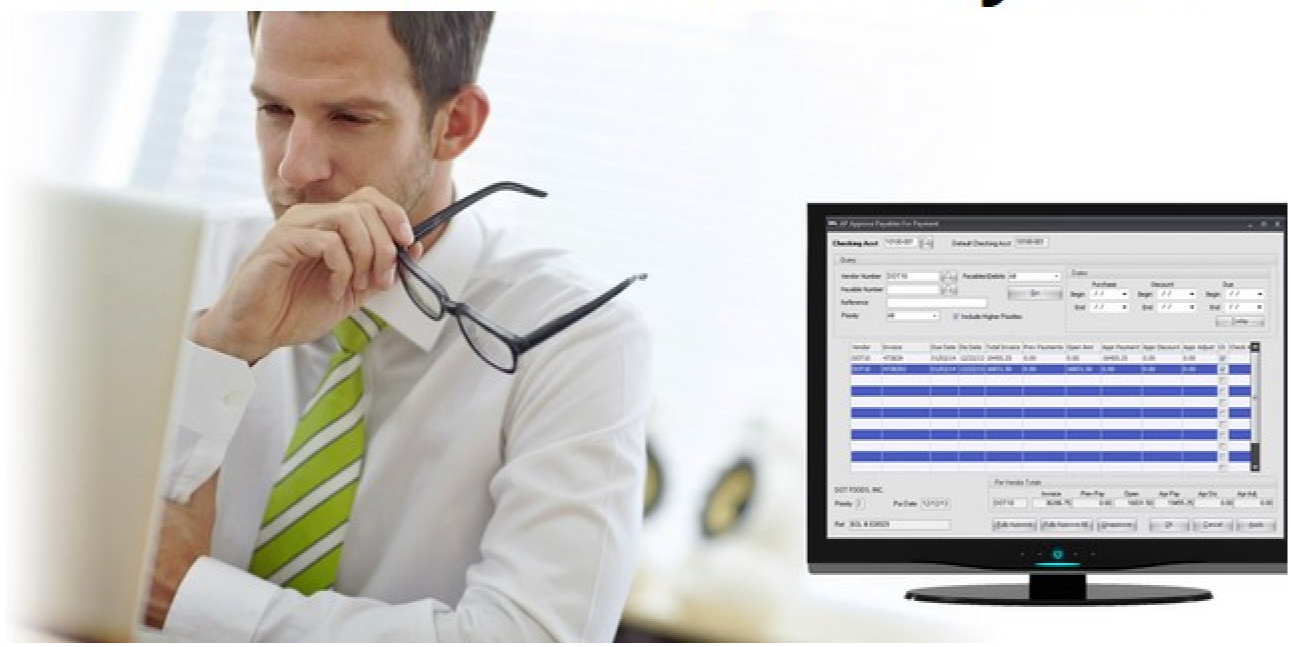
entrée.AP

Software for the Food Distribution Industry

entrée.AP: Accounts Payable



System Guide

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Chapter 1

entrée.AP Product Features

1 entrée.AP Product Features

Managing and being fully in control of the cash flow of your food distribution operation, is of critical importance to your success. The **entrée.AP** add-on module is an Accounts Payable system which integrates fully with your **entrée** software to manage your business expenses, including received Purchase Orders. It provides the ability to generate checks, track credits, track discounts, track partial payments, track recurring obligations and reconcile your bank accounts. It includes a flexible "Approve to Pay" feature which lets you view just the invoices that meet your criteria (vendor, discount date, invoice date, etc.) and approve with just a click.

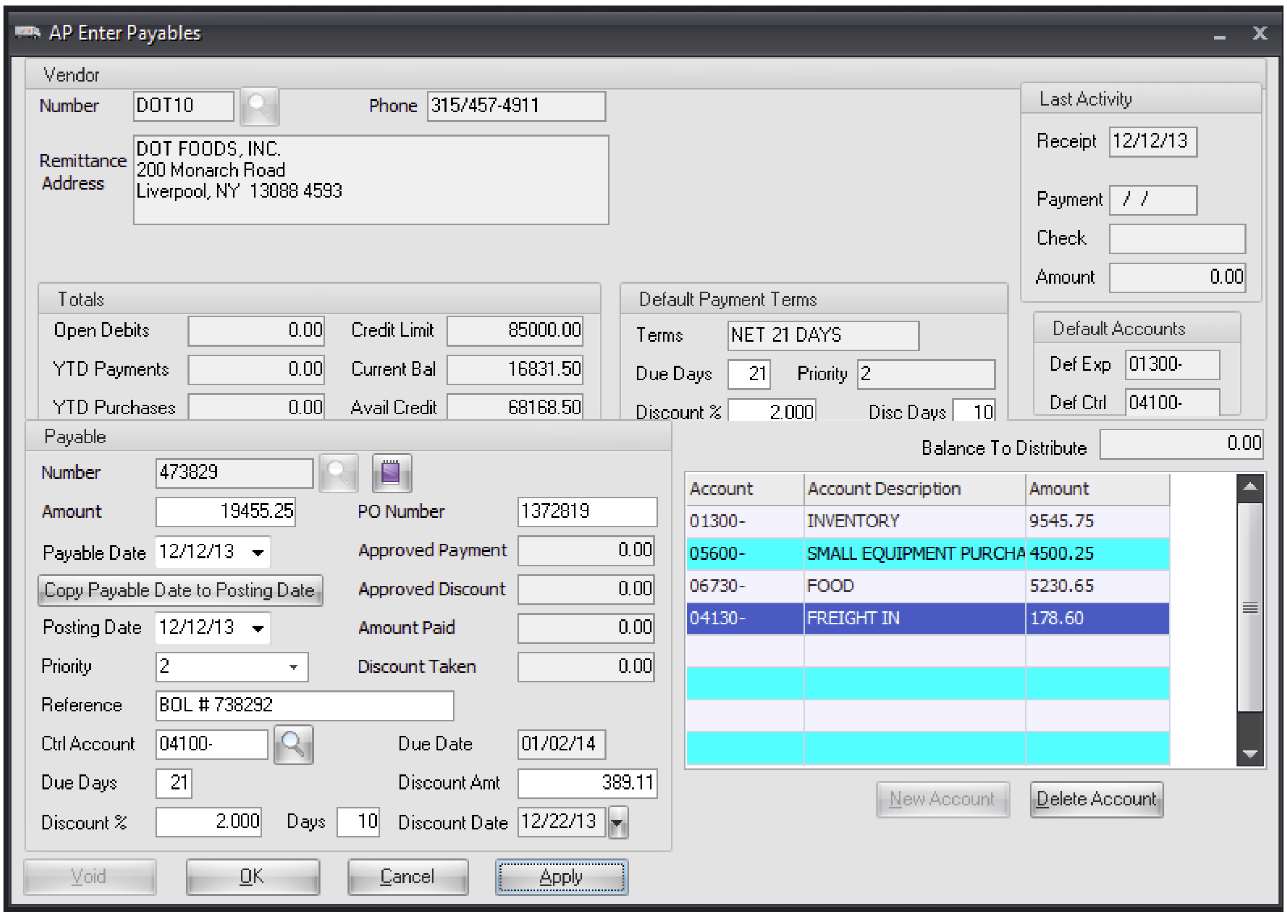
entrée.AP General Features

- Displays total accounts payable and approve-to-pay amounts.
- Allows unlimited partial payments on open invoices.
- Check voiding capability streamlines processing for lost checks.
- Permits 12 payment priorities to prioritize invoice payment.
- Vendors may be placed on payment hold.
- Allows an unlimited number of checking accounts.
- Allows you to create invoices manually, or match them up to purchase order receipts.
- Allows non-check payments of invoices, such as wire transfers.
- Built-in bank reconciliation options include sorting by date or check number for easy and efficient reconciliation.
- Flexible approve to pay feature lets you view just the invoices that meet your criteria (vendor, discount date, invoice date, etc.) and approve or unapproved with just a click.

Entering Payables

The **entrée.AP** software module for Accounts Payable makes keeping track of your expenses easy and efficient. From one screen you can enter payables, debits, calculate discounts and optionally approve the payable for payment. When using the Purchase Order features of the main **entrée** system, once your vendors invoice is received, you can compare it to what was actually received on the purchase order, and then post it to entrée.AP with just one click.

When posting a received and approved Purchase Order, the system will automatically use the proper information from both the Purchase Order and Vendor file. Just enter your payable number, and **entrée.AP** will automatically fill in the proper amount, payable date, posting date, priority, due days, discount, purchase order number, discount and all other account information. You also have the ability to distribute the payment amount to multiple expense distribution accounts when necessary.



Some features of the Enter Payables screen include:

- **Last Activity:** Allows you to see the last time you paid this vendor with date and check number.
- **Totals:** Display your current balance, available credit and year-to-date purchases with the vendor.
- **Payment Terms:** Your agreed upon payment terms with the vendor, including the discount percent you can take if paid within a certain number of days.
- **Default Accounts:** The default expense and control accounts are displayed to ensure the payments will be expended to the correct general ledger accounts.

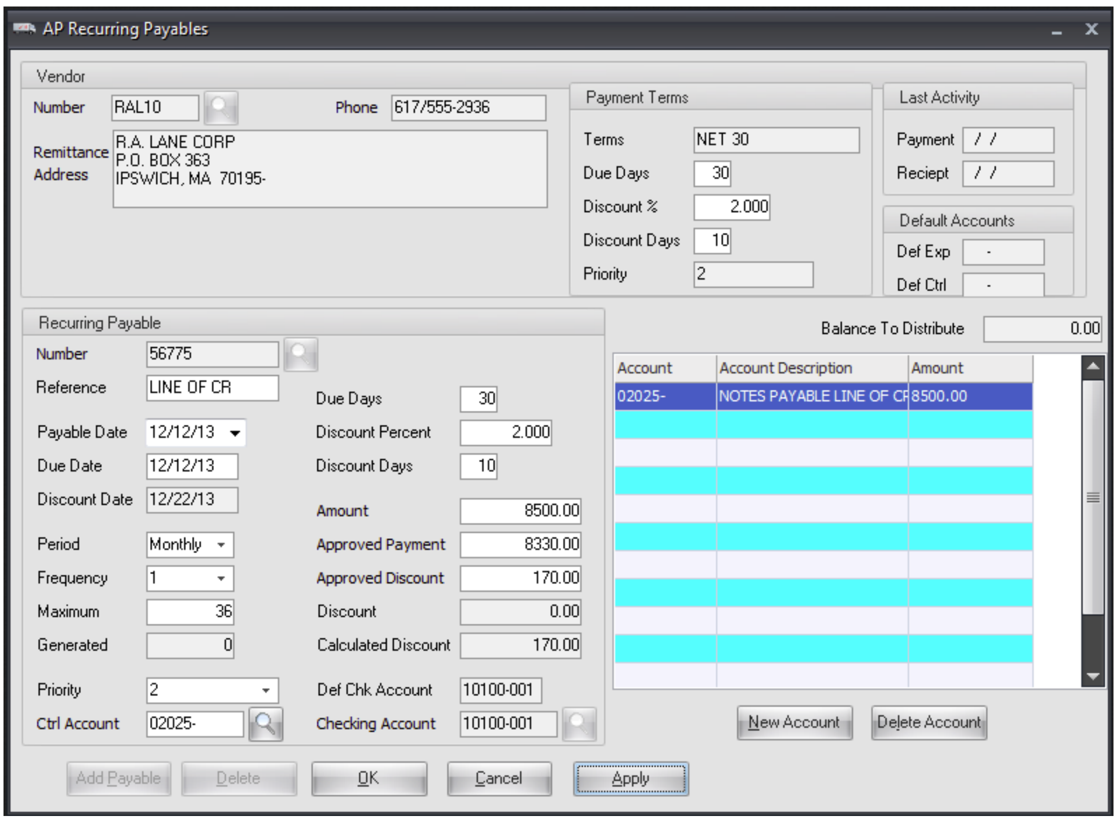
- **Payable:** When posting a received and approved purchase order to payables the system will automatically use the proper information from both the purchase order and vendor file. Just enter your payable number, and entrée.AP will automatically fill in the proper amount, payable date, posting date, priority, due days, discount, purchase order number, discount and all other account information.
- **Multiple Distribution Accounts:** You have the ability to distribute the payment amount to multiple expense distribution accounts when necessary.

Recurring Payables

Some payables need to be created on a regular basis. Instead of entering those payables manually, you can create a recurring payable entry, and then use it to automatically generate the payables for you on a regular basis.

Examples of recurring payables could be a line of credit payment, monthly invoice for rent or leasing of equipment. Frequency options for recurring payables include daily, weekly, bi-weekly, monthly, bi-monthly, twice a year, yearly.

For simpler needs such as cutting or filleting, **entrée** can also automatically update inventory based upon a standard "yield %" defined.



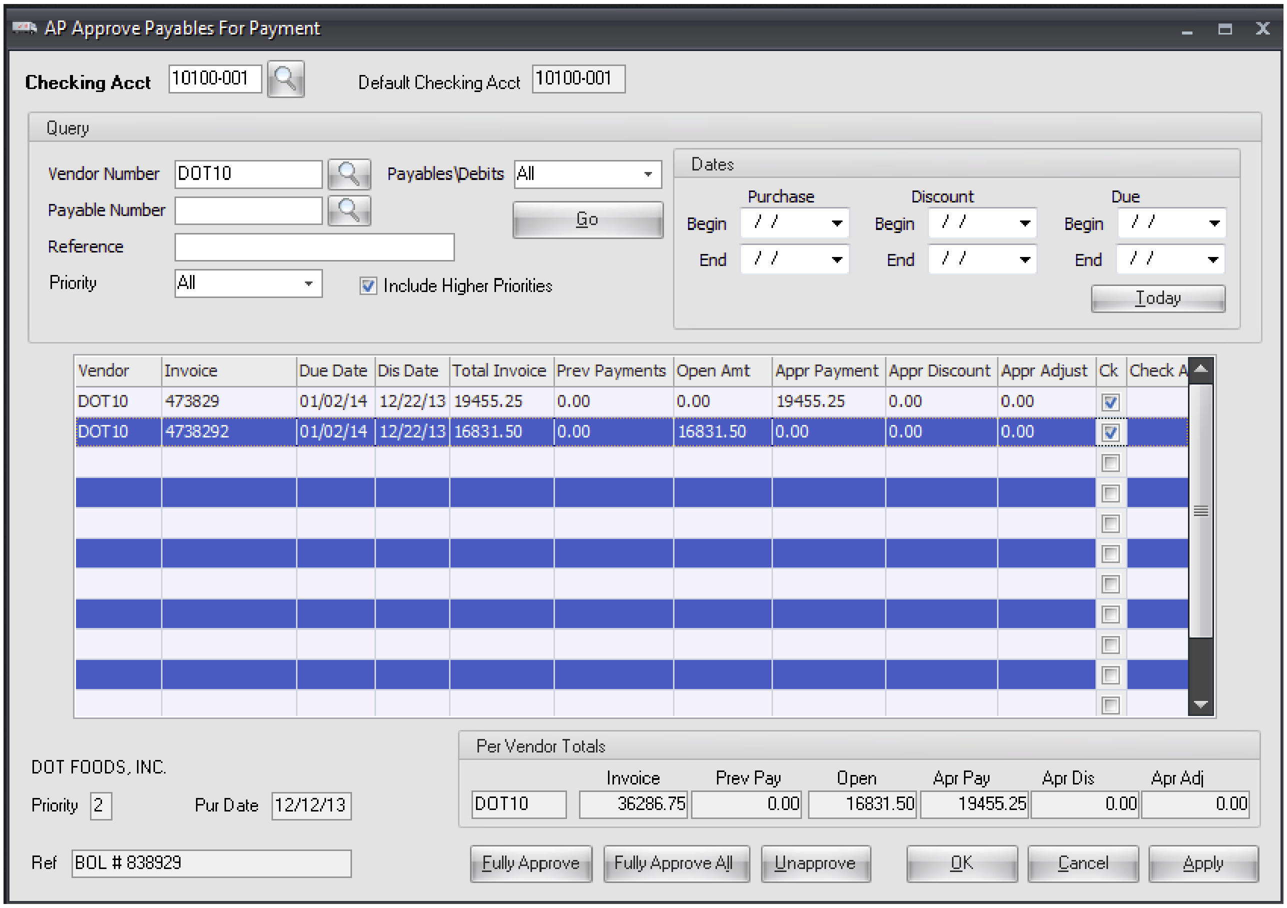
Frequency options for recurring payables include:

- **Daily**
- **Weekly**
- **Bi-Weekly**
- **Monthly**
- **Bi-Monthly**
- **Twice a year**
- **Once a year**

Account Payables

Once you have created a payable, you must approve it for payment before you can generate a check. The **entrée.AP** system allows you to approve all your payables from one screen, with just a single click for each invoice you approve.

You can either select a single vendor, or view all vendors when selecting which invoices to approve for payment. This option is also useful for displaying open payables that meet your entered search criteria, such as viewing all payables due on a certain date.



You have the ability to approve your payables by payable number, priority, purchase date, due date, and most importantly discount date to ensure you get all discounts when available.

It will display the Per Vendor totals for you at the bottom so you know exactly how much that check is going to be for your vendor.

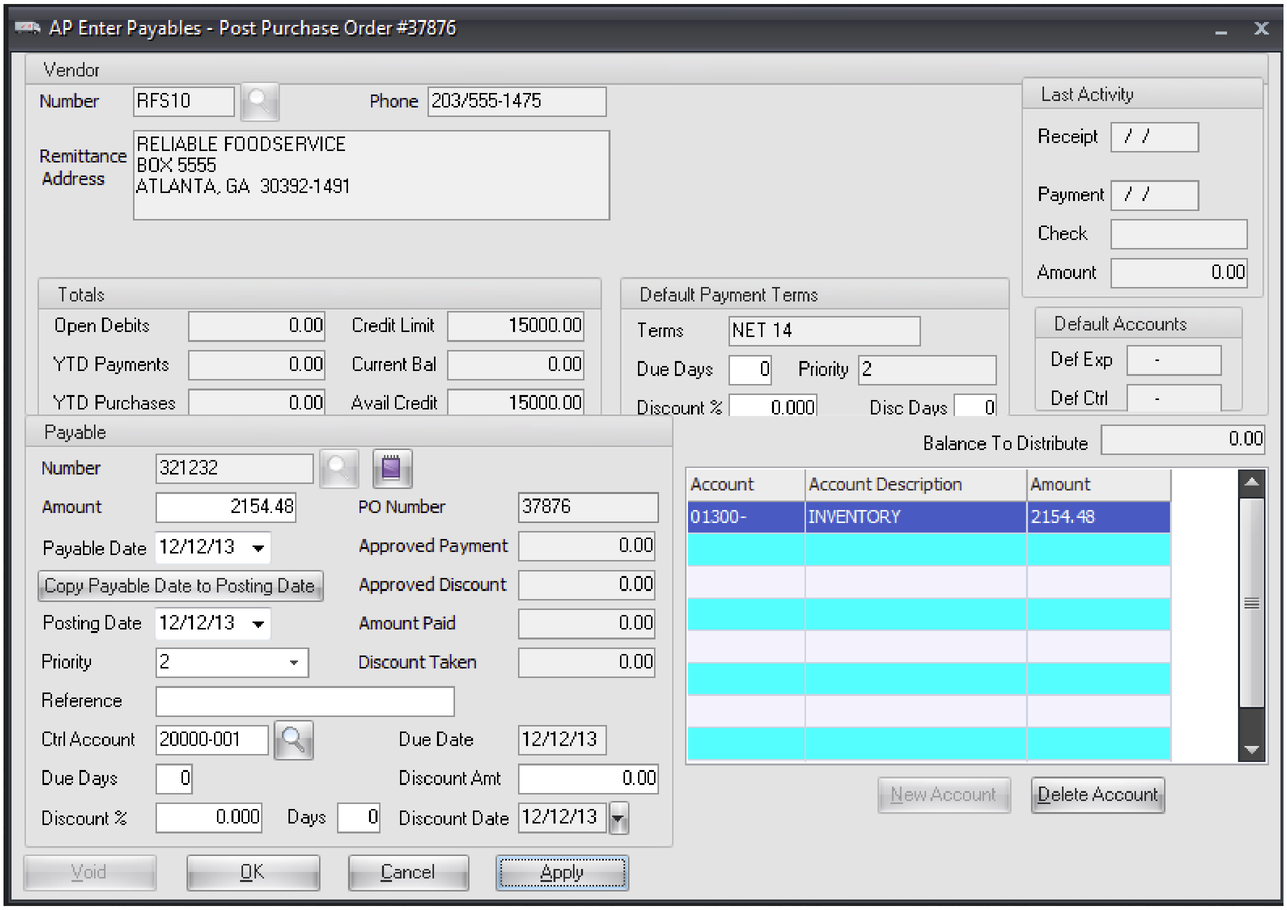
As you approve payables, **entrée.AP** will keep a running total per vendor with approved discounts and/or adjustments.

Posting From Purchasing

When closing a purchase order from the main **entrée** system, after all inventory has been received and approved, you have the option to post the transaction directly to **entrée.AP**.

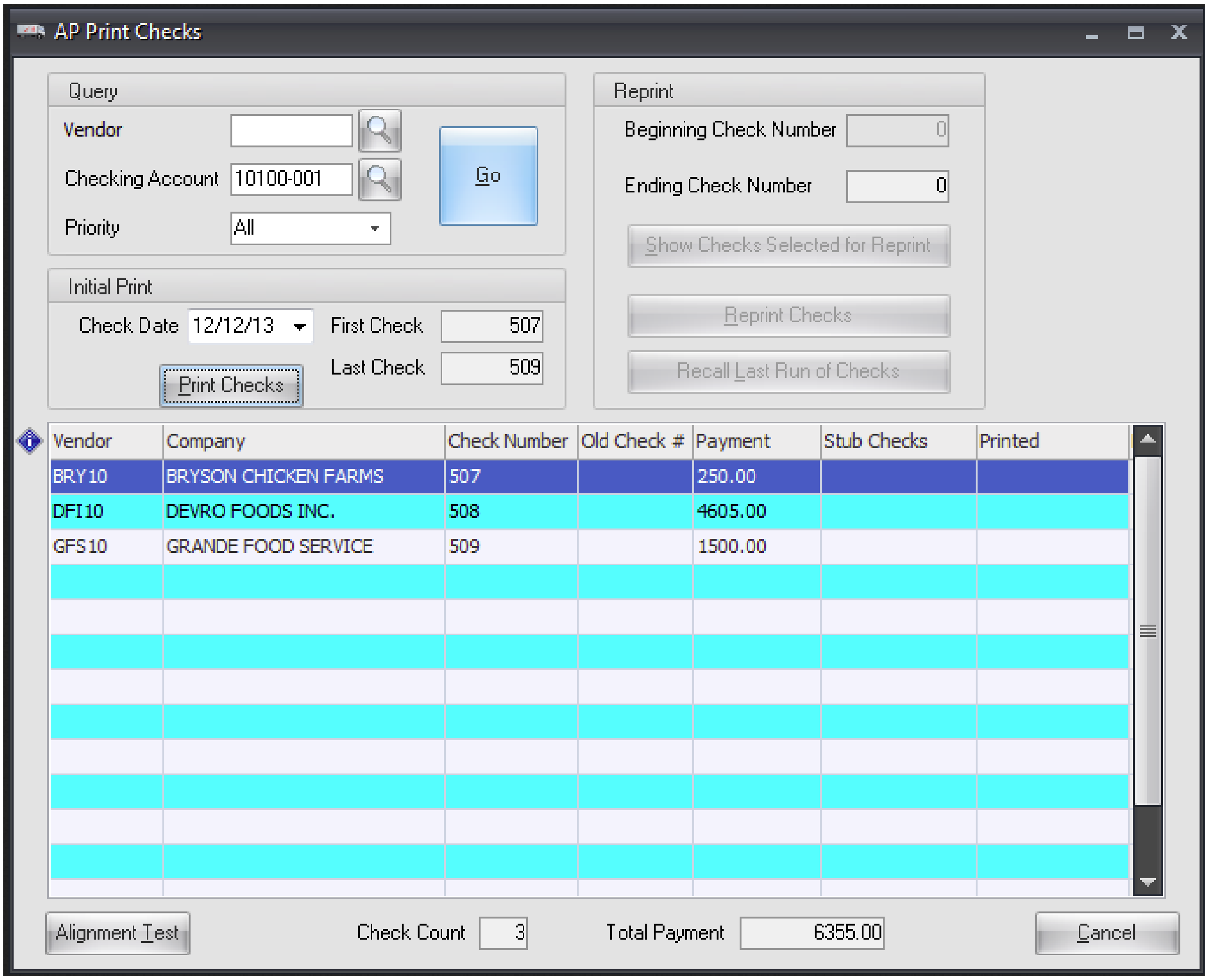
At this time you will required to enter the vendors unique invoice number for the received goods.

This is a time saving feature which reduces the number of steps your purchasing and accounts payable departments have to deal, while ensuring accuracy of the payments issued to your vendors.



Print Checks

Once you create your payables and approve them for payment, you can then have **entrée.AP** generate checks and also void and re-print them if necessary.



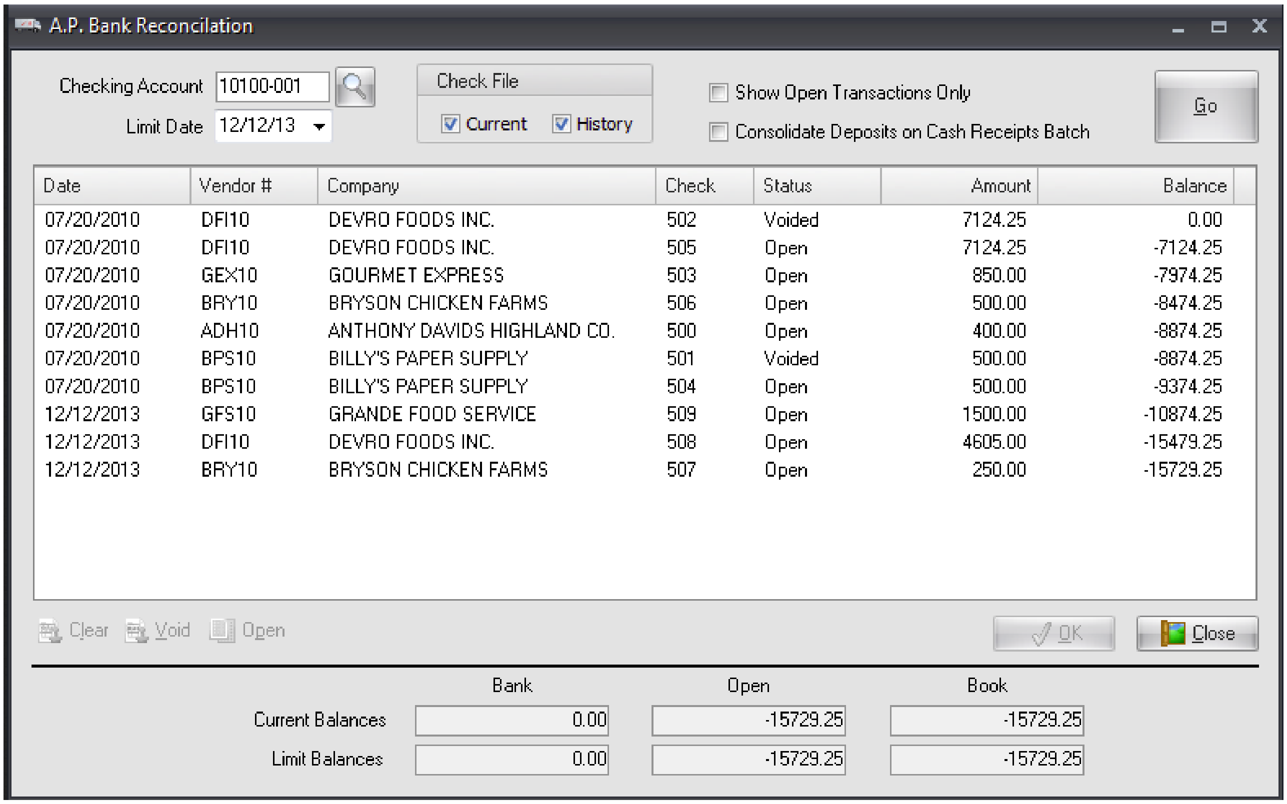
Checks can be printed using either a standard dot matrix printer or laser printer, and can print on plain paper or pre-printed check forms. You can also define the layout of your checks by using our check printing formatting tools.

You can specify that checks print by vendor, checking account and priority.

The 'Initial Print' area of this screen will display the beginning check number and ending check number for this batch of checks. It also displays the check date which can be edited when needed.

Bank Reconciliation

Bank Reconciliation allows you to reconcile your bank statements against information stored in **entrée.AP**. When you receive your bank statement, you compare the statement to the reconciled transactions and voided checks, cleared checks, cleared deposits and other charges. This ensures your checking accounts remain accurate with your bank. All your open transaction will be displayed with the ability to select multiple transactions. As you clear transactions, **entrée.AP** will display your running totals including Bank Balance, Open Balance and Book Balance.



Simply select your checking account and select 'GO'. All your open transaction are displayed with the ability to select multiple transactions at a time to clear.

As you clear transactions, **entrée.AP** will display your running totals including:

- **Bank Balance:** The amount of all checks and receipts that are marked as cleared. This amount includes the balance forward total from your last reconciliation.
- **Open Balance:** The amount of all checks and receipts that have not been cleared.
- **Book Balance:** The sum of 'Bank' and 'Open' balances, which provides a more accurate amount of your current bank balance.

- Please visit our website at **www.necs.com** to learn about our other add-on modules, products and services.
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- For information about current NECS software training classes use this link: **necs.com/training.php**

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Chapter 2

Licensing Agreement & Legal Notices

2 Licensing Agreement & Legal Notices

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Updated September 2016

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Chapter 3

Getting Started with entrée.AP

3 Getting Started with entrée.AP

Note **This guide is for those distributors who have purchased and installed the entrée.AP optional add-on module for entrée Accounts Payable.**

System Requirements

entrée.AP requires either **entrée V3** or **entrée V4 SQL**

V4 Workstation Requirements

- Windows 7 / Windows 8
- Intel i5 or greater
- 4GB RAM (8 GB recommended)
- 1360 x 768 minimum monitor resolution
- 200 GB hard drive

About entrée Versions

With the release of **entrée version 4 SQL** in 2014 and the major differences between the menus and screens in both **entrée** versions 3 and 4 we have included instructions for using both versions of **entrée** in this guide.

To differentiate topics for each major version of **entrée** you will see color coded **entrée V3** or **entrée V4 SQL** headers in the impacted topics to direct you to the correct information for your system. You will see this designation throughout this guide.

This guide will provide you with a detailed overview of the **entrée.AP** add-on module for the **entrée** system you are running.

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Chapter 4

Accessing System Guides

4 Accessing System Guides

- A printable format (Adobe PDF) is provided for your convenience. Adobe Reader (which is included) is required to read this file and may also be obtained for free via the internet using the **Get Adobe Reader** icon.

1. In your browser go to the **www.necs.com** website and click the **Support** drop down menu.
2. Click and use the **Customer Login** to enter the secure area of the website. In this area release upgrades are posted along with links to other support services and documentation.
3. In the menu on the left click either the **System Guides** or **KnowledgeBase** option. On this web page you can access to the documentation and system guides that support all our software products.
4. Click the **entrée.AP** option.
5. Then select **entrée.AP System Guide** from the list on the right. A new window will open in the browser for the guide. From here you can choose to browse or download the guide to your computer.

entrée System Online Resources

- **entrée V4 SQL KnowledgeBase** **http://www.necs.com/eV4SQL_KB/**
- **entrée V3 KnowledgeBase** **http://www.necs.com/knowledgebase/**

Note Although it is possible to print from within the help system of the program, due to the poor formatting results this is not recommended. NECS suggests printing from within Adobe Reader for optimal results.

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Chapter 5

Accessing Accounts Payable

5 Accessing Accounts Payable

entrée V3

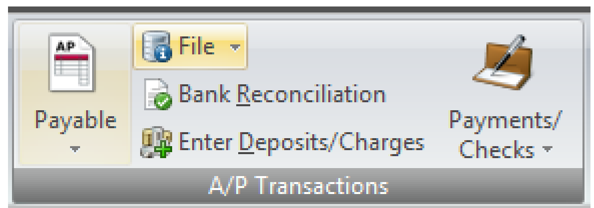
The **Accounting** menu is the starting point for all accounting related aspects of the **entrée version 3** system. It includes the Accounts Receivable, Accounts Payable, and General Ledger sub-menus.

This guide will provide you with a detailed overview of the **entrée.AP,** the **Accounts Payable** add-on module, for both versions of the **entrée** system.

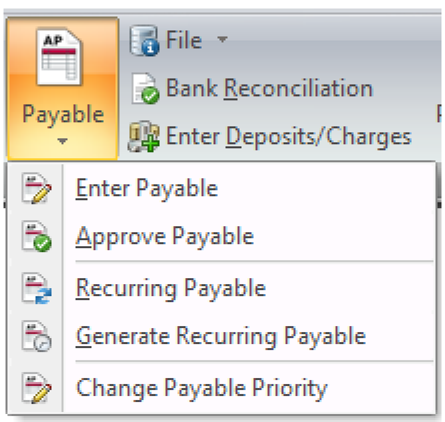
entrée V4 SQL

You will find the **entrée.AP** features in the **Vendor** ribbon menu **A/P Transactions** section.

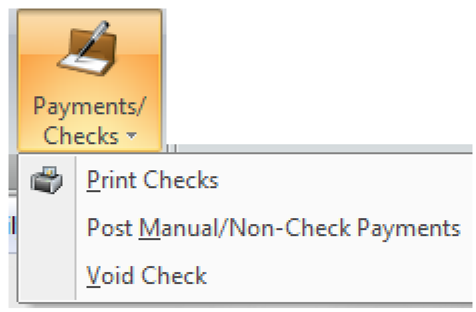
The **A/P Transactions** section of the ribbon includes:
Payable, File, Payments / Checks, Bank Reconciliation, and Enter Deposits/Charges.



