Medlin Windows Accounts Payable

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Program Description

Medlin Windows Accounts Payable (MWAP) is an accounts payable program for small and medium size businesses. MWAP runs under Microsoft Windows 3.1, Windows for Workgroups and Windows 95. MWAP can be run "stand alone" or can work hand in hand with Medlin Windows General Ledger (MWGL) and Medlin Windows Payroll (MWPR). Each invoice entry is assigned an account number and a vendor code, and can be posted to MWGL. MWAP can also read the net payroll checks from MWPR. MWAP, MWGL and MWPR must be using the same data path, to share data. MWAP allows up to 4600 vendors and more than 32,000 invoices and checks (combined) per year.

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, or use the registration form near the end of this manual.

Registered users will receive:

- The latest version of MWAP.
- Removal of "Printed with UNREGISTERED version" from reports.
- Unregistered copies of other Medlin Windows Accounting programs.
- Telephone support from 8:00 AM to 5:30 PM Pacific Time.
- A 20% discount on your first order of checks and 1099's from New England Business Services.
- Notification of updates.

Getting Started

Medlin Windows Accounts Payable is divided into seven sections plus a help menu. Click on a ny menu choice to begin. Press <F1> at any time for context sensitive help.

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 <*>, the <P> key or clicking the invoice with the right mouse button. Click "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 also using MWPR, each time there are new payroll checks, you can read the net check amounts into MWAP by answering "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 period'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 report is correct, start a new accounting period.

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The paid invoices (checks) are automatically posted to the next period in MWGL program. The paid invoices (checks) are also saved by MWAP to be reviewed by printing the Vendor Activity Report. The unpaid invoices are carried over into the next accounting period. If MWAP has been configured for accrual accounting, accrual adjustments are also posted to MWGL.

Navigation
Use the <Tab> key to advance to the next field and press <Shift and Tab> together to go back. Menu items and "command buttons" can be "clicked" from the keyboard by holding down the Alt key while pressing the underlined letter. These are "standard" to most Windows programs. See your Windows manual for more details. The open section ("Invoices" for example) does not have to be closed to open a different section. Just click on your choice from the menu or type Alt and the underlined letter.

Entry shortcuts built-in to MWAP:

- Any field in both "Checks" and "Invoices" and all but the account number in "COA" can be edited by moving the mouse cursor over the field and clicking the left mouse button.
- Accounts can be entered by number, description or by selecting from a list.
- In dollar entry fields, pressing <+> or <-> after entering the amount, advances to the next field. Negative numbers can be entered with the minus sign leading or trailing.
- Vendor codes can be selected from a list.
- When adding new entries, pressing <+> in a check or invoice number field adds one to the previous number and advances.
- Date fields can be edited using the <Home>, <End>, and arrow keys in addition to entering numbers.
- The date format is taken from Control Panel and the day of month is always highlighted first, for editing, when entering a date field.
- The <Delete> and <Insert> keys "click" the matching "command buttons".
- The <Esc> key goes back one selection.
- Press <F10> to use the pop-up calculator. Use <Esc> or <Alt and F4> to close. The result will be "pasted" if the calculator was called from a monetary field.

Configure
Configuration information needs to be entered when you use MWAP for the first time, and can be updated as needed. Select "Configure" from the menu. Be sure to click "Save" when done.

Name, Address and Federal ID Number
Enter the name, address and federal ID number to be printed at the top of the 1099's. The first line of the name will also appear on printed reports and in the MWAP title bar..

MWGL Bank Account Number
Paid invoices (checks) are posted to MWGL each time you start a new period from MWAP. The MWGL bank account number will be used to automatically enter an offsetting entry to Cash in Bank. For the standard chart of accounts, the MWGL 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.

MWGL A/P Account Number
If "Posting to MWGL Using Accrual Accounting" is checked, MWAP will automatically make

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accrual adjustments plus an entry to the Accounts Payable account in MWGL each time a new period is started. For the standard chart of accounts, the AP account number is 310. If you are using a different number and have chosen accrual accounting, enter the account number here.

MWGL 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 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 vendor name lines. 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.

Include account number in Check Listing
This selection determines the content of the Check Listing report. This report always prints in check number order. If not checked, only the total for each check number is printed. If checked, each paid invoice will be printed, in full detail, on a separate line and the invoices can be sorted in any order.

Disable import from MWPR
Normally, newly written payroll checks are imported each time MWAP is started. Be sure to enter the payroll account number for imported payroll checks. 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.

Disable export to MWGL
If you don't want to export checks and deposits to MWGL, check here. If you are not using MWGL, export is disabled, regardless of this setting.

