Accounts Payable

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Grid navigation

Field edit – when a field is highlighted

- Press spacebar to edit and preserve the data.
- Left click field to edit and preserve the data.

Field erase and reenter – when field is highlighted

- Press backspace to re-enter data.

Delete Key – removes the current row unless the cell (column in a row) is being edited.

Enter Key - moves to the next row keeping the cursor position in the same column.

CTRL-C copies an entire row.
CTRL-V pastes an entire row after CTRL C.

Up, down, left and right arrows move you around the grid.

- Down arrow moves to a new row if you are positioned on the last row of data.

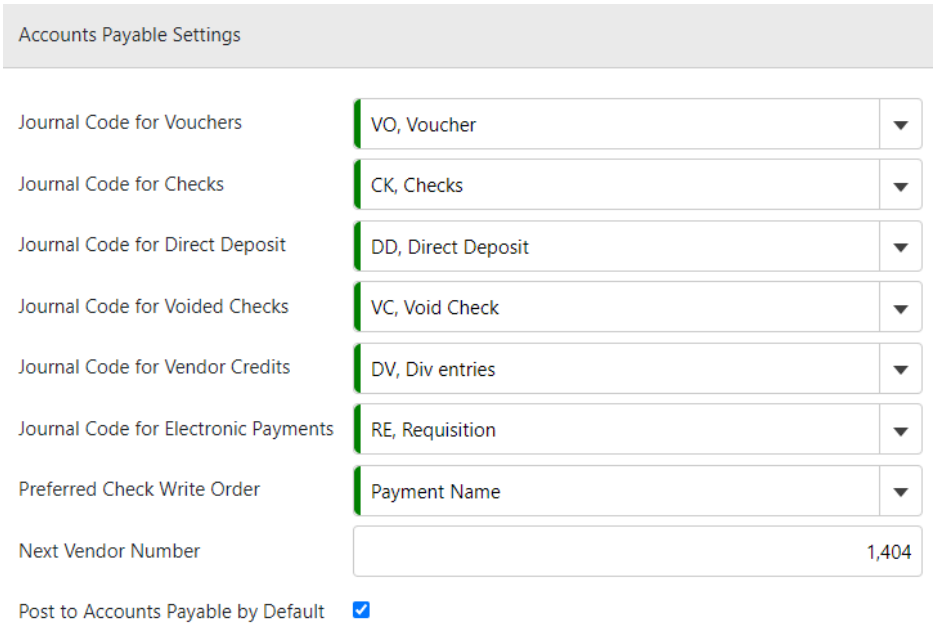
Accounts Payable Settings

- Accounts Payable Settings define the journals and codes for all Accounts Payable related transactions. Transaction types include:

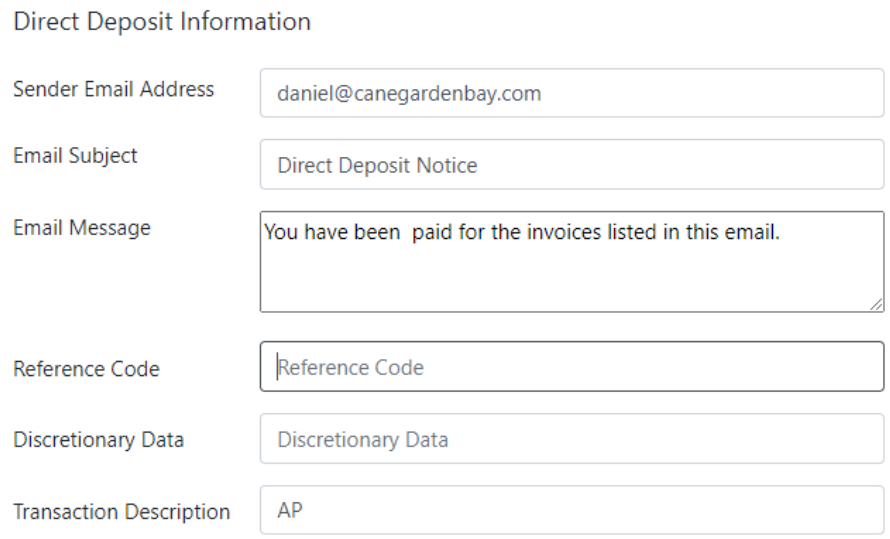
    - Vouchers – Used for posting vouchers. Voucher posting will debit the accounts entered on the voucher and credit the Accounts Payable account defined for each Business Entity.
        - If vouchers are posted, the accounts entered in the voucher for charges are debited, and the accounts payable account
        - Voucher numbers come from the journal for vouchers.
    - Checks – When Checks are posted it will use the journal code specified for checks.
        - Check numbers come from the Bank Setup.
    - Direct Deposit – Direct Deposits made during an Accounts Payable Payment process are posted using a journal code specifically for direct deposit payments.
        - Direct Deposit numbers come from the journal for Direct Deposit.
    - Voided Checks – When a check is voided, the transaction code used is defined here.
        - Voided check transaction numbers come from the journal setup for Voided Checks.
    - Electronic Payments – When the Payment Process is completed, if there are electronic payment, the transaction for these payments will use the journal code specified in the AP Settings.
        - Electronic payment transaction numbers come form the journal specified.
    - Vendor Credits – When a vendor credit is posted the transaction uses the journal code setup in the AP settings.
        - Vendor Credit transaction numbers come form the journal specified.

- Check write order is specified in the AP settings:
    - Payment Name
    - Voucher Number

- Next Vendor Number – If you leave the vendor number blank when you enter a new vendor, the vendor number will be assigned using the Next Vendor number in the AP settings. This will increment as it is used.
- Post to Accounts Payable by Default.
    - This option if checked will set the default for a new voucher to “Post to Accounts Payable”.

