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SIMMS

Inventory Management System

Accounts Payable Module

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Introduction

If the Accounts Payable module is employed, the user can process payments to vendors, as well as generate balance and analysis reports for current Accounts Payable.

AP Manager

Open the **AP Manager** screen by selecting **Modules>Accounts Payable**.

Accounts Payable - Vendor's payments

Vendor: Acme Inc. AP Document #: 281 AP Date: 11/10/2004

Payment Type: Cash Payment Per Type: 0.00 Total Paid: 0.00 Credit: Use Credit: Foreign Currency: Clear Automatic Payment

Comment:

Doc. Date	Order #	Doc. #	Total Value	Apply Terms Until	Discount	Due From	Interest	Payment	Foreign C
09/17/2004	20273	20273	49.75	<input type="checkbox"/>	No discount	0.00 09/17/2004	0.00	0.00	
09/21/2004	20278	20278	10.00	<input type="checkbox"/>	No discount	0.00 09/21/2004	0.00	0.00	
10/13/2004	20300	REC1001	785.00	<input type="checkbox"/>	No discount	0.00 10/13/2004	0.00	0.00	

Payment History of Order Number 20273

Total: Owed 844.75 Discount 0.00 Overdue 0.00 Payment 0.00

Processing Payments to a Vendor

1. Click on the New button, and select the Vendor from the dropdown box.
2. Accept/Enter the AP Number and AP Date.
3. Select the Payment Type of Cash, Cheque or Credit Card.
4. Enter the amount being paid in the Payment per Type field.
5. If the vendor has an additional/foreign currency in effect, it

will show in the Foreign Currency field.

Accounts Payable - Vendor's payments

Vendor: Acme Inc. AP Document #: 281 AP Date: 11/10/2004

Payment Type: Check Payment Per Type: 0.00 Total Paid: 49.75 Credit: Use Credit: Foreign Currency: Clear Automatic Payment

Comment:

Doc. Date	Order #	Doc. #	Total Value	Apply Terms	Until	Discount	Due From	Interest	Payment Foreign
09/17/2004	20273	20273	49.75	<input checked="" type="checkbox"/>	No discount	0.00	09/17/2004	0.00	49.75
09/21/2004	20278	20278	10.00	<input type="checkbox"/>	No discount	0.00	09/21/2004	0.00	0.00
10/13/2004	20300	REC1001	785.00	<input type="checkbox"/>	No discount	0.00	10/13/2004	0.00	0.00

Payment History of Order Number 20273

Total: Owed 844.75 Discount 0.00 Overdue 0.00 Payment 49.75

6. Once the Total Paid field reflects the correct amount, click the Apply checkbox.

7. To use credit to process the payment, click the checkbox next to Use Credit and enter the amount.

8. To make the payment, click the Automatic Payment button.

9. Select the established Cash Account from which to draw the payment (if applicable) [Use of this feature presumes both setup and usage of the General Ledger module].

10. After confirming the payment shown in the bottom section is correct (b), click the **Save** button to save the payment.

Doc. Date	Order #	Doc. #	Total Value	Apply Terms Until	Discount	Due From	Interest	Payment Foreign C
09/17/2004	20273	20273	49.75	<input checked="" type="checkbox"/>	No discount	0.00 09/17/2004	0.00	49.75
09/21/2004	20278	20278	10.00	<input type="checkbox"/>	No discount	0.00 09/21/2004	0.00	0.00
10/13/2004	20300	REC1001	785.00	<input type="checkbox"/>	No discount	0.00 10/13/2004	0.00	0.00

Doc. Date	Order #	Total Value	Apply Terms Until	Discount	Due From	Overdue	Due Balance	Balance
01/23/2004	20031	54.48	<input checked="" type="checkbox"/>	No discount	0.00 02/06/2004	0.00	0.00	54.48

