

# Accounting Fundamentals cont.

This guide introduces you to the essential accounting processes you'll use daily. It begins with the **Cash Out Report**, which helps you reconcile payments from invoices and accounts receivable (AR) by branch, terminal, or user. This step ensures your tills are balanced before posting invoices. You'll learn how to preview and execute cash-outs, and understand how to use filters like date ranges and user IDs to manage transactions effectively. This process is optional but highly recommended for maintaining accurate records.

Next, you'll explore **Invoice Posting and AR Procedures**, which are key to tracking and depositing payments. EPASS supports daily balancing through reports and previews, helping you verify totals before finalizing postings. You'll also learn how to manage payments on account, make journal entries for adjustments, and maintain supplier records. The system offers flexibility for multi-branch operations and includes tools for customizing supplier details, discounts, and payment terms. By mastering these steps, you'll ensure your financial data is accurate and your business operations run smoothly.

## Cash Out Report

This report is intended for companies to 'cash out' their tills throughout the day or at day end; it will help you quickly cash out and balance a till or can be used to cash out the whole store. This report allows you to see all payments from invoicing and AR and allows you to cash out by branch, terminal, user, or a combination of all three. Once payments have been 'cashed out', they cannot be modified. If you are cashing out a whole store, not a till, you will want to *Select All Terminals* and *All User IDs* for your branch.

This cash-out feature does not affect the invoice posting and is optional, but if you wish to use the *Cash Out Report*, you do need to cash out transactions prior to invoice posting; once transactions are posted you cannot cash them out. It is designed as an intermediary step so that by the time the invoice posting is done, all tills should already have balanced.

**Cash Out**

**Process Payments**

Cash Out From: 00/00/00

Cash Out up to and including Date: 4/13/2020

For Branch: All Records

**Terminals**

Branch	Terminal	Description
<input checked="" type="checkbox"/> 1	T10	TERMINAL 10
<input checked="" type="checkbox"/> 2	DEFAULT	TERMINAL 3
<input checked="" type="checkbox"/> 2	T03	TERMINAL 03

**User ID's**

User ID	Name
<input checked="" type="checkbox"/> NICK	NICK FAIOLA
<input checked="" type="checkbox"/> PP	POONAM

\* Note: You will only see Terminals and User ID's that have Payments to be Cashed Out !

☒ Preview Cashout Only

OK

Cancel

## REPORT PARAMETERS

- Cash Out From:**  
 This is a beginning date that could be used if you want to exclude transactions by date. It defaults to "00/00/00" date. This would only be filled in if you have not cashed out a prior date and wish to exclude it from the report.
- Cash Out up to and including Date:**  
 This date indicates a cutoff, or end date, of which transactions are included in this batch. It defaults to the date you are logged into EPASS.
- For Branch:**  
 This option will let you select one or multiple branches. Access to this is based on security.
- Terminals:**  
 This option will list all the terminals that have payments to be cashed out.

- **Terminals > Select All:**  
This option will let you select or deselect all terminals.
- **User IDs:**  
This option will list all the users that have payments to be cashed out.
- **User IDs > Select All:**  
This option will let you select or deselect all users.
- **Preview Cash out Only:**  
Previews the cash out before posting the cash out. User security can restrict users to only allow this report to be previewed.
- **OK:**  
This option executes the cashing out or preview process.
- **Cancel:**  
This option exits the cashing out process without cashing out payment lines.



## User Conference 2025

Wednesday, October 22<sup>nd</sup> — Friday, October 24<sup>th</sup>

R&D Business Systems Ltd.

TF: 888.629.4218

sales@epass.software

### Appliance Company

OE-05b

### Cash Out Report

Cash Out Payment Until: Aug 28, 2025

Branch: AVL Asheville Haywood Appliance

Terminals: BCJ, DDR, JRB, SRH

Users: BCJ, DDR, JRB, SRH

Report Date: Aug 28, 2025

System Date: Aug 28, 2025

System Time: 11:32 am

Page: 1

Invoice	Customer	Source	Term	User	Date	Time	Amount
<b>AVLCC ASHEVILLE EPASS PAY</b>							
A00030089	44382	ASSEMBLY ARCHITECTURE	Invoice	JRB	JRB	8/27/2025 08:47	3,045.87
	Bank Approval Code:	05149Q	Bank Transaction ID:	27210443318			
A00030527	49292	CONSTRUCTION, TINSLEY	Invoice	BCJ	BCJ	8/27/2025 09:28	2,917.07
	Bank Approval Code:	245643	Bank Transaction ID:	27211122729			
A00030594	43607	SMITHWORKS CONTRACTI	Invoice	JRB	JRB	8/27/2025 10:29	2,505.30
	Bank Approval Code:	239521	Bank Transaction ID:	27212490019			
A00030601	37096	STEINER, MARY FRANCES	Invoice	SRH	SRH	8/27/2025 14:35	2,450.78
	Bank Approval Code:	826348	Bank Transaction ID:	27221525667			
A00030606	8178070884	HAVEN, JOHN	Invoice	BCJ	BCJ	8/28/2025 09:20	1,542.73
	Bank Approval Code:	04814D	Bank Transaction ID:	27242475353			
<b>Totals for ASHEVILLE EPASS PAY</b>							<b>12,461.75</b>
<b>CHK CHECK</b>							
A00030602	50510	THRELKELD, LENORE	Invoice	DDR	DDR	8/27/2025 16:01	936.00
	CHK #: 1438						
A00030603	8286915761	LYTLE, SHARON	Invoice	DDR	DDR	8/27/2025 16:22	3,555.04
	CHK #: 5108						
A00030603	8286915761	LYTLE, SHARON	Invoice	DDR	DDR	8/27/2025 16:35	0.40
	CHK #: 5108						
A00030608	28962	COBERLY, CHARLES	Invoice	JRB	JRB	8/28/2025 11:03	8,782.58
	CHK #: 10927						
<b>Totals for CHECK</b>							<b>13,274.02</b>
<b>Cashed Out by</b>							<b>Grand Total</b>
							<b>25,735.77</b>

## Invoice Daily Balancing

Daily balancing is a two-step process. First, the cash drawer needs to be balanced and what is being deposited into the bank needs to be balanced. There are many variations of this routine dependent on your locations, how many departments are within each location, and which bank each store physically deposits the money to.

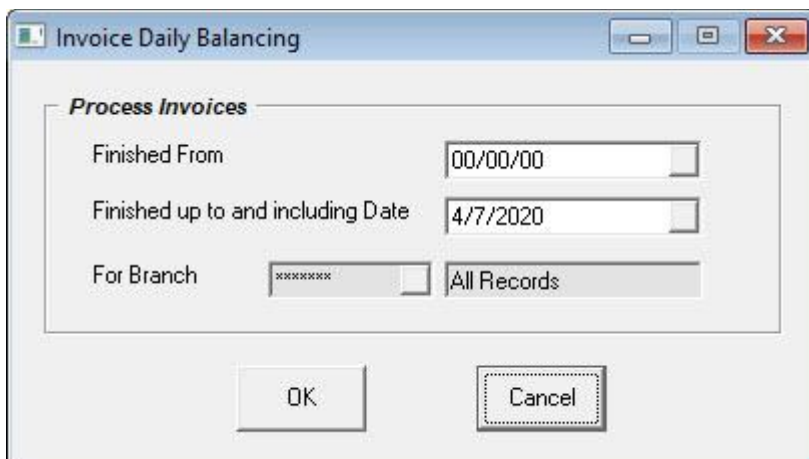
### INITIAL SETUP

If you have multiple departments in your store that balance their own cash drawer, you will want to enable **Tools > System Maintenance > Variables > Invoicing > Split Posting by Branch (Posting tab)**. This option will allow each branch or department to be posted separately.

Balancing can be done in one of two ways:

- **Invoicing > Reports 1 > Daily Balancing Report OE-06**
- **Invoicing > Invoice Posting** (in preview)

Both reports provide the exact same information and options. An alternative to the *Daily Balancing Report OE-06* is the *Invoicing > Cash Out*. The Cash Out is optional but does provide an alternate format to the *Daily Balancing Report OE-06* as it is grouped by Payment Type, not by Invoice Type.



Invoice Daily Balancing

**Process Invoices**

Finished From: 00/00/00

Finished up to and including Date: 4/7/2020

For Branch: xxxxxxx All Records

OK Cancel

Invoice Posting & Daily Sales Summary

**WARNING !!!**

This procedure will post all invoices for the selected Date range and Branch.

