Computer Accounting with Peachtree by Sage Complete Accounting 2012 16th Edition Yacht Solutions Manual Full Download: http://testbanklive.com/download/computer-accounting-with-peachtree-by-sage-complete-accounting-2012-16th-edition accounting-2012-16th-edition accounting-2012

CHAPTER 2 VENDORS

Chapter 2 introduces students to the basic way that PCA works with vendor transactions. The first thing the students do is select

Vendors & Purchases

from the Navigation Bar to go to the Vendors & Purchases Navigation Center. After recording a purchase order, students record a vendor invoice using the Purchases/Receive Inventory window. The Purchases/Receive Inventory window is also the Purchases Journal. The Apply to Purchases tab is the default. The lower half of the window shows fields for Quantity, Item (inventory items), Description, GL Account, Unit Price, Amount, and Job. The default for the A/P Account is 20000, Accounts Payable. The Purchases/Receive Inventory window looks like a purchase order. Similar to other PCA windows, the icon bar appears at the top of the window.

When Bellwether Garden Supply orders and receives inventory from vendors, Account No. 12000, Inventory, is debited. Accounts Payable and the vendor account are credited. Vendors offer Bellwether a purchase discount for invoices paid within the discount period. The program defaults to 2% 10, Net 30 Days for purchase discounts.

Peachtree is a double-entry accounting system. There is a selection in Options; Global that allows general ledger accounts to be hidden. This is called Accounting Behind the Screens. The PCA windows in the textbook show the general ledger accounts. To check the Accounting Behind the Screens settings, do the following:

1. From the menu bar, click Options, then Global. The <u>A</u>ccounting tab should be selected. If necessary, click on the radio button next to Manual to select it. The Number of decimal places should be 2.

Accounting	<u>G</u> eneral	P <u>e</u> achtree Partners	Spelling	
Decimal Entry	Number of I	Decimal Places		
C Automatic	Quantity fields	x 2 🔽 l	Unit Price fields:	2 💌
• Manual	Standard field	ls: 2 💌 👌	What fields are sta	indard fields?

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2. The boxes in the section Hide General Ledger Accounts *must* be unchecked. (If necessary, click on the boxes to uncheck them.)



 Observe that two boxes need to be checked in the Other Options section: Warn if a record was changed but not saved and

Ot	Other Options							
~	Warn if a record was changed but not saved							
Г	Hide inactive records							
•	Recalculate cash balance automatically in Receipts, Payments, and Payroll Entry							
Г	Use Timeslips Accounting Link							

Recalculate cash balance automatically in Receipts, Payments, and Payroll Entry. Make sure *both* of these Other Options boxes are checked.

4. Click on the <u>General</u> tab. Make sure the Line Item Entry Display has 2 Line selected; and that the Smart Data Entry area has three boxes checked.



5. Click

LEARNING OBJECTIVES

- 1. Restore data from Exercise 1-2. (This backup was made on textbook page 51.)
- 2. Enter a purchase order.
- 3. Apply receipt of inventory to existing purchase order.

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- 4. Enter and post a vendor invoice in the Purchases\Receive Inventory window.
- 5. Go to the Payments window to pay a vendor.
- 6. Print a check in payment of the vendor invoice.
- 7. Add a Terms column to the Vendor Ledgers report.
- 8. Analyze payments and vendor credit memos.
- 9. Export the Vendor List and Vendor Ledgers to Excel.
- 10. Save the Vendor List and Vendor Ledgers as PDF files.
- 11. Make two backups, save two Excel files, and save three PDF files.¹