Total: Owed **2646.48** Discount **0.00** Overdue **0.00** Payment **54.98**

Manual Check Entry

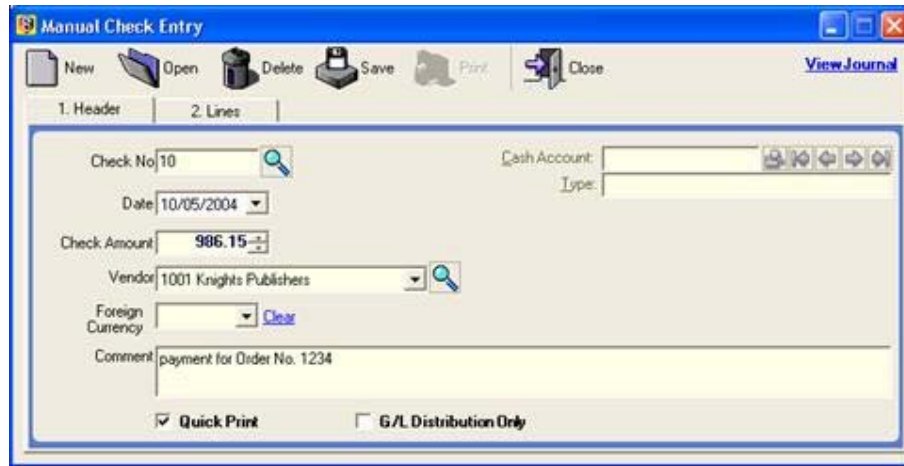
After clicking the **New** button, on the **Header** tab users may process payment to vendors by entering all appropriate data, including:

Check No., Date, Amount, Vendor, Foreign Currency (if applicable), Comment information, choosing the account (Cash or Credit, whichever is desired).

Additional selections such as Quick Print and General Ledger Distribution Only are

also available.

Users now perform a credit memo in Purchasing by entering negative dollar amounts in the receipt (this feature is only for Miscellaneous Items and Charges). For normal items, a Credit Memo for Purchasing can be processed by creating a void or a return of items.



NOTE : The check format conforms to product number L227E-1 Laser Check-Middle (Stub, Check, Stub) from **Nebs** (1-800-461-7572).

On the **Lines** tab, users may select the particular invoice that the payment is being made against, and enter any further details of the payment



Once the entries and selections are complete, click the **Save** button to process the check.

Verify the data under *Step 1*, and once certain of its accuracy, click the **Print** icon in *Step 2* to produce a hard copy of the check.

Click the **Close** button on all open screens to end checks.



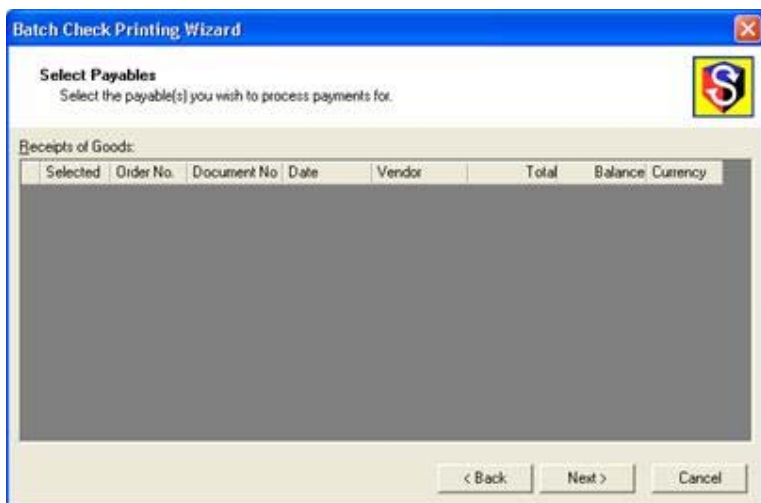
Check Numbers

Users may allot number ranges to

transactions and checks within the system. Select the *Type*, then click the **Save** button to allocate the number range to the transaction type.



Batch Check Printing



Process the payables you wish to process, then click Next.

Currency Trader – Manual Check Entry

The Currency Trader permits third party payments in alternate currencies.

On the Contact Management>Vendor Screen, a new contact type in the Type dropdown field has been called **Currency Trader**. If this type is assigned to a vendor it permits you to treat the vendor as a currency trader, enabling that vendor to pay any of your payables for any other vendor from within the new **Currency Trader - Manual Check Entry Screen**.

