BS&A Courseware: Accounts Payable

BS&A Software, Inc. | bsasoftware.com | 855 BSASOFT

BS&A Software Courseware

Written and published by BS&A Software, Inc.

©2018 Bellefeuil, Szur & Associates, Inc.

Notice of Rights

No part of this publication may be reproduced, transmitted, transcribed, stored in a retrieval system, or translated into any language or computer language, in any form or by any means, electronic, mechanical, magnetic, optical, chemical, manual, or otherwise, without the prior written permission of BS&A Software, Inc.

Trademark Notice

Windows, Word, Excel, and Microsoft are trademarks of Microsoft, Inc. Throughout this courseware, trademark names are used. Rather than just put a trademark symbol in each occurrence of a trademarked name, we state we are using the names only in editorial fashion and to the benefit of the trademark owner with no intention of infringement of the trademark.

Notice of Liability

The information in this courseware is distributed on an "as is" basis, without warranty. While every precaution has been taken in the preparation of this course, BS&A Software, Inc. shall not have any liability to any person or entity with respect to any loss or damage caused or alleged to be caused directly or indirectly by the instructions contained in this book or by the computer software and hardware products described in it.

Disclaimer

We make a sincere effort to ensure the accuracy of the material described herein; however, BS&A Software, Inc. makes no warranty, expressed or implied, with respect to quality, correctness, reliability, accuracy, or freedom from error of this document or the products it describes. Data used in examples and sample data files are intended to be fictional. Any resemblance to real companies or data is entirely coincidental.

BS&A Software, Inc. reserves the right to make updates and/or corrections to the courseware material at any time and without notification.

BS&A Software, Inc.

14965 Abbey Lane

Bath MI 48808

About this Courseware

This courseware assumes students understand the basics of using a Windows-based computer, and are comfortable using the keyboard and mouse. Students should also be comfortable navigating the file structure of their computer in order to create and manage files and folders. Understanding of and experience with printing and using a Web browser is also encouraged.

This courseware is not exhaustive in covering every possible scenario or area of the application. Its intent is to showcase key areas and procedures that are covered in more detail in the software manual, and it has been designed as a reasonable outline of the information and order followed during your training on the software.

BS&A's applications are designed to anticipate every need of your department. As not all municipalities have identical procedures, some aspects of this courseware may not be necessary, while some of your training might involve scenarios not covered by this courseware. Training is tailored to the individual municipality.

Customers and potential customers have unlimited access to our Tech Support department; feel free to contact them at any time with questions.

Contents

Section 1: User Setup and Database Groups 1
Lesson 1.1: Security Settings 2
Lesson 1.2: Password Security 5
Lesson 1.3: Adding Users 7
Lesson 1.4: Set Up Passwords 10
Lesson 1.5: Active Directory Auto Login 12
Lesson 1.6: Set User or User Group Security 14
Lesson 1.7: Printing a User Security Settings Report 17
Lesson 1.8: Program Update Security 19
Lesson 1.9: Attaching Your Database to a Group 21
Lesson 1.10: Department/Fund Access 23
Section 2: Program Settings 27
Lesson 2.1: General Settings 28
Lesson 2.2: Municipality ACH Setup 31
Lesson 2.3: Approval Levels 33
Lesson 2.4: Return Address 38
Lesson 2.5: Check Request Interface 40
Lesson 2.6: Creating a Check Format and Setting Defaults 42
Section 3: Database Setup 45
Lesson 3.1: Vendor Setup 46
Lesson 3.2: Bank Setup 52
Lesson 3.3: Units of Measurement 55
Section 4: Invoice Entry 57
Lesson 4.1: Entry Options 58
Lesson 4.2: Entering an Invoice 61
Lesson 4.3: Editing an Invoice 64
Lesson 4.4: Journalizing Invoices 66

Lesson 4.5: Voiding Invoices 68
Lesson 4.6: Setting Up and Generating Recurring Invoices 70
Lesson 4.7: Batch Adding Invoice Attachments 74
Lesson 4.8: Exporting Invoices to Fixed Assets 77
Lesson 4.9: Notifications Pane 79
Section 5: Invoice Approval/Denial 81
Lesson 5.1: Individual Approval/Denial 82
Lesson 5.2: Mass Approval/Denial 85
Lesson 5.3: Batch Emails 87
Section 6: Check Creation Utilities 89
Lesson 6.1: Create and Print Checks Tab 90
Lesson 6.2: Check Maintenance Utilities Tab 93
Lesson 6.3: Journalize Checks Tab 97
Lesson 6.4: Export Checks to Bank Tab 100
Section 7: Manual Check Entry 103
Lesson 7.1: Entry Options 104
Lesson 7.2: Entering a Manual Check 106
Lesson 7.3: Editing a Check 109
Lesson 7.4: Journalizing Checks 111
Lesson 7.5: Voiding Checks 113
Lesson 7.6: Batch Adding Check Attachments 116
Section 8: Check Requests 119
Lesson 8.1: Creating Invoices from Check Requests 120
Lesson 8.2: Adding Check Requests 122
Lesson 8.3: Editing Check Requests 124
Section 9: Vendor Tasks 127
Lesson 9.1: Viewing Vendor Activity 128
Lesson 9.2: Changing Vendor Codes 130
Lesson 9.3: Merging Vendor Codes 133

Lesson 9.4: Marking Vendors Inactive Based on Inactivity 136
Lesson 9.5: Updating Vendor 1099 Amounts 138
Section 10: Reports 141
Lesson 10.1: Invoice Register 142
Lesson 10.2: Invoice GL Distribution Report 144
Lesson 10.3: Check Register 146
Lesson 10.4: Check Disbursement Report 148
Lesson 10.5: Vendor Activity Report 150
Lesson 10.6: Audit Report 152
Lesson 10.7: Other Reports 154
Lesson 10.8: AP Journals Report 156
Lesson 10.9: Previously Generated Reports 158

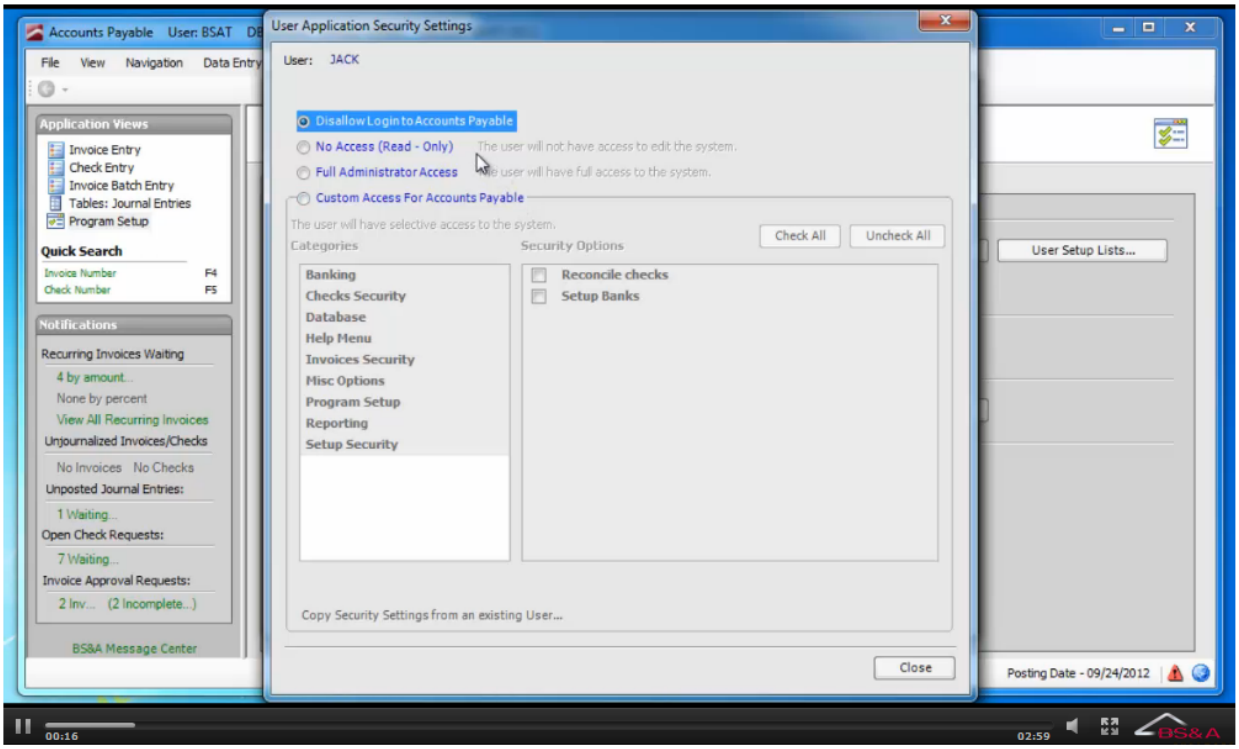
Section 1: User Setup and Database Groups

In this section you will learn how to:

- Establish user and password security
- Add users
- Restrict access to departments and funds
- Set up Shared Database Groups

Lesson 1.1: Security Settings

Four basic security settings are available: Disallow Login to Accounts Payable; No Access (Read-Only); Full Administrator Access; Custom (Limited) Access.



1.1: Security Settings

CLOSE

Disallow Login

Users are initially set to this access when first added (or imported, if using Active Directory users) so that, as an example, access to Payroll is not accidentally given while creating a user for Tax.

No Access (Read-Only)

The user can open the program and look around, but cannot edit any data. This is rarely used, as No Access (Read-Only) users cannot even print a report of the data they are viewing on the screen.

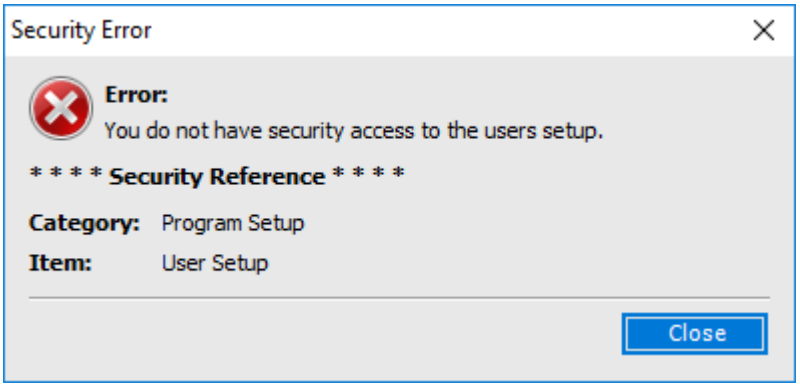
Full Administrator Access

The user will have lookup/edit access to all areas of the current application (a spreadsheet of security settings is available; your trainer will address this, or you may contact Tech Support). These settings are to the BS&A application only. Jack can be set as a Full Administrator Access user in AP, but have custom access set in GL. For full Administrator rights over all BS&A .NET applications, an additional security level exists for Enterprise Administrator.

Enterprise Administrators have the highest security level in the program and have rights to perform tasks that affect both users and user groups in all shared BS&A applications. For example, if Jack should have admin rights in Tax, but restricted rights in GL, do not check this box. If checked, Jack will have admin rights in GL as well. Enterprise Administrators have the rights to add or delete any other user (including an Enterprise user). A user must be marked as "Enterprise" in order to access the Shared Program Folder.

Custom (Limited) Access

Custom access is separated into categories, which are then separated into security options. If a number of users will have the same custom access, you can either copy settings from another user, or set up a User Group (see page 14). If a custom-access user attempts an operation for which he is restricted, the program will pop up a message; for example:



Notes

Lesson 1.2: Password Security

This is an entirely optional feature that allows an Enterprise Admin user to set requirements on individual users' passwords.

1. Go to Program Setup>Administration>Password Security.

   The Verify Passwords Against Active Directory... setting should only be used under the direction of I.T. Support. If checked, it will change everyone's password (if already set up) in every BS&A program.
2. Check the Use Password Requirements box.
3. Select your options.

Regarding the other two settings appearing at the top of the screen:

- **BSA Users May Only be Imported from Active Directory.** If checked, the ability to manually add users is eliminated. Users can only be added by importing them from Active Directory.
- **Only Enterprise Admins May Add New Users.** If unchecked, users set up with either Full Administrator Access or with Custom Access to the User setup screen will be able to add users.

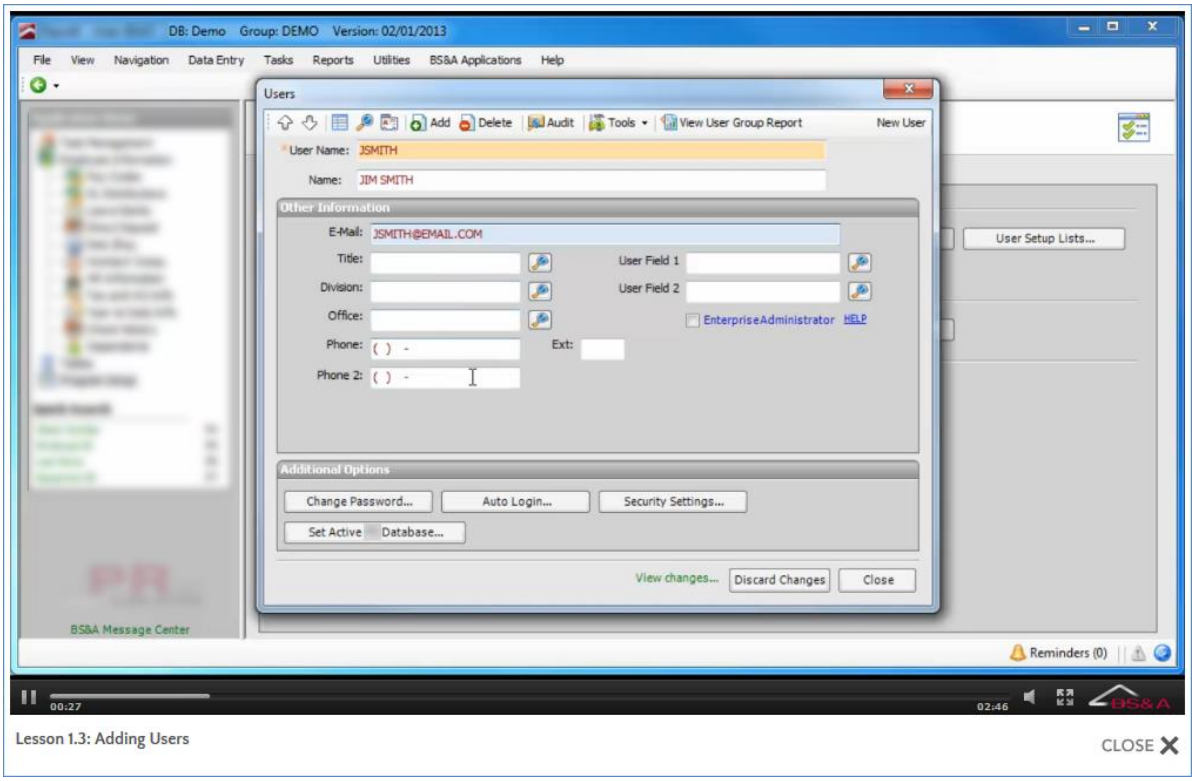
Notes

Lesson 1.3: Adding Users

Option 1: Manually Add a User

1. Go to Program Setup>Administration>Users.
2. Click

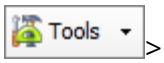
and enter the User Name.
3. (Optional) Enter the full Name, the user's Email, and any fields[1] in the Other Information pane.



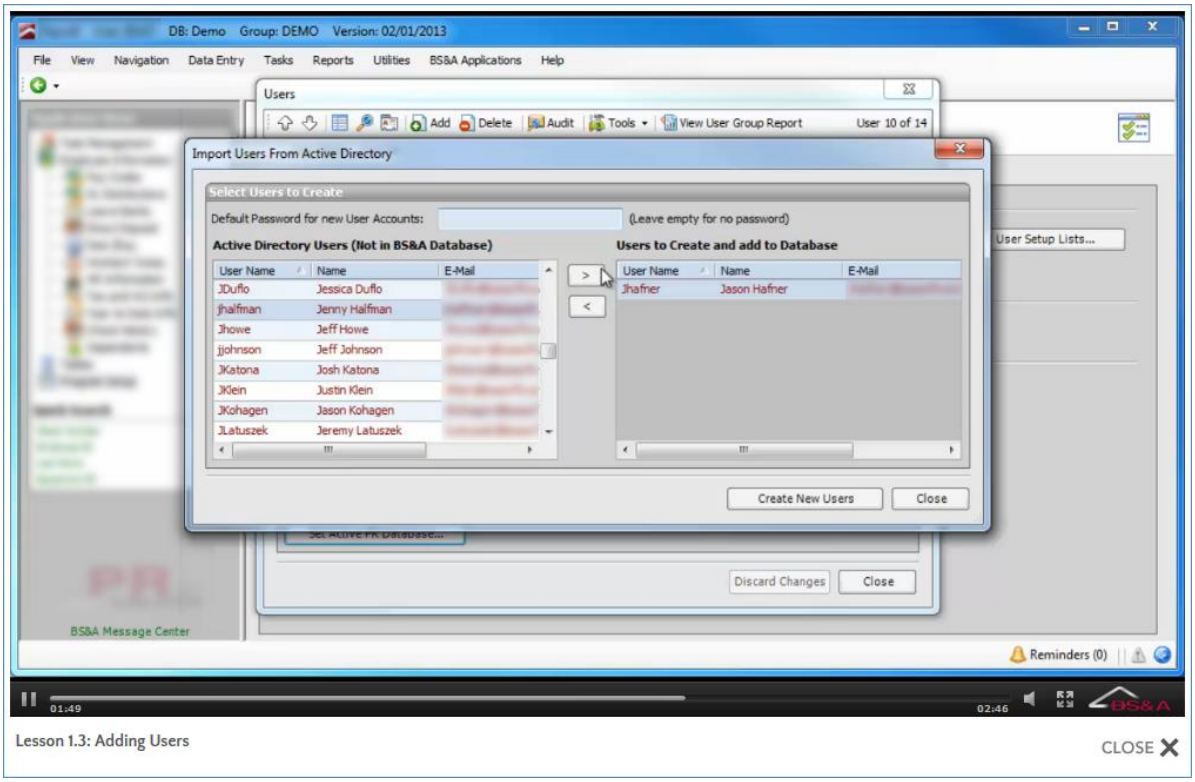
4. If applicable, click Set Active [application name] Database.
5. Once you have all of your users entered, you may (optionally) set passwords (see page 10) and set up either individual security or group security (see page 14).

[1]With the exception of Enterprise Administrator; please contact BS&A I.T. Support for assistance.

Option 2: Import Users from Active Directory

1. Go to Program Setup>Administration>Users.
2. Click 

>Import Users from Active Directory.
3. (Optional) Set a Default Password.
4. (Optional) Set a Username, Name, and/or Email filter to reduce the amount of names to select from.
5. Move the items from the left column to the right column.
6. Click Create New Users, then Ok.



7. Locate one of the users you just imported.
8. (Optional) Enter or verify the user's Email, and fill out any fields (see footnote) in the Other Information pane.
9. If applicable, click Set Active [application name] Database.
10. Once you have all of your users entered, you may (optionally) set passwords (see page 10) OR activate auto login (see page 12), and set up either individual security or group security (see page 14).

Notes

Lesson 1.4: Set Up Passwords

Follow these instructions if you will be setting up passwords in the BS&A programs as opposed to using Active Directory Auto Login (see page 12).

1. Go to Program Setup>Administration>Users and locate the user.
2. Click Change Password.
3. Type the password (may be subject to some type of password security; see page 5) in New Password and Confirm New Password.
4. Click Save Password.
5. Repeat for additional users.

Notes

Lesson 1.5: Active Directory Auto Login

This is an entirely optional feature that allows an Enterprise Admin user to tell the programs to bypass the step of users having to enter a user name and password, provided the user name matches the user name set up in Active Directory.

1. Go to Program Setup>Administration>Active Directory Auto Login.
2. Select Use Auto Login Feature.
3. Check the Require Active Directory box and enter your Domain Name. Please contact I.T. Support for assistance with the When Auto Login Fails… setting.

   At this point, the use of Auto Login is enabled, but users still have to opt in. This can be done through the Users setup screen, or users may do it themselves on their My Settings screen.

Notes

Lesson 1.6: Set User or User Group Security

Setup of User/User Group security is not necessary on Enterprise Admins.

Set Individual User Security

This may not be necessary if the individual user will be part of a User Group. If, however, the user is part of a group but will have additional individual security, setup here is necessary.

1. Go to Program Setup>Administration>Users and locate the user.
2. Click Security Settings and set security for the current user. If "Custom Access," go to each Category to receive its security options and check the appropriate boxes to the right.
3. Click Close to return to the Users screen.
4. Repeat for additional users.

Copy Individual User Security Settings (Optional)

Copying a user's custom security settings is helpful when adding additional users that will have much of the same security. For example, Cash Receipting .NET has well over 50 individual security options per user. Setting these options once and copying to multiple users is a faster way to get users up and running. If individual users will be part of a User Group, this may not be necessary.

1. Go to Program Setup>Administration>Users and locate the user to copy to.
2. Click Security Settings.
3. Select Custom Access.
4. Click Copy Security Settings from an existing User.
5. Select whether to search by Name or User Name, enter the criteria, and click Ok. If an exact match isn't found, a list of results will appear; double-click the appropriate user name to copy from.

Set User Group Security

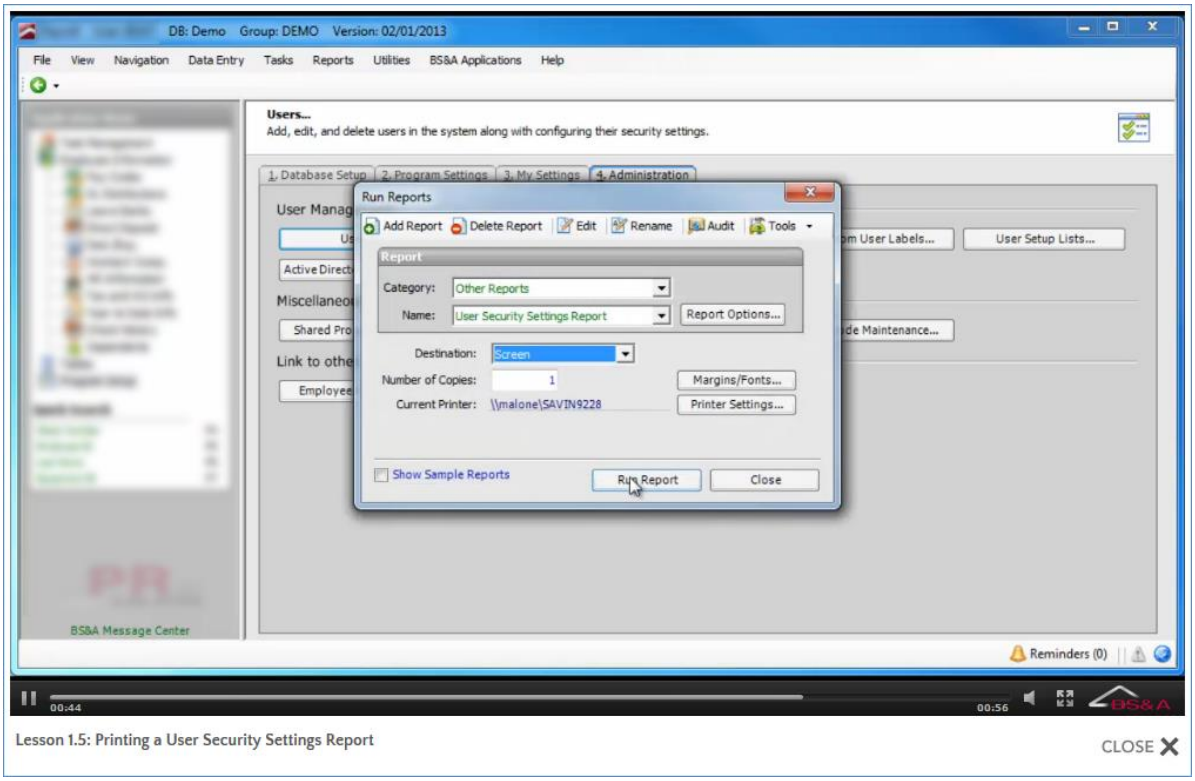
1. Go to Program Setup>Administration.
2. Add or import users but do not go into the Security Settings screen.
3. Click Close to exit the Users screen; you will be on the Administration tab of Program Setup.
4. Click User Groups.
5. Click

and enter the Group Name.
6. Enter the Primary Contact and his/her Email. The Primary Contact is typically the one responsible for determining access rights.
7. Click Security Settings.
8. Set security for the current group. If Custom Access, go to each Category to receive its security options and check the appropriate boxes to the right.
9. Click Close to return to the Groups screen.
10. Move the items from the left column to the right column.
11. If one or more of this user group should have elevated security, return to the Users screen to set it up (see above).

Notes

Lesson 1.7: Printing a User Security Settings Report

1. Go to Reports>Other Reports and select User Security Settings Report.
2. Click Report Options.
3. Select whether or not to Show User Settings for All Applications.
4. Select whether to Display Settings for All Users (and set its optional filters) or to Display Settings for Specified User (and select the user).
5. Click Ok.
6. Select the (print) Destination and click Run Report.

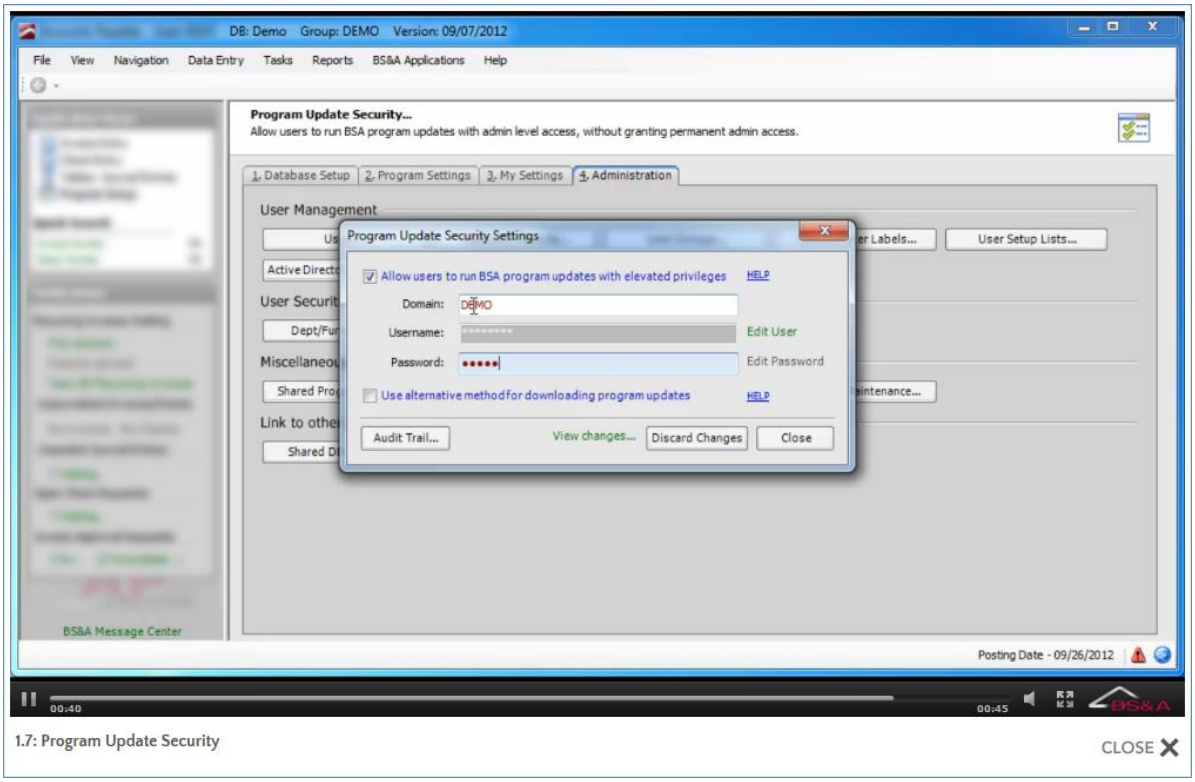


Notes

Lesson 1.8: Program Update Security

Program Update Security is designed for network environments with Windows Restricted Users. This option lets you add a specific Windows user name and password which will be used when a restricted user attempts to execute an update.

1. Go to Program Setup>Administration>Program Update Security.
2. Check the Allow Users to Run BS&A Program Updates with Elevated Privileges box.
3. Enter the Domain, User Name, and Password. This is the "Windows" user name/password.

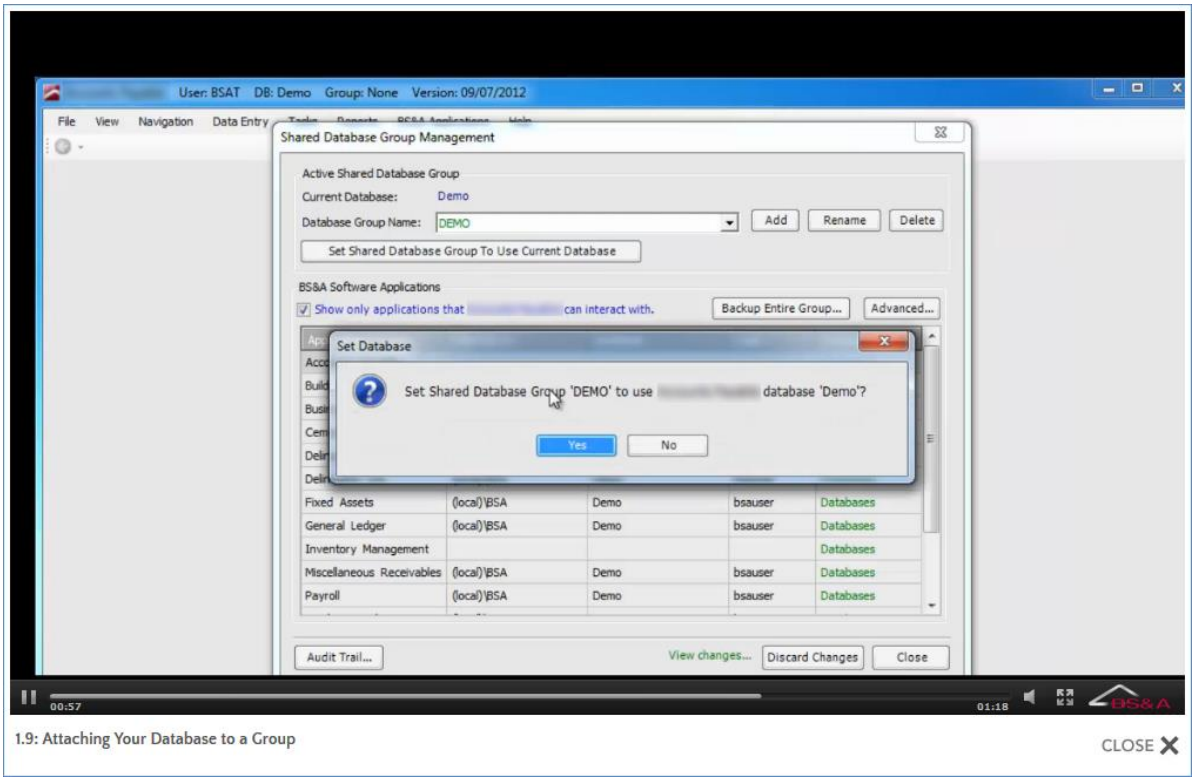


Notes

Lesson 1.9: Attaching Your Database to a Group

To recap the "Basics" courseware that accompanies this one, Shared Database Groups minimize your database management by linking your BS&A .NET databases. A group only needs to be added in one BS&A application, and is then available in others for you to attach the appropriate databases.