PCA TIPS, CHAPTER 2

- If the Purchase Orders, Purchases/Receive Inventory, Payments, or Sales/Invoicing windows do not show the general ledger accounts for the accounts payable, accounts receivable, and GL account fields, your students need to check their global settings. To show general ledger accounts on the Payments window and Purchases/Receive Inventory window, see textbook pages 18–19 (Chapter 1, Setting Global Options) and textbook pages 62–63 (Chapter 2). The Vendor windows (Purchase Orders, Purchases/Receive Inventory, and Payments) and Customer windows (Sales Orders, Sales/Invoicing and Receipts) in Computer Accounting with Peachtree by Sage Complete Accounting 2012, 16th Edition, show the accounts payable, accounts receivable, and G/L account fields.
- Peachtree includes the special journals; for example, the Payments window is the Cash Disbursements Journal; the Purchases/Receive Inventory window is the Purchases Journal.
- Once global options are set for one company, they are in effect for all Peachtree companies. In Chapter 3, Customer Transactions, if the Receipts or Sales/Invoicing window does *not* show a G/L account field, students should check that the global options are set correctly.

¹Refer to the chart on page 2 - IMK for the size of backups and saved Excel and PDF files.

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In Windows 7 and Vista, the computer owner is identified when files are backed up or saved. To see which user saved the file, right-click on the Start button, left-click Explore. Go to the location of the backup file; right-click on the filename, left-click Properties. The Security tab shows the Group or user names; the Details tab shows the Owner and Computer name. The time and date is also shown. The same steps can be used to check .ptb files (extension used for Peachtree backups); Excel files (.xlsx and .xls extensions); and Adobe files (.pdf extensions), and Word files (.docx and .doc extensions). To verify student files, you may want to look at the file properties.

LECTURE OUTLINE FOR CHAPTER 2: VENDOR TRANSACTIONS

- A. Learning Objectives, page 57 (page numbers refer to the student textbook).
- B. Getting Started, page 58
- C. Restoring Data from Exercise 1-2, page 59
- D. Accounts Payable System, pages 60-61
 - 1. The Purchase Order Window, page 62
 - 2. Changing Global Settings for Accounting Behind the Screens (and recording a purchase order), pages 62-67
 - 3. Printing Purchase Orders, pages 67-69
 - 4. Receive Inventory from a Purchase Order, pages 69-70
 - 5. Apply to Purchase Order, pages 70-72
 - 6. The Purchases\Receive Inventory Window, pages 72-73
 - 7. Adding a New Vendor, pages 73-76
 - 8. Entering a Vendor Invoice, pages 76-77
 - 9. Editing a Journal Entry, page 78
 - 10. Posting a Purchase Transaction, pages 78-79
- E. Payments to Vendors, pages 79-81
- F. Printing Checks, pages 81-84
- G. Displaying the Vendor Ledgers, pages 84-85
- H. Vendor Credit Memos, pages 85-87

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- I. Backing Up Chapter 2 Data, page 88
- J. Export Two Peachtree Reports to Excel, pages 88-90
- K. Save Vendor List and Vendor Ledgers as PDF Files, page 91
- L. Summary and Review, page 92
 - 1. Going to the Net, page 92
 - 2. Multiple Choice Questions, pages 92-94
 - 3. Exercise 2-1, pages 95-96
 - 4. Exercise 2-2, pages 96-97
 - 5. Analysis question, page 98
 - 6. Assessment rubric, page 98
 - 7. Chapter 2 Index, page 99

ANSWERS TO GOING TO THE NET²

Access information about the Internet Corporation for Assigned Names and Numbers (ICANN) at <u>http://www.icann.org/en/registries/about.htm</u>.

1. What is a TLD and gTLD?

The right-most label in a domain name (for example, <u>www.icann.org</u>) is referred to as its "top-level domain" (TLD). TLDs with two letters have been established for over 240 countries and external territories and are referred to as "country-code" TLDs or "ccTLDs."

TLDs with three or more characters are referred to as "generic" TLDs, or "gTLDs."

The responsibility for operating each gTLD (including maintaining a registry of the domain names within the gTLD) is delegated to a particular organization. These organizations are referred to as "registry operators" or "sponsors."

