



**2009 REGIONAL  
USERS MEETINGS**

*Accounts Payable  
for Supply &  
Equipment Dealers*



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*To get the most up-to-date documentation, read your Ensite Pro online help. Online help is not only available as part of your software but is updated periodically on our web site. And remember, when using the online help program, context-sensitive help is always at your fingertips. Simply place your cursor in the box for which to see a definition for and press F1.*

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## About Accounts Payable

Using Accounts Payable (A/P), you can maintain an accurate listing of monetary transactions for all your vendors. An A/P account represents the amount you owe a vendor for purchase orders or services. Using A/P, you can build and maintain a complete history of your A/P activity.


A/P includes:

- Setting up the Vendor window
- Posting invoices, invoices from purchase order information, and credit memos
- Adjusting and correcting invoice information
- Adding or deleting explanatory messages
- Paying A/P invoices with system-generated or hand-written checks
- Viewing A/P batch totals and invoices by vendor
- Viewing A/P history
- Accounts Payable Parameters
- Paying A/P invoices with either system-generated or hand-written checks
- Printing and releasing A/P checks
- Maintaining the check file
- Voiding A/P checks
- Releasing, purging, and aging A/P
- Posting payables from purchase orders
- Using A/P deposits
- Accounts payable reports
- Paying multiple vendors.

## Setting Up the Vendor Window

There are several boxes in the Vendor window that you should consider before using Accounts Payable. The Vendor window is comprised of three tabs: the Master tab, the RemitTo/Settings tab and the Account Status tab.

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*When you set or change information in the Vendor window, you must click  to save your changes.*

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## Setting Up the Vendor Master Tab

The following boxes in the Vendor Master tab affect A/P:

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*The Expense G/L # responsibility center feature is not included in all software packages and may require authorization. For more information, contact ECI sales.*

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- **Billing Address:** The billing address boxes include the Vendor #, Name, Address, City, St, Zip, Phone, and Fax. These boxes let you specify the billing address for the vendor. If this is the address where checks to this vendor are sent, there is no need to complete the Remittance Address boxes in the RemitTo/Settings tab.
- **Expense G/L:** This box displays the assigned expense General Ledger (G/L) account number for this vendor. The first part of this box is the responsibility center (RC) number for this account. The following two boxes are the major and minor number. This number displays in the Accounts Payable Posting Invoice tab where it is used to identify vendors. If a vendor's invoices are regularly posted to a particular expense G/L account, you can enter the G/L number in the Expense G/L # boxes in the Vendor Master tab. The G/L number you specify becomes the default debit entry when posting invoices to this vendor. This is especially useful for vendors such as utility companies, garbage pickup companies, and so on.
- **Sales/Purch Major:** This box displays the sales or inventory purchasing General Ledger (G/L) major account number for this vendor. If you enter a number in this box, it is used as the reverse general ledger major account when posting invoices in the Accounts Payable Posting Post P/O tab. Unless you change it, this box defaults to the major displayed in the Expense G/L # box.
- **Discount %:** Click this box to enter the standard discount percentage this vendor offers you, if any. The discount % appears in accounts payable, where the discount amount for each invoice is calculated based on this figure.
- **Terms:** This box determines if the vendor's discount is applied when the invoice is paid. If a vendor has terms set in the (LC) Vendor and A/P Parameters screen, enter the code specifying those terms in this box. The terms code appears in accounts payable, where a default voucher date for each invoice is assigned based on the terms. That date is used to determine if a vendor discount is applied to an invoice. If no terms code is entered in this box, the voucher date in accounts payable defaults to the invoice date. See Figure 1.

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- **Net Terms:** This box determines when the full invoice amount is due. If a vendor has terms that are set in the (LC) Vendor and A/P Parameters screen, enter the code that specifies the net terms in this box. The net terms code appears in accounts payable, where a default net date is assigned for each invoice based on the net terms. If no terms code is entered in this box, the net date in accounts payable defaults to the invoice date.
- **Code:** Click this box to enter a group code for this vendor. You use these codes to classify vendors. You can group vendors by the kind of merchandise they sell or by the service they provide, for example. Vendor codes can be used for sorting and limiting reports and for excluding vendors from Purchase Order Entry or Accounts Payable. Assign a unique vendor code to all contract laborers. This lets you group contract laborers together, and exclude them from Purchase Order Entry and Accounts Payable. When you print 1099s, you limit them by vendor code. The code appears in Accounts Payable.

### Setting Up the Vendor RemitTo/Settings Tab


The following boxes in the Vendor RemitTo/Settings tab affect A/P:

- **Remittance Address:** The remittance address boxes include the Name, Address, City, St, Zip, Phone, and Contact. These boxes let you specify the billing address for the vendor. If this is the address where checks to this vendor are sent, you must complete the Remittance Address boxes in the RemitTo/Settings tab. You do not have to fill in these boxes if you are using the address entered in the Master tab.

**Figure 1: Boxes in the Vendor Master Tab**

The screenshot shows a software window titled "Vendor: A-1 - A-1 LOCKSMITH". The window has a menu bar with "File", "View", and "Help". Below the menu bar is a toolbar with various icons. The main area is divided into three tabs: "Master", "RemitTo/Settings", and "Account Status". The "RemitTo/Settings" tab is active. The "Billing Address" section contains the following fields: "Vendor # A-1", "Name: A-1 LOCKSMITH", "Address: 12750 NORTH CENTRAL EXPWY", "City: DALLAS", "St: TX", "Zip: 75243", "Phone: - -", and "Fax: - -". To the right of these fields are "Code: C", "Mach Dir:", "Comm: <None>", "Minimum Order \$/#/Cu:", "Minimum Freight \$/#/Cu:", and "Ship Method:". Below these is a "Contact" section with "Contact:" and "Acct #:". At the bottom, there is a "Trade Discount Information" section with "LOCK REPAIR". Other fields include "Expense G/L # 601 10", "Sales/Purch Major: 601", "P/O Detail:", "Discount %", "Terms:", and "Net Terms:".

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- **Suppress Ck Detail:** This box lets you specify whether to suppress the listing of invoices being paid with a check. Checks for this vendor print without any invoice detail. The information that does not print is saved to a file. To view the information, you must print it in the (QR) Accounts Payable Reports screen before you run accounts payable checks again. Each time you run the checks, the new invoice detail overwrites the old invoice detail in the file. Type **Y** to suppress check detail. Type **N** to include check detail.
- **Remit ID:** This box works in conjunction with the multiple vendors feature. This is a useful feature if you are a member of a buying group. It lets you mark and pay multiple invoices for multiple vendors while issuing only a single check to the buying group for the total of the purchases. You must set up the Remit ID box for each vendor with whom to use this feature. To do this, you link individual vendors to a vendor ID code. This vendor ID code represents the group vendor, a buying group, for example. To use this feature, click the Remit ID box and enter the vendor account number to which the vendor you retrieved is linked. If you cannot recall the vendor account number, you can click . You can enter up to 10 characters in this box.

### Setting Up the Vendor Account Status Tab

The following boxes in the Vendor Account Status tab affect A/P:

- **Balance:** This box displays the vendor's current accounts payable balance. This box is updated when the vendor's invoices are posted, adjusted, or paid through A/P. (Invoices are not considered paid until they are written and released to G/L.)
- **MTD Total:** This box displays the total dollar amount paid to this vendor during the current month. This box is updated when a check is written and released in accounts payable. The month-end and year-end procedures clear this box.
- **YTD Total:** This box displays the total dollar amount paid to this vendor during the current year. This box is updated when a check is written and released in accounts payable. The year-end procedure moves this figure to the Last Year Total box and clears the YTD Total box.
- **Last Year Total:** This box displays the total dollar amount paid to this vendor during the previous year. The year-end procedure moves the year-to-date figure to this box, then clears the year-to-date box.

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- **G/L Amt/GL #/Day:** The Auto Pay boxes are used to set up automatic payments to vendors. See Figure 2. In the G/L Amt box, enter the dollar amount of the monthly charge. You can enter up to five digits before the decimal point. In the G/L # box, enter the reverse general ledger number used for the auto-payment. This G/L number must be entered for auto-payments to work properly. In the Day box, enter the first day of the month that auto-payments can be generated (cycle day).
- **From Date/To Date:** These boxes show the range of effective dates for auto-payments to this vendor. These dates apply to all three auto-payments for a vendor. The system date must be within this range for the auto-pay process to prompt you to generate invoice postings. If there is no end date, enter 99/99/99.
- **P/O Number:** Click this box to enter the P/O number to print on checks for the expenses.

## Navigating in Accounts Payable

The Accounts Payable Posting window is comprised of tabs. You perform the most common A/P procedures, such as posting and paying invoices, changing and adjusting invoices, and viewing your batch totals. Each tab in the Accounts Payable Posting window has its own unique tool bar. What's more, the buttons for the A/P and A/R tabs are very similar. Since the buttons remain the same, you can quickly move between applications and understand how to perform basic tasks including changing batches, canceling transactions, viewing specials, and so on.

**Figure 2: The Auto Pay Boxes in the Vendor Window**

The screenshot shows a software window titled "Vendor: A-1 - A-1 LOCKSMITH". The window has a menu bar with "File", "View", and "Help". Below the menu bar is a toolbar with various icons. The main area is divided into three tabs: "Master", "RemitTo/Settings", and "Account Status". The "Account Status" tab is active, showing the "Auto Pay" section. This section contains three rows of input fields for "G/L Amt", "G/L #", and "Day". Below these are "From Date" and "To Date" fields, and a "P/O Number" field. On the left side of the "Account Status" tab, there is a "Current Account Status" section with fields for "Lead Days", "Average", "Hits", "Last Order Date", "Last Payment Date", "Balance", "MTD Total", "YTD Total", "Last Year Total", "Last PO Number", and "Debit Number".

## Accessing Graphical A/P



- 1 Double-click  or click the Posting menu and click Accounts

Payable. The Accounts Payable Posting window opens, displaying the AP Invoice tab.

- 2 The boxes in the AP Invoice tab in the Accounts Payable Posting window contain basic information about the batch, vendor, invoice and distribution for the selected vendor and invoice. See Figure 3. Use this tab to add, change and view accounts payable information.

## Posting A/P Invoices

There are four steps to posting a vendor's invoice:

- 1 Select the vendor.
- 2 Specify the batch information.

The screenshot shows the 'Accounts Payable Posting' window with the 'AP Invoice (F2)' tab selected. The window has a menu bar (File, Edit, View, Action, Help) and a toolbar with various icons. The main area is divided into several sections:


- Vendor Information:** Fields for ID, Name, Acct #, Rem Con, Phone #, Balance \$, Rem Name, Code #, Disc %, Mtd \$, Address, G/L #, Ytd \$, Terms, Last Payment Date, Net Terms, and Remit ID.
- Batch:** Fields for Control G/L #, Batch #, Period, Post Date, Fiscal, Invoice #, Date, Disc %, Posted \$, Voucher, PO #, Total \$, Net, and Check #.
- Invoice:** Fields for Invoice #, Date, Disc %, Posted \$, Voucher, PO #, Total \$, Net, and Check #.
- Distribution:** A table with columns: Loc, Charges, Payments, Rev. G/L, Remarks, PO Number, Disc %, Discount \$, and Disputed. Below the table are buttons for 'Apply Deposit', 'Post Preview', 'Post', and 'Cancel'.

At the bottom of the window, there are keyboard shortcuts: Alt-D ID, Alt-M Name, and Alt-C Rem Con.

**Figure 3: The Accounts Payable Posting Window, Displaying the AP Invoice Tab**


- 3 Specify the invoice information.
- 4 Post the information.

## Selecting the Vendor

- 1 You can select a vendor using any of the following:
  - Select a vendor by ID, name or remittance contact. Click the ID, Name, or Rem Con box, and enter the vendor's information. Press Enter. (These boxes are shown in bold, indicating you can use them to search.)
  - To use the Vendor Query dialog box, click . The Name box contains highlighted information. To find the correct vendor, scroll up and down the list or use the query feature. To locate the vendor using the query feature, tab to the Number, Name, Phone, City or Contact box at the top of the Vendor Query dialog box. Type the vendor's information over the highlighted information and press Enter. When you find the vendor, click to highlight it. Click OK, double-click the vendor, or press Enter to select the highlighted vendor.

## Specifying Batch Information

After you select a vendor in the AP Invoice tab, the Batch Information dialog box opens. This dialog box lets you enter the batch number, general ledger control number, posting date, period, and fiscal year for these postings.

- 1 When the Batch Information dialog box opens, the cursor moves to the Batch box. Enter the batch number for this posting, or click the down arrow and select one of the available batch numbers.
- 2 In the Control G/L box, you can enter the General Ledger number for this transaction, or you can accept the default. If you cannot remember the General Ledger number, click  to open the GL Account Query dialog box.
- 3 In the Post Date box, you can enter the posting date for this transaction, or you can accept the default date.
- 4 In the Period box, you can enter the posting period for this transaction, or you can accept the default.
- 5 In the Fiscal Year box, you can enter the fiscal year for this transaction, or you can accept the default. You can enter a different fiscal year if you need to post to a prior fiscal year, for example. (In most cases, you would only change the fiscal year if you are posting an end of the year transaction.)
- 6 After you finish entering the batch information for this batch, click OK.