1. Go to Program Setup>Administration>Shared DB Settings.
2. Verify Current Database is displaying your currently active (working) database.
3. Verify Database Group Name is displaying the correct group. Show Only Applications that Accounts Payable Can Interact With is checked by default, displaying only those (installed) BS&A .NET applications that link with Accounts Payable. Verify the database names listed there as well.
4. Click Set Shared Database Group to Use Current Database, then Yes.



5. Click Close.
6. You are prompted that any other currently-open BS&A .NET applications will need to be closed and restarted for the change to take effect; click Ok. All users that have affected BS&A .NET applications open will need to exit and restart.

Notes

Lesson 1.10: Department/Fund Access

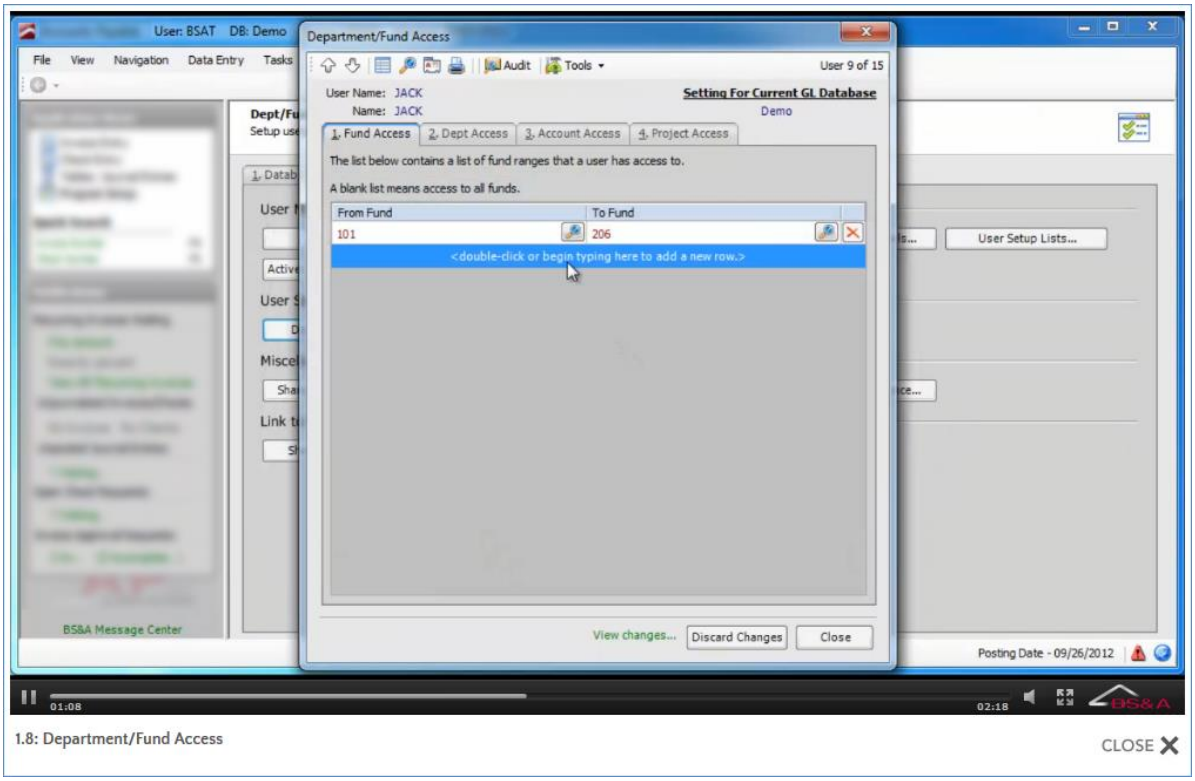
About Restrictions

- If linked with General Ledger, a message appears in this screen: *Settings for current GL database [database name]*. A change can be made to the settings in either application. If you get an error that the fund/department/account/project is not found, it will need to be added in General Ledger.
- The Dept/Fund Access screen is split into three tabs (four, if you use Projects).
- The Dept/Fund Access screen is split into four tabs (five, if you use Projects).
- Restrictions are database-specific.
- Blank lists mean access to all.
- A setting in Program Setup>Program Settings>Budget Setup affects the appearance of this screen. If that setting - Use Separate Fund/Dept/Acct/Project Filters for Budget Entry Security - is enabled, you will see two additional columns on each tab: For Viewing/Input and For Budget Entry. This lets you be more specific in the access/restrictions you are applying. If unchecked, access/restrictions will affect both viewing/input and budget entry.

Set Restrictions

1. Go to Program Setup>Administration>Dept/Fund Access and locate the user.
2. On the Fund Access tab, double-click the bar labeled <double-click or begin typing here to add a new row.>.

3. Select the range of funds.



4. If applicable, go to the Dept Access tab.
5. Select the department access:
   - If the current user is only to have access to the department in which he/she works, select the Home Department. If you have been set up to use the department list from PO, an Approval Dept (from PO Dept List) field is available, and you may select an approval department. If you also selected a Home Dept, the Home Dept will be ignored.
   - If the current user is to have access to specific departments, select the range. You may select a Home and a range.
   - If the current user is to have access to specific departments (GL departments only), select the range. You may select a Home and a range.
6. If applicable, go to the Account Access tab.
7. Select the type of list (has access to; does not have access to).
8. Select the range of accounts.
9. If applicable, go to the Project Access tab and repeat.
10. If applicable, go to the Advanced tab.

11. Select the GL # Use Option.
12. Select the Department Access Option.
13. Select whether or not to Allow User Access if Department Field is Blank.
14. If more than one user will have the same or similar settings, use the Copy/Paste functions in the Tools button.

Notes

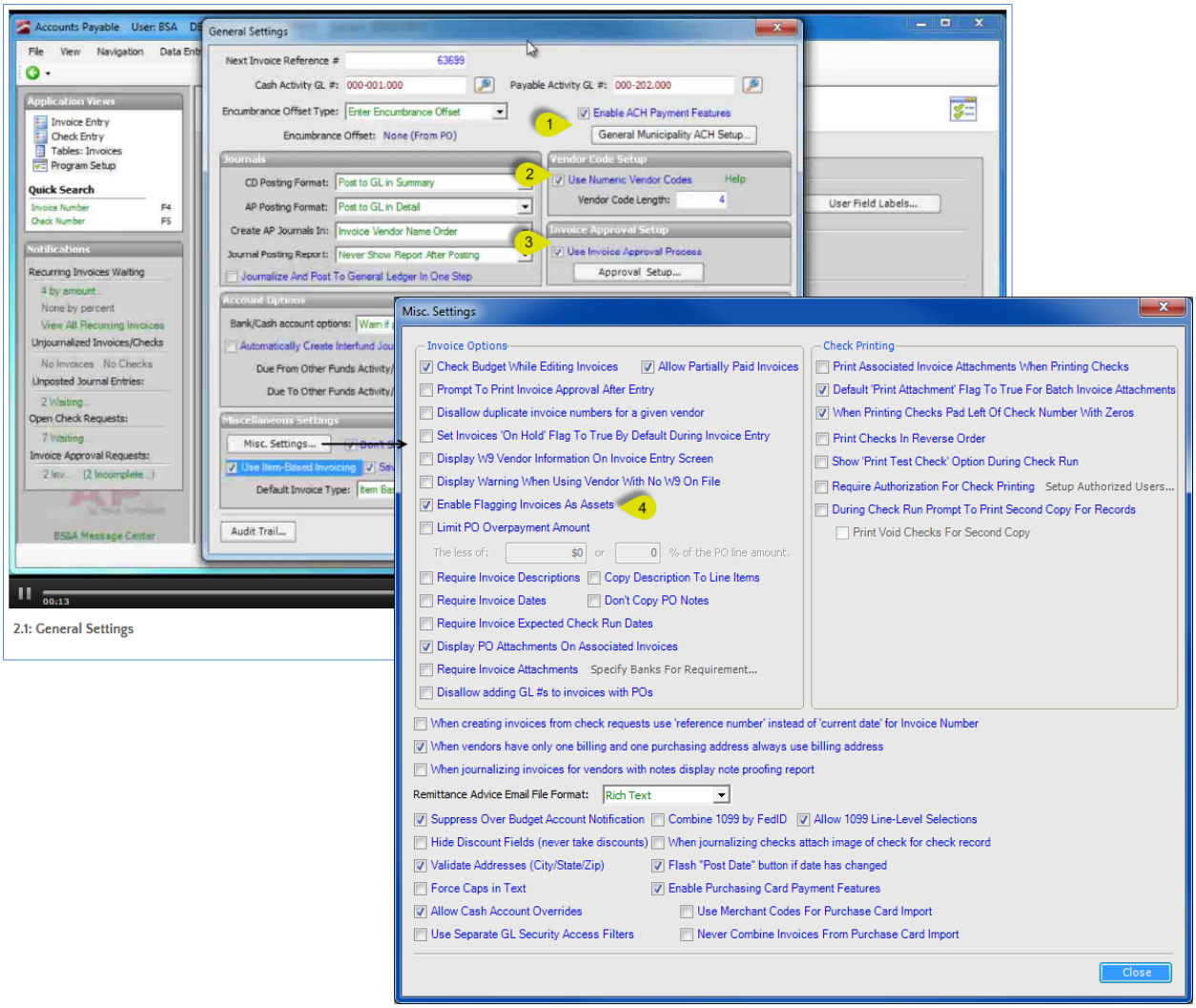
Section 2: Program Settings

In this section you will learn how to:

- Set general program settings
- Set up ACH
- Set up Approval
- Enter your Return Address
- Set up a Check Request Interface
- Create a Check Format and its default settings

Lesson 2.1: General Settings

There will be a discussion of General Settings as they relate to your municipality. Of note are items 1 - 4.



(1) Enable ACH Payment Features is covered in Lesson 2.2 (page 31).

(2) Vendor Code Setup is covered in Lesson 3.1 (page 46).

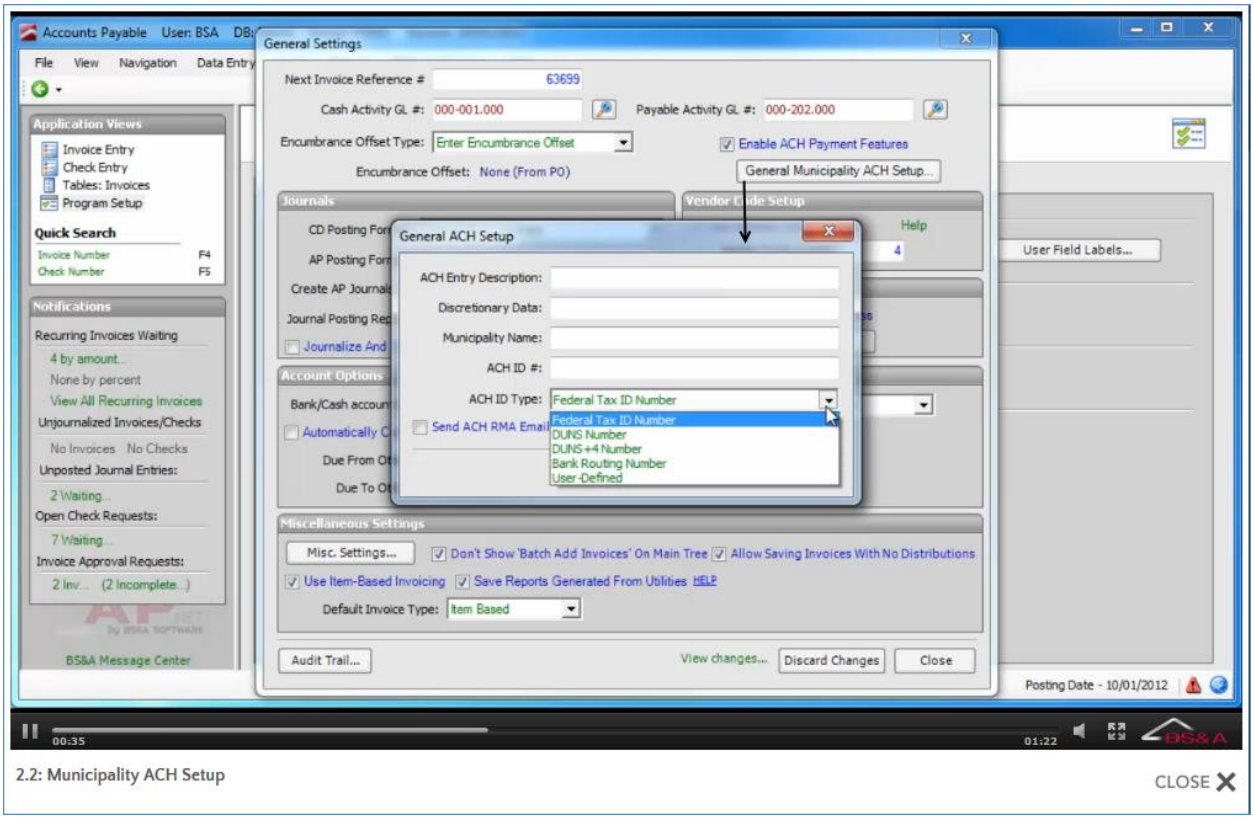
(3) Invoice Approval Setup is covered in Lesson 2.3 (page 33).

(4) Enable Flagging Invoices as Assets. An example of how this is used is covered in Lesson 4.2 (page 61).

Notes

Lesson 2.2: Municipality ACH Setup

The settings entered here are the default when setting up ACH on your bank(s), and may be changed for each bank. The Enable ACH Payment Features box must be checked in order to enable the General Municipality ACH Setup button. Most fields are self-explanatory and/or assigned by your bank.



ACH ID Number; ACH ID Type. The entry for ACH ID Number is determined by the selection in ACH ID Type.

Send ACH RMA Emails in Batches on Effective Dates. If unchecked, remittance emails will be sent as a check is generated during a check run. If checked, you will be able to send all remittance emails in one batch after the check run has been completed.

Notes

Lesson 2.3: Approval Levels

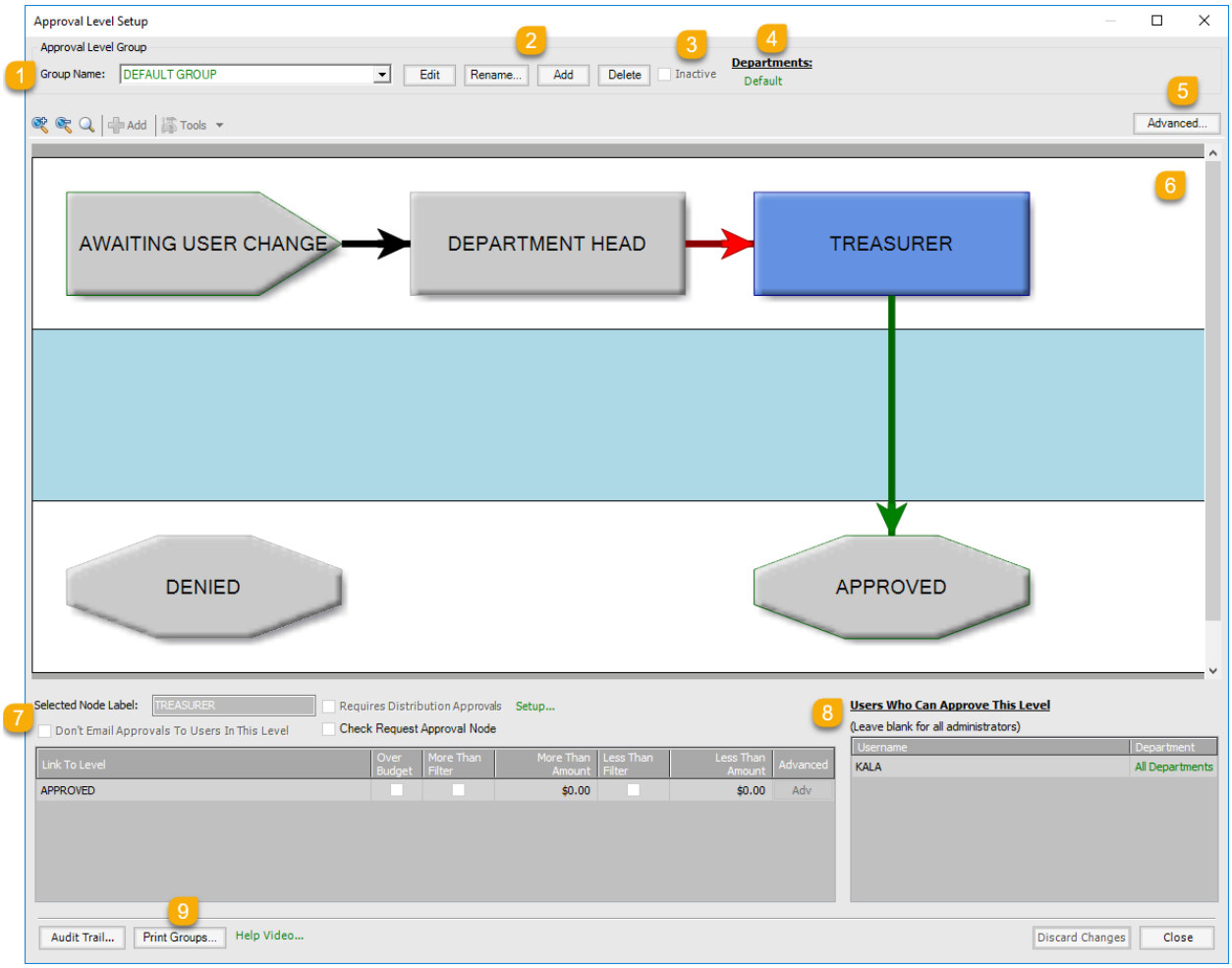
What is Approval?

Approval Levels allow for electronic routing of invoices to be approved by department heads or other responsible parties. By doing so, approval of bills to be paid can be tracked electronically instead of routing the paper invoices through the various departments.

Enabling Approval

1. Go to Program Setup>Program Settings>General Settings.
2. Check the Use Invoice Approval Process box.
3. Click Approval Setup.
4. Select the Approval Email Option.
5. Determine your settings:
    - Email "Entered By" User When Approval Level Changes. If checked, this keeps the user who entered the invoice updated on the approval process.
    - Use AP Department List Instead of GL Departments. If checked, a Department List setup screen becomes available on the Database Setup tab. You will need to set up AP departments for selection in the Approval Level Setup screen.
    - Warn on Admin Approvals. If checked, this looks at the Users Who Can Approve This Level area of the Approval Level Setup screen. If the user name attempting to approve is not on that list, a warning pops up.
    - Use Check Request Approvals. If checked, all user-defined approval groups must have a Check Request Approval level.
    - Use Web Approvals. If checked, the email sent to the appropriate user contains a link that lets that user approve or deny the invoice remotely.

Approval Level Setup Screen



(1) Group Name. Displays the name of the group you are working on. Click the drop arrow to select other groups. The program is shipped with a Default group (pictured) that is used for Departments that are not assigned to a user-defined approval group.

(2) Edit; Rename; Add; Delete. Edit can be used on all groups, including the Default group. Rename and Delete can be used on user-defined groups only. Add adds a user-defined group. Groups are not immediately editable when you open the Approval Level Setup screen; you must click the Edit button in order to make changes.

(3) Inactive. If checked (user-defined groups only), the department(s) assigned to the inactivated group will use the Default group instead.

(4) Departments. On a user-defined group, this will initially say <None>. Click this command link to select one or more departments to assign to the current group. At least one department must be assigned or the group is unavailable for use. The Default group cannot have departments assigned to it. The available departments depend on the setting selected in the "Enable Approval" instructions, above. If you will be using AP departments instead of GL departments, the AP departments must be set up prior to adding a user-defined approval group.

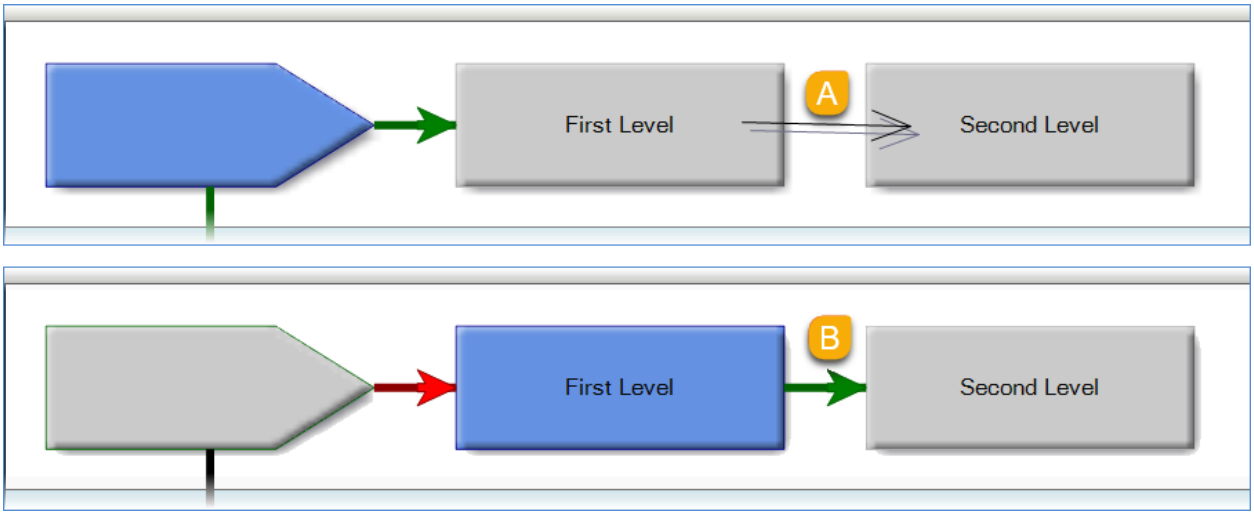
(5) Advanced. Click this button to select an Invoice Amount Change Action:

- Reset Approval Process if Path Changes. Any time an invoice amount change alters the original approval path, the approval process resets.
- Always Reset Approval Process. Any change to the invoice amount will reset the approval process.
- Never Reset Approval Process
- Reset Approval Process Based on Amount Changed. A specific change to the invoice amount will reset the approval process.
- Reset Approval Process Based on Amount Changed or Path Changes

(6) Approval Group Builder. This is the area where you add and connect the individual nodes that make up an approval group.

- Zoom In; Zoom Out. Click and to zoom in and out.
- Zoom to Fit. Click to quickly zoom back to the display that shows all nodes.
- Add
- Tools. Click to launch the "Reset approval levels to default" tool, which returns your group to its original state.

To connect the nodes, position your cursor on the "source" node, press and hold down your left mouse button and drag it to the "target" node. Release your mouse button and the connection is made. The source node is "active," meaning any rules you set below (see "Node Editor," below) will be on that active node.



Right-click a node to clear it (clears the label) or to delete it. You cannot delete the first (arrow-shaped) or final (octagonal-shaped) nodes.

(7) Node Editor. This area lets you relabel and set rules for the currently active (blue) node.

- Selected Node Label. Displays the name of the active node. You can change the label here on both user-defined nodes and on the first and final nodes.
- Check Request Approval Node. Available if you've enabled the Use Check Request Approvals setting in the "Enable Approval" instructions, above. Check this setting on the appropriate nodes.
- Don't Email Approvals to Users in This Level
- Rules Grid. Shows the level(s) to which the active node is linked, and lets you set amount parameters.

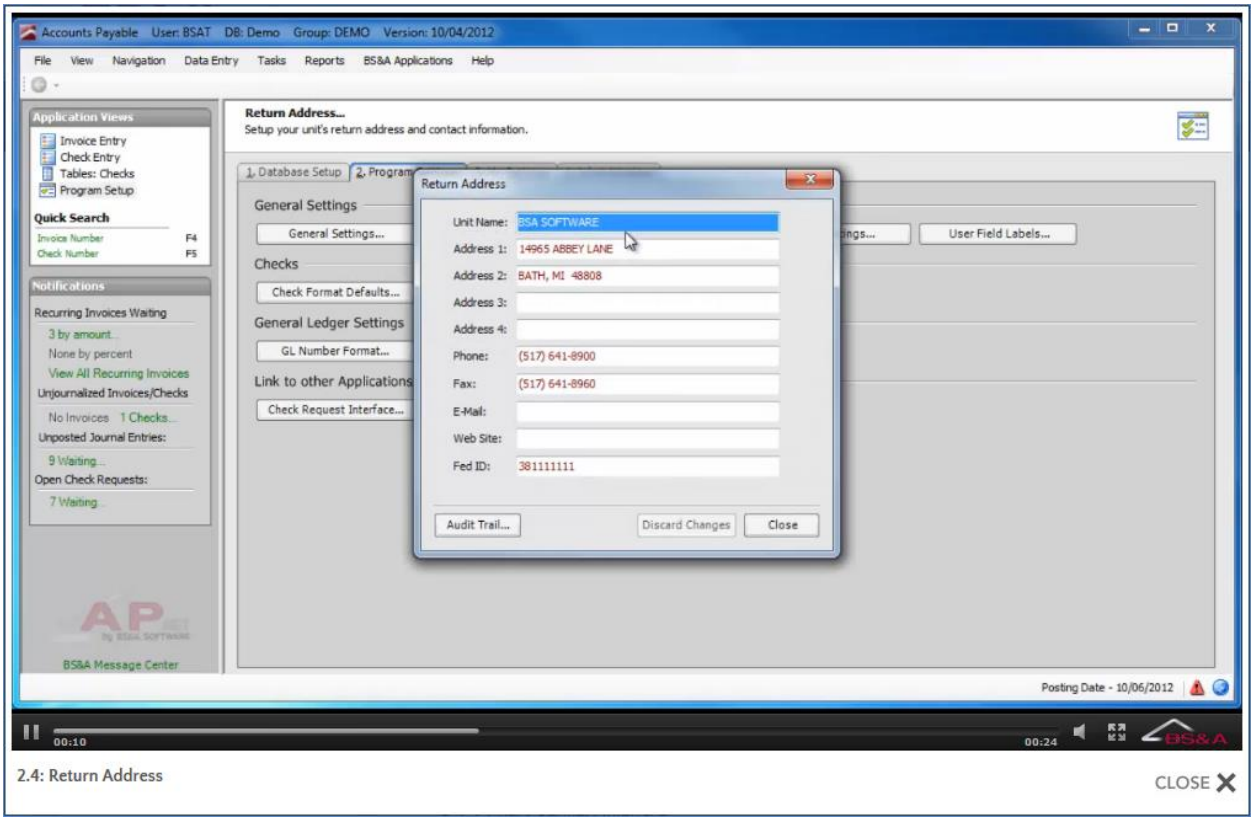
(8) Users Who Can Approve This Level. If all admin-level users can approve the active (user-defined) level, do not set this area up. Otherwise, double-click the <Add New Row> bar and select the user and which departments are affected.

(9) Print Groups. Click this button to generate a printout of your groups. Included on the printout are the nodes and their connections, the departments assigned to the group, and selected users.

Notes

Lesson 2.4: Return Address

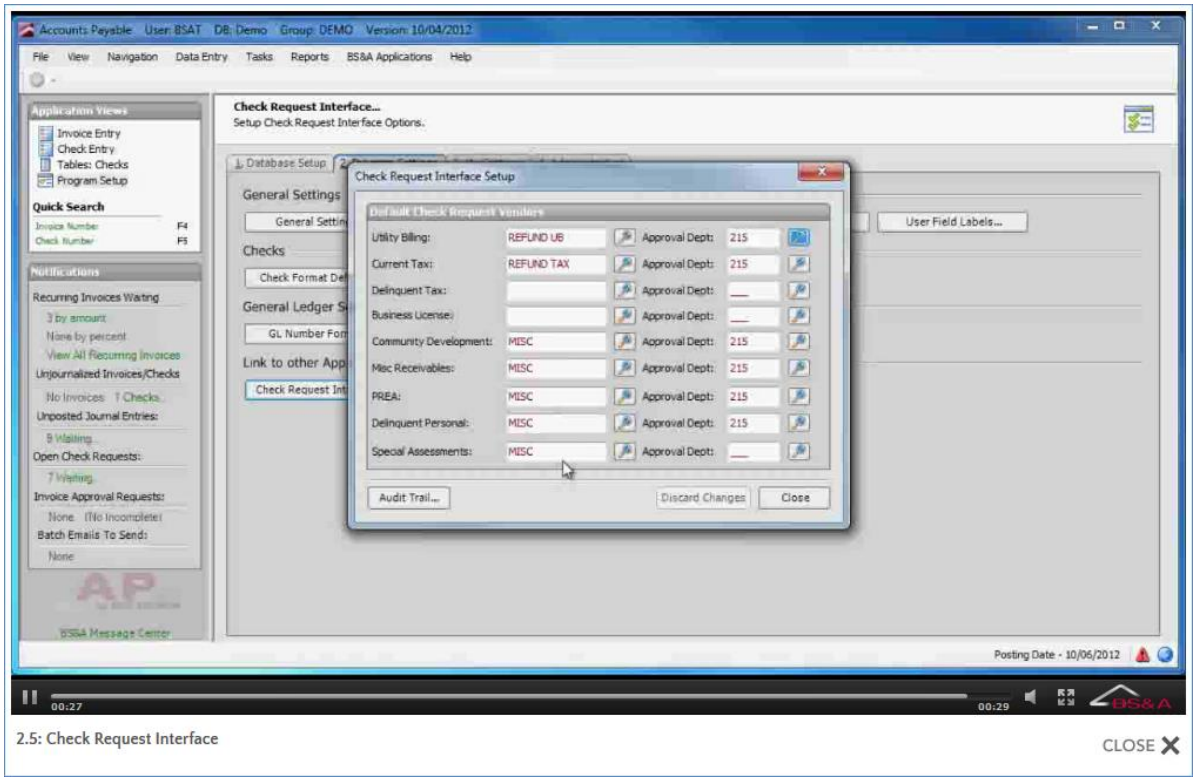
The Unit Name appears on several reports and printouts. Depending on the report, the address may appear as well. The Fed ID is used in producing 1099s.



