# **Accounts Payable Help**

Use the links below to find instructions, software training, one-on-one support, technical specifications, or other resources to get Sage 300 ERP working smoothly for your business.

Your Sage Business Partner is also an excellent resource to consult when you have questions about Sage 300 ERP.

# How can we help you?

 I'm setting up Sage 300 ERP and need information or assistance

 I'm looking for instructions to complete a task in Sage 300 ERP

• I think something is broken, or I'm getting error messages

 I'm looking for downloads, updates, or technical specifications

I want to become a more skilled user of Sage300 ERP

 I want to share knowledge with other Sage 300 ERP users

• I want to contact a Sage 300 ERP representative

# What's New in Accounts Payable 2012

Accounts Payable 2012 includes the following new features and improvements:

- **US tax forms updated.** The 1099 and 1096 forms have been updated to meet the following changed IRS specifications for 2011:
  - The alignment and positioning of some information has been changed so that it prints in the correct place on these forms.
  - For 1099/CPRS code 14 (gross proceeds paid to an attorney), the minimum to report is now \$600.

#### **Upgrading from an Earlier Version?**

- If you are upgrading from version 5.6, see <u>Changes in Accounts</u> <u>Payable 6.0</u>.
- If you are upgrading from version 5.5, see <u>Changes in Accounts</u> <u>Payable 5.6</u>.
- If you are upgrading from version 5.4, see <u>Changes in Accounts</u> <u>Payable 5.5</u>.
- If you are upgrading from version 5.3, see <u>Changes in Accounts</u> <u>Payable 5.4</u>.

# **Accounts Payable Forms**

The following list includes the name of each Accounts Payable icon that you can select from the Sage 300 ERP Company Desktop.

Select one of the keywords below for information on the purpose and operation of the forms these icons lead to.

#### Vendor maintenance

Recurring PayablesRemit-To LocationsVendor ActivityVendor GroupsVendors1099/CPRS Inquiry

#### **Transaction processing**

Adjustment Batch List Adjustment Entry

Control Payments

Create Payment Batch

Invoice Batch List

Invoice Entry

Payment Batch List

Payment Entry

Payment Inquiry

Payment Selection Codes

Post Batches

#### **Periodic processing**

1099/Electronic Filing Clear History Clear Statistics Create G/L Batch Create Recurring Payable Batch Create Retainage Batch Delete Inactive Records Revaluation Year End

#### **Reports**

#### **Setup reports**

1099/CPRS Codes

Account Sets

**Distribution Codes** 

**Distribution Sets** 

E-mail Messages

**G/L** Integration

**Optional Fields** 

**Options** 

Payment Codes

Payment Selection Codes

<u>Terms</u>

**Transaction reports** 

Aged Cash Requirements

Aged Payables

Aged Retainage

Batch Listing

Batch Status

**G/L** Transactions

Check Register

Posting Errors

**Posting Journals** 

Vendor Transactions

#### **Vendor reports**

1099/CPRS Amounts Letters/Labels Recurring Payables Report Remit-To Locations Vendor Group List Vendor Group Period Statistics Vendors Vendor Activity Statistics Vendor Period Statistics

#### Setup

Account Sets Distribution Codes Distribution Sets E-mail Messages G/L Integration Optional Fields Options Payment Codes Payment Selection Codes 1099/CPRS Codes Terms

## **Accounts Payable Menu Commands**

The menu bar appears in all Accounts Payable forms immediately below the form title.

For more information about menu commands, select from the following menu titles:

File menu

Settings menu

Help menu

# **Data Entry Tools and Shortcuts**

Accounts Payable data entry forms contain many aids to data entry which you can activate by pressing a function key or clicking an icon.

Select the icon or command listed below for which you want information:

Data Entry Tools			
Button	Shortcut	Description	
Ľ		New	
٩	F5	<u>Find</u>	
14 4 - <b>F</b> FI		Navigation buttons	
**	F7	<u>Go</u>	
•	F9	Zoom	

# Working with Data Entry Grids

The first tab of each transaction entry form in Accounts Payable contains a detail entry grid that shows the document details in tabular format.

If there are more columns than can be displayed at one time, you can use the horizontal scroll bar at the bottom of a list to view the additional columns. You can also <u>rearrange the order of columns</u>, or <u>change column</u> <u>widths</u>, consistent with how you enter data.

If you need to view or edit options for a single detail, you can select a detail and open a separate form that lets you see all the fields for the selected detail.

#### To add details using the detail grid, do one of the following

- If a blank line is highlighted, tab to the Item Number field, then either type the item number or select it from the Finder. Enter the remaining information for the detail.
- To start a new line, press Insert or tab through the end of the last line on the grid. If you want to insert a new line in a particular location, highlight the line above the location, then press Insert.

A detail line is saved as you enter it on the detail entry grid.

#### To edit details using the detail grid

• Highlight the line you want to edit, then enter your changes on that line.

#### To delete details using the detail grid

- 1. Highlight the line you want to delete.
- 2. Press the Delete key on your keyboard.
- 3. If you see a message asking you to confirm the deletion, click Yes.

#### To open a Detail form (F9)

In most cases, you can enter all the necessary details for a document right on the grid.

You can also view and edit all the fields for a single detail on a separate Detail form.

To open the Detail form to edit item information or to change options, highlight the detail on the grid, then either click the Detail button or press the F9 key on your keyboard.

#### See also

Data Entry Tools and Shortcuts

# **File Menu**

The File menu appears in all Accounts Payable program forms. Use its commands as follows:

- <u>Print</u> In report forms, begins printing the current report. In nonreport forms, opens the related report form, for you to make selections to specify the report you want to print.
- <u>Printer Setup</u> Lets you select the printer or file to which you want to print, or select Preview to print to your screen.
- <u>Customize</u> Lets you hide fields on a form, depending on the user.
- Import Lets you enter information about the data you want to import, and import it.
- Export Lets you enter information about the data to export, and export it.
- <u>Close</u> Closes the current form.

# Help Menu

The commands on the Help menu provide different kinds of information about the Sage 300 ERP Accounts Payable program.

- **Contents** Displays the table of contents for the Accounts Payable on-line help system, from which you can select help on various aspects of Accounts Payable.
- Using help Provides information on how to use Help.
- About Sage 300 ERP— Lists the version number of Sage 300 ERP that is installed on your system. Also lists information about the equipment you are using, and the amount of memory and percentage of system resources that are currently available.

# **Settings Menu**

A Settings menu appears on all transaction forms and on some report forms.

The Settings menu provides the following commands:

Command	Description	
Auto Clear	The Auto Clear option helps you to streamline data entry in transaction entry forms.	
	Select the Auto Clear option to start a new entry automatically when you add a transaction (as if you clicked the Add button, then the New button).	
Save Settings As Defaults	In some forms, the Settings menu also contains options that let you save the current settings as personal defaults or restore the program's original settings.	
	• To save the current settings as your personal defaults for the form, select the Save Settings As Defaults option.	
	<ul> <li>To revert to the program's original settings, select the Clear Saved Settings option.</li> </ul>	
Quick Mode	In Invoice Entry, Quick Mode lets you copy fields from the existing entry or detail to new entries or details.	
	When you click Quick Mode on the Settings menu, a separate form appears that lets you select Quick Mode settings.	
	<ul> <li>To copy header fields to new transactions in the batch you are working on, select Use Quick Mode For Entries, then specify the</li> </ul>	

<ul> <li>entry fields you want to copy.</li> <li>To copy detail fields to new details in the transaction you are working on, select Quick Mode For Lines, then specify the detail fields you want to copy.</li> </ul>
When you start a new entry or detail, fields from the previous transaction or detail are copied to the new transaction or detail, so you don't have to re-enter them.

## **Steps for Setting Up Accounts Payable**

After you activate Accounts Payable, follow the steps in this topic to set up a new Accounts Payable ledger.

- Step 1: Select options and add setup information
- Step 2: Add vendor records
- Step 3: Transfer your accounting data to Accounts Payable
- Step 4: Design the formats for your preprinted forms

# **Creating Formats for Printed Forms (Checks, Advices, Letters, Labels)**

The Accounts Payable package includes sample checks and payment advices, letters, and labels that you may be able to use "as is," or adapt for the forms you currently use.

Accounts Payable ships with standard business forms that can be edited using Crystal Enterprise (if you are using Sage 300 Premium ERP), or Crystal Reports (if you are using Sage 300 Standard ERP or Sage 300 Advanced ERP).

Accounts Payable includes Crystal (.RPT) versions of the following printed forms:

- AP1099 1099 code form for laser printers.
- APLETT01 sample letter.
- APLBL01 sample labels. (Note that labels are approximately 6.5 cm by 2.5 cm, and are designed to fit a page of 30 labels, arranged in 3 columns.)
- APCHECK advice only
- APCHK01 advice-check-advice forms for laser printers
- APCHK01A similar to ARCHK01. The check portion is 
   ANSIcompliant
- APCHK02 advice and check
- APCHK03 check-advice-advice
- APCHK11 check-advice-advice for 11-inch check forms.
- APCHK11A similar to ARCHK11A, in ANSI-compliant
- APCHK14 check-advice-check-advice for 14-inch forms

You select the checks you want to use when you set up bank accounts in Bank Services.

You should set up and test the forms you want to use before you begin entering transactions.

## Modifying reports using Crystal Reports

See the accompanying Seagate documentation shipped on the Sage 300 ERP CD ROM.

# Using Multicurrency Accounting in Accounts Payable

Accounts Payable lets you process invoices and payments in any currencies your vendors use. This section summarizes the steps you take to set up a multicurrency Accounts Payable system.

**Note:** Before you can use the multicurrency features, you must first install the Sage 300 ERP Multicurrency package for the Sage 300 ERP edition you are using (sold separately).

#### To create a multicurrency Accounts Payable system, you

- 1. Turn on the Multicurrency option for the company and select a default rate type in the Company Profile form in Common Services.
- 2. Use the Common Services Currency forms to add any currency codes you need for Accounts Payable, and enter rates for the currencies you use.

When you install Sage 300 ERP, you also install a large set of currency codes that use standard international abbreviations. You probably will not need to define new codes unless you do not use the international codes.

- 3. Use Accounts Payable's Options form to select the Multicurrency option for your Accounts Payable system.
- 4. Use the Account Sets form to add at least one account set for each currency you want to use in Accounts Payable. In each account set, enter the currency code and the numbers of your exchange gain and loss general ledger accounts.
- 5. When you create vendor groups and vendor records, select the account set and the rate type for each record.

The vendor's account set determines the vendor's currency. The vendor group account set is only a default when adding vendor records. You can override it.

Invoices are always issued in the vendor currency, although payment can be in any currency.

- 6. If you post transactions to add year-to-date figures, enter them in the appropriate currencies.
- 7. If you enter statistics for previous years and periods, you must enter amounts in both the functional and vendor currencies. Accounts Payable cannot calculate equivalent amounts from statistics you enter yourself.

When you post transactions during and after setup, Accounts Payable calculates statistical totals in both the functional currency and the vendor's currency, using the exchange rate posted with each transaction.

# **Entering Accounts Payable Setup Information**

Before you can add vendor records to Accounts Payable, you must set up other records to assign to your vendors.

You select icons from the A/P Setup folder to set up the following records:

- <u>Account sets</u>
- Distribution codes
- Distribution sets (optional)
- E-mail messages (optional)
- Optional fields (if you use them)
- Payment codes
- Payment selection codes
- <u>1099/CPRS codes</u>
- Terms

If you want to set up recurring payables, you choose the Recurring Payables icon from the Vendors folder.

# **Setting Up Vendor Records**

Adding vendor records to Accounts Payable involves transferring your existing vendor information to Sage 300 ERP and selecting options that let you process payables more effectively.

You use the Vendors form to enter most of your vendor information to Accounts Payable. This form lets you enter information such as:

- The vendor number (the code you use to identify the account), as described under "Assigning Vendor Numbers," later in this section.
- Whether the account is on hold. See "Placing a Vendor Account on Hold," later in this section.
- An optional "short name," (an abbreviation or acronym that represents the vendor). For more information, see "Entering Short Names," later in this section.
- The vendor's name, address, Web site, e-mail address (one for the vendor and one for your contact), and phone numbers.
- The date on which you started to do business with the vendor.
- Comments you want to store with the vendor record or want to print on correspondence with the vendor, display during transaction entry, or keep for other purposes.
- Additional information your company wants to include in the optional fields created in the Options form for your vendor records, if you purchased the separate Optional Fields package from Sage 300 ERP.

## **Processing options for vendor transactions**

You also use the Vendors form to identify the ways in which you process transactions for each vendor, specifying the following information.

- The account set, which determines the general ledger accounts to which the vendor's transactions are distributed. Each set includes accounts for payables control, purchase discounts, and prepayments.
- If you use multicurrency accounting, the account set also includes unrealized and realized exchange gain and loss accounts.

- The default payment terms that Accounts Payable will use to calculate the due date, discount period, and discount amount for vendor invoices.
- The bank code and credit limit associated with the vendor.

The vendor bank code is the bank account on which you usually write checks to pay the vendor.

• The method for distributing invoice amounts to G/L accounts.

You may distribute amounts by distribution code, distribution sets, or by general ledger account code.

- How you check for duplicate vendor invoices.
- Whether you pay each invoice with a separate check or cover several invoices with a single payment.
- Tax information for vendor invoices, and whether the vendor is subject to 1099 (for US vendors) or CPRS (for Canadian vendors) reporting.

The tax group for the vendor determines the taxing authorities and tax class for each authority to which you would pay tax on an invoice. This information tells Accounts Payable how to calculate tax amounts on the vendor's invoices.

In addition to the information you can enter for each vendor in the Vendors form, Accounts Payable automatically adds the statistics it collects from all transactions posted to each vendor account

If you select the Allow Edit Of (vendor) Statistics option in the Options form, you can enter statistical figures when you are setting up a new Accounts Payable system, and revise them as needed.

You can define as many additional remit-to addresses as you need, using the Remit-To Locations form.

You can import vendor records into Accounts Payable from non-Sage 300 ERP programs, instead of entering them in the Vendors form.

## Assigning vendor numbers

You use the Vendors form to add vendor records. For each new record

you assign a unique vendor number, up to 12 characters, including letters, numbers, and symbols.

If your current system for assigning vendor numbers makes sense in Sage 300 ERP, you may want to transfer your present system. However, you should probably take the time now to evaluate your current system, because the best time to switch systems is when you already have to recreate all your vendor records.

If you do not have a logical method of assigning vendor numbers, you should develop a system before you add any vendor records to Accounts Payable.

Your numbering system should let you organize the records as you require, such as alphabetically, by region, and for reporting purposes. The system should also allow for expansion as your business grows.

## Setting a vendor account Inactive

You can set a vendor record inactive prior to deleting it, to ensure that no further transactions are processed.

You cannot set inactive status, however, if there are any unposted transactions for the vendor.

## Placing a vendor account on hold

You can place a vendor account on hold. When an account is on hold, Accounts Payable warns you when you start to enter an invoice for the vendor, and you then choose whether to continue entering the invoice.

You cannot enter payments or prepayments for a vendor who is on hold, or otherwise decrease the balance in the vendor account, using the Create Payment Batch form. However, you can pay vendors on hold using the Payment Entry form.

## **Entering short names**

You can enter a code or "short name" of up to ten characters for each of your vendors. Short names are a means by which you can list vendors in alphabetical order (or any other order) on reports, and still include the full

vendor name in the vendor record, because Accounts Payable can sort records by short name first.

To illustrate, assume you have the following four vendors. When listed alphabetically, the names appear in this order:

A. Craig & Son

Bashaw Bulldozing

Mr. Stephen Kershaw

The Garden Restaurant

If you assign a short name that is the first seven letters of the name by which you want to list the accounts, they appear in this order:

Vendor name	Short name
Bashaw Bulldozing	BASHAW
A. Craig & Son	CRAIG
The Garden Restaurant	GARDEN
Mr. Stephen Kershaw	KERSHAW

If you want, you can print short names on vendor statements. You might then want to use them for a purpose that is unrelated to vendor names.

You may have designed your vendor numbers so that they list vendors in alphabetical order or in another order that meets your requirements. In that case, you might choose not to use short names at all.

## Selecting processing options

You choose the processing options you want to use with each vendor on the Processing tab of the Vendors form:

- The account set.
- The default payment terms.
- The bank code.
- The credit limit.
- The method for distributing invoice amounts to general ledger

accounts.

- The rate type for converting source currencies to their functionalcurrency equivalents (multicurrency ledgers).
- Whether you pay each invoice separately.
- How you check for duplicate vendor invoices.

## Entering tax information

Whether you are charged taxes on purchases or are tax exempt, you enter all the necessary tax information in the vendor record. Accounts Payable can then automatically calculate all the applicable taxes so you can verify the invoices you receive from vendors.

To specify tax information in the Vendors form, you first select the tax group that includes the taxing authorities and tables that apply in the vendor's geographical area. (You set up tax groups in the Tax Services forms in Common Services.)

You then select the taxing authorities that tax sales to the vendor and the tax class that indicates the type of sales on which the vendor is charged tax by each authority.

If the vendor has a tax-exemption number or a registration number, such as for the Canadian Goods and Services Tax (GST), you also enter it. You can also include the number in the information you print on invoices and statements.

## Using vendor statistics

Accounts Payable keeps statistics for vendors, and displays them in the Vendors form. You can view the statistics by the type of year and length of period specified in the Options form for vendor statistics.

For each vendor, the application displays the amount and number of invoices, payments, discounts taken and lost, credit notes, debit notes, adjustments, and paid invoices. The application also calculates and displays the total days to pay and average days to pay for the vendor.

# Activity statistics

Accounts Payable also displays the current outstanding balance and keeps track of the year-to-date amounts and the dates of the highest balance and largest invoice in the current and previous years, and the last invoice, payment, credit note, debit note, adjustment, and discount posted to the vendor's account.

Finally, Accounts Payable calculates and displays the total invoices paid, number of checks, average payment, total days to pay, and average days to pay for the account.

## **Editing statistics**

You can edit the statistics in a vendor record if you select the Allow Edit Of Statistics option in the Options form.

### **Reporting tax amounts in statistics**

The totals kept for invoices, credit notes, and debit notes can include or exclude tax amounts posted with the document, depending on your choice for the Include Tax In Statistics option in the Options form.

You can also see, but not change, the outstanding balance, open document count, current prepayment amount, and number of prepayments for the account.

## Setting up records for recurring payables

If you regularly pay the vendor for the same order, such as monthly rent, you can create recurring payable records, using the Recurring Payables Setup form. (See <u>Recurring Payables — overview</u>.)

### **Processing vendor comments**

You can enter any number of comments in vendor records, using up to 2,509 characters for each comment.

To view an entire comment on a separate form (rather than having to scroll to see it), double-click in the Comment column.

When you enter a comment, you can also enter a follow-up date when you want to check on the comment, as well as an expiration date when

you want to delete the comment. Once the expiration date is reached, Accounts Payable automatically deletes the comment when you use the Clear History form to clear comments for the vendor number.

# **Accounts Payable Security: Overview**

If <u>security is turned on for your Sage 300 ERP system</u>, users without Accounts Payable security assignments have no access to Accounts Payable.

To view records and to print reports in Accounts Payable, you must belong to a security group with <u>Common Inquiry</u>authorization.

Common Inquiry authorization by itself does not let you edit any Accounts Payable records. To edit records or perform processing tasks, your security group must be authorized to perform additional tasks from the following areas:

- Setup Maintenance
- Control Payments
- Vendor Maintenance
- Invoice Batch Inquiry
- Invoice Batch Entry
- Invoice Batch Posting
- Set Invoice Batch Ready To Post
- Payment Batch Inquiry
- Payment Batch Entry
- Payment Batch Posting
- Set Payment Batch Ready To Post
- Adjustment Batch Inquiry
- Adjustment Batch Entry
- Adjustment Batch Posting
- Set Adjustment Batch Ready To Post
- Check Printing
- Vendor Analysis

- Clear History / Records / Stats
- Period End Maintenance
- Year End Maintenance
- Import Processing
- Export Processing.
- Transaction History Inquiry
- Transaction Optional Fields
- Dashboard
- Aged Payables Snapshot
- Days Payables Outstanding Snapshot
- Sage 300 ERP Inquiry
- Vendor Developer Inquiry

## **Choosing Accounts Payable Options**

Once you have activated Accounts Payable, your first task is to use Accounts Payable's <u>Options</u> form to choose the options you want to use with your Accounts Payable system.

You also use the <u>G/L Integration</u> form to specify how and when to produce transactions for General Ledger.

The options you choose determine how your Accounts Payable system will operate, and the types of data that will be stored and displayed. You can also use the forms after setup to review your entries and change most of them, if necessary.

# **Options — Company Tab**

Use this tab to change the contact name, telephone number, and fax number for Accounts Payable.

To change the company name and address, or to change the contact name, telephone number, and fax number at the company level, use the Company form in Common Services.

Click the links below for help on using the corresponding tabs:

- Processing
- <u>Transactions</u>
- <u>Numbering</u>
- <u>Retainage</u>

For an overview of the Options form, see Options form.

# **Options — Processing Tab**

Use the Processing tab to:

- Indicate whether your Accounts Payable system uses multicurrency accounting. (See <u>Using Multicurrency Accounting in Accounts</u> <u>Payable</u>.)
- Specify whether to force listing of batches before posting.
- Specify whether imported and external batches can be edited.
- Indicate whether Accounts Payable accumulates and reports vendor and vendor group statistics.
- If statistics are accumulated, the type of year and period for which they are to be kept, whether tax is included in the statistics, and whether statistics can be edited.
- Define the aging periods by which you group outstanding and overdue transactions on reports, and specify whether you age unapplied credit notes, debit notes, and prepayments in the current period or the period associated with their document dates.
- Set the default number of days you keep comments in vendor records and indicate whether you require batch listings (before posting).

Click the links below for help on using the corresponding tabs:

- <u>Company</u>
- <u>Transactions</u>
- <u>Numbering</u>
- <u>Retainage</u>

## **Changing Options**

At any time, you can change your choices for all processing options, except the Multicurrency option. Once you turn on the Multicurrency option you cannot turn it off again.

#### Field List

# **Options — Retainage Tab**

The Retainage tab appears when you select the Retainage Accounting option on the Processing tab of the Options form.

You use this tab to specify default settings for retainage when you add new vendor records.

Accounts Payable uses the retainage settings from vendor records as defaults when you enter invoices, credit notes, or debit notes, although you can change settings for particular vendors — and for individual documents.

Click the links below for help on using the corresponding tabs:

- <u>Company</u>
- Processing
- <u>Transactions</u>
- <u>Numbering</u>

Field List

# **Options — Transactions Tab**

This tab lets you:

- Specify the following options for invoice, credit note, and debit note transactions:
  - Whether you report 1099/CPRS payments, and whether you permit 1099/CPRS amounts to be edited.
  - The default method for calculating tax on invoices (automatic or manual tax calculation).
  - Whether to use document totals as default amounts subject to 1099/CPRS reporting on invoices, debit notes, and credit notes.
- Set options for payment transactions, including:
  - The default bank code for your company.
  - The order in which to list documents when applying payments and credit notes in the Payment Entry form. See <u>Displaying Open</u> <u>Documents in Payment Entry</u>.
  - Whether you enter adjustment transactions in payment batches.
  - Whether you permit editing of system-generated batches (of payments).
- Set the default sort order when printing checks, which include:
  - by Vendor Number
  - by Payee Name
  - by Payee Country
  - by Payee Postal Code
  - by Transaction Number

You can change your choices for these options at any time, provided no other Accounts Payable forms are in use.

For information about a tab on the Options form, click the corresponding link:

<u>Company</u>

- Processing
- Numbering
- <u>Retainage</u>

Belated Topics

# **G/L Integration Form**

Sage 300 ERP Accounts Payable produces general ledger transactions from all batches you post. Each general ledger transaction includes all the information you need to update Payables data accurately in your general ledger.

If you use Sage 300 ERP General Ledger, Accounts Payable creates batches of Payables transactions right in General Ledger, where you can edit and post them. If you use another general ledger system or your Sage 300 ERP General Ledger system is at another location, Accounts Payable creates batches you can import into another application, or print, then enter manually into your general ledger.

The G/L Integration form lets you:

- Determine how Accounts Payable produces and maintains information from posted transactions for General Ledger. (Use the Integration tab.)
- Define the source codes used to identify different types of Accounts Payable transactions created for General Ledger.
- View the last posting sequence number for each type of batch posted to General Ledger.
- Determine what data to include in the G/L Entry Description, G/L Detail Reference, G/L Detail Description, and G/L Detail Comment fields in general ledger transactions. (Use the Transactions tab.)

## Changing your choices

You can change any of your choices on the G/L Integration form at any time. You should be aware that your new choices apply only to general ledger transactions created after the change, and do not affect pre-existing general ledger batches.

If you use the Create G/L Batch form to produce general ledger batches and want to change to producing them during posting, we recommend that you first run Create G/L Batch to create any outstanding transactions. Belated Topics

# **Assigning Document Numbers to Prepayments**

Accounts Payable assigns a unique number to each prepayment document you add to a payment batch.

The number is a combination of a prefix that identifies the transaction type, and a number that is assigned sequentially by Accounts Payable, starting with the number you specify.

You enter the prefix and next number to assign to prepayment documents on the Numbering tab of the Options form.

You may be able to continue using your current numbering scheme. At any time, you can also specify a different prefix and next number in the Options form for Accounts Payable to assign. (Note, however, that you cannot make a change that would create duplicate document numbers.)

Check number sequences and the next check number are set in Bank Services. Invoices use the numbers assigned by the vendor.

#### **Prefix and Next Number**

You can use up to six characters for the prefix, and up to nine digits for the document number.

If you do not enter a prefix and document number, Accounts Payable automatically assigns 1 as the first document number and uses "PP" as the prefix for all prepayment documents.

#### **Sequence Number**

When you add a prepayment in the Payment Entry form, Accounts Payable automatically assigns a document number, using the prefix and next number you specified in the Options form. If you use the assigned number, the Next Number box is updated in the Options form.

Document numbers can go as high as 999999999, then they are automatically reset to 1.

#### **Changing the Next Document Number**

If you want to change the next number to assign in the Options form to a lower number, you may want to also change the prefix, to prevent Accounts Payable from assigning the same document number twice. You cannot post two documents with identical document prefixes and numbers.

Belated Topics

Field List

# **Account Sets**

This form lets you create groups of general ledger account numbers that you can use to:

- Categorize vendor transactions by accounts to which they are posted in general ledger. These general ledger accounts are: Payables Control, Purchase Discounts, and Prepayment.
- Use separate account sets to designate different types of payables, or vendors in different geographical areas.

In multicurrency ledgers:

- Specify the currency used by vendors assigned to each account set.
- For account sets that do not use the functional currency, enter account numbers for unrealized exchange gains and losses, and realized exchange gains and losses.
- For account sets that do not use the functional currency, specify an account for exchange rounding differences.

You must create at least one account set before you can add vendor records.

If you use multicurrency accounting, you must add at least one account set for each currency used by your vendors. The account set you assign to a vendor must use the vendor's currency.

## **Before using**

- Print the Account Sets report for the records you want to edit or delete. Choose the Account Sets icon from the Setup Reports folder.
- Print the Vendor List with the Profile information to see which vendors use the account sets you want to change.
- If changing account numbers, check that your general ledger contains the accounts you want to assign for these general ledger accounts:
- Payables Control

- Purchase Discounts
- Prepayment
- Unrealized and realized exchange gain and loss accounts
   (multicurrency ledgers)
- Retainage (when retainage is used)

If your database does not include Sage 300 ERP General Ledger, Accounts Payable will not verify any general ledger account numbers. You will have to check the numbers you specify against the general ledger that you use.

#### **Multicurrency account sets**

If you use multicurrency accounting, you assign a currency code to each account set to identify the currency used by the vendors you will assign to the set. Once you save (add) an account set, you cannot change its currency.

Multicurrency account sets that do not use the functional currency also include the accounts to which you post gains and losses that result when you revalue Accounts Payable transactions at new exchange rates:

- Unrealized Exchange Gain (available only if you use the Realized and Unrealized Gain/Loss accounting method)
- Unrealized Exchange Loss (available only if you use the Realized and Unrealized Gain/Loss accounting method)
- Exchange Gain
- Exchange Loss
- Exchange Rounding

These general ledger accounts must allow the account set's currency.

The general ledger accounts you assign to multicurrency account sets depend on the type of currency information you require in your general ledger. For example, you might use a separate Payables Control account for each currency, but use the same numbers for the rest of the accounts in all your account sets.

If you use the same account number for all the unrealized and realized

exchange gains and losses accounts, the balance in that account in your general ledger will be the net exchange gain or loss on Payables transactions.

#### **Editing account sets**

You can change everything in most records except the identifying code. To change the code, you first add a record with the code you want to use, then delete the record with the code you do not want.

If you use multicurrency accounting, you cannot change the currency code assigned to an account set.

#### **Deleting account sets**

You can delete account sets only when they are not assigned to vendors or vendor groups.

If you want to delete a code that is assigned to a vendor group or vendor record, you must first assign a different account set to the vendor record, then delete the unwanted code.

Click here for tips on using Accounts Payable forms.

Belated Topics

# **Distribution Sets**

Use this form to:

 Create sets of distribution codes to represent the standard groups of distributions to general ledger accounts that you make when entering vendor transactions. You can also enter General Ledger accounts directly in distribution sets.

You do not have to create distribution sets. If you prefer, you can assign the general ledger account numbers or distribution codes you need to invoice details as you enter them.

If you add distribution sets, you can assign them to vendor records. Accounts Payable automatically displays the corresponding distribution codes assigned to a distribution set when you enter transactions for the vendor, but you can make any changes you need.

## **Before using**

You must define distribution codes before you can use them in distribution sets.

For each vendor account, you choose whether to distribute transactions for the vendor by general ledger account numbers, distribution codes, or distribution sets, and you enter the default set, code or account number. (You can override the default during data entry.)

## Adding distribution sets

You use the Distribution Sets form to add distribution sets.

For each record you enter a unique code, up to six characters, a description (name) for the code, the method for distributing the amounts (Manual, Spread Evenly, Fixed Percentage, or Fixed Amount) and the list of distribution codes (or General Ledger accounts) in the set.

**Tip:** To reuse the description and Discountable status from an existing distribution code, insert the code in the distribution set, as usual. Then clear the code II, and enter the General Ledger account you want to use

in the G/L Account field.

You can define as many distribution sets as you need to represent the various combinations of general ledger accounts to which you post invoice data.

## Editing a distribution set

You can change the description, the distribution method, the list of distribution codes, and the accounts in a distribution set, but you cannot change the code that identifies the distribution set.

If you want to reuse the description and discount status from an existing distribution code, add the distribution code to the distribution set. Then clear the Dist. Code field, and enter the G/L account you want to use. (You cannot change the account for a line to which a distribution code is assigned.)