This new screen enables you to pay a vendor categorized as a **Currency Trader** in one selected currency in order to pay invoices for alternate vendors from the same payment but in alternate currency by:

- 1) Selecting New (from the top menu to create a new document)
- 2) Selecting a vendor (Currency Trader)

NOTE: Only vendors that have been assigned the **Currency Trader** Type will be displayed in the selection list.

- 3) Select the currency you are paying the trader in.
- 4) Next, select the currency to which you want the trader to convert.

5) Enter the parity (exchange) rate.

6) Enter the amount to be paid in the destination currency and the system will automatically populate the source currency amount required based on the parity rate entered, or enter the amount of source currency you are paying the trader and the system will automatically populate the destination currency amount based on the parity rate entered.

7) Select the vendor to pay (if the vendor you select has invoices in the selected "Convert To" currency, then those invoices will be displayed.

8) Enter the payment amount to be applied to the selected invoice and then select additional invoices from additional vendors to be paid in the same "convert to currency" until the check amount entered to begin with is all allocated.

9) Click **Save** to complete the process.

Paying Bills

1) To enter and pay the bill on the fly left away:

Proceed to AP Manual Check printing and from the second tab you can select the invoices to be paid and/or add invoices and comments for each on the fly to be paid in the check.

2) To enter the bill and pay it later:

Proceed to Receipt of Goods and enter a receipt and use Miscellaneous Charges for things such as a phone bill.

Receive the invoice for the receipt at the same time (necessary if you utilize the Receive Invoice for Receipt of Goods feature in Global Settings)

This step accomplishes two things: it receives items (if applicable) and most importantly receives AP Invoices.

Proceed to AP Manual Check printing and from the second tab you can select the invoices to be paid and/or add invoices and comments for each on the fly to be paid in the check.

Accounts Payable Report Generator

Open the Accounts

Payable Reports

Generator screen by

selecting Modules

from the main menu,

then Accounts

Payable, then AP Report Generator.



Vendor Statement

The Vendor Statement Report produces a Vendor Statement of accounts for vendors.

Vendor Statement

NYZ Company Inc.
78 Massachusetts Avenue, Cambridge MA, 02139-4307
http://www.nyz.com
Phone: 604-423-6597 Fax: 604-423-6797

Receipt Date	Receipt No.	Discount Date	Foreign Currency	Total	Total Default Currency	Total Receipts	Total Default Currency	Total Balance	Total Default Currency
05-04-2003	19	05-12-2003	EUR	24,472.33	24,472.33	24,472.33	24,472.33	0.00	0.00
05-20-2003	83	05-21-2003		27.00	27.00	27.00	27.00	0.00	0.00
05-20-2003	83	05-20-2003		27.00	27.00	27.00	27.00	0.00	0.00
05-20-2003	83	05-21-2003		1,178.78	1,178.78	1,178.78	1,178.78	0.00	0.00
05-20-2003	83	05-20-2003		406.48	406.48	406.48	406.48	0.00	0.00
05-20-2003	83	05-21-2003		1,285.31	1,285.31	1,285.31	1,285.31	0.00	0.00
05-20-2003	83	05-20-2003		343.89	343.89	343.89	343.89	0.00	0.00
05-20-2003	83	05-20-2003		7.60	7.60	7.60	7.60	0.00	0.00
05-20-2003	83	05-20-2003		7.63	7.63	7.63	7.63	0.00	0.00

Click the **Generate** button to produce the report.

As with all reports produced by the Reports Generator, the options to view a summary version and/or have each vendor listed on a separate page can be designated by checking the boxes along the bottom of the Generator screen.

Vendor Payments Report

The Vendor Payments Report produces a listing of all vendor payments.

NYZ Company Inc.
78 Massachusetts Avenue, Cambridge MA, 02139-4307
http://www.nyz.com
Phone: 604-423-6597 Fax: 604-423-6797

Vendor Payments

Payment No.	Date	Foreign Currency	Credit Changed	Payment Payment Default Currency
101	06-11-2003			386.16
05-20-2003	101 PO:44_Release	406.48	406.48	406.48
Total Payment Default Currency				406.48
124	05-30-2003			1,000.00
05-20-2003	124 9949	1,285.31	1,285.31	1,000.00
Total Payment Default Currency				1,000.00
138	10-01-2003			617,617.40
06-19-2003	10001 PO:88_Release	617,617.40	617,617.40	617,617.40
Total Payment Default Currency				617,617.40

Additional Option: Payment Comments

Click the **Generate** button to produce the report.

