 'Temporary' radio button in the 'Select Company' section.
- Ap\_balances.cybox00 to Ap\_balances.cybox09: Point to the 1099 data table rows for years 2006 and 2007.
- Ap\_balances.s4future03: Points to the 'Box 13 - Excess Golden Parachute Payments' row.
- Ap\_balances.s4future04: Points to the 'Box 14 - Gross Proceeds Paid to an Attorney' row.
- Ap\_balances.nybox00 to Ap\_balances.nybox09: Point to the 1099 data table rows for years 2006 and 2007.
- Ap\_balances.s4future05: Points to the 'Box 13 - Excess Golden Parachute Payments' row.
- Ap\_balances.s4future06: Points to the 'Box 14 - Gross Proceeds Paid to an Attorney' row.

Purchasing Info Tab

The screenshot displays the 'Vendor Maintenance (03.270.00)' window with the 'Purchasing Info' tab selected. The window title bar includes standard OS controls. The main area contains several fields and tabs. Annotations with arrows point to specific data fields:

- Vendor.vendid**: Points to the 'Vendor ID' field containing 'VT0100'.
- Vendor.dfltordfromid**: Points to the 'International' label below the Vendor ID.
- Vendor.noteid**: Points to the 'Class ID' field containing 'TRADE'.
- Vendor.dflt purchasetype**: Points to the 'Status' dropdown menu containing 'Active'.
- Vendor.classid**: Points to the 'Class ID' field containing 'TRADE'.
- Vendor.status**: Points to the 'Status' dropdown menu containing 'Active'.
- Vendor.rcptpctmin**: Points to the 'Receipt Acceptance Min' input field containing '0.00'.
- Vendor.rcptpctmax**: Points to the 'Receipt Acceptance Max' input field containing '0.00'.
- Vendor.rcptpctact**: Points to the 'Receipt Acceptance Action' dropdown menu containing 'Accept Qty and No Warning'.

Other visible elements include the 'Purchase Order Address' section with a 'Default ID' of 'DEFAULT', and a status bar at the bottom showing 'MIN 6/9/2006 0060 SYSAD'.

**Documents Tab**  
Calculated

The screenshot shows the 'Vendor Maintenance' window for vendor VT0100. The 'Documents' tab is active, displaying a form with various fields. Arrows point from external labels to specific fields in the form:

- Apdoc.doctype** points to the 'Doc Type' field (Voucher).
- Apdoc.refnbr** points to the 'Reference Nbr' field (000001).
- Apdoc.curydocbal** points to the 'Document Balance' field (0.00).
- Apdoc.docbal** points to the 'Document Balance' field (0.00).
- Apdoc.curydiscbal** points to the 'Discount Balance' field (0.00).
- Apdoc.discbal** points to the 'Discount Balance' field (0.00).
- Apdoc.noteid** points to the 'Invoice Nbr' field.
- Ap\_balances.lastvodate** points to the 'Last Voucher Date' field (6/9/2006).
- Ap\_balances.currbal** points to the 'Current Balance' field (1099.53).
- Ap\_balances.futurebal** points to the 'Future Balance' field (0.00).
- Apdoc.curyid** points to the 'Currency ID' field (BAS).
- Apdoc.batnbr** points to the 'Batch Nbr' field (000001).
- Apdoc.perent** points to the 'Prd Entered' field (10-1999).

Other visible fields include: Vendor ID (VT0100), Class ID (TRADE), Status (Active), Company ID (0060), Detail Viewing Option (All Documents), Original Amount (26.95), and Document Balance (0.00).

### Vendor History – Screen 03.271.00

The screenshot shows the Vendor History screen (03.271.00) with various data fields annotated. The screen includes a header with the title 'Vendor History (03.271.00)', an Actions menu, and input fields for Vendor ID (VT0100), Fiscal Year (2006), Company ID (0060), and Period Number (06-2006). A table displays transaction data for periods 1 through 13, with a YTD row. The table columns are PTD Purchases, PTD Payments, PTD Disc Taken, PTD Debit Adj, and PTD Credit Adj. Annotations point to specific fields in the table and other areas of the screen.

Period	PTD Purchases	PTD Payments	PTD Disc Taken	PTD Debit Adj	PTD Credit Adj
1	0.00	0.00	0.00	0.00	0.00
2	0.00	0.00	0.00	0.00	0.00
3	0.00	0.00	0.00	0.00	0.00
4	0.00	0.00	0.00	0.00	0.00
5	0.00	0.00	0.00	0.00	0.00
6	0.00	0.00	0.00	0.00	0.00
7	0.00	0.00	0.00	0.00	0.00
8	0.00	0.00	0.00	0.00	0.00
9	0.00	0.00	0.00	0.00	0.00
10	0.00	0.00	0.00	0.00	0.00
11	0.00	0.00	0.00	0.00	0.00
12	0.00	0.00	0.00	0.00	0.00
13	0.00	0.00	0.00	0.00	0.00
YTD	0.00	0.00	0.00	0.00	0.00

Annotations and their corresponding fields:

- Aphist.vendid: Vendor ID (VT0100)
- Aphist.fiscyr: Fiscal Year (2006)
- Aphist.noteid: Note ID (Temporary)
- Company.cpnyid: Company ID (0060)
- Aphist.pernbr: Period Number (06-2006)
- Aphist.begbal: Beg Bal (-28618.00)
- Aphist.ptdpurch00<sup>1</sup>: PTD Purchases (Period 1)
- Aphist.ptdpaymt00<sup>1</sup>: PTD Payments (Period 1)
- Aphist.ptddisctkn00<sup>1</sup>: PTD Disc Taken (Period 1)
- Aphist.ptdcradjs00<sup>1</sup>: PTD Credit Adj (Period 1)
- Aphist.ptddradjs00<sup>1</sup>: PTD Debit Adj (Period 1)
- Aphist.ytdpurch: YTD PTD Purchases
- Aphist.ytdpaymt: YTD PTD Payments
- Aphist.vtddisctkn: YTD PTD Disc Taken
- Aphist.vtddradjs: YTD PTD Debit Adj

<sup>1</sup>**Remember:** The numbers in each field name are always one less than the period. For example, all of the fields for period 4 end with 03.

### Purchase Order Address Maintenance – Screen 03.272.00

The screenshot shows the 'PO Address Maintenance (03.272.00)' window. The title bar includes the window name and standard OS controls. Below the title bar is an 'Actions' menu with various icons. The main area is divided into two columns of data entry fields. The left column contains fields for Vendor, Order From ID, Description, Name, Attention, Address Line 1, Address Line 2, City, State/Prov, Postal Code, and Country/Region. The right column contains fields for Phone/Ext, Fax/Ext, Tax Registration Nbr, Tax Location ID, and four Tax ID fields. A status bar at the bottom shows '0060', 'SYSADMIN', and '6/8/2006'. Numerous arrows point from external labels to specific fields in the form.

Field Label	Value
Vendor	VT0100
Order From ID	010
Description	Main Warehouse
Name	International
Attention	
Address Line 1	400 West Madison St.
Address Line 2	Suite 400
City	Chicago
State/Prov	IL
Postal Code	12345
Country/Region	US
Phone/Ext	(555) 555-0176
Fax/Ext	(555) 555-0188
Tax Registration Nbr	24-8888-100
Tax Location ID	ILLINOIS
Tax ID 1	CHICAGO-G
Tax ID 2	
Tax ID 3	
Tax ID 4	

Annotations (Field Labels):

- Vendor.vendid
- Poaddress.ordfromid
- Poaddress.descr
- Poaddress.name
- Poaddress.attn
- Poaddress.addr1
- Poaddress.addr2
- Poaddress.city
- Poaddress.state
- Poaddress.zip
- Poaddress.country
- Vendor.noteid
- Poaddress.phone
- Poaddress.fax
- Poaddress.taxregnbr
- Poaddress.taxlocid
- Poaddress.taxid00
- Poaddress.taxid01
- Poaddress.taxid02
- Poaddress.taxid03

### Vendor Class Maintenance – Screen 03.290.00

The screenshot shows the 'Vendor Class Maintenance (03.290.00)' window. It contains a form with the following fields and values:

Field Name	Value
Class ID	TRADE
Description	Trade Vendor
AP Acct	2050 A/P Trade-USD
AP Subaccount	00-000-00-00-00-0 Default test
Prepay Acct	1320 Prepaid Interest
Prepay Subaccount	00-000-00-00-00-0 Default test
Expense Acct	4030 Merchandise Purchases
Expense Subaccount	00-000-00-00-00-0 Default test
Terms	02 3/15 Net 20th of Month

Annotations on the left side of the screen point to the following fields:

- Vendclass.classid (points to Class ID)
- Vendclass.apacct (points to AP Acct)
- Vendclass.ppayacct (points to Prepay Acct)
- Vendclass.expacct (points to Expense Acct)
- Vendclass.terms (points to Terms)

Annotations on the right side of the screen point to the following fields:

- Vendclass.descr (points to Description)
- Vendclass.apsub (points to AP Subaccount)
- Vendclass.ppaysub (points to Prepay Subaccount)
- Vendclass.expsub (points to Expense Subaccount)

The bottom status bar shows: 0060 SYSADMIN 6/8/2006

**Accounts Payable Setup – Screen 03.950.00**

The screenshot shows the 'AP Setup (03.950.00)' window with the 'Account Information' tab selected. The window title bar includes standard OS controls. The main area contains several sections for account setup, each with 'Account' and 'Subaccount' fields. The 'Subaccount' field for all sections is '01-100-AA-00-00-1'. The 'GL Posting Option' is set to 'Summary'. The status bar at the bottom shows '0060', 'SYSADMIN', and '6/8/2006'. Annotations with arrows point from external labels to specific fields in the window.