#### To edit a distribution set

- 1. Enter the code for the distribution set, or select it from the Finder.
- 2. Make the changes you need.
- 3. Choose Save to record the changes.

## Effects of changes

If you make a distribution set inactive:

- You cannot select the inactive distribution set as the default set when adding a new vendor group or vendor record.
- You cannot save changes to a vendor group or vendor record that is assigned the inactive distribution set.
- You cannot use the inactive distribution set when you add an invoice. (But you can print and post transactions that include the distribution set if you made it inactive after you entered the transaction.)

If you change the accounts for a distribution code, Accounts Payable immediately updates the distribution sets that use the those codes when you save the changes.

## **Deleting distribution sets**

Deleting sets does not remove any information from your ledger (except the set definition). If you accidentally delete a set, just add it again.

You cannot delete a distribution set if it is assigned to a vendor record. You must assign a different distribution set to the vendor first.

Deleting a set after adding an invoice (but before posting it) has no effect on posting. However, you will have to change to a valid set if you edit the invoice.

#### Before you start

• Assign a different distribution set to vendor groups and vendor records that use the set you want to delete.

#### To delete a distribution set

- 1. Enter the code for the distribution set, or select it from the Finder.
- 2. Choose the Delete button. If a message appears asking you to confirm the deletion, choose Yes.

## After changing distribution sets

- Print the Distribution Sets report by choosing File, Print from the Distribution Sets form or by choosing the Distribution Sets icon in the Setup Reports folder.
- Edit vendor groups and vendor records which were assigned the set.

Click here for tips on using Accounts Payable forms.

# **E-mail Messages**

The E-mail Messages form lets you:

- Create messages to send with e-mailed letters.
- Use <u>variables</u> (field names) from your company database so that emailed messages will include vendor- or company-specific information.

You identify each e-mail message using a unique 16-character Message ID code.

When printing letters using the Letters/Labels form, select Vendor as the delivery method. You can then select the message ID for the message you want to send with the letter.

# To create a message that you can use with letters that you e-mail to vendors

- 1. Choose E-mail Messages from the A/P Setup folder.
- 2. Complete the fields on the form. (For help with the fields, click the Field List button at the top of this page.)
- 3. Enter the body of the message. Use field names, preceded by a dollar sign, to identify <u>variable information</u> that you want to include with the message.
- 4. Click Add (or Save) when you are satisfied with your message.

# **Options Form — Overview**

You select options when you create your Accounts Payable ledger. Once you have set up your ledger, use the Options form (in the Setup folder) when you need to review or change your selections.

#### Click here for tips on using Accounts Payable forms.

Click the links below for help on using the corresponding tabs:

- <u>Company</u>
- Processing
- <u>Transactions</u>
- <u>Numbering</u>
- <u>Retainage</u>

#### **Before using**

Before changing any of the settings or other information in the Options form, make sure you understand the impact the options have on processing within Accounts Payable.

#### **Changing settings**

You can change your choices for most Accounts Payable options at any time, provided that no other Accounts Payable forms are open and no one else is currently using the Accounts Payable database.

**Note:** The only option you cannot change is the Multicurrency option. Although you can select it at any time, you cannot turn it off again once you have selected it and saved the change.

Also note that you cannot save most changes to the Options form if any other Accounts Payable forms are open.

Related Topics

# **Optional Fields Form**

This form appears in the A/P Setup folder if you use age Sage 300 ERP Transaction Analysis and Optional Field Creator, a separately licensed package that you can purchase and use with any edition of Accounts Payable.

#### To set up optional fields for your Accounts Payable system

- 1. Choose Optional Fields from the A/P Setup folder.
- 2. Specify the type of optional field you are defining.
- 3. Select the optional field code for each optional field you are defining.

If you want to retain optional field information from Accounts Payable transactions when you create batches for General Ledger, you must use the same optional fields for transactions in Accounts Payable as you use in General Ledger.

- If you want to set a default value for the optional field, double-click in the O Value Set column to change it to Yes.
- 5. Enter or select the value that the program will display as the default for the optional field.

When you specify a value that is defined in Common Services, the program displays the description for the value.

6. To make the optional field • mandatory, double-click in the Required column.

If you make an optional field a required field, the Auto Insert field changes to Yes.

- Select Yes in the Auto Insert field if you want the program to display the optional field and its default value on the form for the type of optional field when you set up new records or enter transactions. Select No if you do not want the optional field to appear automatically.
- 8. If the optional field you are defining is for a type of transaction:

- a. Click the Settings button.
- b. In the <u>Settings form</u>, specify the types of accounts for which this optional field can be passed to General Ledger when you post transactions.
- c. If you use Project and Job Costing, select the External Cost Transactions option if you also want Accounts Payable to update the contract in Project and Job Costing.
- d. Click Close to return to the Optional Fields setup form.
- 9. Click Save to save your changes.

B Related Topics

#### Field List

# **Payment Codes Form**

This form lets you:

- Display on the Payment Entry form fields that are appropriate for the type of payment you are making.
- • Group vendor payments by the type of payment: Cash, Check, Credit Card, and Other.

Note that these payment codes are different from <u>payment selection</u> <u>codes</u>, which are used as criteria for generating payments from Accounts Payable.

Click here for tips on using Accounts Payable forms.

Related Topics

# **Payment Selection Codes**

This form lets you add Payment Selection Codes.

Payment selection codes define the criteria for selecting outstanding invoices and generating transactions to pay them. You must create at least one payment selection code if you want Accounts Payable to generate payments for invoices automatically.

You use the Create Payment Batch form to generate the payment transactions.

Click the links below for help on using the corresponding tabs:

- <u>Select</u>
- <u>Criteria</u>
- Exclusion
- Optional Fields

Click here for tips on using Accounts Payable forms.

Belated Topics

This form lets you add codes to assign to your vendors who are subject to 1099/CPRS reporting.

You must enter a 1099/CPRS code in the Vendors form for each vendor you mark as subject to 1099/CPRS reporting.

1099/CPRS expense class codes correspond to the various box numbers on a standard 1099 or CPRS form. In other words, they identify different categories of 1099/CPRS payments. You specify the default 1099/CPRS code for each vendor in the vendor records, but you can specify a different code for each invoice, if necessary. (Generally, you should assign code 3, Other Income, for vendors subject to CPRS reporting in Canada.)

The Minimum To Report amount that you enter for a 1099/CPRS code is used when you print 1099 forms or file 1099s electronically.

Accounts Payable sets up most 1099/CPRS codes when you activate a new database. You should have to add or edit codes only if the existing code structure changes.

1099/CPRS Code	Minimum To Report	Description
1	600	Rent
2	10	Royalties
3	600	Other income
4	zero	Federal income tax withheld
5	zero	Fishing boat proceeds
6	600	Medical and health care payments
7	600	Non-employee compensation
8	10	Substitute payments in lieu of dividends or interest

The codes created by Accounts Payable are:

9	95,000	Direct Sales
10	600	Crop insurance proceeds
13	zero	Excess golden parachute payments
14	600	Gross proceeds paid to an attorney
15A	600	Section 409A Deferrals
15B	zero	Section 409A Income
16	zero	State income tax withheld

1099/CPRS vendor amounts are accumulated by code and by period. Each time you enter an invoice, you can specify the 1099/CPRS code to which the invoice applies. Accounts Payable prints each code amount in the appropriate box on the 1099/CPRS form.

Note that although 1099/CPRS codes and amounts are entered with vendor invoices, Accounts Payable accumulates the 1099/CPRS statistics each time you post payments for the vendor.

## Editing 1099/CPRS codes

You can change the description and Inactive status only. You cannot change the 1099/CPRS code.

However, assigning Inactive status does not affect the accumulation of 1099/CPRS information at posting.

## **Deleting 1099/CPRS codes**

Deleting codes does not remove any information from your ledger (except the code definition). However, you should not delete 1099/CPRS codes if you are required to print 1099/CPRS forms. If you accidentally delete a code, just add it again.

If you delete a 1099/CPRS code, you can no longer assign it to vendor records — nor can you update a vendor record which has that code assigned.

## If you add non-standard codes

Only standard 1099-MISC codes are printed on the stock

1099/CPRS Amounts report.

• If you add any non-standard 1099/CPRS codes, you must modify the 1099/CPRS Amounts report form to print the non-standard codes.

#### See also

Account Sets Distribution Codes Distribution Sets Options form Steps for Setting Up Accounts Payable Terms

#### Field List

# Terms

Use this form to:

- Define the payment terms by which your vendors calculate invoice due dates.
- Specify the method used to calculate discount periods and discount amounts on invoices from vendors who offer discounts for early payment.

Click here for tips on using Accounts Payable forms.

#### Adding terms codes

You must add at least one terms code before you can enter Accounts Payable transactions.

#### Installment payments

A set of terms can be as simple as a due date and discount date and rate, or they can include payment schedules to allow for installment (timed) payments.

## Setting up installment terms

You use the Multiple Payment Schedule option to set up a terms code that allows installment payments. You can define installment periods that vary in length, and use different methods to calculate due dates and discounts. You can also set up as many installment periods for a terms code as you need.

#### Calculating discounts before or after tax

If you pay tax on purchases, you can specify whether to include tax in the document total that Accounts Payable uses to calculate discount amounts

## Using standard due dates

Standard due dates are similar to "day of the month due," except they do not restrict you to a single due date. For example, you can use standard due dates to assign invoices to the 15th or 30th of each month.

If your vendor uses standard due dates (such as the 1st or 15th of the month), you can create a terms code table to calculate a due date for each of up to four ranges of days on which invoices were issued.

For example, your table could specify that invoices entered between the 1st and 15th of each month are due on the 30th of the month, and that invoices entered between the 15th and the end of the month are due on the 15th of the next month.

You define standard due dates with a table that lets you specify a due date for each of up to four ranges of days on which invoices were issued. You can also specify due dates that are one or more months later.

When you use due date tables, you can either define discount periods in the same way as for other terms options, or you can enter a table of standard discount periods.

#### Assigning terms to vendor records

You assign a terms code to each vendor record to set the default terms that appear when you enter transactions for the vendor. You can choose different terms for the vendor during transaction entry without changing the standard terms assigned in the vendor record.

#### Using terms with transactions

When entering transactions, you enter a terms code with each invoice, and Accounts Payable automatically does all the required calculations.

#### **Editing terms codes**

You can change all the information in a terms code record except the terms code.

#### To edit a terms code

1. Enter the code for the terms, or select it from the Finder.

- 2. Make the changes you need.
- 3. Choose Save to record the changes.

#### **Effects of changes**

If you make a terms code inactive:

- You cannot select an inactive terms code as the default code when adding a new vendor group or vendor record.
- You cannot update a vendor group or vendor record that uses an inactive terms code.
- You cannot use the inactive terms code when you add an invoice. (But you can print and post invoices you entered with the terms code before you made the code inactive.)

Other changes you make to terms codes have no effect on existing, unposted documents that use the codes. If you want to use changes such as new discount percentages on existing unposted invoices, you must edit the invoices to enter the new information for the terms code.

#### **Deleting terms codes**

Deleting payment terms does not remove any information from your ledger (except the terms definition). If you accidentally delete a payment terms code, you can just add it again.

Deleting a payment term after adding an invoice (but before posting it) has no effect on posting. However, you must specify a different code if you edit the invoice (because you cannot save changes to the invoice if the terms code is invalid).

Accounts Payable prevents you from deleting a terms code that is assigned to a vendor record.

- 1. Enter the terms code, or select it from the Finder.
- 2. Choose the Delete button. If a message appears asking you to confirm the deletion, choose Yes.

#### After changing terms code records

- Print the Terms report by choosing File, Print from the Terms form or by choosing the Terms icon in the Setup Reports folder.
- If necessary, edit any unposted invoices in the Invoice Entry form to substitute other terms codes for the terms records you deleted, or to change terms information for records you modified.

Belated Topics

**Distribution Codes** 

Use this form to:

- Define codes to identify the general ledger account numbers to use when distributing purchases to general ledger accounts.
- Specify a description (name) for each distribution code.
- Specify whether the distribution code is active or inactive.
- Specify a Discountable status for the distribution code.

A distribution code is a name for a single general ledger account. Distribution codes provide an easy way to specify account numbers when you distribute purchases, because you can make them shorter — and easier to remember — than the general ledger account numbers.

Accounts Payable lets you distribute transactions by distribution sets (groups of distribution codes), by distribution code, or by general ledger account number. You select a default distribution method for each vendor in the vendor records.

Once you define distribution codes, you can group them in distribution sets, to provide sets of default distributions for assignment to vendors.

Click here for tips on using Accounts Payable forms.

#### Posting transactions with distribution codes

When you post invoice and adjustment batches, Accounts Payable creates general ledger transactions for the accounts represented by distribution codes, and lists the information on the posting journals.

## Before using

- Print the Distribution Codes report from the Setup Reports folder.
- If changing account numbers, check that your general ledger contains the accounts you want to assign to new distribution codes.
- If deleting codes, print the Distribution Sets report from the Setup Reports folder. Accounts Payable does not warn you if you are deleting a code that is part of a distribution set, but you will not be

able to use the code if you distribute an invoice using the distribution set to which it belonged.

• Print the Vendor List with the Profile information to see which vendors use the distribution codes you want to change.

#### Adding distribution codes

You use the Distribution Codes form to add distribution codes. For each record you enter a unique code, up to six characters, a description (name) for the code, and the general ledger account number that the code represents.

You can define as many distribution codes as you need to represent the various general ledger accounts to which you distribute purchases.

- 1. Click the New button next to the Distribution Code field.
- 2. Fill in the Description and General Ledger Account fields and add the record.

#### **Editing distribution codes**

You can change the description and the general ledger account number assigned to a distribution code, but you cannot change the distribution code.

#### To edit a distribution code

- 1. Enter the distribution code, or select it from the Finder.
- 2. Make the changes you need.
- 3. Click Save to record the changes.

## **Effects of changes**

If you change the general ledger account assigned to a distribution code, the new general ledger account is used only in transactions you add after making the change. Existing transactions will be posted to the original general ledger account, unless you edit the transactions to enter the new account number. If you change the general ledger account assigned to a distribution code, the new account number is automatically entered in any distribution set records that use the distribution code.

Making a distribution code inactive has the following consequences:

- You cannot select an inactive distribution code as the default code when adding a new vendor group or vendor record.
- You cannot update a vendor group or vendor record that uses an inactive distribution code.
- You cannot use the inactive distribution code when you add an invoice. (But you can print and post the invoice if you made the distribution code inactive after you entered the invoice.)
- You cannot add or save changes to a distribution set that includes an inactive distribution code.

## **Deleting distribution codes**

Deleting codes does not remove any information from your ledger (except the code definition). If you accidentally delete a code, just add it again.

Note that Accounts Payable does not stop you from deleting a code which is part of a distribution set, or a code which is assigned to a vendor record. However, if you delete a distribution code, that code will be rejected when you try to distribute an invoice using the code (even if you are using the code in a distribution set).

Deleting a code after adding an invoice (but before posting it) has no effect on posting. However, you will have to change the code if you edit the invoice, because you cannot save changes to an invoice that uses a deleted distribution code.

#### Before you start

- Assign a different distribution code to vendor groups and vendor records that use the code you want to delete.
- Post batches that use the code you want to delete, or edit the batches to enter the new code to use.

#### To delete a distribution code

- 1. Enter the distribution code, or select it from the Finder.
- 2. Click the Delete button. If a message appears asking you to confirm the deletion, choose Yes.

#### After changing distribution code records

- Print the Distribution Codes report by choosing File, Print from the Distribution Codes form or by choosing the Distribution Codes icon in the Setup Reports folder.
- Edit any distribution sets which contain a deleted distribution code to remove a deleted distribution code and, if desired, assign a new distribution code. You should also print new copies of the Vendor Group List and Vendors report for the records you changed.
- Print new copies of the Distribution Sets report for any sets in which you changed distribution codes.
- If you do not want to use a modified or deleted distribution code with existing unposted transactions, edit the transactions to assign new distribution codes or general ledger account numbers to which to post the transactions.

Click here for tips on using Accounts Payable forms.

Related Topics

# **Adding Vendor Records**

Use the Vendors form to add records for your vendors to Accounts Payable. You must add vendor records before you can enter and process transactions in Accounts Payable.

#### Before adding a vendor record

- Add Accounts Payable tax groups and other tax information to Tax Services.
- Add the vendor group, account set, distribution codes, distribution set, bank code, terms code, optional fields, and tax group you want to assign to the vendor.
- Decide on the vendor number and the name and short name to enter for the vendor. You must enter a number and name for each vendor before you can add the record. Short names are optional.

#### **Multicurrency ledgers**

If you are creating a multicurrency Accounts Payable ledger, you must assign an account set that uses the vendor's currency. You must also know the rate type to use for vendors with different source currencies.

#### Adding statistics

If you want to enter statistics for vendors, select the Allow Edit Of Statistics option on the Processing tab of the Options form before you continue.

Field List

# **Adding Vendor Groups**

You must add at least one vendor group before you can add vendor records.

#### To add a vendor group

- 1. Click the New button next to the Group Code field, then type the code for the new vendor group you want to define.
- 2. Fill in the fields and add the record.

#### Copying an existing record into a new vendor group

To define a new vendor group that uses some of the information entered in the record for another vendor group, you can copy the information into the new record, as follows:

- 1. In the Group Code field, type the code for the vendor group you want to copy, or choose it from the Finder.
- 2. When the group record is displayed, erase the code in the Group Code field and type in the code you want to assign to the new record.
- 3. Press the Tab key to leave the Group Code field.
- 4. Edit any of the fields requiring changes for the new group.
- 5. When finished, choose Add to add the new group.

# **Entering Current and Historical Transactions**

Accounts Payable can display statistical information for vendor accounts, and vendor groups for the current year and for all the previous years for which you retain the data. You add the historical information you need during setup. Accounts Payable then automatically updates the statistical information every time you post transactions.

#### Adding prior and current-year data

To set up your Accounts Payable system properly, you must follow these steps:

1. Enter and post the outstanding invoice balances in your vendor accounts at the beginning of the fiscal or calendar year — depending on your method for collecting vendor statistics.

For example, if you have two partially paid invoices from vendor 1000, enter the unpaid portion of each invoice.

The dates for these transactions should be the dates of the original invoices.

- 2. If you want to have prior-year statistics in the vendor records, edit the statistics after posting the opening invoice amounts.
- 3. Enter and post all invoices you received since the beginning of the year up to your last Accounts Payable posting to the General Ledger.
- 4. Enter and post all payments you made since the beginning of the year up to your last Accounts Payable posting to the General Ledger.
- 5. Delete all general ledger batches created from posting historical transactions. If you post these to your general ledger, you will be duplicating posted transactions.

Once you have completed these steps you can proceed to enter new invoice and payment transactions.

#### Entering current-year data

When you first set up your Accounts Payable system, you must establish

the opening balances in your vendor accounts and enter any transactions that are outstanding at the time.

The information in this section outlines the steps you take to enter figures for the current year-to-date.

#### Entering outstanding invoice balances in vendor accounts

You create the opening balances in your vendor accounts by entering them as invoices using the Invoice Entry form, then posting them.

The opening balance invoice should use the first date of the current fiscal year as the transaction (document) date. You can also import the figures from a spreadsheet or other non-Sage 300 ERP program.

#### **Entering current-year transactions**

When you set up an Accounts Payable system part way through a fiscal year, you must enter the transaction data for the current year-to-date. To add the data, enter it directly into Accounts Payable batches, or import it, then post it using one of the following methods.

• Post all the current-year transactions, one at a time, period by period.

This provides full detail for current-year transactions.

• Post all the transactions for the current period, and the net changes in each vendor's invoice and payment totals for each of the earlier periods in the current year.

This provides full detail for current-period transactions, and creates accurate balances for previous periods in the current year.

• Post the net changes in each vendor's invoice and payment totals for each of the periods in the current year.

This produces accurate balances for each account in each period of the current year, but does not provide transaction detail for the audit trail reports.

• Post the net change between the opening and current balances for each vendor account.

This is the quickest method of entering the data, but it does not

provide transaction detail for audit trail reports.

#### **Previous-year statistics**

If you need to add purchase history for previous years to a new Accounts Payable system, you can add it quickly, or import it, using the Vendors and Vendor Groups forms.

You enter statistics by the periods and years specified for the options to keep the data.

#### Entering vendor statistics for previous years

For each vendor and vendor group, you can enter the amount and number of invoices, payments, discounts taken, discounts lost, credit notes, debit notes, adjustments, and paid invoices.

You can also enter the:

- Amount and date of the high and low balance this year and last year, and the largest invoice for each year.
- Amount and date of the last invoice, payment, credit note, debit note, adjustment, and discount.
- Total invoice amount paid, number of checks, average payment, days to pay, and average days to pay.

You can review the figures in the Vendors and Vendor Groups forms, and you can print them using the Statistics option in the Setup reports for each type of data.

If you do not need historical data right away, you do not have to add it when you set up an Accounts Payable system. The application updates the figures automatically each time you post transactions. Related Topics

# Importing and Exporting Accounts Payable Records

If you presently have a computerized accounts payable system, you may be able to transfer vendor records directly into Sage 300 ERP Accounts Payable by importing them.

You can also export records from another Sage 300 ERP Accounts Payable database, edit them in a spreadsheet or other program to change codes, amounts, and other information, then import them into the new Accounts Payable system you are setting up.

Accounts Payable records you can import and export include:

- Account sets
- 1099/CPRS codes (although these are set up by Accounts Payable)
- Distribution codes
- Distribution sets
- E-mail messages
- Payment codes
- Remit-to locations
- Terms codes
- Vendor groups
- Vendors
- Payment selection codes

You could, for example, export vendor records to a spreadsheet to analyze their statistics. You could also export all vendor records with the same account set to a spreadsheet, change their tax group, then import them back into Accounts Payable.

Accounts Payable can create export files in several formats, including Microsoft Excel, Microsoft Access, Comma Separated Values and Continuous ASCII file formats, dBase 5, ODBC, and XML formats. You select the format to use when you export the data.

You can also create files to be imported by Accounts Payable in any of

the above programs or formats.

For information about importing and exporting Accounts Payable records, see the Accounts Payable Help and the System Manager Help.

## **Processing Recurring Payables**

If you regularly pay for such costs as rent, standing orders, or services that vary little from period to period, you can automatically create invoices for all or a selection of the payables and vendors at once.

The ability to create separate recurring payable batches saves you from having to enter an invoice for each recurring payable and vendor manually. It also provides an specific audit trail for the recurring payables by assigning them a separate batch type (Recurring).

### Preparing recurring payable records

You use the Recurring Payables form to add records for the recurring payables you use and to assign them to vendors.

### Specifying when to process recurring payables

You can create payables you intend to apply indefinitely, or you can set them up to stop once you have paid a maximum amount or reached a certain date, or once you have processed a specified number of invoices.

You schedule the recurring payable for processing at regular intervals, and you can also have System Manager remind specific or all Sage 300 ERP users to create invoices for the recurring payables. To find out more about creating schedules and using reminders, see the System Manager help.

### Entering details for recurring payable invoices

You add distributions to recurring payable records, similar to invoice entry.

You can have Accounts Payable calculate taxes when you create a recurring payable batch, or you can enter the taxes manually.

### Other information you can enter with recurring payables

If you need to send your payment to a different address from the one in the vendor record, you can include a remit-to location with each payable.

The remit-to location is used on the invoice when you create a recurring payable batch.

### Creating recurring payable batches

When the recurring payables are due, you use the Create Recurring Payable Batch form to create a batch of invoices.

If the recurring payable record uses a schedule that includes a reminder, you can also process the recurring payable right from the Reminder List in Common Services.

You can create a recurring payable batch by vendor number, vendor group, or recurring payable code.

Accounts Payable creates invoices for the amounts specified in the selected recurring payable records.

When you process a recurring payable batch, Accounts Payable checks to ensure that the invoice total (including taxes) will not cause the amount invoiced to date to exceed the maximum amount specified in the recurring payable record. If the maximum amount will be exceeded, Accounts Payable does not create the invoice, and does not update the Last Invoiced date field for the recurring payable.

If a recurring payable batch with the same batch date exists when you process a recurring payable batch, the new transactions are added to that batch.

You can edit the recurring payable batches, print listings for them, and post them in the same way you process other types of batches.

If you accidentally delete a recurring payable invoice, or if you need to create an additional recurring payable invoice for another reason, Accounts Payable lets you create an invoice manually.

To create an invoice manually for a recurring payable, display the recurring payable record, then click the Create Invoice button.

## Assigning document numbers to recurring payable invoices

When you create a recurring payable batch, Accounts Payable automatically assigns a document number to each invoice. The document numbers use the prefix and start with the next number assigned for recurring payables on the Numbering tab of the Options form.

### Reusing deleted recurring payable invoice numbers

If you delete a batch of recurring payable invoices before posting them, Accounts Payable does not automatically reset the next invoice number for recurring payables in the Options form. To prevent gaps in your audit trail of recurring payable invoice numbers, you should change back to the number assigned to the first invoice in the deleted batch.

### **Reporting recurring payable invoices**

Invoices for recurring payables are shown as transaction type IN on all listings and reports in Accounts Payable, and the batch type is Recurring. The G/L Transactions report assigns AP-IN as the source code for recurring payable invoices.

When you post a batch of recurring payables, the program adds the recurring payable amounts to vendor period-to-date and year-to-date invoice totals. It also updates the Last Invoiced date and Last Invoice Amount fields in the recurring payable record.

### **Remit-to Locations — Overview**

Remit-to locations are the addresses to which vendors want you to send payments. The remit-to address may be different from the address in the vendor record, for example, if the vendor address is just for ordering.

You use the Remit-To Locations form to add remit-to addresses for your vendors.

### **Primary remit-to locations**

If you mark a remit-to location as the primary remit-to location (an option in the Remit-To Locations form), Accounts Payable will use this location as the default address on invoices and on vendor checks.

Accounts Payable can keep an almost unlimited number of remit-to addresses for your vendors, and you can choose the remit-to location to use when you are entering payments.

For each remit-to location, you can:

- Specify whether it is the primary location.
- Set the location to active or inactive.
- Specify the check language.
- Enter a remit-to address.
- Provide default entries for the vendor optional fields. If you use the remit-to location, these entries will override the optional field entries provided by the vendor record.

### **Specifying remit-to locations**

When you add a remit-to location in the Remit-To Locations form, you assign a code that identifies the location. You then use the code to select the location during invoice or payment entry.

## To add or change a remit-to address while entering an invoice or a payment

- 1. Click the zoom button beside the Remit-To Location field.
- 2. Choose another remit-to location code using the Finder, or enter an alternate address for this invoice only.

### Customizing remit-to address information

You use the Optional Fields form to add extra fields to the Optional Fields tab of the Remit-To Locations form. (Optional fields are available if you purchased a separate license for the Transaction Analysis and Optional Field Creator package.)

If you set any remit-to location optional fields for automatic insertion, they appear on the tab, along with their default values.

You can accept or change the optional field values. If an optional field requires validation, you can select only a value that is assigned to the optional field in Common Services or, if the optional field allows it, you can leave the default value field blank.

## **1099/CPRS Inquiry**

Use this form to:

- Look up the history of 1099/CPRS payments made to vendors that are subject to 1099/CPRS reporting.
- Add, modify, or delete 1099 or CPRS amounts, if your Accounts Payable system allows you to edit these amounts.

**Note:** If you need to add, modify, or delete a 1099 or CPRS amount, ensure that the Allow Edit of 1099/CPRS Amounts option is selected on the Transactions tab of the A/P Options form before you begin.

Click the links below for additional help on using the corresponding buttons:

- Print
- <u>Close</u>

To use the 1099/CPRS Inquiry form

## **Recurring Payables Setup**

The Recurring Payables form lets you:

- Create records for standard invoices you receive from your vendors. A recurring payable can be for a single item such as rent, or for a standing order or service that is almost identical from month to month. Recurring payables are identified by code as well as by vendor number, so you can generate a batch of a single invoice type.
- View statistics for invoices created for the recurring payable.
- Manually create an invoice for a recurring payable, if necessary.

You can also include recurring payables in the Reminder List, so that System Manager can remind a specific user, or all users, to process the payables when they become due. For more information about reminders, see the System Manager help.

#### To create a new recurring payable

Click one of the links below for help on using the corresponding tab:

- Invoice
- Detail
- Optional Fields
- <u>Tax/Totals</u>
- <u>Statistics</u>

Click the links below for additional help on using the buttons on the Recurring Payables Setup form:

Click here for tips on using Accounts Payable forms.

### **Multicurrency recurring payables**

There is no rate information tab in the form because the exchange rates are unknown for the recurring invoice. The only rate information you enter is the rate type on the first tab (the Invoice tab).

### **Remit-To Locations**

Use this form to:

- Add, edit, and delete remit-to locations-- additional addresses to which you send payments and other correspondence to vendors.
- · Look up the remit-to locations assigned to a vendor.
- Assign primary remit-to locations to be used on invoices from the vendor and printed on checks to the vendor.
- Specify the check language to use for each location.
- Provide default entries for remit-to location optional fields. If you use the location when entering invoices, the optional entries from the remit-to location record override the entries provided by the vendor record.

### **Restrictions on changing records**

You can change all the information in a remit-to location except the remitto code. If you need to change the code, you must add another record using the new code, then delete the record you no longer need.

### **Multicurrency ledgers**

You can change the language in which the amounts are printed on checks. If you want to change the language for other items on the check or advice form, you must change the check report.

### Before you start

- Print the Remit-To Locations report.
- Print the Vendor List, including the information you want to change for the remit-to location.
- Make sure you want to add or change the remit-to information not the vendor information.

### To add, edit, or delete remit-to locations

 To select an existing record, type its vendor number or choose the number from the Finder (click the Finder icon beside the Vendor Number field or press F5 with the cursor in the Vendor Number field). You can also use the navigation buttons to select the vendor.

The form displays the remit-to location code, the name of the location, and the address and zip or postal code in grid (or columnar) format.

2. To edit an existing remit-to code, select the location on the grid, then click Open.

To start a new record, click the New button.

To delete a location, select the location on the grid, then click the Delete button. If a message appears asking you to confirm the deletion, click Yes. (Note that you cannot delete a remit-to location, or set it inactive, if it is used in unposted documents.)

- 3. Edit the existing record or add a new one on the form that opens.
- 4. Click Add or Save to keep any changes you make.

Click Close to leave without saving changes.

Click the links below for help on using the corresponding tabs:

- <u>Address</u>
- <u>Contact</u>
- Optional Fields

For information about the buttons on the Remit-To Locations inquiry form, click one of the following links:

- <u>Open</u>
- <u>New</u>

### **Effects of changes**

**Inactive status** — If you make a remit-to location inactive, you can no longer use it when adding an invoice. If you make a primary remit-to location inactive, make sure that you also turn off the primary remit-to location selection.

**Optional fields** — If you use Sage 300 ERP Transaction Analysis and Optional Field Creator, you can assign remit-to location optional fields to store additional information that you want to keep with remit-to location records.