During the posting process the following files will be updated:

- Customer History file
- A/R Transactions file
- Serial Sales History file

**Post Invoices**

Finished from

Finished up to and including Date

For Branch

For User Finished

For User Created Payment

☒ Preview Posting Only

OK Cancel

# Direct Appliance

OE-06

## Invoice Daily Balancing

Process all Invoices up to and including: Apr 2, 2007

Process Invoices for Branch Direct Appliance

Report Date: Apr 2, 2007

System Date: Apr 2, 2007

System Time: 14:31

Page: 1

Invoice	Date	Customer	Charges	Invoice Total
<b>1 Direct Appliance</b>				
<b>PARTS DEPARTMENT</b>				
PS00008422	4/2/2007	2061970	SMITH, JOAN V	19.95
PS00008422	4/2/2007	2061970	SMITH, JOAN COD	19.95
<b>Totals for</b>	<b>PARTS DEPARTMENT</b>	COD	19.95	<b>19.95</b>
		Visa	19.95	
			<b>19.95</b>	
<b>SALES</b>				
4380	4/2/2007	3351017	JONES, SABRINA C	250.00
4381	4/2/2007	7982554	HENRY, RICHARD CH	500.00
4381	3/31/2007	7982554	HENRY, RICHARD COD	2,000.00
<b>Totals for</b>	<b>SALES</b>	Cash	250.00	<b>2,000.00</b>
		CHECK	500.00	
		COD	2,000.00	
			<b>750.00</b>	
<b>Totals for</b>	<b>1</b>	Cash	250.00	<b>Total: 2,019.95</b>
		CHECK	500.00	
		COD	2,019.95	
		Visa	19.95	
			<b>769.95</b>	
<b>Grand Totals</b>		Cash	250.00	<b>Total: 2,019.95</b>
		CHECK	500.00	
		COD	2,019.95	
		Visa	19.95	
			<b>769.95</b>	

We see every payment received along with each invoice that has been finished and is ready to be posted.

The far-right hand column is the Invoice Total column. This is for all finished invoices. This is the total of all the invoices that are finished or completed for the specified day. These are typically completed deliveries, service calls or item sales.

The Charges column shows the payments received. They may have been received as a deposit on an open sales or service invoice, or they could be part of a finished invoice.

## EXAMPLES

Mrs. Smith (PS00008422) comes in to purchase some cleaner. It is paid for and the invoice is finished all on the same day. This will appear as two lines on the report. The first line will show the \$19.95 V (Visa) payment in the Charges column and the second line will show a \$19.95 COD amount in the Invoice Total column.

Mrs. Jones (4380) comes in and puts a deposit on a purchase which will be delivered later. There will only be one \$250.00 C (Cash) payment in the Charges column for this transaction. Since this invoice is still open, no entry will be in the Invoice Total column.

Mr. Henry (4381) had his appliances delivered and gave a \$500.00 check for the balance to the drivers. This will be two lines on the report; one for the \$500.00 CH (Check) payment in the Charges column and one for a \$2000.00 COD amount in the Invoice Total column. In this case Mr. Henry had paid \$1500.00 previously. His previous payments, when they had happened, would have looked similar to the Mrs. Jones (4380) example above.

## TOTALS SECTION

Each invoice type is sub-totaled on the report providing separate totals for sales, service, parts counter etc. A grand total also appears at the bottom of the report. Within each group, you see the total amount of Cash, Check, Visa, Mastercard etc. Those will balance to the Charges column of the report. The COD and Accounts Receivable totals will balance to the finished invoices for the day.

Once you have balanced to the totals on the report, you need to run the actual invoice posting. To do this, uncheck the Preview option on the Invoice Posting screen. When Preview is unchecked, after the posting report has printed, you will have an option to accept (*OK*) or cancel (*Cancel*) the posting.

The entries not seen on this report, which are handled through the AR Posting, are payments taken through AR Transactions. In this example, the Daily Balancing is balancing the cash drawer, and the checks that came in the mail (payments on account) that are also added to the cash drawer. The AR posting will add the two reports together and show a final total going to the bank.

## INVOICING VARIABLES

### Tools > System Maintenance > Variables > Invoicing

The *Posting* tab has a couple options available to assist when checks coming in the mail go into the same cash drawer.

- **Include AR in Cash Out:** When checked, the AR payments will appear on the Cash Out report. This will help you balance when the checks that come in the mail are in the same cash drawer as your regular



daily business. In addition, you can Include Journal Entries. This is useful if you make journal entries in *AR Transactions* for cash overages/shortages as part of daily balancing.

- **Include AR In Posting:** Since these options control invoice daily balancing and invoice posting, if you have Include AR in Cash Out selected (above), you should have Include AR in Cash Out enabled here.

The screenshot shows the 'Posting' settings window in EPASS software. The window has a tabbed interface with tabs for Tax, Passwords, Titles, EDI, General, Update, Printing, Posting, and Labor. The 'Posting' tab is currently selected. The window contains several checkboxes for configuring posting options. A yellow highlight box is drawn around the 'Include AR In Cash Out' section, which includes the following options:

- ☒ Include AR In Cash Out
  - ☒ Include Journal Entries
  - ☒ Include AR In Posting
    - ☒ Include Journal Entries

Other visible options in the window include:

- ☒ Split Posting by Branch
- ☒ Add Branch Profit Center to G/L
- ☐ Update Branch During Finish
- ☒ Use AR Control from Payment Type
- ☒ Post Invoices and Payments for Current User
- ☒ Post Invoices and Payment with Current User Branch
- ☒ Post With Original Branch
- ☐ Allow Invoice to Post Before Payments from a Different Branch are Posted
- ☒ Allow Change Bill To After Payments Posted

'OK' and 'Cancel' buttons are located in the top right corner of the window.

## AR POSTING

The screenshot shows the 'AR POSTING' dialog box with the 'Posting' tab active. The 'Split Posting By Payment Type' checkbox is checked and highlighted in yellow. Below it, the 'Split By Date' checkbox is unchecked. To the right, there are two sections: 'G/L Posting' with radio buttons for 'Detail', 'Summary' (selected), and 'None'; and 'G/L Distribution List' with radio buttons for 'Detail' (selected), 'Summary', and 'None'. At the top right are 'OK' and 'Cancel' buttons. The top of the dialog has tabs for 'Transactions', 'Passwords', 'Titles', 'Web', 'Email Statement', 'G/L', 'Customer 1', 'Customer 2', 'Posting', 'Statements', and 'SVC Charges'.

We highly recommend that EPASS should have split posting by payment type checked. This is the only way for the GL to get separate totals for Visa, MC, and Checks. Without this option enabled, your Bank Reconciliation will be challenging as it will group all payments received in one day as one total, no matter what the method of payment was.

- **Split By Date:** If you do an invoice posting every day or two but you only go to the bank once or twice a week, you do not want to split by date or the AR posting will keep the original transaction dates of each payment and write them to the GL all under separate dates. When this is unchecked, all the payments go to the GL using the AR posting date not their own individual dates. It is important for the AR Posting to be done each time you do a bank deposit, this way EPASS and your bank will show the same figures.

## Posting Invoices

When all invoices for a given business day have been finished, your next step is to post them. This process posts all invoices with a not posted status and all open payment lines from the invoices by date. EPASS then displays totals on reports for you to use for daily balancing. The posting procedure then creates AR transactions that also need to be posted. Both invoice and AR posting should be completed daily.

**WARNING !!!**

This procedure will post all invoices for the selected Date range and Branch.

During the posting process the following files will be updated:

- Customer History file
- A/R Transactions file
- Serial Sales History file

**Post Invoices**

Finished from: 00/00/00

Finished up to and including Date: 4/9/2020

For Branch: xxxxxxx All Records

For User Finished: XYZ ePass demo

For User Created Payment: xxxxx All Records

☒ Preview Posting Only

OK Cancel

### FINISHED FROM

This is a beginning date that can be used to exclude transactions by date. This is only used in cases where you could not post Monday because something was still being researched and you want to skip to Tuesday. You can leave this at 00/00/00 under normal circumstances.

### FINISHED UP TO AND INCLUDING DATE

This date indicates a cutoff or end date of what transactions are included in this batch. This defaults to the date you are logged into EPASS. In most cases people post yesterday's business first thing the next morning. Always make sure to login as yesterday since the accounting side of EPASS always uses the login date as your transaction date. Do not just back date this report as it will always post using your login date.

