

## 1. Main

Accounts Payable Options (DMO) 5/31/2020

1. Main | 2. Additional | 3. Entry | 4. Printing | 5. History | 6. ACH

Accounts Payable Divisions

Aging Categories to Use for Invoices Days

Aging Categories

30 Days 45 Days 60 Days 90 Days

Display

Default Invoice Display Descending Invoice Date

Display Invoices with Zero Balance

Display Cleared Checks in Vendor Maintenance

Sales Tax Reporting

Fiscal Period

Current Fiscal Year 2020

Current Period 05

1099 Reporting

Default 1099 Calendar Year 2020

Integrate with

General Ledger

Bank Reconciliation

Job Cost

Enable Wire Transfers

Accept Cancel Print Help

**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

Accounts Payable Options (DMO) 5/31/2020

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Post to General Ledger

Invoice Register in Detail	<input checked="" type="checkbox"/>	Days to Retain Paid Invoices	999
Manual Check/Payment Register in Detail	<input checked="" type="checkbox"/>	Account for Discounts Earned or Lost	Earned
Check and Electronic Payment Register in Detail	<input type="checkbox"/>	Apply Changes to Remit to Address	No

Format for Posting Comments to General Ledger

Invoice Comments	Vendor Name + Invoice No.
Manual Check/Payment Comments	Vendor Name + Check No.
Check/Electronic Payment Comments	Vendor Name + Check No.

Accept Cancel [Printer Icon] [Help Icon]

**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

Accounts Payable Options (DMO) 5/31/2020

1. Main | 2. Additional | 3. Entry | 4. Printing | 5. History | 6. ACH

Batch Processing

Description	Enable	Next Batch
Invoice Data Entry	<input checked="" type="checkbox"/>	00001
Manual Check/Payment Entry	<input checked="" type="checkbox"/>	00001

Calculate Sales Tax in A/P Data Entry

Expense Freight Separately

Enable Expense Distribution Tables

Allow Total Distribution to be Less Than 100 Percent

Default Bank Code

Default Bank Code to Last Bank Code Used

Manual Check Quick Print

Increment Next Check No. When Changed During Printing

Selecting Invoices for Payment

Display Warning When Past Discount Due Date

Accept Cancel

**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

Accounts Payable Options (DMO) 5/31/2020

1. Main | 2. Additional | 3. Entry | 4. Printing | 5. History | 6. ACH

Registers

- Sort Invoice Registers by Vendor Name
- Print G/L Distribution on Check/Electronic Payment Register
- Print G/L Account Description on Registers Partial
- Print Tax Journal in Detail
- Print Tax Detail on Registers

Checks

- Always Print Extended Stub Report

Reports

- Print Aged Invoice Report for Multiple Companies

Accept Cancel

**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.

**S Accounts Payable Aged Invoice Report (DMO) 5/31/2020**

Report Setting: STANDARD

Description: Accounts Payable Aged Invoice Report

Setting Options

Type: Public  Print Report Settings  Number of Copies: 1

Default Report:  Three Hole Punch:  Collated:

Sort Report By: Vendor Number

Options

Age Invoices as Of: 5/31/2020  Exclude Future Dated Transactions

Age Invoices By: Invoice Date  Print in Summary Format

Aging Option to Print: All Invoices  Print Company Codes

Invoices to Print: Open  Include Electronic Payment Vendors: Yes  Print Condensed

Selections

Select Field	Operand	Value
Vendor Name	All	
Sort Field	All	
State	All	
ZIP Code	All	
Phone Number	All	
Company Code	Equal to	DMO, EEC

HP LaserJet P2055d UPD PCL 6  Keep Window Open After  Print  Preview

**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/	Dates			Invoice	Discount		Current	30 Days	45 Days	60 Days	90 Days	Retention
Invoice Number	Invoice	Due	Discount	Hold	Balance	Amount						Balance
<b>Company Code: DMO Demo Company</b>												
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
<b>Vendor 01-CONT Totals:</b>					130,886.49	0.00	50,553.60	80,332.89	0.00	0.00	0.00	0.00
<b>01-DENNICK Dennick Concrete</b>												
<b>Company Code: EEC Edwardson Electric Company</b>												
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
<b>Vendor 01-DENNICK Totals:</b>					1,400.00	0.00	1,400.00	0.00	0.00	0.00	0.00	0.00

## 5. History

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**Vendor Audit**

Vendor Changes to Track: All

Track Additions in Detail:

**Invoice/Payment History**

Track Detailed Invoice/Payment History:

