



## Accounts Payable Configuration Guide

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# Accounts Payable Configuration Guide

## Accounts Payable Overview

The Accounts Payable (A/P) module provides a way to track what your organization owes vendors by entering invoice information. It lets you monitor when to pay vendors, writes checks when you tell it to, and reconciles those checks when you get the bank statement. Each vendor is assigned one or more accounts payable subsidiary. Every task in the A/P module centers on the need to record purchases and payments for subsidiary accounts.

The Accounts Payable module allows you to use an unlimited number of subsidiaries. A subsidiary is a group of individual balances, such as Accounts Payable, that tie down to one General Ledger (G/L) account. The G/L account serves as the control account, and the subsidiary accounts track the detail. The sum of the subsidiary balances equals the balance of the control account. The first step is to identify G/L accounts that will serve as subsidiary control accounts. Each control account will have a two-character subsidiary code as shown in the table below.

**NOTE:** G/L account number formats are specified within the General Ledger module.

<u>Code</u>	<u>Subsidiary Description</u>	<u>G/L Account</u>
AP	Accounts Payable	1-0200-0210-0
P2	Restricted Fund AP	0-2012-0202-0

Using these subsidiary control accounts, you can set up individual subsidiary accounts, which track the transactions and the balances of an individual or vendor. A vendor may have one subsidiary account for each control account.

To create a subsidiary account, you must create an AP Master row. The AP Master row is the portion of the subsidiary account that keeps track of the balances and must exist before you can create subsidiary transactions for a vendor.

⇒ For example, IBM must have an AP Master row for the AP subsidiary before you can record invoices or payments for it.

**ID/Name:** 000050001 IBM

**Subsidiary:** AP Accounts Payable

<u>Date</u>	<u>Transaction Description</u>	<u>Charge</u>	<u>Credit</u>	<u>Balance</u>
-------------	--------------------------------	---------------	---------------	----------------

You can charge items to your account (credits) and write checks and record payments (debits) to IBM's **AP** subsidiary account. Each of IBM's **AP** transactions contains IBM's ID Number (000050001) and the subsidiary code (**AP**). If you purchase items from IBM for various computer items, they will send you an invoice, which you will then record in the system.

**ID/Name:** 000050001 IBM

**Subsidiary:** AP Accounts Payable

<u>Date</u>	<u>Transaction Description</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
09/01/96	PCs purchase		2,450.00	2,450.00
09/01/96	Modems purchase		200.00	3,650.00

At the end of the month, you write a check for \$1,100 for IBM and record this payment. Notice that IBM's subsidiary account shows the running balance for each of their Accounts Payable transactions.

**ID/Name:** 000050001 IBM

**Subsidiary:** AP Accounts Payable

<u>Date</u>	<u>Transaction Description</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
09/01/96	PCs purchase		2,450.00	2,450.00
09/01/96	Modems purchase		200.00	2,650.00
09/30/96	Payment	1,100.00-		1,550.00

The next week, you purchase PC lab items from IBM using funds from a restricted account. You will need to track these transactions separately from the regular AP

subsidiary. Therefore, use the Restricted Fund Accounts Payable (**P2**) subsidiary code to set up another Subsidiary Master row for IBM.

**ID/Name:** 000050001 IBM

**Subsidiary:** P2 Restricted Fund AP

<u>Date</u>	<u>Transaction Description</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
-------------	--------------------------------	--------------	---------------	----------------

Then you can record the purchase of the \$75 for the PC lab items.

**ID/Name:** 000050001 IBM

**Subsidiary:** P2 Restricted Fund AP

<u>Date</u>	<u>Transaction Description</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
10/05/96	Experimental PC lab items		75.00	75.00

Each subsidiary account contains transactions that reflect IBM's debits and credits. In addition, IBM's balance in each subsidiary account contributes to the balance of the corresponding General Ledger control account.

⇒ For example, the \$75 balance on IBM's P2 subsidiary account contributes to the \$150 credit balance in the Restricted Fund AP control account.

<u>SBS Account #</u>	<u>SBS Code</u>	<u>Account Description</u>	<u>G/L Balance</u>
1-0200-0210-0	AP	Accounts Payable	6,150.00
		Hasset Office Supply	1,600.00
		Mo's Graphic Design	2,000.00
		IBM	<u>2,550.00</u>
		Subsidiary total:	6,150.00

## Accounts Payable Configuration Guide

0-2012-0202-0	P2	Restricted Fund AP	150.00
		Charles Moses	75.00
		IBM	<u>75.00</u>
		Subsidiary total:	150.00

Each individual balance you see represents a subsidiary account. Hasset Office Supply, Mo's Graphic Design, and IBM have subsidiary accounts for the Accounts Payable subsidiary. Charles Moses and IBM have subsidiary accounts for the Restricted Fund AP subsidiary. Each subsidiary account has a set of debits and credits that results in the balance you see.

The following are ways to record purchases that result in invoice transactions:

- **Invoices.** The Invoice window allows you to record purchases or credits from vendors. Invoices and credits can take several forms: regular checks, immediate checks, manual checks, void checks, and vendor refunds.
- **Manual Transactions.** You always have the option to enter manual charges and adjustments to a subsidiary account. These transactions are typically journal entries (source code = **JL**).
- **Regular Payments.** You may have the system generate checks automatically for payments that are made at set intervals.
- **Financial Aid.** If your organization has purchased the PowerFAIDS Interface, certain awards may require that you print a check for the student as part of their aid package.
- **A/R Refunds.** If your organization has the Accounts Receivable module, the Accounts Receivable Office may ask you to produce refund checks for students who have a credit balance. You may designate the percentage that is to be refunded to the students.
- **Purchasing Module.** If your organization has the Purchasing module, purchase orders may be changed into invoices. This saves the A/P Office the time needed to enter the invoices.
- **Fixed Assets.** If your organization has the Fixed Assets module, assets created in the Accounts Payable module can be sent to the Fixed Assets module for review.

After the invoice transactions are created, you can print two reports that provide you with the status of your payable items in the system:

- The **Cash Requirements Report** lists each date on which an item is due. Within each date is a list of vendors and the amount due (gross amount - discount amount = net amount).
- The **Open Items Report** lists each vendor to whom you owe money. Within each vendor you see the pay date, the invoice number, and the amount due (gross amount - discount amount = net amount) for each item not yet paid.

The **Checks to be Issued Report** is the first step in printing checks. It selects which checks will be printed from the criteria you enter:

- Kind of checks you are printing (e.g., A/P, A/R, Financial Aid, or all three)
- Checks over or under a certain amount (optional)
- Subsidiary group from which checks are to be selected
- Payable date cutoff
- Beginning check number
- Date to be printed on the checks
- Secondary report title (optional)

The report also tests to see if you will receive vendor discounts based on their criteria, calculates each check amount, and lists information about each check to be printed.

As checks clear the bank, you can automatically reconcile them to the A/P module by ordering a tape (or other magnetic media) from your bank containing information about the cleared or paid checks. If you do not process the information automatically, you must enter the returned check information manually.