## Entering A/P Invoices


There are three different item types that are posted in the Accounts Payable Posting window: Invoices, Credit Memos and Adjustments. The instructions that follow are basically the same for all posting types. We'll focus on posting vendor charge invoices in these instructions. However, they are also applicable when processing debit and credit adjustments. Where the steps differ for posting credits or adjustments, a note follows the step.

Accounts Payable does not allow for *partial payment of invoices*. If an invoice is to be partially paid in one month and the remainder paid at a later date, the invoice must be posted using different invoice numbers. To do this, use the original invoice number followed by an extension. For example, If invoice 123 needs to have a portion of it paid in one month and the balance needs to be paid with 90 days, you could post the invoices as 123-1, and 123-2. You can enter as many partial invoice items as you need using a different extension each time.

After you select the vendor and enter the batch information, the cursor moves to the Invoice # box. Use the Invoice section to enter details about the invoices to pay.

- 1 In the Invoice # box, enter a new invoice number, or the invoice # to be adjusted. Press Enter. You can enter up to 12 characters in this box.

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**Note:** If you enter an existing invoice number, the information for the invoice appears. If you are processing an *adjustment* to an open invoice, post the information as normal. To post no additional line items to the invoice, click  to clear the existing invoice number and enter a unique invoice number.

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- 2 After you enter a unique invoice number, the invoice date box displays the default date entered when the batch information was specified and the discount percentage appears in the Disc % box. The cursor moves to the Total \$ box. In this box, you can enter the invoice total, or leave the box blank. Press Tab.

---

**Note:** If you enter an amount in the Total \$ box, but do not specify the exact amount when posting invoices, you are notified that the amounts do not match. The Total \$ box is a guideline to help you enter the proper amount when posting invoices. When entering a credit memo, enter the amount as a positive number or press Tab or Enter and leave this box blank. If you are entering a credit for an invoice on which a discount has been taken, deduct the amount of the discount from the credit total. For example, if the credit memo is \$100, but a \$10 discount has already been applied, you would enter \$90 in this box.

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- 3 The cursor moves to the Invoice box. The Invoice through Special boxes let you specify the invoice date; voucher and net dates; discount percentage; purchase order number; and the check number. You can change this information if necessary by tabbing to the appropriate box. Press Enter to move the cursor to the Charges box.
  - Enter the invoice or line item amount in the Charges box, and press Tab.
  - If you are entering a credit memo or a negative adjustment, tab to the Payments box and enter the amount. *Do not* enter a minus sign in this box.
- 4 The Loc box displays the default location. If the invoice needs to be posted to a profit center other than the displayed location, click the Loc box and enter the location number. The Loc box can only be changed after an amount has been entered in the Charges or Payments box.

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**Note:** The location change you made affects this line of the invoice only. The Loc box reverts to the original location for the next line on the invoice.

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- 5 The Rev GL box represents the General Ledger number charged for this transaction. This information comes from the G/L # box in the Vendor Master tab. You can accept the default reverse General Ledger account number, type new information over the existing the information while including the hyphen, or click  and select another one from the displayed list.
- 6 In the Remarks box, enter the information that describes this line entry. For example, if the posting is for furniture, you might enter FURNITURE in this box. You can enter up to 14 alphanumeric characters.

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**Note:** *Do not* use the words DISCOUNT or DISC in the Remarks box. If you do, the information becomes permanent.

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- 7 In the PO Number box, enter a purchase order number for your reference.
- 8 You can use the Disc % and Discount \$ boxes to enter a discount percentage or amount. (The Disc % box defaults to the percentage set in the Discount % box in the Vendor Master tab, if any.)
  - To enter a discount percentage, enter the number in the Disc % box. For example, if the invoice stated a 10% discount could be taken, you would enter 10 in the box. The discount amount is calculated and displays in the Discount \$ box.

## Accounts Payable for Supply & Equipment Dealers

- If a discount amount is designated on the invoice, enter it in the Discount \$ box, 10.00, for example. The discount percentage is calculated and displays in the Disc % box.
  - If you are posting a *credit memo or any kind of adjustment*, press the Spacebar to clear the information in both discount boxes.
- 9 In the Disputed box, type **Y** to indicate that the invoice is disputed. Type **N** or leave the box blank if the invoice is not disputed.

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**Note:** A disputed invoice does not display in the payment process. If you wish to pay the undisputed portion of the invoice, you must enter the disputed item as a separate invoice.

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- 10 In the Check # box, you can enter a check number used to pay the displayed invoice.
- If you are posting an invoice that has already been paid with a hand check, enter the check number.
  - If you have not yet written a check, leave this box blank.
- 11 Press Enter. The invoice information you entered moves down one line, a yellow highlighted line displays showing how much has been posted, and the cursor returns to the Charges box. At this point, you can post another entry to the same invoice number for this vendor. To do so, enter the information for this line of the invoice in the Charges through Loc boxes.
- 12 You can continue to enter as many lines on this invoice as necessary. When you finish the last line, verify the invoice total matches the amount in the yellow highlighted area.

### Posting the Information

After you've entered all the lines for the invoice, you can post it. Until the information is actually posted, you can exit the Accounts Payable window without posting anything.

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**Note:** You can click any box and make changes before the information is posted. You can even delete a line entry. To do so, click the line to delete and click the View menu. Choose Delete Invoice Line. For details on deleting an invoice line after the invoice has been posted, see **Adjusting and Correcting A/P** in your DDMS online help.

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- 1 When you finish adding lines, you can preview the posting information or post the detail.
- To preview the posting information, click Post Preview.
  - To post the displayed detail, click Post.

- 2 At the Are You Sure You Want to Save the Records message, click Yes. The Posting message appears while the information is posted. The vendor's balance is updated, as well as the AP-BATCH and AP-MAS-TER files. The cursor returns to the Invoice # box.
- 3 When finished entering invoices for the displayed vendor, click one of the bolded boxes and enter the appropriate information to retrieve the next vendor. At the Are You Sure You Want to Change Vendor and Cancel this Entry prompt, click Yes.

## Changing the Batch Number

- 1 Click .
- 2 When the Batch Information dialog box opens, enter the new batch number for this posting, or you can use the drop-down menu to select another unreleased batch.
- 3 In the Control G/L box, you can enter the General Ledger number for this transaction, or you can accept the default. If you cannot remember the General Ledger number, click  to open the GL Account Query dialog box.
- 4 In the Post Date box, you can enter the posting date for this transaction, or you can accept the default.
- 5 In the Period box, you can enter the posting period for this transaction, or you can accept the default.
- 6 In the Fiscal Year box, you can enter the fiscal year for this transaction, or you can accept the default. (In most cases, you would only change the fiscal year if you are posting an end of the year transaction.)
- 7 After you finish entering the batch information for this batch, click OK.

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*You can only change batch information between vendor accounts. If you change the batch before finalizing the posting, all the information that you have not yet posted is cleared.*

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## Viewing Information While Posting in A/P

You can view additional information in the Accounts Payable Posting window.

- You can access Accounts Payable History to view the vendor's A/P history information. To do so, type **Ctrl + H** or click the View menu and select A/P History.
- You can access Purchase Order Entry History to view P/O information. To do so, click the View menu and select P/O History.
- You can view vendor information in the Vendor window. To do so, click the View menu and select Vendor.

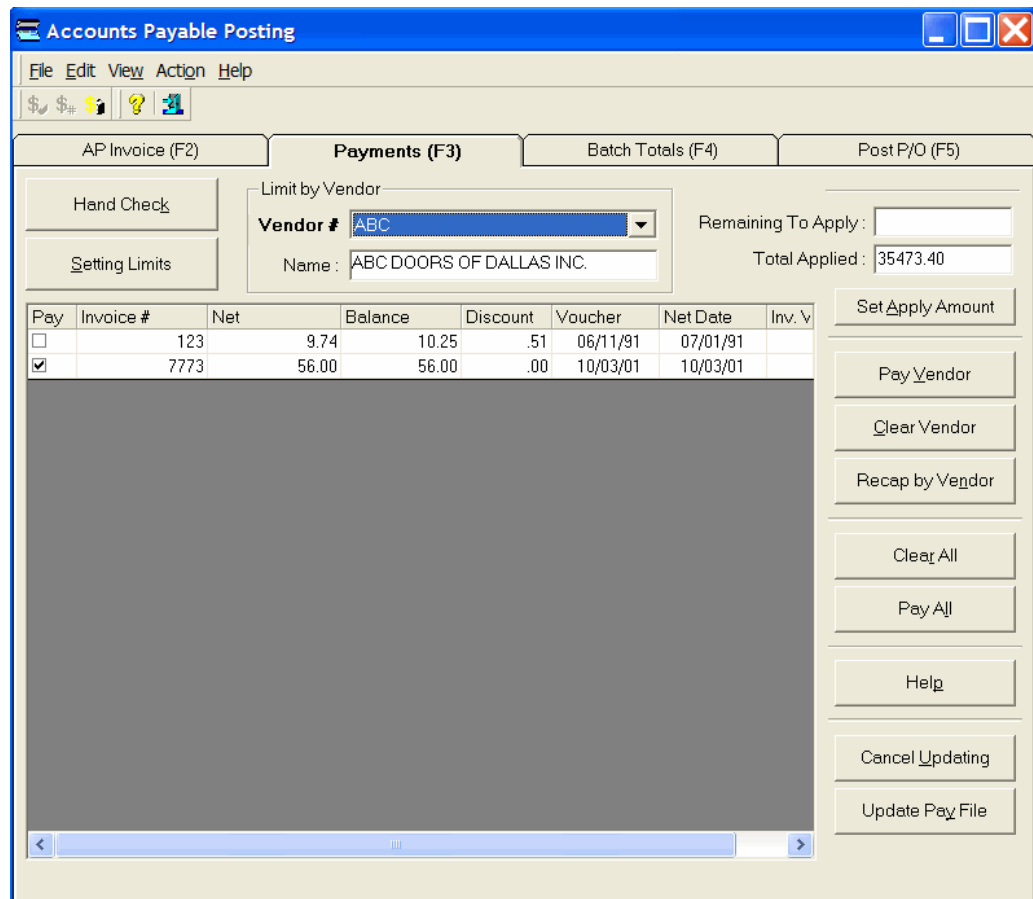
## Paying A/P Invoices

Once A/P invoices are posted, you can pay them. Payments are processed using two different methods:

- Marking and paying A/P invoices with system-generated checks
- Marking and paying A/P invoices with hand-written checks.

### Paying A/P Invoices by Setting Limits

Checks can be processed by setting limits using voucher and net dates, a specific vendor, a group of vendors or by General Ledger location. When limits are set, an AP-PAY file is created that lists all vendor invoices that meet the criteria defined by the limits.



**Figure 4: The Accounts Payable Posting Payments Tab**

## Accounts Payable for Supply & Equipment Dealers

- 1 From the Accounts Payable window, click the Payments tab or press F3. The Payments tab opens, as shown in Figure 4. When the window opens, one of three displays appears:
  - In this example, the window shows two invoices for ABC company. One of the invoices has a check mark in the Pay column. This indicates that an AP-PAY file exists and invoices have been marked for payment.
  - The second display could show a listing of invoices with no boxes checked. This indicates that an AP-PAY file exists but no invoices have been marked for payment.
  - The third display could show no invoices listed. In this case, an AP-PAY file has not been created.
- 2 Click Setting Limits.
- 3 If you have previously created the AP-PAY file, an *AP File exists* message appears. At this message, you can delete the current AP-PAY file and generate a new one, or add to the existing AP-PAY file.
  - To delete the current AP-PAY file and generate a new file using the limits you set, click Delete.
  - To add to the current AP-PAY file, click Append.
- 4 The AP Payments Limits dialog box opens. See Figure 5. In this dialog box, you can use the Vendor (#) From/Vendor (#) To, Vendor Name From/Vendor Name To, Vendor Code, Pay Through Date, and Which Date To Use boxes to set limits for the invoices to pay. Click each box by which to limit or press Tab to move from box to box.
- 5 When you finish setting limits, click Find. The invoices for the vendor(s) you specified appear.

**Figure 5: The AP Payment Limits Dialog Box**

AP Payment Limits

Limits

Vendor From: [ ] Vendor To: [ ]

Vendor Name From: [ ] Vendor Name To: [ ]

Location: [ ] Vendor Code: [ ]

Pay Through Date: 03/16/2006

Which Date To Use:  Voucher Date  Net Date  Both Voucher and Net Date

Find Close Help

## Accounts Payable for Supply & Equipment Dealers

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**Note:** The window displays the first vendor that meets the limits you set. To view the other vendors, use the drop-down menu located on the top Vendor box or scroll through each vendor using the down arrow.

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**6** To specify an amount to spend on this AP run, click Set Apply Amount. When the AP Payments - Apply Amount dialog box opens, enter the amount and click OK.

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**Note:** Use this feature to define the dollar amount to pay out. If the A/P invoices marked exceed the total amount you enter in this box, a message displays that tells you what invoices are not marked for payment and you are given the option to pay the invoices.

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**7** At this point, you can select all the invoices for all vendors in the AP-PAY file for payment, or you can individually mark the invoices to pay.

- To mark all invoices for all vendors for payment, click the Pay All button.
- To mark individual vendor invoices, click the box in the Pay column corresponding to the invoice to pay.

