



# Infor Distribution FACTS 7.8 Accounts Payable Users Guide

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## About this guide

This guide describes workflow, concepts and procedures for using the Infor Distribution FACTS Accounts Payable Module.

## Intended audience

This guide is for FACTS end users, managers, in-house analysts, and trainers who require an understanding of the product and how to use it.

## Related documents

You can find the documents in the product documentation section of InforXtreme, as described in "Contacting Infor" on page 5.

*For information about other FACTS modules or basic usage information, see the other users guides in the Infor Distribution FACTS PDF Library. Access these documents from the bookmarks of this document: [FACTSDocNavigation.pdf](#).*

## Contacting Infor

If you have questions about Infor products, go to InforXtreme Online Support at <http://www.inforxtreme.com>.

If we update this document after the product release, we will post the new version on InforXtreme. We recommend that you check this Web site periodically for updated documentation.

If you have comments about Infor documentation, contact [documentation@infor.com](mailto:documentation@infor.com).



## Accounts Payable Overview

The Infor Distribution FACTS Accounts Payable module maintains accurate file information on vendors, open payables, recurring payables, checks, etc. It also provides complete audit trails of all transactions and, if set up to do so, automatically posts to General Ledger.

The Accounts Payable module consists of the following menus:

Document Entry, which also includes the Recurring Document Entry subsystem. This is where you enter AP invoices. Invoices that you enter on a regular basis can be set up in the Recurring Invoices subsystem to cut down on data entry.

Payment & Hold Selection, which enables you to select invoices for payment. Invoices that have been entered through Document Entry or Recurring Document Entry must be selected before you can run checks.

Checks subsystem, which allows you to print, and if necessary, reprint checks and then update the AP system when you are satisfied that the checks are correct.

AP Inquiries, which gives you a quick way to find current and past information on vendors.

AP Reports & Prints have the option of printing in vendor number, alpha, or vendor class order. In addition to the order, you can choose the range to print. For example, if you choose to print the Aged Payables Report, you can set the report to start printing at one vendor class and end at another.

End of Period contains programs that you should run to close the module correctly at the end of each period. There is an end-of-period checklist provided later in this section that contains the procedures used to close the AP module. Some programs are optional, such as the Period Check Register, and others are required, such as the Register History Report. The end-of-period menu programs provide you with a complete audit trail of the AP balance. The Vendor 1099 Processing submenu allows you to view and maintain 1099 vendor

balances and Taxpayer Identification numbers throughout the year, along with access to check history and audit capabilities.

File Maintenances enable you to enter, change and delete data. These programs are used to enter the initial data required to set up the system. You can add, change and delete the records in a file. You will use some file maintenance programs, such as Vendor F/M, during live processing more than others. The system also contains an additional maintenances sub-menu; the programs are Infrequent File Maintenances. These infrequent file maintenances (found on the Infrequent File Maintenances menu) are used mostly during installation.

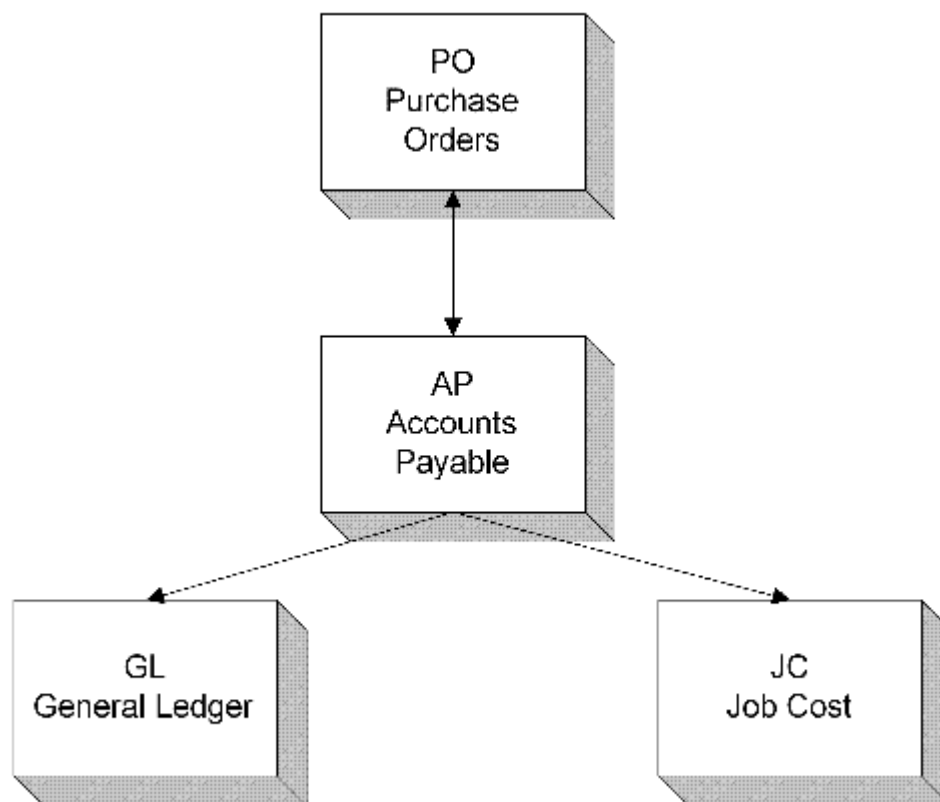


## AP Flow Charts

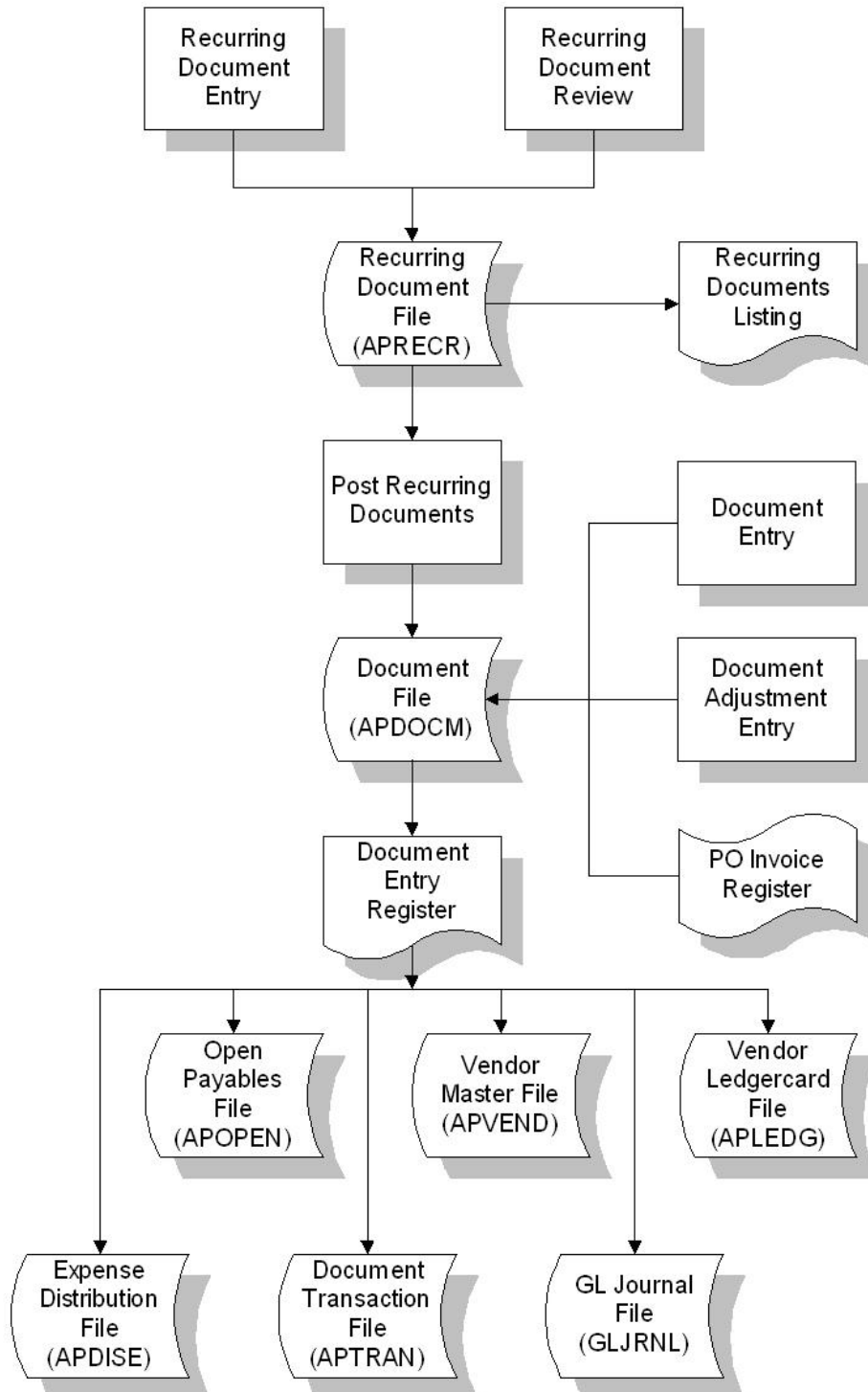
The following present flow charts illustrate the flow of information from Accounts Payable to the other modules in the FACTS System. They also illustrate the flow of information within Accounts Payable.

Note that not all files and programs are shown. The flow charts simply present how information flows through the system.

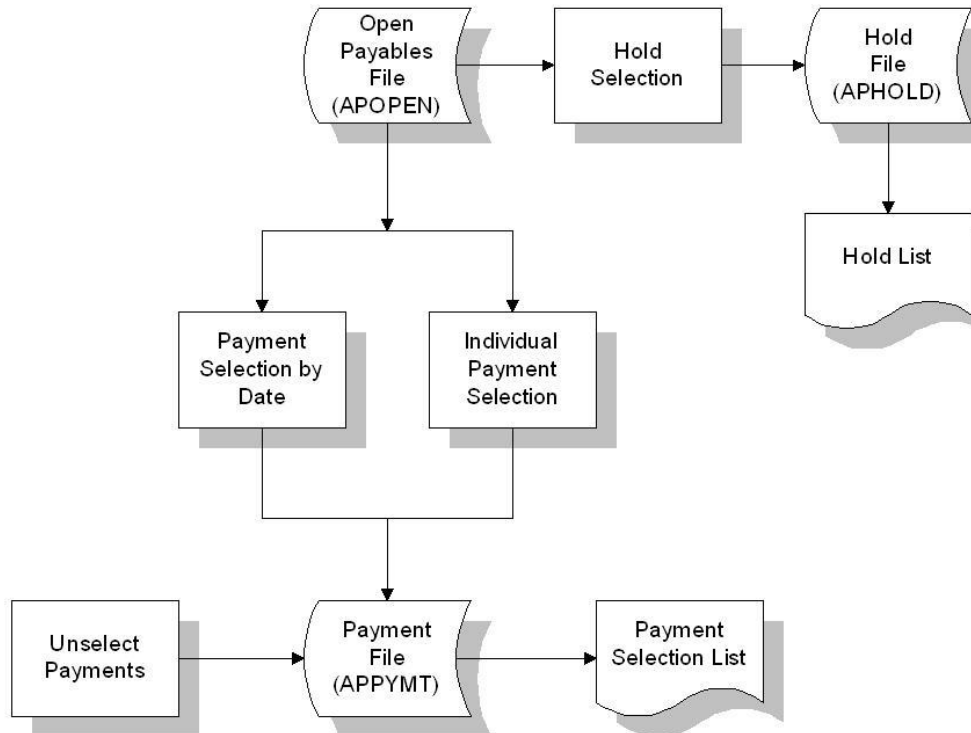
Accounts Payable Interaction  
with Other FACTS Modules



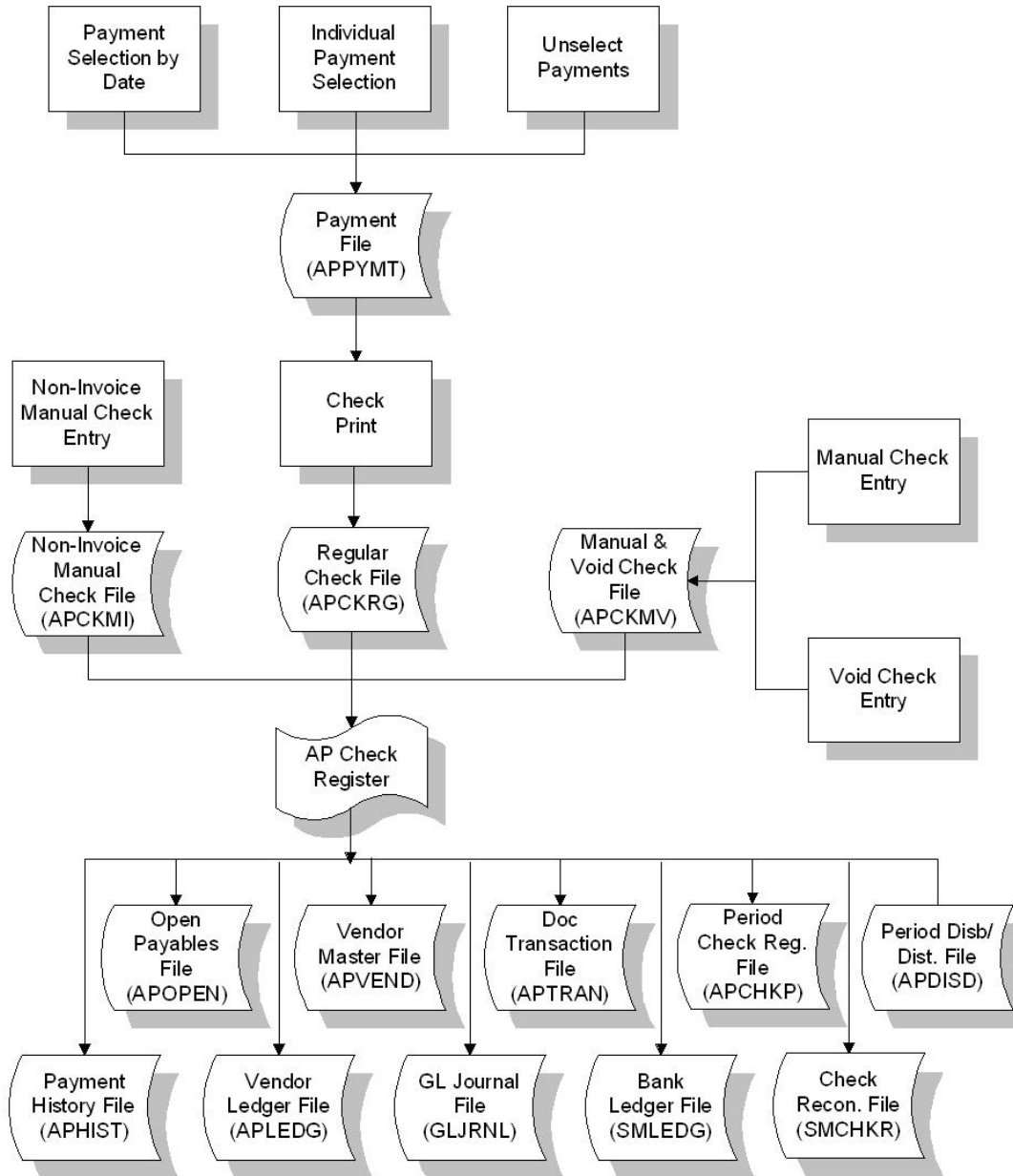
## Open Payables



## Select Payments



### Print Checks



## Posting to General Ledger from Accounts Payable

You can set up the Accounts Payable system to automatically post to General Ledger. To do this, set the GL distribution flag in the AP Static Control F/M to one of the following: 0-indicating no GL distribution is printed or posted; 1-indicating the GL distribution is printed (printing is in detail format) but not posted to GL; 2-indicating the GL distribution is printed (printing is in detail format) and posted to GL in summary (posting includes the total amount posted to each account number); or 3-indicating the GL distribution is printed (printing is in detail format) and posted to GL in detail (posting includes each item contributing to the amount for each account number).

