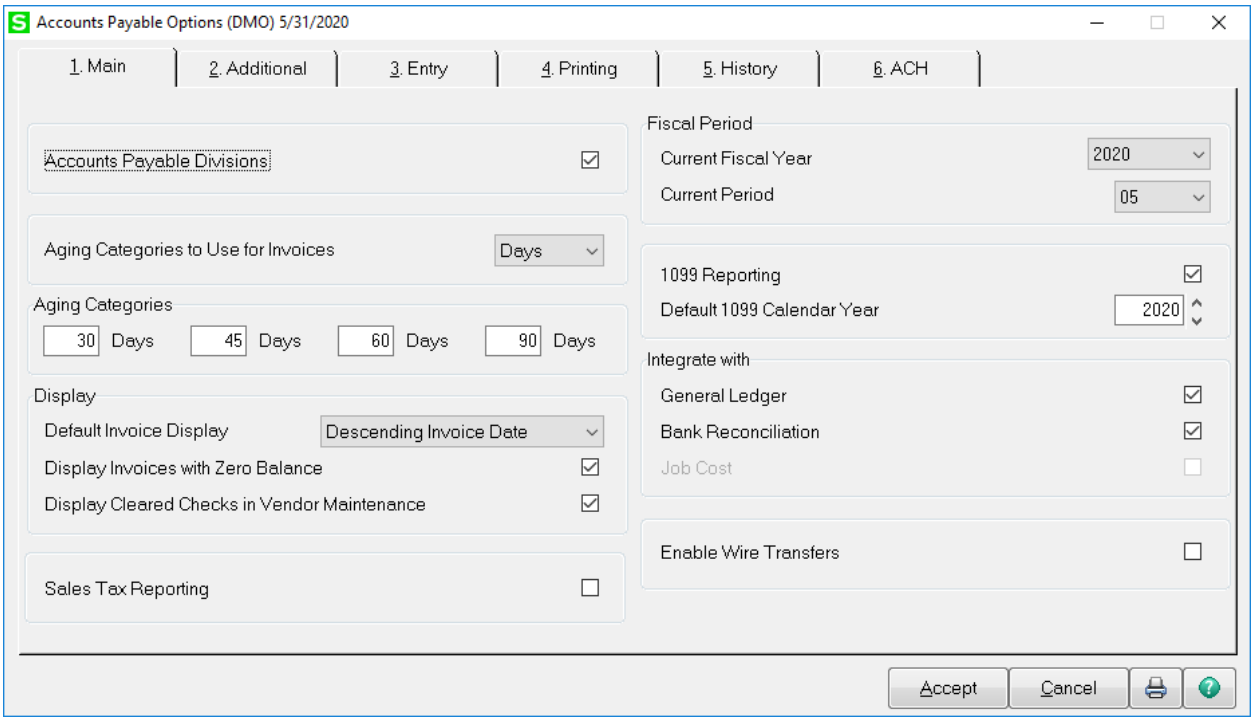
1. Main



Accounts Payable Division – allows the distinction of vendors by division or department. A two digit prefix of 00 will be assigned to all vendors. Additional division codes may be created.

Aging Categories – enter the aging days to be used for each category. These values are used on the Accounts Payable Aging report.

Default Invoice Display – selecting Descending Invoice Date will display the newest invoices at the top of the list and the older invoices at the bottom of the list.

Fiscal Period:

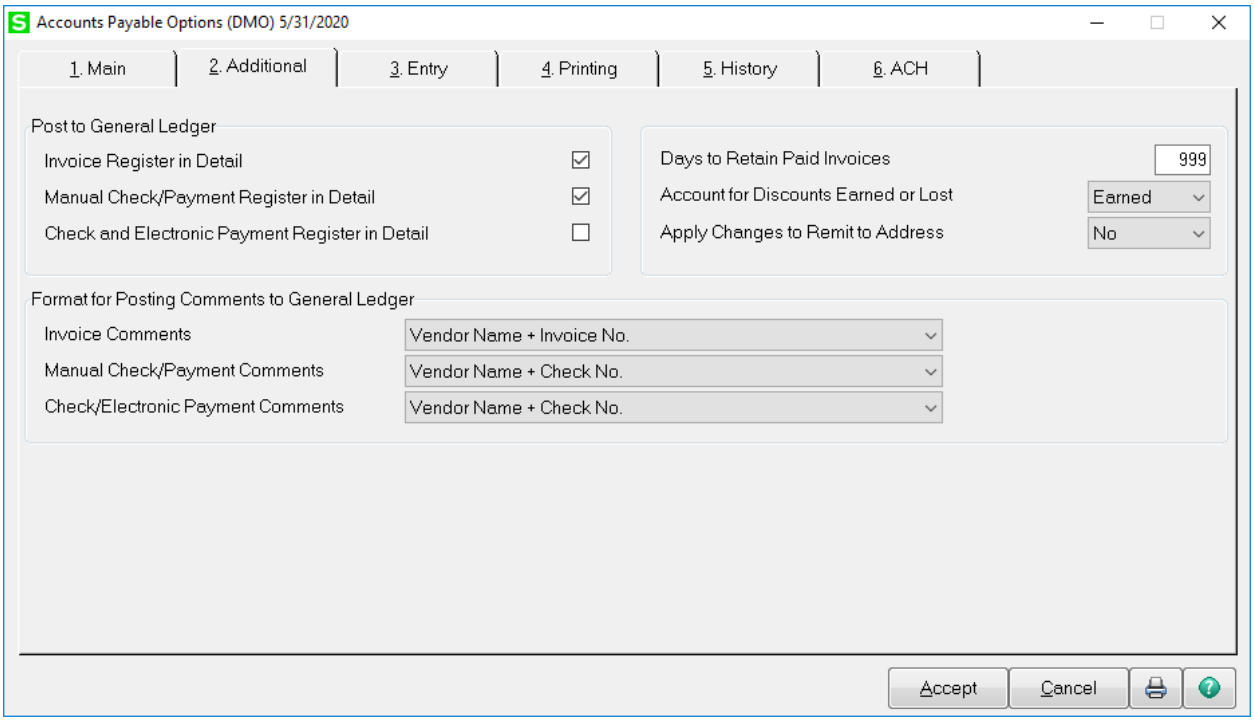
Current Fiscal Year - this field works in conjunction with the General Ledger Fiscal Periods. It is used to post to the correct fiscal periods when they are different from year to year.

Current Period – controls the current open period and is independent of the current period in general ledger. The period will increment when period end is processed.

1099 Reporting – allows you to track non-employee payments. The 1099 types the system accommodate are Miscellaneous, Interest and Dividend.

Enable Wire Transfers – enables to ability to record wire transfers in Manual Check and Payment Entry.

2. Additional



Post to GL – Invoice in Detail – posts the vendor invoice information to the General Ledger in detail

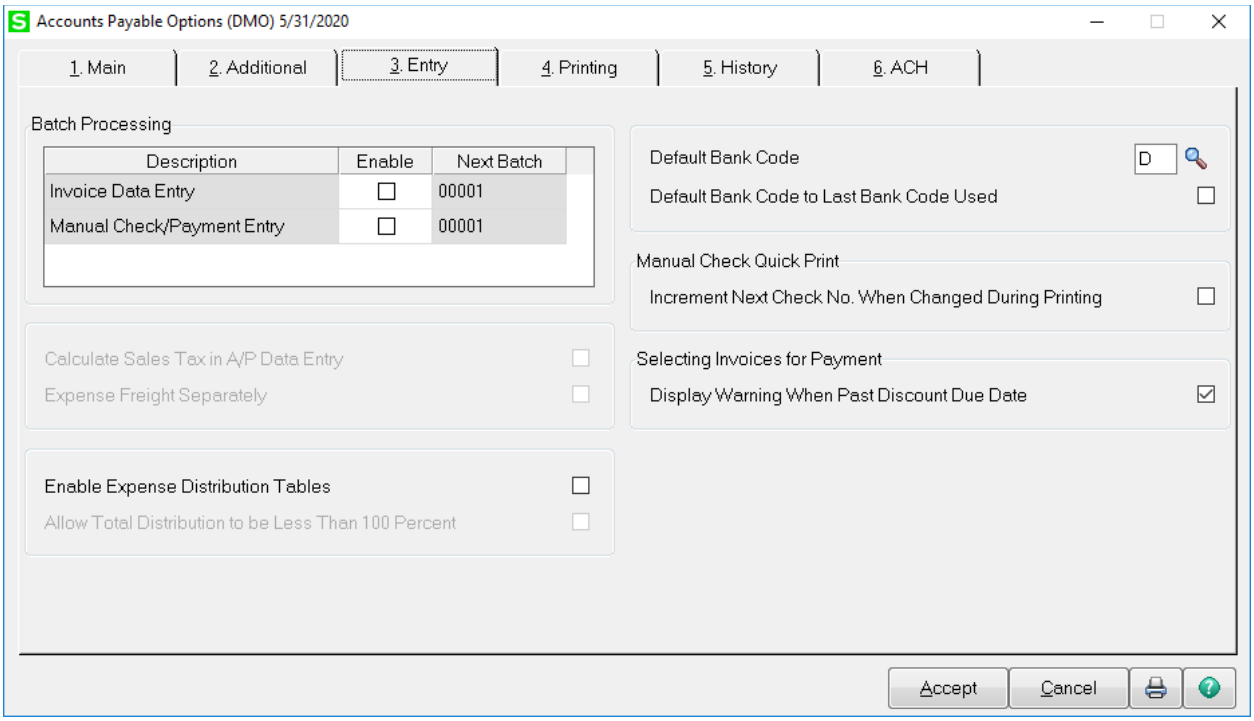
Post to GL – Manual Check/Payment Register in Detail – posts transaction made in Manual Check and Payment entry in detail for new invoices entered on the fly or existing invoices.

Post to GL – Check and Electronic Register in Detail – posts each payment transaction is posted as a separate entry.

