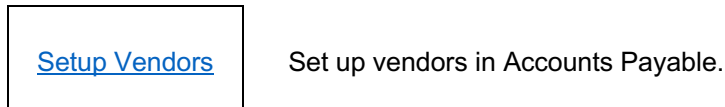


Accounts Payable

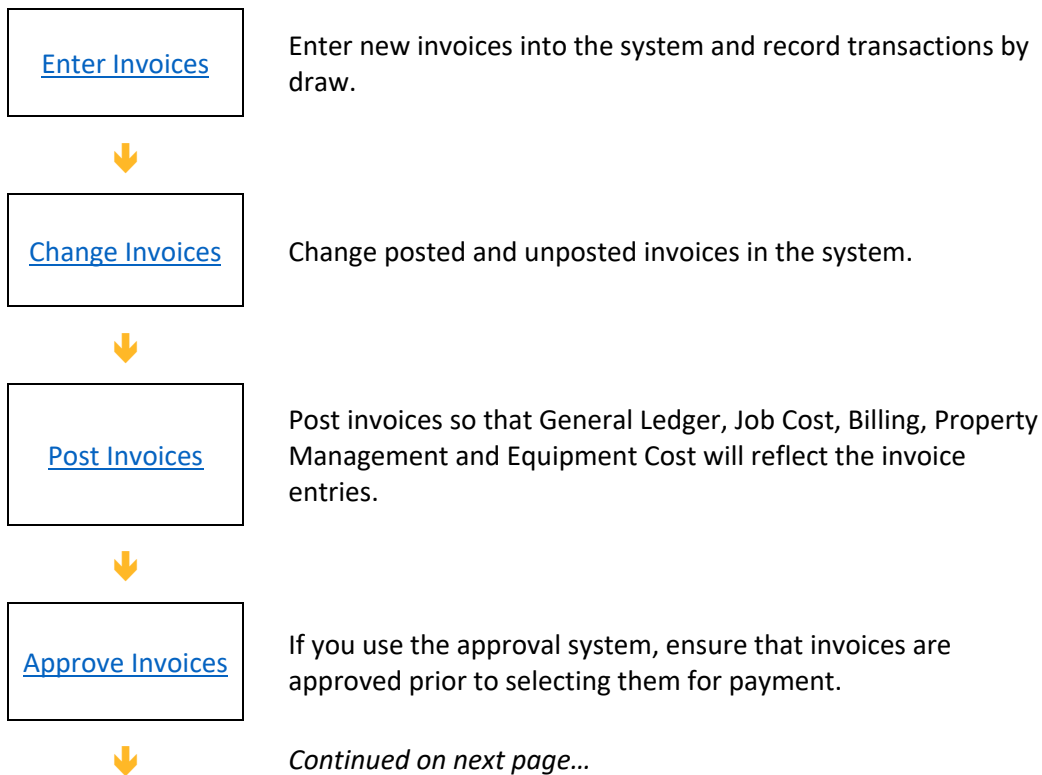
Set Up Overview

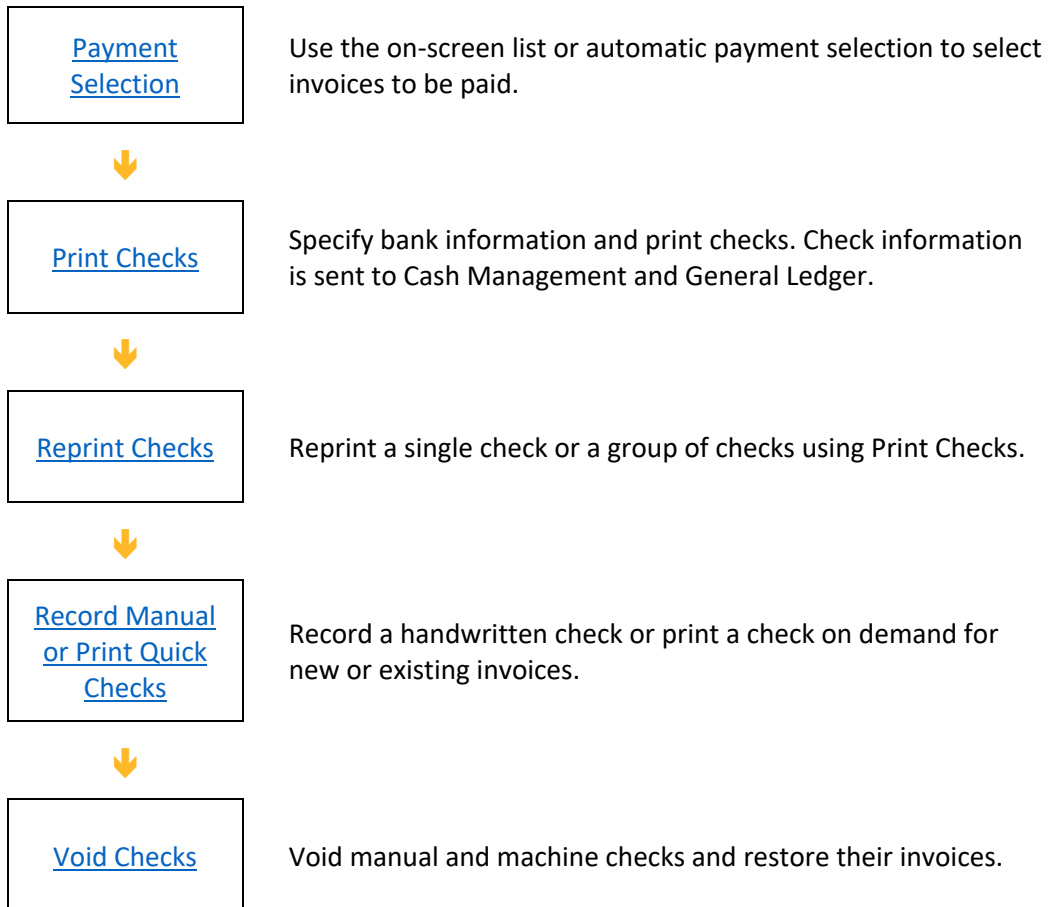
The diagram below identifies the typical process for this task. For the most current and detailed information, refer to Help.



Workflow Overview

The diagram below identifies the typical process for this task. For the most current and detailed information, refer to Help.





For credit card related setup and workflow, see [Credit Card Set Up Overview](#) and [Credit Card Workflow Overview](#).

Set Up Vendors

Vendor setup allows you to store information that is automatically entered when you enter invoices. Current totals are also stored, such as open invoices and available discounts.

The list below identifies the typical steps and reports for this task. For the most current and detailed information, refer to Help, specifically the “Setting up vendors” topic.

1. From the **Setup** menu, select **Vendors**.
2. Enter the vendor ID.
3. Enter the vendor name as you want it to appear on checks, reports, and inquiries.
4. Press ENTER to access the **General** tab. Enter the vendor’s address, telephone, and contact information. Select the vendor type.
5. Select the **Terms and Defaults** tab. Enter the terms and defaults for the vendor.
6. Select the **1099 Settings** tab. Enter the 1099 information for this vendor.
7. Select the **Insurance 1** tab. Enter the vendor’s insurance information.
8. Select the **Insurance 2** tab. Enter the vendor’s insurance information.
9. Click [**Save**] when you are done entering the vendor information.
10. Click [**Close**] to exit.



Note: If you need to print more than one type of 1099 Form for this vendor, set up a separate vendor ID for each 1099 Form type the vendor requires.

Address Book is automatically updated with vendor information. To set up multiple contacts per vendor, see “Set up a person contact” in Help or in the *Setup Procedures Guide*.

Enter Invoices

The first step in the Accounts Payable process is to enter invoices into the system. The following steps will help you enter and distribute invoices to General Ledger and Job Cost.

The list below also identifies the typical steps and reports for this task. For the most current and detailed information, refer to Help, specifically the “Entering invoices” topic.