Two other flags control automatic posting from AP to GL. The GL expense journal and GL disbursements journal flags, also located in the AP Static Control F/M program, allow you to direct transactions posted from the Document Entry Register and Check Register to specific GL Journals.

In Accounts Payable, transactions from the Document Entry Register and the Check Register programs print a GL distribution and post to GL. The GL distributions are built and posted through the use of GL posting tables.

You must establish your own set of valid GL posting tables to be assigned to each vendor. For example, all invoices from freight companies may be expensed to the same GL account number. Then, you can assign one GL posting table to all freight vendors. Posting tables may be alphabetic or numeric and should be easily recognized. During Document Entry, you must enter the vendor number. The GL posting table code assigned to that vendor is displayed and may be overridden on the invoice. The GL account numbers stored with the GL posting tables become the default value for the expense account number entered in Document Entry. Document Entry also allows a search to display all G/L numbers set up in a posting table.

In Document Entry, you can expense an invoice to up to 999 expense accounts. The GL posting table allows you to set up to five default expense accounts to make entry of AP documents easier.

The GL posting table also contains the Accounts Payable G/L number to post and the Discounts G/L number to post when a discount is taken.

Example: Southern Bell is a vendor set up in the vendor file and for GL posting purposes is considered a telephone vendor. Therefore, set up a GL posting table TEL-telephone. When posting most phone bills from Southern Bell, you would normally expense to the telephone GL expense account. However, if occasionally, you advertise in the yellow pages and when those bills are entered, you would expense them to the advertising GL expense account. You could set up this GL posting table as follows:

### GL Table TEL

#### Description Telephone

	G/L #	Description
Expense 1	735-00-00	Telephone
Expense 2	710-00-00	Advertising

Expense 3	000-00-00	
Expense 4	000-00-00	
Expense 5	000-00-00	
Accounts Payable	310-00-00	Accounts Payable
Discounts	490-00-00	Discounts Taken

In Document Entry, if the GL posting table is TEL for the invoice being entered, the system automatically defaults to 735-00-00 for the first GL number to be expensed. You can also perform a search to display all of the GL expense numbers set up in the TEL GL posting table. In the example given, 735-00-00 telephone and 710-00-00 advertising are displayed.

Therefore, when a regular telephone bill is entered, you can allow the system to default to 735-00-00 telephone. However, when an occasional advertising bill is entered, you can search to see the other possible expense GL numbers to use.

If the Post by Branch flag is set to Y in the AP static control record, the Document Entry program automatically inserts the branch in the proper position in the GL number when displaying the expense numbers of the GL posting table.

Within each GL posting table there is also an account number for accounts payable. This number is posted when entering an accounts payable document or writing a check and paying it off. The discounts number is posted when a discount is taken, i.e., when the payment is made and the check are written. Discounts are not posted upon initial entry of the document, but when the discount is entered when payment is made (i.e., when the discount is taken).

For example: If you enter two bills for Southern Bell - a telephone bill for \$350 and an advertising bill for \$150, the summary Document Entry Register GL distribution using the GL posting table listed above would be as follows:

Account	Debit	Credit
310-00-00	Accounts payable	-500.00
730-00-00	Telephone	350.00
710-00-00	Advertising	150.00

If you pay the two bills and takes a 2% discount on the advertising bill, the summary Check Register GL distribution using the GL posting table listed above would be as follows:

Account	Debit	Credit
* 100-00-00	Cash in Bank	-497.00

310-00-00	Accounts Payable	500.00
490-00-00	Discounts Taken	-3.00

\* The cash G/L number comes from the Bank G/L number set up in the Bank F/M in the banking and check system in system management.

If the Post by branch flag is set to Y in the AP Static Control F/M, the Document Entry & Adjustments Register and Check Register automatically insert the branch (assigned to each document) in the AP and discounts GL numbers when posting to General Ledger.

When setting up the GL Posting Tables, because they are user-defined, there is no limit to the number set up. Any of the expense numbers may be entered as defaults in the AP Document Entry. The AP and Discount G/L numbers are mandatory numbers and may not be overridden during entry of current payment selection or check writing.

If you want to enter a loan and post the balance to Notes Payable rather than an accounts payable account, set up GL posting tables, as follows:

GL Table LN

Description Loans

	G/L #	Description
*Expense 1	735-00-00	Telephone
Expense 2		
Expense 3		
Expense 4		
Expense 5		
Accounts Payable	320-00-00	Notes Payable
Discounts	490-00-00	Discounts Taken

If a GL posting table is set up with no expense accounts, the user has no default expense numbers in Document Entry.

The Document Entry program, Document Entry & Adj. Register and Check Register programs use information stored in these records.

Posting to Job Cost from Accounts Payable

During the Document Entry program you can post any part of an invoice (bill) to a job number, to post to Job Cost. If job cost information is entered the default GL expense account number is no longer the number as set in the GL posting table. The default GL expense account number comes from one of two places. If the Post work-in-process flag is set to Y in the JC to GL Posting F/M program, the default expense GL number is a work-in-process account number. Depending on the Basis flag set in this record for work-in-process, the default number is used or the work-in-process account number is

assigned to the cost type for the GL posting table assigned to the job. If the Post work-in-process flag is set to N, the default expense GL number is the expense number assigned to the cost code entered for the job.

The Document Entry & Adj. Register GL distribution posts to GL as follows:

Debit	Credit
Work in-Process GL #	Accounts Payable
Or	
Expense GL #	

The work-in-process or expense GL number also posts into the JC Job Posting Entry file. The Job Posting Register is then run which updates the WIP or expense GL number to the Job Cost transaction file. This transaction file is used for billing purposes.

Once billing takes place, the JC Invoice Register is printed along with the Invoice Register GL distribution.

The GL distribution posts as follows:

Debit	Credit
Accounts Receivable	Sales
	Tax
	Freight
Cost of Sales	Work in Process
	or
	Expense GL #

The WIP or expense GL number was originally debited in Accounts Payable and in Job Cost is credited. This means the WIP or Expense number is a wash account with the amount posting to the Cost of Sales GL account number.



# Program Work Flows & Concepts

## AP Document Entry Subsystem (APS100) Work Flow Concept Details

Use AP Document Entry (APE110) to enter vendor documents (invoices and credit memos) into the Accounts Payable system. The document entry screen consists of two sections. The upper portion of the screen is called the header portion where you enter the vendor number, invoice number, and so on for the invoice. The lower portion is called the line-item portion where each general ledger expense account number is entered. Once documents are entered, the records stay in the document entry file until you run and update the Document Entry & Adjustments Register.

As long as documents are in the document entry file, you can enter changes through the AP Document Entry program. Documents that have already been updated by the register need to be corrected through the Document Adjustment Entry program. Adjustments made to the current amount may be either positive or negative. This amount is distributed into general ledger account(s). The changes are written to the document entry file and no updates are done at this time in the open documents file.

Use the Document Change F/M to change dates on specific invoices. These changes will affect documents in the Open Documents file without running the register. You can change any of the fields without affecting the amount of the document or the General Ledger distribution: Current discount, Purchase order number, Entry date, Due date, Discount due date, Entry period, Memo, and Document group.

To change dollar amounts in the document or General Ledger expense distribution, use the Document Adjustment Entry program and then run the Document Entry & Adjustments Register.

Once documents are entered, the records stay in the document entry file until you run and update the Document Entry & Adjustments Register. The vendor's balance and the open documents are not updated (along with the general ledger) until the optional update following the Document Entry & Adjustments Register. The register provides an audit trail

of adjustments made in this program. The update process following the register removes the documents from the document entry file and updates the open documents file. Note also that the vendor balance and the current AP balance are not updated until the register is updated.

## Recurring Documents Subsystem Work Flow & Program Concepts

Use Recurring Document Entry (APE130) to enter and maintain documents (invoices) that need post to the Open Documents file on a periodic basis (monthly, quarterly, yearly, etc.). This system helps cut down the amount of document entry required each month. You can set up standard monthly bills, such as utilities and rent, or periodic entries, such as lease and note payments. You can also use the program to change header or line-item information in existing documents.

After documents are entered, the amount may be changed for the current month without affecting the standard amount through the Recurring Document Review program. This change will be reflected in the posting for the current period. However, the document amount will return to its original value after the posting. Each document in the recurring entry file has a standard amount and a current period amount. The current period amount is initially set to the standard amount. The standard is changed in the Recurring Document Entry program. The Recurring Document Review program changes the current amount (the amount to post in the current period) and enables you to change the total document amount and the distributed amounts to each General Ledger account. New GL expense accounts may not be added; only the original expense account amounts are changed. Recurring documents are initially entered in the Recurring Document Entry program.

Recurring documents can be listed using in the Recurring Document Listing program. Use the list of recurring payables to verify proper entry, to project future expiration, postings for a specific period and to verify proper amounts for the current period. You have the option to specify: a beginning and ending vendor, ending post date, documents to print, branch to print. Report information includes the following: vendor number, name, sequence number, document group, GL posting table, terms code, branch number, purchase order number, posting day, months to post, standard posting amount, this period amount, cutoff, number of postings to date, amount posted to date, memo and status. The number of documents printed is included along with an index of the captions of the report.

Documents post to the Document Entry & Adjustments file when you run the Post Recurring Documents program. The system then treats the document like a standard AP document.

Use the AP Document Entry & Adjustment Register (APR110) to list all documents and adjustments in the current or next period entered since the last Document Entry & Adjustments Register was run. You have the option to: print a listing of all documents entered and adjustments made; build and print a general ledger distribution; post to general ledger, if a general ledger distribution is built; update the open documents file, the vendor balance, the monthly expense distribution file, and the company accounts payable balance, as well as clear the document entry file and update the appropriate control records. Note that the AP Document Entry and Adjustment Register program

requires an escape code for a user to get out of an error which occurred during the update portion of the register.

## Program Concept Details

Information on the AP Document Entry & Adjustment Register (APR110) includes:

Period, branch(es) selected, vendor number and name, document number, branch, GL posting table, PO number, entry date, due date and discount date, gross amount, allowable discount amount, GL account number and the posting amount for document entries.

Vendor number and name, document number, current amount, adjustment amount, new current amount, memo, GL account number and the posting amount for document adjustments.

A recap of the AP balance, which includes: the beginning balance, entry total, adjustment total, ending balance and total documents listed on the register. Depending on the flag in the AP static control record, you can also create a general ledger distribution printout.

### UnForm Archiving

The AP Document Entry & Adjustment Register can archive information to UnForm. The program prints 2 documents: the Register and the GL Distribution. These two documents are linked in UnForm Archive. It is possible for the user to print a register and not print an associated GL Distribution. On the register, the printout displays the following in the print stream to indicate that a GL distribution should be expected: GL Distribution=true. If a GL Distribution should not be expected, the printout displays: GL Distribution=false

The UnForm document type DocumentReg for both documents, but the document ID differs by appending "-GL" to the register number for the GL Distribution. Only the last copy of a specific register number is kept on file. When a register is reprinted, and it is overwriting an existing archive of that same register #, the system updates the title of the associated GL Distribution to indicate that it is no longer valid. Note that the PO# field on the Register only appears when "PO#" is in the title bar and you have not encountered a line that simply contains "Document Adjustments". The data in the PO # column is linked to Document Code "PORD".

When you update the Document Entry & Adjustments Register, FACTS updates the vendor's balance and the open documents file along with the General Ledger. Posting through Day 31 closes out the current month for recurring payables.

## Payment & Hold Selection Subsystem Work Flow Concepts

Use the Payment & Hold Selection subsystem to select invoices for payment. All invoices must be "selected" before you can print checks.

Select invoices with one of two programs:

- If your office always pays Accounts Payable invoices on time or always pays invoices in time to get the vendor's discount, then use the Payment Selection by Date program. This program selects the invoices to be paid based on the parameters you choose — i.e., are payments based on due date or discount date, what is the check date, etc. By using this program, you don't have to worry about missing or overlooking an invoice.

- If your office selectively picks which invoices to pay each month, use the Individual Payment Selection. This program can also be used in addition to the Payment Selection by Date program. For example, if the system does not pick an invoice you want to pay, you can use this program to select the missed invoices.

In both of these programs, you can specify: order to pay - vendor, alpha or vendor class, beginning and ending order choice, document group(s), due or discount date, date to pay through, lead-time, minimum invoice balance to pay, and branch. These programs only determine which documents will be paid the next time checks are printed. No documents are updated until you print checks and print and update the Payment Register. The payment type will be based on the vendor's default payment type, but if the default type is ACH and no pre-notification is approved, the payment type will be set to paper check. You cannot select documents that have been placed on hold.

Once you've selected invoices you want to pay, run the Payment Selection List to verify your choices or the system's choices if you used Payment Selection by Date. This selection list should be printed prior to printing checks. You can include invoices paid by a previous batch of checks not yet updated by the Payment Register. Report information includes: vendor number and name, document number, document group, entry date, due date, discount date, current amount and discount, and payment amount and discount. If vendor totals are to be included, the total payment amount and discount amount for each vendor is printed. Report totals are included along with total documents listed. An asterisk indicates the invoice was paid in the previous batch of checks, not yet updated by the Payment Register.

You can remove or add to the Payment Selection List by using either Individual Payment Selection or deselect a vendor by using Unselect Payments. You can choose a beginning and ending vendor and the branch number. All documents selected for payment for the chosen vendors will be deselected. You cannot deselect invoices not yet updated by the Payment Register even if they have already been paid by checks. You can select or deselect payments up until the time you print checks.

If there are specific invoices that you don't want selected for payment, use Hold Selection. Documents on hold cannot be selected for payment by any of the payment selection programs. Documents with payments assigned cannot be placed on hold. You can enter any memo to appear on the Hold List and remove holds at any time. You can also use this program to take invoices off of hold status. Documents on hold will remain on hold until someone removes the hold through this program.

Print a list of documents on hold with the Hold List program. Documents appear on this report they have been placed on hold in the Hold Selection program. The Hold Selection program is also used to remove documents from hold status. Vendors may be placed on hold through the Vendor F/M. If a vendor is on hold, all documents for that vendor print on the Hold List. The hold memo prints \* vendor on hold \*. On the Hold List, you can specify the: order to print, document group(s) and batch to print and whether to print vendor totals. Report information includes: vendor number and name, document number, document group, entry date, due date, discount date, amount, discount amount and the hold memo. If vendor totals are included, the total amount and discount on hold for each vendor are printed. Report totals are included along with total document(s) listed.

Once checks have been printed but not updated by the Payment Register, the payment selection process may begin again. The system keeps track of invoices paid by the previous batch of checks that have not yet been updated.

## Checks Subsystem Work Flow & Program Concepts

The Accounts Payable System consists of six types of checks and transactions: printed checks, manual checks, void checks, and non-invoice checks as well as EFT (electronic funds transfer) transactions and wire transfers.

The Check Print program is used to print checks generated from the Payment Selection List. When you are satisfied with the list and ready to print checks, use the Check Print program. The Check Print program prints one check for each vendor and pays the documents listed on the Payment Selection List. The program also allows the same checks to be reprinted, if, for example, the printer jams and a number of checks print off alignment. When checks are reprinted, the original check to be printed is automatically voided. When the check print is performed, the system skips all invoices flagged to be paid electronically. The reprint check process can be used as often as needed until you run the Payment Register update. Once the register updates a check, it can only be reprinted after the check has been voided.

The Manual Check Entry program allows you to enter and record manual checks (written manually by the user to pay invoices in the open documents file). Manual checks are usually entered after the check has been written. A manual check must be written to pay off documents in the open documents file, such as purchase orders, customer refunds, etc.

However, a manual check used to pay off a document that is not in the open documents file is entered through the Noninvoice Check Entry. In other words, if an invoice comes in C.O.D. and never existed in the open documents file, you would use the Noninvoice Check Entry to pay off the document. Enter the vendor, manual check number, date and amount and then select the documents paid by the manual check. Complete check information must be entered. This information includes bank number, check number, vendor number, check date, check amount, each document (invoice) paid by the check and the payment and discount amounts. The manual check number entered cannot be the same number found in the bank transaction file. Manual checks may not be entered for vendors on hold. Manual check information appears on the next Payment Register and all applicable files are updated during the optional Payment Register update. Creating a manual check does not by itself update the system.