## Security for Accounts Payable

**NOTE:** Your system administrator will help you with security decisions for persons using the Accounts Payable module.

Accounts Payable users must have appropriate security values set in TaskList.

Authorized persons should have Budget Officer or Account Component access to the following accounts used in the Accounts Payable module:

- Accounts Payable
- Cash
- Expense
- Due To/Due From

## Initial Setup of the A/P Module

**WARNING:** If your organization plans to use the Automatic Check Reconciliation feature of the Accounts Payable module, you must ensure that any checks that have not cleared the bank have been entered into the system. However, this function should not be completed until the system is ready to be implemented.

Before you begin using the Accounts Payable module, you must first define the following items in the system, which are found in the Administration module.

**Setup of A/P Configuration**

**Setup of A/P Subsidiary Definitions**

**Setup of Subsidiary Groups**

**Setup of Aging Report Defaults**

**Setup of Check Prefixes**

**Enter Checks Cut Before Installation**

**Setup for Automatic Check Reconciliation**

**Setup of Regular Payments**

**Setup of 1099 Control Information**

**Setup of Tax Refund Information**

Once these items are defined, you may to change them if policy or other changes are dictated by your organization.

## A/P Configuration

### Setup of A/P Configuration

There are four functions to configure on the A/P Configuration window:

- Invoice Funds Check Warning
- Tax Refund
- Calc Invoice Payable Date Based on Vendor Terms
- Allow Credit Memo Item Selection



## Invoice Funds Check Warning

**NOTE:** The default configuration is for an error message to appear when there are insufficient funds available.

The A/P Module has the ability to notify you if there are enough funds in an account to which you are applying an invoice. If there are insufficient funds, it can be set up for three different results by selecting one of the following radio buttons:

<b>None</b>	Displays no warning, but allows you to save the invoice. This should be a bulleted list and match the formatting of the next line of text.
<b>Warning</b>	Displays a warning message of the insufficient funds but allows you to save the invoice.
<b>Error</b>	Displays an error message of the insufficient funds and prevents you from saving the invoice.

## Setup of Tax Refund Information

**NOTE:** This configuration is to be used by Canadian clients only.

This optional feature allows you to track the amount of tax your organization paid on invoices for goods or services that are eligible for a tax refund or rebate. This feature is used if your organization is not the "end user" for which the tax is intended.

⇒ For example, Canadian organizations may use this to track **Input Tax Credits** or rebates for the Goods and Services Tax (GST).

If the feature is not activated, the columns and options used to set up and track these refunds do not appear in the system.

There are three items to set up in order to use this feature:

1. On the A/P Configuration window, activate the feature by selecting the **Grant Refunds?** check box and specify any tax percentages that are applied to purchases.

If the **Grant Refunds?** check box is selected, the Tax Refund feature in the A/P module is activated. Activating it allows you to specify tax refund codes on invoices for tracking tax refund amounts and for creating disbursement transactions to the tax refund account(s) you set up for this. If you clear the check box, the Tax Refund feature is not available and tax refund columns and options are not available.

When the **Grant Refunds?** check box is selected, the following two columns are available:

### Tax Refund %

This is the percent of tax that vendors add to invoices for which your organization will claim a refund or rebate using the Tax Refund feature of the module. The government usually mandates the percentage. The column is formatted for five digits with two decimal places.

⇒ For example, to specify 7%, type 7.00. To specify 6.5%, type 6.50.

**Tax to Exclude %**

This is the percent of tax that vendors add to invoices for which your organization will not claim a refund or rebate using the Tax Refund feature of the module. This percentage can be deducted or excluded from the invoice amount prior to the calculation of the tax refund amount. To do this, the Subtract Tax to Exclude check box must be selected as part of the tax refund code definition assigned to the invoice. This column is formatted for five digits with two decimal places.

For example, in Canada a provincial sales tax (PST) may be excluded since a refund/rebate is not claimed for it. You receive an invoice for \$114 consisting of \$100 for goods, \$7 for the GST, and \$7 for the PST. To indicate that the PST is 7%, type 7.00 in this column.

2. Ensure that the tax refund account number(s) exist in the General Ledger. This is the receivable account number to which tax refund transactions are applied.
3. On the Tax Refund window, define tax refund codes (tax refund percentages, tax refund account number, ID Number of the tax authority to whom you are applying for the refund, and whether any tax percentage should be deducted prior to calculating the refund amount).

## Calc Invoice Payable Date Based on Vendor Terms

**NOTE:** If a vendor's record does not contain terms, the system will use today's date as the **Invoice Payable Date**. However, if **Net Days** has a value, the **Invoice Payable Date** will use that value in the **Invoice Payable Date** calculation.

If this check box is selected, the system will automatically calculate and display the **Invoice Payable Date** based on vendor terms (Discount Percent, Discount Days, Net Days) and the current date. The vendor terms are configured in the A/P Master table.

When this feature is **Active** (the check box is selected), the **Invoice Payable Date** will be set according to the following conditions:

- If today's date is **less** than or equal to the **Invoice Date** plus the number of **Discount Days**, the **Invoice Payable Date** will be equal to the **Invoice Date** plus the number of **Discount Days**.
  - ⇒ For example, if a vendor has terms of 2|10|30 (2%, 10 days, net 30) and if today's date is 9/25 and the **Invoice Date** is 9/21, the system will automatically calculate 10/01 as the **Invoice Payable Date** and apply the discount. Since today is within the 10-day discount period, the system will add 10 days to the **Invoice Date** to create the **Invoice Payable Date** and apply the discount.
- If today's date is **greater** than or equal to the **Invoice Date** plus the number of **Discount Days**, the **Invoice Payable Date** will be equal to the **Invoice Date** plus the number of **Net Days**.
  - ⇒ For example, if a vendor has terms of 2|10|30 and if today's date is 9/25 and the **Invoice Date** is 9/10, the system will add the **Net Days** to the **Invoice Date** and automatically calculate 10/10 as the **Invoice Payable Date** but will not apply the discount. Since today is beyond the 10-day discount period, the **Invoice Payable Date** will display the 30-day due date with no discount.

## Allow Credit Memo Item Selection

If this check box is selected, the following functionality is activated:

1. The Credit Memo window will automatically open after a credit memo (an invoice with a negative amount) is created and saved.
2. The **Credit Memo** window is accessible from the right-click or **Options** menu on the Header tab and Detail tab of the Invoices window.

If this check box is not selected, a credit memo can still be created and will be processed against the next open invoice for the vendor but you will not be able to attach it to a specific invoice transaction.

## Windows

### A/P Configuration Window

[A/P | Admin | Task | Configure Accounts Payable | Configuration](#)

This window allows access to several configuration items for the Accounts Payable module.

#### Invoice Funds Check Warning

**None**   **Warning**   **Error**

#### Tax Refund

**Grant Refunds**   [Tax Refund %](#)  
[Tax To Exclude %](#)

## Calc Invoice Payable Date Based on Vendor Terms

### Allow Credit Memo Item Selection

#### Related Topic:

#### Common Functionality for Data Entry Windows

## Step-by-Step Instructions

### Entering A/P Configuration Information

1. Open the A/P Configuration window (AP, File, Admin, Task, Configure Accounts Payable, Configuration).
2. In the Invoice Funds Check Warning group box, select the appropriate check box for how the system should alert you of insufficient funds when entering invoices.
3. Select the Grant Refunds check box to activate the Tax Refund feature. If you select this check box, enter appropriate values in the Tax Refund % and Tax To Exclude % columns.
4. Select (or clear) the Calc Invoice Payable Date Based on Vendor Terms check box.
5. Select or clear the Allow Credit Memo Item Selection check box.
6. Save.