1. From the **Tasks** menu, select **Enter Invoices**.
2. Enter the invoice information in the invoice grid at the top of the window.
3. Enter the distribution information in the distribution grid, at the bottom of the window.
4. Click [**Accept dist**].

5. Click [**Accept invoice**].
6. Click [**Finish**] when you are finished.
7. In the **Print Selection** window, click [**Start**] to print the Enter Invoices journal.
8. Follow your company's procedures to determine when entries are posted.
9. Review the Enter Invoices journal.

Change Invoices

The list below identifies the typical steps and reports for this task. For the most current and detailed information, refer to Help, specifically the "Changing an Invoice" topic.

1. From the **Tasks** menu, select **Change Invoices**.
2. Enter the vendor ID.
3. Enter the invoice number you want to edit. If you click [**List**], you will need to specify if the invoice is new or has been posted.
4. Enter the invoice changes. If you are changing an invoice that was posted to an accounting period that is now closed, refer to the Help topic "About changing invoices in closed periods."
5. Enter the distribution changes if necessary and click [**Accept dist**].
6. Click [**Accept invoice**].
7. Click [**Finish**].
8. Print and review the journal.



Note: Entries created by Change Invoices do not automatically post to interfacing applications. You must post them manually in each of the interfacing applications.

Changing an invoice can create reversing entries. For more information about reversing entries, see the Help topic "About reversing entries."

Post Invoices

After you enter invoices, you must post them to update the vendor totals and other applications, such as General Ledger and Job Cost.

The list below identifies the typical steps and reports for this task. For the most current and detailed information, refer to Help, specifically the "Posting invoices" topic.

1. Back up your data files.

2. Review the Invoices by Batch report (**Reports > Invoice Registers > Invoices by Batch**) to verify that all invoices are entered.
3. From the **Tasks** menu, select **Post Invoices**.
4. In the **Print Selection** window, click [**Start**] to print the Post Invoices journal.
5. Review the Post Invoices journal. Use this report to verify that all invoices posted successfully to each application and were not rejected.

Approve Invoices

Approve invoices allows you to approve specific open invoices or distributions from a list. This command offers flexibility in determining the list that appears and in the methods you use to approve items.



Note: The approval system is available only if you have selected the **Use approval system** check box in the **AP Settings** window.

The list below identifies the typical steps and reports for this task. For the most current and detailed information, refer to Help, specifically the “About approving and unapproving items in the Approve Invoices window” topic.

1. From the **Tasks** menu, select **Approve Invoices**.
2. Choose the order in which you want invoices displayed.
3. Click [**Ranges**] or [**Conditions**] to further narrow your selection.
4. If you want to automatically approve the invoices that meet the selection criteria, select the **Automatically approve invoices** check box. You can unapprove individual invoices in the list.
5. Click [**Start**].
6. Double-click an invoice to approve it.
7. Click [**OK**] when you have finished approving invoices.
8. Click [**Close**].

Payment Selection

After you have processed invoices, you can use the on-screen list to select invoices for payment. You can choose how you want the invoices to appear and filter out invoices based on your own criteria. You can also set up partial and lump sum payments, release retainage, and schedule invoices for payment at a later date.

You can print these reports to help you decide which invoices to select for payment:

- **Reports > Open Invoice Register**
- **Reports > Invoice Aging Report**

For the most current and detailed information, refer to Help, specifically the “About using ranges and conditions when selecting invoices to pay,” “Selecting invoices to pay using the On-screen List,” and “Selecting invoices to pay automatically” topics.

1. Verify that all invoices are entered and posted.
2. From the **Tasks** menu, select **Select Invoices to Pay > On-screen List**.
3. Enter the payment date.
4. Select the **Selection List Order** (the default is **Vendor**).
5. Select the **Retainage invoices only** check box if you want the system to display only those invoices with discounts or retainage.
6. Select the **Final lien waivers** check box if you want to create final lien waivers for the invoices you are paying.
7. Select the **Automatically include invoices for payment** check box if you want the system to automatically select invoices that meet the criteria you specify.
8. Click [**Conditions**] or [**Ranges**] to further narrow your selection.
9. Click [**Start**] to view the invoices that meet your criteria.
10. Double-click an invoice to select it for payment.
11. Click [**Other**].
12. Select **Show totals** and click [**OK**].
13. Verify the totals and click [**OK**].
14. Click [**OK**] to accept the invoices selected for payment.
15. Click [**Close**].
16. Print the Invoices Selected For Payment report (**Reports > Invoice Registers > Invoices Selected for Payment**) to verify your selection.