Days to Retain Paid Invoices – enter the number of days to retain paid invoices in the Open Invoice file. The invoices will be displayed in Vendor Maintenance on the Invoices tab. When Period End is processed any invoices past the number of days will be purged automatically.

Note – Invoices will still be retained in the Invoice History file until purged using the Purge Accounts Payable History utility.

3. Entry

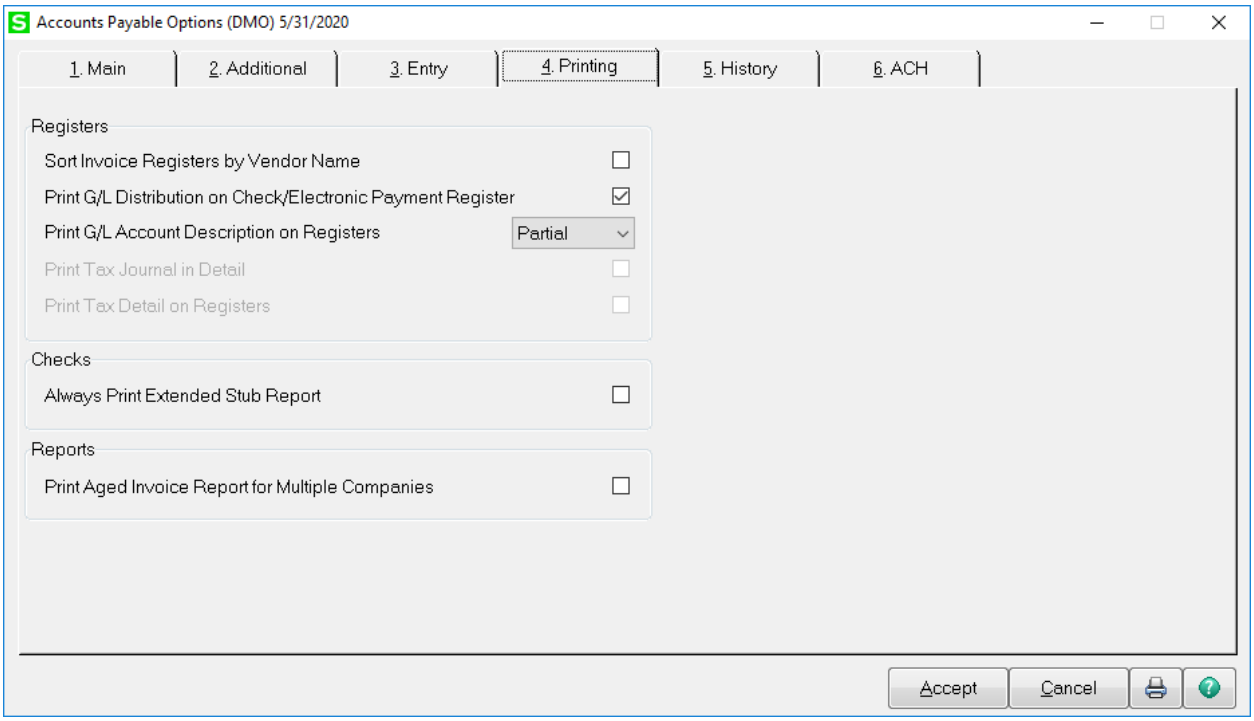


Batch Processing – enable batch processing to allow entry into individual batch numbers. Each batch can be updated separately.

Enable Expense Distribution Tables – allows creation of tables that contain frequently used gl codes that are used to distribute expenses on an invoice.

Default Bank Code – enter the default bank code to be used in Manual Check Entry, Check Printing and Payment History Inquiry. This field is required and cannot be left blank.

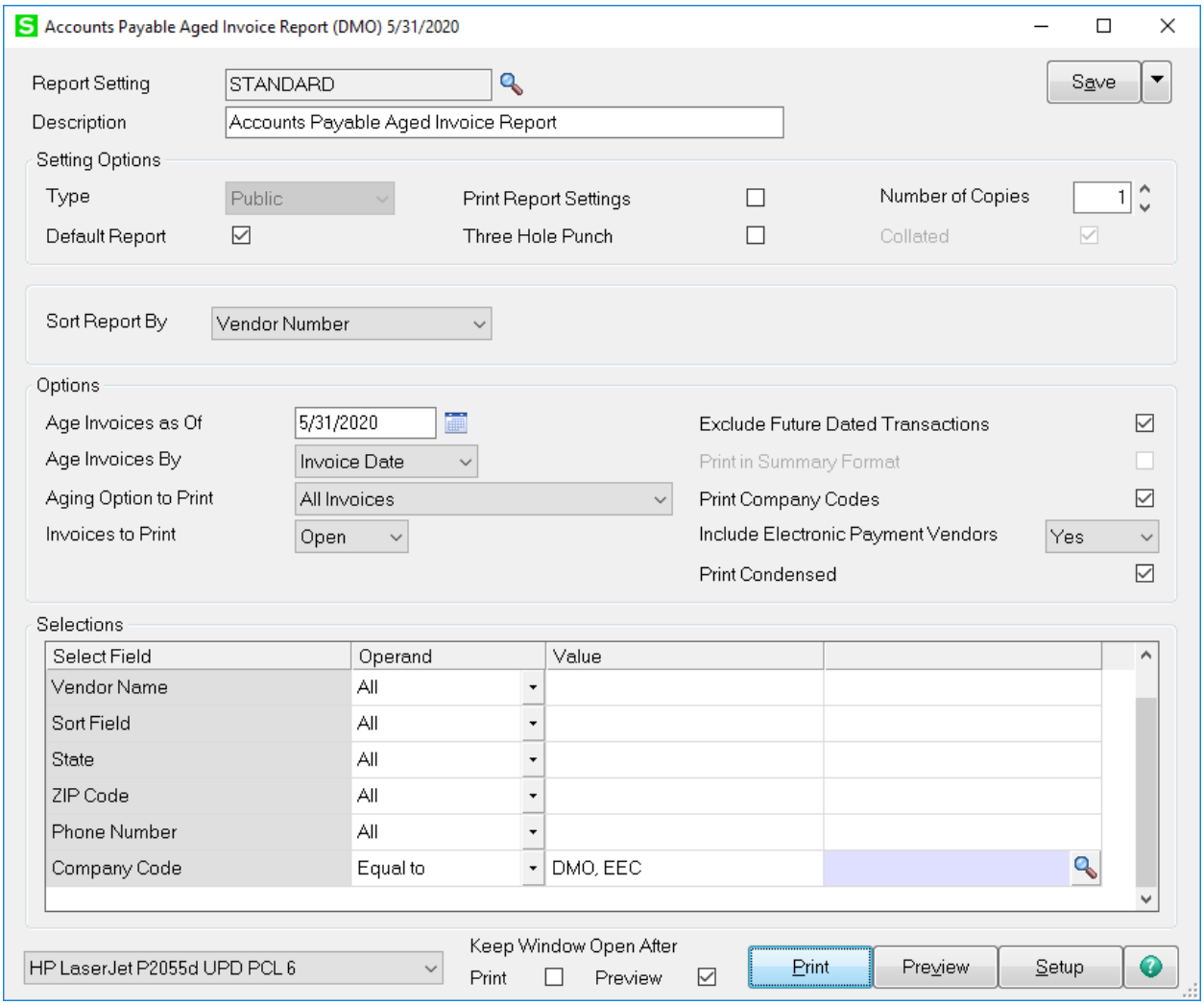
4. Printing



Print G/L Distribution on Check/Electronic Payment Register – the General Ledger account number for the invoice distribution will print on the check register.

Print G/L Account Description on Registers – select Full, Partial or None to print the General Ledger account description on the Invoice Register, Manual Check and Payment Register and Check and Electronic Payment Register.

Print Aged Invoice Report for Multiple Companies – allows user the ability to enter multiple company codes on the Selection Grid of Accounts Payable Aged Invoice Report. The Aging report will print for all companies selected.



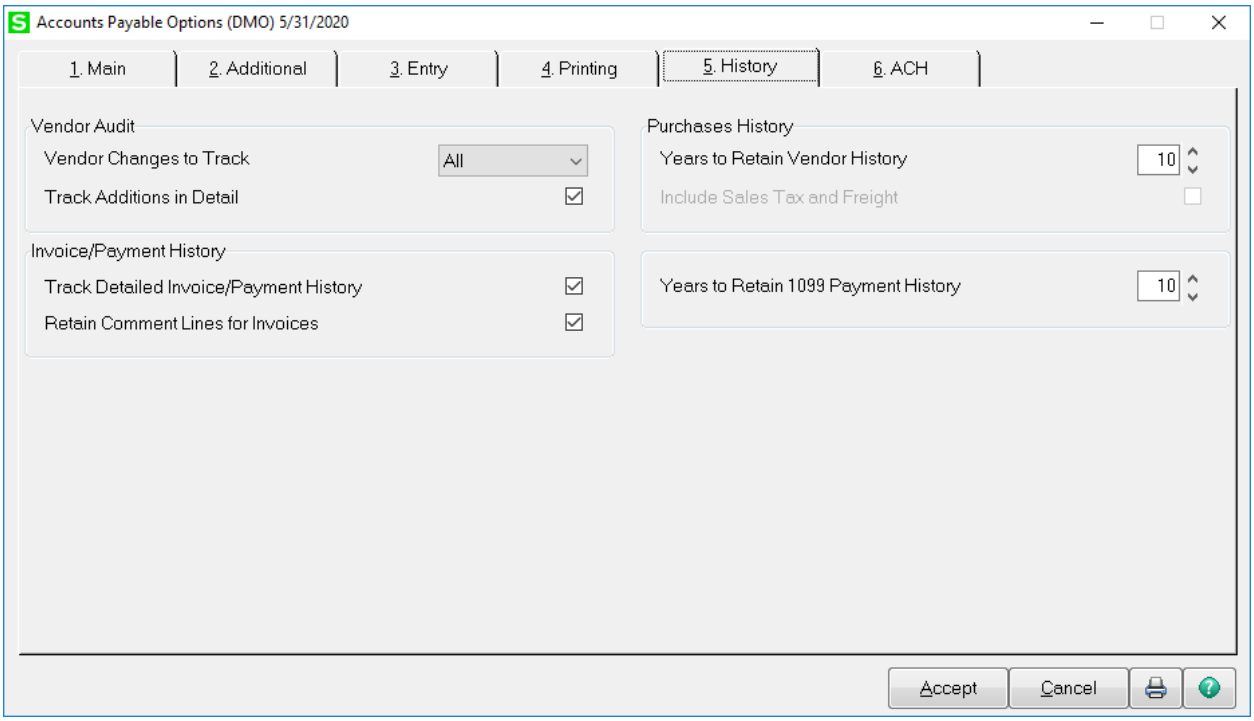
Accounts Payable Aged Invoice Report
Sorted by Vendor Number
Open Invoices - Aged by Invoice Date - As of 5/31/2020
Vendor Number: All
Company Code Equal to: DMO,EEC

