

# Accounts Payable

Manuals, Users Guides and Troubleshooting Guides for the COUNTERPOINT Accounts Payable Module

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# AP Month End

The **Accounts Payable Month End** does not have to be run on the last day of the month. You may hold the period open, delaying the process until all vendor invoices have been posted for the previous month.

## Transaction Purge

2. ACCOUNTS PAYABLE...à8. month end processing...à1.transaction purge

Purge any transactions that may be on file. Only those invoices with payments or credit/debit memos in full will be removed. This is the same process that is run from the **2. Accounts payable** à **6. automatic cheque processing** menu and may be skipped here if completed as part of each cheque run.

## Set Month End Date

2. ACCOUNTS PAYABLE...à8. month end processing...à2.set month end date

Enter the date to be used in ageing the remaining outstanding invoices. This is most often the last day of the month being closed. Once the month is closed, returned here and set the date to the end of the new current month.

## Aged Detail Trial Balance

2. ACCOUNTS PAYABLE...à8. month end processing...à3.AGED DETAIL TRIAL BALANCE

This report will print the details of each outstanding vendor invoice. The report shows the **vendor number** and **name**, the **invoice number**, **due** and **payment date**, the **ageing** as well as the **discount amount** and **date**.

## Aged SUMMARY Trial Balance

2. ACCOUNTS PAYABLE...à8. month end processing...à4.AGED SUMMARY TRIAL BALANCE

## Accounts Payable Month End Update

2. ACCOUNTS PAYABLE...à8. month end processing...à5. ACCOUNTS PAYABLE MONTH END

The last step in the **Accounts Payable Month End** process is to advance the **GL period**, which is done by selecting this function **once**. If you are in doubt whether this has been run, check the **financial period** field in **9. SYSTEM UTILITIES à 3. SYSTEM SETUP à 2. Accounts payable à 1. SYSTEM PARAMETERS**

# AP Reporting

## VENDOR MASTER(NUMERIC)

2. ACCOUNTS PAYABLE...à3. REPORTING...à1. MASTER FILE LISTINGS...à1. VENDOR MASTER(NUMERIC)

This report will print almost all of the information contained on the **2. Accounts payable... à 1. DATA maintenance... à 1. Vendor MaSTER** screen in numerical (**vendor number**) order.

## VENDOR MASTER(ALPHA)

2. ACCOUNTS PAYABLE...à3. REPORTING...à1. MASTER FILE LISTINGS...à2. VENDOR MASTER(ALPHA)

This report will print almost all of the information contained on the **2. Accounts payable... à 1. DATA maintenance... à 1. Vendor MaSTER** screen in alphabetical (**vendor name**) order.

## VENDOR SUMMARY(NUMERIC)

2. ACCOUNTS PAYABLE...à3. REPORTING...à1. MASTER FILE LISTINGS...à3. VENDOR SUMMARY(NUMERIC)

This report provides the basic information on one line per vendor: the number and name, address, and phone and fax number and prints in numerical (**vendor number**) order.

## VENDOR SUMMARY(ALPHA)

2. ACCOUNTS PAYABLE...à3. REPORTING...à1. MASTER FILE LISTINGS...à4. VENDOR SUMMARY(ALPHA)

This report provides the basic information on one line per vendor: the number and name, address, and phone and fax number and prints in alphabetical (**vendor name**) order.

## MAILING LABELS – CREATE

2. ACCOUNTS PAYABLE...à3. REPORTING...à1. MASTER FILE LISTINGS...à5. MAILING LABELS-CREATE

# MAILING LABELS – ALIGN/PRINT

2. ACCOUNTS PAYABLE...à3. REPORTING...à1. MASTER FILE LISTINGS...à6. MAILING LABELS-CREATE

## Cash Forecast Report

2. ACCOUNTS PAYABLE...à3. REPORTING...à2. STATUS REPORTS...à1. CASH FORECAST
3. Vendors

Either use [**A**] to select all vendors or [**S**] to select specific vendors. There is no default for this field.

2. Type

Either use [**d**] for the detail or [**s**] for the summary version of this report. There is no default for this field.

Whichever you choose, the purpose of this report is to give you the opportunity to see the cash that will be required in order to pay the outstanding invoices currently posted to vendor accounts.

3. Date 1
4. Date 2
5. Date 3

Enter three dates in ascending (from most recent to most future) order. These would most likely be the next three cheque run dates.

The detail report shows the vendor number and name, the invoice number and date, and the discount amount and due date. Plus, each invoice for each vendor is slotted into the appropriate date range. Invoices that are due on or before the specified date will print in that column.

The summary report prints the same information, but just a total line for each vendor. The amounts assigned to the dated columns would be the same, regardless of format.

## VENDOR ANALYSIS

2. ACCOUNTS PAYABLE...à3. REPORTING...à2. STATUS REPORTS...à2. VENDOR ANALYSIS

This report prints the vendor number and name, the hold expiry date (if there is one), the account balance. The number of purchases, the YTD total purchases and the date of last purchase, the number of memos, the YTD totals for memos and the total discounts taken and lost are also included.

It is recommended that this report be printed just prior to completing the **accounts payable à ap year end update** since that function will clear any information accumulated during the year.

## VENDOR HOLD

2. ACCOUNTS PAYABLE...à3. REPORTING...à2. STATUS REPORTS...à3. VENDOR HOLD

Enter a **date range** or [**enter**] through the date fields for all. This range refers to the **hold expiry date** field for any on hold vendor as set in **2. Accounts payable... à 4. automatic cheque processing...à 3. CASH REQUIREMENTS... à 1. set vendor hold status**

The report will print most of the same information that is printed on the **vendor analysis report**

## INVOICE HOLD

2. ACCOUNTS PAYABLE...à3. REPORTING...à2. STATUS REPORTS...à4. INVOICE HOLD

Enter the **vendor number range** or [**enter**] through the fields to all vendors. This report prints, for any on hold invoice as set in **2. accounts payable... à 6. automatic cheque processing à 3. cash requirements... à 2. set invoice hold status.**

The report will print most of the same information that is printed on the **vendor analysis report.**

## Vendor History – Summary

2. ACCOUNTS PAYABLE...à3. REPORTING...à2. STATUS REPORTS...à5. VENDOR HISTORY-SUMMARY

This report will print the same information, based on the ranges you enter, as the **Vendor History Inquiry - Summary.**

Enter the starting and ending vendor numbers, or the specific vendor (use the same number for both from and to) or press [**enter**] twice to request all vendors. Use the same philosophy for the date range.