Retain Comment Lines for Invoices:

**Purchases History**

Years to Retain Vendor History: 10

Include Sales Tax and Freight:

Years to Retain 1099 Payment History: 10

Accept | Cancel | [Printer Icon] | [Help Icon]

### 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

Accounts Payable Options (DMO) 5/31/2020

1. Main | 2. Additional | 3. Entry | 4. Printing | 5. History | 6. ACH

Enable ACH Electronic Payments

Post to Bank Reconciliation in Detail

Print Vendor Remittance Advice

Next Vendor Remittance Advice Number

Allow Partial Allocation of Payment Amount

Reset Pre-Note When Renumbering the Vendor

Years to Retain Electronic Payment History

ACH Electronic Payments Folder

Accept Cancel

**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

Vendor Maintenance (DMO) 5/31/2020

Vendor No. 01-AIRWAY

Name Airway Property

1. Main | 2. Additional | 3. Statistics | 4. Summary | 5. History | 6. Invoices | 7. Transactions | 8. Checks | 9. P/Os

Address: 7888 Saddlebush Trail, Bank Building, Suite 1008

ZIP Code: 92669-0001

City: Orange, State: CA

Country: USA, United States

Primary Contact: LEO HENRY, Leo Henry

Telephone: (714) 555-0980, Ext: 5852

Fax: (714) 555-0900

Terms Code: 03, NET END OF MONTH

Reference: [Empty]

Credit Card Vendor:

Hold Payment:

Electronic Payment:

Standard Entry Class: [Empty]

E-mail Address: lhenry@sage.sample.com

URL Address: www.bestsoftwareinc.com

Paperless...

Accept, Cancel, Delete, Paperless, ?

**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 Maintenance (DMO) 5/31/2020

Vendor No. 01-AIRWAY

Name Airway Property

1. Main 2. Additional 3. Statistics 4. Summary 5. History 6. Invoices 7. Transactions 8. Checks 9. P/Os

Comment

Vendor Status Active

Inactive Reason

Data Entry

G/L Account 555-00-03

Rent

Separate Check

Printing

Sort AIRWAY

Batch Fax

Use P/O Receipt of Invoice Entry for this Vendor

Primary Purchase Address

1099 Form

Vendor Type None

Default Form None

Taxpayer ID No.

Default Box No.

Misc Box 9

Electronic Consent Signed

FATCA

1099 History...

Accept Cancel Delete

**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

S \* Vendor Maintenance (DMO) 5/31/2020

Vendor No. 01-AIRWAY    Name Airway Property

Copy From...    Renumber...    More...

1. Main    2. Additional    3. Statistics    4. Summary    5. History    6. Invoices    7. Transactions    8. Checks    9. P/Os

Invoice No.	Inv Date	Inv Due Date	Amount	Discount	Balance	Comme
0001053190	5/31/2020	6/10/2020	3,500.00	0.00	3,500.00	Rent On
1053190	5/31/2020	6/30/2020	3,500.00	0.00	0.00	
678AB478943	5/31/2020	6/30/2020	1,896.85	0.00	0.00	
JUNE-4913	5/31/2020	6/30/2020	25,000.00	0.00	25,000.00	
MAY-4913	5/31/2020		25,000.00	0.00	0.00	
6598735	5/30/2020	5/30/2020	1,216.80	0.00	0.00	

Trans Date	Trans Type	Trans Amount	Discount	Check Date	Check No.	Cleared
5/31/2020	Invoice	1,216.80	0.00			No
5/31/2020	Payment	1,216.80-	0.00	5/31/2020	000003	No

Balance	Current	30 Days	45 Days	60 Days	90 Days
31,850.00	31,850.00	0.00	0.00	0.00	0.00

Accept    Cancel    Delete    Print    Help



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



Drill into Invoice History Inquiry.

## Vendor Maintenance – Checks

Vendor Maintenance (DMO) 5/30/2020

Vendor No. 01-AIRWAY  
Name Airway Property

1. Main | 2. Additional | 3. Statistics | 4. Summary | 5. History | 6. Invoices | 7. Transactions | 8. Checks | 9. P/Os

Bank	Check No.	Check Date	Check Type	Vendor Name	Source	Amount	Corr
A	001611	5/31/2020	Auto	AIRWAY PROPERTY	CD	7,000.00	
A	001665	5/31/2020	Auto	AIRWAY PROPERTY	CD	1,255.00	
A	001666	5/15/2020	Auto	Airway Property	CD	3,500.00	
A	001721	5/31/2020	Manual	AIRWAY PROPERTY	AP	28,500.00	
D	000003	5/31/2020	Auto	Airway Property	CD	3,113.65	
D	C00004	5/30/2020	CreditCard	Airway Property	AP	2,500.00	
D	E00001	5/31/2020	Electronic	Airway Property	CD	1,750.00	
D	E00002	5/31/2020	Electronic	Airway Property	CD	1,600.00	
D	E00003	5/31/2020	Electronic	Airway Property	CD	3,500.00	

Accept Cancel Delete



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.