You use the Optional Fields tab of the Remit-To Locations form to assign optional fields for particular remit-to locations. If you set any remit-to location optional fields for automatic insertion, they appear on the tab, along with their default values.

You can accept or change the optional field values. If an optional field requires validation, you can select only a value that is assigned to the optional field in Common Services or, if the optional field allows it, you can leave the default value field blank.

### After changing remit-to locations

Print the Remit-To Locations report to check the new record information and to update your printed records.

## **Vendor Activity**

This form displays summary information about the current status of your company's accounts with its vendors. The form contains the following tabs:

- Activity. This tab displays summary information about the current status of the account with the selected vendor, and shows the most recently posted transactions.
- **Aging.** This tab displays your company's account balance with the vendor in each of the aging periods used in your Accounts Payable system, selected by the aging and cutoff dates you specify.
- Vendor Transactions. This tab displays a single line of summary information for each invoice, credit note, debit note, prepayment, and payment that has been posted to the vendor's account. You can include pending amounts in the display, if you want. You also use this tab to open a separate form to view detailed information about the history of each displayed document.
- **Payments.** This tab lists the payments you made to the selected vendor.

Click the links below for help on using the corresponding tabs:

- <u>Activity</u>
- Aging
- Transactions
- <u>Payments</u>

## **Vendor Groups**

Use this form to create vendor groups to which you can assign vendors.

Use vendor groups to:

- Classify vendor records by common characteristics.
- Set default entries to speed up the task of adding records for vendors.
- Select records for processing.

For an overview of vendor groups, see <u>Vendor Groups Overview</u>.

Click here for tips on using Accounts Payable forms.

Click the links below for help on using the corresponding tabs:

- <u>Group</u>
- Invoicing
- Optional Fields
- <u>Statistics</u>

For information about fields in the Vendor Groups form, select the Field List button beside the title of this help topic.

#### To use the Vendor Groups form

- 1. To select an existing record, type its group code or choose it from the Finder (click the Finder beside the Group Code field or, with the cursor in the Group Code, field press F5).
  - a. To start a new group record, click the "new" icon next to the Group Code field.
  - b. To delete a group, enter its group code, then choose the Delete button. If a message appears asking you to confirm the deletion, choose Yes.
- 2. Click the tab you want to see.
- 3. Click Add or Save to keep any changes you make.

4. Click Close to leave without saving changes.

For information about specific tasks, choose from these topics:

- Adding new vendor groups
- Editing vendor groups
- Deleting vendor groups

#### After changing vendor groups

Print the Vendor Groups report, including the information you changed for the group, to check the new record information.

Edit vendor records that belong to a group to make the same changes you made to the group. For example, if you changed the terms code in the vendor group and want to assign it to all vendors in the group, you must also edit the vendor records to select the new terms code.

## Vendors

Use the Vendors form to:

- Add new vendor records.
- Change or delete existing records. You cannot delete a vendor that is used in an unposted document.
- Review period and activity statistics.

For an overview of vendor records, see <u>Setting Up Vendor Records</u> Click one of the links below for help using the corresponding tab:

- <u>Address</u>
- <u>Contact</u>
- Processing
- Invoicing
- Optional Fields
- <u>Statistics</u>
- <u>Activity</u>
- <u>Comments</u>

#### To use the Vendors form

1. To select an existing record, type its vendor number or choose it from the Finder (click the Finder icon beside the Vendor Number field or press F5 with the cursor in the Vendor Number field).

To start a new vendor record, click the "New" icon next to the Vendor Number field.

To delete a vendor record, enter its vendor number, then click the Delete button. If a message appears asking you to confirm the deletion, choose Yes.

- 2. Click the tab you want to see.
- 3. Click Add or Save to keep any changes you make.

4. Click Close to leave without saving changes.

For information about specific tasks, choose from these topics:

- Adding vendor records
- Editing vendor records
- Deleting vendor records

## **Batch Processing — Overview**

Accounts Payable operates on a batch system. This means you:

1. Enter the three main types of transactions — invoices, payments, and adjustments — into batches.

Batches are groups of transactions that share the same batch number and batch date. Each transaction has its own entry number, vendor number, date, and details.

- 2. List the batches to check for errors.
- 3. Post the batches to record the transactions in vendor accounts and distribute the amounts to general ledger accounts.
- 4. Print the posting journals and G/L Transactions report as part of your audit trail records of batches.

The batch system for processing transactions provides great flexibility at the batch-entry stage, and tight auditing control during and after posting.

For details, see the following topics:

Assigning and using batch numbers and entry numbers

Creating Accounts Payable batches

Editing and deleting batches and transactions

Force Listing of Batches

Journal entries generated by Accounts Payable

Listing batches

Number of open batches permitted at one time

Posting batches

Printing posted transactions

Tracking batches

## If you use Intercompany Transactions with Accounts Payable

If you use Intercompany Transactions, the Accounts Payable component in ICT lets you enter invoices, debit notes, credit notes, and interest charges for related companies. ICT A/P posting creates an Accounts Payable batch in the A/P ledger for the originating company and creates an ICT G/L batch in the ICT company. Posting an ICT A/P batch creates an Accounts Payable batch in the originating company's Accounts Payable ledger (for posting invoices, debit notes, credit notes, and interest to vendor accounts), and it creates an ICT G/L batch in the ICT company. (For online help specifically about ICT features, you must open an ICT form, and then press F1 on your keyboard. You can only do this if you have installed ICT and activated it in an ICT company.)

## **Journal Entries Generated by Accounts Payable**

This topic describes the effects of posted transactions on the general ledger.

### Invoices

Assigned to source code AP-IN on the G/L Transactions report, except interest invoices, which are assigned the source code AP-IT.

Posted invoice transactions debit the general ledger inventory account or expense account you specify with each invoice detail (either directly or using a distribution code) and credit the vendor's Payables Control account.

G/L Accounts	DR	CR
Inventory (or Expense)	X	
Retainage Control		Х
Payables Control		Х

The entry for a retainage invoice is:

G/L Accounts	DR	CR
Retainage Control	X	
Payables Control		Х

## **Credit Notes**

Assigned to source code AP-CR on the G/L Transactions report.

Credit note transactions credit the general ledger account (the inventory account in this example) and debit (decrease) the vendor's Payables Control account.

G/L Accounts	DR	CR
Payables Control	Х	
Retainage Control	Х	
Inventory		X

## **Debit Notes**

Assigned to source code AP-DB on the G/L Transactions report.

Debit note transactions debit the general ledger account represented by the distribution code (inventory in this example) and credit (increase) the vendor's Payables Control account.

G/L Accounts	DR	CR
Inventory	Х	
Retainage Control		Х
Payables Control		Х

## Payments

Assigned to source code AP-PY on the G/L Transactions report.

Payments debit the vendor's Payables Control account, credit the Bank account specified for the payment batch, and credit the Payment Discounts account (if a discount is taken). Discounts are assigned the source code AP-ED (for earned discount).

G/L Accounts	DR	CR
Payables Control	X	
Bank		Х
Payment Ciscounts		Х

## Prepayments

Assigned to source code AP-PI on the G/L Transactions report.

Prepayments debit the Prepayment account and credit the Bank account for the payment batch. When you apply the prepayment later, Accounts Payable will credit the prepayment account and debit the expense or asset account that you specify.

G/L Accounts	DR	CR
Prepayments	Х	
Bank		Х

## **Miscellaneous Payments**

Assigned to source code AP-PY on the G/L Transactions report.

Miscellaneous cash payments debit the general ledger account you specify on the Payment Detail tab of the Payment Entry form and credit the Bank account for the payment batch.

G/L Accounts	DR	CR
Misc. Expense	Х	
Bank		X

## Adjustments

Assigned source code AP-AD on the G/L Transactions report.

An adjustment entered as a positive number credits the vendor account (increases the payables balance) and debits the general ledger account you specify when you enter the adjustment.

For example, the following adjustment was entered as a positive adjustment to the inventory account.

G/L Accounts	DR	CR
Inventory	Х	
Payables Control		Х

An adjustment entered as a negative amount debits the vendor account and credits the general ledger account you specify when you enter the adjustment.

## **Multicurrency Transactions**

### **Exchange Gains or Losses During Revaluation**

Assigned source code AP-GL (for "gain/loss") on the G/L Transactions report.

Accounts Payable creates entries for General Ledger when you revalue an invoice in a source (non-functional) currency at an exchange rate that is different from the rate currently used by the invoice.

The following transaction registers a loss, because changes in the exchange rate have increased the value of the vendor invoice:

G/L Accounts	DR	CR
Exchange (or Realized) loss	X	
Payables Control		Х

If you use the Realized and Unrealized Gain/Loss accounting method for your company, exchange gains and losses are considered unrealized until the document is paid. Revaluation sends unrealized gain and loss transactions to General Ledger as reversing transactions (meaning they are automatically reversed at the beginning of the next fiscal period).

The following entry shows how the unrealized loss is reversed:

G/L Accounts	DR	CR
Payables Control	X	
Exchange (or Realized) loss		Х

When you print the Vendor Transactions report for the period in which you post the reversing revaluation transaction, both transactions appear for the vendor. Their net effect on the account balance is zero.

If you use the Recognized Gain/Loss accounting method, revaluation exchange gains and losses are not reversed.

### **Exchange Gains or Losses Arising on Settlement**

Assigned source code AP-GL (for "gain/loss") on the G/L Transactions report.

This type of exchange gain or loss arises when you settle an invoice using an exchange rate that is different from the rate currently used by the invoice.

If posting changes the value of an invoice (for example, through partial payment, full payment, or credit note), Accounts Payable calculates the gain or loss for the portion of the invoice that was changed by the posting, and creates gain or loss transactions for the general ledger accounts.

The following transaction registers a gain, because the exchange rate on settling reduced the value of the vendor invoice:

G/L Accounts	DR	CR
Payables Control	X	
Exchange (or Realized) gain		Х

Note that credit notes and debit notes do not affect gains or losses if they are issued at the exchange rate of the original invoice. However, they will generate gains or losses if they are issued at a different rate.

## **Transaction Types**

A full list of the transaction types listed on the G/L Transactions report follows:

- AP-AD Adjustment
- AP-CF Applied Credit (from)
- AP-CR Credit Note
- AP-CT Applied Credit (to)
- AP-DB Debit Note
- AP-DF Applied Debit (from)
- AP-DT Applied Debit (to)
- AP-ED Earned Discount Taken
- AP-GL Gain or Loss (multicurrency ledgers)
- AP-IN Invoice
- AP-IT Interest Charge
- AP-PI Prepayment
- AP-PY Payment

## **Posting Batches**

Posting accomplishes the following tasks. It:

- Updates vendor accounts with the transaction information entered in batches.
- Updates the vendor and vendor group statistics.
- Creates general ledger transaction information for the G/L accounts affected by the transactions.

Posting creates G/L batches for the transactions if you use the Create G/L Transactions During Posting option. If you do not use the option, the G/L transaction information is stored for later addition to a G/L batch.

- Creates transactions to realize gains or losses due to changes in exchange rates (if payments are settling invoice transactions). These transactions affect the General Ledger only.
- Updates bank services with payment amounts and check numbers (if printing and posting checks).
- Updates 1099/CPRS information for vendors who are subject to 1099/CPRS reporting (with tax information from invoices and payment totals from payments).
- Creates a posting journal for each group of batches posted at the same time.
- Updates the posting sequence numbers for each type of batch listed on the Numbering tab of the Options form.
- If you create General Ledger transactions during posting, updates the sequence numbers for the General Ledger batches on the Integration tab of the Integration form.
- Updates the status of each batch that was posted.

### **Posting sequence numbers**

Accounts Payable assigns a posting sequence number to each transaction during posting. The same sequence number is assigned to all transactions that are posted together. Posting sequence numbers provide another way to trace posted transactions back to source documents.

Each time you post batches, Accounts Payable increases the posting sequence number by 1, and updates the posting sequence numbers that are displayed in the Options form. You can look up the current posting sequence numbers in the Options form to be sure you have up-to-date copies of posting journals and G/L Transactions reports.

Accounts Payable uses a separate numbering sequence for each type of batch (invoice, payment, and adjustment).

### Posted batches are automatically deleted

When you post a batch, its contents are transferred to the vendor accounts.

However, transactions in a posted batch cannot be edited. To change posted transactions, you enter adjustments or apply debit notes or credit notes.

When you post an imported batch, it is automatically deleted only from Accounts Payable. You should also delete the batch file from the program where you created it, to avoid accidentally importing the batch twice.

### **Preparing to post batches**

### You take the following steps to post batches:

- 1. Print listings of the batches you want to post.
- 2. Choose the Ready To Post option for each batch you want to post.

### Posting invoices and adjustments

You can post invoices and adjustments in two different ways:

- Post individual batches from the Invoice Batch List form or Adjustment Batch List form.
- Post one or more Ready To Post batches in a range using the Post Invoice Batches or individually in the Post Adjustment Batches form.

### Posting payment batches and printing checks

You post payment batches using the Print/Post button in the Payment Batch List form.

Print/Post is a two-stage process. Accounts Payable first prints any checks in the batch that have not been printed using the Payment Entry form and posts the check information to Bank Services if the print run was successful.

Once the check data has been posted to Bank Services (this happens when you leave the Print Checks form), the program proceeds to the payment posting stage.

If all checks in the batch have been printed or if the payment batch did not contain any checks for printing, Print/Post skips the printing step, and proceeds directly to post the payment information to vendor accounts.

Payment posting applies all payment information to vendor accounts, and creates a Payment Posting Journal and a Check Register, which are the audit trail reports of the checks that were produced to pay vendors.

### **Posting errors**

If errors are found in a batch during posting, the incorrect transactions are not posted. Instead, they are placed in a new batch that uses the next available batch number.

The details of the incorrect transactions are printed in an error report which you print separately from the posting journal. If checks were printed for any of the incorrect entries, the word "Printed" appears with the transaction on the error report.

### **Posting to a Future Year**

If you are near the end of your fiscal year and wish to create a post-dated check, you will need to post to a future year. To do so, make sure the **Create GL Transactions By** option is set to **Creating a New Batch** in A/P G/L Integration form (select **AP Setup > GL Integration** to open).

If **Create GL Transactions By** option is set to **Creating and Posting a New Batch**, you will get an error message as the system will attempt to post to the current Fiscal Year, not a future one.

## **Processing Adjustment Batches**

Accounts Payable provides several convenient methods by which you adjust transactions and account balances. You can:

- Create batches of write-off transactions.
- Enter adjustments individually.

You can also enter adjustments to specific documents in the Payment Entry forms, if you use the Allow Adjustments In Payment Batches option in the Options form.

### **Recording adjustment information in Bank Services**

Note that Accounts Payable does not send adjustment information to Bank Services. This means that if you make any adjustments that affect a bank account, you must make a second adjustment in Bank Services.

### Entering adjustments individually

You can enter adjustments, one at a time, in the Adjustment Entry form, specifying the document number to adjust and the general ledger account to debit or credit.

You can also adjust documents that have been completed and cleared from Accounts Payable or enter a general adjustment to an account balance. You enter this type of adjustment as a credit note or debit note in the Invoice Entry form.

When you add an adjustment, Accounts Payable automatically assigns a document number, beginning with 1.

Vendor statistics include the total amount and number of adjustments entered for the period, and the amount and date of the last adjustment transaction entered.

# **Processing Invoices, Credit Notes, Debit Notes, and Interest**

This section presents an overview of invoices, credit notes, debit notes, and interest entry. It also describes how Accounts Payable calculates taxes and discounts on invoices, and tells you how to specify discounts and set up payment schedules.

You use the Invoice Entry form to create new batches for invoices, credit notes, debit notes, and interest charges. You can add all four document types to a single batch, or use separate batches for each type.

### **Multicurrency ledgers**

If you use multicurrency accounting, the vendor's currency and the exchange rate appear when you enter the vendor number. You can change the exchange rate, rate type, and rate date for an invoice, using the Rate Information form, but you cannot change the currency. You enter all amounts in the vendor's currency.

If you need to change the tax group for a multicurrency vendor, you must select another tax group that also uses the vendor's currency.

## Information entered with each invoice, credit note, debit note, and interest charge

• Enter header information for the document (transaction).

Header information includes the vendor number, document type and date, remit-to address, tax group, payment terms, and other data that are the same for the entire document.

- Enter tax information.
- Distribute the document and tax amounts to general ledger accounts.

With each document, you can also:

• Enter the payment amounts, dates, and discount information for payment schedules (installment payments).

• Enter data in optional invoice fields.

#### Editing unposted invoices, credit notes, and debit notes

You also use the Invoice Entry form to change or correct open invoice batches, including error batches created during posting.

Use the Allow Edit Of Imported Batches option if you want to edit batches that were created by other Sage 300 ERP applications or non-Sage 300 ERP applications.

For more information, select from the following:

Applying credit notes and debit notes to other documents

Assigning multiple payments to invoices

Calculating discounts

Calculating tax — overview

Changing the tax class for individual distributions for tax calculation

Creating General Ledger transactions

Distributing invoices, credit notes, and debit notes

Distributing self-assessed taxes

Entering document header information

Entering multicurrency invoices, credit notes, and debit notes

Entering optional fields on invoices

Invoicing interest

Updating vendor statistics

# **Processing Payments**

Accounts Payable provides two ways to enter payments:

• Use the Payment Entry form to create new payment batches manually and enter payments one-by-one.

You can issue checks or other payments manually, then use Payment Entry to record the checks, or you can enter payments in Accounts Payable and use Payment Entry to print the checks.

• Use the Create Payment Batch form to create batches of checks automatically.

Once you generate payment entries, you can list them, edit them using the Payment Entry form, print the checks, and post the transactions to vendor accounts.

For an overview of the Payment Entry form, see <u>Payment Entry form</u> — <u>overview</u>.

For an overview of system-generated checks, see <u>Create Payment Batch</u> <u>form — overview</u>.

#### **Payment Entry form**

Use the Payment Entry form to record transactions such as payments of C.O.D. charges, cash advances, prepayments, and payments to vendors who are not defined in your Accounts Payable system. You can also use Payment Entry to import payment batches from non-Sage 300 ERP programs.

You can open the Payment Entry form by choosing the icon from the Transactions folder or by clicking the New button on the Payment Batch List form.

## **Create Payment Batch form**

You can use very precise criteria to select the transactions for which checks will be generated, as well as specify exception vendor lists, and use payment controls to force or hold payments. Accounts Payable generates and prints system checks for current payables when you use the Create Payment Batch form.

#### Checks and payment advices

You can change the information that appears on, and the layout of, printed checks and advices. For more information on customizing checks, see the documentation that comes with Crystal Reports.

Belated Topics

## **Create Recurring Payable Batch Form**

You use the Create Recurring Payable Batch form to create a batch of recurring-payable invoices for selected vendors and recurring payables.

Depending on your choice for the <u>Method option</u>, Accounts Payable creates a new batch or adds the new transactions to an existing batch. The batch appears in the Batch List form as a Recurring batch, using the

next available invoice batch number.

If you want to edit a recurring-payable batch, you use the Invoice Entry form.

You <u>post the generated invoices</u>, then <u>process the payments and print</u> <u>checks</u> as you would for any other type of invoice.

If the terms specified for a recurring payable include a multiple payment schedule, Accounts Payable calculates the schedule when it processes the payable.

Accounts Payable warns you when it creates the last invoice before a recurring payable expires. You can update the recurring payable if you want to continue using it.

Accounts Payable does not create an invoice for a recurring payable if:

- It encounters an error while processing a recurring payables batch **I**. The program displays an error message when it finishes processing the batch.
- Posting the invoice would cause the amount invoiced to date to exceed the maximum amount for the recurring-payable.
- The invoice would exceed the maximum number of invoices permitted for the recurring-payable.
- The invoice date is after the expiration date specified for the recurring-payable.
- The vendor is inactive or on hold.
- The recurring payable is inactive.

If the program does not create an invoice for a recurring payable, it does

not update the Last Posted Invoice fields in the recurring payable record.

**Note:** When you delete a vendor record, Accounts Payable automatically deletes all recurring payables for the vendor.

To process recurring payables

Click <u>here</u> for tips on using Accounts Payable forms.

Related Topics

# **Using Retainage (Holdback) Accounting**

Accounts Payable lets you account for retainage (or a holdback) that occurs when your vendor withholds a percentage of an invoiced amount, usually by mutual agreement or according to a statute (such as a Builders Lien Act).

Note that there are two steps in processing retainage:

- 1. First, you post an <u>invoice, debit note or credit note that specifies a</u> <u>holdback (retainage)</u> for the document.
- 2. Later, you post a separate retainage invoice, debit note, or credit note to <u>invoice the outstanding retainage</u> amount.

#### **Before Using Retainage Accounting**

Before you can process retainage in Accounts Payable, you must:

- Set the option to use retainage accounting on the Processing tab of the A/P Options form.
- Specify <u>default retainage settings</u> for vendors on the Retainage tab of the A/P Options form.
- Specify a <u>retainage control account</u> for each account set in your Accounts Payable system.

## **Entering Original Documents with Retainage**

An invoice, debit note, or credit note from which retainage is taken is called an original document in Sage 300 ERP.

You enter the invoice, debit note, or credit note using the Invoice Entry form, as usual. To indicate that retainage applies to the document, however, you select the Retainage option. (Note that this option appears only if you selected the Retainage Accounting option for your Accounts Payable system.)

The program then displays the retainage percentage, retention period, retainage rate, and the retainage terms from the vendor record. Unless the document is job-related, you can change these retainage factors for a

particular document, as follows.

- • Retainage Amount
- O Retainage Percentage
- O Retainage Due Date
- Retention Period
- Retainage Rate
- O Retainage Terms

#### Apply document transactions

Note that when you apply original debit notes or credit notes that include retainage in Invoice Entry, or when you apply credit notes in Payment Entry, only the original document balances are affected.Outstanding retainage amounts remain with original documents until you post retainage documents or adjustments to clear the outstanding retainage.

#### Job-related retainage

If the document is job-related, you enter the retainage exchange rate and the retainage terms at the document level. However, because outstanding retainage amounts are tracked separately for each jobrelated detail, you enter a separate due date, retention period, and retainage amount or retainage percentage for each detail on a job-related document.

#### **Taxes on Retainage**

Tax on retainage is processed according to the Report Tax option selected on the A/P Options form.

The option provides the following alternatives:

- • At Time Of Original Document
- • As Per Tax Authority

To report tax, the program posts tax amounts to a tax liability account and updates the tax tracking reports. The timing of the tax liability on

retainage documents depends on the tax authority.

## Posting original invoices, debit notes, and credit notes

When you post the original retainage document, the program deducts the retainage from the document total, and posts the amount to the retainage control account.

For example, if you enter an invoice for \$10,000 with 10% retainage, an invoice is posted for \$9,000 with retainage outstanding of \$1,000.

The retainage amount remains in the control account until you invoice it in accordance with:

- The retention period or retainage due date specified for the invoice.
- The number of days in advance specified on the A/P Options form for generating retainage documents.

#### **Adjusting Original Documents**

Adjustment Entry lets you adjust retainage related to posted invoices, debit notes, and credit notes, as follows:

• To change the retainage amount for an original document, you use the detail-entry grid to adjust each detail or to add a new detail that includes retainage. Enter the amount by which to adjust retainage in the retainage debit or retainage credit fields on the grid.

You can also add retainage to a document that did not include retainage. You enter the retainage due date, as well as the retainage amount, for each detail on the detail-entry grid. You also enter retainage terms and the retainage exchange rate for the document, if you are adding retainage to a document for the first time.

If the original document was posted using a version of Accounts Payable earlier than version 5.4, you adjust the retainage debit or retainage credit for the whole document on the Retainage tab.

• You specify retainage terms and the retainage exchange rate option for the whole document on the Retainage tab.

Note that if retainage was included on the original document, the program

uses the retainage exchange rate setting from the original document.

• If you add a new detail to which retainage applies, the retainage document detail inherits the Discountable status from the distribution code used in the adjustment detail.

If you don't use a distribution code in the adjustment detail, the retainage detail is discountable by default.

• You can change both the retainage amount and add or change document details. The program then creates two entries: one for the detail adjustment, and the other for the retainage adjustment. It does not create a compound entry.

When you post the adjustment, the program adjusts the outstanding retainage account.

Note that Accounts Payable does not calculate any retainage on adjustment transactions. You must enter the retainage manually, whether you are adding it for the first time, or adjusting existing retainage debits or credits.

#### **Invoicing Outstanding Retainage**

You invoice for outstanding retainage amounts, or holdbacks, either manually, using the Invoice Entry form, or automatically, using the <u>Create</u> <u>Retainage Batch form</u>. If you have posted debit notes and credit notes to which retainage applied, you also create retainage debit notes and credit notes using the Invoice Entry form and the Create Retainage Batch form.

# **Invoicing Manually for Retainage**

Normally, you would use the Create Retainage Batch form to invoice periodically for retainage. However, Accounts Payable also lets you process outstanding retainage manually, as you require.

To invoice manually for outstanding retainage, or to manually process a credit note or debit note to clear an outstanding retainage amount, you use the Invoice Entry form.

You enter information for the retainage invoice, credit note, or debit note, as usual. Note that to invoice for retainage, however, you must:

- Select Summary as the detail type. (Retainage documents are summary documents.)
- Select Retainage Invoice, Retainage Credit Note, or Retainage Debit note as the document type, consistent with the original retainage document for which you are now processing outstanding retainage. (These options are not available if you selected Item as the detail type.)

Because outstanding retainage remains associated with the original retainage document, you must use a retainage invoice if the original document was an invoice, a retainage debit note if the original document was a credit note, and a retainage debit note if the original document was a debit note.

Use the Original Document field to specify the original retainage document for which you are invoicing the outstanding retainage.

When you post the retainage documents (invoices, credit notes, or debit notes), the program transfers outstanding retainage amounts from the retainage control account to the payables control account.

#### **Viewing Retainage Information**

You can view retainage information on the:

- • Vendor Activity form.
- • Vendors form

<u>Aged Retainage report</u>.

#### **Revaluing Outstanding Retainage Amounts**

If you use multicurrency, when you run Revaluation, the program also revalues amounts outstanding in the retainage control account.

For revalued outstanding retainage, the program creates general ledger entries to adjust the retainage control account rather than the payables control account.

If your Sage 300 ERP system uses the Realized and Unrealized Gain/Loss the accounting method to revalue multicurrency documents, the program also creates reversing entries for the next period. (You set the revaluation accounting method in the Company Profile, in Common Services.)

The Revaluation Posting Journal includes a separate section for retainage after the current revaluation for each vendor.

If you include job-related details on the posting journal, a retainage section appears on the Summary page after the current job details.

# **Adjustment Batch List**

#### Use this form to:

- Display a list of posted and unposted adjustment batches, beginning with the batch number you specify. Displayed information includes:
- Batch number
- Batch date
- Batch description
- Number of entries
- Type (Entered, Imported, Generated)
- Status (Open, Printed, Ready To Post, Deleted, Posted, Post In Progress, Check Creation In Progress)
- Posting sequence number
- Number of errors
- Last edited
- Adjustment amount
- Create a new adjustment batch.
- Select an existing batch to edit, delete, or post.

If you try to post a batch for which you have not selected the Ready To Post option, you see a message that lets you select the option from the Adjustment Batch List form.

- Post individual adjustment batches.
- Print batch listings, batch status reports, posting journals, and posting error reports.

#### • To list batches

#### • To create, view, edit, post, or delete a batch

Click one of the links below for information about buttons on the Adjustment Batch List form:

- <u>New</u>
- <u>Open</u>
- <u>Post</u>
- <u>Refresh</u>
- Delete
- <u>Close</u>
- Print

To view the transactions in an unposted batch, either open the batch you want to view, or print the <u>batch listing</u> report or preview it on your <u>screen</u>. You cannot edit a batch for which you have selected the Ready To Post option.

To be able to view a posted batch, you must not have cleared the batch using the Clear Deleted And Posted Batches option (in the Clear History form).

#### Other reports you can print from the batch list

- To print the Batch Status report, choose Print Batch Status from the File menu.
- To print the posting errors report, double-click in the Number Of Errors column for the error batch.
- To print the posting journal, click in the Posting Sequence Number column.

Click here for tips on using Accounts Payable forms.

Related Topics

# Adjustment Entry — Overview

Use this form to:

- Enter adjustments to open and fully paid documents in vendor accounts. (You use Adjustment Entry to adjust fully paid documents only when you have not yet cleared the documents from Accounts Payable.)
- Edit batches of adjustments created during posting (when adjustment batches contain errors), and imported from other accounting programs.
- Print a batch listing report for the selected batch.

You can also enter adjustments to documents to which you are applying payments in the Payment Entry form, if you select the Allow Adjustments In Payment Batch option (in the Options form). You use the Payment Entry form to edit this type of adjustment.

#### To enter an adjustment to an open and fully paid document

For information about the tabs on the Adjustment Entry form, click the links, below:

- Document
- <u>Retainage</u>
- Optional Fields
- <u>Rates</u>

#### Working with adjustment batches

- To create a new adjustment batch
- To edit an existing batch
- To view header information for a batch

• To print a batch listing for an adjustment batch

Click <u>here</u> for tips on using Accounts Payable forms.

Belated Topics

# **Control Payments**

Use this form to:

- View or change the due date, discount date and percent, prepayment activation date (if applicable), discount amount, and document status of individual transactions.
- Set a <u>payment limit</u> for an invoice, or clear all payment limits for invoices in a range.
- Change the status of groups of selected transactions, for ranges of vendors.

For complete instructions on using the Control Payments form, see <u>Steps</u> for applying payment controls.

## **Single Document**

Use this tab to

- Select single documents for a specific vendor
- Change the status of individual documents, as well as the due date, discount date, discount percent, and discount amount.
- Change the prepayment activation date for prepayments.
- Set a <u>payment limit</u> for a selected document.

For information on setting payment controls for a specific document, see <u>Control Payments — single document</u>.

#### **Range Of Documents**

Use this tab to change the status of a range of invoices, debit notes, credit notes, and prepayments for a range of vendors. For example, use Range Of Documents to hold all invoices for one vendor or for a vendor group.

You can also clear all payment limits for invoices in a specified range.

To control payments for a range of vendors, see <u>Control Payments</u> — <u>range of documents</u>.

#### Normal status

Use Normal status to clear documents of any Forced or On Hold status you applied previously.

#### Date and discount changes are permanent

Changes to the due date, discount date, discount percent, and discount amount are permanent changes to the document. You would make them after renegotiating terms or if the original document was incorrect.

## **Forced documents**

Invoices and debit notes that are assigned a Forced status will be paid in the next check run, unless:

- The payment amount of the check is outside the minimum and maximum amounts specified for the check run.
- The vendor bank does not match the batch bank, and you selected the vendor record option to Select Vendors With This Bank Code Only.
- The vendor currency does not match the vendor currency for the batch.
- There is a pending payment in an open batch for the same document.