Notes

Lesson 2.5: Check Request Interface

1. Go to Program Setup>Program Settings>Check Request Interface.
2. Select the default Vendor Code (and, if enabled, the default Approval Department) for each relevant application. If applicable, click a Restrict User Access button to define users who will or will not have access. If you don't have approval set up in Accounts Payable, you will not see the Approval Dept column.

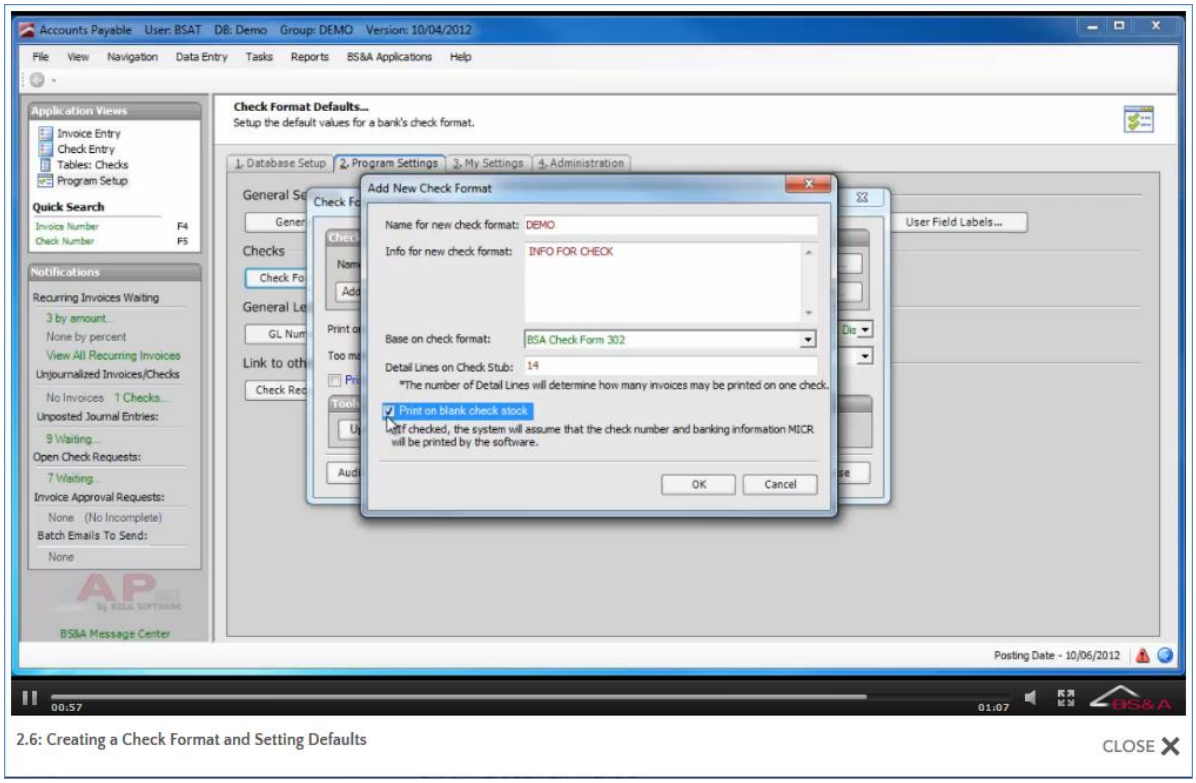


If a default vendor code is not selected, MISC will be used as the vendor ID for the check request.

Notes

Lesson 2.6: Creating a Check Format and Setting Defaults

1. Go to Program Setup>Program Settings>Check Format Defaults.
2. Click Add New Check Format.
3. Enter the Name for New Check Format.
4. Enter the Info for New Check Format (appears when clicking the Info button located next to the Name field).
5. Select an existing format in Base on Check Format.
6. Enter the number of Detail Lines on Check Stub. This determines the number of invoices that can be printed on one check. This can be changed at any time by clicking the Edit button.
7. If applicable, check the Print on Blank Check Stock box. When checked, the program assumes the check number and banking information MICR will be printed by the software.



8. Click Ok.
9. The check format selected in step 5 appears; make your changes and exit the Report Designer.
10. Verify or change the Name.

Notes

Section 3: Database Setup

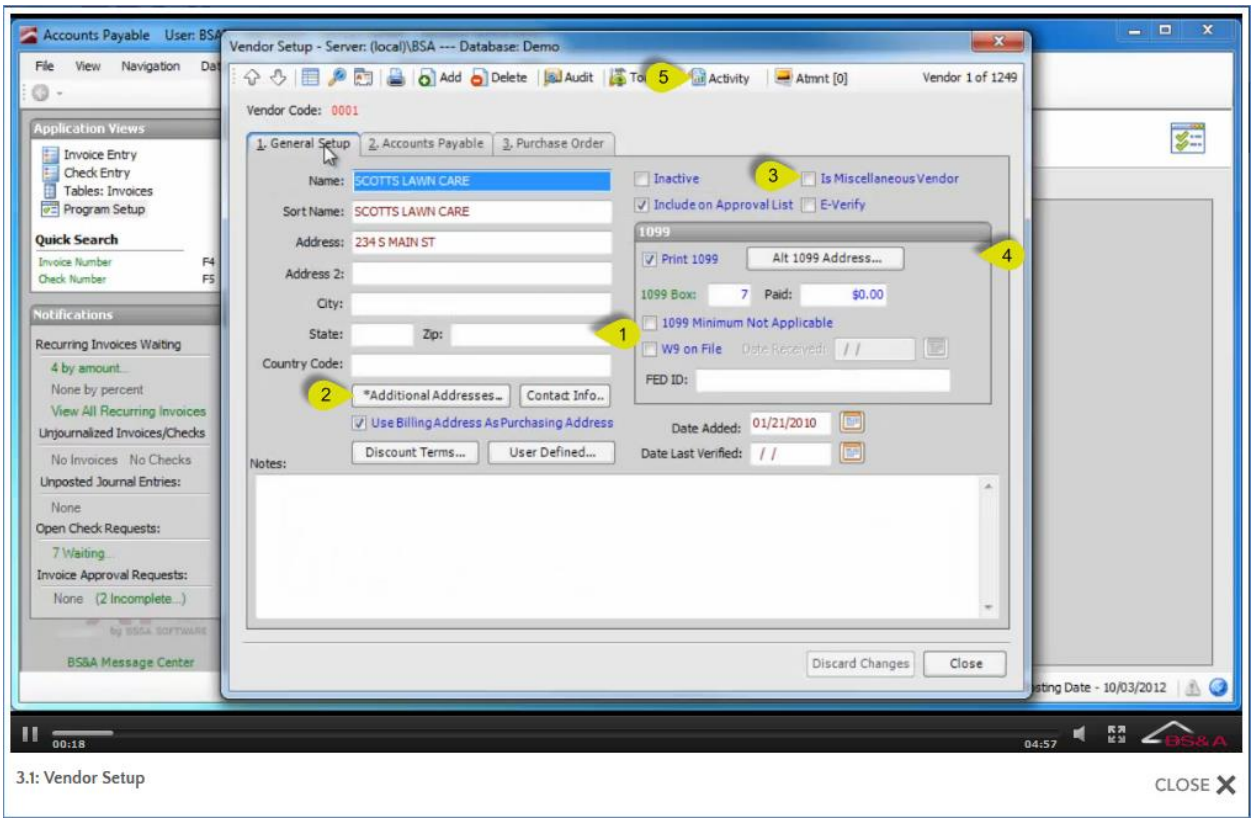
In this section you will learn how to:

- Set up Vendors
- Set up Banks
- Set up Units of Measurement

Lesson 3.1: Vendor Setup

The Vendor Setup screen in Accounts Payable is the same as that in Purchase Order, as vendors are typically shared between the two.

General Tab



(1) Zip Code Lookup. If the Validate Addresses setting in General Settings is checked, cities and zip codes will be auto-filled using one of two methods:

a. Typing the City yields a dialog with matching cities in all states, and those cities' zip codes. Double click the correct one.

b. Typing the Zip Code automatically fills out the City and State.

(2) Additional Addresses. Used to store addresses for Generic, Purchasing, Shipping, and/or Billing. The address entered on the General tab can be copied to the Purchasing address through the Tools button.

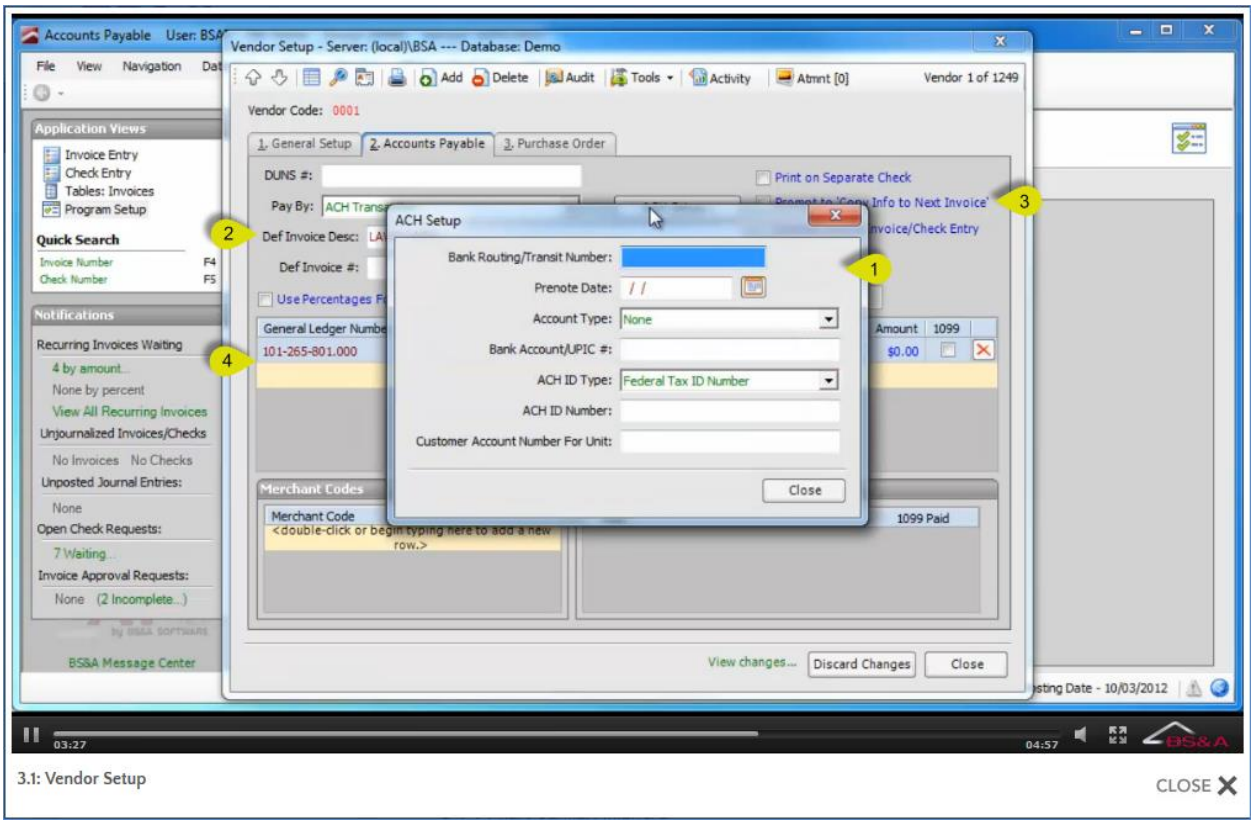
(3) Is Miscellaneous Vendor. Can be used to exclude vendors from reports such as mailing labels. Additionally, if a default check request vendor is not selected, Accounts Payable looks for vendors with this setting checked.

(4) 1099 Information

- Print 1099. Check this box if you will be sending a 1099 to the vendor. This is a default setting that can be changed on a per-record basis.
- Alt 1099 Address. Click this button to enter the address 1099 should be sent to, if different from that entered on the left side of the screen.
- 1099 Box. Enter the box number for the current vendor.
- Paid. Automatically filled out by the program when the Calculate 1099 Amounts task has been run and can be changed.
- 1099 Minimum Not Applicable. Tells the program to ignore the bottom end cutoff point at which 1099s must be created. Typically, a 1099 is only necessary if the vendor received over $600 in compensation. For some vendors, however, municipalities may choose to ignore this limit and print a 1099 anyway. On the other hand, some vendors are required to receive a 1099 no matter the amount of compensation.
- W9 on File. If applicable, check this box.
- Fed ID. Required for some reports; most notably, 1099s.

(5) Activity Button. In Accounts Payable and Fixed Assets, clicking this button shows invoice and check activity for the current vendor. In Purchase Order, clicking this button shows the vendor's requisition and purchase order activity.

Accounts Payable Tab



(1) ACH Setup. Requires the Pay By field to be set to ACH Transaction or TXP ACH Transaction.

- Bank Routing/Transit Number. A valid routing/transit number is required.
- Prenote Date. Filled out by the program after sending a Prenote.
- ACH ID Number. Your entry in this field is determined by your selection in the ACH ID Type field.

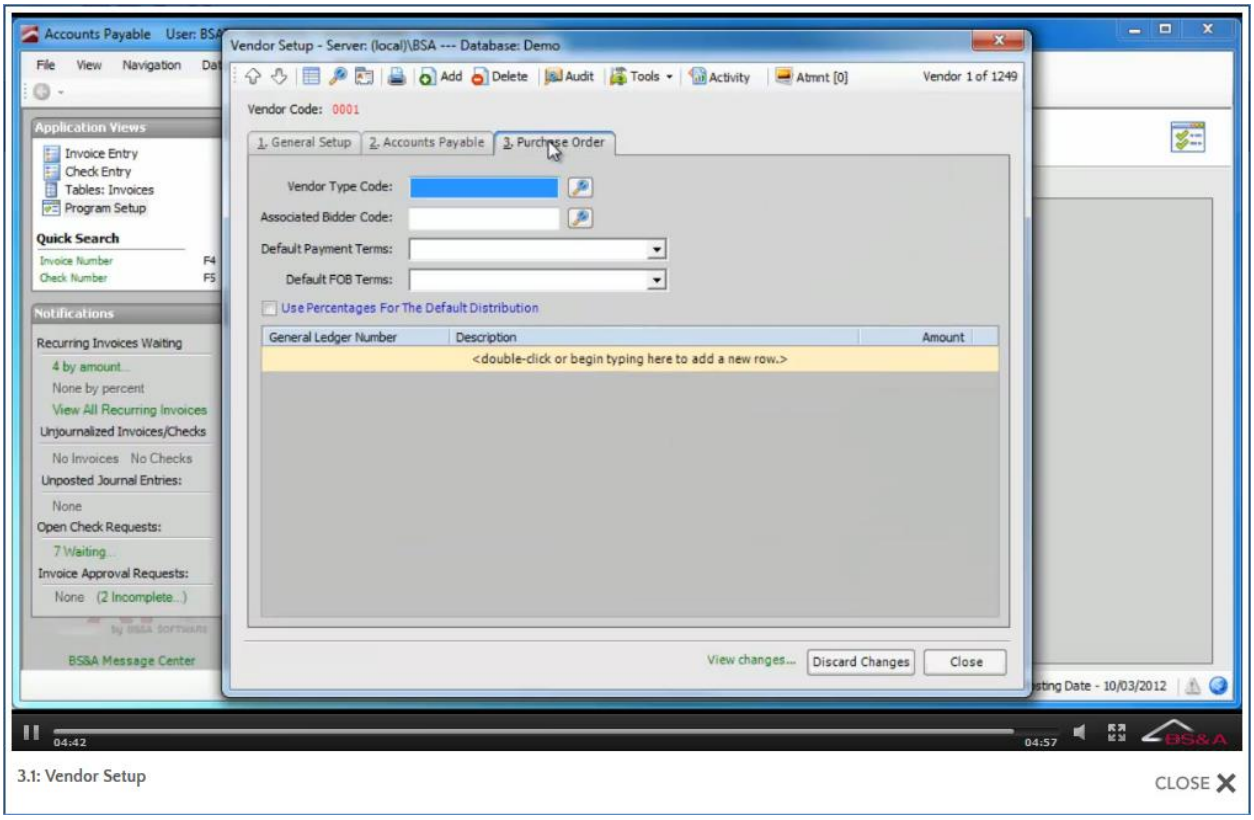
(2) Default Invoice Description. Text entered here will be the default when adding invoices from this vendor and can be changed.

(3) Prompt to Copy Info to Next Invoice. If checked, you will be prompted upon saving an invoice to enter another one from the same vendor. Answering Yes to that prompt populates all vendor-related fields.

(4) Default Distribution. Entering default distribution prevents you from having to enter it when adding invoices. Distribution does not need to be set up in order; a Sort AP GL Distribution tool is available to sort it.

Purchase Order Tab

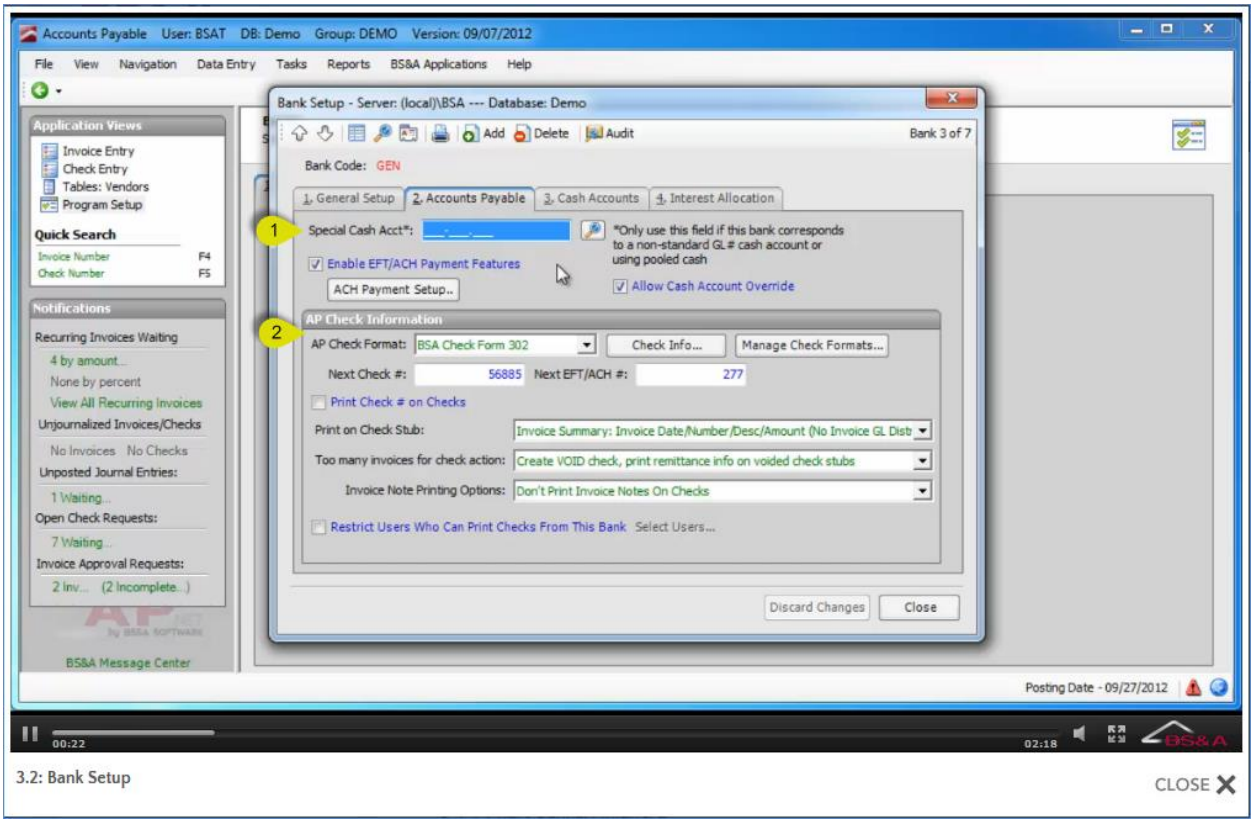
If linked with Purchase Order, this tab is available and provides fields for you to select from Purchase Order. As on the Accounts Payable tab, default distribution may be set up in any order, and sorted through the Tools button.



Notes

Lesson 3.2: Bank Setup

When linked with General Ledger, banks can only be added in General Ledger.



(1) Special Cash Account. Only to be used if the bank corresponds to a non-standard GL number cash account or if you are using Pooled Cash.

(2) AP Check Information. The information to be used on checks created from the current bank. If all banks will use the same, or most of the same, settings, this can be done in a separate area and is covered in Lesson 2.6 (page 42).

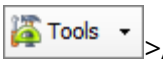
- AP Check Format; Check Info. Used to select the default paper check format (any format can be selected when printing checks). If you need to make changes to a format or add a new one, you may click the Manage Check Formats button.
- Next Check #; Next EFT/ACH #. The numbers entered here increase automatically after each paper check or EFT/ACH transaction is processed.
- Print Check # on Checks. If you do not have pre-numbered paper checks, this box must be checked.

- Print on Check Stub. If you print paper checks, select from invoice summary or specific invoice detail.
- Too Many Invoices for Check Option. If this is a user-defined check format, the stub limit can be changed by clicking the Edit button located next to the Name field.
- Restrict Users Who Can Print Checks From This Bank. If checked, click Select users… to select the users who can print checks from the current bank. If unchecked, all users (with the proper user security rights) can print checks from the current bank.

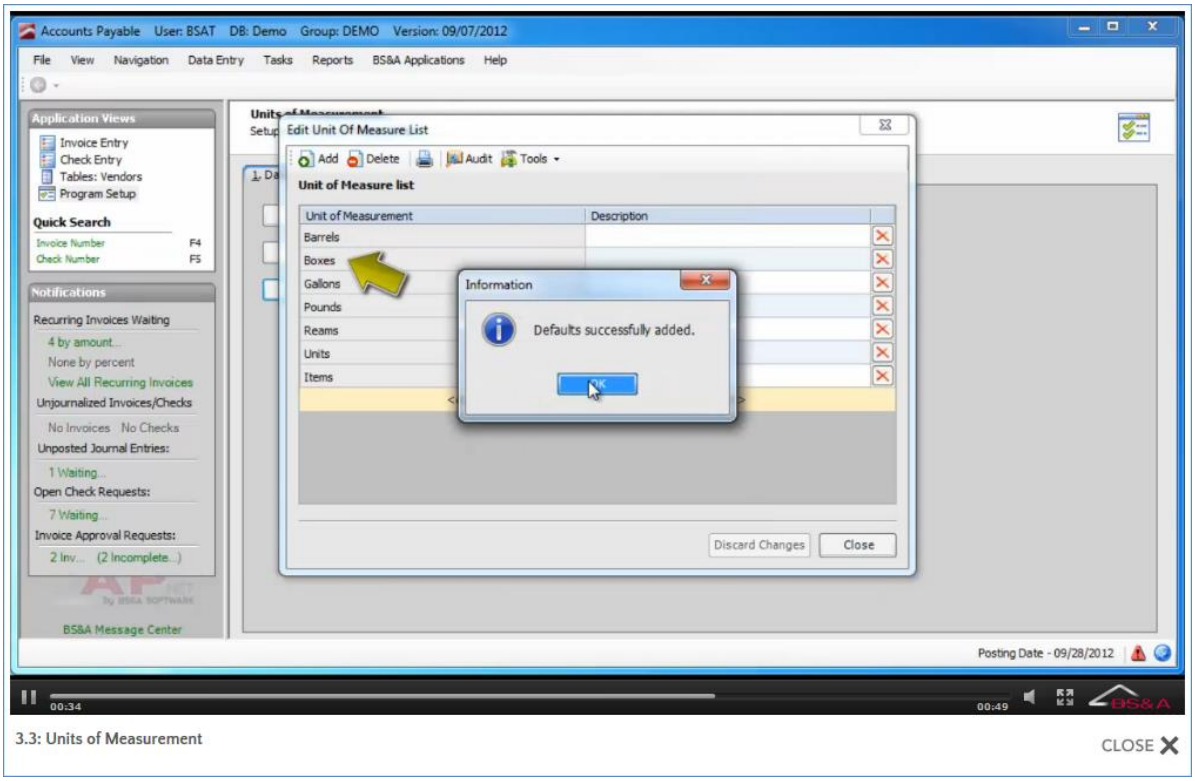
Notes

Lesson 3.3: Units of Measurement

Units of Measurement are used with Item-Based Invoicing (see page 28). Units of Measurement can be set up in either Accounts Payable or Purchase Order; both databases (when linked) reflect additions/changes to this list.

1. Go to Program Setup>Database Setup>Units of Measurement.
2. (Optional) Click 

>Add Defaults. This adds:



3. To add your own, double-click the bar labeled <double-click or begin typing here to add a new row.>.
4. Type a unit of measurement and press Enter.

Notes

Section 4: Invoice Entry

In this section you will learn how to:

- Set up data entry options
- Enter an invoice
- Edit, journalize, and void invoices
- Set up and generate Recurring Invoices
- Batch add invoice attachments
- Export invoices to Fixed Assets
- Navigate the Notifications Pane

Lesson 4.1: Entry Options

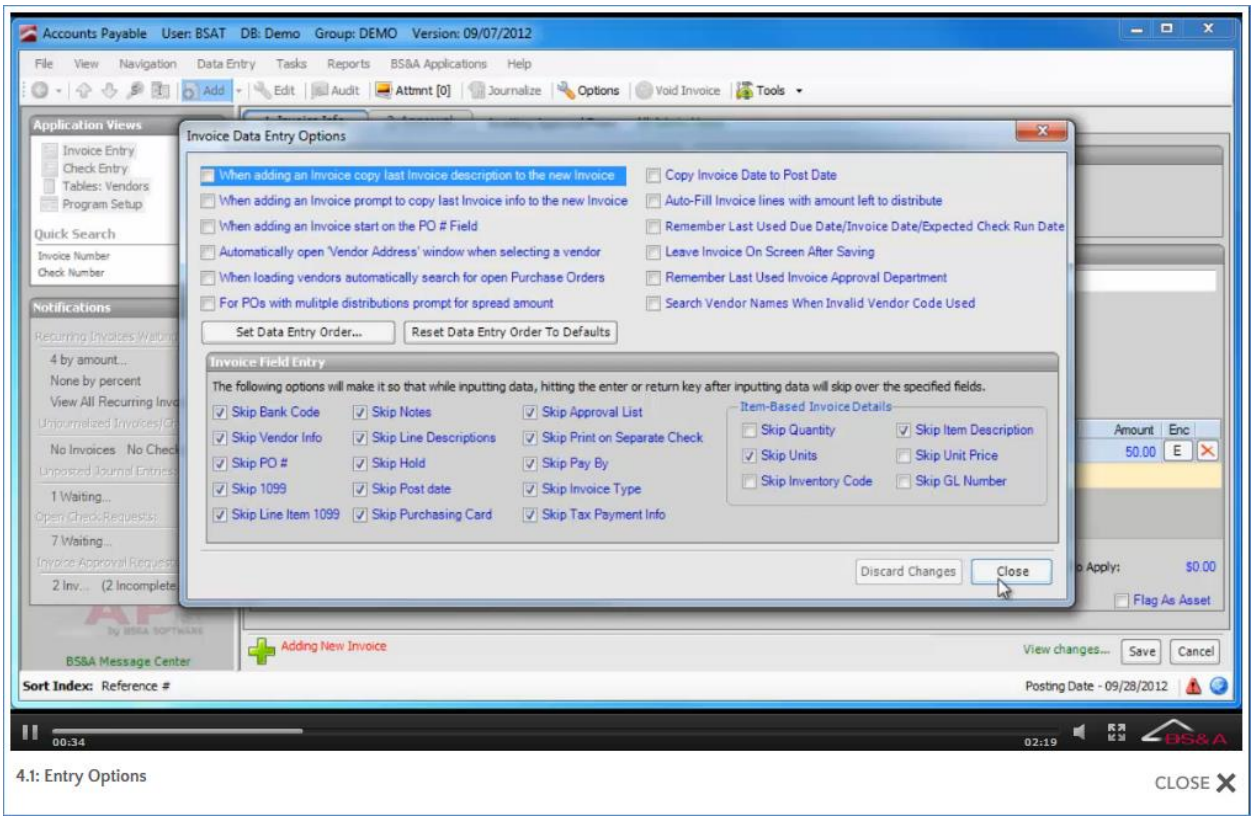
Options Button

Options are user-specific and can be set…

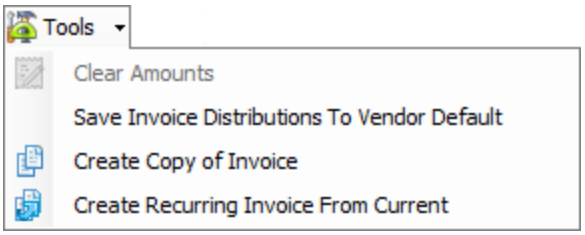
- in Program Setup>My Settings>Invoice Entry Options, or
- through the

button on the Invoice Entry screen.

Not all options may be beneficial to you, but are provided to help you fine-tune your data entry.



Tools Button



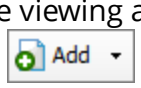
- Clear Amounts. Clears the amounts both from distribution and from the Amount field located above distribution.
- Save Invoice Distributions to Vendor Default. Takes the distribution on the current invoice and saves it as the default for the selected vendor, overriding any default already set up. Use caution here; saving a distribution with an amount saves the amount as a default as well, which may not always be desirable.
- Create Copy of Invoice. Creates a copy of the invoice currently loaded on your screen. This can be helpful if you have one already entered, and need another with much of the same information (e.g., a phone bill or cable bill split among many different account numbers). It's more efficient to copy from the existing one than to re-enter the whole thing.
- Create Recurring Invoices From Current. Creates a recurring invoice from the one currently loaded on your screen. This is covered in Lesson 4.6 (see page 70).

