Medlin Windows
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Program Description

Medlin Windows Accounts Payable is an accounts payable program for small and medium size businesses.   The program runs under Microsoft Windows.

MWAP is designed to work hand in hand with Medlin Windows General Ledger (MWGL) and Medlin Windows Payroll Writing (MWPR).   Each invoice entry is assigned an account number and a vendor code, and can be posted to MWGL when you start a new period.   Net paychecks from MWPR can be read into MWAP after each payroll.   MWGL, MWPR and MWAP must be using the same data path to share information.

Medlin Windows Accounts Payable is Shareware.   You are encouraged to try the program and give copies to anyone.   If you use the program, you should become a registered user by paying a $38 registration fee.
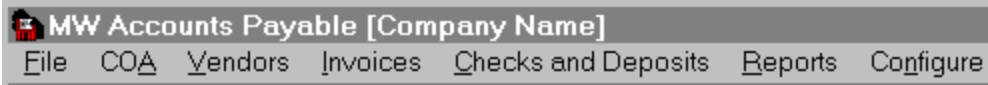
Select Registration from the help menu to register.

Registered users will receive:

• The latest version of MWAP.
• Unregistered copies of other Medlin Windows Accounting programs.
• Telephone and FAX support from 8:00 AM to 5:30 PM Pacific Time.
• Notification of updates.

Getting Started

Medlin Windows Accounts Payable is divided into seven sections plus a help menu.   Use the mouse to move the arrow to the menu choice and then click the left mouse button.

MW Accounts Payable [Company Name]
File   COA   Vendors   Invoices   Checks and Deposits   Reports   Configure

The Processing Cycle

As you receive invoices or statements to pay during the month, enter them into the program using the "Invoices" selection.   If you receive an invoice from a
vendor not on file, you must go to "Vendors" and enter that vendor's name and address before entering the invoice.

When you are ready to pay bills, select the invoices to pay by scrolling through the invoices and pressing the asterisk key <*> or <P> to select.   Click on "Print" to print the checks.   The invoices selected for each vendor will automatically be combined and a single check printed for each vendor. The check number and check date will be added to the invoice, indicating that it has been paid and it will be moved into the "Checks" section.

If the printer jams and you wish to reprint a check, click "Void" in the "Checks" section.

If you are using the same bank account to write payroll checks with Medlin Windows Payroll (MWPR), you can read the net payroll checks into MWAP
after each payroll.   Answer "yes" to the "Read in Payroll Checks?" question when you start MWAP.

At the end of the processing period (usually a month), print reports to retain a permanent record of the month's activity.   Reports can be printed in any order and as often as desired.   If you discover an error in any of the reports, correct the problem and reprint the report.

Once you are satisfied the monthly information is correct, start a new accounting period.   The paid invoices (checks) are automatically posted to the next period in MWGL General Ledger program.

The paid invoices (checks) are also saved by MWAP to be reviewed by the PRINT VENDOR ACTIVITY REPORT.   The unpaid invoices are carried over into the next accounting period.   If the program has been configured for accrual accounting, accrual adjustments are also posted to MWGL.

Medlin Windows Accounts Payable Order Form

Print Order Form

Registered users receive the latest versions and telephone support and notification of updates..

Send to:
Medlin Accounting Shareware   Phone: 707-255-4475
1461 Sproul Avenue   Fax: 707-255-9266
Napa, CA   94559-1505

MWGL General Ledger Program $38.00
MWAP Accounts Payable Program $38.00
MWPR Payroll Writing Program $38.00
California sales tax (2.76 per program) _____
Federal Express delivery (optional) $15.00
Total   _____

Name   _____

Company _____

Address   _____

City   _____   State   _____   Zip   _____

Payment by: Check _____   MC _____   Visa _____   Amex _____   Disc _____

Card no.:   _____

Expiration Date: _____

Phone Number   _____

Card holder Name   _____

Signature   _____

Where did you get our programs?

_____

Sorry, no COD's or purchase orders.
Programs will be mailed by First Class Mail.
Disk size will be 3.5 inch unless otherwise specified.

Program Configuration

Configuration information needs to be entered once when you start using MWAP, and can be changed whenever conditions change.   Select Configure from the menu.   Be sure to click Save when done.

