

Accounts Payable & Purchasing Transactions

Menu Item	Description	G/L Transactions	Subsidiary Transactions	Reports	Data Files Affected
AP-B	Enter Vouchers; Type=Voucher	Credit Accounts Payable Debit per distribution entered	A/P Aging Record; A/P Voucher line item detail	AP-I AP Aging AP-E Inv due by Date	BKAPINVT, BKAPINVL, BKAPVEND, BKGLTEMP
AP-B	Enter Vouchers; Type=Credit	Debit Accounts Payable Credit per distribution entered	A/P Aging Record; A/P Voucher line item detail	AP-I AP Aging AP-E Inv due by Date	BKAPINVT, BKAPINVL, BKAPVEND, BKGLTEMP
AP-B	Enter Vouchers; Type=Beginning Balance	None	A/P Aging Record; A/P Voucher line item detail	AP-I AP Aging AP-E Inv due by Date	BKAPINVT, BKAPINVL, BKAPVEND
PO-C	Receive PO	Debit Inventory (per product Class; Credit PO Rec'd Not Invoiced)	PO-Header & Line Item detail	PO-I-A Open PO PO-I-E Receiving Report PO-I-F Print Rec'd not Invcd	BKAPPO, BKAPPOL, BKAPHPO, BKAPHPOL, BKGLTEMP
AP-C	Enter P0 Invoice	Credit Accounts Payable Debit P0 Rec'd, Not Invoiced	A/P Aging Record; Purchase Order status	AP-I AP Aging AP-E Inv due by Date P0-I-A Open P0 Report P0-I-F Print Rec'd not Invcd	BKAPINVTI BKAPHPO, BKAPHPOL, BKAPVEND, BKGLTEMP
AP-H	Print Checks	Debit Accounts Payable Credit A/P Bank(Cash) account	A/P Aging Record; A/P Payment History; Check Register	AP-I AP Aging AP-R AP Payment History GL-I Print Check Register	BKAPINVT, BKAPVEND, BKAPCHKH, BKGLCHK, BKGLTEMP
AP-Q	Void AP Check	Credit Accounts Payable Debit A/P Bank(Cash) account	A/P Aging Record; A/P Payment History; Check Register	AP-I AP Aging AP-R AP Payment History GL-I Print Check Register	BKAPINVT, BKAPVEND, BKABCHKH, BKGLCHK, BKGLTEMP