**FOR BRANCH**

Allows posting of invoices for an individual branch. It is common for each branch to post their own day's business or for head office to post one branch at a time as the paperwork comes in.

**FOR USER FINISHED**

Allows posting of invoices finished by a selected user. If you have multiple people finishing invoices and each person is responsible for posting their own batch, this comes in very useful.

**FOR USER CREATED PAYMENT**

Allows posting for only the user that added payments to invoices. Similar to For User Finished but can also be good if your service technicians use Mobile Technician and you only want to post the money from one technician at a time.

**PREVIEW POSTING ONLY**

Previews the posting batch for review before actually posting the invoices. Use this to verify everything is balanced and there are no problems with the posting.

**DO NOT PRINT**

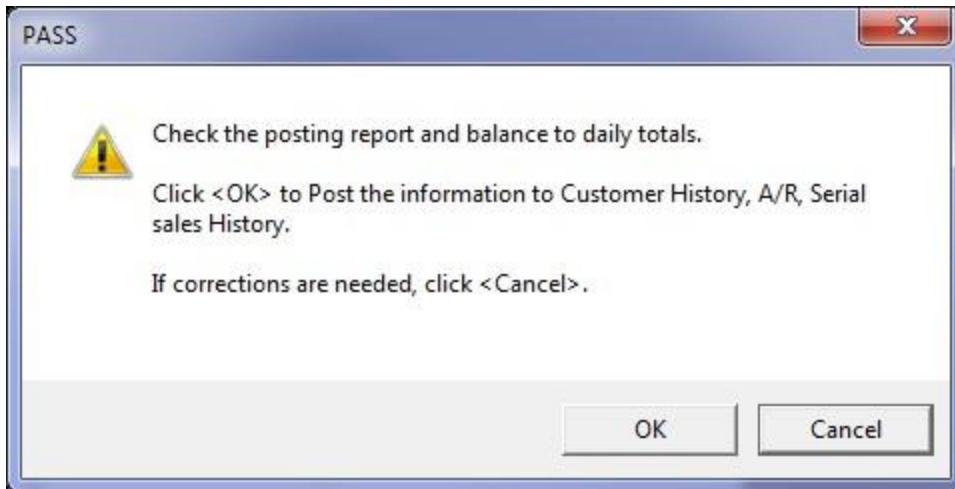
Will prevent the posting report from printing. This report can still be accessed in posting history.

**OK**

Executes the posting process or preview. Even if *Preview* is unchecked, you will still have the option to *Accept* or *Cancel* the posting after this *OK*.

**CANCEL**

Exits the posting process without posting any invoices.



This is your last chance to correct the invoice data before creating a batch and sending data to Accounts Receivable. It's basically a reminder to check your posting report and ensure everything is balanced before moving on.



This final screen will indicate that the invoices have been posted successfully and also gives you the batch number, which allows you to track the batch through reporting or posting history.

## AR Daily Procedures

The AR daily procedures consist mainly of taking payments and balancing the bank deposit. The first step is to complete the invoice posting. That gives you the total money taken at the cash drawer. In AR, we add payments on account and that gives you the total being deposited into the bank. AR daily procedures is broken out into the following steps:

1. Payments on Account
2. AR Posting - Preview
3. Adjusting Entries for Bank Balancing
4. AR Posting
5. Security

### Payments On Account

*AR > Transaction Processing > Add > Payment*

Once an invoice has been posted, payments are now made through AR. To check a customer's balance use the *Balance* option in the AR menu. The same *Balance* button is available while on the invoice header and on the credit tab of Customer Maintenance.

**A/R Balance**

Search Options:

Customer:

A/R Current

* Invoice	Branch	Type	Date	Amount	Note	User	Batch #
80942	Default	Invoice	7/17/1997	323.42		Conv	1
80942	Default	Adjustment	7/17/1997	-105.00	C: Pre-Payment	Conv	1
20030116	Default	Service Charge	1/16/2003	3.28	SERVICE CHARGE	z	18

Customer:

A/R Balance:

Invoicing

* Invoice	Branch	Date	Total	Balance

Current:   
 Over 30:   
 Over 60:   
 Over 90:

Overall Balance (including A/R transactions):

This customer has one invoice which they made a partial payment on and a service charge. They are here to pay both.

Pay	Invoice #	Date	Balance	Amount Paid
Yes	80942	7/17/1997	218.42	218.42
No	20030116	1/16/2003	3.28	0.00

From AR Transaction Maintenance, we select *Add* and then *payment*.

**Customer:** The browse button is available to search customers, plus a *Search by Invoice* button will help when you cannot figure out what customer this is, but you have the invoice.

**Amount:** The amount being paid.

**Bank Account:** Defaulted from AR variables; normally does not change.

**Date:** Today's date.

**Note:** Check number or similar. This is kept in AR history.

**A/R Control:** Defaulted from AR variables; normally does not change.

**To be Distributed:** The system will show the amount of money left to be distributed.

**Pay:** To change the yes/no, you can double click, use F2, or press Y/N.

**Invoice #:** Filled in by the system, but on new lines (marked with an asterisk at the bottom) you can type in any invoice number wanted.

**Amount Paid:** Defaulted to the invoice balance, but can be overridden. When *To Be Distributed* is zero, you can click *OK*.

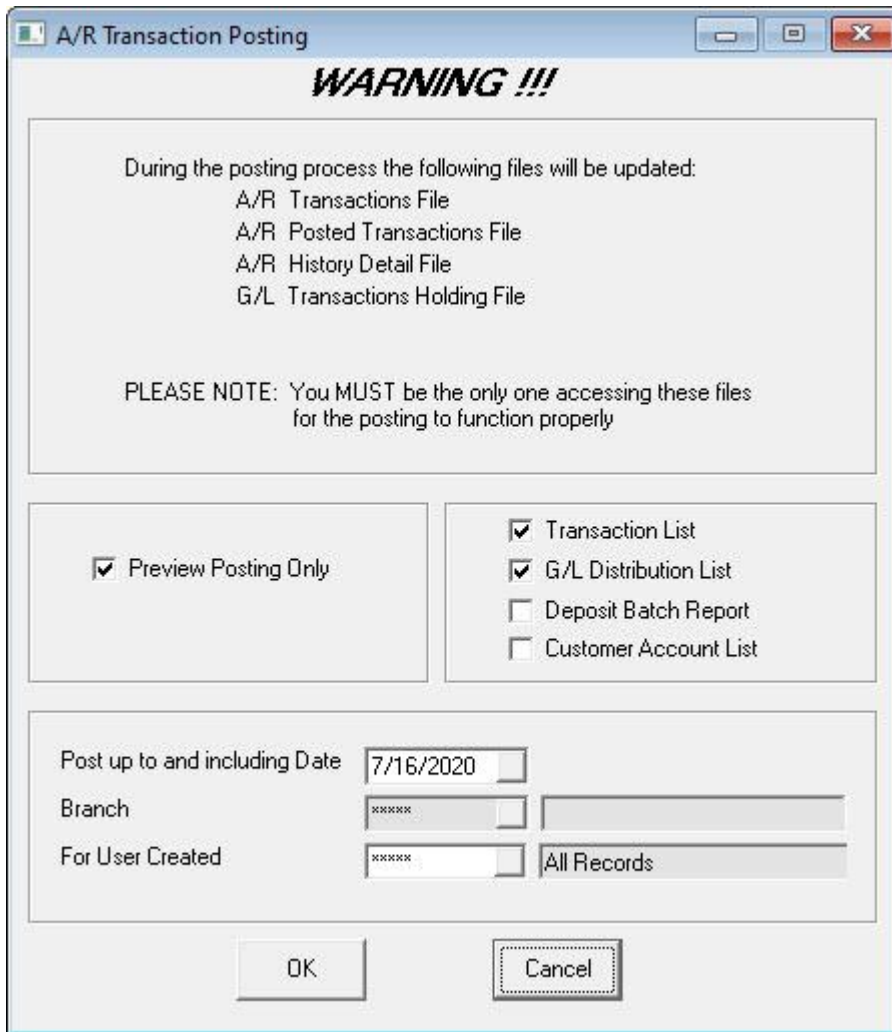
## info

A variation of the payment is also used to clean up customer accounts. When you have a customer whose overall balance is zero, but it is made up of many different invoices/payments/adjustments etc. You can do a 'Zero Payment' so the transactions will drop. In a zero payment, the amount is 0.00 and, in the distribution grid, each invoice is paid in full, whatever the balance column shows. Some invoices will be credits and some will be debits, but overall they will balance out to zero. After you have successfully done the zero payment/AR Posting/Drop Paid Invoices, they should all disappear from the balance screen, or Aged Trial Balance.