1099 Invoices

The 1099 box is checked automatically if the selected vendor is set up to be included in 1099 reporting (can be checked/unchecked on individual invoices). Individual GL numbers entered for the invoice may be included/not included in the reporting due to a setting in Program Setup>General Settings>Misc Settings called Allow 1099 Line-Level Selection. If that setting is enabled, an additional column appears in the Distribution Grid.

Notes

Lesson 4.2: Entering an Invoice

1. Go to Invoice Entry. If you are viewing a blank screen, proceed to step 2. If you are viewing a saved invoice, click 

and proceed to step 2.
2. Select the Vendor Code. If this is a Purchasing Card invoice, select the Code of the vendor from whom the item or service was purchased, not the Purchasing Card vendor.
    i. If the Vendor Name/Address screen appears, verify/enter the address and click Close.
    ii. If prompted to select an open purchase order, do so or click Cancel if not applicable to the current invoice.
3. Verify or select the Bank Code.
4. Enter the Invoice # (or S for "statement").
5. Verify or enter/select the Dates (Invoice, Post, etc.) and any other fields (1099, Approval List, etc.) relevant to this invoice.
6. If applicable, select the PO #.
7. Enter the (net) Amount or Gross. If the field is labeled Gross instead of Amount, you are viewing Discount fields. Verify/enter the Discount Date, Discount %, and Discount. The Net is calculated using these fields.
8. If applicable, select the Approval Dept.
9. Verify or enter the Distribution:
    - GL-Based invoices:
        i. If necessary, double-click the bar labeled <double-click or begin typing here to add a new row.>.
        ii. Verify or enter the GL Number, Item Description, and Amount.
        iii. Repeat for additional lines.
    - Item-Based invoices:
        i. If necessary, double-click the bar labeled <double-click or begin typing here to add a new row.>.
        ii. Verify or enter the Quantity, Inv. Code, Units, Item Description, Unit Price, and GL Number.
        iii. Repeat for additional lines.
10. If applicable, click Purchasing Card Info.
    i. Check the Remit Payment... box.

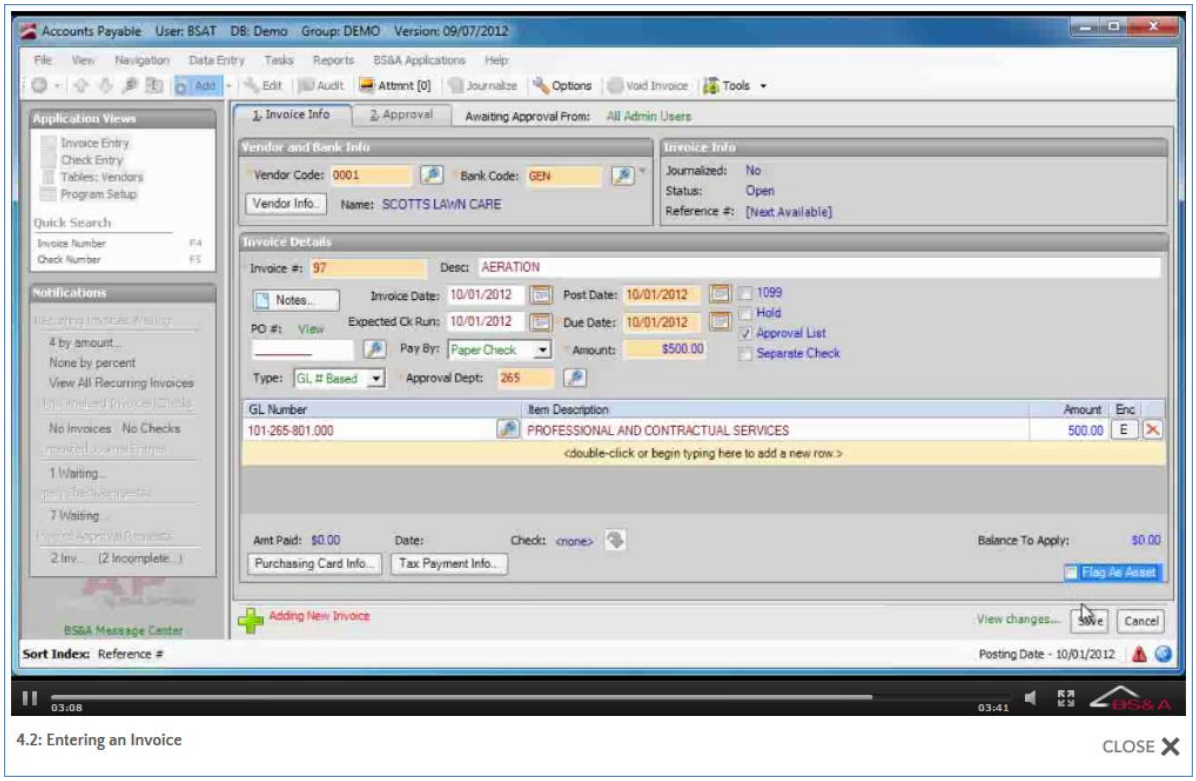
ii. Select the Card Company Vendor Code (only vendors marked as "purchasing card vendor" appear in this list).

iii. Verify or enter the Card Account #.

iv. Click Close to return to the invoice.

11. If applicable, check the Flag as Asset box to include this invoice in the export to Fixed Assets (see page 77). The availability of this setting is determined in Program Setup>General Settings (see page 28).

12. Click Save. This does not journalize the invoice.



13. If you want to immediately journalize the invoice, continue with the instructions immediately following. If you are entering a batch of invoices, they can be journalized at the same time (see page 66).

i. Go to the invoice you just added.

ii. Click Journalize.

iii. Proof Run is the default selection. A proof run should always be done before a live run to ensure the data is correct; click Run.

iv. Select the (print) Destination and click Ok.

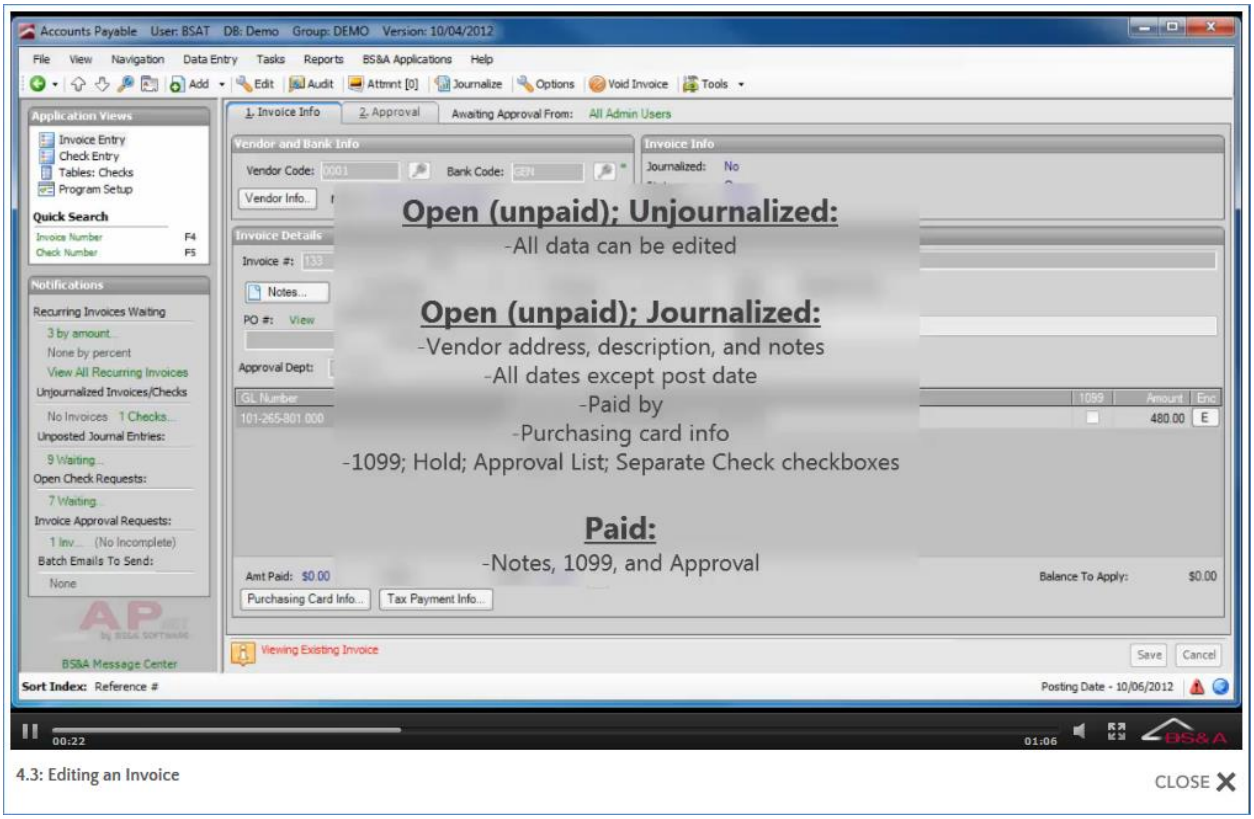
v. Carefully review the report before you close it. You are then prompted to proceed with the task. Provided everything is correct, click Yes.

Notes

Lesson 4.3: Editing an Invoice

Editable Content

Editable content is affected by the Journalized and Paid status:



Editing the Invoice

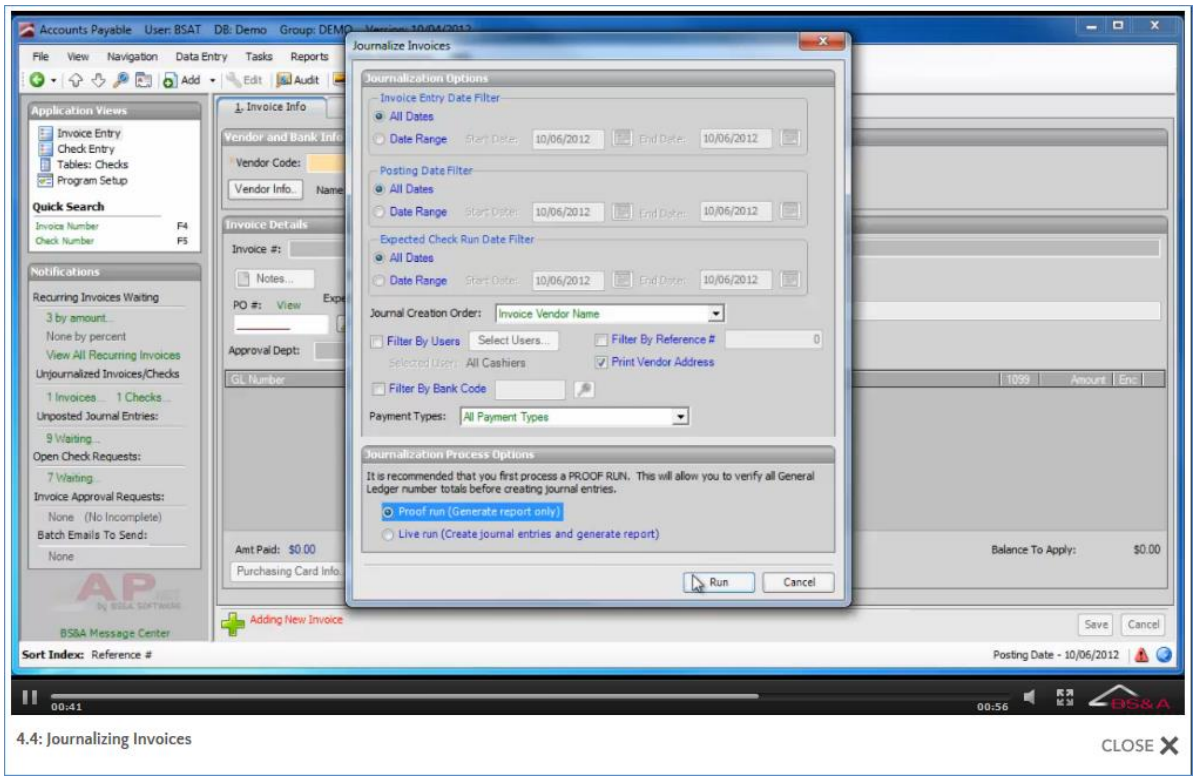
1. Locate the invoice. The "Basics" courseware that accompanies this one illustrates several search methods. A frequently-used method is to open the table (in this example, Invoices), sort by the data you're looking for (in this example, Vendor Name), and begin typing the criteria.
2. Double-click the record you want to go to.
3. Go to

and change the data.
4. Click Save. If you use Invoice Approval and this invoice was sent back to you after being denied, the Approval Status changes to Awaiting Approval From [entity].

Notes

Lesson 4.4: Journalizing Invoices

1. Go to Tasks>Journalize/Post>Journalize Invoices.
2. Select the Population.
3. Select the Date Filter (all or a date range).
4. Verify the Journal Creation Order.
5. (Optional) Check the appropriate Filter box to set additional filters: User; Bank Code; Reference Number.
6. (Optional) Check the Print Vendor Address box to include the vendors' addresses in the journal entries.
7. Proof Run is the default selection. A proof run should always be done before a live run to ensure the data is correct; click Run.



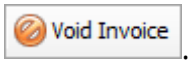
8. Select the (print) Destination and click Ok.
9. Carefully review the report before you close it. You are then prompted to proceed with the task. Provided everything is correct, click Yes.

Notes

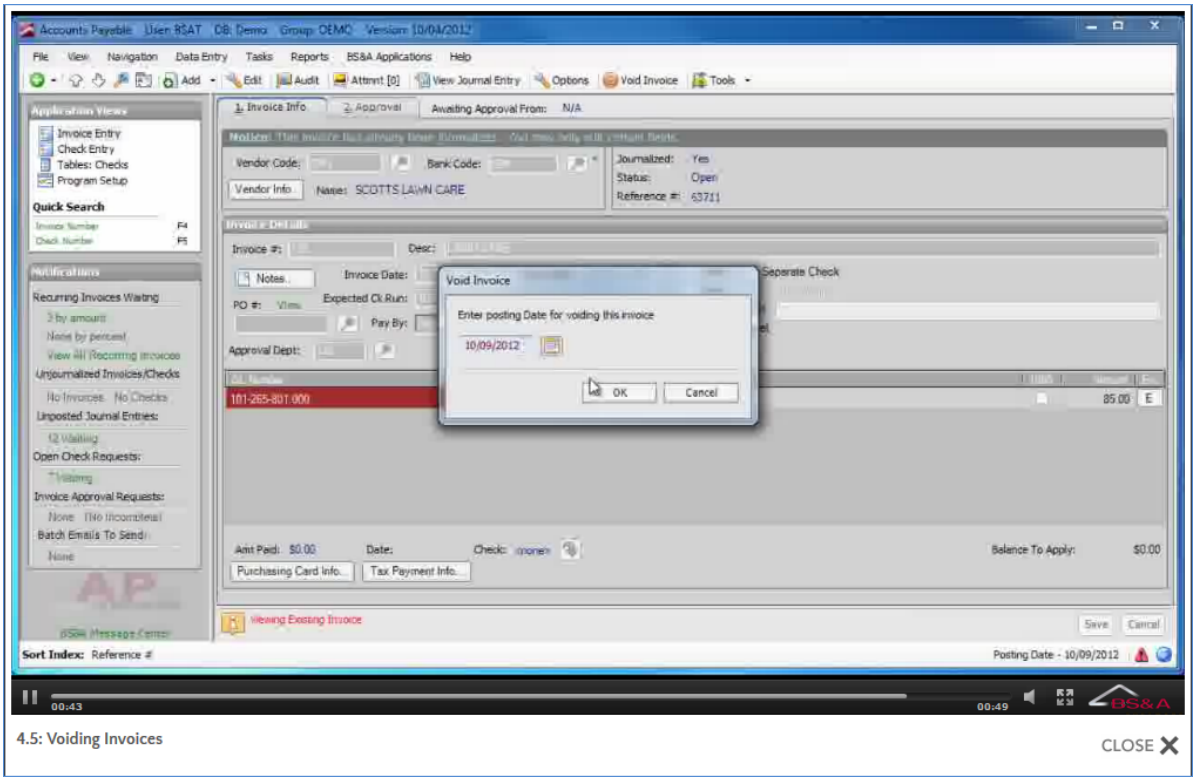
Lesson 4.5: Voiding Invoices

Regarding the voiding of invoices…

- If the invoice had not been journalized, no journal entry will be created (i.e., no effect on GL).
- If the invoice had been journalized, a reversing journal entry will be created and posted to GL.
- If the invoice had been journalized and paid, the check will have to be voided before the invoice (see page 113). Paid invoices cannot be voided without first voiding the payment.

1. Go to Invoice Entry and locate the invoice.
2. Click 

.
3. If the invoice was journalized, verify or enter the Posting Date of the void and click Ok.



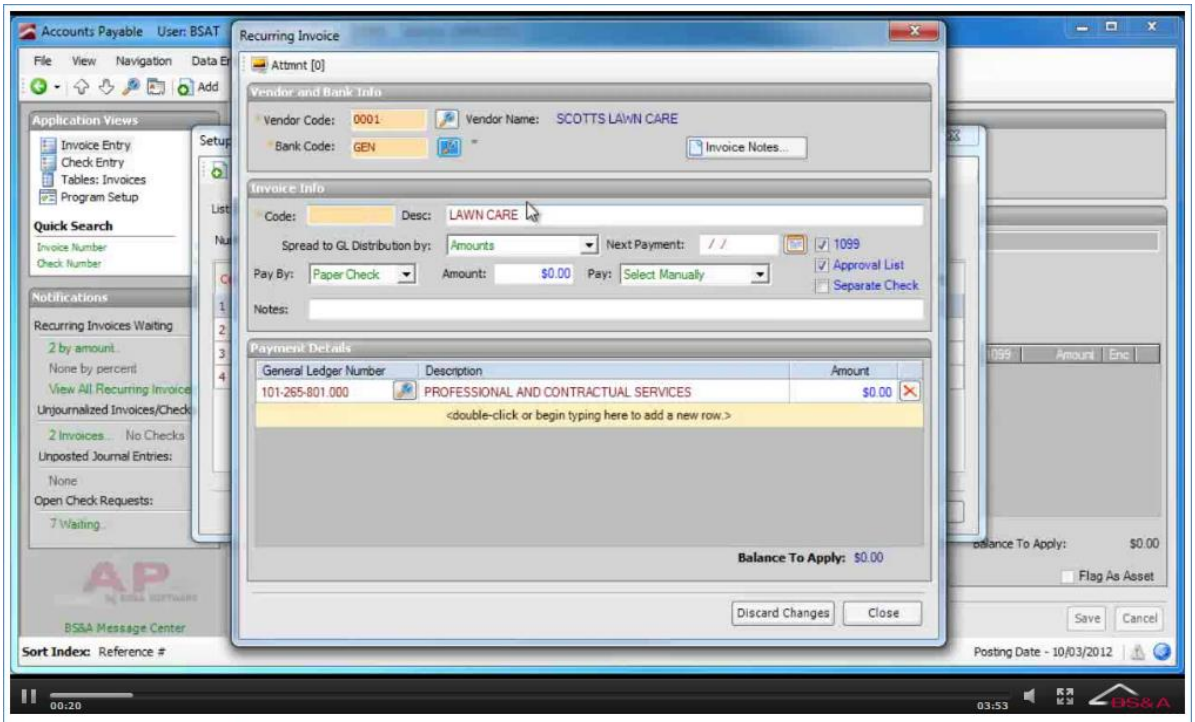
4. Click Yes, then Ok.

Notes

Lesson 4.6: Setting Up and Generating Recurring Invoices

Setting Up

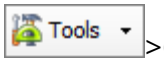
1. Go to Tasks>Recurring Invoices.
2. Click Add.
3. Select the Vendor Code and Bank Code.



4. (Optional) Click Invoice Notes and enter notes; click Close to return to Recurring Invoice Setup.
5. Enter the Code. This is the Recurring Invoice Code, which identifies each recurring invoice.
6. (Optional) Enter the Description.
7. Select the Spread to GL Distribution By method.
8. Select the Pay frequency.
9. If the Pay frequency is something other than Select Manually, enter the Next Payment Date. This date is used to detect any recurring invoices due for payment within seven days of your computer's system date.

10. Verify or select the Pay by method.
11. If the Spread option is Amount, enter the Amount (or Gross and Discount info, if set up to use discount fields).
12. Verify the 1099, Approval List, and Separate Check settings.
13. This step is not necessary if the vendor was set up with default distribution and if the Spread is by Amount.
    i. Double-click the bar labeled <double-click or begin typing here to add a new row.>.
    ii. Enter or select the General Ledger Number.
    iii. Verify or enter the GL Description.
    iv. Verify or enter the Amount, or enter the Percentage.
    v. Continue setting up distribution.

Generating from an Independent Invoice

1. Go to Invoice Entry and locate the invoice.
2. Click 

>Create Recurring Invoice From Current Invoice.
3. Enter the New Recurring Invoice Code and click Ok.
4. Click Ok to clear the success prompt.
5. Click View All Recurring Invoices in the Notifications pane.
6. Highlight the recurring invoice you just created.
7. Click Edit.
8. Set up the recurring invoice (see above).

Generating an Independent Invoice

1. Go to Invoice Entry.
2. Click the part of the

button.
3. Click Add Based Upon Recurring Invoice.
4. Double-click the invoice to create. What happens next depends on if you are creating a percentage-based or an amount-based invoice:
    - Percentage-Based. You are prompted to enter the invoice amount. Do so and click Ok. The information is filled out from the recurring invoice.
    - Amount-Based. The information is filled out from the recurring invoice.
5. Enter the Invoice Number and Invoice Date (and Due Date, if not calculated by Accounts Payable).
6. Click Close. This does not journalize the invoice. Invoices can be journalized in batch (see page 66).

Generating in Batch

1. Click [n] by amount or [n] by percent in the Notifications pane.
2. Verify the Expected Check Run Date.
3. Verify the selected invoices.
4. If creating percentage-based, enter the Amount(s).
5. Verify the Invoice Post Date and Due Date.
6. Verify the Total Amount and Number of Invoices to Create.
7. Click Ok, then Yes to verify the creation of the invoices.
8. You are prompted that the invoices were created; click Ok. This does not journalize the invoices. Invoices can be journalized in batch (see page 66).

Notes

Lesson 4.7: Batch Adding Invoice Attachments

Enable Batch Entry

This setting is in two places: Program Setup>General Settings and Program Setup>My Settings:

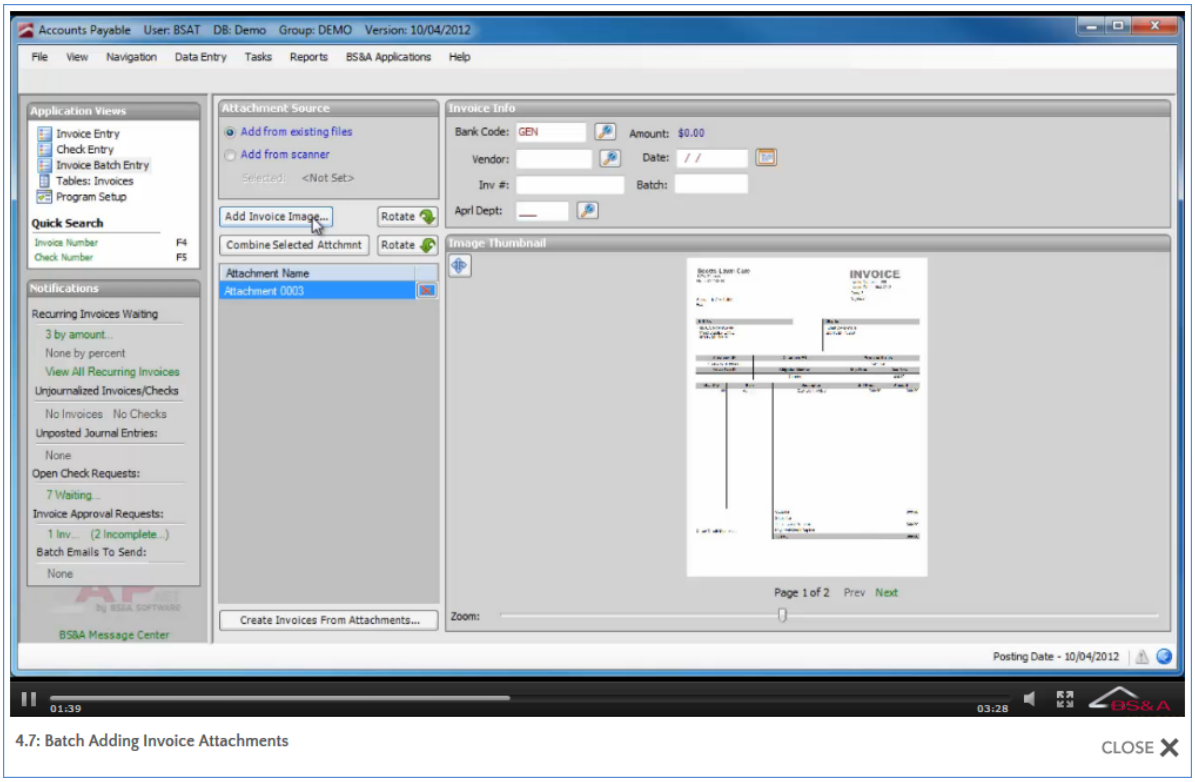
- If the setting is unchecked in General Settings, meaning Batch Add Invoices is visible, the setting is also available in My Settings, letting individual users select whether or not they want to see Batch Add Invoices.
- If the setting is checked in General Settings, the My Settings option is not available.

1. Go to Program Setup.
    - All users
        i. Go to Program Settings>General Settings.
        ii. Check or uncheck the Don't Show Invoice Batch Entry on Main Tree box.
    - Individual user
        i. Go to My Settings>My Preferences.
        ii. Check or uncheck the Don't Show Invoice Batch Entry on Main Tree box.

Enter the Invoices

1. Go to Invoice Batch Entry.
2. Select the Attachment Source:
    - Add From Scanner. Select this if the paper invoice is in your scanner. This scans the invoice directly into Accounts Payable, bypassing the need for you to save it first as a file.
    - Add From Existing Files. Select this if you have the invoice saved in an electronic format somewhere on your computer or network.

3. Click Add Invoice Image... and select the image. If there's a second page to the invoice, you may add/scan that as well, then click the Combine... button to create one image.



4.7: Batch Adding Invoice Attachments

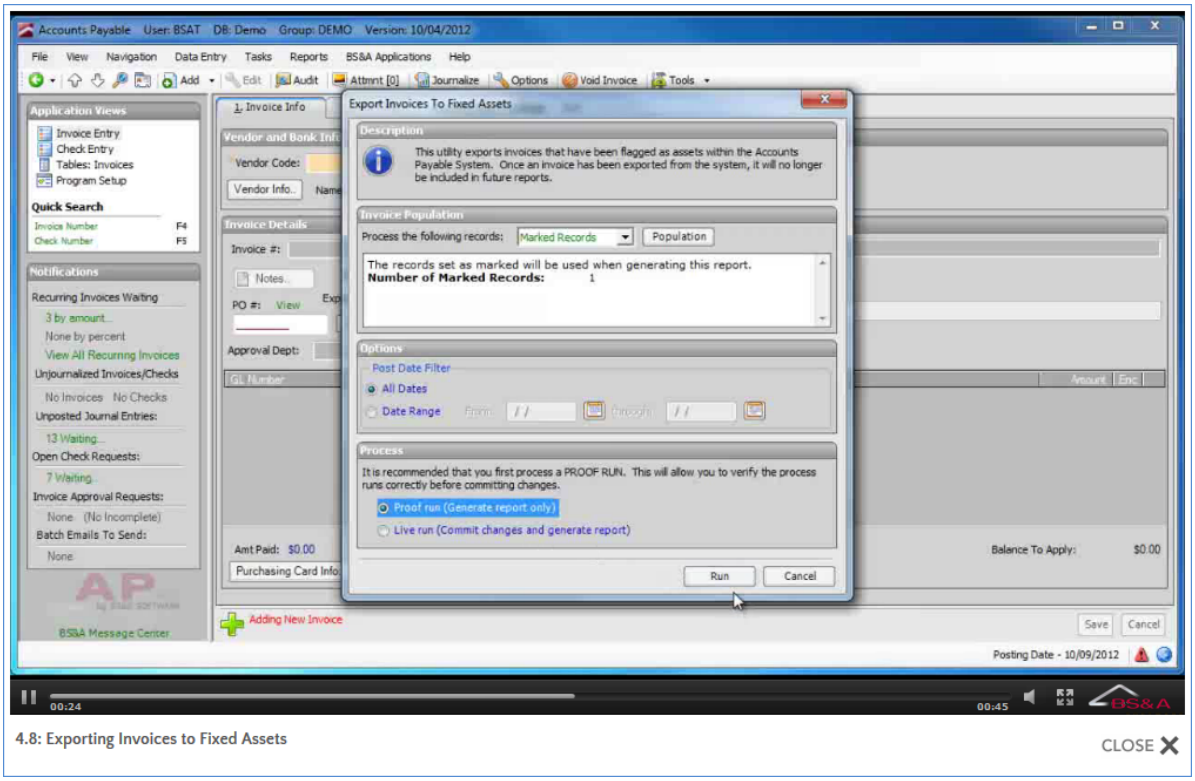
CLOSE

4. Continue adding invoice images.
5. Click an image under Attachment Name.
6. Fill out the Invoice Info for the selected image (Batch is informational and can be used in reporting and sorting).
7. Click the next image and fill out its Invoice Info.
8. Continue in this manner until done, then click Create Invoices From Attachments....
9. You are taken to the Invoice Entry screen, and a Batch Add Invoices from Attachments dialog appears on top. If you have a second monitor, you may move the dialog to that monitor in order to see your entire Invoice Entry screen. Otherwise, move/resize the dialog to make it easier for you enter the remaining information. The information on the Invoice Entry screen reflects your entry in step 6, and corresponds with the image currently appearing in the Batch Add... dialog.
10. (Optional) Click Set Filters to filter the attachments.
11. Fill out the remaining invoice information and click Save.
12. The next invoice/attachment combination appears. Repeat.
13. When all invoices from the batch have been saved, you are prompted that the process is complete; click Ok.