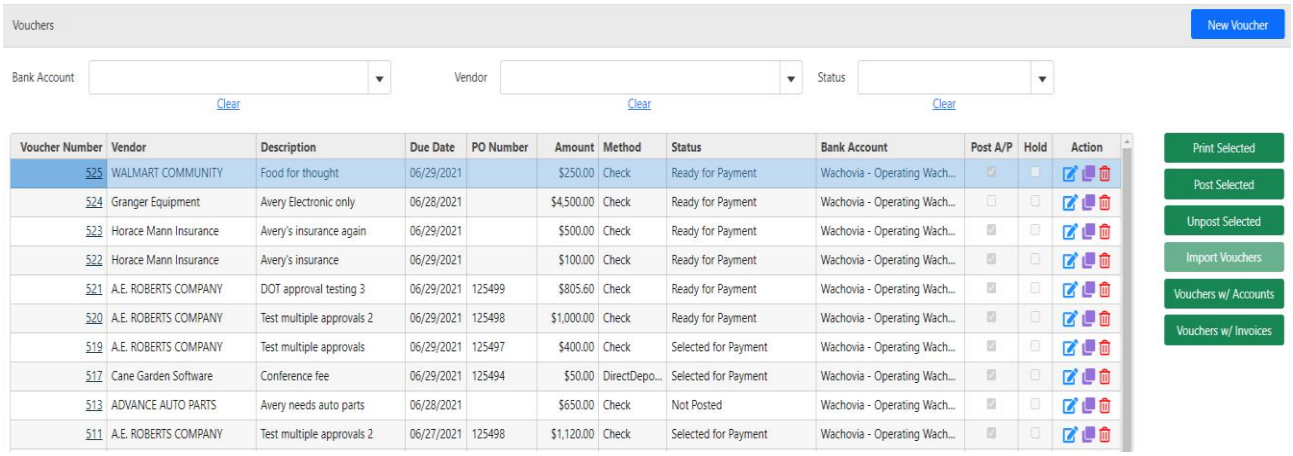


The Direct Deposit information for Accounts Payable is also in the AP Settings. The three emails fields are used when sending vendor payment confirmations for direct deposits. The Reference Code, Discretionary Data, and Transaction Description are used in the AP direct deposit processing. All three fields are Optional, but we recommend using AP in the Transaction Description for tracking purposes.



Vouchers

Accounts payable vouchers are used to create payments ad charge expenses to multiple business entities, fiscal years, and cost centers. Voucher capture vendor invoice history and are used to pay purchase orders. To navigate to the voucher entry select “Vouchers” from the Accounts Payable menu or navigation page. When Vouchers are selected a list of vouchers is displayed.



Voucher Number	Vendor	Description	Due Date	PO Number	Amount	Method	Status	Bank Account	Post A/P	Hold	Action
525	WALMART COMMUNITY	Food for thought	06/29/2021		$250.00	Check	Ready for Payment	Wachovia - Operating Wach...			
524	Granger Equipment	Avery Electronic only	06/28/2021		$4,500.00	Check	Ready for Payment	Wachovia - Operating Wach...			
523	Horace Mann Insurance	Avery's insurance again	06/29/2021		$500.00	Check	Ready for Payment	Wachovia - Operating Wach...			
522	Horace Mann Insurance	Avery's insurance	06/29/2021		$100.00	Check	Ready for Payment	Wachovia - Operating Wach...			
521	A.E. ROBERTS COMPANY	DOT approval testing 3	06/29/2021	125499	$805.60	Check	Ready for Payment	Wachovia - Operating Wach...			
520	A.E. ROBERTS COMPANY	Test multiple approvals 2	06/29/2021	125498	$1,000.00	Check	Ready for Payment	Wachovia - Operating Wach...			
519	A.E. ROBERTS COMPANY	Test multiple approvals	06/29/2021	125497	$400.00	Check	Selected for Payment	Wachovia - Operating Wach...			
517	Cane Garden Software	Conference fee	06/29/2021	125494	$50.00	DirectDepo...	Selected for Payment	Wachovia - Operating Wach...			
513	ADVANCE AUTO PARTS	Avery needs auto parts	06/28/2021		$650.00	Check	Not Posted	Wachovia - Operating Wach...			
511	A.E. ROBERTS COMPANY	Test multiple approvals 2	06/27/2021	125498	$1,120.00	Check	Selected for Payment	Wachovia - Operating Wach...			

There are three types of payment methods for vouchers.

- Check
- Direct Deposit
- Electronic Payment

To use Direct Deposit, you must setup the direct deposit information for each vendor and for the bank account being used by your organization to transfer the money. See Direct Deposit Setup in the Appendix of this document.

There are four statuses for a voucher.

- **Not Posted** – A voucher that has been designated to “Post to Accounts Payable” that has not been posted.
- **Ready for Payment** – Either a voucher that has been posted to Accounts Payable and is ready to be pulled into a Payment Process or a voucher that was entered for a Cash transaction without the “Post to Accounts Payable” selected.
- **Selected for Payment**
- **Completed**

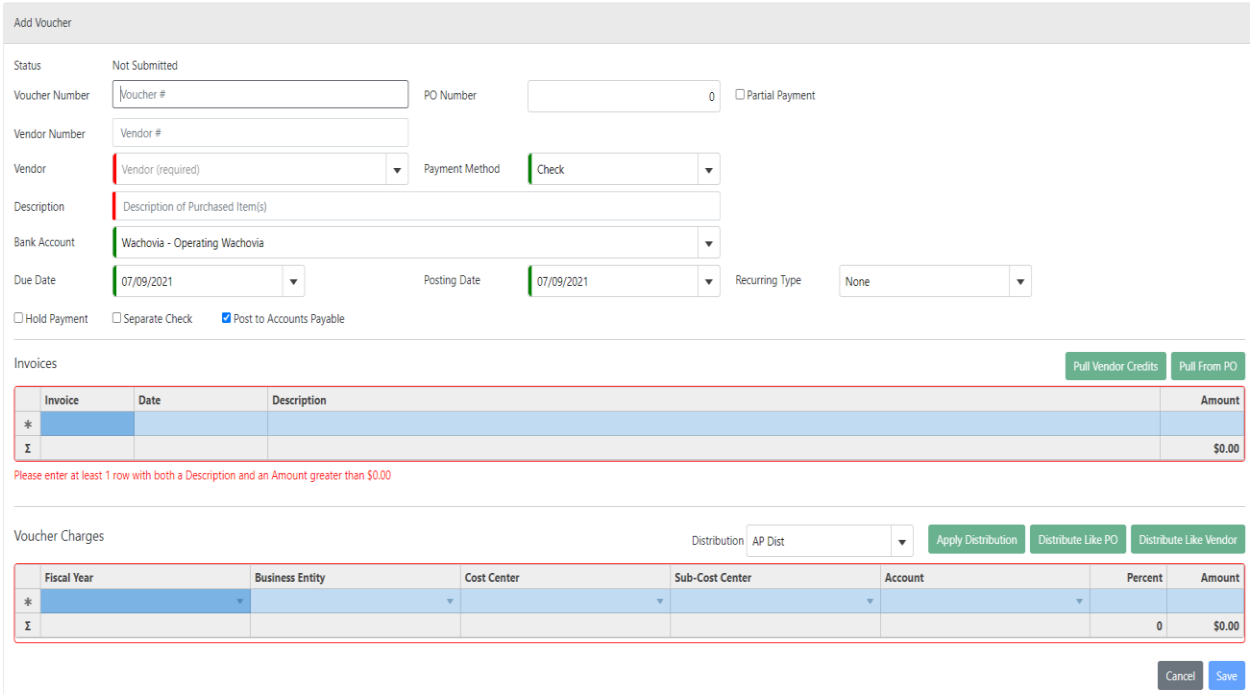
Vouchers can be posted to accounts payable (accrued) or the expense can be charged and posted during Payment Processing (Check write). You can have an Accrual system or a Cash basis system or a mixture of both.

