
MICROSOFT DYNAMICS-SL
SOLOMON™

ASI- AP ONE TIME VENDOR

MANUAL



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ASI-One Time Vendor

Overview

ASI - AP One Time Vendor enables all of a company's one-time vendors to be under a single vendor ID. You will no longer have a need to set up a new vendor for each one time single vendor transaction. The system provides for vendor information to be entered during Vouchering and will be fully integrated into check printing and payment selection.

The user has the ability to group one time vendors, and use class ID's for vendor classification or as sub-vendor ID's. The user can look up and review a one time vendor's name and address information as well as use the activity screen provided to track processed data and to match vouchers with checks.

One Time Set Up

One-Time Setup (X3.1TM.01)

General | Display Options

Options:

One-Time Vendor ID:

Assign Class ID's:

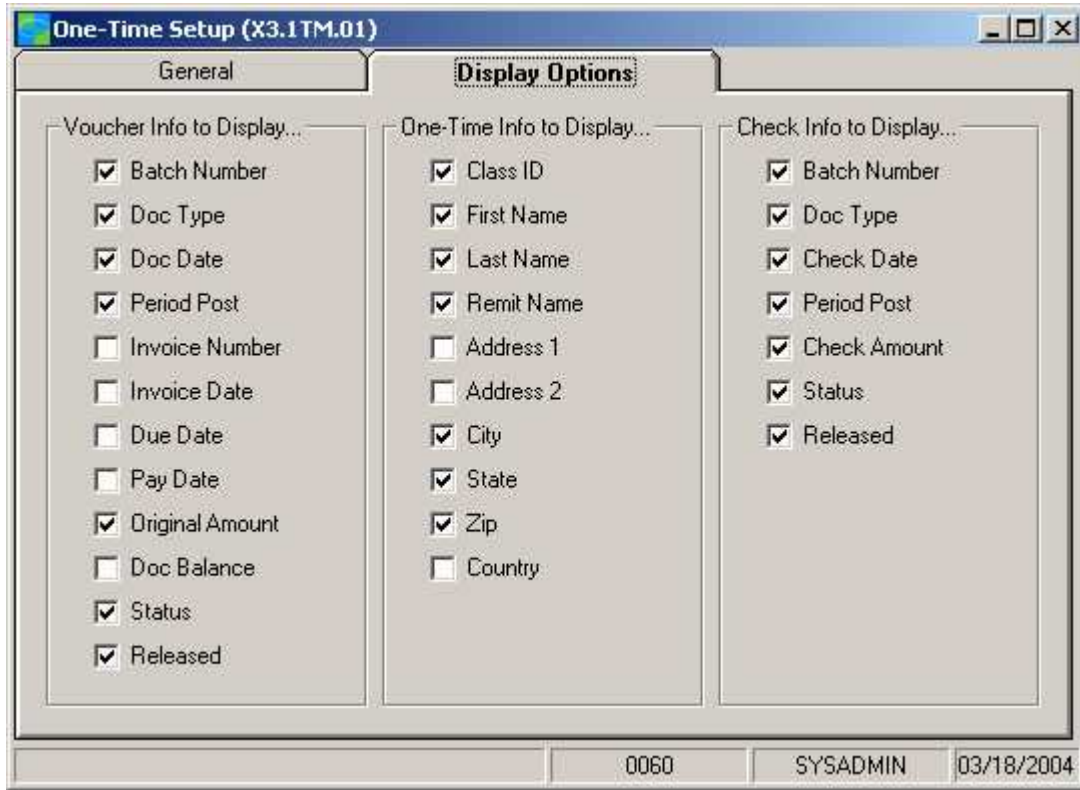
****** Important Reminder ******

Make sure that the Vendor ID you choose to serve as your One-Time Vendor has 'SEPARATE CHECK' set to 'YES' in the Vendor Maintenance Screen. Also, make sure that the vendor's 'STATUS' is set to 'ACTIVE' and not 'ONE TIME'.

0060 | SYSADMIN | 03/18/2004

One Time Set up Options

- ✓ **One Time Vendor ID:** Select One Time Vendor ID to be used for all one time vendors. The selected vendor ID must be setup in Vendor Maintenance before selection will be available.
- ✓ **Assign Class ID's:** Choose the ability to assign class ID's to your One Time Vendors.