**8** The amount you have available appears in the Remaining to Apply box. As you mark invoices, the amount in the Total Applied box is increased, and the Remaining to Apply amount is reduced. If the system reaches an invoice that it cannot completely pay, the You Are Out of Money message appears. At this point, you can mark the invoice to be paid even though you do not have enough money available. To pay this invoice in full when the You Are Out of Money message appears, click Yes. To not pay this invoice in full when the You Are Out of Money message appears, click No.

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**Note:** To view the invoice totals currently marked for payment by vendor, click the Recap by Vendor button. The Mark Invoices - Vendor Recap dialog box opens, listing the vendor's account number and the total amount due for the marked invoices. To print the listing, click Print. When you finish viewing the totals, click Close.

---

**9** When finished marking invoices, click Update Pay File. If you attempt to exit the window without updating the pay file, the Must Update AP-PAY File message appears. After you click the Update AP-PAY File button, the AP-PAY file is updated with the limits you specified. These limits remain until you specify different limits, delete the existing AP-PAY file, or print and release checks.

## Viewing A/P Batch Totals

- 1 In the Accounts Payable Posting Batch Totals tab, you can limit the batches to view by batch number or general ledger number. See Figure 6.
  - To limit by batch number, click the down arrow in the Limiting by Batch box and click a specific batch number or click All to view invoices for all batches.
  - To limit by general ledger number, click the down arrow in the Limiting by GL box and click the General Ledger number to view.
- 2 The invoices for the batches you specified, along with the corresponding postings appear in the lower portion of the Batch Totals tab.

## Viewing A/P Invoices by Vendor

- 1 In the Accounts Payable Posting AP Invoice tab, open the A/P History window. To do so, click the View menu and click A/P History. The A/P History window opens.

Vendor	Invoice #	Date	Charges	Payments	Disc %	Disc \$	Remarks
UNITED	324	4/18/2002	213.86	.00	.0	.00	
HON	654	9/19/2001	2000.00	.00	00.0	.00	
HON	654	9/19/2001	800.00	.00	02.0	.00	
HON	321	9/19/2001	550.00	.00	00.0	.00	
HON	321	9/19/2001	30.45	.00	00.0	.00	
HON	358	9/19/2001	3658.00	.00	00.0	.00	
ALLSTEEL	369	9/19/2001	3200.00	.00	00.0	.00	
ALLSTEEL	369	9/19/2001	54.00	.00	00.0	.00	FRT
ALLSTEEL	654	9/1/2001	845.00	.00	00.0	.00	
UNITED	321456	9/19/2001	64.23	.00	00.0	.00	
ALLSTEEL	65874	9/19/2001	258.00	.00	00.0	.00	
HON	658	9/1/2001	50.00	.00	00.0	.00	
ALLSTEEL	2458	9/19/2001	500.00	.00	02.0	.00	
HON	625	9/1/2001	3254.00	.00	00.0	.00	
HON	624	9/5/2001	2136.00	.00	00.0	.00	
HON	325	9/21/2001	450.00	.00	00.0	.00	
HON	325	9/21/2001	50.00	.00	00.0	.00	

**Figure 6: The Batch Totals Tab**

## Accounts Payable for Supply & Equipment Dealers

- 2 Click the A/P Summary tab.
- 3 Select the vendor for which to view invoices.
- 4 Any invoices for the selected vendor are at the bottom of the A/P History tab.
- 5 To view detail for an invoice, double-click the invoice.
- 6 To view invoices for another vendor, repeat steps 3 through 6 above.


## Viewing A/P History

The Accounts Payable application allows you to maintain an accurate listing of payable transactions for all your vendors. Each vendor's account details the amount your company owes for purchase orders or services. Through A/P, you build and maintain a complete history of your accounts payable activity. A/P History is built using the AP-MASTER, JOUR-AP, and any past JOUR-AP files that are renamed and saved.

**Figure 7: The A/P History A/P Summary Tab**

The screenshot shows the 'A/P History' application window. The 'Journal' is set to 'CU\AP-MASTER'. The 'A/P Summary' tab is active, displaying vendor information for 'ABC'. The 'History' section shows summary statistics for the vendor's account. Below this is a table of invoices with columns for Invoice #, Date, Charges, Payments, Discount Amt, Balance, Status, PO Number, and Check.




C	Invoice #	Date	Charges	Payments	Discount Amt	Balance	Status	PO Number	Check
	123	05/31/1991	10.25	0.00	0.00	10.25	Open		
	200	02/06/2003	60.00	17.00	0.00	43.00	Open		
	2154	02/06/2003	300.00	0.00	0.00	300.00	Open		
	3251	02/06/2003	200.00	0.00	0.00	200.00	Open		
	3500	02/06/2003	100.00	200.00	0.00	-100.00	Open		
	7773	10/03/2001	56.00	0.00	0.00	56.00	Open		

- 1 Double-click . The A/P History window opens, displaying information for the last vendor selected. See Figure 7.
- 2 You can select and view accounts payable information recorded in various accounts payable journals. This includes entries that are stored in the AP-MASTER, JOUR-AP, or any renamed A/P journals, including those specified in the (LC1) A/P Journals Parameters screen. In the Journal box located at the top of the window, click the down arrow to display the list of A/P history journals. Click the A/P history journal that contains the information to view.

---

**Note:** The default display of accounts payable information is from the AP-MASTER file.

---

- 3 Select the vendor for which to view invoices. You can select a vendor using each of the following:
  - To select a vendor by ID, Name, or Phone, tab to or click the ID, Name, or Phone box, and type the information for the vendor to select. Once you type the information, press Enter. (These boxes are shown in bold, indicating you can use them to search.)
  - To scroll forward one vendor at a time, using a mouse or keyboard, click  or press F10, or click the File menu and click Next. To scroll backward, one vendor at a time, click , press F9, or click the File menu and click Previous.
  - To use the Vendor Query dialog box, click . The Vendor Query dialog box opens. The Name box at the top of the dialog box contains highlighted information. The first eight vendors in the database display. To find the correct vendor, you can scroll up and down the list or use the query feature by using the Number, Name, Phone, City or Contact box at the top of the dialog box.
- 4 After you retrieve the vendor, the vendor's invoices display in columns at the bottom of the tab.

---



**Note:** The information in the bottom section of this tab is shown in columns. You can click the column heading to resort the data. This allows you to more easily find the information you need. For example, if you click the Invoice # column, you can sort the displayed invoices by invoice number, from highest to lowest. If you click the Charges column, you can sort the data by charge amount, and so on.

---

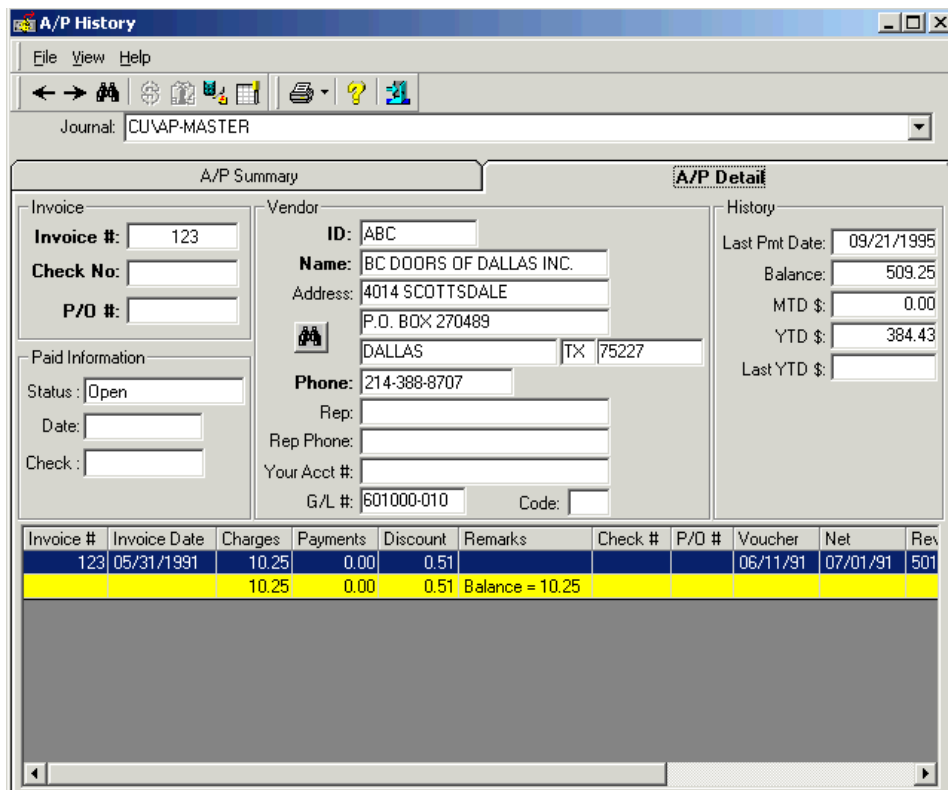
## Accounts Payable for Supply & Equipment Dealers

- At this point, you can view specific details about an invoice and limit the invoices to view.

**Note:** If you select an invoice that is not stored in the journal you specified, a message appears prompting you to select another journal if journals are specified in the (LC1) screen.






- To view specific details about an invoice, click the invoice to view and click the A/P History Detail tab. You can also double-click the invoice and the information for that invoice displays in the A/P History Detail tab. Go to **Step 6**.
  - To exclude all zero-balance invoices from displaying, check the Exclude Zero Balance Invoices box.
- The A/P History Detail tab opens, displaying the first invoice for the selected vendor retrieved in the A/P History Summary tab, or the highlighted invoice. See Figure 8. You can select a vendor's invoice using each of the following methods:
    - To scroll one invoice at a time, click  or press F10, or click the File menu and click Next. To scroll backward, one invoice at a time, click , press F9, or click the File menu and click Previous.

**Figure 8: The A/P History A/P Detail Tab**



Invoice #	Invoice Date	Charges	Payments	Discount	Remarks	Check #	P/O #	Voucher	Net	Rev
123	05/31/1991	10.25	0.00	0.51				06/11/91	07/01/91	501
		10.25	0.00	0.51	Balance = 10.25					

## Accounts Payable for Supply & Equipment Dealers

- To select an invoice, click the Invoice #, Check No, or PO #, tab to or click the box and type the information for the invoice to select. Once you type the information, press Enter. (These boxes are shown in bold, indicating you can use them to search.)
  - To use the Invoice Query dialog box, click . The Invoice Query dialog box opens. To find the correct invoice, you can scroll up and down the list or use the query feature by using the Invoice #, P/O #, Check #, Date, Payment Amt, or Debit Amt box at the top of the Invoice Query dialog box.
- 7 To view A/P History notes, click the appropriate invoice. The C column contains an asterisk for each invoice that has A/P notes.
  - 8 Click . The A/P Notes box opens. When you finish viewing A/P notes for this invoice, click Exit. A/P notes allow you to specify text that appears each time you inquire on or post to an invoice. In addition, this information prints on trial balance and batch reports.
  - 9 To view vendor notes, click . The Vendor Notes box opens. Vendor notes allow you to specify text that appears each time you inquire on or post to a vendor. In addition, this information prints on trial balance reports. When you finish viewing Vendor notes for this vendor, click Exit.
  - 10 To view trade discount notes, click . The information in this box comes from the Trade Discount Information box in the Vendor Master tab. When you finish viewing the Trade Discount Notes, click Exit.
  - 11 You can change the information that appears in the A/P History Detail tab. From within the Detail tab, click . The Select Columns to Display dialog box opens. This dialog box contains the Invoice through PO # check boxes. Check boxes are selected for the columns that are currently displayed. To change the columns that display, select or clear the appropriate check boxes. When you finish selecting or clearing the check boxes, click OK. The columns for the check boxes you selected display.

## Accounts Payable Parameters

Accounts Payable Parameters let you customize A/P procedures. You can also use these parameters to assign passwords to A/P procedures. This lets you control who can utilize the functions in A/P.

You set and change A/P parameters in several screens. However, you set most A/P parameters in the (LC) Vendor and A/P Parameters screen.

## Accounts Payable for Supply & Equipment Dealers

You can set related parameters in the following:

- The (L2) G/L Master Numbers screen
- The (LHN) Payroll / Personnel Parameters screen
- Keyop Menu Parameter Editor window. See Figure 9.

