



Accounting Menus

Quick Reference Card

Accounting Application Menus (-A Account)

NR – Name Maintenance and Reports

ANM Name Maintenance
 LNM List Names and Addresses
 LSA List State Abbreviations
 COV Credit Override
 RNE Report Name File Events
 CNR Change Name Retention
 *NCT Name Consolidation Tool
 *MNL Print Merge Names Log
 RNI Rebuild Name Index
 NND Nightly Name Deletion
 NMS Name Maintenance Setups

UR – Unit Maintenance and Reports

AUN Add and Update Units
 DUN Display Units
 DVC Display Vehicle Cost
 LOC Car Locator
 UIL Unit Inventory List
 INS Inventory Status
 UIS Unit Inventory Setup
 TVD Transfer VIN Descriptions
 RVI Rebuild Vehicle Index
 SSC Set Up Standard Colors
 SSB Set Up Standard Body Types
 UMS Unit Maintenance Setups
 RUT Report Unit Transactions

FS – Financial Statements

FST Financial Statement
 SFC Set Up F/S Custom Fields
 SFT Set Up F/S Transmission
 TFD Transmit Financial Data
 PCL Display PCL Codes
 SFO Set Up F/S Objectives
 SFS Set Up/Update F/S PCL Codes
 SFL Set Up F/S Laser Forms
 SIT Set Up IH Transmission
 DIT Display IH Transmission
 TIH Test IH Transmission
 FSV Financial Statement Verify
 CPC Convert PCLs Report
 FSH Financial Statement Help
 FSP Set Up F/S Printers
 FSF Financial Statement Finalize

OD – On-Demand Checkwriting

CHK Write Check
 REG Print Check Register
 SUM Set Up and Maintain ODC
 CRI Clear Register Information
 SDP Set Up Dedicated Printer

AI – Accounting Interface

VAI Validate Accounting Info
 CPE Correct PID Errors
 SIC Set Up Invoice Corrections
 RIC Report Invoice Corrections

AP – Accounts Payable Open-Item

EIV Enter Invoices
 DIV Display Invoices/Vendors
 PCK Print Checks
 RPT Reports
 SAP Set Up and Maintain AP
 CDD Change Due Date/Discount
 HVI Hold Vendor or Invoice
 ADV Add Vendors
 APS A/P Schedules
 APM Multi Company AP Report

AO – Automated Purchase Order

CPO Create/Modify Purchase Order
 DPO Display Purchase Order
 MPH Maintain PO History
 RPO Print Reports
 POA Purchase Order Audit Report
 OPR Outstanding PO Report by Type
 POS Purchase Order Summary
 CVR Closed/Voided PO Report
 APR Invoices Approved for Payment
 PER Purchase Order Exceptions
 MCP Manually Close Purchase Order
 SMA Set Up and Maintain APO

MT – Month 13

MTM M13 M.I.S.
 MTF M13 Financial Statement
 MTS M13 Set Up F/S Codes
 MTA M13 A/R Schedules

GC – GL Conversion

PSR Post-Conversion VCS Report
 PAR Post-Conversion VAA Report

PDU – Post Description Update

USR Run Special User Routines
 LLS List Lock Status
 SPTO Turn on Customized Output

MR – Management Reports

MIS M.I.S.
 MIR MIS Reports
 SPY Sales Productivity
 DAS Display Accounting Setup
 ASR Adjust Sales Report
 UTR Unposted Transaction Report
 MGS MIS Group Setup

* Available only when the Name Consolidation Tool (NU) is installed.



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Accounting Function Codes

Accounting Function Codes (-A Account)