²The textbook website is <u>www.mhhe.com/yacht2012</u>; link to Textbook Updates. Check this link for updated Going to the Net exercises.

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2. What gTLDs are operated under contract with ICANN?

.aero, .biz, .cat, .com, .coop, .info, .jobs, .mobi, .museum, .name, .net, .org, .pro, and .travel; .gov and .edu are also available.

3. What types of gTLDs are there? Briefly explain sponsored and unsponsored gTLDs.

Generally speaking, an unsponsored gTLD Registry operates under policies established by the global Internet community directly through the ICANN process. Unsponsored gTLDs include .biz, .com, .info, .name, .net, .org, and .pro.

A sponsored gTLD (sometimes called an sTLD) is a specialized gTLD that has a sponsor representing a specific community that is served by the gTLD. The sponsor carries out delegated policy-formulation responsibilities over many matters concerning the gTLD. Sponsored gTLDs include .aero, .cat, .coop, .jobs, .mobi, .museum, and .travel. Entities wishing to register domain names in a sponsored gTLD are required to meet certain eligibility requirements.

ANSWERS TO MULTIPLE-CHOICE QUESTIONS, Chapter 2

- 1. a (The place specified for the USB drive)
- 2. c (Purchase discounts)
- 3. c (a or b)
- 4. b (So that others working in your company can determine a vendor code from the company name.)
- 5. d (To request items from a vendor)
- 6. d (Is case sensitive)
- 7. a (Maintain Vendors)
- 8. a (Drill down)
- 9. d (debit, Materials Cost; credit, Accounts Payable/Armstrong's Landscaping)
- 10. b (Credits & Returns; New Vendor Credit Memo)

SOLUTION TO EXERCISE 2-1 (3)³

🍯 Maintain Vendors					
File Edit Go To Wir	ndow Help				
🚳 Close 🏫 New 🛅 Lis	it 🗔 Save 🎒 Save & New 💢 Delete 🖷	h Change ID 🗟 Event 💷 I	Log 🗟 Letters 🎚	🖻 Reports 🝷 🖗 Attachments	0
				Maintain Ven	dors
* <u>Vendor ID</u> : Name:	POSTOFC Post Office Supplies	4 🕨 🗆	Inactive		
General Addresses	History Purchase Info				
Contact	Randall Poston	Vendor Type:	OFFICE	•	
Account Number:	:	1099 Type:	None	 <u>1099 Settings</u> 	
		*Expense Account:	71000	-	
Mailing Address		- Telephone 1:			
City, ST, Zip:		Telephone 2:		-	
Country:		Fax. F-mail:		0	
	Copy to Remit To Address 1	Web Site:		•	
Customizable Fie	lds Office Manager Account Rep Special Note	4 	COD Only Offers Delivery		
		<u>a</u>	ustomize these field	ds for your business	

³The number in parentheses refers to the instruction number in the textbook.

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SOLUTION TO EXERCISE 2-1 (4)

🍯 Purchases/R	leceive Invento	ory							<u>_ </u>
File Edit Go T	o Window He	elp							
Close New	List Save	Copy = K	Row Note	Journal Event	Layout F	leports Atta	ch Help		
Vendor ID: POS	TOFC	Q						Purc	hase 🖪 🕨
Remit to: Post	Office Supplies		Ship to: Bellv 1505	vether Garden Sup Pavilion Place	ply	<u>D</u> a Invoi <u>c</u> e N	hte: Mar 15, 2012	2 🔳	
			Addr Norc USA	ross GA	30093-3203	-	U Waiting or	ı bill	
	Customer S	O No.	Custor	mer invoice No.	Te	rms	Ship via	A	/P account
					2% 10, Net	30 Days 🔹	None	▼ 20000	9
Apply to Purch	ase Or <u>d</u> er: 0.00		Арр	oly to Purch <u>a</u> ses	: 54.75				
Quantity	Item		Descript	tion	(GL Account	Unit Price	Amount	Job
5.00		Five boxes of	letter-size file fold	ers	71	.000	10.95	54.75	
Item	Description	Office Expense	e					Job De.	scription
				Othe	er payments a	ind credits:	0.00	54.75	Invoice total
				Δ	mount paid at	purchase:	0.00	54.75	Net due
Vendor balance	on Mar 15, 2012	• 0.00							