## Vendor History – Detail

2. ACCOUNTS PAYABLE...à3. REPORTING...à2. STATUS REPORTS...à6. VENDOR HISTORY-DETAIL

This report will print the same format as the **Vendor History Inquiry - Detail** shows on screen. Your request may be as narrow as a single vendor for a specific invoice on a specific date or as wide as all vendors for all invoices for all time.

# AP Year End

2. ACCOUNTS PAYABLE...à8. month end processing...à6. Year end update

The **Accounts Payable Year End Update** will clear the YTD information for purchases, memos and discounts from the **2. Accounts payable... à 1. DATA maintenance... à Vendor MASTER** screen. It should only be run **once**, immediately following completion of the **2. Accounts payable... à 8. MONTH END PROCESSING... à 5. ACCOUNTS PAYABLE month end update** process.

The **2.Accounts payable... à 3. REPORTING...à 2. STATUS REPORTS...à2. VEndor Analysis report** should be run before completing this process.

# Auto Cheque Processing

## Set Cheque Date

2. ACCOUNTS PAYABLE...à6. AUTO CHEQUE PROCESSING...à1. SET CHEQUE DATE

### Required

Automatic cheques are those that pay invoices which have previously been entered to existing vendors via **2. Accounts payable à 4. transaction processing à 1. transaction input** or through the **PO Matching** processes. You can print the cheques and statements, which is the payment advice or remittance sheets for instances when there are more than 14 invoices being paid on one cheque, or hand-write your own cheques and just print the statements.

To start the process, enter in the date to use as the **cheque date** for this batch of cheques. Any invoice with a payment or discount due date on or before this date will be flagged for payment during this process. You may enter a date in the future, but you may not enter any date prior to the current one.

## Transaction Purge

2. ACCOUNTS PAYABLE...à6. AUTO CHEQUE PROCESSING...à2. TRANSACTION PURGE

### Optional

Run this to clear out all paid invoices and invoices with credit memos that cancel each other. This process will not destroy any outstanding invoices or credits and you may run this function at any time or many times during a month. Should you choose not to run this with each cheque run process, the same function is accessible from the **accounts payable à ap month end** menu.

## Set Vendor Hold Status

2. ACCOUNTS PAYABLE...à6. AUTO CHEQUE PROCESSING...à3. CASH REQUIREMENTS...à1.  
SET VENDOR HOLD STATUS

### Optional

When you do not wish to have a cheque generated to a particular vendor regardless of the state of the account or the due date of any particular invoice, set the **Hold?** field to [Y] and then indicate the **hold expiry** date when the **Hold** status will be lifted. This vendor will be completely skipped during the selection of invoices.

Placing a vendor on hold is different than deferring payment until a later date. Normally used in cases of dispute, setting a vendor on hold means that the vendor will not be considered for payment until the hold status is removed via this menu option.

## Set Invoice Hold Status

2. ACCOUNTS PAYABLE...à6. AUTO CHEQUE PROCESSING...à3. CASH REQUIREMENTS...à2.SET INVOICE HOLD STATUS

### Optional

Sometimes, not all invoices on a vendor account are to be held back from being considered for payment until a specified date. In that instance, this function will hold only those invoices specifically selected. Enter the vendor number, or use the **[tab]** to search for a vendor number, then enter the specific invoice to be held. The invoice number must match exactly to the one on file, including leading zeros and/or any spaces.

Placing an invoice on hold is different than deferring payment until a later date. It means that the invoice will not be considered for payment until the hold status has been removed and is normally used in cases of dispute.

## Cash Requirements – All Vendors

2. ACCOUNTS PAYABLE...à6. AUTO CHEQUE PROCESSING...à3. CASH REQUIREMENTS...à3.CASH REQ-ALL VENDORS

### Optional

Run this report when you want a listing of all vendors with outstanding invoices due on or prior to the cheque date you entered in the **set cheque date** menu function. If you choose to include the holds, then they will appear on the report for you to decide whether or not they can be considered for payment, in which case, you must remove the hold status on the vendor or invoice using the **set vendor (or invoice) hold status** function.

## Cash Requirements – Selected Vendors

2. ACCOUNTS PAYABLE...à6. AUTO CHEQUE PROCESSING...à3. CASH REQUIREMENTS...à4.CASH REQ-SELECTED VENDORS

### Optional

This is identical to the **Cash Requirements - All Vendors** function, except that you need to specify the vendor number (up to 16). If they have outstanding invoices with payment due dates on or prior to the cheque date you entered earlier, then they will appear on the report. The same rules apply for holds as with the **All Vendors** option.

# Invoice Payment Deferral

2. ACCOUNTS PAYABLE...à6. AUTO CHEQUE PROCESSING...à3. CASH REQUIREMENTS...à5.INVOICE PAYMENT DEFERRAL

## Optional

**Deferring** an invoice is **moving** the payment due date forward, past the cheque date you set earlier, effectively removing that particular invoice from the list of those to be paid in this cheque run. This is different than a hold as the hold process keeps all original dates, and will not consider the invoice for payment until the hold is removed.

Deferring actually changes the payment due date, (although ageing is not affected) so that the invoice is considered for payment again once the new payment date falls on or before the cheque date you select in a subsequent cheque run. If any vendor accounts have a credit balance (they owe you), then those documents must be deferred as well prior to continuing.