Payable Drop down menu

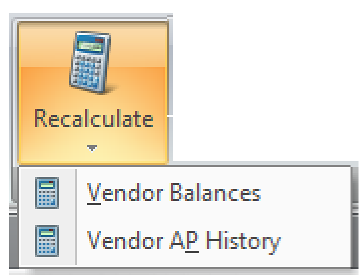


Payments / Checks down menu

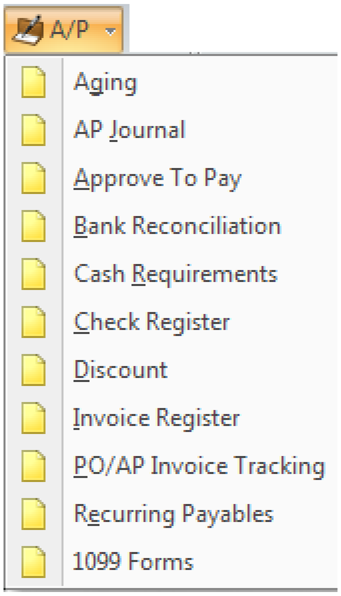


File Drop down menu

The **Recalculate** drop down menu in the Vendor ribbon has the **Recalculate Vendor AP History Utility**.



The **Vendor Reports** section of the ribbon has the **A/P** drop down menu to access all the AP reports.



AP

Chapter 6

Using entrée.AP Accounts Payable

6 Using entrée.AP Accounts Payable

entrée.AP, **the Accounts Payable** add-on module, is a system that keeps track of all the information about your company's payables, including invoices and debits, checking, and reports. It also has built -in complete bank reconciliation.

When receiving purchase orders in the main **entrée** system, once your vendors invoice is received, you can compare it to what was actually received on the purchase order, and then post it to **entrée.AP** with just one click.

When linked to **entrée General Ledger**, the **entrée.GL** add-on module, it is part of an integrated accounting system.

First, you set up your company, your check format, and your checking accounts. Then you create invoices and debits, approving them immediately or later on. Then you can print checks and reports. At the end of the period, you close accounts payable to reset period-to-date balances.

6.1 AP Company Maintenance

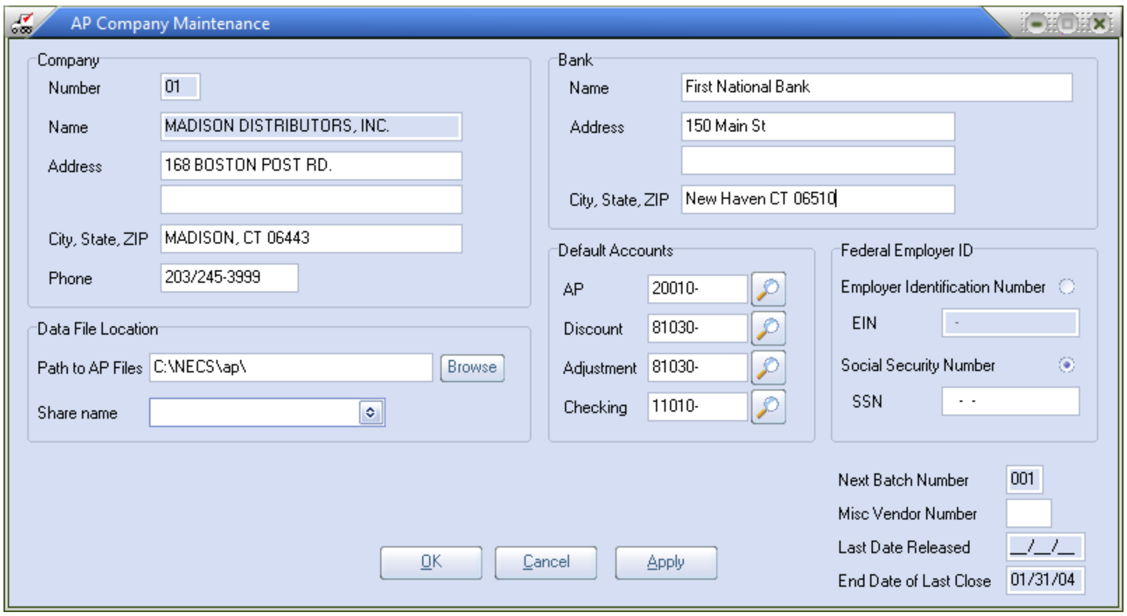
Note **This chapter only applies if you have installed the optional entrée.AP the Accounts Payable add-on module.**

Setting up your company Accounts Payable information and the check format is the first step in configuring your Accounts Payable system. The Company Maintenance window allows you to setup your company information.

- The **Check Format** option allows you to setup your check format information.
- The **Checking Accounts** option allows you to set up and edit your business checking accounts.

entrée V3

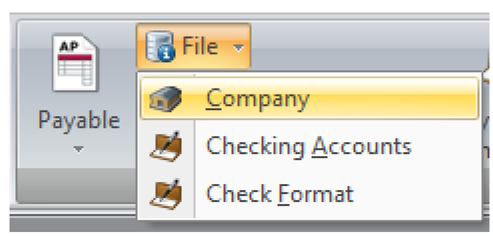
Use menu path: **Accounting** > **Accounts Payable** > **Company Maintenance** > **Company**.



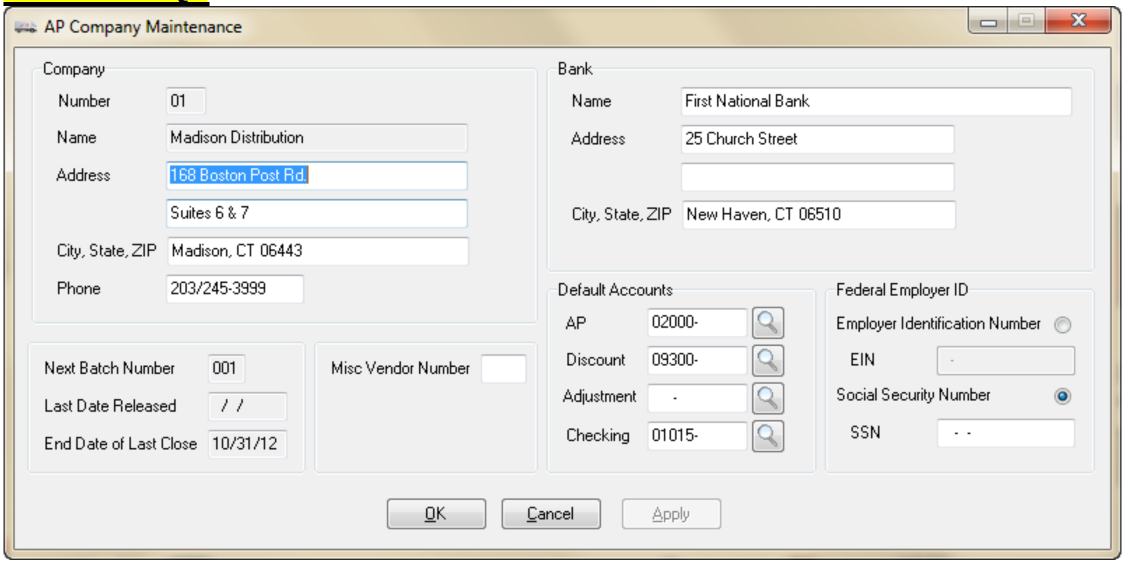
entrée V4 SQL

Go to the **Vendor** ribbon menu **A/P Transaction** section.

Click the **File** drop down menu and select **Company**.



entrée V4 SQL



6.1.1 AP Company Controls

OK Button
Clicking the "OK" button will save any pending changes to the company file and close the Company Maintenance window. You will be taken back to the Main Menu after clicking this button.

Cancel Button
Clicking the "Cancel" button will discard any pending changes to the company file and close the Company Maintenance window. You will be taken back to the Main Menu after clicking this button.

Apply Button
Clicking the "Apply" button will save any pending changes to the company file. This button is useful if you want to save pending changes, but not exit out of the Company Maintenance window.

6.1.1.1 - Company

Number
This is the number of the Accounts Payable Company. entrée uses this number to detemine which AP files are associated with the current AP Company. This field is informational only and cannot be edited.

Company Name
This is the name of the Accounts Payable Company. This field is informational only and cannot be edited.

Address 1 and Address 2
Here you can enter up to two lines of the company's address. Each line can be up to 35 characters in length. This usually indicates the location or office from which the accounts payable checks are generated.

City, State, and ZIP
The city, state, and ZIP Code where the company is located are defined here. There are 35 characters available for this field. This usually indicates the location or office from which the accounts payable checks are generated.

Phone
Here you will enter the phone number with area code.

6.1.1.2 - Data File Location

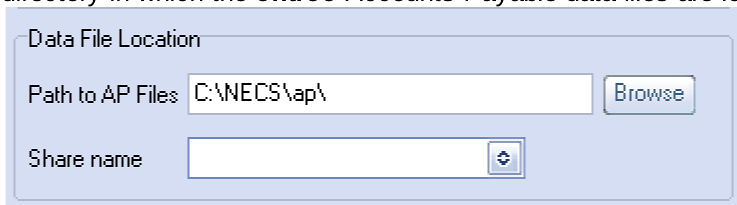
entrée V3 Only

Path to AP Files

Enter the drive letter and path of the directory in which the **entrée** Accounts Payable data files are located.

Remember to include the trailing backslash (\).

- If you're unsure of the file location, click the "**Browse**" button to locate the folder.



Note The usual path for version 3 would be **C:\NECS\AP**

Share Name

This is the name of the shared resource for the Accounts Payable data files. Click the drop down menu button and select the share name.

- See the **entrée** installation guide for more information about share name.

6.1.1.3 - Bank

This the bank whose information can optionally be printed on checks generated by Accounts Payable.

Name

This is the name of the bank for the Accounts Payable Company. There are a total of 50 characters available for this field.

Address 1 and Address 2

Here you can enter up to two lines of the banks' address. Each line can be up to 30 characters in length.

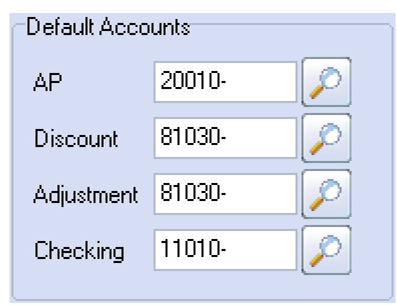
City, State, and ZIP

The city, state, and ZIP Code where the bank is located are defined here. There are a total of 30 characters available for this field.

6.1.1.4 - Default Accounts

AP

This account is used as the default control account when creating vendors. If a given vendor does not have an account assigned as the default control account, then the default AP account is used by **Enter Payables** as the default control account for that vendor.



If **entrée.GL** General Ledger is enabled, the account entered must be an active General Ledger account, and you can click the Search button or press the F5 key to display the General Ledger Account search screen.

If **entrée.GL** General Ledger is disabled, the Search button will be disabled, and any account can be entered.

Discount

This account is used as the default discount account when creating checking accounts.

- If **entrée.GL** General Ledger is enabled, the account entered must be an active General Ledger account, and you can click the Search button or press the F5 key to display the General Ledger Account search screen.
- If **entrée.GL** General Ledger is disabled, the Search button will be disabled, and any account can be entered.

Adjustment
This account is used as the default adjustment account when creating checking accounts.

- If **entrée.GL** General Ledger is enabled, the account entered must be an active General Ledger account, and you can click the Search button or press the F5 key to display the General Ledger Account search screen.
- If **entrée.GL** General Ledger is disabled, the Search button will be disabled, and any account can be entered.

Checking
There are a number of places in Accounts Payable where you are requested to enter a checking account, such as **Print Checks** and Approve Invoices. In these places, the default checking account will automatically be entered for you when you open up the window. You can click the Search button or press the F5 key to display the Checking Account search screen.

Note The Company Maintenance utility has been updated to provide a means to make changes to the default **Discount** and/or **Adjustment** account assignments that can be applied to your existing checking accounts.

When making a change to either of these accounts you will now be asked if you would like to update all checking accounts which use the changed value(s).

Click **Yes** to update all checking accounts or click **No** to bypass the update.

6.1.1.5 - Federal Employee ID

Employee Identification Number
Check this field to enable the **EIN** control, so that you can enter your **Employee Identification Number**.

- The EIN field is optional and may be left blank.

SSN (Social Security Number)
Check this field to enable **SSN** edit so you can enter your Social Security Number.

- The SSN field is optional and may be left blank.

6.1.1.6 - Other Controls

Located in the lower right corner of Company Maintenance.

Next Batch Number
This number will be assigned to batches created in the Release AP\AR process. This field will only be enabled when **entrée.GL** the General Ledger add-on module is installed.

Misc Vendor Number
You can enter a three character code to use as a prefix for one-time vendors. A one-time vendor is a vendor that you haven't used before and don't expect to use again. Any vendor whose number begins with the first three characters defined here is treated as a miscellaneous vendor.

Last Date Released

This field displays the last date that accounts payable has been released.

End Date of Last Close
Displays the recorded "Ending Date" value for the last period closed in the lower, right-hand corner. This date value is presently just displayed as informational and has no functional purpose.

6.1.2 How General Ledger Affects Account Selection

Throughout the Accounts Payable manual, you will read references to the General Ledger being enabled. The General Ledger is enabled when:

- You have purchased and installed the **entrée.GL**, General Ledger, add-on module.
- **entrée.GL** has a chart of accounts defined.
- **entrée accounting** is selected in the System Preferences General tab.

Accounts Payable Account Requirements

All accounts entered in Accounts Payable have a five-digit account number followed by a dash '-', and an optional three-digit department. An account number can never be "00000-", and the department, if allowed, can never be "000".

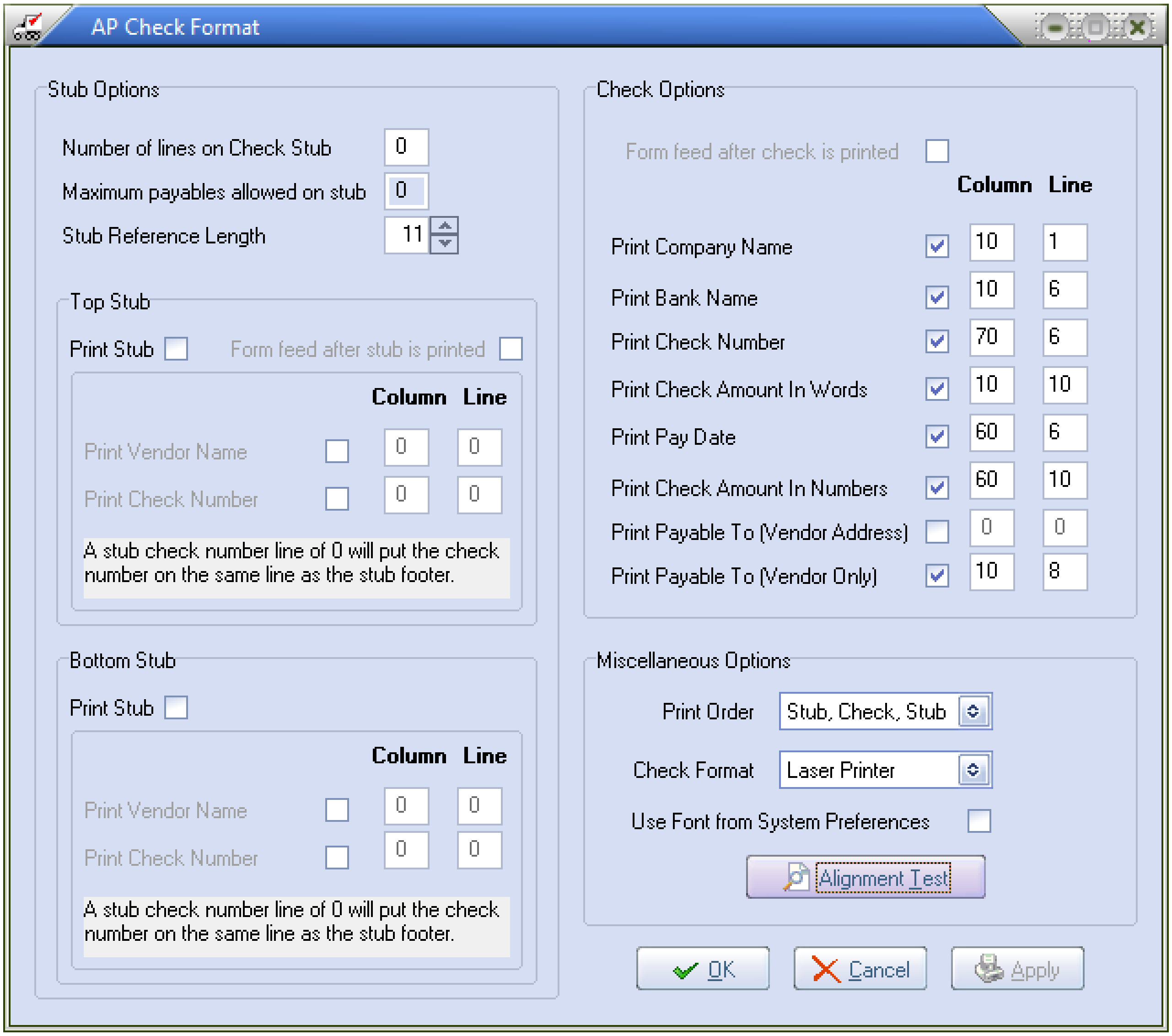
The only time a department is ***NOT*** allowed, is when the General Ledger is enabled, and the Allow Departments check box is unchecked in General Ledger Company Maintenance. In other words, when General Ledger is enabled, the General Ledger determines whether or not a department is allowed. When General Ledger is disabled, the department is always allowed.

Whenever a checking account is requested in Accounts Payable, the account must come from the Accounts Payable checking account file, regardless of the establishment of General Ledger. When the General Ledger is enabled, all other account requests in AP require an active account from General Ledger. When the General Ledger is disabled, other account requests in AP only that the account meet the requirements above.

6.1.3 Check Format Controls

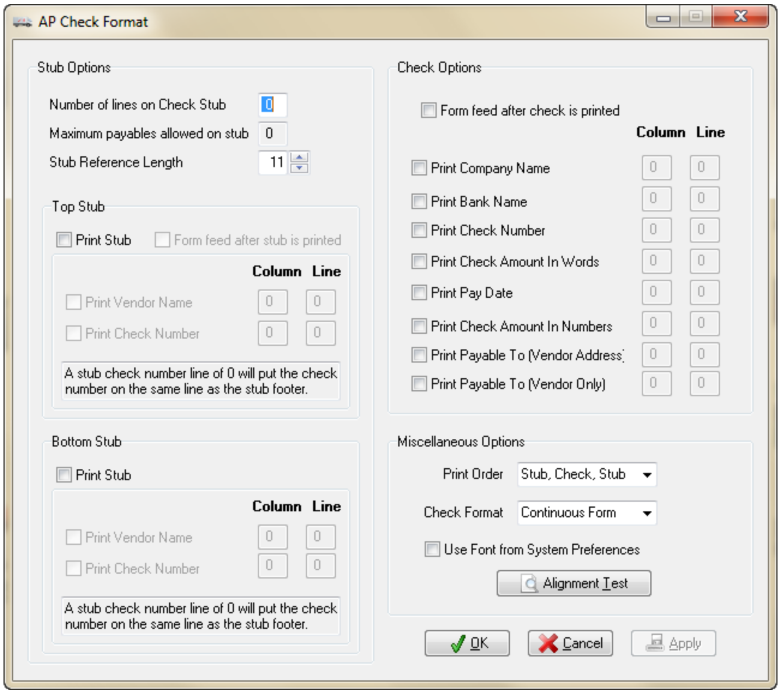
entrée V3

Use menu path: **Accounting** > **Accounts Payable** > **Company Maintenance** > **Check Format**.



entrée V4 SQL

Go to the **Vendor** ribbon menu **A/P Transaction** section and click the **File** drop down menu then select **Check Format**.



Note Alignment tests are printed to the check printer that you define in the System Preferences Printers Tab.

Stub Options

Number of Lines on Check Stub

This is the maximum number of lines that can fit on a check stub. This number is typically in the teens or more. When a check is printed, the stub lists the payables associated with the check, one line per payable. The number of lines on the stub includes the payables, as well as the lines that comprise the stub header and footer.

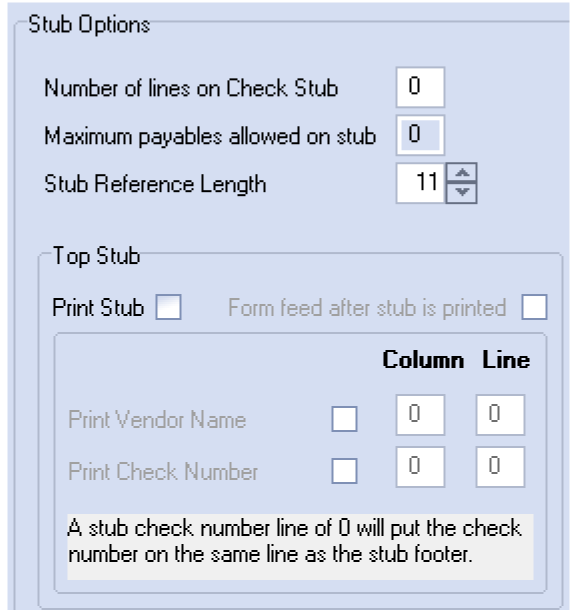
If a check is printed where the number of payables plus the stub head and footer exceed the maximum, no payables will be printed on the stub. However, the Check Register report will show you all the payables associated with a check.

Maximum Payables Allowed on Stub
This is the number of payables that can fit on a check stub.

This field is updated when the window is first opened, and after clicking the "**Apply**" button has saved pending changes.

This field is for *informational purposes only* and cannot be edited.

Stub Reference Length
Specify how many characters should be printed for the "**Reference**" value.



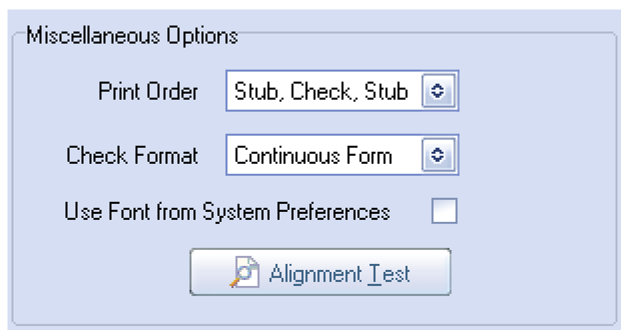
- **Procedure to modify the length of the Print AP Checks Reference field:**

Use button arrows to change the field length, the maximum value is 20 characters. This field is located in Receive by PO, Receive by Item and Receive by Date.

Miscellaneous Options

Print Order
- **Stub, Check, Stub**
- **Check, Stub, Stub**

Check Format
- **Laser Printer** format does **not** allow a form feed to be generated after the top stub or the check has been printed.
- **Continuous Form** will allow a form feed to be generated.



- If you select **Continuous Form**, the "Form Feed After Stub is Printed" and the "Form Feed After Check is Printed" check boxes will be enabled.

- If you select **Laser Printer**, the "Form Feed After Stub is Printed" and the "Form Feed After Check is Printed" check boxes will be disabled.

Use Font from System Preferences
Check this box to copy the printer font setting from **entrée** System Preferences.

Note The **Check Format** does **not** select a printer.

6.1.3.1 - Buttons

Alignment Test
Clicking the "Alignment Test" button will allow you to preview and print an alignment check, using the current check format.

OK

Clicking the "OK" button will save any pending changes to the check format and close the AP Check Format window. You will be taken back to the Main Menu after clicking this button.

Cancel

Clicking the "Cancel" button will allow you to cancel changes you're making to the check format.

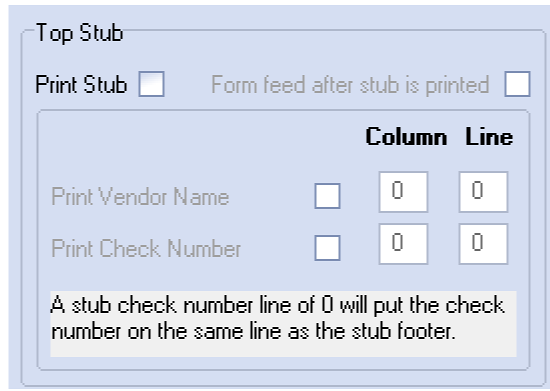
Apply

Clicking the "Apply" button will save any pending changes to the check format. This button is useful if you want to save pending changes, but not exit out of the AP Check Format window.

6.1.3.2 - Top Stub

Print Stub

Check to print a top stub and you will be allowed to set the **Form Feed After Stub is Printed**, **Print Stub Vendor Name**, and **Print Stub Check Number** options.



Form feed after stub is printed

If this field is checked the printer will form feed to the next page after the stub has been printed. If you have selected Laser Printer as a Check Format, this control will be disabled.

Print Vendor Name

If this field is checked the vendor name will appear on the stub, and you will be allowed to enter a column number and line number for the vendor name.

Print Check Number

If this field is checked the check number will appear on the stub, and you will be allowed to enter a column number and line number for the check number.

Column

This is the column number for the particular field. A column of zero represents the left most column.

Line

This is the line number for the particular field. A line of zero represents the top most line.

Note The check number line must be greater than or equal to the vendor name line. The exception is when the check number line is zero, in which case the check number is printed on the same line as the stub footer.

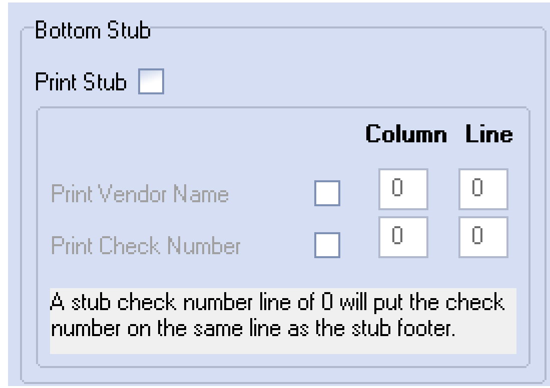
Example **Top Stub**

```
Vendor No: VENDOR     / Name: VENDORNAME

Invoice   Reference   Inv Date     Inv Amount    Amount Paid      Discount    Adj Amount    Net Amount
00000001  REFERENCE1  08/13/01           0.00           0.00          0.00          0.00          0.00

00000000    (Acct 12345-678)       Check Date =  8/13/01                     Total =                0.00
```

6.1.3.3 - Bottom Stub



Print Stub
If this field is checked a bottom stub will be printed, and you will be allowed to set the **Print Stub Vendor Name** and **Print Stub Check Number** options.

Print Vendor Name
If this field is checked the vendor name will appear on the stub, and you will be allowed to enter a column number and line number for the vendor name.

Print Check Number
If this field is checked the check number will appear on the stub, and you will be allowed to enter a column number and line number for the check number.

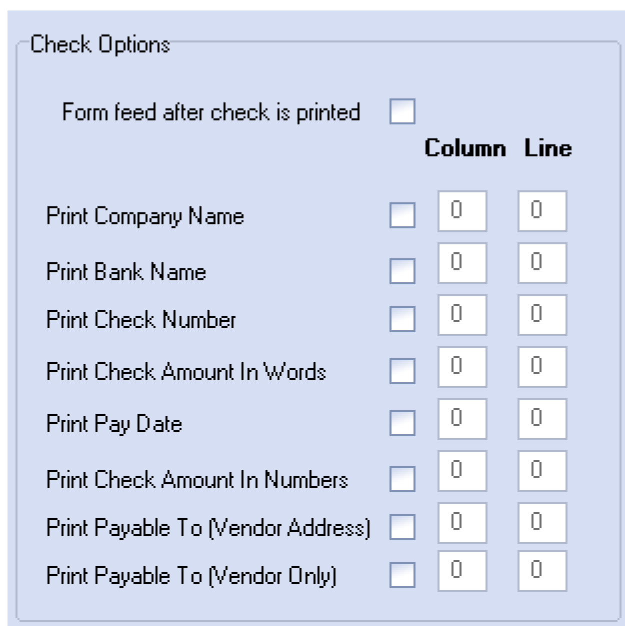
Column
This is the column number for the particular field. A column of zero represents the left most column.

Line
This is the line number for the particular field. A line of zero represents the top most line.

Note The check number line must be greater than or equal to the vendor name line. The exception is when the check number line is zero, in which case the check number is printed on the same line as the stub footer.

Note You can only print a bottom stub when printing a top stub is enabled.

6.1.3.4 - Check Options



Form feed after check is printed
If this field is checked the printer will form feed to the next page after the check has been printed. If you have selected Laser Printer as a Check Format, this control will be disabled.

Print Company Name
If this field is checked the company name will be printed on the check.

Print Bank Name
If this field is checked the bank name will be printed on the check.

Print Check number
If this field is checked the check number will be printed on the check.

Print Check Amount In Words
If this field is checked the check amount in words will be printed on the check.

Print Pay Date
If this field is checked the pay date will be printed on the check.

Print Check Amount In Numbers
If this field is checked the check amount in numbers will be printed on the check.

Print Pay Payable to (Vendor Address)
If this field is checked the vendor address will be printed on the check.

Print Pay Payable to (Vendor Only)
If this field is checked the vendor name will be printed on the check.

Column
This is the column number for the particular field. A column of zero represents the left most column.

Line
This is the line number for the particular field. A line of zero represents the top most line.

Note The line number for a given field must be greater than or equal to the line number of the field just above it. Therefore, the line for Bank Name must be greater than or equal to the line for Company Name, and the line for Check Number must be greater than or equal to the line for Bank Name, etc.

Note At least one of the check fields must be selected in order to update the check format. Without at least one check field selected, you will not be able to print checks.

6.1.4 Setting Up Check Format

The setup shown here is typical for a user who has "pre-printed checks" with a top stub. It will produce a dummy check similar to the first example. Company Name, Bank Name, and Check Number are deselected because those fields are usually already present on a pre-printed check. Since those fields are deselected, they will not be printed on the dummy check.

Follow the steps below to configure the check format for pre-printed checks. If you are not using pre-printed checks, omit steps 1, 7, and 8.

1. Load your printer with pre-printed checks.
2. After you have entered your initial parameters, save them by clicking the "**Apply**" button.
3. Click the "**Alignment Test**" button and print out a dummy check to your printer.
4. See if the fields in the check area are aligned properly, and modify the parameters of the fields that are misaligned.
5. Save your changes by clicking the "**Apply**" button.
6. Repeat steps 3, 4, and 5 until the check fields are properly aligned.
7. Manually write ***VOID*** on the all the pre-printed checks that you used for the alignment setup.
8. If you have already created an Accounts Payable checking account for the checking account on the pre-printed check, then you must go back into **AP Checking Account Maintenance** to reset the last check number. If you have not created the checking account, then the proper check number must be initialized when you create the account. * See the **Setting up Checking Accounts** section of this chapter for more information.

- The number of payables that may be printed on a stub is based on the table below. When you set up the check format, **entrée** looks at the parameters from both the top stub and the bottom stub. Whichever stub allows the **fewest** number of payables is the stub that will determine the number of payables that can be printed on both stubs.

Print Vendor Name	Print Check Number	Check Number Line	Max payables allowed on stub equals
☑	☑	0	Number of Lines on Check Stub - 5
☑	☑	Greater Than 0	Number of Lines on Check Stub - 5 (Vendor Line - Check Line)
☑		0	Number of Lines on Check Stub - 5
	☑	0	Number of Lines on Check Stub - 3
	☑	Greater Than 0	Number of Lines on Check Stub - 5
		0	Number of Lines on Check Stub - 3

- Two examples of output from alignment testing follow.

Example Alignment Test 1

```
Vendor No: VENDOR     / Name: VENDORNAME

Invoice   Reference   Inv Date     Inv Amount    Amount Paid      Discount    Adj Amount    Net Amount
00000001  REFERENCE1  08/14/01           0.00           0.00          0.00          0.00          0.00
00000002  REFERENCE1  08/14/01           0.00           0.00          0.00          0.00          0.00
00000003  REFERENCE1  08/14/01           0.00           0.00          0.00          0.00          0.00
00000004  REFERENCE1  08/14/01           0.00           0.00          0.00          0.00          0.00
00000005  REFERENCE1  08/14/01           0.00           0.00          0.00          0.00          0.00
00000006  REFERENCE1  08/14/01           0.00           0.00          0.00          0.00          0.00
00000007  REFERENCE1  08/14/01           0.00           0.00          0.00          0.00          0.00
00000008  REFERENCE1  08/14/01           0.00           0.00          0.00          0.00          0.00
00000009  REFERENCE1  08/14/01           0.00           0.00          0.00          0.00          0.00
00000010  REFERENCE1  08/14/01           0.00           0.00          0.00          0.00          0.00

                (Acct 12345-678)        Check Date =  8/14/01                 Total =             0.00



                                                              ***Zero & 00/100 Dollars

                                                 00/00/00

PAYABLETONAMEPAYABLENAME                                      ***00000.00
PAYABLETOADDRESS1
PAYABLETOADDRESS2
PAYABLTOCITYSTATEZIPCOUNTRY
```

Example Alignment Test 2

```
Vendor No: VENDOR     / Name: VENDORNAME

Invoice   Reference   Inv Date     Inv Amount    Amount Paid      Discount    Adj Amount    Net Amount
00000001  REFERENCE1  08/13/01           0.00           0.00          0.00          0.00          0.00
00000002  REFERENCE1  08/13/01           0.00           0.00          0.00          0.00          0.00
00000003  REFERENCE1  08/13/01           0.00           0.00          0.00          0.00          0.00

                  (Acct 12345-678)        Check Date =  8/13/01                Total =            0.00






                                                                 ***Zero & 00/100 Dollars

                                                       00/00/00

                                                                 ***00000.00

PAYABLETONAMEPAYABLENAME
PAYABLETOADDRESS1
PAYABLETOADDRESS2
PAYABLTOCITYSTATEZIPCOUNTRY



Vendor No: VENDOR     / Name: VENDORNAME

Invoice   Reference   Inv Date     Inv Amount    Amount Paid      Discount    Adj Amount    Net Amount
00000001  REFERENCE1  08/13/01           0.00           0.00          0.00          0.00          0.00
00000002  REFERENCE1  08/13/01           0.00           0.00          0.00          0.00          0.00
00000003  REFERENCE1  08/13/01           0.00           0.00          0.00          0.00          0.00

                  (Acct 12345-678)        Check Date =  8/13/01                Total =            0.00
```

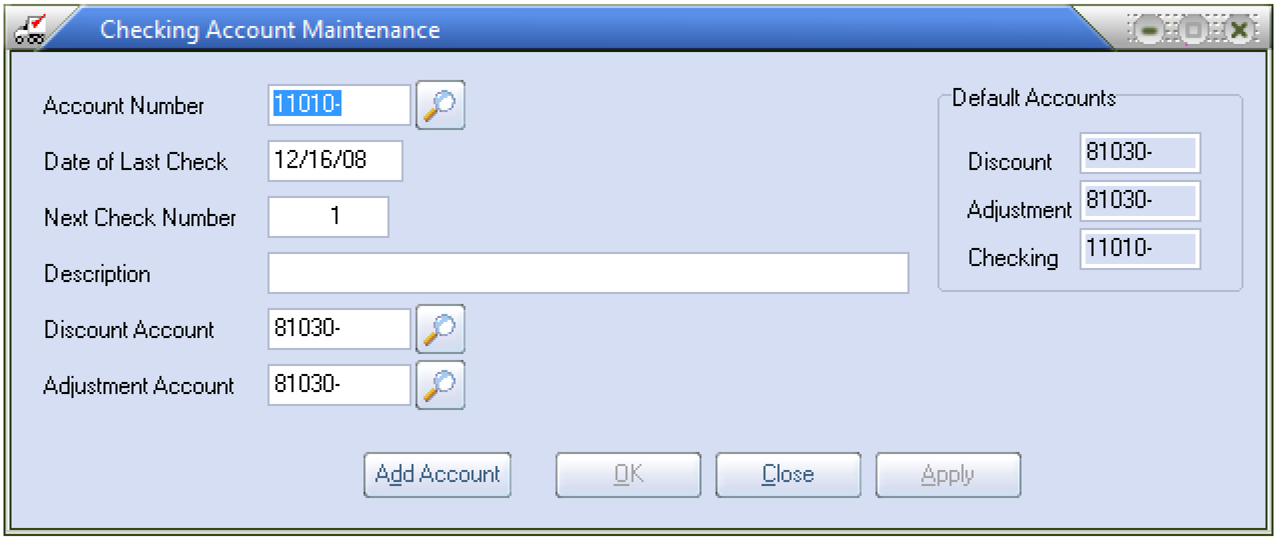
6.2 Setting Up Checking Accounts

You need to setup checking accounts in order to approve payables, print checks, and enter starting balances and charges. Checking accounts are defined and saved in the checking account file.