Aged Receipt Report

The Aged Receipt Report displays the degree to which receipts have aged. Credit details have also been added to the content of this report.

Click the **Generate** button to produce the report.

XYZ Company Inc.
 78 Massachusetts Avenue, Cambridge MA 02139-4507
<http://www.xyz.com>
 Phone: 604-123-6397 Fax: 604-123-6797

Aged Receipt Report

INV. DATE	DUEDATE	ORDER #	Aged Receipts	BALANCE	0-30 days	31-60 days	61-90 days	91-120 days	> 120 days	
1001 Knights Publishers, Payment Terms: no alert 1,000.00 (days), Contact: Hugh Jampton, Tel: 619-869-9823										
01-01-2003	09-26-2006	30399	125.00	125.00	0.00	125.00	0.00	0.00	0.00	
01-03-2004	10-03-2006	30304	1,166.46	1,166.46	0.00	1,166.46	0.00	0.00	0.00	
01-08-2004	10-16-2006	20924	1,877.45	1,877.45	0.00	0.00	0.00	0.00	1,877.45	
01-23-2004	10-19-2006	20030	876.87	876.87	0.00	0.00	0.00	0.00	876.87	
01-28-2004	10-24-2006	20036	1,313.28	1,313.28	0.00	0.00	0.00	0.00	1,313.28	
03-09-2004	10-30-2006	20096	591.69	591.69	0.00	0.00	0.00	0.00	0.00	
03-09-2004	10-30-2006	20099	394.46	394.46	0.00	0.00	0.00	0.00	0.00	
TOTALS					3,943.74	5,943.74	0.00	0.00	988.14	3,963.60
						3,943.74	5,943.74	4,889.59	1,291.08	

Vendor Purchase Analysis Report

The Vendor Purchase Analysis Report produces a detailed list regarding all purchases, not only those with payments applied to them.

Click the **Generate** button to produce the report.

XYZ Company Inc.
 78 Massachusetts Avenue, Cambridge MA 02139-4307
<http://www.xyz.com>
 Phone: 604-123-6397 Fax: 604-123-6797

Vendor Purchase Analysis

VENDOR NAME	PURCHASES	PAYMENTS	DISCOUNTS TAKEN	DISCOUNTS POSSIBLE	OVERDUE CHARGE
1001 Knights Publishers	675,837.64	669,815.72	1.71	33,791.50	0.00
1111 Best Systems	34,845.58	34,845.59	0.00	0.00	0.00
411 Access	3,494,038.95	2,803,542.09	0.00	104,622.91	0.00
AI-MV2-3	36,093.07	36,113.23	0.00	0.00	0.00
Acme Inc.	6,002,732.90	6,002,732.90	0.00	1.00	0.00
American Nursing Services	182,233.02	184,604.38	5.15	8,782.74	0.00
Annexus Data Systems	254.28	254.28	0.00	12.71	0.00
Aurek LLC	348,328.76	348,321.28	0.00	0.00	0.00
Axaver	13,827.90	11,447.13	0.00	0.00	0.00
BBI	438.86	438.85	0.00	8.78	0.00
Best Vendors	624.12	624.12	6.24	6.24	0.00
Cabinetry Design	375.00	375.00	0.00	0.00	0.00
Commentum	45,684.81	42,506.31	0.00	0.00	0.00
Curry Price Court	3,183.20	3,183.20	0.00	0.00	0.00
Earth Tech Global Water	142,539.30	143,404.33	0.00	0.00	0.00
Fiber-Cement Building Materials	99.50	99.50	0.00	2.99	0.00
KCSI - Canada	26,651.65	28,978.25	0.00	0.00	0.00
Oricle Access	3,547,770.91	3,537,545.42	0.00	0.00	0.00
Phase 4 Wireless	148,200.00	148,200.00	0.00	0.00	0.00
Temple Ventures	9,194.10	9,194.10	0.00	0.42	0.00
Valley Distributors	3,120,000.00	3,120,000.00	0.00	31,200.00	0.00
Venetian School of the Blind	7,771.08	7,764.47	0.00	13.86	0.00
Welcome Labels	1,704.16	1,631.01	0.00	170.42	0.00
WIP Enterprises	7,692.00	7,692.00	0.00	230.76	0.00
Wan Ton Zoop Co.	441.80	445.12	0.00	0.00	0.00
Xology Inc.	197,431.98	198,102.64	0.00	19,742.98	0.00
TOTALS	18,047,994.56	17,341,860.91	13.10	198,587.31	0.00

