ACCOUNTS PAYABLE

Introduction

This section of the manual will take the user through a conceptual overview of the Accounts Payable Module, the setup process that is required to define the codes used in the module, and training on the mechanics of the software. The steps are as follows:

A. **Review of your current process** – We will need to review your current process for AP Invoices and Payments. This will aid us in the setup and training phases of the Accounts Payable Module. Some of the questions that we will be asking are contained in the *Installation Overview*.

B. **Conceptual Overview of the code structure for the Accounts Payable Module –** This step involves the review of the basic setup required for the Accounts Payable Module to function properly. This step is necessary to ensure the user has a good understanding of how the system works and can prepare the information needed Basic File Maintenance training.

C. **Basic File Maintenance Training –** File maintenance training is what we refer to when training the user how to enter the basic information that is the foundation of the system.

D. **Core Process Training –** This phase of the training will vary somewhat from company to company but the main emphasis will be on how to enter Invoices, apply payments to those invoices, issue manual checks, and several reports that are needed for this process.

E. **Advanced Process Training** – This step will cover the more advanced options of the Accounts Payable System.

F. **Month End Processing** – This step will cover additional reporting features of the system and any processing recommended for month-end and year-end. This step usually does not take place until after you live on the system.

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A.   CURRENT PROCESS REVIEW

A list of survey questions will assist ACS in reviewing your current process, determining who will be responsible for making decisions on how the Accounts Payable Module will be setup, and identifying the individuals that will need to be trained on different aspects of the software.

The list of survey questions can be found in the *Installation Overview*.

B.   CONCEPTUAL OVERVIEW OF THE CODE STRUCTURE FOR THE ACCOUNTS PAYABLE MODULE

In this section we will review the setup code requirements for the Accounts Payable module. It is important that you have a grasp of what these codes are used for and how they affect different aspects of the system.

PREREQUISITES:
1. Individuals to be trained must have taken System Navigation Training

AP Types - Multiple accounts payable types are used to separate vendor invoices and payments by vendor type. The codes will group and subtotal the **Invoice Register, Aging Report, Cash Requirements Report, Purchase Journal, Disbursements Journal** and **Monthly Check Report**. Multiple accounts payable types also provide a way to do automatic payment selection by type. Vendor checks are printed in accounts payable type sequence.

Each AP Type is two characters (alphanumeric) and at least one code must be set up in order for the system to function.

NOTE: A/P Types are not required.

Terms Codes – Each Vendor that is setup in the system requires that a Terms Code be assigned. The Terms Code determines the Due Date and, if applicable, the Discount Date and amount for Accounts Payable Invoices.

The Codes can be alpha or numeric. Example:
        30 – To signify invoices due in Net 30 days
        NT – To signify invoices due in Net 30 days

To the system it does not make a difference what coding system you use, however, there is a lot to be said for using codes that are easy for the individuals entering the information to remember.

There is a set of typical Terms Codes in Appendix A. If you decide to use some or all of these you can install them using your "New Installation" menu and then add to or modify these once they are installed.

Payment Groups – These identify vendors you usually pay in a group because of a common characteristic such as statement due date or vendor class. The payment group code is used to select vendors for payment during the payment selection process. A vendor's default payment group code can be overridden during entry of INVOICES, not during Check processing.

Payment Groups are 2 characters (alphanumeric) and at least one default must be set up in order for the system to function properly.

NOTE: Payment Groups are not required.

C.   BASIC FILE MAINTENANCE TRAINING

In this section we will train the user on how to add and maintain the codes and Vendors for the Accounts Payable Module.

Items to be covered in this section:
1. A/P Types (if required)
2. Payment Groups (if required)
3. Terms Codes
4. Vendors
5. Report Parameters

NOTE: The Accounts Payable setup requires at least one General Ledger Distribution Code to be established. This is normally setup by ACS.

Prerequisites:
1. Individuals to be trained must have taken the System Navigation training.
2. Information to be entered into each of the above has been determined and is available.
3. Chart of Accounts has been established

Accounting →Accounts Payable →Maintenance→AP Type Maintenance

A/P Type Maintenance

The information to be entered and maintained during this training session is the A/P Types.

Enter a 1 or 2 character code (alpha-numeric) and description.

Click "OK" when finished to save the table.

Accounting ➔**Accounts Payable** ➔**Maintenance**➔**Payment Group Maintenance**

Payment Group Maintenance

The information to be entered and maintained during this training session is the Payment Groups.

Enter a 2 character alphanumeric code and description.

Click "OK" when finished to save the table

Accounting ➔**Accounts Payable** ➔**Maintenance** ➔ **Terms Code Maintenance**

Terms Code Maintenance

The information to be entered and maintained during this training session is the Terms Code, the Terms Code description, type, Discount Amount, Discount Days and Net Due days.

Terms Code Field Options:

Enter a one or two character alphanumeric Terms Code and click the "OK" button or hit the "Enter" key

Description: Enter up to a 20-character description.

Type: Enter "D" for codes that base the due date on the number of days from the invoice date. Enter "P" for codes where the due date is a specific day of the next month.

Disc% - Enter the amount of Discount that applies to this Code, if applicable.

Net Days – If "D" was entered for the Type, this is where you will enter the number of days from the Invoice Date, that the Invoice is due. If a "P" was entered for the type, enter the day of the next month that the invoice is due.

Disc Days - If "D" was entered for the Type, this is where you will enter the number of days from the Invoice Date, that the Discount is due. If a "P" was entered for the type, enter the day of the month that the discount is due. Enter "0" if there is no discount.

Accounting ➔Accounts Payable ➔Maintenance ➔ Vendor Maintenance

Vendor Maintenance

Vendors can be entered through Vendor Maintenance, or they can be uploaded to the ACS system using the spreadsheets provided. The instructions below are for entering the Vendors through Vendor Maintenance. For instructions are uploading your Vendors/Information, please see the Appendix.

Vendor Number – Enter the vendor number. Remember, this can be alpha-numeric.

Name and Address Information
Vendor Name, Address, Phone, Fax – Enter the BILL TO information for the Vendor. This is where you will mail the checks.

Contact Name – Enter the name of the person you would contact at this Vendor location.

Acct ID - Use this field to enter the Account ID assigned to you by the Vendor.