Whenever you run a process in Accounts Payable that requires a checking account, **entrée** verifies that the account you enter is valid based upon the information you enter here. When first opened, this window will display the first available checking account.

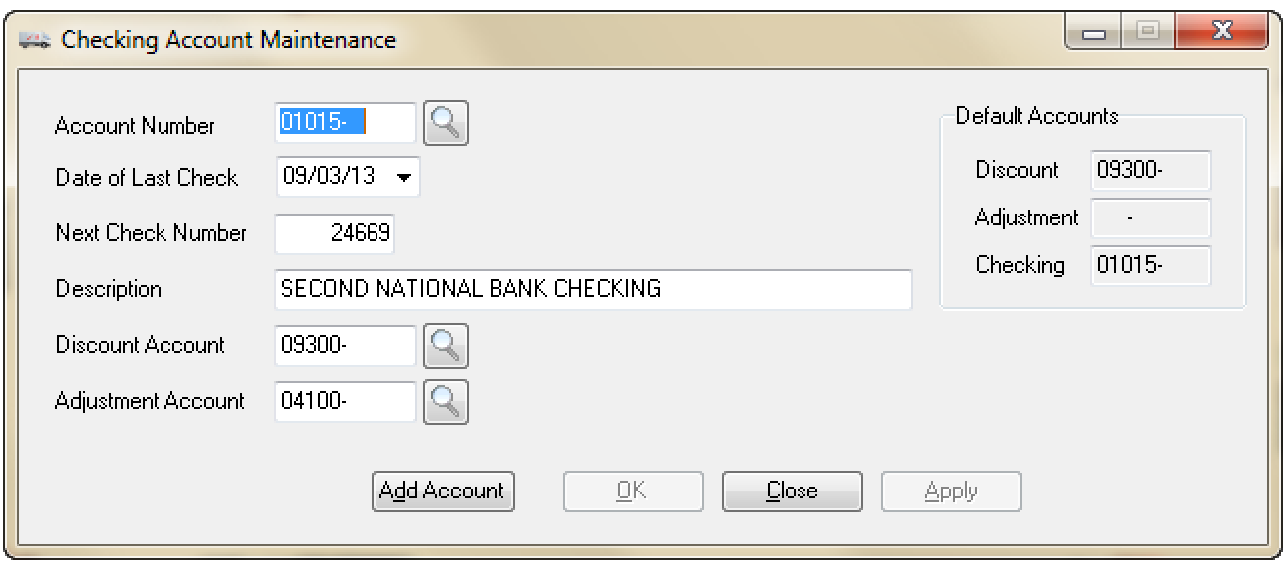
entrée V3

Use menu path: **Accounting** > **Accounts Payable** > **Company Maintenance** > **Checking Accounts**.



entrée V4 SQL

Go to the **Vendor** ribbon menu **A/P Transaction** section and click the **File** drop down menu and select **Checking Accounts**.



6.2.1 AP Checking Accounts Controls

Add Accounts Button
Clicking the "Add Account" button will allow you to create a new checking account.

OK Button
Clicking the "OK" button will save any pending changes to the checking account file and close the Checking Accounts window. You will be taken back to the Main Menu after clicking this button.

Cancel Button
Clicking the "Cancel" button will discard any pending changes to the checking account file.

Close Button
Clicking the "Close" button will close the Checking Accounts window. You will be taken back to the Main Menu after clicking this button.

Apply Button
Clicking the "Apply" button will save any pending changes to the checking account file. This button is useful if you want to save pending changes, but not exit out of the Checking Accounts window.

Check Account Settings

Number
This is the checking account number.

Date of Last Check
This is the date of the last check printed against the checking account.

Last Check Number
This is number of the last check printed against the checking account. It can be up to 35 characters long.

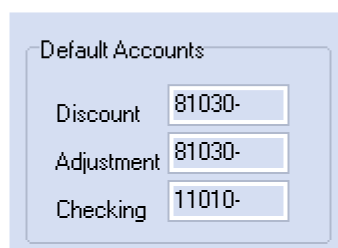
Description
This is the description of the checking account. It can be up to 35 characters long.

Discount Account
This is the discount account associated with the checking account. It is the default discount account used when approving payables.

Adjustment Account
This is the adjustment account associated with the checking account. It is the default adjustment account used when approving payables.

Default Accounts

The default Discount, Adjustment, and Checking accounts entered from Accounts Payable Company Maintenance are displayed for *informational purposes only*.



6.2.2 Add a Checking Account

There are two ways to add an account.

Keyboard	Enter the account number into the Number edit box and hit the Tab or Enter key.
Button	Press the "**Add Account**" button.

- Adding a checking account is handled differently depending upon whether or not General Ledger is enabled.

    - If General Ledger is enabled, the account entered must be an active General Ledger account. In that case, if you use the "Add" button, the Search button or F5 key will bring up the General Ledger Account search screen, and from there you can pick the General Ledger account you want to use as a checking account.
    - After the General Ledger account is selected, the checking account Description field will be populated with the description from the General Ledger account.

- If Accounts Payable and General Ledger are ***NOT*** linked, any account can be entered.

Note The accounts from General Ledger are saved to the general ledger account file, while checking accounts are saved to the checking account file.

- Normally businesses will create a system checking account and a manual checking account. See the **Entering Payables** chapter for more information.
    - The system checking account is used most often. It is used for approving payables and printing checks from Accounts Payable.
    - The manual checking account is used for approving payables as well, except the checks are not printed by Accounts Payable, but are written out by you, by hand, from a checkbook. See the Entering Payables section of this guide for more information.

Account Number
Enter the account number from the financial institution here.

- If you've entered a new account via the keyboard, without clicking the "**Add**" button, you will see a **Confirm** message. It will say "Would you like to add anew account?". Click **Yes** here to add the new account.

Date of Last Check
Use the default, which is the current date.

Last Check Number
If you are using pre-printed checks, enter the check number previous to the first check you have available for printing. For example, if the first check number available for printing is 510, then enter 509.

Description
Enter a description, or retain the default when selecting an account from General Ledger.

Discount Account
This field will be populated with the default discount account. See **AP Company Maintenance** for more information. If General Ledger is enabled, the account entered must be an active General Ledger account. In that case, the Search button or F5 key will bring up the General Ledger Account search screen, and from there you can pick the General Ledger account you want to. If General Ledger is disabled, you can enter any account.

Adjustment Account
This field will be populated with the default adjustment account. See **AP Company Maintenance** for more information. If General Ledger is enabled, the account entered must be an active General Ledger account. In that case, the Search button or F5 key will bring up the General Ledger Account search screen, and from there you can pick the General Ledger account you want to. If General Ledger is disabled, you can enter any account.

6.2.3 Edit a Checking Account

When you want to modify an existing checking account, you can enter the account number in two ways.

Keyboard	Enter the account number into the Account Number edit box and hit the Tab or Enter key.
Button	Press the Search button to view the Checking Account search screen and select an account, then hit the Tab or Enter key.

- Every field except account number can be modified. Typically, the only field that needs to be modified is the **Last Check Number** field. This occurs when pre-printed checks for a system checking account, or checks from a checkbook for a manual checking account, are voided by hand.

Example This first example is for a checking account that is used when printing checks from Accounts Payable. The checking account in this case is typically defined as a system checking account.

Assume the last check printed for account 11010 is number 500. Also, assume that pre-printed checks 501 through 510 for account 11010 have been damaged prior to running the Accounts Payable print checks process.

You would write "**VOID**" on the damaged checks, and then change Last Check Number to 510. That way, the next check printed by Accounts Payable will be check 511.

Example For a checking account that is used when creating checks by hand, not by printing them out using Accounts Payable. The checking account in this case is typically defined as a manual checking account.

You are writing out check number 610 by hand for account 11010 and accidentally write the wrong amount on the check. You would write "**VOID**" on check 610, and write a new check (number 611).

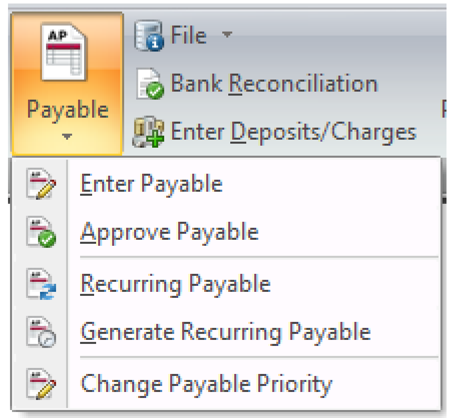
You would then edit checking account 11010 and change Last Check Number to 610. That way, when you create the payable and post the payment for this manual check, Accounts Payable will automatically assign check number 611 to the payment.

6.3 AP Enter Payable

Once you have defined your Accounts Payable company, the check format, your vendors and your checking accounts, you are ready to enter payables. You can enter payables, calculate discounts and optionally approve payables right from this window, as well as void existing payables.

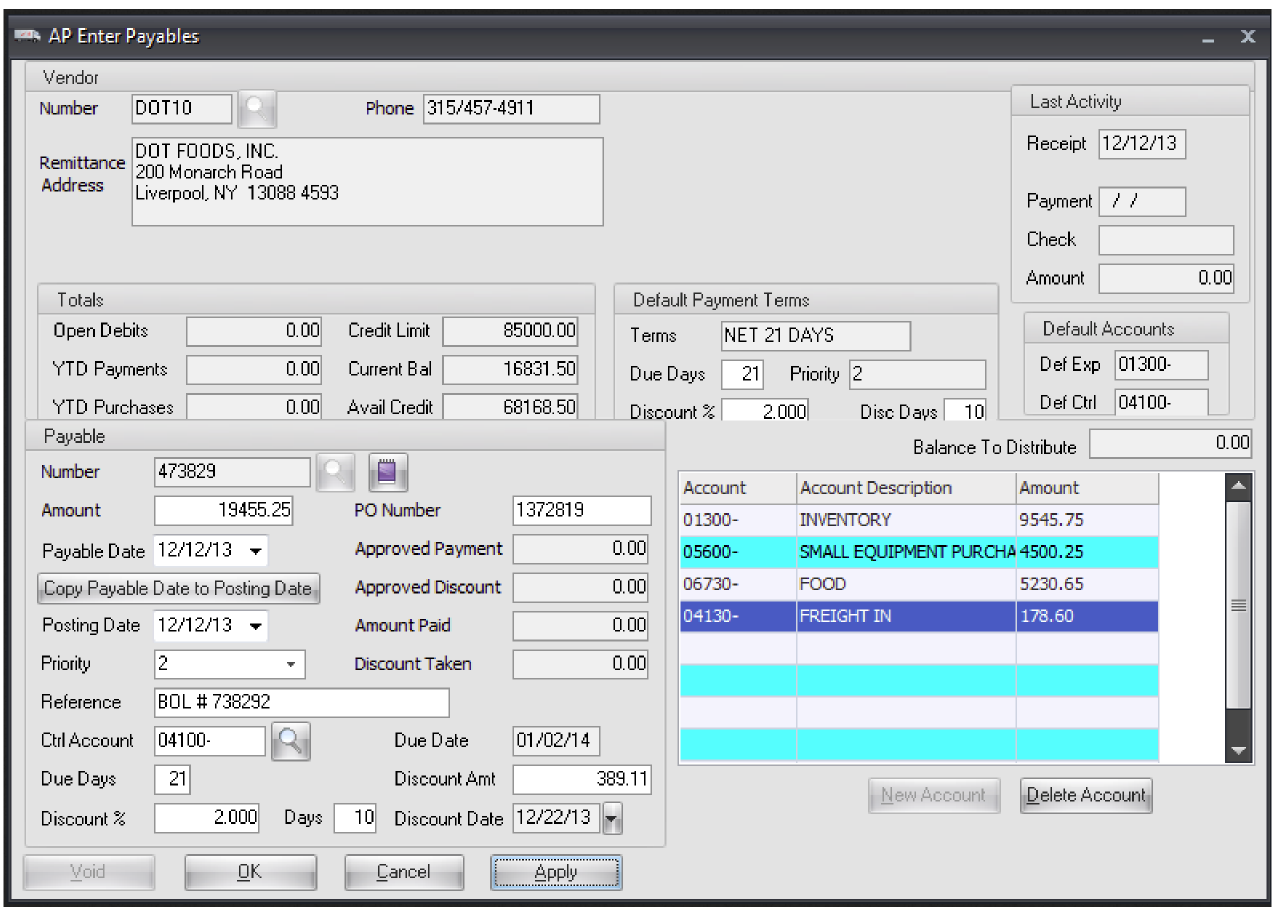
Access

1. Go to the **Vendor** ribbon menu.
2. Select the **Payable** drop down menu.
3. Select the **Enter Payable** option.



An invoice is a payable with positive purchase amount, and a debit is payable with negative purchase amount. Debits reverse some or all of an invoice amount, and are essentially negative invoices. Debits are created in the same manner as an invoice, except the payable amount and the distribution amounts are negative.

The typical sequence of events is to create a number of invoices for one or more vendors, approve the invoices for payment, and then print a check to each vendor for the invoices that have been approved for that vendor.



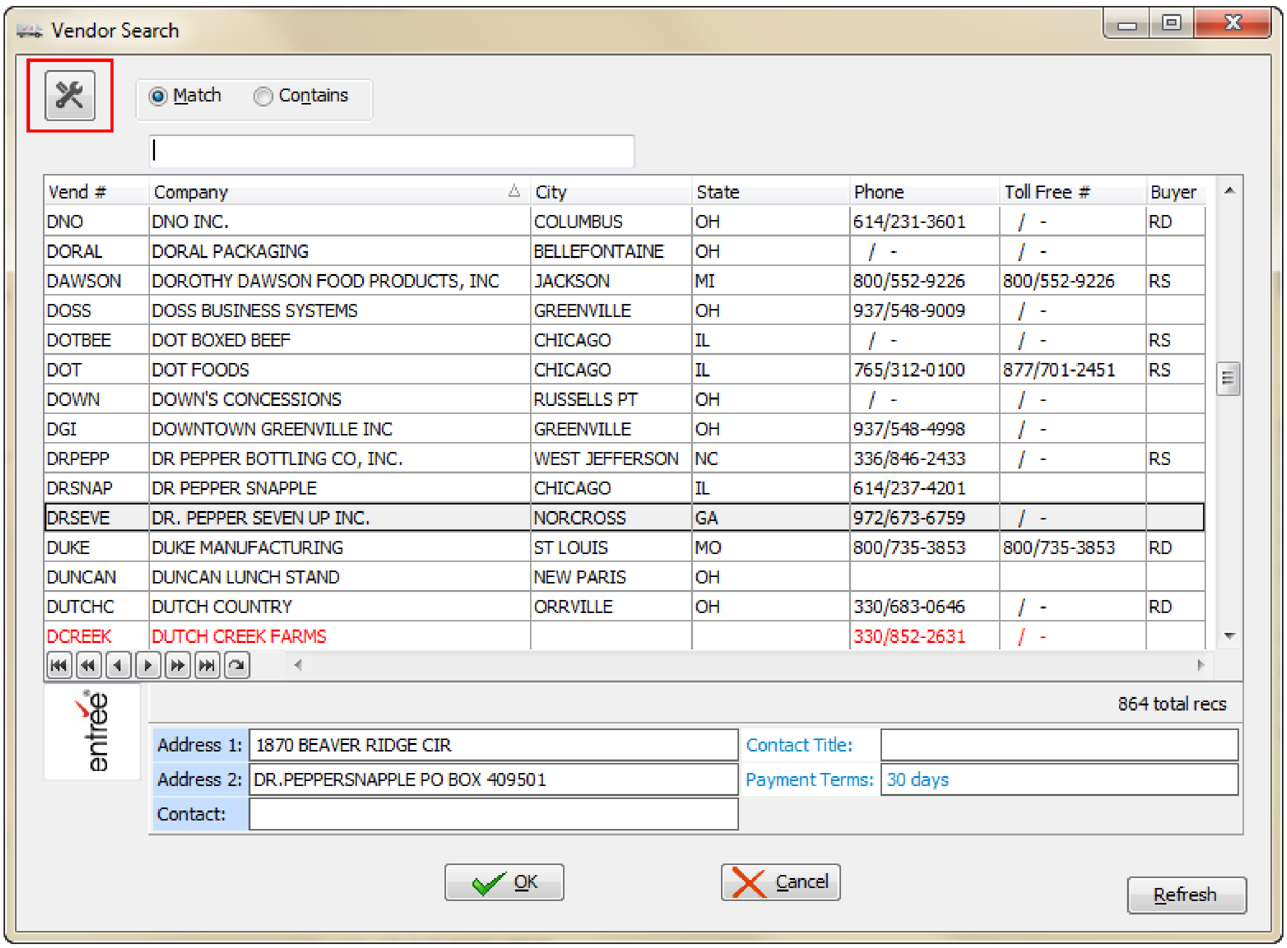
6.3.1 Overview Enter Payable

Vendor Area

Number

Enter a vendor number in this field. Any vendor entered must exist on the Vendor file. Enter up to six characters for the vendor, or you can click the Vendor Search button or hit the F5 key to bring up the Vendor Search screen.

Note All the remaining vendor section fields are informational only and cannot be edited unless otherwise noted.



- For those who have the **entrée.AP** add-on module for **entrée** sorting by Check Date or Check Number has been added to the Vendor Invoice search dialog.
- Use the **Tools** icon in the upper left corner to change the search screen configuration for your personal or local default. See the Search Configuration Overview section of the Search chapter in this guide for more details about creating configurations.

Phone

This is the phone number of the vendor.

Remittance Address
This the remittance address of the vendor. It is the address that can be printed on the check.

Select Remittance Address
These controls allow you to page through saved remittance addresses.

6.3.1.1 - Totals

Open Debits
The total amount of all open debits for the vendor.

Current Bal
The current balance due the vendor.

YTD Purchases
The total of all payable amounts created since the last close.

YTD Payments
The total of all payable payments created since the last close.

Avail Credit
This is the amount of credit remaining with the vendor.

Credit Limit
This is the credit limit established for the vendor.

6.3.1.2 - Payment Terms

Terms
This is a description of the terms currently offered by the vendor.

Due Days
This is the default Due Days for the vendor as defined in Vendor File Maintenance. When you create a payable, the Due Days field of the payable will default to this value.

Discount Percent
This is the default Discount Percent for the vendor as defined in Vendor File Maintenance. When you create a payable, the Discount % field of the payable will default to this value.

Discount Days
This is the default Discount Days for the vendor as defined in Vendor File Maintenance. When you create a payable, the Discount Days field of the payable will default to this value.

Priority
This is the default priority for the vendor as defined in Vendor File Maintenance. When you create a payable, the Priority field of the payable will default to this value.

- **Priority 2 - 9:** The numeric ranking system allows you to prioritize your vendors using a number between 2 through nine. The number 2 signifies the highest priority and the number nine signifies the lowest.

- **Priority Hold:** Some circumstances may warrant holding payments for a vendor. For instance, you may have billing questions, or the quality of the last delivery may not have been up to standard. If this is the case, you can choose Hold from the list. This will prevent invoices from being approved for payment as well as the creation of any checks for this vendor unless you change the priority.

- **Priority Manual Check:** Choose Manual Check if you do not wish the accounts payable system to print a check for this vendor. For instance, you may pay this vendor from an account that is not defined in the accounts payable system and you have to write out a check for them.

- **Priority Non Check:** Choose Non Check if you do not pay this vendor with a check. For instance, you may pay with cash or you may wire transfer monies into the vendor's bank account.

6.3.1.3 - Last Activity

Payment
This is the date of the last payment made to the vendor.

Amount
Amount of the last payment made to the vendor.

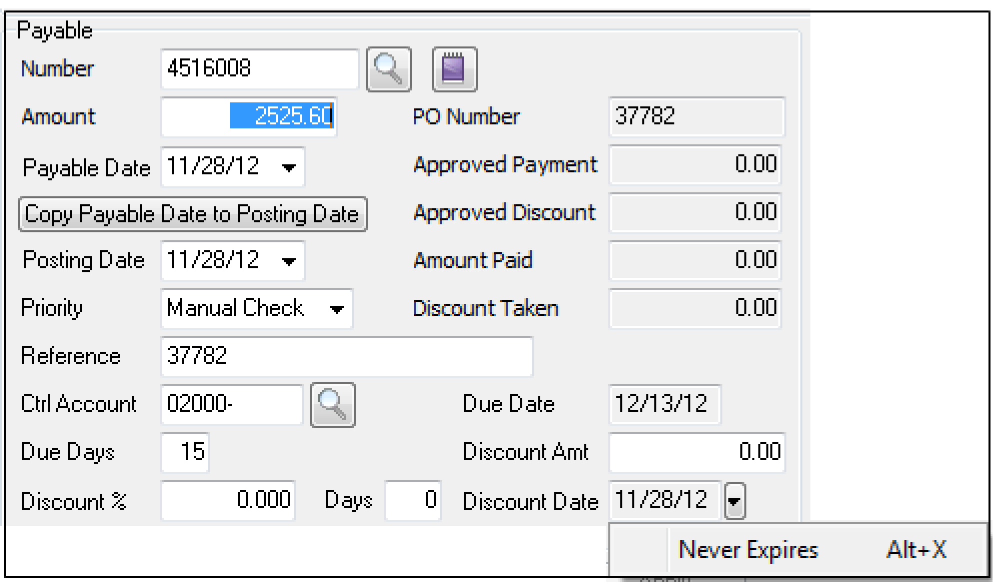
Receipt
This is the last date that product purchased from the vendor was received into inventory.

6.3.1.4 - Default Accounts

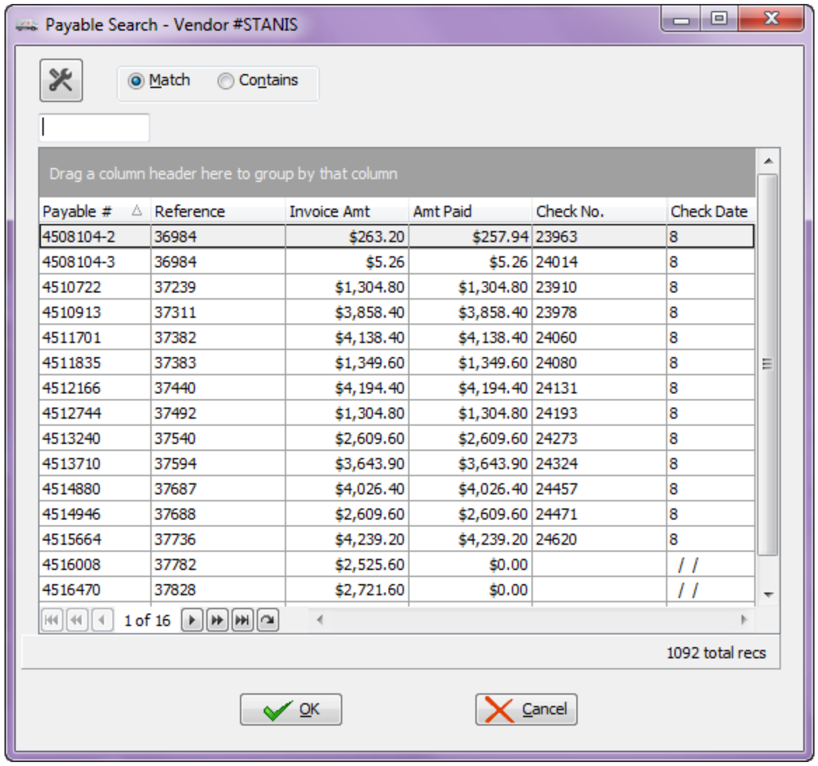
Expense
This is the default expense account for the vendor. When you create a payable, the distribution accounts of the payable will default to this value.

Control
This is the default control account for the vendor. When you create a payable, the Ctrl Account field of the payable will default to this value.

6.3.1.5 - Payable Controls



Number
This is the invoice or debit number. You can enter up to ten characters. If you want to view an existing payable, click the  button next to the **Number** control or hit the F5 key, and select a payable from the search screen. The search screen shows only those payables for the current vendor.



Payable #	Reference	Invoice Amt	Amt Paid	Check No.	Check Date
4508104-2	36984	$263.20	$257.94	23963	8
4508104-3	36984	$5.26	$5.26	24014	8
4510722	37239	$1,304.80	$1,304.80	23910	8
4510913	37311	$3,858.40	$3,858.40	23978	8
4511701	37382	$4,138.40	$4,138.40	24060	8
4511835	37383	$1,349.60	$1,349.60	24080	8
4512166	37440	$4,194.40	$4,194.40	24131	8
4512744	37492	$1,304.80	$1,304.80	24193	8
4513240	37540	$2,609.60	$2,609.60	24273	8
4513710	37594	$3,643.90	$3,643.90	24324	8
4514880	37687	$4,026.40	$4,026.40	24457	8
4514946	37688	$2,609.60	$2,609.60	24471	8
4515664	37736	$4,239.20	$4,239.20	24620	8
4516008	37782	$2,525.60	$0.00		/ /
4516470	37828	$2,721.60	$0.00		/ /

Notepad button next to the Payable "Number" field.

- Clicking the Notepad will open a window showing all previous comments associated with this transaction. The most recent entry appears at the top of the list.

- Clicking the "**Add**" button in this window will open another window which will accept a new comment of up 255 characters in length.

Note The Notepad feature has been purposely designed so comment entries cannot be edited or deleted once they have been saved. The idea is to have a historical log without risk of details being changed (edited) or lost (deleted).

Amount
This is the payable amount. Enter a positive amount to create an invoice, or a negative amount to create a debit.

Payable Date
This is the date of the payable. The default is the current entrée working date.

Copy Payable Date to Posting Date
Clicking this button will copy the payable date into the posting date field.

Posting Date
This field displays the date that will be applied to the journal posting records. The default is the current entrée working date.

Priority
This is the priority for the payable. When you create a payable, this field will be populated with the default priority for the current vendor. Click the drop down menu button to choose a priority.

- Select Hold priority if you want to prevent the payable from being approved.

- Select priority 2 (the highest) through priority 9 (the lowest) for payables that you want to approve later on.
- The other available priorities, Immediate, Manual Check, and Non Check are discussed below under the sections Immediate Payables, Non Check Invoices and Manual Invoices.

Reference
This field can be used as a description of the payable, as cross-reference to a purchase order, or to cross-reference a debit to an invoice. You can enter up to 50 characters, or this field may be left blank.

Ctrl Account
This is the control account for the payable, which is the account that will be credited. When you create a payable, this field will be populated with the default control account for the current vendor.

If General Ledger is enabled, the account entered must be an active General Ledger account. In that case, the  button or F5 key will bring up the General Ledger Account search screen, and from there you can pick the General Ledger account you want to. If General Ledger is disabled, you can enter any account.

Due Days
This is the number of days from the payable date within which the vendor requests payment. When you create a payable, this field will be populated with the default due days for the current vendor. For a debit, Due Days will be 0, and this field cannot be edited.

Discount Percent
This is the discount percent for the payable offered by the current vendor. When you create a payable, this field will be populated with the default discount percent days for the current vendor. For a debit, the discount percent will be 0, and this field cannot be edited.

Days
This is the number of days from the payable date within which you must pay the vendor in order to receive a discount. When you create a payable, this field will be populated with the default discount days for the current vendor. For a debit, the discount days will be 0, and this field cannot be edited.

PO Number
This is a user-defined purchase order number associated with the payable.

Approved Payment
This is the amount of the payment that has been approved for an existing payable. This field is for informational purposes only and cannot be edited.

Approved Discount
This is the amount of the discount that has been approved for an existing payable. This field is for informational purposes only and cannot be edited.

Amount Paid
This is the total of all previous payments against the payable for an existing payable. This field is for informational purposes only and cannot be edited.

Discount Taken
This is the total of any discounts taken against the payable for an existing payable. This field is for informational purposes only and cannot be edited.

Due Date
This is the due date of the payable. This field is for informational purposes only and cannot be edited.

- **Due Date = Payable Date + Due Days**

Discount Amt
This is the discount. See the Calculating the Discount section below for more information.

Discount Date
This is the date the payable must be paid by in order to take advantage of the discount offered by the current vendor. This filed is for informational purposes only and cannot be edited.

- **Discount Date = Payable Date + Discount Days**
- **Never-Expiring discount date**

<u>**Adding a Never-Expiring Discount Date**</u>

1. Click the drop-down button to the right side of the "**Discount Date**" field.
2. Click **Never Expires**.
3. Click **Apply**
4. When the option is checked then the "Discount Date" field is blanked and changes to **red.** Red means it **Never Expires**. Removing the check from the setting will change the control back to its normal color and will recalculate Discount Date based on the usual parameters.

Note **1. Alt-X** shortcut key is attached to the **Never Expires** option setting to toggle it on or off without being required to open the drop-down menu.

Note **2.** In the Approve To Pay utility any entries which use the "never expires" feature will show "**N/A**" in the "Discount Date" column.

6.3.1.6 - Distribution Accounts

In a double entry book-keeping system such as Accounts Payable, every credit must be offset by a debit. When you create a payable, you credit the single control account, which is typically a liability account, and debit one or more distribution accounts, which are typically expense accounts. Invoices often have more than one type expense, and in such cases you need to be able to distribute the payable amount to more than one account. In the case of a single distribution account, the entire payable amount is applied to the single account. In the case of multiple distribution accounts, the total of all the distributions must equal the payable amount.

Balance To Distribute
This is the payable amount minus the total distributions. It is updated as you add and delete distribution accounts, and modify amounts.
To change the account and amount, you can use one of the following commands.

Keyboard	Scroll to the account and press the Enter.
Context Menu	Double left click the account.

You can then modify the account and the amount. After you are done modifying the amount, hit the Enter or Tab key, and the Balance To Distribute field will be updated.

Account
This is the distribution account for the payable, which is the account that will be debited. If General Ledger is enabled, the account entered must be an active General Ledger account. In that case, the F5 key will bring up the General Ledger Account search screen, and from there you can pick the General Ledger account you want to. If General Ledger is disabled, you can enter any account.

Amount
This is the amount debited to the account. Enter a positive amount for an invoice, or a negative amount for a debit.

Delete Account
Click the "Delete Account" button to delete the current account.

New Account
Click the "New Button" button to add a new account. When you add a new account, the account field will be populated with the default expense account for the current vendor, and the amount field will be populated with any remaining balance that requires distribution.

6.3.1.7 - Buttons

Add Payable
Clicking the Add Payable button will prepare the window to accept a new payable number into the payable number control.

Void
Clicking the Void button will void the payable.

OK
Clicking the OK button will save any pending changes to the payables file, and will reset the payable and vendor sections of the window. This button is useful if you want to save pending changes, and then enter a new payable for a different vendor.

Cancel
Clicking the Cancel button will allow you to cancel changes you're making to an existing payable, or cancel the addition of a new payable. If no payable is displayed, clicking the "Cancel" button will reset the vendor section of the window to allow you to enter a vendor.

Close
Clicking the Close button will close the Enter Payables window. You will be taken back to the Main Menu after clicking this button.

Apply
Clicking the Apply button will save any pending changes to the payables file, and reset the payable section of the window to allow another payable to be created. This button is useful if you want to save pending changes, and then immediately enter a new payable for the current vendor.

6.3.2 Adding a Payable

Enter the payable number and hit the Enter key, or click the "**Add**" button. If you've entered a new payable number via the keyboard, without clicking the "**Add**" button, you will see a Confirm prompt.

Hit the Enter key or click the "**Yes**" button to accept the payable number.

Once **entrée** has established that the payable is unique, you can then populate the other fields. The fastest way to create payables is to use the Enter key to advance from one field to another, instead of using the Tab key or the mouse. The Enter key is set to focus on the controls that you are most likely to activate when adding payables.

Entering Debits
A debit is a payable with a negative amount. A debit will reverse some or all of an invoice amount from one or more invoices, and is essentially a negative invoice. A debit is created in the same manner as an invoice, except the payable amount and the distribution amounts are negative. A typical use of a debit is to offset some amount of an invoice for damaged goods. Purchase Order numbers can be entered when creating a debit memo.

Example

- You create invoice INV2001 for an amount of 1000.00 for ten cases of olive oil received at 100.00 per case. Upon inspection, one case is spoiled or damaged.
- Now you create debit DEB2001 for -100.00. You use the same control and distributions accounts as you used on the invoice, except the amounts are all negative.
- You also enter the invoice number INV2001 into the debit reference field as a cross- reference to the invoice.
- Then fully approve both the debit and invoice. When you print the check, the check amount will be for 900.00, and the 1000.00 invoice and the -100.00 debit will both appear on the check stub.