## Paying A/P Invoices

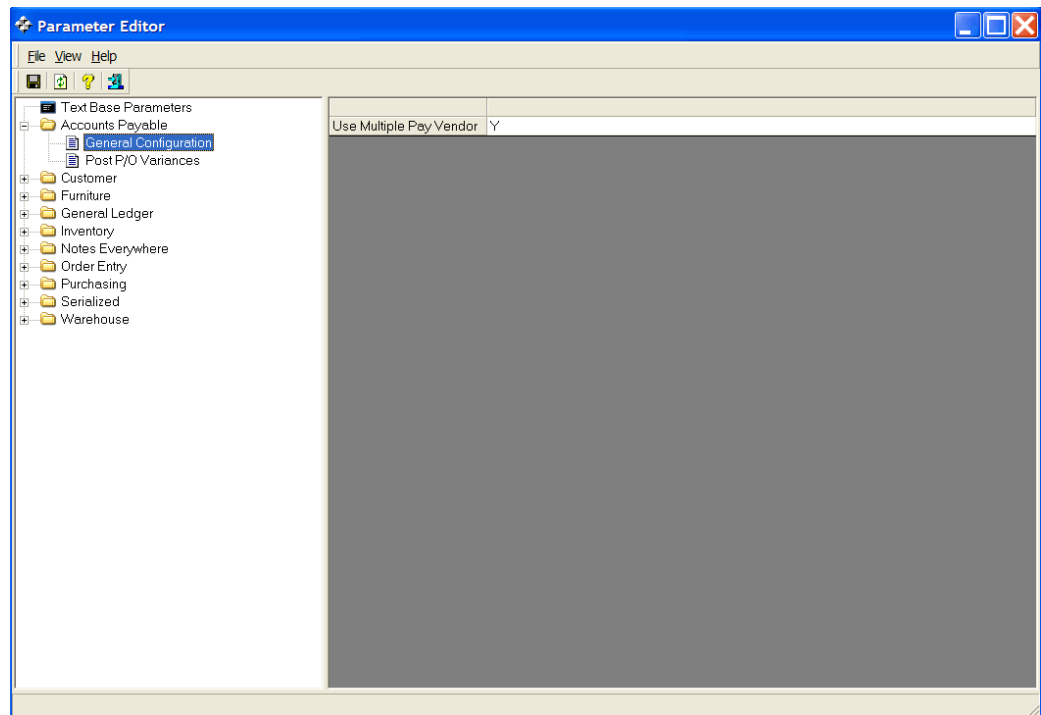
Once A/P invoices are posted, you can pay them. Payments are processed using two different methods:

- Marking and paying A/P invoices with system-generated checks
- Marking and paying A/P invoices with hand-written checks.

### Paying A/P Invoices by Setting Limits

Checks can be processed by setting limits using voucher and net dates, a specific vendor, a group of vendors or by General Ledger location. When limits are set, an AP-PAY file is created that lists all vendor invoices that meet the criteria defined by the limits.

**Figure 9:  
Accounts  
Payable  
Parameters in  
the Keyop  
Parameter  
Editor Window**



## Accounts Payable for Supply & Equipment Dealers

- 1 From the Accounts Payable window, click the Payments tab or press F3. The Payments tab opens, as shown in Figure 10. When the window opens, one of three displays appear:
  - In this example, the window shows two invoices for ABC company. One of the invoices has a check mark in the Pay column. This indicates that an AP-PAY file exists and invoices have been marked for payment.
  - The second display could show a listing of invoices with no boxes checked. This indicates that an AP-PAY file exists but no invoices have been marked for payment.
  - The third display could show no invoices listed. In this case, an AP-PAY file has not been created.
- 2 Click Setting Limits.
- 3 If you have previously created the AP-PAY file, an *AP File exists* message appears. At this message, you can delete the current AP-PAY file and generate a new one, or add to the existing AP-PAY file.

Accounts Payable Posting

File Edit View Action Help

AP Invoice (F2) **Payments (F3)** Batch Totals (F4) Post P/O (F5)

Hand Check

Setting Limits

Limit by Vendor

Vendor # ABC

Name: ABC DOORS OF DALLAS INC.

Remaining To Apply: [ ]

Total Applied: 35464.40

Net	Balance	Discount	Voucher	Net Date	Inv. Vendor
9.74	10.25	.51	06/11/91	07/01/91	
56.00	56.00	.00	10/03/01	10/03/01	

Set Apply Amount

Pay Vendor

Clear Vendor

Recap by Vendor

Clear All

Pay All

Help

Cancel Updating

Update Pay File

**Figure 10: The Accounts Payable Posting Payments Tab**

## Accounts Payable for Supply & Equipment Dealers

- To delete the current AP-PAY file and generate a new file using the limits you set, click Delete.
  - To add to the current AP-PAY file, click Append.
- 4 The AP Payments Limits dialog box opens. See Figure 11. In this dialog box, you can use the Vendor (#) From/Vendor (#) To, Vendor Name From/Vendor Name To, Vendor Code, Pay Through Date, and Which Date To Use boxes to set limits for the invoices to pay. Click each box by which to limit or press Tab to move from box to box.
  - 5 When you finish setting limits, click Find. The invoices for the vendor(s) you specified appear.

---

**Note:** The window displays the first vendor that meets the limits you set. To view the other vendors, use the drop-down menu located on the top Vendor box or scroll through each vendor using the down arrow.

---

- 6 To specify an amount to spend on this A/P run, click Set Apply Amount. When the AP Payments - Apply Amount dialog box opens, enter the amount and click OK.

---

**Note:** Use this feature to define the dollar amount to pay out. If the AP invoices marked exceed the total amount you enter in this box, a message displays that tells you what invoices are not marked for payment and you are given the option to pay the invoices.

---

- 7 At this point, you can select all the invoices for all vendors in the AP-PAY file for payment, or you can individually mark the invoices to pay.
  - To mark all invoices for all vendors for payment, click Pay All.
  - To mark individual vendor invoices, click the box in the Pay column corresponding to the invoice to pay.
- 8 The amount you have available appears in the Remaining to Apply box.

**Figure 11: The AP Payment Limits Dialog Box**

AP PAYMENT LIMITS

Limits

Vendor From: [ ] Vendor To: [ ]

Vendor Name From: [ ] Vendor Name To: [ ]

Location: [ ] Vendor Code: [ ]

Pay Test Date: 5/22/2002

Which Date To Use:  Voucher Date  Net Date  Both Voucher and Net Date

Find Close Help

As you mark invoices, the amount in the Total Applied box is increased, and the Remaining to Apply amount is reduced. If the system reaches an invoice that it cannot completely pay, the You Are Out of Money message appears. At this point, you can mark the invoice to be paid even though you do not have enough money available. To pay this invoice in full when the You Are Out of Money message appears, click Yes. To not pay this invoice in full when the You Are Out of Money message appears, click No.

---

**Note:** To view the invoice totals currently marked for payment by vendor, click Recap by Vendor. The Mark Invoices - Vendor Recap dialog box opens, listing the vendor's account number and the total amount due for the marked invoices. To print the listing, click Print. When you finish viewing the totals, click Close.

---

**9** When you finish marking invoices, click Update Pay File. If you attempt to exit the window without updating the pay file, the Must Update AP-PAY File message appears. After you click the Update AP-PAY File button, the AP-PAY file is updated with the limits you specified. These limits remain until you specify different limits, delete the existing AP-PAY file, or print and release checks.

## Accounts Payable Checks

The following section details how to perform each of these procedures:

- Printing A/P Checks
- Posting Hand Checks
- Releasing A/P Checks
- Maintaining the A/P Check File
- Voiding A/P Checks.

### Printing A/P Checks

You can print system-generated checks for hand-marked invoices that were identified by Hand Marking the AP-PAY file, or for all invoices open on the AP file.

If check processing steps are performed without having created the AP-PAY file, the system prints checks for all invoices in accounts payable.

---



**Note:** A maximum of 24 invoices appear on the check stub. If you are printing a check for more than 24 invoices, the total amount for all of the invoices prints on the last check. All previous checks are voided.

---

## Accounts Payable for Supply & Equipment Dealers

For example, if you are printing a check for 50 invoices, the first 24 invoices appear on the first check's stub. Invoices 25 through 48 appear on the second check's stub. The last two appear on the third check's stub, and this check contains the amount for all the invoices. The first two checks are voided.

When you print checks, the AP-PAY file is deleted. If you need to reprint checks, you must start over by printing the To Be Paid Report and creating the AP-PAY file. You must also hand mark the invoices to be paid.

- 1 Double-click  Reports Menu
- 2 Double-click  Standard A/P
- 3 When the (QR) Accounts Payable Reports screen displays, select the [D] Print Checks report code. (Make sure the printer is loaded with checks.)
- 4 The cursor moves to the Alignment field.
  - To print a test check to make sure the check prints correctly, type **Y**.
  - If the alignment is correct, type **N**.
  - If you have checks to print for vendors with invoice detail, you can type **S** to suppress check detail.
- 5 Tab to the First Check # field and enter the first available check number.
- 6 Press Enter and select the Printer where the checks have been loaded.
- 7 Press Enter until the cursor moves to the Enter Check Date prompt.
- 8 The system displays a default date equal to the current date. If this is the date to print on your checks, press Enter. To use another check date, enter it here.
- 9 Verify the check number you entered before printing the checks.
- 10 At the Are You Sure prompt, type **Y** to print the checks.

## Posting Hand Checks

If invoices have been paid with hand-written checks, the check information must be entered into the system.

- 1 From the Accounts Payable Posting window, click the Payments tab or press F3.
- 2 Click Hand Check. The Hand Checks Limit dialog box opens.

## Accounts Payable for Supply & Equipment Dealers

- 3 In the Hand Check Limits dialog box, enter the Vendor ID or Vendor Name the hand check is for and press Tab.
- 4 Change the Fiscal Year and Business Period, if needed.
- 5 Enter the date the check was written and press Tab.
- 6 In the Check # box, enter the check number and press Enter.
- 7 When you finish entering check information, click OK. The cursor returns to the Payments tab. This tab displays all open invoices for the vendor. Mark the invoices paid by the hand check by clicking the box in the Pay column on the invoice line.
- 8 When all the invoices to pay have been selected, click Post Hand Check at the bottom of the tab.
- 9 The AP-MASTER is Updated message appears, indicating that the information you specified has been posted to the AP-MASTER file. Click OK.
- 10 When you are finished posting hand checks, you can release these checks.

---

**Note:** The posting of hand checks is not complete until the checks have been released.

---

### Releasing A/P Checks

An invoice is marked as paid when a check number is assigned to the invoice. You must release checks once this task is complete. The check numbers are automatically assigned for invoices paid with system-generated checks. Check numbers for hand-written checks are entered manually. You should release checks as soon as possible after entering hand-written checks or printing system-generated checks to complete the process.

---



**Note:** If you do not release checks soon after they print, and you run checks again, the same invoices are paid but are assigned different, system-generated check numbers.

---

When you release A/P checks, two things happen:

- A version of the A/P Check Register Report is printed. This report is a register of the checks you released.
- The figures from the General Ledger Summation (at the end of the A/P Check Register Report) are sent to the G/L batch file.

## Accounts Payable for Supply & Equipment Dealers

- 1 Double-click  Reports Menu
- 2 Double-click  Standard A/P
- 3 When the (QR) Accounts Payable Reports screen displays, select the [C] Print A/P Reports function.
- 4 In the Release Checks field, type **Y** and press Enter. The cursor moves to the Loc field.
- 5 If you need to change the General Ledger location, do so and press Enter.
- 6 When prompted, enter the Release password.
- 7 Press Enter and specify the Printer ID where to print the Check Register.
- 8 Press Enter twice until the Are You Sure prompt appears.
- 9 Type **Y** to release the checks.

## Maintaining the A/P Check File

Released A/P check information is stored in the AP-CHECK file. The check file is maintained through the Posting to Check File dialog box. When you access this dialog box, you can specify whether view A/P, payroll, or both types of checks. If you specify both, you must enter the password set in the Payroll/Personnel Parameters screen.

You can perform the following in the Posting to Check File dialog box:

- Adding, changing, and deleting checks
- Updating the check file
- Viewing the check file.

## Adding A/P Checks

When you release A/P checks, information is automatically posted to the check file. However, any check numbers that are entered as part of posting the invoice to the file need to be added manually to the check file.

---

**Note:** Adding checks directly to the check file only updates the AP-CHECK file. It does not update any other files, such as vendor history or general ledger.

---

## Accounts Payable for Supply & Equipment Dealers

- 1 In the Accounts Payable AP Invoice tab, type **Ctrl + Z** or click the Action menu and click Post to Check File. The Posting to Check File dialog box opens. See Figure 12.
- 2 The checks currently in the Check File appear. Click the down arrow in the Select a Choice box and specify that you are adding an accounts payable check. You enter new check information in the Loc through Where columns.
- 3 Click the Loc column and enter the location of the check number you are adding.
- 4 In the Check # column, enter the number of the check you are adding.
- 5 In the Date column, enter the date which you released the check in the (QR) Accounts Payable Reports screen. Enter the date in mm/dd/yy format.
- 6 Click the Vendor column and enter the vendor number to which the check was written.

Loc	Check #	Date	Vendor	Amount	Return	Type	Where
1	332	01/18/02	UNITED	200.00			
1	3894	01/18/02	UNITED	399.00			
	3938	01/19/02	ABC	383.00			
1	999	01/20/02	ABC	434.00	N		
1	39	01/20/02	VOID	.00	Y		

Returned:

Still Out:

**Figure 12: The Posting to Check File Dialog Box**

## Accounts Payable for Supply & Equipment Dealers

- 7 In the Amount column, enter the amount of the check. If the check is not for an even dollar amount (10.00), you must enter the decimal point.
- 8 Click the Return column and type **Y** if the check has been returned. If the check has not been returned, type **N** or leave this box blank.

---

**Note:** Two of the columns in the Posting to Check File dialog box are for display only. The Type column indicates whether a check was system-generated, hand-written, or entered manually. The Where column indicates whether a check was generated from A/P or payroll.

