AP FREQUENTLY USED FUNCTIONS		
ACRONYM	**FUNCTION**	**PURPOSE**
SETUP:		
APSV	AP Setup Vendor	setup new vendor, maintain address, etc - address is check address
APSS	AP Setup Ship From	ship from address, used by purchasing for additional addresses
APSD	Vendor Default Setup	setup PO entry defaults
CRSB	Bank Setup	setup banks for AP and AR
ENTRY:		
APEMA	AP Apply MC's	use to apply misc credits to vendor invoices
APEMM	AP Modify Manual Address	use to change manual address on an invoice for check print address
APEMS	AP Maintain PO Stage	use to change PO stage from *costed to closed* or *closed to costed*
APEMT	AP Maintain Transactions	use to change discounts, reference that will print on checks, discount/due date, put invoice on dispute or take off dispute
BATCH:		
APEGS	Invoice Group Entry	setup group (batch) for batch AP entry
APECE	Vendor Invoice Center	batch AP invoice entry
APEGU	AP Group Update/Reconcile	report and/or update groups/batches
INQUIRIES:		
APIV	AP Inquiry Vendor	view vendor information including transactions (open, closed or both)
GLIA	GL Inquiry Account	view GL account postings, or lookup GL account
GLIJ	GL Inquiry Journal	view journal entries, or find journals
ICIP	IC Product Inquiry	view products, costs and product transactions
OEIO	OE Order Inquiry	view sales orders, ties to PO's, direct orders
POIP	PO Inquiry Purchase Orders	view purchase orders, PO returns or find PO's or products on PO's
WTIT	Warehouse Transfer Inquiry	view warehouse transfers
REPORTS/FORMS:		
APEJ	AP Journal Print	for printing AP journals
APRC	AP Cash Requirements	report on open vendor transactions and when they are due
APRP	AP Vendor Aging (Period Analysis)	vendor open payables aging report
APRT	AP Trial Balance	list of open vendor transactions, should agree with AP Trade control account
POEPU	PO process open PO update	updates open PO's (not yet received) costs with default PO costs (replacement or last cost)
APRF	Cash Flow report	list of open AP balances and AR balances

APAF	AP 1099 print	US 1099 tax form
APRG	AP Goods and Services Tax report	Canadian GST reporting
APRMA	AP Vendor Master List report	can be run by vendor, lookup name, vendor type
CHECK RUN PROCESS:		
APRC	AP Cash Requirements	run as ***stored*** report for check run (stored job creates a file to edit in APEE)
APEE	AP Entry Edit	use to edit APRC stored job to change what will be paid on check run
APEP	AP Pay Invoices Due	use to update APRC stored job, marks invoices as paid (this process also runs as Update from APEE in GUI), creates journal used for check print
APEC	AP Entry Checks	use to print checks with journal from APEP or APET immediate pay
CREC	Check Center Entry	use to void checks, enter bank misc transactions
CRRC	Check Register	list of checks entered in the system, including manual checks and voids

AR FREQUENTLY USED FUNCTIONS		
ACRONYM	**FUNCTION**	**PURPOSE**
SETUP:		
ARSC	AR Setup Customer	setup/maintain customers, maintain addresses, credit limits, et
ARSS	AR Setup Ship To	setup/maintain customer ship to's, jobs and liens
ARSG	AR Setup Group	setup/maintain customer groups
ENTRY:		
ARET	AR Enter Transactions	use to enter non-order entry transactions, reversals, miscellaneous credits. Also use to setup invoices for bounced checks, invoices paid in error, etc.
ARECE	AR Enter Cash Receipts	enter payments, post UC's and credits, write offs
AREMT	AR Maintain Transactions	use to change reference, put invoice on/off dispute, change discounts and due date
OEES	OE Ship/Unship Orders	use to ship and unship orders
OEET	OE Entry Transactions	enter/maintain orders, returns, corrections - can also print invoices in OEET - File - Print
ARELB	AR Lockbox Batch	maintain or delete lockbox batch
ARELI	AR Lockbox Import	import lockbox file
ARELE	AR Lockbox Edit	edit lockbox - to correct/change any information before updating
ARELU	AR Lockbox Update	run in edit mode for report, run in update mode to update cash postings and also produces a report
INQUIRIES:		
ARIC	AR Inquiry Customer	use to view customer information and transactions
ARIC	AR Inquiry Customer - *Credit Exposure* Tab	use credit tab as an ad-hoc open AR report (leave customer # at 0 to see all customers with open AR)
ARIL	AR Lockbox Inquiry	view active lockbox batches
GLIA	GL Inquiry Account	lookup or view account activity
GLIJ	GL Inquiry Journal	lookup or view journals
OEIO	OE Inquiry Order	view order information, find orders for customers, products, etc
OEIR	OE Release Orders	take orders off hold
OEIX	Invoicing Exceptions	view orders that did not update to invoiced stage during OEEPI and reason why
POIP	PO Inquiry Purchase Orders	view purchase orders, PO returns or find PO's or products on PO's
WTIT	Warehouse Transfer Inquiry	view warehouse transfers
REPORTS/FORMS:		
ARES	AR Statement print	print statements
AREI	AR Invoice print	print AR invoices/credits entered in **ARET** (miscellaneous, service charges, etc.)
OERD	OE Demand Invoice	print/reprint sales order invoices (can also print in OEET Order Entry)
OEEPI	OE Process Invoice	updates orders to invoiced stage, optional to also print invoices during processing