# Payment Deferral – by Vendor

2. ACCOUNTS PAYABLE...à6. AUTO CHEQUE PROCESSING...à3. CASH REQUIREMENTS...à6. PAYMENT DEFERRAL BY VENDOR

## Optional

This is the same as the **By Invoice** option but is used if you need to defer multiple invoices for a particular vendor. There is an option to defer all invoices to the new payment and discount dates you enter, or just selected invoices. Even invoices that have previously been placed on hold will be deferred and will have new payment and discount dates applied from this function.

Deferring an invoice has no affect on the hold process.

# Deferred Invoice Report

2. ACCOUNTS PAYABLE...à6. AUTO CHEQUE PROCESSING...à3. CASH REQUIREMENTS...à7. DEFERRED INVOICE REPORT

## Optional

This report will print invoice information for the vendor(s) selected, as long as the vendor has deferred invoices. The **Vendor number** and **name, invoice number, invoice date** and (new) **payment date** are printed as well as ageing information (will be the same as prior to the deferment since the invoice date hasn't been changed), the **discount amount** and the new **discount date**. Included on this report are not only deferrals just completed, but also any invoice that has been deferred since the last time the **Auto-Cheque** process was completed.

# Cheque Calculation

2. ACCOUNTS PAYABLE...à6. AUTO CHEQUE PROCESSING...à4. CHEQUE CALCULATION

## Required

Once you have finalized the decisions on which vendors and invoices are to be paid by using the **Hold** and **Defer** functions to remove invoices from eligibility, use the **cheque Calculation** option to prepare the file from which the physical cheques and/or statements will be created and printed.

This step may **not** be skipped for it is the foundation for all remaining cheque run tasks.

You can enter in a minimum cheque value (the default was set in **9. SYSTEM UTILITIES à 3. SYSTEM SETUP à 2. Accounts payable à 1. SYSTEM PARAMETERS**). Either choose all vendors/invoices or again select specific vendors.

If you choose to create cheques for **all**, then all invoices with a payment date on or prior to the cheque date set earlier will be paid. If you choose to only pay selected vendors, then you have the opportunity to do that, as well as selecting the payment due date for each vendor. Pressing [ **ENTER**] through the due date field here will default to the cheque date you set as the first step in this process. Any date is permitted when selecting specific vendors, even those in future periods.

Should you be required to make changes to the invoices or vendors that are selected for payment, this step may be re-run as many times as required as long as the step for **auto-cheque / statement create** has not been run. In that instance, a warning message **data already exists. Continue and overwrite ?** will be shown. To continue, reply [y]. Any information previously created will be removed and will need to be re-created.

# Cheque Register

2. ACCOUNTS PAYABLE...à6. AUTO CHEQUE PROCESSING...à5. CHEQUE REGISTER

## Required

This report prints the information for the selected vendors and associated invoices and shows the cheque number, the vendor number and name, the invoice number, date, reference number type, gross amount, any penalty or discount amount and the net amount. Each vendor is totalled to provide a total cheque amount.

This is the last opportunity available for correcting any errors or omissions for this cheque run. You may go back to the **cheque calculation** step to re-do it as many times as you need to in order make the data correct.

# Cheque / Statement Create

- 2. ACCOUNTS PAYABLE...à6. AUTO CHEQUE PROCESSING...à6. CHEQUE PRINT...à1.CHEQUE/STATEMENT CREATE

This step is Required and the **POINT OF NO RETURN**

Once this step is taken, the choices made in the steps above cannot be changed, as this is the process that physically creates the cheque and statement print files. A statement is automatically created for any cheque that has more than 14 invoices being paid. The stub portion of these cheques will be printed with the message **see attached statement**.

## Cheque Alignment

- 2. ACCOUNTS PAYABLE...à6. AUTO CHEQUE PROCESSING...à6. CHEQUE PRINT...à2.CHEQUE ALIGNMENT

### Optional

Switch to your cheque forms and use the alignment to ensure that they will be printed correctly.

## Cheque Print

- 2. ACCOUNTS PAYABLE...à6. AUTO CHEQUE PROCESSING...à6. CHEQUE PRINT...à3.CHEQUE PRINT

### Required

Once the alignment is correct, print the cheque forms. If a problem with the physical printing of the cheques arises (ribbon break, paper jam etc), the cheques may be reprinted. However, this means that the entire cheque run would reprint.

## Cheque STATEMENTS - ONLY

- 2. ACCOUNTS PAYABLE...à6. AUTO CHEQUE PROCESSING...à6. CHEQUE PRINT...à4.CHEQUE STATEMENTS - ONLY

## Cheque Update

- 2. ACCOUNTS PAYABLE...à6. AUTO CHEQUE PROCESSING...à7. CHEQUE UPDATE

### Required

Once the cheques have successfully printed, the last step is to apply the payments to the invoices on the vendor account and create the correct journal entries in the **General Ledger**.

The **Update** will post the cheques against the invoices paid and purge them from the vendor file. As with other Updates, a **Transaction Journal** and **General Ledger Summary Journal** will be printed.

# Bank Reconciliation

## Outstanding Cheque Report

2. ACCOUNTS PAYABLE...à7.bank reconciliation...à1.outstanding CHEQUE report

All cheques processed through **accounts payable** are kept on file to assist you in balancing your bank account when the statement arrives. This report is sorted in **cheque number** order and prints the **source** (automatic or manual/miscellaneous cheques), the **cheque number**, the **vendor** or **payee** (if miscellaneous cheque), and the **date** and **amount** of the cheque.

## Bank Reconciliation Input

2. ACCOUNTS PAYABLE...à7.bank reconciliation...à2.bank rec input

3. start date

Press [**enter**] to default the stating date of the cheques to be cleared to the earliest date.

2. Source

Enter the source of the cheque, [**A/P**] for automatic or [**M/C**] for manual/miscellaneous cheques. Pressing [**enter**] will result in cheques from all sources being displayed.