Notes

Lesson 4.8: Exporting Invoices to Fixed Assets

1. Go to Tasks>Export Invoices to Fixed Assets.
2. Select the Population.
3. Select the Post Date Filter (All Dates or Date Range).
4. Proof Run is the default selection. A proof run should always be done before a live run to ensure the data is correct; click Run.

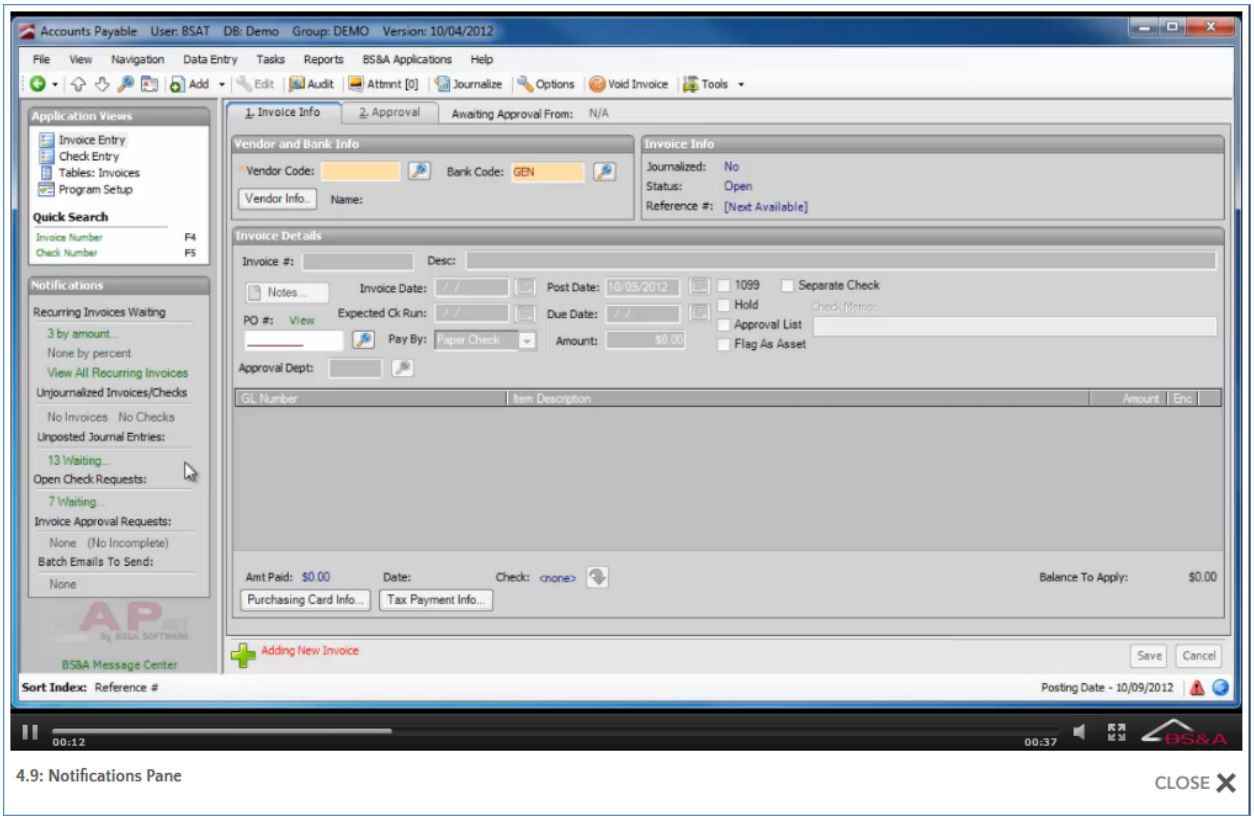


5. Carefully review the report before you close it. You are then prompted to proceed with the task. Provided everything is correct, click Yes.
6. Go to Fixed Assets and run the import. Instructions are in the Fixed Assets manual.

Notes

Lesson 4.9: Notifications Pane

The Notifications pane is located beneath Application Views when an item other than Tables is the active view.



4.9: Notifications Pane

CLOSE

It provides basic information about the most-frequently accessed processes in Accounts Payable, and is an alternative to launching those processes. If you use Invoice Approval, two additional items are added to the Notifications pane, as pictured: Invoice Approval Requests and Batch Emails to Send. These and the remaining items are covered where relevant in this courseware.

Notes

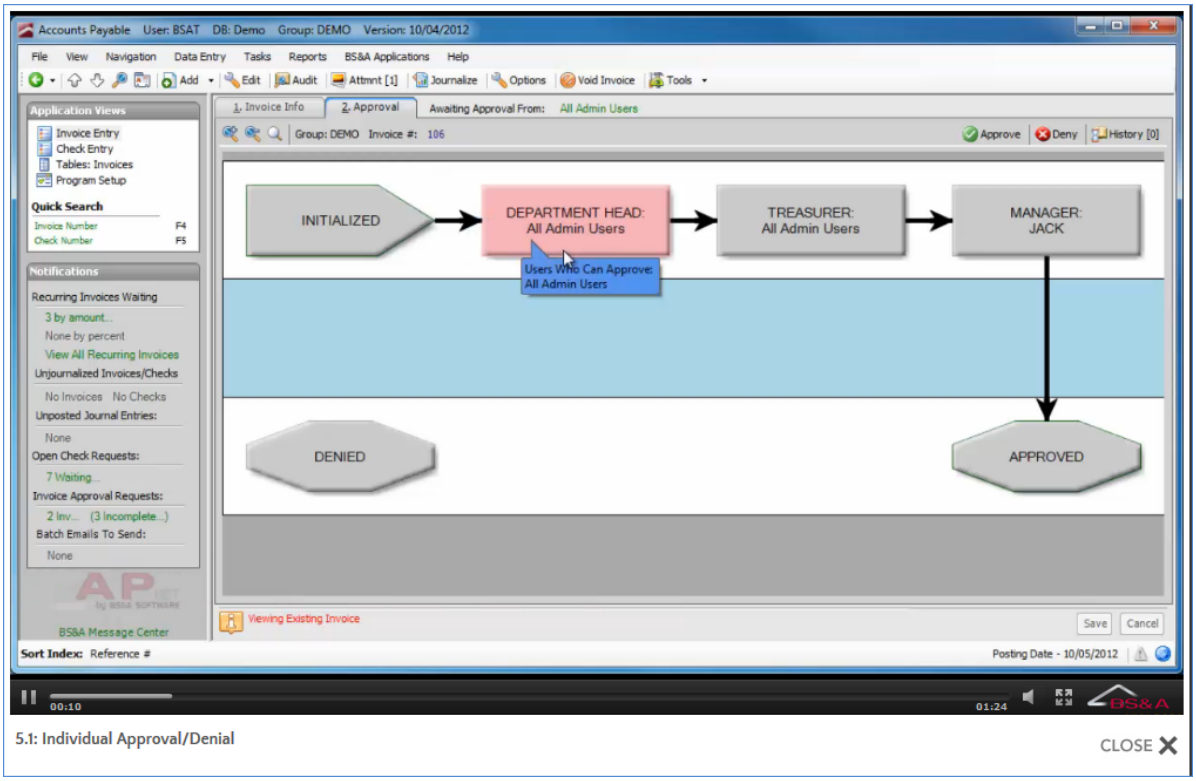
Section 5: Invoice Approval/Denial

In this section you will learn how to:

- Approve/deny invoices
- Send Batch Emails

Lesson 5.1: Individual Approval/Denial

1. Go to Invoice Entry and locate the invoice requiring approval.
2. Click the Approval tab. The Approval Group appearing depends on the Department selected while entering the invoice. The level awaiting approval is in pink.



3. Approve or deny the invoice:
   - Approve:
     i. Click Approve.
     ii. Enter a Brief Note and, optionally, additional Notes and click Ok.
     iii. If another level must be satisfied, you are returned to the approval screen and that level now appears pink. Continue approving for any necessary additional levels.
     iv. Once all levels have been approved, you are prompted as such and asked to journalize the invoice; click Yes and follow the prompts.
   - Deny:
     i. Click Deny.

ii. Select whether to Permanently Cancel the Invoice or to Send Back to a Previous Level (then select the level).

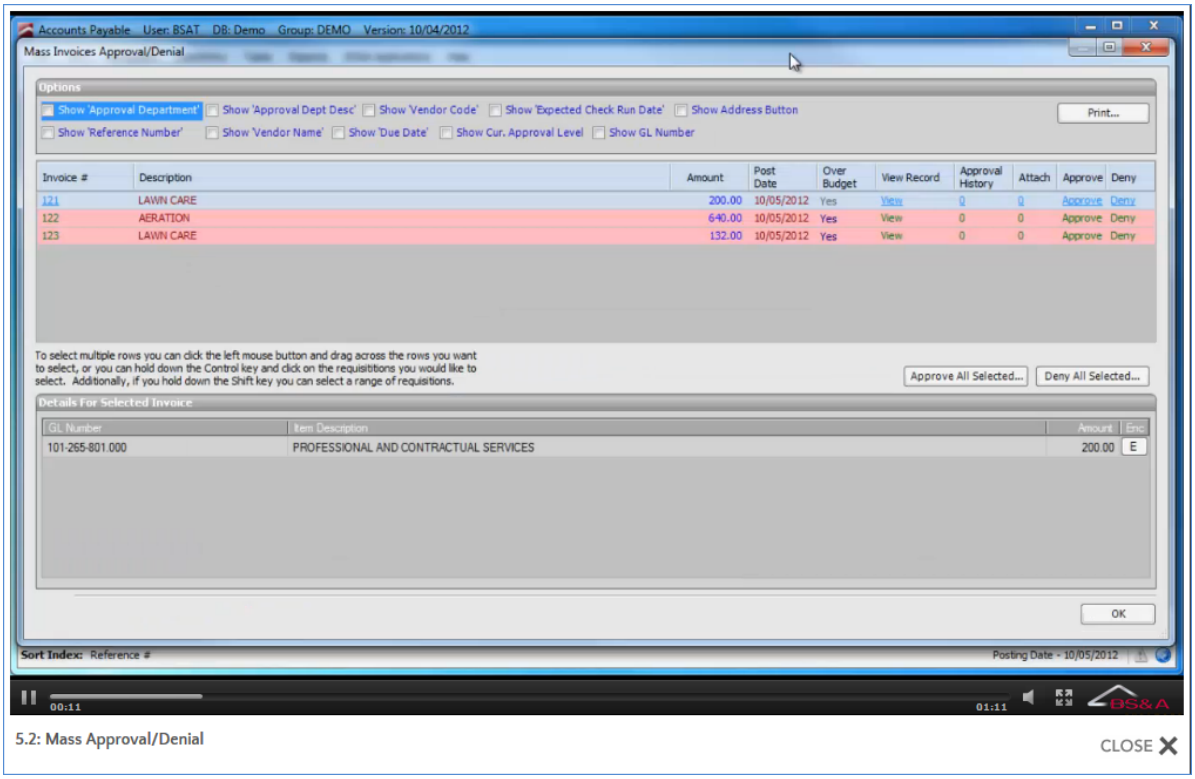
iii. Enter a Brief Reason and, optionally, additional Notes and click Ok.

iv. Check the Yes, I Wish To… box and click Yes.

Notes

Lesson 5.2: Mass Approval/Denial

1. Click [n] Inv under Invoice Approval Requests in the Notifications pane. The Mass Invoices Approval/Denial task loads.

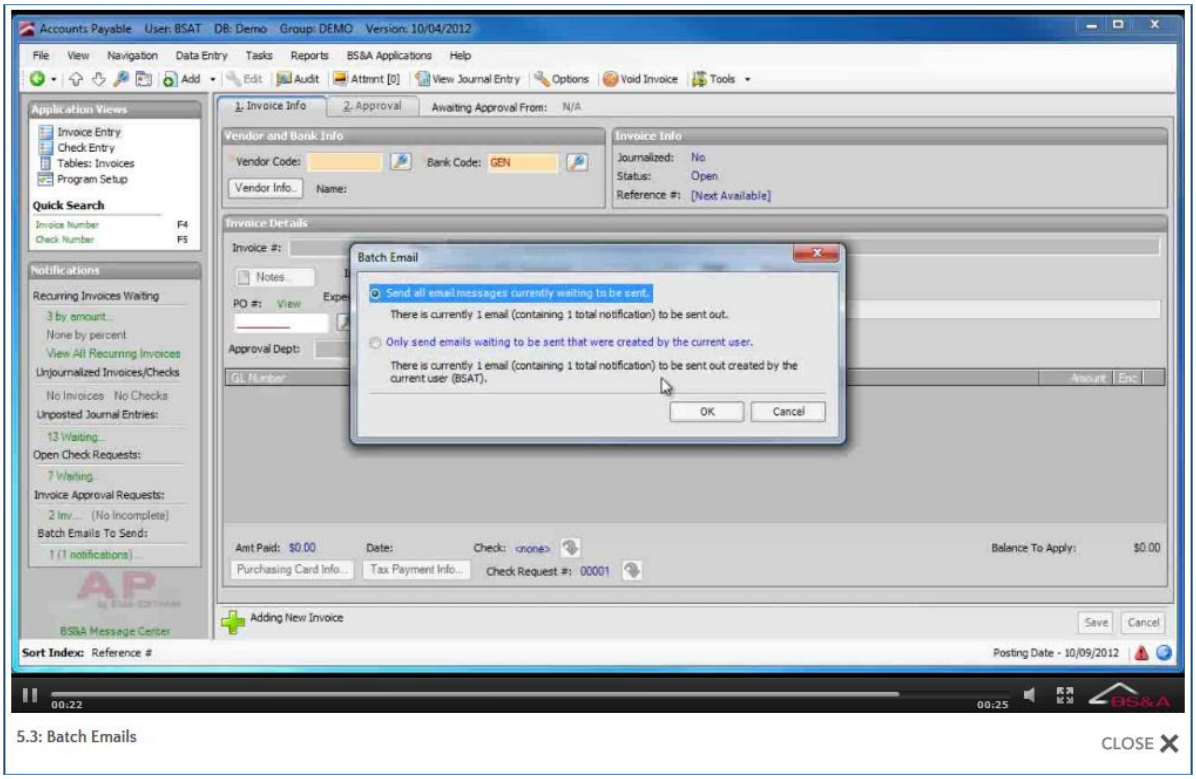


2. (Optional) Set Invoice Filters and/or filters in the Options pane (click Select Columns for more options) at the top of the dialog to alter the view.
3. Select the invoices.
4. Approve or deny:
    - Approve:
        i. Click Approve All Selected....
        ii. Check the Are You Sure You Wish To... box and click Yes.
        iii. Enter a Brief Note and, optionally, additional Notes and click Ok.
    - Deny:
        i. Click Deny All Selected....
        ii. Check the Are You Sure You Wish To... box and click Yes.
        iii. Enter a Brief Reason and, optionally, additional Notes and click Ok.

Notes

Lesson 5.3: Batch Emails

1. Click ([n] notifications) under Batch Emails to Send in the Notifications pane.
2. Make your selection:
    - Send all email messages currently waiting to be sent
    - Only send emails waiting to be sent that were created by the current user
3. Click Ok.



4. A progress bar appears as the emails are being sent.

Notes

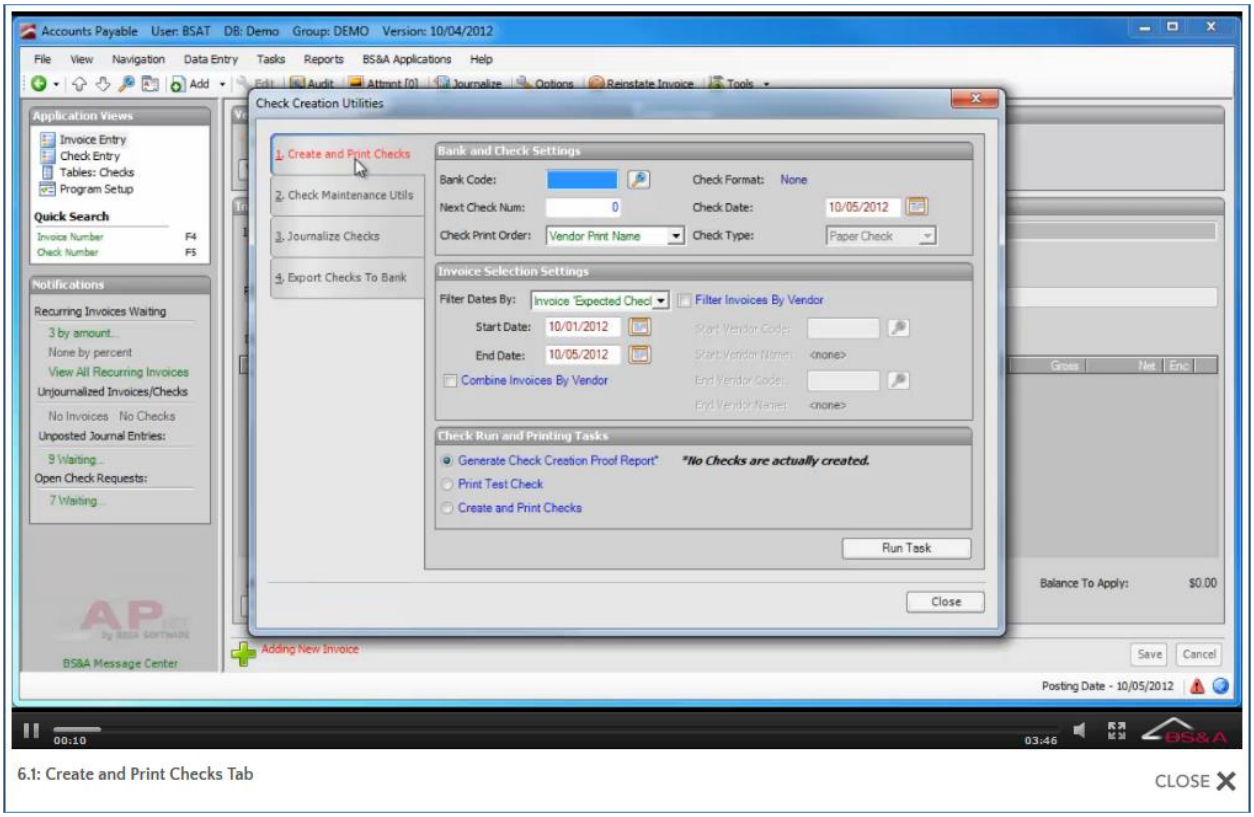
Section 6: Check Creation Utilities

In this section you will learn how to:

- Navigate a Check Run
- Handle the situation of reprinting checks

Lesson 6.1: Create and Print Checks Tab

Tasks>Check Tasks>Check Creation Utilities>1. Create and Print Checks



Bank Code. Select the bank code to be included in the check run.

Next Check Number. Defaults to the next available number as determined in Program Setup>Database Setup>Banks and can be changed during the check run.

Check Print Order. Select from Vendor Code; Vendor Print Name; Vendor Sort Name. Checks will be printed in ascending (1-10; A-Z) order unless you've enabled the Print Checks in Reverse Order setting in Program Setup>Program Settings>General Settings>Misc Settings, in which case they'll print in descending order (10-1; Z-A).

Check Format. Reflects the selection in Program Setup>Database Setup>Banks.

Check Date. Defaults to your computer's system date and can be changed.

Check Type. If EFT/ACH has not been enabled for the selected Bank Code, this field is disabled and defaults to Paper. If EFT/ACH has been enabled, this field is enabled for you to select the type.

Filter Dates By; Start/End Dates. Select the filter and enter the dates.

Filter Invoices by Vendor; Start/End Codes. If selected, this will further filter the invoices to be included.

Combine Invoices by Vendor. If checked, all open invoices for one vendor will be combined onto one check unless the Separate Check box was checked for a particular invoice. If unchecked, a separate check will be created for each invoice from a vendor.

Generate Check Creation Proof Report. This option should always be selected first (make sure you have regular paper in your printer) so that you can verify the checks to be created. It is recommended you keep a hard copy of this report to reference if needed. This is especially important if you use checks with pre-printed numbers, as you can verify that the check numbers in your database and the numbers on the generated checks match.

Print Test Check. The appearance of this option is determined in Program Setup>Program Settings>General Settings>Misc Settings. After a successful proof, this option may be selected so you can verify items line up properly.

Create and Print Checks; Create EFT Payment Records; Create ACH Payment Records. This final option is determined by the selected Check Type. This should never be done until you've first generated the Check Creation Proof Report.

- If you are doing a paper check run, you may be prompted with a warning that you are not authorized to print checks, due to a setting in Program Setup>Program Settings>General Settings>Misc Settings. You will then need to enter the user name/password of an authorized user.
- If you are doing an electronic check run, you may print either check stubs or remittance advice, or choose not to print anything at all. Remittance advice can be emailed following the creation of the ACH export (you will be prompted).

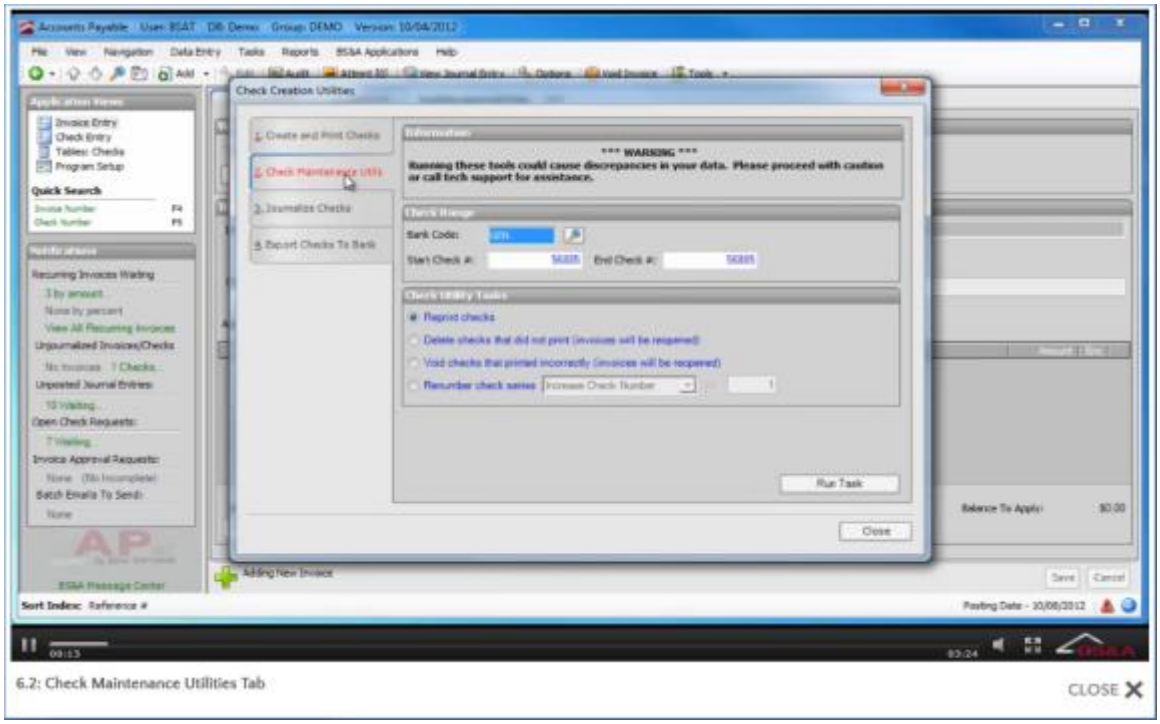
Notes

Lesson 6.2: Check Maintenance Utilities Tab

Tasks>Check Tasks>Check Creation Utilities>2. Check Maintenance Utils

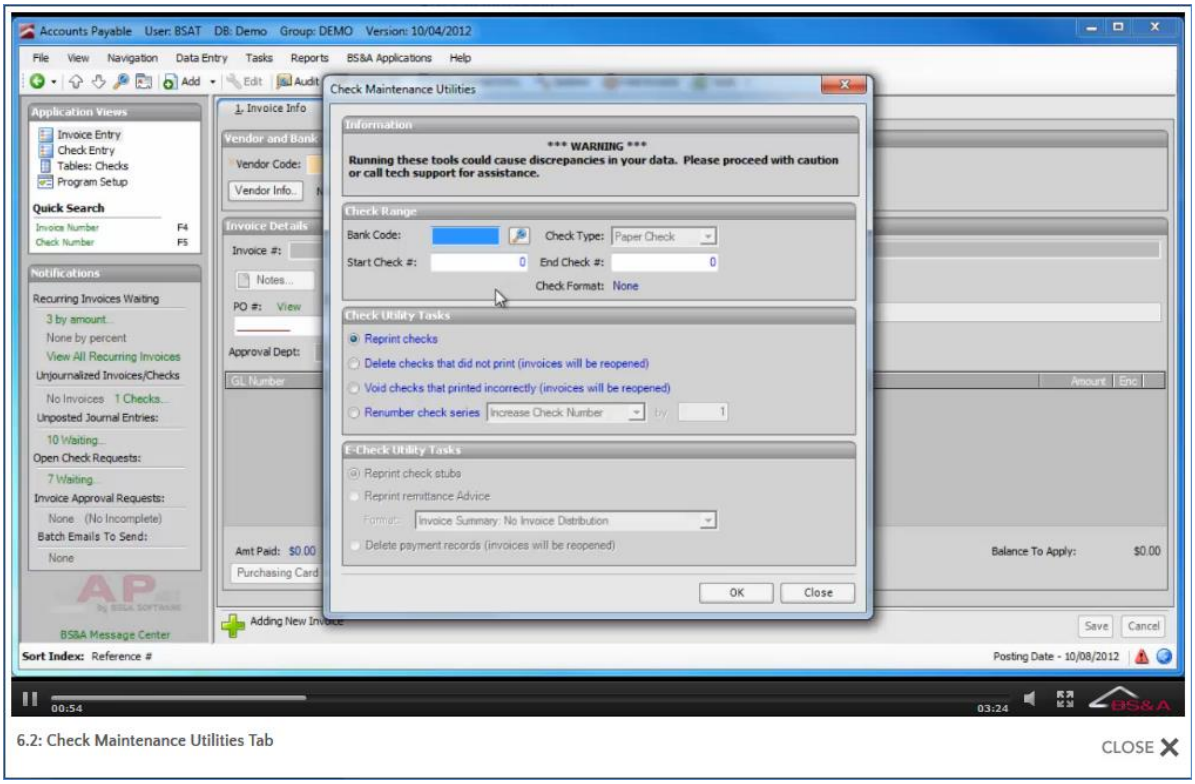
During a check run, or when entering manual checks, you are prompted to verify that your checks/stubs printed correctly (e.g., everything lines up; paper didn't jam; pre-printed numbers match numbers in your database). Answering No to this prompt takes you to Check Maintenance Utilities.

- If this occurs during a check run, you are taken to the appropriate tab: Check Maintenance Utilities (paper; pictured); or E-Check Maintenance Utilities (EFT/ACH/TXP ACH).



If you exit the check run, you may access these separately via Tasks>Check Tasks>Check Maintenance Utilities (pictured below).

- If this occurs during a manual check entry, the Check Maintenance Utilities dialog appears:



Reprint Checks (Paper Checks)

Select this option if you print the check numbers on the checks.

Journalized checks cannot be reprinted.

Delete Checks that Did Not Print (Paper Checks)

Deleting a check series is typically only done when a series of checks that don't use pre-printed numbers did not print correctly during a check run. Invoices will be re-opened.

Journalized checks cannot be deleted.

The Next Check Number will not automatically re-set itself to the first number of the deleted series. If you would like to re-use this number, you have two options:

- Change the Next Check Number (or Next EFT/ACH Number, if applicable).
- Renumber the check series (see below).

Void Checks that Printed Incorrectly (Paper Checks)

Voiding a check series is typically only done when a series of checks with pre-printed numbers did not print correctly during a check run. Invoices will be re-opened.

Renumber Check Series (Paper Checks)

Renumbering a check series is done when the check numbers assigned in the database do not properly correspond to the preprinted check numbers on your checks. This option allows the numbers to match within the database, without the need to reprint the checks.

Journalized checks cannot be renumbered.

Reprint Check Stubs (E-Checks)

Select this option if you printed check stubs.

Reprint Remittance Advice; Format (E-Checks)

Select this option, then the Format you used (or a different one, if that's why you answered No to the "...print correctly?" prompt).

Delete Payment Records (E-Checks)

Deleting an e-check series is typically only done if check numbering is incorrect or if invoices should be placed on hold or voided. Invoices will be re-opened.

Journalized payment records cannot be deleted.

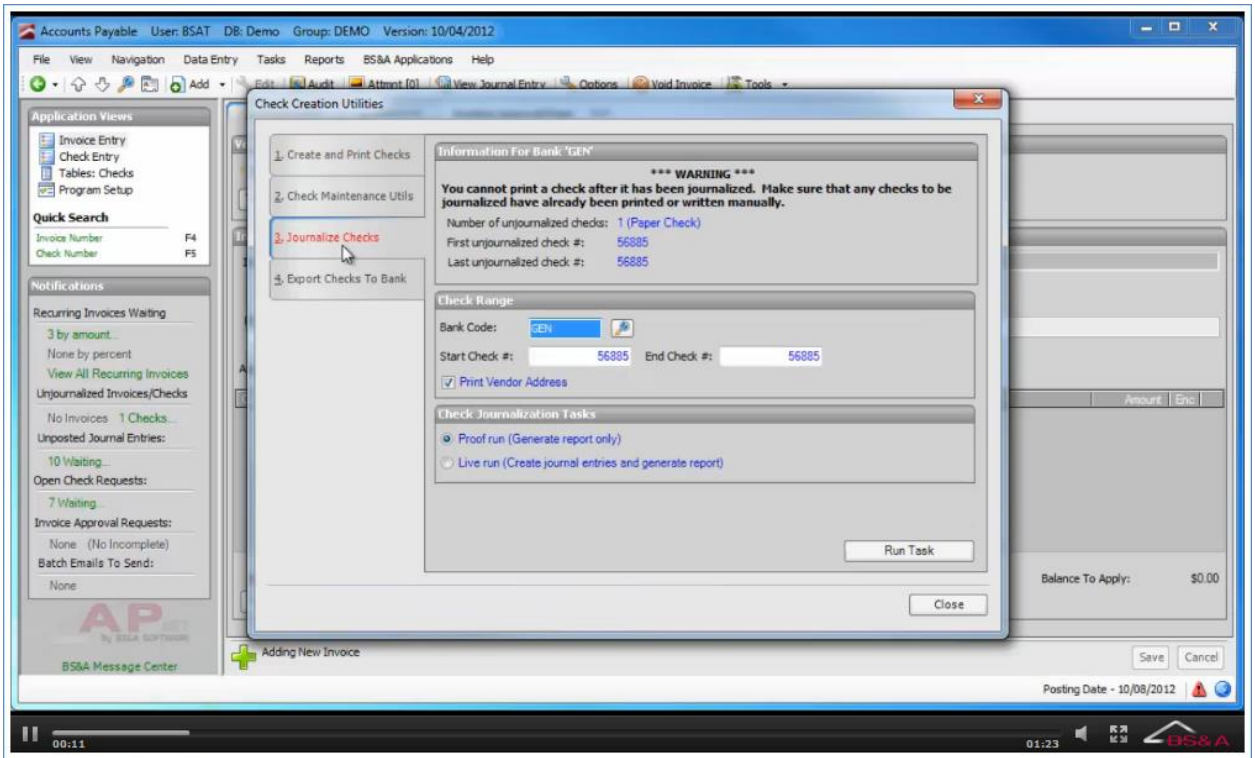
The Next Check Number will not automatically re-set itself to the first number of the deleted series. If you would like to re-use this number, go to Program Setup>Database Setup>Banks and change the Next EFT/ACH Number.