## AR Posting - Preview

The reason for running the posting in preview is to help you verify your entries without printing. The print option is always available if necessary. On the posting screen we have options for three reports: Transaction List, G/L Distribution List, and Customer Account List. It is highly recommended you print the first two reports, but the third is more commonly used at month end when adjustments are being made. The Customer Account List will show how each account is affected by the transactions being posted. It is very helpful when making adjustments, but not necessary on a daily basis.





A/R Transaction Posting

**WARNING !!!**

During the posting process the following files will be updated:

- A/R Transactions File
- A/R Posted Transactions File
- A/R History Detail File
- G/L Transactions Holding File

PLEASE NOTE: You MUST be the only one accessing these files for the posting to function properly

☒ Preview Posting Only

☒ Transaction List  
☒ G/L Distribution List  
☐ Deposit Batch Report  
☐ Customer Account List

Post up to and including Date: 7/16/2020

Branch: [XXXXX]

For User Created: [XXXXX] All Records

OK Cancel

The Transaction List is a detailed listing of each entry, it is mainly used when errors occur and you need to research each transaction.

## Direct Appliance

AR-02

### A/R Transaction List

Post up to and including Date: Apr 12, 2007

Report Date: Apr 12, 2007

System Date: Apr 12, 2007

System Time: 8:21

Page: 1

Type	Customer	Amount	Invoice	Acct.	Date	Control	Note
<b>Branch: Default</b>							
Payment	3337800	-218.42	80942	1101	Apr 12/07	1310	CHK#12345
Payment	3337800	-3.28	20030116	1101	Apr 12/07	1310	CHK#12345
Payment	2061970	-127.34	100000137	1101	Apr 12/07	1310	CASH
<b>Control Totals - transaction amounts</b>							
Invoice		0.00					
Payment		-349.04					
Adjustment		0.00					
Service Charge		0.00					
GL Distribution		0.00					
Journal Entry		0.00					
<b>Total</b>		<b>-349.04</b>					

The GL Distribution List shows how each GL account is affected by the posting. Primarily we are looking at the bank. We must verify that what we are telling EPASS is going to the bank is actually what we are depositing into the bank. This is very important, or end of month balancing will be a nightmare.

*Direct Appliance*

AR-03

A/R posting - GL Distribution

Post up to and including Date: Apr 12, 2007

Report Date: Apr 12, 2007

System Date: Apr 12, 2007

System Time: 8:21

Page: 1

GL Ac.	Invoice	Amount	Date	Note
<b>Branch: Default</b>				
<b>1101</b>	<b>ABC BANK CHECKING</b>			
1101	80942	218.42	Apr 12/07	CHK#12345
1101	20030116	3.28	Apr 12/07	CHK#12345
1101	100000137	127.34	Apr 12/07	CASH
	<b>1101</b>	<b>349.04</b>	<b>Apr 12/07</b>	<b>ABC BANK CHECKING</b>
	<b>1101</b>	<b>349.04</b>		<b>ABC BANK CHECKING</b>
<b>1310</b>	<b>ACCOUNTS RECEIVABLE</b>			
1310	80942	-218.42	Apr 12/07	Payment
1310	20030116	-3.28	Apr 12/07	Payment
1310	100000137	-127.34	Apr 12/07	Payment
	<b>1310</b>	<b>-349.04</b>	<b>Apr 12/07</b>	<b>ACCOUNTS RECEIVABLE</b>
	<b>1310</b>	<b>-349.04</b>		<b>ACCOUNTS RECEIVABLE</b>
<b>Total:</b>		<b>0.00</b>		

## Adjusting Entries for Bank Balancing

For multiple reasons, you will have to make adjusting entries to the bank to make EPASS balance to the true bank deposit. Maybe they took \$20.00 to buy gas. These types of entries are made through journal entries.

*AR Transactions > Add > Journal Entry*

**Add AR Transaction**

Invoice    G/L Dist    Adjustment    Payment    **Journal Entry**    Svc Charge

Amount: -20.00

Invoice #:

G/L Account: 1101    ABC BANK CHECKING

Date: 4/12/2007

Note: GAS FOR TRUCK

To Be Distributed: 0.00

Distribution		
G/L Account	Description	Amount
▶ 7650	VEHICAL GAS/OIL	20.00
*		

OK    Cancel

In this case, the amount is negative because we are taking money out of the bank. It is very important that you understand when to use a positive or negative amount. If you are unsure, ask your accountant as they are the only ones that can truly tell you how they want entries in your books.

Other uses for a journal entry would be for an unexpected co-op check, this would be a positive amount to the bank and a negative amount to a revenue account, or a COGS account. Again your accountant is the only one who can properly advise what accounts to use.

## AR Posting

After you have done the AR posting in preview and the amounts are correct, you are ready to run the true AR posting. This is the exact same as the posting in preview, except when you uncheck *Preview*, the reports will automatically be sent to the printer and you will have the following screen appear:

**A/R Posting**

! Check the posting reports.

If the A/R Transactions are correct and the G/L Posting total is Zero, click <OK> to Post the information to A/R and G/L.

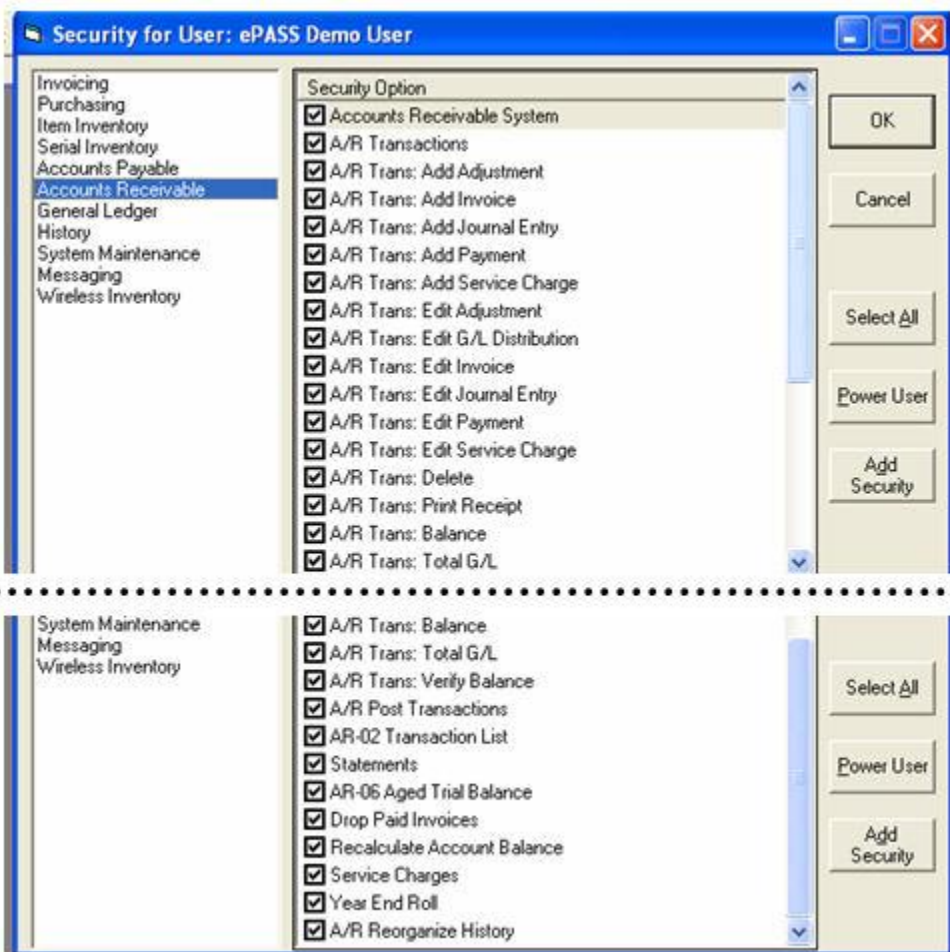
If corrections are needed, click <Cancel>.

OK    Cancel

Do NOT click OK until you have the reports in hand and have verified they are correct. There is no way to reverse a posting. After you click OK, the system will complete the posting and give you a posting batch number. Please write this number on the front of your posting report. The batch number is not printed on the report because your reports print before you accept the posting.