Alt Sequence – This field will automatically populate with the first few characters of the Vendor Name. The Alt Sequence is used in running several reports alphabetically, as opposed to using only the Vendor Number.

Hold Invoices – Check this flag if all invoices from this Vendor should be placed on hold and not paid.

Date Opened – Enter the date you opened your account with the Vendor.

Federal ID – The Vendor's Federal ID number. This is used for 1099's.

1099 – If this Vendor should receive a 1099 at the end of the year, make sure to check this box. If this box is checked make sure you enter a Federal ID.

F.O.B. – Typically this stands for Free on Board or Freight on Board. You can use this field to specify whether you or the Vendor will pay for the freight. This field is only for informational purposes.

Ship Via – Use this field to list what method of transportation this vendor uses, such as UPS or FedEx.

Inactive – You can mark this Vendor as Inactive if you want to be sure that Purchase Orders or Invoices cannot be entered for this vendor.

Click "OK" to record the information just entered and move to the Detail screen.

Detail Information
The information requested on the Detail screen will vary according to your answers to the General Survey questions. You may have to enter AP Type, Distribution Code, Payment Group and Terms Code for each Vendor. This information will be used as a default on every invoice entered for this vendor. However, you will have the opportunity to modify the information during Invoice Entry.

AP Type – Enter the AP Type to be associated with this vendor, if applicable, or use F3 to see your options.

Dist Code – Enter the Dist Code to be assigned to this vendor, if applicable, or use F3 to look up your options. These codes are generally setup by ACS.

Payment Group – If using Payment Groups, enter the group assigned to this vendor or use F3 to look up the available groups.

Terms Code – Use F3 to find the Terms Code that applies to invoices for this vendor.

Account No – If there is a normal GL account number that you usually post invoices to for this vendor, you can enter that account number in this field. When you enter invoices for this vendor, this account would be pulled into the invoice, thus saving you a step.

Select "OK" to confirm this information and move on to the next screen.

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Purchase Address Maintenance – here you will have the ability to enter addresses for this vendor. The Purchase Address section is for those Vendors who have more than one location that you order from, but all invoices are directed to the same Bill to address. You will have the opportunity to select a Purchase Address during PO Creation.
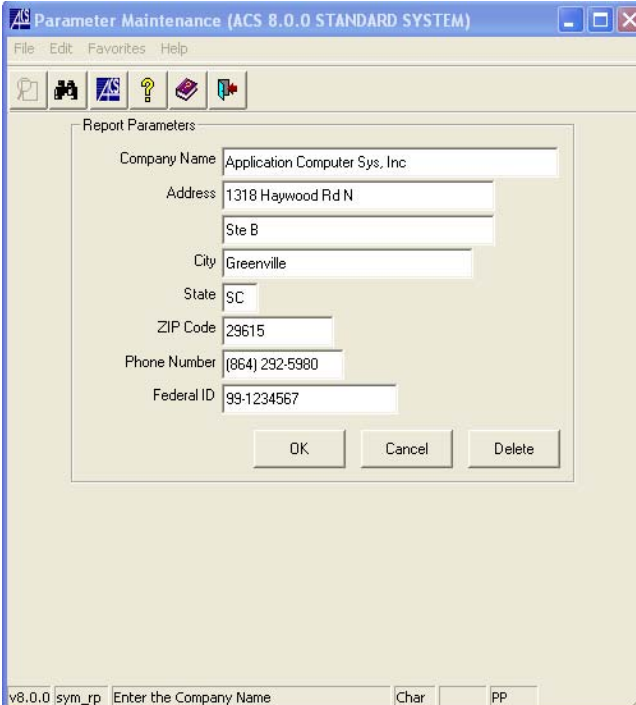
Develop a Purchase Address number, (typically you start with 01 and then 02, 03, etc). Enter all of the basic information for the location including address, phone, fax, FOB information and Ship Via information. You may enter up to 99 Purchase Address for EACH vendor. This field is numeric only.

Comment Maintenance – In this section, you can enter any information about the vendor that you want to convey to other ACS users. For example, you may want to let users know that if you are ordering from this vendor, all purchases must be reviewed by a certain person. These comments will appear if this vendor is used in Purchase Order Entry, Purchase Order Invoice Entry, Accounts Payable Invoice Entry or Manual Check Entry.

Email and Fax Information – This is where you can enter the email and fax contact information that you have for this vendor. If you use the system's fax capabilities, this is the fax number and contact name that will appear as the default. If you are emailing a Purchase Order, this email address will be used as the default.

Accounting →Accounts Payable →Maintenance → Parameter Maintenance→Report Parameters

Report Parameters

The information found in Report Parameters is used as a reference and also on the 1099 forms that you may print at the end of the calendar year.

Company Name, address, phone and Federal ID are the fields required.

D.   CORE PROCESS TRAINING

In this section we will cover PO Invoice Entry, AP Invoice Entry, Payment Selection, Check Printing and Manual Check Entry.

Prerequisites:
1. Individuals to be trained must have taken the System Navigation training.
2. All Accounts Payable Codes have been set up.
3. Vendors have been entered
4. PO Line Codes have been set up
5. Service Repair Distribution Codes have been set up
6. Appropriate checks are on hand

Accounting →Accounts Payable →Processing → Purchase Order Invoice Entry

Purchase Order Invoice Entry - This option will allow you to access the PO receipt information and "pull" the information through to your Accounts Payable function.

Default Accounting Date – This refers to the default GL posting date that will apply to all invoices entered in this batch.

The invoice date defaults to the current date. The default for the due date and discount date is calculated based on terms code for an invoice and invoice date.
The **accounting date** of an invoice is used as the transaction date for general ledger postings. Use the same accounting date for a group of invoices so that they are summarized together. You can override the default accounting date for each invoice and replace it with the date appearing on the invoice in order to generate General Ledger transactions with multiple dates.

Vendor Number - The Purchase Order Invoice Entry main screen is divided into two sections. In the upper section (header) fields you enter vendor information, including name, address, contact, etc. In most cases, this information is automatically retrieved from the Vendor Masterfile after you select a vendor. Vendor comments are automatically displayed if that option has been selected.

If you do not know the Vendor number, you can instead Select F2 to enter the PO Number, or you can use F3 to lookup the Vendor.

Invoice Number – Enter the invoice number associated with this transaction

The lower section fields contain default codes set up in the *Purchase Order Maintenance* tasks. These codes can be overridden if desired, but they will default to the codes set up for this particular vendor.