The Void Check Entry program is used to void out (system generated or manual) checks updated by the Payment Register. Enter the check number and the number of the invoice that was paid off by the check. Void checks are not updated until the Payment Register is updated, at which point the documents (invoices) go back into the open documents file. If the check is not in the bank transaction file, FACTS displays a message indicating this and gives you the option to add the check anyway. After entering the number of the check to be voided, enter the number of each document originally paid by the check. If there are one or more bank transactions with this check number from the AP module, you can select which check you want to use. If the check number did not come from the AP system, the check is already voided or the bank uses reconciliation and the check is cleared or reconciled, you cannot void that check number. Void check information appears on the next Payment Register. Each document previously paid by the void check goes back into the Open Documents file and the vendor's balance increases accordingly.

The Noninvoice Check Entry program is used to pay an invoice not in the open documents file, e.g., you are entering the invoice(s), expensing the invoice(s) and recording payment of the invoice(s) at the same time. This bypasses the Check Print portion of processing. You can use this program to enter an invoice and pay it off in the same entry program, for instance an invoice comes in C.O.D. and someone in the

accounting department has to write out a manual check. If a handwritten check pays an existing document in the Open Documents file, enter the check through the Manual Check Entry program. The non-invoice manual check number entered cannot match any of the check numbers in the bank transaction file. You cannot enter non-invoice checks for vendors on hold. Complete check information must be entered: bank number, check number, vendor number, check date and check amount. Complete document information must also be entered: document number, invoice date, amount paid, discount taken, the general ledger expense number(s) and memo. Non-invoice check information appears on the next Payment Register and is updated during the optional Payment Register update. A non-invoice check updated by the register will create a zero balance open document in the open documents file and a payment transaction in the transaction file.

## Processing Electronic Payments

If a vendor accepts electronic payments, their invoices can be selected to be paid either electronically or by paper checks. The Payment Selection by Date and Individual Payment Selection programs default all of the vendor's invoices to be paid by a new default payment type. You can modify an invoice to be paid by check, EFT or wire in Individual Payment Selection. The Payment Selection List program optionally prints payments to be made electronically separate from payments to be made by check.

The EFT Submission (APR320) program allows you to process electronic payments. Invoices flagged for electronic payment are consolidated by vendor and submitted for approval. Vouchers are optionally printed for the electronic payments. The EFT Submission (APR320) program is used to submit documents that are to be paid by ACH and invoices that are to be paid by wire transfer for approval. Documents flagged to be paid on paper checks will be skipped.

The Check Print Control F/M contains a setting for printing electronic payment vouchers. Documents to be paid electronically as ACH transactions will be grouped together by the vendor. If no account pre-notifications are approved, the payment will not be created and the invoices will remain selected in the payment file. The user receives a message identifying the vendor. Otherwise, the payment will be assigned the next ACH number as the "check" number. The check type is set to "A--ACH". Documents to be paid electronically as wire transfers will be grouped together by the vendor and assigned the next wire transfer number as their "check" number. The check type is set to "W-Wire Transfers". The program assigns the vendor's default routing and account number. For vendors with multiple accounts, alternate bank accounts can be selected in the EFT approval program. The Consumer Payment setting defaults from the vendor EFT file but can be changed in the EFT Approval program. Vouchers, in the same format as the plain paper vouchers, optionally print for the electronic payments. All plain paper vouchers print a page number and a report total page, whether they are for electronic payments or for paper checks. The check/payment date, check/payment number and vendor information also print on the line. The plain paper vouchers print only for the EFT submissions that are currently being printed. If the program is run when there are already submitted electronic payments on file for a specific vendor, FACTS submits a second payment for that vendor for the additional invoices. This process occurs whether the existing payments have been approved or are still submitted. If you want all invoices to be combined into a single payment record, you can reject the first payment then reselect the invoices and submit all invoices at one time.

Electronic payments must be approved before they can be submitted to the bank for processing. This is analogous to someone signing the paper checks. The EFT Approval

(APE340) program allows you to approve or reject a vendor's payment that is submitted for electronic payment. Approving a payment means you want to process the payment in the next batch to be sent to the bank (for ACHs) or are ready to manually create the wire transfer. Payments can also be rejected, which means they will be removed from the approval screen and not paid. The invoices will be cleared from the payment file.

Rejected payments will be recorded as rejected on the Payment Register. Rejecting a payment clears any indications that the invoices were submitted for payment and remove the invoices from the payment file. The invoices can be re-selected through Payment Selection by Date or Individual Payment Selection programs. Multiple payments to the same vendor and bank account in the same batch will be combined into one payment record in the payment batch file. Optionally, based on the setting in Vendor EFT Entry, payments to different vendors that go to the same bank account will also be combined in the batch file. When this happens, the single payment will be assigned the next ACH combined payment number as the "check" number. This is what will be transmitted to the bank and show on the user's bank statement. When the register is printed, the combined payment information prints first and then the individual checks that made up that payment are printed. Note that the combining of accounts in processing an EFT payment is not applied/used for .PPD type Consumer payments. The approval process provides control over EFTs similar to the act of signing a check. If desired, you could require one person to select the payments and a different person to approve them and generate the batch file that would be sent to the bank. If the user who selects this menu option is not authorized to approve AP EFT transactions in User Code F/M, a message will be displayed and the program will return to the menu. If payments are selected that are flagged as a consumer type, these will be written to a separate EFT payment batch file from the non-consumer type payments. This is because each EFT payment batch file is created in only one ACH entry class code format. The consumer payments will be built into a batch file with the PPD entry class code format. All other payments will be built into a separate payment batch file with the selected entry class code format. All approved ACH payments to the same ACH entry class code will be in one EFT Payment Batch. Each approved wire transfer will be in a separate EFT Payment Batch. This way, each wire transfer "batch" can be accepted as it is manually created.

Once payments are approved, you can select to create a batch payment file for transmission to the bank with the approved payments in the EFT Approval (APE340) program. Finally, before the payments appear on the Payment Register, you must confirm that the electronic payment batch was accepted by the bank using the Payment Batch Status (APE350) program.

After approval, the Payment Register report will show what payments were made and the invoices that were paid. Additionally, the remittance advice can be printed or be emailed to the vendors letting them know that the payments have been sent. After you print a list of open AP invoices in the system, the Payment Register program gives you the option to update all necessary files in FACTS. The Payment Register update posts to the bank's GL account number and to update the bank balance and writes all checks to the bank transaction file, SMTRNH with a status of "C" for complete. Duplicate checks are also written to the bank transaction file. This register is an audit trail of all check disbursements or voids and should be printed, checked and updated each time you print regular checks. You can also run it after printing manual, non-invoice or void checks. If by chance you do not print the register directly after manual, non-invoice or void checks have been entered, the information appears on the next register with regular checks. The register draws information from five programs - Check Print, Manual Check Entry, Noninvoice Check Entry, Void Check Entry, and EFT Submission. Plain paper vouchers print only for the checks or EFT submissions that are currently being printed. A second check run without first posting already printed checks will not produce vouchers for

checks from both check runs. When a void check transaction is updated, the Payment Register Update uses information in the APCKMV file to find the proper bank transaction record to void. If the transaction number is blank, then FACTS adds the void check record. You can: print a listing of all checks, select check types (regular and/or manual and void), build and print a general ledger distribution, if needed, post to general ledger, if a general ledger distribution is built, update the open documents file, vendor balance, monthly disbursement distribution and check files, and company accounts payable balance, clear the check files, and the appropriate control records. Register information includes: check number, check date, check amount, vendor number and name. Information about each document paid by the check includes document number, entry date, due date, payment amount, discount taken and memo. The register prints totals for regular checks, manual and void checks and register. The register recap prints the beginning AP balance, payments, discounts and ending AP balance. The total number of regular, manual and void checks listed is also included. This register also outputs a general ledger distribution if you set the GL distribution flag AP Static Control F/M to allow it. As the register updates, FACTS writes each check or electronic payment record and the detail of invoices being paid to the check history files. The AP Payment Register can archive information to UnForm. The program prints 2 documents: the Register and the GL Distribution. These two documents are linked in UnForm Archive. It is possible for the user to print a register and not print an associated GL Distribution.

On the register, the system prints the following in the print stream to indicate that a GL distribution should be expected: GL Distribution=true. If a GL Distribution should not be expected, the system prints: GL Distribution=false.

The UnForm document type is CheckReg for both documents, but the document ID differs by appending "-GL" to the register number for the GL Distribution. Only the last copy of a specific register number is kept on file. When a register is reprinted, and it is overwriting an existing archive of that same register #, the system updates the title of the associated GL Distribution to indicate that it is no longer valid. The Bank Code prints on the first page of the register. Combining it with the check number, gives a link to Document Code APCK.

Note that EFT Payment Batches must be accepted by the bank before they will run through the register program. There may not be any users in EFT Payment Batch Status program when another user tries to run the Payment Register. When the user selects OK to run the register, the program checks to determine if there are any electronic payment batches that have been created but not yet accepted by the selected bank and displays an entry window detailing these batches. The browser information includes the batch, type, date batch and time the batch was created, user who created batch, and the batch amount. You can select Proceed to continue without updating these open batches or Cancel to cancel the register run and return to the menu. The electronic payments print in a separate section on the AP Payment Register report and are grouped by batch. For each EFT payment batch, the batch status information prints first. This shows the user and date for when the batch was created and accepted. Then the payments and invoice information prints. If a payment was combined with others in the payment batch file, the combined payment number will also print. Payment numbers that were rejected in EFT Approval also print in this section. Rejected batches also print the batch status information, showing the user and date for when the batch was created and rejected. At the end of the section, there is a total of all electronic payments.

If a payment batch file is rejected by the bank and processed through Payment Batch Status (APE350), the payments will be returned to the EFT Approval screen where the payment batch could be recreated in a different format or rejected so they can be selected for a paper check.



If the bank accepts the file and then later rejects one of the payment transactions, you can access go to the Void Check Entry program and void the electronic check and update each invoice originally paid. In order to void a check, it must be in the bank transaction file. The program displays the vendor number, check date, check amount and discount amount from the bank record. If the check is not in the bank transaction file, FACTS displays a message indicating this and gives you the option to add the check anyway. After entering the number of the check to be voided, enter the number of each document originally paid by the check. If there are one or more bank transactions with this check number from the AP module, you can select which check you want to use. If the check number did not come from the AP system, the check is already voided or the bank uses reconciliation and the check is cleared or reconciled, you cannot void that check number. Void check information appears on the next Payment Register. Each document previously paid by the void check goes back into the Open Documents file and the vendor's balance increases accordingly.

System-generated electronic payments and (printed), manual and non-invoice checks are not updated until the Payment Register has been run and updated. Checks can be reprinted and manual and non-invoice checks may be deleted or corrected until the time when the register is updated. If the register is incorrect, you can choose not to update. It is possible to reprint and update after corrections have been made. You can print multiple batches of checks before you print and update the Payment Register.

When you run the AP End-of-Period Update, the program checks to determine if there are any payment batches that have been transmitted to the bank but not yet accepted by the bank. If this is the case, the system displays a message and the update will not be able to be run. If there are submitted or approved payments that have not yet been created into a batch, those payments remain, and the end of period update proceeds.

## Program Concept Details

### Check Print Output

Check Print outputs the checks by first printing the check voucher (also referred to as a check stub), which includes information such as comments, invoice number, date, and so on. The program then prints the check. If the check is paying more invoices than can fit on one stub, the system automatically voids the first check and continues with the second stub. The checks are printed on the standard check forms based on the Bank F/M and the Check Print Control F/M programs. Plain paper vouchers print only for the checks that are currently being printed. A second check run without first posting already printed checks will not produce vouchers for checks from both check runs.

The AP Check Print program can archive information to UnForm. The check and the separate voucher are linked in the Archive. The document type for both checks and separate vouchers is the same, Check, but the document ID differs by appending "-Vch" to the bank code and check number for the voucher. When archiving to UnForm, the following Bank Code: {Bank code}, Check Date: {date YYYYMMDD}, and Sequencing sub-ids print at the conclusion of both the check print and the separate voucher print. This program only creates and prints checks. It does not update the system. You must print and update the Payment Register to update the system.

## AP End of Period Subsystem Workflow Concepts

The End-of-Period Menu contains programs that should be run at the end of each Accounts Payable period to close it correctly.

The Period Check Register provides a listing grouped by bank of all regular, manual, non-invoice and void checks issued this period. Records on this report are created during the update portion of the Check Register program if the Use period check register flag in the AP Static Control F/M is activated. The register should be printed at the end of the period as part of the monthly-closing procedures. To prevent file overflow, the records should be removed once a month after the register is run. Report information includes the following: bank number and name, check number, vendor number and name, check date, register number, discount amount, check amount and type. (Types include void, noninvoice and blank, which indicates a regular printed check.) Also included are totals for each bank, a report total and the total number of checks listed for each bank.

The Period Expense Distribution provides a list of all GL expense distributions from the Document Entry & Adjustments Register for the period. Records on this report are created during the update portion of the Document Entry & Adjustments register if the Use period expense report flag in the AP Static Control F/M is activated. The Period Expense Distribution should be printed as part of the end-of-period procedures. To prevent file overflow, remove records once a month after you run the register.

The Period Disbursement Distribution provides a list of all GL Disbursement Distributions from the Check Register for the period. All of the registers listed contain optional updates that should be run to clear the files to start a new period. Records on this register are created during the update portion of the Check Register if the Use period disbursement report flag in the AP Static Control F/M is activated. You should print this report as part of the end-of-period procedures. To prevent file overflow, the records should be removed once a month after the register is run.

The Register History Report provides a list of all register updates that affected the AP balance during the period. This provides a trace of what transpired to obtain the current AP balance. The optional update will remove the printed records preceding the first trace number for the next period without affecting any balances. Registers that appear on this report include the Document Entry & Adjustments Register, the Check Register and the Vendor Balancing Register. It is suggested that the report be printed as part of the end-of-period procedures. To prevent file overflow, the records should be removed once a month after the register is run. Report information includes the following: AP trace number, register date, period, register number, register type, beginning AP balance, dollar amount, discount amount, adjustment amount and ending AP balance. The recap lists for each period the total dollar amount, discounts, adjustments and change in AP balance. The total number of traces (registers) listed is also included.

The Document Removal Register provides a report of all documents paid to zero during the period and removes them from the Open Documents file. You should run this register as part of the end-of-period procedures. To prevent file overflow, the records should be removed once a month after you run the register. Records removed by this program will no longer appear on the Open Payables or Aged Payables Reports. The information regarding paid off documents is available for screen display in the Vendor Inquiry program. As the system removes invoices from the open documents file, the invoice status in the AP check history detail file is also updated. Report information includes the following for each vendor: the vendor number and name, document number, entry period and date, amount, document register date and number, payment amount, discount taken and current document balance (0). An asterisk indicates that the total of the transactions

for that document does not equal the document amount. The total number of documents listed with a balance of zero is also included.

The Vendor Ledgercard Removal program removes ledgercard information by vendor number, alphabetically, or by vendor class. We recommend that you print the Vendor Ledgercards before running this program. The program can be run by vendor number, alpha, or vendor class based on the transaction cutoff date. You should run this update as a part of the end-of-period procedures.