Field Name	Value
Accounts Payable: Account	2050
Accounts Payable: Subaccount	01-100-AA-00-00-1
Checking: Account	1030
Checking: Subaccount	01-100-AA-00-00-1
Discount Taken: Account	8030
Discount Taken: Subaccount	01-100-AA-00-00-1
Expense: Account	4030
Expense: Subaccount	01-100-AA-00-00-1
Pre-Payment: Account	
Pre-Payment: Subaccount	01-100-AA-00-00-1
GL Posting Option	Summary

Annotations:

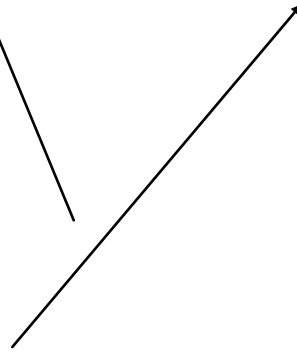
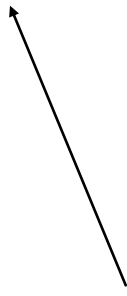
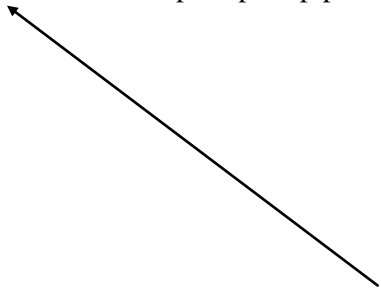
- Apsetup.apacct points to Accounts Payable: Account
- Apsetup.apsub points to Accounts Payable: Subaccount
- Apsetup.chkacct points to Checking: Account
- Apsetup.chksub points to Checking: Subaccount
- Apsetup.disctknacct points to Discount Taken: Account
- Apsetup.disctknsub points to Discount Taken: Subaccount
- Apsetup.expacct points to Expense: Account
- Apsetup.expsub points to Expense: Subaccount
- Apsetup.ppayacct points to Pre-Payment: Account
- Apsetup.ppaysub points to Pre-Payment: Subaccount
- Apsetup.glpostopt points to GL Posting Option

**Other Options Tab**

Apsetup.desplqty

Apsetup.desplprcst

Apsetup.pastdue00



The screenshot shows the 'AP Setup (03.950.00)' window with the following fields and their corresponding labels:

- Account Information:** Other Options: 1099
- Fiscal Period Setup:**
  - Current Period Number: 06-2006 (labeled **Apsetup.pernbr**)
  - Years to Retain Vendor History: 2 (labeled **Apsetup.perrethist**)
  - Periods to Retain Transactions: 24 (labeled **Apsetup.perrettran**)
  - Periods to Check for Duplicates: 3 (labeled **Apsetup.perdupchk**)
- Batch and Reference Numbering:**
  - Last Ref Nbr Used: 000093 (labeled **Apsetup.lastrefnbr**)
  - Last Check Nbr Used: (labeled **Apsetup.lastechecknum**)
  - Last Batch Nbr Used: 000116 (labeled **Apsetup.lastbatnbr**)
- Vendor View Default:**
  - All Documents (selected) (labeled **Apsetup.vendviewdflt**)
  - Open Documents Only
  - Current plus Open Documents
- Default Class ID:** (labeled **Apsetup.classid**)
- Default Terms ID:** 01 2/10 Net 30 (labeled **Apsetup.terms**)
- Decimal Places:**
  - Qty: 0 (labeled **Apsetup.pastdue01**)
  - Price: 3 (labeled **Apsetup.pastdue01**)
- Aging Categories:**

Category	Past Due	Until Due
Category 1:	30 (labeled <b>Apsetup.untldue00</b> )	7 (labeled <b>Apsetup.untldue01</b> )
Category 2:	60 (labeled <b>Apsetup.untldue02</b> )	14 (labeled <b>Apsetup.untldue02</b> )
Category 3:	90 (labeled <b>Apsetup.pastdue02</b> )	21 (labeled <b>Apsetup.pastdue02</b> )
- Default Sales Tax Source:**
  - Vendor (selected) (labeled **Apsetup.slstaxdflt**)
  - Previous Line of Document (labeled **Apsetup.slstax**)
- Allow Tax Entry:** (checked) (labeled **Apsetup.dupinvchk**)
- Warn on Duplicate Invoices:** None (labeled **Apsetup.dupinvchk**)
- Transaction Description Default:** Combination ID and Name (labeled **Apsetup.trandescdflt**)
- Require PO Number for Pre-Payments:** (checked) (labeled **Apsetup.req\_po\_for\_pp**)

1099 Setup Tab

The screenshot shows a software window titled "AP Setup (03.950.00)". The window has a menu bar with "Actions" and a toolbar with various icons. Below the toolbar, there are two tabs: "Account Information" and "Other Options", with "1099" entered in a small box next to "Other Options". The main area contains several input fields and dropdown menus:

- "Current 1099 Year" with a text box containing "2006".
- "Current Year Status:" with a dropdown menu showing "Open".
- "Next 1099 Year" with a text box containing "2007".
- "Next Year Status:" with a dropdown menu showing "Open".
- "1099 Limit" with a text box containing "600.00".