Demo Company (DMO)

Division Number:01 TRADE ACCOUNTS PAYABLE

Vendor Number / Invoice Number	Invoice Date	Due Date	Discount	Hold	Invoice Balance	Discount Amount	Current	30 Days	45 Days	60 Days	90 Days	Retention Balance
Company Code: DMO Demo Company												
0001053190												
	5/31/2020	6/30/2020		No	50,553.60	0.00	50,553.60	0.00	0.00	0.00	0.00	0.00
44-4567												
	5/1/2020	5/30/2020		No	80,332.89	0.00	0.00	80,332.89	0.00	0.00	0.00	0.00
			Vendor 01-CONT Totals:		130,886.49	0.00	50,553.60	80,332.89	0.00	0.00	0.00	0.00
01-DENNICK Dennick Concrete												
Company Code: EEC Edwardson Electric Company												
01157												
	5/12/2020	5/27/2020		No	200.00	0.00	200.00	0.00	0.00	0.00	0.00	0.00
01205												
	5/31/2020	6/15/2020		No	1,200.00	0.00	1,200.00	0.00	0.00	0.00	0.00	0.00
			Vendor 01-DENNICK Totals:		1,400.00	0.00	1,400.00	0.00	0.00	0.00	0.00	0.00

5. History



Invoice Payment History:

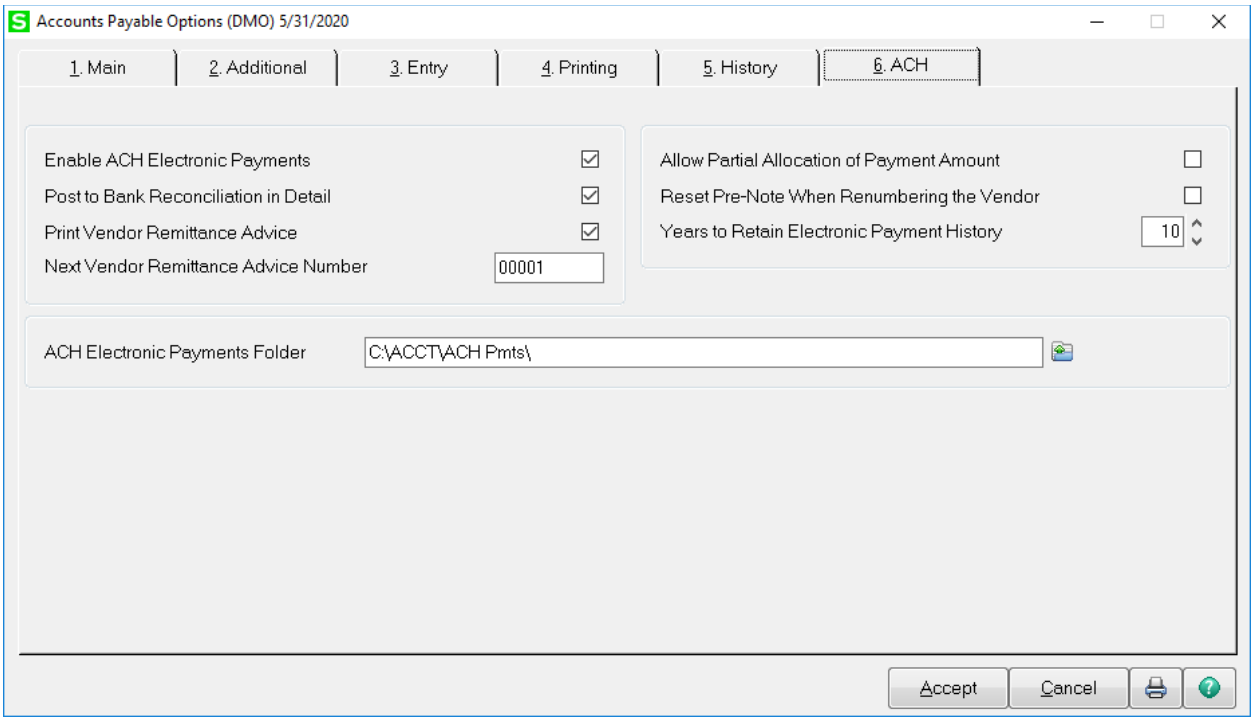
Track Detailed Invoice/Payment History – retains detailed invoice and payment history.
Retain Comment Lines for Invoices – retains comment lines for invoice in detailed invoice history.

Purchase History:

Years to Retain Vendor History – a minimum of 2 to 99 years can be entered to retain current and prior year history.

Years to Retain 1099 Payment History – a minimum of 2 to 99 years can be entered to retain 1099 payment history.

6. ACH

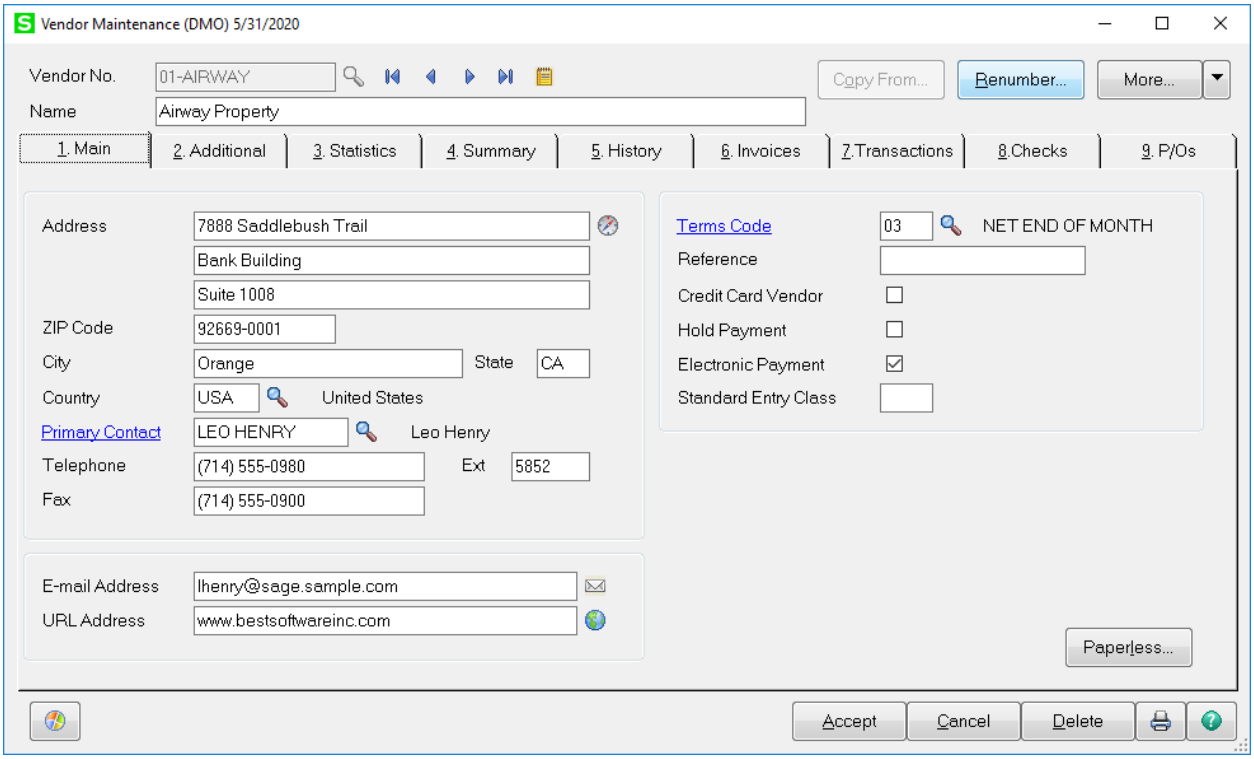


Enable ACH Electronic Payments – select this box to enable electronic vendor payments.

Post to Bank Reconciliation in Detail – If this box is checked, the payments will appear on the Checks tab in Check, Deposit and Adjustment entry and Reconcile Bank. If it is cleared, a single ACH payment will appear on the Dep/Adjustment tab in Check, Deposits and Adjustment Entry and Reconcile Bank.

Print Vendor Remittance Advice – check this box to print the vendor remittance form when processing electronic checks. The remittance form can be sent to the vendor using Paperless.