## Security

There are separate security settings for AR Transactions, add and edit of each transaction type in AR Transactions, in addition to each step, like posting, being its own security level. This will allow full customization of each and every employee.



## Supplier Maintenance

In EPASS, a supplier is anyone you will be receiving invoices from or anyone you might need to write a check to. To Add or view a Supplier, go to **AP > Supplier > Maintenance** or **Purchasing > Supplier** to open the **Supplier Maintenance Screen**.

### Viewing Suppliers

Use the search options on the Supplier Maintenance screen to search for and view supplier records.

Code	Name	Address	City	Phone	Supplier Type	CostCenter
MARCONE	MARCONE	One City Place	St Louis	(314) 993-9196		

Select a supplier in the search results area and click the buttons at the bottom of the window to do the following:

- **AP Current:** Opens the AP current screen for the currently selected supplier. (Security dependent)
- **AP History:** Opens the AP history screen for the currently selected supplier. (Security dependent)
- **Review:** Views the supplier record in review mode. You cannot edit any information while in this mode.
- **Edit:** Views the supplier record in edit mode. While in this mode, you can edit the supplier information.
- **Delete:** Deletes the supplier record. **Note:** Deleting a supplier record can't be undone.

### Adding a Supplier

Click the **Add** button to add a new supplier record. Fill out each tab as follows:

## Supplier Tab

**Add Supplier**

**Supplier** | A/P Variables | PO Variables | Document | Notepad | EDI Accounts | EFT | Discounts

Code: ACME ☐ Obsolete

Name: ACME Supply Inc.

Address 1: 1234 Main Street Telephone 1: (555) 555-1212

Address 2: Suite 80 Telephone 2:

City: Seattle Fax: (555) 555-2525

State: WA Cust Service Phone:

ZipCode: 98004 Email: info@acmesupply.com

Contact 1: Joe Smith Website:

Contact 2: Account #: 123456

Immediate Reserved Days: 8

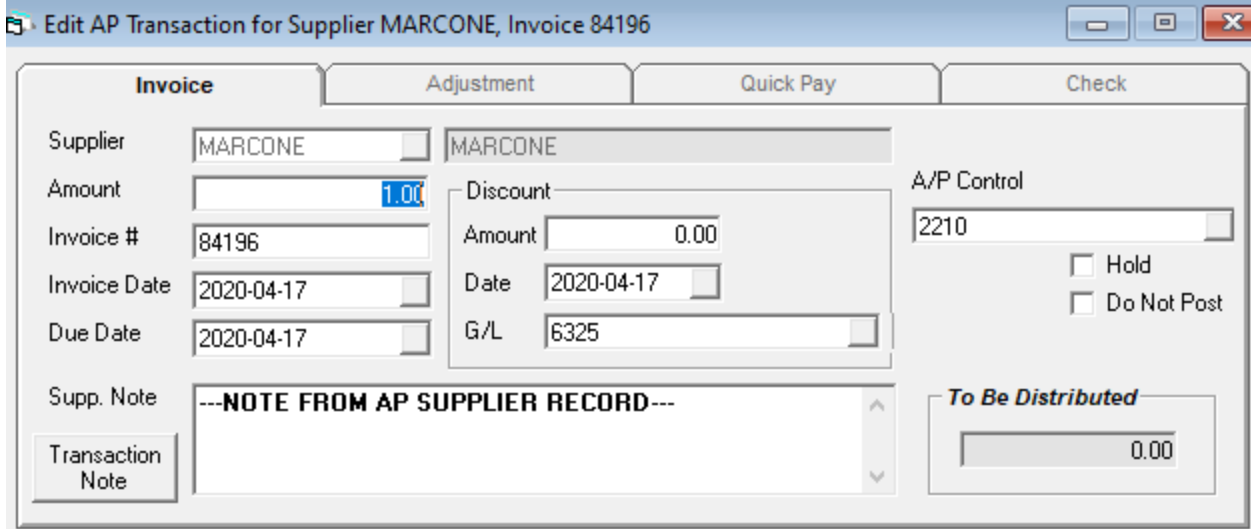
Note: \*\*\*This note appears when you add a new transaction into Accounts Payable > Transaction Processing for this supplier.\*\*\*

OK Cancel

<b>Code</b>	The 10 character identifier for this supplier within EPASS. It is best practice to use a short version of the company name.
<b>Obsolete</b>	Used when this is a supplier you no longer deal with. Stops you from creating new transactions for this account but keeps all the history.
<b>Name</b>	The full name of the company or person.

<b>Address 1</b>	Street name and number.
<b>Address 2</b>	Unit number, rural route, stn. number, etc.
<b>State</b>	State or Province.
<b>Zip Code</b>	Zip or Postal Code
<b>Contact 1 and Contact 2</b>	Name of your contact(s) at the company. For example, your account manager or sales rep.
<b>Telephone 1 and Telephone 2</b>	Primary and secondary phone numbers. EPASS automatically formats phone numbers so all you need to do is type in the 7 or 10 digits.
<b>Fax</b>	Fax number. EPASS automatically formats phone numbers so all you need to do is type in the 7 or 10 digits.
<b>Customer Service Phone</b>	Place to store the customer service phone number separate from Telephone 1 and Telephone 2. EPASS automatically formats phone numbers so all you need to do is type in the 7 or 10 digits.
<b>Email</b>	Used to store an email address for the supplier. You can separate multiple email addresses by a comma or a semicolon. Note that the title, <i>Email</i> , is a hyper link and clicking on it will launch Outlook with the "To:" field populated with that email address.



<p><b>Website</b></p>	<p>Used to store a website URL for the supplier. Note that <i>Website</i> is a hyperlink which will open up your web browser to the URL stored in the field.</p>
<p><b>Account #</b></p>	<p>Your account number with that supplier. This can be printed on checks.</p>
<p><b>Immediate Reserved Days</b></p>	<p>Used as part of the ATS (available to sell) calculation for models. The typical number of days it takes from when you place an order to when the product arrives.</p>
<p><b>Note</b></p>	<p>This note appears when you add a new transaction into <i>Accounts Payable &gt; Transaction Processing</i> for this supplier.</p> 

## AP Variables Tab

**Add Supplier**

Supplier | **A/P Variables** | PO Variables | Document | Notepad | EDI Accounts | EFT | Discounts

Name For Checks: ACME Supply and Service Incorporated

Check Memo:

Type: EFT | EFT

Bill To Supplier: 123 | 123 Name

☐ Use Discounts From Original Supplier

Cost Center: PURCHASING | Purchasing Dep

Additional Bill To Suppliers: Add, Delete

T.I.N. Number:

☐ Require 1099

Discount G/L: 1050

Purchase G/L:

Credit G/L:

Freight G/L:

Bank Account:

**Invoices**

Due Date Terms: Days After Invoice

Due Days: 0

Discount Date Terms: Days After Invoice

Discount Days: 0

Discount Percent: 0.000

Split Payments - Use Due Date: ☐

☐ GST Charged

☒ Print Account on Check

☒ Inventory Supplier

**Credits**

Days After Invoice: 0

YTD Purchase: 12,450.93

Last Year: 19,689.23

Prev Last Year: 16,998.45

OK

Cancel

<b>Name for Checks</b>	Enter the Supplier's full name as it should appear on a check. If this field is left blank, the <b>Name</b> field on the <b>Supplier</b> tab is used instead.
<b>Check Memo</b>	Check styles can be customized to print this check memo field if desired.
<b>Type</b>	Populated from <i>Tools &gt; System Maintenance &gt; Supplier Type</i> . A way to group similar suppliers based on how you pay them so you can run reports and checks separately for those suppliers you pay by check vs suppliers paid by credit card.

**Bill to Supplier and Additional Bill to Suppliers**

Used for your inventory suppliers where you are financing the purchases. For example, you are purchasing Whirlpool product but it is being financed by Wells Fargo you would put the supplier code for Wells Fargo into the Bill to Supplier field for Whirlpool. This will let you write the PO for Whirlpool but, when it comes time to key in the AP invoice, the supplier code will flip to Wells Fargo. Additional Bill to Suppliers lets you add additional choices for who the supplier will be set as when creating the AP invoice. This also includes the supplier themselves. In the Whirlpool example you may normally go through Wells Fargo but occasionally you pay Whirlpool directly; you can add Whirlpool into the list of additional suppliers.