## **Documents on hold**

Documents assigned an On Hold status will not be paid in a system check run until the On Hold status is removed. (You can also place the vendor on hold using the Vendors form.)

On Hold documents are not applied during posting:

- When you post invoice batches, Accounts Payable does not apply any matching prepayments if either the prepayment or the invoice has an On Hold status. In addition, it does not apply credit notes or debit notes if either the credit (or debit) note or the specified Apply-To document is on hold.
- When you post payment batches, prepayments are not applied to

matching invoices if the invoice has an On Hold status.

To apply a prepayment, debit note, or credit note to a document you have put on hold, you first remove the On Hold status using the Control Payments form, then use an Apply Document transaction in Payment Entry to apply the prepayment, debit note, or credit note.

#### Before you start

- Post all invoice, payment, and adjustment batches so your vendor records are up to date.
- Print and review the Vendor Transactions report to see which payments you want to control.
- You may also choose Create Payment Batch, set your payment criteria, and print a Pre-Check Register to review payments.

Related Topics

#### Field List

# **Create Payment Batch**

This form lets you:

• Create batches of checks to pay vendor invoices that are due or have a discount available for early payment.

You can have only one system-generated batch open at one time.

To edit batches created by Create Payment Batch, use the Payment Entry form. (You must select the option Allow Edit Of System Generated Batches in the Options form.)

• Print a report (payment register) of the payment transactions to be created by the current payment criteria when you generate a payment batch. We recommend that you always print a payment register, so you do not get unexpected results when you generate the batch.

Create Payment Batch generates payments for vendors according to their payment code. For vendors with no specific payment code, Accounts Payable creates checks only if you specified a check-type payment code as the default for your Accounts Payable system **D**.

**Note:** You must create at least one payment selection code before you can use this form to create a payment batch.

For complete instructions on creating a payment batch, see <u>Steps for</u> <u>creating a payment batch</u>.

For complete instructions on using the Control Payments form, see <u>Steps</u> for applying payment controls.

Click one of the links below for help on using the corresponding tab:

- <u>Select</u>
- <u>Criteria</u>
- <u>Exclusion</u>
- <u>Rates</u>
- Optional Fields

Click the names of the buttons below for additional help:

- <u>Register</u>
- <u>Generate</u>
- <u>Clear</u>
- <u>Close</u>

## Payment criteria and payment selection codes

The Create Payment Batch form selects vendors for payment according to criteria you specify, and creates a payment batch that you can later edit with the Payment Entry form.

You define the criteria for selecting payments by first defining at least one payment selection code with the Payment Selection Codes form. You then select the code you want to use when you create a payment batch, and modify the criteria, if necessary.

## **Unposted payment batches**

Create Payment Batch scans the payment entries in all unposted batches to make sure that outstanding invoices are not paid twice.

## **Payment controls**

Create Payment Batch also checks to see whether any payment controls have been placed on vendors or invoices using the Control Payments form.

## **Multicurrency ledgers**

All payment entries in a batch are in the same currency and are drawn from the same bank.

All vendors being paid must have the same source currency; however, payments do not have to match the vendor's currency. For example, you can create a batch of checks in US dollars to pay vendors whose source currency is the drachma.

## Discounts

If you take discounts, you must specify a range of discount dates on the Vendor and Date Selection Criteria tab of the Create Payment Batch form. Accounts Payable will review all documents with a discount date within the range you specify (that meet other criteria), and take discounts if they are available as of the batch date you specify on the Bank and Currency Selection Criteria tab of the form.

## **Optional fields**

If you use optional fields, an Optional Fields tab is available. Initially, the tab displays any payment optional fields that you set up for automatic insertion, along with their default entries. You can accept or change the inserted optional field entries, or you can delete the optional fields. You can also assign different payment optional fields to the batch.

When you generate payment entries, Accounts Payable assigns optional fields to the payment entries, as follows, using the values specified on the Optional Fields tab:

- All payment optional fields that are set up for automatic insertion.
- Any additional optional fields you specified for the payment batch on the Optional Fields tab.

## Check language

The language for printing the check amount in text is taken from the vendor record or primary remit-to record for each vendor. If you need to specify a different language for individual checks, you will have to edit the payment entries after you create the batch.

## **Printing checks**

To print checks for all the payments in a batch

To print a single check before processing all other checks

Belated Topics

# **Invoice Batch List**

Use this form to:

- Display a list of posted and unposted <u>invoice batches</u>, beginning with the batch number you specify. The list also displays o information about each batch.
- <u>Create a new invoice batch</u>.
- <u>Select an existing batch</u> to edit, post, or delete. If you try to post a batch for which you have not selected the Ready To Post option, you see a message that lets you select the option for the batch from the Invoice Batch List form.
- Lets you post individual batches.
- Print batch listings, batch status, posting journals, and posting error reports.

#### To list batches

- 1. To start the display with a specific batch number, type the number or select it from the Finder.
- 2. To limit the displayed list to batches that are open or ready to post, uncheck the option Show Posted And Deleted Batches.
- 3. Select the option Show Posted And Deleted Batches, unless you want to limit the display to batches that are open or ready to post.

#### To view, create, delete, or post a batch

- To work with an existing batch, select it (highlight it) in the list, then click the button for the action you want to take. Note that you cannot choose to work with posted or deleted batches.
- To create a new batch, click the New button.

For information about a button on the Invoice Batch List form, click its name:

- Open
- <u>New</u>
- Delete
- <u>Post</u>
- <u>Close</u>
- Print
- <u>Refresh</u>

To view the transactions in an unposted batch, either Open the batch you want to view, or print the <u>batch listing</u> report or preview it on your <u>screen</u>. You cannot edit a batch for which you have selected the Ready To Post option.

To be able to view a posted batch, you must not have cleared the batch using the Clear Deleted And Posted Batches option (in the Clear History form).

#### Click <u>here</u> for tips on using Accounts Payable forms.

#### Other reports you can print from the batch list

- To print the Batch Status report, choose Print Batch Status from the File menu.
- To print the posting errors report, double-click in the Number Of Errors column for the error batch.
- To print the posting journal, click in the Posting Sequence Number column.

For information about using menu commands and icons, see <u>Data entry</u> tools and shortcuts.

Related Topics

# **Invoice Entry — Overview**

Use this form to:

- Enter vendor invoices, credit notes, debit notes, and individual interest charges.
- Enter prepayments with invoices.
- Edit invoices, credit notes, debit notes, and invoices in batches created in Accounts Payable or imported from other accounting programs.
- Add a new vendor or a new remit-to location during invoice entry or when editing an existing invoice.
- Enter job-related details that will update contracts and projects in Project and Job Costing, if you use that program.
- Enter intercompany transaction details, if you use the Sage 300 ERP Intercompany Transactions (ICT) program to send transactions between companies.
- • Print a batch listing report for a selected batch.

Invoice Entry lets you use <u>Quick Mode</u> to copy many of the fields from the previous transaction or detail to a new transaction or detail, so you don't have to re-enter them.

For detailed information about the tabs on the Invoice Entry form, click the links, below:

- <u>Document</u>
- <u>Taxes</u>
- <u>Retainage</u>
- <u>Terms</u>
- <u>Optional Fields</u>
- <u>Rates</u>
- Totals

Click the links below for additional help on using the corresponding buttons:

- <u>Add/Save</u>
- Delete
- Prepayment
- <u>Close</u>

#### Click here for tips on using Accounts Payable forms.

## Job-related invoices, credit notes, and debit notes

You can enter invoices that are either job-related invoices or not job-related — you cannot enter a mixed invoice.

To enter a Project and Job Costing invoice, you must:

- Select the Project and Job Costing option.
- Identify the contract, project, and category for each detail you enter.

When you post job-related invoices, credit notes, and debit notes, Accounts Payable updates the project in Project and Job Costing. It also creates general ledger journal entries to update the Work-In-Progress and Payables Control accounts.

## Multicurrency information (multicurrency ledgers only)

If you use multicurrency accounting, you enter amounts in the Invoice Entry form in the vendor's currency.

When you enter a vendor number, the vendor's currency code is displayed on the Document tab. If the vendor does not use the functional currency, you also see a Rates tab that you can use if you need to change exchange rate information.

When you are entering a credit note or debit note for a specific invoice, the original exchange rate used for the invoice is also displayed on the Rates tab.

#### **Intercompany Transactions Invoices**

If this is an ICT company, the following fields are displayed on the A/P Invoice Entry Document tab:

- <u>Originator</u> (in the header)
- <u>Destination</u> (in the detail grid)
- Route No. and Description (in the detail grid)

Posting an ICT batch creates an A/P batch in the originating company's Accounts Payable ledger (for posting to vendor accounts), and creates an ICT G/L batch in the ICT company.

Related Topics

# **Payment Batch List**

Use this form to:

- • Display a list of open, posted and deleted <u>payment batches</u>, beginning with the batch number you specify.
- Create a new payment batch.
- Select an existing batch to edit, print checks for and post, or delete.
- Print batch listings, batch status reports, posting journals, and posting error reports.

**Note:** You must use this form to post payment batches. Accounts Payable does not have a Post Payment Batch form.

To view the transactions in an unposted batch, either open the batch you want to view, or print the <u>batch listing</u> or preview it on your <u>screen</u>. You cannot view deleted batches, and you cannot edit batches for which you have selected the Ready To Post option.

#### • To list batches

#### • To view, create, delete, or print checks and post a batch

For information about the buttons in the Payment Batch List form, click the following links:

- <u>Open</u>
- <u>New</u>
- Delete
- Print/Post
- Print
- <u>Close</u>

#### Other reports you can print from the batch list

- To print the Batch Status report, choose Print Batch Status from the File menu.
- To print the posting errors report, double-click in the Number Of Errors column for the error batch.
- To print the posting journal, click in the Posting Sequence Number column.

For information about using menu commands and icons, see <u>Data entry</u> tools and shortcuts.

Belated Topics

# **Payment Entry**

Use this form to:

- Start new payment entries and enter the general information for a check such as the type of payment entry, the vendor number, the name on the check, the check date, and whether you are recording information for a check that is already issued or printing it from Accounts Payable.
- Apply payments to projects you maintain in Sage 300 ERP Project and Job Costing, and <u>allocate partial payments to different contracts</u> <u>and projects listed on the invoice</u>.
- Enter and optionally <u>print checks</u> for vendors to pay outstanding invoices or cash invoices, or to prepay vendors.
- Enter and optionally print miscellaneous checks.
- Apply previously posted prepayments or credit notes to posted invoices and debit notes.
- Edit system-generated payment batches (generated by the Create Payment Batch form).
- Enter adjustments to invoices you are paying in the Payment Entry form, instead of using the Adjustment Entry form.
- Print a batch listing report for a selected batch.

For an overview of payment entry, see Processing payments.

For full instructions on adding payments, see Enter and apply a payment.

Click the links below for additional help on using the corresponding buttons:

- <u>Add/Save</u>
- <u>Delete</u>
- Adjust
- <u>Jobs</u>
- <u>History</u>
- Print Check

- <u>Void Check</u>
- <u>Close</u>

Click here for tips on using Accounts Payable forms.

## **Multicurrency information (multicurrency ledgers only)**

If you use multicurrency accounting, note that all payments are in the currency you selected for the batch.

## **Payment Types**

In most cases, a payment transaction is the information that Accounts Payable needs to print one check for a vendor and update the vendor account with the check information.

However, the Payment Entry form lets you enter four types of transactions:

• **Payment.** Records a check to pay outstanding transactions. You can print the check from Payment Entry or enter the number of a previously written check.

The program displays the vendor's outstanding transactions (invoices, debit notes, and interest charges), and you select the transactions you want to partially or fully pay.

• **Prepayment.** Records a check written as a prepayment. You can print the check from Payment Entry or enter the number of a previously written check.

Prepayments pay for a purchase before you have been invoiced for it. When you receive the invoice, you enter it using the Invoice Entry form, and post it. The prepayment will then be applied against the invoice.

- Apply Document. Lets you apply a posted prepayment or credit note to an invoice, debit note, or interest charge.
- **Miscellaneous Payment.** Lets you issue a check to a person or company for which you have not set up a vendor record. You enter the details of the purchase in the detail entry grid in the same way as you enter an invoice. The distributions debit the general ledger

accounts you specify and credit the bank account.

The fields that appear on the Document tab of the Payment Entry form depend on the type of transaction you are entering.

For information about each type, choose from the selection below:

- <u>Applying Payments</u>
- <u>Applying Prepayments and Credit Notes</u>
- <u>Miscellaneous Payments</u>
- Prepayments

#### Choose the set of instructions you need

To open an existing payment batch

To create a new payment batch

• To view header information for a batch

To enter and apply a payment

To add a prepayment

To apply a previously posted prepayment or credit note

To enter a miscellaneous payment (or cash invoice)

To edit a manual check

To adjust an invoice when entering a manual check

• To print a batch listing for a payment batch

To print a check from Payment Entry

# **Payment Inquiry**

The Payment Inquiry form lets you:

• Look up Payments by bank range, vendor range, check status, transaction type, date range, year and period range, and check number range.

For example, you can look up all the payments from a selected bank, or you can display information for a payment for which you have only the payment number. (You are not limited to viewing the payments for one vendor at a time, as when using the Vendor Activity form.)

• Drill down from a selected line on the list to view the original payment in the Payment Entry form.

#### To use the Payment Inquiry form to look up payments

Click the links below for additional help on using the corresponding buttons:

- <u>Print</u>
- Open
- Document
- <u>Close</u>

# **Post Batches Form**

Use this form to:

• Post batches of payments, invoices, or adjustments to vendor accounts. You can post only one type of batch at a time, but you can post a single batch, a range of batches, or all unposted batches of the chosen type.

**Note:** For an ICT company, the Batch Type option section is not available. In Intercompany Transactions, you can post only invoice batches.

 Post all batches that are Ready To Post, or specify a range of batches.

Batches are posted only if they are marked Ready To Post on the respective Batch List form.

# Posting updates vendor records and creates transactions for the General Ledger

Posting updates vendor transaction information. It also updates statistics in vendor records. Posting also creates general ledger transactions for the accounts affected by the transactions.

You can add general ledger transactions to batches automatically during posting, if you use the Create G/L Transactions During Posting option, or you can add them, later, using the Create G/L Batch form.

## Before you post batches

- 1. Print listings of the batches you want to post.
- 2. Ensure that no unprinted checks are included in any payment batches you want to post.

Normally, you use the Payment Batch List form to <u>print checks for</u>, <u>then post</u>, <u>all the checks in a selected batch</u>. If the batch contains few checks for printing, however, you might prefer to <u>print them one at a</u>

time using the Payment Entry form.

3. Assign Ready To Post status to open batches using the Invoice Batch List, Payment Batch List, or the Adjustment Batch List form, depending on the type of batch you want to post.

#### **Force Listing of Batches**

If you use the Force Listing Of Batches option, you must print batch listings for each batch you want to post. You must also print a new listing if you edit the batch after printing the batch listing.

#### **Posting sequence numbers**

Accounts Payable assigns a posting sequence number to each transaction during posting. Each time you post batches, Accounts Payable increases the posting sequence number by 1 for the type of batch.

You can look up the current posting sequence numbers in the Options form.

#### You cannot edit posted transactions

When you post a batch, its contents are transferred to the vendor accounts and you can no longer edit the transactions. You must enter adjustments or apply debit or credit notes to change any transactions you have already posted.

#### Printing posted transactions — Posting Journals and G/L Transactions Report

Each time you post, Accounts Payable creates a journal of the entries from the batches you posted together. These posting journals are an essential part of your audit trail, because they provide a record of all posted details and of the related general ledger distributions.

You can also print the G/L Transactions report each time you create general ledger transactions. The report lists all the distributions that were created for general ledger accounts when you posted batches. (In the Options form, you can choose whether to add the general ledger transactions to G/L batches automatically each time you post Accounts Payable batches or at a later time, using the Create G/L Batch form.)

You should keep your audit trail of posted transactions up to date by printing and filing each posting journal as it is created, and by regularly creating general ledger transactions and printing and filing the G/L Transactions report.

#### Delete imported batch source files after posting

Note that when you import and post a batch, the original file you imported still exists in the program where you created it. You should delete batches once you have imported and posted them, to avoid accidentally importing a batch twice.

#### CSV G/L batch if you do not use Sage 300 ERP

If you do not use Sage 300 ERP General Ledger — or if your Sage 300 ERP General Ledger system is at another location — Accounts Payable creates its general ledger transactions in a file called APGLTRAN.CSV, which can be imported by a remote site Sage 300 ERP General Ledger, or transferred to another general ledger that you use. The file is in a Comma Separated Values (CSV) format.

All general ledger transactions are placed in the same CSV file. Each time Accounts Payable creates transactions it will ask you whether you want to add to the file, or replace it.

You should always add to the CSV file (choose the "Append" option). If you overwrite the file, you will destroy all transactions that are already in the file.

When you are ready to transfer the batch to your general ledger, copy the file to the computer or directory where your general ledger is located, and delete the original CSV file. Then make a backup copy of the CSV file.

### **Reporting Accounts Payable Data**

Your Accounts Payable system can print a wide variety of reports which provide you with up-to-date information and a source of backup information in case your Accounts Payable data is damaged.

This section briefly describes all the reports produced by Accounts Payable.

#### **Printing reports**

There are five ways you can print reports in Accounts Payable. You can:

- Print directly from the program to the printer, to obtain permanent copies of the information.
- Print the information on your screen, for quick review.
- Print to a file for printing later, importing into another program, or transferring to a diskette.
- Print to an RTF file and send it as an e-mail attachment to a specified recipient.
- If you are using Seagate Info server software, print a report at a specific time and date and define the publishing format and destination.

Using a laser printer, you can print all Accounts Payable reports on  $8\frac{1}{2}$ " by 11" or A4-sized paper.

On dot matrix printers all Accounts Payable reports are 132 characters (columns) wide.

#### **Setup reports**

You can print a report showing the information entered to define each of the records you create when setting up or updating your Accounts Payable system. These reports include the Options, Account Sets, 1099/CPRS Codes, Distribution Codes, Distribution Sets, Terms, Remit-To Locations, and Payment Selection Codes reports.

They also include the lists and statistical reports for vendors and vendor

groups.

Any time you add, delete, or change any of these records, you should print and file the corresponding reports, to keep your printed records up to date.

Choose icons from the Setup Reports folder to print these reports.

#### **Vendor reports**

You can print a report showing the information entered for your vendor records, including the lists and statistical reports for vendors and vendor groups. Reports you can print for your vendors also includes the 1099/CPRS Amounts and Remit-To reports.

Whenever you change any of these records, you should print and file the corresponding reports, to keep your printed records up to date.

Choose icons from the Vendor Reports folder to print these reports.

#### **Transaction reports**

You can print a complete range of reports of your Accounts Payable transactions. Choose icons from the Transaction Reports folder to print the following reports.

- Audit Trail. The batch listings, posting journals, error reports, batch status reports, and the G/L Transactions report are important parts of your Accounts Payable audit trail. You should regularly print these reports, check them carefully, and file them in a secure place. Note that you must print the G/L Transactions report before you clear posting journals.
- Analytical Reports. Accounts Payable also provides three important reports that you can use to interpret, analyze, and summarize your data, including the Aged Cash Requirements, Aged Payables, and Vendor Transactions reports. A summary of the contents and uses of each of these reports follows.

#### Aged Cash Requirements report

The Aged Cash Requirements report highlights the cash amounts that

will be required to meet obligations as they become due, including the amount needed to pay invoices that are overdue, current, and due in each of four future periods you define. Use the report for cash flow analysis and projections.

You can print the report in detailed form, listing all outstanding documents for each vendor, or summary form, printing one line for each vendor number, including the overdue and current balances and the balances in each aging period.

### **Aged Payables report**

The Aged Payables report groups outstanding transactions into a current period and four aging periods by document date or due date. Use the report to analyze your payables.

You can print the report in detailed form, listing all outstanding documents for each vendor, or in summary form, printing one line for each vendor number, including the current balance and the balance in each aging period.

#### **Vendor Transactions report**

The Vendor Transactions report serves as an audit trail of posted transactions in your vendor accounts, within the range of dates you specify. Use the report to obtain an overview of your vendor accounts in any period for which you have Accounts Payable data.

You can report the details of any combination of invoices, debit notes, credit notes, and prepayments. You can also choose to include zero balances and applied details, and print a total for each transaction type.

If you use multicurrency accounting, you can also print the report in functional currency or in the vendors' currencies.

### **Periodic Processing**

There are several Accounts Payable forms you can use to complete the types of processing you do at specified intervals, such as at month end or period end, and to clear out obsolete data and records.

This section outlines periodic procedures you might follow, and tells you how to use Accounts Payable to accomplish the tasks.

1. Update Accounts Payable records, such as to enter changes of address, make corrections, and select the Inactive option for records you plan to delete.

Use the icons in the Vendors and Setup folders to revise these records.

2. Post transactions that apply to the period. Print and file the posting journals.

Use the Invoice Entry form, and the Payment Entry, and Adjustment Entry forms

3. Print the Vendor Transactions and Aged Payables reports to identify amounts that should be paid, or that require other action.

Use the Vendor Transactions and Aged Payables icons from the Transaction Reports folder to print the reports.

- 4. Use the Create Recurring Payable Batch in the Periodic Processing folder to generate invoices for the recurring payables you have set up.
- 5. Create and post batches of adjustments, such as transactions to correct errors found when you reconcile bank statements.

Use the Adjustment Entry icon from the Adjustments folder.

6. If you have a multicurrency ledger, you may need to update exchange rates in Common Services and revalue multicurrency transactions and balances periodically, to reflect changes in exchange rates.

Choose the Revaluation icon from the Periodic Processing folder.

7. Print the G/L Transactions report (using the G/L Transactions icon in the Transaction Reports folder), then create any outstanding general ledger transactions. (Use the Create G/L Batch icon in the Periodic Processing folder.)

Process the batches in Sage 300 ERP General Ledger, if you use it, or post them manually to your other general ledger.

8. Clear the paid transactions, vendor comments, and statistics that you no longer need, and delete records that you classed as inactive and prepared for deletion.

Choose the Clear History, Clear Statistics, and Delete Inactive Records icons, respectively, from the Periodic Processing folder to clear this information.

 Use the 1099 Electronic Filing form, in the A/P Periodic Processing folder, to file 1099s electronically, if you are required to file 1099 forms. (If you do not file electronically, you choose the 1099/CPRS Amounts form from the Vendor Reports folder to print out the forms.)

### **Year End Processing**

At the end of each fiscal year, use the Year End form to transfer currentyear activity statistics for vendor groups and vendors to the previous year, in preparation for a new year. You may also want to follow the same procedures you use at the end of each period.

#### Before you start

Before running Year End, you must:

- Post or delete all outstanding batches.
- Print all posting journals.
- Print the G/L Transactions report, then create any outstanding general ledger transactions.
- Close all other Accounts Payable forms and make sure no other users are using Accounts Payable.

#### What Year End does

The Year End function performs the following tasks:

• If you select the Reset All Batch Numbers option, Year End resets the next batch number to 1 for all batch types, and deletes all information for posted and deleted batches, so they no longer appear on the Batch Status report.

Note that resetting batch numbers will prevent you from viewing transactions from the General Ledger Transactions form.

- Inserts the Average Days To Pay total from the year you are closing into the Average Days To Pay field for the previous year and into the Total Days To Pay field for the new year in vendor records.
- Clears activity statistics, if you select the Clear Activity Statistics option. This step moves year-to-date vendor activity statistics to last-year activity statistics, and sets year-to-date totals for the new year to zero. It also sets the largest invoice this year and the largest balance this year to zero.

• Resets to 0 (zero) the Total Invoices Paid, Number Of Checks, and the Total Days To Pay fields in the Vendor Activity Statistics tab, in the Vendors form.

#### Field List

### **Clear History**

Use the Clear History form to remove obsolete data from your Accounts Payable system. You can clear ranges of the following information:

- Fully paid documents
- Vendor comments
- 1099/CPRS Amounts
- Printed posting journals
- Posting errors
- Deleted and posted batches

#### To clear obsolete data

### **Clear Statistics**

Use the Clear Statistics form to remove obsolete data from your Accounts Payable system. You can clear ranges of the following information:

- Vendor period statistics.
- Vendor group period statistics.

Note that the Clear Statistics form clears period statistics, not activity statistics. Activity statistics are kept only for the current year to date and the previous year, and are cleared by the Year End form (with the current-year statistics becoming the previous-year statistics).

#### Before you start

- Post all outstanding batches that could affect records you want to clear.
- Determine the fiscal year and period through which to clear statistics.
- Print reports of the data you want to clear. For example:
- Before clearing statistics for vendors or vendor groups, print the statistical report for the type of information you plan to clear. Specify the year and period you plan to clear in the To fields for the Year and Period options. Specify the range of vendor numbers or vendor group codes to clear.

Check the reports to be sure you are clearing the statistics you intended to clear, then file them as permanent records of the information.

#### To use the Clear Statistics form

- 1. Select the types of records you want to clear.
- 2. Select the range of vendors for which you want to clear statistics.
- 3. Type the fiscal year and period for which to clear.
- 4. Choose Process.

### After using

Check that data was cleared properly.

## **Create G/L Batch**

Use this form to:

- Create general ledger transactions from outstanding posted invoice, payment, and adjustment batches.
- Create general ledger transactions when you revalue accounts at new exchange rates in multicurrency ledgers.

You use this form to create general ledger batches if you did not select the Create G/L Transactions During Posting option on the Integration tab of the G/L Integration form.

### **Multicurrency ledgers**

If you use multicurrency accounting, you also use this form to produce general ledger batches containing revaluation transactions that you created with the Revaluation form.

Revaluation transactions revalue all outstanding multicurrency Accounts Payable documents at new exchange rates. Because revaluation transactions are for unrealized amounts, they are posted to the General Ledger system as reversing transactions, which means that General Ledger simultaneously posts reversing transactions to the first day of the next fiscal period.

Note that revaluation transactions created by Accounts Payable are set as automatically reversing transactions. If they were posted to Sage 300 ERP General Ledger, they would be reversed at the beginning of the next fiscal period.

If you are posting them to a different general ledger, you must also reverse these transactions in the next fiscal period.

#### Before you start

- Select options on the Integration tab of the G/L Integration form.
- Post all outstanding invoice, payment, and adjustment batches in Accounts Payable.

#### **To create General Ledger batches**

You post the General Ledger batches in Sage 300 ERP General Ledger, if you use it, or in your other general ledger system.

Note that if you try to post a G/L batch to a period that is locked for General Ledger, the transactions will be placed in an error batch. Therefore, make it a practice to create and post General Ledger batches for outstanding Accounts Receivable transactions before locking a period for General Ledger.

#### To use the Create G/L Batch form:

- 1. Select the types of posted batches from which to create transactions (Invoice Batches, Payment Batches, Adjustment Batches, Revaluation).
- 2. Select the posting sequence number through which to create transactions for each batch type.
- 3. Choose Process.

Use the Create G/L Batch form to produce batches of general ledger transactions from the invoice, payment, and adjustment batches you posted in Accounts Payable.

You must create all outstanding general ledger batches before you can use the Year End form.

#### If you do not use Sage 300 ERP General Ledger

Accounts Payable creates its general ledger transactions in a file called APGLTRAN.CSV, which can be imported by a remote site Sage 300 ERP General Ledger, or transferred to another general ledger that you use. The file is in Comma Separated Values format, and is created in the same directory as your company database.

Note that all general ledger transactions are placed in the same CSV file and that each time Accounts Payable creates transactions, it appends them to the CSV file.

#### After using

Post the batches in Sage 300 ERP General Ledger, if you use it.

If you use a different general ledger, import the CSV batch file into your general ledger, then delete the file.

#### Field List

### **Create Retainage Batch**

You can use the Create Retainage Batch form periodically to create a batch of retainage invoices, debit notes, and credit notes for the vendors, documents number, or vendor groups you select.

If you assigned a schedule (on the Retainage tab of the A/P Options form) that uses a reminder to users, Accounts Payable can remind users to process retainage transactions when they are due. Users can then process the retainage transactions directly from the Reminder List in Common Services, rather than from the Create Retainage Batch form. For more information about using schedules and reminders, see the System Manager Help.

Accounts Payable assigns the next available invoice, credit note, or debit note batch number to the retainage batch. It assigns the next retainage invoice, retainage debit note, or retainage credit note number specified on the Retainage tab on the A/P Options form.

# To create a batch of retainage documents using the Create Retainage Batch form

- 1. Choose Create Retainage Batch from the Periodic Processing folder.
- 2. Specify the Run Date for this retainage batch.
- 3. Specify the types of original retainage documents for which you are now processing outstanding retainage.
- 4. Choose the type of record by which to select outstanding retainage for processing, then enter the range of records from which to select outstanding retainage.
- 5. In the Number Of Days In Advance field, specify the number of days in advance of the retainage due date that retainage documents can be created.
- 6. Click Process to create the batch.

Accounts Payable updates the Last Invoiced field on the Retainage tab of the A/P Options form.

Note that taxes are calculated only on original documents. They do not appear for retainage documents.

#### After using the Create Retainage Batch Form

- 1. Use the Invoice Entry form to make any changes to the retainage invoices, debit notes, and credit notes.
- 2. Choose Batch Listings from the Transaction Reports folder to print a listing of the batch. Select Retainage as the batch type.
- 3. Verify the information, then file the listing. If you need to make corrections, reprint the listing after editing the batch.
- 4. Select the Ready To Post option for the batch on the Invoice Batch List form.
- 5. Post the batches.

### **Delete Inactive Records**

Use the Delete Inactive Records form to:

• Remove obsolete vendor, vendor group, remit-to location, and recurring payable records.

The form removes records only if they currently have an inactive status and were set to inactive within the range of dates you specify.

#### Before you start

- Print reports.
- Update records.
- Assign Inactive status to all records you want to delete.

### **Deleting vendor records**

Before you can delete a vendor record:

- Pay or settle all invoices and debit notes.
- Clear all the vendor's fully paid documents in the Clear History form
- You can use Clear History to clear comments for vendors, if you want. However, the Delete Inactive Records form automatically deletes the comments and statistics in the vendor records it deletes.
- Delete remit-to locations for the vendor.

To identify inactive vendor records, print the Vendors report, selecting one or more of the Address, Profile, or Comment options.

The report shows which vendor records are inactive (on the first line for each vendor), and when the status was changed.

When you delete vendor records, you also delete vendor statistics and comments.

### **Deleting vendor groups**

You can delete vendor groups.

To delete a vendor group, first assign its vendors to another group or delete them, as you cannot delete a vendor group to which vendors are assigned.

To discover whether vendors are still assigned to the group, print the Vendor Groups report, selecting the Group Members option.

Note that when you delete a vendor group, you also delete the vendor group statistics.

#### **Deleting remit-to locations**

Before you delete inactive remit-to locations, make sure there are no unposted transactions that use them. (You cannot edit and save a transaction with an inactive or deleted remit-to location; however, you can post it without errors.)