SOLUTION TO EXERCISE 2-2 (1)

🍯 Payments													_ 8	X
File Edit Go To	Window	Help												
Close New	List = Lave	∓ 🖶 ∓ [Delete Recyr	Row -	Q Detail Jour	nal Event	Reports	() Attach	() Help					
											Paym	ent]
Elect <u>r</u> onic pay	ment		Bellwether Gard	den Supply		C	check num <u>t</u>	oer:	18, 2012		Casł	n account		
Vendor ID	POSTOFC		٩								10200 Regular Ch	ecking Acc	ount	L
Fifty-Three and (65/100 ****	**********	**********	*******	*********	******	Dollars	\$	5	53.65				L
Pay to the order of:	Mail To	Currling	*								Cash acc	count balar	ice	L
	Address	ine 1										23,345.	73 \$	L
	Address L	ine 2												L
	City	St	Zip											L
	Country				Memo:									L
Apply to Invoice	es: 53.65		Apply to	o E <u>x</u> penses	: 0.00							Prep	ayment	-
Invoice	Date Due	Amount Due			D	escription					Discount	Amount F	aid Pay	/
H788	Apr 14, 2012	54.75									1.10	53	3.65 🔽	1
														-
														-
														-
														1
														-
			[
Discount account	89500	٩												

SOLUTION TO EXERCISE 2-2 (3)

H788		3/15/12	54.75	1.10	53.65
3/18/12	10216	Post Office Supplies	1.1()	\$53.65
		Check Number: 10216		Mar 18, 20)12
Memo:				53.65	
Fifty-Thre	e and 65/100 Dollars				
Pos	t Office Supplies				

SOLUTION TO EXERCISE 2-2 (4)