Code	Menu	Function	Code	Menu	Function	Code	Menu	Function
ACA	AR	A/R Open Credit Aging Setup	ESP	UF	English Statement Processor	RIC	AI	Report Invoice Corrections
ACC	AR	Accept Payment	ETC	UF	Electronic Timeclock	RNE	NR	Report Name File Events
ACR	AR	A/R Statements	FSF	FS	Financial Statement Finalize	RNI	NR	Rebuild Name Index
ADV	AP	Add Vendors	FSH	FS	Financial Statement Help	RPO	AO	Print Reports
AFC	AR	A/R Open Finance Charge Refer	FSP	FS	Set Up F/S Printers	RPT	AP	Reports
AGRV	UF	View Names and Vehicles	FST	FS	Financial Statement	RUT	UR	Report Unit Transactions
ANM	NR	Name Maintenance	FSV	FS	Financial Statement Verify	RVI	UR	Rebuild Vehicle Index
APM	AP	Multi Company AP Report	HVI	AP	Hold Vendor or Invoice	SAM	AR CRE	Set Up and Maintain CRE
APR	AO	Invoices Approved for Payment	INS	UR	Inventory Status	SAP	AP	Set Up and Maintain A/P
APS	AP	AP Schedules	JOB	UF	Job Stack	SAR	AR	Set Up A/R Statements
ARC	AR	Display AR Customer	LLS	UF	List Lock Status	SCD	AR	Set Up Cash Application Defaults
ARM	AR	A/R Multiple Company Report	LNLM	NR	List Names And Addresses	SDP	OD	Set Up Dedicated Printer
ARO	AR	Report A/R Over Limit	LOC	UR	Car Locator	SFC	FS	Set Up F/S Custom Fields
ARP	AR	Report A/R Past Due	LSA	NR	List State/Province Abbreviations	SFL	FS	Set Up F/S Laser Forms
ARS	AR	A/R Schedules	MCP	AO	Manually Close Purchase Order	SFO	FS	Set Up F/S Objectives
ASR	MR	Adjust Sales Report	MGS	MR	MIS Group Setup	SFS	FS	Set Up/Update F/S PCL Codes
ATB	AR	A/R Open Aged Trial Balance	MIR	MR	MIS Reports	SFT	FS	Set Up F/S Transmission
AUN	UR	Add and Update Units	MIS	MR	M.I.S.	SHR	AR	A/R Sales History Report
BAP	UF	Batch Printing	MNL	NR	Print Merge Names Log	SIC	AI	Set Up Invoice Corrections
CAP	AR	A/R Open Cash Application	MPH	AO	Maintain PO History	SIT	FS	Set Up IH Transmission
CDD	AP	Change Due Date/Discount	MTA	M13	M13 A/R Schedules	SMA	AO	Set Up and Maintain APO
CHK	OD	Write Check	MTF	MT	M13 Financial Statements	SPL	UF	Spooler Menu
CLE	AR CRE	Clear Register	MTM	MT	M13 M.I.S.	SPTO	UF	Turn on Customized Output
CNR	NR	Change Name Retention	MTS	MT	M13 Set Up F/S Codes	SPY	MR	Sales Productivity
COP	UF	Communications Operations Menu	NCT	NR	Name Consolidation Tool	SSB	UR	Set Up Standard Body Types
COV	NR	Credit Override	NND	NR	Nightly Name Deletion	SSC	UR	Set Up Standard Colors
CPC	FS	Convert PCLs Report	NMS	NR	Name Maintenance Setup	SUM	OD	Set Up and Maintain ODC
CPE	AI	Correct PID Errors	OPR	AO RPO	Outstanding PO Report By Type	TCA	UF ETC	Timeclock Administrator
CPO	AO	Create/Modify Purchase Order	PAR	GC	Post-Conversion VAA Report	TCE	UF ETC	Electronic Timeclock Entry
CRE	AR	Cash Receipts	PCK	AP	Print Checks	TFD	FS	Transmit Financial Data
CRI	OD	Clear Register Information	PCL	FS	Display PCL Codes	THD	FS	Test IH Transmission
CVR	AO RPO	Closed/Voided PO Report	PDU	PDU	Post Description Update	TPC	UF	Connect to Server Process
DAS	MR	Display Accounting Setup	PER	AO RPO	Purchase Order Exceptions	TPH	UF	Terminal Independent Processor
DCS	UF	Run DCS Functions	PLS	UF	ADP-plus Menu	TRM	UF	Set Terminal Characteristics
DEP	AR CRE	Deposit Report	PMG	UF	Printer Management Menu	TVD	UR	Transfer VIN Descriptions
DIT	FS	Display IH Transmission	POA	AO RPO	Purchase Order Audit Report	UIL	UR	Unit Inventory List
DIV	AP	Display Invoices/Vendors	POS	AO RPO	Purchase Order Summary	UIS	UR	Unit Inventory Setup
DPO	AO	Display Purchase Order	PRI	AR CRE	Print Register	UMS	UR	Unit Maintenance Setup
DUN	UR	Display Units	PSR	GC	Post-Conversion VCS Report	USR	UF	Run Special User Routines
DVC	UR	Display Vehicle Cost	REF	UF	Reflection Menu	UTR	MR	Unposted Transaction Report
EIV	AP	Enter Invoices	REG	OD	Print Check Register	VAI	AI	Validate Accounting Information
			REM	UF	Remote Logon			