To delete inactive records

### Revaluation

Use the Revaluation form to:

- Revalue multicurrency transactions at new exchange rates, to determine the current value of payables on specific dates (in multicurrency ledgers only).
- Process a provisional revaluation (select the Provisional Revaluation option) to determine the transactions that would be created for the general ledger exchange gain and loss accounts if you revalued the accounts at the specified rates.
- Create revaluation transactions for the general ledger exchange gain and loss accounts.
- Click a <u>History</u> button to open a separate form that lets you view historical revaluations for a selected currency, and select revaluations that you need to redo.

When exchange rates fluctuate, you may need to revalue outstanding documents denominated in other currencies to reflect their present value in your own (functional) currency at a particular time, for example, at financial statement dates. (When you revalue a transaction, Accounts Payable recalculates its functional equivalent value at a new exchange rate.)

In Sage 300 ERP, gains and losses due to fluctuating exchange rates are treated as permanent or temporary, depending on the exchange Gain/Loss Accounting Method specified for your Sage 300 ERP system (in the company profile).

Click here for an overview of the revaluation process.

#### To revalue transactions

### Year End

Use the Year End form to:

- Reset batch numbers, so that the next batch you create of all types will use number 1.
- Move vendor activity statistics for the current year into the previous year, and zero the totals for the new year.
- Clear year-to-date statistics from recurring payable records.
- Reset to 0 (zero) the Total Invoices Paid, Number Of Payments, and the Total Days To Pay fields on the Activity and Statistics tabs, on the Vendors form.

To use the Year End form

### **1099 Electronic Filing**

You use the 1099 Electronic Filing form to create an electronic file to submit 1099 forms through the IRS FIRE (Filing Information Returns Electronically) System using a modem or by mailing them on magnetic tape or diskettes.

When you finish filing, Accounts Payable automatically prints a summary report of the information you filed, which you can keep with your records.

**Note:** You should refer to IRS documentation for information on electronic filing requirements before you submit 1099s electronically. For example, the IRS does not accept compressed files. If the resulting IRSTAX file is larger than 1.4 megabytes, you will have to submit a file that spans two or more diskettes.

To create an electronic file for your 1099 forms:

### **T5018 (CPRS) Electronic Filing**

If your company operates in Canada and your primary source of business income is construction, you must report amounts paid or credited for construction services to the Canada Revenue Agency (CRA) by filing a T5018 information return, which consists of a T5018 Summary and related T5018 slips.

You use the T5018 (CPRS) Electronic Filing form, available in the Periodic Processing folder, to create your T5018 information return in the required XML format. You can then submit the generated file to the CRA through their website or on electronic media acceptable to the CRA (DVD, CD, or diskette).

Note that the CRA does not process files that span more than one diskette or CD. Be sure to choose a media type that can accommodate the entire information return.

**Important!** If you file more than 50 T5018 slips for a calendar year, you *must* use CRA's Internet File Transfer application to file original or amended T5018 returns.

File a T5018 (CPRS) Information Return Electronically

## Printing to a File

To print to a file, choose Print Destination from the File menu on the company desktop. Choose File, then enter the drive, directory, and filename, or use the Browse button to scroll through the list of directories and files to select the file you want to use. You can enter the name of a non-existent file or directory to be created by the system when you print.

After printing to a file, you can clear the data for some reports such as posting journals and the Batch Status report using the Clear History form.

### **Printing to a Printer**

To print to a printer, choose Print Destination from the File menu on the company desktop. Choose Printer, then choose OK.

After printing to a printer, you can clear the data for some reports, such as posting journals and the Batch Status report, using the Clear History form.

### **Printing to the Screen**

To print to the screen (display the report on your monitor), choose Print Destination from the File menu on the company desktop. Choose Preview, then choose OK.

Printing to your screen satisfies the Force Listing of Batches option.

### Printing to an E-mail

To print to an e-mail, choose Print Destination from the File menu on the company desktop. Choose E-mail, then choose OK.

After printing to an e-mail, you can clear the data for some reports, such as posting journals and the Batch Status report, using the Clear History form.

### **Printing According to a Schedule**

You can schedule a report to be printed from a computer running Seagate Crystal Info software.

To schedule a report for printing, choose Print Destination from the File menu on the company desktop. Click Schedule, then click OK.

A dialog box appears when you choose to print:

- Enter your Seagate Crystal Info user name and password.
- Choose a server from the APS field (Automated Process Server).
- Indicate the publishing format and enter the name of the file you are scheduling for printing.
- Choose the destination (either to a hard disk on another workstation or to a computer running Crystal Info server.
- Enter the date and time you'd like the report printed.

### **Account Sets Report — Printing**

This report lists the descriptions and numbers of the general ledger accounts used in the account sets in your Accounts Payable system. Print the report when you add, change, or delete account sets.

For more information on the contents of this report, see <u>Account Sets</u> <u>Report — Features</u>.

#### When to print

Print the report when you add, change, or delete account sets.

#### To print the Account Sets report

- 1. Choose File, Print from the A/P Account Sets folder, or select the Account Sets icon from the Setup Reports folder.
- 2. Select the range of account sets you want to print. The default range includes all account sets.
- 3. Click O Print.

### **Distribution Codes Report — Printing**

The Distribution Codes report lists the descriptions and numbers of the general ledger accounts used in the distribution codes in your Accounts Payable system.

For information on the contents of this report, see <u>Distribution Codes</u> <u>Report — Features</u>.

#### When to print

Print the report when you add, change, or delete distribution codes.

#### To print a report

- 1. Choose File, Print from the Distribution Codes form, or select the Distribution Codes icon from the Setup Reports folder.
- 2. Select a range of distribution codes.
- 3. Click O Print.

### **Distribution Sets Report — Printing**

The Distribution Sets report lists the distribution methods and distribution codes specified for the distribution sets you use to allocate purchase amounts in your Accounts Payable system.

For information on the contents of this report, see <u>Distribution Sets</u> <u>Report — Features</u>.

#### When to print

Print the report when you add, change, or delete distribution sets.

#### To print the report

- 1. Select File, Print from the Distribution Sets form, or choose the Distribution Sets icon from the Setup Reports folder.
- 2. Select a range of distribution sets to include.
- 3. Click Print.

### E-mail Messages Report — Printing

The E-mail Messages report lists the messages you send to vendors with e-mailed letters.

Print the report when you add, change, or delete e-mail messages.

For more information on the contents of this report, see <u>E-mail Messages</u> <u>Report — Features</u>.

#### To print the report

- 1. Select File, Print from the E-mail Messages form, or choose the Email Messages icon from the Setup Reports folder.
- 2. Click O Print.

### **G/L Integration Report — Printing**

The G/L Integration report lists the integration options and other information specified on the G/L Integration form that determines how your Accounts Payable system interacts with General Ledger.

Print the report when you change the G/L Integration options for Accounts Payable.

For more information on the contents of this report, see <u>G/L Integration</u> <u>Report — Features</u>.

#### **Before Using**

If necessary, set up printing destinations, and turn on and connect the printer.

#### To print the report

- 1. Click File, Print on the G/L Integration form, or choose the G/L Integration icon from the Setup Reports form.
- 2. Click O Print.

## **Optional Fields Report — Printing**

This report lists the optional fields you have defined for Accounts Payable.

For information on the contents of this report, see <u>Optional Fields Report</u> <u>— Features</u>.

#### When to print

Print the report when you add, change, or delete optional field records.

#### To print the report

- 1. Choose the Optional Fields icon from the A/P Setup Reports folder.
- 2. Choose O Print.

# **Options Report** — **Printing**

The Options report lists the options selected and other information entered in the Options form to specify how your Accounts Payable system operates.

Print the report when you change your selections for Accounts Payable options.

For information on the contents of this report, see <u>Options Report</u> — <u>Features</u>.

## When to print

Print the report when you change option selections.

#### To print the report

- 1. Choose File, Print from the Options form, or select the Options icon from the A/P Setup Reports folder.
- 2. Click O Print.

## **Payment Codes Report — Printing**

The Payment Codes report lists the codes, descriptions, and methods of payment used in your Accounts Payable system.

Print the report when you add, change, or delete Payment Codes.

For information on the contents of this report, see <u>Payment Codes Report</u> <u>— Features</u>.

#### To print the report

- 1. Choose File, Print from the Payment Codes form, or select the Payment Codes icon from the Setup Reports folder.
- 2. Click Print.

## **Payment Selection Codes Report — Printing**

The Payment Selection Codes report lists the bank and currency codes, selection criteria, and exclusion criteria defined for the payment selection codes used to create payment batches in your Accounts Payable system.

For information on the contents of this report, see <u>Payment Selection</u> <u>Codes Report — Features</u>.

### When to print

Print the report when you add, change, or delete payment selection codes.

#### To print the report

- 1. Choose the Payment Selection Codes icon in the Setup Reports folder.
- 2. Choose the range of codes to print
- 3. Select the Optional Fields check box if you want to include optional fields in the report.
- 4. Click OPrint.

## **Terms Codes Report — Printing**

The Terms Codes report lists the information entered for each terms code to specify how to calculate due dates, discount amounts, and discount periods on invoices that use the code.

Print the report when you add, change, or delete terms codes.

For information on the contents of this report, see <u>Terms Codes Report</u> <u>— Features</u>.

#### To print the report

- 1. Select the File, Print command in the Terms form, or choose the Terms icon in the A/P Setup Reports folder.
- 2. Select the range of terms codes that you want to print.
- 3. Select the Include Multiple Payment Schedules option if you have created terms codes that use the option.
- 4. Click O Print.

# **1099/CPRS Codes Report — Printing**

The 1099/CPRS Codes report lists the code and description for each 1099/CPRS code entered in your Accounts Payable system. The code numbers correspond to the box numbers on the US 1099-MISC form.

For CPRS reporting in Canada, it is recommended that you use code 3, Other, to track payments to Vendors subject to CPRS reporting.

For information on the contents of this report, see <u>1099/CPRS Codes</u> <u>Report — Features</u>.

If you add non-standard codes

- Only standard 1099-MISC codes are printed on the stock 1099/CPRS Amounts report.
- If you add any non-standard 1099/CPRS codes, you must modify the 1099/CPRS Amounts report form to print the non-standard codes.

#### To print the report

- 1. Select File, Print in the 1099/CPRS Codes form or choose the 1099/CPRS Codes icon in the Setup Reports folder.
- 2. Select a range of 1099/CPRS codes.
- 3. Click O Print.

## Aged Cash Requirements Report — Printing

The Aged Cash Requirements report highlights the cash amounts that will be required to meet obligations as they become due, including the amount needed to pay invoices that are overdue, current, and due in each of four future periods you define. Use the report for cash flow analysis and projections.

You can print the report in detailed form, listing all outstanding documents for each vendor, or summary form, printing one line for each vendor number, including the overdue and current balances and the balances in each aging period.

For information on the contents of this report, see <u>Aged Cash</u> <u>Requirements Report — Features</u>.

### When to print

Print the Aged Cash Requirements report when you need a listing of the amounts owed and when they are due, to assist you with cash-flow management, short-term planning, and budgeting.

#### To print the report

- 1. Choose the Aged Cash Requirements icon from the A/P Transaction Reports folder.
- 2. Select from the following:

**Age By.** You can age outstanding documents or balances by their due dates or document dates.

Age As Of. Specify the date on which to report the payables. The program uses this date to assign transactions to aging periods. For example, if you print the report aged by due date, the program assigns each transaction to an aging period by calculating the number of days between its due date and the Age As Of date.

**Cutoff By.** The report includes only transactions that have a document date that is on or before the cutoff date you specify.

There are three methods for selecting a cutoff date:

- O Document Date
- • Posting Date
- • Year/Period

**Print Transactions In.** Indicate whether to print a summary or detailed report, and whether to print the detailed version of the report with transactions ordered by document date (Detail by Date) or by document number (Detail by Document).

**Sort Transactions by Transaction Type.** Select this check box if you want sort transactions by document type for each vendor on the report.

**Use Aging Periods.** The aging periods entered in the Options form appear, but you can assign different periods for individual reports, if you want. The aging periods are used to group transactions by the future dates at which they will become due, rather than by the amount of time they are overdue. All overdue amounts appear in the Overdue column on the report.

Select Vendors By. Specify up to • four criteria to select the vendor accounts to list on the report.

If you do not specify selection criteria, the report includes all vendor records.

**Sort Vendors By.** Specify up to **•** four orders by which to sort records for the report.

If you do not specify sorting criteria, the report orders the records by vendor number.

If you want to include subtotals (for a single currency company) or subtotals by currency (for a multicurrency company), select Vendor Group or Account Set as the primary sort order.

**Show Group Title.** If you want to include a title for each sorted group, select the Title check box for each group of records you are sorting by.

Show Group Subtotal. If you want to include subtotals for each

sorted group, select the Show Group Subtotal option for the groups of records you are sorting by.

[Include] **Contact/Phone/Credit.** Choose this option if you want to list the vendor's contact person and phone number and your credit limit for the vendor.

[Include] **Space For Comments.** Select this option to leave blank space at the end of each vendor record for your notes.

[Include] **Vendors/Transactions on Hold.** Choose this option to include vendors that you have placed on hold in the Vendors form, and transactions that you have placed on hold in the Control Payments folder.

[Include] **All Available Discounts.** Select this option if you want the program to calculate amounts owing by taking advantage of all available discounts.

**Select Transaction Types.** Select the types of transactions to include on the report. You can include any or all of the transaction types listed. Note that, If you clear the Adjustments check box, adjustments can still appear as Applied Details on the documents that payment was applied to. Select the Adjustments check box and adjustments can appear both as Applied Details and Regular Documents.

[Show] **Applied Details.** Select this option to include all the documents such as payments and credit notes that were applied to each reported invoice. If you do not select this option, the report shows only the balance owing for each outstanding document.

[Show] **Fully Paid Transactions.** Select this option to list documents that are fully paid, but not yet cleared from Accounts Payable.

[Show] **Aged Retainage.** Select this option to include retainage documents with taxes on the report. This check box is disabled if Document Date is selected as the Report Type.

**Print Amounts In.** Use this option to select the currency for the report. You can list transaction amounts in the vendor currency or the functional currency.

If you list transactions in the functional currency, and you have performed a revaluation, the report shows the new functional amounts.

3. Click • Print.

# **Aged Payables Report — Printing**

The Aged Payables report groups outstanding transactions into a current period and four aging periods by document date or due date. Use the report to analyze your payables.

You can print the report in detailed form, listing all outstanding documents for each vendor, or in summary form, printing one line for each vendor number, including the current balance and the balance in each aging period.

For information on the contents of this report, see <u>Aged Payables Report</u> <u>— Features</u>.

### When to print

Print the Aged Payables report when you need a listing of the status of your payables on a given date, such as at the end of a fiscal year or period.

#### To print the report

- 1. Choose the Aged Payables icon from the A/P Transaction Reports folder.
- 2. Select from the following:

**Report Type.** You can age outstanding or overdue documents or balances by their due dates or document dates.

**Age As Of.** Specify the date on which to report the payables. The program uses this date to assign transactions to aging periods. For example, if you print the report aged by due date, the program assigns each transaction to an aging period by calculating the number of days between its due date and the Age As Of date.

**Cutoff By.** The report includes only those transactions that have a date that is on or before the cutoff date you specify.

There are three methods for selecting a cutoff date:

- Document Date
- O Posting Date
- • Year/Period

**Print Transactions In.** Indicate whether to print a summary or detailed report, and whether to print the detailed version of the report by document date (Detail by Date) or by document number (Detail by Document).

**Sort Transactions by Transaction Type.** Select this check box if you want sort transactions by document type for each vendor on the report.

**Use Aging Periods.** The aging periods entered in the Options form appear, but you can assign different periods for individual reports, if you want.

Select Vendors By. Specify up to • four criteria to select the vendor accounts to list on the report.

If you do not specify selection criteria, the report includes all vendor records that meet the other criteria you select in this folder (for example, all vendors that have transactions on or before the cutoff date).

**Sort Vendors By.** Specify up to • four orders by which to sort records for the report.

If you do not specify sorting criteria, the report orders the records by vendor number.

**Show Group Title.** If you want to include a title for each sorted group, select the Title check box for each group of records you are sorting by.

**Show Group Subtotal.** If you want to include subtotals for each sorted group, select the Show Group Subtotal option for groups of records you are sorting by.

[Include] **Contact/Phone/Credit.** Choose this option if you want to list the vendor's contact person and phone number, and your credit limit for the vendor.

[Include] **Space for Comments.** Choose this option to leave blank space at the end of each vendor record for your notes.

[Include] **Vendors With A Zero Balance.** Choose this option to include vendors with zero balances.

[Include] **Vendors/Transactions on Hold.** Choose this option to include vendors that are placed on hold in the Vendors form, and transactions that you have placed on hold in the Control Payments form.

**Select Transaction Types.** Select the types of transactions to include on the report. You can include any or all of the transaction types listed. Note that, If you clear the Adjustments check box, adjustments can still appear as Applied Details on the documents that payment was applied to. Select the Adjustments check box and adjustments can appear both as Applied Details and Regular Documents.

**Applied Details.** Choose this option to include all the documents such as payments and credit notes that were applied to each reported invoice. If you do not select this option, the report shows only the balance owing for each outstanding document.

[Show] **Fully Paid Transactions.** Select this option to list documents that are fully paid, but not yet cleared from Accounts Payable.

[Show] **Aged Retainage.** Select this option to include retainage documents with taxes on the report. This check box is disabled if Document Date is selected as the Report Type.

**Print Amounts In.** Use this option to select the currency for the report. You can list transaction amounts in the vendor currency or the functional currency.

If you list transactions in the functional currency, and you have performed a revaluation, the report shows the new functional amounts.

3. Click O Print.

### **Other Reports**

You can also print the Overdue Payables By Due Date and the Overdue Payables By Document Date reports from the Aged Payables Report form.

# **Aged Retainage Report — Printing**

The Aged Retainage report lets you print reports of outstanding retainage amounts owed to vendors.

For information on the contents of this report, see <u>Aged Retainage</u> <u>Report - Features</u>.

### When to print

Print the report when you need to review retainage that is due to vendors, such as at the end of a fiscal year or period.

#### To print the report

- 1. Choose the Aged Retainage icon from the A/P Transactions Reports folder.
- 2. Select report options as follows:

Report Type. You can choose:

- Aged Retainage By Due Date
- Future Retainage By Due Date
- Overdue Retainage By Due Date

**Age As Of.** Specify the date on which to report the retainage. The program uses this date to assign retainage to an aging period by calculating the number of days between its due date and the date entered in the Age As Of field.

**Cutoff By.** The report includes only those transactions or balances that have a due date before or on the cutoff date you specify. There are three methods for selecting a cutoff date:

- Document Date
- O Posting Date
- • Year/Period

Print Transactions In. Indicate whether to print a summary or a

detailed report, and whether to print the detailed version of the report by document date (Detail By Document Date), by due date (Detail By Retainage Due Date), or by document number (Detail By Document).

**Use Aging Periods.** Aging periods are used to group outstanding retainage amount. The aging periods entered in the Options form appear, but you can assign different periods for individual reports, if you want.

- On the Aged Retainage By Due Date report, all outstanding retainage amounts are grouped according to the dates on which they become due.
- On the Overdue Retainage By Due Date reports, overdue outstanding retainage amounts are grouped according to the dates on which they became due.
- On the Future Retainage By Due Date report, outstanding retainage amounts are grouped according to the future dates at which they will become due.

Select Vendors By. Specify up to • four criteria to select the vendor accounts to list on the report.

If you do not specify selection criteria, the report includes amounts for all vendors that use the account type you select.

**Show Group Title.** If you want to include a title for each sorted group, select the Title check box for each group of records you are sorting by.

**Sort Vendors By.** You can choose up to four orders by which to list (sort) records for the report. If you do not specify sorting criteria, the report orders the records by vendor number.

Show Group Subtotal. If you want to include subtotals for each sorted group, select the Show Group Subtotal option for groups of records you are sorting by.

**Include Taxes.** Select this option to include tax information on the report.

**Print Amounts In.** Use this option to select the currency for the report. You can list transaction amounts in the vendor currency or the

functional currency.

If you list transactions in the functional currency, and you have performed a revaluation, the report shows the new functional amounts.

3. Click **O** Print.

# **Batch Listing — Printing**

A batch listing is the printed record of the transactions in a batch.

You can print batch listings for invoice, payment, and adjustment batches that have been entered, imported, generated, or posted. The invoice batch listing includes debit notes and credit notes, as well as interest invoices.

For information on the contents of this report, see <u>Batch Listing</u> — <u>Features</u>.

## When to print

You should print batch listings after entering, importing, generating, or editing a batch, at any time before the batch is posted, then file them with your other audit trail records.

If you select the Force Listing Of Batches option in the Options form, note that when you print to any print destination (including Preview), Accounts Payable changes the batch print status to printed. Be sure to print the batch listing to a printer or a file before posting.

### To print batch listings

- 1. Open the O Batch Listings form.
- 2. Select the batch type for the batches you want to print.
- 3. Select the range of batch numbers to print.
- 4. Enter the range of batch creation dates.
- 5. Select optional information you want to include, as follows:
  - Reprint Previously Printed Batches
  - Show Comments
  - Show Schedules
  - Show Tax Details
  - Show Adjustment Details
  - Show Job Details

- Show Optional Fields
- 6. Select the types of batches to print. You can choose:
  - Entered
  - Imported
  - Generated
  - Recurring
  - 🛛 External 🗈
  - Retainage
- 7. Select the statuses of batches to print. You can choose:
  - Open 🗈
  - Ready To Post D
  - Posted
- 8. Click O Print.

### Notes

- You cannot print batch listings for deleted or posted batches.
- Batch listings are optional unless you use the Force Listing Of All Batches option in Options.
- Once you list a batch, its status changes to "Printed" on the Batch Status report.

## After using

- Verify contents, correct any errors, reprint the edited batches, then file the listings.
- Post the batches.

# **Batch Status Report — Printing**

The Batch Status report describes all unposted invoice, payment, or adjustment batches, and posted or deleted batches for which the information has not yet been cleared from Accounts Payable. The report is a valuable management tool for tracking batches, particularly when several operators are entering batches on a multi-user system.

For information on the contents of this report, see <u>Batch Status Report</u> — <u>Features</u>.

## When to print

Print the report when you need batch information, and before clearing batch status information (details of posted and deleted batches). You can clear information about printed posting journals and deleted and posted batches using the Clear History form.

### To print the report

- 1. Choose the Batch Status icon in the A/P Transaction Reports folder.
- 2. Select:
  - • The Batch Type
  - A range of batch numbers.
  - A range of batch creation dates.
  - • The type(s) of batches to include.
  - • The status(es) of batches to include.
- 3. Click Print.

# **Check Register — Printing**

The Check Register report lists details of checks that are produced and posted to vendor accounts during a check run. The Register can also list the general ledger distributions that result. Checks that are used for alignment or leading, as well as checks that are voided before posting, are not included on this report because they do not result in the creation of general ledger distributions or changes to vendor account balances. These checks are listed on the Check Status report in Bank Services.

For more information on the contents of this report, see <u>Check Register</u> <u>— Features</u>.

### When to print

Print the report after posting a check run, as part of your audit trail of payments made during the check run.

#### To print the report

- 1. Choose the Check Register icon in the A/P Transaction Reports folder.
- 2. Select a range of posting sequences.
- 3. Indicate whether to print the general ledger transactions summary.
- 4. Click O Print.

# **G/L Transactions Report — Printing**

The G/L Transactions report is a list of the general ledger transactions created from all posted Accounts Payable batches, and from posted revaluations (in multicurrency ledgers). You can print detailed or summary versions of the report.

The level of detail for transactions on the detailed report depends on your choices on the Integration tab of the G/L Integration form. For example, if you choose Consolidate By Account And Fiscal Period, the report shows a total for each general ledger account and fiscal period. If you choose Do Not Consolidate, the report shows full details for each transaction.

For information on the contents of this report, see G/L Transactions Report — Features.

### When to print

- After posting Accounts Payable batches, or after creating general ledger batches (if you choose generate GL batches using the Create G/L Batch form). If you do not use Sage 300 ERP General Ledger, print the report before transferring the batch information to another general ledger system.
- Before using the Year End form. You must create any outstanding general ledger batches (if you use the option to create the batches on request) and print the G/L Transaction report before clearing posting journals.

If you do not use Sage 300 ERP General Ledger, Accounts Payable creates the general ledger batch in a CSV (Comma Separated Values) file, tailored to the Sage 300 ERP General Ledger format. You can send the file to a remote location that uses Sage 300 ERP General Ledger, or modify the information in the file to suit another general ledger program.

#### To print the report

1. Choose the G/L Transactions icon from the A/P Transaction Reports folder.

2. Make selections in the following fields:

**Select Batch Type.** Specify the batch types to include. You can select any or all of the Invoice, Payment, and Adjustment batch types. If you use multicurrency accounting, you can also choose Revaluation. For each type you select, enter a range of posting sequence numbers. The latest posting sequence numbers are displayed in the To box. You can choose them or enter earlier numbers.

Report Format. Select Detail or Summary.

**Sort By.** If you choose the detailed report format, specify the order in which to list the transactions on the report. The choices are by general ledger Account Number, by Year/Period, and by Batch/Entry Number. The summary report is sorted by general ledger account number.

**Currency.** If you use multicurrency accounting, specify whether to print amounts in each source currency or in the functional currency.

3. Click O Print.

# **Posting Errors Report — Printing**

The Posting Errors report is created by Accounts Payable when you post batches that contain errors. The report lists the incorrect entries and explains why they could not be posted. You can print the report for invoice, payment, and adjustment batch posting errors.

Note that if you are printing this report for an Intercompany Transactions company, the Payment and Adjustment Error reports are not available.

For information on the contents of this report, see <u>Posting Errors Report</u> <u>— Features</u>.

### When to print

Print the report after posting a batch, if the program warns you that an error batch has been created.

#### To print the report

- 1. Choose the Posting Errors icon in the Transaction Reports folder.
- 2. Select the type of error report to print (Invoice, Payment, or Adjustment).
- 3. Select a range of posting sequences.
- 4. Click O Print.

# **Posting Journals — Printing**

A posting journal is the printed record of the transactions in a group of batches that were posted together.

You can print posting journals for invoice, payment, and adjustment batches. In multicurrency ledgers, you can also print posting journals of the transactions that are created when you revalue documents at new exchange rates.

This is an audit trail report of all uncleared details that have been posted. You use the Clear History form to clear the data for the journals after printing.

For information about the contents of this report, see <u>Posting Journals</u> — <u>Features</u>.

### When to print

You should print posting journals after each posting run, then file them with your other audit trail records. You must print all outstanding posting journals before you can use the Clear History form to clear them, or use the Year End form to do year-end processing.

If you use multicurrency accounting, you also print posting journals after revaluing transactions at new exchange rates.

#### To print the report

- 1. Set the printing destination using the File menu on the company desktop.
- 2. Select the Posting Journal icon from the A/P Transaction Reports folder.
- 3. Select:

**Select Posting Journal.** Select the type of journal to print: Invoice, Payment, or Adjustment. The Invoice Posting Journal includes credit note, debit note, and interest transactions. If you use multicurrency accounting, you can also select Revaluation or Provisional Revaluation.

Note that if you are in an Intercompany Transactions company, the only posting journal you can print is the Invoice Posting Journal.

**From Posting Sequence** and **To Posting Sequence.** Type the lowest and highest numbers in the range of posting sequences for which you want to print journals.

A unique posting sequence number is assigned each time you post batches. These fields display the lowest and highest posting sequence numbers in your Accounts Payable system for the type of journal you select. (You use the Clear History form to clear posting sequences for the journals you have already printed.)

**Reprint Previously Printed Journals.** Select this option if you want to print additional copies of journals you printed before.

Do not select the option if you want to print only the journals you have not already printed from the specified range of posting sequence numbers.

**Include Job Details.** Select this option to include job-related information, such as the contract, project, and category, with each transaction printed. (The option to include job details is available if you use Sage 300 ERP Project and Job Costing. It is not available as an option in an ICT company.)

**Include Optional Fields.** Select this option to include optional field information for each printed transaction. (The option is available only if you use optional fields.)

Include G/L Ref./Desc. Select this option to print the G/L reference and description with each transaction.

**Sort By.** Specify the order in which to list transactions on the posting journal:

- **Batch/Entry** lists transactions in order by the batch and entry numbers they were assigned when you entered them.
- **Vendor Number** lists transactions in order by their vendor numbers.

• **Document Date** — lists transactions in order by the dates that you entered when you created the transactions.

The name of this choice varies with the type of journal you want to print. Select **Adjustment Date** when you are printing adjustment posting journals.

• **Document Number** — lists invoices, credit notes, debit notes, and interest charges by their document numbers.

Select **Check Number** to list payment transactions by the check or payment number you entered with each transaction or by the numbers that are assigned by Accounts Payable to transactions entered without numbers.

Select **Adjustment Number** to list adjustment transactions by the adjustment number that Accounts Payable assigns to the transactions when you create them. This option lists transactions in the same order as sorting by batch and entry number, unless you create transaction batches in a non-sequential order. For example, if one person opens an adjustment batch but does not enter the adjustments until after a second person has opened a second batch and entered transactions, then the transactions in the second batch would be listed first.

4. Click O Print.

## **Vendor Transactions Report — Printing**

The Vendor Transactions report lists transactions that were posted to vendor accounts during the period you specify when you print the report. You can order the transactions by document date, by document number, or by fiscal year and period.

For information on the contents of this report, see <u>Vendor Transactions</u> <u>Report — Features</u>.

### When to print

Print the report when you want to see the current status of your vendor accounts.

### **Before using**

Update account information by entering, importing, and posting outstanding batches.

#### To print the report

- 1. Choose the Vendor Transactions icon from the A/P Transaction Reports folder.
- 2. Then select:

**Report Type.** You can order transactions by document dates, by document numbers, or by fiscal year and period.

**From Document Date ... To.** Indicate a range of dates for which to include transactions. This option appears when you report transactions by document date or by document number.

**From Year/Period... To.** Specify the fiscal year and period range for which you want to report transactions. Documents outside this range do not appear on the report. This option appears when you report transactions by fiscal year and period.

Sort Transactions by Transaction Type. Select this check box if

you want sort transactions by document type for each vendor on the report.

Select Vendors By. Specify up to • four criteria to select the vendor accounts to list on the report.

If you do not specify selection criteria, the report includes all vendor records that meet the other criteria you select in this form (for example, the program does not include vendor records with a zero balance unless you select the Print Vendors With A Zero Balance option).

**Sort Vendors By.** Specify up to **O** four orders by which to sort records for the report.

**Show Group Title.** If you want to include a title for each sorted group, select the Title check box for each group of records you are sorting by.

**Show Group Subtotal.** If you want to include subtotals for each sorted group, select the Show Group Subtotal option for groups of records you are sorting by.

[Include] **Contact/Phone/Credit.** Choose this option if you want to list the vendor's contact person and phone number, and your credit limit for the vendor.