Voucher Entry

For a new voucher you have the option to enter a purchase order or start with selecting the vendor by vendor number or by name in the vendor drop down. If you enter a PO number, the vendor and description information will be populated for you. As for the voucher number, if you leave it blank, the next available number will be assigned when you save the voucher. You can enter your own voucher number if you like. When you select New Voucher:

- The **Payment Method** will default to "Check" unless the vendor is setup for direct deposit, then it will default to "Direct Deposit".
- **Post to Accounts Payable –** will default to the setting in Accounts Payable settings (above).
- The **Due Date** and **Posting Date** will default to today's date.
- The Bank Account will default to the last bank account used by the current user for the last voucher entered.

The "Save" button will always be disabled if any field on the page that is required has not been entered. For vouchers, Vendor and Description are required.



- **Hold Payment** will prevent the voucher from appearing in selection box in the payment process.
- **Separate Check** will prevent the voucher from being combined with other vouchers when checks or direct deposits are created in a payment process.
- **Pull Vendor Credits –** In the cloud based software, you have the option of entering vendor credits and posting those credits separate from vouchers. If there is an open vendor credit available for the vendor, the "Pull Vendor Credits" button will be enabled.
    - When you click the button the vendor credits will fill the Invoices grid with negative (-) amounts that can be used to decrease the payment being made by the voucher.

- **Pull from PO** – The Pull from PO button is enabled if you have entered a PO number for the voucher.
    - The button allows you to pull in data entered in the purchase order. You only want to use this button if you plan to enter the same information for the voucher.
    - Most of the time, you will not want to pull all the details from the PO because it will overflow the check stub or direct deposit statement. However if you need to do that, there is an option built into the payment process to print a statement of detail for a check or a direct deposit.

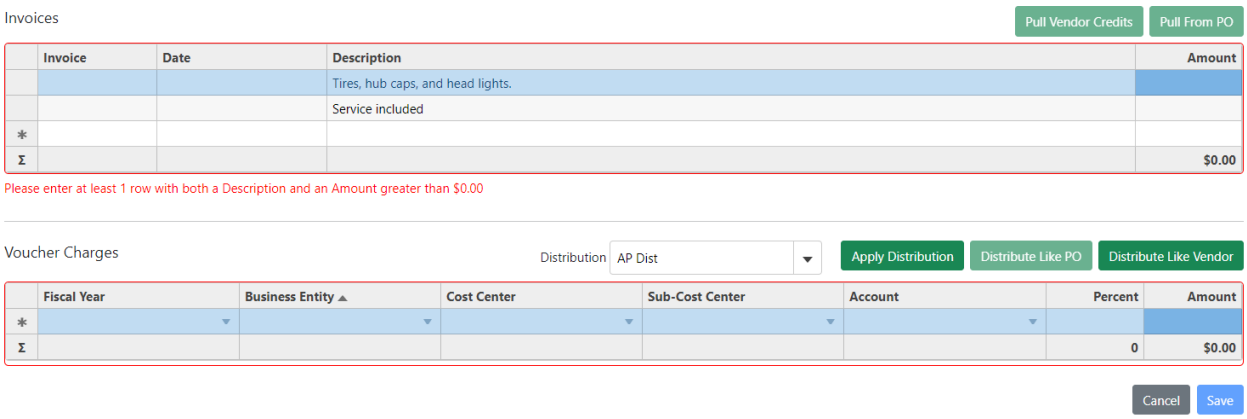
Invoices and Voucher Charges

The **Invoices** grid allows free form entry. You may enter anything in the invoice and description fields on any row without an invoice date or amount. You must enter at least one amount in the invoice grid.

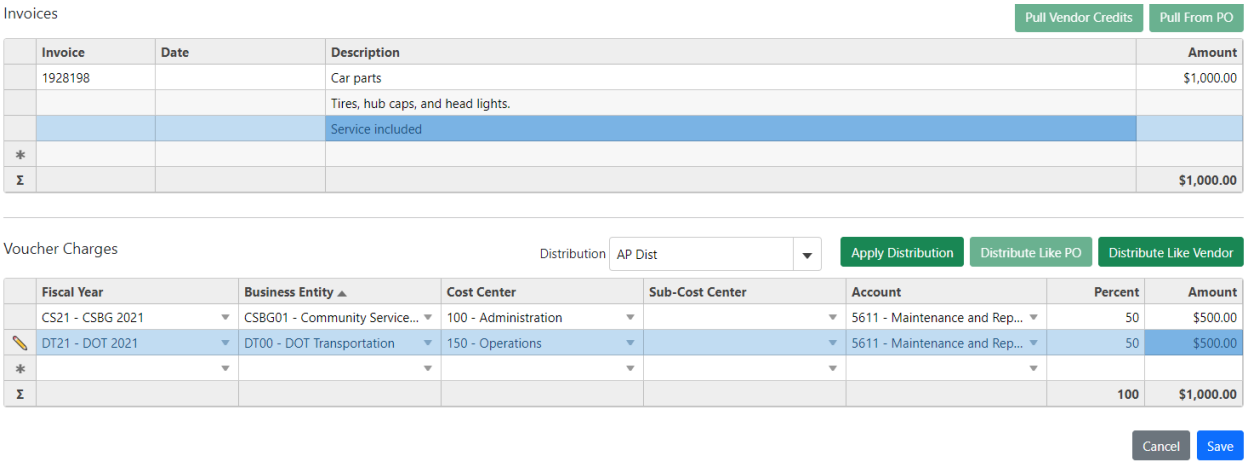
The **Voucher Charges** grid requires valid account segments to be entered. When a PO number is entered for the voucher, the accounts being charged are populated in the Voucher Charges grid.

- The total amount in the Invoices grid, must match the total amount in the Voucher Charges grid. The red lines around each grid signify that the grid is invalid.
    - The Invoices grid is invalid until you enter at least one amount.
    - The Voucher Charges grid is invalid until the total amount entered in the grid matches the total amount in the Invoices grid.

Invalid grids (incorrect). Notice the “Save” button is disabled.



Valid Grids (correct). The “Save” button is enabled.



Distributions on Voucher

Distributions are a very efficient way to save time while entering vouchers. The “**Apply Distribution**” button can be used when a distribution is selected to distribute the charges for a voucher based on a distribution setup.

“Distribute Like PO” button can be used to distribute the charges for invoices entered on the voucher based on how the PO charges were entered. This button will be enabled if you have entered a PO number on the voucher.