Company name
MWGL bank account number
MWGL AP account number
MWGL Payroll account number
Include addresses in Vendor Listing
Include account number in Check Listing
Disable import from MWPR
Post to MWGL using accrual accounting
Check form number
Printer Fonts

Name, address and federal ID number

Enter the name, address and federal ID number to be printed on the top part of the 1099's.   The first line of the name will also appear on printed reports.

Bank account number

Paid invoices are posted to MWGL (Medlin Windows General Ledger) each time you start a new period from MWAP.   The bank account number will be used to automatically enter an offsetting entry to Cash in the Bank.   For the standard chart of accounts, the bank account number is 103.   If you are using a different number and have not disabled the export to MWGL, enter the account number here.

AP account number

For accrual accounting, the program will automatically make an entry each month to the Accounts Payable account in MWGL.   For the standard chart of accounts, the Accounts Payable account number is 310.   If you are using a different number and have chosen accrual accounting, enter the account number here.

Payroll account number

MWAP can post the net payroll checks from MWPR (Medlin Windows Payroll) after each new payroll processing.   Enter the account number in the chart of accounts here for automatic posting.   The account number in the provided standard chart of accounts is 708.

Include addresses in Vendor Listing

If this selection is not checked, the vendor listing will include only the vendor code and the two lines of the vendor name.   Checking this box adds the complete address, the auto billing amounts, the total of unpaid invoices and the total year to date checks written for each vendor.

Account number in Check Listing

This selection determines the content of the Check Listing report.   If not selected (the default configuration) checks are automatically sorted into check number order and only the total for each check number is printed.

If   selected, checks divided into multiple account numbers will be printed on multiple lines and the invoice number and account number will be included on each line.   Also, checks can be sorted by any field with the more detailed report.

Disable import from MWPR

Normally, newly written payroll checks are imported each time MWAP is started.   Checking this option disables importing from MWPR.   You may temporarily disable the import if you wish.   When enabled again, all payroll checks written since the last import will be imported the next time MWAP is started.   Be sure to enter the GL account number for imported payroll checks.

Post to MWGL using accrual accounting

Check here if you need accrual accounting.   For normal cash basis accounting, only the invoices actually paid during the month are posted to MWGL.   If your accounting is on an accrual basis, check here   and accrual adjustments will be posted automatically to MWGL each month in addition to the paid invoices.

Accrual adjustments:

- Debit entries for the total unpaid invoices for each account number.
- An offsetting credit entry to the accounts payable account number.
- Credit entries for the total unpaid invoices from the previous month.
- An offsetting debit entry to the accounts payable account number.

If you don't have a overwhelming need for accrual accounting, don't do it.   Accrual accounting will make things more complicated without any real improvement in accuracy.

Check Type

One of several form numbers are available from New England Business Services (NEBS).   Request check samples and order checks by calling 1-800-388-3810.   The "Mail Code Number" is 95111 and entitles you to a 20% discount on your first order of forms.

Check types and descriptions are:

9020 or 12520 - A top stub check with the check number printed between the date and amount on the body of the check, as a control.
9024 or 12524 - A top stub check with no control number on the check body.
9025 or 12525 - A bottom stub check with no control number on the check body.
9027 - A seven inch long laser check with a stub on the top.
9039 - An eleven inch long laser check with a stub on the top and bottom.
9209 - An eleven inch long laser check with the check body on top and two stubs on the bottom.
9215 - An seven inch long laser check with the stub on the bottom.

Printer Fonts

Each time you click Printer Fonts, MWAP will take a few seconds to look at the printer fonts available under Windows.   Choose your favorite font for printing reports using the pull down selection box. MWAP prints reports with the decimal points lined up even when using a variable pitch fonts.

The printer font size is selected from the print menu.

Enter or Change Chart of Accounts

The MWAP program uses the same Chart of Accounts as the MWGL General Ledger Program.   Any changes made to the chart of accounts from MWAP are also made in MWGL and vice-versa.

A standard chart of accounts is provided with the program. Although any sequential numbering scheme will work, the one provided is in common usage by accountants.   To use the standard chart of accounts, run the program with the file MWGL.COA in the data path.

The chart of accounts can be modified any time during the processing period.   All chart of accounts setup and modification is done using the Chart of Accounts (COA) selection on the menu.   This section allows you to add new COA items, delete or change existing ones, or examine the COA by scrolling up and down the screen. Account numbers cannot be changed with MWAP.   To change account numbers, run MWGL. Use the scroll bar to scroll through the listing.   Click Add to add a new account number.