External labels with arrows point to these fields:

- Apsetup.curr1099yr points to the "Current 1099 Year" field.
- Apsetup.cy1099stat points to the "Current Year Status:" dropdown.
- Apsetup.next1099yr points to the "Next 1099 Year" field.
- Apsetup.ny1099stat points to the "Next Year Status:" dropdown.
- Apsetup.vend1099lmt points to the "1099 Limit" field.

At the bottom right of the window, there is a status bar with a printer icon, the number "0060", the user name "SYSADMIN", and the date "6/8/2006".





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## REPORT INFORMATION

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## Overview

The information in this section lists each report in the Accounts Receivable module, along with the following information:

### Report Formats and Report Names

This section lists the name of the report format from the Report Format field of the report screen. Next to the Report Format is the name of the Report specified in Crystal Reports. This information is also stored in the Rptcontrol table that is part of the system database.

### Master Table

Often times when you are looking at the inquiry list in the sort or select field of a report, you may see the same field in more than one table. For example, the account number field (acct) is in several tables. If you are specifying a Sort or Select statement based on a field that is contained in multiple tables, your report may process faster if you use the field from the master table. This section gives you the master table or view that is used in the report.



***NOTE:** A View is a virtual table that has contents that are defined by a SQL statement. A View appears like a table with columns and rows of data, but does not exist in the database as a stored set of data values. All of the reports that are written with a View, rather than a master table, begin with the letter V. For purposes of sort and select statements, a View is just like any other table in a report and can be accessed in Sort and Select statements.*

### Default Sort Fields

This section lists the sort fields, in the same order as the fields are in the report. If different fields are selected when sorting a report, the totals on the report may no longer be accurate. When running a report with a Sort statement, use this section of the manual to see the fields the report currently uses as sort fields to help you ensure the sort field is a good choice.

### Common Sort Examples

At the bottom of each report, there is a list of common Sort and Select fields that you might use in the report, along with the possible values for the field listed.

## Cash Requirements – Screen 03.600.00

Report Formats	Report Name	Master Table	Default Sort Fields
Standard	03600	Vr_03600cashreq	Vr_03600cashreq.cpnid Vr_03600cashreq.paydate Vr_03600cashreq.refnbr
Multi-Currency	03600mc	Vr_03600cashreq	Vr_03600cashreq.cpnid Vr_03600cashreq.paydate Vr_03600cashreq.refnbr
Distributed Liability	03600dl	Vr_03610cashreq	Vr_03600cashreq.cpnid Vr_03600cashreq.paydate Vr_03600cashreq.refnbr

The following table shows fields typically used for Sort and Select parameters for this report:

Sort/Select Item	Field Name	Format / Possible Values
Voucher Due Date	Vr_03600cashreq.duedate	Example: 01/31/2006
Voucher Discount Date	Vr_03600cashreq.discdate	Example: 01/20/2006
Reference Number	Vr_03600cashreq.refnbr	Example: 000363
Vendor ID	Vr_03600cashreq.vendid	User defined Vendor ID
Voucher Document Type	Vr_03600cashreq.doctype	VO, AD, AC

## Check Preview – Screen 03.610.00

Report Formats	Report Name	Master Table	Default Sort Fields
Check Preview	03610	APCheck	Apdoc.cpnid Chkbreak <sup>1</sup> @ord Apdoc.refnbr Apdoc.recordid
Project Check Preview	03610pj	APCheck	Apdoc.cpnid Chkbreak <sup>1</sup> @ord Apdoc.refnbr Apdoc.recordid



**CAUTION:** Since this report is designed to include all items that print on the checks, Microsoft Business Solutions recommends that you do not enter Sort and Select statements. Also, alternate sorts may have an adverse affect on the actual report.

<sup>1</sup> This field is a temporary field calculated for this report and is not stored in the database. Therefore, the field is not available for Sort and Select statements in the Field list.

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**Checks – Screen 03.620.00**

<b>Report Formats</b>	<b>Report Name</b>	<b>Master Table</b>	<b>Default Sort Fields</b>
Laser Check Form	03620L	APCheck	
Continuous Check Form	03620D	APCheck	
Multiple Stub Laser Check Form	03620S	APCheck	
Remittance Laser Check Form	03620SR	APCheck	
Project Multiple Stub Check	03620SP	APCheck	



**CAUTION:** Microsoft Business Solutions recommends that you use the **Payment Selection** (03.500.00) screen and the **Selected Documents** screen (accessed by clicking the View Selections button in the **Checks** (03.620.00) screen) to control the items printed on the checks. Since the processes are associated with this report, entries in the Sort or Select tabs cause unexpected results.

## Detailed Remittance Advice – Screen 03.625.00

Report Formats	Report Name	Master Table	Default Sort Fields
Detailed Remittance Advice	03625	Ap03625_wk	Ap03625_wrk.cpnid Ap03625_wk.refnbr Ap03625_wk.apdocvo_refnbr
Multi-Currency	03625mc	Ap03625_wk	Ap03625_wrk.cpnid Chknbrtype <sup>1</sup> Ap03625_wrk.apdocvo_refnbr

The following table shows fields typically used for Sort and Select parameters for this report:

Sort/Select Item	Field Name	Format / Possible Values
Vendor ID	Ap03625_wk.vendid	User Defined Vendor ID
Check Number	Ap03625_wk.refnbr	Example: 301285
Check Date	Ap03625_wk.docdate	Example: 3/7/06

<sup>1</sup> This field is a temporary field calculated for this report and is not stored in the database. Therefore, the field is not available for Sort and Select statements in the Field list.