“Distribute Like Vendor” button will find the last voucher entered for the selected vendor and distribute the charges based on how the previous voucher was entered.

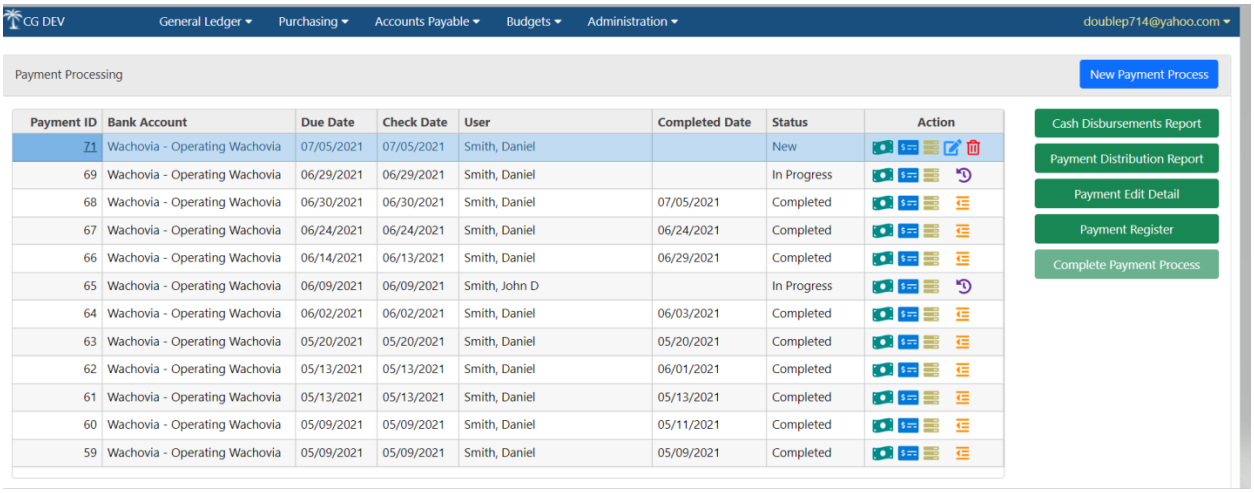
Voucher Status when Saved

The **“Save”** button will save the voucher data. If the “Post to Accounts Payable” check box has been checked, the voucher will be saved with a status of “Not Posted”. If the “Post to Accounts Payable” check box has NOT been checked, the voucher will be saved with a status of “Ready for Payment”.

After a “Not Posted” voucher has been posted to accounts payable, the status will change to “Ready for Payment”.

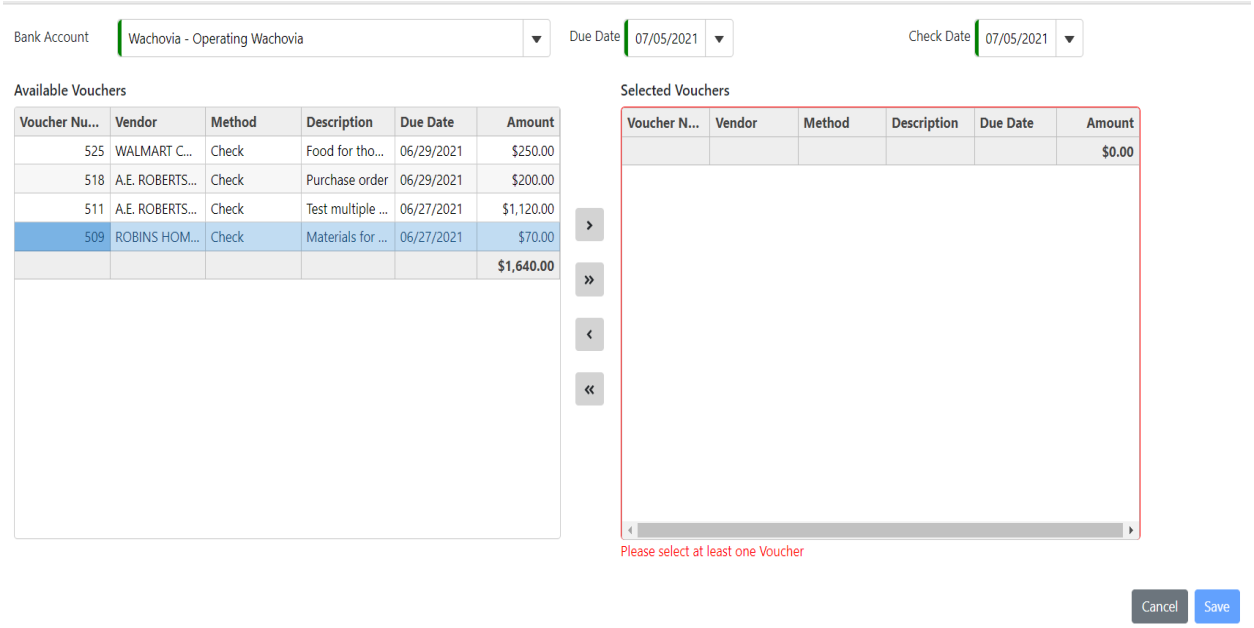
Accounts Payable Payment Process

The accounts payable payment process generates checks, creates direct deposits and processes electronic payments. To create a payment process you will navigate to the “Payment Processing” option under the “Accounts Payable” menu item or “Accounts Payable” navigation. When selected the following page is displayed:



Payment ID	Bank Account	Due Date	Check Date	User	Completed Date	Status	Action
71	Wachovia - Operating Wachovia	07/05/2021	07/05/2021	Smith, Daniel		New	
69	Wachovia - Operating Wachovia	06/29/2021	06/29/2021	Smith, Daniel		In Progress	
68	Wachovia - Operating Wachovia	06/30/2021	06/30/2021	Smith, Daniel	07/05/2021	Completed	
67	Wachovia - Operating Wachovia	06/24/2021	06/24/2021	Smith, Daniel	06/24/2021	Completed	
66	Wachovia - Operating Wachovia	06/14/2021	06/13/2021	Smith, Daniel	06/29/2021	Completed	
65	Wachovia - Operating Wachovia	06/09/2021	06/09/2021	Smith, John D		In Progress	
64	Wachovia - Operating Wachovia	06/02/2021	06/02/2021	Smith, Daniel	06/03/2021	Completed	
63	Wachovia - Operating Wachovia	05/20/2021	05/20/2021	Smith, Daniel	05/20/2021	Completed	
62	Wachovia - Operating Wachovia	05/13/2021	05/13/2021	Smith, Daniel	06/01/2021	Completed	
61	Wachovia - Operating Wachovia	05/13/2021	05/13/2021	Smith, Daniel	05/13/2021	Completed	
60	Wachovia - Operating Wachovia	05/09/2021	05/09/2021	Smith, Daniel	05/11/2021	Completed	
59	Wachovia - Operating Wachovia	05/09/2021	05/09/2021	Smith, Daniel	05/09/2021	Completed	