6.3.3 Changing an Existing Payable

Most fields in an existing payable can be modified. However, there are some restrictions.

A payable that is approved, or has a previous payment, can only have the Priority, Due Days, Discount %, and Discount Days modified, and the only priorities available are Immediate, and 2 through 9. If the payable is a debit, Discount %, and Discount Days can never modified.

If a payable has no previous payments and is not approved, then you can change any field, including the payable amounts. An invoice cannot be changed to a debit and vice-versa. In other words, when the payable amount is positive, it must always be positive, and if the payable amount is negative, it must always be negative.

Changing the payable amount actually voids the original invoice, and then creates a new invoice with the new amount. If you were to change the amount of an invoice and then generate the AP Invoice Register report, you would see both the voided invoice and the new invoice. It is important to note that the voiding process and the new payable creation process both generate postings, and that these postings can only be applied to the current GL Period. If the postings of the original payable have already been released and applied to a previous GL period, then you may want to post reversing GL journal entries.

Example if a payable of 1500.00 is created with control account 11111- and distribution account 44444-, then two AP journal postings are created:

11111-	-1500.00
44444-	1500.00

Assume these postings are released, GL period 06 is updated, and GL period 06 is closed. GL period 07 then becomes the current period. If the payable amount is then changed to 1600.00, the void process creates two new postings whose purpose is to cancel out the original postings:

11111-	1500.00
44444-	-1500.00

and two new postings for the new amount are created:

11111-	-1600.00
44444-	1600.00

Assume that the four new postings above will be released during the next release process, and the current GL period 07 will be updated with those postings. In this case, post to the current GL period a journal entry that will cancel out the postings generated as a result of the void process:

11111-	-1500.00
44444-	1500.00

Finally, post to GL period 06 a journal entry that will cancel out the original payable postings:

11111-	1500.00
44444-	-1500.00

6.3.4 Saving Payables

Click the **OK** button or the **Apply** button to save the payable. Before saving the payable to the Payables file, the payable is validated as below.

For all payables:

- The payable date must be a valid date
- The payable amount must be fully distributed
- If the payable has Immediate priority, the Due Days will be 0

For debits:

- The debit amount and all distribution amounts must be negative
- The priority cannot be Manual Check or Non Check
- Both the Discount Percent and Discount days will be 0

For invoices:

- The invoice amount and all distribution amounts must be positive
- Both Discount Percent and Discount Days must be greater than or equal to zero, and if either field is a non-zero value, then the other must be non-zero as well

You cannot save a new payable whose Posting Date is within a previous GL period, unless you have Option 109 is enabled. Option 109 allows for the AP postings of the new payable to be automatically released and a GL journal entry for those released postings to be automatically posted to the GL.

The GL period window will default to the period determined by the posting date, but you may override the default and post the entry to any previous period. A cancellation from the account dialog will result in the payable begin saved, but no entry posted to GL.

An existing payable cannot have it's posting date changed to a date in a closed GL period, regardless of the state of Option 109.

Current Year
Select this field in order to post to a period from the current year.

Last Year
Select this field in order to post to a period from last year.

GL Posting Period
You will post your entries to the period displayed in this field.

OK
Clicking the "OK" button will release the AP journal postings, post the GL journal entry, and close the Enter Period window. If any of the AP journal postings is for an Income Statement account, you will have to enter a Net Income account and a Retained Earnings account.

Cancel Button
Clicking the "Cancel" button will close the Enter Period window. However, the only option available will be to close the window.

Selecting a Period and Year
You can select other Year/Period combinations, however the Period and Year have several constraints:

- If you select Current Year, the Period you enter must be less than the current period.

- If you select Last Year, there must have been a period closed last year, and the Period you enter must be less than the final period closed last year.

6.3.5 Immediate Payables

If you receive an invoice from a vendor, and you want to quickly create and approve the invoice and print a check, you can create an immediate AP invoice.

- Create an immediate AP invoice in almost the same manner as a regular invoice. With an immediate invoice, however, you must enter the approved payment, discount, and adjustment amounts, as well as a checking account. After the invoice has been created, you can immediately print the check. Debits can be approved immediately as well, but that is unusual.
- You create an immediate payable by adding a payable, and selecting an Immediate priority. When you attempt to save the payable, the immediate approval window will be displayed.

Note The **Immediate Approval** window is only displayed when you save the payable during its' initial creation. Saving changes to an existing immediate payable will not result in the **Immediate Approval** window being displayed.

Purchase Amount
This is payable amount. This field is for informational purposes only and cannot be edited.

Discount Amount
This is calculated discount amount. This field is for informational purposes only and cannot be edited. If the payable is a debit, or if the payable is an invoice without a discount, the discount amount will be zero.

Approved To Pay
The payment amount to be approved. For an invoice, this field must be positive. For a debit, this field must be negative. This field will default to an amount calculated as:

Approved To Pay = Purchase Amount - Discount Amount

Approved Discount
The discount amount to be approved. For an invoice, this field must be positive. For a debit, this field must be negative. This field will default to an amount equal to the Discount Amount.

Approved Adjustment
The discount amount to be approved. For an invoice, this field must be positive. For a debit, this field must be negative. This field will default to a value of zero.

Checking Acct
This is the checking account number that will be associated with the payable that you are approving for payment. When you approve a payable, the approved amounts and the checking account will be saved to the payables file for that payable. You can click the button or hit the F5 key to bring up the Checking Account search screen, and from there you can pick the checking account you want to use. This field will default to the checking account you assigned as the default checking account in Company Maintenance.

OK
Clicking the "OK" button will validate the fields, and if the fields pass the validation, the window will close and the process of saving the payable will continue.

Cancel
Clicking the "Cancel" button will allow you to cancel the approval of the payable.

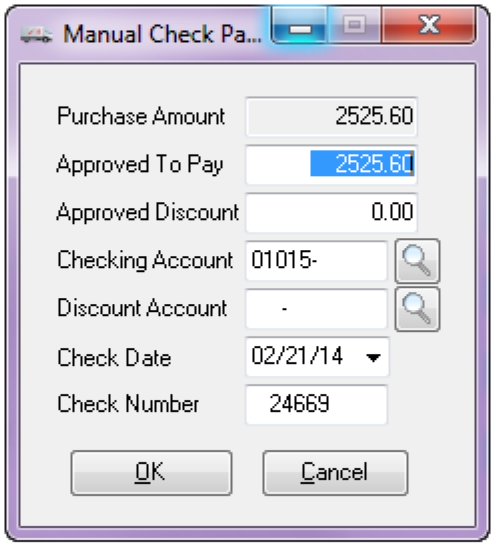
In the Confirm dialog for the cancellation of the approval clicking "**Yes**" will accept the cancellation, close the immediate approval window, and continue the process of saving the payable. This action is the same as entering zero approval amounts.

Click the "**No**" button to return to the immediate approval window.

6.3.6 Manual Check Invoices

If you receive an invoice from a vendor, and you want to pay the vendor with a hand written check, you can create a manual check payment. You create a manual check payment in almost the same manner as a regular invoice. With a manual check payment, however, you must enter the approved payment and discount amounts, as well as a checking account.

- You create a manual check payment by adding a payable, and selecting **Manual Check** priority. When you attempt to save the payable, the manual check payment window will be displayed.



Purchase Amount
This is payable amount. This field is for informational purposes only and cannot be edited.

Approved To Pay
The payment amount to be approved. This field must be greater than zero. This field will default to an amount calculated as:

Approved To Pay = Purchase Amount - Discount Amount

Approved Discount
The discount amount to be approved. This field must be greater than or equal to zero. This field will default to discount amount.

Checking Account
This is the checking account number that will be associated with the invoice that you are approving for payment. When you invoice a payable, the approved amounts and the checking account will be saved to the payables file for that payable. You can click the button or hit the F5 key to bring up the Checking Account search screen, and from there you can pick the checking account you want to use. This field will default to the checking account you assigned as the default checking account in Company Maintenance.

Check Date
The manual check date.

Check Number
The manual check number. This field will default to the next available check number for the selected checking account. You can enter up to eight characters. The check number cannot be blank nor 0. In addition, the check number cannot be a number for a check that exists on the current or history check file.

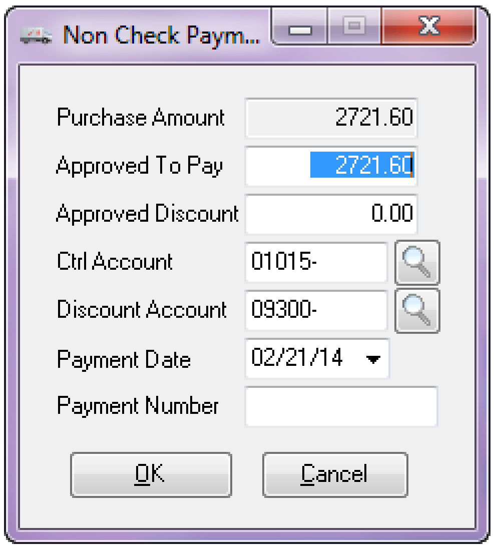
OK

Clicking the OK button will validate the fields, and if the fields pass the validation, the window will close and the process of saving the payable will continue.

6.3.7 Non Check Invoices

If you receive an invoice from a vendor, and you want to pay the vendor with cash, you can create a non-check payment.

- You create a non-check payment in almost the same manner as a regular invoice. With a non-check payment, however, you must enter the approved payment and discount amounts, as well as a payment account and a payment number.
- You create a non-check check payment by adding a payable, and selecting **Non Check** priority. When you attempt to save the payable, the non-check payment window will be displayed.



Purchase Amount
This is payable amount. This field is for informational purposes only and cannot be edited.

Approved To Pay
The payment amount to be approved. This field must be greater than zero. This field will default to an amount calculated as:

Approved To Pay = Purchase Amount - Discount Amount

Approved Discount
The discount amount to be approved. This field must be greater than or equal to zero. This field will default to discount amount.

Account
If General Ledger is enabled, the account entered must be an active General Ledger account. In that case, the  button or F5 key will bring up the General Ledger Account search screen, and from there you can pick the General Ledger account you want to. If Accounts Payable and General Ledger are NOT linked, you can enter any account.

Payment Date
The payment date.

Payment Number
The payment number or reference. You can enter up to ten characters which may include letters, numbers, the dash "-", and the underscore "_" . Blanks are not allowed.

OK
Clicking the OK button will validate the fields, and if the fields pass the validation, the window will close and the process of saving the payable will continue.

6.3.8 Voiding a Payable

Only payables that are not approved and have no previous payments may be voided. Once a payable is voided, a new payable may be created with the same payable number. Voiding a payable will reverse the amounts in the appropriate vendor totals.

To void a payable, click the "**Void**" button. Once the payable is voided, the payable section of the window will be reset to allow you to enter a new payable for the current vendor.

It is important to note that the voiding process generates postings, and that these postings can only be applied to the current GL Period. When you void a payable whose original postings have already been released and applied to a previous GL period, then you may want to post reversing GL journal entries.

Example If a payable of 1500.00 is created with control account 11111- and distribution account 44444-, then two AP journal postings are created:

11111-	-1500.00
44444-	1500.00

Assume these postings are released, GL period 06 is updated, and GL period 06 is closed. GL period 07 then becomes the current period. If the payable is voided, the void process creates two new postings whose purpose it to cancel out the original postings:

11111-	1500.00
44444-	-1500.00

Assume that the two new postings above will be released during the next release process, and the current GL period will be updated with those postings. In this case, post to the current GL period a journal entry that will cancel out the postings generated as a result of the void process:

11111-	-1500.00
44444-	1500.00

Finally, post to GL period 06 a journal entry that will negate the original payable postings:

11111-	1500.00
44444-	-1500.00

6.3.9 Calculating the Discount

If the invoice has a Discount % and a Discount Days which are both non-zero, the Discount Amount will be calculated automatically and will be based on the payable Amount and the Discount %.

Discount Amount = Payable Amount * Discount Percent

You may override this amount and put in any amount less than the purchase amount, including zero. If the Discount Amount is equal to the system calculated amount, then applying the payable will generate the discount confirmation window below, which will allow you to recalculate the discount on an amount which is less than the purchase amount.

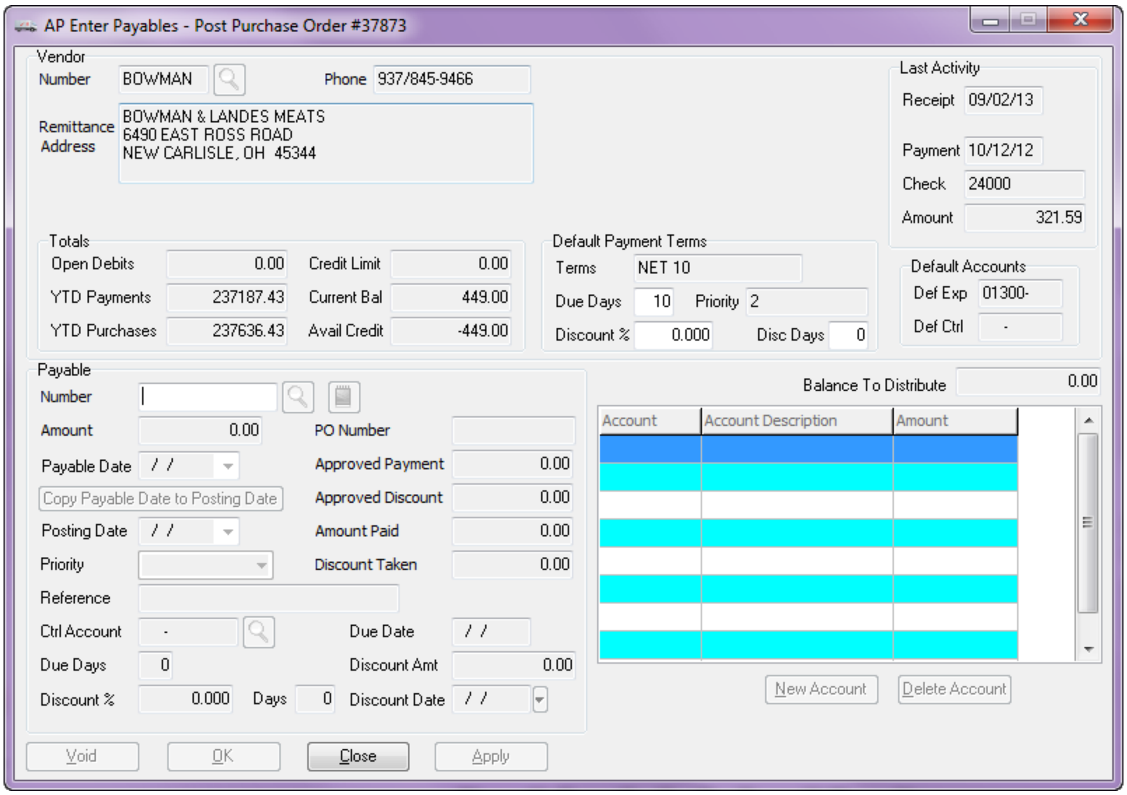
Discount Amount = (Payable Amount - Balance Reduction) * Discount Percent

This dialog allows you to enter a Balance Reduction Amount. In this example, the invoice amount of 125.75 has reduced by 25.00, so the discount will be calculated on the remaining 100.75. Click the "**OK**" button will close the balance reduction dialog box.

You will be warned if you close the dialog box without entering a reduction amount. This will allow you to re-enter a reduction amount. Click the "**No**" button to re-open the balance reduction dialog box, or hit the "**Yes**" button to continue with the saving of the invoice.

6.3.10 Entering an Invoice Posted from Receiving PO

When receiving a purchase order from accounts receivable, you have the option to post the PO to accounts payable. If you decide to post the PO, the **AP Enter Payables** window will be displayed with the vendor field automatically populated with the vendor associated with the PO. The vendor cannot be changed.



- At this point, the "**Close**" button is enabled. If you click **Close** the invoice will **not** be created, the Enter Payables window will close, and you will return to the PO receiving window.
- You **must** enter a unique invoice number. Once the invoice number is entered, the amount field will be automatically populated with the PO amount and cannot be changed.
- Next you can enter and modify the various fields just as you would for any other payable. Entering the amount will enable the "**Apply**" button and enable the "**Cancel**" button.
- At this point, the "**OK**" button and the "**Apply**" button will save the invoice, close the **Enter Payables** window, and return you to the PO receiving window.
- If you click the "**Cancel**" button, the invoice will **not** be created, the Enter Payables window will close, and you will return to the PO receiving window.

6.4 Change Payable Priority Utility

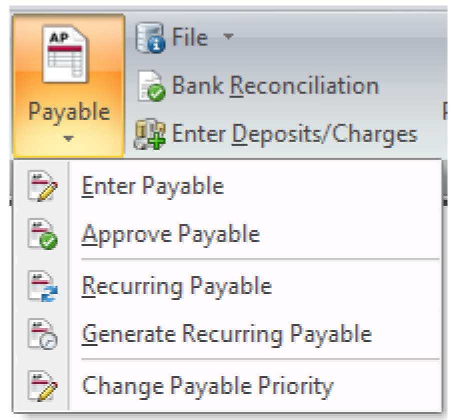
The Change Payable Priority Utility can be used to change the priority of a payable even in a ***closed period***.

The payment priority indicates when or how the invoice should be paid in relation to other payables. This value may have to be changed because circumstances change.

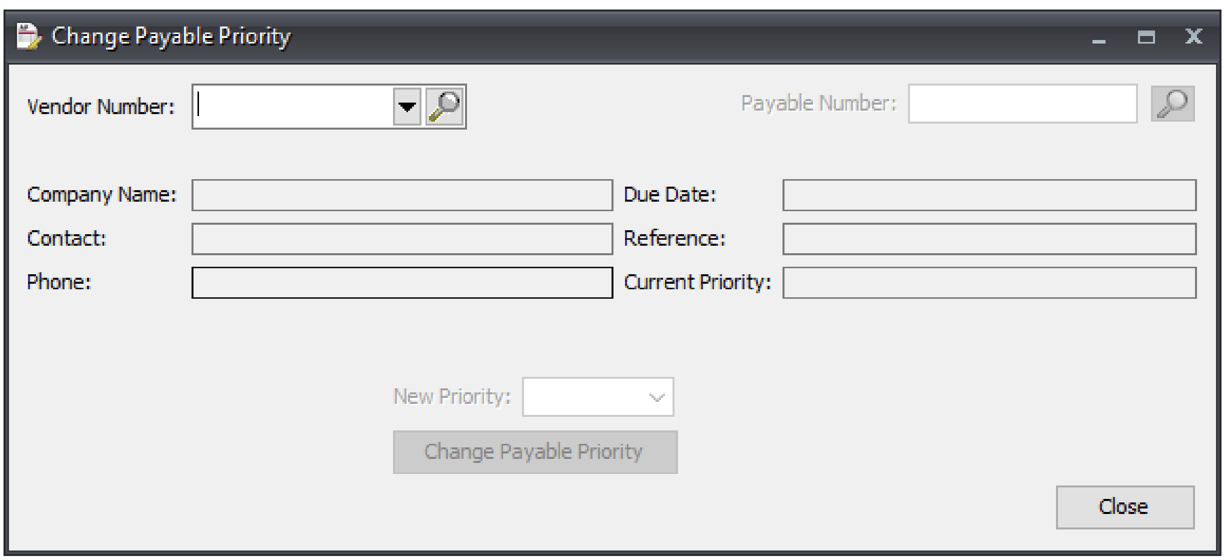
Note This utility will only process ***one payable at a time***. This will help to prevent accidental changes to priority on the wrong payable.

Access

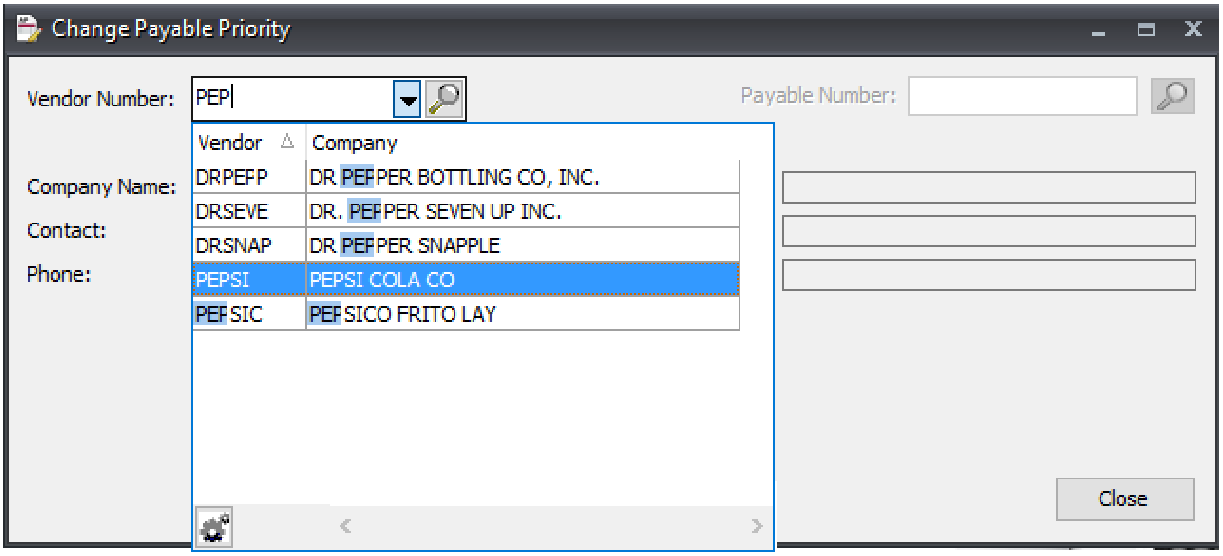
1. Go to the **Vendor** ribbon menu.
2. Select the **Payable** drop down menu.
3. Select the **Change Payable Priority** option.



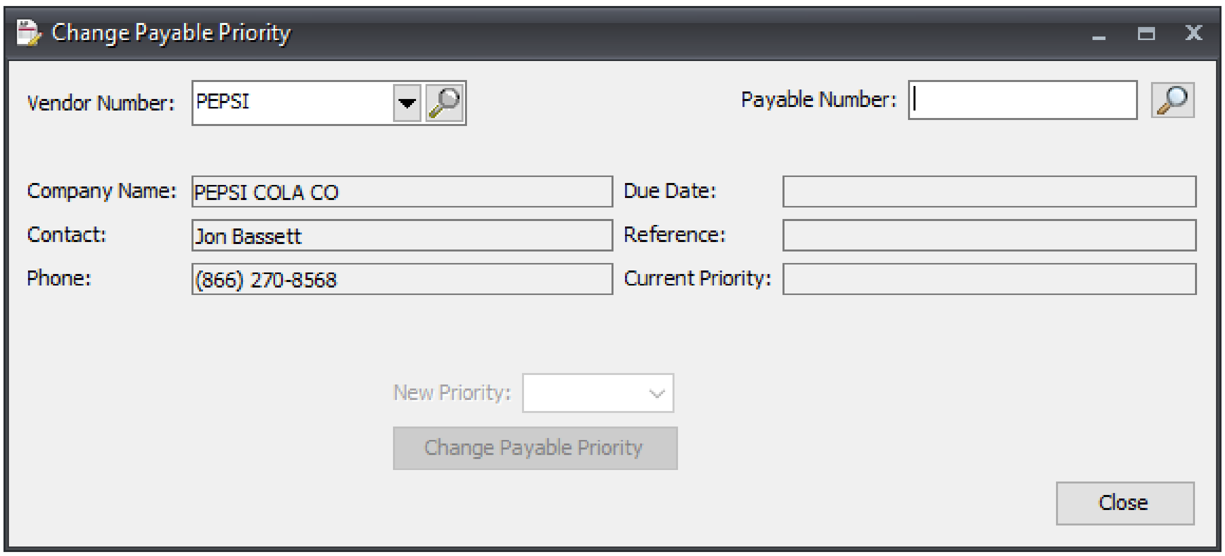
4. Find or enter the **Vendor Number** if you know it. Or use the search tool.



5. Using the Vendor Number field auto-complete feature can help you quickly find the vendor. Start entering the vendor number and the list will population so you can make your selection.

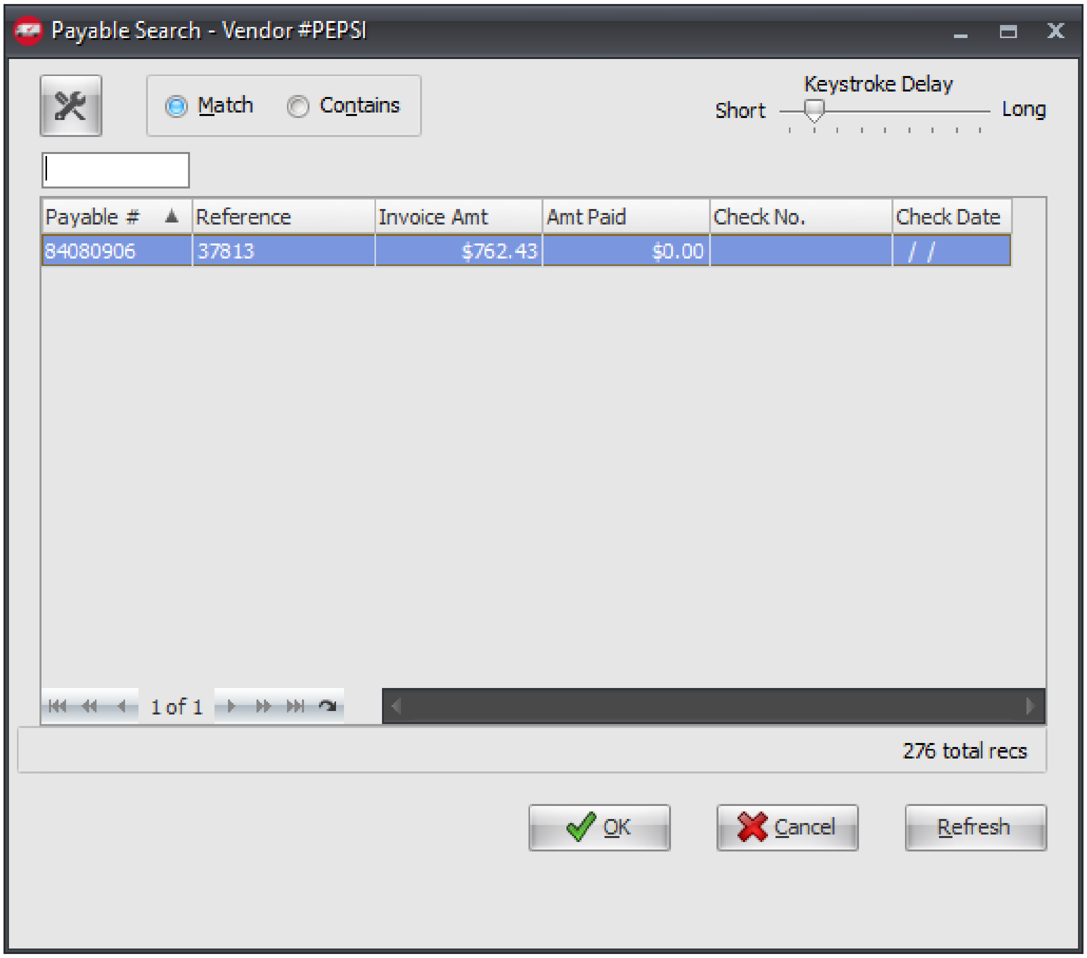


6. Once the Vendor Number is selected hit **Enter** and the contact information will be added to the screen.



7. Find the desired payable number click in the **Payable Number** field and click the search tool.

8. A list of the payables for that vendor will be displayed. In the **Payable Search** dialog double-click the payable you want to change and it will be loaded into the screen.



9. Go to the **New Priority** menu and select the new priority and hit **Enter**.

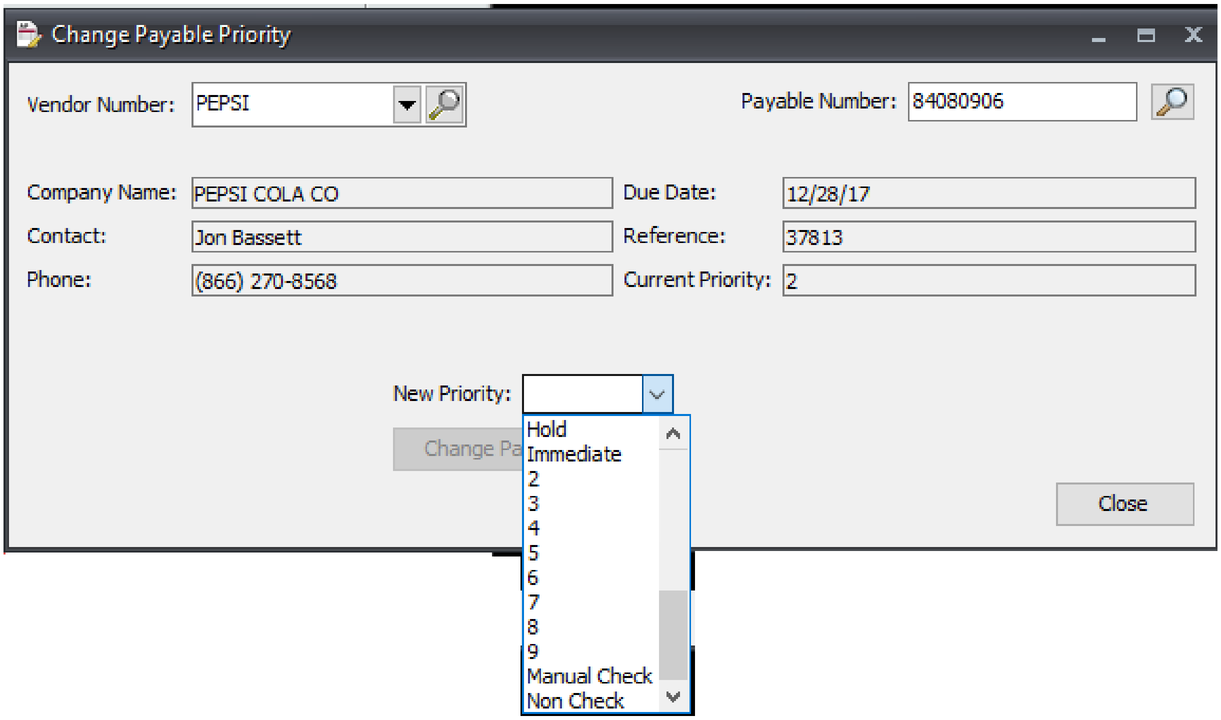
New Priority Values

- **2 - 9:** The numeric ranking system allows you to prioritize your vendors using a number between 2 through nine. The number 2 signifies the highest priority and the number nine signifies the lowest.

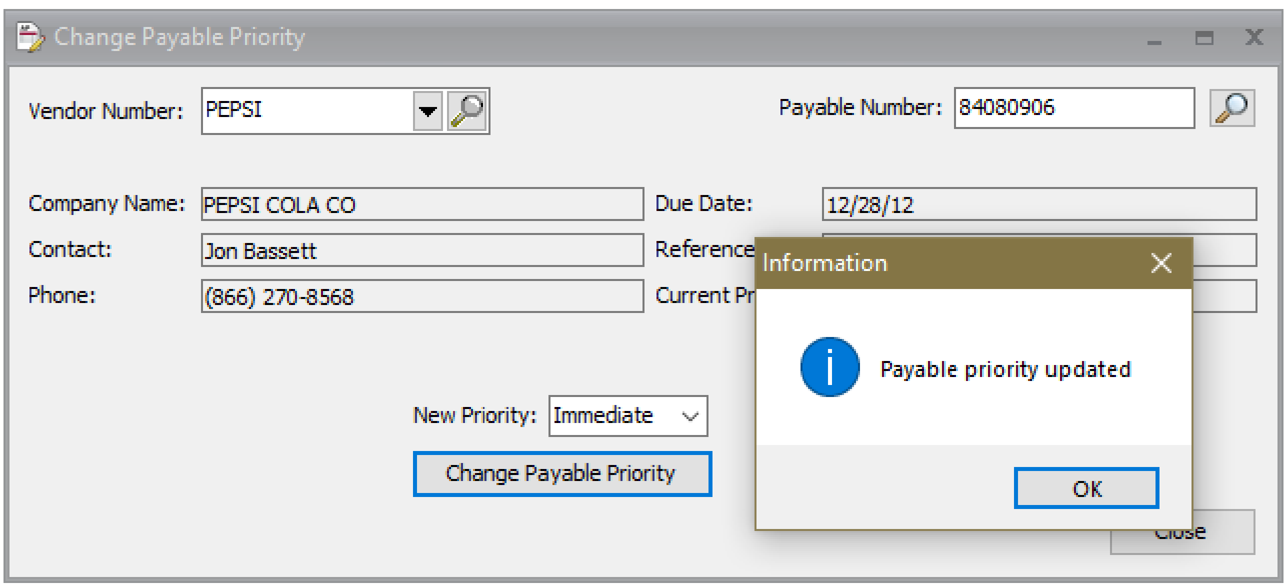
- **Hold:** Some circumstances may warrant holding payments for a vendor. For instance, you may have billing questions, or the quality of the last delivery may not have been up to standard. If this is the case, you can choose Hold from the list. This will prevent invoices from being approved for payment as well as the creation of any checks for this vendor unless you change the priority.

- **Manual Check:** Choose Manual Check if you do not wish the accounts payable system to print a check for this vendor. For instance, you may pay this vendor from an account that is not defined in the accounts payable system and you have to write out a check for them.

- **Non Check:** Choose Non Check if you do not pay this vendor with a check. For instance, you may pay with cash or you may wire transfer monies into the vendor's bank account.