Accounts Payable Analysis Report

The Accounts Payable Analysis Report produces a detailed list regarding the current status of your Accounts Receivable.

XYZ Company Inc.
 78 Massachusetts Avenue, Cambridge MA 02139-4307
<http://www.xyz.com>
 Phone: 604-123-6397 Fax: 604-123-6797

Accounts Payable Analysis

Your Account Payable is down -99.98% over the last period
 0.00% of Account Payable is over 30 days old

Period	Total Receivables	Percent Change	No. of Invoices	Over 30 Days	% of Total	Over 60 Days	% of Total
03 Jul	7.00	-99.98	1	0.00	0.00	0.00	0.00
03 Jun	25,832.78	-99.60	12	0.00	0.00	0.00	0.00
03 May	6,434,373.21	-41.09	99	0.00	0.00	0.00	0.00
03 Oct	10,920,976.45	100.00	80	10,665,745.24	97.66	4,238,150.32	38.81

Click the **Generate** button to produce the report.

Accounts Payable Listing Report

The Payment Listing Report produces a detailed list regarding the payments to your vendors.

Click the **Generate** button to produce the report.

Accounts Payable Summary Report

The Accounts Payable Summary Report produces a totals list regarding the purchases made from your vendors.

Click the **Generate** button to produce the report.

Vendor Aged Summary Report

The Vendor Aged Summary Report produces an aged summary list regarding the purchases made from your vendors.

Click the **Generate**

XYZ Company Inc.
78 Massachusetts Avenue, Cambridge MA 02139-4307
http://www.xyz.com
Phone: 604-123-6397 Fax: 604-123-6797

Accounts Payable Listing

Order # Doc. Date	Document # ForeignCurr.	Total Default Currency	Total	Payment Payment	Default Currency	Payment #	Doc. Date
1001 Knights Publishers							
19 05/14/2003	PO:21_Release: EURO	30,840.41	24,672.33	24,672.33	30,840.41		
				1,233.62	1,542.03	92	05/21/2003
				386.16	482.70	93	05/21/2003
				23,052.55	28,815.69	94	05/21/2003
83 05/20/2003	PO:38_Release:	27.00	27.00	27.00	27.00		
				27.00	27.00	95	05/21/2003
98 05/20/2003	PO:41_Release:	1,178.78	1,178.78	1,178.78	1,178.78		
				145.95	145.95	98	05/21/2003
				260.51	260.51	95	05/21/2003
				386.16	386.16	96	05/21/2003
				386.16	386.16	97	05/21/2003

XYZ Company Inc.
78 Massachusetts Avenue, Cambridge MA 02139-4307
http://www.xyz.com
Phone: 604-123-6397 Fax: 604-123-6797