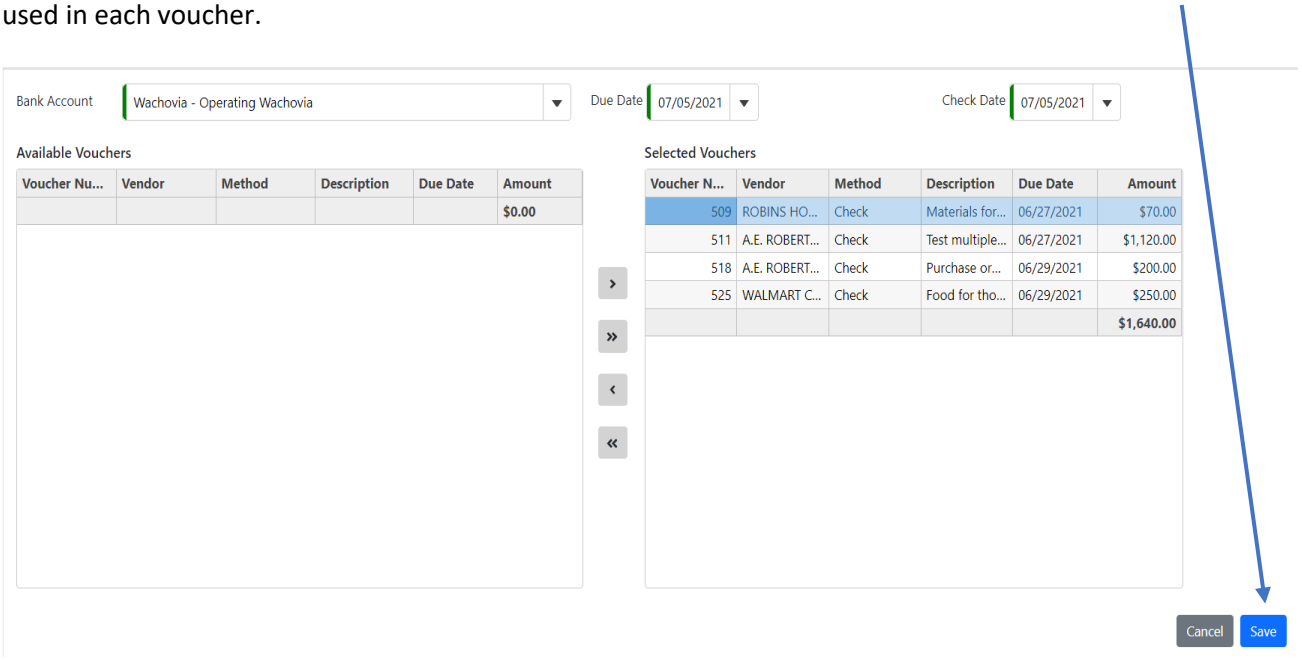
Each payment process that has been created is stored in the list of payment processes. You can go to any payment process and print reports after it has been completed. The first step in starting a new payment process is to select “New Payment Process”. This allows you to select vouchers by bank and due date that are ready to be paid. Vouchers that have a status of “Ready for Payment” and are not on “Hold” and have a bank account that matches selected “Bank Account” and have a due date on or before the “Due Date” entered will be displayed in the Available Vouchers list.



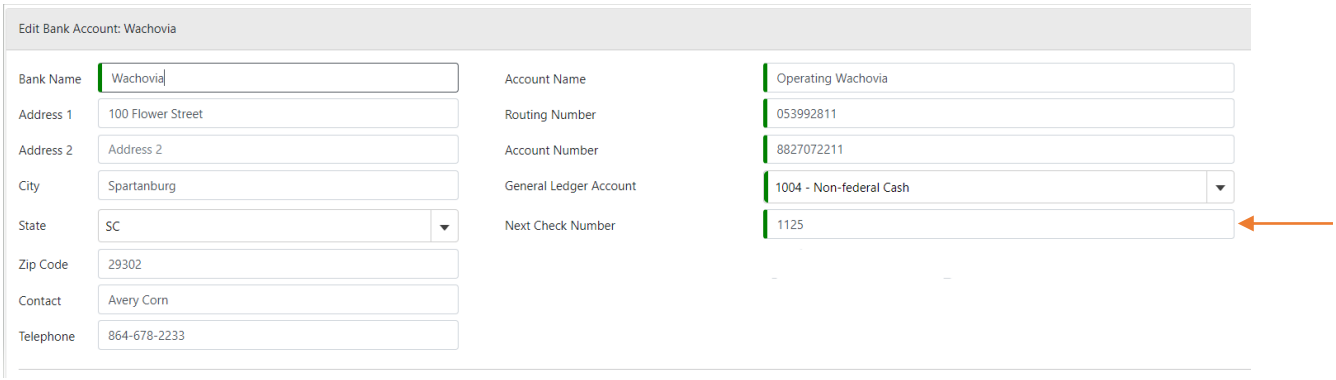
Voucher Nu...	Vendor	Method	Description	Due Date	Amount
525	WALMART C...	Check	Food for tho...	06/29/2021	$250.00
518	A.E. ROBERTS...	Check	Purchase order	06/29/2021	$200.00
511	A.E. ROBERTS...	Check	Test multiple ...	06/27/2021	$1,120.00
509	ROBINS HOM...	Check	Materials for ...	06/27/2021	$70.00
					$1,640.00

Voucher N...	Vendor	Method	Description	Due Date	Amount
					$0.00

One or more vouchers can be selected for a payment process. When vouchers are selected to be paid, click the “Save” button. Clicking the save button will create the new Payment Process and assign Check numbers, Direct Deposit numbers, or Electronic Payment numbers based on the “Payment Method” used in each voucher.