Notes

Lesson 6.3: Journalize Checks Tab

Tasks>Check Tasks>Check Creation Utilities>3. Journalize Checks

You are taken directly to this tab during the check run, provided you've answered Yes when asked if the checks/stubs/remittance advice printed correctly.



Information for Bank [name]. Displays basic information, including a warning that once journalized, the checks cannot be reprinted.

Bank Code. Defaults to the bank code used for the current check run.

Start Check; End Check. Defaults to the check range used for the current check run.

Print Vendor Address. If checked, the vendors' addresses will be included in the journal entries.

Proof Run. This option should always be selected first so that you may verify the information before creating the journal entries.

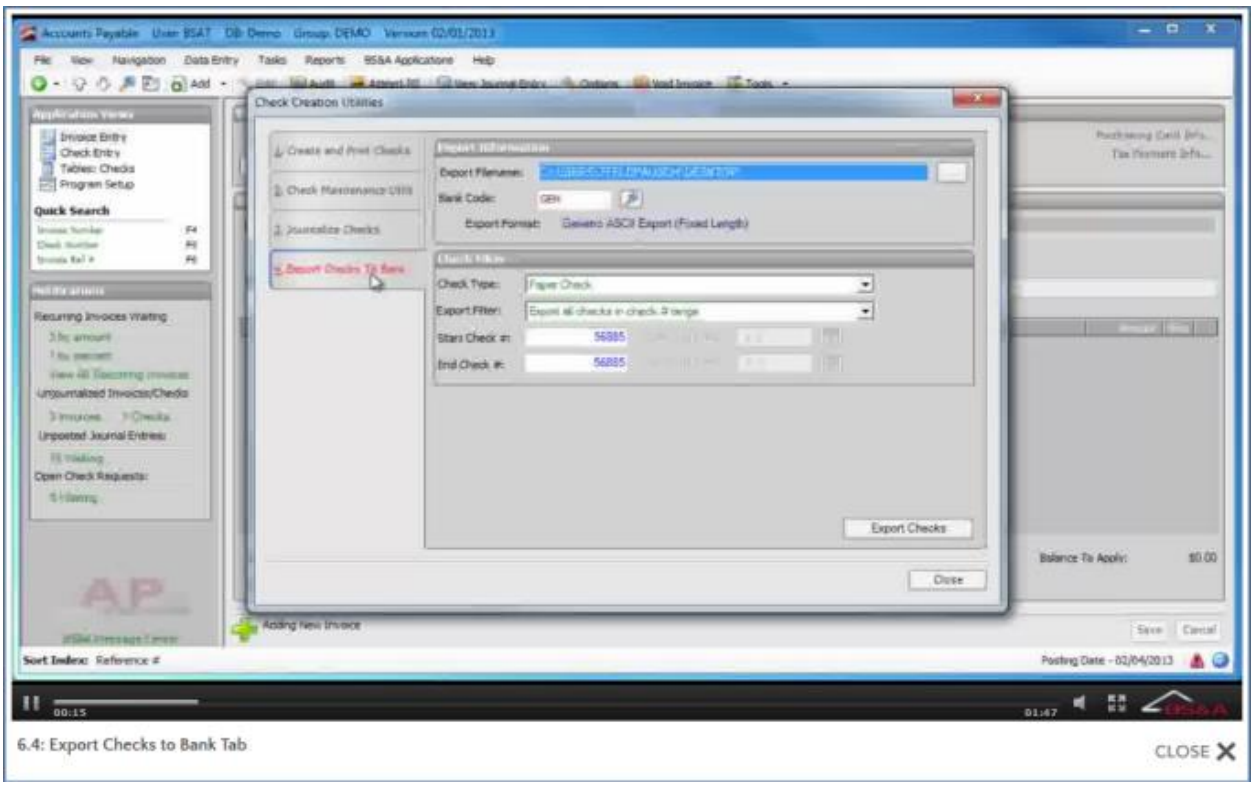
Live Run. At the end of the proof run, you are prompted to do the live run. This option is only available separately should you choose to bypass the proof run (not recommended).

Notes

Lesson 6.4: Export Checks to Bank Tab

Tasks>Check Tasks>Check Creation Utilities>4. Export Checks to Bank

Positive Pay for the selected Bank Code must have been set up in General Ledger (when your databases are linked) prior to creating Positive Pay export files (instructions are in the GL manual). You may go to Program Setup>Database Setup>Banks to verify the settings, but may not make any changes. You are taken directly to this tab after journalizing the checks. If you don't use Positive Pay, you may exit this task.



Export Filename. Enter the location and name of the file to send to the bank. The file name format is determined by the Export Format set up in General Ledger. It is recommended that you create a location on your network to which the positive pay files will always be saved, for consistency in retrieving them when it is time to send them to your bank.

Bank Code. Defaults to the bank code used for the current check run.

Export Format. Reflects the setting from General Ledger.

Check Type. Defaults to Paper Check.

Export Filter. Defaults to "Export all checks in check number range." Other filters can be set, but when done as part of a check run, the default should be sufficient.

Start; End Check #s. Defaults to the checks included in the current check run.

Notes

Section 7: Manual Check Entry

In this section you will learn how to:

- Set up data entry options
- Enter a manual check
- Edit, journalize, and void checks
- Batch add check attachments

Lesson 7.1: Entry Options

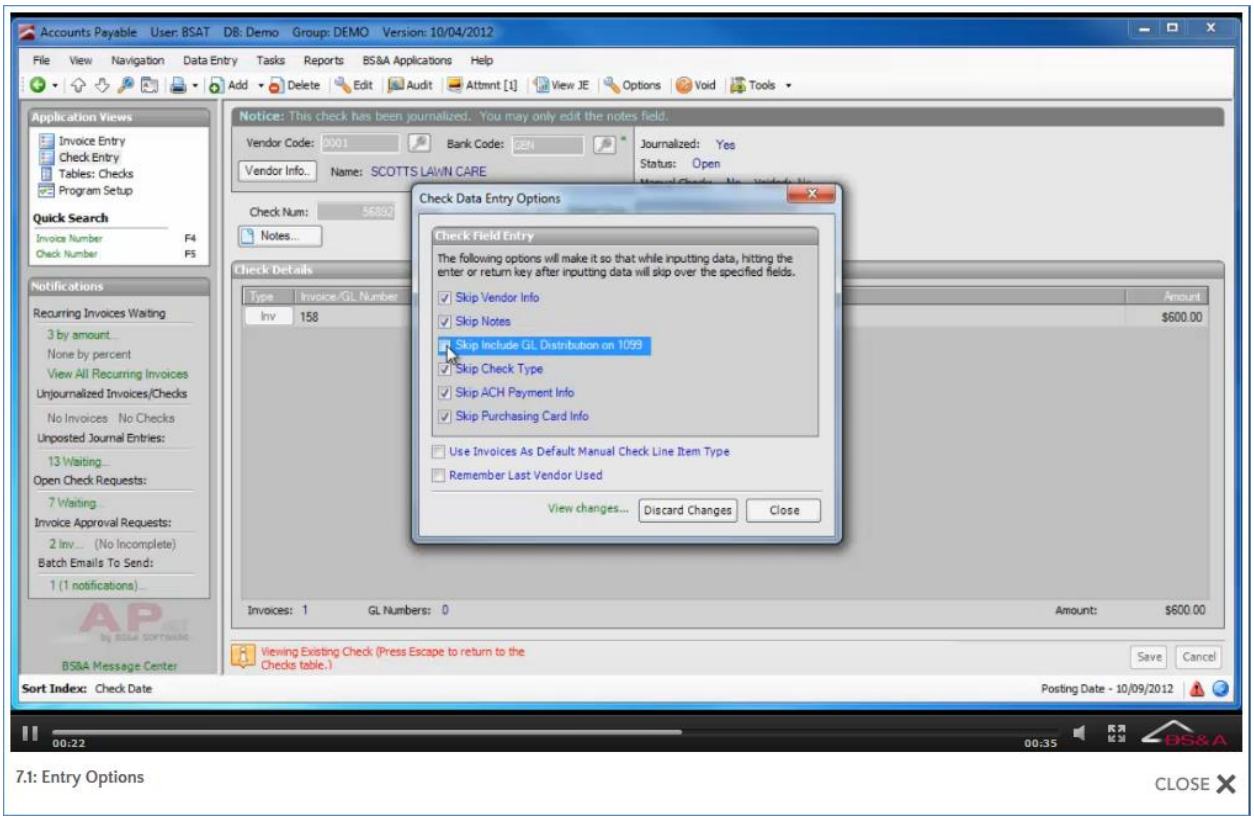
Options Button

Options are user-specific and can be set…

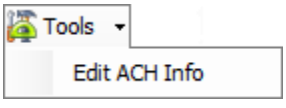
- in Program Setup>My Settings>Check Entry Options, or
- through the

button on the Check Entry screen.

Not all options may be beneficial to you, but are provided to help you fine-tune your data entry.



Tools Button



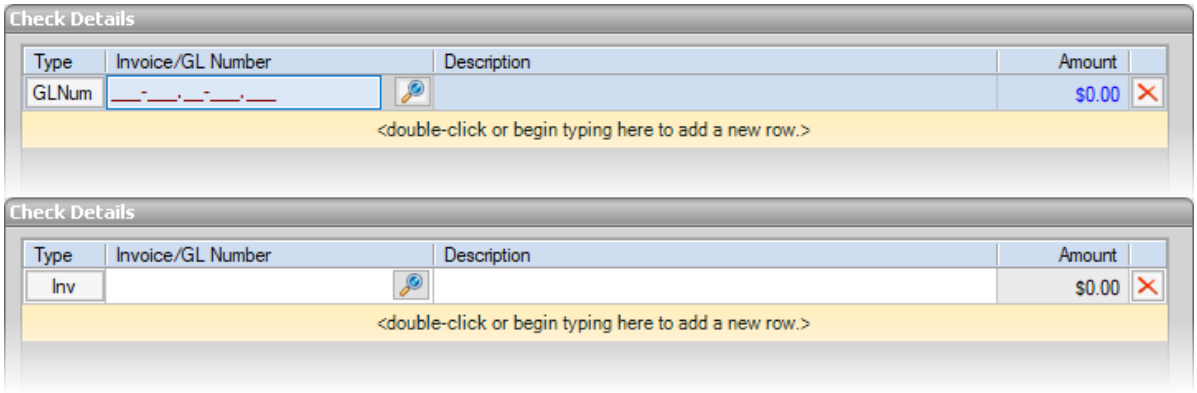
Edit ACH Info. Lets you edit the Account Number, Routing Number, and Account Type for any ACH-type transaction.

Notes

Lesson 7.2: Entering a Manual Check

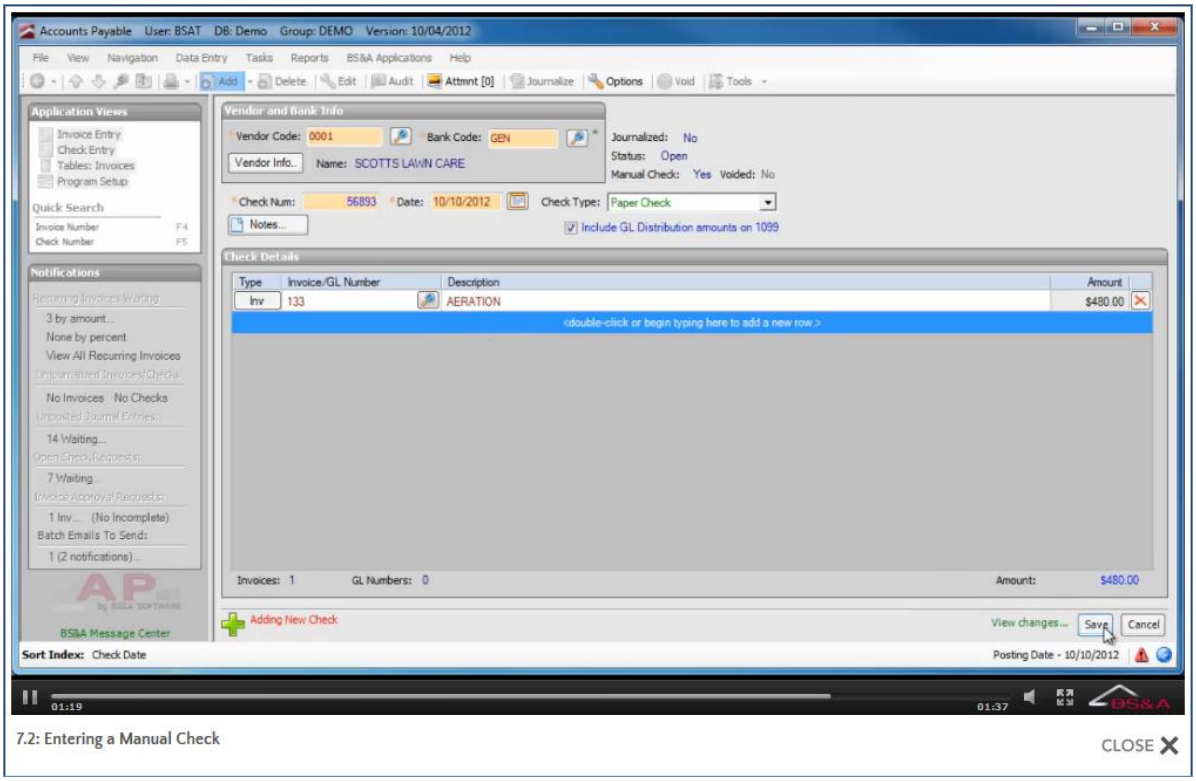
1. Go to Check Entry.
2. Click

.
3. Select the Vendor Code, and if prompted, answer accordingly when asked to copy default distribution.
4. Verify or select the Bank Code.
5. Verify or enter the Check Number and Date.
6. Verify or select the Check Type.
7. Verify the Include...on 1099 setting.
8. Fill out the Check Details. Your entry will depend on whether you see GL Num or Inv on the left (click to switch between the two). If GL Num, verify or enter the GL Number, Description, and Amount. If Inv, select the invoice and verify or enter the Description.



9. If necessary, double-click the bar labeled <double-click or begin typing here to add a new row.> to enter more line items.

10. Click Save.



11. If you are printing a check, click Yes and follow the prompts; if you choose not to journalize (only prompted to do this when printing a check), you may do so separately; see page 111. In many cases, entering a single check (as opposed to doing a check run) is done to correspond with a written check; if that is the reason you are entering a manual check, click No when prompted to print it.

Notes

Lesson 7.3: Editing a Check

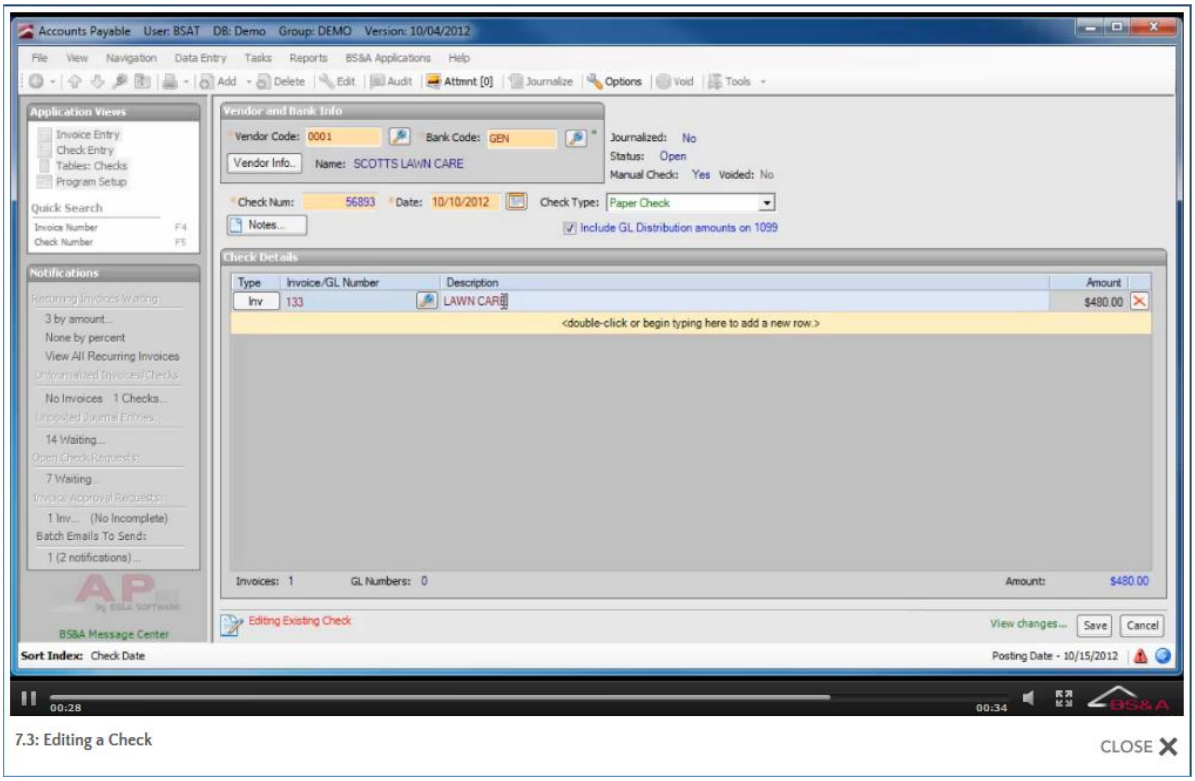
Editable Content

All items on an unjournalized manual check can be edited. Unjournalized "check run" checks do not allow editing of amount or invoice info. Once the check is journalized, only the Notes can be edited.

Editing the Check

1. Locate the check. The "Basics" courseware that accompanies this one illustrates several search methods. A frequently-used method is to open the table (in this example, Checks), sort by the data you're looking for (in this example, Vendor Name), and begin typing the criteria.
2. Double-click the record you want to go to.
3. Click

and edit the data.



4. Click Save.

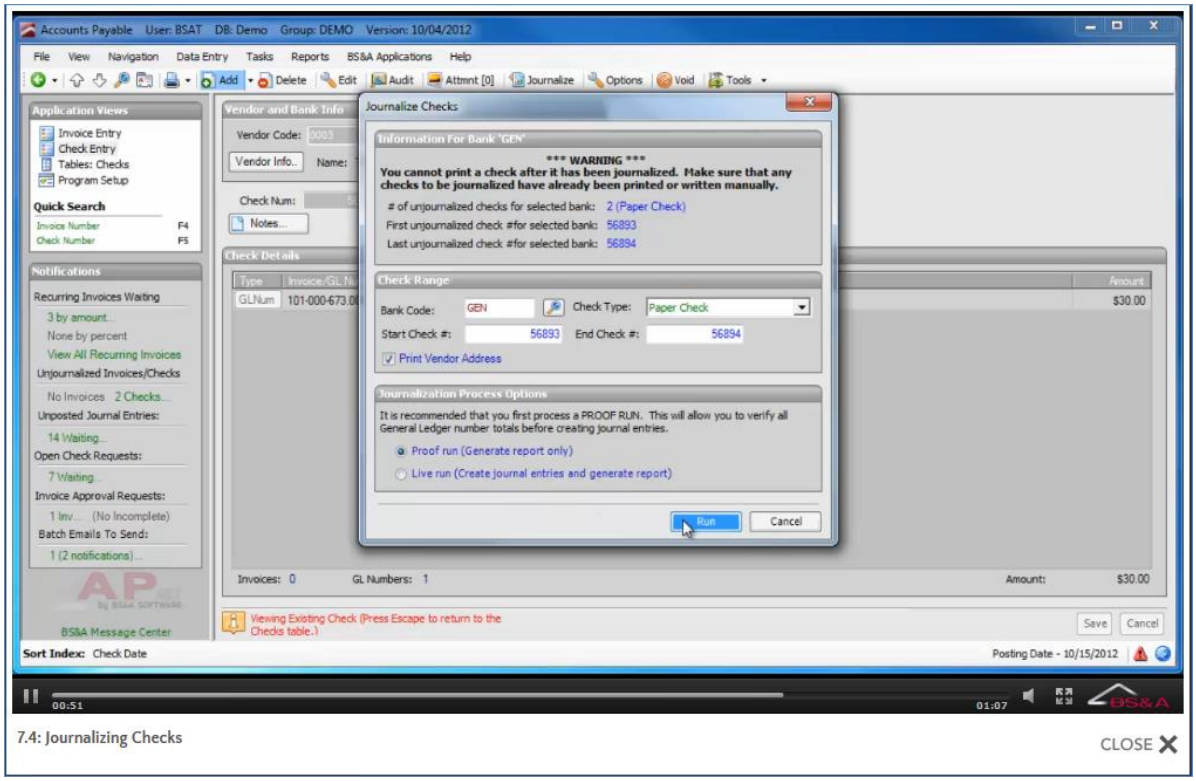
Notes

Lesson 7.4: Journalizing Checks

Checks are typically journalized during a check run. This topic is provided for situations where random checks were entered outside of a check run.

Journalized checks cannot be re-printed or re-numbered; please verify that all checks being included in this journal entry creation have been printed or written manually.

1. Go to Tasks>Journalize/Post>Journalize Checks.
2. Select the Population.
3. Select the Bank and Check Type.
4. Verify the Start Check Number and End Check Number.
5. (Optional) Check the Print Vendor Address box to include the vendors' addresses in the journal entries.
6. Proof Run is the default selection. A proof run should always be done before a live run to ensure the data is correct; click Run.



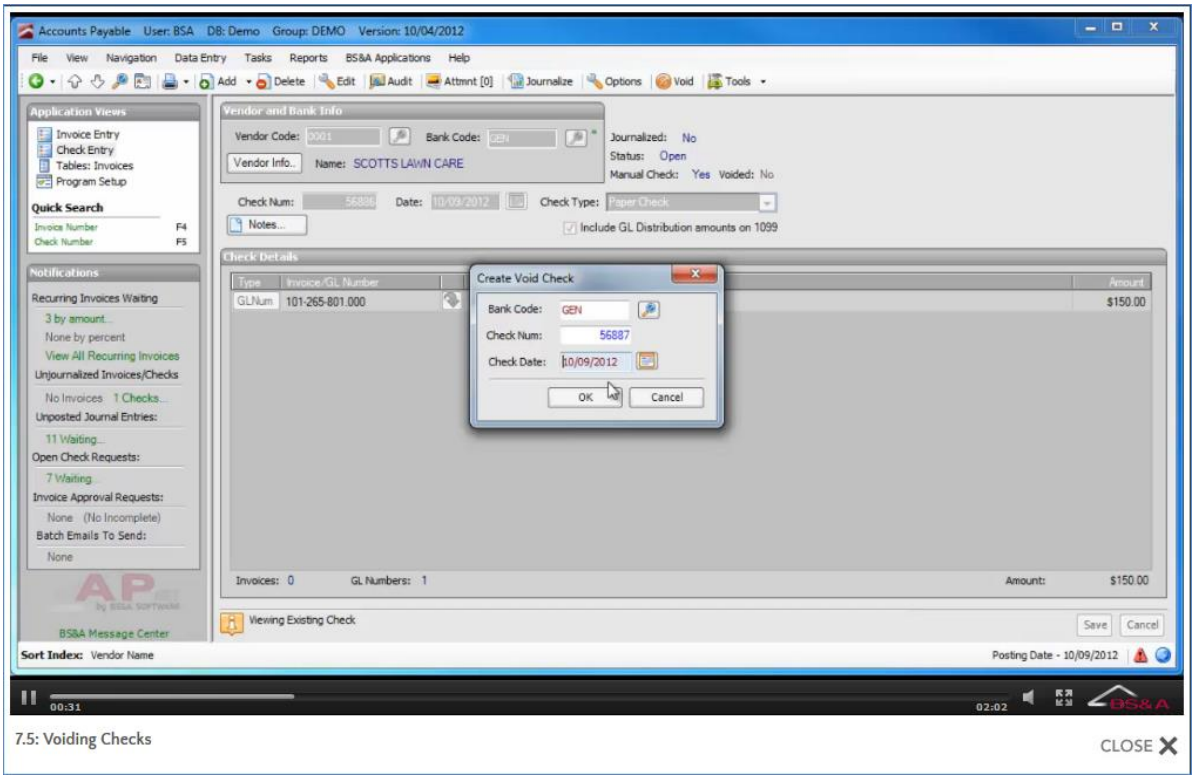
7. Select the (print) Destination and click Ok.
8. Carefully review the report before you close it. You are then prompted to proceed with the task. Provided everything is correct, click Yes.

Notes

Lesson 7.5: Voiding Checks

Enter a Void Check

1. Go to Check Entry.
2. Click the part of the button.
3. Click Add Void Check, then Yes.
4. Select the Bank Code.
5. Check Number defaults to the next available number as determined in Program Setup>Database Setup>Banks and can be changed here.
6. Verify or enter the Date.
7. Click Ok.



Enter a Series of Void Checks

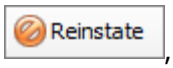
1. Go to Tasks>Check Tasks>Add Void Check Range.
2. Select the Bank Code.
3. Start Check Number defaults to the next available number as determined in Program Setup>Database Setup>Banks and can be changed here.
4. Enter the Number of Void Checks to add.
5. End Check Number is calculated by the program.
6. Verify or enter the Check Date.
7. Click Ok, then Yes.

Void an Existing Check

1. Go to Check Entry and locate the check.
2. Click

.
3. Determine what to do about the invoice(s) paid by the check:
    - Reopen the invoice(s) and (optionally) mark it/them as "hold" by checking the Hold box.
    - Void the invoice(s)
4. Click Ok.
5. Enter a Reason for voiding the check and click Ok.
6. Verify or enter the Posting Date.
7. Click Ok, then Yes.

Reinstate a Voided Check

1. Go to Check Entry and locate the check.
2. Click 

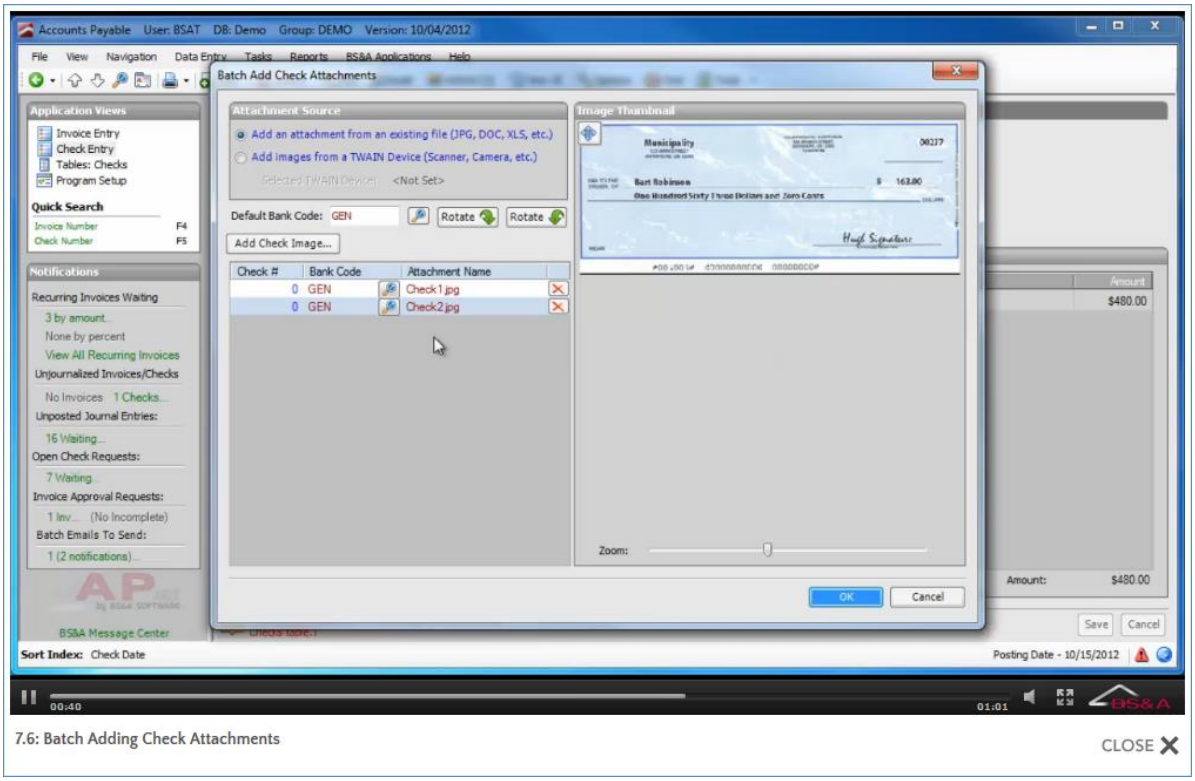
, then Yes.

Notes

Lesson 7.6: Batch Adding Check Attachments

If you scan images of your signed checks, this task lets you add those images as attachments to the check records in your database.