*****EDUCATIONAL VERSION ONLY***** Bellwether Garden Supply Vendor Ledgers								Page: 1	
For the Period From Mar 1, 2012 to Mar 31, 2012									
Vendor ID Vendor	Date	Trans No	Тур	Pai	Debit Amt	Credit Amt	Balance	Terms	
ABNEY Abney and Son Contractors	3/1/12 3/9/12 3/12/1 3/15/1	B1000 B1015 VCM30001	PJ PJ PJ CDJ	:	195.65 50.00	75.00 195.65 50.00	75.00 270.65 75.00 75.00	2% 10, Net 30 Day	
AKERSON Akerson Distribution	3/1/12 3/7/12 3/8/12 3/13/1 3/13/1	Balance Fw VCM30002 4 B1016	PJ PJ CDJ PJ		27.20 1,000.00	5,179.20 1,000.00 27.20	9,398.75 9,371.55 14,550.7 14,550.7 14,577.9	2% 10, Net 30 Day	
ARMSTRONG Armstrong's Landscaping	3/15/1 3/17/1 3/17/1	ARM107 10215 10215	PJ CDJ CDJ	•	0.90 45.00	45.00 0.90	45.00 45.00 0.00	2% 10, Net 30 Day	
CALDWELL Caldwell Tools Company	3/1/12 3/4/12 3/6/12 3/9/12	Balance Fw B1004 B1017 VCM30003	PJ PJ PJ	:	45.90	90.00 45.90	21,214.1 21,304.1 21,350.0 21,304.1	2% 10, Net 30 Day	
CLINE Cline Construction, Inc.	3/6/12 3/15/1 3/15/1	B1023 B1006 10213	PJ PJ CDJ		100.00	55.65 400.00	55.65 455.65 355.65	2% 10, Net 30 Day	
CLOONEY Clooney Chemical Supply	3/1/12 3/2/12 3/12/1 3/12/1	Balance Fw B1021 116655 10201	PJ PJ CDJ		124.68	23.85 297.60	124.68 148.53 446.13 321.45	2% 10, Net 30 Day	
CLOUDET Cloudet Property Managemen							0.00	2% 10, Net 30 Day	
DANIEL Daniel Lawn Pro, Inc.	3/7/12 3/12/1	45541 10204	PJ CDJ		335.50	75.00 335.50	75.00 75.00	2% 10, Net 30 Day	
DEJULIA DeJulia Wholesale Suppliers	3/1/12 3/5/12 3/7/12 3/10/1 3/13/1 3/13/1	Balance Fw B1020 SS-00001 22113 AR1303 2224	PJ PJ PJ PJ PJ			13.50 754.95 64.80 1,192.50 592.50	2,663.00 2,676.50 3,431.45 3,496.25 4,688.75 5,281.25	2% 10, Net 30 Day	
GAREVENUE Georgia Department of Reven							0.00	Net 30 Days	
GARY Gary, Wilson, Jones, & Smith	3/1/12 3/5/12 3/7/12 3/12/1 3/15/1	Balance Fw B1019 VCM30004 10202 10045	PJ PJ CDJ PJ	:	4.50 360.00	4.50 150.00	1,010.00 1,014.50 1,010.00 650.00 800.00	2% 10, Net 30 Day	
GWINLICENSE Gwinnett County License Boa	3/4/12 3/14/1 3/14/1	3445574 10205 10205	PJ CDJ CDJ	·	3.00 150.00	150.00 3.00	150.00 150.00 0.00	Net 30 Days	
GWINWATER Gwinnett County Water	3/5/12 3/7/12	B1005	PJ CDJ		73.42	26.58 73.42	26.58 26.58	Net 30 Days	
HAWKINS DPH Web Design	3/3/12 3/15/1	B1003 10214	PJ CDJ		100.00	76.50 100.00	76.50 76.50	2% 10, Net 30 Day	
HUBBARD Hubbard Wholesale	3/1/12 3/9/12	Balance Fw	CDJ		1,500.00	1,500.00	55.60 55.60	2% 10, Net 30 Day	

SOLUTION TO EXERCISE 2-2 (4) (Concluded)