Paperless Office Vendor Viewer

Vendor No. 01-AIRWAY  
Name Airway Property  
Form Type Check  
A/P Checks Date From 8/17/2019 To 12/31/2499

Refresh

Check No.	Check Date	PDF Created	Acctg Date	Updated	PDF Location	PDF Exists
E00002	5/31/2020	2019/09/16 13:24:24	5/31/2020	Y	C:\ACCT\PDF Documents\01AIRWAY_...	Y

## Accounts Payable Invoice Data Entry

A/P Invoice Data Entry (DMO) 5/30/2020

Vendor No. 01-SOCALGA

Name Southern California Gas Co.

Invoice No.

1. Header 2. Lines



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.

A/P Invoice Data Entry (DMO) 5/31/2020

Vendor No. 01-SOCALGA

Name Southern California Gas Co.

Invoice No. 1053190

1. Header 2. Lines

Invoice Date

Invoice Amount

Subject to Discount

Prepaid Invoice

NO TERMS

.00

Rate Check

Comment

Adjust Invoice on File

This invoice is already on file.

Hold Payment for this Invoice

Produce a Separate Check for this Invoice

Adjust OK Cancel ?

Accept Cancel Delete ?

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.

**S A/P Invoice Data Entry (DMO) 5/31/2020**

Vendor No. 01-SOCALGA  
 Name Southern California Gas Co.  
 Invoice No. 1053190

1. Header | 2. Lines

Invoice Date 5/31/2020  
 Adjustment Amount 4,430.27-  
 Subject to Discount 4,430.27-  
 Prepaid Invoice  
 Invoice Balance 4,430.27

Terms Code 03 NET END OF MONTH  
 Invoice Due Date 6/30/2020  
 Discount Due Date  
 Discount Adjustment .00  
 Discount Available .00

Hold Payment  Separate Check   
 Comment

Accept Cancel Delete

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.

**S A/P Invoice Data Entry (DMO) 5/31/2020**

Vendor No. 01-SOCALGA  
 Name Southern California Gas Co.  
 Invoice No. 1053190

1. Header | 2. Lines

Quick Row 2

	G/L Account	Description	Amount	Comment
1	745-00-04	Utilities	4,430.27-	
2			.00	

Distribution Balance 0.00 Total 4,430.27-

Accept Cancel Delete

## 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".

Manual Check and Payment Entry (DMO) 5/31/2020

Bank Code: D

Payment Type: Wire Transfer

Check No.: W00001

Cash Account: 101-01-00

1. Header | 2. Lines

Check Date: 5/1/2020

Check Amount: 500.00

Vendor No.: 01-UPS | United Post Office Service

Comment: Monthly Postage


Wire Transfer No.: 050120

Accept Cancel Delete

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.

Manual Check and Payment Entry (DMO) 5/31/2020

Bank Code: D

Payment Type: Wire Transfer

Check No.: W00001

Cash Account: 101-01-00

1. Header | 2. Lines

Quick Row: 1

	Invoice No.	Invoice Date	Invoice Amt	Discount Amt	Comm
1			.00	.00	

**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.

**S Manual Check and Payment Entry (DMO) 5/31/2020** [ - ] [ □ ] [ × ]

Bank Code:  [ 🔍 ] [ 📌 ] [ ⏪ ] [ ⏩ ] [ ⏴ ] [ ⏵ ] [ Vendor... ]

Payment Type:  [ ▼ ]

Check No.:  [ 🔍 ] [ 📌 ] [ 🖨 ]

Cash Account:

1. Header | 2. Lines

Check Date:  [ 📅 ]

Check Amount:  [ 📊 ]