[Include] **Space For Comments.** Choose this option to leave blank space at the end of each vendor record for your notes.

[Include] **Vendors With A Zero Balance.** Choose this option to include accounts with a zero balance, for example, to find out which vendor accounts are dormant. Note that an account could have outstanding transactions even with a zero balance, for example, an offsetting invoice and credit note.

[Include] **Totals By Transaction Type.** Choose this option to list a total for each transaction type (invoices, debit notes, credit notes, interest, and prepayments) after the listing for each vendor.

**Select Transaction Types.** Select one or more transaction types to include on the report. The choices are Invoice, Debit Note, Credit Note, Interest, Prepayment and Payment.

[Show] **Applied Details.** Choose this option to include all the documents such as payments and credit notes that were applied to each reported invoice. If you do not select this option, the report shows only the balance owing for each document.

[Show] **Fully Paid Transactions.** Select this option to list documents that are fully paid, but not yet cleared from Accounts Payable.

**Print Amounts In.** If you use multicurrency accounting, use this option to select the currency for the report. You can list transaction amounts in the vendor currency or the functional currency. If you list transactions in the functional currency, and you have performed a revaluation, the report shows the new functional amounts.

3. Click • Print.

# 1099/1096 Forms — Printing

You can use Accounts Payable to track payments to vendors who are subject to 1099 reporting, and print the data on official 1099 MISC/1096 forms.

You must select the Use 1099/CPRS Reporting option in the Options form to accumulate 1099 data and print this report. A 1099 form is printed for a vendor only if you selected 1099 for the Tax Reporting option in the vendor record.

Sage 300 ERP Accounts Payable comes with a sample 1099 (AP1099.rpt)/1096 (AP1096.rpt) format, designed for laser printers. (The format was valid at the time this program was released. If the form changes, you can update the report formats using Crystal Reports.)

For information on the contents of the forms, see <u>1099/1096 Forms</u> — <u>Features</u>.

If you add non-standard codes

 Only standard 1099-MISC codes are printed on the stock 1099/1096 Amounts report.

### When to print

Print 1099 or 1096 forms at the end of each calendar year, after you have entered all transactions for the calendar year.

#### To print the report

1. Select the Print 1099/1096 forms icon from the A/P Vendor Reports folder.

If you are printing 1096 forms, select the check boxes for the following options, as necessary:

• **Preaddressed Form.** Select this option if you are using preprinted forms that already include the address, so that the program does not print the address.

- **Final Filing.** Select this option if you are not required to file Forms 1099, 1098, 5498 or W-2G in the future.
- 2. Select:

**Form.** Select the type of report you want to print. You can choose 1099 or 1096.

For Tax Year. Select the year for which you want to report 1099 data.

**Use Form.** Select the name of the 1099 form or 1096 form to use. Click the Browse button (or press the Alt and B keys together) if you are not sure of the name of the form, then select the form from the list that appears.

Vendor Number. Select a range of vendor numbers.

3. Enter payer information, including the name, address, telephone number, and tax number of your company.

If you are printing 1096 forms:

- From the Type field, select the type of tax number you are using (your employer ID number or social security number).
- Enter an optional contract name and e-mail address.

If your company is not in the U.S., select the Foreign Entity check box.

- 4. Click O Print.
- 5. If you want to use the same settings the next time you print the form, select the Save Settings As Defaults option from the Settings menu.

## **Printing alignment copies**

To print a test copy of a 1099 or 1096 form to check the alignment of the forms in your printer, click the Align button. You can repeat this step as often as needed when the printing destination is set to Printer.

# T5018 (CPRS) Forms — Printing

You can use Accounts Payable to track payments to vendors who are subject to CPRS reporting, and print the data on official CPRS forms.

You must select the Use 1099/CPRS Reporting option in the Options form to accumulate CPRS data and print this report. A CPRS form is printed for a vendor only if you selected CPRS for the Tax Reporting option in the vendor record.

Sage 300 ERP Accounts Payable comes with a sample T5018 (APCPRS.rpt) format, designed for laser printers. (The format was valid at the time this program was released. If the form changes, you can update the report formats using Crystal Reports.)

For information on the contents of the forms, see <u>T5018 (CPRS) Forms</u> <u>— Features</u>.

### When to print

Print CPRS reports at the end of each calendar year, after you have entered all transactions for the calendar year.

#### To print the report

- 1. Select the CPRS Amounts icon from the A/P Vendor Reports folder.
- 2. Select:

For Tax Year. Select the year for which you want to report CPRS data.

**Use Form.** Select the name of the CPRS form to use. Choose Browse (click the Browse button or press the Alt and B keys together) if you are not sure of the name of the form, then select the form from the list that appears.

Business Number. Enter your business number.

Vendor Number. Select a range of vendor numbers.

**CPRS Code.** Select the range of CPRS codes to report on.

3. Click O Print.

### **Printing alignment copies**

To print a test copy of a CPRS form to check the alignment of the forms in your printer, choose the Align button. You can repeat this step as often as needed when the printing destination is set to Printer.

## Letters and Labels — Printing

You can print letters and mailing labels for the vendors in your Accounts Payable system. For example, you might want to send covering letters to your vendors with your payments.

Sage 300 ERP Accounts Payable comes with a sample covering letter and a sample mailing label form, formatted for laser printers, that you can use or change to suit your company's requirements.

For information on the contents of letters and labels, see <u>Letters and</u> <u>Labels — Features</u>.

#### To print letters or labels

- 1. Choose the Letters/Labels icon from the Vendor Reports folder.
- 2. Fill in the fields on the form, as follows:

Letter/Label. Select the option for the type of form you are printing.

**Use Letter/Label.** Select the name of the letter or label form to use. Choose Browse (click the Browse button or press the Alt and B keys together) if you are not sure of the name of the form, then select the form from the list that appears.

Run Date. This is the date that appears on the forms.

**Delivery Method.** Specify how you want to send the letters to your vendors, as follows:

- **Print Destination** to send the statements to the default print destination you selected on the company desktop.
- Vendor to send the letters via the method specified in your vendor records for each vendor.

**Message ID.** This field appears when you select Vendor for the Delivery Method. Select the code for the message you want to send with e-mailed letters.

Select By. Specify up to O four selection criteria to select the vendor

accounts for which to print letters or labels.

**Sort By.** Specify up to **•** four orders by which to list (sort) records for the letters or labels.

**Include Vendors with a Zero Balance.** Select this option if you want to print letters or labels for vendor accounts with zero balances (as of the cutoff date).

3. Click O Print.

### Тір

If you are sending letters to accompany payment checks, you may find it simpler to print checks, then advices, specifying the letter you are sending with the checks as the advice form. This method ensures that you print a letter for each payment check.

#### **Printing alignment copies**

To print a test letter or sheet of labels to check the alignment of the letterhead or labels in your printer, choose the Align button. You can repeat this step as often as you need to when the printing destination is Printer.

Note that the sample labels are approximately 6.5 cm by 2.5 cm, and are designed to fit a tab of 30 labels arranged in 3 columns.

Related Topics

## **Recurring Payables Report — Printing**

The Recurring Payables report is a list of the recurring payables that you have set up. It can also show the processing schedule attached to each recurring payable record.

Print this report prior to creating a recurring payable batch to ensure that the information is up to date.

For information on the contents of this report, see <u>Recurring Payables</u> <u>Report — Features</u>.

#### To print the report

- 1. From the Vendor Reports folder, choose Recurring Payables.
- 2. In the Recurring Payable Code From and To fields, enter the range of codes you want to list in the report.
- 3. In the Vendor Number From and To fields, enter the range of vendors you want to include in the report.
- 4. Select the Show Schedules option if you want to include the schedules for the recurring payables codes that you are listing.
- 5. Select Optional Fields to include optional field information for each recurring payable.
- 6. Click **O** Print.

Related Topics

## **Remit-To Locations Report — Printing**

The Remit-To Locations report lists the remit-to locations (addresses to which you send checks) used by your vendors.

For information on the contents of this report, see <u>Remit-To Locations</u> <u>Report — Features</u>.

#### When to print

Print the report when you add, change, or delete remit-to locations.

## To print the report

- 1. Choose File, Print in the Remit-To Locations form, or choose the Remit-To Locations icon from the Vendor Reports folder.
- 2. Select:
  - Whether to include address information (address, contact name, and check language) or optional field information for the remit-to locations. You must select at least one of these options to print the report.
  - A range of vendor numbers.
- 3. Click O Print.

1 Related Topics

## **Vendor Group List — Printing**

The Vendor Group List reports the information entered for each vendor group in your Accounts Payable system, and the vendors assigned to each group.

For information on the contents of this report, see <u>Vendor Group List</u> — <u>Features</u>.

#### When to print

Print the report when you add, change, or delete vendor groups.

#### To print the report

- 1. Choose File, Print in the Vendor Groups form, or choose the Vendor Groups icon from the Vendor Reports folder.
- 2. Then make your selections in the following fields:

Report Type. Select Vendor Group List.

**Include.** Specify whether to include profile information, group members, or optional fields. You must select at least one of these options to print the report.

**From Group/To.** Specify a range of vendor groups. If you are using only one group, enter the group code in both the From and To fields.

3. Click O Print.

Related Topics

## **Period Statistics Reports — Printing**

You can print the Period Statistics reports for vendors and vendor groups.

Each report lists the total amount of invoices, payments, discounts taken, discounts lost, credit and debit notes, and adjustments you have recorded for a given vendor during the period covered by the report, as well as the total number of invoices paid during that period. The information on this report is also available on the Vendor Statistics tab of the Vendors form and the Group Statistics tab of the Vendor Groups form.

The reports list statistics for the type of year and period specified in the Options form.

Print the report when you need a summary of statistics, such as at the end of each reporting period.

For information on the contents of this report, see <u>Period Statistics</u> <u>Reports — Features</u>.

#### To print a report

- 1. Choose File, Print from the Vendors form or the Vendor Groups form, or select the report icon from the Vendor Reports folder, depending on the type of report you want to print.
- 2. In the Report Type box, select Vendor Period Statistics (for the Vendor Period Statistics report) or Vendor Group Statistics (for the Vendor Group Period Statistics report).

For the Vendor Period Statistics report, select the currency (if you use multicurrency accounting), whether to include the number of documents that make up the total amount for each type of transaction listed on the report, the years and periods for which to include transactions, and up to four selection and sorting criteria.

For the Vendor Group Statistics report, choose whether to include the number of documents that make up the total amount for each type of transaction listed on the report, then select the ranges of groups, years, and periods to include.

3. Click • Print.

Belated Topics

## **Vendors Report — Printing**

The Vendors report lists the information entered for the vendor records in your Accounts Payable system.

For information on the contents of this report, see <u>Vendors Report</u> — <u>Features</u>.

#### When to print

Print the report when you add, change, or delete vendor records.

#### To print the report

- 1. Choose the File, Print command from the Vendors form, or choose the Vendors icon from the Vendor Reports folder.
- 2. Then make your selections in the following fields:

Report Type. Select Vendors.

**Include.** Specify whether to include the vendors' addresses, profile information, comments, optional fields, or recurring payables. You must select at least one of these options to print the report.

If you choose to print comments from the vendor records, enter a range of follow-up dates for which to include comments.

**Select By.** Specify up to four selection criteria for the report. Your choices for the first selection criterion are: Vendor Number, Vendor Group, or Short Name.

Your choices for the remaining three selection criteria include the above and Account Set, Vendor Balance, Vendor Equivalent Balance (multicurrency ledgers only), Vendor Name, Currency Code (multicurrency ledgers only), and Start Date.

If you do not specify selection criteria, the report includes all vendor records.

**Sort By.** You can choose up to four orders by which to list (sort) records for the report. You can sort by Vendor Group, Account Set,

Vendor Balance, Vendor Equivalent Balance (multicurrency ledgers only), Vendor Name, Short Name, and Currency Code (multicurrency ledgers only).

If you do not specify sorting criteria, the report orders the records by vendor number.

3. Click O Print.

Related Topics

## **Vendor Activity Statistics Report — Printing**

The Vendor Activity Statistics report lists information about the purchases and payment history for the current year to date and previous fiscal year for the vendor records in your Accounts Payable system. Most of the information on this report is also available on the Vendor Activity tab of the Vendors form.

For information on the contents of this report, see <u>Vendor Activity</u> <u>Statistics Report — Features</u>.

#### When to print

Print the report when you need to check on vendor account activity such as the last time you made a purchase from the vendor, the date and amount of your last payment to the vendor, the average number of days it takes you to pay the vendor, or the date a vendor's balance was last revalued (if you use a multicurrency Accounts Payable system).

#### To print the Vendor Activity Statistics report

- 1. Choose File, Print in the Vendors form, or choose the Vendors icon in the Vendor Reports folder.
- 2. Choose Vendor Activity Statistics from the Report Type box.
- 3. Specify whether to print amounts in the vendor currency or the functional currency (if you use a multicurrency Accounts Payable ledger).
- 4. Select up to four selection and sorting criteria. If you do not specify selection criteria the report includes all vendor records. If you do not specify sorting criteria the report orders the vendor records by vendor number.
- 5. Click O Print.

Belated Topics

## Add a Prepayment When You Add an Invoice

#### To add a prepayment:

- 1. Open A/P Transactions > Invoice Entry, and then select the open batch that contains the invoice or to which you want to add the invoice.
- 2. Enter the invoice information, and then click Add or Save, or select the existing invoice that you are prepaying.
- 3. Click the Prepay button.

Click here for help on the fields on the Prepayment form.

4. In the Batch field, type the number of the payment batch to use, or use the Finder to select the payment batch to which to add the prepayment.

To create a new payment batch, click the New button beside the Batch Number field, then enter a description and a date for the batch.

- 5. Fill in the remaining fields in the form.
- 6. Click the Add button to add the prepayment.

**Note:** You can add only one prepayment per invoice.

7. Click the Close button.

To cancel a prepayment before you have processed it, click Close without first clicking Add, then click Yes at the message that appears.

You can edit the prepayment in the Payment Entry form after you post the invoice.

#### Additional information

#### Related topics

## Enter an Invoice, Credit Note, or Debit Note

#### Overview

# • Before adding an invoice, credit note, debit note, or interest invoice

#### To add an invoice, credit note, debit note, or interest invoice:

- Open Accounts Payable > A/P Transactions > Invoice Entry.
   <u>Click here for help on the fields that appear on the Invoice Entry form.</u>
- 2. Select an existing batch or create a new batch.
- 3. Use the Entry Number field to select the entry, then enter a description for the entry.
- 4. Enter header information on the Document tab.
- 5. Enter distribution details in the detail entry grid.

To check or change the general ledger accounts and <u>tax information</u> for a detail, click the Account/Tax button. (Click Close to return to the Invoice Entry form.)

- 6. Check to be sure you have distributed all document amounts before you calculate tax for the document
- 7. To check or <u>change taxes for the document</u>, click the Taxes tab.
  - Click the Distribute Taxes button to allocate tax to each of the distributions in the list. The amounts are displayed in the Allocated Tax column.
  - You can edit the tax amount that was allocated to each distribution detail if you select Enter as the tax entry method on the Taxes tab.
- 8. On an invoice from which retainage will be deducted, use the Retainage tab to specify terms for the retainage document. In a multicurrency ledger, you also specify which rate to use when you process the retainage.

- 9. Click the Terms tab, then enter <u>Payment terms</u>.
- 10. If you use invoice optional fields, <u>click the Optional Fields tab</u> to view or edit the optional fields assigned to this invoice.
- 11. If the document does not use the functional currency and you need to <u>edit the exchange rate, rate date, or rate type</u>, use the Rates tab to adjust them.
- 12. Click Add to add this document to the batch.
- 13. If you need to enter a prepayment for the invoice, <u>click Prepay to add</u> <u>it now</u>.

#### • After adding the invoice

Related topics

## **Enter a Job-Related Invoice**

#### Overview

#### To enter a job-related invoice:

- 1. On the Invoice Entry form, enter the vendor number and other header information as usual.
- 2. Select the Job Related option. (If the option is dimmed, delete the distribution line in the detail grid on the form.)

Additional fields appear that let you enter job-related details. The field names are the Level 1, Level 2, and Level 3 names (and their plural forms) that you specified on the P/M Options form. The program uses the default names, Contract, Project, and Category (and their plurals), respectively, unless you specified different names.

3. For each detail, indicate the <u>contract</u>, <u>project</u>, <u>category</u>, and <u>resource</u> affected by the transaction by entering information in the job-related fields that appear.

Accounts Payable also displays (depending on the project type) the default <u>billing type</u>, <u>A/R item number</u>, <u>unit of measure</u>, <u>General</u> <u>Ledger account</u>, and <u>unit cost</u> from the contract in the following fields.

- 4. In the Quantity field, enter the quantity of the resource (for the specified unit of measure) for which your vendor is billing.
- 5. On the Options tab, Accounts Payable displays the optional fields you set up for the contract. Enter the optional codes you want to use for this invoice.
- 6. Complete the rest of the tabs and fields as you would for any other invoice, credit note, or debit note.
- 7. Click Add when you are finished.

## **Edit Exchange Rate Information on an Invoice**

#### • Before you start

#### To enter exchange rate information:

1. Click the **O** Rates tab on the Invoice Entry form.

**Note:** Note: The Rates tab appears only in a multicurrency ledger if the vendor does not use the functional currency.

Click here for help on the fields on the Rates tab.

- 2. In the Rate Type field, enter the code for the rate type to use to convert the source currency to your functional currency.
- 3. In the Rate Date field, enter the date to use for selecting the exchange rate.
- 4. If the correct exchange rate does not appear in the Exchange Rate field, enter it, and then press the Tab key to record the rate.

## **Edit Optional Fields for an Invoice Detail**

#### Before you start

#### To change the optional fields for a document detail:

 With the invoice displayed on the Invoice Entry form, select the detail, then click the zoom button (
) in the Optional Fields column header. You can also select the detail, then press Shift+F9.

An Optional Fields form appears, displaying any invoice details optional fields that are marked for automatic insertion.

- 2. Use this Optional Fields form to add or delete optional fields for the detail. You can add any optional fields that are defined for invoice details.
- 3. You can also change the default values that appear, as follows:
- 4. If the optional field is validated, you must specify a value that is defined for the optional field in Common Services. If the optional field allows blanks, you can leave the value field blank.
- 5. If the optional field is not validated, you can select a predefined value, or you can enter any value that is consistent with the type of field (amount, text, yes or no, and so on), providing your entry does not exceed the length permitted for the field.

## Edit Taxes on an Invoice, Debit Note, or Credit Note

#### • Before you start

#### To change tax amounts for a document:

- 1. If you need to change the vendor's tax group for this document, click the Taxes tab.
  - a. Select the vendor's <u>tax group</u> (invoices, credit notes, and debit notes). The tax group assigned to the vendor record is displayed automatically, but you can choose another tax group. In a multicurrency ledger, if the tax group does not use the vendor's currency, Tax Reporting fields appear.
  - b. Choose the tax entry method. In the Tax Amount field and/or the Tax Base field, select one of the following:
    - Calculate to have Accounts Payable calculate tax amounts or tax bases for you.
      - Do not enter tax amounts on this tab because the program calculates them for you.
      - A <u>Tax Included</u> column appears beside the Vendor Tax Class column. Use the column to specify whether taxes are included or excluded in the amounts you will distribute in the detail distribution grid.
      - Check the <u>Vendor Tax Classes</u>. If they are not correct, use the Finder to select the correct classes.
    - Distribute if you want to enter the total tax for each tax authority manually, then allocate tax amounts to details automatically using the Distribute Taxes button.
    - Enter if you want to enter all tax amounts (tax totals and detail taxes)

If you choose Calculate as the entry method for the tax amount and

Distribute or Enter for the tax base, the program will use the tax base to calculate the tax amount automatically.

If you select Calculate or Distribute as the tax entry method, you cannot directly edit tax amounts for distribution lines, but you can change tax classes.

#### Note:

- You can use the Calculate Tax button to calculate the tax for the document.
- You can use the Distribute Taxes button to prorate the total tax amounts for individual document details.
- If you enter tax reporting amounts manually, you can use the Derive Rates button to calculate the implicit exchange rate for the tax reporting currency.

#### To change taxes for an invoice detail:

- 1. On the Document tab, select the distribution line, then click the Account/Tax button. Make the changes in the Detail Accounts/Taxes form that appears.
- 2. Click the Taxes tab to check tax amounts for the document and compare the totals on the screen with the totals on the source document.

#### Additional information

## **Enter an Advance Credit for Goods You Return**

#### Before you start

#### To process an advance credit:

- 1. Display the payment entry in the Payment Entry form.
- 2. Click the Zoom ( ) button beside the Advance Credit field.
- 3. On the Advance Credit form that appears, for each claim for which you are recording a credit, press the Insert key to create a detail line, then complete the following detail fields:
  - Document Number
  - Reference
  - Description
  - Claim Amount

The Advance Credit field displays the total amount of advance credits entered.

- 4. Click the Close button to return to the Payment Entry form, where you apply the Payment (including the advance credit), as usual.
- 5. Click Save.

#### • After adding the advance credit

Related topics

## Set Up a Recurring Payable for a Vendor

#### • Before you start

#### To create a recurring payable:

1. Open Account Payable > Vendors > Recurring Payables.

<u>Click here for help on the fields on the Recurring Payables setup</u> <u>form.</u>

- 2. Click the New () button beside the Recurring Payable Code field.
- 3. Enter or select the recurring payable code you want to use with the new payable. (Note that you can use the same recurring payable code for different vendors.)
- 4. Enter a description for the recurring payable.
- 5. Enter or select the number of the vendor you will pay periodically using this recurring payable.
- 6. On the Invoice tab, enter:
  - a. A start date for the payable.
  - b. An expiration type.
  - c. Depending on the expiration type, the expiration date D, the maximum amount D, or the number of invoices to produce D.
  - d. Header information for the document.
- 7. Use the Detail tab to enter details for the recurring payable, as you would for an invoice.

To check or change the general ledger accounts and <u>tax information</u> for a detail, click the Account/Tax button. (Click Close to return to the Invoice Entry form.)

- 8. To check or <u>change taxes for the document</u>, click the Tax/Totals tab.
- 9. Click Add (or Save, if you are updating an existing recurring payable record).

• After adding recurring payable records

## **Process Recurring Payables**

#### • Before you start

#### To process recurring payables:

1. Open Accounts Payable > Periodic Processing > Create Recurring Payable Batch.

<u>Click here for help on the fields that appear on the Create Recurring</u> <u>Payable Batch form.</u>

- 2. Type the run date.
- 3. Specify whether to create invoices by recurring payable code, vendor number, or vendor group.
- 4. Specify the ranges for the selected record type.
- 5. Use the <u>Method field</u> to specify whether to create a new batch, add the invoices to an existing batch, or use the default method to determine whether to create a new batch or add the invoices to an existing batch.
- 6. Click Process.

#### • After generating a batch of invoices

#### Additional information

Related topics

# Manually Create an Invoice for a Recurring Payable

#### Overview

#### To create an invoice for a recurring payable:

- Choose Accounts Payable > A/P Vendors > Recurring Payables.
   <u>Click here for help on the fields on the Recurring Payables setup</u> form.
- 2. In the Recurring Payable Code field, select the code for the type of payable.
- 3. In the Vendor Number field, select the vendor whose invoice you want to create.
- 4. Click the Create Invoice button.
- 5. Fill in the fields on the Create Invoice form that appears.
  - Specify the date for the invoice, as follows:
    - Select Next Scheduled to create an invoice using the next scheduled date
    - Select Other if you want to specify a different date (for example, to reproduce an invoice that you accidentally deleted). If you select Other, specify the invoice date in the date field that becomes available.
  - Specify whether to create a new batch for the invoice or add the invoice to an existing invoice batch. If you select Add To An Existing Batch, enter the batch number in the next field (or use the Finder to select the number).
- 6. Click Process to create the invoice, or click Cancel if you no longer want to create the invoice.

## **Process Outstanding Retainage**

#### To create a batch of retainage documents:

1. Open Accounts Payable > Periodic Processing > Create Retainage Batch.

Click here for help on the fields on the Create Retainage Batch form.

- 2. Specify the Run Date for this retainage batch.
- 3. Specify the types of original retainage documents for which you are now processing outstanding retainage.
- 4. Choose the type of record by which to select outstanding retainage for processing, then enter the range of records from which to select outstanding retainage.
- 5. In the Number Of Days In Advance field, specify the number of days in advance of the retainage due date that retainage documents can be created.
- 6. Click Process to create the batch.
- 7. When finished, click Close.

Accounts Payable updates the Last Invoiced field on the Retainage tab of the A/P Options form.

#### • After generating a retainage batch

#### Additional information

Related topics

## **Post an Invoice Batch**

#### • Before posting a batch

#### To post one invoice batch at a time:

- 1. Open Accounts Payable > A/P Transactions > Invoice Batch List.
- 2. Select (highlight) the batch you want to post in the list, and then click Post.

If the Ready To Post option is not selected for the batch, a message appears that lets you select the option and post the batch.

To post a range of batches, use the <u>Post Batches</u> form.

## **Post a Range of Batches**

#### • Before you start

#### To post a range of batches:

- 1. Choose Accounts Payable > A/P Transactions > Post Batches.
- 2. Select the type of batch to post (invoice, payment, or adjustment). You can post only one type of batch at a time.
- 3. Select the All Batches option to post all the batches of the chosen type, or select Range and then specify the range numbers for the batches you want to post. (You can post a single batch, a range of batches, or all ready-to-post batches of the chosen type.)
- 4. Click Post.

#### After posting

## Pay a Vendor's Invoice

#### • Before you start

#### To enter the payment:

- Open Accounts Payable > A/P Transactions > Payment Entry.
   <u>Click here for help with the fields on the Payment Entry form.</u>
- 2. Create or select the payment batch to use.
- 3. Beside the Entry Number field, type a description of the payment transaction or other information you want to record.
- 4. Select Payment as the transaction type, if it is not already displayed as the default.
- 5. Enter the date for the payment, and, if necessary, change the fiscal year and period to which you are going to post the transaction.
- 6. Enter vendor information.
- 7. Accept the payment code that appears, if it is correct, or use the Finder to choose the right code.
- 8. Select the Print Check field if you are going to print the check from Accounts Payable, and specify the Check Language.

If you leave the field blank (because you are entering information for a manual check), enter the check number in the Check Number field.

#### 9. To apply the payment to an invoice:

- a. Unless you know the document number to which to apply the payment, click the Select check box, and then:
  - i. Specify the selection criteria (the document type D, O list order, and an optional starting number, balance, or date).
  - ii. Click the Go ()) button to display the vendor's open documents of the selected type.
  - iii. Enter Yes in the Apply column for each document to which you want to apply the payment. To partially pay a document, type the

amount to apply in the Applied Amount column.

- b. If you know the document number, or there are only a few documents for this vendor from which to choose:
  - i. Click the first line in the detail-entry grid.
  - ii. In the Document Number field, enter the document number, or double-click the field to use the Finder (<) to select the document.
  - iii. To partially pay a document, type the amount to apply in the Applied Amount column.
  - iv. If you are <u>entering a partial payment for a job-related document</u>, choose an apply method for the payment, and edit the distribution for the payment, if necessary.
  - v. If you need to pay another document, press the Insert key on your keyboard to start another detail line.
- 10. When finished, click Add or Save to add and apply the payment.

To cancel the application, click Close or select another entry number, then click No at the message that appears asking whether you want to save your changes.

#### • After adding a vendor payment

#### Related topics

## **Prepay a Vendor**

#### Overview

These steps are for adding a prepayment that you will apply later.

#### To add a prepayment:

- Open Accounts Payable > A/P Transactions > Payment Entry.
   <u>Click here for help with the fields on the Payment Entry form.</u>
- 2. Select an existing batch, or create a new batch.
- 3. Click the New (**b**) button beside the Entry Number field, and in the adjacent field, enter a description for the payment, such as "Prepayment of PO 5664."
- 4. Select Prepayment as the <u>transaction type</u> to record an advance to a vendor account.
- 5. Fill in the remaining fields on the Payment Entry form:
  - <u>Payment Date</u> (to appear on the check and for aging and statistical purposes)
  - Posting Date
  - <u>Vendor number</u>
  - <u>Remit-To</u> (person or company to which the check is made out; use the zoom button or press F9 to change)
  - <u>Account Set</u>
  - Payment Code
  - <u>Print Check (option)</u> (if you want to print the check from Accounts Payable; do not select if you have already issued the check)
  - Depending on the payment type, enter the <u>Check Number</u> (if you are recording a manually written check. You cannot enter a number if you selected Print Check), check language, or a cash account.
  - <u>Check Language</u> (for printing the amount only; edit the check form to change other aspects of the check)

- An optional reference for the prepayment
- Optional fields (if you use them)
- <u>Vendor Amount</u> (the amount of the prepayment)
- Apply By (used for matching the prepayment to an invoice).
- <u>Apply To</u> (You can manually enter a document number or click the finder to select a from a list of numbers. If you selected PO number in the Apply By field, you will be prompted to specify where you want to select the PO number from).
- Activation Date
- 6. If the prepayment is job-related, select the Job Related field, then distribute the payment to particular jobs.
- 7. When finished, click Add or Save.

#### • After adding a prepayment

#### Additional information

#### • Related topics

## **Print a Check when You Pay a Vendor**

#### Before you start

#### To print a check from the Payment Entry form:

1. Display the payment in the Payment Entry form, if it is not already selected.

Click here for help on the fields on the Payment Entry form

2. Click the Print Check button.

Accounts Payable displays the Print Checks form.

- 3. Make sure that the check form selected in the Print Checks form is the one you want to use, and make sure the check forms are positioned properly in the printer. You can print an alignment check to test the positioning.
- 4. Click Print.

Once the check is printed, Accounts Payable asks whether it was printed correctly.

5. Review the check, and if it was printed correctly, click Yes.

If the check was not printed correctly:

- a. Click No.
- b. Reset the print status by clicking the print status column or by clicking the Select Reprint Range button and then specifying the number of the check you printed.

If you are also printing a payment advice, Accounts Payable asks whether the advice forms are in the printer. Click Yes to print the advice form, then click Yes again when it asks whether the advice was printed correctly.

#### • After printing a check

• Related topics

## **Print Checks and Post a Payment Batch**

## To print checks and post the payment information to vendor accounts

- 1. Open the Payment Batch List form.
- 2. Select the batch for which you want to print checks.
- 3. Click the O Print/Post button.
- 4. If the Print Checks form appears, review the check printing settings and the list of checks the program is ready to print.

Adjust any settings that are incorrect.

5. Click the Print button when you are ready to proceed.

If you are printing checks, then advices (instead of checks only or combined check and advice forms), the program will tell you to insert the check stock in the printer before proceeding.

When printing is finished, Accounts Payable asks whether the checks were printed correctly.

6. Review the checks, then click Yes or No.

If you choose No — checks are not correct — click the Select Reprint Range button and specify a range of checks for reprinting, then click the Reprint button.