Bellwether Garden Supply								Page: 2	
		For the Per	riod F	vend rom l	or Ledgers Mar 1, 2012	to Mar 31,	2012		
Filter Criteria includes: Report order is	s by ID.								
Vendor ID Vendor	Date	Trans No	Тур	Pai	Debit Amt	Credit Amt	Balance	Terms	
	3/14/1	HU1025	PJ			750.00	805.60		
JACKSON Jackson Advertising Compan	3/4/12 3/14/1 3/15/1	2456-D22 10209 10046	PJ CDJ PJ		500.00	650.00 50.00	650.00 150.00 200.00	2% 10, Net 30 Day	
JUAN Juan Motor Tools & Tires	3/1/12 3/3/12 3/14/1	Balance Fw 26171 10206	PJ CDJ	·	274.56	274.56	4,259.25 4,533.81 4,259.25	2% 10, Net 30 Day	
KIDD Kidd Computers	3/7/12	54452	PJ			459.90	459.90	2% 10, Net 30 Day	
MILES Miles Maintenance & Repair	3/4/12 3/7/12	VCM30006 B1007	PJ PJ		69.93	65.00	-69.93 -4.93	2% 10, Net 30 Day	
MILLS Mills Leasing Corp.	3/1/12 3/3/12 3/6/12 3/12/1 3/12/1	Balance Fw LS-6341 VCM30007 10203 10207	PJ PJ CDJ CDJ	•	53.50 550.00 550.00	550.00	550.00 1,100.00 1,046.50 496.50 -53.50	2% 10, Net 30 Day	
NATLBANK National Trust Bank	3/8/12	B1008	PJ			18.00	18.00	2% 10, Net 30 Day	
NEIGHBORS Neighbors Telephone Compa	3/10/1 3/15/1	B1010 VCM30008	PJ PJ		31.80	49.99	49.99 18.19	2% 10, Net 30 Day	
PARIS Paris Brothers Tree Surgeons	3/12/1 3/13/1	10211V 10211	CDJ CDJ		450.00 450.00	450.00 450.00	0.00	2% 10, Net 30 Day	
PAYNE Payne Enterprises	3/9/12 3/15/1	10212V 10212	CDJ CDJ		50.00 50.00	50.00 50.00	0.00 0.00	2% 10, Net 30 Day	
POSTOFC Post Office Supplies	3/15/1 3/18/1 3/18/1	H788 10216 10216	PJ CDJ CDJ	·	1.10 54.75	54.75 1.10	54.75 54.75 0.00	2% 10, Net 30 Day	
SAFESTATE Safe State Insurance Compa	3/15/1	10210	CDJ		530.64	530.64	0.00	2% 10, Net 30 Day	
SOGARDEN Southern Garden Wholesale	3/1/12 3/4/12 3/14/1 3/14/1 3/14/1 3/14/1 3/14/1	Balance Fw 11544 SG-11657 SG-11658 10208 10208	PJ PJ CDJ CDJ	•	5.11 255.65	255.65 50.90 239.85 5.11	31,079.2 31,334.9 31,385.8 31,625.6 31,625.6 31,370.0	2% 10, Net 30 Day	
SOPOWER Southern Power Co.	3/11/1	B1011	PJ			226.88	226.88	2% 10, Net 30 Day	
STANLEY Stanley Shipping Express	3/1/12 3/12/1	VCM30009 B1012	PJ PJ		103.60	19.99	-103.60 -83.61	2% 10, Net 30 Day	
SULLEY Sulley Printing	3/5/12 3/9/12	14223 B1024	PJ PJ			675.00 17.10	675.00 692.10	2% 10, Net 30 Day	
WATKINS Watkins Financial Planning	3/2/12 3/5/12	B1013 VCM30010	PJ PJ		35.35	60.00	60.00 24.65	2% 10, Net 30 Day	
Report Total					8,131.74	18,603.12	80,826.0		

EXPORT TWO PEACHTREE REPORTS TO EXCEL

Textbook pages 88-90 shows detailed steps for exporting two Peachtree reports to one Excel file. When exporting more than one report to Excel, select Add a new worksheet to an existing Microsoft Excel workbook on Peachtree's Copy Report to Excel window. Then, browse to the location of the appropriate file. The Copy Report to Excel window is shown below step 8 on textbook page 90.

Copy Report to Excel	×
File option Create a new Microsoft Excel workbook Add a new worksheet to an existing Microsoft Excel workbook Exercise 2-2_Vendor List and Ledgers.xlsx Browse	OK Cancel Help
Excel options Use freeze panes (headers and labels are visible) Enable automatic column filtering (Auto-filter) Report layout option Peachtree report layout Report layout	

In Chapter 2, the two Peachtree reports, The Vendor List and Vendors Ledgers, are exported to one Excel file. The file name is **Exercise 2**-**2_Vendor List and Ledgers.xlsx**. (Excel 2003 files end in the extension, .xls.)

VENDOR LEDGERS SAVED AS A PDF FILE

In Exercise 2-2, students save the Vendor Ledgers as a PDF file.

SOLUTION FILES: .ptb, .xlsx, .pdf

The password-protected Instructor Edition website at <u>www.mhhe.com/yacht2012</u> includes solutions saved in the following formats:

1. Solution files link: Peachtree backups. Chapter and exercise backups -- .ptb extensions.

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- 2. End of Chapter Exercises link: Exercises saved as Adobe Acrobat files .pdf extensions.
- 3. Excel Solutions link Chapter and exercise files saved in Excel .xlsx extensions.