Vendor Maintenance – Main

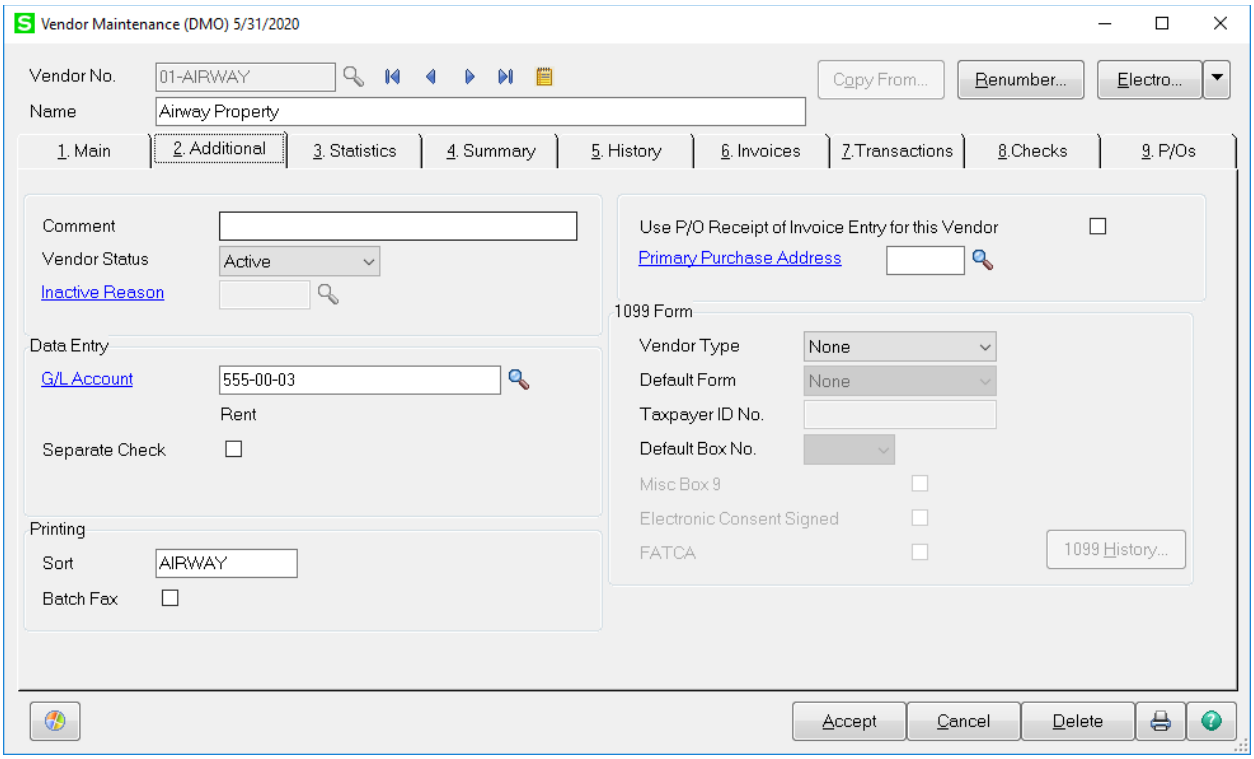


Credit Card Vendor – select this check box to identify this vendor as a Credit Card vendor. The invoices paid by credit card can be transferred to this vendor.

Electronic Payment – select this box to pay the vendor by electronic payment. The vendors banking information will need to be entered in the Vendor Electronic Payment window.

Paperless – used to set up email delivery of Vendor remittance advice, Purchase Orders or PO Return Orders

Vendor Maintenance – Additional



Vendor Status – vendor status can be Active, Inactive or Temporary. The status is used to identify vendors that you no longer do business with.

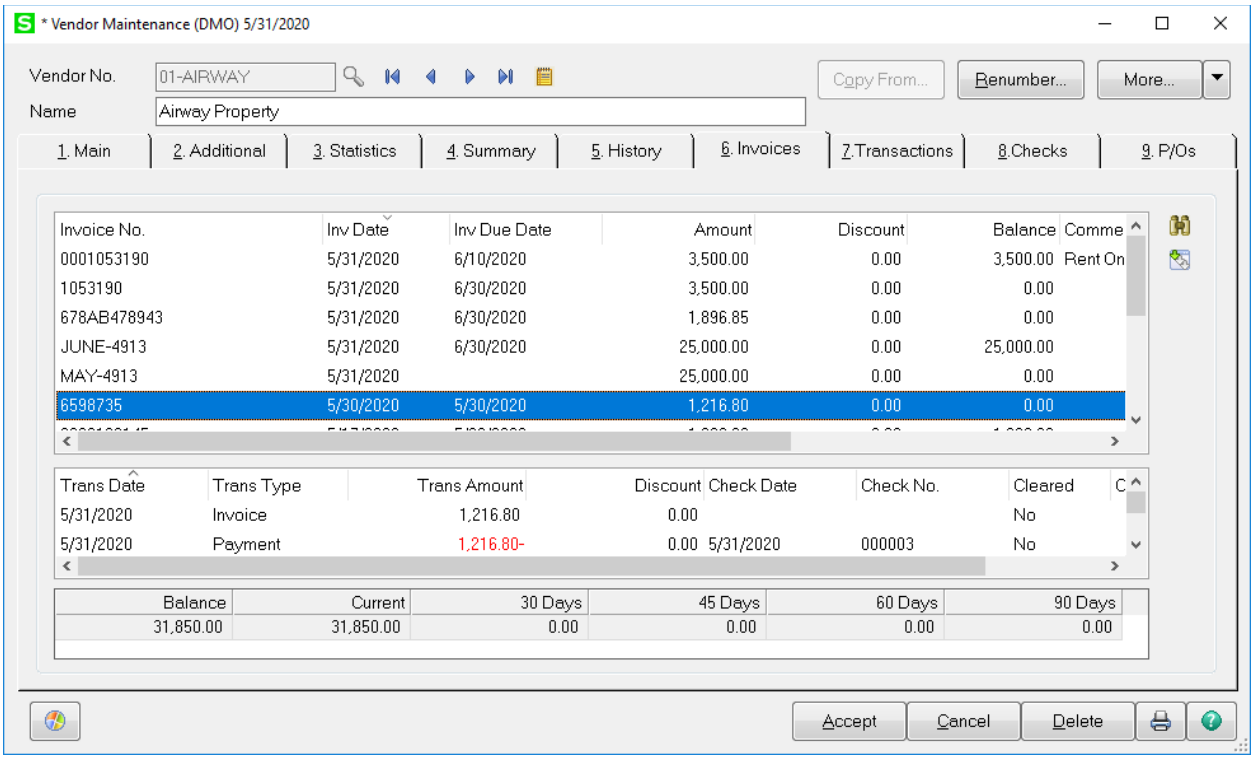
G/L Account – enter a default G/L account number to be used when entering Accounts Payable invoices.

Use P/O Receipt of Invoice Entry for this Vendor – select this check box to display a warning if the vendor is selected in Accounts Payable Invoice Data Entry, Repetitive Invoice Entry or Manual Check and Payment Entry. If checked the Invoice data should be entered using Purchase Order Receipt of Invoice Entry.

1099 Form – for 1099 vendors, enter Vendor Type, default Form, Taxpayer ID and default Box No.

1099 History – click this box to add or edit 1099 year to date payment history information.

Vendor Maintenance – Invoices



Search open Invoices based on invoice number, dates or invoice balance.

Drill into Invoice History Inquiry.

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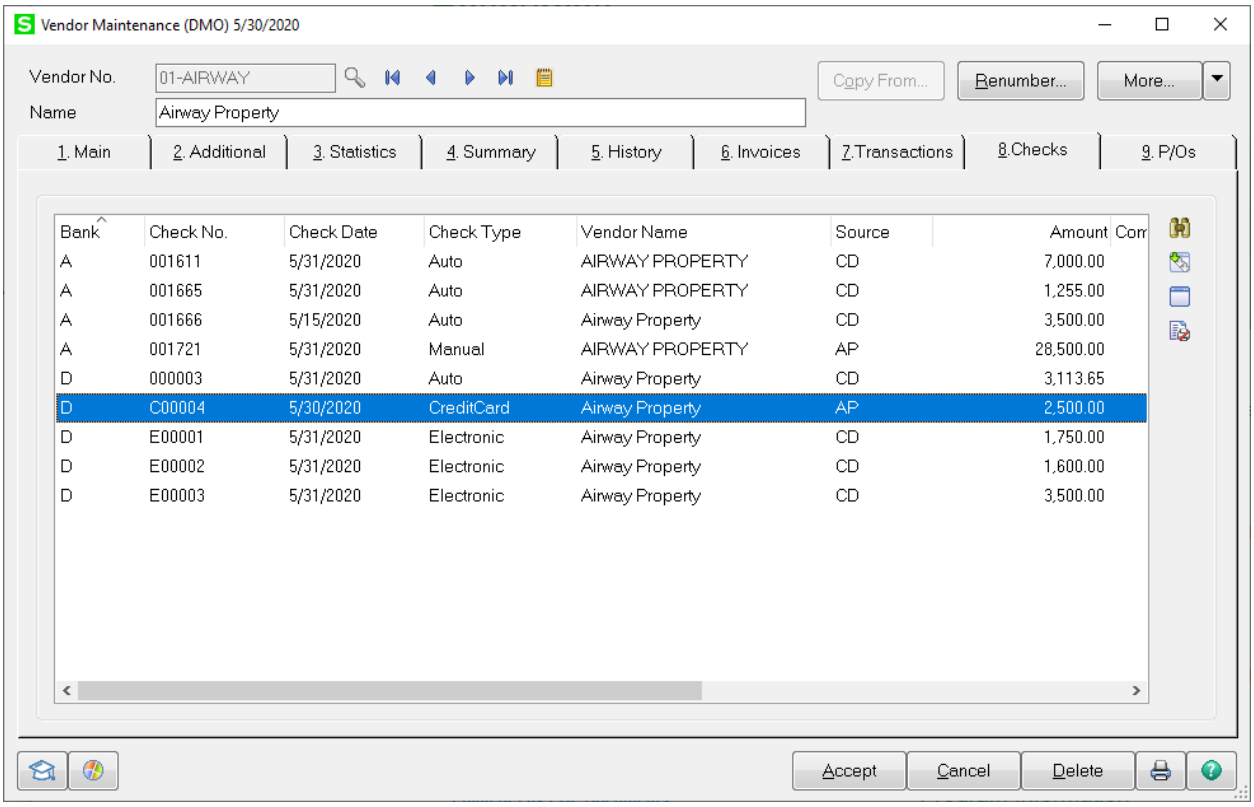
Vendor Maintenance – Checks