The End-of-Period Update will close the current accounts payable period by deleting temporary vendors with zero balances, rolling period-to-date figures to zero and incrementing the current period by one. If it is the end of the year, year-to-date figures are rolled to prior year. The End-of-Period Update should be run at the end of each Accounts Payable period as part of the end of period procedures. This update enables you to: close out the current period in accounts payable, remove all temporary vendors with a zero balance and documents from the past history file if the balance is zero and the document is older than the number of periods set in the static control records for storing past documents, clear the month-to-date vendor information, and as invoices are being removed based on the number of months to store paid documents from the AP Static Control file, FACTS updates their status in the AP check history detail file. Check history records are removed based on the number of months to be stored in the AP Static Control file. If this is the end of the year, it will roll year-to-date information to prior year. Prior to running this update, the user should make sure that the final PO Invoice Receipt Register, Document Entry & Adjustments Register, and Check Register have been run. The Period Check Register, Period Expense Distribution, Disbursement Distribution, Register History Report and Document Removal Register should also be run. At end of year, the 1099 Print should be run.

EFT Payment Batches--This program also checks that there are no payment batches that have been transmitted to the bank but not yet accepted and updated through the register. If these are found, you will receive a message and the update will not be run. This prevents payments from being approved and transmitted in one period but because the bank may not accept the file till the next period, the payments get posted into the wrong period. If there are submitted or approved payments that have not yet been created into batches, those payment are allowed to stay in the check register file as they are and the end of period update can be run.

The Vendor 1099 Processing submenu allows you to view and maintain 1099 vendor balances and Taxpayer Identification numbers throughout the year, along with access to check history and audit capabilities. You can reset the 1099 balance to the check history balance for all vendor records displayed in the browser as well as drill down to the check history for a vendor and update the 1099 balance and memo for the individual checks written to the specified vendor.

The Vendor 1099 Balance Maintenance (AE915) program allows you to update the TIN (tax identification number) and the 1099 balance amount for the 1099 reporting year and vendor you specify.

The 1099 Print prints the nonemployee compensation statements (1099 Forms). The user chooses the beginning and ending vendor and the document group(s) to print. The forms used are the standard 1099 forms distributed by the IRS.

The 1099 Audit Report allows you to review the vendors for whom you printed 1099s and to provide an audit trail as needed. Print information includes the following: vendor code, name and tax ID, vendor 1099 balance, check 1099 amount, the total check amount for the vendor and the print date, time and printed 1099 amount. The forms used are the standard 1099 forms distributed by the IRS.

See the End-of-Period Procedures for more information.

## AP Reports Subsystem Workflow Concepts

The Cash Requirements Report can be printed for up to six time periods of cash requirements for invoice payment. The periods of time are determined by the user as well as whether the documents are to print based on due date or discount date. The report may be printed in summary (total amount due to each vendor within the specified time periods) or detail (information on each document due to each vendor within the specified time periods). If you print the report based on discount due date, the report will deduct the allowable discount from the invoice.

The report includes totals for each vendor and time period. Report totals are also included for each time period and all vendors listed. The total number of vendors listed is also included.

The Cash Requirements Report can archive information to UnForm. The document ID is automatically generated as a sequential number and all copies are printed to the UnForm Archive.

The Open Payables Report prints a list of open payables, zero balance documents or both. The options are to print in summary (vendors and their balances), detail (vendors and information on each document due) or detail with transactions (vendors, and all transactions against each document). Totals are included for each vendor. Report totals include the total of all vendors. The total number of vendors listed is also included.

The Aged Payables Report prints a report of open payables in aging columns as of a specified aging date. The user may also specify how many days past due an invoice must be before appearing on the report and whether to include contact information and purchase information. The report may be printed in summary (vendor and balance) or detail (vendor and information on each invoice due to the vendor). The Aging Column headings are determined by what is entered in the Aging 1, Aging 2 and Aging 3 controls in the AP Static Control F/M. Report totals are included for each time period and total vendors listed. The total number of vendors listed is also included.

Report information includes the following:

- Summary: Vendor number, name, date of last payment, balance, current amount and the total amount in each aging column.
- Detail: Vendor number, name and date of last payment. Then information regarding each open document for the vendor is printed including document number, entry date, due date and the invoice amount. Phone numbers, contacts and historical data may be included on either the summary or detail formats.

The Inactive Vendor Listing prints a list of all vendors who have been inactive as of a specified cutoff. Purchase history figures may be included in the report. This report will not update any files but may be useful in allowing the user to delete inactive vendors. Report information includes the following: vendor number and name, vendor class, document group, last purchase date, last payment date, date opened, date and amount of highest balance and current vendor balance. This information can also include year-to-date and prior year purchase history. The total number of vendors listed is also included.

The Vendor Listing prints a report of either general or historical information on vendors. Report information includes the following: vendor number, name, alphabetical sort key,

vendor class, terms codes, document group and GL posting table. Also indicated is whether the vendor is on hold, if it is a permanent or temporary vendor, customer number and tax exempt number. Historical information includes: vendor number, name, balance, date of last invoice, date of last payment, date account opened, date of highest balance, highest balance amount and whether the vendor is on hold. You can also print the vendor address, phone number, and/or contact may also print on either report. The total number of vendors listed is also included.

The Vendor Ledgercards Report prints a list of the transaction types chosen that have affected the vendor's balance Vendor Ledgercards (APR755) Report information includes the following: vendor number and name, transaction date and type, debit and credit amount, document number and register number. This report also includes ending balance and total number of vendors listed.

The Vendor Label Print program prints up to 99 labels per vendor and may be sorted by zip code. Label information includes the following: vendor name, address, city, state, zip code and either contacts #1 or #2, or the vendor number. The program prints on 11-1/2 x 15 inch paper and prints (3) labels across (contact your Affiliate for information on forms).

The Rolodex Vendor Card Print program prints up to 99 rolodex cards per vendor and may be sorted alphabetically. Rolodex card information includes the following: vendor number, name, address, phone number, contact #1 and #2 and vendor class code. For information on the size of the forms, please see the forms section in the installation manual.

The Purchase History Report prints various purchase history information from the vendor's history. The user may select month-to-date, year-to-date or prior year information and determine the minimum purchases to print. The user has the option to select specific document groups to print. Report information includes the following: vendor number, vendor name, date opened, last purchase date. The year-to-date and prior year information include purchases, payments and discounts. Report totals are also included for year-to-date and prior year and the total number of vendors listed.

The Payment History Report prints total payments made to vendors for up to 6 periods. Report information includes the following: vendor number, vendor name, payments made for each period included on the report, report totals and total number of vendors listed. If the selected order to print is by class, then class totals are also included.

The Vendor Balancing Register is run only when the vendor's balance does not agree with the invoices for that vendor (i.e., very unlikely - if there is a power failure in the middle of an update, etc.). The register prints all out-of-balance vendors. The optional update will correct each vendor balance and the total AP balance. If you update this report, keep the printout for future tracing of the AP balance. If the register corrects an out of balance condition, you may need to enter a manual General Ledger journal entry. Report information includes the following: the vendor number, name, new balance (the calculated sum of open documents), current balance and the difference. The report also includes the number of vendors. The AP Vendor Balancing Register can archive information to UnForm. The UnForm document type DocumentReg. Only the last copy of a specific register number is be kept on file.

Use the Check History report to print information from the check history file. The report can be printed for one or all vendors and in check date or check number order.

The AP Code List prints a listing of the various AP codes: vendor classes, terms codes and GL posting tables. Each code above is created and maintained in one of the AP File Maintenance or Infrequent File Maintenance programs and is used in the vendor file.

Report information includes each code and the information stored with the code. The total number of codes listed is also included.

## AP File Maintenances Workflow Concepts

The AP File Maintenance menu consists of:

Vendor F/M (APF910), which is used to create and maintain records on each vendor your company uses. There are four screens for entering Vendor file maintenance information:

- The Main screen, which is used to enter the vendor name and contact information.
- The Purchase History screen, which is used to initially enter purchase information for the vendor. This is an optional screen and you should only enter data once. The update portions of the Document Entry & Adjustments Register and the Check Register programs subsequently update purchase history information.
- The Financials screen, which is used to enter checking information, 1099 ID, terms code, and GL posting table information.
- The Miscellaneous screen, which is used to enter the vendor customer number, document group, vendor class, ship-from information, vendor permanent/temporary flags.
- The Costing screen, which is used to enter the cost class and costing hierarchy and use lowest cost setting.

The AP and Inventory Control systems reference this information extensively. You cannot delete vendors that have open documents or open purchase orders.

When you save new vendor records, the system allows you to create a Faxlink record and warehouse/vendor review cycle record directly from this program. To create a Faxlink record, select OK when the system asks if you want to create Faxlink records. The system displays the Quick Fax Record Entry screen. Complete the information on the screen and press Enter to add the record. After you have created the Faxlink record or selected Cancel on the Faxlink message, the system asks if you want to create a warehouse/vendor review cycle record for the new vendor.

To create warehouse/vendor review cycle record, select OK when the system asks if you want to create a warehouse/vendor review cycle record. The system automatically displays the Warehouse/Review Cycle F/M program with the new vendor information. The first warehouse on file displays as the default. You can complete the warehouse/vendor review cycle record information and save the record to return to the Vendor F/M (APF910) program, or you can change other vendors' records and/or create new warehouse/vendor review cycle record for other vendors.

Use Vendor EFT Entry (APE910) to enter the required information needed from a vendor for processing electronic payments. Vendors must be set up in Vendor F/M before being accessible within this program. Only vendors who accept electronic payments should be set up here. Multiple routing and account numbers can be set up for one vendor. Lines only need to be created for ACH payments. If a Vendor will only be paid electronically via wire transfers, lines do not need to be entered. All vendors with the header portion of this entry set up will be able to be paid via wire transfers. The Pre-note button on this screen allows the user to create a pre-notification for the highlighted account for transmission to

the bank. This will ask the user what bank the pre-notification will be sent through (this is required so FACTS knows where to create the file.)

Payment History F/M (APF930), which is used to enter vendor payment history information into the system during installation. This includes payments made to each vendor for the next period, current period and 26 previous periods. You can enter payment information on the Most Current Period and Previous Periods tab or screens. After the system goes live the update portion of the Check Register program updates the information in this program. So any changes you or other users make can compromise data.

Transfer/Change Vendor Codes (APU910), which is used to change specific information in the vendor file for a range of vendors. An example of the use of this program is if the user started to give a 2% terms discounts replacing the 1% discounts. All fields being changed must be valid fields. For example, if changing terms codes,

## AP Infrequent File Maintenances Subsystem Workflow Concepts

Accounts Payable Infrequent F/Ms menu contains the following programs:

Vendor Class F/M (APF950), which is used to create and maintain vendor class records that are used to categorize the different types of vendors. You can establish your company's own set of valid vendor classes. Each vendor will be placed into a vendor class. These classes are used on some printouts in order to group vendors. For example, you may want to group all inventory vendors, utility vendors, office supply vendors, etc. Assign any alphanumeric code to indicate each class (i.e., 001, 002, 003 or INV, UTL, OFF). If you choose not to use vendor classes, one class should be created and all vendors must be assigned to that class. At least one vendor class must be entered here prior to entering vendors into the vendor file.

Terms Code F/M (APF955), which is used to create and maintain terms codes, which are assigned throughout the system to indicate payment type. You can establish your company's own set of valid terms codes to be assigned to each vendor. The information given about each terms code will be used in determining due dates and discount due dates during AP Document Entry. You should assign terms code designations that are easy to remember, for example, 30-net 30 days, 01- 1% 10 net 30, etc.

An M-manual terms code should be set up. During the Document Entry program the M terms code indicates to the system that the due date, discount due date and allowable discount are entered by the user and not calculated by the system. The M terms code should be assigned to vendors with variable terms codes.

AP GL Posting Table F/M (APF960), which is used to create and maintain General Ledger posting tables, which you can use to quickly enter General Ledger expense account numbers during AP Document Entry. Users may establish their own set of valid GL posting tables to be assigned to each vendor. For example, all invoices from freight companies may be expensed to the same GL account number. The user should assign one GL posting table to all freight vendors. Posting tables may be alphabetic or numeric and should be easily recognized. During Document Entry, the user must field the vendor number. The GL posting table code assigned to that vendor is displayed and may be overridden on the invoice. The GL account numbers stored with the GL posting tables become the default value for the expense account number entered in Document Entry.

Document Entry also allows a search to display all G/L #'s set up in a posting table. In Document Entry, the user may expense an invoice to up to 999 expense accounts. The GL posting table allows the user to set up to five default expense accounts to make entry of AP documents easier. The GL posting table also contains the Accounts Payable G/L # to post and the Discounts G/L # to post when a discount is taken.

AP Register History F/M (APF965), which is used to trace through all registers of the current period to see how each register affects the Accounts Payable balance. During initial installation of the AP system, you do not need to set up this program. FACTS updates this program once processing begins.

Check Print Control F/M (APF975), which is used to create and maintain print parameters for AP checks. These parameters determine the print positions for information that appears on AP checks. The Check Print program refers to these settings; so make sure you set up at least one record in this program before you print checks. The check parameter records enable you to control the print positions of AP check information without requiring modifications (talk to your Affiliate about preprinted FACTS forms). Create one record for each bank to allow different checks for each bank. If you want to use the standard AP check, use the defaults for each entry. This produces a check that matches the standard FACTS check.

**CAUTION!** We strongly advise that administrators place a password on the Nonstatic Control F/M (APF990), and AP Static Control F/M (APF980) programs. Changes should be made only with extreme caution and under the supervision of your Affiliate.

AP Static Control F/M (APF980), which is used to activate or deactivate many of the features available in the Accounts Payable module. For instance, from this program you can establish aging cutoff dates, whether or not to use Vendor Ledgercards or establish the Disbursements and Expenses journals

Nonstatic Control F/M (APF990), which contains information that the AP System references as it performs various functions. An \* indicates that changing the field after initial installation may have serious repercussions. Please talk to your Affiliate before you make any changes.

Rebuild AP Sort Files (APU990), which is used to rebuild sort files that may not be up to date with the rest of the system. Sort files are used throughout the FACTS system to enable the user to report or retrieve information in an order other than the order in which the main file is stored. For example, the records of the customer file are stored in customer number order. To access this file in alphabetical order requires a sort file that is stored by an alpha look up by customer number. The corresponding record in the main file may then be accessed for the needed information.

Only your Affiliate should run this run this program. Do not attempt to run this program on your own.



# Accounts Payable Transaction Procedures

## Standard Procedures for AP

The standard procedures may vary depending on how your company's business is conducted. The following three sections of standard procedures are provided as a guideline:

**Recommended Operating Procedures.** An outline is provided of routine procedures on a daily, weekly, period (month, if 12 periods are used) and yearly basis.

**End-of-Period Checklist.** The end-of-period procedures are critical to the proper functioning of the system. Certain programs must be run in a specific order to close the accounts payable module accurately. It is suggested that copies of the checklist be made and used for each period close-out to be filed for future reference.

**End-of-Period Checklist Explanation.** A detailed account of the purpose of each program on the checklist.

## Recommended Operating Procedures for AP

### **Daily Procedures (or as needed)**

- 1 Enter documents
- 2 Post Recurring Documents (if applicable)
- 3 Print/update Document Entry & Adjustments Register
- 4 Make payments
- 5 Print Payment Selection List
- 6 Print checks

7 Enter manual, void, non-invoice checks

8 Print/update Payment Register

9 Print Cash Requirements Report

**Period Procedures (or as needed)**

\* indicates the procedure is required and must be performed in the time period designated

1 \*Post Recurring Documents through last day of period (if applicable)

2 \*Print/update last PO Invoice Receipt Register (if used)

3 \*Print/update last Document Entry & Adjustments Register

4 Print/update last Payment Register

5 Print Open Payables Report

6 Print Aged Payables Report

7 Run Vendor Ledgercards Print

8 \*Print/update Period Check Register (if used)

9 \*Print/update Period Expense Distribution (if used)

10 \*Print/update Disbursement Distribution (if used)

11 \*Print/update Register History Report

12 \*Print/update Document Removal Register

13 Run Vendor Ledgercard Removal

14 \*Run 1099 Print after the last check run in December.

15 \*Run End-of-Period Update

## Yearly Procedures

Run the End-of-Period Update. (If you did this as part of your period procedures do NOT run this program.) If your year ends in December, remember to run the 1099 Print program after the last check run and before the End-of Period Update. If you fail to run the 1099 Print before you close out December, you will lose all payroll information on contractors.