---

- 9 Press Enter to save your entry. When the cursor returns to the Loc box, you can continue to add as many checks as necessary.
- 10 When you finish adding checks, click Update Changes.
- 11 At the File Is Updated message, click OK.
- 12 Click Exit to return to the Accounts Payable Posting window.

## Changing A/P Checks

- 1 In the Accounts Payable AP Invoice tab, type **Ctrl + Z** or click the Action menu and click Post to Check File. The Posting to Check File dialog box opens.

---

**Note:** Changing information in the check file does not change information in the AP-MASTER and GL-MASTER files.

---

- 2 Click the down arrow in the Select a Choice box and specify Accounts Payable checks.
- 3 The checks currently in the Check File appear. If the check you need is not displayed, you can use the Loc and Check boxes in the Limit By portion of the dialog box to enter the location and number of the check to change. Click each box and enter the information. Press Enter.
- 4 When the check to change appears, click each column for which to make changes and enter the new information.

---

**Note:** You cannot change the location number. To change the location, you must delete the check. For details, see the heading **Deleting A/P Checks**. In addition, the Type and Where columns are for display only.

---

- 5 When you finish changing checks, click Update Changes.
- 6 At the File Is Updated message, click OK.
- 7 Click Exit to return to the Accounts Payable Posting window.

## Deleting A/P Checks

- 1 In the Accounts Payable AP Invoice tab, type **Ctrl + Z** or click the Action menu and click Post to Check File. The Posting to Check File dialog box opens.
- 2 Click the down arrow in the Select a Choice box and specify Accounts Payable checks.
- 3 The checks currently in the Check File appear. If the check you need to delete is not displayed, you can use the Loc and Check boxes in the Limit By section of the dialog box to enter the location and number of the check to delete. Click each box and enter the information. Press Enter.
- 4 When the check to delete appears, right-mouse-click the check number and click Delete.
- 5 Enter the password.

---

**Note:** This procedure should require a password. You can set a password in the Delete field in the (LC) Vendor And A/P Parameters screen.

---

- 6 The check is removed from the file. When you finish deleting checks, click Update Changes.
- 7 At the File Is Updated message, click OK.
- 8 Click Exit to return to the Accounts Payable Posting window.

## Viewing A/P Checks

- 1 In the Accounts Payable A/P Invoice tab, type **Ctrl + Z** or click the Action menu and click Post to Check File. The Posting to Check File dialog box opens.
- 2 Click the down arrow in the Select a Choice box and specify the type of checks to view: accounts payable, payroll, or both.

---

**Note:** If you click Payroll or Both, you must enter the password set in the Payroll/Personnel Parameters screen.

---

- 3 The checks currently in the Check File appear. If the check you need to view is not displayed, you can use the Loc and Check boxes in the Limit By portion of the dialog box to enter the location and number of the check to view. Click each box and enter the information. Press Enter.
- 4 When you finish viewing checks, click Exit to return to the Accounts Payable Posting window.

## Updating Returned A/P Checks

When you receive your bank statement, the check file can be updated to reflect checks that have been processed by your bank. The Return column in the check file is used to indicate the status of your checks. When checks are written and released to the check file, they have a status of N in the Return column. This indicates the checks have not been cashed and returned. After your checks have been cashed and returned, assign them a status of Y in the Return column. All voided checks are automatically assigned a status of Y to indicate that they are not outstanding.

---

**Note:** If you specify Y in the Display Check By Location field in the (LC) Vendor And A/P Parameters screen, multiple-location checks are combined. Therefore, only one check is displayed. These checks are also combined when you print the check file through the [F] Print Check File function in the (QR) Accounts Payable Reports screen.

---

- 1 In the Accounts Payable AP Invoice tab, type **Ctrl + Z**. The Posting to Check File dialog box opens.
- 2 Click the down arrow in the Select a Choice box and specify Accounts Payable checks.
- 3 The checks currently in the Check File appear. To find the check to update, click the Loc and Check boxes and enter the location and number of the check. Press Enter.
- 4 The check that most closely matches the one you specified appears. Click the Return column and type **Y** to indicate the check has been cashed and returned.
- 5 When you finish updating checks, click Update Changes.
- 6 At the File Is Updated message, click OK.
- 7 Click Exit to return to the Accounts Payable Posting window.

## A/P Check File Totals

- 1 In the Accounts Payable AP Invoice tab, type **Ctrl + Z** or click the Action menu and click Post to Check File. The Posting to Check File dialog box opens.
  - To view totals for a specific location or check, click the Loc box and enter the location for which to view checks. Click the Check box and enter the check number to limit by a specific check. Press Enter.
  - To view totals for all locations, leave the Loc box blank and click the down arrow in the Select a Choice box. Specify the type of checks to view: accounts payable, payroll, or both.

---

**Note:** If you click Payroll or Both, you must enter the password set in the Payroll/Personnel Parameters screen.

---

- 2 The checks currently in the Check File appear. When you finish viewing check totals, click Exit to return to the Accounts Payable Posting window.

## Voiding A/P Checks

Occasionally, you may need to void checks. Voiding checks restores the amount due for an invoice and clears the Check Number box. When you void a check, the cash and cash discount accounts are debited and A/P is credited. The Batch Report reflects these G/L entries.

While the procedure for voiding system-generated checks and hand checks is the same, the procedures for voiding a check before you purge the invoice and voiding a check after you purge the invoice are very different.

### Voiding A/P Checks Before Purging Invoices

Voiding checks restores the amount due for an invoice and clears the check number box. Voiding a check also debits the cash and cash discount accounts, and credits A/P. The Batch Report reflects these G/L entries.

- 1 In the Accounts Payable AP Invoice tab, click the Action menu and click Void, or type **Ctrl + V**.
- 2 The Accounts Payable Batch Information dialog box opens, and the cursor moves to the Batch box. Enter the batch number to which to apply this void, or click the down arrow and click the appropriate batch number.
- 3 In the Check # box, enter the check number to void. (You must enter a check number before proceeding.)
- 4 In the Post Date box, enter the appropriate posting date, or accept the displayed date.
- 5 The Period box defaults to the business period to which the payment was posted. You can accept the displayed business period, or change it.
- 6 The Fiscal Year defaults to the fiscal year to which the payment was posted. You can accept the displayed fiscal year, or change it.
- 7 Click OK.
- 8 The Check # dialog box opens, as shown in Figure 13. This dialog box displays the vendor and batch information for the check you are voiding. The invoice(s) paid with this check, including the balance(s), along with the invoice, voucher, net, and paid dates appear at the bottom of the dialog box.

## Accounts Payable for Supply & Equipment Dealers

Once you have verified the check information, click Void.

- 9 The check is voided and the balance due on the invoice(s) is restored.

### Voiding A/P Checks After Purging Invoices

Occasionally, you might need to void a check for an invoice that has been paid and purged.

When you make adjustments to accounts payable, it is essential that you assign the adjustment to the correct general ledger accounts. The system uses standard double-entry accounting. This means that to make a change, you must debit or credit one account, and then make an entry for the same amount in an offsetting account. For example, when you post payments to vendors, the system debits the A/P control account, and credits the cash in bank account, which is the offsetting account for this transaction. (The offsetting account is also called the reverse account.)

The screenshot shows a dialog box titled "Check # 325". It is divided into two main sections: "Vendor Information" and "Batch".

**Vendor Information:**

- ID:
- Name:
- Rem Con:
- G/L #:
- Terms:
- Net Terms:

**Batch:**

- Batch #:
- Post Date:
- Period:
- Fiscal:
- Check #:

Below these sections is a table with the following headers: Invoice, Balance, Invoice Date, Voucher Date, Net Date, Paid Date. The table body is currently empty.

At the bottom of the dialog box are three buttons: "Void", "Cancel", and "Help".

**Figure 13: The Accounts Payable Check # Dialog Box**

---

**Note:** Once you purge the invoice, you must post it using the Accounts Payable Posting window to pay it. In the Accounts Payable window, you do this using the A/P Invoice tab. When you make adjustments to accounts payable, it is very important that you assign the adjustment to the correct general ledger account. In this case, because the check has already been written, you must replace the cash. Therefore, when you post the invoice, be sure to use the offsetting cash account that was credited when the check was written. Since the system debited the account when you posted the invoice, make sure you do not post the invoice to the expense or cost account. If you decide not to pay the invoice, you must manually adjust your general ledger. If you fail to perform this step, your general ledger cash and several other accounts will be incorrect.

---

- 1 In the Accounts Payable AP Invoice tab, type **Ctrl + Z**. The Posting to Check File dialog box opens.
  - 2 Click the down arrow in the Select a Choice box and specify the type of checks to update: A/P, payroll, or both.
- 

**Note:** If you click Payroll or Both, you must enter the password set in the Payroll/Personnel Parameters screen.

---

- 3 The checks currently in the Check File appear. Click the Loc and Check boxes and enter the location and number of the check to update. Press Enter.
- 4 The check that most closely matches the one specified appears. Click the Return column and type **Y** to indicate the check is no longer outstanding.  
Additional ways to define a voided check are: change the dollar amount of the check from the amount it was generated for to \$0.00 and/or type the word VOID in the Vendor name box.
- 5 When finished updating the voided check information, click Update Changes.
- 6 At the File Is Updated message, click OK.
- 7 Click Exit to return to the Accounts Payable Posting window.

## Releasing Accounts Payable Batches

You release batches in the (QR) Accounts Payable Reports screen by using the [A] Print A/P Batch report code. When the cursor moves to the Release field, type **Y** to release the batches. You must enter the release password before the procedure can be completed.

## Accounts Payable for Supply & Equipment Dealers

When you release batches, a version of the A/P Batch Report prints. You should print the report first without releasing the batches. (You do this by typing **N** in the Release field.) After the report prints, you can review the batches and make any necessary adjustments before they are released.

This function also clears the daily figures for the released batches from the AP-BATCH file.

Releasing batches is a dedicated function. Make sure that no one uses A/P or releases A/P or G/L batches until the procedure is complete.

## Purging Accounts Payable Invoices

You can purge (delete) completed invoices through the (QR) Accounts Payable Reports screen. Paid invoices have a balance of zero. You should purge paid invoices periodically to free space. The number of invoices you create determines how often you should do this. By purging the AP-MASTER file, you ensure that the file contains only current information, which helps keep A/P procedures fast and efficient. Purging is a month-end procedure.

When you purge completed invoices, two things occur:

- The A/P Paid Report prints. This report lists all of the invoices that were purged. It includes the following information for each invoice: vendor account ID, invoice number, debit or credit amount, check number, and check date.
- The purged invoices can be completely removed or you can save them in an A/P journal.

To purge invoices from the AP-MASTER file, double-click the Standard AP icon in the Reports Menu. Select the [C] Print A/P Reports code. You must enter a purge password and you can save the invoices to an A/P journal.

## Aging Accounts Payable

The age-only function updates the vendor balance based on the A/P details, but does not print a report.

You perform the age-only function by double-clicking the Standard AP icon in the Reports Menu. Select the [B] Print Trial Balance option in the (QR) Accounts Payable Reports screen. When the cursor moves to the Printer field, type **B**:. This ages vendor balances without printing the Trial Balance Report.

The age-only function is a dedicated procedure. Make sure the system is idle until the age-only function is complete.

## Posting Payables from Purchase Orders

Once purchase order information is in JOUR-PO or an archived journal, you can post accounts payable invoices through the Accounts Payable Posting Post P/O tab. The JOUR-PO file lets you cross reference the purchase order information while you are posting accounts payable invoices. This is an important feature, especially if you do not receive a complete shipment from a vendor. The Post P/O tab lets you select the items on the purchase order to include in the accounts payable invoice.

When you receive a shipment from a vendor, the shipment is compared to your purchase order and the vendor's invoice. If the vendor does not ship all the items listed on the purchase order, post only the items you receive. The Post P/O tab lets you limit the items by acknowledgment number and receiving date when you post the invoice.

Through the Post P/O tab, you can also:

- Change a department total.
- Post freight costs to location 01 and multiple locations.
- Change the cost on an item.
- Split invoice costs among departments.

---

**Note:** Because the Post P/O tab matches purchase orders to the vendor's invoice, you must purge and archive your completed purchase orders to the JOUR-PO file or other archived journal to use this screen.

---

## Understanding the Relationship Between Purchasing and A/P

Because the Accounts Payable Posting Post P/O tab lets you match purchase orders created in the Purchase Order Entry window to the vendor's invoice, it is important to understand the relationship between the Purchase Order Entry and Accounts Payable applications.

When ordering items from a vendor, you complete a purchase order through the Purchase Order Entry window. Once you create a purchase order, it is stored in the PO-MASTER file.

When you receive the shipment from the vendor, the shipment usually includes an invoice or acknowledgment number. Use the Receive action code in the Purchase Order Entry window to indicate the vendor invoice number or acknowledgment number, and which items were received.

## Accounts Payable for Supply & Equipment Dealers


Before using the Post P/O tab, you must purge completed purchase orders. If a purchase order is not complete, only the received items are purged. You purge completed purchase orders through the (S) Purchase Order Selectors or (SR) Purchase Order Reports screens. After you purge, the purchase orders are archived. The default archive file is JOUR-PO.

After you purge, the purchase orders or the individual lines on the purchase orders are no longer in the PO-MASTER file.