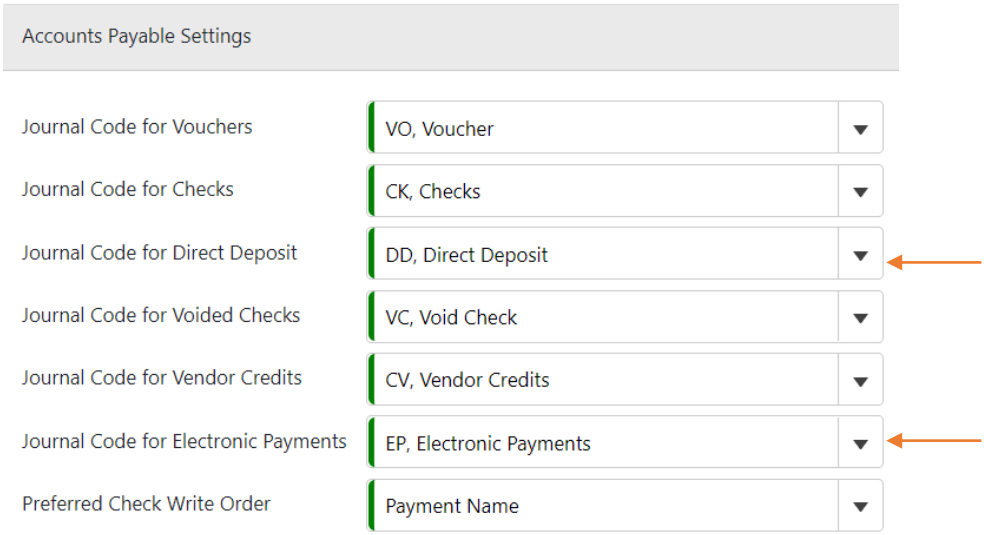


Check numbers are assigned from the Bank Account. As check numbers are used, the bank is updated when the Payment Process is completed (finished and posted) and will keep track of the next available number.

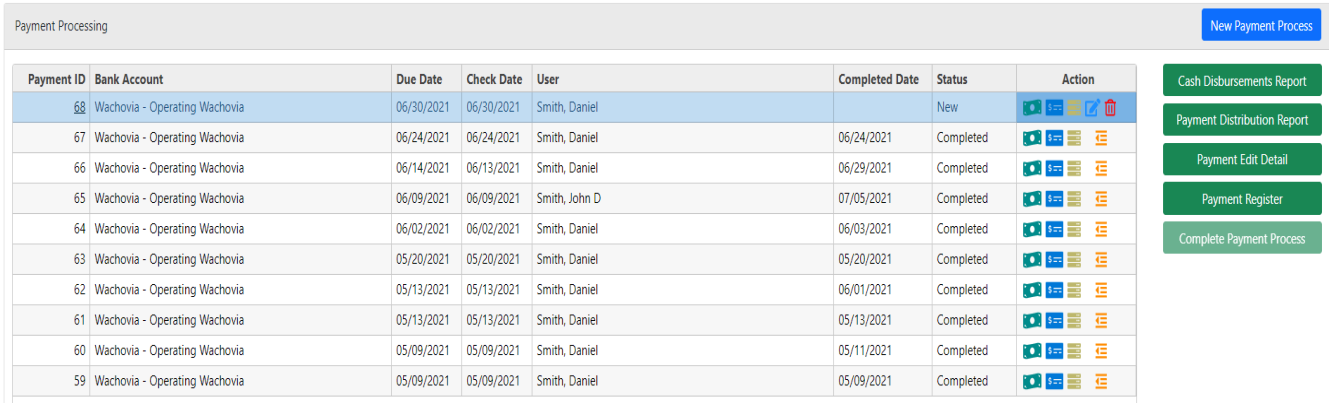


The Next Check Number for the bank is updated when the payment process is completed (finished and posted), not when the numbers are initially assigned.

The Direct Deposit numbers and the Electronic Payment numbers are assigned from the Journal that is designated for that purpose in the “Accounts Payable Settings”.



After the "Save" button is clicked for the new payment process, the Payment Process will appear in the list.



All the reports on the main Payment Process page include all checks, direct deposits, and electronic payments.

Payment Process Statuses

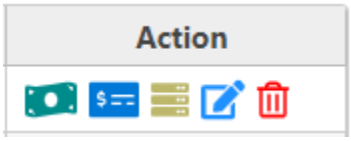
- **New** – Allows editing for the vouchers selected.
- **In Progress** – This is an intermediate status that occurs if there is more than one payment type and the processing on all payment types are not complete.
    - Examples are:
        - If you have checks and direct deposits and you have printed the checks, but you have not created an ACH file for direct deposit, the Payment Process will be in the "In Progress Status".
        - If you have checks and direct deposits and you have created the ACH file, but have not printed the checks, the Payment Process will be in the "In Progress Status".

- **Processed** – Payment Process is ready to be completed. All checks have been printed, the ACH file has been generated and the Electronic Payment reports have been run.

Payment Process Action Items

Payment Process action items will vary based on the status of the Payment Process.

New - Action Items



Direct Deposit – This is an icon for direct deposit. When you click this action icon you get the page with options for direct deposit processing (see below).

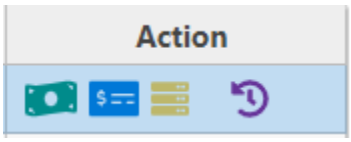
Check Write – This is the icon for check write processing. When you click this action icon you get the page with options for check printing and processing (see below).

Electronic Payment - This is an icon for electronic payments. When you click this action icon you get the page with options for electronic payment processing.

The blue **Edit** icon is available for a payment process with a status of “New”. When you click it, It will take you back to the voucher selection page and allow you to add or remove vouchers form the payment process. You can also change the check date.

This icon will delete a Payment Process and is only available for a payment process with a status of “New”. It basically un-selects all the vouchers and removes the payment process.

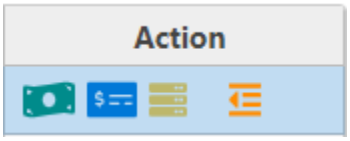
In Progress and Processed – Action Items



Includes action items above and adds one new action item the “Reset Payment Process”.

Reset Payment Process – Sets the status back to “New” and allows editing to add or remove vouchers from the payment process.

Completed – Action Items



Completed payment processes include the Direct Deposit, Check, Electronic Payment, and one additional icon “Recover Payment Process”.