### Setup of A/P Subsidiary Definitions

### Setup of A/P Subsidiary Definitions

**NOTE 1:** Refer to your organization's General Ledger worksheet that lists all of your subsidiary control accounts as you read this topic.

**NOTE 2:** An Accounts Payable subsidiary is **not** required in each fund. In fact, the system can function with only one Accounts Payable subsidiary! Due to and Due from transactions are created automatically by the system when an Accounts Payable subsidiary from one fund is used to pay expenses from another fund.

The Business Office module allows you to use an unlimited number of subsidiaries. The General Ledger account serves as the control account, and the subsidiary accounts

track the detail. The sum of the subsidiary balances equals the balance of the control account, and each A/P subsidiary account that you create for a vendor ties to the A/P control account.

The Business Office modules include two major types of subsidiaries: Accounts Payable and Accounts Receivable. An Accounts Payable subsidiary tracks the amount you owe to each vendor. An Accounts Receivable subsidiary tracks every kind of subsidiary other than Accounts Payable. You must purchase the Accounts Receivable module to use an Accounts Receivable subsidiary, and be aware that Accounts Receivable subsidiaries are so named because A/R is the most common subsidiary. However, subsidiaries can include any type of balance that you want to track, including the following:

- **Damage deposits.** Your organization may use an A/R subsidiary to track individual balances for a deposit account (Damage Deposits). The G/L control account is a liability.
- **Housing deposits.** Some organizations require a deposit from students if they want to reserve a room. You might use a deferred income account to store this information.
- **Advance tuition payments.** Prepayments of tuition could be stored in a deferred income account.

An A/P subsidiary and an A/R subsidiary require different definition information. However, there are several definition items that are common for all subsidiaries.

- **Subsidiary Code:** This two-character code identifies each subsidiary (for example, **AP** for Accounts Payable, **AR** for Accounts Receivable, **DD** for Damage Deposits, etc.). The subsidiary code controls the order in which subsidiary balances print on reports and on check runs (for example, **AP** prints before **AQ**). Subsidiary accounts in A/P are required for different cash accounts and are also used when you need a separate A/P subsidiary in another fund. A/P subsidiaries can also be used to do separate check runs when they are placed in separate subsidiary groups.
- **Subsidiary Description:** You may want to use the G/L account descriptions in this column. The subsidiary description column will appear on G/L reports.
- **Subsidiary Account Number:** This is the account number to which transactions will be applied when this subsidiary account is used. This is the same number that is entered on the G/L Chart of Accounts for this subsidiary's control account.
- **Cash Account Number:** This is the cash account to which offsetting transactions are applied when this subsidiary account is used. Only one cash account is allowed per subsidiary.
- **A/P Flag:** A check identifies the subsidiary as an A/P subsidiary. A blank indicates that it is an A/R subsidiary. You must indicate which of your organization's subsidiary control accounts are used for Accounts Payable.

You should define a subsidiary code example on the Subsidiary Definition window for each of your organization's A/P subsidiaries. Make sure you name the codes according to the order you want them sorted on check runs and reports. Once you have set up each of your A/P subsidiary definitions, you are ready to assign them to subsidiary groups and then set up vendor accounts within the subsidiaries.

## Examples

### Subsidiary Example (A/P)

In the example below, notice that the A/R account is not designated as an A/P account.

<u>Cod</u> <u>e</u>	<u>Subsidiary</u> <u>Description</u>	<u>G/L Account</u>	<u>Cash</u> <u>Account</u>	<u>A/P</u> <u>?</u>
AP	Accounts Payable	01-01-2010-2010	1-01-00-0100-0	✓
AR	Tuition Account	1-0200-0200-0	1-0100-0520-0	
AQ	Special Accounts Payable	01-01-2011-2011	1-03-00-0300-0	✓
P2	Restricted Fund A/P	02-01-2020-2020	2-01-00-0100-0	✓
P8	Restricted Building A/P	08-01-2021-2021	2-02-00-0200-0	✓
AR	Accounts Receivable	01-01-1020-1200	1-01-00-0520-0	

## Step-by-Step Information

### Entering Subsidiary Definition Information

1. **Open the Subsidiary Definition window (AP, File, Admin, Task, Configure Accounts Payable, Subsidiary Definition).**
2. **Choose Add Row from the right-click or Options menu.**
3. **Enter A/P subsidiary definition information in the new row.**
4. **Save.**

## Changing Subsidiary Definition Information

1. **Open the Subsidiary Definition window (AP, File, Admin, Task, Configure Accounts Payable, Subsidiary Definition).**
2. **Highlight the row you want to change.**
3. **Enter required changes.**
4. **Save.**

## Deleting Subsidiary Definition Information

**WARNING:** You should not delete a subsidiary definition if you have created subsidiary transactions using that subsidiary code!

1. Open the Subsidiary Definition window (AP, File, Admin, Task, Configure Accounts Payable, Subsidiary Definition).
2. Highlight the row you want to delete.
3. Choose Delete Row from the right-click or Options menu.
4. Save.

## Setup of Subsidiary Groups

### Setup of Subsidiary Groups

**TIP:** Since subsidiary groups are easily added and modified, define just a few subsidiary groups and then add more groups later as needed and as you learn the system.

Subsidiary groups help select the accounts to use for A/P check runs and allow you to create sets of similar categories of subsidiaries.

- ⇒ For example, you can have a group for only A/P subsidiaries in the general fund and a group for restricted fund payable subsidiaries. This configuration allows you to have control of when checks are printed for each group, rather than all subsidiary checks printing at the same time. You can also have one group that contains all subsidiaries so that you could print all checks at the same time if desired.

The Subsidiary Group Control window allows you to add or change subsidiary groups as often as needed. The relationships for any subsidiary group are defined on the Subsidiary Group Control Relationship window. Since subsidiary groups control the checks and update process, it is helpful to look at the different ways you may want to write checks.

Your organization has the following subsidiary codes defined:

<u>SBS Code</u>	<u>SBS Account Number</u>	<u>Description</u>
AP	01-01-2010-2010	Accounts Payable

AQ	01-01-2011-2011	Special Accounts Payable
P2	02-01-2020-2020	Restricted Fund AP
P8	08-01-2021-2021	Restricted Building AP

If you run monthly checks that **omit** the Restricted A/P accounts, the table below shows the sample **AP** subsidiary group (contains only the A/P accounts in the current fund **AP** & **AQ**) that you would use for these check runs.