If you choose Yes, Accounts Payable returns you to the Payment Batch List form, and posts the payments.

If you are printing advices after the checks, the program will start to print advices as soon as you click Yes to confirm the check printing.

The program asks you to confirm that advices were printed correctly before it returns you to the Payment Batch List and posts the payments to vendor accounts.

#### After printing checks

#### Related information

## **Enter a Cash Invoice (Miscellaneous Payment)**

#### Overview

#### To add a cash invoice or cash payment:

- Open Accounts Payable > A/P Transactions > Payment Entry.
   <u>Click here for help with the fields on the Payment Entry form.</u>
- 2. Use the Batch Number field to create a new payment batch or select an existing batch.
- 3. Enter a description for the payment (such as "Payment for camera").
- 4. Create a new miscellaneous payment for the vendor.
- 5. Enter **o** general information for the payment entry.
- 6. Enter **O** distribution details for the payment.
- 7. If you have a multicurrency ledger and you want to specify the exchange rate for the miscellaneous payment, click the Rates button. On the Rate Override form that appears, change the rate date and exchange rate, as necessary, then click OK.
- 8. To check or change the taxes calculated for the document (including the tax reporting amount), or to change the tax group for the document, click the Document Taxes button.
- 9. To check the taxes calculated for a distribution detail, or to enter them manually if tax is not calculated automatically for the payment, select the detail, then click the Account/Tax button.
- If you have a multicurrency ledger and you want to specify the exchange rate for the miscellaneous payment, click the Rates button. On the Rate Override form that appears, 

   change the rate date and exchange rate, as necessary, then click OK.
- 11. When ready, click Add or Save.
- 12. Click Close to close the Payment Entry form.

#### • After distributing the payment

- Additional information
- Related topics

## **Enter and Apply a Payment**

#### Overview

#### To add a vendor payment:

- 1. Choose the Payment Entry icon from the A/P Transactions folder. <u>Click here for help with the fields on the Payment Entry form.</u>
- 2. Select or enter the batch number.
- 3. Select or enter the payment entry number.
- 4. Enter a description for the payment, such as "Payment of Inv 7764."
- 5. Select "Payment" as the <u>transaction type</u> if you are recording a check you issued to a vendor, or are entering a vendor check you want to print.
- 6. Fill in **o** general information about the payment:
- 7. Click the <u>Select Mode</u> option, unless you know the number of the documents to which you are applying the invoice, or there is a large number of documents for this vendor. Then:

#### If you are using Select Mode:

- a. Select the type of documents 🛛 you want to display.
- b. Select the order by which to list documents.
- c. Type the starting number, date, or balance, depending on the choice you made for ordering documents, or press F5 to select it from the Finder.
- d. Click the Go button, or press F7.
- e. For each document to which you want to apply the payment, select Yes in the Apply column.
- f. Tab to the Applied Amount column and change the amount if you are not paying the entire invoice.
- g. Accounts Payable automatically applies the entire amount, and takes the full discount unless you specify otherwise.

#### If you are not using Select Mode:

- a. Type the Document Number or select it using the Finder.
- b. Type "1" for the Payment Number, or enter the number of the payment if the document has a multiple payment schedule.
- c. Type the Applied Amount.
- d. Type the Discount Amount, if any.
- 8. If you need to adjust an invoice or other document, O click the Adjust button to open the Miscellaneous Adjustment Entry form, then:
  - a. Enter a reference and description for the adjustment.
  - b. Select the <u>line number</u> you want to edit on the document you are adjusting. The program displays the distribution code and general ledger account used in the original transaction, but you can change them.
  - c. Type the amount of each adjustment detail.
  - d. Click Save, then click Close to return to the Payment Entry form.
- 9. If the document you are paying is job-related, and you are only paying part of the invoice, select an <u>apply method</u>, and **o** apply the partial payment manually.
- 10. When finished, click Add or Save.

#### • After entering and applying payments

## **Apply Payment Controls**

#### <u>Overview</u>

#### Before You Start

#### To control payments in system-generated batches:

- Open Accounts Payable > A/P Transactions > Control Payments.
   <u>Click here for help on the fields on the Control Payments form.</u>
- 2. Specify how to select documents (and what you want to control), by choosing one of the following options:
  - • Single Document.
  - • Range of Documents.
- 3. **If you select Specific Document,** fill in the following fields to select the document you want to change:
  - <u>Vendor Number</u>
  - Document Number (invoice, credit note, debit note, or prepayment)
  - <u>Payment Number</u> (will be "1" unless the document has a multiple payment schedule)

Click the Go (**>>**) button or Press F7 to display information for the document so that you can change it. The fields you can change are:

- <u>Due Date</u>
- <u>Discount Date</u>
- <u>Discount Percent</u>
- <u>Discount Amount</u>
- <u>Document Status</u> (Normal, Forced, or On Hold)
- Activation Date for prepayments (the date after which the prepayment is considered when calculating the amount due for payment)

If you select Range Of Documents, fill in the following ranges:

- <u>Vendor Group</u>
- <u>Vendor Number</u>
- <u>Document Number</u> (since different vendors use different numbering systems, this option may be useful only if you are selecting invoices from a single vendor)

Select the <u>Document Types</u> for which you want to change the status.

Select the **Document Status** that you want applied.

4. Click Process once you have selected the document or range of documents and specified the change.

#### • After applying payment controls

#### Related information

## **Create a Payment Batch Automatically**

#### Before you start

#### To create a payment batch:

1. Open Accounts Payable > A/P Transactions > Create Payment Batch.

<u>Click here for or help on the fields on the Create Payment Batch</u> <u>form.</u>

2. Type a payment selection code, or select one from the Finder. You must enter a code in order to continue.

If the <u>Selection Code</u> field does not appear, you can either:

- Edit all the fields in the Create Payment Batch form to select the records you want.
- Use the Clear button to erase all criteria, then enter the code you want, and modify the payment criteria as necessary.
- 3. Fill in the fields on the O Select tab.
- 4. Click the Criteria tab, then fill in the fields on the O Criteria tab.

Transactions must meet all selection criteria on this tab and on the previous tab to be considered for payment.

- 5. Click the Exclusion tab, then fill in the fields on the O Exclusion tab.
- 6. In multicurrency ledgers, if the bank or vendor currency is not the functional currency and you need to change the exchange rate information for the checks, use the Rates tab to adjust them.
- 7. Check all your criteria to make sure these are the vendors for which you want to generate checks.
- 8. If you use optional fields, check the Optional Field tab to ensure that any payment optional fields assigned to the batch are correct. Edit the optional fields or add different ones, as necessary.
- 9. Make sure your printer is turned on and ready, then click the Register

button to print the Pre-Check Register.

10. Review the register and make whatever changes are necessary for your check run.

**Note:** You can leave the Create Payment Batch form at any time. The program retains all the criteria you specified to ensure that the generated checks match the Pre-Check Register.

- 11. When you are ready to create the payment batch, click the Generate button.
- After creating a payment batch

## Write Off Small Differences During Payment Entry

#### • Before adjusting an entry

#### To adjust a document during payment entry:

- 1. Open Accounts Payable > A/P Transactions > Payment Entry. Click here for help with the fields on the Payment Entry form.
- 2. Create a new <u>Payment</u> or <u>Apply Document</u> transaction in the Payment Entry form, or select one for editing.
- 3. On the application grid, select Yes in the Apply column for the document you want to adjust, and then, in the Applied Amount column, enter the amount you are paying or applying to the document.
- 4. With the apply-to document selected, click the Adjust button.

The Miscellaneous Adjustment Entry form opens.

- 5. Enter a reference and description for the adjustment.
- 6. In the Adjust Line Number field, use the Finder to select the document detail you want to adjust.
- 7. Enter a distribution code or general ledger account number for the adjustment detail.
- 8. Enter the adjustment amount for the detail.
- 9. Repeat steps 5, 6, and 7 for each adjustment detail.
- 10. When finished, click Close to return to the Payment Entry form.
- 11. Click Add or Save.

## Apply a Posted Prepayment or a Credit Note

#### • Before you apply a document

#### To apply a prepayment or credit note to an invoice or a debit note:

- Open Accounts Payable > A/P Transactions > Payment Entry.
   <u>Click here for help with the fields on the Payment Entry form.</u>
- 2. Select an existing payment batch, or create a new payment batch.
- 3. Use the Entry Number field to create a new transaction, and enter a description for the transaction, such as "Apply Prepayment to Inv 7764."
- 4. Choose Apply Document as the transaction type.
- 5. Fill in the following header fields on the Payment Entry form:
  - Payment Date
  - Posting Date
  - Vendor Number
  - <u>Remit-to Location</u>
  - Payment Code
  - <u>Document Number</u>
  - <u>Select Mode</u>
- 6. If you chose the Select Mode option:
  - a. Select the document type (All, Invoice, Debit Note), list order (Document Number, PO Number, Due Date, Order Number, Document Date, Current Balance), and an optional starting number, balance, or date.
  - b. Click Go (>>>) to display the vendor's open documents of the selected type.
  - c. Double-click in the Apply column to select Yes for each document to which you want to apply the payment.

If you did not choose Select Mode:

- a. Click the first blank line in the distribution grid, or press the Insert key to create a blank line.
- b. Use the Finder in the Document Number column to select the document to which you want to apply the prepayment or credit note, or type the number in the Document Number field.
- 7. If you are issuing a payment that is not in your functional currency, click the Rates button to check or edit the exchange rate used for this payment.
- 8. To partially pay a document, type the amount to apply in the Applied Amount column. You can post the transaction without fully applying the prepayment or credit note, leaving some to be applied at a later date. However, you cannot apply more than the total amount of the payment.
- 9. If you need to adjust a document you are paying, click the Adjust button to open the Miscellaneous Adjustment Entry form, then:
  - a. Enter a reference and description for the adjustment.
  - b. Enter the distribution code or general ledger account number for each adjustment detail.
  - c. Type the amount of each adjustment detail.
  - d. Click Save, then click Close to return to the Payment Entry form.

**Note:** To use the Adjust button, you must have selected the Allow Adjustments In Payment Batch option in the Options form.

10. When finished, click Add or Save to apply the prepayment or credit note. (To cancel the application, click Close, or select another entry number, then click No at the message that appears asking whether you want to save your changes.)

#### • After saving an apply document transaction

## Apply a Payment or Credit Note to a Job-Related Invoice

#### • Before you start

## To apply amounts to details for different contracts, projects, categories, and resources:

- 1. Display the payment, prepayment, or credit note in the Payment Entry form.
- 2. In the detail-entry grid of the Payment Entry form, for the job-related invoice you are paying, select Yes I in the Apply column.
- 3. With the invoice selected, click the Jobs button.
- 4. On the Project and Job Costing Apply Details form that opens, enter the amount to apply to the selected invoice, then, in the Apply Method field, specify one of the following methods to apply the amount to contracts, projects, categories, and projects that appear on the invoice:
  - O Top Down
  - O Prorate By Amount
- 5. Select any details that are not being paid at this time, then click the Clear button to remove the details from the distribution.
- 6. Click Close to return to the Payment Entry form.
- 7. Click Add or Save.

## **Partially Pay a Job-Related Document**

#### To apply partial payments to job-related invoices:

- 1. Open Accounts Payable > A/P Transactions > Payment Entry.
- 2. On the Payment Entry form, enter payment header details as usual, including the vendor number, transaction date, year and period.
- 3. Select an <u>apply method</u> to use as the default for the current payment entry.
- 4. Select the job-related invoice you want to pay as usual.
  - If you use Select for the mode, click the Go button to display the unpaid invoices for the selected vendor, then select Yes in the apply column for the invoice.
  - If you use Direct as the mode, enter the invoice number in the document field in the detail grid, or use the Finder to choose the invoice.
- 5. Enter the amount of your payment in the Applied Amount column for the selected invoice, then tab out of the field.
- 6. If the Applied Amount is less than the current balance and you want to select particular details to which to apply the partial payment or to use a different apply method for this invoice:
  - a. Click the Jobs button to open the Project And Job Costing Apply Detail form.
  - b. Select the apply method to use to allocate the partial payment to invoice details.
  - c. Click the Go button to display the invoice details.
  - d. Select any details that are not being paid at this time, then click the Clear button.
  - e. If you do not want to use an apply method to allocate amounts to the details, enter the amount that you are paying for each invoice detail. Ensure that the sum of the amounts applied to the details is the same as the total applied to the invoice. For example, you

might need to adjust the amounts for an invoice that uses a multiple payment schedule.

- f. When you are finished, click Close to return to the Payment Entry form, then click Save to save your payment entry.
- 7. Click Add.

## **Adjust a Posted Transaction**

#### To add an adjustment:

- Open Accounts Payable > A/P Transactions > Adjustment Entry.
   <u>Click here for help with the fields on the Adjustment Entry form.</u>
- 2. Select or create the adjustment batch to use.
- 3. To assign the entry number, click the New button beside the Entry Number field.
- 4. Enter an optional description for the entry, then enter the adjustment date, the posting date, the vendor number, an optional reference and reference description, the document number to adjust (or select it from the Finder), and the payment number (if the adjusted document includes a payment schedule).
- 5. Use the Finder for the Adjust Line Number field to select a detail for adjustment.
- 6. Include for each detail:
  - The distribution code or the general ledger account number.
  - The amount. (Enter a positive amount to reduce the balance of an invoice or debit note, and a negative amount to increase the balance of these documents.)
  - If the adjustment is for a job-related document, the contract, project, and category to adjust in Project and Job Costing.
- 7. If you use retainage accounting, <u>adjust retainage</u> as necessary.
- 8. Click Add.

The Add button changes to Save. If you make changes to the adjustment after you have added it, you then choose Save to record your changes.

# Adjust a Document when Entering a Manual Check

#### • Before you start

#### To adjust an invoice to which you are applying a manual check:

- Open Accounts Payable > A/P Transactions > Payment Entry. <u>Click here for information on the fields that appear on the Payment Entry form.</u>
- 2. Display the batch and the payment you want to adjust.
- 3. Select the Print Check option.
- 4. Apply the payment as usual, and then, to adjust an invoice you are paying:
  - a. Select (highlight) the invoice you want to adjust on the detail grid.
  - b. Click the Adjust button, and enter the adjustment details on the form that appears.
  - c. Save the adjustment.
  - d. Click Close to return to the Payment Entry form.
- 5. Edit the payment once again to turn off the Print Check option and enter the number of the check you issued.

#### Edit a Manual Check

If you do not select the Print Check option, you cannot edit a payment after you save it. Accounts Payable assumes that a check with a number has been printed.

If you need to edit the amount, you can:

• Delete the payment and re-enter it.

Or

• Zero the check number and select the Print Check option.

You can then edit the payment or adjust the invoice to which it is applied, then save the payment.

After saving the changes, edit the payment again, this time turning off the Print Check option and entering the check number.

## **Void a Printed Check**

#### • Overview

#### To void a printed check:

- 1. In Payment Entry, display the batch and the entry.
- 2. Select the check on the detail grid.
- 3. Click the Void Check button.
- 4. Click Yes when prompted, if you are sure you want to void this check.

### **Reverse a Posted Check**

You do not reverse posted checks in Accounts Payable. You must use the Reverse Transactions form in Bank Services to reverse a posted check.

When you post the reversal in Bank Services, you can choose whether to reinstate the associated invoice in Accounts Payable, if the invoice information still exists. You cannot reinstate an invoice if the vendor has no record in Accounts Payable, however (for example, if you reverse a miscellaneous payment to a one-time vendor).

**Note:** If your Sage 300 ERP system uses security, you must have authorization to use the Reverse Transactions form in that program.

For more information about reversing a posted check, see the Bank Services help.

If you have not yet posted the payment, see <u>Void a printed check</u>.

## Look Up Account Activity for a Vendor

To look up account activity for a vendor:

- 1. Open Accounts Payable > Vendors > Vendor Activity.
- 2. In the Vendor No. field, type the vendor number or select it from the Finder.
- 3. If you use multicurrency accounting, select the currency in which to display figures. You can choose Vendor Currency or Functional Currency.

## Look up Payment Information

#### To look up payments:

- Open Accounts Payable > A/P Transactions > Payment Inquiry. The Payment Inquiry form displays all payments as the default list.
- 2. Select criteria to limit the list of payments, as needed.
- 3. Click the Go button (>>>) to display payments that meet the selected criteria.
  - To view a payment in the Payment Entry form, select (highlight) the payment on the list, then click the Document button.
  - To view details of the payment (including, in a multicurrency system, any gains or losses on settlement of a document) in a separate Payment Information form, select the payment, then click the Open button.
  - To print the Payment Inquiry report, click the Print button.

## Look Up Remit-to Locations for a Vendor

#### To display a list of remit-to locations for a vendor:

- Open Accounts Payable > Vendors > Remit-to Locations.
   <u>Click here for help on the fields on the Remit-to Locations form.</u>
- 2. Type the vendor number or select it from the Finder beside the Vendor No. Field.

The Remit-To Locations columns display the remit-to location code, the name of the location, and the address and zip or postal code for each remit-to location record you have entered for the vendor.

#### To work with a remit-to location record from the list:

- 1. Select the location from the list, then click:
  - Open to open the record for editing.
  - New to start a new remit-to location record for the vendor.
  - Delete to delete the remit-to location record.
- 2. Once you have displayed a record, you can:
  - O Edit the location
  - Start a new remit-to location

When you open a record for editing or create a new record, you can enter special instructions and the tax group that applies to the remit-to location. This information appears as default entries when you select the remit-to location while adding invoices, credit notes, or debit notes for the vendor. (You change the information for a particular document.)

- Delete a location
- View remit-to locations for a different vendor
- 3. Click the tab you want to see. (Click the links shown above for

descriptions of tabs.)

Click Add or Save to keep any changes you make.
 Click Close to leave without saving changes.

# View Document History when Applying a Payment or a Credit Note

#### Before you start

#### To view the history of an invoice, credit note, or debit note while applying a payment or credit note:

- 1. Select the document in the list on the Payment Entry form.
- 2. Choose Yes in the Apply column for the document line.
- 3. Click the History button.

The Document History form appears, providing • information about each document that was previously applied to the selected invoice, credit note, or debit note.

- 4. To see other columns or lines, click the arrows in the lower corners of the form, or use the scroll bars.
- 5. You cannot change any of the information in this form.
- 6. Click Close to return to the Payment Entry form.

## Add, Edit, or Delete a Vendor Group

#### Before you start

You must add at least one Vendor group before you can add Vendor records.

#### To add a Vendor group:

- Open Accounts Payable > A/P Vendors > Vendor Groups.
   <u>Click here for help on the fields on the Vendor Groups form.</u>
- 2. Click the New icon (a) beside the Group Code field.
- 3. In the Group Code field, type the code for the new vendor group, and then press the Tab key.
- 4. Fill in the fields on the Vendor Groups form.
- 5. Click Add.
- 6. If you want to add another record:
  - a. Repeat steps 2 through 4 to enter information for the new record.
    - If you want to reuse the information you entered for the previous group, simply type the code for the new vendor group in the Group Code field, then press the Tab key.
    - If you want to add vendor group that uses information from another vendor group, display the record for the group you want to copy, type the new vendor group code, and then press the Tab key.
  - b. Enter any changes you need, then click Add to add the new group.

#### To edit a Vendor group record:

- 1. Open Accounts Payable > A/P Vendors > Vendor Groups.
- 2. Use the Group Code field to display the record you want to edit.

- 3. Make the changes you need in the record.
- 4. When finished, click Save to record your changes.

#### To delete a Vendor group record:

- 1. Open Accounts Payable > A/P Vendors > Vendor Groups.
- 2. Type the code for the vendor group you want to delete, select it from the Finder, or use the navigation buttons to display the code you need.
- 3. Click the Delete button.
- 4. If you see a message asking you to confirm that you want to delete the record, click Yes.

#### • After modifying vendor group records

## Add, Edit, or Delete a Vendor

#### Overview

#### Before you start

#### To add a new vendor:

- Open Accounts Payable > A/P Vendors > Vendors.
   <u>Click here for help on the fields on the Vendors form.</u>
- 2. Click the New () icon beside the Vendor Number field.
- 3. In the Vendor Number field, type the code for the new vendor.
- 4. Complete the fields on the vendor record.
- 5. Click Add to add the new vendor.
- 6. If you want to add another record:
  - a. Repeat steps 2 through 4 to enter information for the new record.
    - If you want to reuse the information you entered for the previous group, simply type the code for the new vendor group in the Group Code field, then press the Tab key.
    - If you want to add vendor group that uses information from another vendor record, display the record you want to copy, type the new vendor group code, and then press the Tab key.
  - b. Enter any changes you need, then click Add to add the new group.

#### To edit or view an existing vendor record:

- 1. Open Accounts Payable > A/P Vendors > Vendors.
- 2. Use the Vendor Number field to display the record you want to edit.
- 3. Make the changes you need in the record.
- 4. When finished, click Save to record your changes.

#### To delete a vendor record:

- 1. Open Accounts Payable > A/P Vendors > Vendors.
- 2. Type the code for the vendor you want to delete, select it from the Finder, or use the navigation buttons to display the code you need.
- 3. Click the Delete button.
- 4. If you see a message asking you to confirm that you want to delete the record, click Yes.

## Add a New Remit-to Location for a Vendor

#### Overview

#### • Before adding a remit-to location

#### To add a remit-to location:

- Open Accounts Payable > Vendors > Remit-to Locations.
   Click here for help on the fields on the Remit-to Locations form.
- 2. Type the vendor number (or select it using the Finder), then press the Tab key.

The program displays a list of the remit-to locations that you have entered previously for this vendor.

- 3. Click the New button to start a new remit-to location record.
- 4. in the Remit-To Location field, type a unique code to identify the remit-to location, then press the Tab key to move to the next field.
- 5. Type a description of the location.
- 6. Fill out the fields on each tab.
- 7. When ready, click the Add button.
- 8. When you have finished adding remit-to locations, click Close to return to the list of remit-to locations, then click Close again.

#### To edit an existing remit-to location:

1. Open Accounts Payable > Vendors > Remit-to Locations.

Click here for help on the fields on the Remit-to Locations form.

2. Type the vendor number (or select it using the Finder), then press the Tab key.

The program displays a list of the remit-to locations that you have entered previously for this vendor.

- 3. Select (highlight) the remit-to location you want to edit, then click Open.
- 4. Make your changes.
- 5. Click Save.
- 6. When you have finished editing remit-to locations, click Close to return to the list of remit-to locations, then click Close again.

#### To delete a remit-to location:

- Open Accounts Payable > Vendors > Remit-to Locations.
   <u>Click here for help on the fields on the Remit-to Locations form.</u>
- 2. Type the vendor number (or select it using the Finder), then press the Tab key.

The program displays a list of the remit-to locations that you have entered previously for this vendor.

- 3. Select (highlight) the remit-to location you want to edit, then click Delete.
- 4. If a message appears asking you to confirm the deletion, click Yes.

#### • After adding or modifying a remit-to location

## **Clear Obsolete Data from Accounts Payable**

#### • Before you start

#### To clear obsolete data:

- Choose A/P Periodic Processing > Clear History.
   <u>Click here for help on the fields on the Clear History form.</u>
- 2. Select the types of records you wish to clear.
- 3. Specify the ranges for each type of record.
- 4. Type the dates or fiscal year and period for which to clear.
- 5. Click Process.

#### Additional information

### **Remove Inactive Records from Accounts Payable**

#### Before you start

#### To delete inactive records:

1. Open Accounts Payable > Periodic Processing > Delete Inactive Records.

Click here for help on the fields on the Delete Inactive Records form.

- 2. Select the types of records you wish to delete.
- 3. Specify the ranges for each type of record.
- 4. Type the range of dates for which to delete records.
- 5. Click Process.

If you do not want to delete all the types of records you select for the same range of dates, use the form more than once, as needed to delete each type of record for the applicable dates.

#### • After removing inactive records

## **Import Information into Accounts Payable**

#### To import account information or transactions:

- 1. Create the file you want to import. You can create a template for an import file by exporting a few records of the type you want to import, then selecting Save Template during the exporting procedure and entering a name for the template file.
- 2. Open the Accounts Payable form in which you maintain the data you want to import. For example, to import vendor accounts, open the Vendors form; to import invoices, open the Invoice Entry form.
- 3. On the File menu, click the Import command.
- 4. Type or select the file name and file type in the form that appears next.
- 5. If you previously created a template for importing, choose the Load Template button, then select the template file.
- 6. Choose the fields that you want to import and select from any other options that appear. (You can save your choices as a template for the next time you import records.)
- 7. Click OK to begin importing.

## **Change G/L Integration Options**

#### Before you start

#### To change G/L integration options:

- Open Accounts Payable > Setup > G/L Integration.
   Click here for help on G/L Integration fields.
- 2. Use the Integration tab to change options that determine how and when to process general ledger batches.
- 3. Use the Transactions tab to change the information that is included with general ledger transactions.
- 4. When you are satisfied with your choices for G/L integration, click Save, and then click Close.

#### • After changing integration options

## Set or Change Program Options for Accounts Payable

#### • Before you start

#### To set program options for Accounts Payable:

- Open Accounts Payable > A/P Setup > Options.
   Click here for help on the fields on the A/P Options form.
- 2. Click the tab that contains the options you want to change.
- 3. Make your changes.
- 4. Click Save to keep your changes.

**Note:** You cannot save most changes to the Options form if any other Accounts Payable forms are open.

5. Click Close when you are finished or to leave the form without changing any information.

#### • After changing options

#### Additional information

## **Create Batches of Transactions for General** Ledger

#### • Before you start

#### To create G/L batches:

1. Open Accounts Payable > A/P Periodic Processing > Create G/L Batch.

Click here for help on the fields on the Create G/L Batch form.

- 2. Select the types of posted batches from which to create transactions.
- 3. Select the posting sequence number through which to create transactions for each batch type.
- 4. Click Process.
- After creating a G/L batch
- Additional information

## **Clear Obsolete Data from Accounts Payable**

#### • Before you start

#### To clear obsolete data:

- Choose A/P Periodic Processing > Clear History.
   <u>Click here for help on the fields on the Clear History form.</u>
- 2. Select the types of records you wish to clear.
- 3. Specify the ranges for each type of record.
- 4. Type the dates or fiscal year and period for which to clear.
- 5. Click Process.

#### Additional information

## **Remove Inactive Records from Accounts Payable**

#### • Before you start

#### To delete inactive records:

1. Open Accounts Payable > Periodic Processing > Delete Inactive Records.

Click here for help on the fields on the Delete Inactive Records form.

- 2. Select the types of records you wish to delete.
- 3. Specify the ranges for each type of record.
- 4. Type the range of dates for which to delete records.
- 5. Click Process.

If you do not want to delete all the types of records you select for the same range of dates, use the form more than once, as needed to delete each type of record for the applicable dates.

#### • After removing inactive records

## **File 1099 Reports Electronically**

#### Before you start

#### To create an electronic file for your 1099 forms:

 Open Accounts Payable > A/P Periodic Processing > 1099 Electronic Filing.

Click here for help on the fields on the 1099 Electronic Filing form.

- 2. Complete the header, transmitter, and payer fields according to IRS requirements.
- 3. Click Generate to produce the electronic file.
- 4. Follow the instructions on FIRE system. Be sure to record for future reference the name that the IRS assigns to your file. You will need the name if you are required to submit a replacement file.
- 5. When you have finished, click Close.

# File a T5018 (CPRS) Information Return Electronically

#### • Before you start

#### To create an electronic file for your T5018 information return:

1. Open Accounts Payable > A/P Periodic Processing > T5018 (CPRS) Electronic Filing.

<u>Click here for help on the fields on the T5018 (CPRS) Electronic</u> <u>Filing form.</u>

- 2. Complete the header, transmitter, and payer fields according to Canada Revenue Agency (CRA) requirements. You must complete both the Transmitter Information and Payer Information sections, even if the transmitter and payer are the same company.
- 3. Click Process to produce the electronic file.
- 4. Make a note of the name and location of the generated output file.
- 5. When you have finished, close the T5018 (CPRS) Electronic Filing form.

#### • After you create the electronic file

## **Revalue Transactions in Other Currencies**

#### <u>Overview</u>

#### Before you start

#### To revalue transactions:

- Open Accounts Payable > Periodic Processing > Revaluation.
   <u>Click here for help on the fields on the Create Revaluation Batch form.</u>
- 2. Indicate whether to do a provisional revaluation or an actual revaluation.
- 3. For each currency you wish to revalue, use one line on the grid to enter the following information:
  - Currency.
  - Revaluation date.
  - Earliest backdated activity date.
  - Rate type.
  - Rate date.
  - Exchange rate.
- To change the optional fields and values for a particular line or to delete optional fields, either double-click in the Optional Fields column for the line or select the line, then O click the Optional Fields column heading.

**Tip:** Enter the revaluation information, then select the Provisional Revaluation option to do a test run before performing the next step.

5. Click Process.

#### • After creating a revaluation batch

#### Related information

## **Start a New Fiscal Year**

#### Overview

#### Before you start

#### To start a new fiscal year:

- 1. Open Accounts Payable> Periodic Processing > Year End. Click here for help on the fields on the Year End form.
- 2. Select the options you want to include in year-end processing.
- 3. Click Process.
- 4. When finished, click Close.
- Additional information

## Add or Modify a Distribution Code

#### • Before adding or modifying a distribution code

#### To add a distribution code:

- Open Accounts Payable > A/P Setup > Distribution Codes.
   <u>Click here for help on the fields that appear on the Distribution Codes form.</u>
- 2. On the Distribution Codes form that appears:
  - In the Distribution Code field, type the code to identify the distribution.
  - In the Description field, type a description of the code.
  - In the General Ledger Account fields, enter the 

     account numbers to which to post transactions that use the distribution code.

If you use Sage 300 ERP General Ledger with your Accounts Payable database, you can use the **•** Finder (**•**) to select the general ledger accounts from a list.

- Specify a default discount status for the distribution code.
- 3. When finished, click Add.

#### To edit a distribution code:

- 1. Open Accounts Payable > A/P Setup > Distribution Codes.
- 2. Select the distribution code you want to change.
- 3. Make your changes.
- 4. Click Save.

#### To delete a distribution code:

1. Open Accounts Payable > A/P Setup > Distribution Codes.

- 2. Select the distribution code you want to delete.
- 3. Click Delete.

If a message appears asking you to confirm the deletion, click Yes.

#### • After adding or modifying distribution codes

#### Additional information

• Related topics

## Add or Modify an Optional Field

#### Overview

#### • Before adding or modifying an optional field

#### To set up an optional field for use in Accounts Payable:

- Open Accounts Payable > A/P Setup > Optional Fields.
   <u>Click here for help on the fields on the Optional Fields form.</u>
- 2. In the Optional Fields For field, select the type of record or transaction for which you are defining the optional field.
- 3. Use the Finder to select the optional field code (• or codes) you want to use for the selected type. The program displays the description for the optional field.
- 4. If you want to specify a default value for the optional field:
  - a. In the Value Set field, double-click the Value Set column to set field to "Yes."
  - b. In the Default Value field, enter or select the value that the program will display as the default for the optional field.