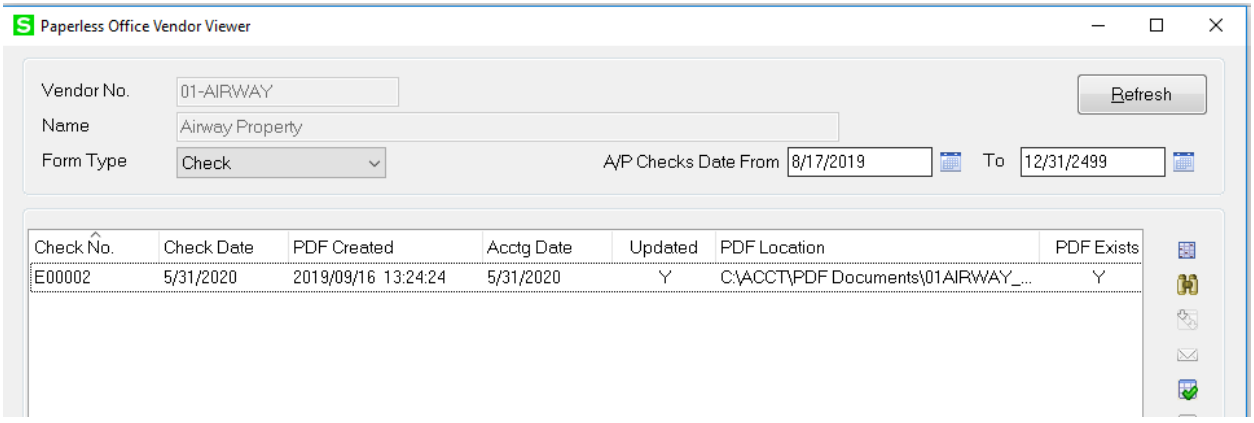


Search checks based on bank code, check number, date, amount or cleared date if integrated with Bank Rec and the Display Cleared Checks in Vendor Maintenance is selected in AP Options.

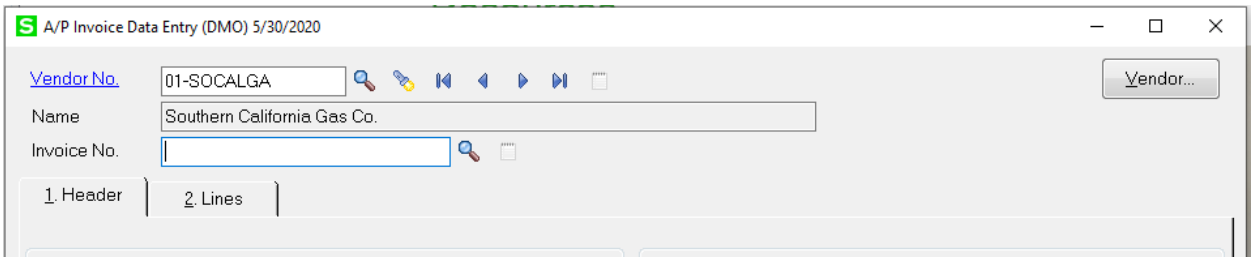
Drill into Payment History Inquiry

Drill into Credit Card Payment Transfer Details

Paperless Viewer – allows viewing of PDF documents such as checks, purchase orders and return orders.



Accounts Payable Invoice Data Entry



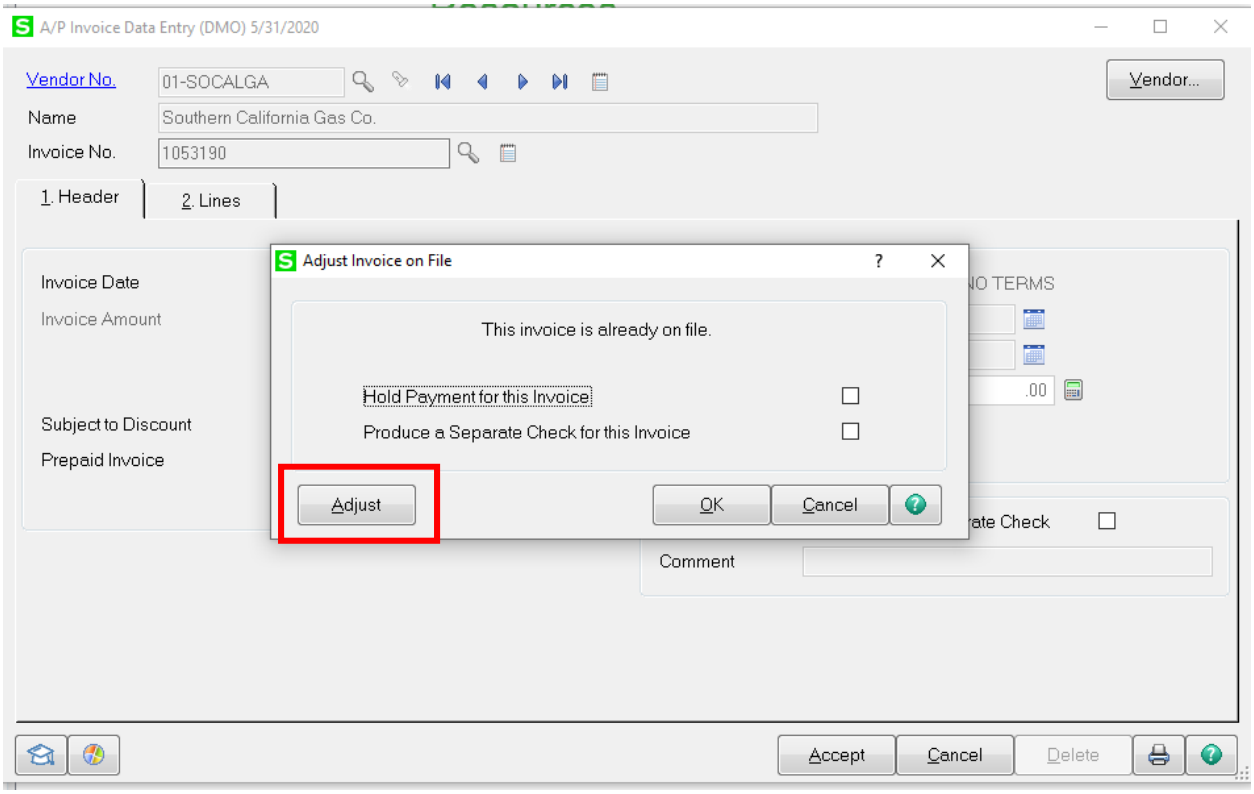
Vendor list lookup.

Unposted invoice lookup.

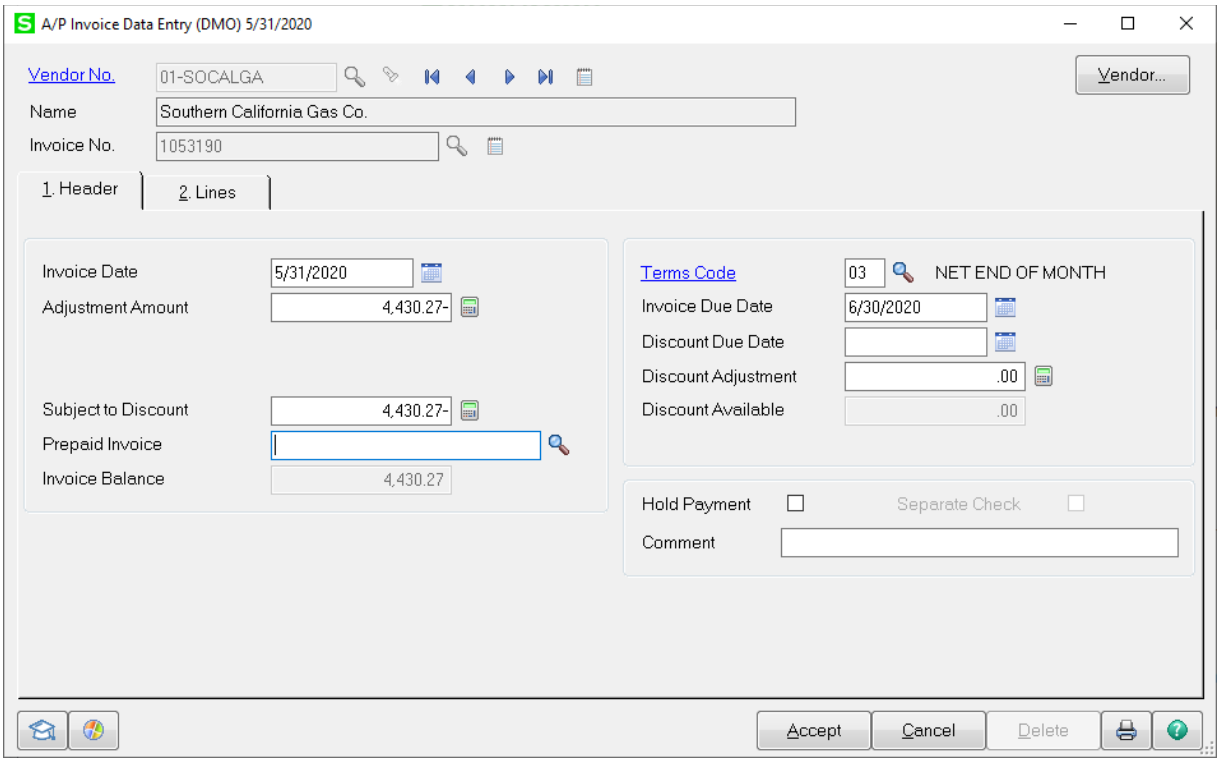
Vendor No. Hyperlink to Vendor Maintenance