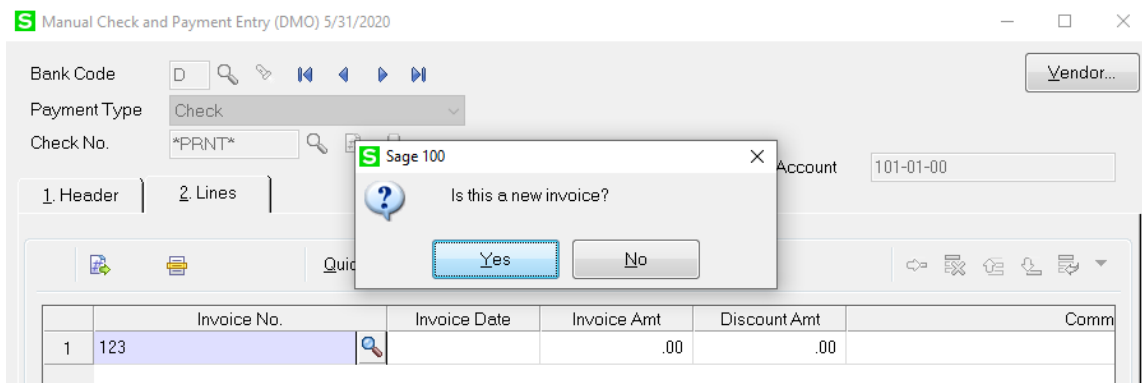
Vendor No.:  [ 🔍 ] [ 📅 ]

Comment:

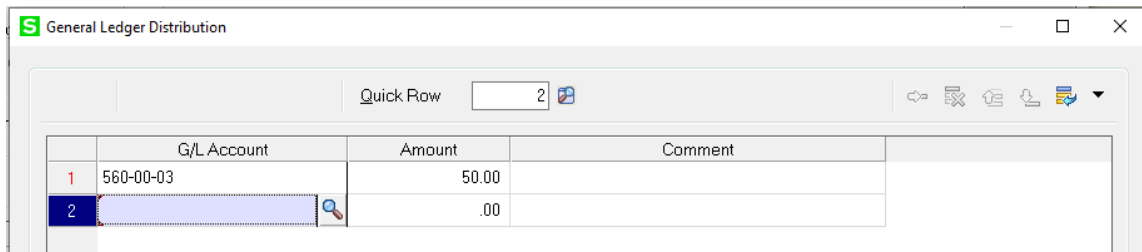
[ 🏠 ] [ Accept ] [ Cancel ] [ Delete ] [ 🖨 ] [ ? ]

### Option 1 -

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

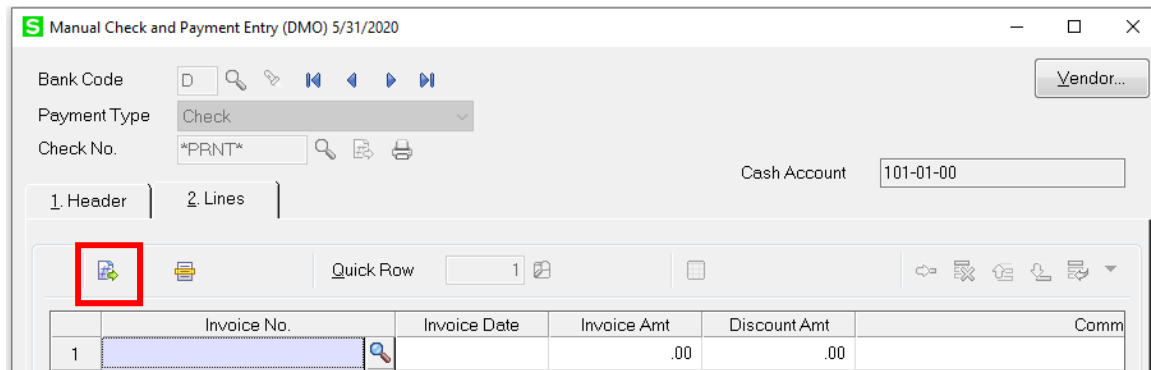


Click Yes and distribute the amount the general ledger account for this expense.