**Use Discounts from Original Supplier**

To use the early pay discount percent from the original supplier instead of the Bill To Supplier on an AP Invoice , select the checkbox “Use Discounts from original Supplier”.

Review Supplier WHIRLPOOL Whirlpool

Supplier A/P Variables PO Variables Document Notepad EDI Accounts EFT Discou

Check Memo

Type

Bill To Supplier WELLSFAR WELLS FARGO

☒ Use Discounts From Original Supplier

Cost Center

Additional Bill To Suppliers

Add

Delete

T.I.N. Number

☐ Require 1099

Discount G/L 1050

Purchase G/L

Credit G/L

Freight G/L

Bank Account

Due Date Terms Days After Invoice

Due Days 15

Discount Date Terms Days After Invoice

Discount Days 0

Discount Percent 1.250

Split Payments - Use Due Date ☒

☒ GST Charged

☒ Print Account on Check

☒ Inventory Supplier

YTD Purchase 0.00

Last Year 0.00

Prev Last Year 0.00

Make sure the “Update A/P” and “Auto Create A/P Invoice during Costing” checkboxes are

selected on the PO Variables tab.

Review Supplier WHIRLPOOL Whirlpool Canada Inc.

Supplier A/P Variables **PO Variables** Document Notepad EDI Accounts EFT Discou

☒ Update A/P ☒ Auto Create A/P Invoice during Costing OK

Branch xxxxxxx All Records

Floor Planning

Floor Plan Days 0 Line Type Item

Min Order 0.00 Quoted Cost Lead Time 0

Cost Factor 1.0000 EDI Format Whirlpool Print Item

ETA Days 0 EDI - Use RDD From

EDI Out Folder C:\Dispatch

Only allow Warranty Claims from Branch xxxxxxx All Records

Ship Via Default PO # Item Default Locati

PD Note Created P 6/26/2018

Modified %~! 8/25/2021

☐ Note to Purchase Order

☐ Req Ship Date Required

### Example: AP Invoice

Once the purchase order has been costed, the auto AP transaction generated will calculate the discount based on the original supplier.

Review: PO # AA582 - Review Model

Type	Rel	Item/Model Code	Description	Ordered	Amount	Received	Sug	Status	BO Inv #	R
Model		WTW5800BW	CABRIO(R) 3.8 CU. FT. HE TOP ...	1	499.15	1	0	ORC		

Costed purchase order

Item	Model	Comment	Freight
Model	UK	WTW5800BW	CABRIO(R) 3.8 CU. FT. HE TOP LOAD WASHE
SKU		QOH 8 QOO 0	Received 8/25/2021
List Price	699.00	Reserved 0	Minimum Order 0.00
Average Cost	379.77	Ordered 1	Total Ordered 499.15
Last Cost	499.15	Received 0	Received 0.00
Original Cost	0.00	Prev Received 1	Total Received 499.15
Landed Cost	0.00	Total Received 1	Costed 0.00
Standard Cost	499.15	Location 102	Total Costed 499.15
Quoted Cost	499.15	Receive to Loc	Refresh
Discounts	0.00	Features	Pieces 0
Unit Cost	499.15	Reference	
Factor	1.0000	Ext Unit Cost 499.15	
		Ext Factored Cost 499.15	

Serial
Cancel Balance
Add
Edit
Delete
Exit
Split

Req Ship Date 00/00/00  
As of 8/25/2021  
Serial Type RETAIL  
BO Invoice #  
ETA Date 00/00/00  
As of 8/25/2021  
Packing Slip #  
Supplier Invoice # W123456

**Add AP Transaction**

Invoice    Adjustment    Quick Pay    Check

Supplier: WELLSFAR    WELLS FARGO

Amount: 559.05    Discount: Amount: 6.99    A/P Control: 2210

Invoice #: W123456    Date: 8/25/2021    Hold: Do Not Post

Invoice Date: 8/25/2021    G/L: 1050    1

Due Date: 10/8/2021

Note: PO# AA582

**To Be Distributed**

499.15

**Distribution**

	G/L Account	Description	Cost Center	Amount
▶	2312	GST Paid by us		59.90
*				

OK    Cancel

*\$559.05 x Whirlpool Discount 1.25% = \$6.99*

**T.I.N. Number and Require 1099**

Fill in the supplier's Tax Identification Number here.

**Require 1099:** There is a Crystal report in *Help > Online Documents* which will list all invoices and adjustments from *Supplier History* for suppliers with the *Require 1099* checkbox checked.

**Discount GL**

If your supplier provides early payment discounts, this is the GL account you want those accumulated into. This can be left empty if this supplier uses the same discounts GL account as defined in *Tools > System Maintenance > Variables > Accounts Payable > General tab*. Do not use an inventory asset GL; we do not want to reduce our inventory because we pay our invoices early. We want to accumulate those funds to reduce our COGS or expenses.

Purchase GL	<p>Invoices are not always straightforward; there are commonly multiple GL accounts involved with multiple distributions.</p> <p>When you click on the <i>Purchase</i> hyperlink, the screen below opens up and you can start defining all the allocations. This distribution does not affect the GST calculations. GST calculations are always done in advance on the invoice total.</p> <div><table><tr><th colspan="4">Distribution</th></tr><tr><th></th><th>GL Code</th><th>Rule</th><th>RuleAmount</th></tr><tr><td></td><td>6050</td><td>% of Remainder</td><td>33</td></tr><tr><td></td><td>6050-1</td><td>% of Remainder</td><td>50</td></tr><tr><td>▶</td><td>6050-3</td><td>% of Remainder ▼</td><td>100</td></tr><tr><td></td><td></td><td>Rule</td><td></td></tr><tr><td>*</td><td></td><td>Flat \$</td><td></td></tr><tr><td></td><td></td><td>% of Invoice Total</td><td></td></tr><tr><td></td><td></td><td>% of Remainder</td><td></td></tr></table></div> <p><b>Distribution</b> Your options are:</p> <ul style="list-style-type: none"><li>- Flat \$: a fixed dollar amount will be applied to the GL account.</li><li>- % of Invoice Total: you can allocate 10% to go to a specific GL account.</li><li>- % of Remainder: you might allocate ½ of the remaining balance to a GL account.</li></ul>	Distribution					GL Code	Rule	RuleAmount		6050	% of Remainder	33		6050-1	% of Remainder	50	▶	6050-3	% of Remainder ▼	100			Rule		*		Flat \$				% of Invoice Total				% of Remainder	
Distribution																																					
	GL Code	Rule	RuleAmount																																		
	6050	% of Remainder	33																																		
	6050-1	% of Remainder	50																																		
▶	6050-3	% of Remainder ▼	100																																		
		Rule																																			
*		Flat \$																																			
		% of Invoice Total																																			
		% of Remainder																																			
Credit GL	<p>This is the GL account credit invoices will go to. In the parts business this is important to separate since, with most credits regarding a warranty claim, we want to affect COGS not inventory asset.</p>																																				
Bank Account	<p>The bank account can be left empty for the majority of your suppliers and it will use the default bank account in <i>Tools &gt; System Maintenance &gt; Variables &gt; Accounts Payable &gt; General tab</i> but, in cases where you want a supplier to use a specific bank account, fill it in. I.E. The payroll company may get paid from a payroll account or, for companies like R&amp;D that deal in multiple currencies, you want your Canadian and US suppliers to be paid from the correct account. This is connected to the check run as the check run separates batches by the bank account. I.E. It will not pay a supplier that uses the payroll bank account when running checks from the general bank account.</p>																																				
Due Date Terms Invoices and	<p>These fields control how the due date is defaulted during invoice entry in <i>Accounts Payable &gt; Transaction Processing</i>.</p> <p><b>Days After Invoice:</b> Sets the due date of the invoice as X number of days after the</p>																																				