<u>SBS Group Code</u>	<u>SBS Group Description</u>	<u>SBS Code</u>	<u>SBS Description</u>
AP	Accounts Payable subsidiaries	AP	Accounts Payable
		AQ	Special Accounts Payable

Since the Restricted A/P accounts are omitted from the monthly check run, the restricted transactions will not have checks produced. Therefore, you need at least one subsidiary group that contains the restricted accounts. You might create the subsidiary group shown in the example below and use it to write checks out of the restricted funds. The **RP** subsidiary group includes only the Restricted A/P accounts (**P2** & **P8**)

<u>SBS Group Code</u>	<u>SBS Group Description</u>	<u>SBS Code</u>	<u>SBS Description</u>
RP	Restricted A/P	P2	Restricted Fund A/P
		P8	Restricted Building A/P

Finally, you might create a subsidiary group that includes all of the subsidiary accounts. You may occasionally want to print checks for all subsidiary groups. The example below shows a subsidiary group that includes all of the subsidiary accounts. The **AB** subsidiary group includes all of the subsidiary control accounts.

<u>SBS Group</u>	<u>SBS Group Description</u>	<u>SBS Code</u>	<u>SBS Description</u>
------------------	------------------------------	-----------------	------------------------

**Code**

AB	All A/P Subsidiaries	AP	Accounts Payable
		AQ	Special Accounts Payable
		P2	Restricted Fund A/P
		P8	Restricted Building A/P

**Examples**

**Subsidiary Group Control Example**

<b><u>Code</u></b>	<b><u>Description</u></b>
A	Tuition, R&B and Miscellaneous Accounts
AD	Adult Degree Completion Program
AL	ALL AR SUBSIDIARIES
AP	Accounts Payable
AQ	Special Accounts Payable
AR	Tuition Account
AT	ATHLETICS CHECKS
CK	Accounts Payable & Plant Funds
CN	CANADIAN CHECKS

**Windows**

**AP Subsidiary Group Control Window**

[A/P](#) | [Admin](#) | [Task](#) | [Configure Accounts Payable](#) | [Subsidiary Group](#)

This window allows you to create sets of A/P subsidiaries that are used by your organization. The subsidiary group can contain anywhere from one to all of your A/P subsidiaries.

From the right-click or **Options** menu on this window, you can access the Subsidiary Group Control Relationship window where you define the A/P subsidiaries that are contained in the subsidiary group(s).

<b>Code</b>	<b>Description</b>
-------------	--------------------

**Related Topic:**

**Common Functionality for Grid Windows**

## AP Subsidiary Group Control Relationship Window

A/P | Admin | Task | Configure Accounts Payable | Subsidiary Group | select a row, right-click and select Subsidiary Group Control Relationship

This window allows you to determine A/P subsidiary accounts that are included in a subsidiary group. Those subsidiaries that are available to include in the Group appear in the left pane, and those subsidiaries that are included in the group appear in the right pane.

If you want to include a subsidiary in the group, highlight the row in the left pane and click **Add** (or you can use the drag-and-drop operation). If you want to exclude a subsidiary from the group, highlight the row in the right pane and click **Remove** (or you can use the drag-and-drop operation).

Subsidiary Group Code		Subsidiary Group Description		
Subsidiary Code	Subsidiary Description	Add	Subsidiary Code	Subsidiary Description
		Add All		
		Remove		
		Remove All		

## Step-by-Step Instructions

### Entering New Subsidiary Groups

1. Open the Subsidiary Group Control window (AP, File, Admin, Task, Configure Accounts Payable, Subsidiary Group).
2. Choose Add Row from the right-click or Options menu.
3. Enter appropriate values in the columns of the new row.
4. Save.
5. Open the Subsidiary Group Control Relationship window (choose Subsidiary Group Control Relationship from the right-click or Options menu).

- 6. Include A/P subsidiaries in the group by adding them to the right pane of the window by highlighting the subsidiary in the left pane and clicking the Add button. Exclude a subsidiary from the group by highlighting the subsidiary in the right pane and clicking the Remove button.**
- 7. Click OK.**

## Changing Existing Subsidiary Groups

1. **Open the Subsidiary Group Control window (AP, File, Admin, Task, Configure Accounts Payable, Subsidiary Group).**
2. **Highlight the row you want to change.**
3. **Open the Subsidiary Group Control Relationship window (choose Subsidiary Group Control Relationship from the right-click or Options menu).**
4. **Include A/P subsidiaries in the group by adding them to the right pane of the window by highlighting the subsidiary in the left pane and clicking the Add button. Exclude a subsidiary from the group by highlighting the subsidiary in the right pane and clicking the Remove button.**
5. **Click OK.**

## Deleting Existing Subsidiary Groups

1. Open the Subsidiary Group Control window (AP, File, Admin, Task, Configure Accounts Payable, Subsidiary Group).
2. Highlight the row you want to delete.
3. Choose Delete Row from the right-click or Options menu.
4. The following message displays: "Dependent data related to this item will be deleted and cannot be restored. Continue?" Click No to cancel the delete process and Yes to continue the delete process.
5. Save.

## Setup of Aging Report Defaults

### A/P Aging Report

The AP Aging Report shows you a snapshot of your unpaid invoices as of a given date and displays them in an aging format so you can see invoices that are current and invoices that are past due.

This report helps you to get a sense of upcoming cash outflows and whether you have paid your vendors on time.

## Examples

### Aging Period Example

<u>Aging Period</u>		<u>Column Description</u>
1	30	0-30 days
2	60	31-60 days
3	90	61-90 days
4	120	91-120 days
5	160	121-160 days

6	999	160+ days
---	-----	-----------

## Windows

### A/P Aging Report Defaults Window

[AP | Admin | Task | Configure Accounts Payable | Aging Report Defaults](#)

This window allows you to configure items on the A/P Aging Report. You can set the subsidiary account that acts as the default when printing the report (which can be overridden on the A/P Aging Report Prompt window), and you can set the aging periods into which you want to group your A/P invoices and headers to use on the report (this cannot be overridden on the **A/P Aging Report Prompt** window).

#### Default Subsidiary Group

(Since this will appear on the **A/P Aging Report Prompt** window, enter the subsidiary group that you will use most often.)

#### Aging

Period (1-6)

Column Description (1-6)

## A/P Aging Report Prompt Window

[AP](#) | [Main](#) | [Task](#) | [Daily](#) | [Aging Report](#)

**NOTE:** Before running this report, you should enter configuration information on the A/P Aging Report Defaults window.

This window allows you to print the A/P Aging Report. You can customize the query for the report by clicking the Customize button.

### Report Title

### Reports

Subsidiary Group

A/P Aging Date

Transaction Status

Posted Only

Posted and Unposted

Sort By

Print

Name

Preview

ID Number

Immediate

## Step-by-Step Instructions

### Configuring an A/P Aging Report

**NOTE:** The configurations entered here will default to the A/P Aging Report Prompt window. However, these values can be overridden on that window.