ARER	AR Roll Balances	use to age customers - usually setup to run nightly automatically
ARRA	AR Report Activity	use to see all activity on an account
ARRCC	AR Report Credit Analysis	credit report, can use to see just customers on hold (currently sending in e-mail to sales reps weekly for their accounts on hold)
ARRCD	AR Days to Pay report	use to report or update average days to pay
ARRCR	AR Credit Reference	use to print customer credit reference
ARRCW	AR Report Credit Warning	report to show customers near or over their credit limits
ARRG	AR Report Group Activity	report to see group activity (to see group aging, we are using the regular ARRP report, and the cycle code, i.e. Rouse is setup as Cycle 'RO')
ARRO	AR Report Open Items	report on open items, can limit to just one or two types of transactions, i.e. run for all open CD (COD) type invoices, UC's (unapplied cash), MC's etc
ARRP	AR Report Aging (Period Analysis)	customer aging report (currently sending in e-mail to sales reps weekly for their customer aging)
ARRT	AR Report Trial Balance	report that lists all open customer balances, should tie to GL
AREJ	AR Journal Print	use to print AR journals
ARAP	AR Set Aging Periods	use to set aging buckets to actual month rather than maintaining in AO
ARRMA	AR Alpha Customer List Report	report can be run by Territory, Cycle code, Customer Type or Sales Rep

GL FREQUENTLY USED FUNCTIONS		
ACRONYM	**FUNCTION**	**PURPOSE**
SETUP:		
GLSA	GL Setup Account	setup/maintain chart of accounts
GLSB	GL Setup Budgets	setup/maintain budgets
GLSD	GL Setup Distributions	setup/maintain automatic distributions to distribute the balance of a master account code to various departments or sub accounts
GLSF	GL Setup Financials	setup/maintain financial statements
ENTRY:		
GLET	GL Entry Transactions	enter general journal transactions and maintain GL batches
GLER	GL Entry Reversal	reverse journals
GLEBS	GL Entry Batch Setup	setup batch for one time or recurring GL journals
GLEBI	GL Entry Batch Import	use to import .csv files as a journal, i.e. payroll, depreciation.
GLEBU	GL Entry Batch Update	use to update batch, i.e. as scheduled report at end of month (or update the batch in GLET, Update)
GLED	GL Entry Distribute Automatically	use to distribute GL transactions based on GLSD setups
INQUIRIES:		
GLIA	GL Inquiry Account	view or lookup GL accounts
GLIF	GL Inquiry Financials	use for online drill down into financial statements - to create online financials, run GLRF as stored report, and say YES to option 5 *'Create Online Financial Statement?'*
GLIJ	GL Inquiry Journal	view or lookup journals
REPORTS:		
GLEJ	GL Journal Print	print GL journals (to print journal for other modules, use the first two letters of the module followed by **EJ.** Example: APEJ, AREJ, OEEJ, POEJ, etc)
**EJ	Journal print	** = module (AP, AR, OE, etc) APEJ, AREJ, OEEJ, etc - print journals from their source module
GLRA	GL Report Activity	report on all general ledger activity
GLRC	GL Report Chart of Accounts	use to print chart of accounts
GLRD	GL Report Daily Change	report to show daily change snapshot of sales, inventory, orders taken
GLRF	GL Report Financials	use to print financial statements
GLRT	GL Report Trial Balance	report of all balances in the GL for the period and YTD
SMRGR	SM Government Tax Register	US sales taxes
SMRT	SM Tax Analysis report	Canadian taxes

ADMIN:		**updating reports**
GLAC	GL Change Account	use to change GL account from one to another - takes history from old to new account, can use to merge two GL accounts
GLAD	GL Duplicate Chart of Accounts	use to copy chart of accounts (i.e. from one division or department to another)
GLAP	GL Post Profit	use to post monthly profit into the current year retained earnings account
BALANCING:		**Balance to control accounts**
APRT	AP Trial Balance	vendor balances to AP control
ARRT	AR Trial Balance	customer balances to AR control
GLRBM	GL Balance Matching Activity	AP matching invoices reconcile to AP matching control
GLRBO	GL Balance Order Entry Activity	OE downpayments and uninvoiced cash sales to downpayments control
GLRBP	GL Balance PO Activity	PO's received not yet costed to AP uninvoiced control
GLRBT	GL Balance Transfer Activity	WT's in transit to in transit control
GLRT	GL Trial Balance	GL account balances
ICRTD	Inventory Direct Trial Balance	direct inventory
ICRTN	Inventory Non Stock Trial Balance	non stock inventory
ICRTT	Inventory Trial Balance	regular inventory
OEROB	OE Cash Drawer Report	OE tendering activity
PDRT	Rebates Trial Balance	rebates due
VARW	VA Wip Trial Balance	VA/fabrication WIP
YEAR END - RUN THE FOLLOWING AT YEAR END:		
APAY	AP Year End	moves YTD balances into LY buckets
ARAY	AR Year End	moves YTD balances into LY buckets
GLAY	GL Year End	copies current year chart of accounts into new year, advances year by 1 (i.e. from 2017 to 2018)
ICAAY	IC Year End	moves YTD balances into LY buckets
**** NOTE - year end processes take only a few minutes to run. Restrict access to prevent users from accidentally running year end**		