Click Delete to delete the item in the box.   You will not be allowed to delete an account with a balance or with any transactions posted to the account during the year.   Upon exiting the chart of accounts section, the chart of accounts is automatically sorted in account number order.

The following information is displayed for each line in the chart of accounts:

1   ACCOUNT NUMBER - A three or four digit number between 000 and 9999 which is used for posting transactions.
2   ACCOUNT TYPE, TOTAL LEVEL and TITLE TYPE - Three   numbers which determine how, and on which reports, the item will be printed.   (See the section on Chart of Accounts Coding for details.)
3   PRIOR % - This number will be printed on the income statement and is for informational purposes only.   If you don't want prior year % printed on the income statement, enter zero.   The prior year % is updated automatically at the end of the year, by the Start a New Year procedure.
4   ACCOUNT DESCRIPTION - Up to 27 characters are allowed for the account description.

Once the chart of accounts has been setup, you wont use this section, except to occasionally add new items to the chart of accounts or delete unwanted accounts with zero balances.

Enter or Change Vendors

Vendor information is entered and changed using this selection from the menu. Enter the following information for each vendor:

- Vendor Name - Two lines of 32 characters each are available. If you only want a single line for the name, leave line two blank. The blank second line is omitted from checks. When checks or invoices are posted from MWAP to MWGL, the first line of the vendor name is used for the description.

- Street Address - Up to 32 characters for the street address.

- City State & Zip - Up to 32 characters for the city, state and zip code.

- Vendor Code - A ten character code is used to sort vendors and also to post invoices and checks to the vendor's account. In most cases, you will want to enter the vendor's last name, followed by as much of the first name as will fit in the remaining characters. For instance, if the vendor's name is Jerry Medlin, the vendor code would be MEDLINJERR. Notice that all capital letters are used. If you enter lower case letters, they are changed to upper case automatically. Also, notice no spaces are included in the vendor code. The program prevents you from entering a previously used vendor code.

  If a vendor code includes a tilde character (~), the customer will be deleted when the account is paid. This allows you to enter one time customers and have the program automatically delete them when they are no longer active.

- Default Acct - The account number to which payments to this vendor are usually posted. You may override the default account number when entering invoices or checks.

- Federal ID Number - Enter the vendor's nine digit Federal ID number or a Social Security Number for individuals. Include the dashes, so the program can tell the difference between Federal ID numbers and SS numbers. This number is only used annually on the 1099 reports. If you don't know the number or don't expect to be printing 1099's for this vendor, omit the number.

- 1099 Type - What type of 1099 Misc form to be printed for this vendor. Choices are None, Rent or Miscellaneous. At this time, you only need to send 1099's to non corporate vendors receiving over $600 per year, so for most vendors check None. You can change this anytime as conditions (or laws) change.

- Auto Invoice - Enter fixed monthly payments such as a loan payment. Each month, the amount is entered as an invoice, when you select File / Auto Invoice. For each auto invoice amount, you must also enter an account number and a day of the month for the due date. If the day of the month is 31 and the month only has 28 days, 28 will be entered for the due date.

Be sure and click "Save" after making changes. Use the Tab key or the Enter key to move from field to field. You may enter a new vendor at any time. Since you may want to print vendor history for a vendor even if you no longer do business with the vendor, it is best to wait until the start of a new year to delete vendors.

Enter or Change Invoices

This selection allows you to enter invoices and select them for payment and print checks. Once paid, the invoice is transferred to the checks selection. Since a single check can be used to pay more than one invoice, the same check number may appear with several invoices. The check amount is the total of all of the invoice entries with the same check number.

Invoice amounts are entered as positive numbers using the plus <+>, tab, or enter key. Discounts and adjustments are entered as negative numbers using the minus <-> key. Enter the number then press the minus key, or put the minus sign at the beginning of the amount and press the <+>, tab or enter key.