## How to view vendor information

1 Access this program by choosing Accounts Payable-->Inquiries-->Vendor Inquiry.

2 Enter the vendor code for which you want to view information.

Select whether to sort vendor records by vendor number, alpha lookup or contact.

Select filters if you want to limit the number of records in the inquiry browser. Choose Options-->Filter Values. Use the up and down arrow keys or the Page Up and Page Down keys through the list of displayed vendors. (You can also use the vertical scroll bar.)

- 3 Choose a view from the View menu option or select a view from the view bar.

View	Descriptions
General	Displays general information including phone number(s), contact(s), message, vendor status, our customer number, our tax exempt number, normal document group, 1099 ID, ship-from, store past PO's flag and use ledgercards flag.
Codes	Displays code information including vendor class, terms code, freight code and general ledger posting table.
Contacts	Display phone numbers, contacts, email addresses, customer company website, and any message entered about the customer (on the Customer F/M Invoicing screen).
Activity	Displays vendor activity information including month-to-date, year-to-date and prior year figures for invoices, payments, discounts taken and allowable discount. Also included are opening date for the account, last invoice date, last payment date, highest balance date, highest balance amount and 1099 balance.
Check History	Displays check history for the selected vendor. Information displayed on this view includes: Check #, Bank, Check date, Check type, Check amount, and Register #. The view can be sorted by: descending check number, ascending check number, descending check date, and ascending check date. Select the Line Detail button to view the details of an AP transaction that was paid by this check. On the Line Detail screen the browser displays columns for: Document #, Status, Original amount, Document date, Current amount, Transaction date, Payment amount, Discount amount, Memo, PO #, and Branch. The Doc Detail button displays information that varies by document status: If the status of the transaction is open, the system displays the same window as the line detail of the Open Docs view. If the status of the transaction is past, the system displays the same window as the line detail of the Paid Docs view. If the status of the transaction is deleted, the doc detail button will be disabled.
Open Documents	Displays open documents, from oldest to newest, for the selected vendor. Summary information includes document number, document type (Invoice, Non-invoice), purchase order number, register number, entry period, date entered,

	<p>date due, original amount and current amount.</p>
	<p>Getting more information on an open document: in the view area, select the line and choose the Line Detail button or double click the icon at the beginning of that line. Detail information displays summary plus the memo, original and current discount amounts and any transactions against the open documents. Transaction information includes sequence number, transaction date, entry period, register number, payment and discount amounts and memo.</p>
Paid Documents	<p>Displays, for the vendor selected, paid documents that have been removed from the open documents file by the Document Removal Register. Information includes document number, original amount and discount, entry period and register number, document removal register number, last check number and purchase order number.</p> <p>Getting more information on a paid document: In the view area, select the line and choose the Line Detail button or double click the icon at the beginning of that line. Detailed transaction information includes sequence number, transaction date and period, register number, payment amount, discount amount and a memo. Memo information displays check type (Manual, Regular) and check number.</p>
1099 Reporting	<p>Displays the 1099 balance and printing details for the last print for each reporting year. The print details include the print time, date, printer, user that printed the vendor's 1099, and whether the last print was a reprint.</p>
Ledgercards	<p>Displays all ledgercard information for the selected vendor. The inquiry lists ledgercards from newest to oldest by default. To view oldest to newest: Click on the Date column header. (You can also click on any other column header to resort ledgercards.)</p> <p>In either order, select the beginning date to view. Information includes date, debit amount, credit amount, balance, transaction register name, document and register number.</p> <p>Select the View Doc button at the bottom of the screen to display additional document detail information. The system checks to see if detail info exists for currently highlighted ledgercard line for its transaction type. For AP ledgercards there are 4 transaction types: B – Begin Balance, E – Doc Entry Register, C – Check Register, and V – Vendor Balance. Only ledgercards of type E will result in a drill down to. Doc Entry Register type documents display additional either the Open Docs line detail window (API614) or the Paid Docs line detail window (API615).</p> <p>You can access the Notes Entry (SME710) program from</p>

	the Options-->1 Vendor Note Entry to enter or modify notes for the specified vendor.
User-Defined	The data that appears on the User-Defined view of Vendor Inquiry comes from the User-Defined view of Vendor F/M (APF910). Many users have a few pieces of information about customers, vendors, and items that are unique to their business that they would like to enter into FACTS for reference purposes. The User-Defined view displays user-defined fields entered the major file maintenances and makes them available in FACTS Inquiry programs for information only. There are 5 user-defined fields that can be entered on the User-Defined screen of Vendor F/M (APF910). There user-defined field must first be configured by a user that has administrator privileges for User-defined Fields setting on the Security tab of User Code F/M (SMF410).

Note: The Line Detail screen from the Open docs and Paid Doc History and Check History views of Vendor Inquiry contain the GL Posting button, which is enabled when the transaction highlighted in the browser is one that allows for drill back from the source document to the GL posting that was created by the register. If the GL posting records can be found, then the inquiry will display defaulting to showing transactions for this document only.

- 4 When you are finished reviewing information for vendors, close the Vendor Inquiry program.

## AP Document Entry Subsystem (APS100) Procedures

Use the programs on this menu to enter and modify all open payables (invoices) into the Accounts Payable system.

### How to enter an AP Document header

- 1 Access this program by choosing Accounts Payable-->Document Entry-->Document Entry.
- 2 Enter the Period (PPYY) in which the expense account distribution should be posted in the General Ledger. Press Enter (CR) to set the document to the current AP period to the current accounts payable period. The period entered may be either the current or next general ledger period.
- 3 Enter the Vendor Number for this document. If the vendor number is not a valid vendor number, there is an option to add the vendor. If the user chooses to add the vendor, the program proceeds to the Vendor F/M screen. After the addition is complete, it will return to the Document Entry screen. Entry of a valid number displays the name, address, General Ledger posting table, document group, branch, terms code, and message for this vendor. If the vendor is inactive, the entry is refused. Press F3 to perform a document search (i.e., documents entered into the document entry file, but not yet updated to the open documents file).
- 4 Enter the Document Number (up to 10 characters). This entry is checked against the past and open document files. If the entered document number is a duplicate for this vendor, a message is displayed and the entry refused. If the document has been currently entered and is in the document entry file, the system will display the document on the screen and the user may make any changes needed.
- 5 Enter the Purchase Order Number (up to 12 characters). The PO number can be alphanumeric. Press Enter (CR) to default to 000000 for the PO number.
- 6 Enter the General Ledger Posting Table. The entry must be a valid AP General Ledger posting table. Press ENTER (CR) to accept the value already displayed, initially the GL posting table assigned to the vendor.
- 7 Enter the Document Group (up to 2 characters). Press ENTER (CR) default to the value already displayed, initially the document group assigned to the vendor in the vendor file.
- 8 Enter the Branch Number. The entry must be a valid branch. Press Enter (CR) to default to the branch assigned to the terminal entering the document.
- 9 Enter the payment Terms code. The entry must be a valid terms code. Press Enter (CR) to default to the value already displayed. Initially the terms code assigned to the vendor in the vendor file. An M (manual) terms code forces you to enter due dates and discount amount.

- 10 Enter the Document Amount (+/-9999999.99). The system does not accept zero amounts. A negative number indicates a credit memo or credit adjustment.
- 11 Enter the Discount Amount, which is the amount to compute the discount on (+/-9999999.99). For example, the document amount may include, but freight may not be eligible for discount. So the document amount minus the freight would be the discount amount. Press Enter (CR) to default to the document amount.
- 12 Enter the Document Date. The entry must be a date prior or equal to a date in the next GL period. Press Enter (CR) to default to the system date.
- 13 Enter the Due Date. Press Enter (CR) to automatically calculate the due date, discount amount and discount date based on the Terms Code. If the due date is calculated, skip to Step 15 and enter the Memo. If the terms code is M (manual), enter the information required in Steps 12-14.
- 14 Enter the Discount. This can be a dollar amount or a percent of the document amount. Press Enter (CR) if you want to enter the discount in terms of dollars. To enter the discount as a percentage, type the number followed by the percent (%) sign. The system automatically calculates the discount in terms of dollars.  
  
If a discount doesn't apply, press F1 to skip this entry.
- 15 Enter the Discount Due Date. This is the date by which the invoice has to be paid in order to receive the discount. If a discount doesn't apply to this document, press F1 to skip the entry.
- 16 Enter any Memo up to 25 characters. This memo prints on the check stub in the Comments column. F4 backs up to the discount due date.  
To enter line items for AP documents, refer to the Entering AP Document line-items topics.

## How to enter AP Document line-items

- 1 Access this program by choosing Accounts Payable-->Document Entry-->Document Entry. For existing documents, enter the period, vendor and document number. For new documents, complete the header information; refer to the How to enter an AP Document header procedure for details.

The line-item portion of the program enables you to post the document amount to as many as 999 GL numbers.

The system automatically assigns line numbers beginning with 001.

- 2 Enter the GL Expense Account Number (If this entry is to post to Job Cost, press F2 to display Job Posting Entry screen) to which this document amount will be distributed. If you want the entire amount of the document is not to be distributed to this account, enter other account numbers in subsequent line-items. The number entered must be a valid GL number. If the general ledger posting table for this document has preset expense accounts, the system displays the first GL account number in the GL posting table as the default. Press F2 to view all GL numbers listed for the GL posting table assigned to this

document and their descriptions. This search displays all GL numbers listed for the GL posting table assigned to this document along with the GL numbers description. If the Post by branch flag is set to Y in the static control record and the account number is selected from the initial search, the GL account expense numbers assigned to the GL posting table are displayed with the branch assigned to the document (field #7) inserted in the branch position. Select the line number of the GL account number to expense to. F2 allows a GL numbers alpha search. Any account number may be typed in place of the standard numbers from the GL posting table. If you access the full GL account search feature or manually enter the account number the system does not insert the branch. If the entire amount of the document is not distributed to this account, the next account number will be entered on line 002. This continues until the document amount is distributed.

If this entry needs to post to Job Cost, enter J to enter the job number and refer to the Job Posting Entry topic for field descriptions.

- 3 Enter the Amount that you want to distribute to this GL number (+/-9999999.99). You can enter an amount or as a percent of the original undistributed amount (document amount). To enter a percentage, type the number required and a percent (%) sign. You cannot enter zero as an amount. Press Enter (CR) to default to the document amount not yet distributed (undistributed). The ending routine may not be accessed until the entire document amount has been distributed.
- 4 If you entered a job number in the G/L number field to post this entry to a job, the system supplies the amount from the Cost ext field in the Job Posting Entry window. In this case, the system initially skips the Amount field. Then, the system asks for the expense general ledger account number; press Enter (CR) to default to the account number from Job Cost.

Press Enter (CR) to accept the line.

- 5 Press F3 when you are finished entering line-items. Once you have completed the header and the line-item entry sections, the following functions are available.

Change the highlighted line-item

Add a line-item

Delete the document

Insert a line item above the highlighted line in the browser.

- 6 After you complete line item entry processing and select the Stop icon, you can press the Header button to access the Header Detail screen where you can review header details and modify the document amount or header memo.

Press F3 or the Done button and the system returns you to Vendor field so you can specify a vendor and enter additional AP documents in the displayed period. You can enter a vendor code, press F4 to back up to the Period field and modify the period, press F3 or the Done button to exit the program.



## How to enter adjustments to AP documents

- 1 Access this program by choosing Accounts Payable-->Document Entry-->Document Adjustment Entry.
- 2 In the Period field, enter the period (PPYY) to which the general ledger distribution should be posted. Press Enter (CR) to default to the current accounts payable period.
- 3 In the Vendor field, enter the vendor number for the requested document. Press F3 to perform a document search, (i.e., adjustments entered into the document entry file, but not yet updated to the open documents file).
- 4 In the Document field, enter the document number for the adjustment. The number must be on file for this vendor in the open documents file.

If another adjustment was previously made, and not yet updated, the adjustment is displayed, and the program proceeds to the Prompt-selection field.

When you enter a valid document number, the system displays the PO number, general ledger posting table, document group, branch, original amount and current amount. If the document is on hold, the system displays a message to this effect and you must press Enter (CR) to return to the field. Press F2 to perform a search of open documents for the displayed vendor.

- 5 Enter the amount of the adjustment (+/-9999999.99). The original, current and adjusted amount of the document is displayed.
- 6 Enter the adjustment memo (up to 25 characters). This memo prints on the Document Entry & Adjustments Register.
- 7 This concludes the header portion of the Adjustment Entry program. After the header record is created, the adjustment amount and memo are accessible through the change header routine in the Prompt-selection field. Fields #1-3 can only be changed by adjusting the document to a zero balance and re-entering the document through the entry program with a different document number.
- 8 In the G/L# field, enter the GL expense account number to which this document will be distributed. If the entire amount of the document is not to be distributed to this account, enter other account numbers in subsequent line-items. The number entered must be a valid GL number. If the GL posting table for this document has preset expense accounts, CR defaults to the first GL account number in the GL posting table. Press F2 to view all GL numbers listed for the GL posting table assigned to this document and their descriptions.

If this entry needs to post to Job Cost, press F2 to enter the job number and refer to the Job Posting Entry topic for field descriptions.

- 9 In the Amount field, enter the amount to be distributed to this general ledger number (+/-9999999.99). You cannot enter zero amounts. Press Enter (CR) to default to the adjustment amount not yet distributed. You cannot access the ending routine until the entire adjustment amount is distributed.

Press Enter (CR) to accept the line.

- 10 This concludes the line-item portion of the Document Adjustment Entry program. Press F3 to end line-item entry, and the program advances to the Prompt-selection field that allows the user to perform a number of functions:
  - Change the highlighted line-item
  - Add a line-item
  - Delete the document
  - Insert a line item above the highlighted line in the browser.
- 11 When you have completed your changes to the document, press F3 or the Done button. The system returns you to Vendor field so you can specify a vendor and enter additional AP documents in the displayed period. You can enter a vendor code, press F4 to back up to the Period field and modify the period, or press Done or F3 to exit the program.

## Associating AP Invoices with customer returns

- 1 Access this program by choosing Accounts Payable>Document Entry>Document Entry.
- 2 Enter the Period (PPYY) in which the expense account distribution should be posted in the General Ledger. Press Enter (CR) to set the document to the current AP period. to the current accounts payable period. The period entered may be either the current or next general ledger period.
- 3 Enter the Vendor Number for this document. If the vendor number is not a valid vendor number, there is an option to add the vendor. If the user chooses to add the vendor, the program proceeds to the Vendor F/M screen. After the addition is complete, it will return to the Document Entry screen. Entry of a valid number displays the name, address, General Ledger posting table, document group, branch, terms code, and message for this vendor. If the vendor is inactive, the entry is refused. Press F3 to perform a document search (i.e., documents entered into the document entry file, but not yet updated to the open documents file).
- 4 Enter the Document Number (up to 10 characters). This entry is checked against the past and open document files. If the entered document number is a duplicate for this vendor, a message is displayed and the entry refused. If the document has been currently entered and is in the document entry file, the system will display the document on the screen and the user may make any changes needed.
- 5 Enter the Purchase Order Number (up to 12 characters). The PO number can be alphanumeric. Press Enter (CR) to default to 000000 for the PO number.
- 6 Enter the General Ledger Posting Table. The entry must be a valid AP General Ledger posting table. Press ENTER (CR) to accept the value already displayed, initially the GL posting table assigned to the vendor.
- 7 Enter the Document Group (up to 2 characters). Press ENTER (CR) default to the value already displayed, initially the document group assigned to the vendor in the vendor file.
- 8 Enter the Branch Number. The entry must be a valid branch. Press Enter (CR) to default to the branch assigned to the terminal entering the document.