1. **Open the A/P Aging Report Defaults window (AP, Admin, Task, Configure Accounts Payable, Aging Reports Default).**
2. **Enter the Default Subsidiary Group.**
3. **Enter the Aging Periods and Column Descriptions.**
4. **Save.**

## Printing an A/P Aging Report

1. Open the A/P Aging Report Defaults window (AP, Admin, Task, Configure Accounts Payable, Aging Reports Default).
2. Enter report defaults and save.
3. Open the A/P Aging Report Prompt window (AP, Main, Task, Daily, Aging Report).
4. Enter a value in the Report Title column.
5. In the Reports column, select the report version to run. You can customize the query used by clicking the Customize button.
6. Change the subsidiary group for which you want to run the report if necessary.
7. Enter an aging date.
8. Select a transaction status.
9. Select how you want the report sorted.
10. Select Preview or Immediate Print.
11. Click OK to run the report.

## Setup of Check Prefixes

### Setup of Check Prefixes

**TIP 1:** You should create a check prefix for each bank account out of which you write checks.

**TIP 2:** If your organization uses the Automatic Check Reconciliation feature of the system where you receive a returned checks file on a tape or diskette from the bank, the check prefix is required. The checks on the returned checks file from the bank can be identified as the checks with the **AP** prefix in the Accounts Payable system. The checks are then marked as cleared when the reconciliation procedure is run.

Your organization may have four or five bank accounts from which you write checks. When you print checks, you must determine the bank account out of which the checks are to be paid. The Accounts Payable system allows you to assign an identifying check prefix for each bank account, which, when printing checks, allows you to quickly specify a bank account by entering the check prefix. You can also use a prefix to identify separate series of check numbers for the same bank account.

In the example below, a check prefix provides an easy way to designate a certain bank

account without entering the account number when running checks. The check prefix allows you to distinguish Accounts Payable checks from Payroll checks written with the Payroll module.

⇒ For example checks written for Accounts Payable may have a prefix of **AP** and those for Payroll may have a prefix of **PA** or **PR**.

<u>Check Number</u>	<u>Bank Account Number</u>
<b>Alpha</b>	
AP	0231854421
AT	3066
C	1029824682
CN	0191205
DD	10455344
P	17253573
PR	8102982468
T	1029824682
WS	01-267-019

Check prefixes are also necessary if your organization is using the Automatic Check Reconciliation feature of the Accounts Payable module. Checks that have been cleared are listed on a tape and are identified with the bank account number. The check prefix links the bank account number on the bank file with the check prefix that was used on your system for each check.

## Examples

### Check Prefix Examples

These sample check prefixes have corresponding bank account numbers.

<u>Check Prefix</u>	<u>Bank Account Number</u>
AP	0231854421

PA	0231822122
SL	0231444555
P2	8551328899

The file or statement returned by the bank lists the following checks with the account number, amount of the check, check number, and date paid:

<u>Bank Account Number</u>	<u>Check Amount</u>	<u>Check Number</u>	<u>Date Paid</u>
0231854421	1,155.00	123	8/05/06
0231854421	630.00	124	8/11/06
0231854421	400.00	125	8/25/06
0231854421	112.50	126	8/29/06

Since the system needs a way to connect the bank account number to a check prefix in the system, the same checks above have been recorded in your system as shown below:

<u>Check Prefix</u>	<u>Check Number</u>	<u>Check Amount</u>
AP	123	1,155.00
AP	124	630.00
AP	125	400.00
AP	126	112.50

The following was entered on the Checks Prefix Control table to link the **AP** check prefix to the bank account number **023185442**:

<u>Check Prefix</u>	<u>Bank Account Number</u>
AP	0231854421

## Windows

### Check Prefix Window

[A/P](#) | [Admin](#) | [Task](#) | [Configure Accounts Payable](#) | [Check Prefix](#)

**NOTE:** The G/L Account is the account number out of which checks are paid. This is usually an asset account, such as Cash.

This window is used to correlate a check prefix code with a bank account number. The prefix is used to identify the bank account to use when printing and reconciling checks.

Check Number Alpha	Bank Account Number	G/L Account
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#### Related Topic:

[Common Functionality for Grid Windows](#)

## Step-by-Step Instructions

### Entering Check Prefixes

1. Open the Check Prefix window (AP, File, Admin, Task Configure Accounts Payable, Check Prefix).
2. Choose Add Row from the right-click or Options menu.
3. Enter the appropriate Check Prefix, Bank Account Number, and G/L Account number.
4. Save.

## Changing Check Prefixes

1. **Open the Check Prefix window (AP, File, Admin, Task Configure Accounts Payable, Check Prefix).**
2. **Edit necessary values.**
3. **Save.**

## Deleting Check Prefixes

1. Open the Check Prefix window (AP, File, Admin, Task Configure Accounts Payable, Check Prefix).
2. Highlight the Check Prefix you want to delete.
3. Choose Delete Row from the right-click or Options menu. There is no confirm delete message.
4. Save.

## Setup of Previous Checks

### Windows

#### Previous Checks Window

[A/P](#) | [Admin](#) | [Task](#) | [Configure Accounts Payable](#) | [Previous Checks](#)

This window allows you to enter checks that were written prior to when the Accounts Payable module was implemented at your organization. Use this to enter only those checks that are outstanding (not yet cleared) and that you want to reconcile using the A/P module.

Prefix	<b>Check Number</b>	
Vendor ID		
Name		<b>Date</b>
<b>Attn Line</b>		Amount
Address 1		Discount
Address 2		Return/Void Date
Address 3		<b>Void Flag</b>
<b>City, ST, ZIP</b>		

#### Related Topic:

#### Common Functionality for Data Entry Windows

## Step-by-Step Instructions

### Entering Previous Checks Information

1. Open the Previous Checks window (AP, File, Admin, Task, Configure Accounts Payable, Previous Checks).
2. Choose Add Row from the right-click or Options menu.
3. Enter check information.
4. Save.

## Setup of Tax Refunds

### Setup of Tax Refund Information

**NOTE:** This configuration is to be used by Canadian clients only.

This optional feature allows you to track the amount of tax your organization paid on invoices for goods or services that are eligible for a tax refund or rebate. This feature is used if your organization is not the "end user" for which the tax is intended.

⇒ For example, Canadian organizations may use this to track **Input Tax Credits** or rebates for the Goods and Services Tax (GST).

If the feature is not activated, the columns and options used to set up and track these refunds do not appear in the system.

There are three items to set up in order to use this feature:

4. On the A/P Configuration window, activate the feature by selecting the **Grant Refunds?** check box and specify any tax percentages that are applied to purchases.

If the **Grant Refunds?** check box is selected, the Tax Refund feature in the A/P module is activated. Activating it allows you to specify tax refund codes on invoices for tracking tax refund amounts and for creating disbursement transactions to the tax refund account(s) you set up for this. If you clear the check box, the Tax Refund feature is not available and tax refund columns and options are not available.

When the **Grant Refunds?** check box is selected, the following two columns are available:

**Tax Refund %**

This is the percent of tax that vendors add to invoices for which your organization will claim a refund or rebate using the Tax Refund feature of the module. The government usually mandates the percentage. The column is formatted for five digits with two decimal places.

⇒ For example, to specify 7%, type 7.00. To specify 6.5%, type 6.50.