Print Checks

The Print Checks task produces printed checks for those invoices that were selected for payment.

The list below identifies the typical steps and reports for this task. For the most current and detailed information, refer to Help, specifically the “Printing checks” topic.

1. From the **Tasks** menu, select **Print Checks**.

2. If you have multiple bank accounts, enter the appropriate bank account ID or click [**List**] to select a bank account. If you have only one bank account, it is automatically entered.
3. Accept the starting check number that is automatically entered or enter another starting check number.
4. Enter the date you want printed on the checks. This date will also be used as the accounting date.
5. Click [**Start**].
6. Review the printed checks.
7. Review the Check Reports journal and verify the totals to ensure you have completed a successful check run.
8. You can print the Paid Invoice Register report (**Reports > Cash Management > Paid Invoice Register**) in conjunction with the check register to help you verify paid invoices.

Reprint Checks

You can use reprint checks to print checks the system thinks were printed, but were not printed correctly on the check stock. You can reprint a single check or a range of checks for a specific bank account.

The list below identifies the typical steps and reports for this task. For the most current and detailed information, refer to Help, specifically the “Reprinting a check” topic.

1. From the **Tasks** menu, select **Reprint Checks**.
2. If you have multiple bank accounts, enter the appropriate bank account ID.
3. Enter the number of the first check you want to reprint.
4. Enter the number of the last check you want to reprint.
5. Accept the **Starting check** number that is automatically entered or another check number.
6. Accept the **Check date** that is automatically entered, or enter the date you want to print on the checks.



Note: If you change the check date, Reprint Checks does not recalculate discount information. To change discount information, you must void the check and use Change Invoices to reflect a new discount date or amount.

7. Click [**Start**].
8. Review the printed checks.
9. Review the Check Register.

Record Manual Checks and Print Quick Checks

Occasionally, you may need to issue a handwritten check or print a check on demand. Or your bank already processed the payment electronically and you need to enter it in Accounts Payable. You can record such payments for an existing invoice, or you can enter a new invoice. If you are partially paying an invoice, refer to Help for guidelines.

The list below identifies the typical steps and reports for this task. For the most current and detailed information, refer to Help, specifically the “Entering checks written manually” topic.

1. From the **Tasks** menu, select **Record Manual/Print Quick Checks**.
2. Select the **Payment type**: **Manual Check** , **Quick Check.**, or **EFT Payment**.
3. Enter the check or EFT information.
4. Press [**Enter**] to access the invoice entry grid.
5. Enter a new invoice or click [**List**] to select an existing invoice.
6. If you are entering a new invoice, enter the distribution information and click [**Accept dist**].
7. Click [**Accept invoice**].
8. Click [**Accept payment**].
9. Click [**Finish**].
10. Click [**Start**].
11. Review the Manual/Quick Checks journal.

Void Checks

You can void machine and manual checks and restore any invoices associated with the checks to pay them at a later time. If you restore invoices, you have the option to select the invoices for payment. Accounts Payable prints a journal of the checks that are voided.

The list below identifies the typical steps and reports for this task. For the most current and detailed information, refer to Help, specifically the “Voiding checks” topic.

1. From the **Tasks** menu, select **Void Checks**.
2. Enter the number of the check you want to void.
3. Under **Accounting date**, select **Use original dates** or **Use specific date**. If you select **Use specific date**, a date field will appear and you must enter the accounting date. If the period is closed in General Ledger, you may need to reopen the period, post and rerun financial reports. If you are not restoring the invoices, then this will also be the accounting date used for the reversing invoice entry.