- 9 Enter the payment Terms code. The entry must be a valid terms code. Press Enter (CR) to default to the value already displayed. Initially the terms code assigned to the vendor in the vendor file. An M (manual) terms code forces you to enter due dates and discount amount.
- 10 Enter the Document Amount (+/-9999999.99). The system does not accept zero amounts. A negative number indicates a credit memo or credit adjustment.
- 11 Enter the Discount Amount, which is the amount to compute the discount on (+/-9999999.99). For example, the document amount may include, but freight may not be eligible for discount. So the document amount minus the freight would be the discount amount. Press Enter (CR) to default to the document amount.
- 12 Enter the Document Date. The entry must be a date prior or equal to a date in the next GL period. Press Enter (CR) to default to the system date.
- 13 Enter the Due Date. Press Enter (CR) to automatically calculate the due date, discount amount and discount date based on the Terms Code. If the due date is calculated, skip to Step 15 and enter the Memo. If the terms code is M (manual), enter the information required in Steps 12-14.
- 14 Enter the Discount. This can be a dollar amount or a percent of the document amount. Press Enter (CR) if you want to enter the discount in terms of dollars. To enter the discount as a percentage, type the number followed by the percent (%) sign. The system automatically calculates the discount in terms of dollars. If a discount doesn't apply, press F1 to skip this entry.
- 15 Enter the Discount Due Date. This is the date by which the invoice has to be paid in order to receive the discount. If a discount doesn't apply to this document, press F1 to skip the entry.
- 16 Enter any Memo up to 25 characters. This memo prints on the check stub in the Comments column. F4 backs up to the discount due date.
- 17 For FACTS systems that do not use PO Invoice Receipts, use the CRS button to associate an AP Invoice with the customer return documents that are waiting on vendor approval for releasing the customer credit or replacement goods.
- 18 In the dialog box, check the line in the list of CRS lines that are waiting vendor credit for the vendor of the AP Document and press OK. You can also disassociate a return document from the AP invoice unless the AP invoice came from PO Invoice Receipts. (If there are no documents waiting approval for the selected vendor, this button will be disabled.)  
  
**Note:** To enter line items for AP documents, refer to the Entering AP Document line-items topics.

## How to run the AP Document Entry & Adjustment Register

- 1 Access this program by choosing Account Payable-->Document Entry-->AP Document Entry & Adjustment Register.

- 2 In the Period field, select C-Current Period Documents to run the register for the current period or N-Next Period Documents to run the register for next period documents. Press Enter (CR) to default to C-Current Period Documents.
- 3 In the Branch field, enter the branch to use for the Document Entry & Adjustment Register. Press Enter (CR) to process all branches for the register. Press F2to search for branches.
- 4 Select the Print Vendor Name checkbox to indicate whether to print the name of each vendor and vendor ID on the line above all the report data. If you do not select this checkbox, the vendor ID and the data for that vendor all print on the same line (and without printing the vendor name anywhere on the report line). Also note that changing the format of the report to print the name of each vendor and vendor ID on the line above all the report data substantially lengthens the report.
- 5 Select the OK button to print the report. The General Ledger distribution is built during the printing of the Document Entry & Adjustments Register according to the entries made in the Document and Adjustment Entry programs and the information entered in the general ledger posting tables.
- 6 If you have FACTS set to print GL distribution, the system displays the following message: Document Entry & Adjustment Register. OK to Print GL Distribution?
- 7 After printing the Document Entry & Adjustment Register, verify the printout. If you need to correct the register data, select Cancel to exit the program. After you make the correction, you can rerun the Document Entry & Adjustment Register. If everything is correct, select OK to continue. The program then prints the GL distribution.
- 8 Once the GL distribution is printed, the program displays the message: Check GL Distribution. OK to Update?
- 9 After printing the distribution, verify the printout. If everything is correct, select OK to continue. The program proceeds with the update. If you need to make a correction, select Cancel to exit the program. After you correct the information, re-run the entire register process—meaning run the register first, and then print the GL distribution, followed by the optional update. Note that the AP Document Entry and Adjustment Register requires an escape code for a user to get out of an error which occurred during the update portion of the register.  
OR  
If you are not printing the GL distribution, the program displays the message: Document Entry & Adjustments Register. OK to Update?
- 10 After printing the Document Entry & Adjustments Register, verify the printout. If you need to make a correction, select Cancel to exit the program. After you make corrections, rerun the register. If everything is correct, select OK to continue.

## Recurring Documents Subsystem

Use this subsystem to process regular invoices, such as rent or loan payments.

It enables you to set up a liability one time so the system can automatically post it to the payables system for each month that you designate.

It also allows you to set up a cutoff so the monthly payables can stop at a predetermined time.

As with regular Document Entry, all recurring documents must be expensed to the proper General Ledger account number or numbers.

Use the Recurring Document Entry program to create the documents.

The Recurring Document Review program provides you with a way of changing the amount to post each month without affecting the permanent recurring payable. The listing will provide you with options to print out the different types of recurring payables (expired, unexpired, etc.).

Run the Post Recurring Documents program to update any recurring payables, and then run the Document Entry & Adjustments Register. This procedure produces an audit trail of all documents entered and updates the Open Documents file and the Accounts Payable balance.

## How to enter recurring AP documents

- 1 Access this program by choosing Accounts Payable-->Recurring Document-->Recurring Document Entry.
- 2 In the Vendor field, enter the vendor number for this document. Entry of a valid vendor number displays the name, address, general ledger posting table, document group, terms code and branch for this vendor. Press F3 to search for recurring documents already on file.
- 3 In the Seq # field, enter the sequence number (01-99). The sequence number allows you to enter up to 99 different recurring documents per vendor. For example, if there are two loans to be paid to the same bank, sequence numbers 01 and 02 are used. Each time you refer to this document, you must use the sequence number. The system will default to the sequence number 01 if only one document is entered per vendor. Entry of an already existing sequence number for this vendor displays all the information about this recurring document and proceeds to the PO field.
- 4 In the PO#, enter the purchase order number (up to 12 characters). Press Enter (CR) to default to 000000 as the PO number.
- 5 In the GL Tbl fields, enter the general ledger posting table. The entry must be a valid AP general ledger posting table. Press Enter (CR) to default to the value already displayed; initially the GL posting table assigned to the vendor in the vendor file.

- 6 In the Doc Grp field enter the document group (up to 2 characters). Press Enter (CR) to default to the value already displayed, initially the document group assigned to the vendor in the vendor file.
- 7 In the Branch field, enter the branch number. The entry must be a valid branch. Press Enter (CR) to default to the branch assigned to the terminal entering the document.
- 8 In the Terms field, enter the payment terms code. The entry must be a valid terms code. Press Enter (CR) to default to the value already displayed, initially the terms code assigned to the vendor in the vendor file.
- 9 In the Months field, enter a string of numbers designating the periods of the calendar year to post this document to. For example, if it is a yearly document and only posts in December, and December is the company's 12th period, enter 12. If this document is to post quarterly, enter 03060912. Press Enter (CR) to default to ALL and will display every period of the calendar year.
- 10 In the Doc Amt (document amount) field, enter the document amount to update the open documents file each time the document is posted (+/-9999999.99). You cannot a zero amount for the document amount.
- 11 In the Post Day field, enter the day the document should post to in the document entry & adjustments file (01-31). This will be used to determine when to post this document and also to determine which day of the month to use for the document date. For example, if this was set to 15 and it was being posted for February, the document date would be posted as February 15. The terms code automatically determines the due date, discount amount and discount due date based on the post day (document date).
- 12 In the Cutoff field, enter whether to base the cutoff (time when a document stops being a recurring payable) on a Date, Number of postings, or Amount. Press Enter (CR) to D.

In the second Cutoff field, depending on the cutoff type specified, enter one of the following:

- D -Date. Enter the cutoff period (PPYY), i.e., the last period documents are to post.
- N -Number of postings. Enter the cutoff number of postings (2-99).
- A -Amount. Enter the cutoff total amount (+/-9999999.99). If the next posting of the document exceeds this amount, the document will not post.

- 13 In the Memo field, enter the memo (up to 25 characters). This memo prints on the check stub in the comments column.

This concludes the header portion of the Recurring Document Entry program. After you create this header record, you can change all previous fields except the vendor number and the sequence number. The only way you can change the vendor number and the sequence number by deleting and re-entering the document. To enter line items in recurring documents, complete steps 14-16.

Line numbers are assigned automatically beginning with 001 and incrementing by one for each additional line-item up to 999. When you enter a new document or edit an existing one the system places you in add mode so you can enter recurring document lines. Press the Stop icon to stop line item addition.
- 14 In the G/L# field, enter the number of the general ledger expense account to which the payment will be distributed. The number entered must be a valid GL number in the general ledger account file. If the general ledger posting table for this vendor has preset

expense accounts, press Enter (CR) to default to the first GL account number in the GL posting table. Press F2 to display all G/L numbers listed for the GL posting table assigned to this document along with the G/L number's description. Select the line number to expense to. You can enter any account number in place of the standard numbers from the general ledger group. If the entire amount of the document is not distributed to this account, enter the next account number on line 002. This process continues until the document amount is distributed.

- 15 In the Amount field, enter the amount to be distributed to this general ledger account (+/- 9999999.99). You cannot enter zero for this amount. Press Enter (CR) to default to the document amount not yet distributed. Press Enter (CR) to accept the line.
- 16 This concludes the line-item portion of the Document Entry program. Press F4 to end line-item entry. You can select:
  - Change the highlighted line-item
  - Add a line-item
  - Delete the document
  - Insert a line item above the highlighted line in the browser.After you complete line item entry processing select the Stop icon.
- 17 Press the Done button to complete the document entry. The system returns you to Vendor field so you can specify a vendor and enter additional AP documents in the displayed period. You can enter a vendor code or press Done to exit the program.

## How to change posting amounts for recurring documents for the current period

- 1 Access this program by choosing Accounts Payable-->Recurring Document-->Recurring Document Review.
- 2 Enter the vendor number for this document. Entry of a valid vendor number displays the name, address, general ledger posting table, document group, terms code and branch for this vendor. Press F3 to search for recurring documents already on file.
- 3 In the Seq# field, enter the sequence number of the document (01-99). The sequence number must be on file for this vendor in the Recurring Payables file. Field of a valid sequence number for this vendor will display all screen information about this document. Press Enter (CR) to default to 01.
- 4 You can select from a number of functions:
  - Change the highlighted line-item
  - Add a line-item
  - Delete the document
  - Insert a line item above the highlighted line in the browser.
- 5 To change the amount for this period, change the document amount in the header, enter a memo (if needed), and the line-item section, change the lines necessary to expense the same amount to the appropriate general ledger number(s).
- 6 After you complete line item entry processing select the Stop icon. When you are finished press Done to end the change process.

- 7 The system returns you to the Vendor field where you can enter another vendor or press Done to exit the program.

## How to post recurring documents

- 1 Access this program by choosing Accounts Payable-->Recurring Document-->Post Recurring Documents.
- 2 In the Post Through field, enter the date through which to post recurring documents. It must be within the current or next GL period within 30 days and after the last date posted. Press F1 to default to the system date.
- 3 Press OK to begin the processing or Cancel to exit the program. If you press OK, a message is displayed asking if you are sure you want to post these records. Select Yes to begin processing.



## Payment & Hold Selection Subsystem

Use the Payment & Hold Selection subsystem to select invoices for payment. All invoices must be "selected" before you can print checks.

### Selecting invoices for payment (Overview)

- 1 Select invoices with one of two programs:  
If your office always pays Accounts Payable invoices on time or always pays invoices in time to get the vendor's discount, then use the Payment Selection by Date program. This selects the invoices to be paid based on the parameters you choose — i.e., are payments based on due date or discount date, what is the check date, etc. By using this program, you don't have to worry about missing or overlooking an invoice.

-OR-

If your office selectively picks which invoices to pay each month, use the Individual Payment Selection. This program can also be used Payment Selection by Date program. For example, if the system does not pick an invoice you want to pay, you can use this program to select the missed invoices.

- 2 Once you've selected invoices you want to pay, run the Payment Selection List to see verify your choices or the systems choices if you used Payment Selection by Date. You can remove or add to the list by using either Individual Payment Selection or deselect a vendor by using Unselect Payments. You can select or deselect payments up until the time you print checks.
- 3 If there are specific invoices that you don't want selected for payment, use the Hold Selection. You can also use this program to take invoices off of hold status.
- 4 Print a list of documents on hold with the Hold List program.
- 5 Once checks have been printed but not updated by the Check Register, the payment selection process may begin again. The system keeps track of invoices paid by the previous batch of checks that have not yet been updated.

### How to select AP documents for payment

- 1 Access this program by choosing Accounts Payable-->Payment & Hold Selection-->Payment Selection by Date.
- 2 In the Order field, select the order in which payment selection is to be made. Payment selection can be done in vendor, alpha or vendor class order.

- 3 In the Beginning order choice field, select the beginning order choice to pay. For instance, if you choose to select payments according to vendor class, enter the vendor class that you want the system to start with.
- 4 In the Ending order choice field, select the ending order choice to pay. For instance, if you choose to select payments according to vendor class, enter the vendor class that you want the system to end with.
- 5 In the Document group field, enter up to ten 2-character document groups side by side. Press Enter (CR) to default to ALL.
- 6 In the Due/Discount field, enter whether selection should be based on DU-due date or DI-discount date. Press Enter (CR) to default to DUE DATE.
- 7 In the Check date field, enter the date on which checks will print. Press Enter (CR) to default to the system date. The program compares this date to the due/discount date so it can prioritize invoice selection. This date does not determine the actual date that will appear on checks.
- 8 In the Lead time field, enter the number of days lead time (0-99). This may be the number of days until the next check print. The program adds the lead-time value to the check date to prioritize invoice selection.

Press Enter (CR) to default to the Automatic Increment setting in the AP Static Control F/M. For example, if checks will not be printed again for seven days, all documents due within the next seven days will be selected for payment. The Auto Increment setting defaults to 7.

- 9 In the Minimum field, enter the minimum invoice balance to be selected (+/- 9999999.99). For instance, you may not want to pay an invoice for \$.02, so you might enter a minimum balance of \$10. Press Enter (CR) to default to no minimum.
- 10 In the Branch field, enter the branch to select payments for. The entry must be a valid branch. Only documents assigned to the branch entered will be selected for payment. Press Enter (CR) to default to ALL.
- 11 Press Enter (CR) to start the payment processing.
- 12 The system displays the processing criteria in the upper portion of the screen and processing information in the lower portion of the screen.
- 13 When the processing is complete message displays, press OK to exit the program.

## How to select individual documents for payment by vendor

- 1 Access this program by choosing Accounts Payable -->Payment & Hold Selection -->Individual Payment Selection.
- 2 The system displays the branch for the user as the default. You can advance to the next branch.
- 3 In the Discount Cutoff Date field, enter the date on or before discounts will automatically be taken. Press Enter (CR) to default to the current date.

- 4** In the Vendor Number field, enter the vendor number for selection. Press Enter (CR) to default to the first vendor on file.
- Filters: The hypertext link, "Filters...", on the top portion of the main screen allows you to set filters to limit what is shown in the browser area of the screen. In the Select For Payment dialog, select the Check, ACH, or Wire Transfer checkboxes to display the documents to be paid by each. In the Currently Paid section, FACTS indicates which payment types are currently displayed for payment-- Check, ACH, or Wire Transfer.
- Options allow you to only see invoices flagged for payment, only invoices flagged for payment of a specific type, invoices previously printed or submitted or all invoices. For vendors who do not accept electronic payments, this link will be disabled/removed and the not selected and check filters will automatically be set to "yes".
- 5** The system displays open documents for the selected vendor in the browser in the lower portion of the screen. You can select from the following: pay all documents, delete payment for all documents, individually select or deselect documents to pay, continue listing documents, bring up the next vendor or backup:
- Pay All** – Pays all documents for this vendor that have not been previously placed on hold or paid will be selected for payment. The discounts (where applicable) will be taken if the discount due date is after the discount cutoff date entered. Each payment amount and discount amount is displayed. The totals are displayed in the header portion of the screen.
- Delete All** - Deletes all documents for this vendor previously selected for payment will be unselected.
- Pay** -Pays the highlighted document in the browser.
- Payment Type** - For vendors who accept electronic payments, this function displays the Select for Payment dialog box that allows individual invoices to be changed between electronic payment and paper check. Select the Payment Type. You can select between: C-Check, A-ACH (only available if a pre-notification has been approved), and W--Wire Transfer (always available if vendor is set up in Vendor EFT).
- 6** You can select from the following to perform the listed functions:
- Changes line-item payment or discount information. Enter the Payment Amount to enter the current amount as the payment amount. Enter the Discount Amount as needed. Access the calculator to determine the discount.
- Deletes line-items
- Stops line-item entry
- You can access Note Entry (SME710) for the vendor notes for the highlighted in document in the line item browser.
- 7** Done Ends Individual Payment Selection.