Distribution Code- If using multiple Distribution Codes to signify various Cash Accounts, you will have access to this field. You can hit Enter to pull up the Default assigned to the Vendor or use F3 to find a different code.

Payment Group – Select the Payment Group to which you wish to assign this invoice or simply hit Enter to pull up the group assigned to the vendor.

Terms Code – Assign a Terms Code to this invoice based on its due date or hit Enter to pull in the code already assigned to the vendor.

Hold – Checking this box will withhold this invoice from payment selection. You must remove the hold before it can be selected for payment

Invoice Date – This refers to the date printed on the invoice that relates to the Terms Code you selected

Accounting Date – The date you wish to have this invoice post to the General Ledger

Due Date – This date will automatically calculate for you based on the Terms Code you entered and the Invoice Date. You can change this field.

Discount Date – The applicable Discount Date will be calculated for you based on the Terms Code and Invoice Date

Reference – This field is 10 characters and can be used for internal reference purposes. It will print on the Invoice Register and will be retained in History

Memo – 16 characters are allowed in this field. If you have the parameter set to allow printing of memos on check stubs, whatever is entered in this field will be printed on the check stub issued to this vendor.

Total Invoice Amount – The Total amount listed on the invoice

Net Invoice Amount – The amount of the invoice that can be discounted

Adjustment Amount – This field is only accessible if you are modifying an existing invoice. The amount entered in this field will increase or decrease the original invoice

Discount Amount – Enter the amount of any discount to apply on the net invoice amount. This field will be automatically calculated for you if you assigned a Terms Code to the invoice.

Retention Amount – This field is only accessible if you have the Retention flag assigned during set up. Enter the retention amount that is to be withheld from the invoice payment during the payment selection process.

When retention is used, the amount of the retention is posted (credited) to the retention payable account defined in the distribution code that is associated with the invoice, and the standard accounts payable account is posted with the difference.

Proceed to **PO Selection -** You can invoice individual purchase orders from the Purchase Order Selection section by entering a purchase order number in the *PO #* field. The receiver number, ordered date, received date, terms, and total dollar amount of the purchase order are displayed once an invoice number is selected. Multiple purchase orders can appear on the same invoice. A *Total* field at the top of the section displays the total amount of the purchase order and a running total as purchase orders are added.

Enter a valid PO and Receiver number that this invoice applies to. The Ordered and Received Dates will populate automatically as well as the Terms, Description and amount of the PO Receiver. These fields that populate automatically are for display purposes only.

Click OK to move on to the **PO Detail -** After you enter the purchase order(s) information, line items as received on the purchase orders are displayed. Items on the invoice, but not contained on original purchase orders, may be added here. Unit costs may be changed to

reflect the actual cost, which appears on the invoice. The *Total* field at the top of the detail section now displays the total amount of the invoice and a running total as line items are added.

The only accessible field is the Cost field. The other fields are for display only unless you are entering a new line item. *Please note that you can only add items with a line type of "O". For more information on Purchase Order line types, please refer to your Purchase Order manual.* If you are entering a new line item the fields required are:

> **Seq –** This will be assigned automatically
> **Cd –** Enter a Line Code that signifies what is on the invoice
> **WH –** This field will not be necessary since you can only manually enter Line Codes with a type of "O".
> **Item Number –** You will skip over this field as well since you cannot enter stock items
> **Item Description -** Here you will enter a brief description of the item, 36 characters
> **Received, Qty and UM –** These fields will not be accessible
> **Cost –** Enter the cost of the item being added.
> **Ext & PO #, Rec # -** not accessible when adding a line

Any cost changes made to the items on this screen WILL NOT be reflected on the job cost and will not change the Unit Cost of the item in Inventory. To accomplish this, you will need to do a negative PO and receiving and receive the item in at the correct cost.

Next you will move on to **General Ledger Distribution -** Any difference between the invoice total and the sum of the line item extensions on the PO Detail screen must be allocated to the General Ledger. Typically, this is where you would enter freight and other items which may not have been entered and received on a Purchase Order.

You can also link this expense to a job by entering a Job Number in the appropriate column. (Please note that if you enter a job number, the GL account number will revert to the WIP account listed for the job). You will also be given the opportunity to enter a Cost Description for this expense, which will post to the Job Cost Detail.

NOTE: If a receiver has lines received that are not on the invoice, these lines should be deleted from the PO detail screen.

Accounting ➔ Accounts Payable ➔ Processing ➔ Purchase Order Invoice Register

Purchase Order Invoice Register – This option will allow you to print and update purchase order invoices since the last update of the register. You can sort the register by invoice, purchase order, or line item.

> Updating the Purchase Order Invoice file creates an accounts payable open invoice. Additional updates will also be made to Vendor Totals, "Quantity Invoiced" for the associated Purchase Orders and the Purchase order Receipt History.

Accounting ➔ Accounts Payable ➔ Processing ➔ Invoice Entry

Invoice Entry - This task is used to enter new vendor invoices not associated with a Purchase Order and to adjust previously entered invoices.

> **Default Accounting Date –** This refers to the default GL posting date that will apply to all invoices entered in this batch.

> The invoice date defaults to the current date. The default for the due date and discount date is calculated based on terms code for an invoice and invoice date.

> The **accounting date** of an invoice is used as the transaction date for general ledger postings. Use the same accounting date for a group of invoices so that they are summarized together. You can override the default accounting date for each invoice and

replace it with the date appearing on the invoice in order to generate General Ledger transactions with multiple dates.

Vendor Number – Here you can search for a current vendor number, or you can select F1 to enter a Temporary Vendor.

If you select a valid vendor number instead of indicating a temporary vendor, only comments associated with the non-temporary vendor are displayed.

If you select F1 for a Temporary Vendor, you will be able to enter the information for the Temporary Vendor such as name and address. This will be entered after you enter the Invoice Number.

AP Type – This field is only accessible if you are using Multiple AP Types. If you are, this is where you will enter the AP Type for this Vendor/Invoice combination.

Invoice Number – Enter the invoice number associated with this transaction.

Distribution Code – If you are utilizing multiple AP Distribution Codes, this is where you will enter the correct Distribution Code for this invoice. However, the system will automatically default to what you previously set up in Vendor Maintenance.