10. The **Change Payable Priority** button is activated. Click the button to update the payable.



11. An Information box will display Payable priority updated, click **OK**.

12. Click **Close** on the **Change Payable Priority** screen if you are done.

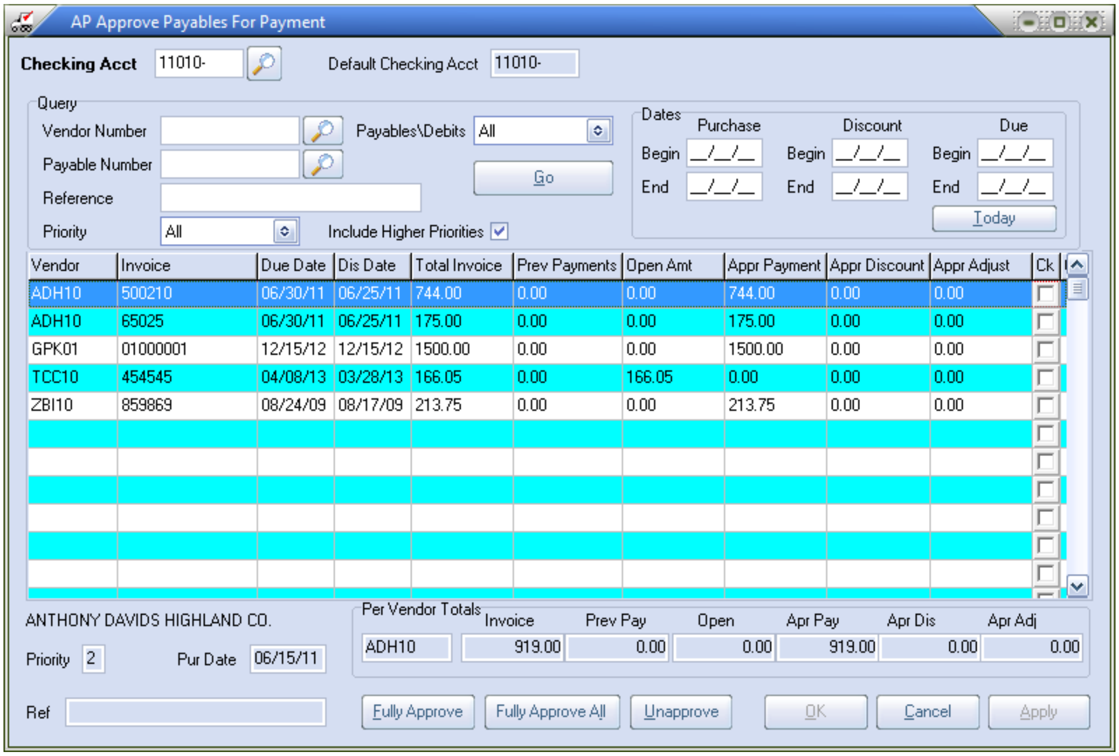
6.5 AP Approve Payables

Once you have created a payable, you must approve it for payment before you can generate a payment against it. This option is also useful for displaying those payables that meet your search criteria, such as all payables due on a particular date.

An invoice is a payable with positive purchase amount, and a debit is payable with negative purchase amount. The typical sequence of events is to create a number of payables for one or more vendors, approve the payables for payment, and then print a check to each vendor for the payables that have been approved for that vendor.

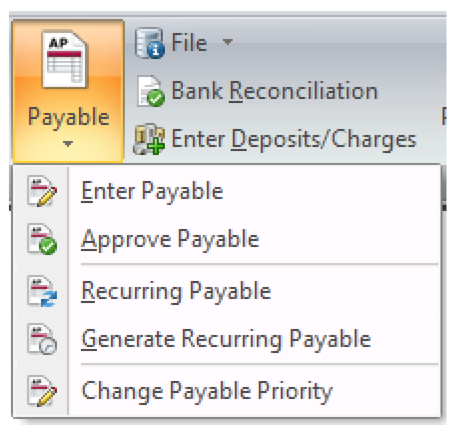
entrée V3

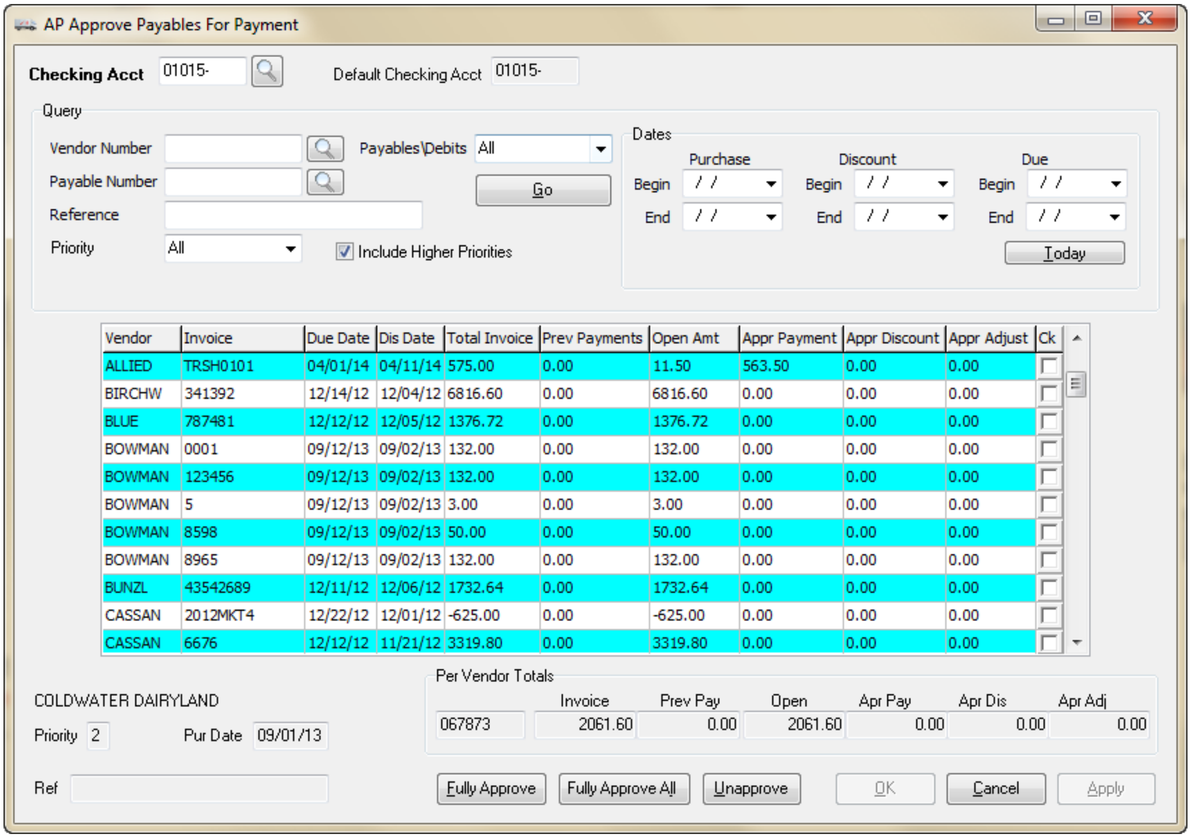
Use menu path: **Accounting** > **Accounts Payable** > **Manage Payables** > **Approve Payables**.



entrée V4 SQL

Go to the **Vendor** ribbon menu **A/P Transaction** section click the **Payable** drop down menu and select **Approve Payable**.





6.5.1 Approving Payables Controls

Checking Acct

This is the checking account number that will be associated with the payables that you approve for payment. When you approve a payable, the approved amounts and the checking account will be saved to the payables file for that payable. You can click the Search  button or hit the F5 key to bring up the Checking Account search screen, and from there you can pick the checking account you want to use. This field will default to the checking account you assigned as the default checking account in Company Maintenance.

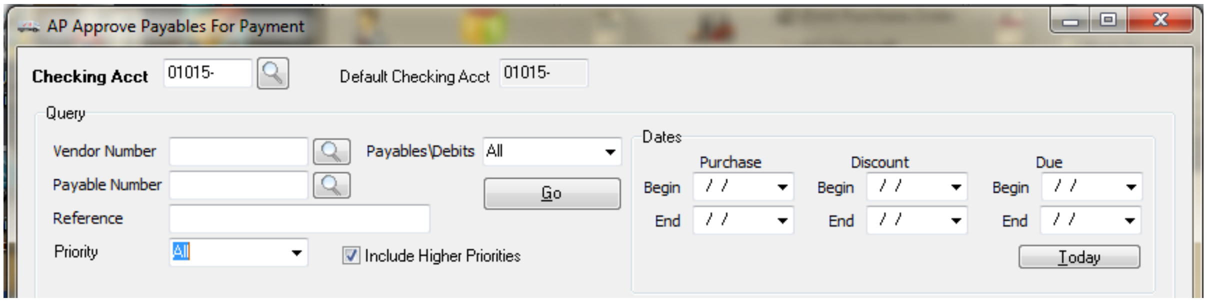
Default Checking Acct

This is the default checking account that you set up in Company Maintenance. This field is for informational purposes only and cannot be edited.

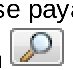
6.5.1.1 - Query Section

The Query section allows you to constrain your search for payables that meet a certain criteria. All the fields except All\Debits\Invoice and Priority may be left blank. After you have entered you're criteria, you can start the search in one of two ways:

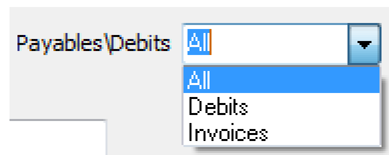
Keyboard	If any of the Query controls is highlighted, simply hit the Enter key.
Button	Press the "**Go**" button.



Vendor Number
Allows a search for those payables whose vendor matches this field. Enter up to six characters for the vendor, or you can click the Search  button or hit the F5 key to bring up the Vendor search screen.

Payable Number
Allows a search for those payables whose payable number matches this field. Enter up to ten characters for the payable, or you can click the Search  button or hit the F5 key to bring up the AP Invoice search screen.

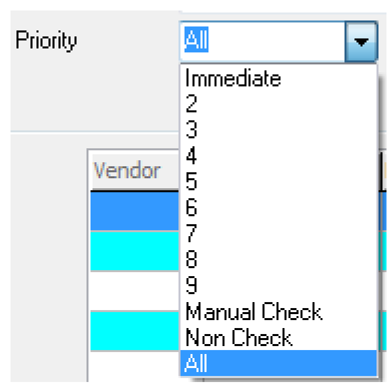
Payables / Debits
This allows you to select whether you want to search for only debits, only invoices, or all payables. Click the drop down menu button and choose the payable type.



Reference
Allows a search for those payables whose reference matches this field. Enter up to twenty characters for the reference.

Priority
This allows you to search for only those payables whose priority is a certain type. Only payables whose priority is greater than or equal to the selected priority will be displayed. Immediate is the highest priority, and 9 the lowest priority. Click the drop down menu and choose the priority.

If you select **Immediate** priority. Since Immediate is the highest priority, only payables with immediate priority will be displayed. If you select priority 3, only those payables whose priority is 3, 2, or Immediate will be displayed.



- Payables with a blank priority will only be retrieved be when you select "**All**".

Include Higher Priorities
By default, this box is checked to accept payables per the rules in the Priority description above. If priority level 5 is selected and this box is checked, the payables displayed will include priority levels 5, 4, 3, 2, and Immediate. When this box is unchecked, only payables of the specified priority selected in the drop-down menu will be displayed (for example, only priority level 5).

Purchase Begin Date
Allows a search for those payables whose purchase date (payable date) is greater than or equal to this date. This date must be less than or equal to the purchase end date, or blank.

Purchase End Date
Allows a search for those payables whose purchase date (payable date) is less than or equal to this date. This date must be greater than or equal to the purchase begin date, or blank.

Discount Begin Date
Allows a search for those payables whose discount date is greater than or equal to this date. This date must be less than or equal to the discount end date, or blank.

Discount End Date
Allows a search for those payables whose discount date is less than or equal to this date. This date must be less than or equal to the discount begin date, or blank.

Due Begin Date
Allows a search for those payables whose due date is greater than or equal to this date. This date must be less than or equal to the due end date, or blank.

Due End Date
Allows a search for those payables whose due date is less than or equal to this date. This date must be less than or equal to the due begin date, or blank.

Today Button
Clicking the "Today" button will populate the Due End Date with the current date. For example, you want to know what payables are due by today. Leave all query fields in their default state, hit the Today button, and then hit the Enter key. Only those open payables whose due date is less than or equal to today's date will be displayed.

Go Button
Clicking the "Go" button starts the search for payables.

6.5.1.2 - Payables Grid

Vendor	Invoice	Due Date	Dis Date	Total Invoice	Prev Payments	Open Amt	Appr Payment	Appr Discount	Appr Adjust	Ck
ADH10	500210	06/30/11	06/25/11	744.00	0.00	0.00	744.00	0.00	0.00	☐
ADH10	65025	06/30/11	06/25/11	175.00	0.00	0.00	175.00	0.00	0.00	☐
GPK01	01000001	12/15/12	12/15/12	1500.00	0.00	0.00	1500.00	0.00	0.00	☐
TCC10	454545	04/08/13	03/28/13	166.05	0.00	166.05	0.00	0.00	0.00	☑
ZBI10	859869	08/24/09	08/17/09	213.75	0.00	0.00	213.75	0.00	0.00	☐

Vendor
The vendor of the payable. This field is for informational purposes only and cannot be edited.

Invoice
The payable number of the payable. This field is for informational purposes only and cannot be edited.

Due Date
The due date of the payable. This field is for informational purposes only and cannot be edited.

Dis Date
The discount date of the payable. This field is for informational purposes only and cannot be edited.

Total Invoice

The payable amount (purchase amount) of the payable. This field is for informational purposes only and cannot be edited.

Prev Payments
This is the total of all previous payments paid against the payable. This field is for informational purposes only and cannot be edited.

Open Amt
This is the remaining amount that can be approved for payment. It is calculated from the following formula:

Open Amt = Total Invoice - Prev Payments - Appr Payment - Appr Discount - Appr Adjust

Since the Open Amt is calculated from the approved amounts described below, changing the approved amounts will changed the Open Amt. This field is for informational purposes only and cannot be edited.

Appr Payment
The payment amount to be approved. For an invoice, this field must be positive. For a debit, this field must be negative.

Appr Discount
The discount amount to be approved. For an invoice, this field must be positive. For a debit, this field must be negative.

Appr Adjust
The adjustment amount to be approved. For an invoice, this field must be positive. For a debit, this field must be negative.

Ck
When this field is checked, it means that any changes that you have made to the payable will be saved to the payables file when you save pending changes. When this field is **NOT** checked, it means that any changes that you have made to the payable will **NOT** be saved. This allows you to modify the checking account or approved amounts of a payable, yet not actually save those changes.

You can save pending changes by clicking the "**OK**" button or the "**Apply**" button.

Example For example, you want to fully approve all payables except for one particular payable. After displaying all the payables on the grid, click the "Fully Approve All Payables" button, which will automatically approve and check all the payables.

You then un-check the one payable you don't want to modify. Even though the approved amounts in the grid still show some values for that payable, when you click the "**Apply**" button to save the changes, the changes you made to the un-checked payable will be ignored.

6.5.1.3 - Per Vendor Totals

This section displays vendor information and totals for the payable currently highlighted in the grid. These fields are for informational purposes only and cannot be edited.

Vendor
The vendor's name for the payable currently highlighted in the grid.

Priority
The priority of the payable.

Pur Date
This date shows the purchase date of the payable.

Ref
Reference field of the payable.

Per Vendor Totals

Invoice
The sum of the total invoice amounts for all the payables associated with the vendor.

Prev Payment
The sum of the previous payment amounts for all the payables associated with the vendor.

Open
The sum of the open amounts for all the payables associated with the vendor.

Apr Pay
The sum of the approved payment amounts for all the payables associated with the vendor.

Apr Dis
The sum of the approved discount amounts for all the payables associated with the vendor.

Apr Adj
The sum of the approved adjustment amounts for all the payables associated with the vendor.

6.5.1.4 - Buttons

Fully Approve Payable
Clicking the "Fully Approve Payable" button will fully approve the payable currently highlighted in the grid, and select it for file update. The next payable in the grid will then be highlighted.

Fully Approve All Payables
Clicking the "Fully Approve All Payables" button will fully approve all the payables in the grid, and select all of them for file update.

Unapprove
Click to deny approval for the payable currently highlighted in the grid.

OK
Clicking the "OK" button will save any pending changes to the invoice file and close the Approve Payables window. You will be taken back to the Main Menu after clicking this button.

Cancel
Clicking the "Cancel" button will discard any pending changes to the invoice file.

Close
Clicking the "Close" button will close the Approve Payables window. You will be taken back to the Main Menu after clicking this button.

Apply
Clicking the "Apply" button will save any pending changes to the invoice file. This button is useful if you want to save pending changes, but not exit out of the Approve Payables window.

6.5.2 Approving Payables for Payment

Once you have displayed some payables, you can approve them. When a payable is approved, the sum of the Approved Payment, Approved Discount, and Approved Adjust amounts comprise the approved amounts.

- A fully approved payable is one where the approved amounts and Previous Payments equals the Total Invoice of the payable.
- A partially approved payable is one where the approved amounts and Previous Payments is less than the Total Invoice amount of the payable.
- A newly created payable has an "**Open Amt**" equal to the "**Total Invoice**" amount, and a Prev Payments amount of zero.

After a payable has been approved, and a check has been printed for the payable, the sum of the approved amounts are added to the previous payment amount.

When you partially approve a payable and print a check for that payable, the approved amounts will accumulate as previous payments. When the previous payments equal the payable amount, the payable is closed. The Approve Payables window does not display closed payables, since closed payables cannot be approved.

If a payable is not closed then it is open. That is, an open payable is a payable that has had no previous payments made against it. The Approve Payables window only displays open payables. To change the approved amounts, you can use one of the following commands.

Keyboard	Scroll to the payable and press the Enter.
Context Menu	Double left click the payable.

You can then modify the approved amounts. After you are done modifying the approved adjustment amount, hit the Enter or Tab key, and the amounts will be validated. If the amounts are valid, the next payable in the grid will be highlighted. You will be warned if the amounts are invalid, and you will be required to enter valid amounts.

When you utilize the "**Full Approve Payable**" button or the "**Fully Approve All Payables**" the approved amounts will be based upon the "Open Amt" and the "Prev Payments" amount. **entrée** will approve the payable for the maximum amount available.

- If no previous payments have been made, then the approved amounts will be

  Appr Payment = Open Amt - Apr Discount
  Appr Discount = discount calculated when the invoice was created
  Appr Adjust = 0

- If previous payments have been made, then the approved amounts will be

  Appr Payment = Open Amt
  Appr Discount = 0
  Appr Adjust = 0

The easiest way to approve a large number of payables is to use "**Fully Approve All Payables**" button. After all the payables have been fully approved and selected, you can deselect those payables whose changes you do not want to apply to the file or modify individual payables.

Alternatively, you can use the "**Fully Approve Payable**" button to fully approve individual payables, and use the down arrow key to skip those payables that you don't want to approve.

6.5.3 Approving Debits

- A Debit is a payable with a negative amount.
- A debit will reverse some or all of an invoice amount from one or more invoices, and are essentially negative invoices.

Debits are approved in the same manner as invoices. When debits are approved along with invoices, a debit has the effect of reducing the check amount. For a given vendor, the total of all approved invoices (positive payables) must be greater than the total of all approved debits (negative payables) in order for a check to be printed.

You can't print a check for a zero or negative amount. When the check is printed, both debits and invoices are shown on the check stub, as well as the check register. This provides you with a strong audit trail.

Example If you create a 1000.00 invoice for ten cases of meat received at 100.00 per case. Upon inspection, one case is spoiled. So you create a debit for -100.00. You then fully approve both the debit and invoice. When you print the check, the check amount will be for 900.00, and the 1000.00 invoice and the -100.00 debit will appear on the check stub.

Note If you don't want debits applied to any invoices in the current check run, then don't approve the debits.

6.5.4 Applying Changes

Save Changes
Only payables that have been selected will have any changes saved to the file. To save changes, click the "**Apply**" button. When you save changes, **entrée** looks at the payables selected for updating, and determines if the priority, due date, or discount date are blank.

Blank Dates
If any selected payable has either the due date or discount date blank you will be able to update those payables with a valid date. For a given payable, only a blank date can be updated.

A **Confirm** message box will display "At least one selected payable has either a blank due date or a blank discount date. You can update those dates at this time. Do you want to update the dates for those selected payables?".

- Click the "**Yes**" button to update the blank dates.
- Click the "**No**" button to leave the dates as they are.

Dates are updated according to the formulas below:

- **Due Date = Payable Date + Due Days**
- **Discount Date = Payable Date + Discount Days**

Note Blank dates will show up on the grid as blanks.

Blank Priority / Update Priorities
If any selected payable has the priority blank, you will be able to update those payables with a valid priority. A Confirm message box will display "At least one selected payable has either a blank priority. You can assign a priority at this time. Do you want to update the priority for those selected payables?"

- Click the "**Yes**" button to update the priorities.
- Click the "**No**" button to leave the priorities as they are.

If you decide to update the priorities the **AP Select Priority** dialog will open. Click the drop down menu and choose a priority. Then click the "**OK**" button to return to the approve payables window.

Manual Check and Non Check priorities are not available.

Note **A payable must have a valid priority in order for that payable to be included as part of a check.**

6.6 AP Recurring Payables

Some payables need to be created on a regular basis. Instead of entering those payables manually, you can create a recurring payable entry, and then use it to automatically generate the payables for you on a regular basis.

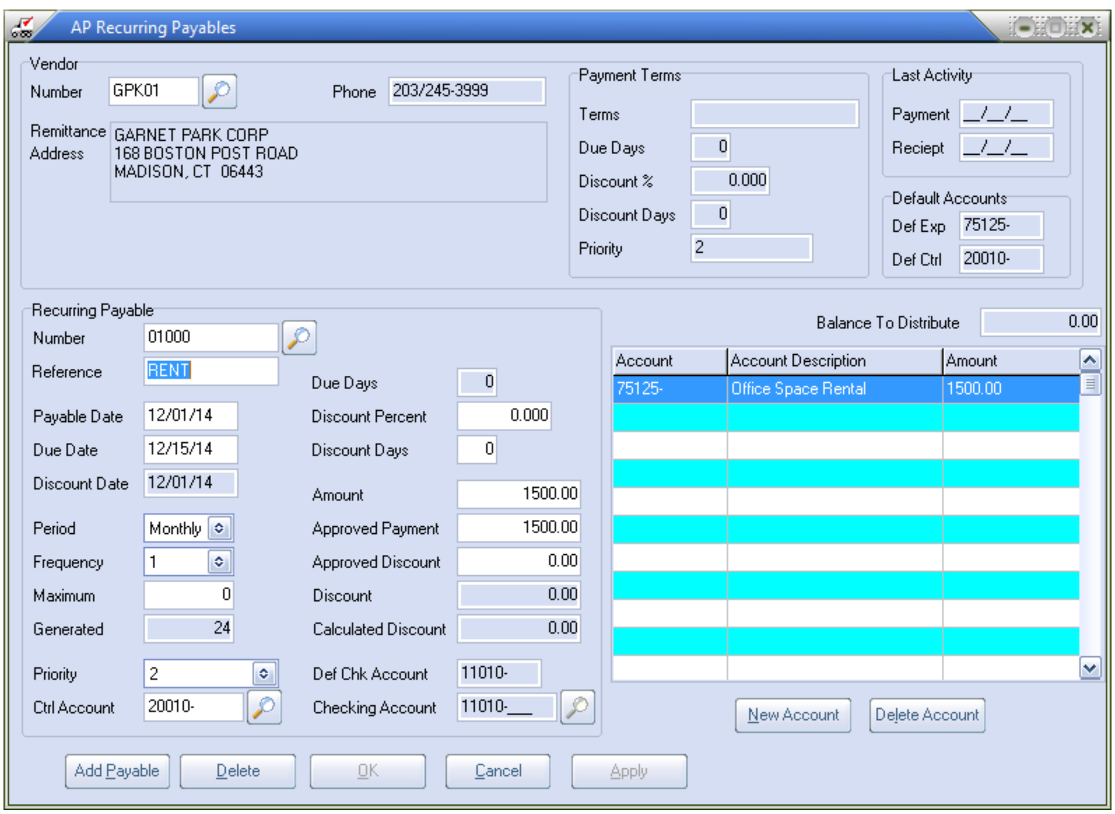
In general accounting terminology, a recurring payable is typically an invoice that is created, approved and paid on a regular basis, such as monthly invoice for rent or leasing of equipment.

Instead of entering and approving these payables manually, you can set up a recurring payable entry. Once the recurring payable entry is created, it is used to generate payables for you. The recurring payable entry is not a payable, but is a transaction used to create payables. In this Chapter, a recurring payables entry will be referred to as an entry, to distinguish it from the payables that are generated FROM the entry.

Recurring Payables

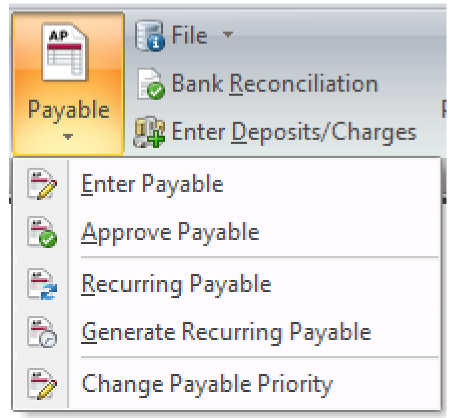
entrée V3

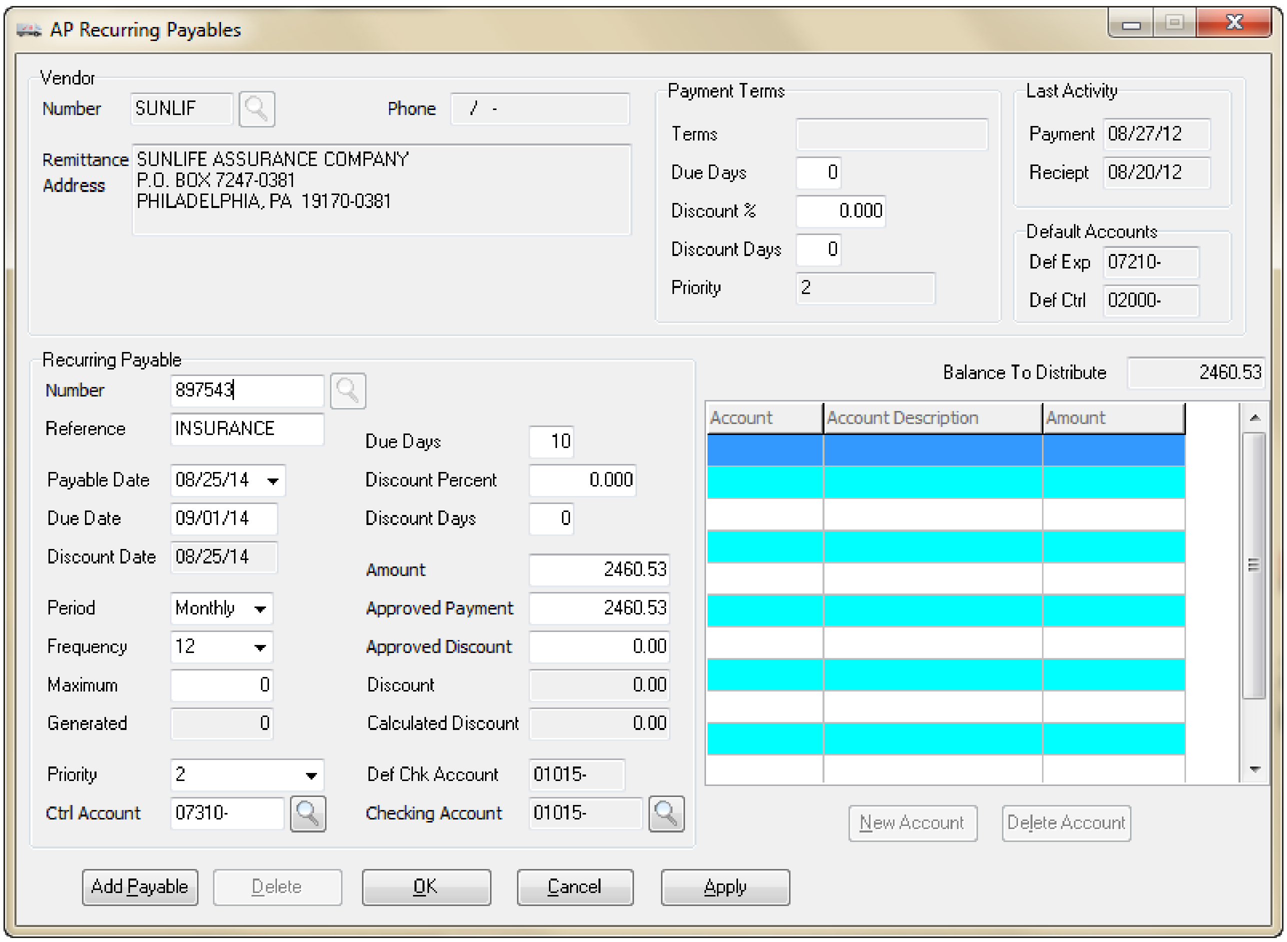
Use menu path: **Accounting** > **Accounts Payable** > **Manage Payables** > **Recurring Payable**.



entrée V4 SQL

Go to the **Vendor** ribbon menu **A/P Transaction** section click the **Payable** drop down menu and select **Recurring Payable**.





6.6.1 Vendor Section

Number

Enter the vendor number in this field. Any vendor entered must exist on the vendor file. Enter up to six characters for the vendor, or you can click the Search button or hit the F5 key to bring up the Vendor Search screen.

Note All the remaining vendor section fields are informational only and cannot be edited, and are more fully described in Vendor File Maintenance.

Phone

This is the phone number of the vendor.

Remittance Address

This the remittance address of the vendor.

6.6.2 Payment Terms

Terms

This is a description of the terms currently offered by the vendor.

Due Days

This is the default Due Days for the vendor as defined in Vendor File Maintenance. When you create a payable, the Due Days field of the payable will default to this value.

Discount %

This is the default Discount Percent for the vendor as defined in Vendor File Maintenance. When you create a payable, the Discount % field of the payable will default to this value.

Discount Days

This is the default Discount Days for the vendor as defined in Vendor File Maintenance. When you create a payable, the Discount Days field of the payable will default to this value.

Priority
This is the default priority for the vendor as defined in Vendor File Maintenance. When you create a payable, the Priority field of the payable will default to this value.

6.6.3 Last Activity

Payment
This is the date of the last payment made to the vendor.

Receipt
This is the last date that product purchased from the vendor was received into inventory.

6.6.4 Default Accounts

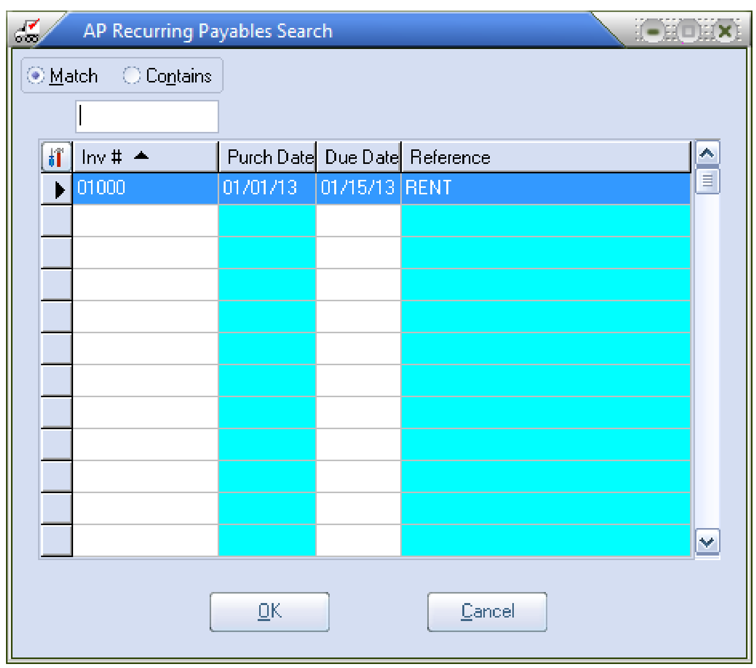
Def Exp
This is the default expense account for the vendor as defined in Vendor File Maintenance. When you create a payable, the distribution accounts of the payable will default to this value.

Def Ctrl
This is the default control account for the vendor as defined in Vendor File Maintenance. When you create a payable, the Ctrl Account field of the payable will default to this value.

6.6.5 Recurring Payable Section

Number
This is the number that identifies the entry. You can enter up to six characters. If you entered a recurring payable number of AUTOLS (an auto lease), the first payable generated would be AUTOLS01. Subsequent generated payables would have payable numbers of AUTOLS02, AUTOLS03, AUTOLS04, etc. This gives you a maximum of 99 payables that can be generated if the recurring payable number is six characters long. If you limit the recurring payable number to 5 characters or less, you will have a maximum of 999 payables that can be generated.

If you want to view an existing entry, set focus to the number control, hit the F5 key or click the Search button, and select an entry from the search screen. The search screen shows only those entries for the current vendor.



Reference
This can be used as a description of a payable generated from this entry, such as RENT or LEASE. You can enter up to 10 characters, and this field may be left blank.

Payable Date
This is the date of a payable generated from this entry. The default is the current date.

Due Date
This is the date of any payable generated from this entry. The default is the current date.

Discount Date
This is the date a generated payable must be paid by in order to take advantage of the discount offered by the current vendor. This field is informational only and cannot be edited.

Discount Date = Payable Date + Discount Days

Period
This field is used in conjunction with Frequency to calculate how often to generate a payable. This field will default to Monthly.

Frequency
This field is used in conjunction with Period to calculate how often to generate a payable. If you entered a Monthly period to will be allowed to only select a frequency of 1, 2, 3, 4, 6 or 12.

If you entered a Daily period, you can enter any number from 1 to 9999. This field will default to one. Here are some standard recurring payable cycles:

Period	Frequency	Generates a payable
Daily	1	Daily
Daily	7	Weekly
Daily	14	Bi-weekly
Monthly	1	Monthly
Monthly	2	Bi-monthly
Monthly	6	Twice a year
Monthly	12	Once a year

Maximum
The maximum number of payables that can be generated from this entry. Enter a number from 1 to 99 for a recurring payable number of 6 characters, or enter a number from 1 to 9999 for a recurring payable number of 5 characters. To generate unlimited payables, use the default of 0.

Generated
The number of payables generated from this entry so far. This field is informational only and cannot be edited.

Priority
This is the priority for a payable generated by this entry. When you generate a payable, the payable will have this priority. Click the drop-down menu button to choose a priority. Select Hold priority if you want to prevent the generated payable from being approved. Select priority 2 (the highest) through priority 9 (the lowest) for generated payables that you want to approve later on. The other available priorities, Immediate, Manual Check, and Non Check are discussed below. When you create an entry, this field will be populated with the default priority for the current vendor.

Ctrl Account
This is the control account for a generated payable, which is the account that will be credited. When you create an entry, this field will be populated with the default control account for the current vendor.