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 period are posted to MWGL. If your accounting is on an accrual basis, check here and, in addition to the paid invoices (checks), accrual adjustments will be posted automatically to MWGL each time a new period is started. MWAP uses a "modified cash basis" for accrual posting. (1) The unpaid invoices from the previous period are reversed. (2) The accounts payable accrual entry from the previous period is reversed. (*) Paid invoices (checks) are posted (same as the cash basis). (3) The unpaid invoices are totaled by account and posted as a single entry per account. (4) The total of all unpaid invoices is posted to the accounts payable account. All accrual adjustments have a description of "Accounts Payable" and a check number of "Accru". This method has two main advantages. One, all entries are handled automatically, no manual adjustments are needed, and two, all paid entries are posted with a check number for better auditing. Unpaid invoices can be audited from the invoice listing report while checks are audited from the MWGL transaction listing report.

Accrual Posting to MWGL:

      (1) Credit entries, for the total unpaid invoices from the previous period.
      (2) An offsetting debit entry, to the accounts payable account number.
      (*)   Paid invoices (checks).

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(3) Debit entries, for the total unpaid invoices for each account number.
(4) An offsetting credit 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
Several check types are available from New England Business Services (NEBS). Request samples or order checks and 1099's by calling 1-800-388-3810. The "Mail Code Number" is 95111 and entitles you to a 20% discount on your first order of checks and 1099's.
Check types and descriptions are:

Laser or jet-type printers:
9027 - A seven inch long laser check with a stub on the top, best when fed a single check at a time or for printers with a paper slot.
9039 - An eleven inch long laser check with a stub on the top and bottom, best for paper cartridge use or for batch printing.
9209 - An eleven inch long laser check with two stubs on the bottom.

Dot-Matrix printers:
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.
9215 - A bottom stub check with a control number on the body.

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. MWAP prints reports with the decimal points lined up, even when using a variable pitch fonts. The printer font size is selected from the "Reports" section..

COA (Chart of Accounts)
MWAP uses the same Chart of Accounts as MWGL. If MWAP and MWGL are sharing the same data path, 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 MWAP. Although any sequential numbering scheme will work, the one provided is in common usage by accountants. To use the standard chart of accounts, run MWAP 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 "COA" selection on the menu. This section allows you to add new accounts, change existing accounts (except account number), or examine the COA, by scrolling up and down the screen. Using MWGL, you may delete accounts or even change account numbers at any time and MWGL will automatically update the account numbers on all entries with the previous account number.

When adding new entries, pressing <Tab>, <Enter> or <+> advances to the next field. Use the scroll bar or the <Home>, <End> and arrow keys to view the existing accounts.

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

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- **Account Number** - A three or four digit number between 000 and 9999 which is used for posting transactions.
- **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 in the MWGL help for details.)
- **Prior %** - This number will be printed on the MWGL income statement if not zero.
- **Account Description** - Up to 27 characters are allowed for the account description.

Vendors

Vendor information is entered and changed using the "Vendors" section. When adding new vendors, pressing <Tab> or <Enter> advances to the next field. Use the scroll bar or the <Home>, <End> and arrow keys to view the existing vendors.

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 mailing labels and checks. When checks or invoices are posted from MWAP to MWGL, the first line of the vendor name is used for the description. Since descriptions for the MWGL program are limited to a length of 21 characters, only the first 21 characters of the vendor name are posted to MWGL. The second line can also be used for an account number or telephone number. Both lines are printed on the Vendor Listing report.
- **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. If you wish to use numerical codes, they will need to be the same length to ensure proper sorting. With creative use of vendor codes, many special needs can be accommodated. For example, if you need to have two sets of vendors (like a set for personal accounts and a set for business accounts) you can begin the codes for each set with a different character. BAUTO for a business auto account and PAUTO for a personal auto account.
- **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 expect to be printing 1099's for this vendor, leave blank.
- **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. 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.

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Invoices

This section allows you to enter invoices, select them for payment and print checks. Once paid, the invoice is transferred to the "Checks" section. 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 consecutive invoice entries with the same check number. To pay invoices without printing a check, click "Manual Pay". Enter the check number and check date. The invoice will be immediately moved to the "Checks" section.

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.

When adding new entries, pressing <Tab>, <Enter> or <+> advances to the next field. Use the scroll bar or the <Home>, <End> and arrow keys to view the existing invoices.