1. Go to Tasks>Check Tasks>Batch Add Check Attachments.
2. Select the Attachment Source.
3. (Optional) Select the Default Bank Code.
4. Click Add Check Image... and select the image.
5. Continue adding check images.
6. Fill out the Check Number and verify/select the Bank Code for each attached image.



7. Click Ok. The Attmnt button on the Tool Bar of each affected check updates itself to reflect the attached image.

Notes

Section 8: Check Requests

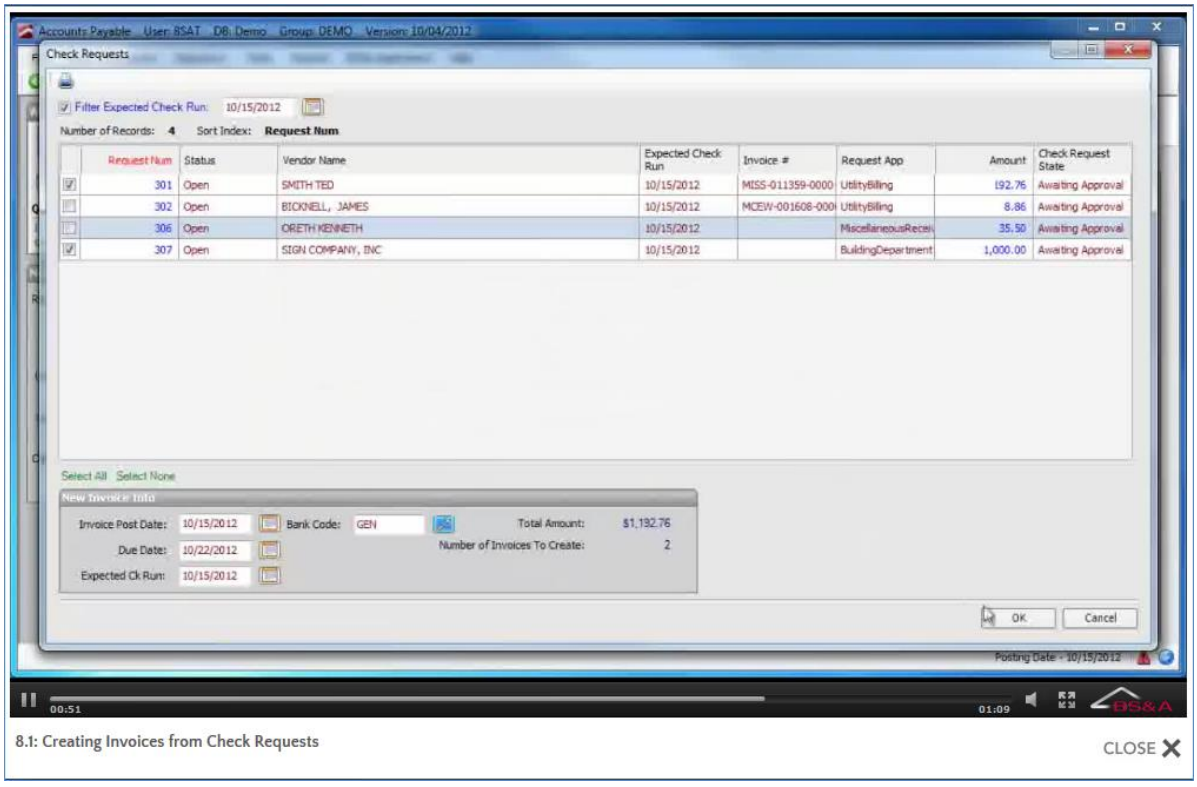
In this section you will learn how to:

- Create invoices from Check Requests
- Add and edit Check Requests

Lesson 8.1: Creating Invoices from Check Requests

Check Requests are requests for checks that come from other BS&A applications (Tax; Special Assessment; Misc. Receivables; Delinquent Personal Property; County Delinquent Tax; Building Department; Utility Billing) when linked with Accounts Payable. Check Requests may also be manually entered.

1. Click [n] waiting under Open Check Request in the Notifications pane.
2. (Optional) Check the Filter Expected Check Run box and enter the check run date.
3. By default, all check requests are selected for invoice creation. Uncheck any that aren't to be included.
4. Enter the Invoice Post Date.
5. Enter the Due Date.
6. Enter the Expected Check Run Date.
7. Select the Bank Code.
8. Click Ok, then Yes to verify the information.

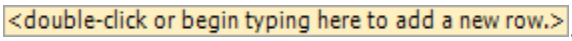


9. Click Yes to view a report.
10. Carefully review the report before closing it. The Invoice(s) is/are created.

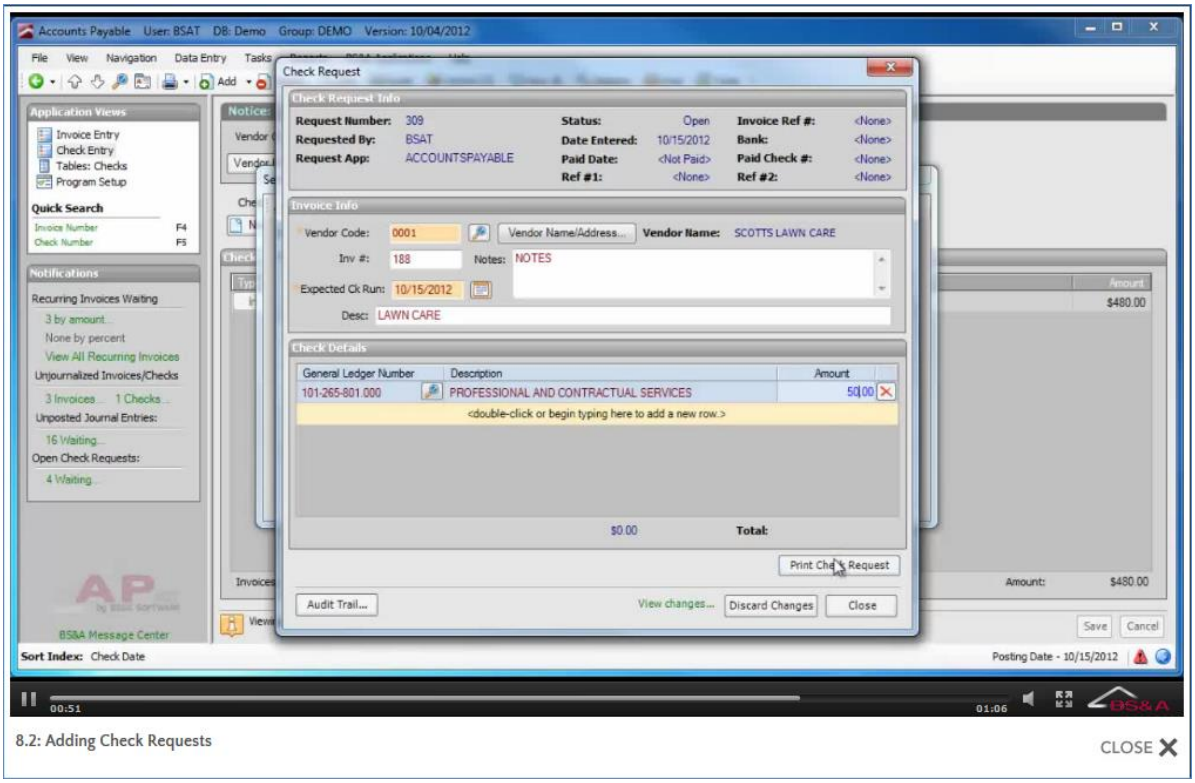
Notes

Lesson 8.2: Adding Check Requests

1. Go to Tasks>Manage Check Requests and Create Invoices.
2. Click

.
3. Select the Vendor Code.
4. Enter the Invoice Number.
5. Enter the Expected Check Run Date.
6. Enter a Description.
7. (Optional) Enter Notes.
8. Double-click the bar labeled 

.
9. Enter the GL Number(s), Description(s), and Amount(s).
10. Click Print Check Request.

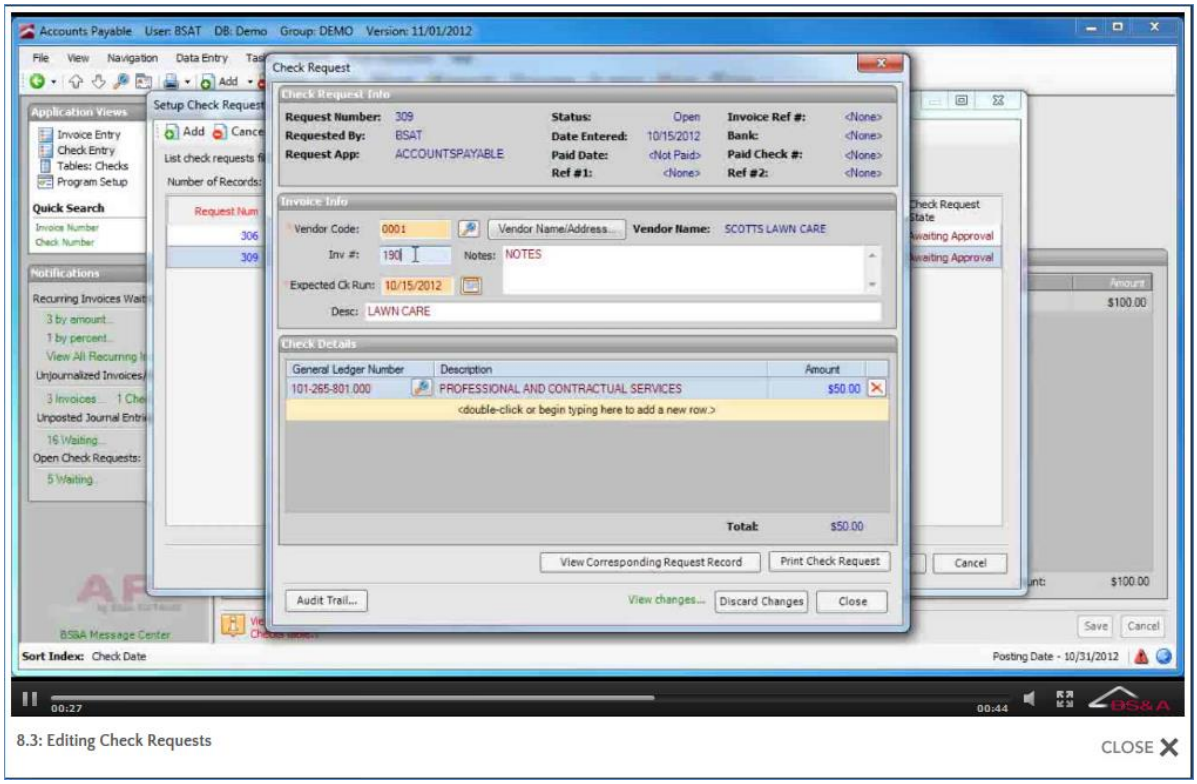


11. Select the (print) Destination and click Print.
12. Click Close to return the task and add/edit additional records.

Notes

Lesson 8.3: Editing Check Requests

1. Go to Tasks>Manage Check Requests and Create Invoices.
2. Select your List Check Request Filter.
3. (Optional) Check the Filter Expected Check Run box and enter the check run date.
4. Double-click the check request to edit.
5. Make your changes.



6. Click Print Check Request.
7. Select the (print) Destination and click Print.
8. Click Close to return the task and add/edit additional records.

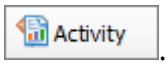
Notes

Section 9: Vendor Tasks

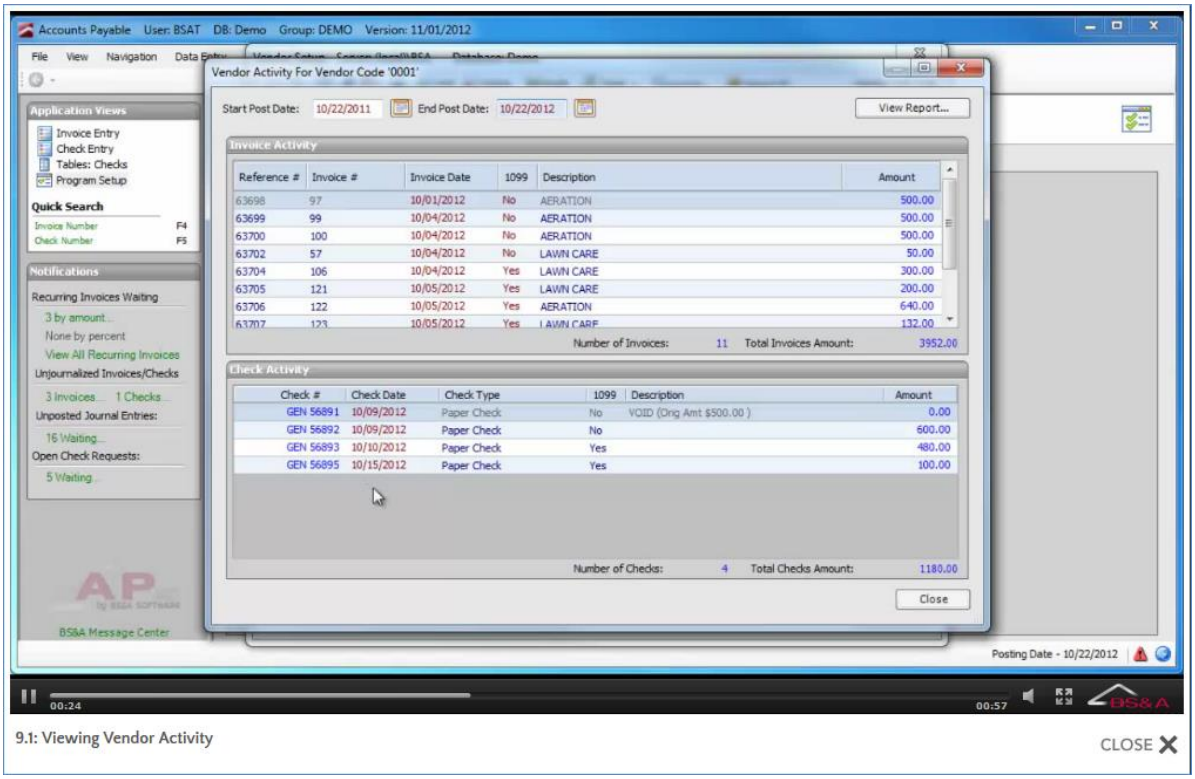
In this section you will learn how to:

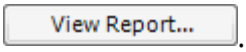
- View vendor activity
- Change and merge vendor codes
- Mark vendors inactive based on inactivity
- Update vendor 1099 amounts

Lesson 9.1: Viewing Vendor Activity

1. Go to Program Setup>Database Setup>Vendors and locate the vendor.
2. Click 

.
3. Enter the Start Post Date and End Post Date. A list of invoices and checks for the selected post date(s) appears.
4. Double-click the invoice or check to view more detail; click Ok to return to the list.



5. (Optional) Click 

.
   i. Click Report Options.
   ii. Select your options and click Ok.
   iii. Select the (print) Destination and click Run. If you've printed to the screen, the invoice and check numbers are "drilldown" links; click one to view the invoice or check detail.

Notes

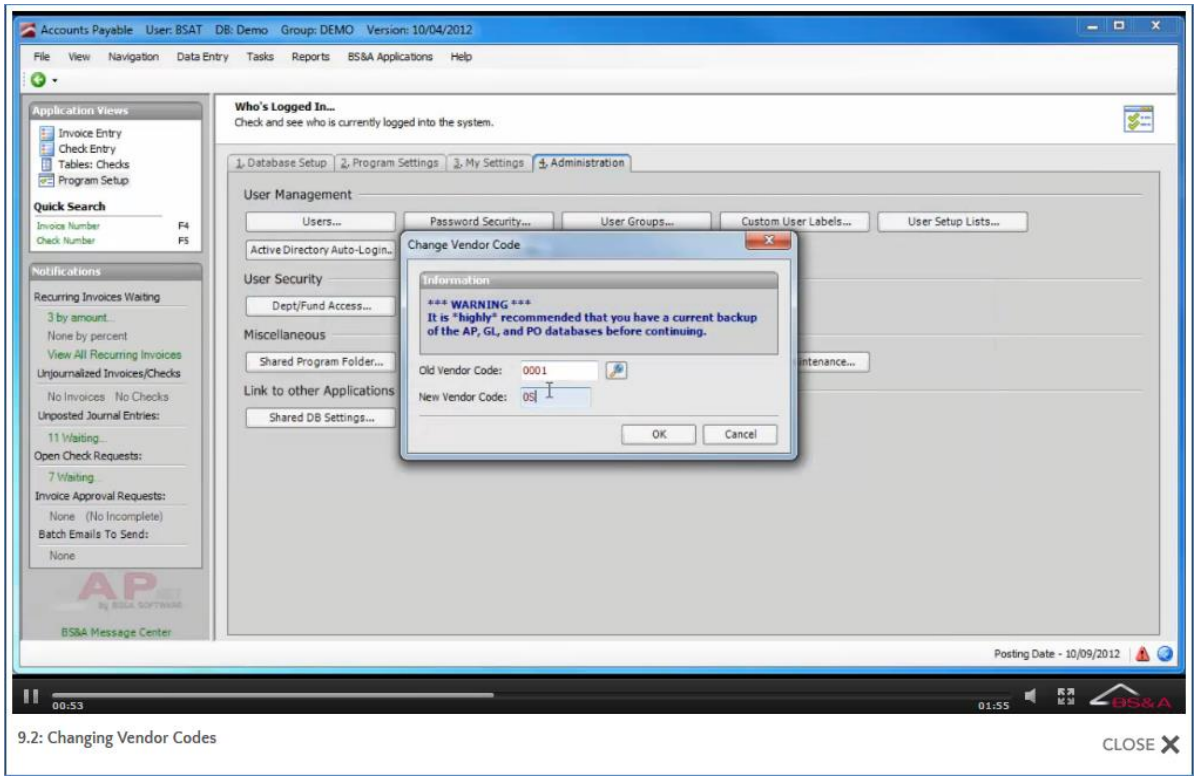
Lesson 9.2: Changing Vendor Codes

Accounts Payable is the source of vendor information when your Accounts Payable, Purchase Order, Fixed Assets, and General Ledger databases are linked. If linked, you must complete the following before changing vendor codes:

a. Make backups of the databases listed above.
b. Go to Program Setup>Administration>Who's Logged In and make sure all users - including yourself - are out of the programs sharing the same group. Make sure you are the only user currently logged in.

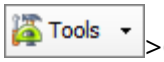
...from the Tasks Menu

1. Complete the backup(s) and verify Who's Logged In.
2. Go to Tasks>Vendor Tasks>Change Vendor Codes.
3. Select the Old Vendor Code.
4. Enter the New Vendor Code.



5. Click Ok; you are warned that a backup should be performed. If you made a backup prior to performing this task, click Yes to proceed. If not, click the <Click here to create a backup now...> command link and follow the prompts.
6. Click Yes.

...from the Vendor Setup Screen

1. Complete the backup(s) and verify Who's Logged In.
2. Go to Program Setup>Database Setup>Vendors and locate the vendor.
3. Click 

>Change Vendor Code.
4. Enter the New Vendor Code.
5. Click Ok; you are warned that a backup should be performed. If you made a backup prior to performing this task, click Yes to proceed. If not, click the <Click here to create a backup now...> command link and follow the prompts.
6. Click Yes.

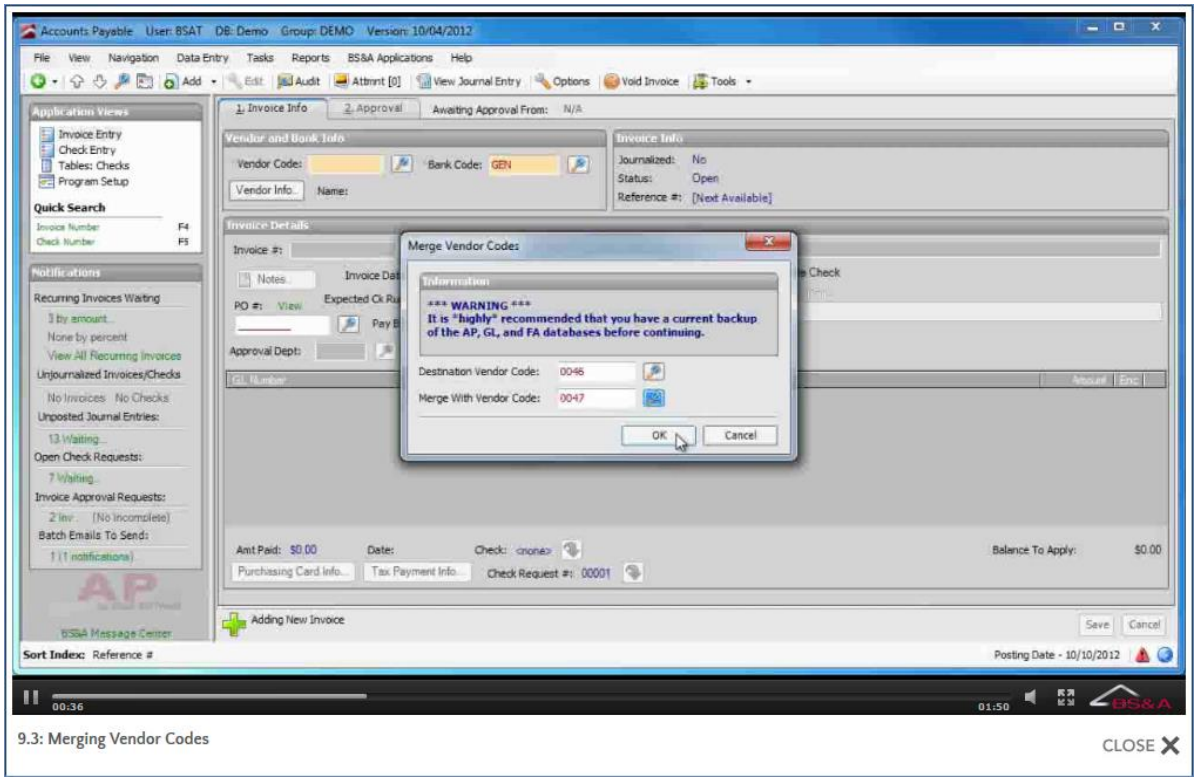
Notes

Lesson 9.3: Merging Vendor Codes

As in the previous lesson, make a backup prior to beginning, and verify all users but yourself are out of all linked programs.

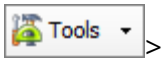
...from the Tasks Menu

1. Complete the backup(s) and verify Who's Logged In.
2. Go to Tasks>Vendor Tasks>Merge Vendor Codes.
3. Select the Destination Vendor Code. This is the record that will be kept.
4. Select the Merge With Vendor Code. This is the record that will be removed.



5. Click Ok; you are warned that a backup should be performed. If you made a backup prior to performing this task, click Yes to proceed. If not, click the <Click here to create a backup now...> command link and follow the prompts.
6. Click Yes.

...from the Vendor Setup Screen

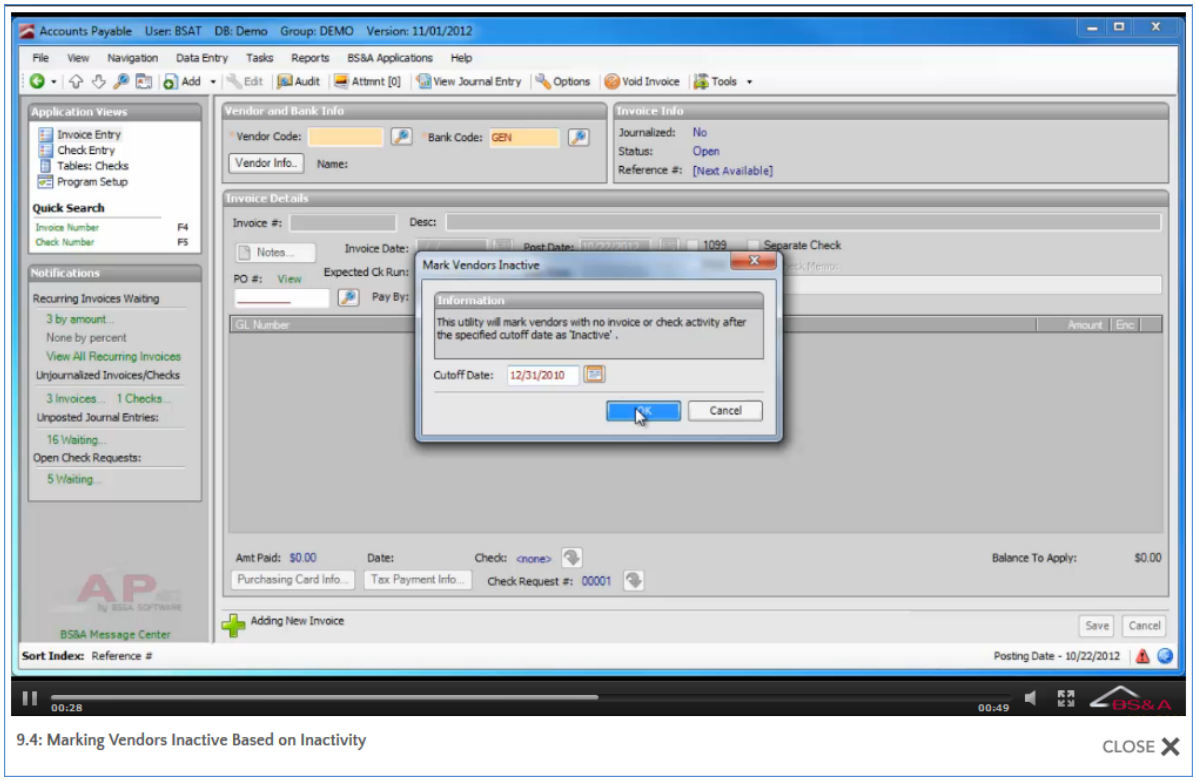
1. Complete the backup(s) and verify Who's Logged In.
2. Go to Program Setup>Database Setup>Vendors and locate the vendor code you want to keep.
3. Click 

>Merge Vendor Codes.
4. Verify the Destination Vendor Code. This is the record that will be kept.
5. Select the Merge With Vendor Code. This is the record that will be removed.
6. Click Ok; you are warned that a backup should be performed. If you made a backup prior to performing this task, click Yes to proceed. If not, click the <Click here to create a backup now...> command link and follow the prompts.
7. Click Yes.

Notes

Lesson 9.4: Marking Vendors Inactive Based on Inactivity

1. Go to Tasks>Vendor Tasks>Mark Vendors Inactive Based on Invoice/Check Activity.
2. Enter the Cutoff Date. Any vendors with no invoice/check activity after this date will be marked as Inactive.

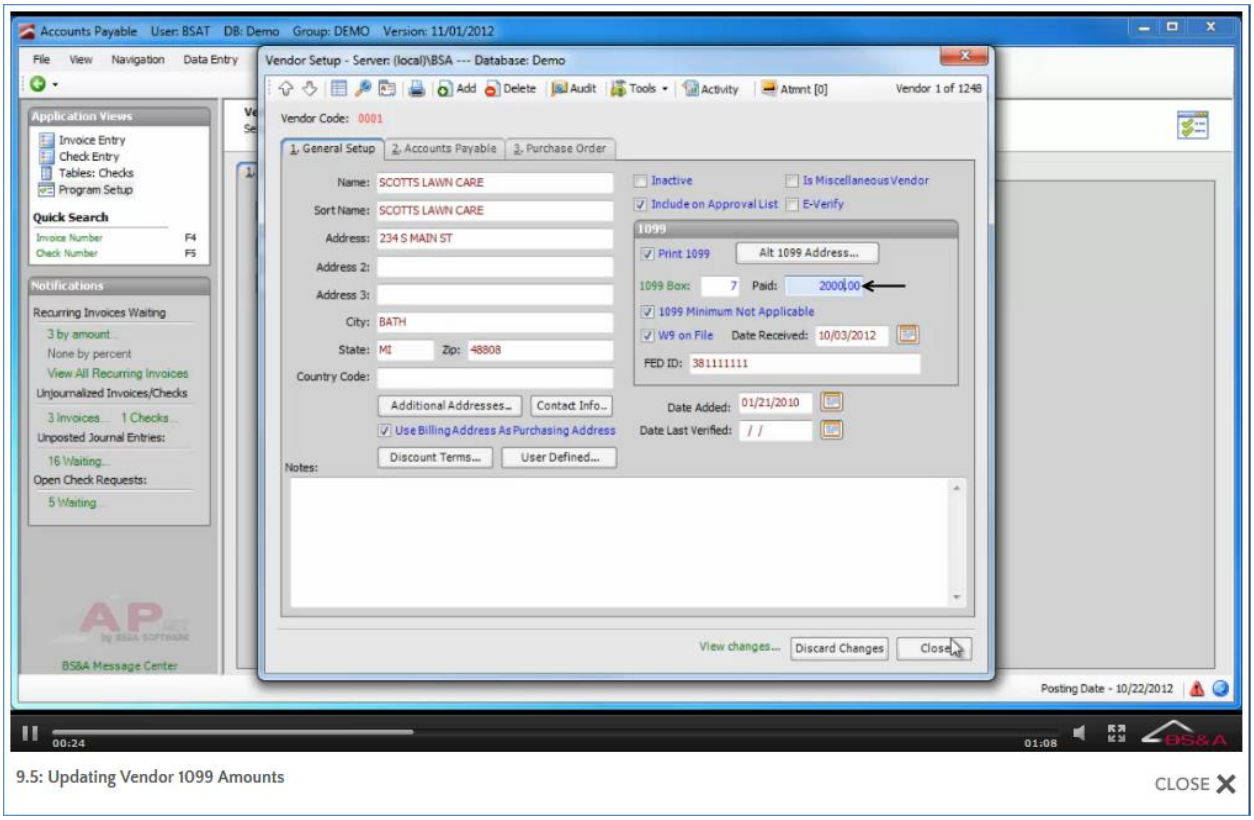


3. Click Ok; you are warned that a backup should be performed. If you made a backup prior to performing this task, click Yes to proceed. If not, click the <Click here to create a backup now...> command link and follow the prompts.
4. Click Yes, then Ok.

Notes

Lesson 9.5: Updating Vendor 1099 Amounts

1099 amounts will only be calculated/updated for those vendors with the Print 1099 setting enabled in Vendor Setup. The amounts are placed in the Paid field:



If your data was converted mid-year, some vendors will require manual entry of these amounts.