If General Ledger is enabled, the account entered must be an active General Ledger account. In that case, the Search button or F5 key will bring up the General Ledger Account search screen, and from there you can pick the General Ledger account you want to. If Accounts Payable and General Ledger are NOT linked, you can enter any account. See AP Company Maintenance for more information about General Ledger accounts and linking.

Due Days
This is the number of days from the payable date within which you must pay the vendor. This field is informational only and cannot be edited.

Discount Percent
This is the discount percent for the payable offered by the current vendor. When you create a payable, this field will be populated with the default discount percent days for the current vendor.

Discount Days
This is the number of days from the payable date within which you must pay the vendor in order to receive a discount. When you create a payable, this field will be populated with the default discount days for the current vendor.

Amount
The amount of a payable generated by this entry. The amount must be greater than zero.

Approved Payment
This is the amount of the payment that will be automatically approved whenever you generate a payable. The amount must be greater than or equal to zero. This amount is calculated as

Approved Payment = Payable Amount - Discount

Approved Discount
This is the amount of the discount that will be automatically approved whenever you generate a payable. The amount must be greater than or equal to zero. This amount is calculated as

Approved Discount = Discount

Discount
This is the discount that is recalled from, and saved to, the entry. This field is informational only and cannot be edited.

Calculated Discount
This is the calculated discount. This field is informational only and cannot be edited. This amount is calculated as

Calculated Discount = Payable Amount * Discount Percent

Discount Date
This is the date the payable must be paid by in order to take advantage of the discount offered by the current vendor. You will only see the date in this field after the payable has been saved to the payables file. This field is informational only and cannot be edited.

Discount Date = Payable Date + Discount Days

Def Checking Acct
This is the default checking account that you set up in Company Maintenance. This field is informational only and cannot be edited.

Checking Account
This is the checking account for the payable, which is required if this entry will have approved amounts. You can click the Search button or hit the F5 key to bring up the Checking Account search screen, and from there you can pick the checking account you want to use. This field will default to the checking account you assigned as the default checking account in Company Maintenance.

6.6.6 Distribution Accounts

In a double entry book-keeping system such as Accounts Payable, every credit must be offset by a debit. When you create a payable, you credit the single control account, which is typically a liability account, and debit one or more distribution accounts, which are typically expense accounts.

Invoices often have more than one type expense, and in such cases you need to be able to distribute the payable amount to more than one account. In the case of a single distribution account, the entire payable amount is applied to the single account. In the case of multiple distribution accounts, the total of all the distributions must equal the payable amount.

A payable requires at least one distribution account. In the case of a single distribution account, the entire payable amount is applied to the single account. In the case of multiple distribution accounts, the total of all the distributions must equal the payable amount.

Balance To Distribute
This is the payable amount minus the total distributions. It is updated as you add and delete accounts, and modify amounts.
To change the account and amount, you can use one of the following commands.

Keyboard	Scroll to the account and press the Enter.
Context Menu	Double left click the account.

You can then modify the account and the amount. After you are done modifying the amount, hit the Enter or Tab key, and the Balance To Distribute will be updated.

Account
This is the expense account for the generated payable, which is the account that will be debited. If General Ledger is enabled, the account entered must be an active General Ledger account. In that case, the F5 key will bring up the General Ledger Account search screen, and from there you can pick the General Ledger account you want to. If Accounts Payable and General Ledger are NOT linked, you can enter any account.

- See **AP Company Maintenance** for more information about General Ledger accounts and linking.

Account Description
This is a description for the expense account.

Amount
This is the amount debited to the account. The amount must be greater than or equal to zero.

Delete Account Button
Click the "Delete Account" button to delete the current account.

New Account Button
Click the "New Account" button to add a new account. When you add a new account, the account field will be populated with the default expense account for the current vendor, and the amount field will be populated with any remaining balance that requires distribution.

Note **You may enter no more than 12 distribution accounts.**

6.6.7 Buttons

Add Payable Button
Clicking the "**Add Payable**" button will prepare the window to accept a new payable number into the payable number control.

OK Button

Clicking the "**OK**" button will save any pending changes to the payables file, and will reset the payable and vendor sections of the window. This button is useful if you want to save pending changes, and then enter a new payable for a different vendor.

Cancel/Close Button

Clicking the "**Cancel**" button will allow you to cancel changes you're making to an existing payable, or cancel the addition of a new payable.

If no payable is displayed, clicking the "**Cancel**" button will reset the vendor section of the window to allow you to enter a vendor.

Clicking the "**Close**" button will close the Enter Payables window. You will be taken back to the Main Menu after clicking this button.

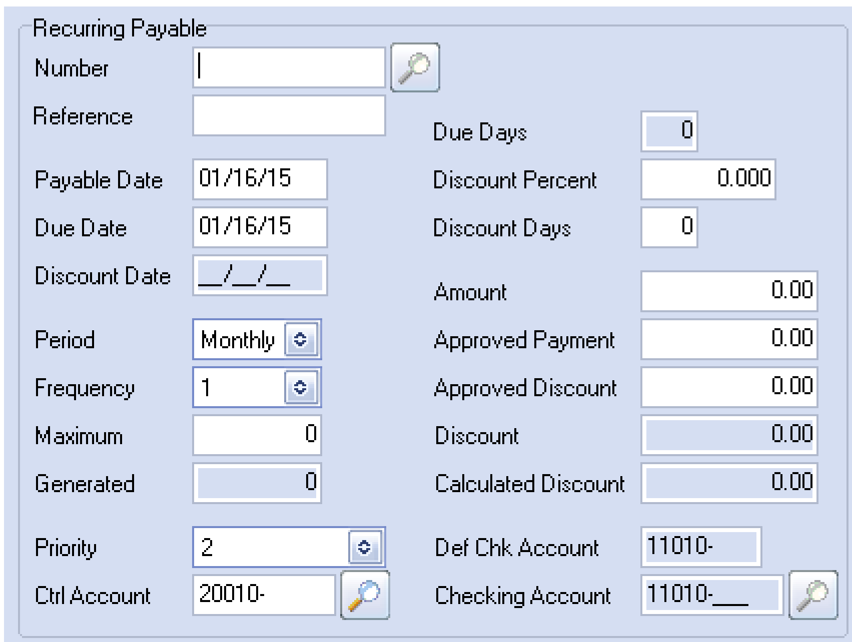
Apply Button

Clicking the "**Apply**" button will save any pending changes to the payables file, and reset the payable section of the window to allow another payable to be created. This button is useful if you want to save pending changes, and then immediately enter a new payable for the current vendor.

6.6.8 Adding a Recurring Payable Entry

1. Click the **Add Payable** button.

2a. Enter the recurring payable **Number** and hit the **Enter** key.



2b. If you've entered a new recurring payable **Number** via the keyboard, without clicking the "Add" button, you will see a **Confirm** message box display "**Would you like to add a new recurring payable?**". Click the "**Yes**" button to accept the recurring payable number.

3. Once the entrée system has established that the recurring payable entry is unique, you can then populate the other fields in the Recurring Payable area.

   - If there is an approved amount, the checking account will be populated automatically.
   - If there is not an approved amount then no checking account is populated.
   - When you are creating a new entry, the **Approved Payment** and **Approved Discount** fields will be populated automatically, based on the values in the Amount and Discount Percent fields.

- When you are editing an existing entry, the **Approved Payment** and **Approved Discount** fields will not be updated automatically.
- The **Calculated Discount** is calculated regardless of whether or not the entry is new.

6.6.9 Saving Recurring Payable Entries

Click the "**OK**" button or the "**Apply**" button to save the payable entry.

Before saving the entry, the validations listed below are performed by the system.

- The entry date must be a ***valid*** date.
- The entry amount must be ***greater then zero*** and must be ***fully distributed.***
- If the entry has **Immediate** priority, the **Due Days** will be 0, and the entry must be approved.
- An approved discount is only allowed when there is an approved payment.
- If there is an approved amount, then a checking account must be entered, and the sum of the approved payment and approved discount must equal the purchase amount.
- If the priority is **Manual Check** or **Non Check**, **Due Days** will be 0.
- Both **Discount Percent** and **Discount Days** must be greater than or equal to zero, and if either field is a non-zero value, then the other must be non-zero as well.

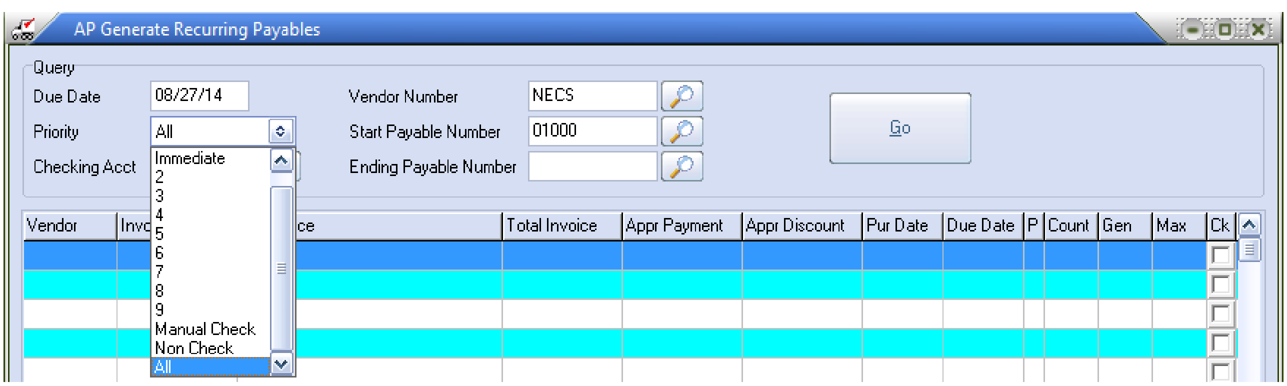
6.7 AP Generate Recurring Payables

Once you have created your recurring payable entries, you use this option to find the recurring payables that are due, and then automatically generate those payables.

In general accounting terminology, a recurring payable is typically an invoice that is created, approved and paid on a regular basis, such as monthly. Invoices for rent or leasing of equipment are examples. Instead of entering and approving these payables manually, you can have entrée generate them for you. First, you create the recurring payable entry, and then you generate the payables from the recurring payable entry. The recurring payable entry is not a payable, but is a record used to create payables. In this chapter, a recurring payables entry will be referred to as an entry, to distinguish it from the recurring payables that are generated FROM the entry.

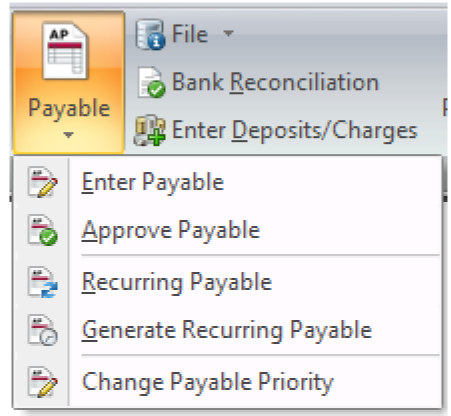
entrée V3

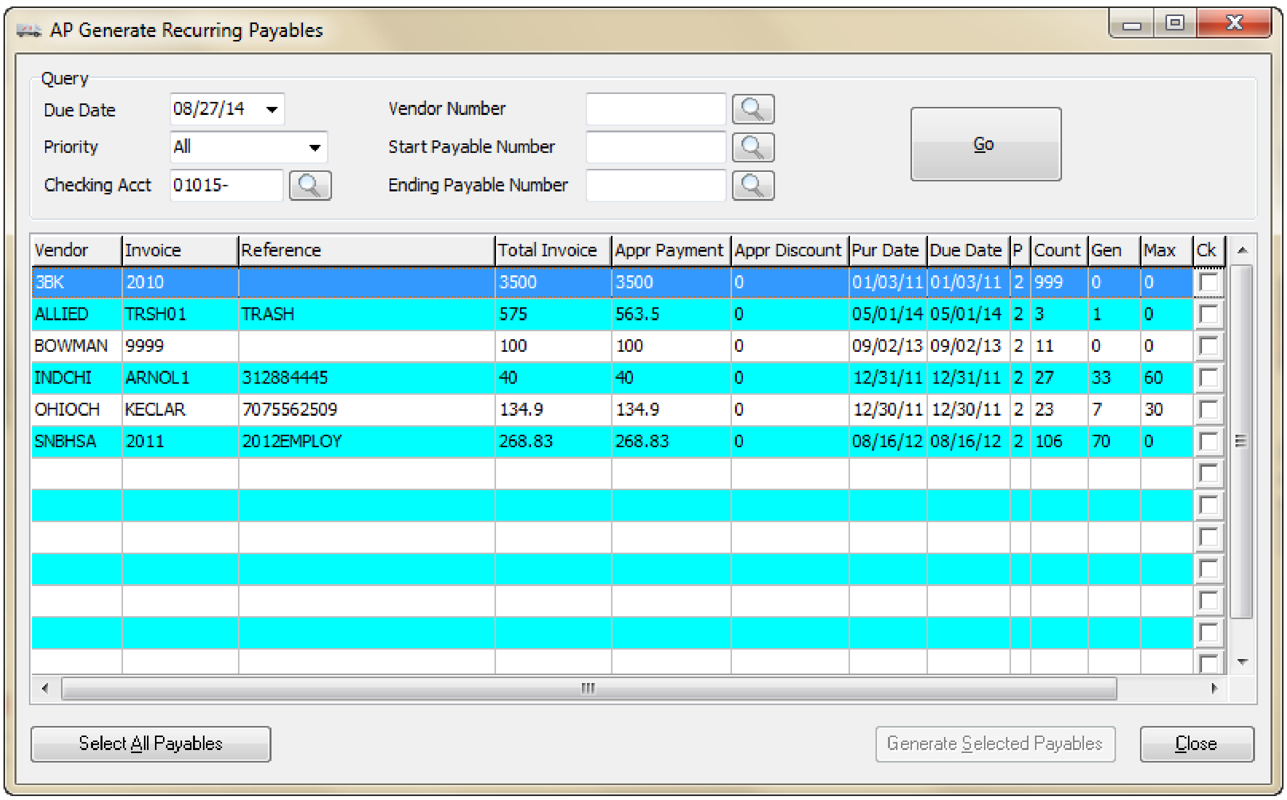
Use menu path: **Accounting** > **Accounts Payable** > **Manage Payables** > **Generate Recurring Payable**.



entrée V4 SQL

Go to the **Vendor** ribbon menu **A/P Transaction** section click the **Payable** drop down menu and select **Recurring Payable**.





6.7.1 Query Controls

The Query section allows you to constrain your search for recurring entries that meet a certain criteria. All the fields except Due Date and Priority may be left blank. After you have entered you're criteria, you can start the search in one of two ways:

Keyboard	If any of the Query controls is highlighted, simply hit the Enter key.
Button	Press the "Go" button.

Due Date

Allows a search for those entries whose due date is less than or equal to this date. This date is also used to compute the number of payables that will be generated for a given entry. This field is required.

Priority

This is the priority of the entry. Click the drop-down menu button to choose a priority. This field is required.

- **2 - 9:** The numeric ranking system allows you to prioritize your vendors using a number between 2 through nine. The number 2 signifies the highest priority and the number nine signifies the lowest.

- **Hold:** Some circumstances may warrant holding payments for a vendor. For instance, you may have billing questions, or the quality of the last delivery may not have been up to standard. If this is the case, you can choose Hold from the list. This will prevent invoices from being approved for payment as well as the creation of any checks for this vendor unless you change the priority.
- **Manual Check:** Choose Manual Check if you do not wish the accounts payable system to print a check for this vendor. For instance, you may pay this vendor from an account that is not defined in the accounts payable system and you have to write out a check for them.
- **Non Check:** Choose Non Check if you do not pay this vendor with a check. For instance, you may pay with cash or you may wire transfer monies into the vendor's bank account.

Checking Account

This is the checking account for the payable. You can click the Search button or hit the F5 key to bring up the Checking Account search screen, and from there you can pick the checking account you want to use. This field will default to the checking account you assigned as the default checking account in Company Maintenance. This field may be left blank.

Vendor
Enter a vendor in this field. Any vendor entered must exist on the vendor file. Enter up to six characters for the vendor, or you can click the Search button or hit the F5 key to bring up the Vendor search screen. This field may be left blank.

Start Payable Number

Enter an entry in this field. Enter up to six characters for the vendor, or you can click the Search button or hit the F5 key to bring up the entry search screen. This field may be left blank.

End Payable Number

Enter a vendor in this field. Enter up to six characters for the vendor, or you can click the Search button or hit the F5 key to bring up the entry search screen. This field may be left blank.

Go Button
Clicking the "Go" button start the search for payables.

6.7.2 Entries Grid

Note All the grid fields, except the Ck field, are informational only and cannot be edited.

Vendor
The entry vendor.

Invoice
The entry invoice number.

Reference
The entry reference.

Total Invoice
The payable amount.

Appr Payment
The approved payment of the entry.

Appr Discount
The approved discount of the entry.

Pur Date
The purchase date of the entry.

P
The priority. **Immediate** is displayed as a "**1**" and **Hold** is displayed as a "**0**".

Due Date
The due date of the entry.

Count
The number of payables that will be generated from this entry.

Gen
The number of payables generated from this entry so far.

Max
The maximum number of payables that can be generated from this entry.

Ck
When this field is checked, it means that the entry has been selected, so that payables can be generated.

6.7.3 Buttons

Close Button
Clicking the "Close" button will close the Generate Recurring Payables window. You will be taken back to the Main Menu after clicking this button.

Select All Payables Button
Clicking the "Select All Payables" button will select all the entries displayed in the grid.

Generate Selected Payables Button
Clicking the "Generate Selected Payables" button will generate recurring payables only for those entries that are selected.

Go Button
Clicking the "Go" button start the search for payables.

6.7.4 Searching for Recurring Entries

You will typically search for recurring entries on a daily basis to see which entries are due. Open the window, blank out the checking account, leave all the query fields in their default state with the Due Date equal to the current date, then run the search to find entries due on the current date. The payable count is based on the Query Due Date, the entry Due Date, the Period, and the Frequency. In the table below are some examples.

Period	Frequency	Generates a payable	Terms	Count
Daily	1	Daily	0 Days	1
Daily	1	Daily	1 Day	2
Daily	1	Daily	2 Days	3
Daily	1	Daily	3 Days	4
Daily	7	Weekly	1 Day	1
Daily	7	Weekly	7 Days	2
Daily	7	Weekly	8 Days	2
Daily	7	Weekly	14 Days	3
Daily	7	Weekly	15 Days	3
Monthly	1	Monthly	< 1 Month	1
Monthly	1	Monthly	1 Month	2
Monthly	1	Monthly	45 Days	2
Monthly	1	Monthly	2 Months	3
Monthly	2	Bi-monthly	< 2 Months	1
Monthly	2	Bi-monthly	2 Months	2
Monthly	2	Bi-monthly	3 Months	2
Monthly	2	Bi-monthly	4 Months	3

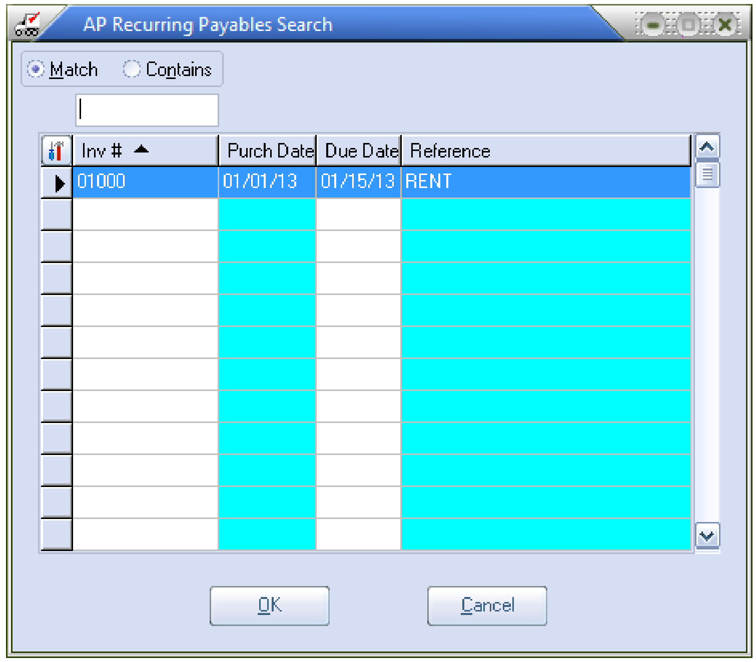
6.7.5 Generating Recurring Payables

1. Locate the Vendor Number for the payable using Vendor Search dialog.

1. Find the Start / Ending Payable Numbers using the AP Recurring Payables search dialog.

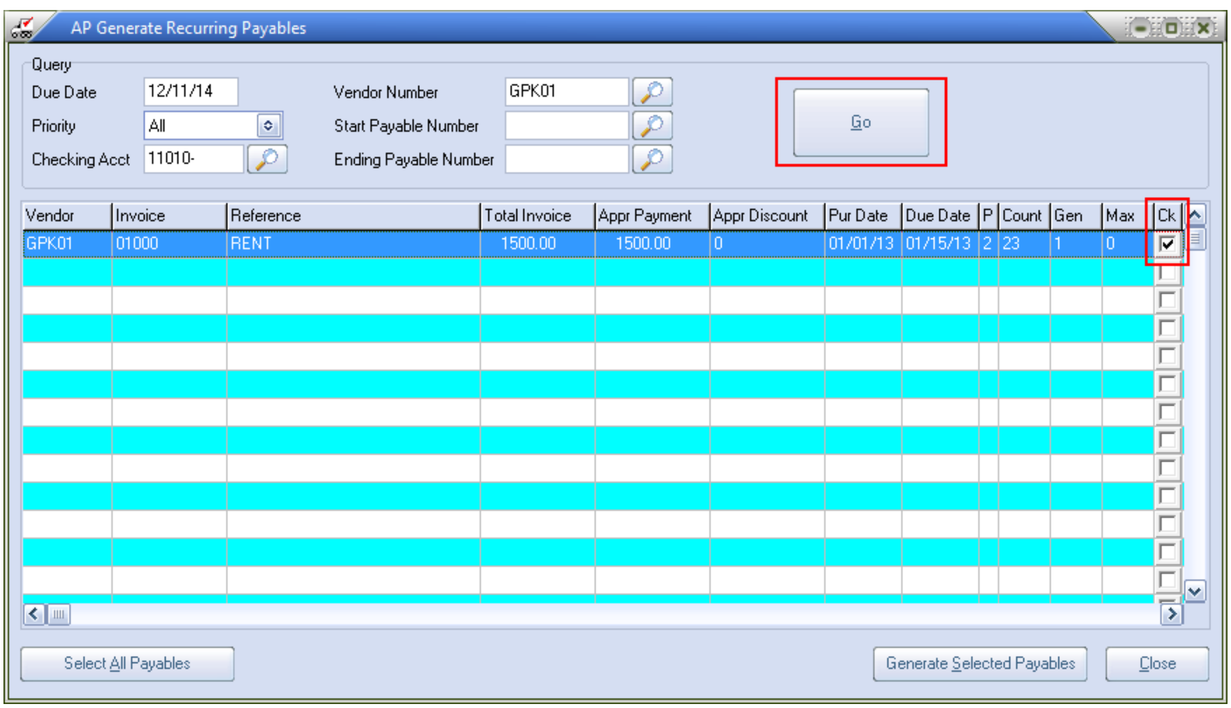
- Or -

Click the **Go** button to automatically find recurring payables to select from.



3. Once entries meeting your query criteria have been found, you can generate all payables by clicking the "**Select All Payables**" button.

- Or - Check the **Ck** box on the right to make your selections from the list.



4. Click the **Generate Selected Payables** button. As payables are being generated, you will see the payable dialog appear for every payable.

5. A **Confirm** message box will display "**Ready to generate recurring payables?**". Click **Yes** to continue or **No** to cancel.
6. As payables are being generated you will see the payable dialog appear for every payable. As payables are generated, several fields in the entry will be updated. These are the purchase date, due date, discount date, and the number of payables generated. These updates for the entry can be seen on the AP Recurring Payables window.

   If the payables count ever exceeds the maximum as defined in Recurring Payables, the actual number of payables created will be:

   Payables Created = Maximum - Generated

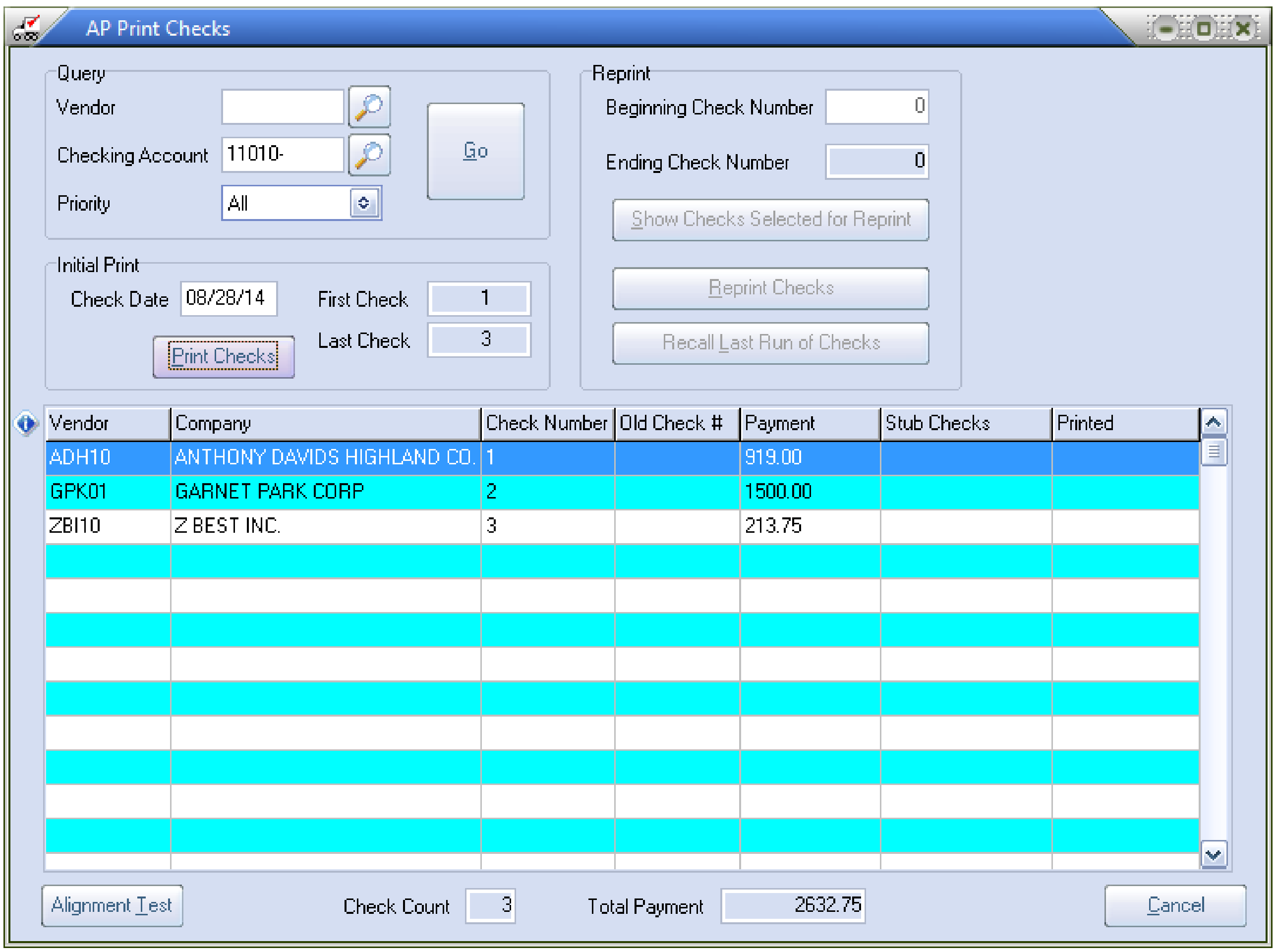
7. Click **Close**.

6.8 AP Print Checks

Once you have created a payable and approved it for payment, you can then pay it using entrée's check printing facility. Checks can be printed using either a standard dot matrix printer or laser printer, and can print on plain paper or on pre-printed checks.

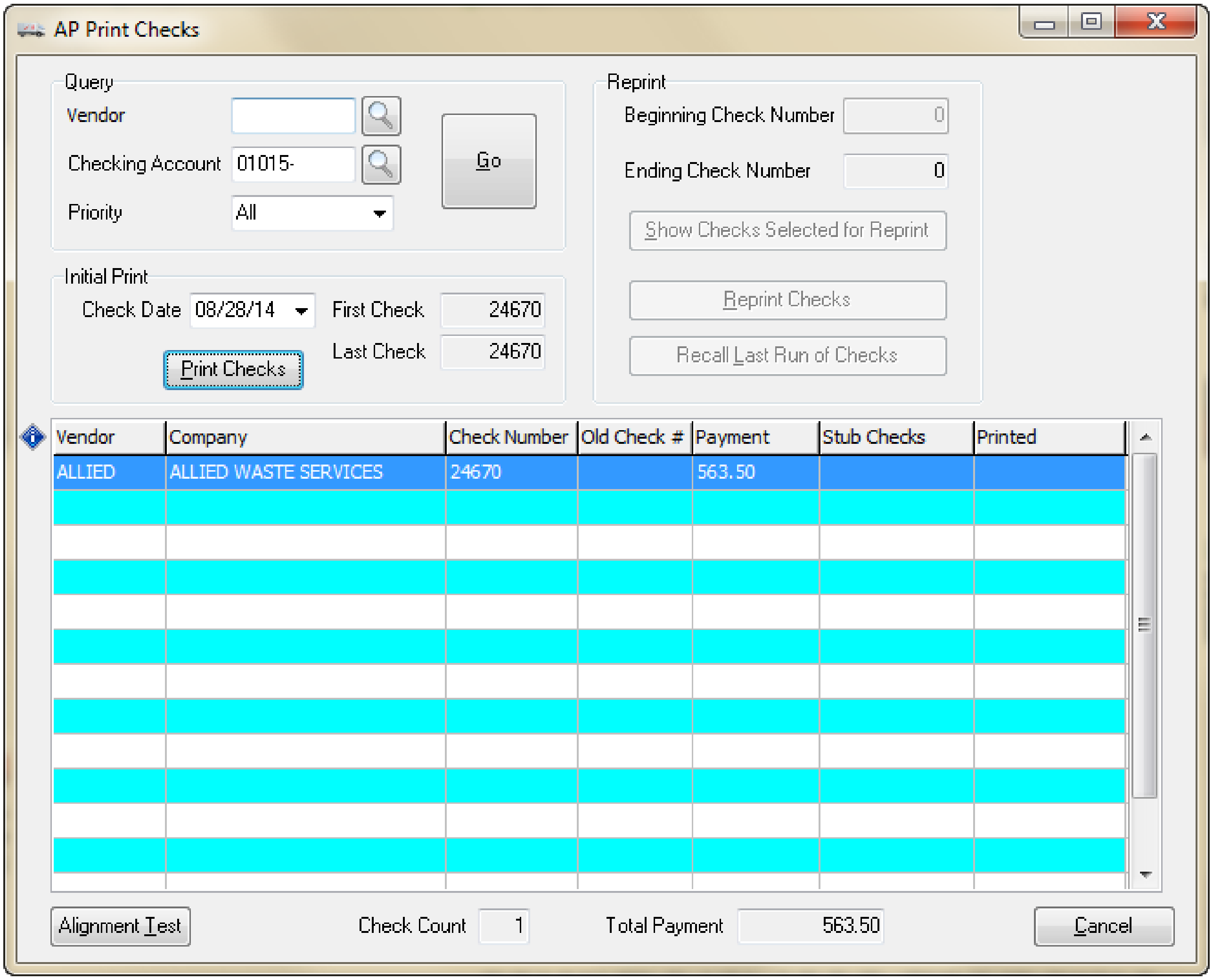
entrée V3

Use menu path: **Accounting** > **Accounts Payable** > **Payment\Checks** > **Print Checks**.



entrée V4 SQL

Go to the **Vendor** ribbon menu **A/P Transaction** section click the **Payment\Checks** drop down menu and select **Print Checks**.



6.8.1 Query Area

The Query section allows you to constrain your search for approved payables that meet a certain criteria. The Vendor may be left blank. After you have entered you're criteria, you can start the search in one of two ways:

Keyboard	If any of the Query controls is highlighted, simply hit the Enter key.
Button	Press the "Go" button.

Searching for Approved Payables

- If no payables meet the query you will receive a warning, the "**Print Checks**" button will be disabled, the grid will be blank, the Check Count will be 0, and Last Check will be blank.
- If approved payables are found the "**Print Checks**" button will be enabled, the Last Check field will contain the number of the last check for the current check run, the grid will be populated with the checks that are ready to be printed, and the Check Count and Total fields will be populated.
- If you have approved debits for a vendor, and the total of the approved debits exceeds the total of the approved invoices for that vendor, you will not be able to print a check for that vendor. Debits have negative

amounts, and a check for a negative amount makes no sense. Vendors that have the total of the approved invoices exceed the total of the approved debits will still have their checks displayed in the grid.

Vendor
This allows you to search for only those approved payables for a particular vendor. Enter a vendor up to six characters in this field. Any vendor entered must exist on the vendor file. You can click the Search  button or hit the F5 key to bring up the Vendor search screen. If you leave this field blank, entrée will search for approved payables from all vendors. If the vendor you enter here is a miscellaneous vendor, there will be only one check printed for for each approved payable for that vendor.

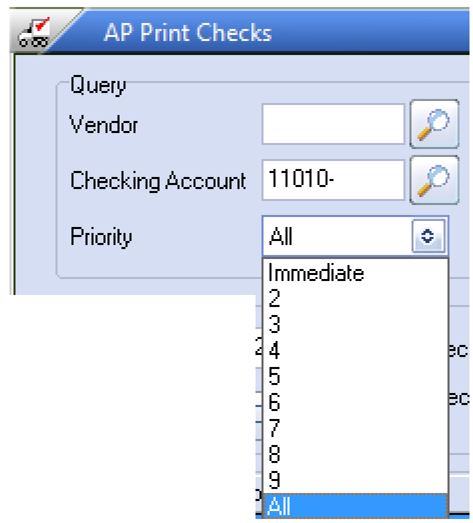
Checking Account
This allows you to search for only those payables that are approved for a particular checking account. This is the account that will appear on the checks. You can click the Search  button or hit the F5 key to bring up the Checking Account search screen, and from there you can pick the checking account you want to use. This field will default to the checking account you assigned as the default checking account in Company Maintenance.