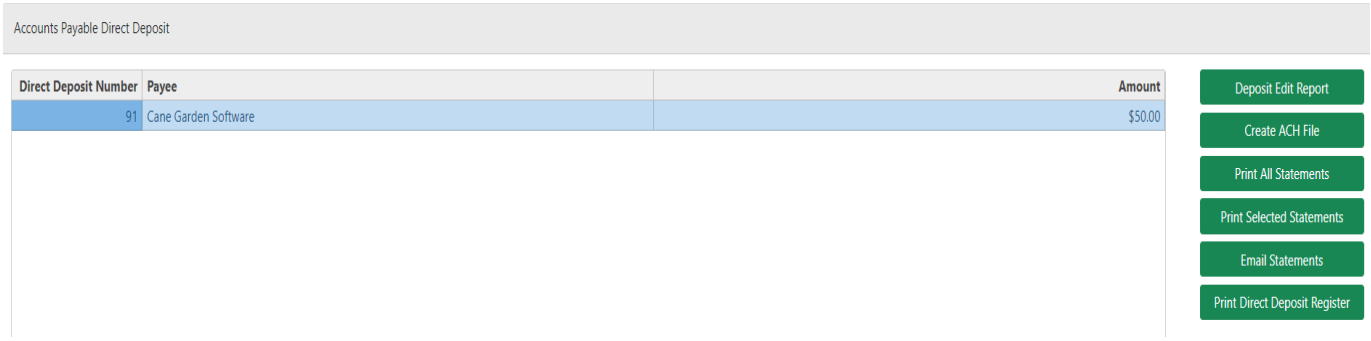
Recover Payment Process – This is a very powerful action. It should be used with caution and should not be used for payment processes that are more than a few days old. This options does the following:

- Removes all transactions generated when the Payment Process was completed.
- Removes all Bank Transactions (Outstanding checks, cleared checks, etc.) from the Payment Process.
- Removes all vendor history that was added from posting Payment Process transactions to the general ledger.
- Removes all payments on Purchase Orders and sets completed purchase orders back to Open (Committed).
- Sets the vouchers included in the Payment Process back to a status of “Selected for Payment”.

It’s safe to use this option if the Payment Process was very recent like in the last 2 weeks, but if it’s been weeks, this may cause you issues with bank reconciliations and reporting. Please contact support if you have questions or need assistance with this option.

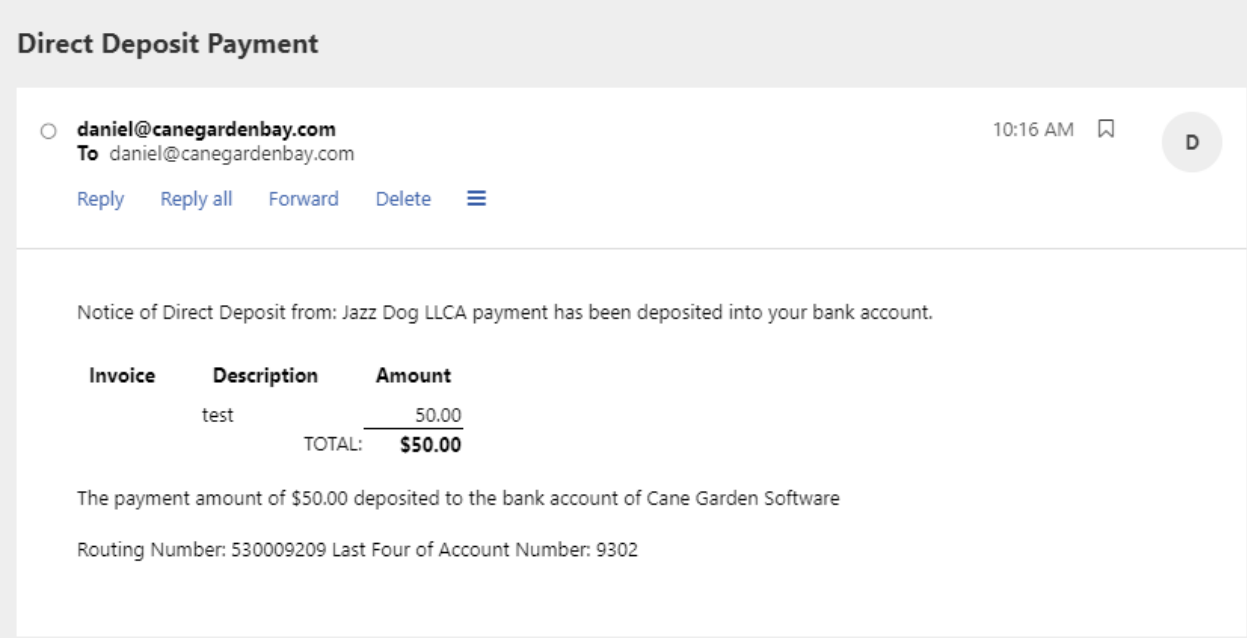
Direct Deposit

The Direct Deposit options displays a page with the options to complete the direct deposit process.



This list of direct deposits are listed with action buttons on the right. The reports are specific to the direct deposit transactions and will not include any check or electronic payment information.

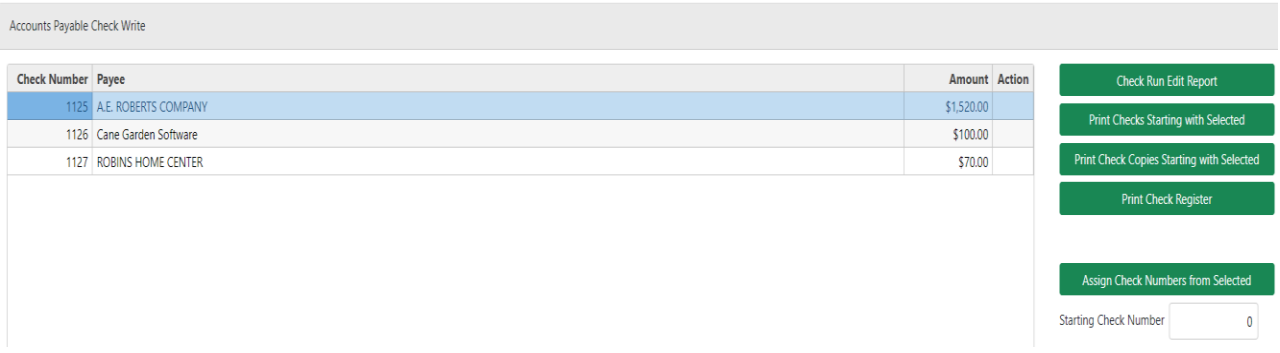
- **Create ACH File** option will generate an ACH file and you will be prompted by your browser with download information in the lower left corner of your browser. You can save the file generated and upload it to your bank later.
    - You must generate an ACH file to enable the “Complete Payment Process” button.
- **Email Statements** option will send emails to the vendor being paid with invoice and bank account deposit information. An example of the email:



All invoices printed on the check stub will be in the email.

Check Write

The Check Write process is separate from the Direct Deposit process. All reports are specific to the check write.