The cheques are displayed in numerical order, by date. In the **9. SYSTEM UTILITIES à 3. SYSTEM SETUP à 2. Accounts payable à 1. SYSTEM PARAMETERS**, the field called **default cancel** will control whether the cheques are automatically cleared or not. If the **default cancel** is set to [**y**], then all cheques will be marked as cleared. Should any cheque listed remain outstanding, enter the line number associated with the cheque number and change the cancel flag to [**n**]. If the **default cancel** field in the **parameter file** have been set to [**y**], then the opposite will apply. When exiting the program use F2 (reject) F1 (to accept), E (to exit) or Q (for quit). The system now asks to update cheques? (Y/N). The default is "Y" unless F2 (reject) is used then the default is "N".

## Bank Reconciliation Edit List

2. ACCOUNTS PAYABLE...à7.bank reconciliation...à3.bank rec edit list

As with other processes, the **Edit List** is available for you to check your work before proceeding to the **Update** stage.

# Bank Reconciliation Update

2. ACCOUNTS PAYABLE...à7.bank reconciliation...à4.bank rec update

Use the **Update** process to remove all selected cancelled cheques from the **Outstanding Cheque file**. A journal will print as proof that the file was updated and will show the **source, cheque number and payee, date and amount**.

# Data File Maintenance

## Vendor File Maintenance

2. ACCOUNTS PAYABLE...à1. DATA MAINTENANCE...à1. VENDOR MASTER

Vendor

Enter in a vendor number that is up to 6 numbers in length. The vendor number may only be a numeric number. The number may be entered with or without leading zeros, there is no difference to the system between entering 000509 and just 509.

If you are adding vendors with a particular numbering sequence, you may use the [**tab**] to search by vendor name. Use (asterisk) to list all vendors in numerical order. Or you may use the first letter of the vendor name followed by (asterisk) to list those specific vendors in numerical order. Once you determine the desired number to be used for the new vendor, you may either [**f2**] to return to the entry screen and enter it in manually, or you may enter it on this screen and be automatically returned to the entry screen.

During the addition of the vendor record, the user will be asked if the new vendor should also be added to **Purchasing** as a **supplier**. If the response is [**Y**], then the system will check to ensure that the number to be used is not already in existence within **Purchasing**. If a supplier with the same number does not already exist, then a new supplier record will be automatically created, copying over the vendor name, address and telephone numbers previously entered into the vendor record. Then the remainder of the supplier fields can be set up. Once accepted, the user will be returned to the **add vendor** screen.

Wherever possible, **purchasing suppliers** and **accounts payable vendors** should be set up with the same number, but it should be noted that changes to fields on the vendor record in **Accounts Payable** will not affect corresponding fields on the **supplier** record in **Purchasing**.

2. Name
3. Address
4. POSTAL code

Enter the vendor name and address, including postal code exactly in the format that is to appear on cheques. You may wish to use the last address line for the postal code if you are concerned about the window placement on your envelopes. There is no formatting for this field so if you prefer spaces, you must enter them. For American suppliers, the zip code may be entered with or without dashes as you prefer.

7. Phone NUMBER

Enter in the phone number without spaces or dashes. The phone number entered as 4445556666 will be displayed and printed as (444) 555-6666 during entry and on reports.

8. Fax NUMBER

Enter the fax number in the same manner as the phone number.

9. Balance

This field is never available for change. It is updated from the processing of **transactions** and **cheques** and is the current amount that is owing to this vendor.

- 10. Purch ytd
- 11. # of purch
- 12. last purch
- 13. memos ytd
- 14. # of memos

These fields are normally not changed by the user, however, during initial set-up, you may wish to enter this information. These fields are updated by **transactions** and **cheques** made to this vendor.

- 21. hold?
- 22. Hold expiry DATE

These fields display the hold status of the account that has been set in **Automatic Cheque Processing à set vendor (or invoice) hold status**. They are not accessible from this screen.

25. contact

This is an optional field. Enter the name of the Accounts Receivable person at this company.

26. remarks

This is an optional field used for information only. Enter any free-form message of up to 40 characters in length.

27. Fin year end

Enter the day and month of the vendor's fiscal year end in this reference field (for info only).

- 29. Discount taken
- 30. Discount lost

These fields are not available for change by the user. They are updated from **cheques** processed for this vendor. If **prompt payment terms** are in place and cheques have been issued in time to qualify for those discounts, then the amount of the discount is applied to the **Discount Taken**

field. On the other hand, if prompt payment terms apply and the cheque to the vendor has not been in time to qualify for that discount, that amount is recorded in the **Discount Lost** field.

31. G/L dist acct

If the part or service purchased from this vendor is always applied or expensed to the same **General Ledger account**, enter the number here. During **accounts payable à transaction processing à Transaction Input**, pressing [Enter] in the **distribution** area will default to this account number, reducing the number of keystrokes required.

In the case where the **vendor** is also a **supplier** of product for re-sale, then this **account number** should be the **clearing account number** set up in the **9.system utilities à 7. purchasing à 3. purchasing parameters reset à Screen 2. system configuration** screen.

## Notes for accounting personnel regarding inventory:

When inventory is received, the **inventory account** as set up in the associated **6.inventory à 1. data maintenance à 1. master files à 1. category master** record is increased (**debited**). The opposite entry is to the **clearing account (credited)**.

When the invoice has been received from the vendor, the distribution will remove the amount from the **clearing account (debited)** and **increase (credited)** the amount to the **accounts payable control** account.

When the inventory is sold, the value of the **inventory account** is **reduced (credited)** and the expense called **cost of goods sold** is **increased (debited)**.

33. PAYMENT due day

Depending on how the **9. system utilities à 3. system setup à 2. accounts payable à 1. system Parameters** file is set-up, this field either indicates the **number of days old** that an invoice should be before payment is required, or on **which day of the month following** the invoice is due. The due date for an individual invoice can be changed during **2. accounts payable à 4. transaction processing à 1. Transaction Input**.