Display Options in Set up

This screen gives the user the ability to choose certain desired display options by field. The user will choose what fields to be displayed for Voucher Information, One Time Information, and Check Information.

One Time Vendor Information

The screenshot displays the 'Voucher and Adjustment Entry' application window. The main form contains the following data:

- Batch:** Number: 000182, Status: Hold, Total: 0.00
- Per to Post:** 12-1999, Handling: Hold, Control: 0.00
- Document:** Ref Nbr: 000158, Vendor ID: ONETIME, Date: 7/21/2005, Invoice Date: 7/21/2005, Invoice Nbr: (empty), Balance: 120.00
- Vendor Information (Dialog Box):**
 - Class ID: MSD
 - First Name: Mike
 - Last Name: Smith
 - Remit Name: Mike Smith
 - Address 1: 111 Reed Road
 - Address 2: Suite 123
 - City: Guilfersville, State: NE, Zip: 45457
 - Country: USA

The background window also shows a 'Detail' table with the following content:

Company ID	Line Type
0060	Invoice

At the bottom of the window, there are buttons for 'Landed Cost Allocation...', 'Purchasing Detail...', and 'Tag...'. The status bar at the bottom right shows '0060', 'SYSADMIN', and '7/21/2005'.

The **Voucher and Adjustment** screen has been customized to present the One-Time Vendor info at the time of selection. A button will display under Vendor ID called One-Time Info... Selecting the button will display a screen for entering the one-time vendor information. Complete the fields for First and Last Name, Address, City, State, and Zip Code.

This information will be used when printing the check.

Note: The Remit Name will automatically be filled with the entered First and Last name. This field may be over-written.

Edit/Select Documents for Payment

Batch Number: Total:

Defaults | Company

Checking Acct: Period to Post:

Cash-US Dollars-US

Checking Sub:

Ref Nbr	Type	Vendor	Pay Date	Remit Name	Compan
000043	VO	VT0124	10/15/1999	J.C. Licht, Co.	0060
000044	VO	VT0124	10/07/1999	J.C. Licht, Co.	0060
000046	VO	VT0125	10/31/1999	Johnson, Inc.	0060
000047	VO	VT0125	10/15/1999	Johnson, Inc.	0060
000048	AC	VT0125	10/19/1999	Johnson, Inc.	0060
000068	VO	VT0124	11/01/1999	J.C. Licht, Co.	0060
000069	VO	VT0124	11/30/2000	J.C. Licht, Co.	0060
000070	AD	VT0124		J.C. Licht, Co.	0060
000072	VO	VT0125	11/15/1999	Johnson, Inc.	0060
000074	VO	VT0110	11/15/1999	Trans-America	0060
000079	VO	VT0121	10/01/1998	Dan Wolf Lexus	0060
000082	VO	VT0123	12/01/1999	PBC Enterprises	0060
000083	VO	VT0123	12/01/1999	PBC Enterprises	0060
000084	AC	VT0123	12/01/1999	PBC Enterprises	0060
000085	VO	VT0124	12/01/1999	J.C. Licht, Co.	0060

Buttons: OK, Cancel, Edit, Insert

After the One-Time vendor voucher has been entered and released, the Voucher is available for selection through the **Edit/Select Documents for Payment** screen. Notice the remit name is listed as entered through the One-Time Info button in the Voucher and Adjustment screen.

One Time Vendor Look up

Ref Nbr	VO Batch Nbr	Type	Doc Date	Per Post	Doc Amt	Status	Released	Class ID	First Name	Last Name	
000148	000171	VO	12/24/2004	12-1999	45.25	A	True				The Prin
000147	000171	VO	12/24/2003	12-1999	75.00	A	True	ABC	Susan	Cally	ABC Cor
000146	000171	VO	01/15/2004	12-1999	150.00	A	True		Fred	Shaw	Fred Sha
000144	000169	VO	12/26/2003	12-1999	500.00	A	True	XYZ	Mike	Smith	XYZ Cor
000137	000163	VO	01/29/2004	12-1999	300.00	A	True		Tom	Jenkins	Tom Jer
000136	000160	VO	01/27/2004	12-1999	250.00	A	True	XYZ			XYZ Cor
000135	000160	VO	01/27/2004	12-1999	150.00	A	True		Susan	Shaw	Susan S
000134	000157	VO	01/27/2004	12-1999	250.00	A	True	CONSTR	Fred	Main	Operatio
000133	000156	VO	01/27/2004	12-1999	200.00	A	True	RETAIL	Fred	Smith	Fred Sm
000133	000156	VO	01/27/2004	12-1999	200.00	A	True	RETAIL	Fred	Smith	Fred Sm