## How to deselect documents tagged for payment

- 1 Access this program by choosing Accounts Payable-->Payment & Hold Selection-->Unselect Payments.
- 2 In the Beginning vendor field, enter the beginning vendor.
- 3 In the Ending vendor field, enter the ending vendor.
- 4 In the Branch vendor field, enter the branch in which you want to deselect payments. The entry must be a valid branch. Only documents assigned to the branch entered will be unselected. .
- 5 Press Enter (CR) to continue with processing.
- 6 The system displays the processing criteria in the upper portion of the screen and processing information in the lower portion of the screen.
- 7 When the processing is complete message displays, press OK to exit the program.

## How to place documents on hold

Note: Documents currently in the payment selection file or with payments already assigned cannot be placed on hold. Documents on hold cannot be selected for payment by any of the payment selection programs.

Access this program by choosing Accounts Payable-->Payment & Hold Selection-->Hold Selection.

In the Vendor field, enter the vendor number for hold selection. Press F3 to access the hold document search, which allows you to search and display all vendors with documents on hold.

Note the Vendor is on Hold checkbox (display-only) is selected for vendors placed on hold on the Miscellaneous tab of Vendor F/M (APF910).

If there are open documents on file for the vendor, the documents are displayed in the browser. In the List From field, you can enter the document number to begin the display in the browser or you can select to display the first 9999 records for the vendor or the next set of 9999 documents for the vendor.

You can highlight a document and then select the Toggle Hold button to change the hold status from No to Yes. Note for Vendors with the Vendor is on Hold checkbox (display-only) selected, you can only place orders on hold.

When you change a hold status, the system displays the Enter Hold Memo dialog box. Enter the hold memo in the Memo field.

Press the Next Vendor button to automatically enter the next vendor who has open documents and complete steps 3-5.

Press Done to exit the screen.

## How to delete document holds

Access this program by choosing Accounts Payable-->Payment & Hold Selection-->Hold Selection.

In the Vendor field, enter the vendor number for hold selection. Press F3 to access the hold document search, which allows you to search and display all vendors with documents on hold.

Note the Vendor is on Hold checkbox (display-only) is selected for vendors placed on hold on the Miscellaneous tab of Vendor F/M (APF910).

If there are open documents on file for the vendor, the documents are displayed in the browser. In the List From field, you can enter the document number to begin the display in the browser or you can select to display the first 9999 records for the vendor or the next set of 9999 documents for the vendor.

You can highlight a document and then select the Toggle Hold button to change the hold status from Yes to No. Note for Vendors with the Vendor is on Hold checkbox (display-only) selected, you can only place orders on hold--not delete holds.

When you change a hold status, the system displays the Enter Hold Memo dialog box. Enter the hold memo in the Memo field.

Press the Next Vendor button to automatically enter the next vendor who has open documents and complete steps 3-5.

Press Done to exit the screen.

## Electronic Payments Processing Overview

- 1 If a vendor accepts electronic payments, their invoices can be selected to be paid either electronically or by paper checks. The Payment Selection by Date and Individual Payment Selection programs default all of the vendor's invoices to be paid by a new default payment type. You can modify an invoice to be paid by check, EFT or wire in Individual Payment Selection.
- 2 The Payment Selection List program optionally prints payments to be made electronically separate from payments to be made by check.
- 3 The EFT Submission (APR320) program allows you to process electronic payments. Invoices flagged for electronic payment are consolidated by vendor and submitted for approval. Vouchers are optionally printed for the electronic payments. The Check Print Control F/M contains a setting for printing electronic payment vouchers.
- 4 Electronic payments must be approved before they can be submitted to the bank for processing. This is analogous to someone signing the paper checks. The EFT Approval (APE340) program allows you to approve or reject a vendor's payment that is submitted for electronic payment.
- 5 Rejecting a payment clears any indications that the invoices were submitted for payment and remove the invoices from the payment file. The invoices can be re-selected through Payment Selection by Date or Individual Payment Selection programs.
- 6 Once payments are approved, you can select to create a batch payment file for transmission to the bank with the approved payments in the EFT Approval (APE340) program. Finally, before the payments appear on the Payment Register, the user must confirm that the electronic payment batch was accepted by the bank using the Payment Batch Status (APE350) program. After approval, the Payment Register report will show what payments were made and the invoices that were paid. Additionally, the remittance advice can be printed or be emailed to the vendors letting them know that the payments have been sent.
- 7 If a payment batch file is rejected by the bank and processed through the Payment Batch Status (APE350), the payments will be returned to the EFT Approval screen where the payment batch could be recreated in a different format or rejected so they can be selected for a paper check.
- 8 If the bank accepts the file and then later rejects one of the payment transactions, you can access go to the Void Check Entry program and void the electronic check and update each invoice originally paid.
- 9 When you run the AP End-of-Period Update, the program checks to determine if there are any payment batches that have been transmitted to the bank but not yet accepted by the bank. If this is the case, the system displays a message and the update will not be able to be run. If there are submitted or approved payments that have not yet been created into a batch, those payments remain, and the end of period update proceeds.

## How to submit electronic funds transfers

- 1 Access this program by choosing Account Payable--> Checks-->EFT Submission.
- 2 In the Bank field, enter the bank number on which the electronic funds transfer was written. The entry must be a valid bank. Press Enter (CR) to default to the first bank on file.
- 3 In the Branch field, enter the branch number for the electronic funds transfer.
- 4 Press OK to submit the electronic fund transfers or Cancel to remove the information and return to the Bank field.

## How to enter manual checks

- 1 Access this program by choosing Accounts Payable-->Checks-->Manual Check Entry.
- 2 In the Bank field, enter the bank number on which the check was written. Press Enter (CR) to default to the first bank on file.
- 3 In the Check Number field, enter the manual check number (1-999999999). Press Enter (CR) to default to the next check number after the number displayed as last manual check. Press F2 to list manual checks already entered but not yet updated by the Check Register. If a check is selected, the check details are displayed in the middle portion of the screen.
- 4 In the Vendor field, enter the vendor number for this check. The vendor number, name, address and balance are displayed.
- 5 In the Date field, enter the date of the manual check. The date must be within the current or next GL period and not prior to the current AP period. Press Enter (CR) to default to the system date.
- 6 In the Check Amount field, enter the dollar amount of this check (.01-9999999.99). A message is displayed if the amount is greater than the vendor balance.
- 7 This concludes the header portion of the Manual Check Entry program. At this time, the system creates a header record; once the header is created, you can change all header fields — except the bank, check number and vendor fields.
- 8 You can select from the following:

Apply Check to display all open documents for this vendor.

Delete Check to delete the all records of this manual check. If you answer YES to the Are you sure you want to delete check? prompt, the system clears the screen and returns to the check number field. The last manual check number used display-only field is updated. However, the deleted check number may be used again.

Done to exit the program.

- 9 If you select Apply Check the system displays a dialog listing the documents to which the check can be applied.

You can select:

Auto apply to allow the system to automatically pay open documents. It begins with the first displayed document and continues paying off documents until the check amount is distributed. If the check date is before or on the discount due date, any applicable discounts are taken. The payment amount and discount amount are displayed; the distributed amount is displayed in the header.

Pay to apply the entire check amount to the highlighted document line in the browser. (Note the check amount must be less than or equal to the Current Amount for the document. You can select Unpay to remove the Payment Amount applied to the highlighted document line in the browser.

-OR-

You can select a document to which the check can be applied and edit. In the Invoice Payment Amount field, you can manually enter in the payment amount (i.e., allowing for partial payments) and enter the discount amount (i.e., allowing a discount to be taken after the discount due date) in the Invoice Discount Amount field.

- 10 You must continue processing payments for the check until the Check Amount and the Distributed Amount are equal.
- 11 When you have distributed the manual check, press Done to exit the program.

## How to enter non-invoice checks

- 1 Access this program by choosing Accounts Payable-->Checks-->Noninvoice Check Entry.
- 2 In the Bank field, enter the bank on which the check was written. The entry must be a valid bank. Press Enter (CR) to default to the first bank on file.
- 3 In the Check number field, enter the manual check number (1-9999999999). Press Enter (CR) to default to the next check number after the number displayed as the last manual check. F2 lists non-invoice manual checks already entered but not yet updated by the Check Register. Once checks are listed, enter the beginning check to list if not already displayed, press Enter (CR) to continue listing documents or enter the line number of the check to display in detail.
- 4 In the Vendor field, enter the vendor number for this check. The vendor number, name, address and balance are displayed.
- 5 In the Check date field, enter the date of the manual check. The date must be within the current or next general ledger period and not prior to the current AP period. Press Enter (CR) to default to the system date.
- 6 In the Check amount field, enter the dollar amount of this check (.01-99999999.99).
- 7 This concludes the header portion of the Noninvoice Check Entry program. At this time, the system creates a header record and all header fields except #1-3 are accessible



- through the change header routine. Fields #1-3 can only be changed by deleting and re-entering the check.
- 8 To enter invoices complete the steps below.
  - 9 In the Document field, enter the document (invoice) number (up to 10 characters).
  - 10 In the Invoice date field, enter the invoice date. Press Enter (CR) to default to the system date.
  - 11 In the Amount paid field, enter the amount paid (+/-9999999.99). Press Enter (CR) to default to 0.
  - 12 In the Discount taken field, enter the amount of the discount taken (+/- 9999999.99) not greater than the payment amount. Press Enter (CR) to default to 0.
  - 13 In the General ledger number field, enter the general ledger number to expense. The entry must be a valid general ledger number. If the general ledger posting table assigned to this vendor has preset expense accounts, press Enter (CR) to default to the GL account number in the GL posting table. All numbers of the GL posting table may be displayed by pressing F2 to search.
  - 14 In the Memo field, enter the memo to appear on the Check Register (up to 30 characters). Press Enter (CR) to skip the entry. When the memo is complete, the field returns to the document number field so you can enter another document line.
  - 15 Press F3 to end the entry process. You can perform the following functions:
    - Change a document - Information can be changed for documents added to the open documents file during Void Check Entry. In the browser in the lower portion of the screen highlight the document number to be changed and edit the line item information. You can change fields #5-11.
    - Delete a document. In the browser in the lower portion of the screen highlight the document number to be changed and delete. You must then respond with YES to the Are you sure you want to delete? prompt.
    - Add a document. Add an invoice to the voided check. Complete fields #5-11. F4 or Done Exits the program.

## How to enter a void check

- 1 In the Bank field, enter the bank number on which the check was written. The entry must be a valid bank. Press Enter (CR) to default to the first bank on file. Press F2 to search.
- 2 In the Check number field, enter the number of the check to be voided. This check must be in the check reconciliation file. When you enter a valid check number, the system displays the vendor number and name, address, balance, check amount, discount amount and check date. Press F2 to list any voided checks entered since the last Check Register. Once checks are listed, enter the beginning check to list if not already displayed, press Enter (CR) to continue listing documents or enter the line number of the check to display in detail. If a check is selected, the check is information displayed and

displays the message: Is this correct check to void? Select Yes or No to indicate whether you wish to void the displayed check. Press Enter (CR) defaults to Y.

In the Document number, enter the invoice number of each document originally paid by this check. Entry of a document number still existing in the open documents file displays the document entry date, due date, discount due date, document amount, discount amount and new balance and the system returns to this field. Press F3 to end entries.

If the document no longer exists in the Open Documents file (it has been removed by the Document Removal Register), and you need to add it to the file. Select Yes to indicate whether this document should be added to the file and complete fields 5-12.

If you are voiding a non-invoice check, you must enter a document number (that is not on file) so that the check can be correctly voided. Complete fields 5-12 to add the document number to the open documents file. The void for the non-invoice check can then be correctly processed through the system, including posting to General Ledger.

- 3 In the Document entry date field, enter the date the document was entered.
- 4 In the Document due date field, enter the due date of the document.
- 5 In the Document discount due date field, enter the due date of the document discount.
- 6 In the Void payment amount field, enter the amount paid to be voided by the check (+/- 9999999.99). (This will be the amount of the document when updated to the open documents file.)
- 7 In the Void discount amount field, enter the amount to be the allowable discount amount when the document is updated to the open documents file (+/- 9999999.99).
- 8 In the Branch field, enter a valid branch number. Press Enter (CR) to default to the branch assigned to the terminal. Press F2 to search. The AP Check Register uses this entry to post voided checks by branch.
- 9 In the Memo field, enter the document memo (up to 25 characters). This memo will appear in the comments column of the check stub when this invoice is paid off.
- 10 Once you've entered all the documents that need to be voided, the check amount must equal the distributed amount and the discounts must equal the distributed discount amount to end entries.

Press F3 to end the entry process.

- 11 You can perform the following functions:

Change a document - Information can be changed for documents added to the open documents file during Void Check Entry. In the browser in the lower portion of the screen highlight the document number to be changed and to edit the line item information. You can change fields #5-11.

Delete a document. In the browser in the lower portion of the screen highlight the document number to be changed and click to delete. You must then respond with YES to the Are you sure you want to delete? prompt.

Add a document. Add an invoice to the voided check. Complete fields #5-11.

The distributed amount in the header is constantly updated as each line is entered. This distributed amount must equal the original check amount and the distributed discount amount must equal the original discount amount to end the program. Press Done to clear the screen and return to the check number field.

- 12 When you are finished, press F3 to clear the screen and return to the check number field. Press Done to exit the program.

## To accept or reject EFT Payment Batches

Use the EFT Payment Batch Status (APE350) program to indicate when an EFT Payment Batch has been accepted or rejected by the bank. All batches that have not yet been updated through the Payment Register display on this screen. Note that there may not be a user running the Payment Register when another user enters the EFT Payment Batch Status program.

- 1 Access Payment Batch Status (APE350)
- 2 In the browser in the lower portion of the screen, FACTS displays the following information:
  - Bank|
  - Batch
  - Type – ACH or wire transfer
  - Status – created, accepted, rejected
  - Comment for Rejected batches
- 3 You can select from the following for any batch whose current status is created or accepted:

Accept – sets the batch status to accepted and displays a message indicating that remittances will be sent to the vendors. You can select Yes to set the remittance date and send or print remittances, based on vendor preference. Remittances contain the same information that is on the check voucher: EFT number, FACTS vendor number and name, invoice date, number, amount, discount, paid and comments. Select Cancel to return to the browser without accepting the batch or sending remittances.

Reject – sets the batch status to rejected and displays a message indicating that the payments in the batch will go back into the EFT Approval program with the status reset to Submitted. You can enter a comment indicating why the batch was rejected by the bank. Select Yes to send the payments back to the EFT Approval program and reset the status of each to submitted, and the batch status to rejected. Select Cancel to return to the browser without rejecting the batch.

Note that when you reject a payment the .ccd file or the .ppd file or the .ccd+ file or the .ctx file still exists for that rejected line. The system will display a message indicating the file location, if it exists. You must delete the rejected file before processing continues.

## How to approve electronic funds transfers

Access this program by choosing Accounts Payable-->Checks-->EFT Approval.

In the Bank field, Enter the bank for payment approval. The bank must be setup to support electronic payments.

Note: If a password is required, you must supply it before the payments will display.