34. discount 1

35. discount 2

36. DiscOUNT include GST

These fields control how the prompt payment discounts work for this vendor. When the invoice is paid prior to the discount date entered during **2. aCCOUNTS payable à 4. transaction processing à 1. Transaction Input**, these are the default discount amounts that will be applied to the invoice. Normally, discounts do not apply to the gross value of an invoice, but the net of **GST** amount of the invoice, so the field called **disc incl gst** should be set to [N]

37. gst rate

If your vendors have been converted from another accounting package to **counterpoint**, field may be blank (all spaces). If that is the case, the **GST rate** from **9. system utilities à 3. system setup à 2. accounts payable à 1. system Parameters** will be used. There is no need to change the value.

38. edi vendor

39. edi always

Both these fields are reserved for future use.

## Tab Set

The **TAB SET** function can be a useful tool in making repetitious changes to a single field or to multiple fields.

If you want to change the value in a field regardless of what the current value is, then enter in that field number. If you need to check the current value of the field prior to making the change, enter in the field number before and then the field you want to change. In other words, if you want to change field [**32**] and you want to see what the current value is first, enter in 31 [**enter**] and then [**32**] [**enter**]. After each field number is entered, press [**enter**]. After all the field numbers that require changing are entered, [**F1**] to accept your choices.

Some field numbers will not be accessible to you for change due to their function within the software.

After acceptance of your field choices, you will be prompted for the **vendor number**. Pressing [**F7**] will bring up the first record on file. You will be brought to the first field you requested. If there is a no change to be made to any of the fields on this record, reject with [**F2**] and request the next record with [**F7**]. If there is a change to this field, make it now and press [**enter**] to either move to the next requested field or to the **any change** prompt. Once at the **any change** prompt, if the changes made are correct, [**F1**] to accept, then [**F7**] to request the next record.

You may [**F2**] to exit at any time, either in the middle of a record (the changes will not take effect) or instead of pressing [**F7**] for the next record. Any changes that you've made and accepted with [**F1**] will be kept. You may start again at any time, but you will have to re-select your requested fields.

## Parameter File Maintenance

The parameter file is generally set-up by AMS personnel during the initial installation of the **Accounts payable** system. It is advised that no changes to it take place after the initial options have been chosen without first checking with AMS.

The **9. system utilities... à 3. system setup... à 2. accounts payable... à 1. system parameters** File contains the **GL** information required by the system to correctly update the

**General Ledger.** All transactions posed through **AP** find their way to the **GL**. The Parameters File ensures that all transactions are processed with a minimum of keystrokes. This file also stores the current **GL period**.

1. A/P account

This is the liability account in the **General Ledger** where all outstanding invoices accumulate until paid.

4. Discount earned account

Any discounts taken from supplier/vendor invoices are posted to this GL account.

7. Bank account

This is the default GL account to record the payment of invoices.

10. Gst credit acct

This account is updated with the amount of the GST on posted vendor invoices.

13. Penalties account

If penalties are charged against a vendor, the amount of the penalty is updated to this account.

16. Financial period

This period is the current month according to the AP system. Entries may be updated to a future period, but not a prior period. It is updated when the **2. ACCOUNTS PAYABLE** à **8. month end processing** à **5. ap month end update** procedure has completed.

17. Cheque run date

This field is updated with each cheque run. When the **2. accounts Payable...à8. Month End processing... à5. ap month end update** procedure is run this date is also updated. Cheques can not be dated for

any date prior to today's date.

20. last cheque no.

The system keeps track of the cheque numbers that are used in the **2.Accounts payable... à 6.automatic cheque processing** steps.

21. minimum cheque

In the case where a cheque amount is too low to print a cheque for, enter that number here. Entering 100 (for \$1.00) here means that any cheque valued at less than \$1.00 will not be printed

but deferred until the value is greater than \$1.00. This field may be over-ridden when completing the **2.accounts payable... à 6.automatic cheque processing... à4.cheque calculation** step.

22. last misc cheque

The **2.accounts payable... à5.Miscellaneous cheques processing** function is usually used to record hand-written cheques. These cheques would have a separate numbering sequence from those used in **automatic cheques**.

23. Gst rate

Enter in the current GST rate as 600 (6%)

24. Days Type

You may select the type of payment terms; either **proximo** (a specific date in the next month) or days (number of days old) for payment to be due. If you enter [**D**], then when the vendor is added, the **Pmt Due Day** field will mean which **Date** in the following month will the default due day be. If you enter in [**#**], then the **Pmt Due Date** field in the Vendor file will be the **number of days** after the date of the invoice the due date will be. Only one of the two options may be chosen and works as a company wide default. There is no ability to change a vendor to have the opposite method.

The next three fields are used in conjunction with the **2. accounts payable...à 4.transaction processing... à2. Match PO receipts** function. They indicate the type and amount of variance allowed before needing authorization.

25. type

26. base

27. value

Reserved for future use.

28. Penalties

A contract with a vendor may sometimes have penalties included for failure to supply. Indicate with [**y**] or [**n**] if you will use this feature.

29. default cancel?

In the **2.accounts payable ...à 7.bank reconciliation... à 2.bank reconciliation input** function, you can have the cheques automatically set to a cleared [**y**] status and then alter the status for the ones that did not clear. Or, if you set this flag to [**n**], then the status on the cheques will be **not cleared** and the status will have to be changed for the ones that have cleared. This option can be changed at a later date if you feel the alternative is a better option.

30. New cheques

31. g/l cheque detail

## Penalty Code Maintenance

2. ACCOUNTS PAYABLE...à1. DATA MAINTENANCE...à2. PENALTY CODES
3. code

Enter either a letter or number for this penalty.

2. name

Enter a description of the penalty.