Priority
This allows you to search for only those approved payables whose priority is a certain type.

Only payables whose priority is greater than or equal to the selected priority will be displayed.

Immediate is the highest priority, and 9 the lowest priority.

Click the drop-down menu and choose the priority. This field will default to **All**.



If you select **Immediate** priority. Since Immediate is the highest priority, only approved payables with immediate priority will be displayed. If you select priority 3, only those payables whose priority is 3, 2, or Immediate will be displayed.

Go Button
Clicking the **"Go"** button will start the search for approved payables meeting the query criteria.

6.8.2 Initial Print Area

Check Date
The check date that will be printed on the check. The default is the current date. If you want to postdate a check, enter that future date here. You cannot enter a date less than the current date.

Print Checks Button
Clicking the "Print Checks" button will start the process of printing checks. When the printing process is complete, you will be given only one chance to reprint checks. Ensure that your checks have printed properly before bypassing the opportunity to reprint them.

First Check

This is the number of the first check in the initial run that will be printed. This field will default to the first available check number for the selected account. This field is for informational purposes only and cannot be edited.

Last Check
This is the number of the last check in the initial run that will be printed. If the Last Check and First Check are the same number, it means one check will be printed. If this field contains a number, it means the search has found at least one approved payable meeting the query criteria. This field is for informational purposes only and cannot be edited.

6.8.3 Checks Grid & Buttons

Note All grid fields are for informational purposes only and cannot be edited.

Vendor
The checks' vendor.

Check Number
The number of the check.

Old Check #
This column will display the original check number of any check to be reprinted.

Payment
The check amount.

Stub Checks
If the number of payables associated with the check exceeds the maximum number that can be printed on a single check stub, then additional check stubs must be printed. This column holds the check number(s) for those additional stubs. If there is more than one stub for the check, then the stub number will be followed by three periods. Double clicking on the check will display a drop-down menu which contains all the stub check numbers.

Printed
This field will be blank if the check has not been printed, and an "X" if the check has been printed.

Reprint?
Check this box if you would like the check to be reprinted.

Check Count
This is the number of check in the current/latest run of checks. This field is for informational purposes only and cannot be edited.

Total Payment
This is the total of all the check payments. This field is for informational purposes only and cannot be edited.

Cancel Button
Click the "Cancel" button to close the Print Check window. You will be taken back to the Main Menu after clicking this button.

Alignment Test Button
Clicking the "Alignment Test" button will allow you to preview and print a dummy check, using the current check format.

6.8.4 Reprint Area

When the printing process is complete, you will be given only **one** chance to reprint checks. Ensure that your checks have printed properly before bypassing the opportunity to reprint them. Choosing "Yes" to reprint check will bring you back to the check printing screen. The only difference on the re-printing screen will be a column to indicate which checks you would like to re-print. Place a check mark in the box that corresponds to the check you wish to print again.

Beginning Check Number
This is the number that will be assigned to the first check that will be reprinted. Users may change the new beginning check number as necessary.

Ending Check Number
This is the number that will be assigned to the last check that will be reprinted.

Show Checks Selected for Reprint Button
This button will display the new checks to be reprinted along with their old check numbers.

After clicking this button, if you decide that you would like to change which checks are to be reprinted, then click on the "Recall Last Run of Checks" (hot-key: Alt L) button to reset the list and start over.

Reprint Checks Button
Clicking this button will start the reprinting of checks.

Note This **Reprint Checks Button** will only be activated after pressing the "**Show Checks Selected for Reprint**" button.

Recall Last Run of Checks
Clicking this button will display checks from the last run.

6.8.5 Printing Checks / Pre-Printed Checks

1. You might want to print an alignment check prior to printing the checks just to verify that destination printer and your computer are communicating, and that the check format is correct.

2. If approved payables have been found, click the "**Print Checks**" button to start the printing process.

Note If you are using **pre-printed checks**, and the First Check field doesn't match the number of the next available pre-printed check, you must void one or more pre-printed checks, or change the Last Check number for the checking account, so that the First Check field and the next available pre-printed check numbers match. Once you have started printing checks, you will **not** have another opportunity to change the checking account check number.

Note **If the vendor entered is a miscellaneous vendor, there will be one check printed for each approved payable for that vendor.**

3. After the initial run of checks has been printed, the Printed field in the grid will have an **"X"**, indicating that the checks have been printed and the Vendor's **Company** name field has been added to the edit grid.

4. A **"View payable detail"** feature will show a list of the payables covered by a given check. The feature may be accessed by clicking the information icon located to the top left of the edit grid (see example that follows).

5. At this time, you may reprint checks. Click the **"Yes"** button to reprint checks.

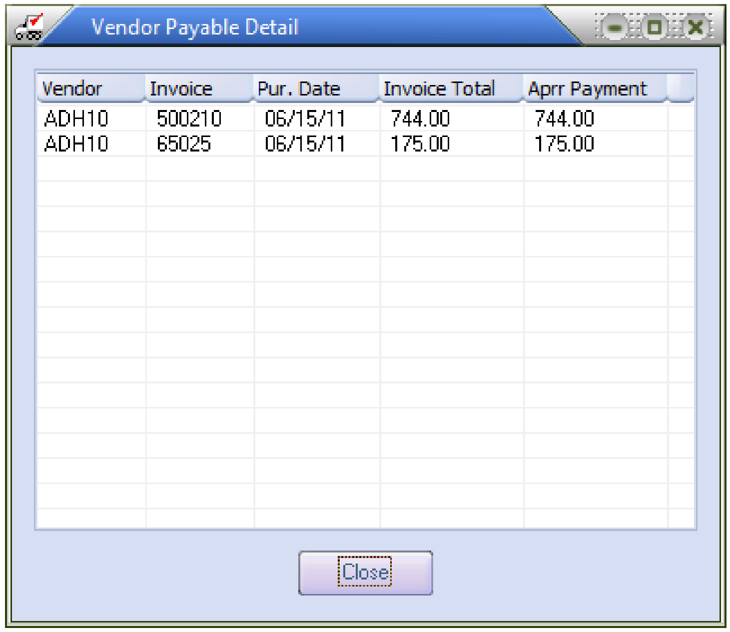
6. If you click the "No" button, you will ***NOT*** have another opportunity to reprint checks, the **entrée** files will be updated, and the Print Checks window will close and return you to the Main Menu.

Caution **You only get one opportunity to reprint checks.**

View Vendor Payable Detail

- Click the information icon  located to the top left of the checks grid to open the **Vendor Payable Detail** dialog which will show a list of the payables covered by a given check.

  Click **Close** to return to the AP Print Checks window.

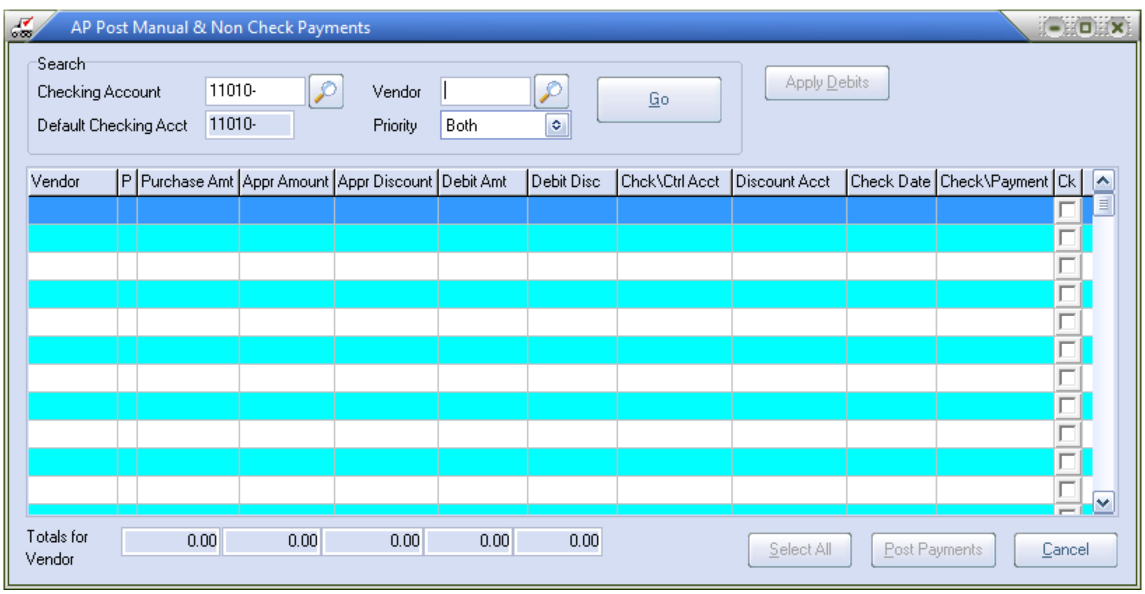


6.9 AP Post Manual / Non-Check Payments

This feature is used to post payments for approved manual payables and approved non-check payables.

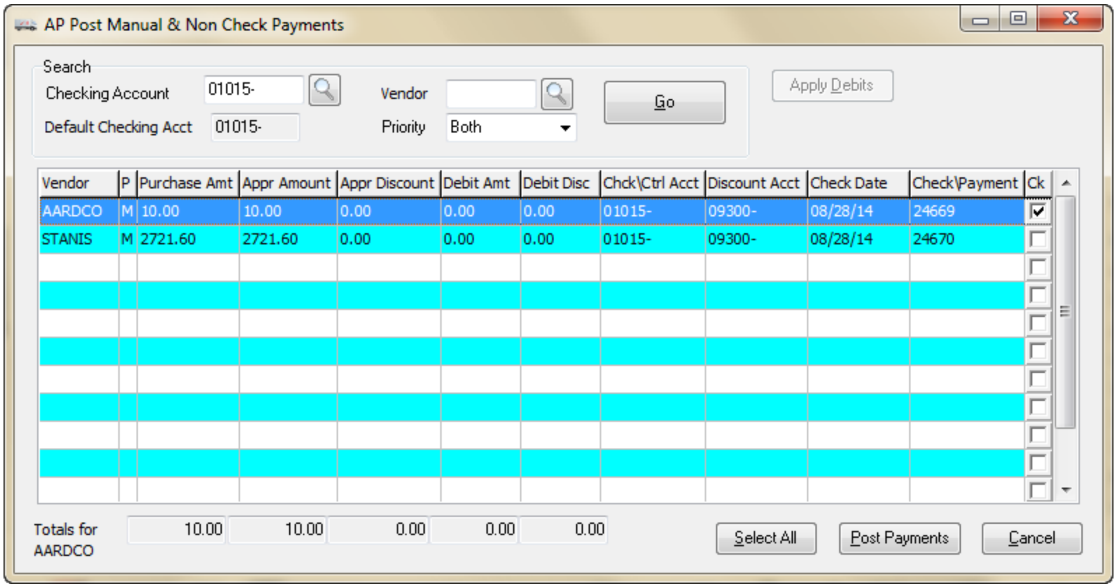
entrée V3

Use menu path: **Accounting** > **Accounts Payable** > **Payment\Checks** > **Post Manual/Non-Check Payments**.



entrée V4 SQL

Go to the **Vendor** ribbon menu **A/P Transaction** section click the **Payment\Checks** drop down menu and select **Post Manual/Non-Check Payments**.



6.9.1 Controls

Checking Acct

The checking account field allows a search for payables associated with the specified account. You must enter an account number into this field or select one using the account search screen. This field will default to the checking account you assigned as the default checking account in Company Maintenance.

Default Checking Acct

This is the default checking account that you set up in AP Company Maintenance. This field is for informational purposes only and cannot be edited.

Vendor

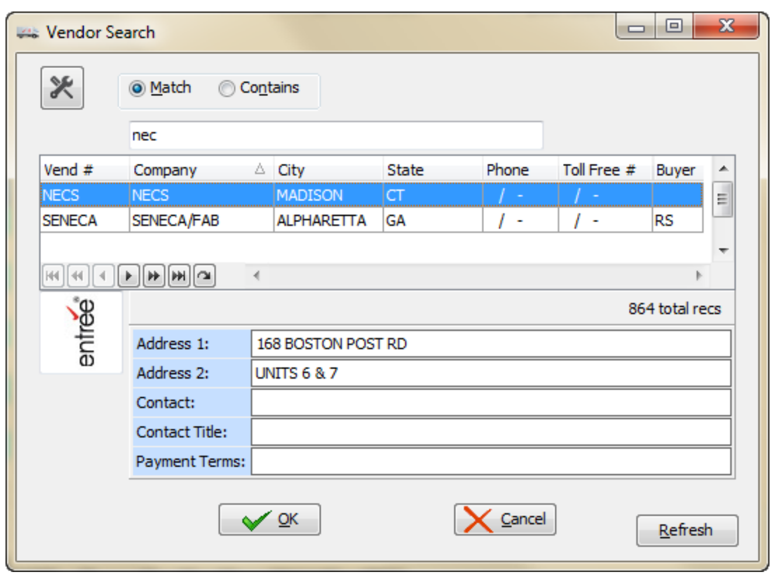
Allows a search for those payables whose vendor matches this field. Enter up to six characters for the vendor, or you can click the Search  button or hit the F5 key to bring up the Vendor search screen.

entrée V4 SQL

Vendor Search Screen

In **entrée V4 SQL** the search features have been enhanced providing more options for search by the selected column, sort the list using a column and much more.

- See the **entrée V4 SQL System Guide** V4 SQL **Search Features** chapter for a full description of the tools and features in version 4 searches.



Priority
Use this drop-down menu to choose between **Manual**, **Non-Check**, or **Both**.

Go Button
Clicking the "Go" button start the search for approved manual and non-check payables.

Apply Debits
Apply Debits - This button (hot-key: Alt D) opens the Apply Debit window, which allows debits that have been approved for payment to be applied to payments. This has the effect of reducing the paid and discount amounts of a payment.

Note The **Apply Debits button** will only be active if the payment highlighted in the grid is for a vendor that has at least one approved debit, and there is a check number or payment number associated with that payment.

6.9.1.1 - Apply Debits

Apply Debit Column Definitions

Debit - Payable number of the debit.

P - Priority of the debit

Debit Amount - The debit amount to be applied in order to reduce the payment amount.

Appr Amount - Amount approved for the debit.

Avail Debit - Avail Debit is the Approved Amount minus any amounts that have already been applied to a payment.

Apply Amt - Double click to edit the Apply Amt

Appr Discount - Approved discount amount

Avail Discount - Avail Discount is the Approved Discount minus any discounts that have already been applied to a payment.

Apply Discount - Double click to edit the Apply Discount.

Apply Available Amounts Button
This button will update the Apply Amt with the value from Avail Debit, and will update Apply Discount with the value from Avail Discount. This is an easy way to populate Apply Amt and Apply Discount with the amounts currently available.

Apply Button
This button will close the dialog and transfer to the post payment window the total Apply Amt and total Apply Discounts amounts. These amounts will be put into the Debit Amt and Debit Disc fields respectively.

6.9.2 Grid

Vendor
The vendor of the payable. This field is for informational purposes only and cannot be edited.

P
The priority of the payable. This will display either Manual (M) or Non-Check (N)

Purchase Amt
The payable amount (purchase amount) of the payable. This field is for informational purposes only and cannot be edited.

Appr Payment
The payment amount that has been approved.

Appr Discount
The discount amount that has been approved.

Debit Amt
This field shows the debit amount. The debit is applied in order to reduce the payment amount.

Debit Disc
This field shows the debit discount amount. The debit discount is an amount applied in order to reduce the payable discount amount.

Chck / Ctrl Acct
This column displays the checking account associated the payment.

Discount Acct
This is the acccount used to apply the discount amount.

Check Date
This field displayed the date of payment on the check.

Check / Payment
This field will display either the check number for a manual payment, or a payment number for a non-check payment.

Ck
This box MUST be checked in order to post a payment. This allows you to specify only certain payables to be paid.

6.9.3 Totals for Vendors

Totals for Vendors
Located at the bottom of the Post Manual / Non-Check Payments screen the column totals displayed are:

- **Purchase Amount**
- **Appr Amount**
- **Appr Discount**
- **Debit Amount**
- **Debit Discount**

6.9.4 Buttons

Select All
This button (hot-key: Alt S) selects every payment in the grid for posting, provided that there is a check number or payment number associated with the payment.

Post Payments
This button (hot-key: Alt P) posts all the selected payments in the grid.

Cancel
The Cancel button (hot-key: Alt C) closes out the window without performing any operations.

6.10 AP Void Check Utility

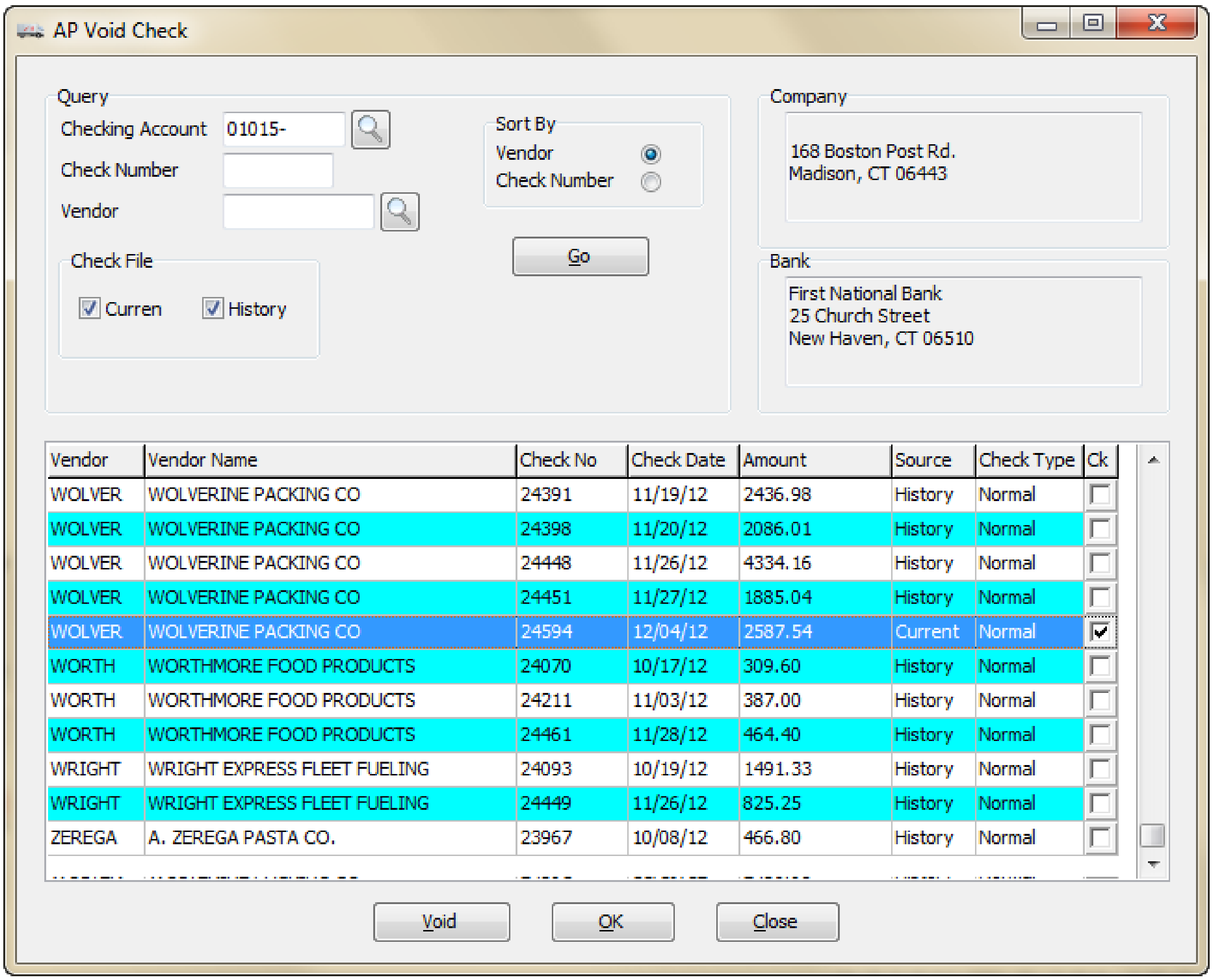
Occasionally, you may be required to void a check generated by Accounts Payable. Voiding a check reverses the payments made against the payables associated with the check.

entrée V3

Use menu path: **Accounting** > **Accounts Payable** > **Payment\Checks** > **Void Check**.

entrée V4 SQL

Go to the **Vendor** ribbon menu **A/P Transaction** section click the **Payment\Checks** drop down menu and select **Void Check**.



6.10.1 Company & Bank

Company

The name and address is the number of the Accounts Payable company.

Bank

The name and address of the Accounts Payable bank.

6.10.2 Query Section

The Query section allows you to constrain your search for checks that meet a certain criteria. All the fields except Checking Account may be left blank. After you have entered you're criteria, you can start the search in one of two ways:

Keyboard	If any of the Query controls is highlighted, simply hit the Enter key.
Button	Press the "**Go**" button.

Checking Account
This allows you to search for only those checks that have been printed against a particular checking account. You can click the Search button or hit the F5 key to bring up the Checking Account search screen, and from there you can pick the checking account you want to use. This field will default to the checking account you assigned as the default checking account in **Company Maintenance**. This is a required field.

Check Number
Allows a search for those checks whose check number matches this field. Enter up to six characters for the check number. This field may be blank.

Vendor Number
Allows a search for those checks whose vendor matches this field. Enter up to six characters for the vendor, or you can click the Search button or hit the F5 key to bring up the Vendor search screen. This field may be blank.

Current Check File
Check this control if you want the search to include the current check file.

History Check File
Check this control if you want the search to include the history check file.

Sort By Vendor
Check this field if you want the checks in the grid to be sorted by vendor.

Sort By Check Number
Check this field if you want the checks in the grid to be sorted by check number.

Go Button
Clicking the "Go" button will start the search for checks that meet the query criteria.

6.10.3 Searching for Checks

- After you have entered your Query information click **Go** to run the search for checks.
- If checks are found, they are displayed in the **Checks grid**.
- If no checks meeting your query are found in the selected files, you will see a Warning message box saying "**There are no checks meeting the query**". Click **OK** to close the message.

6.10.4 Buttons

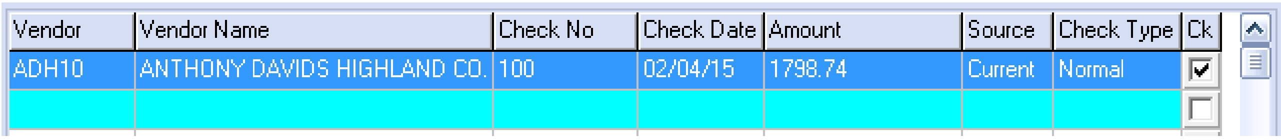
Void Button
Clicking the "Void" button will void the check.

OK Button
Clicking the "OK" button will clear the grid and the Check Number field.

Close Button
Clicking the "Close" button will close the Void Check window. You will be taken back to the Main Menu after clicking this button.

6.10.5 Checks Grid

This grid displays the checks meeting the query criteria. All fields in the grid are for informational purposes only, and cannot be edited.



Vendor
The vendor number of the check.

Vendor Name
The vendor's name.

Check No
The check number.

Check Date
The check date.

Amount
The payment amount.

Source
This tells you from which file the check came from.

Check Type
This describes the type of check. There are three check types.

- **Normal** A check printed by entrée Accounts Payable
- **Manual** A payment made by a manual check
- **Non Check** Any non check payment, such as cash

Ck
Click this field to select a check for voiding.

6.10.6 Process to Void Checks

1. Enter your Query information.

2. Make selections for **Check File** and **Sort By** options.

3. Click **Go** to run the search for checks.

   - If checks are found, they are displayed in the **Checks grid**.
   - If no checks are found that meet your query criteria in the selected files a Warning message box will display "**There are no checks meting the query**." Click **OK** to close the message.

4. In the the checks grid select the checks you want to void by checking the **Ck** box on the right.

5. Click the **Void** button.

6. A **Confirm** message box will display "**Are you sure you want to void the selected checks?**". Click **Yes** to proceed. Click **Yes** to confirm that you want the checks voided.

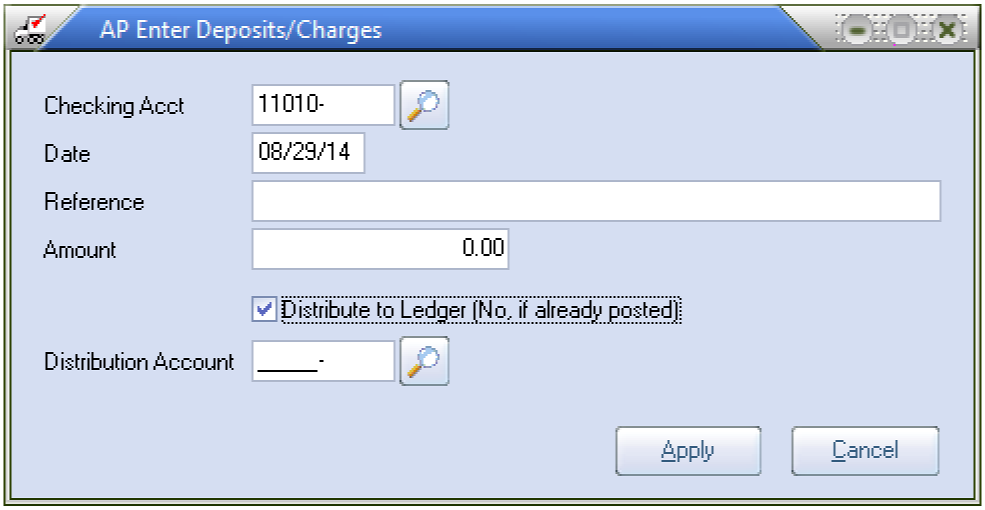
7. Once the checks are voided, the grid and the check number fields will be cleared from the screen. If a check has already been transferred to bank reconciliation file, voiding that check automatically marks the check as voided in the bank reconciliation file.

6.11 AP Enter Deposits/Charges

You enter deposits to your checking accounts, in order to create starting balances, and keep track of bank charges and interest. This information will keep your bank reconciliation current and accurate.

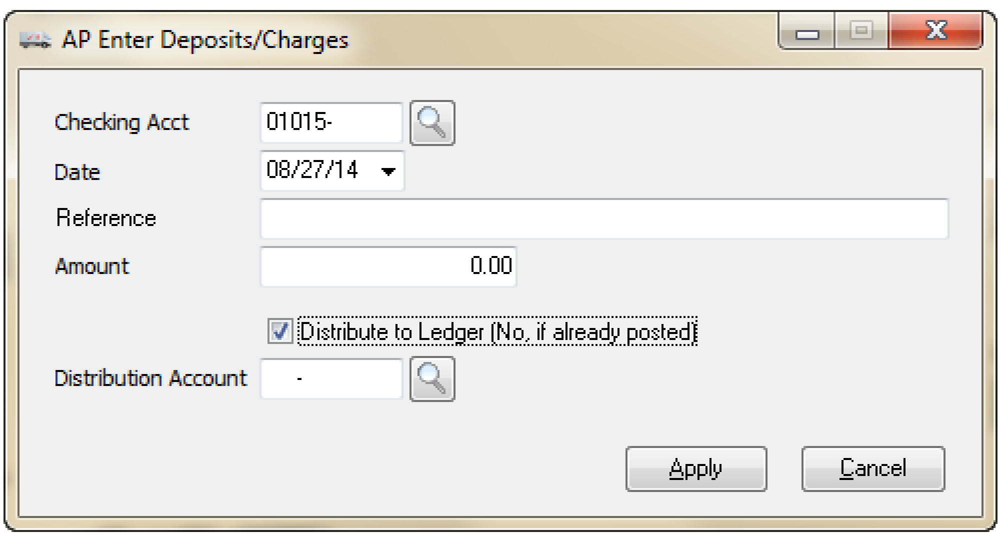
entrée V3

Use menu path: **Accounting** > **Accounts Payable** > **Enter Deposits/Charges**.



entrée V4 SQL

Go to the **Vendor** ribbon menu **A/P Transaction** section click **Enter Deposits/Charges**.



6.11.1 Controls

Checking Acct

This is the checking account number that will be associated with the entry. You can click the Search  button or hit the F5 key to bring up the Checking Account search screen, and from there you can pick the checking account you want to use. This field will default to the checking account you assigned as the default checking account in Company Maintenance.

Date

The entry date. This field will default to the current date.

Reference
The optional entry reference. You can enter up to 35 characters.

Amount
The entry amount. Enter a positive amount for a deposit, or a negative amount for a charge. The amount cannot be zero.

Distribute to Ledger
If **entrée.GL**, the General Ledger add-on module is enabled, this control will also be activated. This control allows you to apply deposits and charges to the General Ledger by one of two ways:

1. Checking this field will create a Accounts Payable journal posting that will be used to update the balance of the ledger distribution account (see below) with the amount, by releasing Accounts Payable and running the update General Ledger process. This is the normal method of applying deposits and charges to the General Ledger.

2. With this field unchecked, no Accounts Payable journal posting will be created, and you will have to manually post a journal entry to General Ledger for the amount.

Distribution Acct
If the Distribute to Ledger field is checked you are required to enter an account from General Ledger. In that case, the Search button or F5 key will bring up the General Ledger Account search screen, and from there you can pick the General Ledger account.

Cancel Button
Clicking the "Cancel" button will discard the entry, close the Enter Deposit & Charge window, and return you to the Main Menu.

Apply Button
Clicking the "Apply" button will save the entry, and clear the display to allow creation of another entry.

6.11.2 Entering Deposits/Charges

1. When you first open the **AP Enter Deposits/Charges** window, the account will be populated with the default checking account, and the date will be populated with the current date.

2. Now enter the optional reference, an amount (a positive amount for a deposit and a negative amount for a charge), select the optional distribution account.

3. Then hit the "**Apply**" button. If all the fields are valid the entry will be saved, and the amount and reference fields will be cleared to allow you to create another entry.

4. A Confirm dialog box will display. Click **OK**. The amount and reference fields will be cleared to allow you to create another entry.

6.12 Bank Reconciliation

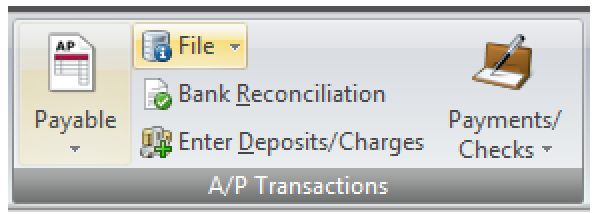
Bank Reconciliation allows you to reconcile your bank statements against information stored in Accounts Payable. When you receive your bank statement, you compare the statement to the reconciliation transactions and void or clear checks, deposits and charges to keep your checking accounts accurate.

entrée V3

Use menu path: **Accounting** > **Accounts Payable** > **Bank Reconciliation.**

entrée V4 SQL

Go to the **Vendor** ribbon menu **A/P Transaction** section and select **Bank Reconciliation**.



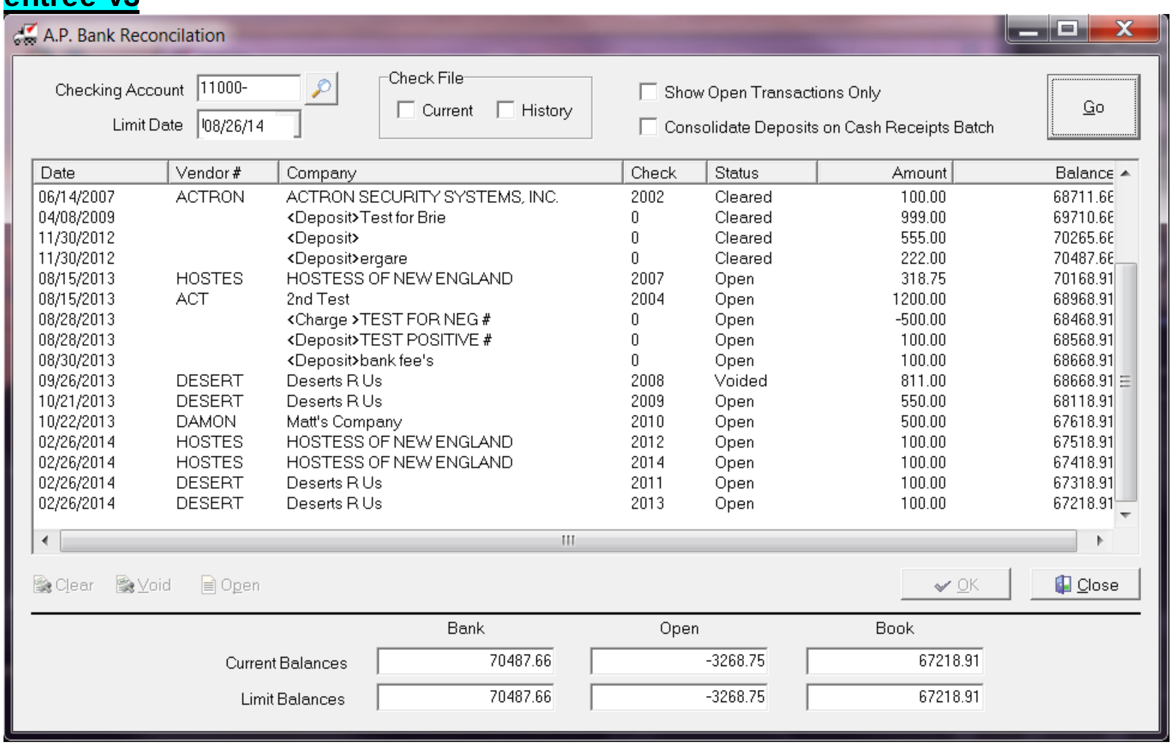
6.12.1 Query

The **Query** section allows you to constrain your search for checks, receipts and transactions that meet a certain criteria.