The line browser displays each electronic payment that has been submitted from the selected bank. Payments that have already been approved but not yet created into a batch are also displayed. The browser contains the following information:

- Payment number|
- Vendor number
- Vendor Name/City/State
- Date and user who approved the payment.
- Payment amount
- Discount amount
- Payment type
- Account number: If the payment type is ACH, then this is the last 4 digits of the account number. If the pre-note status is not approved, an asterisk will display after the account number.
- Consumer payment: If the payment type is ACH and the vendor is flagged to receive consumer payments in APVEFH, then "Yes" or "No" will display to indicate if this is to be treated as a consumer payment.
- Date and user who approved the payment.

You can highlight lines in the browser and select from the following functions:

**Approve** – Approves the highlighted electronic payment. Note: This button is only available if the payment has not yet been approved and the account's pre-note status is "A" for ACH payments.

**Reject** - Rejects all invoices for the highlighted payment.

**Change Account** – This button is only enabled for ACH payments to vendors with multiple bank accounts that have approved pre-notifications. Displays the Change Account (APE341) screen, showing all of the bank accounts with approved pre-notifications set up for this vendor.

**Cons Payment**--Toggles the Consumer Payment. This changes the consumer payment flag between yes and no. This button is only enabled for payments to a vendor who has been selected to receive consumer payments in Vendor EFT Entry.

**Process** – If you select Process, FACTS checks for payments that have been approved for the specified bank and verifies that the pre-notification status on the selected account is "A" for all approved ACH payments. If any fail, the system displays a message and returns you to the EFT Approval screen, so you can resolve the payment by either changing the account or holding the payment.

After the FACTS verifies the pre-notification status on the selected account is "A", you can enter the payment date, which must be in the current or next GL period and the ACH entry class code. The ACH Entry Class will default from Bank F/M but can be changed by the user.

For ACH type payments, this creates the EFT Payment Batch file. The EFT Payment Batch file is the NACHA standard file that will be sent to the bank. The file naming convention defaults to company-bank-batch-date-time with the extension being the ACH entry class code, example 01-01-000001-YYYYMMDD-HHMM.CCD. The file name can be changed by the user. The file will be created in the directory indicated in Bank F/M. For wire transfer type payments, no EFT Payment Batch file will be created. If only wire transfer payments are included in this run, the ACH Entry Class and Batch File Name fields will be excluded.

Done—Exits the program.

## How to print checks

Access this program by choosing Account Payable-->Checks-->Check Print.

In the Bank field, enter a bank code for this check run. The entry must be a valid bank code. The bank code will display the bank name and the last check number printed. Press Enter (CR) to default to the first bank on file.

In the Branch field, enter the branch to use for the Document Entry & Adjustment Register. Press Enter (CR) to default to ALL.

In the Check date field, enter the date to print on the check. The date must be within the current or next general ledger period and not before the current AP period. Press Enter (CR) to default to the system date.

In the Beginning check number field, enter the beginning check number to print. This must be determined by looking at the check forms in the printer. The first check is always skipped (unless you attach a forms leader to the top check).

Select the Void checks checkbox to indicate whether to void the checks displayed. This field is skipped if the first check to print is the next number after the last check printed. If the first check to print is not the next number after the last check printed, the system asks if you want to void the checks in between. If you select this option, the system records all the checks as void. If you do not select, the system will not void any unused checks. Press Enter (CR) to default to selected.

FACTS does not allow you to void a check that's in the Manual/Void Check File, the Check Reconciliation File, or the Non-Invoice Check File.

If you are reprinting checks, select Reprint Checks checkbox to reprint check. Then in the From field, enter the first check to reprint. You should read the check number from the previously printed check and field that number. This will be the first check to reprint. Press Enter (CR) to default to the FIRST check previously printed. In the To field, enter the last check to reprint. Press Enter (CR) to default to the LAST check previously printed.

If you are printing a batch of checks for the first time, select the Vendor Alpha Order checkbox to print the checks by vendor. Otherwise, this program automatically prints checks in check number order.

Select the OK to start the check run or the Cancel button to stop this process.

## How to run the Payment Register

Access this program by choosing Account Payable--> Checks-->Payment Register.

In the Date field, enter the check register date. The date entered must be in the current or the next GL period and not prior to the current AP period. Press Enter (CR) defaults to the system date. |

The current AP and GL Periods appear in the upper left corner of the screen.

In the Bank field, enter the bank for which checks are to print. The entry must be a valid bank.

Select the Regular Checks checkbox to indicate whether or not you want to print information regarding regular checks (checks generated through the Check Print program). The program defaults to unselected if there are no regular checks to print. However if the program cannot find manual and void checks to print, it defaults to selected.

Select the Manual and Void checks checkboxes to indicate whether or not you want to print information regarding manual and void checks. Press Enter (CR) to default to unselected if there are no manual or void checks to print. However, if there are no regular checks to print, it defaults to selected.

The Check Register prints by reading through the regular check file and the manual and void check file. Information about each check prints as the general ledger distribution file is built.

If you have FACTS set to print GL distribution, the system displays the following message: Check Register. OK to Print GL Distribution?

After printing the Check Register, verify the printout. If you need to correct the register data, select Cancel to exit the program. After you make the correction, you can rerun the Check Register. If everything is correct, select OK to continue. The program then prints the GL distribution.

Once the GL distribution is printed, the program displays the message: Check GL Distribution. OK to Update?

After printing the distribution, verify the printout. If everything is correct, select OK to continue. The program proceeds with the update. If you need to make a correction, select Cancel to exit the program. After you correct the information the correction is made, re-run the entire register process—meaning run the register first, and then print the GL distribution, followed by the optional update.

OR

If you are not printing the GL distribution, the program displays the message: Check Register. OK to Update?

After printing the Check Register, verify the printout. If you need to make a correction, select Cancel to exit the program. After you make corrections, rerun the register. If everything is correct, select OK to continue.

## AP End of Period Subsystem

### EOP Checklist Explanation

The End-of-Period Menu contains programs that should be run at the end of each Accounts Payable period to close it correctly.

- 1 The Period Check Register provides a listing grouped by bank of all regular, manual, non-invoice and void checks issued this period.
- 2 The Period Expense Distribution provides a list of all GL expense distributions from the Document Entry & Adjustments Register for the period.
- 3 The Period Disbursement Distribution provides a list of all GL Disbursement Distributions from the Check Register for the period. All of the registers listed contain optional updates that should be run to clear the files to start a new period.
- 4 The Register History Report provides a list of all register updates that affected the AP balance during the period.
- 5 The Document Removal Register provides a report of all documents paid to zero during the period and removes them from the Open Documents file.
- 6 The Vendor Ledgercard Removal program removes ledgercard information by vendor number, alphabetically, or by vendor class.
- 7 The End-of-Period Update will close the current accounts payable period by deleting temporary vendors with zero balances, rolling period-to-date figures to zero and incrementing the current period by one. If it is the end of the year, year-to-date figures are rolled to prior year.
- 8 The Vendor 1099 Processing submenu allows you to view and maintain 1099 vendor balances and Taxpayer Identification numbers throughout the year, along with access to check history and audit capabilities.
- 9 The Vendor 1099 Balance Maintenance (AE915) program allows you to update the TIN (tax identification number) and the 1099 balance amount for the 1099 reporting year and vendor you specify.
- 10 The 1099 Print prints the nonemployee compensation statements. The user chooses the beginning and ending vendor and the document group(s) to print. The forms used are the standard 1099 forms distributed by the IRS.
- 11 The 1099 Audit Report allows you to review the vendors for whom you printed 1099s and to provide an audit trail as needed.

## End-of-Period Checklist - Accounts Payable

Period \_\_\_\_ Year \_\_\_\_

### User Date Menu Description

- \_\_\_\_\_ \_\_\_\_\_ Recurring 1. Post Recurring Documents through last day of period
- \_\_\_\_\_ \_\_\_\_\_ PO Invoice 2. Print/update last PO Invoice Receipt Register
- \_\_\_\_\_ \_\_\_\_\_ Doc Entry 3. Print/update last Document Entry Register
- \_\_\_\_\_ \_\_\_\_\_ Checks 4. Print/update last Check Register
- \_\_\_\_\_ \_\_\_\_\_ Reports 5. Print Open Payables Report (detail with transactions)
- \_\_\_\_\_ \_\_\_\_\_ Reports 6. Print Aged Payables Report (detail with transactions)
- \_\_\_\_\_ \_\_\_\_\_ Reports 7. Run Vendor Ledgercards print
- \_\_\_\_\_ \_\_\_\_\_ EOP 8. Print/update Period Check Register
- \_\_\_\_\_ \_\_\_\_\_ EOP 9. Print/update Period Expense Distribution
- \_\_\_\_\_ \_\_\_\_\_ EOP 10. Print/update Disbursement Distribution
- \_\_\_\_\_ \_\_\_\_\_ EOP 11. Print/update Register History Report
- \_\_\_\_\_ \_\_\_\_\_ EOP 12. Print/update Document Removal Register
- \_\_\_\_\_ \_\_\_\_\_ EOP 13. Run Vendor Ledgercard Removal
- \_\_\_\_\_ \_\_\_\_\_ EOP 14a. If December, run 1099 Print program before closing.
- \_\_\_\_\_ \_\_\_\_\_ EOP 14b. Run End-of-Period Update



## End-Of-Period Checklist Explanation for AP

1. Post Recurring Documents through last day of period. If your system uses Recurring Documents, you must complete this procedure to close the current period. The End-of-Period Update checks to make sure that the last day posted is the last day of the month. The reason for this check is to ensure that you post all recurring documents in the correct period.
- 2-4. Print/update last PO Invoice Receipt Register, Document Entry & Adjustments Register and Payment Register. The PO Invoice Receipt Register must be run before the AP End-of-Period Update. Running this register is necessary to ensure that PO invoice receipts from the current period are written to the Document Entry and Adjustment File (APDOCM). The Document Entry & Adjustments Register and the Check Register must be run to keep the AP balance up to date. If either of these registers is run after the period is closed, the documents and/or checks are posted to the next period.
- 5-6. Print Open Payables Report and Aged Payables Report (detail with transactions). These reports provide you with a report of all transactions that have taken place against all documents including zero balance documents (paid down to zero). These documents and transactions will be removed by the Document Removal Register. It is recommended that a hard copy of each report be saved for future reference
7. Run Vendor Ledgercards print. If vendor ledgercards are used, this program provides the user with a list of all transactions that have occurred on vendor accounts. These transactions will be removed by the Vendor Ledgercard Removal. It is recommended that a hard copy be saved for future reference.
8. Print Period Check Register. This register creates a listing, grouped by bank, of all regular, manual, non-invoice and void checks for the period. This register is a summary of the Check Registers printed for the period. After the report prints, you should remove the records just printed to clear the file. If records are not removed, they will appear on next period's register. All Period Check Registers should be kept as an audit trail.
9. Print Period Expense Distribution. This report creates a listing of all general ledger expense distributions for the period. This report is a summary of all general ledger expense distributions from the Document Entry & Adjustments Registers for the period. After the report prints, you should remove the records just printed to clear the file. If records are not removed, they will appear on next period's register. All Expense Distribution Reports should be kept as an audit trail.
10. Print Period Disbursement Distribution. This report creates a listing of all general ledger disbursements distributions for the period. This report is a summary of the general ledger distributions from the Check Registers for the period. After the report prints, you should remove the records just printed to clear the file. If records are not removed, they will appear on next period's register. All Disbursement Distribution Reports should be kept as an audit trail.
11. Print Register History Report. This report creates a listing of all registers (Vendor Balancing, Document Entry & Adjustments, and Check) for the period and updates the AP balance. This report provides a trace of what transactions occurred to obtain the current AP balance. After the report prints, you should remove the records just

printed to clear the file. If records are not removed, they will appear on next period's register. All Register History Reports should be kept as an audit trail.

- 12.** Print Document Removal Register. This register creates a listing of all documents that have been paid down to zero in the current period. After the register prints, the user should remove the records just printed to clear the file. If records are not removed, they will appear on next period's register. During the removal of the records, the program also updates the paid documents file. All Document Removal Registers should be kept as an audit trail.
- 13.** Run Vendor Ledgercard Removal. If Vendor Ledgercards are used, this program is run to remove ledgercard information. The user determines the cutoff date through which to remove ledgercard information.
- 14a.** In December, run 1099 Print. Run this before you close December. Otherwise, payroll information for contractors will be lost.
- 14b.** Run End-of-Period Update. This is the last step to closing the accounts payable current period and should only be run after all of the above procedures have been completed. The program removes all temporary vendors with a zero balance, removes documents from the paid documents file which are stored longer than the number of periods specified in the AP company static control record, clears month-to-date vendor information and closes the current period. If it is the last period of the year, year-to-date figures are rolled to prior year. When this program is complete, you can begin daily procedures in accounts payable in the new (current) period.

## How to run the Period Check Register

- 1** Access this program by choosing Account Payable--> End of Period-->Period Check Register.
- 2** In the Period field, enter the period for this check register print. Press F1 to default to the current AP period. The current period displays in the upper left corner of the screen.
- 3** In the Beginning Bank field, enter the number of the beginning bank to print. .
- 4** In the Ending Bank field, enter the number of the ending bank for the print range.
- 5** Select the OK button to start the check register or the Cancel button to stop this process.
- 6** When the system displays the message: Check register. Do you wish to remove records just printed?, select OK to remove the records and update the system. Select Cancel to skip the update.

## How to run the Document Removal Register

- 1** Access this program by choosing Account Payable--> End of Period--> Document Removal Register.
- 2** In the Branch field, enter the branch for the document removal. Press Enter (CR) defaults to the branch assigned to the terminal.

- 3 Select the OK button to print the register.
- 4 After printing the Document Removal Register, verify the printout. If you need to correct the register data, select Cancel to exit the program. After you make corrections, you can rerun the Document Removal Register. If everything is correct, select OK to continue.
- 5 The program displays the message "Check Register. Remove these Records?" Choose OK or press Enter to remove the documents that appear on the register printout. Choose Cancel or press F4 to abort the update and leave the documents in the system. At the "Update Not Run" message, choose OK.

## How to run the End-of-Period Update

- 1 Access this program by choosing Accounts Payable-->End of Period-->End of Period Update.
- 2 In the Close-out period field, indicate whether or not to close the current Accounts Payable period. The program defaults to selected.
- 3 At Have the above End-of-Period programs been run? , indicate if the above reports have been run. This field is just a last check to make sure the user has run all the necessary reports before closing the period. The program defaults to No and the program is terminated unless you select the checkbox.

If the last AP period was closed less than 20 days before the system date, a message is displayed indicating the number of days since the last close. If the last AP period was closed more than 20 days before the system date, the following field is skipped.

- 4 Select the Are you sure you want to close out this period? checkbox to remove the records and update the system. Leave this unselected to skip the update.
- 5 If you select the checkbox, the system displays the criteria you entered in the upper portion of the screen and processing information in the lower portion of the screen. When the program is complete the system displays a message telling you how many records were updated and then exits the program.

## How to remove vendor ledgercards

- 1 Access this program by choosing Account Payable--> End of Period-->Vendor Ledgercard Removal.
- 2 In the Order field, select the order to use when removing the ledgercards. You can select V for vendor code, A for Alpha, or C for vendor class order. Press F4 to exit the program.
- 3 In the Beginning field, enter the number of the beginning order choice to remove.
- 4 In the Ending field, enter the number of the ending order choice for the removal range.

- 5** In the Cutoff Date field, enter the last transaction cutoff date. Records will be removed through this date. Press Enter (CR) to default to the ending date of the last general ledger period closed.
- 6** In the Keep field, enter the minimum number of ledger cards to keep on file per vendor regardless of the entered cutoff date (1-99). Press Enter (CR) to default to NO MINIMUM.
- 7** When the system displays the message: End of Fields. Enter Yes to Continue, F4 to backup, enter Yes to remove the records and update the system, press F4 to backup and change the field values, or press F4 twice to exit the program.
- 8** If you enter Yes, the system displays the criteria you entered in the upper portion of the screen and processing information in the lower portion of the screen. When the program is complete the system displays a message telling you how many records were removed and then exits the program.