Payment Group - The payment group provides a way to group invoices for payment selection and is used by the *Payment Selection* task. This field will default to the code assigned to the vendor.

Terms Code - The terms code determines the due date, discount date, and percentage of available discount (if applicable) for the invoice. Again, this field will default to the code assigned to the Vendor.

Hold – An invoice placed on hold will not be eligible for *Automatic* Payment Selection. However, invoices put on hold during invoice entry can be selected for payment during the *Payment Selection* task by selecting the **Select by Specific Invoices** option.

Invoice Date – The date printed on the invoice.

Accounting Date – The date you wish to have this invoice post to the General Ledger

Due Date – This date will automatically calculate for you based on the Terms Code you entered and the Invoice Date.

Discount Date – The applicable Discount Date will be calculated for you based on the Terms Code and Invoice Date

Total Invoice Amount – The Total amount listed on the invoice

Net Invoice Amount — The amount of the invoice that can be discounted

Adjustment Amount — This field is only accessible if you are modifying an existing invoice. The amount entered in this field will increase or decrease the original invoice

Discount Amount — Enter the amount of any discount to apply on the net invoice amount. This field will be automatically calculated for you if you assigned the correct Terms Code to the invoice.

Retention Amount — This field is only accessible if you have the Retention flag assigned during set up. Enter the retention amount that is to be withheld from the invoice payment during the payment selection process.

When retention is used, the amount of the retention is posted (credited) to the retention payable account defined in the distribution code that is associated with the invoice, and the standard accounts payable account is posted with the difference.

Reference — This field is 10 characters and can be used for internal reference purposes. It will print on the Invoice Register and will be retained in History

Memo — 16 characters are allowed in this field. If you have the parameter set to allow printing of memos on check stubs, whatever is entered in this field can be printed on the check stub issued to this vendor.

In the **Seq** field, press Enter to accept the default sequence number. If you are making changes to an existing line, enter the sequence number for that line in this field. The module accesses that line directly.

 In the **Account** field enter a valid general ledger account for the debit distribution or use F3 to find the correct account.

 In the **Miscellaneous** field, you can enter a 10 character comment that will be carried to the Invoice Register.

The **Job Number** field allows you to enter a job number to which you wish to allocate this cost. The **Job Description** field will be automatically populated. (**NOTE:** If you enter a job number, the Account number on this line item will automatically change to the WIP account for that Job Department)

Cost Description can be used to explain what the cost represents and it will appear on the Job Cost Detail. This field is not accessible if you are not charging the line item to a job.

In the **Amount** field enter the amount of the distribution.

Normally only the debit side of the entry is entered, and the credit side is supplied automatically during the Invoice Register Update from the distribution code associated with the invoice. A positive amount results in a debit posting to the account during the Invoice Register Update process. A negative amount results in a credit posting.

If applicable, enter an amount in the **Units** field.

Units are used to track and report non-dollar quantities in the General Ledger module.

Click "OK" when finished entering line items and the total line items is equal to the invoice amount. The **Distribution Balance** box will show how much is left to be distributed.

Accounting ➔**Accounts Payable** ➔**Processing** ➔ **Invoice Register**

Invoice Register – This option will allow you to print and update invoices since the last update of the register.

Updating the Invoice file creates an accounts payable open invoice. An additional update will also be made to Vendor Totals.

Accounting ➔**Accounts Payable** ➔**Processing** ➔ **Payment Selection**

Payment Selection - The first step in paying open invoices is to select the invoices to be paid. You can use any combination of the selections you see to select (or deselect) the invoices to be paid.

> **Select all Invoices -** Use this option to select all invoices for payment, except those that are designated as *on hold*. When you are using Multiple AP Types, the accounts payable type must also be selected.

> **Select by Invoice Due Date -** Use this option to select open invoices that are in a specified due date range. Invoices on hold are not selected.

> **Select by Discount Due Date -** Use this option to select invoices based on a discount due date or a range of discount due dates.

> **Select by Payment Group -** Use this option to select invoices assigned to the specified payment group.

> **Select Specific Invoices -** Use this option to select for payment all invoices for a vendor or specific invoices. You can also exclude invoices or part of an invoice from

payment. In addition, you can make partial payments and pay invoices that are designated as *on hold*.

If necessary, enter the AP Type, and then enter the Vendor Number. When you get to the Invoice Number field, if you select the "Display All" button, all of the invoices eligible to be paid will appear. Simply double click in the "Payment" column in order to select the invoice for payment. The amount will default to the full amount of the invoice, but you can change it to make it a partial payment. Or, if the invoice had already been selected through a previous method, you can use this function to cancel the payment by entering a zero amount in the Payment column. You can also make adjustments in the Discount Column.

Clear All Previous Selections – This option allows you to clear all payment selections made thus far and start all over again.

Accounting ➔Accounts Payable ➔Processing ➔ Payment Selection Report

Payment Selection Report - Use this report to review payment selections before printing checks. The report displays calculated check amounts for each vendor selected for payment. If there is more than one invoice for an AP type/vendor combination, the invoices are grouped together. If a vendor has multiple invoices for multiple AP types, those invoices will appear on different pages of the report, (i.e. listed multiple times). Also, multiple checks will be produced for that vendor. The payment total of the report is the total amount to be disbursed.

Accounting ➔Accounts Payable ➔Processing➔ Check Printing

Check Printing - The check printing process operates in either a standard check printing mode or in a restart mode (required when the check printing process is not successfully completed and some or all of the checks must be reprinted).

Check Date – Enter the date that should appear on the checks. This is also the date that the General Ledger will use to make postings to the AP, Discount and Cash accounts.

Check Number – Enter the number preprinted on the first check

Restart – If you are restarting the checks due to an issue when printing, check this box. Otherwise, leave it unchecked.

AP Type – If you utilize multiple AP Types, enter the AP Type you wish to run checks for, or select F1 for all

Vendor Number – If you have restarted the checks, you will be asked to enter the Vendor Number of the first Vendor that will need the checks to be reprinted. ALL checks from this Vendor forward will be reprinted.

NOTE: Once check printing has started, you cannot modify payment selection.

Accounting ➜Accounts Payable ➜Processing ➜ Check Register

Check Register - The Check Register lists all the vendor checks, including void checks that were printed in the most recent batch of computer-printed checks. The list is in check number order.