To verify that the purchase orders have been purged, you can view them using the [R] Inquire or Report on Archive function in the (SR) screen. If the purchase order does not appear in the (SRR) Purchase Order Archive screen, reindex JOUR-PO after the purchase orders have been purged. You can also verify that the purchase orders have been purged by using the P/O History window.

Once your P/Os are correctly purged, you can post accounts payable invoices in the Post P/O tab. The JOUR-PO file lets you cross reference the purchase order information while you are posting accounts payable invoices. This is an important feature, especially if you do not receive a complete shipment from a vendor. The Post P/O tab lets you select the items on the purchase order to include in the accounts payable invoice.



- 1 Double-click . The Accounts Payable Posting window opens, displaying the Invoice tab.
- 2 Click the Accounts Payable Posting Post P/O tab. The cursor moves to the ID box. See Figure 14.
- 3 Select the vendor for whom you are creating an invoice. You can use the ID and Name boxes.
- 4 After you select a vendor, the Accounts Payable Batch Information dialog box opens. Specify the batch information for this transaction. Click OK.
- 5 In the Invoice # box, enter the invoice number to create with the purchasing information and press Enter.
- 6 In the Inv Total box, you can enter the total amount for this invoice and press Tab. If you enter an invoice total, the amount you specify must match the total invoice amount.
- 7 In the Journal box, click the down arrow to select the name of the file from which to post, or press Tab to accept the default, JOUR-PO.

## Accounts Payable for Supply & Equipment Dealers

- 8 At this point, you must select the purchase orders to include on this invoice. You can do so using the purchase order number or the acknowledgment number.
  - If you know the number, enter it in the appropriate box and press Enter.
  - If you don't know the purchase order number, click . In the browse dialog box, highlight the purchase order and click OK.
- 9 The system displays information for the purchase order you specified on the right-hand side of the tab. You can continue to select up to 12 purchase orders numbers per invoice.
- 10 After you have verified the vendors and corresponding purchase order numbers, you can limit the items to include by acknowledgment number in the Ack # box.

The screenshot shows the 'Accounts Payable Posting' window. The 'Batch' section contains: Batch: 101, Post Date: 08/01/03, Period: 4, Control G/L: 01-0000-201000-001. The 'Vendor Information' section includes: ID, Name, Address, Contact, Phone, Code, Acct #, Disc %, G/L #, Terms, and Net Terms. The 'PO Entry' section includes: Invoice #, Inv. Total, Journal: JOUR-PO, P/O Number, and Ack #. The 'Limits' section includes: Acknowledgment #, Received From Date, and Received To Date. The 'Totals' and 'Freight - Post' sections are also present. A table with columns 'PO Number', 'Acknowledgment #', 'Vendor', and 'Rec Date' is shown, currently empty. 'Next >>' and 'Cancel' buttons are at the bottom right.

**Figure 14: The Accounts Payable Posting Post P/O Tab**

## Accounts Payable for Supply & Equipment Dealers

- 11** Click Next. The system begins totaling the invoice and displays the invoice totals by item department. The amount of each item department appears in the Dept Total box corresponding to the department number or letter. The Subtotal box displays the subtotal of all the items on the invoice.
  - To view information for an item, click an item department to highlight it, and click Item Detail. At this point, you can change the cost for the line item(s). Click the Cost box and enter the new cost over the existing cost. At the Update Changes message, click Yes. To update the cost in the sales journal, click the corresponding Update Sales Journals check box. If the item is not found in the JOUR-S or P-MASTER files, the system prompts you to search for the file in the (LGA) screen Sales Journals Parameters screen. To return to the Post P/O Totals tab, click Exit.
  - To exclude departments with zero amount, click the Exclude Zero Amounts box.
  - To change department information, click the department number corresponding to the amount to change. For example, if the amount you need to change is in Dept 6, click Dept 6. Enter the correct amount for this department. The system recalculates the subtotal and total amounts.
- 12** When you finish changing and viewing department totals, click Next.
- 13** The Freight - Post tab opens, and the cursor moves to the Loc box. Enter the location number this invoice is for. Press Tab.
- 14** In the Additional Charges box, enter any additional charges to add to this invoice. For example, to add a freight charge, enter the amount of the freight charge, including the decimal point, and press Tab.
- 15** In the G/L # box, enter the General Ledger account number to charge the freight cost to and press Tab. If you don't know the account number, click  to select from a list.
- 16** In the Remarks box, enter any remarks for this additional charge.
- 17** At this point, you can change the information for this invoice. To do so, click the Sub Total through Remarks boxes and enter the new information over the existing information.
- 18** When you are ready to post the purchase order information to accounts payable, click Post Invoice.

## Using A/P Deposits

Vendors may require you to make a deposit before receiving merchandise. For example, they may require 50% down when you place the order and another 50% prior to the merchandise's shipment or delivery. This is especially true when dealing with open line vendors (vendors with whom you have no set terms).

The Vendor's Deposits dialog box lets you create a deposit prior to receiving the invoice from the vendor. This lets you accurately track deposits before you receive the vendor's invoice. In the Vendor's Deposits dialog box, you can view deposits that are pending, open, applied, or voided.

Pending deposits are those which have been created but not yet printed and released. After you print and release the deposit in the Standard Accounts Payable Reports screen, the deposit is listed as Open. Once the deposit is posted to an invoice or purchase order, it is considered Applied. You can also void deposits using the Vendor's Deposits dialog box.

---

*Accounts Payable  
Deposits are an  
authorized feature.  
For more  
information,  
contact ECI sales.*



---

To use this feature, you must:

- Create a new general ledger account number for accounts payable deposits in the Chart of Accounts window.
- After the general ledger account is added, you must go to the (L21) screen and enter that number in the Deposit A/P field.
- Once the set up is complete, go to the Accounts Payable Posting window and type **Ctrl + T** to open the Vendor's Deposits dialog box. You can also click the Action menu and select Deposits. Create the deposit by clicking the New tab. For detailed instructions, see the heading **Creating A/P Deposits**. (Once the deposit is created, it is listed as a Pending deposit.)
- After the deposit is created, you must print and release it in the Standard Accounts Payable Reports screen. For instructions, see the headings **Printing A/P Deposits** and **Releasing A/P Deposits**, respectively. (Once the deposit is printed and released, it is an Open deposit.)
- After you receive the invoice from the vendor, you must final-receive the P/O in the Purchase Order Entry window. (Until you final-receive the P/O, you cannot apply the deposit.)
- Once the P/O is final-received, you can apply the deposit using the Accounts Payable Posting Invoice or Post P/O tab. When you do so, you can select the deposit to apply. For detailed instructions, see **Applying A/P Deposits in the Invoice Tab** and **Applying A/P Deposits in the Post P/O Tab**, respectfully.

## Creating A/P Deposits





- 1 Double-click . The Accounts Payable Posting window opens, displaying the Invoice tab.
- 2 Click the Action menu and select Deposits, or type **Ctrl + T**. The Vendor's Deposits dialog box opens.
- 3 Select the vendor for this deposit. You can select the vendor by account number, name, or by remittance contact. To do so, click the ID, Name, or Rem Con box and select the vendor for this deposit. If you cannot recall the vendor, click  to open the Vendor Query dialog box. The system displays the vendor that most closely matches the one you specified, along with any existing deposits. See Figure 15.
- 4 Click the New tab, or press F3. The cursor moves to the Project box. You can select a specific project for this deposit, or select a specific P/O.

**Figure 15:**  
Selecting a Vendor in the A/P Vendor's Deposits Dialog Box

Amount	Post Date	Project #	PO #	Check #	Check Date	Stat	Loc	Re
20.00	11/11/2003	113		10060	01/08/2004	2	1	TH
25.00	11/11/2003	123			01/08/2004	2	1	
5400.00	01/07/2004			12	01/08/2004	2	1	
<b>\$5445.00</b>								

## Accounts Payable for Supply & Equipment Dealers

- To select a project, click the Project box and enter the project number. If you cannot recall the project number, you can click  to open the Project Query dialog box. If you do not need to select a project for this deposit, leave the Project box blank.
- To select a purchase order number to which to apply this deposit, enter the purchase order number in the PO box. If you cannot recall the purchase order number, click  to open the Purchase Order Browse dialog box. To not apply the deposit to a specific purchase order, leave the PO box blank.

---

**Note:** You must select either a project number or PO.

---

- 5 In the Amount box, enter the amount of this deposit, including the decimal, and press Enter.
- 6 The Loc box defaults to the general ledger location you have specified in the Deposit AP field in the (L21) screen. To change the location, click the Loc box and enter the new location over the existing location.
- 7 In the Remarks box, enter any remarks for this deposit.
- 8 Click Add. The system adds the deposit to the list and displays it in the New Deposit section of the dialog box. The cursor returns to the Project box so you can continue to create deposits for this vendor.
- 9 When you finish adding deposits, click Post.
- 10 At the New Deposits Have Been Added message, click OK. When you click the View tab, the Pending option shows the deposit you just added.

---


**Note:** Pending deposits move to the Open option once they have been printed and released in the Standard Accounts Payable Reports screen.

---



### Printing A/P Deposits

- 1 Double-click . The Reports Menu opens, displaying icons for DDMS reports.

## Accounts Payable for Supply & Equipment Dealers

- 2 Double-click  in the Reports Menu to open the (QR) Accounts Payable Reports screen.
- 3 In the (QR) screen, select the [D] Print Checks function.
- 4 In the Alignment Form field, type **D**.
- 5 In the First Check field, enter the check to print. If the number is fewer than eight characters, press Enter.
- 6 In the Printer field, enter the name of the printer to use.
- 7 In the Copies field, press Tab. This field does not apply.
- 8 In the Date field in the upper right corner of the screen, enter the pay date, or tab through these fields to accept the system date.
- 9 At the Enter Check Date prompt, enter the date for the check, or press Tab to accept the system date.
- 10 At the Are You Sure prompt, type **Y**.

## Releasing A/P Deposits

- 1 Double-click . The Reports Menu opens, displaying icons for DDMS reports.
- 2 Double-click  in the Reports Menu to open the (QR) Accounts Payable Reports screen.
- 3 In the (QR) screen, select the [C] Print A/P Reports function.
- 4 In the Release Checks field, type **D**.
- 5 In the Purge Completed Invoices field, press Enter.
- 6 In the Loc field, you can limit to a specific general ledger location or include all locations. To limit to a specific location, enter the location. To skip this limit, press Tab.
- 7 In the Name From and To fields, you can limit by vendor name. To skip this limit, press Tab. To limit to a single vendor, enter the vendor name in the Name From field and press Tab in the To field. To limit by a range of vendor names, enter the first vendor name in the Name From field. In the To field, enter the ending name.

## Accounts Payable for Supply & Equipment Dealers

- 8 In Nbr From # and To fields, you can limit by vendor number. To skip this limit, press Tab. To limit to a single vendor, enter the vendor number in the Nbr From # field and press Tab in the To field. To limit by a range of vendor numbers, enter the first vendor number in the Nbr From # field. In the To field, enter the ending number.
- 9 In the Code field, you limit by vendor code. To skip this limit, press Tab. To limit to a specific vendor code, enter the code.
- 10 At the Enter Password prompt, enter the password set in the Release field in the (LC) Vendor and A/P Parameters screen. If no password is set, press Tab.
- 11 In the Printer field, enter the printer to use.
- 12 In the Copies field, enter the number of copies to print.
- 13 In the Date field in the upper right corner of the screen, enter the pay date.
- 14 At the Are You Sure prompt, type Y.

### Voiding A/P Deposits

- 1 In the Accounts Payable Posting window, click the Action menu and select Deposits, or type **Ctrl + T**. The Vendor's Deposits dialog box opens. The cursor moves to the ID box.
- 2 Select the vendor for the deposit to void. You can select the vendor by account number, name, or by remittance contact. To do so, click the ID, Name, or Rem Con box and select the vendor for this deposit. If you cannot recall the vendor, click **AA** to open the Vendor Query dialog box.
- 3 Click the Void tab, or press F4. The system displays all pending or open deposits for this vendor in the bottom section of the tab.
- 4 To void a deposit, click the check box corresponding to the deposit to void.
- 5 Click Post.
- 6 The Batch Information dialog box opens, and the cursor moves to the Batch box. Specify the batch to which to post this voided deposit. You can enter the batch number or you can click the down arrow and select a displayed batch number.
- 7 The Post Date box defaults to the system date. To change the posting date for this voided deposit, click the Post Date box and enter the new date over the existing date. Enter the date all in one string 110104, the system automatically adds the slashes (/) for you.

## Accounts Payable for Supply & Equipment Dealers

- 8 To change the business period, click the Period box and enter the new period over the existing period.
- 9 When you finish entering batch information, click OK. The cursor returns to the Void tab, with the vendor deposit you voided removed from the list.

### Applying A/P Deposits in the Invoice Tab

After you receive the invoice from the vendor, you must final-receive the P/O. You final-receive purchase orders in the Purchase Order Entry window. (Until you final-receive the P/O, you cannot post the deposit.) Once the purchase order has been final-received, you can post the deposit to an invoice using the Accounts Payable Invoice tab or you can post the deposit to a purchase order or project by using the Accounts Payable Post P/O tab. For instructions on posting the deposit to a purchase order, see the heading **Apply A/P Deposits in the Post P/O Tab**.