## Check Register – Screen 03.630.00

Report Formats	Report Name	Master Table	Default Sort Fields
Standard	03630	Ap03630mc_wrk	Ap03630mc_wrk.cpnid Acctsub <sup>1</sup> Ap03630mc_wrk.refnbr Refnbrbatnbr <sup>1</sup>
Multi-Currency	03630MC	Ap03630mc_wrk	Ap03630mc_wrk.cpnid Acctsub <sup>1</sup> Ap03630mc_wrk.refnbr Refnbrbatnbr <sup>1</sup>

The following table shows fields typically used for Sort and Select parameters for this report:

Sort/Select Item	Field Name	Format / Possible Values
Check Date	Ap03630mc_wrk.docdate	Example: 01/25/2006
Check Type	Ap03630mc_wrk.doctype	CK, VC, HC
Vendor ID	Ap03630mc_wrk.vendid	User defined Vendor ID
Check Number	Ap03630mc_wrk.refnbr	Example: 321589

<sup>1</sup> This field is a temporary field calculated for this report and is not stored in the database. Therefore, the field is not available for Sort and Select statements in the Field list.

## AP Transactions – Screen 03.640.00

Report Formats	Report Name	Master Table	Default Sort Fields
Batch Number	03640b	Aptran	Apdoc.cpnid Aptran.batnbr Aptran.refnbr Aptran.linibr
Transaction Type	03640t	Aptran	Aptran.cpnid Aptran.trantype Aptran.refnbr Aptran.acct Aptran.sub Aptran.recordid
Batch Number, Multi-Currency	03640bmc	Aptran	Aptran.cpnid Aptran.batnbr Aptran.refnbr Aptran.linibr
Tran Type, Multi-Currency	03640tmc	Aptran	Aptran.cpnid Aptran.trantype Aptran.refnbr Aptran.acct Aptran.sub Aptran.recordid

The following table shows fields typically used for Sort and Select parameters for this report:

Sort/Select Item	Field Name	Format / Possible Values
Transaction Type	Aptran.trantype	VO, AD, AC, CK, HC, VC
Batch Number	Aptran.batnbr	Example: 000022
Vendor	Aptran.vendid	User defined Vendor ID
Account Number	Aptran.acct	Valid Account Number
Subaccount Number	Aptran.sub	Valid Subaccount Number
Reference Number	Aptran.refnbr	Example: 000340

## Vendor Trial Balance – Screen 03.650.00

Report Formats	Report Name	Master Table	Default Sort Fields
Open plus Current Per Closed	03650c	Vr_03650c	Vr_03650c.cpnid Vr_03650c.vendid Vr_03650c.parent Vr_03650c.ord Vr_03650c.refnbr
Open Documents Only	03650O	Vr_03650o	Vr_03650o.cpnid Vr_03650o.vendid Vr_03650o.parent Vr_03650o.ord Vr_03650o.refnbr
All Documents	03650	Vr_03650	Vr_03650.cpnid Vr_03650.vendid Vr_03650.parent Vr_03650.ord Vr_03650.refnbr
Open + Current Per Closed – MC	03650cmc	Vr_03650c	Vr_03650c.cpnid Vr_03650c.vendid Vr_03650c.parent Vr_03650c.ord Vr_03650c.refnbr
Open Documents Only – MC	03650omc	Vr_03650o	Vr_03650o.cpnid Vr_03650o.vendid Vr_03650o.parent Vr_03650o.ord Vr_03650o.refnbr
All Documents – MC	03650mc	Vr_03650	Vr_03650.cpnid Vr_03650.vendid Vr_03650.parent Vr_03650.ord Vr_03650.refnbr
Open – Distributed Liability	03650dl	Vr_03650kw	Vr_03650kw.vendid Vr_03650kw.cpnid Vr_03650kw.parent Vr_03650kw.ord Vr_03650kw.refnbr

# Report Assistant – Accounts Payable

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The following table shows fields typically used for Sort and Select parameters for this report:

<b>Sort/Select Item</b>	<b>Field Name</b>	<b>Format / Possible Values</b>
Vendor ID	Vr_03650c.vendid	User defined Vendor ID
Document Reference Number	Vr_03650c.refnbr	Example: 000488

## Vendor Period Trial Balance – Screen 03.651.00

<i>Report Formats</i>	<i>Report Name</i>	<i>Master Table</i>	<i>Default Sort Fields</i>
Prior Period	03651	Vr_03651	Vr_03651.cpnid Vr_03651.vendid Acctsub <sup>1</sup> Vr_03651.parent Vr_03651.ord Vr_03651.refnbr
Prior Period – MC	03651mc	Vr_03651	Vr_03651.cpnid Vr_03651.vendid Acctsub <sup>1</sup> Vr_03651.parent Vr_03651.ord Vr_03651.refnbr

The following table shows fields typically used for Sort and Select parameters for this report:

<b>Sort/Select Item</b>	<b>Field Name</b>	<b>Format / Possible Values</b>
Vendor	Vr_03651.vendid	User defined Vendor ID
Voucher, Check Date	Vr_03651.docdate	Example: 01/31/2006
Pay Date	Vr_03651.paydate	Example: 01/15/2006
Due Date	Vr_03651.duedate	Example: 01/20/2006

<sup>1</sup> This field is a temporary field calculated for this report and is not stored in the database. Therefore, the field is not available for Sort and Select statements in the Field list.