### 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.

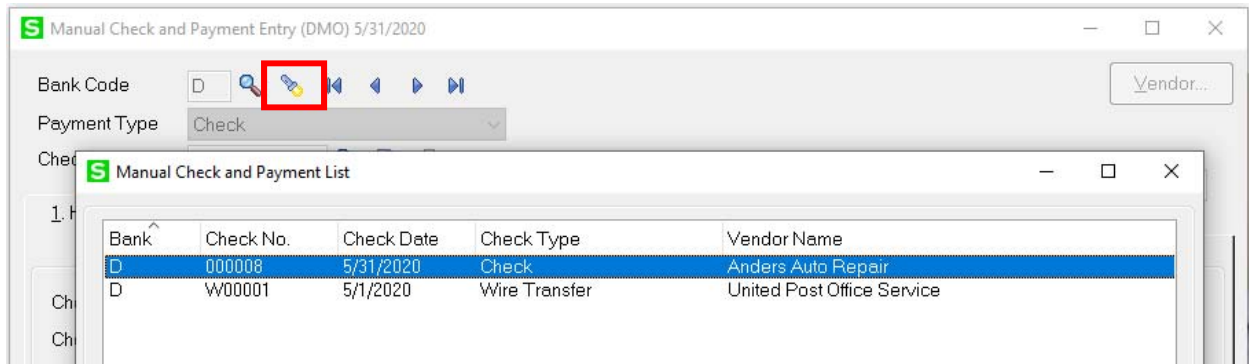
The screenshot shows a software window titled "Manual Check Printing (DMO) 5/31/2020". The interface includes the following elements:

- Form Code:** CHECK
- Description:** Plain
- Multi-Part Form Enabled:**  (with a "Multi Part..." button)
- Check Date:** 5/31/2020
- Check Number:** 000008
- Check Form Type:** Stub, Check, Stub (dropdown menu)
- Stub Lines:** 19
- Print Remit To Information:**
- Print G/L Distribution:**
- Print in ANSI Format:**
- Printer Selection:** HP LaserJet P2055d UPD PCL 6
- Buttons:** Alignment, Print, Preview, Setup, and a green circular icon.

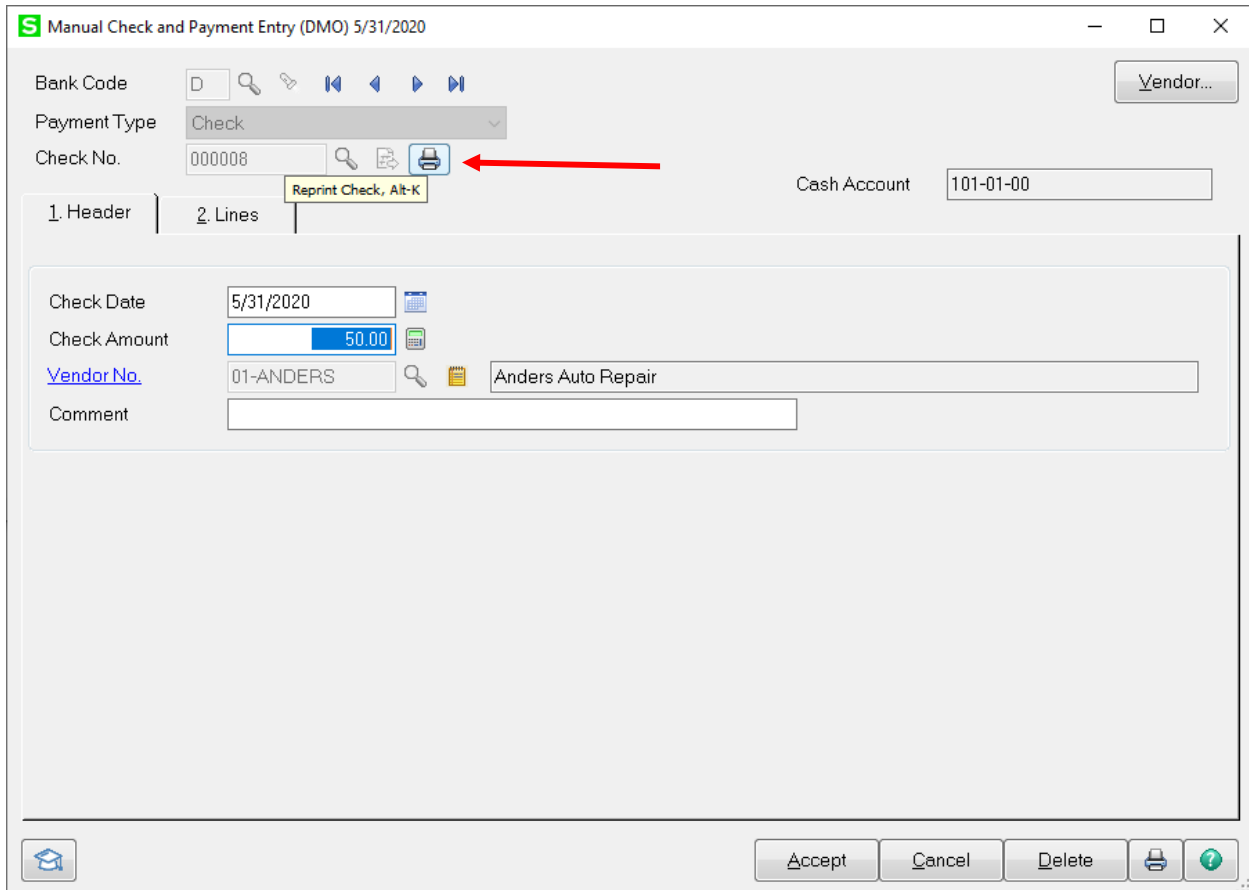
After printing checks, print and update the Manual Check and Payment Entry register.