- 1 In the Accounts Payable Posting window. Click the ID box and select the vendor for whom you are applying a deposit amount.
- 2 After you select a vendor, the Accounts Payable Batch Information dialog box opens. Specify the batch information for this transaction and click OK.
- 3 When the cursor moves to the Invoice # box, enter the number of the invoice for which to apply a deposit and press Enter.
- 4 After you enter the invoice number, the invoice date and discount percentage appear in the Invoice and Disc % boxes. The cursor moves to the Total \$ box. At this point, you can change the information. Click each box to change and enter the new information over the existing information.
- 5 When the cursor moves to the Charges box, click Apply Deposit.

## Accounts Payable for Supply & Equipment Dealers

- 6 The Deposits for Posting dialog box opens. You use this dialog box to select the deposit for this invoice. To do so, check the box corresponding to the deposit to use. When you finish, click Apply. See Figure 16.
- 7 The cursor returns to the Charges box in the Accounts Payable Invoice tab. When you are ready to apply the deposit, click Post.
- 8 At the Post This Invoice prompt, click Yes.

### Applying A/P Deposits in the Post P/O Tab

After you receive the invoice from the vendor, you must final-receive the P/O. You final-receive purchase orders in the Purchase Order Entry window. (Until you final-receive the P/O, you cannot post the deposit.) Once the purchase order has been final-received, you can post the deposit to an invoice using the Accounts Payable Posting Invoice tab or you can post the deposit to a purchase order by using the Accounts Payable Posting Post P/O tab. For instructions on posting the deposit to an invoice, see the previous heading **Applying A/P Deposits in the Invoice Tab**.

- 1 In the Accounts Payable window, click the Accounts Payable Posting Post P/O tab. The cursor moves to the ID box.
- 2 Select the vendor by using the ID and Name boxes.
- 3 After you select a vendor, the Accounts Payable Batch Information dialog box opens. Specify the batch information for this transaction and click OK.

**Figure 16: The Deposits for Posting Dialog Box**

PO# in AP Post P/O	Loc
HN25036	1

Rev. G/L for Deposits : 0000-210000-010

	Amount	Post Date	Project #	PO #	Check #	Check Date	Status	Loc
<input checked="" type="checkbox"/>	20.00	11/11/2003	113	10060				1
<input type="checkbox"/>	25.00	11/11/2003	123					1

## Accounts Payable for Supply & Equipment Dealers

- 4 When the cursor moves to the Invoice # box, you can begin posting your purchase order in the normal manner until you click the Freight - Post tab. If you need instructions, see the topic **Posting Payables from Purchase Orders** in your online documentation.
- 5 When you click the Freight - Post tab, the system automatically displays the Deposits for Posting dialog box or displays the Freight - Post tab, depending on how the A/P deposit was created in the Vendor's Deposits dialog box.
  - If you created the deposit for a specific purchase order, the Deposits for Posting dialog box automatically opens.
  - If you created the deposit for a specific project, click the Apply Deposit button. The Deposits for Posting dialog box opens.
- 6 The Deposits for Posting dialog box lists the deposits you have created for this vendor. Select each deposit to apply by clicking the corresponding check box.
- 7 When you finish selecting deposits, click Apply. The Freight - Post tab reopens.
- 8 At this point, you can change additional information. To do so, click the Loc through Remarks boxes and enter the new information over the existing information.
- 9 When you are ready to post the purchase order information and deposit amount(s) to accounts payable, click Post Invoice.

## Accounts Payable Reports

A/P reports include information about your transactions. You print A/P reports through the (QR) Accounts Payable Reports screen. In this screen, you can request standard A/P reports using preset options.



You can perform the following through the (QR) screen:

- Releasing batches
- Releasing checks
- Purging completed invoices
- Posting to the check file
- Purging returned checks from the check file
- Posting electronic invoices
- Age-Only function.

Accounts payable reports and procedures in the (QR) screen:

- A/P Batch Report
- A/P Trail Balance Report
- A/P To Be Paid Report
- A/P Paid Report
- A/P Futures Report
- A/P No Vouchers Report
- Printing A/P Checks
- Posting to the A/P Check File
- A/P Check File Reports
- A/P Purge Report
- A/P G/L Summary Report
- Posting Electronic Invoices.


## Printing Standard A/P Reports


- 1 Double-click . The Reports Menu opens, displaying icons for DDMS reports.
- 2 Double-click  in the Reports Menu to open the (QR) Accounts Payable Reports screen.

*This is a graphical feature only, and cannot be used in the text-based system.*

## Printing Custom A/P Reports

The (Q) Accounts Payable Selectors screen is reserved for selector reports for accounts payable. ECI creates reports based on dealer suggestions. If you have a suggestion or request for an accounts payable selector, please call the ECI Customer Support Department.

- 1 Double-click . The Reports Menu opens, displaying icons for DDMS reports.

- 2 Double-click  in the Reports Menu to open the (Q) Accounts Payable Selectors screen.

## Using the Multiple Vendors Feature

This is a handy feature if you are a member of a buying group. It lets you mark and pay multiple invoices for multiple vendors while issuing only a single check to the buying group for the total of the purchases.

You must set up the vendor window for each vendor with whom to use this feature. To do this, you link individual vendors to a Remit ID code. This Remit ID code represents the group vendor, a buying group, for example.

Invoices you create for any vendor having a Remit ID are stored with the Remit ID in the A/P invoice record. This affects invoices that you create using the AP Invoice tab in the Accounts Payable Posting window as well as invoices you create using the Accounts Payable Posting Post P/O tab. However, you have the option of clearing the Use Remit ID code on each posting. Leaving the code blank indicates that the posting will be handled using the existing A/P flow and will not be paid or reported as part of a vendor group.




As with all accounts payable postings, the new vendor ID code will be written to the AP-MASTER, AP-BATCH, and GLD-MASTER files.

This new feature applies when creating hand checks or when creating system-generated checks. The A/P Multiple Vendors pay feature can only be used when going through the AP-PAY file.

In addition, the following changes were made:

- The (QR)[C] To Be Paid Report sorts using the remit code when applicable. Reports sort first by the Remit ID and break lines and display subtotals.
- The (QR)[A] Batch Report writes the Remit ID to the GLD-MASTER file.
- The (QR)[D] Print Checks feature limits by Remit ID. One check prints for all invoices and/or vendors that were marked for payment under that vendor. When voiding checks, the system views all vendors to void those checks written to group vendors.
- The (QR)[I] Post Electronic Invoices feature sets the group Remit ID for those vendors that are set up in the Vendor window.
- The G/L Drill Down feature added a Remit Vendor column so accounts payable activity can be sorted by Remit ID postings and payments.

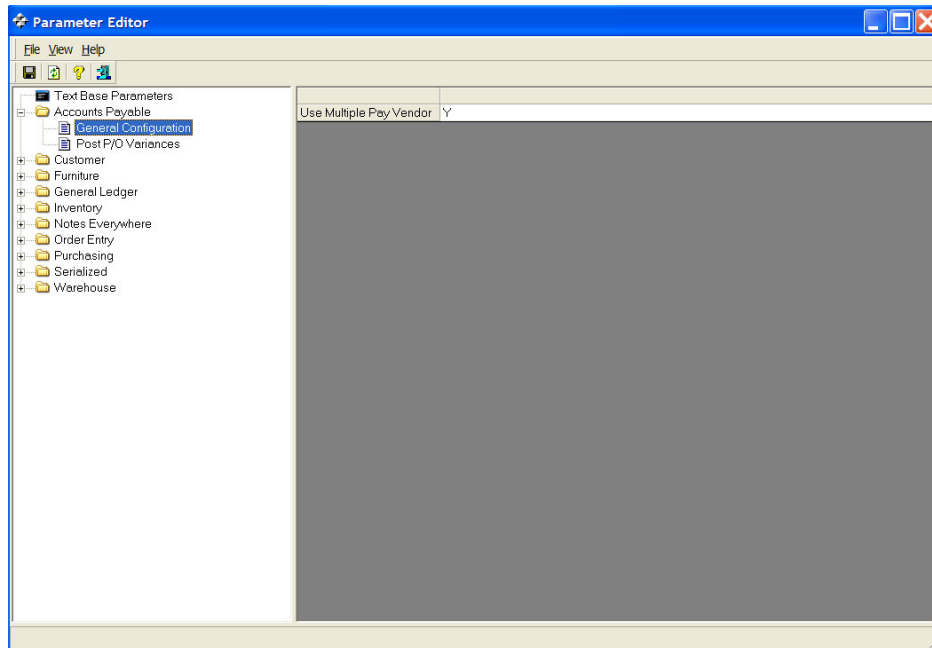
## Setting Up the Multiple Pay Vendor Parameters

- 1 Double-click . The Keyop Menu opens.
- 2 Double-click . The Parameter Editor window opens.
- 3 Double-click Accounts Payable.
- 4 Click General Configuration. See Figure 17.
- 5 In the Use Multiple Pay Vendor box, type **Y**.
- 6 Press Enter.
- 7 Click  to save your changes.




## Setting Up the Remit ID

When you set up the Remit ID for a vendor in the Vendor window, this addition is permanent until you change it. However, when you are in the Accounts Payable window, you can always toggle the A/P Multiple Vendors feature on and off. When you toggle the feature off in A/P, this notifies the system that the posting will be handled using the existing A/P flow and will not be paid or reported as part of a vendor group.

**Figure 17:**  
**Setting Multiple**  
**Pay Vendor**  
**Parameters**



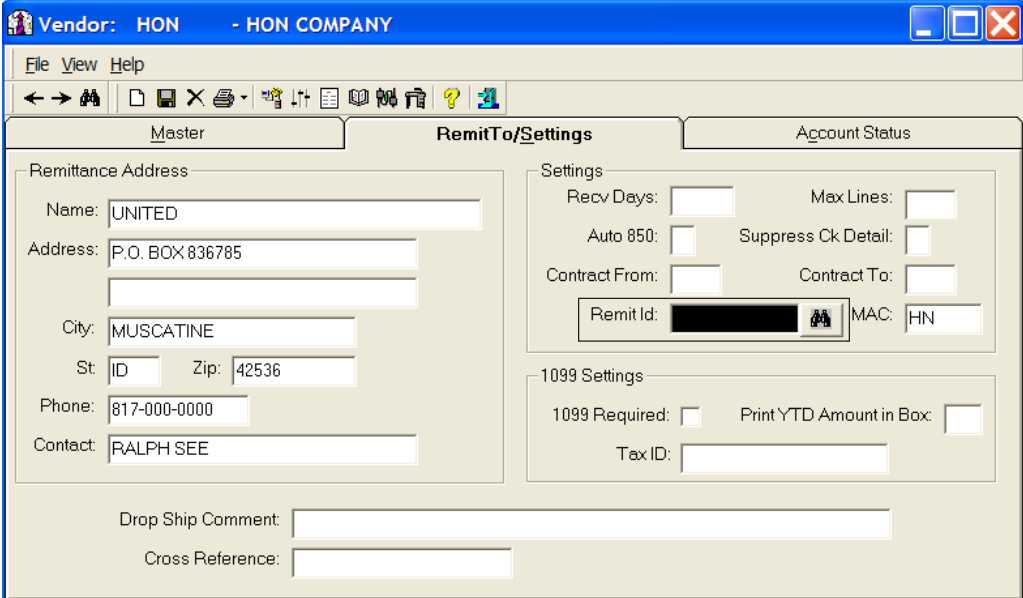
## Accounts Payable for Supply & Equipment Dealers

- 1 Double-click . The Vendor window opens.
- 2 Retrieve the vendor for which to set up the Remit ID.
- 3 Click the RemitTo/Settings tab.
- 4 Click the Remit ID box and enter the vendor ID for which the vendor you retrieved is linked. If you cannot recall the vendor ID, you can click . You can enter up to 10 characters in this box. See Figure 18.
- 5 After you enter the vendor ID, click  to save your changes. You should repeat these steps for every vendor to link to the group Remit ID.

## Creating Invoices in the AP Invoice Tab

- 1 From the Accounts Payable window, retrieve the vendor, and specify the batch information for this transaction.
- 2 After you select the vendor and enter the batch information, the cursor moves to the Invoice # box. Notice that the Remit ID box and Remit check box have been added to the window.

**Figure 18:**  
Setting the  
Remit ID Box in  
the Vendor  
Window



Vendor: HON - HON COMPANY

File View Help

Master RemitTo/Settings Account Status

Remittance Address

Name: UNITED

Address: P.O. BOX 836785

City: MUSCATINE

St: ID Zip: 42536

Phone: 817-000-0000

Contact: RALPH SEE

Settings

Recv Days: Max Lines:

Auto 850: Suppress Ck Detail:

Contract From: Contract To:

Remit Id: MAC: HN

1099 Settings

1099 Required: Print YTD Amount in Box:

Tax ID:

Drop Ship Comment:

Cross Reference:

## Accounts Payable for Supply & Equipment Dealers

- 3 With the cursor in the Invoice # box, you can begin specifying invoice information. For complete details, see your online documentation.
- 4 If the vendor you retrieved is set up with a Remit ID in the Vendor window, and the Use Multiple Pay Vendors parameter is set to Y in the Accounts Payable parameters, the system automatically checks the Use Remit box to use the multiple vendors feature.
  - To use the multiple vendors feature, be sure the Use Remit box is checked. Then, begin creating invoices in the normal manner. When the procedure is complete, the system updates the AP-MASTER and AP-BATCH files with the multiple vendor information. (For complete details on specifying invoice information, see your online documentation.)
  - To not use the multiple vendors feature, uncheck the Use Remit box. (You cannot change the Remit ID code in this window. To change the remit vendor, you must do so in the Vendor window.) If necessary, you can return later and change the remit vendor for this invoice. When you do so, the system updates the AP-MASTER file.