3. type

The penalty can be a percentage [%] or a dollar value [\$]

4. Rate

Enter the percentage rate or dollar value that will be discounted from any invoice tagged with this penalty code.

## History Data Purge

2. ACCOUNTS PAYABLE...à1. DATA MAINTENANCE...à3. history data purge

History is kept for all vendor invoices and their associated payments in a separate file.

1. Prior to date

Enter the date up to which you wish to purge. Entering **[2009 12 31]** will mean that all history for the specified vendor up to that date will be removed. Any history in the year 2010 and subsequent will be retained.

4. Vendor

Enter the number of the vendor for which you wish to purge history, or press **[enter]** for all vendors.

# Misc Cheque Processing

## Misc Cheque Input

2. ACCOUNTS PAYABLE...à5. MISC. CHEQUE PROCESSING...à1. MISC. CHEQUE INPUT

**Miscellaneous Cheques** are those written to a vendor that is not currently set up in as a vendor in **2. accounts payable à 1. data maintenance à 1. Vendor master**, consequently the **vendor name** (payee) and **address** must be manually typed in. You may print the cheques or use hand-written cheques, whichever you prefer, but you can not mix the two together in the same batch. Entries may be made to the current financial period or one in the future, but more than one financial period in a batch is not permitted. Since this option is designed for cheques written to non-vendors, the majority of the fields are the same as if you were entering a vendor invoice for the first time.

2. Cheque #

Press [**enter**] to accept the default cheque number taken from **9. SYSTEM UTILITIES à 3. SYSTEM SETUP à 2. Accounts payable à 1. SYSTEM PARAMETERS** or enter the cheque number to use.

4. date

Enter the date of the cheque. Because this process can be used to record cheques that were written earlier in the period, any date is allowed, even a date for a prior period.

7. gross

Enter the amount of the cheque.

8. fed tax amt

This amount will NOT be automatically calculated, it must be manually entered.

10. Discount 1

11. Discount 2

In a regular transaction, these amounts are calculated from the information contained on the vendor record. Since miscellaneous cheques are for those vendors without a vendor record, this process requires that any discounts taken be manually entered.

13. fin period

Enter the **financial period** for the general ledger transactions that will be created during the **update** process. You may not use a financial period that has been closed in the **General Ledger**. You may use a financial period in the future, however you may not mix the financial periods in one batch. Should there be cheques to record from two separate periods, enter the cheques for one period first, and complete the steps through to update. Then repeat the steps for the second financial period.

- 14. Payee
- 15. Address

Enter the name and address of the vendor **exactly** the way you wish them to appear on the cheque form.

- 19. Remarks

Enter remark you wish to have printed on the cheque in exactly the way you wish them to appear. There is no formatting for this field.

- 21. Br / Account / Job num / D / Po no / Amount

Because **miscellaneous cheques** also record the vendor invoice at the same time as the cheque, the distribution that is required is to the expense portion of the transaction, **not** the bank as with **manual cheques** as entered in **2. Accounts payable à 4. transaction processing à 1. transaction input**, type [2]. That is because the manual cheques are paying invoices already recorded in the system and therefore, the expense side has already been done.

## Misc Cheque Edit List

- 2. ACCOUNTS PAYABLE...à5. MISC. CHEQUE PROCESSING...à2. MISC. CHEQUE EDIT LIST

You may print the **Edit List** to verify your work before moving onto the next steps. As with other edit lists, a **General Ledger Summary Edit List** is also generated so that you may double-check the distributions of both the cheque and the invoice.

## Misc Cheque Run – Create

- 2. ACCOUNTS PAYABLE...à5. MISC. CHEQUE PROCESSING...à3. MISC. CHEQUE RUN-CREATE

If you are recording a hand-written cheque, you may skip directly to the **Misc cheque Update** step, however if you are now required to print the cheques you've entered, continue with the steps for **Create**, **Align** and **Print** before selecting **Misc cheque Update**.

The creation of the file for printing cheques has no other screen, simply select the option from the menu and the file will be created.

# Misc Cheque Run – Align

2. ACCOUNTS PAYABLE...à5. MISC. CHEQUE PROCESSING...à4. MISC. CHEQUE RUN-ALIGN

If you have switched paper on your printer in order to print the cheques, run the alignment option until you are satisfied with the set-up and then proceed to the **Print** option.

# Misc Cheque Run – Print

2. ACCOUNTS PAYABLE...à5. MISC. CHEQUE PROCESSING...à5. MISC. CHEQUE RUN-PRINT

Your cheques will be printed.

# Misc Cheque Run – Update

2. ACCOUNTS PAYABLE...à5. MISC. CHEQUE PROCESSING...à6. MISC. CHEQUE RUN-UPDATE

When all cheques have been recorded and printed, run the **misc cheque Update** option to post the information. A **Transaction Journal** and a **General Ledger Summary Journal** will be printed.

# Transaction Input

## Transaction Input

2. ACCOUNTS PAYABLE... à 4. TRANSACTION PROCESSING... à 1. TRANSACTION INPUT

There are a number of types of transactions that are available from this input screen. Invoices and credits from the vendor are type [0] and the default if you simply press [ENTER]. Type [1] will allow you to enter a reversing transaction to an existing invoice and type [2] is used to record manual cheques against an existing invoice.

### Type 0 - Invoice

2. Vendor

Enter in the vendor account number or use the search function by pressing [TAB]. If you are using the search, enter in all or a portion of the vendor name followed by an [, then select the line number associated with the correct vendor in order to copy it back to the input screen.

If you are entering a number of invoices for the same vendor, you can press [ENTER] at this field to default to the last vendor number you entered.

4. Type

There are a number of types of transactions that you are able to do from this input screen. Invoices from the vendor are type [0] and the default if you simply press [ENTER].

5. Invoice

This is the vendor's invoice number and can be either numeric or alphanumeric, up to 10 characters in length. The system will check to see if the same invoice number has been previously used for the same vendor and will then disallow its entry. However, it is possible to enter the same vendor/invoice number combination in the same batch, so caution is required.