Enter the following information for each invoice:

- Vendor Code - The 10 character code for each vendor is used to post an invoice. If you want to enter the same vendor code as the previous invoice, just press Tab or Enter. You need enter only as much of the vendor code as necessary to distinguish it from any other code. As you enter the vendor code, a list box of the possible matches and the currently selected vendor name appear on the screen. You can also select a vendor code from the list box.
- Invoice Date - Enter the invoice date. Enter the day of the month or use the left and right arrow keys to select month or year. The up and down arrow keys can also be used to change the date. Often only a single press of the down arrow is required to increment the day of the month by one day. Enter or tab moves to due date.
- Due Date - Enter the invoice due date. The due date defaults to the previously entered due date.
- Invoice Number - Enter up to 14 characters for the invoice number. Alphabetic characters are allowed, so you can use this field for a short description, if you like.
- Account Number - Enter the account number this invoice will be charged to. As you enter the account number, a list of possible account numbers and descriptions is printed at the bottom of the screen. Pressing Enter accepts the account number at the beginning of the list. Account numbers come from the MWGL program.
- Amount - Enter the amount of the invoice. Pressing the <F10> key calls up a 4 function calculator and the calculated result may be inserted by pressing Enter twice.

To enter a discount, make an entry with the same invoice number and date, with the discount amount entered as a negative number. Negative numbers are entered by first entering the number and then pressing the minus <-> key or by beginning a number with the minus key.

To partially pay an invoice, you must break the invoice into two entries. Enter one line for the amount you want to pay, and another line - with the same invoice number and date - for the remainder of the total invoice amount. Then pay the first item.

Pressing Escape or Shift and Tab during entry takes you back to the previous field.

Clicking on a column heading quickly sorts all of the invoices by that field. You may sort any field. The program doesn't require any sorting and doesn't care which order the invoices are in. But, if you want to sort by due date, for instance, it would make it easier to choose which invoices to pay. You can start at the top of the invoice listing and pay bills starting with the oldest, until you run out of money. Once invoices are sorted, they stay in that order until you sort them again or end processing.

You may jump directly to Enter or Change Vendors by clicking on the Vendors selection at the top of the screen or by pressing Alt and V. Return to entering invoices by clicking on Invoices or by pressing Alt and I.

For manually written checks, use the Manual Pay selection to enter the check number.   The invoice will be immediately moved to the Checks section.

Printing Checks

To print checks, mark the invoices to pay and click print.

To mark invoices, scroll thought the invoices using the scroll bar or the up and down arrows and press the asterisk key <*> or the letter <P> will mark the highlighted invoice for payment.   Or, point to the invoice and click the right mouse button.   The total of the invoices marked for payment appears at the lower right of the screen along with the current bank balance.

To print checks, use the mouse to click Print at the lower left of the screen.   You will be asked for the beginning check number.   This number is used on the first check written.   Subsequent checks are numbered sequentially.   The check date is the same as the computer's system date.   If you want to postdate checks, you must change the computer's system date using the control panel.

Checks are printed on a common pre printed checks from New England Business Services (NEBS). Program Configuration allows you to choose several check styles.

The Bank Balance

Bank Balance

A bank balance is always displayed at the lower right of your screen whenever you are in "Invoices" or "Checks".   For this bank balance to be correct you must have: 1) The correct ending balance for the previous period in the CASH IN BANK account in the MWGL chart of accounts.   2) The correct account number in Program Configuration for CASH IN BANK   3) Any deposits or adjustments for the current month entered as paid invoices (checks).

Enter or Change Checks and Deposits

Paid invoices become checks.   Once an invoice is paid, it appears here, complete with check number and check date.   Enter deposits as negative amounts.   Manually written checks can also be entered.

Since checks are entered as positive <+> numbers, bank deposits must be entered as negative <-> numbers.   The deposits should be posted to one or more "vendors".   For example, deposits could be posted to a vendor named "Deposits" with a vendor code of "DEPOSITS".   The account number should be either a sales account number such as 511 or, CASH ON HAND, account 102.   When you start a new month, the deposits are posted along with the checks to the MWGL General Ledger program.   In addition, the difference between checks and deposits is posted to account 103, Cash in Bank.   If you wish to use some account number other than 103 for the bank account, you may use Program Configuration to change the bank account number.

The Void selection will move a check back to the invoices section and mark it for payment again. Very helpful if the printer eats a check.

The Bank Balance

Print Reports

Reports can be printed at any time and as often as you wish.   A report can cover the current accounting period or any series of accounting periods.   Invoices and checks can be sorted by any field.