## Document Register – Screen 03.660.00

Report Formats	Report Name	Master Table	Default Sort Fields
Standard	03660	Apdoc	Apdoc.cpnid Apdoc.refnbr
Multi-Currency	03660mc	Apdoc	Apdoc.cpnid Apdoc.refnbr

The following table shows fields typically used for Sort and Select parameters for this report:

Sort/Select Item	Field Name	Format / Possible Values
Document Type	Apdoc.doctype	VO, AD, AC
Vendor	Apdoc.vendid	User defined Vendor ID
Period Entered	Apdoc.perent	Example: 200601
Voucher, Check Date	Apdoc.docdate	Example: 01/31/2006
Pay Date	Apdoc.paydate	Example: 01/15/2006
Due Date	Apdoc.duedate	Example: 01/20/2006
Invoice Date	Apdoc.invcdate	Example: 01/10/2006

## Vendors – Screen 03.670.00

Report Formats	Report Name	Master Table	Default Sort Fields
Detail	03670D	Vr_03670d	Vr_03670d.cpnid Vr_03670d.vendid
Summary	03670S	Vr_03670s	Vr_03670s.cpnid Vr_03670s.vendid

The following table shows fields typically used for Sort and Select parameters for this report:

Sort/Select Item	Field Name	Format / Possible Values
Vendor ID	Vr_03670s.vendid	User defined Vendor ID
Year-To-Date Purchases	Vr_03670s.ytdpurch	Example: 2000
Last Check Date	Vr_03670s.lastchkdate	Example: 01/15/2006



**NOTE:** Depending on the report format you are printing, when specifying a Sort or Select statement, the table name follows the table name as noted in the Master Table field. For example, Vr\_03670d or Vr\_03670s.

## Vendor History – Screen 03.671.00

Report Formats	Report Name	Master Table	Default Sort Fields
Standard	03671	Vendor	Aphist.cpnid Aphist.vendid Aphist.fiscyr
Balances	03671b	Vendor	Aphist.cpnid Aphist.fiscyr Vend <sup>1</sup>

The following table shows fields typically used for Sort and Select parameters for this report:

Sort/Select Item	Field Name	Format / Possible Values
Vendor ID	Aphist.vendid	User defined Vendor ID
Fiscal Year	Aphist.fiscyr	Example: 2006

<sup>1</sup> This field is a temporary field calculated for this report and is not stored in the database. Therefore, the field is not available for Sort and Select statements in the Field list.

## PO Addresses – Screen 03.672.00

Report Formats	Report Name	Master Table	Default Sort Fields
Default only	03672	Poaddress	Vendor.vendid

The following table shows fields typically used for Sort and Select parameters for this report:

Sort/Select Item	Field Name	Format / Possible Values
Vendor ID	Vendor.vendid	User defined Vendor ID
Zip Code	Poaddress.zip	Example: 60101
State	Poaddress.state	Example: IL

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**Vendor Classes – Screen 03.673.00**

<b>Report Formats</b>	<b>Report Name</b>	<b>Master Table</b>	<b>Default Sort Fields</b>
Default only	03673	Ap03673_wrk	Ap03673_wrk.classid

The following table shows fields typically used for Sort and Select parameters for this report:

<b>Sort/Select Item</b>	<b>Field Name</b>	<b><i>Format / Possible Values</i></b>
Vendor ID	Ap03673_wrk.classid	Valid Class ID
Vendor Balance	Ap03673_wrk.vendor_vendid	User defined Vendor ID

**Aged AP – Screen 03.680.00**

<b>Report Formats</b>	<b>Report Name</b>	<b>Master Table</b>	<b>Default Sort Fields</b>
Past Due – Summary	03680s	Vr_03680s	Vr_03680s.cpnyid Vr_03680s.vendid Vr_03680s.vname
Past Due – Detail	03680d	Vr_03680d	Vr_03680d.cpnyid Grpvendid <sup>1</sup> Vr_03680d.parent Vr_03680d.ord Vr_03680d.refnbr
Past Due – Detail, MC	03680dmc	Vr_03680d	Vr_03680d.cpnyid Grpvendid <sup>1</sup> Vr_03680d.parent Vr_03680d.ord Vr_03680d.refnbr
Until Due – Summary	03680su	Vr_03680su	Vr_03680su.cpnyid Vr_03680su.vendid Vr_03680su.vname
Until Due – Detail	03680du	Vr_03680du	Vr_03680du.cpnyid Grpvendid <sup>1</sup> Vr_03680du.parent Vr_03680du.ord Vr_03680du.refnbr
Until Due – Detail, MC	03680umc	Vr_03680du	Vr_03680du.cpnyid Grpvendid <sup>1</sup> Vr_03680du.parent Vr_03680du.ord Vr_03680du.refnbr