## How to Reprint an unposted Quick Print check

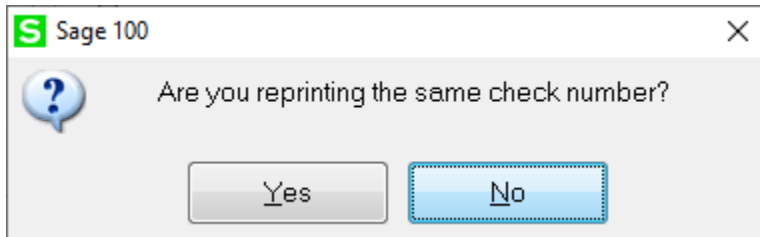
Click on the flashlight next to the Magnifying glass field. Select the check that needs to be reprinted.



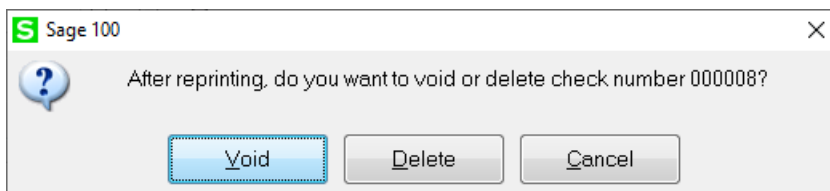
Click the Quick Print printer icon to reprint the check.



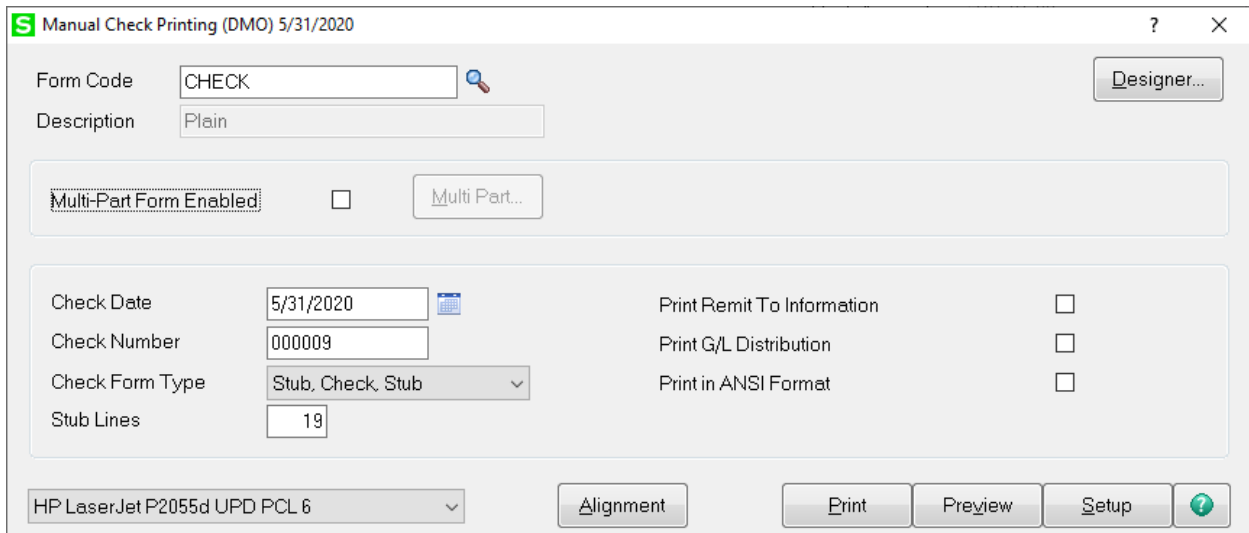
The system will prompt to reprint using the same check number. If you are using the same check number click Yes. If you are using a different check number click No.



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:	0.00	50.00	50.00
		Report Total:	0.00	50.00	50.00