The solution files, in .ptb, .pdf, and .xlsx formats, are also included on the Instructor's Resource CD (ISBN No. 0077410386).

	Peachtree Backup (.ptb)		Page
Chapter	Excel (.xlsx) and Adobe (.pdf)	Kilobytes ⁴	Nos.
2	Chapter 2.ptb	3,435 KB	88
	Chapter 2_Vendor List and Ledgers.xlsx	21 KB	88-90
	Chapter 2_Vendor List.pdf	8 KB	91
	Chapter 2_Vendor Ledgers.pdf	14 KB	91
	Exercise 2-2.ptb	3,460 KB	97
	Exercise 2-2_Vendor List and	21 KB	97
	Ledgers.xlsx		
	Exercise 2-2_Vendor Ledgers.pdf	47 KB	97

The chart below shows the Chapter 2 solution files.

ONLINE LEARNING CENTER: QA Templates and Assessment Rubric

For the end-of-chapter questions, students can go online to <u>www.mhhe.com/yacht2012</u>; Student Edition, then select Chapter 2. The QA Templates link includes the end-of-chapter Multiple Choice questions and the Analysis Question.

The Instructor Edition site includes a link to QA Templates Answers. To obtain a username and password for the Instructor Edition, contact your McGraw-Hill sales representative. To find your sales representative, go online to <u>http://catalogs.mhhe.com/mhhe/findRep.do</u>. The Instructor Edition also includes a link to Assessment Rubric Answers.

There is also a link to the chapter's assessment rubric at <u>www.mhhe.com/yacht2012</u>. Link to the Student Edition, select Chapter 2, then Assessment Rubric. The Instructor Edition includes the Assessment Rubric Answers.

⁴Backup sizes may differ.

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ANSWER TO THE ASSESSMENT RUBRIC

		Navigation		Journal
Date	Transaction	Center/Module	Task window	Dr./Cr.
3/15/12	Invoice No. H788 was received from Post Office Supplies for the purchase of five boxes of letter-size file folders, \$10.95 each.	Vendors & Purchases; Enter Bill, New Bill Accounts Payable	Purchases/Receive Inventory	Purchases Journal Dr. 71000, Office Expense, \$54.75 Cr. A/P, Post Office Supplies, \$54.75
3/18/12	Pay Post Office Supplies for Invoice H788, \$53.65	Vendors & Purchases; Pay Bills, Pay Bill Accounts Payable	Payments	Cash Disbursements Journal Dr. 20000, A/P, Post Office Supplies, \$54.75 Cr. 89500 Discounts Taken, \$1.10 Cr. 10200, Regular Checking Account, \$53.65

ANSWER TO THE ANALYSIS QUESTION

With the Vendors & Payables Navigation Center serving as the starting point to perform tasks related to Accounts Payable, list five Vendors & Purchases Tasks.

Briefly describe the Vendor Management tab.

ANSWER:

The Vendors & Purchases Navigation Center displays information and access points related to the company's vendors and purchases.

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 The Vendors & Purchases Tasks provides a graphic representation of the flow of vendor-related tasks, as well as access to those tasks. It also provides access to windows where you enter/maintain vendor information.

The Vendors & Purchases workflow diagram is shown below.



- 2) A summary of vendor information; for example, link to View Detailed List.
- 3) Access to vendor reports. For example, a link to View All Vendor & Purchases Reports.
- 4) An overview of the company's aged payables. You can also link or drill down to various areas.
- 5) Peachtree solutions include drill down to Checks & Forms and Online Bill Pay.

On the Vendor Management tab, you can see lists of information regarding transactions and history for a particular vendor, including purchase orders, purchases, and payments. This is where you want to go to see information about a particular vendor.