**Tax to Exclude %**

This is the percent of tax that vendors add to invoices for which your organization will not claim a refund or rebate using the Tax Refund feature of the module. This percentage can be deducted or excluded from the invoice amount prior to the calculation of the tax refund amount. To do this, the Subtract Tax to Exclude check box must be selected as part of the tax refund code definition assigned to the invoice. This column is formatted for five digits with two decimal places.

For example, in Canada a provincial sales tax (PST) may be excluded since a refund/rebate is not claimed for it. You receive an invoice for \$114 consisting of \$100 for goods, \$7 for the GST, and \$7 for the PST. To indicate that the PST is 7%, type 7.00 in this column.

5. Ensure that the tax refund account number(s) exist in the General Ledger. This is the receivable account number to which tax refund transactions are applied.
6. On the Tax Refund window, define tax refund codes (tax refund percentages, tax refund account number, ID Number of the tax authority to whom you are applying for the refund, and whether any tax percentage should be deducted prior to calculating the refund amount).

**Examples****Tax Refund Code Examples**

:

## Accounts Payable Configuration Guide

<b><u>Tax Refund Code</u></b>	<b><u>Description</u></b>
G100	GST 100%, No PST
G67	GST 67%, No PST
G100P	GST 100%, PST on invoice
G67P	GST 67%, PST on invoice

## Tax Refund Definition Examples

Following are several tax refund definitions. Assume that the Tax Refund Receivable Account Code and the Tax Refund Receivable ID Number are the same for each. These examples show how a Canadian college or university could use this feature to track refund amounts where a Goods and Services Tax (GST) and a Provincial Sales Tax (PST) can be included on invoices.

<u>Tax Refund Code</u>	<u>Description</u>	<u>Percent of Tax to be Refunded</u>	<u>Subtract Tax to Exclude</u>
G100	GST 100%, No PST	100%	
G67	GST 67%, No PST	67%	
G100P	GST 100%, PST on invoice	100%	✓
G67P	GST 67%, PST on invoice	67%	✓

**Example 1:** You receive an invoice for \$114, consisting of \$100 for goods, \$7 for a GST, and \$7 for a PST. If the goods were for resale, you would be eligible to receive a 100% refund of the GST. You would specify the **G100P** code on the invoice. The Subtract Tax to Exclude check box is selected; therefore, the \$7 PST is first deducted from the invoice amount prior to the refund amount being calculated. The following transactions are created:

<u>Expense Account</u>		<u>Accounts Payable</u>		<u>Tax Refund Receivable</u>	
+	-	+	-	+	-
A \$114			\$114 A		
	B \$ 7			\$ 7 B	

**Transaction A** is a **debit** to the expense account and **credit** to the A/P account for the amount of the invoice.

**Transaction B** is a **debit** to the Tax Refund Receivable account and **credit** to the expense account for the amount of the GST to be refunded.

**Example 2:** You receive an invoice for \$107, consisting of \$100 for goods and \$7 for the GST (a PST is not included in the invoice). If the goods were not for resale but for

academic purposes, you would be eligible for a 67% rebate. You would specify the **G67** code on the invoice. The following transactions are created:

**TIP:** The 4.69 is 67% of the \$7 GST.

Expense Account		Accounts Payable		Tax Refund Receivable	
+	-	+	-	+	-
A \$107			\$107 A		
	B \$ 4.69			\$ 4.69 B	

**Transaction A** is a **debit** to the expense account and **credit** to the A/P account for the amount of the invoice.

**Transaction B** is a **debit** to the Tax Refund Receivable account and **credit** to the expense account for the amount of the GST to be refunded.

## Windows

### Tax Refund Window

[A/P](#) | [Admin](#) | [Task](#) | [Configure Accounts Payable](#) | [Tax Refund](#)

This window allows you to define tax refund codes and the refund percents and other rules used in calculating tax refund transactions during invoice entry.

Tax Refund Code	Tax Refund Description	Percent of Tax to be Refunded	Subtract Tax to Exclude	Tax Refund Receivable Account Code	Tax Refund Receivable ID Number
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#### Related Topic:

#### Common Functionality for Grid Windows

### Step-by-Step Instructions

## Setting Up Tax Refund Definitions

**NOTE:** This option only appears if the Tax Refund feature has been activated by selecting the **Tax Refund Active** check box in the A/P Configuration window.

1. **Open the Tax Refund window (AP, Main, Task, Configure Accounts Payable, Tax Refund).**
2. **To define a new tax refund code, choose Add Row from the right-click or Options menu.**
3. **Enter the Tax Refund Code and Description.**
4. **Enter or change the Percent of Tax to be Refunded, Subtract Tax to Exclude, Tax Refund Receivable Account Code, and Tax Refund Receivable ID Number if necessary.**
5. **Save.**

## Setup of Automatic Check Reconciliation

### Setup for Automatic Check Reconciliation

Automatic check reconciliation allows you to receive a file on magnetic media monthly from your bank containing information about returned checks, etc. This tape or diskette can be processed, and check reconciliation can occur without manually entering the information. However, prior to utilizing this feature but after the system has been implemented, you must first enter all outstanding checks via the Previous Checks window.

#### To use this feature:

1. **Order the proper magnetic media format from your bank.**
2. **When it arrives, have your system administrator restore the file to the system.**
3. **Be sure you store the returned checks file where it can be processed.**
4. **Run the Reconcile function.**
5. **Click the Download button to process the file.**
6. **Enter the path of the file location**

Media Format 3 consists of Detail Records only. If the bank provides a Trailer record, it should be deleted. The Detail Record layout is as follows:

- Record length is 42.
- The last block is padded with records containing all nines.
- Characters are ASCII.

<u>Positions</u>	<u>Information Contained</u>
1 - 10	Bank Account Number
11 - 20	Check Number
21 - 30	Amount of Check (no decimal place, e.g., 0000002572 = \$25.72)
37 - 42	Date (MMDDYY format)

## Windows

### Reconcile Window

[A/P](#) | [Main](#) | [Task](#) | [Reconcile](#) | [Reconcile](#)

**NOTE:** To download the cleared checks file from your bank on magnetic media, click the **Process Banks Returned Checks** button at the bottom of the window to open the Download From Bank Media window. After clicking **OK** from that window, return to this window and the checks in the download file will now have a cleared date entered from the download file.

This window allows you to reconcile a bank statement with your record of checks and transactions for the account.

The header of the window allows you to determine the account you are reconciling by entering or selecting an account code.

The **Beginning Balance** defaults from the previous month's reconciliation. If the previous month reconciled correctly, the **Beginning Balance** on the window will match the Beginning Balance on the bank statement. Enter the Ending Balance from the bank statement. The Beginning Date and Ending Date will automatically default for the next month to be reconciled, but you can adjust the Ending Date if necessary.

The rows in the **Deposits etc.** tab will be filled with deposits, etc. The rows in the **Checks** tab will be filled with checks from the designated account. On these tabs, select the Deposits, etc. and Checks that have cleared the bank. When the total of the Deposits, etc. less the total of the Cleared Checks equals the difference between the **Beginning Balance** and the **Ending Balance**, the **Difference** will equal zero and the reconciliation is complete and the window is updated.