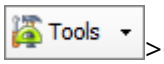
...from the Tasks Menu

This option calculates 1099 amounts for <u>all</u> vendors.

1. Go to Tasks>Vendor Tasks>Update Vendor 1099 Amounts.
2. Enter the 1099 Reporting Year and click Ok.

...from the Vendor Setup Screen

This option calculates 1099 amounts for the selected vendor.

1. Go to Program Setup>Database Setup>Vendors and locate the vendor.
2. Click 

>Calculate 1099 Amount for This Vendor.
3. Enter the 1099 Reporting Year and click Ok.

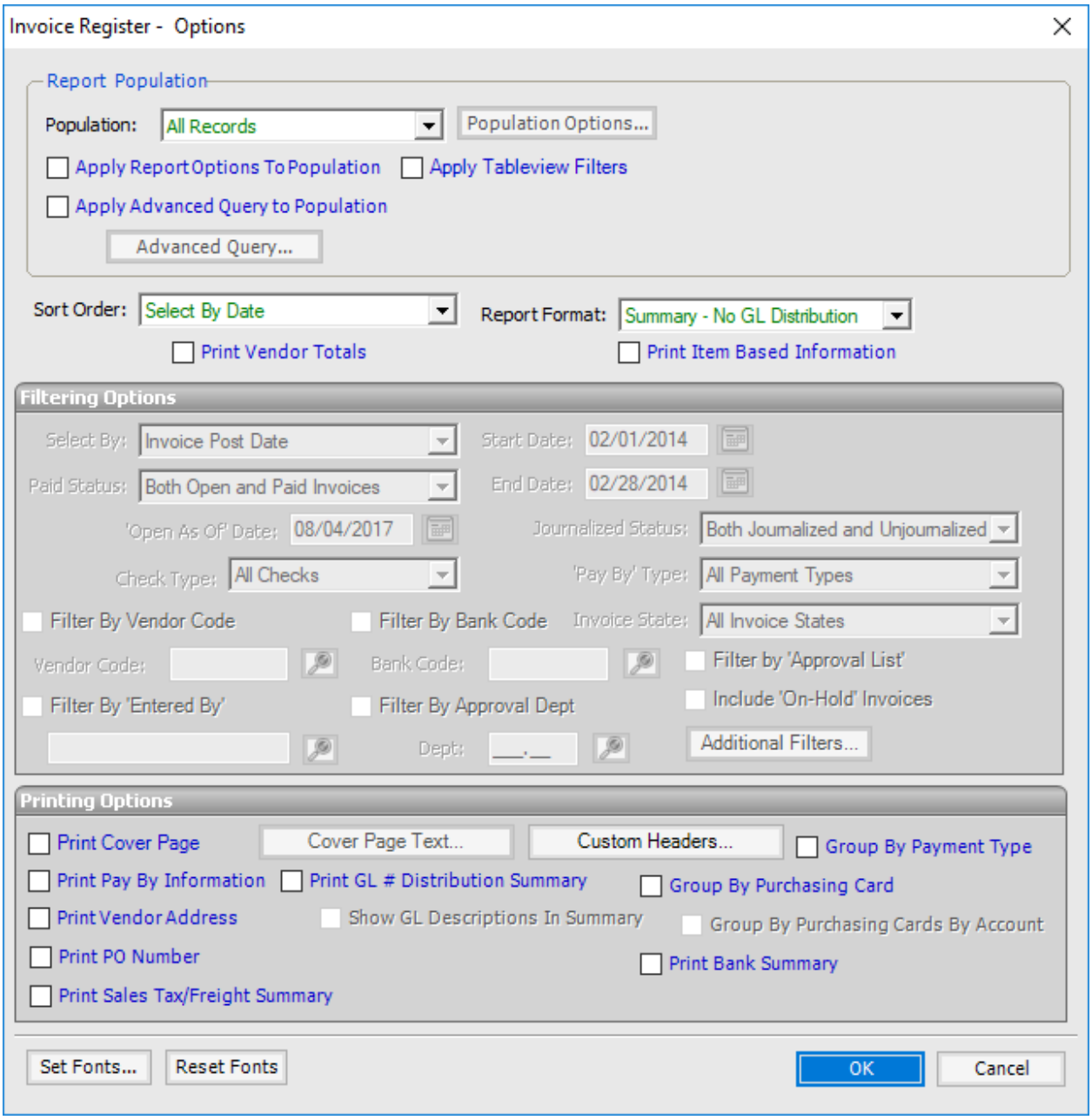
Notes

Section 10: Reports

In this section you will learn about commonly-run reports. Screen shots show the main Report Options screen for each report.

Lesson 10.1: Invoice Register

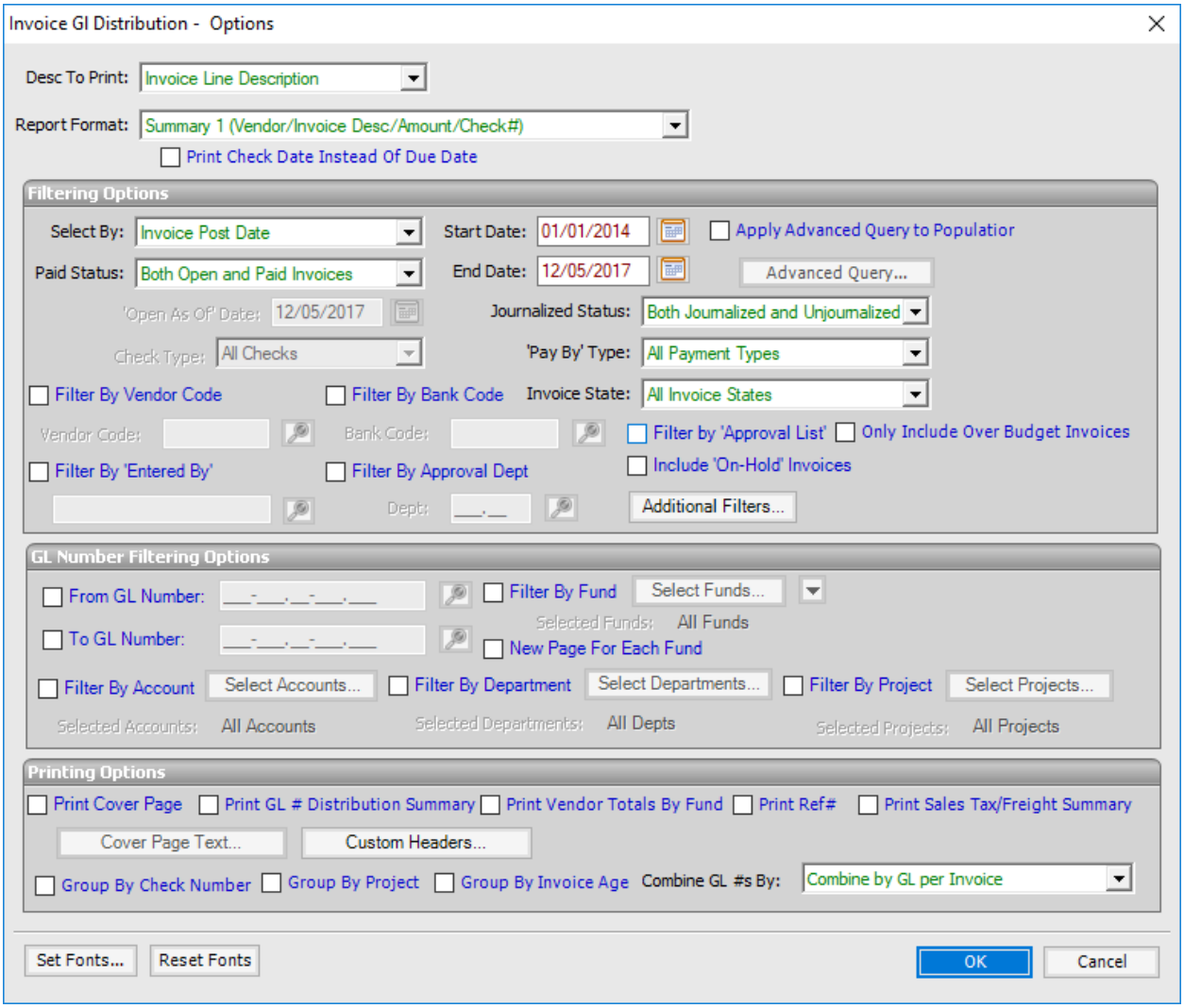
Category: **Invoice Registers**



Notes

Lesson 10.2: Invoice GL Distribution Report

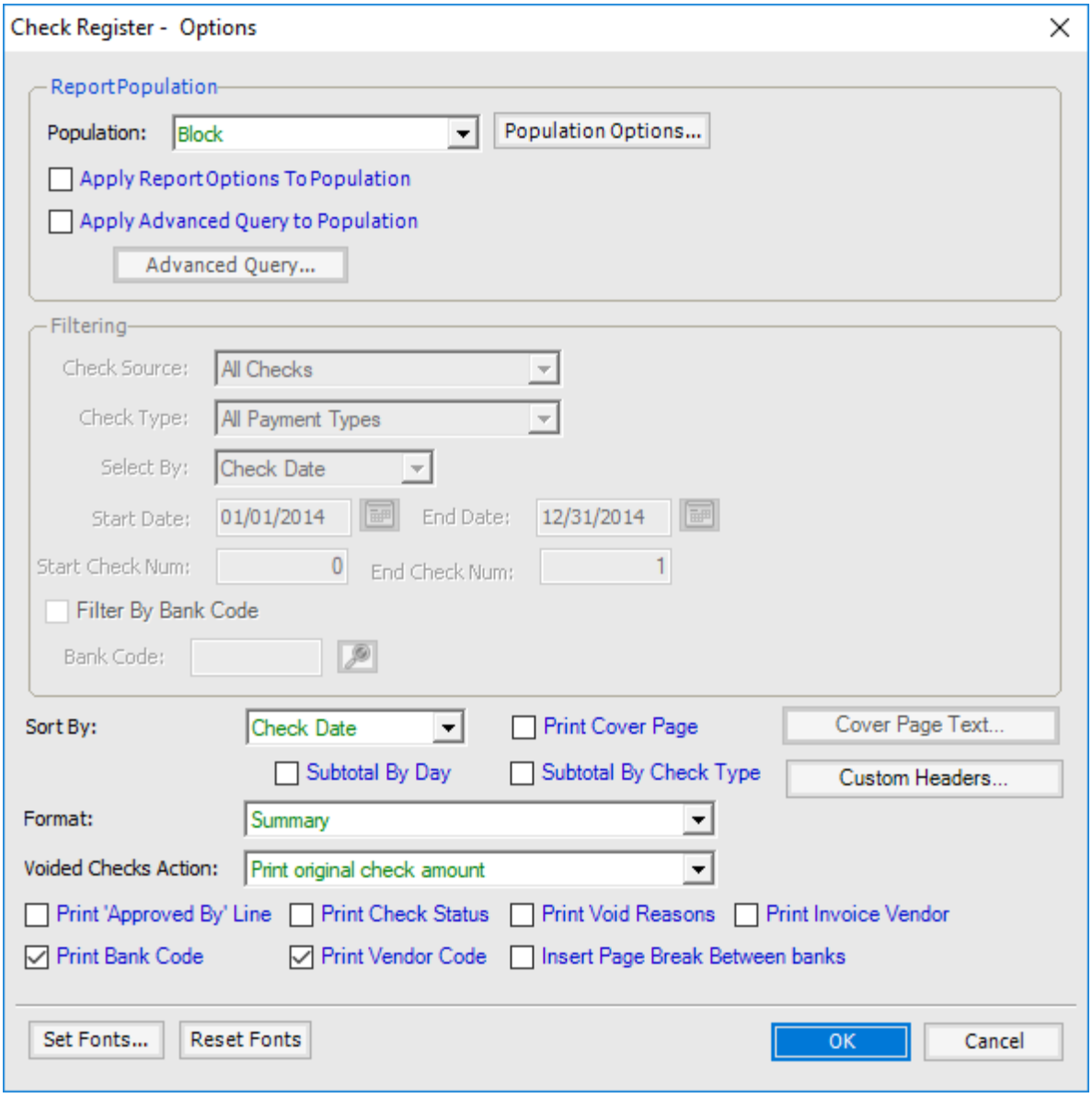
Category: **Invoice Registers**



Notes

Lesson 10.3: Check Register

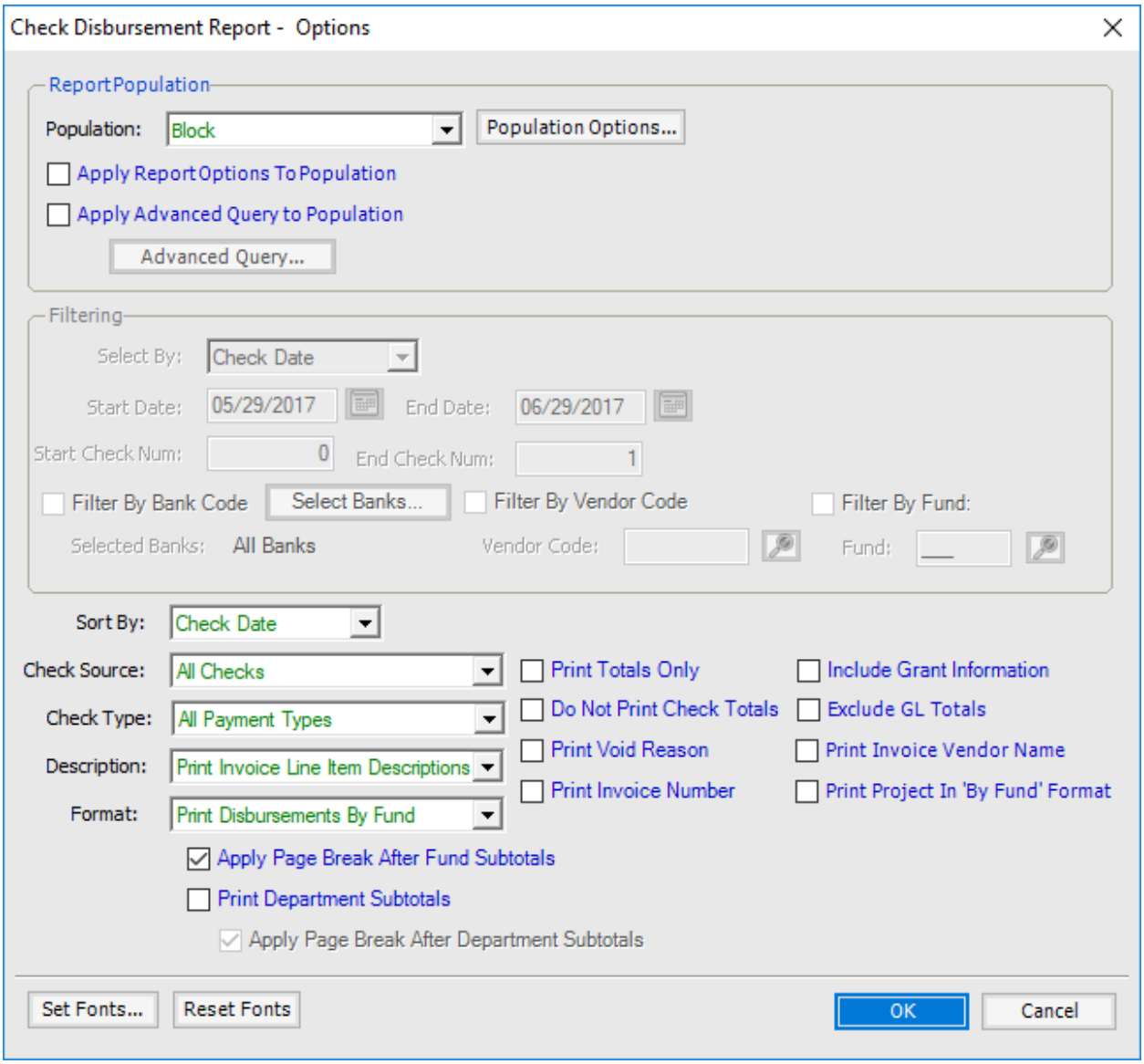
Category: **Check Registers**



Notes

Lesson 10.4: Check Disbursement Report

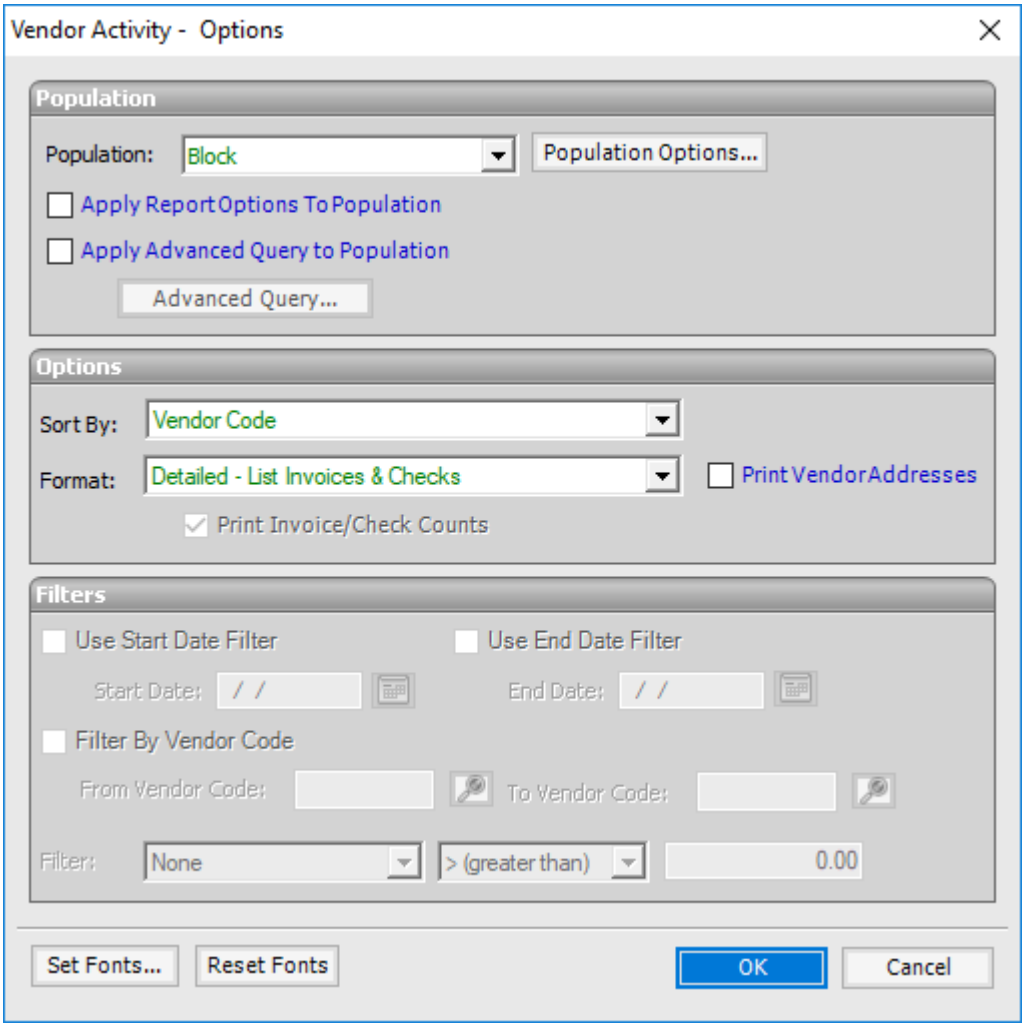
Category: **Check Registers**



Notes

Lesson 10.5: Vendor Activity Report

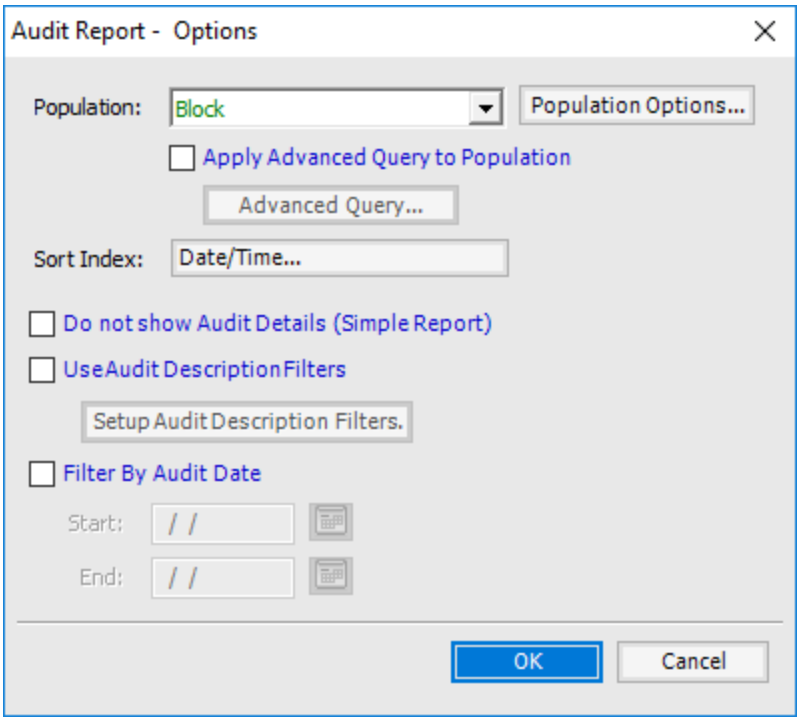
Category: **Vendor Reports**



Notes

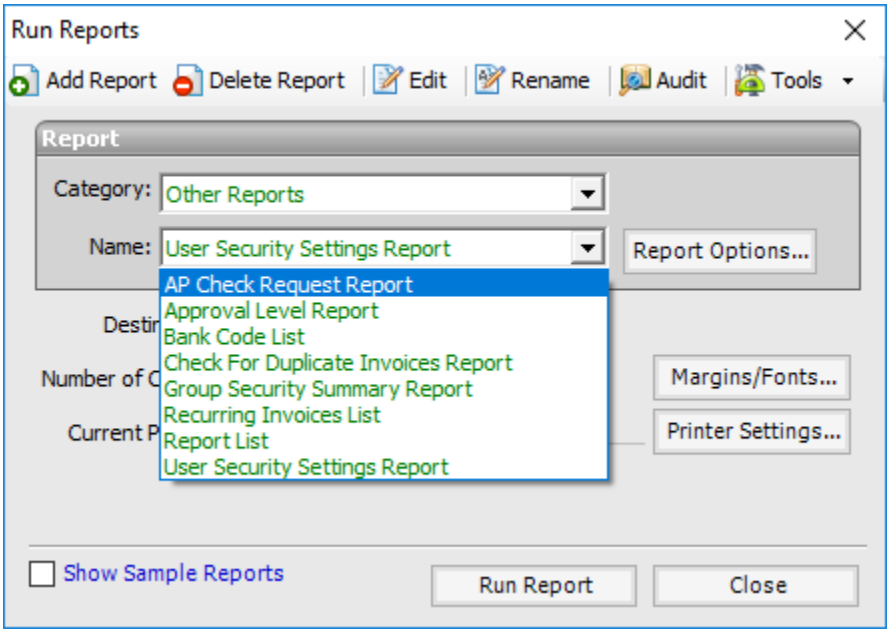
Lesson 10.6: Audit Report

Category: **Audit Reports**



Notes

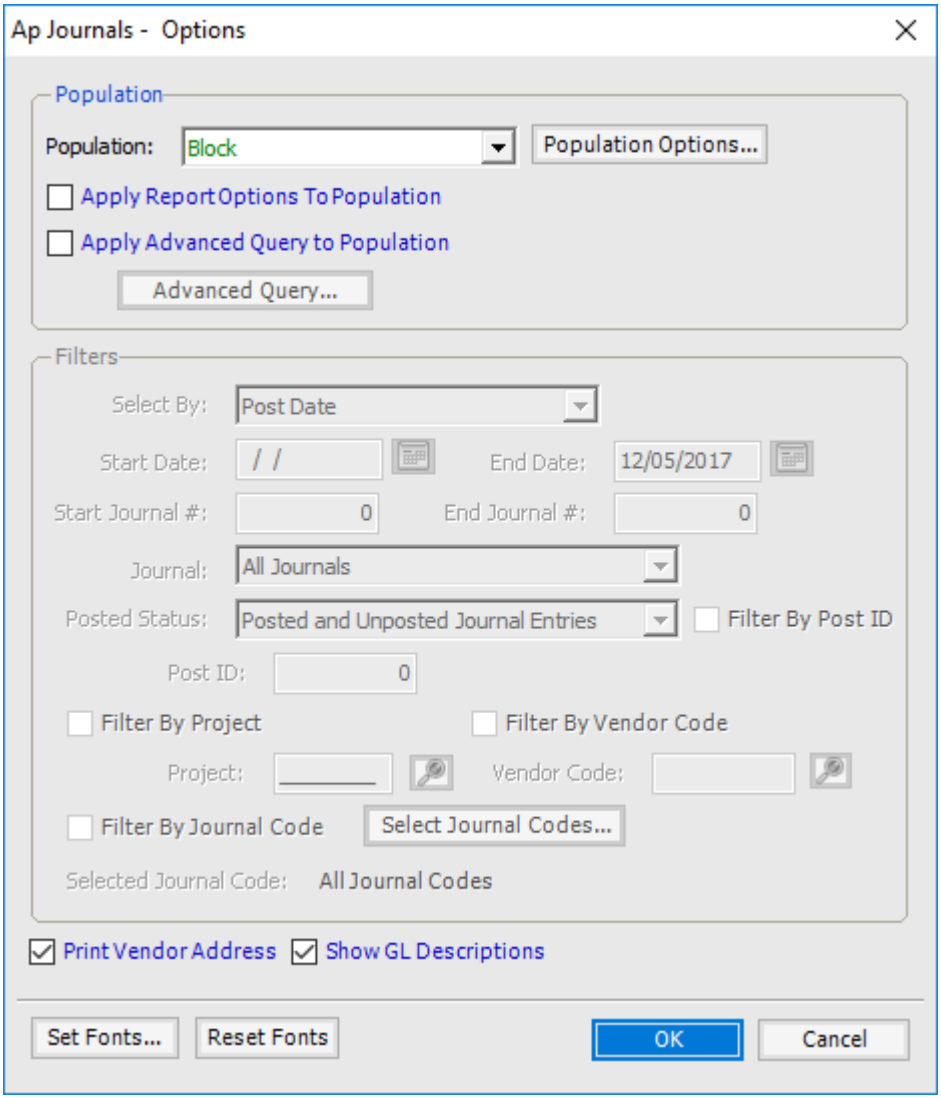
Lesson 10.7: Other Reports



Notes

Lesson 10.8: AP Journals Report

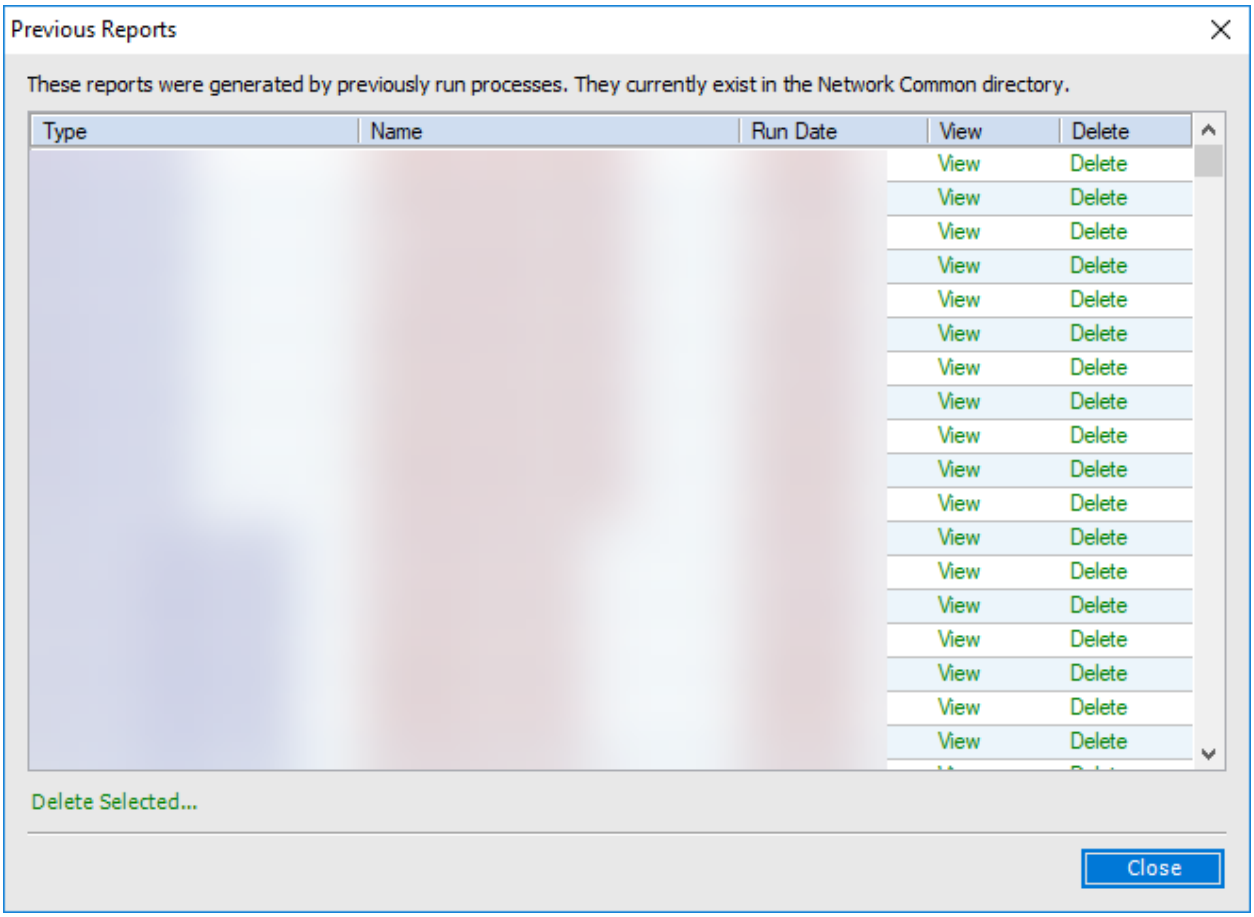
Category: **Transactions Journal**



Notes

Lesson 10.9: Previously Generated Reports

Previously Generated Reports are reports that were created during a process (like journalizing or posting) that can't otherwise be retrieved through the Reports menu.



Notes