Sales Order & Accounts Receivable Transactions

Menu Item	Description	G/L Transactions	Subsidiary Transactions	Reports	Data Files Affected
SO-G	Post Invoices	Debit Accounts Receivable Credit Income (per Item Product Class), Sales Tax Liabile & Freight Income; Debit Cost of Goods Expense Credit Inventory (per Item Product Class)	Inventory Transactions A/R Aging Record Invoice Listing	IN-E Print Transactions IN-N-B Monthly Shipments Costing AR-F Print Aging AR-E Print Statements SO-O-H Invoice Listing All of Sales Analysis Menu	BKARINV, BKARINVL, BKARHINV, BKARHIVL BKARINVT, BKARCUST, BKART, INVTXN, BKGLTEMP, BKISTAX
AR-B	Enter Vouchers; Type=Voucher	Debit Accounts Receivable Credit per distribution entered	A/R Aging Record; A/R Voucher line Item detail	AR-F AR Aging AR-E Print Statements SO-O-H Invoice Listing	BKARINVT, BKARINVV, BKARCUST, BKART, BKGLTEMP
AR-B	Enter Vouchers; Type=Credit	Credit Accounts Receivable Debit per distribution entered	A/R Aging Record; AIR Voucher line item detail	AR-F AR Aging AR-E Print Statements SO-O-H Invoice Listing	BKARINVT, BKARINW, BKARCUST, BKART, BKGLTEMP
AR-B	Enter Vouchers; Type=Beginning Balance	None	AIR Aging Record; AIR Voucher line item detail	AR-F AR Aging AR-E Print Statements SO-O-H Invoice Listing	BKARINVT, BKARINVV, BKARCUST, BKART
AR-C	Record Payments	Debit A/R Bank(Cash) account Credit Accounts Receivable Credit SC payable Debit SC expense	A/R Aging Record; A/R Payment History; Check Register	AR-F AR Aging AR-E Print Statements GL-I Print Check Register	BKARINVT, BKARCUST, BKGLTEMP, BKART, BKARCHKF
AR-D	Charge Interest on Invoice	Debit Accounts Receivable Credit Interest Income	AIR Aging Record; A/R Invoice Header	AR-F AR Aging AR-E Print Statements SO-O-H Invoice Listing	BKARINVT, BKARCUST, BKGLTEMP, BKART
AR-L	Transfer Sales Tax	Debit Sales Tax Withheld Credit Accounts Payable	A/P Aging record, Sales Tax Due detail	AP-I A/P Aging AR-K Print Sales Tax Report	BKAPINVT, BKGLTEMP, BKISTAX,
AR-M	Customer Refund	Debit Accounts Receivable Credit Accounts Payable or Cash	A/R Aging, A/P Aging	AR-F AR Aging AR-E Print Statements AP-I Accounts Payable Aging	BKARINVT, BKAPINVT, BKARCUST, BKAPVEND, BKGLTEMP
AR-N	Enter Customer Deposits	Debit A/R Cash (Bank) Account Credit Customer Deposit	A/R Aging, A/R Payment History, Check Register	AR-N Enter/Print Cust Deposits AR-F AR Aging AR-E Print Statements	BKARINVT, BKARINV, BKARCUST, BKARDEP, BKART, BKGLTEMP

Accounts Receivable Data Entry & Defaults

Item Description	Data Entry/Modification Screen(s)	Defaults/Supporting Information	Reports	Data Files Affected
Customer Master	AR-A - Enter Customer AR-B - Enter Vouchers SO-A - Enter Sales Orders ES-A - Enter Estimates	AD-E A/R Defaults (Class, Salesperson, Price Code, Discount Code, Terms) AM-E Enter Terms Table AM-F Enter Tax Codes AM-G Enter Tax Groups CS-A Enter Salespersons	AR-G Print Customer Code & Name AR-H Print Customer General Info AR-I Print Customer Mail Labels AR-J Print Customer Rolodex	BKARCUST
Payment Terms	AM-E Enter Terms Table	N/A	N/A	ISTERMS
Sales Tax Authorities	AM-F Enter Tax Codes AM-G Enter Tax Groups	N/A	N/A	ISTAXFIL, ISTAXGRP
Salespeople	CS-A Enter Salespersons	AD-C Sales Commission Defaults	CS-C Print Salespersons Info	BKPRMSTR, BKPRSALE, BKPRAGNT, BKPRCOMM

Manufacturing and Work Order Transactions

Menu Item	Description	G/L Transactions	Subsidiary Transactions	Reports	Data Files Affected
WO-G	Issue Material	Credit Material Inventory Debit Work In Process	Material Issues, Inventory Transactions	JC-E Print Material Issues JC-M Print WIP Summary	WORKORD, BKICMSTR, WOMAT, WOBOM, BKGLTEMP
WO-F; WO-M & N; DC-H	Enter/Post Labor	Credit Accrued Labor Debit Work in Process	Labor Transactions	JC-C Print Labor Transaction JC-M Print WIP Summary DC-D View Labor Status	WORKORD, BKICMSTR, WOLABOR, WOROUT, BKDCLAB, BKGLTEMP
WO-I; WO-P	Enter Finished Production	Credit Work in Process Debit Finished Goods Inventory	Inventory Transactions	IN-N-C Closed WO Costing JC-Q Print WO Receipts	WORKORD, WORECV, BKICMSTR, BKGLTEMP