Enter the following information for each invoice:

- **Vendor Code** - The 10 character code for each vendor is used to post an invoice. Select the vendor code from the list box or by typing in the enough of the vendor code to display the desired vendor name in "Currently Selected Vendor".
- **Invoice Date** - The highlighted part of the date can be edited by typing the new value or by using the up and down arrows. The day of month is highlighted first. Use the left and right arrow keys to move the highlight the month or year. Pressing <Home> or <End> will change to the highest or lowest possible value. Often only a single press of the down arrow is required to increment the day of the month, by one day.
- **Due Date** - Enter the invoice due date. The due date defaults to the previously entered due date. Entry is the same as Invoice date.
- **Invoice Number** - Enter up to 14 characters for the invoice number. Pressing <+> adds one to the previous number and advances to account 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. If the vendor has a default account, it will be displayed. Accounts can be selected from the list box or by entering enough of the account number or description to highlight the desired account in the list box. **Note:** Pressing an alphabetic key (A-Z) will change from number entry to description entry for the current invoice.
- **Amount** - Enter the amount. Pressing the <F10> key calls up a four function calculator and the calculated result may be inserted by pressing <Esc>. Pressing <Tab>, <Enter> or <+> saves the new invoice and advances to the next.

To enter a discount, make an entry with the same invoice number and date, with the discount amount entered as a negative number. To enter a negative numbers begin or end the number by pressing the minus <-> key. A trailing <-> will advance to the next invoice.

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.

Clicking on a column heading quickly sorts all of the invoices by that field. You may sort on any field. The program doesn't require any sorting and doesn't care which order the invoices are in.

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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.

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 <*>, the letter <P> or point to the invoice and click the right mouse button. Invoices marked for payment will have an asterisk to the right of the amount and are totaled at the lower right of the screen along with the current bank balance. Using <*>, <P> or the right mouse button a second time will unmark the invoice.

To print checks, use the mouse to click "Print" at the lower left of the screen. You will be asked to confirm the beginning check number. This number is used on the first check written with subsequent checks are numbered sequentially. The check date is the same as the computer's system date. If you want to postdate checks, change the system date from 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 types.

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).

If you are making entries in MWGL and MWAP at the same time, use the Save option from the File Menu to update the bank balance. The keyboard shortcut is <Ctrl and S>.

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 period, the deposits are posted along with the checks to MWGL. 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 "Configure" 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.

Clicking on a column heading quickly sorts all of the checks by that field. Entry is similar to the

"Invoice" section.

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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. Prior year periods have an asterisk next to the period number and can also be printed.

Print to Screen

Checking here will print reports on the screen, allowing you to view reports without wasting paper. Use the <Home>, <End>, <PgDn>, <PgUp> and arrow keys or the scroll bar to view the report. Press <Esc> or <Alt and F4> to return to report printing.

Printing to a File

Printing to screen creates a file named TEMP.TXT in the current data path. To save a copy of the report, rename the TEMP.TXT file. By loading the file into any word processor and changing the font to a fixed pitch font like Courier New, you can modify or reprint the report.

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 setting for "Include Account Numbers in Check Listing" in "Configure" determines the content of the Check Listing report. If not checked, only the total for each check number is printed, in check number order. If checked, each paid invoice will be printed, in full detail, on a separate line and the invoices can be sorted in any order.

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 have a separate total at the end of the report.

Vendor Listing

Occasionally, you will want to print a listing of all of the vendors on file. If you need to keep record of the vendor's phone number or other detail, enter this as the second name line in "Vendors".

The report format depends on the selection for "Include Addresses in Vendor Listing" in the "Configure" section. If this selection is not checked, the vendor listing will include only the vendor code and the vendor name lines. Checking the "Include Addresses in Vendor Listing" 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 and will print slower, due to the time required to calculate year to date checks.

Account Summary

This report tells you how much you owe or how much you paid, broken down by general ledger account number. Your will have three choices, unpaid invoices, paid invoices (checks) or all

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activity.

If you are not using MWGL, give this report to your accountant at the end of the period.

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 holding down <Ctrl> and clicking desired vendors, or select a range of vendors by holding down <Shift> and clicking the first and last vendor. If you choose to print the report for multiple 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 single 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. You may also print reports from the prior year. 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. However, if you want to use a printer other than the current Windows default printer, use "Printer Setup" to set the desired printer as the default printer.

"Printer Setup" opens Windows 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.

Point Size

The font point size can be either 10 or 12. The larger 12 point fonts are easier to read, but if the numbers are large or the text was entered in all capitals, the report may look at bit crowded.

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Printing Checks on a Sprocket Feed (Dot-Matrix) Printer.
Since sprocket feed printers think all forms are 11 inches long, you must use "Printer Setup" to change the default form length, before printing checks.