6. Invoice date

This is the date the invoice was issued by the vendor. It is used in the calculation of the due date, either with number of days or proximo days (a specific date in the month following) depending on how the flag is set in **9. SYSTEM UTILITIES... à 3. SYSTEM SETUP... à 2. ACCOUNTS PAYABLE... à 1. SYSTEM parameterS**. The default date (what you get when you press [ENTER] through a field) is always today's date.

9. Reference

This is usually your own **Purchase Order** number, but the field is free form and could also remain blank.

#### 10. Payment days

The system will check the **pAYMENT due day** field that you have previously set up vendor record in **2. Accounts payable... à 1. DATA maintenance... à 1. vendor maSTER** and use it as the default. If there are special terms for this particular invoice, then the **payment days** may be changed, either by altering the **days** field (number or proximo) field or by changing the actual date.

#### 14. DiscOUNT days

Following the same format as the **payment days** field, you can change this date or enter in the number of days in order to reflect the date that the payment is required by the vendor in order to receive the early payment discount.

#### 18. FinANCIAL period

In an **Open Payables** system, invoices may be posted or assigned to more than one financial period. While you can not backdate an invoice to a previously closed financial period, you may assign the invoice to a future period. You may not assign invoices to different financial periods within the same batch. If that becomes necessary, enter the invoices for one period; print the **transaction edit List** to check the entries and then **transaction update** to complete the processing. Then you may continue with the entry of invoices for the next financial period.

#### 19. Invoice amount

Enter the **total** of the invoice, including any taxes or shipping and freight surcharges.

#### 20. FedERAL tax amount

Press [**ENTER**] through the **%** field to default to the percentage of **GST** that is charged on this invoice. The amount of **GST** will be calculated. If the calculated amount is the same as on the vendor invoice, continue entry. If the amount calculated for GST is different than that of the vendor invoice, use the [**f4**] to return to the **GST amount** field, change it and continue.

#### 22. Penalties

Enter in the appropriate **penalty code** if you are using this feature as determined by the **penalties?** field in **9. SYSTEM UTILITIES... à 3. SYSTEM SETUP... à ...2. ACCOUNTS PAYABLE à 1. SYSTEM parameterS**. You can accept the calculated amount or percentage and amount set up from the codes in **Penalties Maintenance**, or change them as you wish.

Dist amount

This is the amount that needs to be distributed in the next section and is the subtotal of the fields above. It is a calculated field and may not be changed.

30. Discount 1

31. Discount 2

These fields will default to the percentages that have been set up in **2. Accounts payable à 1. DATA maintenance à 1. Vendor MaSTER** and are applied to the invoice when the cheque date is on or prior to the discount date. The GL account number for discounts is set up in **9. SYSTEM UTILITIES à 3. SYSTEM SETUP à 2. Accounts payable à 1. SYSTEM ParameterS**, so there is no need to specify that account in the next section.

Net amount

This is the total of the invoice amount, plus taxes and penalties; minus any discounts and will be the same as the amount to distribute. This amount may not be changed.

To distribute

The system will always calculate the net amount required to be distributed to the **General Ledger** and will not allow the transaction to be accepted for updating until the **to distribute** amount is at 0.00

36. Br / Account

Enter the **branch number** (or just press **[ENTER]** for the default branch and then enter the **account number** you wish to have the invoice distributed to. If the default **GL dist acct** field has been set up on the vendor record in **2. Accounts payable à 1. DATA maintenance à 1. vendor maSTER**, pressing **[ENTER]** here will default to that account. However, you can enter in any valid account number. This is **NOT** the Accounts Payable account number, by default that account is used automatically.

The **tab** search routines are available at the **GL distribution (branch and account)** fields. A **tab** in the **br** field will mean that the search will return accounts from all branches (for **multiple branches**). A **tab** at the **account** field will return accounts from just the entered branch.

Job no / D / PO number

Reserved for future use

42. Amount

Either press **[ENTER]** to apply the entire **net amount** of the invoice to the indicated account, or enter in the amount you wish to apply, then repeat until the **to distribute** amount is 0.00.

## Type 1 – Debit Memo

Only fields that are different from Type [0] are listed here

#### 4. Type

For this section, the type is [1], indicating a debit memo, which reduces the amount owed to this vendor.

#### 5. Invoice

The **invoice number** must already have been posted for this vendor and the number entered here must **exactly** match the one that is on file, including leading zeros or spaces.

#### 19. Invoice amount

Enter the total of the debit memo, but **do NOT** enter with a [-] as the system already knows the sign of the document.

## Type 2 – Manual Cheque

Only fields that are different from type [0] are listed here. Manual cheques are used to immediately record hand-written cheques, usually when you have to pay only one or two invoices that have previously been entered and updated to the vendor account.

#### 4. Type

For this section, the type is [2], indicating a manual cheque.

#### 5. Invoice

The **invoice number** must already have been posted for this vendor and the number entered here must **exactly** match the one that is on file, including any leading zeros or spaces. The remaining fields are defaulted to the values from the originating invoice.

#### 9. Reference

At the **chg Hdr?** prompt, enter in the field number for the **Reference** and enter in your cheque number. The same cheque number can be used to record the payment for more than one invoice.

#### 36. Br / Account

Press [**enter**] at the branch and account fields unless you wish to change the entry from the **default GL account** for the bank as set up in **9. SYSTEM UTILITIES à 3. SYSTEM SETUP à 2. Accounts payable à 1. SYSTEM ParameterS**

## Match P.O. Receipts

2. ACCOUNTS PAYABLE...à4. TRANSACTION PROCESSING...à2.MATCH P.O. RECEIPTS

When a vendor invoice or credit has been received for goods processed through **Purchasing** or **Returned Goods**, the new menu option **2. accounts Payable à 4. Transaction Processing à 2. Match PO Receipts** may be used to process the transaction and update the vendor account (in place of **transaction processing à transaction input**).