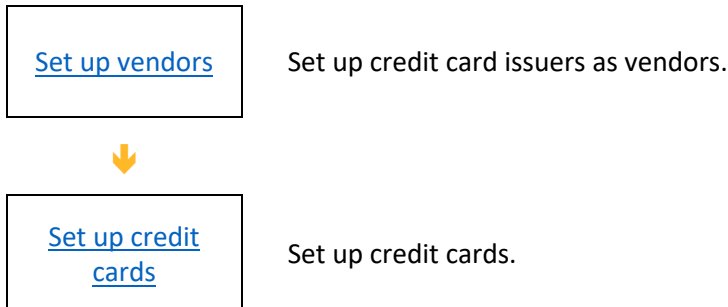
4. Select the **Restore open invoices** check box to reinstate the invoices paid by the checks with an open status. If you clear this check box, and an invoice was partially paid by the check, it will not be deleted, but the amount paid on the invoice will be reduced by the amount paid by this check. Invoices that were fully paid by the check will be deleted.
5. Click **[OK]**. The **Void Options** window opens.
6. Select the **Include invoices for payment** check box if you want the restored invoices selected for payment. This is only an option if you are restoring open invoices.

Note: If the check you are voiding is a manual check, you have the option of deleting the check in Cash Management.

7. Click **[OK]** to void the check.
8. Click **[Finish]** when you are finished voiding all checks.
9. Print and review the journal.

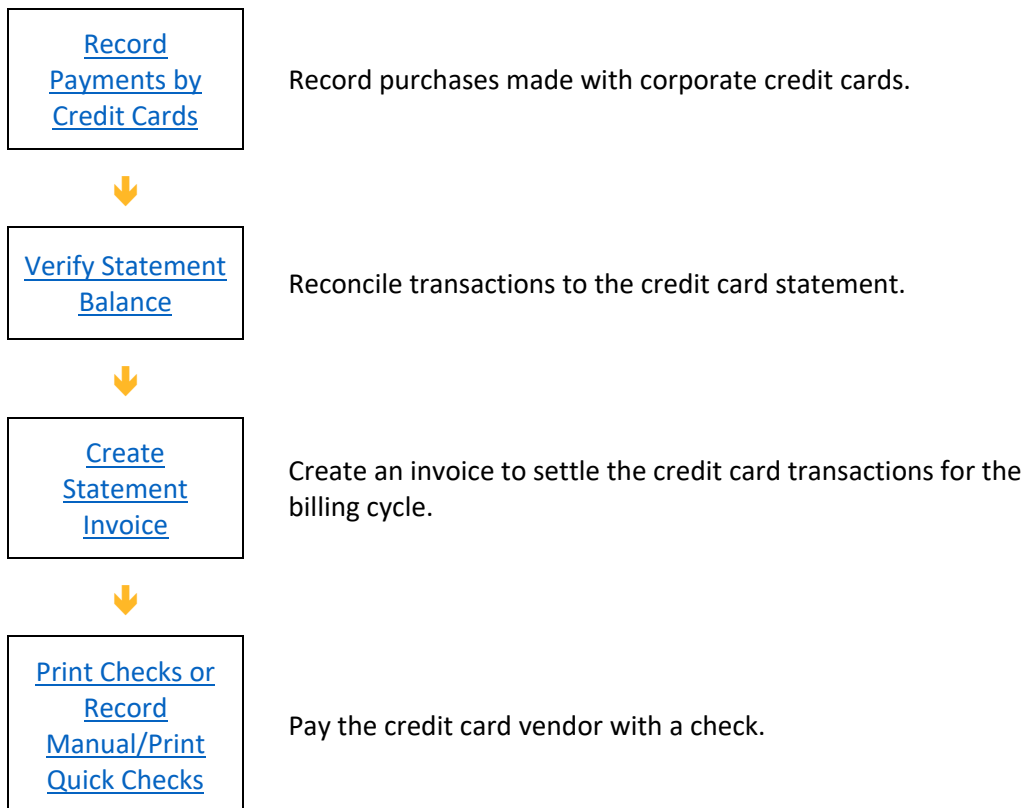
Credit Card Set Up Overview

The diagram below identifies the typical process for this task. For the most current and detailed information, refer to Help.