When the register is printed and verified, the update process begins. It creates the general ledger postings, posts payments to the Vendor Master File and Disbursement History file, and updates the bank reconciliation files.

Accounting ➜Accounts Payable ➜Processing ➜ Manual Check Entry

Manual Check Entry – Use this process to record handwritten checks, voided checks and check reversals.

AP Type – If utilizing more than one AP Type, enter the AP type for this entry

Check Number – Enter the check number, up to 7 digits. If you did not issue an actual check, use a number that makes sense to you. If you are processing credit card payments use a "C" as the first character of the check number.

Vendor Number – Enter the vendor number for whom you wish to issue the manual check. (If Comments were assigned to this vendor in Vendor Maintenance, they will appear at this time)

Trans Type – Enter "M" for manual or "V" for Void. (If this was a check reversal, the system would have recognized the check number and put "R" in this field for you. For this Core Process Training, we are entering a Manual Check.)

Check Date – This date determines the General Ledger Posting Date

At this point, if this was a Check Reversal, you will confirm the information and the entry will be complete. If this is a Manual Check, you will continue as follows.

Invoice – You can select an invoice already entered and open for this vendor, or you can enter a new invoice number.

Date – Enter the date of the invoice if this is a new invoice. If this is an existing invoice, the date will be brought forward.

DC – If using Multiple Distribution Codes, this field will be available for entry

Invoice Amount – if this is a new invoice, enter the amount of the invoice in this field. If this invoice is already in the system, this amount will default to the amount of the invoice entered, but you can change it to reflect the amount you actually wish to pay on the invoice (Lesser amounts only are acceptable. The rest of the amount will remain on the Aging).

Disc Amount – If you are taking a discount on this invoice, enter that amount here. Any amount entered will reduce the amount entered in the Invoice amount column when issuing the check.

Payment – Will be calculated by subtracting the Disc Amount from the Invoice Amount.

Retention Amount – This field is not accessible unless using the Retention function.

G/L Distribution – If you entered a new invoice, you will be taken to this screen to assign the GL account and other information.

> **Acct# -** Enter the GL account that you wish to charge this invoice to. If a GL account was assigned to this vendor in Vendor Maint, it will appear as the default account, but can be changed.

> **Miscellaneous –** You can use this field for any purpose. It will carry only to the Invoice Register and will not be maintained in any history files.

> **Job # -** You can link this cost to a job. If you choose to enter job # here, the GL account will be changed to the WIP account assigned to the Job Department and a message will appear to notify you of this change.

> **Job Description –** Automatically appears after Job# is entered

> **Cost Description** can be used to explain what the cost represents and it will appear on the Job Cost Detail. This field is not accessible if you are not charging the line item to a job.

> In the **Amount** field enter the amount of the distribution.

> Normally only the debit side of the entry is entered, and the credit side is supplied automatically during the Invoice Register Update from the distribution code associated with the invoice. A positive amount results in a debit posting to the account during the Invoice Register Update process. A negative amount results in a credit posting.

> If applicable, enter an amount in the **Units** field. (*This field is accessible only when the General Ledger module is installed and the Units parameter is set to Y.*)

> Units are used to track and report non-dollar quantities in the General Ledger module.

> Click "OK" when finished entering line items and the total line items is equal to the invoice amount. The **Distribution for Invoice** box will show how much is left to be distributed.

Accounting ➔Accounts Payable ➔Processing ➔ Manual Check Register

Manual Check Register - As the information in the register is updated, AP type and check numbers display on the screen. The manual checks are updated to the Open Invoice file and Monthly Check file. The disbursement history is updated for each paid vendor.

> **NOTE:** For each invoice not initially entered through the Invoice Entry task, a transaction is automatically created and added to the Open Invoice file during the Manual Check Register Update process. This transaction, which can be viewed in the Open Invoice Inquiry option of the Vendor Maintenance, has an identification of MI (Manual Invoice). The amount of this type of transaction corresponds to the amount of the manual check applied to the invoice. Any "unpaid" amount of for the invoice is not recorded in the system unless it was entered separately through the Invoice Entry task. This type of transaction exists to enable audit tracking of invoices paid by manual checks.

Accounting ➔Accounts Payable ➔Reports➔Vendor Cross Reference Report

The Vendor Cross-Reference Report is a list of vendor codes and names in both vendor number and alternate sort sequence.

Accounting ➔Accounts Payable ➔Reports➔Vendor Label Printing

This task prints vendor labels in vendor number, alphabetic (alternate), or zip code sequence. Labels for all vendors or a range of vendors can be printed. The positioning of the label printing (how many number across and spacing between labels) is specified in the *Parameter Maintenance* task. Please contact ACS Support for assistance.

Accounting ➔Accounts Payable ➔Reports➔Vendor Detail Listing

The Vendor Detail Listing allows you to print for one Vendor or a range of vendors, all information contained in the Vendor Master Maintenance file including Purchase Addresses, Detail Information and Invoice/Payment History.

Accounting ➔Accounts Payable ➔Reports➔Vendor Comments Listing

The Vendor Comments Listing will print the Vendor Number, Vendor Name, Contact Name, Phone number and any Vendor Comments listed in the Vendors Maintenance file.

Accounting ➔Accounts Payable ➔Reports➔Vendor Name & Address Listing

This task prints vendor number, name and address, contact, telephone and fax information.

E.   ADVANCED PROCESS TRAINING

Accounting →Accounts Payable→Maintenance→Recurring Invoice Entry

This option is used to establish records of recurring bills or invoices that are processed each month. You enter recurring invoices much the same way standard non-recurring invoices are entered. Recurring invoice processing begins in each payment period with the printing of the

Recurring Invoice Register. The update that follows places the recurring invoices in the standard Invoice Entry file so the remainder of the processing is done along with the regular payment period processing.

> Recurring invoices are identified by the combination of vendor number, accounts payable type (optional) and invoice number entered when the invoice is defined. The same data fields and procedures for the *Invoice Entry* task are also used for the *Recurring Invoice Entry* task, with the exception of the following two fields. For information on the other fields, refer to *Invoice Entry.*

> In the **Invoice No** field enter an alphanumeric number of 1 to 6 characters (regular invoice entry allows ten).

> The *number of days from the first of the year* is appended to the invoice number during the **Recurring Invoice Register** update process. When a recurring invoice remains in the Accounts Payable module more than one year, the suffix becomes the number of days plus 365.