The following table shows fields typically used for Sort and Select parameters for this report:

Sort/Select Item	Field Name	Format / Possible Values
Vendor ID	Vr_03680s.vendid	User defined Vendor ID
Vendor Balance	Vr_03680s.balance	Example: 2000



**NOTE:** Depending on the report format you are printing, when specifying a Sort or Select statement in this report, substitute the table name located in the Field Name column with the table name as noted in the Master Table field. For example, Vr\_03680s, Vr\_03680d, Vr\_03680du, etc.

<sup>1</sup> This field is a temporary field calculated for this report and is not stored in the database. Therefore, the field is not available for Sort and Select statements in the Field list.

## Period Sensitive Aged AP – Screen 03.681.00

Report Formats	Report Name	Master Table	Default Sort Fields
Detail	03681d	Vr_03681d	Vr_03681d.cpnyid Vr_03681d.vendid Vr_03681d.refnbr
Summary	03681s	Vr_03681s	Vr_03681s.cpnyid Vr_03681s.vendid
Detail-MC	03681dmc	Vr_03681d	Vr_03681d.cpnyid Vr_03681d.vendid Vr_03681d.refnbr

The following table shows fields typically used for Sort and Select parameters for this report:

Sort/Select Item	Field Name	Format / Possible Values
Vendor ID	Vr_03681d.vendid	User defined Vendor ID
Vendor Balance	Vr_03681d.cur	Example: 2000



**NOTE:** Depending on the report format you are printing, when specifying a Sort or Select statement in this report, substitute the table name located in the Field Name column with the table name as noted in the Master Table. For example, Vr\_03681d or Vr\_03681s

## Account Distribution – Screen 03.690.00

Report Formats	Report Name	Master Table	Default Sort Fields
Standard	03690	Aptran	Aptran.cpanyid Acct_sub <sup>1</sup> Aptran.batnbr Aptran.linembr
Multi-Currency	03690mc	Aptran	Aptran.cpanyid Acct_sub <sup>1</sup> Aptran.batnbr Aptran.linembr

The following table shows fields typically used for Sort and Select parameters for this report:

Sort/Select Item	Field Name	Format / Possible Values
Batch Number	Aptran.batnbr	Example: 000091
Reference Number	Aptran.refnbr	Example: 000262
Account Number	Aptran.acct	Valid Account Number
Subaccount Number	Aptran.sub	Valid Subaccount Number
Transaction Type	Aptran.trantype	VO, AD, AC, CK, VC, HC
Vendor ID	Aptran.vendid	User defined Vendor ID

<sup>1</sup> This field is a temporary field calculated for this report and is not stored in the database. Therefore, the field is not available for Sort and Select statements in the Field list.

## Unreleased PO Vouchers – Screen 03.770.00

Report Formats	Report Name	Master Table	Default Sort Fields
Default only	03770	Apdoc	Apdoc.ponbr Aptran.rcptnbr

The following table shows fields typically used for Sort and Select parameters for this report:

Sort/Select Item	Field Name	Format / Possible Values
Purchase Order Number	Aptran.ponbr	Example: 000091
Receipt Number	Aptran.rcptnbr	Example: 000262

## Recurring Vouchers – Screen 03.700.00

Report Formats	Report Name	Master Table	Default Sort Fields
Standard	03700	Apdoc	Apdoc.cpnid Apdoc.refnbr Aptran.refnbr Aptran.linibr
Multi-Currency	03700mc	Apdoc	Apdoc.cpnid Apdoc.curyid Apdoc.refnbr Aptran.refnbr Aptran.linibr

The following table shows fields typically used for Sort and Select parameters for this report:

Sort/Select Item	Field Name	Format / Possible Values
Voucher Pay Date	Apdoc.paydate	Example: 02/15/2006
Voucher Due Date	Apdoc.duedate	Example: 02/28/2006
Account Number	Aptran.acct	Valid Account Number
Subaccount Number	Aptran.sub	Valid Subaccount Number
Vendor ID	Apdoc.vendid	User defined Vendor ID
Document cycle	Apdoc.cycle	Example: 1

## Check Reconciliation – Screen 03.710.00

Report Formats	Report Name	Master Table	Default Sort Fields
Default only	03710	Vr_03710	Vr_03710.refnbr Vr_03710.acct Vr_03710.sub Vr_03710.doctype Vr_03710.recordid

The following table shows fields typically used for Sort and Select parameters for this report:

Sort/Select Item	Field Name	Format / Possible Values
Status	Vr_03710.status	O, C, V
Account Number	Vr_03710.acct	Valid Account Number
Subaccount Number	Vr_03710.sub	Valid Subaccount Number
Period Closed	Vr_03710.perclosed	Example: 200601

To print a Check Reconciliation report for a certain date, showing only open items, use the following parameters. Substitute the bank statement cut-off date in Value field for Apdoc.docdate. The Value for Apdoc.status is O, for open.