How to Adjust a Previously Posted Invoice:

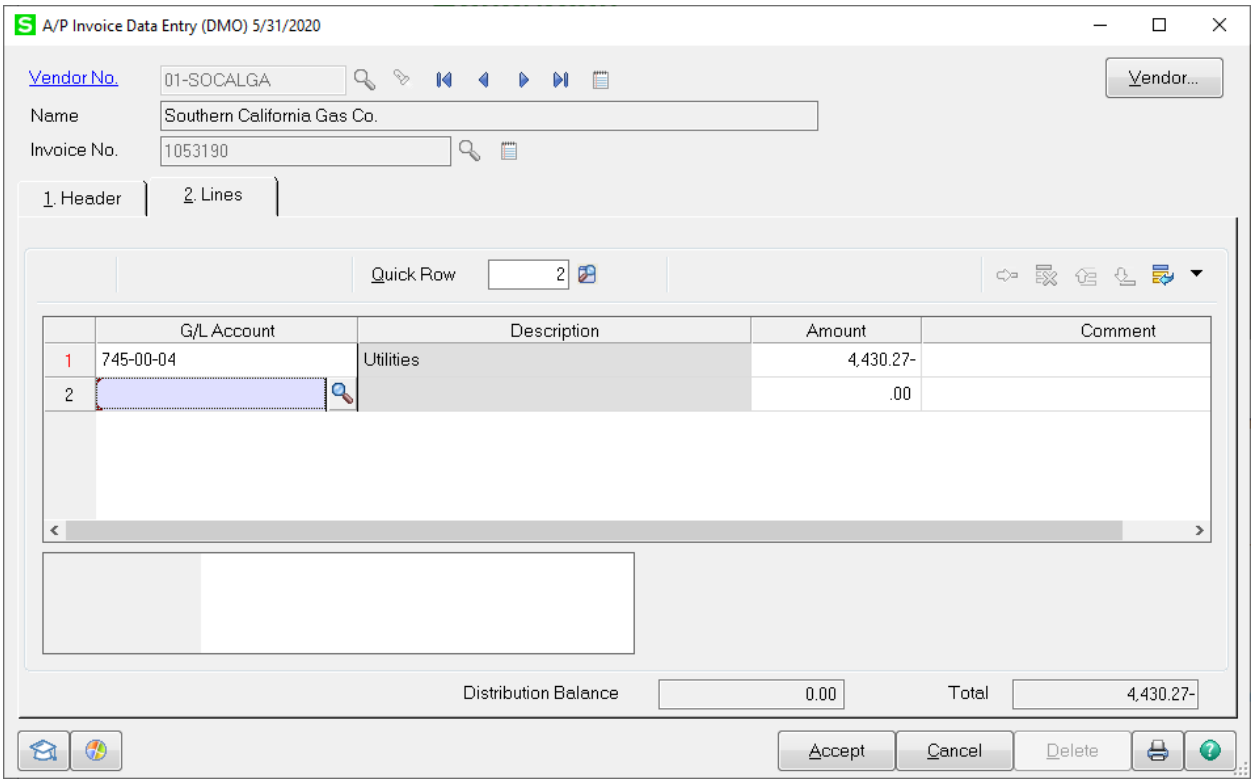
Click on Invoice Data Entry. Enter the Vendor Number and the Invoice Number that needs to be adjusted. The **Adjust Invoice on File** window will appear. Click on the Adjust button.



Enter a negative amount in the Adjustment Amount field to adjust the invoice down. Enter a positive amount in the Adjustment Amount field to adjust the invoice up.

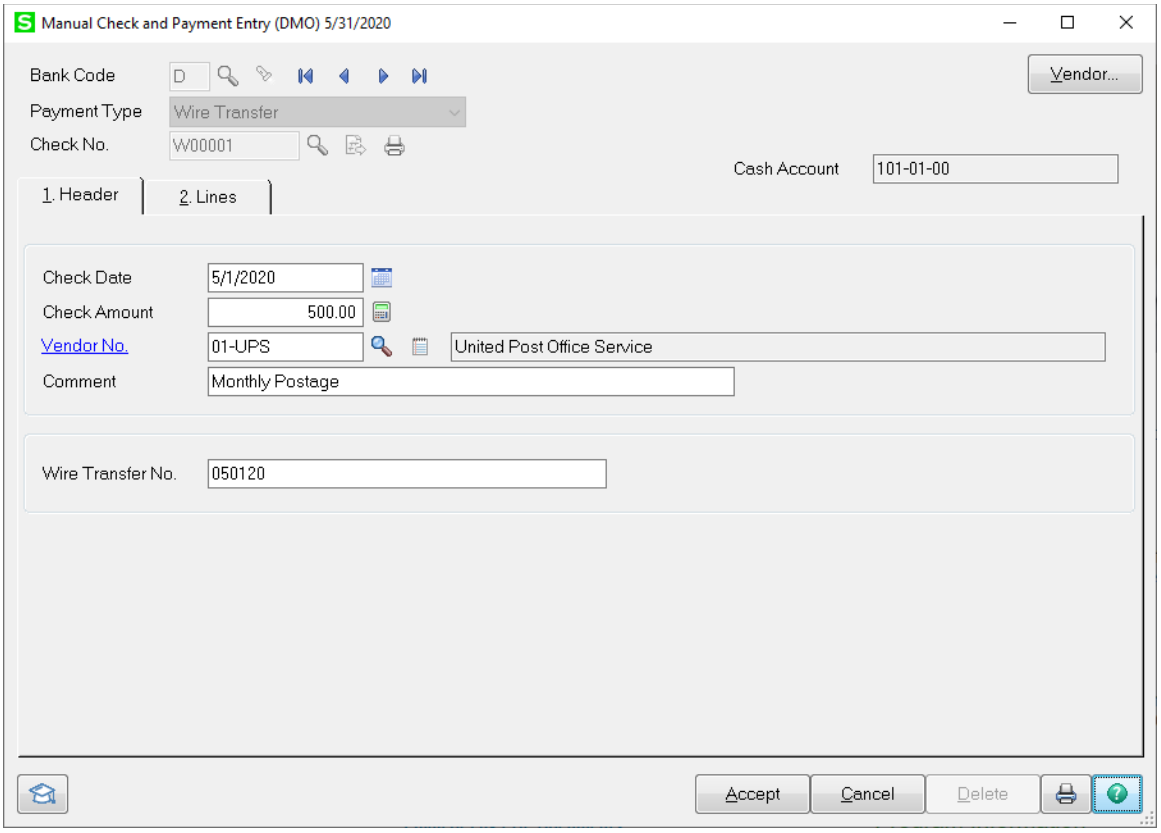


Click on the Lines tab and enter the General Ledger account that the adjustment should be distributed to. The Distribution Balance should be zero once all amounts are distributed.



Manual Check and Payment Entry

Wire Transfer - a wire transfer is an electronic payment withdrawn from your bank account. Click the down arrow on the Payment Type field and select Wire Transfer. The check number will default to the next new Wire number and will automatically start with a "W".

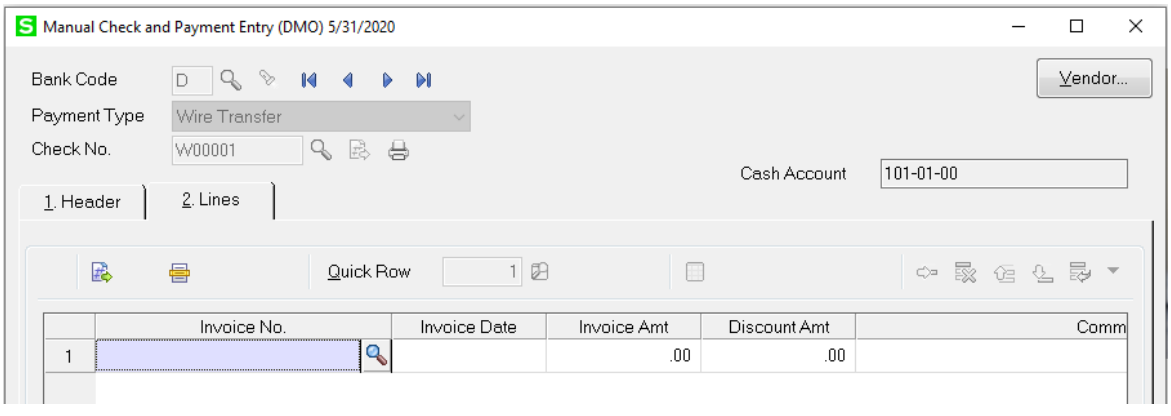


On the Lines tab enter the invoice number to be paid by the wire transfer.

Enter an existing invoice number or enter a new invoice number. If the invoice is not already in the system, the prompt "Is this a new invoice?" will appear. Click Yes to add the Invoice on the fly.