**Checking Account**

<b>Beginning Balance</b>	<b>Beginning Date</b>	
<b>Ending Balance</b>	<b>Ending Date</b>	
<b>Deposits Etc.</b>	<b>Cleared Checks</b>	<b>Difference</b>
<b>Deposits, etc. tab</b>	<b>Checks tab</b>	

**Buttons:**

<b>Select All</b>	<b>Deselect All</b>	<b>Save Cleared Dates</b>
<b>Download</b>	<b>Reconcile Complete/Update Balances</b>	<b>Cancel</b>

**Operating in Foreign Currency**

When your system is configured to operate in foreign currencies, the GL transaction portion of this window will display the **Foreign Currency Transaction Amount** instead of the Transaction Amount when the account number is configured as a foreign currency account.

**Related Topics:**

**Common Functionality for Data Entry Windows**

**Common Functionality for Grid Windows**

**Step-by-Step Instructions**

**Setting Up Automatic Check Reconciliation**

1. Order the proper magnetic media format from your bank.
2. When it arrives, have your system administrator restore the file to the system.
3. Be sure you store the returned checks file where it can be processed.
4. Run the Reconcile function (AP, Main, Task, Reconcile, Reconcile).
5. Click the Download button to process the file.
6. Enter the path of the file location

## Setup of Regular Payments

### Setup of Regular Payments

The Accounts Payable module allows you to generate checks for vendors to whom you pay recurring fixed expenses, such as loan, lease, insurance, or rental payments. You can produce more than one check per vendor, and you can apply the expense to more than one account.

However, before the system can automatically produce the regular payment checks, you need to set up the payments on the Regular Payments Control table, which is used to create the invoice header information and invoice details, such as the transaction amounts, descriptions, account numbers, etc. You must also define to which expense accounts the regular payments will be applied, what percentage of the total payment goes to each expense account, whether the payment should appear on a 1099 for the vendor, etc.

Below is the information you would normally type on the Regular Payments window:

<u>Table Name</u>	<u>Type of Information</u>	<u>Sample Columns on the Table</u>
Regular Payments Control	Invoice header information and frequency of payment	Months the payment is to be generated, begin and end dates, vendor information, invoice amount, last payment date, calendar and fiscal year totals paid
Regular Payments	Invoice detail	Account, description, quantity, and amount of each item included in the invoice

In order to define a regular payment, you must first have the vendor (the recipient of the payments) entered on the system. If you are looking at the Regular Payments window

and the vendor information is not already on the system, you can add a new vendor via the **ID Number** column.

Each regular payment has a sequence number per vendor and A/P subsidiary. The sequence number is assigned by the system and is used to identify the different regular payment records. You will note the sequence number on the Select/Create Regular Payments window if you ever need to change the definition of a regular payment for a vendor with more than one regular payment. Once the regular payments have been set up, you can generate them.

Listed below are examples of regular payments:

- Regular Payments Sequence Number Example
- Regular Payments Complete Payment Example
- Regular Payments Interest Payment Example
- Regular Payments Specifying Expense Accounts Example

## Examples

### Regular Payments: Complete Payment Example

You want to set up an insurance payment of \$250 per month to the New Yorker Life Insurance Company. The example below details how the regular payment would appear in the Regular Payments Control table. This example shows that you are using the regular **A/P** subsidiary, that you are paying \$250 every month, and that the payment type is a Complete Payment. A lease agreement with monthly payments would be the same as this example.

<b>SBS Code:</b> AP	<b>ID Number:</b> 000011001	New Yorker Life Insurance Co.
<b>Principle Begin Amt</b>		<b>First Payment Date</b> 6/01/2006
<b>Principle Current Amt</b>		<b>Last Payment Date</b>
<b>Interest Rate</b>		<b>Maturity Date</b> 5/31/2003

**Payment amount** \$ 250.00

**Payment Type** Complete Payment

**Months:**

<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
<b>Fixed Pmt Code</b>			<b>Project Code</b>			<b>A/R Code</b>			<b>ID Number</b>		

## Regular Payments: Interest Payment Example

**NOTE:** If you indicate that the payment type is an Interest Payment, you do not need to enter a Payment Amount. The computer calculates the amount based on several dates and other information entered on the Regular Payments Control window. In order for the computer to calculate this amount, you must enter an Interest Rate and a b for the regular payment.

You are creating invoices for 11/30, and the Last Payment Date was 10/31, which means that there were 30 days in the period. The Current Principal Amount is \$10,000, and the Interest Rate is 7%. The amount that is calculated (and subsequently divided among the expense accounts in the lower portion of the window) is:  $\$ 57.48 = .07 / 365.25 \times 30 \times \$ 10,000$ .

**Amount = (Interest Rate / 365.25 x Number of Days in the Period) x Principal Current Amount**

## Regular Payments: Sequence Number Example

You are making four regular payments to IBM (vendor)--three from one **AP** subsidiary and a fourth out of a separate **AQ** subsidiary. There would be regular payment sequences 1, 2, and 3 for the AP subsidiary; and the sequence would start again at one for the **AQ** subsidiary.

Using the four payments detailed above, the table below shows that for all regular payments to vendors other than IBM, the sequence numbers all start with 1.

<u>SBS Code</u>	<u>Vendor</u>	<u>Sequence #</u>	<u>Description</u>
AP	IBM	1	Mini-Computer Hardware Lease
AP	IBM	2	PC Lease
AP	IBM	3	Software Lease
AQ	IBM	1	Maintenance Payments
AP	Ace Office Supply	1	Cubicles & Desks Lease
AP	Anytown Parks & Recreation	1	Athletic Fields Lease

## Regular Payments: Specifying Expense Accounts

You can apply the expense of the regular payment to one or more accounts by defining expense accounts (Account Codes) on the Regular Payments window. These records are stored on the Regular Payments table.

In the example below, the payment is split among three accounts—33.33% to each account.

<u>Account Number</u>	<u>Percent</u>	<u>Transaction Description</u>	<u>Project Code</u>	<u>A/R SBS</u>	<u>ID Number</u>	<u>1099</u>
01-01-5010-5100	33.33%	Biology supplies				
01-01-5020-5100	33.33%	Chemistry supplies				
01-01-5040-5100	33.33%	Physics supplies				

Expenses can also be applied to students through their A/R accounts.

<u>Account Number</u>	<u>Percent</u>	<u>Transaction Description</u>	<u>Project Code</u>	<u>A/R SBS</u>	<u>ID Number</u>	<u>1099</u>
01-01-5020-5100	33.33%	Microscope Purchase		AR	150155688	
01-01-5020-5100	33.33%	Microscope Purchase		AR	150155789	
01-01-5020-5100	33.33%	Microscope Purchase		AG	150251229	

## Tables

### Regular Payments Table

This table defines the account(s) to which a regular payment will be applied and how it can be split. It contains information such as the account, description, quantity, and amount of each item included in the invoice.

## Regular Payments Control Table

This table controls when a regular payment is to occur and for how long it should continue. It also contains the amount of the payment, what kind of payment and if it is an interest payment, what the interest rate is, etc. A vendor may have multiple regular payments defined for them.