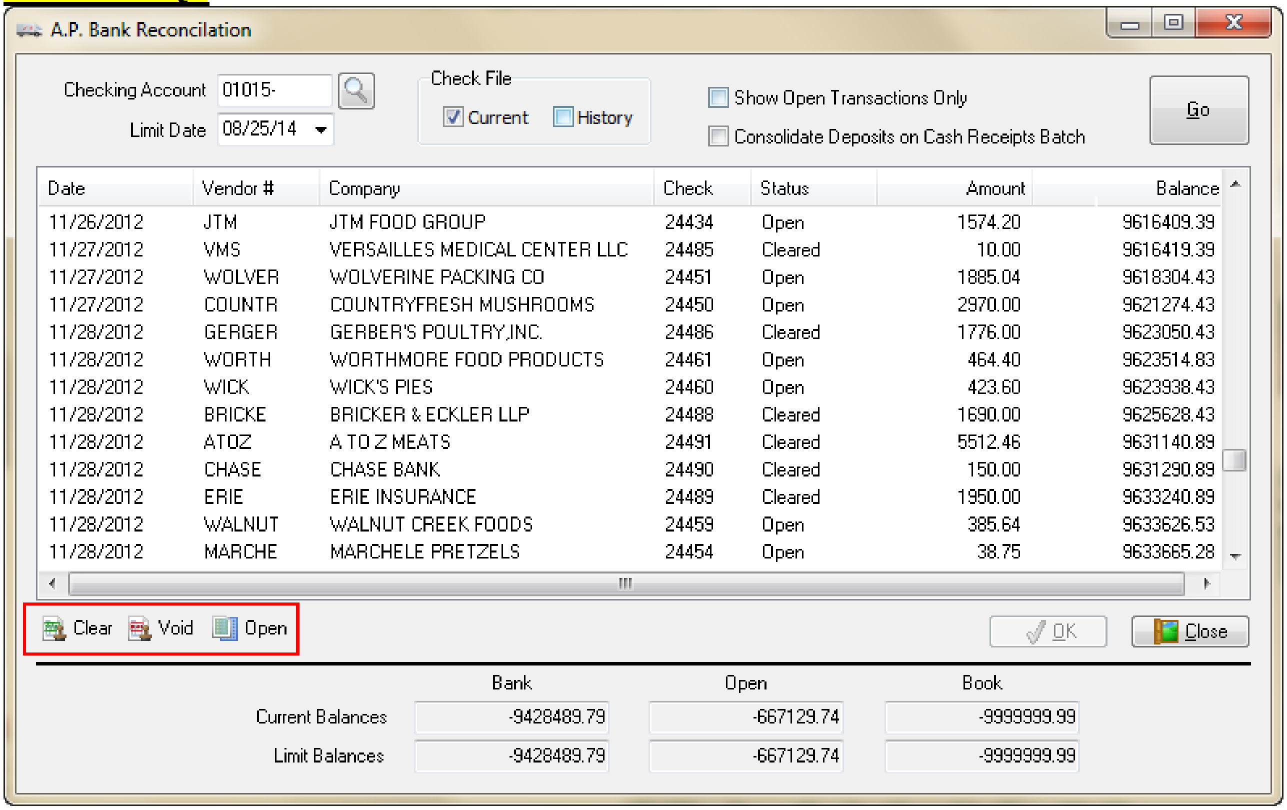
- After you have entered your criteria you can start the search process in one of two ways:

Keyboard	If any of the Query controls is highlighted, simply hit the **Enter** key.
Button	Click the "**Go**" button.

entrée V3



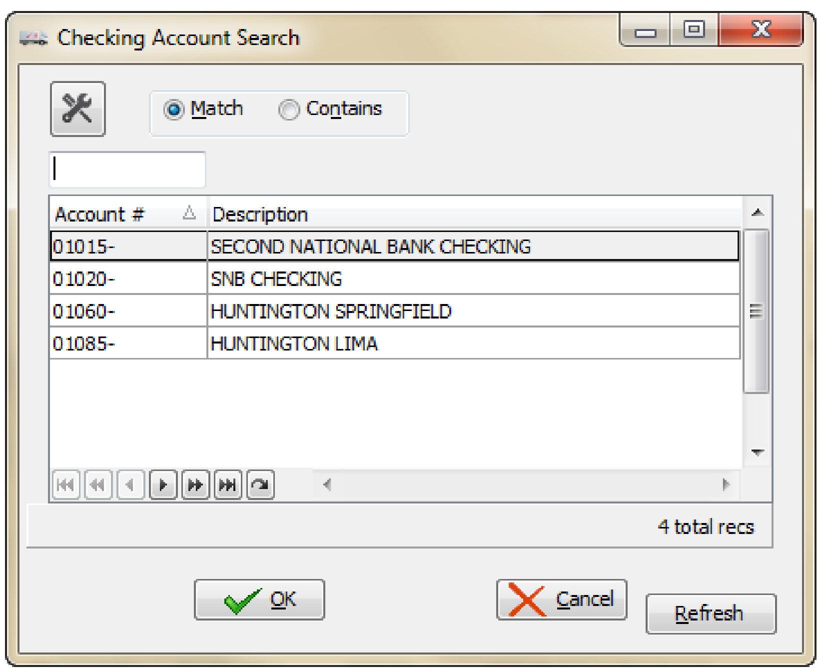
entrée V4 SQL



Checking Account

This is the checking account for checks, receipts and transactions. Checking Account will default to the checking account you assigned as the default checking account in Company Maintenance.

- Click the Search button or hit the F5 key to bring up the **Checking Account** search screen to select a different account.



Limit Date
Allows a search for those entries whose check date is less than or equal to the limit date. If this field is blank, the check date will be ignored.

Check File

- **Current -** Check this option if you want the search to include the current check file.
- **History -** Check this option if you want the search to include the history check file. Closing accounts payable will transfer checks from the current file to the history file. Therefore, if you have closed accounts payable but haven't reconciled your bank statements, you will need to use this option to get checks from the history file.

Show Open Transactions Only
Check this option if you want to display only those checks and receipts that are open.

Consolidate Deposits on Cash Receipts Batch
Check this option if you want the Cash Receipts Batch to consolidate your deposits.

6.12.2 Transactions Grid

Note All the grid fields, except the **Status** field, are informational only and cannot be edited.

Date
If the transaction is a check, this is the check date. If the transaction is a receipt, it is the date the receipt was created. If the transaction is a balance forward transaction, it is the date the transaction was created, or the date of the last accounts payable close.

Vendor #
If the transaction is a check, the vendor and company are displayed. If the transaction is a receipt, this field will read "**<Deposit> i**f the receipt has a positive amount, and **<Charge>**" if the receipt has a negative amount. If the transaction is a balance forward transaction, this field will read "**Balance Forward**".

Company
The name of the company for the transaction.

Check
The check number. This field is blank for receipts and Balance Forward transactions.

Status
This allows you to change the status of a check or receipt, provided it is not voided. This field is blank for balance forward transactions and cannot be changed. Select the check or receipt in the grid then click the status button below to make the status change.

Amount
If the transaction is a check/receipt, this is the check\receipt amount. If the transaction is a balance forward transaction, it is the current balance forward amount.

Balance
The current balance amount.

6.12.3 Bank Reconciliation Buttons

OK
Clicking the "OK" button will save any transaction status changes to the bank reconciliation file and close the Bank Reconciliation window. You will be taken back to the Main Menu after clicking this button.

Cancel

Clicking the "Cancel" button will discard any transaction status changes. You will be taken back to the Main Menu after clicking this button.

Apply
Clicking the "Apply" button will save any transaction status changes to the bank reconciliation file. This button is useful if you want to save changes, but not exit out of the Bank Reconciliation window.

Go
Clicking the "Go" button starts the search for checks, receipts and transactions, and displays them in the transactions grid.

Status Buttons
Use these buttons to change the status of the checks and receipts to match the status on your bank statement during the reconciliation process.

- **Clear**
- **Void**
- **Open**

6.12.4 Balances

These controls are informational only and cannot be edited. These balance amounts are updated when you apply transaction status changes to the bank reconciliation file.

Current Balances
Shows the current Bank, Open and Book balances for the checking account.

Limit Balances
Shows the Bank, Open and Book balances for the checking account as of the date you entered in the **Limit Date** field.

	Bank	Open	Book
Current Balances	70487.66	-3268.75	67218.91
Limit Balances	70487.66	-3268.75	67218.91

Bank
Shows the amount of all checks and receipts that are marked as cleared. This amount includes the amount from the balance forward transaction.

Open
Shows the amount of all checks and receipts that have not been cleared.

Book
Shows the sum of the Bank and Open amounts, and provides a more accurate amount of your current bank balance.

Bank + Open = Book

6.12.5 Reconciling Bank Statements

Searching for Transactions

The first step in reconciling your bank statement is to search for the transactions associated with a particular checking account. Fill in the appropriate query information and run the search. Transactions meeting the search criteria will be displayed in the grid.

- There are three types of transactions: Checks, Receipts and Balance Forward.

Check Files

- Checks are derived from the **Current** and **History** check files, based upon the search query. When you run the query the appropriate check file will be searched for checks whose account matches the selected checking account, and whose check date is less than or equal to the limit date.

- If checks are found, they are copied into the bank reconciliation file. When checks are copied, their initial status will be either open or voided.

- After the search of the check files has been completed, **entrée** searches the bank reconciliation file for existing checks whose account matches the selected checking account, and whose check date is less than or equal to the limit date. Open checks meeting those criteria will always be displayed in the grid.

- Once you have checks displayed in the grid, you can change their status. A check that is cleared or open can have its' status changed to open, cleared or voided, but a voided check cannot have its' status altered. When any changes are applied to the data base, those checks whose status have been changed to voided will be voided just as they are in the **Void Check** process.

Receipts

- Receipts are deposits and charges that are created and saved to the bank reconciliation file when you enter deposits and charges via the **Enter Deposits/Charges** option, and their initial status is open. When you run the query the bank reconciliation file will be searched for receipts whose account matches the selected checking account, and whose date is less than or equal to the limit date. Open receipts will always be displayed in the grid.

- Once you have receipts displayed in the grid, you can change their status.
  - A receipt that is cleared or open can have their status changed to open, cleared or voided.
  - A voided receipt cannot have the status altered.

Balance Forward Transactions

- When you first run a bank reconciliation search for a given account, **entrée** will determine if there exists a balance forward transaction for the given account. If there is not then a balance forward transaction will be created, and it will have an amount of zero.

- The **Limit Date** has no effect on the search for balance forward transactions. Even though the status field in the grid is blank for balance forward transactions, these transactions are considered by **entrée** to be cleared.

- When you close Accounts Payable, the amounts from cleared checks and cleared receipts for a given checking account will accumulate in the balance forward transaction for that account.

Reconciling the Bank Statement

- Change the status of the checks and receipts so that they match the status on your bank statement.
- Then apply those changes to the bank reconciliation file.
- The Open, Book and Bank balances will be updated when the changes are applied.

6.13 AP Close Period / Year

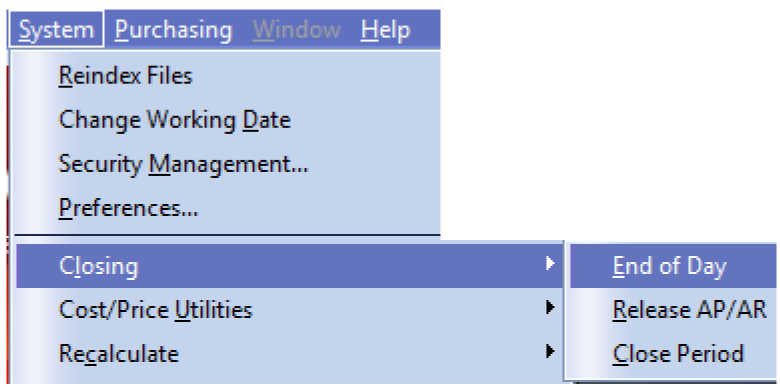
Closing the period ensures that period- to-date and year-to-date total in the vendor files remain accurate. You can close the period as often as you like, depending on the accounting period your company uses.

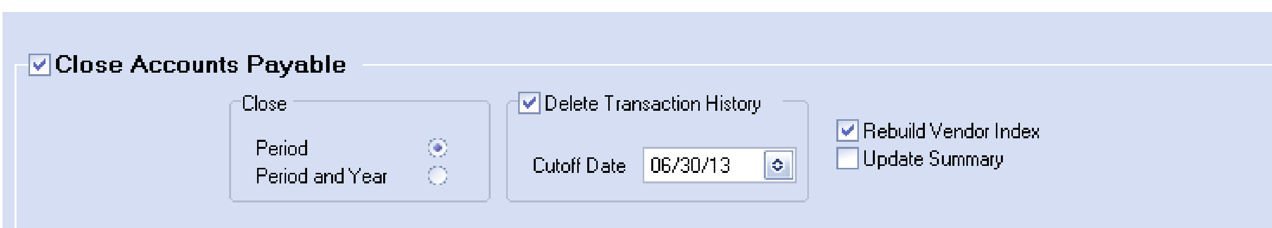
- You close the Accounts Payable at the end of each period to ensure that period-to-date and year-to-date totals in the vendor file remain accurate.
- Closing moves the current period's information into the vendor history file so the vendor history is accurate.
- Closing removes completed transactions, such as paid or voided invoices, from the current files. This allows you to control the amount of information that appears on current period transaction reports.
- When you close the last period of the year, you should close both the period and year.
- If General Ledger is enabled, you should perform a release to General Ledger just before you close the Accounts Payable period.
- Closing without the summary update and without history deletion allows you to transfer current transactions into the history files, without modifying the period-to-date totals. So if you have a large number of transactions, you can close in this manner on a daily basis, so that when the time comes to close and update period-to-date totals, you won't have so many transactions that will have to be moved to the history files.
- **Bank Reconciliation** - If you use Bank Reconciliation you should generate the Bank Reconciliation report ***before*** closing.

entrée V3

Use menu path:
System > **Closing.**

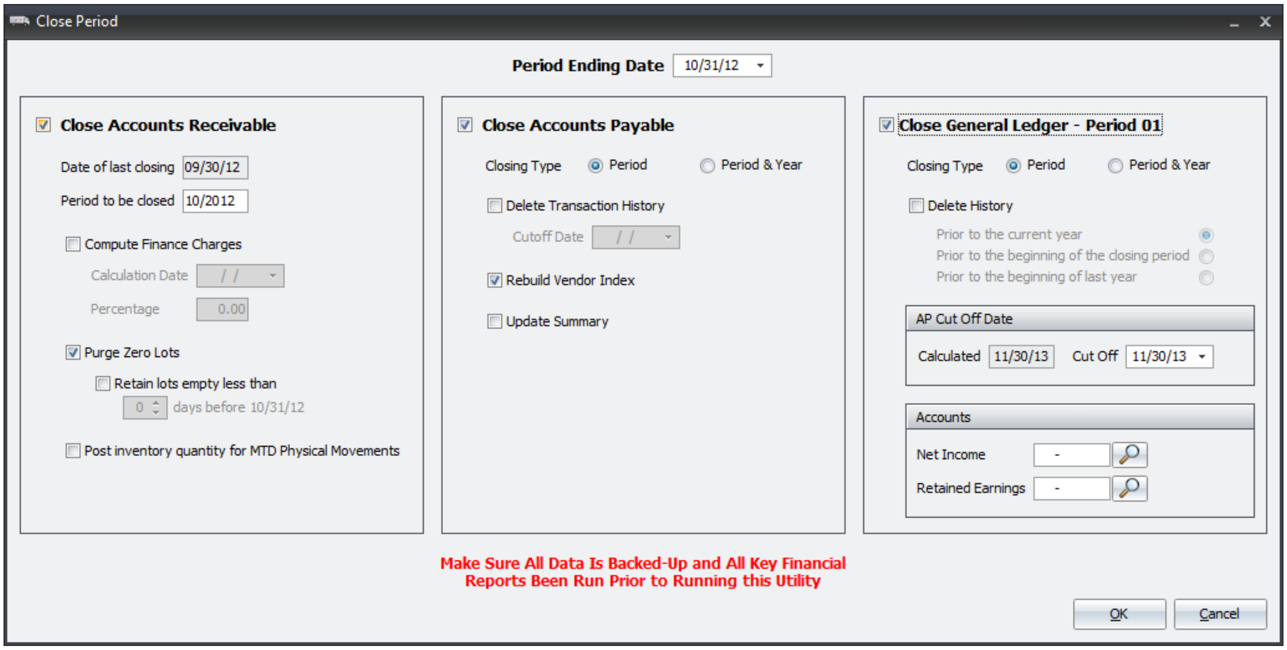
Select from:
- **End of Day**
- **Release AP/AR**
- **Close Period**





entrée V4 SQL

Go to the **System** ribbon menu **System File** section click **Close Period**.



Step to do Prior to Closing AP

- If you use **Bank Reconciliation**, you should generate the Bank Reconciliation report before closing.
- Run the **AP Master Journal report**.
- Run a full set of **entrée system** system backups.
- Run the **Release to General Ledger**.

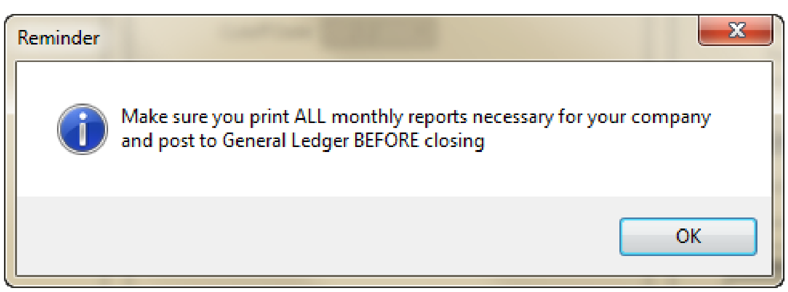
Close Period Overview

1. Select **Close Accounts Payable** and make your selections from the following options:.

    - Select a **Closing Type**: **Period** or **Period & Year**
    - Check **Rebuild Vendor Index**.
    - Check **Delete Transaction History** if you want to delete these records.

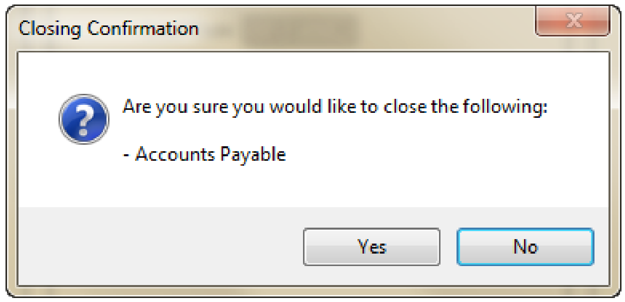
    If you have checked the **Delete Transaction History** option you will this **Confirm** message: "**All payable history information up to and including the deletion cutoff date will be lost. Continue close?**" Click "**No**" to stop the closing process if you do not want this data deleted.

2. Click **OK** and first the Reminder message is displayed.



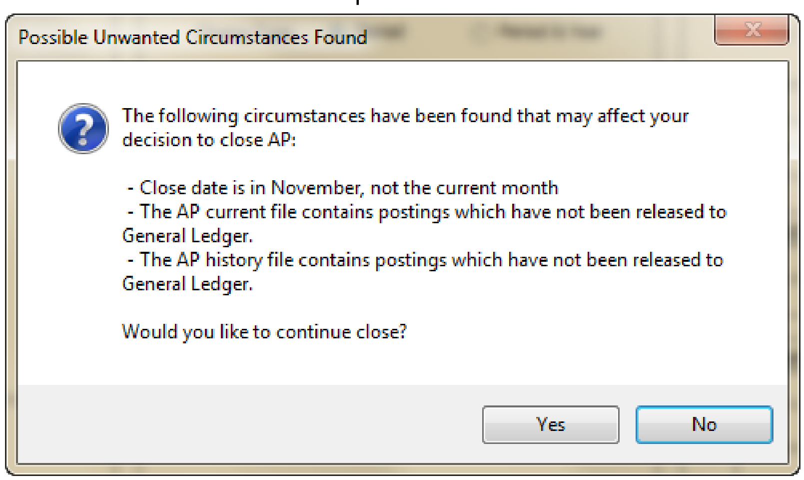
3. When you click **OK** on the Reminder you get the **Close Period** screen shown above. Select your date and options for the closing process and click **OK**.

4. When you begin the Close process you may see a series of messages. First the **Closing Confirmation** message. Click **Yes** to continue with the closing. Click **No** to stop the closing process.

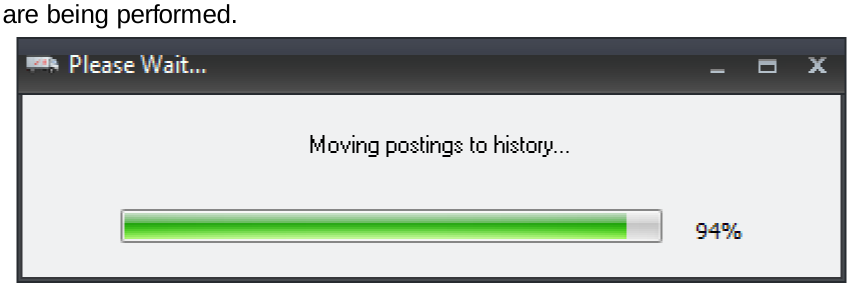


5. Then the system will perform some checks and the **Possible Unwanted Circumstances Found** message will display if problems are detected.
   - Click **Yes** to continue with the closing process if no major issues are found.
   - Click **No** to stop the closing process and resolve any issues listed here that may impact the integrity of your accounting data before proceeding. Then restart this Close process once problems are resolved.

Example In the example here you can see we have not released AP postings to the General Ledger which is needed before AP can be closed for the period.



6. If you click **Yes** to continue with the closing the **Please Wait...** process a progress bar will display showing you what tasks are being performed.



7. When the process is done the **Closing Complete** message box will display **Closing completed successfully**. Click **OK** and return to the main entree menu.

Hot Tip! See the **Closing Warnings** section to get familiar with possible warning messages you will see during this process.

Tasks Performed During the Closing Process

- **Clearing History Files -** Deletes records from the payables, distribution, and check history files up to and including the Deletion Cutoff Date.

- **Moving Checks to History File -** Moves checks to the check history file and clears the current check file. Only checks whose check date is less than or equal to the close date will be moved to the history file.

- **Moving Distribution Records to History File -** Moves distribution records to the distribution history file and clears the current distribution file. Only distribution records whose date is less than or equal to the close date will be moved to the history file.

- **Moving Payables to History File -** Copies open payables to the history file, and moves voided and paid payables to the history file. Only payables whose purchase date is less than or equal to the close date will be copied or moved to the history file.

- **Updating Vendor History -** Moves year-to-date into the history file.

- **Updating Vendor File -** Period-to-date balances are reset, and if closing the year as well, year-to-date balances are reset.
-
- **Updating Bank Reconcile File -** Accumulates the amounts from cleared transactions into the balance forward transactions, deletes all cleared and voided transactions, then packs and re-indexes the bank reconcile file. Only cleared transactions whose cleared date is less than or equal to the close date will have their amounts accumulated in the balance forward transaction, and then deleted. Voided transactions are deleted regardless of the date.

- **Update System File -** The SYSDATA file is updated with the new period.

6.13.1 Close Controls

Close

- Select **Period** to close only the current period.
- Select **Period and Year** when you are closing the last period of the year.

Cutoff Date

This date determines which transactions will participate in the closing process. The default is the current date.

Rebuild Vendor Index

If this field is checked vendor records marked for deletion will be permanently removed, and the vendor file will be re-indexed and packed.

Update Summary

If this fields is checked period-to-date totals (when you are closing the current period) or year-to-date totals (when you are closing the current period and year) will be reset, and the vendor history will be updated.

The **Last Purchase Date** is the date the program uses for the vendor history report as the end of the period you're closing. If you're closing the last day of the period, accept the default, which is the close date, or enter the actual last day of the period.

Delete Transaction History

If this field is checked history transactions whose date is less than or equal to the **Deletion Cutoff Date** will be deleted.

The **Deletion Cutoff Date** will default to the last date of the month previous to the month of the close date.

Go Button
Clicking the "Go" button will start the close process.

Cancel Button
Clicking the "Cancel" button will close the window and return you to the Main Menu.

6.13.2 Close Warnings

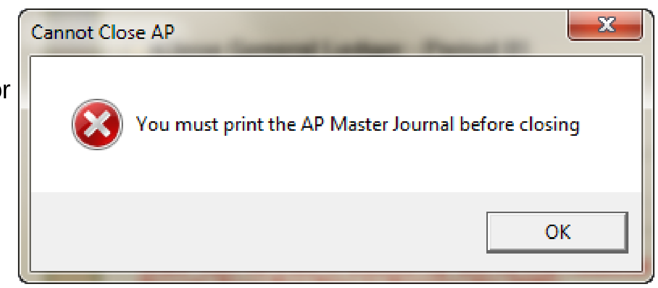
When you click the "**Go**" button to close, a series of tests are performed to verify that Accounts Payable is in the correct state prior to closing.

- **Delete History Warning** - If you have selected **Delete Transaction History**, you will be warned about losing data. Click the "No" button to stop the closing process.

- **Backup Data Warning** - You will have to confirm that you have backed up your data. Click the "No" button to stop the closing process.

- **General Ledger Warning** - You will be warned if you are linked to General Ledger and unreleased Accounts Payables transactions exist in the posting file. Click the "No" button to stop the closing process.

- **Cannot Close AP**



You must generate the **AP Master Journal** report prior to closing. Click OK.

Go to the **Ré3 Control Panel** or **Ré4 Control Panel** reporting system to run the report.

AP

Chapter 7

Recalculate AP History Utility

7 Recalculate AP History Utility

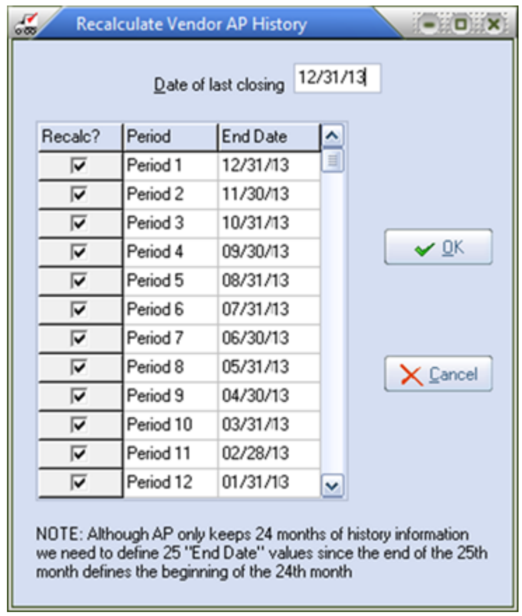
The AP system only keeps history information for the last 24 periods. The Recalculate Vendor AP History utility will only recalculate 24 periods.

These 24 periods are presented in a check list form to allow easy selection of those periods which need to be recalculated.

7.1 Recalculate Vendor AP History Utility

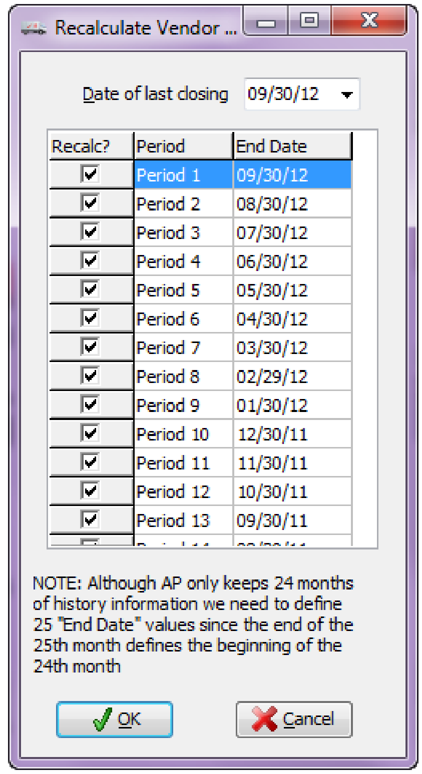
Caution **NECS strongly recommends all users are out of the entrée system, when this utility is run.**
This will ensure the data integrity is not compromised by another user, accessing one or more of the data files while the operation is being performed.

entrée V3
Use menu path:
System > **Recalculate** > **Vendor AP History**.



entrée V4 SQL

Go to the **Vendor** ribbon menu **Vendor Utilities** section click the **Recalculate** drop down menu and select **Vendor AP History**.



7.1.1 Recalculate Process

1. Check all the **Recalc?** box for periods to be recalculated.
2. Edit the **End Date** of each period selected if you can provide an accurate date.
3. A **Confirm** dialog box will display "**This will recalculate all of the displayed "End Date" values. Do you wish to proceed?**". Click the **Yes** button to proceed. Click **No** if you need to make date corrections and retry.
4. A progress dialog will display informing the user of the current progress of the recalculation routine and close the window when done.

Hot Tip! One potential problem with this utility is that **entrée does not keep track of the date on which a given AP period was closed**. The utility makes a "best guess" using the last AR closing date (entrée does not track when AP is closed) and works backwards one calendar month at a time. If you can provide more accurate date values the "Ending Date" of each period may be edited.

Note

Note 1: We ask for 25 ending dates rather than just 24 because the Ending Date of the 25th period defines the Starting Date of the 24th period.

Note 2: The history figures generated by the AP system during normal operation are based on when the payables are created. The "**creation date**" of a payable is not recorded which means that items can only be categorized according to "**Purchase Date**". Under most circumstances this arrangement should produce reasonably correct results but it is unlikely that this utility will be able to exactly recreate the original history figures.

AP

Chapter 8

Accounts Payable Reports

8 Accounts Payable Reports

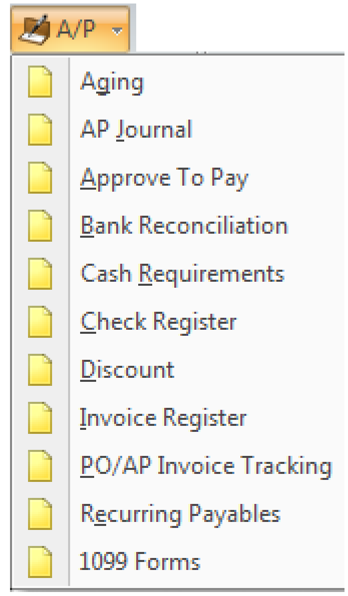
entrée V3

The reports menu is the central location for all of the reports in the **entrée** system. By default, clicking on the Reports option in the main menu will launch the **Ré3 Control Panel** utility.

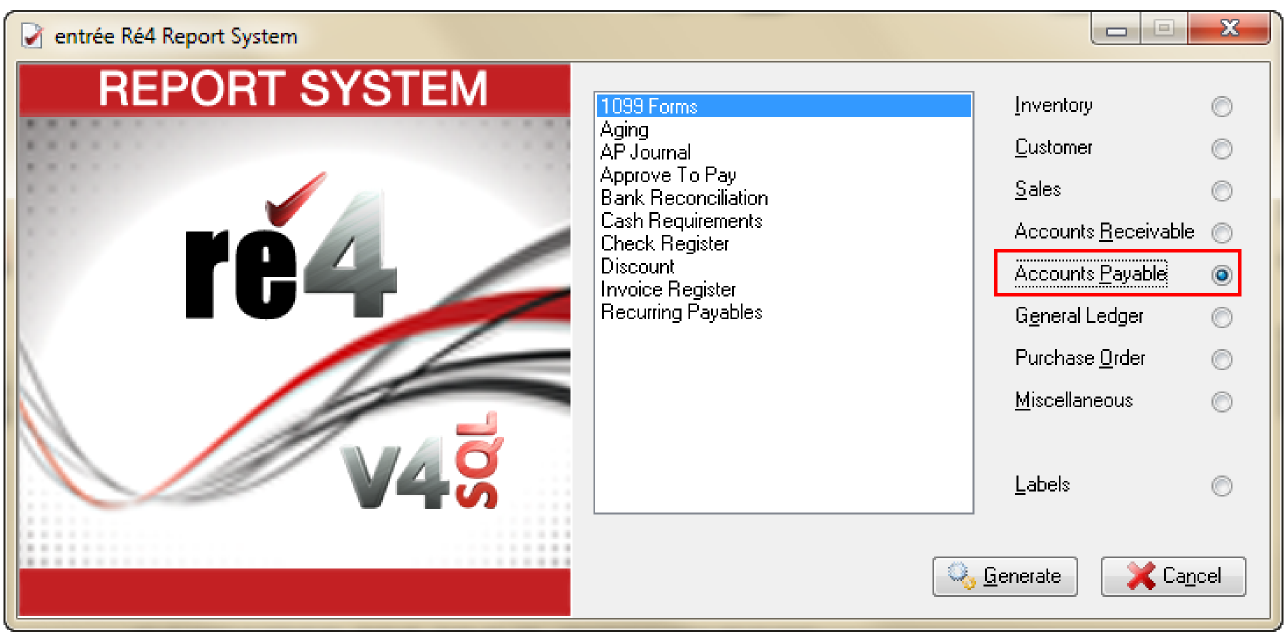
However the full reports menu may be enabled on, on a per user basis, by enabling the "Run Reports from the Main Menu" option, located on the **Personal Settings** tab of **System Preferences**.

entrée V4 SQL

The **Vendor Reports** section of the ribbon has the **A/P** drop down menu to access all the AP reports.



- Go to the System ribbon menu System Reports section and click **Ré4 Control Panel** and select **Accounts Payable** to access the report system screen below.



Example **AP Master Journal Report**

```
Date: 11/25/14                MADISON DISTRIBUTORS, INC.
Time: 12:07 PM          AP Journal Report - Style: Master journal
                                 Master journal Report
                     Include Voided, Active, Released, Unreleased Postings
```

Posting Date	Vendor Number	Invoice Number	Reference	Batch	Posting Amount

Account Number: 11050- : Inventory (Finished Goods)

11/25/14	ADH10	45555	10456		879.74
06/15/11	ADH10	500210			744.00
06/15/11	ADH10	65025			175.00
08/10/09	ZBI10	859869			213.75

11050- : Inventory (Finished Goods) Sub-Totals:

					2,012.49

Account Number: 20010- : Accounts Payable

11/25/14	ADH10	45555	10456		-879.74
06/15/11	ADH10	500210			-744.00
06/15/11	ADH10	65025			-175.00
12/27/12	GPK01	01000001	RENT		-1,500.00
03/18/13	TCC10	454545			-166.05
08/10/09	ZBI10	859869			-213.75

20010- : Accounts Payable Sub-Totals:

					-3,678.54

Account Number: 51200- : Cost of Goods (Non-Stock) - Domestc

03/18/13	TCC10	454545			166.05

51200- : Cost of Goods (Non-Stock) - Domestc Sub-Totals:

					166.05

Account Number: 75125- : Office Space Rental

12/27/12	GPK01	01000001	RENT		1,500.00

75125- : Office Space Rental Sub-Totals:

					1,500.00

Report Totals:

					0.00

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