<b>Credits/Due Days</b>	<p>invoice date where X is the value in the Due Days field. For example, if the invoice date was Jan. 2nd and due days was 30, the invoice due date would be set as Feb. 1st.</p> <p><b>Day in Next Month:</b> Sets the due date as the value in <i>Due Days</i> for the next month. If the invoice date was Jan. 2nd and due days is 21, it would set the invoice due date as Feb. 21st.</p> <p><b>Day in Two Months:</b> Sets the due date as the value in <i>Due Days</i> two months from now. If the invoice date was Jan. 2nd and due days is 21, it would set the invoice due date as Mar. 21st.</p> <p><b>Split Payments - Use Due Date:</b> This allows you to split the payments equally and will use the same date for each future payment. If the invoice due date is Mar. 21st, and it's split into 3 payments, the future payments will be due on March 21, April 21, and May 21.</p>
<b>Discount Date Terms/Discount Days</b>	<p>If the supplier offers an early pay discount, these fields can be filled out to populate the early pay discount when the invoice is created. You have two selection options for Discount Date terms:</p> <p><b>Days After Invoice:</b> this will set the discount expiration date X days after the invoice date where X is the Discount days field. For example, if the invoice date was Jan. 2nd and due days was 10 the discount would expire on Jan. 12th.</p> <p><b>Day in Next Month:</b> Sets the discount expiration date as the value in due days in the next month. If Discount Days was 5 it would set the discount to expire on the 5th of the month after the invoice date.</p>
<b>Discount Percent</b>	<p>This value is used to calculate the early payment discount amount.</p>
<b>GST Charged (Canada Only)</b>	<p>This controls if the supplier charges you GST or HST. EPASS will automatically do this calculation for you based on the amount of the invoice. For example, if the invoice was for \$100 and in <i>AP variables</i> GST is set at 5% it would automatically write a distribution line for \$4.76 to the GST paid GL account.</p>
<b>Print Account on Check</b>	<p>If selected, this option will print the value in the <b>Account #</b> field onto the check. Note not all check layouts support this option.</p>



<b>Inventory Supplier</b>	This option controls if you are able to create a PO for this supplier or define this supplier on items or models.
<b>YTD Purchase/Last Year/Prev Last Year</b>	YTD purchase shows the total amount of business you have done with this supplier in this calendar year. Last year is the amount done in the previous calendar year and Prev Last Year is the year before that (2 years ago). You need to run <i>Accounts Payable &gt; Utilities &gt; Year End Roll</i> each calendar year end for these numbers to be accurate.

## PO Variables Tab

**Edit Supplier ACME ACME SUPPLIERS**

Supplier | A/P Variables | **PO Variables** | Document | Notepad | EDI Accounts | EFT | Discounts

☒ **Update A/P** ☐ **Auto Create A/P Invoice during Costing**

Branch: [XXXXXXXXXX] [All Records]

Floor Planning: [ ]

Floor Plan Days: [0]

Min Order: [0.00]

Cost Factor: [1.0000]

ETA Days: [0]

Line Type: [Item]

Quoted Cost: [ ]

EDI Format: [ ]

EDI - Use RDD From: [ ]

EDI Out Folder: [ ]

Only allow Warranty Claims from Branch: [XXXXXXXXXX] [All Records]

Ship Via: [ ]

Default PO #: [ ]

Item Default Location: [ ]

PO Note: [ ]

Created: [%~1] 4/26/2017

Modified: [ ] 00/00/00

☐ Note to Purchase Order

☐ Req Ship Date Required

OK Cancel

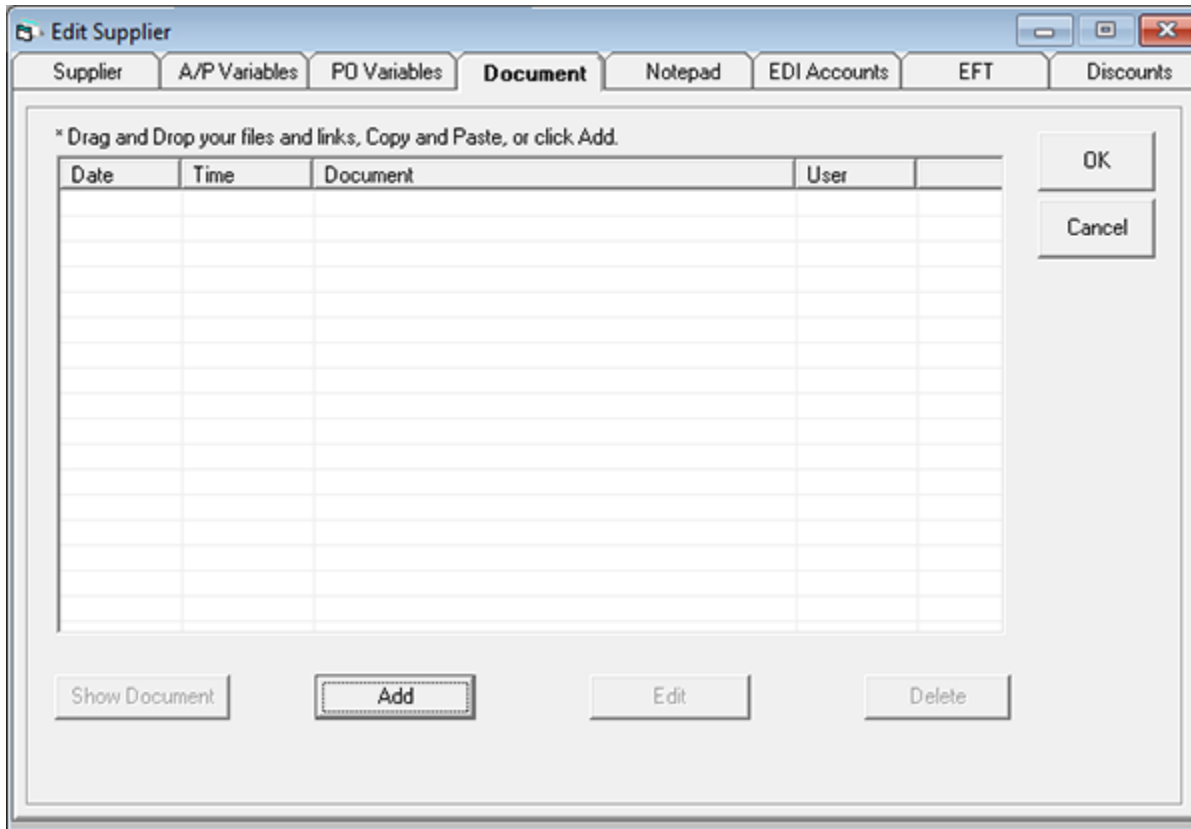
<b>Update AP</b>	When checked, at the end of costing a purchase order and the PO screen is closed, EPASS will launch into AP add invoice. If the person who costs purchase orders is not the same person that will be entering the invoice into Accounts Payable or the person is
------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

	not detail oriented enough to appreciate the importance of entering an invoice into Accounts Payable, you will not want to use this option.
<b>Branch</b>	When set to a specific branch, only invoices from the same branch can make warranty claims against this supplier. It is used if you have service departments in separate regions to ensure they are making the claims against the correct supplier.
<b>Floor Planning</b>	If you floor plan inventory from this supplier, this would be filled out with the name of the financing company. This will be defaulted as serial numbers are received from this supplier.
<b>Floor Plan Days</b>	The number of days for floor planning. This will set the Floor Plan Due Date field on serial numbers as this many days out from the date it is received.
<b>Min Order</b>	Sets the minimum dollar amount a PO can be to be ordered. If the quoted cost on the PO is less than the min order value, you will receive a warning message when closing the PO.
<b>Cost Factor</b>	Used as part of the costing process on purchase orders. It takes the cost of the product and multiplies it by the cost factor to get the total cost for you. It is commonly used for import duties or currency exchange. For example, if you where a Canadian company purchasing from a vendor in the United States who charged you in USD, the cost factor would be the exchange rate between USD and CAD.
<b>ETA Days</b>	Sets the default ETA Date on purchase orders created for this supplier as this many days from the date ordered.
<b>Line Type</b>	Sets the default option when adding product to the PO.

<b>Quoted Cost</b>	Sets the cost value the PO Quoted cost will be populated with.
<b>EDI Format</b>	Used if you are working with Marcone or Whirlpool to automatically upload your POs to their systems.
<b>Only Allow Warranty Claims from Branch</b>	In a multi branch operation, each branch probably has their own Service Center Number and may purchase their parts from a supplier in a different region. This will make sure the warranty claims are only made to this supplier by the branch in their territory.
<b>Lead Time</b>	Used as part of the <i>SN-43 Suggested Ordering Report</i> . Typically, only used by furniture companies due to the significant lead time needed to bring product in.
<b>Print</b>	<p>When printing, emailing, or exporting a purchase order, what value should it print. This option is used where you have a generic item or model number in EPASS for something such as washer hoses to make it easier for your sales staff but you have the real item or model number in the equivalent field since you cannot order it as 'washer hoses'. There are 3 options:</p> <p><b>Item:</b> this prints the item or model code.</p> <p><b>Equivalent:</b> If the equivalent field is populated, print that value; otherwise, print the item or model code.</p> <p><b>SKU:</b> If SKU is populated, print that value; otherwise, print the item or model code.</p>
<b>Ship Via</b>	How the product is getting to you. Shows on the purchase order header. Will also be displayed on the PO when printed or saved as a PDF.
<b>PO Note/Note to Purchase Order</b>	This field will show, when creating a purchase order, on the PO header in the supplier note field. Will also be displayed on the PO when printed or emailed.