Accounts Payable Summary

Vendor Name	Net Purchases	GST	Total
1001 Knights Publishers	692,224.45	46,606.01	738,830.46
1111 Best Systems	587,946.97	0.00	587,946.97
411 Access	3,148,597.11	644.51	3,149,241.62
AI-MV2-3	68,000.34	2,549.41	70,549.75
Acme Inc.	6,023,435.36	0.00	6,023,435.36
American Nursing Services	159,191.58	11,172.33	170,363.91
Anestis Data Systems	1,134.68	0.00	1,134.68
Autel LLC	499,501.02	0.00	499,501.02
Axcoff	38,964.94	25.42	39,010.36
BBB	2,536.81	263.34	2,800.15
Best Vendor	594.40	0.00	594.40
Cabinetry Design	375.00	0.00	375.00
Cormentum	89,322.28	0.00	89,322.28
Curry Price Court	3,965.42	0.00	3,965.42
Earth Tech Global Water	128,243.97	8,014.35	136,258.32
Fiber-Cement Building Materials	99.50	0.00	99.50
Jewel Glassworks	0.00	0.00	0.00
Jumangi African Tours	239,999.00	16,792.63	256,791.63
KCSI - Canada	32,938.31	2,468.71	35,407.02
Orsco Access	3,381,494.46	0.00	3,381,494.46
Paper Products Ltd.	80.00	0.00	80.00
Phase 4 Wireless	120,000.00	9,000.00	129,000.00

button to produce the report.

Report
MainReport

XYZ Company Inc.
Vendor Aged Summary as of 08/23/2004

Page 1 of 1

Vendor	Credit	Total	Current	31 to 60	61 to 90	91+
1001 Knights Publishers	0.00	10,850.59	22.01	-	-	10,828.58
1111 Best Systems	197.23	9.95	9.95	-	-	-
411 Access	0.00	716,111.94	25,615.06	-	-	690,496.88
A1-MV2-3	384.60	83.46	-	83.46	-	-
Acme Inc.	0.00	648.00	648.00	-	-	-
American Nursing Services	0.00	3.42	-	-	-	3.42
Annexus Data Systems	0.00	-	-	-	-	-
Antek LLC	0.00	5,005.52	-	-	-	5,005.52
Axacore	0.00	30,658.58	-	-	-	30,658.58
BBB	0.00	461.85	-	-	-	461.85
Commentum	0.00	28,492.72	-	-	-	28,492.72
Curry Price Court	0.00	382.37	-	-	-	382.37
Earth Tech Global Water	0.00	0.01	-	-	-	0.01
Fiber-Cement Building	0.00	-	-	-	-	-
Jewel Glasworks	0.00	-	-	-	-	-
Jones Co.	0.00	349.95	349.95	-	-	-

Current Page No: 1 Total Page No: 1 Zoom Factor: 88%

Vendor Aged Detail Report

The Vendor Aged Detail Report produces a detailed list regarding the payments to, and purchases made from, your vendors.

Report
MainReport

XYZ Company Inc.
Vendor Aged Detail as of 08/23/2004

Page 1 of 7

			Total	Current	31 to 60	61 to 90	91+
1001 Knights Publishers							
19	05/14/2003	Receipt	30,840.41	-	-	-	30,840.41
92	05/21/2003	Payment	-1,233.62	-	-	-	-1,233.62
93	05/21/2003	Payment	-386.16	-	-	-	-386.16
94	05/21/2003	Payment	-23,052.55	-	-	-	-23,052.55
131	05/29/2003	Receipt	1,285.31	-	-	-	1,285.31
124	05/30/2003	Payment	-1,000.00	-	-	-	-1,000.00
143	05/30/2003	Receipt	7.63	-	-	-	7.63
195	11/14/2003	Payment	-7.63	-	-	-	-7.63
153	06/02/2003	Receipt	7.63	-	-	-	7.63
195	11/14/2003	Payment	-7.63	-	-	-	-7.63
2011	06/12/2003	Receipt	1.15	-	-	-	1.15
2016	06/12/2003	Receipt	2,290.00	-	-	-	2,290.00
2028	06/16/2003	Receipt	2,084.01	-	-	-	2,084.01
10001	06/19/2003	Receipt	617,617.40	-	-	-	617,617.40
138	10/01/2003	Payment	-617,617.40	-	-	-	-617,617.40
10002	06/19/2003	Receipt	381.66	-	-	-	381.66

Current Page No: 1 Total Page No: 7 Zoom Factor: 88%

Click the Generate button to produce the report.

Vendor Currency Aged

Users can employ a date filter (including the final date), choose a summary version, and which currency you wish to report on.

The report looks like new Vendor Aged Detail but it is laid out in landscape and

contains amounts in
the selected currency.

Important SIMMS Software Contact Information



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