To change printer form length:

Windows 3.1 or Windows for Workgroups:
1. Click Printer Setup
2. Click on desired printer
3. Click Set as Default Printer
4. Click Setup
5. Click on Paper Size list box arrow
6. Scroll down to the user defined size
7. Set width to 850 (8.5 inches)
8. Set length to 700 (7 inches)
9. Chose OK and Close to exit Printer Setup

Windows 95:
1. Open Start / Settings / Printers
2. Using the right button, click the printer icon
3. Click properties
4. Change paper size to "Custom", the last choice to the right
5. Set "unit" to 0.01 inches
6. Set width to 850 (8.5 inches)
7. Set length to 700 (7 inches)
(Steps may vary slightly for different brands of printers)

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 Windows Print Manager or Windows 95, 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. Arial and Times New Roman are good choices. 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 can be changed using the "Printer Setup" option, then clicking Setup.

Printer Problems
Try printing the same report to the screen. If the screen report is correct, then MWAP is working properly and the problem lies with the printer setup, connection or cable. Try turning the printer off, then on again, and reprint. If you have access to a different cable and / or printer, try those. Windows applications depend on a "printer driver" to control communication between the application and printer. Make sure the correct driver has been selected and the correct default printer has been chosen by clicking "Printer Setup". Your printer manual should have the correct driver name and a list of alternatives and your Windows manual will have instructions on setting

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up printers. If none of the available printer drivers are correct, contact Microsoft for an updated driver.

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File Menu

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

Change Data Path

MWAP always begins by reading data in the "working directory" (or Start In) as defined in the properties of the icon (or shortcut). If the working directory (or Start In) is blank or invalid, the current directory is used. To read data from another directory or 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 Windows File Manager (or Explorer), and use "Change Data Path" to change the new data directory. Each business can have their own icon. Create separate program items in Program Manager (or shortcuts) with a different program description and working directory for each business. Copy the provided MWGL.COA file into the new directory to use the standard Chart of Accounts. To transfer data from one directory to another, use "Backup Data".

Save Data

Data is saved automatically when running MWAP. Each new entry is sent to the disk. You can manually save (and re-read) the data from the disk by pressing <Ctrl and S>. Data is always saved to the current data path (view the path by pressing <Ctrl and W>). To send a copy of the data to another directory, use "Backup Data".

Start a New Period

You can have up to 60 accounting periods in a single year. Use "Start a New Period" to begin a new accounting period and post to MWGL. 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.

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. If you are using MWAP to print 1099's, this must be done on a calendar year basis. If a new year is started on a fiscal basis, the 1099 totals will not be correct.

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 in "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 <Enter> to save to the A: drive, or enter a new drive and path. "Backup Data" makes exact copies of the MWAP data files. 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 or to copy the data to another part of your hard disk.

As with all sensitive files, it is a good idea to have a rotation of several backup disks. If you backup weekly, have a disk labeled "Week One", another labeled "Week Two" etc. Tape drive

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manuals usually have a section about rotating several tapes. A few minutes spent protecting your data, is an investment for the day when there is a power loss or disk failure, and will pay a great dividend if ever needed.

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.

Calculator
MWAP has a built in four function pop-up calculator that works like a standard pocket calculator (if there is such a thing). Press the <F10> key and a small box will appear in the middle of screen. Enter a number and use the <+> and <-> keys to add and subtract. To multiply or divide, use the <*> or </> keys and then <Enter> or <=>. If the calculator is called from a monetary field, the calculated amount will be plugged into the field when you exit the calculator. Exit the calculator by pressing <Esc> or <Alt and F4>.

Converting PC-AP Files
The program MWCONV.EXE is available to all registered users and will convert PC-AP data files to MWAP format. You must have PC-AP Accounts Payable transactions dating back to the beginning of the current accounting year to successfully convert PC-AP data to MWAP data.

Begin by double clicking on the conversion icon (or shortcut) or by double clicking on MWCONV.EXE from File Manager (or Explorer). The conversion program has a single screen with two boxes labeled From: and To:. Select the location of the existing PC-AP files in the From: box and set the To: box to the directory and disk where you want your MWAP 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.

Data Files
MWAP.INV - Current year checks and invoices
MWAP.VND - Vendor data
MWAP.CFG - Configuration data
MWAP.ACR - Accrual adjustments (Only if posting to MWGL using the accrual method)
PRMWAP.INV - Prior year checks
PRMWAP.CFG - Prior year configuration

Medlin Windows Accounts Payable Order Form

Registered users receive the latest versions, 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 Medlin Windows General Ledger _____$38.00
MWPR Medlin Windows Payroll   _____$38.00
MWAP Medlin Windows Accounts Payable   _____$38.00
California sales tax (CA users only)   _____$ 2.76 each program
Overnight weekday U.S. delivery (optional)   _____$15.00

Total   _____

Name _____

Company _____

Address _____

City _____   State _____   Zip _____

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

Card Num. _____

Expiration Date: _____

Phone Number _____

Cardholder Name _____

Signature _____

Where did you get Medlin Windows Accounts Payable?
_____

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

Index

W
Working Directory, 11