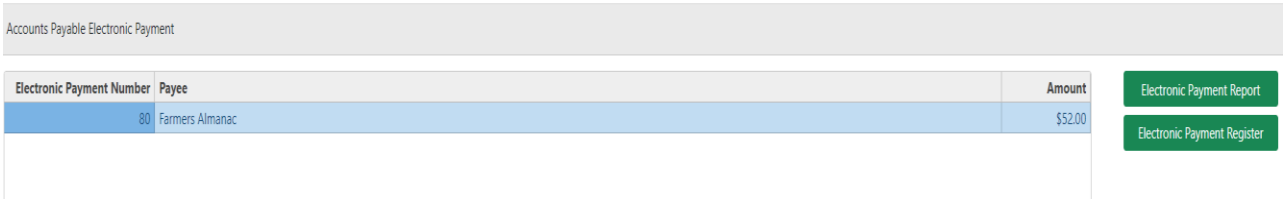


- **Print Checks** - the Print Checks Starting with Selected option prints the checks starting with the row you have highlighted in the grid. Print Check Copies works the same way.
    - You must print checks to enable the “Complete Payment Process” button.

- **Assign Check Numbers from Selected –** This option should only be used if you are re-numbering checks because of a print problem or because the check numbering from the bank account does not match your physical checks.
    - When vouchers with a payment method of “Check” are selected for a payment process, the checks are automatically numbered based on the Next Check Number for the bank account.
    - If you have a print problem you can re-number the checks beginning at any point.
        - Select the row to start renumbering.
        - Enter the Starting Check Number.
        - Click the “Assign Check Numbers from Selected”.
    - After the Payment Process is completed, the bank is updated with the next available check number.

Electronic Payment

The Electronic payments option displays the list of electronic payments, but does not require and action like direct deposit or check printing. It basically has two reports specific to Electronic payment vouchers.



You must print at least one of the reports to enable the “Complete Payment Process” button if there are electronic payments in the Payment Process.

Complete Payment Process

The “Complete Payment Process” generates transactions for the general ledger and updates purchase orders for payments made. The vendor history and the bank transactions with outstanding checks, will not be updated until the general ledger transactions are posted to the general ledger.

After the Complete Payment Process is executed, the Payment Process is set to a status of “Completed”.

Appendix

Accounts Payable Direct Deposit Setup

Bank:

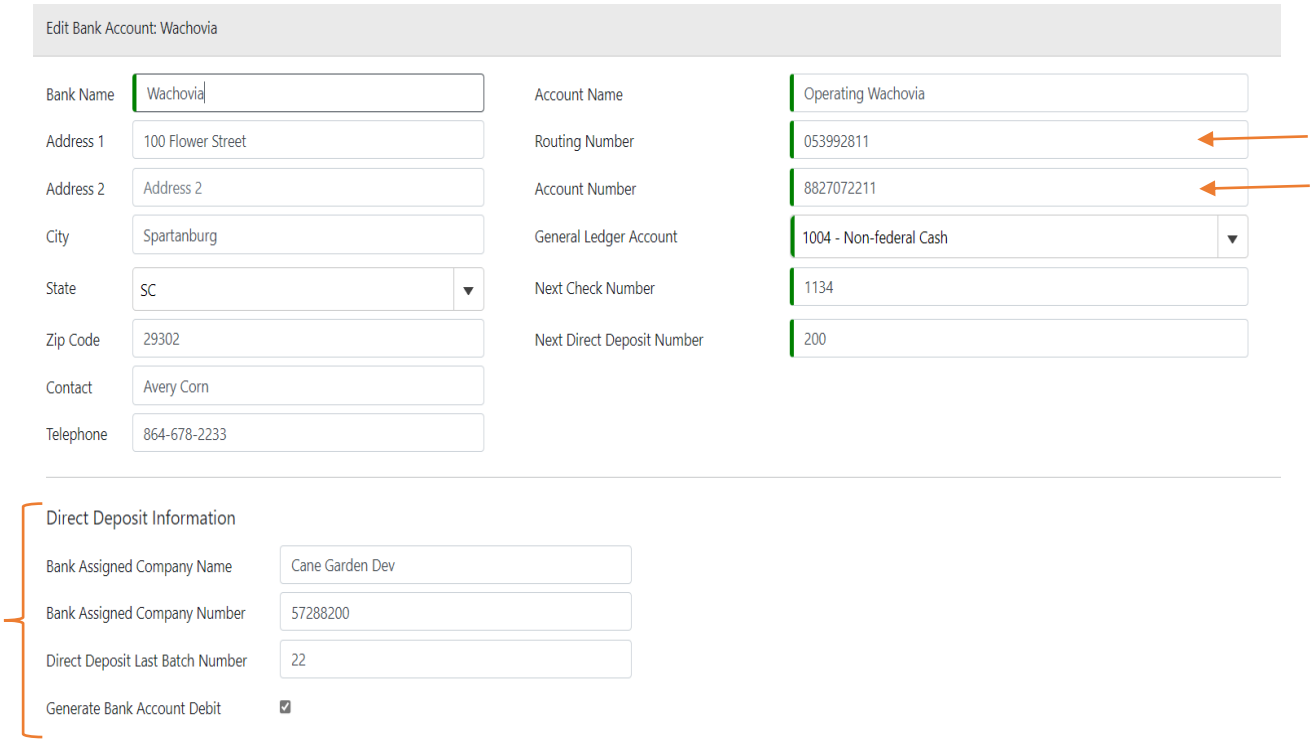
The bank used for the Accounts Payable payment process must have Direct Deposit information define.

Required fields are:

- Routing Number
- Account Number
- Bank Assigned Company Name
- Bank Assigned Company Number
- Last Batch number will be incremented each Payment Process. It should be 0 (Zero) initially.

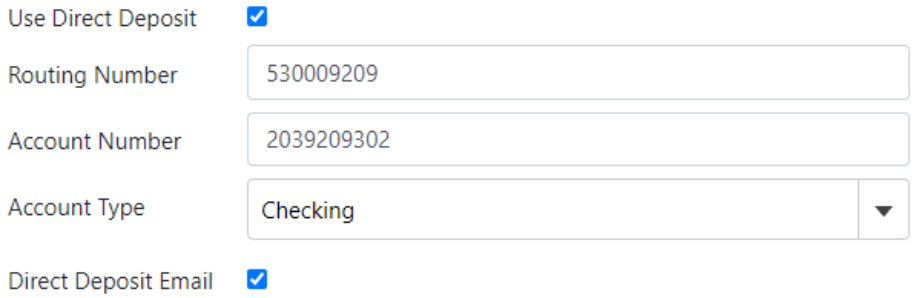
Optional field:

- Generate Bank Account Debit – In some cases especially with smaller banks, you will be required to generate a Bank Debit record in your ACH file. You should ask your bank about this.



Vendor

Each vendor that you wish to pay by direct deposit must be setup with bank account information. In the vendor information near the bottom of the page, you will see the Direct Deposit information:



- You must have the Use Direct Deposit checkbox checked.
- You must have a Routing Number and an Account Number.
- You must designate the Account Type.
- Direct Deposit email is optional, but you must have it checked to send the Direct Deposit confirmation when you click the Send Email button in the Accounts Payable Process.