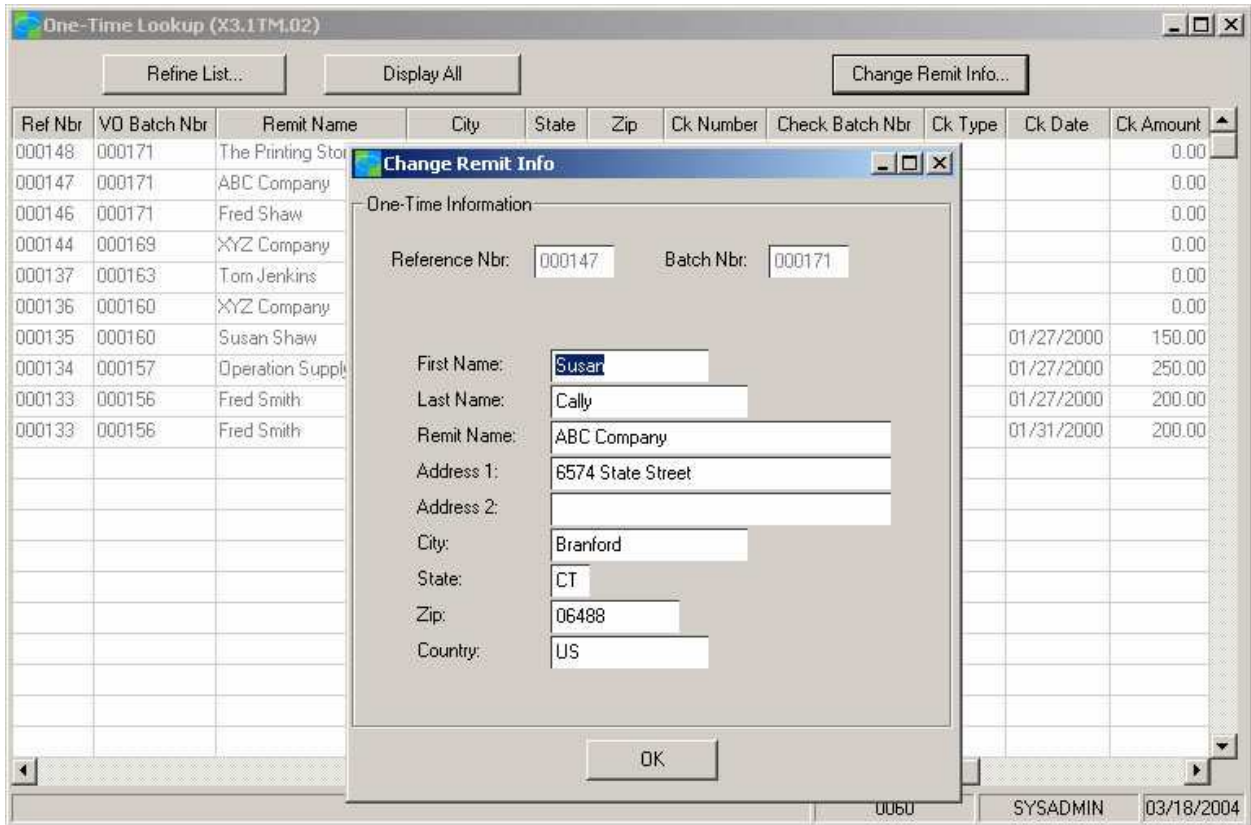
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In the **One Time Vendor Lookup** screen you can see all of the One Time Vendor activity processed by reference number. This screen will display fields according to the One-Time Vendor setup screen / Display Options tab selection.

✓ **Refine List:**

The Refine List function will narrow your search down according to the criteria you specify in the search. Search by Reference number, VO Period Post, Invoice Number, Check Number, Check Period Post, Last Name, Remit Name, State, or Zip code.

Change Remit Info



The **Change Remit Info** is a screen available to modify entered voucher information that has been released in AP. This screen enables the modification of the information up until the point of check printing.