## Windows

### Select/Create Regular Payments Window

[A/P](#) | [Admin](#) | [Task](#) | [Configure Accounts Payable](#) | [Regular Payments](#)

**NOTE:** Regular payments are those that occur once or more throughout the year. This method saves you from having to re-enter the recurring payments.

This window displays existing regular payment definitions and allows you to change or delete them and also to enter new definitions.

When you click **New** or select a row and click **Open**, the Regular Payments window opens from which you actually enter or change the information. You can also **Delete Selected Rows** and **DeSelect Selected Rows**.

ID Number	Subsidiary Code	Sequence Number
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### Related Topic:

#### Common Functionality for Grid Windows

## Regular Payments Window

[A/P](#) | [Admin](#) | [Task](#) | [Configure Accounts Payable](#) | [Regular Payments](#) | [click New](#) or [select a row and click Open](#)

This window is used to define your organization's payments that are made on a regular schedule with regular amounts each time.

The following column information is stored on the Regular Payments Control table:

### ID Number

Sequence Number

Payment Amount

Vendor Name

Payment Type

Principal Beginning Amt

First Payment Date

Principal Current Amt

Last Payment Date

Interest Rate

Maturity Date

A/R Subsidiary ID Number

Fixed Payment Type

A/R Subsidiary

Subsidiary Code

Project Code

Jan	Mar	May	Jul	Sep	Nov
Feb	Apr	Jun	Aug	Oct	Dec

You must enter at least one account to which the expense will be applied. If you want to expense the regular payment over more than one account, enter the account numbers in the **Account Number** column. If you will be expensing A/R subsidiary accounts, you can leave this column blank because the account code defaults in when you specify the A/R subsidiary code. The expense account(s) and other information about the regular payment are stored on the Regular Payments table:

Account Number	Payment Percent	Transaction Description	Form 1099 Required	Project	A/R Subsidiary ID Number	A/R Subsidiary
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## **Operating in Foreign Currency**

When your system is configured to operate in foreign currencies, you will simply enter the Regular Payments Master rows in the currency in which they will be invoiced and paid. The subsidiary code will determine at the time that transactions are created how the transaction amounts and foreign transaction amounts will be handled.

### **Related Topics:**

**Common Functionality for Data Entry Windows**

**Common Functionality for Grid Windows**

## **Step-by-Step Instructions**

### **Entering Regular Payment Control Information**

1. **Open the Select/Create Regular Payments window (AP, File, Admin, Task, Configure Accounts Payable, Regular Payments).**
2. **Click New to add a new regular payment.**
3. **The Regular Payments window opens.**
4. **Enter the vendor's ID Number.**
5. **Enter additional information in the header of the window.**
6. **Add expense account information in the bottom pane by choosing Add Row from the right-click or Options menu and entering account information.**
7. **Save.**
8. **You can add multiple rows in both the header and the expense account information pane.**

## Changing Existing Regular Payment Control Information

1. Open the **Select/Create Regular Payments** window (**AP, File, Admin, Task, Configure Accounts Payable, Regular Payments**).
2. Highlight the regular payment you want to change, and click **Open**.
3. The **Regular Payments** window opens.
4. Edit necessary information.
5. **Save**.

## Deleting Existing Regular Payment Control Information

1. Open the **Select/Create Regular Payments** window (**AP, File, Admin, Task, Configure Accounts Payable, Regular Payments**).
2. Highlight the regular payment row you want to delete, and click **Delete Selected Rows**.
3. There is no confirmation of the delete process.
4. **Save**.

## Generating Regular Payment Invoices

**NOTE:** Regular payments must be set up before invoices can be generated.

1. **Open the Create Regular Payment Invoices window (AP, Main, Task, Other, Create Regular Payment Invoices).**
2. **Enter required information.**
3. **Click OK.**

## Setup of Vendors in A/P

### Setup of Vendors in A/P

In the Accounts Payable module, vendors are parties for whom you will print checks. This includes those persons or individuals that you purchase items or services from. These vendors will be assigned standard ID Numbers, as would any person or organization on the system. According to the system, vendors can even be students or other persons to whom you are printing checks, even though they are not really vendors. However, in order for the Accounts Payable system to write a check for them without requiring them to be entered on the Vendor Master table, you must use a "catchall" vendor ID Number of all 9's (999999999).

## Standard Vendor Information

Vendors (persons or organizations from which you purchase items or services) and related information are stored on the Vendor Master table with a unique ID Number. The Vendor Master table contains important information about each ID Number, such as their Federal Employer Identification Number (FEIN), a contact person's name, 1099 requirements, discounts, expense accounts typically used for their transactions, and amounts paid to them thus far. You can even enter free format notes about the vendor. This vendor information is stored for each A/P subsidiary from which you will write checks.

- ⇒ For example, you may have a vendor supplying items that you are paying out of a regular Accounts Payable subsidiary and out of a restricted Accounts Payable subsidiary. That vendor will have two Vendor Master records, one for each A/P subsidiary (see table below).

<u>Vendor ID and Name</u>	<u>SBS Code</u>	<u>Subsidiary Description</u>
2002, International Business Machines	AP	Accounts Payable
2002, International Business Machines	P2	Restricted Accounts Payable

As the vendor sends you invoices for items or services, you enter the invoices into the system specifying the A/P subsidiary that you will use to produce the check.

## Vendor ID Numbers of All 9s

**TIP:** ID Number 999999999 should be defined as **Reserved for Business Office Use** on the Name Master table. It should also be given A/P Master rows using the same method as when entering the regular vendor information.

The Accounts Payable module produces checks for the Accounts Receivable Office and for the Financial Aid Office. According to the system, vendors can be students or other persons for whom you are writing checks. You may want to produce a manual or immediate check when you do not want to set up an A/P Subsidiary account for the payee. In any of these cases, in order for the system to produce checks, there must be a vendor ID Number of 999999999.

## Windows

### Vendors Window

[A/P | Main | Task | Daily | Vendors](#)

[PO | Main | Task | Other | Vendors](#)

This window allows you to enter and change information about vendors with whom your organization does business. You can add or change their name and address, set up the A/P subsidiary for them, and enter vendor discount information and expense accounts that will generally apply to the transactions you enter associated with them. Standard information about the A/P subsidiaries is entered on the **Vendors** tab, and non-standard information about vendors can be entered on the **Vendor User Fields** tab.

### ID #

### Vendors Tab

### Vendor User Fields Tab

### Required Govt Forms Tab

### Govt Form Totals Tab

**Related Topics:**

**Common Functionality for Data Entry Windows**

**User-Defined Tabs and Columns**

**User-Defined Columns on EX Master Tables**

## **Step-by-Step Instructions**

### **Entering Vendor Information**

1. **Open the Vendors window (AP, Main, Task, Daily, Vendors).**
2. **Enter or search for the vendor's ID Number.**
3. **Enter vendor information in the header of the Vendors tab.**
4. **Enter subsidiary information in the bottom pane of the Vendors tab. (To add subsidiary rows, choose Add Row from the right-click or Options menu.)**
5. **Enter Accounts and Percentages information.**
6. **Save.**
7. **Enter non-standard database information on the Vendor User Fields tab.**
8. **Save.**