Transactions created in Match PO Receipts are updated to the vendor accounts in the same manner as regular Accounts Payable transactions using **2. Accounts Payable à 4. Transaction Processing à 4. Transaction Update**. If there are regular A/P transactions not yet updated on file, they will be updated to the vendor account at the same time. Match PO transactions look identical to regular transactions on the vendor account. They also update to the General Ledger in the same way. The GL Summary Journal from **2. Accounts Payable à 4. Transaction Processing à 4. Transaction Update** will show the offsetting entry to the A/P Clearing Account.

1. po number

Press [**enter**] to bypass the field and enter the AP vendor number instead.

2. vendor

Enter the vendor number to search the available purchase orders, the branch and date range are also required.

4. branch

Enter the branch for the purchase order

6. date from

7. date to

Enter the date range ([**enter**] for the default dates).

A list of all unbilled PO's available for the vendor and entered date range will be displayed. Select from the list each packing slip (one or more) that is to be matched. The amount shown on the screen is the total available for that packing slip. If the total amount is not what is being invoiced, enter the amount, and the detail for that packing slip is displayed to allow the selection of individual lines for that packing slip.

Continue until all desired packing slips have been accounted for, then press [**f1**] to return to the invoicing screen. When the header is accepted, the system will search for the originating transaction within the **Purchasing** system and automatically fill in the rest of the fields. Enter the invoice number and make any changes that may be required. Accept the entry with [**F1**]. Multiple AP invoices/credits are possible for the same PO until the total amount of the PO/RGM has been recorded as invoiced/credited. Once fully invoiced, an RGM or PO may not be used again in this function.

Transactions created in Match PO Receipts are updated to the vendor accounts in the same manner as regular Accounts Payable transactions using **2. Accounts Payable à 4. Transaction**

**Processing à 4. Transaction Update.** If there are regular A/P transactions not yet updated on file, they will be updated to the vendor account at the same time. Match PO transactions look identical to regular transactions on the vendor account. They also update to the General Ledger in the same way. The GL Summary Journal from **2. Accounts Payable à 4. Transaction Processing à 4. Transaction Update** will show the offsetting entry to the A/P Clearing Account.

## Transaction Edit List

2. ACCOUNTS PAYABLE...à4. TRANSACTION PROCESSING...à3. TRANSACTION EDIT LIST

The **Edit List** process creates and prints the **Transaction Edit List** to provide you with the opportunity to check your work before proceeding. A **GL Summary edit list** will also print.

## Transaction Update

2. ACCOUNTS PAYABLE...à4. TRANSACTION PROCESSING...à4. TRANSACTION UPDATE

The **Accounts Payable** and **General Ledger** files are updated according to the information entered in **transaction process à transaction Input** and verified with the **Edit List**. Reports for the **Transaction Update** and **General Ledger Summary Journal** are printed.

## FLAG RECEIPT FOR NO PAYMENT

2. ACCOUNTS PAYABLE...à4. TRANSACTION PROCESSING...à5. FLAG RECEIPT FOR NO PAYMENT

## AVAILABLE PURCH. FOR PAYMENT

2. ACCOUNTS PAYABLE...à4. TRANSACTION PROCESSING...à6. AVAILABLE PURCH. FOR PAYMENT

# Vendor Inquiries

## Vendor Inquiry

2. ACCOUNTS PAYABLE...à2. inquiry functions...à1.vendor

Enter the number of the vendor desired. A [tab] to search option is available from the **vendor number** field.

This option allows the user to check the **current activity** for each selected vendor. The screen displays **year-to-date** information as well as any currently outstanding invoices and the **balance** on the account.

## Vendor History Inquiry – Summary

2. ACCOUNTS PAYABLE...à2. inquiry functions...à2. history-summary

The **Summary** version of the **Vendor History Inquiry** allows you to enter a **specific date** for the **vendor** and view the invoices since that date. There is only one line per invoice displaying the invoice number, date and amount, any amounts for debit memos attached to this invoice, any payments made against the invoice, either automatic or miscellaneous, the balance of the invoice still owing, as well as the balance on the account.

## Vendor History Inquiry – Detail

2. ACCOUNTS PAYABLE...à2. inquiry functions...à3. history-detail

Enter in the **vendor number** and a **starting date** as with the summary version of this inquiry. The invoices are displayed in date order, and as well as the information in the summary version, the type and reference, discount information, due date, any penalties and cheque number information are also displayed.

## batch history inquiry

2. ACCOUNTS PAYABLE...à2. inquiry functions...à4. BATCH HISTORY INQUIRY

Enter in the **BATCH NUMBER**. The vendor, invoice, date, invoice amount, federal tax, discount, net information are displayed and by choosing a line will display the details of the batch.

# Inquiry by Cheque Number

2. ACCOUNTS PAYABLE...à2. inquiry functions...à5. CHEQUE NUMBER

Enter in the **cheque number**, and the vendor history record will be located and displayed. The information shown for invoice number, reference, date and amount are specific to that particular cheque number.

# Inquiry by Invoice Number

2. ACCOUNTS PAYABLE...à2. inquiry functions...à6. VENDOR INVOICE NUMBER

Enter in the specific **invoice number**. This inquiry has the same layout as the **Vendor History Inquiry - Detail** screen, however, only the specific invoice entered will be displayed with all of its associated information.

# Vendor Hold Inquiry

2. ACCOUNTS PAYABLE...à2. inquiry functions...à7. VENDOR HOLD

This option will display all vendors on file that are on hold for payment purposes for the selected date range. The date relates to the date that the hold will expire.

# Invoice Hold Inquiry

2. ACCOUNTS PAYABLE...à2. inquiry functions...à8. INVOICE HOLD

This option will display all invoices on file that are on hold for payment purposes for the selected vendor or vendor range.