> **Recurring Invoice Number Example**
> A recurring invoice with the number of **665544** is updated on January 31. During the update, it is numbered **6655440031**. The same recurring invoice updated on February 28 creates an invoice numbered **6655440059**. On March 30, the same invoice is numbered **6655440089**. On January 31 of the next year, the invoice is numbered **6655440396**. This creates a unique identity (invoice number and day of year) each month for a recurring invoice.

> The **Dist Code**, **Pmt Group** and **Terms Code** can be selected or press Enter to use the Default.

> In the **Invoice Date** field enter the date the invoice is due.

> Only the day of the month entered (not the month or year) is significant when recurring invoices are updated. A new invoice with the current month and year is created and entered into the regular invoice file.

Accounting Date – The date you wish to have this invoice post to the General Ledger

Due Date – This date will automatically calculate for you based on the Terms Code you entered and the Invoice Date.

Discount Date – The applicable Discount Date will be calculated for you based on the Terms Code and Invoice Date

Total Invoice Amount – The Total amount listed on the invoice

Net Invoice Amount – The amount of the invoice that can be discounted

Adjustment Amount – This field is only accessible if you are modifying an existing invoice. The amount entered in this field will increase or decrease the original invoice

Discount Amount – Enter the amount of any discount to apply on the net invoice amount. This field will be automatically calculated for you if you assigned the correct Terms Code to the invoice.

Retention Amount – This field is only accessible if you have the Retention flag assigned during set up. Enter the retention amount that is to be withheld from the invoice payment during the payment selection process.

When retention is used, the amount of the retention is posted (credited) to the retention payable account defined in the distribution code that is associated with the invoice, and the standard accounts payable account is posted with the difference.

Reference – This field is 10 characters and can be used for internal reference purposes. It will print on the Invoice Register and will be retained in History

Memo – 16 characters are allowed in this field. If you have the parameter set to allow printing of memos on check stubs, whatever is entered in this field will be printed on the check stub issued to this vendor.

In the **Seq** field, press Enter to accept the default sequence number. If you are making changes to an existing line, enter the sequence number for that line in this field. The module accesses that line directly.

In the **Account** field enter a valid general ledger account for the debit distribution or use F3 to find the correct account.

In the **Miscellaneous** field, you can enter a 10 character comment that will be carried to the Invoice Register

In the **Amount** field enter the amount of the distribution.

Normally only the debit side of the entry is entered, and the credit side is supplied automatically during the Invoice Register Update from the distribution code associated with the invoice. A positive amount results in a debit posting to the account during the Invoice Register Update process. A negative amount results in a credit posting.

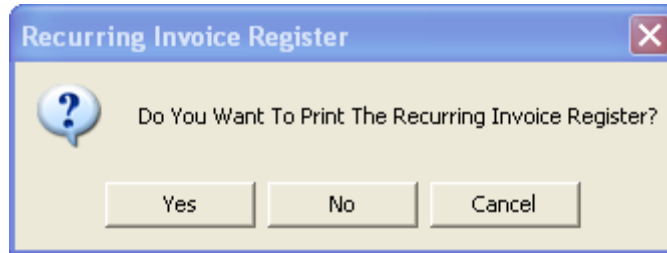If applicable, enter an amount in the **Units** field

Units are used to track and report non-dollar quantities in the General Ledger module.

Click "OK" when finished entering line items and the total line items is equal to the invoice amount. The **Distribution Balance** box will show how much is left to be distributed.

Accounting ➔Accounts Payable➔Maintenance➔Recurring Invoice Register

You should print and update the **Recurring Invoice Register** monthly. After printing the register, verify the information and make corrections before updating. The update causes a copy of each recurring invoice to be transferred to the standard invoice entry file. There they are modified or deleted like any other invoice before printing and updating the **Invoice Register**.

Recurring Invoice Register

? Do You Want To Print The Recurring Invoice Register?

Yes   No   Cancel

Run the Recurring Invoice Register and review.

Recurring Invoice Register (ACS ...

File   Edit   Favorites   Help

Month/Year 05/10

OK   Cancel

v8.0.0 apu_fa Is The Above Y/N   Po-1

A new screen will appear. In the **Month/Year** field enter the month and year you are updating in the MMYY format.

The day component of the date is taken from the **Invoice Date** entered in the *Recurring Invoice Entry* task.

> **Updating** - During the update, an invoice is added to the Invoice Entry file for each defined recurring invoice.

The Recurring Invoices can now be found in AP Invoice Entry where you can modify them and update using the Invoice Register as you would any other invoice.

F.   MONTH END PROCESSING

This section will cover the processes and reports used during Month End and Year End Processing. Please note that a complete list of procedures will be provided to you.

What will be covered in this section:
1. Aging Report
2. Cash Requirements Report
3. Vendor Ledger Cards
4. Temporary Vendor Listing
5. Purchase Journal
6. Disbursements Journal
7. Monthly Check Report
8. Period End Update
9. Export 1099 Data to Text
10. Close Form 1099 Year

Prerequisites:
1. Individuals to be trained must have taken the System Navigation training.
2. All prerequisites from previous Accounts Payable training apply here.

Accounting ➔Accounts Payable➔Processing➔Aging Report

The Aging Report is a tool used for making payment decisions. The report groups all or selected outstanding invoices into aging periods that you determine before printing. The selected periods can be the fiscal calendar periods or a number of days in length, usually 30.

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Aging Date – Select "P" to age by Periods. If aging by periods, the date entered is used to determine which period is current. Invoices dated after that period will be shown as future. Invoices with dates within the date range of the current period fall into the first aging column after the future column. Invoices with dates prior to the current period fall into subsequent aging columns. It is similar for aging by number of days except that the date entered is used as the through date for the first aging columns (the current column). Invoices dated after this date are considered future.

Select "D" to age by number of Days.

Number of Days - When aging by number of days, enter the day you want to use as a reference for determining the aging periods. Each invoice is aged based on its invoice date, accounting date or due date. This field is bypassed if you select "P" above.

Summary Or Detail – Select "S" to print only summary totals for each vendor. Select "D" to print each invoice for each vendor separately.

Aging Option – Enter "I" to age each invoice based on the invoice date. Select "D" to age each invoice based on the invoice due date and select "A" to age the invoices based on the accounting date. We recommend using "A" if trying to balance the Aging Report to the General Ledger.