Print to Screen
Check Listing
Invoice Listing
Vendor Listing
Account Summary
1099 Forms
Vendor Activity
Periods to Print
Printer Setup
Start Printing
Print Speed and Quality

Print to Screen

Checking here will print all reports on the screen, allowing you to view reports without wasting paper. Use the scroll bar to scroll through the report.

Close the form or press escape to   return to report printing.

Screen printing creates a file named TEMP.TXT on your data directory.   If you wish to edit or modify a report, load TEMP.TXT into any word processor and change the font to a fixed pitch font like Courier New.

Check Listing

To provide an adequate audit trail, this report should be printed and retained before closing out the month.   It lists all the checks written for the accounting period.

The report format depends on the Configuration setting for "Include Account Numbers in Check Listing".   If not selected (the default configuration) checks are automatically sorted into check number order and only the total for each check number is printed.

If   "Include Account Numbers in Check Listing" is selected from Configure, checks divided into multiple account numbers will be printed on multiple lines and the invoice number and account number will be included on each line.   Also, checks can be sorted by any field with the more detailed report.

The beginning and ending bank balance and the total of all checks and deposits is printed at the bottom of the check listing.

Invoice Listing

Print this report at the end of the processing period.   You can also print the invoice listing before printing checks, to get a summary of how many checks are to be printed.   This helps avoid the embarrassment of printing more checks than you have money in the bank.   Before printing, you can sort the invoices.

Invoices marked for payment are followed by an asterisk <*> and totaled separately at the end of the report.

Vendor Listing

Occasionally, you will want to print a listing of all of the vendors on file.   This report includes the vendor code and the vendor name only.

The report format depends on the selection for "Include Addresses in Vendor Listing" under Configure.   If selected, the vendor listing will include the full address, the auto billing amounts and the year to date total of checks written for each vendor.   The report will print slowly, due to the time required to calculate year to date checks.

If "Include Addresses in Vendor Listing" is not selected, only the vendor code and vendor name are included in the report.

Account Summary

This report tells you how much you owe or how much you paid, broken down by general ledger account number.   Before printing, you must select (1) only paid invoices, (2) only unpaid invoices or (3) all invoices.

If you are not using Medlin Windows GL, give this report to your accountant at the end of the month.

1099 Forms

1099's are required by the IRS and many states for each vendor receiving over $600 a year.   The IRS rules for which vendors require 1099 forms are confusing, so you may need to ask your accountant or the IRS (good luck!) about which vendors need 1099's.   This selection will print to cut sheet 1099 forms using a sheet feed printer.   Vendors with <none> for 1099 Type and vendors with no year to date checks written will be skipped.

The payor's name, address and ID number comes from Configure.

1099 Forms may be purchased from New England Business Services at 1-800-388-3810.   The "mail code" is 95111.   For sheet feeder or laser printers use form number 12437.

Vendor Activity

This report is a summary of activity for a vendor for the selected accounting periods.   The vendor selection box appears when the report is selected.   Select multiple vendors by pressing Ctrl and clicking, or a range of vendors by pressing Shift and clicking.   If you choose to print the report for all vendors, you can expect the report to take a considerable amount of time to print.   A more practical way to use this report is to print it for a single vendor to resolve problems.

Periods to Print

Click on any period or series of periods to include in the reports.   Click again to de-select.   The period-ending report date appears to the right of the period selection box.   You may change the report date if you wish.   Report periods must be contiguous (together).

You may also include periods from prior years.   These periods will be marked with an asterisk <*> in the list of periods to print.

Printer Setup

On most occasions, no printer setup is necessary, and reports will print on the Windows default printer.   However, if you want to use a printer other than the default printer, printer setup will be necessary.

The Printer Setup calls the Control Panel Printer Setup.   Any changes made affect all Windows programs, so be sure to change the settings back the way they were, when printing is finished.

Printer Problems

Windows applications depend on a "printer driver" to control communication between the application and printer.   If you are having problems printing, make sure the correct driver has been selected by clicking "Printer Setup".   Your printer manual should have the correct driver name and a list of alternatives.   If none of the available printer drivers are correct, contact Microsoft for the correct driver.

Start Printing

Once the reports and periods you wish to print have been selected, click here to start printing..

Printing under Windows can be painfully slow at times.

Remember, if you are using the Windows Print Manager, the entire report must be processed before the first page actually prints.