OR

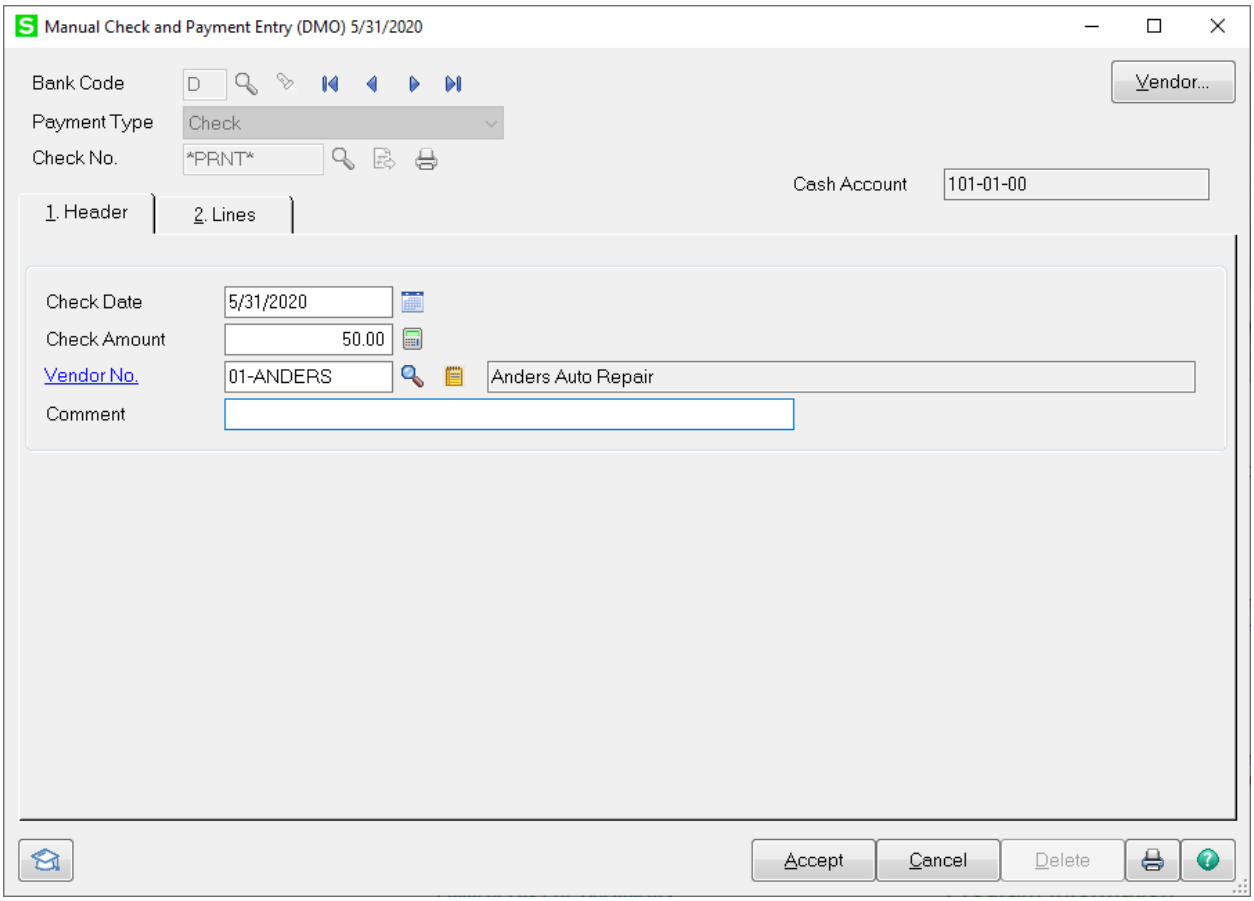
Select the GL distribution button to post the wire transfer amount directly to a GL account code.



Quick Print – the Quick Print button will allow a check to be printed on the fly without going through Check Printing and Electronic payment.

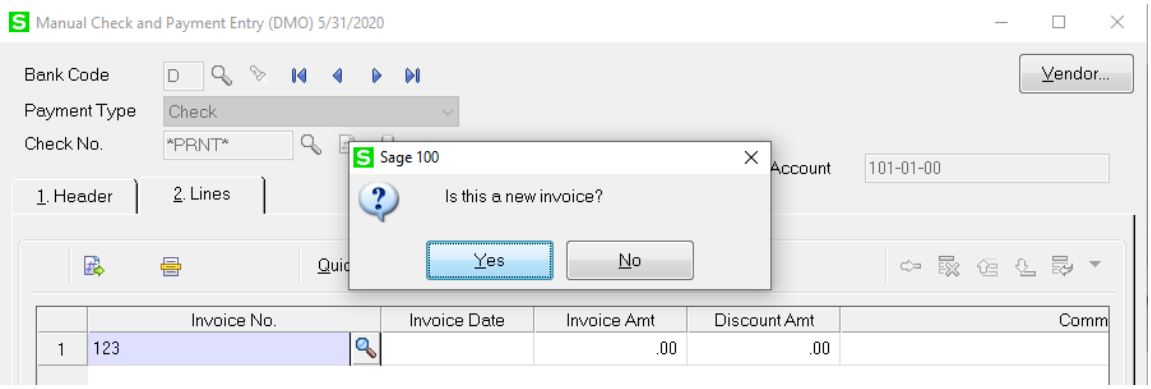
Click the printer icon. The check number displayed will be *PRNT*. Enter the check number, amount and vendor number.

Enter the check amount and the Vendor Number to pay. Enter a Comment if needed, then click on the Lines tab.

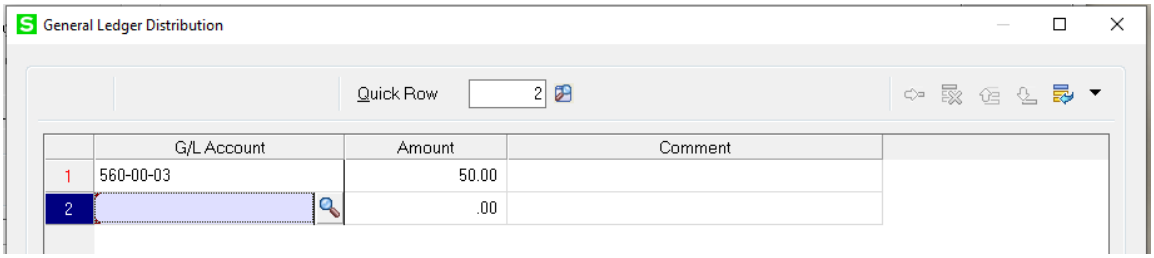


Option 1 -

Enter the invoice number to be paid. If the invoice in not in the system, enter the new invoice number and the system will prompt, “Is this a new invoice?”

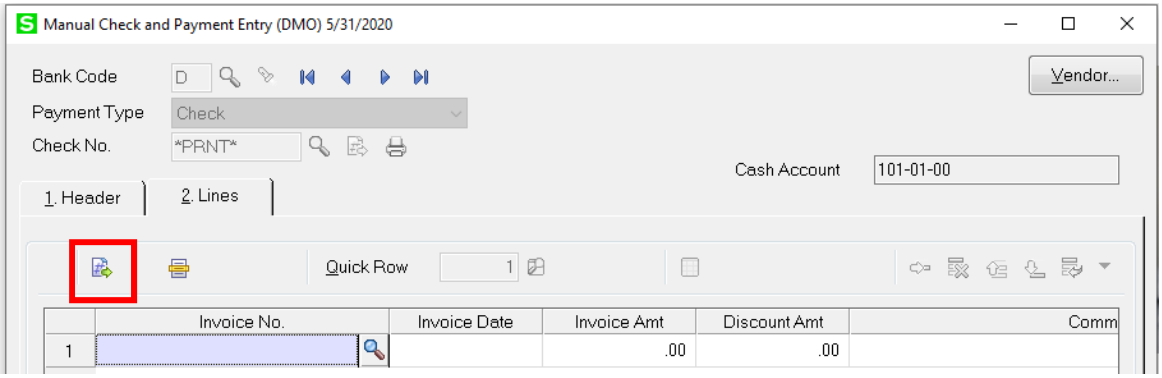


Click Yes and distribute the amount the general ledger account for this expense.

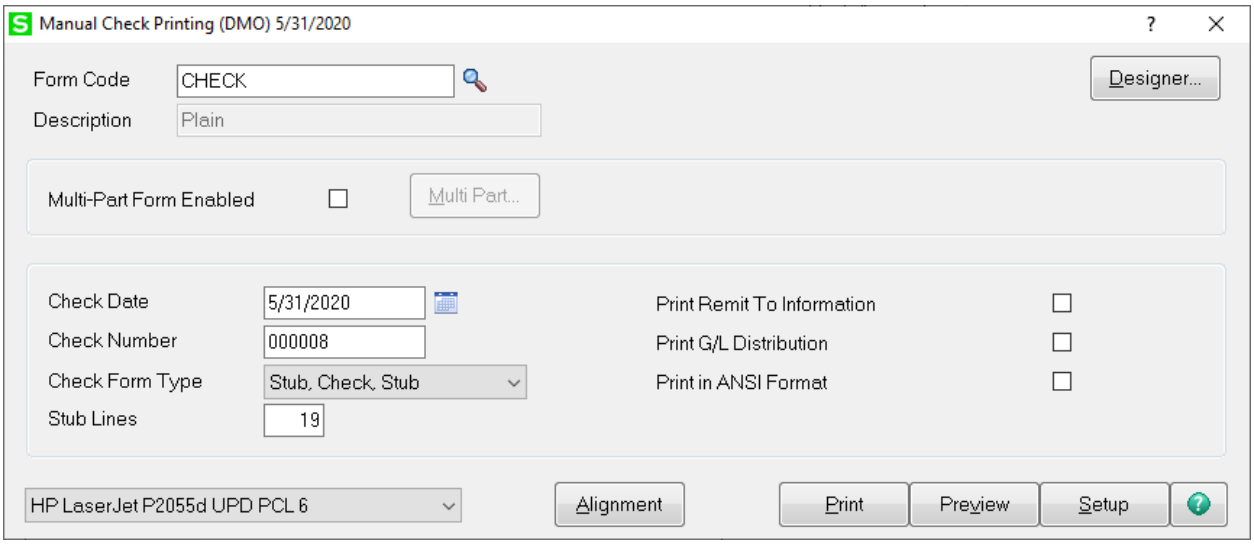


Option 2 –

Click on the GL Distribution button, then distribute the amount to the general ledger account for this expense. The system will create an invoice that uses the check number as the invoice number.