Include Activity Past Aging Date – If this box is checked, all invoices and payments are included regardless of their dates. If the box is left unchecked, only activity that occurred on or before the aging date will be included.

Report Sequence – Enter "A" to run the report by Alternate Sequence or "N" to run the report by Vendor Number.

Include Available Discounts – This option will only be available if you have chosen Due Date as your Aging Option. If so, you can select to include any discounts applicable to the invoices. If left unchecked, the discounts will not be applied.

Beginning/Ending Vendor – If you chose Report Sequence "N" to run the report by Vendor Number, you will be able to enter a beginning and ending vendor. You can select one vendor or a series of vendors or all vendors.

Accounting ➔Accounts Payable➔Processing➔Cash Requirements Report

This report can be used as a tool that groups open invoices into user-defined time periods. Four time periods, defined either by the fiscal calendar or by number of days specified, are provided on the report.

Aging Date - Enter a date to use as a reference date for determining the projection periods. Each invoice is aged based on its invoice date, accounting date or due date

Period Or Days – Enter "P" to base the report on time periods on your fiscal calendar. Enter "D" to base the report on a number of days.

Number Of Days - This field is only available if you entered "D" in the Period Or Days field. Enter the number of days for the time periods shown on the report. For example, enter 7 if you want to see the amounts grouped into time periods of 7 days.

Summary Or Detail – Enter "S" to print only summary totals for each vendor. Enter "D" to print each vendor invoice on a detail line.

Aging Option- The aging option determines the date used to calculate the invoice age. The task compares the selected date for each invoice to the aging date and determines the time period it falls into.
        I: ages each invoice based on the invoice date.
        D: ages each invoice based on the invoice due date.
        A: ages each invoice based on the accounting date.

Report Sequence- Entering "A" will sort the report by alternate sequence; while "N" will sort the report by vendor number.

Select "OK" to print your report.

Accounting ➔Accounts Payable➔Reports➔Vendor Ledger Cards

Each card lists the outstanding invoices, up through a selected date. The invoice number, date, amount, discount and date due are shown.

Beginning Vendor – You can enter a specific Vendor number, use F3 to look up a Vendor, or select F1 to use the first available Vendor.

Ending Vendor – You can enter a specific Vendor number, use F3 to look up a Vendor, or select F1 to use the last available Vendor.

Through Date – Enter the date through which you want to see all Open Invoices.

Accounting ➔Accounts Payable➔Reports➔Temporary Vendor Listing

This task will show an invoice history for all temporary vendors. The listing will include the Vendor Name and Address, Invoice Number, Invoice Date and Invoice Amount.


There are no fields to select. Once you choose this option, you are asked if you wish to print the report. Select "Yes" and the information will print.

Accounting ➔Accounts Payable➔Period End➔Purchase Journal

The Purchase Journal lists invoices entered and updated in the Accounts Payable module for a selected accounting period. The report can print by vendor number, distribution account or alternate sequence.
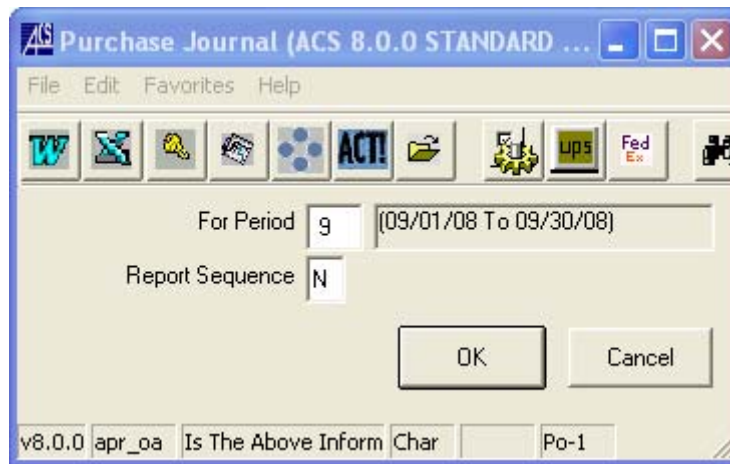
> **For Period -** Select the period for which you wish to run the report. After entering the period number, the dates included in this accounting period are displayed.
>
> **Report Sequence -** You will also select your Report Sequence. The contents of the report are the same regardless of the sequence selected. Select "A" to print the report in Alternate Sequence; "D" to run the report by Distribution Account or "N" to run the report in order by Vendor Number.
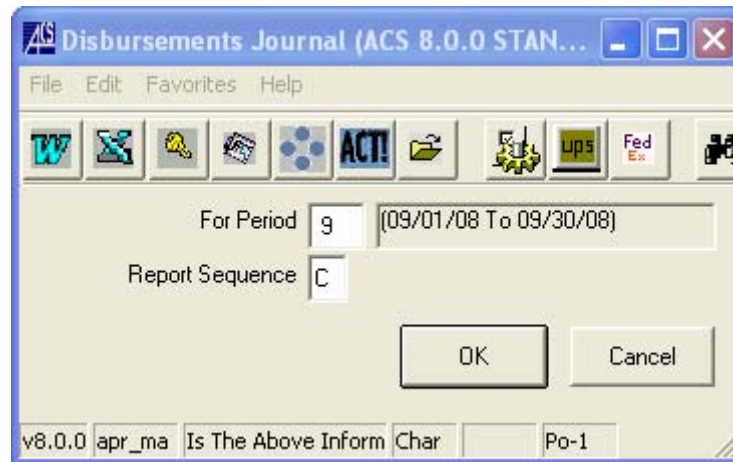
When the Multiple AP Types parameter is set to Y, the report is grouped and subtotaled by accounts payable type.

Note: Because the Purchase Journal does not update information, you can select any accounting period in the fiscal year.

Accounting ➔Accounts Payable➔Period End➔Disbursements Journal

Use the Disbursements Journal to list the disbursements for the checks printed during the selected accounting period. A recap of all disbursements is provided at the end of the report.

For Period - Enter the desired accounting period for the report.   After entering the period number, the dates covered by this accounting period are displayed.

Report Sequence - The contents of the report are the same regardless of the sequence selected. Select "A" to print the report in Alternate Sequence; "C" to run the report by Check Number or "N" to run the report in order by Vendor Number.

Note: Because the Disbursements Journal does not update information, you can select any accounting period in the fiscal year.