Sort/Select Field	Operator	Value	Boolean
Vr_03710.docdate	Less than or equal to	01/31/06	And
Vr_03710.status	Equal	O	And

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**1099 Preview – Screen 03.730.00**

<b>Report Formats</b>	<b>Report Name</b>	<b>Master Table</b>	<b>Default Sort Fields</b>
Default only	03730	Vendor	Ap_balances.cpnid Vendor.vendid

The following table shows fields typically used for Sort and Select parameters for this report:

<b>Sort/Select Item</b>	<b>Field Name</b>	<b>Format / Possible Values</b>
Tax Identification Number	Vendor.tin	Example: 819476042
Vendor ID	Vendor.vendid	User Defined Vendor ID

## 1099 Forms – Screen 03.740.00

Report Formats	Report Name	Master Table	Default Sort Fields
Laser 1099 Forms	03740l	Vs_1099info	Vs_1099info.cmasterfedid Vs_1099info.vendid
Continuous 1099 Forms	03740c	Vs_1099info	Vs_1099info.cmasterfedid Vs_1099info.vendid

The following table shows fields typically used for Sort and Select parameters for this report:

Sort/Select Item	Field Name	Format / Possible Values
Tax Identification Number	Vs_1099info.tin	Example: 819476042

## Document History – Screen 03.750.00

Report Formats	Report Name	Master Table	Default Sort Fields
Summary	03750s	Apdoc	Apdoc.cpnid Apdoc.refnbr
Detail	03750d	Apdoc	Apdoc.cpnid Apdoc.refnbr Aptran.linibr
Summary – Multi-Currency	03750smc	Apdoc	Apdoc.cpnid Apdoc.refnbr
Detail – Multi-Currency	03750dmc	Apdoc	Apdoc.cpnid Apdoc.refnbr Aptran.linibr

The following table shows fields typically used for Sort and Select parameters for this report:

Sort/Select Item	Field Name	Format / Possible Values
Purchase Order Number	Apdoc.ponbr	Example: 008462
Reference Number	Apdoc.refnbr	Example: 000489
Voucher Invoice Number	Apdoc.incnbr	Example: 1252
Vendor ID	Apdoc.vendid	User defined Vendor ID

## AP Batch Register – Screen 03.800.00

Report Formats	Report Name	Master Table	Default Sort Fields
Summary	03800s	Batch	Batch.cpnyid Batch.batnbr
Detail	03800d	Batch	Batch.cpnyid Batch.batnbr Acctsub <sup>1</sup> Aptran.cpnyid
Summary – Multi-Currency	03800smc	Batch	Batch.cpnyid Batch.batnbr
Detail – Multi-Currency	03800dmc	Batch	Batch.cpnyid Batch.batnbr Acctsub <sup>1</sup> Aptran.cpnyid

The following table shows fields typically used for Sort and Select parameters for this report:

Sort/Select Item	Field Name	Format / Possible Values
Batch Status	Batch.status	P, H, V, U, R, S
Batch Number	Batch.batnbr	Example: 200103
Screen Number	Batch.editscrnabr	0301000, 0303000, 0362000, etc.

<sup>1</sup> This field is a temporary field calculated for this report and is not stored in the database. Therefore, the field is not available for Sort and Select statements in the Field list.

## AP Edit Report – Screen 03.810.00

Report Formats	Report Name	Master Table	Default Sort Fields
Standard	03810	Vr_03810	Vr_03810.batchcpny Vr_03810.batnbr Vr_03810.refnbr Vr_03810.acct Vr_03810.sub
Multi-Currency	03810mc	Vr_03810	Vr_03810.batchcpny Vr_03810.batnbr Vr_03810.refnbr Vr_03810.acct Vr_03810.sub

The following table shows fields typically used for Sort and Select parameters for this report:

Sort/Select Item	Field Name	Format / Possible Values
Batch Status	Vr_03810.status	P, H, V, U, R, S
Batch Number	Vr_03810.batnbr	Example: 200103
Vendor ID	Vr_03810.vendid	User defined Vendor ID
Entry Screen	Vr_03810.editscrnibr	0301000, 0303000, 0362000, etc.

## Unreleased AP Batches - Summary – Screen 03.820.00

Report Formats	Report Name	Master Table	Default Sort Fields
Default only	03820s	Vr_03820	Vr_03820.cpnid Vr_03820.batnbr Vr_03820.refnbr

The following table shows fields typically used for Sort and Select parameters for this report:

Sort/Select Item	Field Name	Format / Possible Values
Batch Status	Vr_03820.status	P, H, V, U, R, S
Batch Number	Vr_03820.batnbr	Example: 200103
Vendor ID	Vr_03820.vendid	User defined Vendor ID
Entry Screen	Vr_03820.editscrnbr	0301000, 0303000, 0362000, etc.