Click the Abort button to stop printing.   Be patient, the abort process takes a few seconds.

Print Speed and Quality

Printing is generally slower in the Windows environment, but there are things you can do to speed up the process.   Font Selection has a dramatic effect on print speed.   Fonts which are "native" to your printer print much faster.   If the print speed is too slow, use Configure to select another font and try again.

The printer resolution also affects print speed and quality.   Raising the resolution will increase the print quality, but slow the print speed.   Lowering the resolution lowers the print quality, but increases the speed.   Print resolution is changed using the Printer Setup option from the print window.

File Menu

Data is loaded automatically when you start MWAP and saved when you exit, so the file menu doesn't need to be used during every processing.   The file menu does offer a few convenient utilities.

Change Data Path
Save Data
Start a New Period
Start a New Year
Auto Invoice
Backup Data

Change Data Path

MWAP always begins by reading data in the working directory.   To read data in another directory or on another disk, use Change Data Path.

When "OK" is clicked, data is first saved to the old path, and then read from the new path.

To use MWAP for multiple businesses, create a different directory for each business using the Windows File Manager, and use Change Data Path to change the data directory.   Or, multiple businesses can have their own icon.   Create separate program items in Program Manager with a different program description and working directory for each business.   Copy the MWGL.COA file into the new directory to reuse an existing Chart of Accounts.

To transfer data from one directory to another, use Backup Data.

Save Data

Although data is saved automatically when exiting MWAP, it is a good idea to save the data occasionally, in case of a power failure.   Data is always saved to the working directory.   If you want to save the data in another directory, use **Backup Data**.

Start a New Period

You may have up to 60 accounting periods in a single year.   Use Start a New Period to start a new accounting period.   If you started a new period and you didn't want to, don't worry.   It's easy to combine adjacent periods into a single report when you print reports.

Checks and deposits will be sorted by check number and added to the current period of MWGL.

Start a New Year

An Accounts Payable year can have up to 60 periods.   Before entering data for a new year, use this selection to start a new year.

Starting a new year will automatically start a new period and set all cumulative balances to zero.

Auto Invoice

Choose Auto Invoice from the File menu to automatically create up to two invoices for each vendor. The amount, account number and day of the month should be entered under Enter or Change Vendors.   The invoice number will be Auto Invoice 1 or Auto Invoice 2.

Backup Data

Eventually, all hard disks fail.   Use this selection occasionally to save the data to a floppy disk.

You can't backup to a full or unformatted disk.   Make sure the backup disk has been formatted, and has enough room for the data files.

Press Return to save to the A: drive, or enter a new drive and path.

Backup makes exact copies of the data files MWGL.COA, MWAP.VND, MWAP.INV and the configuration file MWAP.CFG.   These files can be used if your main hard disk fails.   Backup Data can also be used to transfer the data from one computer to another.

You can also use this selection to copy the data to another part of your hard disk.

Restoring Data

Restoring data is simply backing up in reverse.   For example, to restore data from drive A: to the \ MWACCT directory on drive C:

- Start MWAP
- Select File / Change Data Path and change to A: Check to see that your data is OK by scrolling through vendors, checks and invoices.
- Select File / Backup, enter the path: C:\MWACCT and click OK

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Calculator

MWAP has a built in four function pop-up <u>calculator</u> that works like a standard pocket calculator (if there is such a thing).   Press the <F10> key and a small box will appear on the screen.   Enter a number and use the <+> and   <-> keys to add and subtract.   To multiply or divide, use the <*> or </> keys and then the <Enter> or <=>.   If the calculator is called from a dollar value entry field, the calculated amount will be plugged into the entry field when you exit the calculator.   Exit the calculator by pressing <Esc> or closing the calculator form.

Converting PC-GL Files

The program MWCONV.EXE is available to all registered users and will convert PC-GL data files to MWGL format.   You must have PC-GL General Ledger transactions dating back to the beginning of the current accounting year to successfully convert PC-GL data to MWGL data.

Run the program by double clicking on the conversion icon or by double clicking on MWCONV.EXE from the file manager.

The conversion program has a single screen with two boxes labeled From: and To:.   Select the location of the existing PC-GL files in the From: box and set the To: box to the directory and disk where you want your MWGL data files to be created, and click OK.   A status line tells if any convertible files are found and indicates the progress of the conversion.