**AP Invoice (F2)**      Payments (F3)      Batch Totals (F4)      Post P/O (F5)

Vendor Information

ID : UNITED      Name : UNITED STATIONARY      Acct # : 4455-002-225

Rem Con :      Phone # : - -      Balance \$ : 5507.43

Rem Name : UNITED STATIONARY      Code # : Z      Disc % :      Mtd \$ : 579.45

Address :      G/L # : 104-01      Ytd \$ : 579.45

5 WHOLESALE DRIVE      Terms : 3      Last Payment Date : 03/02/91

HARTFORD CT 05000      Net Terms : 2      Remit ID : A-1

Batch

Control G/L # : 01-101-10      Invoice # : 1938      Date : 02/24/06      Disc % : 0.0

Batch # : 101      Period : 1      Posted \$ : 50.00      Voucher : 02/24/06      PO # :      Check # :

Post Date : 02/24/06      Fiscal :      Total \$ : 100.00      Net : 02/24/06

Disputed       Special       Use Remit

Distribution

Loc	Charges	Payments	Rev. G/L	Remarks	PO Number	Disc %	Discount \$	Disputed
1			104-01			0.0	0.00	
1	50.00		104-01			0.0	.00	
	50.00	0.00					0.00	

Ctrl+N New Invoice    Alt+P Post    Alt+T Post Preview    Alt-D ID    Alt-M Name    Alt-C Rem Con    INVENTORY-SUPPLIES

**Figure 19: New Boxes in the Accounts Payable Posting Invoice Tab**

## Creating Invoices in the Post P/O Tab

- 1 From the Accounts Payable window, click the Post P/O tab.
- 2 Enter the invoice information as you normally would until you click the Freight tab.
- 3 When the Freight tab opens, notice that the Use Remit ID check box has been added, as shown in Figure 20.
- 4 If the Use Remit ID box is checked, the system updates the AP-BATCH and AP-MASTER files.
- 5 When the procedure is complete, the system automatically updates the AP-MASTER, AP-BATCH, and GLD-MASTER files.

## Using Hand-Written Checks

- 1 Click the Payments tab or press F3. The Payments tab opens.
- 2 Click Hand Check. The Hand Checks Limit dialog box opens.

The screenshot shows the 'Accounts Payable Posting' window with the 'Post P/O (F5)' tab selected. The 'Vendor Information' section contains the following data:

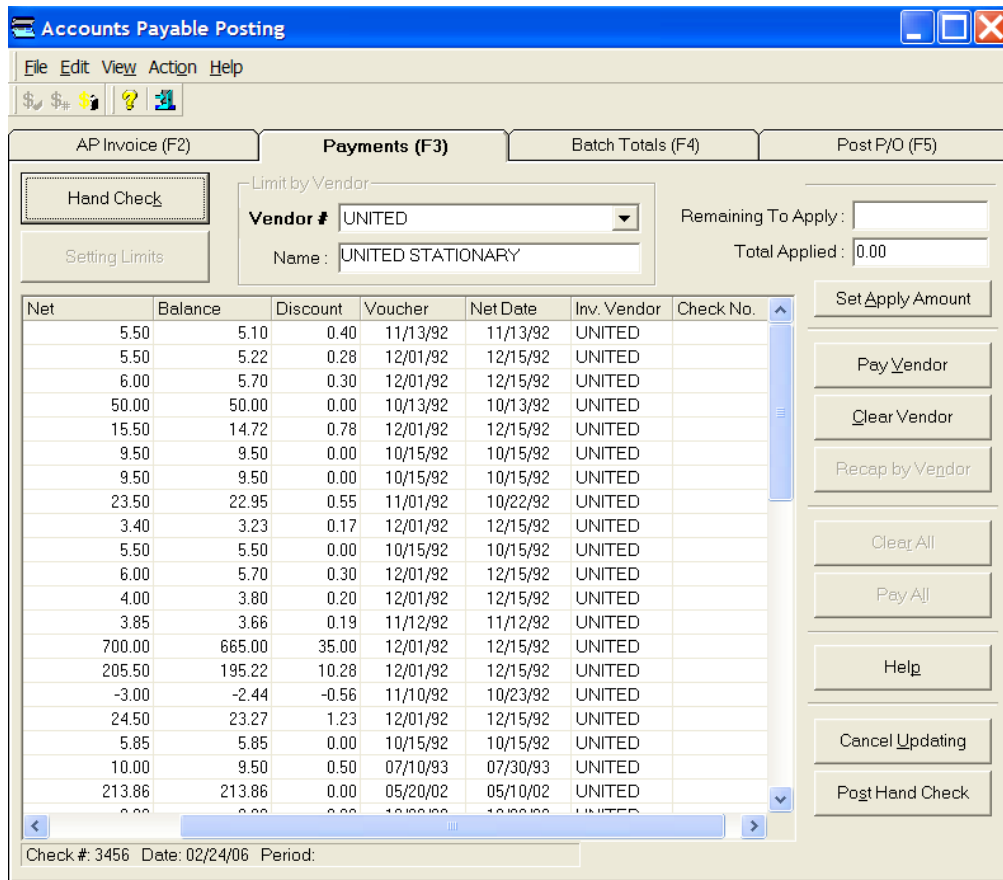
- Batch: 101
- Post Date: 02/24/06
- Period: 1
- Control G/L: 01-101-10
- ID: UNITED
- Name: UNITED STATIONARY
- Address: 5 WHOLESALE DRIVE, HARTFORD, CT 05000
- Phone: - -
- Code: Z
- Acct #: 4455-002-225
- Disc %: [ ]
- Terms: 3
- G/L #: 104
- Net Terms: 2

In the 'Freight - Post' section, the 'Use Remit Id - A-1' checkbox is checked. Other fields include Subtotal \$, Total \$, Vendor GL #, Invoice #, and Remarks. At the bottom, there are buttons for 'Post Invoice', '<< Previous', and 'Cancel'.

**Figure 20: The Use Remit ID Box in the Accounts Payable Posting Post P/O Tab**

## Accounts Payable for Supply & Equipment Dealers

- 3 In the Vendor ID box, enter the account number of the group remit vendor for which you are paying invoices.
- 4 At this point, you can enter the hand check information. When you finish, click OK.
- 5 When you retrieve a group remit vendor, all open invoices for all vendors with the Remit ID appear in the list. The system displays the remit vendor information in the Inv Vendor box, as shown in Figure 21.
- 6 You can click column headings in this tab to re-sort the invoice information. This can help you when marking invoices.
- 7 Check the Pay box corresponding to all the invoices to pay. To mark all the invoices for all the vendors for payment, click the Pay All button.
- 8 When all the invoices to pay have been selected, click the Post Hand Check button.



**Figure 21: The New Inv Vendor Column in the Accounts Payable Posting Payments Tab**

## Accounts Payable for Supply & Equipment Dealers

- 9 The AP-MASTER is Updated message appears, indicating that the information you specified has been posted to the AP-MASTER file. Click OK.
- 10 Once your hand-written checks have been entered, release your checks in the (QR) Accounts Payable Reports screen by selecting the [C] Print A/P Reports function. In the Release Checks field, type Y. For more information, see your online documentation.

### Using System Generated Checks

- 1 Click the Payments tab or press F3. The Payments tab opens.
- 2 Click the down arrow in the Vendor # box and select the group remit vendor from the list.

You can also click the Setting Limits button to select the vendor in the AP Payment Limits dialog box. If you created the AP-PAY file, the AP File exists message appears. At this message, you can delete the current AP-PAY file and generate a new one, or add to the existing AP-PAY file.

When you open the AP Payment Limits dialog box, set limits as you normally would. When finished, click Find.

When the limits you set include invoices with group remit vendors, the system uses the remit vendor as the vendor on the system generated check.

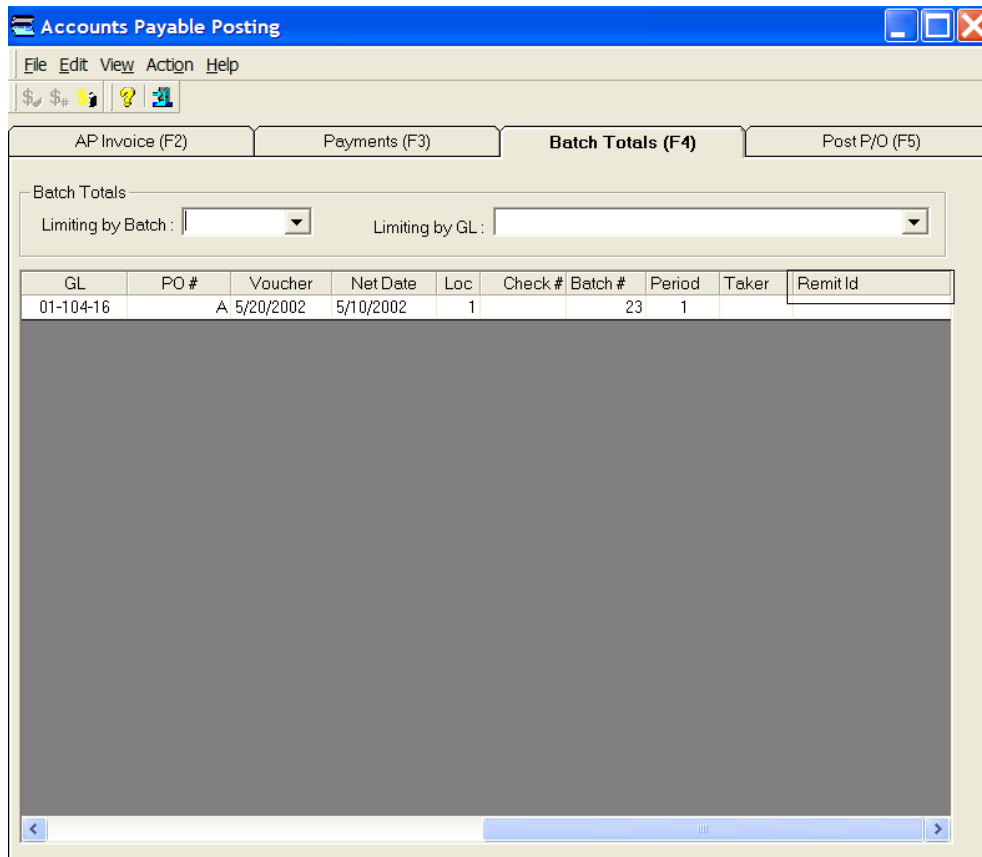
- 3 Click the Pay box corresponding to the invoices to select for payment. To mark all the invoices for all the vendors for payment, click the Pay All button.
- 4 Click the Update Pay File button. When the system builds the AP-PAY file, a new field is added to store the Remit ID for those invoices that have an assigned the group remit vendor ID.
- 5 Next, print checks in the Standard Accounts Payable Reports screen using the [D] Print Checks action code. For more information, see your online documentation.
- 6 Once your checks have printed, you can release your checks in the (QR) Accounts Payable Reports screen by selecting the [C] Print A/P Reports function. In the Release Checks field, type Y. For more information, see your online documentation.

### Viewing Batch Totals

- 1 From the Accounts Payable window, click the Batch Totals tab. In this tab, you can limit the batches to view by batch number or general ledger number.

## Accounts Payable for Supply & Equipment Dealers

- To limit by batch number, click the down arrow in the Limiting by Batch box and click a specific batch number or click ALL to view invoices for all batches.
  - To limit by general ledger number, click the down arrow in the Limiting by GL box and click the general ledger number to view.
- 2 The invoices for the batches you specified, along with the corresponding postings appear in the lower portion of the Batch Totals tab. Notice the Remit ID column has been added for use with this feature, as shown in Figure 22.
  - 3 You can re-sort the data displayed in this tab by clicking the columns. For example, to re-sort by invoice number, click the Invoice # column. To re-sort by date, click the Date column and so forth.



**Figure 22: The New Remit ID Column in the Accounts Payable Posting Batch Totals Tab**

## G/L Drill Down

DDMS contains complete general ledger history files. The G/L Drill Down feature allows you to access even more detailed G/L history information. (G/L Drill Down is an authorized feature. For more information, contact ECi sales.) This feature has been enhanced for use with the A/P Multiple Vendors feature by adding a Remit Vendor column so accounts payable activity can be sorted by Remit ID postings and payments. See Figure 23.

**Note:** If you have previously been using G/L and have recently purchased this option, you need to release batches before you can view detailed postings.

1 From the General Ledger menu, click  or from the Chart of

Accounts History window, click .

2 The General Ledger History window opens. To view Remit ID information, click the scroll bar and drag it to the right so additional columns display.

**Figure 23: The New Remit Vendor Column in the General Ledger History Window**