Default PO#	Populated from <i>Tools &gt; System Maintenance &gt; PO Number</i> . Used to separate your different kinds of purchase orders such as appliances versus items.																					
Item Default Location	<p>The default location items are received into for purchase orders from this supplier. When adding an item onto a PO it will set the location to this value.</p> <table><tr><th>Item</th><th>Model</th><th>Comment</th></tr><tr><td>Item <input type="text" value="UK"/> <input type="text" value="341241"/></td><td><input type="text" value="DRYER BELT DRUM DR.(2)"/></td><td></td></tr><tr><td>Equivalent <input type="text" value="341241B"/></td><td>Bin <input type="text" value="0505"/> <input type="text" value="QOH"/> <input type="text" value="51"/> <input type="text" value="QOO"/> <input type="text" value="676"/></td><td>Invoice <input type="text" value="5402"/> Qty <input type="text" value="1"/></td></tr><tr><td>SKU <input type="text" value="SKU341241"/></td><td>Ratio <input type="text" value="1"/> : <input type="text" value="24"/> <input type="text" value="YTD"/> <input type="text" value="497"/> <input type="text" value="EOQ"/> <input type="text" value="6"/></td><td><input type="text" value="5525"/> Qty <input type="text" value="1"/></td></tr><tr><td><input checked="" type="checkbox"/> Recalc List</td><td></td><td><input type="text" value="5402"/> Qty <input type="text" value="1"/></td></tr><tr><td>List Price <input type="text" value="22.02"/></td><td>Suggested <input type="text" value="0"/></td><td>Location <input type="text" value="BOX"/></td></tr><tr><td>Average Cost <input type="text" value="5.56"/></td><td>Ordered <input type="text" value="0"/></td><td>Reference <input type="text" value=""/></td></tr></table>	Item	Model	Comment	Item <input type="text" value="UK"/> <input type="text" value="341241"/>	<input type="text" value="DRYER BELT DRUM DR.(2)"/>		Equivalent <input type="text" value="341241B"/>	Bin <input type="text" value="0505"/> <input type="text" value="QOH"/> <input type="text" value="51"/> <input type="text" value="QOO"/> <input type="text" value="676"/>	Invoice <input type="text" value="5402"/> Qty <input type="text" value="1"/>	SKU <input type="text" value="SKU341241"/>	Ratio <input type="text" value="1"/> : <input type="text" value="24"/> <input type="text" value="YTD"/> <input type="text" value="497"/> <input type="text" value="EOQ"/> <input type="text" value="6"/>	<input type="text" value="5525"/> Qty <input type="text" value="1"/>	<input checked="" type="checkbox"/> Recalc List		<input type="text" value="5402"/> Qty <input type="text" value="1"/>	List Price <input type="text" value="22.02"/>	Suggested <input type="text" value="0"/>	Location <input type="text" value="BOX"/>	Average Cost <input type="text" value="5.56"/>	Ordered <input type="text" value="0"/>	Reference <input type="text" value=""/>
Item	Model	Comment																				
Item <input type="text" value="UK"/> <input type="text" value="341241"/>	<input type="text" value="DRYER BELT DRUM DR.(2)"/>																					
Equivalent <input type="text" value="341241B"/>	Bin <input type="text" value="0505"/> <input type="text" value="QOH"/> <input type="text" value="51"/> <input type="text" value="QOO"/> <input type="text" value="676"/>	Invoice <input type="text" value="5402"/> Qty <input type="text" value="1"/>																				
SKU <input type="text" value="SKU341241"/>	Ratio <input type="text" value="1"/> : <input type="text" value="24"/> <input type="text" value="YTD"/> <input type="text" value="497"/> <input type="text" value="EOQ"/> <input type="text" value="6"/>	<input type="text" value="5525"/> Qty <input type="text" value="1"/>																				
<input checked="" type="checkbox"/> Recalc List		<input type="text" value="5402"/> Qty <input type="text" value="1"/>																				
List Price <input type="text" value="22.02"/>	Suggested <input type="text" value="0"/>	Location <input type="text" value="BOX"/>																				
Average Cost <input type="text" value="5.56"/>	Ordered <input type="text" value="0"/>	Reference <input type="text" value=""/>																				
Created/Modified	Created shows the user ID and date that this supplier was created. Modified is shows the user ID and date who last edited this supplier.																					

## Document Tab



Here you can attach a link to a file stored on your network. Note, this does not make a copy of the file and store it in the database; it only stores the path to the file. This means, if it is taken from your local computer and dragged into the documents tab, only when on that particular computer will that file be accessible.

We suggest creating a network share which all users have access to and any files that are going to be attached to the documents tab be stored within that folder so that all users will have access to them.

## Notepad Tab

The notepad lets users store notes related to this supplier. These are internal notes and not printed out on anything the supplier would see.

<p><b>Field 1 to Field 5</b></p>	<p>These five fields are free to be used as your company wishes. There are no reports within EPASS that directly look at these fields but a custom crystal report can be made to search these fields and then pull the relevant data for you. The field names can be redefined and made required in <b>Tools &gt; System Maintenance &gt; Variables &gt; Accounts Payable &gt; Titles tab</b>.</p>
----------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

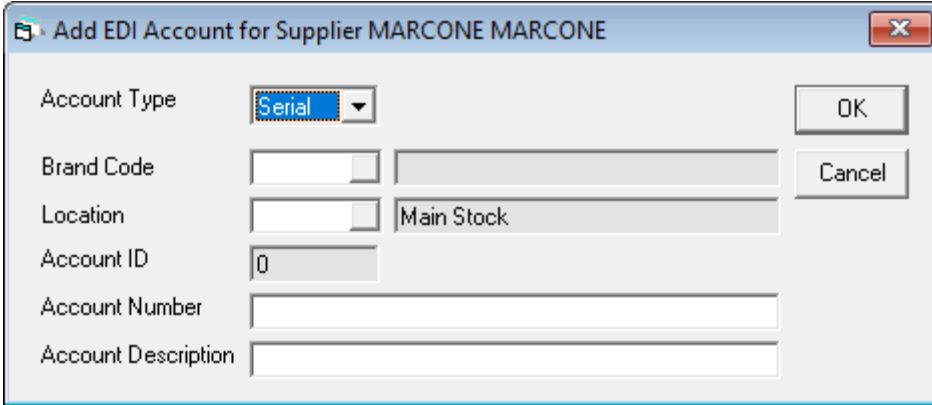
## EDI Accounts Tab

Brand Code	Account Number	Account Description
AD	64156	
BOS	52687	
GEH	87974	
JA	64156	
MAY	64156	
WP	64156	

Used for Warranty EDI integration with Service Bench, Service Power and others.

### Adding Item EDI Accounts

Select a brand code, then fill out the account number field. If the manufacturer has several

	brands under the same account, be sure to add a record for every brand. This is the suppliers account number with the manufacturer.
<b>Adding Serial EDI Accounts</b>	 <p>Custom feature. Not used.</p>

<b>Contact</b>	Here you can fill in the information for the Payables person with that supplier.
----------------	----------------------------------------------------------------------------------



## Discounts Tab

Brand Code	Discount Number	Method	Discount
ADM	1	Percentage	2.50
AM	1	Percentage	5.00
JA	2	Dollar	10.00
MAY	2	Dollar	7.50

Review Discount for Supplier WHIRL WHIRLPOOL CORPORATION

Brand Code: JA All Records OK

Discount Number: 2 TRUCKLOAD

Discount Method: \$

Discount: 10.00

Review Add Edit Delete

Only for Serial Inventory.

Used if you are using **Tools > System Maintenance > Variables > Purchasing > Discount Labels** tab "Discounts by Supplier". Discounts by Supplier is more geared towards volume rebates and related truckload or negotiated discounts. The key to supplier level discounts is it allows you to define multiple discounts within Whirlpool, I.E. 2.5% for Admiral and 5% for Amana.