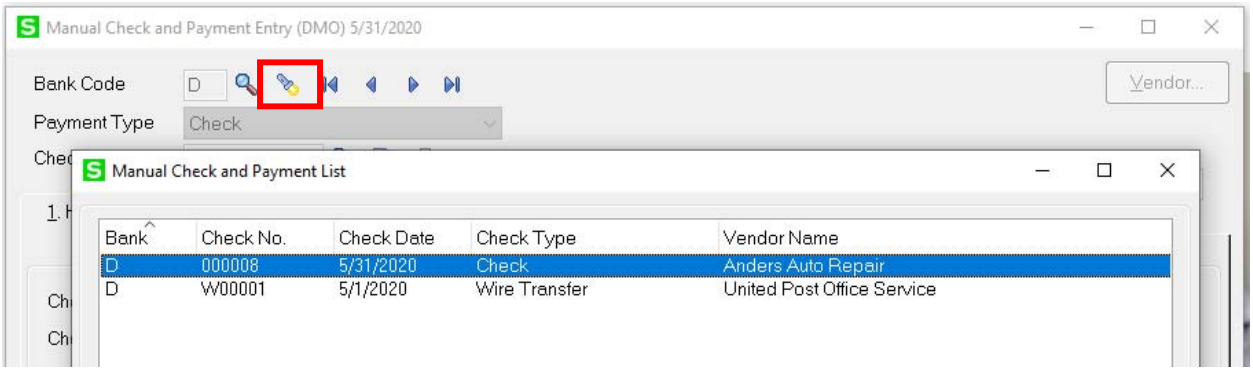
Click Accept. The Manual Check Printing screen will appear. Confirm the check number and click Print to print the check.



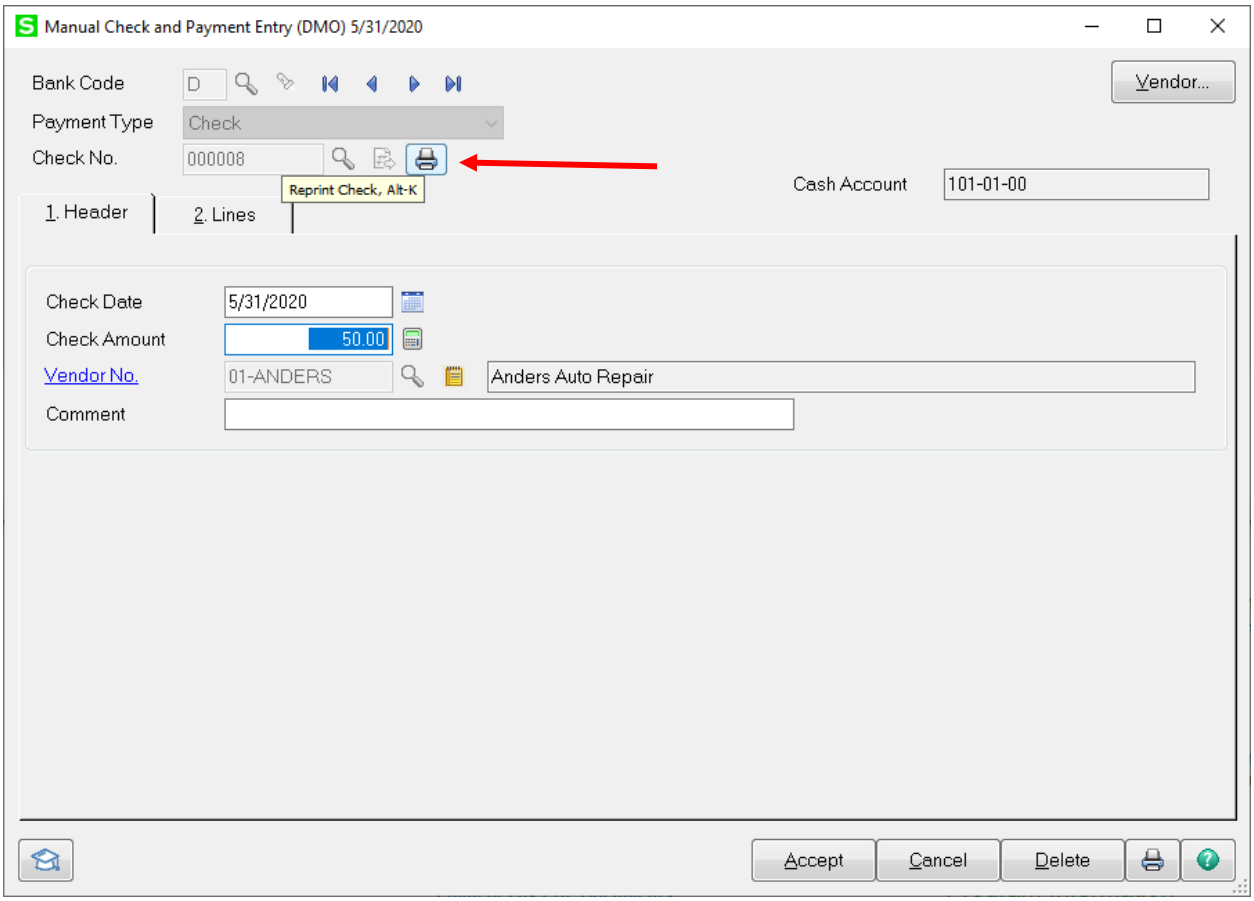
After printing checks, print and update the Manual Check and Payment Entry register.

How to Reprint an unposted Quick Print check

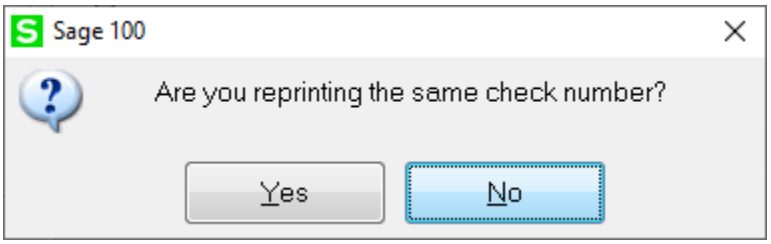
Click on the flashlight next to the Magnifying glass field. Select the check that needs to be reprinted.



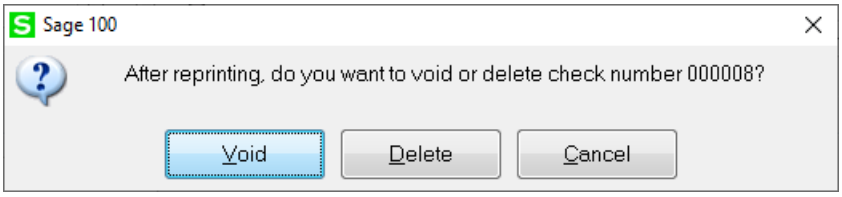
Click the Quick Print printer Icon to reprint the check.



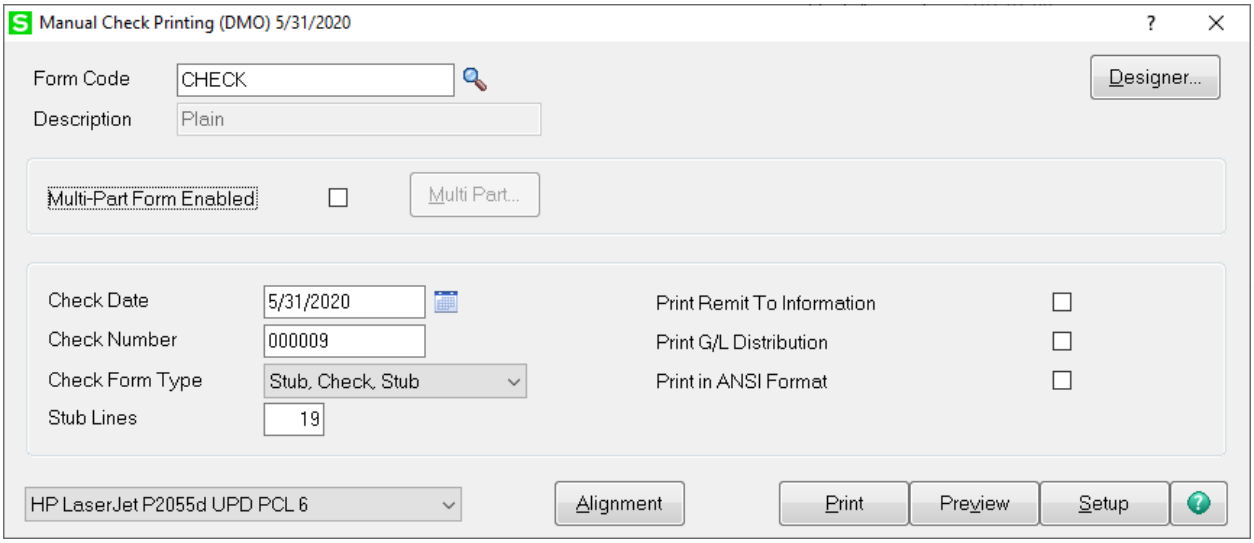
The system will prompt to reprint using the same check number. If you are using the same check number click Yes. If you are using a different check number click No.



If you are using a different check number the system will prompt you to Void or Delete the original check number used.



On the Check Printing screen confirm that the check number is correct, then print the check.



The Manual Check and Payment Register will show the original check as a Void.

Manual Check and Payment Register
Journal Posting Date: 5/31/2020
Register Number: MC-000003

Demo Company (DMO)

Bank: D Wells Fargo Checking

Check Number/ Invoice Number	Check Date / Invoice Date	Vendor Number	Invoice Amount	Discount	Distribution Amount	Check Amount
000008		***Void Check***				
000008	5/31/2020	***Void Check***				
000009	5/31/2020	01-ANDERS	Anders Auto Repair			50.00
CK00000901						
	5/31/2020		50.00	0.00		
G/L Account: 560-00-03			Truck expenses		50.00	
	Bank D Total:		50.00	0.00	50.00	50.00
	Report Total:		50.00	0.00	50.00	50.00