Credit Card Workflow Overview

The diagram below identifies the typical process for handling credit card transactions. For detailed information, refer to Help.



Set Up Vendors

Before you set up credit cards, you must set up credit card issuers as vendors. Follow the steps outlined in [Set Up Vendors](#).

When you set up the credit card vendor:

- Select the **Vendor type** of **Credit Card (General tab)**.
- Specify the **Credit card payable account (Terms and Defaults tab)** if you want transactions associated with cards issued by this issuer to affect a credit card account that is different from the one in **AP Settings**.

Set Up Credit Cards

1. Select **Setup > Credit Cards**.
2. In the **Credit Card Setup** window, click the asterisk in the toolbar to add a credit card.
3. When the **Add New Credit Card** window opens:
 - Use the box next to **Credit card vendor** to select the card issuer from a list.
 - In the box next to **Credit card**, enter an identification (up to 10 digits) for this credit card.
 - Click **Add**.
4. In the **Credit Card Setup** window, enter:
 - The cardholder's name—you can enter this in first name, last name format, or last name, first name format. Use the same format for all credit card records so that the names are consistent on your reports and also when you search for a specific record in this window.
 - Details about the credit card.
5. The credit card record is saved when you click **Close** or when you move to the next record.

Record Credit Card Transactions

Use the steps below to record purchases made using corporate credit cards. You can record the payment against an existing invoice or create a new invoice.

The list below identifies the typical steps for this task. For the most current and detailed information, refer to Help, specifically the “Managing credit cards” topic.

1. From the **Tasks** menu, select **Record Payments by Credit Card**.
2. Select the **Credit Card**.
3. Enter the date of the credit card transaction, the amount of purchase, and the vendor whom was paid.
4. Press [**Enter**] to access the invoice entry grid.
5. Enter a new invoice or click [**List**] to select an existing invoice.
6. If you are entering a new invoice, enter the distribution information and click [**Accept dist**].
7. Click [**Accept invoice**].
8. Click [**Accept check**].
9. Click [**Finish**].
10. Click [**Start**].
11. Review the Record Payments by Credit Card journal.

Reconcile Credit Card Transactions

Use the steps below to reconcile the transactions that you recorded to your credit card statement.

The list below identifies the typical steps for this task. For the most current and detailed information, refer to Help, specifically the “Managing credit cards” topic.

1. From the **Tasks** menu, select **Verify Statement Balance**.
2. Select the **Credit card vendor**.
3. Select the **Credit card**.
4. To indicate that a transaction in the grid appears on your billing statement, click in the **Verified** column for that row.

5. As you select items as verified, the **Verified total** displays the sum of these amounts. This should match the net activity on your credit card statement for the billing period (excluding services fees and finance charges).
6. Click **[Save]**.

Create a Statement Invoice

Use the steps below to create an invoice to settle the items that are reconciled to the credit card billing statement.

The list below identifies the typical steps for this task. For the most current and detailed information, refer to Help, specifically the “Managing credit cards” topic.

1. From the **Tasks** menu, select **Verify Statement Balance**.
2. Select the **Credit card vendor**.
3. Select the **Credit card**.
4. Make sure that the **Verify total** matches the net activity amount on the credit card statement for the billing period (excluding services fees and finance charges).
5. Click **[Create Invoice]** to create an invoice for the credit card vendor.
6. In the **Create Statement Invoice** window, assign the invoice an ID number, and enter the invoice date, description, and accounting date.
7. If there are finance charges or services fees on the billing statement, press **[Tab]** or **[Enter]** and enter the amount and General Ledger account number in the **Fees and Miscellaneous Charges** grid.
8. Click **[Create Invoice]**, and then **[Finish]** to create and post the invoice.
9. Include this invoice in your normal checkrun to pay the credit card vendor.