When the Multiple AP Types parameter is set to Y, the report is grouped and subtotaled by accounts payable type.

Accounting ➜Accounts Payable➜Period End➜Monthly Check Report

Use the Monthly Check Report to list all vendor checks, manual checks, check reversals and void checks processed during the selected accounting period.
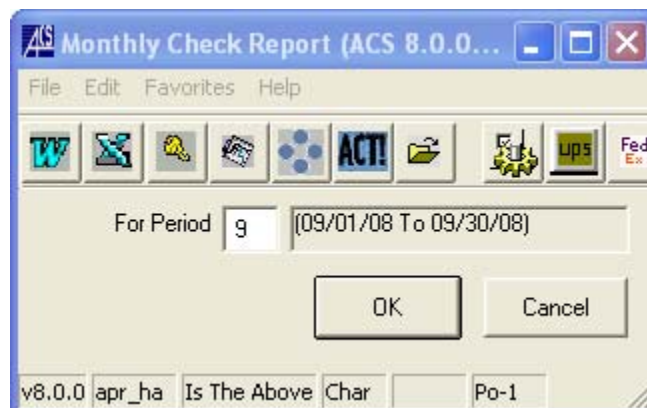
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For Period - Enter the desired accounting period for the report. After entering the period number, the dates covered by this accounting period are displayed.

Note: Because the Monthly Check Report does not update information, you can select any accounting period in the fiscal year.

If the Multiple AP Types parameter is set to **Y**, the report is grouped and subtotaled by accounts payable type.

Accounting ➔Accounts Payable➔Period End➔Period End Update

All the transactions (invoices and checks) for the period must be entered and updated before beginning the accounts payable period-end update. When the processing for the month is completed for invoices, computer checks and manual checks, proceed with the period-end update process.

Close Period – The system will default to the current period for closing. The dates will be displayed.

Once you have selected "OK" to close the period, you will be asked for the password. The password to close the period is "period" (without the quotes).

Closing the period has the following effects:

1. The Accounts Payable *Current Period* number is incremented. When you are in the last fiscal, the period number is reset to 1 and the year number is incremented.

2. The Monthly Disbursements file is cleared.

3. To close the last period in the fiscal year, each vendor's year-to-date figures are cleared for purchases, discounts and payments. When processing for the next year begins, the next year-to-date figures are moved to the current year-to-date figures.

4. If the current period is December, the calendar year-to-date disbursement figure is reset to zero.

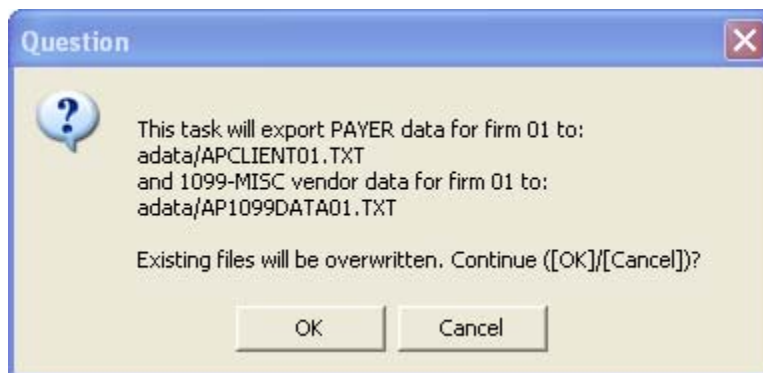**Accounting ➔Accounts Payable➔Period End➔Export 1099 Data to Text**

This task allows you to Export 1099 Data to a text file so that it can be imported to a 3rd party software for printing.
Upon selection, you will be required to establish the Minimum $ amount to be exported.
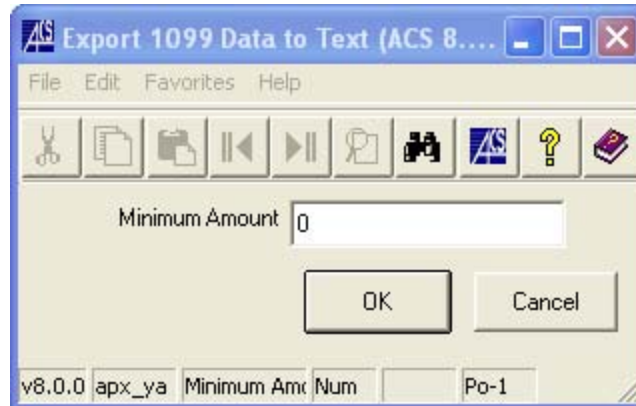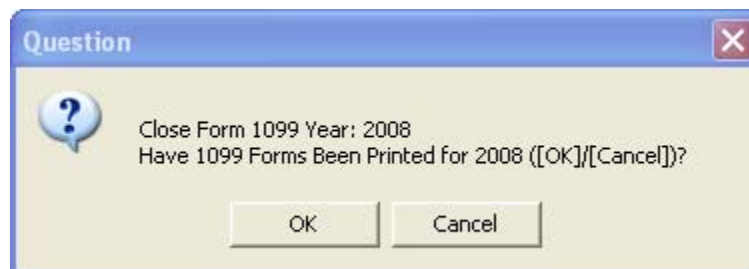
After completing this task one year, subsequent years may display a message that existing files will be overwritten if you continue.

You may select "OK" as long as you have finished with 1099's for the prior year.

Accounting ➜Accounts Payable➜Period End➜Close Form 1099 Year

Upon selection, you will be asked if your 1099 forms have been printed for the year. Once you select "OK", the system will close the 1099 year.

This step must be completed before the General Ledger can be closed for the same year.

Appendix A

Terms Code Maintenance

Terms Code	Description	Update
1	Net (Due On Receipt)	☑
2	Net 10 Days	☑
21	EEE 25 10	☑
3	Net 30	☑
30	EEE NET 30	☑
4	2% 10 Days - Net 30	☑
5	2% 10th, Net EOM	☑
A	EEE A TERMS	☑
CD	C.O.D.	☑
D	EEE D TERMS	☑
FC	F/C Net Due On Recpt	☑

Terms Code Maintenance (ACS 8.1.0 STANDARD SYSTEM)

File   Edit   Favorites   Help

OK   Cancel   Set All   Clear All

v8.1.0   acs_kw   Is The Above Information Co   Char   Po