When you specify a value from Common Services, the program displays the description for the value.

- 5. Double click the Required field to indicate whether the optional field must be used in the records and transactions for which it is created. During data entry, if an optional field is required and does not have a default value, you must fill in the field before you can proceed.
- 6. Select Yes in the Auto Insert field to display the optional field and its default value when you set up new records or enter transactions on the form for which you are defining the optional field.
- 7. Click the Settings button, if it is available, to specify additional settings for the optional field.

8. Click Add (or Save).

#### To edit an optional field:

- 1. Open Accounts Payable > A/P Setup > Optional Fields.
- 2. Select the type of record or transaction for which you want to edit the optional field.
- 3. Make the changes you need on the grid.
- 4. Use the Settings button to select the type of General Ledger accounts to which optional field information can be passed, or to indicate whether optional field information can be passed to Project and Job Costing.
- 5. Click Save to record the changes.

#### To delete an optional field:

- 1. Open Accounts Payable > A/P Setup > Optional Fields.
- 2. Select the type of optional field in the Optional Fields For field, and then select (highlight) the optional field that you want to remove on the grid.
- 3. Click the Delete button, or press the Delete key on the keyboard.

If a message appears asking you to confirm the deletion, click Yes.

#### • After adding or modifying an optional field

#### Additional information

## Add or Modify a Terms Code

#### • Before adding or modifying a terms record:

#### To add a terms record:

1. Open Accounts Payable > A/P Setup > Terms.

Click here for help on the fields on the Terms form.

- 2. In the Terms Code field, enter the identifying code, then press the Tab key and enter a description for the terms code.
- 3. For the Calculate Base For Discount With Tax option, specify whether to include tax amounts in the invoice totals on which discount amounts are calculated.
- 4. If you want to allow payment by installments with this code, select the Multiple Payment Schedule option. Then select the due date type and enter information for each payment.
- 5. In the Due Date Type field, select the method by which you calculate invoice due dates.
- 6. In the Discount Type field, select the method you use to calculate the last day on which your vendors let you take a discount for prompt payment. If your vendors do not offer discounts, ignore the discount fields and columns.
- 7. Click the Add button.

#### To edit a terms code:

- 1. Open Accounts Payable > A/P Setup > Terms Codes.
- 2. Select the terms code you want to change.
- 3. Make your changes.
- 4. Click Save.

#### To delete a terms code:

- 1. Open Accounts Payable > A/P Setup > Terms Codes.
- 2. Select the terms code you want to delete.
- 3. Click Delete.

If a message appears asking you to confirm the deletion, click Yes.

#### • After adding or modifying payment terms

#### Additional information

Related topics

## Add or Modify a Payment Code

#### • Before adding or modifying a payment code

#### To add a payment code:

- Open Accounts Payable > A/P Setup > Payment Codes.
   <u>Click here for help on the fields on the Payment Codes form.</u>
- 2. In the Payment Code field, type an identifying code, using up to six characters, and then press the Tab key.
- 3. Type a description for the payment code, such as the name of the credit card.
- 4. For the payment type, select Cash, Check, Credit Card, or Other.
- 5. Click Add.

#### To edit a payment code:

- 1. Open Accounts Payable > A/P Setup > Payment Codes.
- 2. Select the payment code you want to change.
- 3. Make your changes.
- 4. Click Save.

#### To delete a distribution code:

- 1. Open Accounts Payable > A/P Setup > Payment Codes.
- 2. Select the payment code you want to delete.
- 3. Click Delete.

If a message appears asking you to confirm the deletion, click Yes

#### • After adding or modifying payment codes

Related topics

## Add or Modify an Account Set

#### • Before you start

#### To add a new account set:

- Choose Account Payable> A/P Setup > Account Sets.
   <u>Click here for help on the fields on the Account Sets form.</u>
- 2. In the Account Set Code field, type a unique code, using up to six characters, to identify the account set.
- 3. In the Description field, type a description of the account set.
- 4. Type or select the general ledger account numbers that make up the set.

In a multicurrency account set that does not use the functional currency, you must also enter the currency code and account numbers for the unrealized exchange gain, unrealized exchange loss, realized exchange gain, realized exchange loss, and exchange rounding accounts.

You cannot change the currency code assigned to an account set after you add the set.

5. When finished, click the Add button.

#### To edit an account set:

- 1. Open Accounts Payable > A/P Setup > Account Sets.
- 2. Select the account set you want to change.
- 3. Make your changes.
- 4. Click Save.

#### To delete a terms code:

1. Open Accounts Payable > A/P Setup > Account Sets.

- 2. Select the account set you want to delete.
- 3. Click Delete.

If a message appears asking you to confirm the deletion, click Yes.

#### • After adding an account set

## **Export Accounts Payable Information**

#### To export Accounts Payable information:

- 1. Open the form or form that displays the kind of data that you want to export.
- 2. If necessary, create the records you wish to export. For example, to export an invoice batch, create the batch in the Invoice Entry form, export it.
- 3. On the File menu, click the Export command.
- 4. On the form that appears, select the type of information to export, or choose Load Template to use an export template you created previously that matches the information you want to export.
- 5. To limit the range of records to export, use Set Criteria.
- In the next form, enter the export file name and file type. If you frequently export information with these specifications, use the Save Template button to create an export template that you can use next time you export the data.
- 7. When ready, click OK to begin exporting.

If you specified a non-existent folder and file, Accounts Payable asks whether to create them.

## Use a self-assessed tax

#### Overview

#### To create and use a self-assessed tax:

- 1. In Tax Services create two new tax authorities:
  - Authority 1 is the tax expense. This tax can be distributed with the invoice amount or expensed separately to a tax expense account.
  - Authority 2 is the tax payable. Specify that this tax is expensed separately to the tax payable account.
- 2. Create Purchases tax classes for vendors and items for both tax authorities.
- 3. Enter tax rates for purchases for each of the authorities:

For authority 1 specify the tax rate as you would for any other tax.

For authority 2 specify a negative tax rate of the same amount that you specified for authority 1.

The two taxes will cancel each other and not add to the value of the invoice.

- 4. Add both taxes to the tax group you want to use for the vendor.
- 5. Specify the self-assessing tax group when you add an invoice.
- 6. Make sure that you are using the same tax class for both taxes.
- 7. If you are not calculating tax, enter a positive tax amount for authority 1 and a corresponding negative amount for authority 2 on the Vendor Taxes tab.

If you are calculating tax, set the two taxes to "No" for Tax Included.

## **Choose Printers for Reports**

Sage 300 ERP lets you choose a default printer for all reports that you print, and assign different printers to specific reports (such as invoices or labels).

#### To change the default printer for all reports:

- 1. On the Sage 300 ERP desktop, select File > Page Setup.
- 2. Click the Printer button.
- 3. Choose the printer that you want to use from the drop-down list.

The printer list includes all printers that have been added to the Printers and Faxes list in Windows.

- 4. Click the Properties button to change available settings for your particular printer.
- 5. Click OK to return to the Page Setup form.
- 6. Click the Print Destination button and check that the print destination is set to printer.

If you are using a laser printer, you would normally select the Report Paper Size and Report Orientation options on the Print Destination page.

7. Click OK on the Print Destination Page, and then Click OK on the Page Setup page.

#### To assign a specific report to a specific printer:

- 1. Open the report form which you want to assign to a printer.
- 2. Select File > Print Setup from the report form menu.
- 3. Choose whether you want to choose the printer that is set as the Windows default printer, or choose a specific printer for this report.

Note: By default, the specific printer is the one chosen as the printer

on the Page Setup form selected from the File menu on the Sage 300 ERP Desktop

The printer list includes all printers that have been added to the Printers and Faxes list in Windows.

- 4. Click the Properties button to change available settings for your particular printer.
- 5. Choose a paper source if you want to select a particular paper tray or paper stock for this report.
- 6. Click OK Page Setup page.
- To clear the assigned printer for this report
- Prompt for printer each time you print
- Related topics

## **Display Reports on the Screen**

Sage 300 ERP lets you print reports to a printer, to the screen, to a file, or as an attachment to an e-mail message.

**Note:** You must be assigned to a security group that has been assigned permission to change the print destination. (Otherwise, the only destination available will be to a physical printer.)

#### To change the default print destination to Preview:

- 1. On the Sage 300 ERP desktop, select File > Print Destination.
- 2. Select Preview to view a report on the screen.

You can print from the Preview window by clicking the Printer button, and you can e-mail the report.

3. Click OK.

#### Additional information regarding print destinations

#### **Related topics**

Accounts Payable Reports

# Display a List of Fields You Can Import and Export

#### Overview

#### To display a list of the fields you can import and export:

- 1. Open the record or transaction-entry form for the type of record or transaction you want to import or export.
- 2. For transaction fields, display an existing batch using the Batch Number field.
- 3. From the File menu, click Import or click Export.
- 4. If a File Import/Export Selection form appears (for example, if you clicked Import or Export on the Vendors form), select the type of record to import or export, and then click OK.
- 5. On the form that appears, click Display Import Fields or Display Export Fields to display the name, type, and length of each field in the record that you can import or export.

# Glossary

## # A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

### 1099 Form

#

## Α

A/R Invoice Type Account Description Account Groups Account Number Segment Overrides Account Number Segments Account Number Structures Account Segment Account Set Account Status Account Types Accounting Equation Accounting Method **Accounting Period Accounts Payable** Accrual Accrual Carry-Over Date Accrual Method Accrual-Basis Accounting Method **Accrued Expenses** Activating taxes Activation Active Order **Actual Fiscal Sets Adjustment Period** 

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**Functional Currency** 

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# l

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# Ν

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Years of Transaction Detail

### **Changes in Accounts Payable 6.0**

Accounts Payable 6.0 includes the following new features and improvements:

#### In Product Update 1:

• A new T5018 (CPRS) Electronic Filing screen is available in Periodic Processing.

If you file more than 50 T5018 slips for a calendar year, the Canada Revenue Agency (CRA) requires you to file original and amended T5018 information returns over the Internet. You use the new T5018 (CPRS) Electronic Filing screen to create your T5018 information return in the required XML format. You can then submit the generated file using the CRA's Internet File Transfer application.

If you are filing fewer than 50 slips, you can submit the file to the CRA on electronic media.

#### In the 6.0 Release:

Changes in Processing to Respect New Fiscal Period Locks

Accounts Payable supports changes to Common Services' Fiscal Calendar.

Fiscal periods are now locked separately for each Sage 300 ERP program. Although this change does not affect the way you enter transactions in Accounts Payable, you should note the following points:

- The system checks the status of a fiscal period for Accounts Payable when you enter certain dates in Accounts Payable transactions. It also checks the status of the fiscal period for Bank Services when you print a payment check.
- If the period is locked for Accounts Payable, you receive a warning, an error message, or no message, depending on the setting for the Locked Fiscal Period option on the Company Profile's Options tab.
- If the period is locked for Bank Services and the Locked Fiscal Period option is set to Error, you receive an error message when you add a receipt or print a refund cheque. (Otherwise, no warning or error appears.)

Generally, you should lock a period for Accounts Receivable, Bank Services, and Accounts Payable at the same time, to avoid this situation.

- If a fiscal period is locked for General Ledger but not for Accounts Payable, you can create batches for General Ledger during posting or using the Create G/L Batch icon (depending on Accounts Payable's G/L Integration settings). When you try to post transactions to a locked period in General Ledger, however, the transactions will be placed in an error batch. You can avoid this situation if you create and post General Ledger batches for outstanding Accounts Payable transactions before locking a period for General Ledger.
- New Portal-Related Security Authorizations

- Two new authorizations—**Aged Payables Snapshot** and **Days Payable Outstanding Snapshot**—allow users to view and configure the Aged Payables snapshot and the Days Payable Outstanding snapshot, respectively, in the new Sage 300 ERP Portal.
- The new **Sage 300 ERP Inquiry** authorization allows users to query Accounts Payable data in the new Sage 300 ERP Portal. If they also have Export Processing authorization for Accounts Payable, they can print or export the results of these queries.
- A new **Vendor Developer Inquiry** authorization supports the new portal's Inquiry feature. Developers of third-party programs, including macros, should incorporate this resource in their security structures.

#### **Upgrading from an Earlier Version?**

- If you are upgrading from version 5.5, see <u>Changes in Accounts</u> <u>Payable 5.6</u>.
- If you are upgrading from version 5.4, see <u>Changes in Accounts</u> <u>Payable 5.5</u>.
- If you are upgrading from version 5.3, see <u>Changes in Accounts</u> <u>Payable 5.4</u>.

#### **Changes in Accounts Payable 5.6**

Features added to Account Payable 5.6 include report changes, new check sorting options, improved prepayment functionality, and a new T5018 (CPRS) Electronic Filing form.

### **Report Changes**

Sage 300 ERP version 5.6 includes global enhancements to all reports that allow you to save parameters easily and export reports into Microsoft Excel.

The Aged Cash Requirements and Aged Payables reports now have better visibility for adjustments as they can be reported as regular documents as well as in applied details. These reports can now be sorted by transaction type and have an easier way to identify miscellaneous payments. Both the <u>Aged Cash Requirements report</u> and <u>Aged Payables</u> report include an option to show Aged Retainage on the report.

### **Check Sorting**

Accounts Payable now allows you to sort checks during print runs. Using the **Sort Checks by** list on the <u>Transactions tab of the A/P Options form</u>, you can sort by:

- Vendor Number
- Payee Name
- Payee Country
- Payee Postal Code
- Transaction Entry Number

The selection becomes the default sort order when printing checks.

### **T5018 (CPRS) Electronic Filing**

A new T5018 (CPRS) Electronic Filing form is now available in the Periodic Processing folder.

If you file more than 50 T5018 slips for a calendar year, the Canada Revenue Agency (CRA) requires you to file original and amended T5018 information returns over the Internet. You use the new T5018 (CPRS) Electronic Filing form to create your T5018 information return in the required XML format. You can then submit the generated file using the CRA's Internet File Transfer application. If you are filing fewer than 50 slips, you can submit the file to the CRA on electronic media.

### Prepayments

You can apply payments to existing Purchase Orders when you prepay a <u>vendor</u>. The previous functionality required a manual entry of the PO number if the Purchase Order was posted but not invoiced.

#### **Upgrading from an Earlier Version?**

- If you are upgrading from version 5.4, see <u>Changes in Accounts</u> <u>Payable 5.5</u>.
- If you are upgrading from version 5.3, see <u>Changes in Accounts</u> <u>Payable 5.4</u>.

#### **Changes in Accounts Payable 5.5**

Here is a summary of the changes and new features in Accounts Payable 5.5.

- • We introduce the most sophisticated treatment of currency revaluation on the market.
- • New accounts accommodate changes to revaluation.
- You can <u>process advance credits in Payment Entry</u> in all series of Sage 300 ERP.
- There is a new posting date field for transactions.
- • You can specify source codes for transactions.
- • You can specify different accounts when entering transactions.
- You can apply credit notes to fully paid documents. (Previously, the document had to be unpaid.) You can also apply a debit note to a fully applied credit note.
- • You can specify particular accounts for distribution sets.
- We have improved integration with Project and Job Costing.
- • Keeping history is now automatic in Accounts Payable.
- Batch entry counts and batch totals appear on all transaction entry forms.
- A new option lets you set the default tax class to 1 (instead of the vendor's tax class) for document details.
- There are a o number of enhancements to recurring payables.
- You can now Ist documents in ascending order or descending order in the Vendor Activity form.
- When you print voided checks, the printed check includes \*\*\*VOID\*\*\* above the payee.
- The Aged Payables and Aged Cash Requirements reports are available only in letter format. (Previously, a legal-size report that contained the same information was also available.)
- You can include group subtotals when you use sorting criteria to print

the Aged Payables, Overdue Payables, Aged Cash Requirements, Vendor Transactions, and Aged Retainage reports.

- The new Print 1099/1096 Forms icon, available in the A/P Vendor Reports folder, lets you print 1099 and 1096 forms for reporting amounts paid to vendors in the U.S. The Print T5018 (CPRS) Forms icon lets you print CPRS amounts on the T5018 required for Canadian filing. (Previously, you used the 1099/CPRS Forms icon to print these forms for both jurisdictions.)
- The 1099/CPRS Amounts form has been renamed <u>1099/CPRS</u> <u>Inquiry</u>. Also, you can now <u>print a report</u> with the same information that is displayed on the Inquiry form.
- When you reverse a miscellaneous payment, the associated invoice is reversed automatically, too.
- You can post batches at the same time others are posting batches, but you cannot post batches that others are using.
- You assign separate security authorization to post batches and to enter them (as required under Sarbanes-Oxley legislation), if you use security with your system. (Previously, having authorization to post a certain type of batch also gave you authorization to view and enter and edit transactions in that type of batch.)
  - • Accounts Payable now integrates with Sage Fixed Assets.

**Note:** You cannot convert from ACCPAC Plus for DOS to this version of Sage 300 ERP .

#### **Upgrading from an Earlier Version?**

• If you are upgrading from version 5.3, see <u>Changes in Accounts</u> <u>Payable 5.4</u>.

#### **Changes in Accounts Payable 5.4**

Accounts Payable version 5.4 introduced a number of exciting changes and new features!

Click the name of an Accounts Payable form or the type of change, below, to see a summary description of the changes.

- o Account Sets
- Adjustment Entry
- Aged Cash Requirements Report
- Aged Payables Report
- Ocheck Printing
- Checking Data Integrity
- Control Payments
- Oreate Payment Batch
- Delete Inactive Records
- Distribution Sets
- E-Mail Messages / Letters/Labels
- G/L Integration
- Invoice Entry
- Optional Fields

Options

- Overdue Payables Report
- Payment Batches
- Payment Codes
- Payment Entry
- Payment Selection Codes
- Project and Job Costing
- Recurring Payables
- Remit-To Locations
- Terms
- Transaction Batches
- Vendors and Vendor Groups
- Vendor Activity
- 1099 Electronic Filing
- 1099/CPRS Amounts

### **Changing Column Order in Data Entry Forms**

You can change the order in which columns appear on many Sage 300 ERP forms.

For example, you can change the order of the Payment Entry detail columns to match the field order of a document from which you are entering data.

#### To move a column



- Point at the column heading.
- · Hold down the left mouse button
- Move the column to its new location
- Release the button.

#### To restore your original settings

• From the Sage 300 ERP Desktop menu bar, select the icon for the form you changed, then click Object, Restore Defaults, then All Other Settings.

The columns will be in the original order the next time you open the form.

Related Topics

#### **Changing Column Widths in Data Entry Forms**

Double clicking on the division between columns resizes the column on the left to its minimum size based on the data it contains.

🔍 G/L Account	Account Description	Amount	Dist	In
2040	Accts payable, clearing	225.00	225.00	0.00

#### To change the width of columns

- Position the mouse pointer on the vertical line separating a column heading from the next heading to the right.
- Drag the column to the right (to make the column wider) or to the left (to make it narrower).
- When you reach the width you want, release the mouse button.

#### To restore your original settings

• From the Sage 300 ERP Desktop menu bar, select the icon for the form you changed, then click Object, Restore Defaults, then All Other Settings.

Related Topics

### Print

Use this command to print the report for the open form you are using.

For example:

- If you are in a report form, choose the command to print the report.
- If you are using Invoice Entry, Payment Entry, or Adjustment Entry, choose the Print command to open the Batch Listing form which lets you select the listings to print for unposted batches.
- If you are in the Vendors form, use the command to open the Vendors (reports) form, then choose whether to print the Vendors, Vendor Period Statistics, or Vendor Activity Statistics report.

For further information about reports, see <u>Accounts Payable reports</u>.

#### **Printer Setup**

Use this command to set up your printer. You can select the default printer or select another from the list of installed printer names.

For further information about printer options, see the Windows manual.

#### Customize

Use the Customize command in the File menu of an open form to hide fields for users assigned to a UI Profile ID for that form. When these fields are hidden, data that would normally appear in these fields cannot be printed.

For more information, see the UI Profile Maintenance topic in the System Manager help.

### Import

Use the Import choice to transfer data such as vendor account master information and transaction batches from non-Sage 300 ERP programs to Accounts Payable. Transferring this information to Sage 300 ERP is called importing.

One common use of the import command is to import setup records or transaction batches from other Sage 300 ERP applications and non-Sage 300 ERP programs.

For more information, see the System Manager help.

Related Topics

#### Export

Accounts Payable lets you export data such as batches of transactions to files that can be read and used by other programs. Transferring this information from Sage 300 ERP databases is called exporting.

For more information, see the System Manager help.

Belated Topics

### Close

Double-click the top left corner of the form or use the File, Close command to close the current form.

If you are editing a record, Sage 300 ERP will ask you whether you want to save your changes or cancel them.

Shortcut keys: Ctrl + F4

# **Using Help**

Welcome to Sage 300 ERP online Help for Accounts Payable!

For help on using Sage 300 ERP

- Click Help Topics on the Help menu on the Sage 300 ERP desktop, or
- Press F1 in your browser from an open form.

To view the Help contents for a specific module

• Open a form for the module, then click Contents on the module's Help menu or press F1.

For help about the Sage 300 ERP desktop

• Click the What's This command from the Help menu or click the Context Help button.

# **Designing Accounts Payable Coding Schemes**

Before you can use Accounts Payable, you must add codes to identify the account sets, distribution codes, vendors, and other records you will add to your system. You should take the time to design sensible coding schemes for each type of code you require, before you start assigning codes to records.

If you already have a system for the most of these codes, you may be able to continue with the same system. Check the list below to see whether each code type allows for the number and type of characters you use in your current system.

Code Name	Maximum Number of Characters
Account set code	6 digits and letters
1099/CPRS code	6 digits and letters
Distribution code	6 digits and letters
Distribution set	6 digits and letters
Payment selection code	6 digits and letters
Recurring Payable code	15 characters
Remit-to location code	6 characters
Terms code	6 digits and letters
Vendor group code	3 digits and letters
Vendor number	12 characters

## **Codes used in Accounts Payable**

If you are designing new codes, you should assign codes that make it easy to identify each record type and that list records in the order you want them to appear on reports and in Finder windows.

Each code is a unique set of letters, symbols, and digits. For example, each of the following could be a valid vendor number:

- 123
- 123A
- AB1234
- A1
- A01

### To simplify codes, we recommend that you:

- Use the same number of characters in all codes of the same record type.
- Where permitted, define codes of at least three characters to allow for future expansion.
- Use a numbering system that is significant for your business, such as a geographical region or division or vertical market.
- If possible, use only numbers (not letters or symbols), for consistency of sorting.

## Sorting order of codes

Accounts Payable sorts codes on screens and reports in a specific order, which you should take into consideration when designing codes.

The program reads codes from left to right, and uses the following sequence to put them in order:

[Blank]!"#\$%&'()\*+,-./0123456789:;<=>?@ABCDE FGHIJKLMNOPQRSTUVWXYZ[\]^\_`abcdefghijkI mnopqrstuvwxyz{|}~

The codes listed in the introduction to this discussion would be sorted by the program into the following order:

- 123
- 123A
- A1
- A01
- AB1234

You should use the same number of characters in all your codes; otherwise, you get number sequences as shown next.

- 100
- 10000
- 19
- 2
- 2000

# **Setting Up Vendor Groups**

You use vendor groups to classify your vendor records into groups that share similar characteristics. You must define your vendor groups before you can add vendor records.

Vendor groups provide the following features. They let you:

- Set default entries to speed up the task of adding vendor records.
- Select accounts for payment. (The vendor group is one of the selection criterion.)
- Select vendors on reports. (Vendor transactions, aged payables, aged cash requirements, letters, and labels can all be printed for a range of vendor groups.)

You can add as many vendor groups as you need, but you must add at least one group.

## Adding vendor groups

You must define at least one Vendor Group, and you may define multiple vendor groups.

You use the Vendor Groups form to define the vendor groups you need.

#### To define a vendor group, you must

- Assign a unique code, up to three characters, to identify the group.
- Select the account set, terms code, and bank code you want to use as the default selections for the vendor records you will add to the group.
- Specify the method for distributing transactions to general ledger accounts. You can distribute invoices by distribution set, distribution code, or general ledger account.
- Once you select the method, you must specify a default code for the method. For example, if you select G/L Account, you must specify the default general ledger account to which you want distributions made.

- Specify the default rate type for vendors in the group (if you have a multicurrency ledger).
- Choose whether to check for duplicate invoices with the same vendor and amount or same vendor and date.
- Choose whether to generate separate payments for each invoice, or pay several invoices with a single check.
- Set default entries for vendor optional fields.
- Select the default tax group for vendors in the vendor group. You must also enter a tax class for each tax authority in the group, and indicate whether tax is usually included in the invoice details.
- Specify whether the vendors in this group are subject to 1099/CPRS reporting. (You can override this choice for individual vendors.)

## **Vendor group statistics**

Accounts Payable keeps statistics for vendor groups, and displays them in the Vendor Groups form. You can display the statistics by the type of year and period specified in the Options form for vendor statistics.

For each group, Accounts Payable lists the amount and number of invoices, payments, discounts taken, discounts lost, credit notes, debit notes, adjustments, and total paid invoices. Accounts Payable also calculates and displays the average payment amount, the total days to pay, and the average days to pay for the group.

You can edit the statistics in a vendor group if you select the Allow Edit Of (vendor) Statistics option in the Options form.

## Accumulating tax amounts

The totals kept for invoices, credit notes, and debit notes can include or exclude any tax amounts that were posted with the documents, depending on the choice you enter for the Include Tax In Statistics option in the Options form.

# **Setting Up Payment Selection Codes**

When you create an automatic payment batch with Accounts Payable, you must tell the program how you want it to select vendors and invoices for payment. The way you do this is with a payment selection code.

Payment selection codes are identified by codes of up to six characters (letters and digits). The rest of the selection record defines the criteria for selecting — or excluding — vendor invoices for payment.

Payment selection codes define the following elements:

- The bank on which the checks are drawn.
- How you select invoices (by due date, discount date, or due date and discount date).
- Whether you pay all documents or forced documents only.
- The range of vendor groups.
- The range of vendors.
- The range of account sets.
- The range of check amounts (for example, so you could pay all the small outstanding amounts first).
- Vendors you want to exclude from the payment selection.
- The bank currency (multicurrency ledgers only.
- The vendor currency (multicurrency ledgers only).
- Exchange rates between the bank currency and functional currency and between the vendor currency and functional currency (if you have a multicurrency ledger).

## Using payment selection codes

You create payment selection codes using the Payment Selection Codes form.

You cannot use the Create Payment Batch form to generate checks unless you have defined at least one payment selection code.

You can change the payment selection criteria after you enter the

payment selection code in the Create Payment Batch form. So, if your payment selection needs are fairly simple (for example, if you use only one bank and have a small number of vendors), you may define only one code and modify it if you are generating a special check run.

# **Accounts Payable Reports**

Accounts Payable Reports are divided into the following categories:

#### Setup reports

that list the information entered to define your Accounts Payable system.

- • Vendor Reports that list information about your vendors and vendor groups.
- • Transaction reports that provide you with transaction listings and status information, and reports that you can use to interpret, analyze, and summarize your data.

If you have a multicurrency ledger, some of these reports can also include source and functional-currency (home-currency) information.

# **Recurring Payables — Overview**

If you have vendors who issue standard invoices at regular intervals, such as rent, standing orders, or services that vary little from period to period, you can set up records for the payables using the Recurring Payable Setup form.

You can also attach schedules with reminders to alert specific or all Sage 300 ERP users to process the recurring transactions when they are due.

You use the Create Recurring Payables Batch form to create an invoice batch automatically when the payables are due. If a recurring payable record uses a schedule with a reminder attached, you can also process the payable right from the Reminder List. For more information about creating schedules and using the Reminder List, see the System Manager help.

There are two processes involved in creating recurring payables:

- First, you set up a recurring payable record with the information that Accounts Payable needs to create invoices periodically.
- Later, you use the Create Recurring Payable Batch form or the Reminder List to create payable invoices.

## Specifying when to invoice recurring payables

You can set up a recurring payable to be processed indefinitely, or you specify a limit for the payable. You also assign a schedule to each recurring payable, then generate an invoice for it at the frequency determined by the schedule.

## Specifying limits for a recurring payable

To limit the number of times you can process an invoice for a recurring payable, you enter a start date and, by choosing Specific Date as the Expiration Type, you can enter an expiration date for the payable. No invoice is created for the payable prior to its start date or after its expiration date.

You can also specify a maximum amount that can be invoiced for a

payable. No invoices are created that would cause the total amount invoiced to exceed this maximum for a recurring payable.

## Assigning payment terms to recurring payables

You enter a terms code for each recurring payable. The code determines the due date for recurring payable invoices, as well as the discount percentage and period. Once you generate an invoice, you can change this information on that invoice in the Invoice Entry form.

## Adding general ledger and tax information

You can distribute each detail of a recurring payable to a different distribution code or general ledger payable account, and you can specify whether taxes are to be calculated automatically or not.

# **Options Field List**

For help about the options and fields in the Options form, select from these keywords:

Company tab

- Processing tab
- Transactions tab
- Numbering tab
- Retainage tab

# **Options — Numbering Tab**

Use the Numbering tab to:

• Choose the prefixes and next numbers to assign when you save recurring payables, payments, prepayments, and adjustment transactions, or you can allow Accounts Payable to assign them automatically.

These numbers include a prefix (up to 6 letters) followed by a sequence number. The prefix you assign must be unique and cannot be used for any other type of Accounts Payable document.

You can change these prefixes and next numbers at any time.

• Restrict the length of the number to be assigned to recurring payables, payments, prepayments, and adjustment transactions. You can use a maximum length of 22 characters, including prefixes.

This tab also displays the numbers that will be assigned to the next invoice, payment, adjustment, and revaluation posting sequences, and the next invoice, payment, and adjustment batches.

For information about a tab on the Options form, click the corresponding link:

- <u>Company</u>
- Processing
- <u>Transactions</u>
- <u>Retainage</u>

# **Displaying Open Documents in Payment Entry**

You can control the order in which open documents (such as invoices that are not yet paid, or credit notes that have not been applied) appear in selection lists when you are applying payments in the Payment Entry form. This option lets you display the documents in the order that is easiest for you to use.

Accounts Payable displays open documents by document number unless you choose another order. To change the order at any time, use the Default Order Of Open Documents option on the Transactions tab in the Options form.

You can choose to display open documents for each vendor account by:

Document number
 PO number 
 Due date 
 Order number

Document date 🗉

Current Balance 🗈

# **G/L Integration Fields**

#### Integration tab

- O Consolidate G/L Batches
- O Create G/L Transactions By

 Create G/L Transactions (During Posting/On Request Using Create G/L Batch Icon)

- G/L Source Codes
- G/L Transactions Generated Through

#### **Transactions tab**

- G/L Detail Comment
- G/L Detail Description
- G/L Detail Reference
- G/L Entry Description
- Transaction Type
- **O** G/L Integration Detail

# **Account Sets Field List**

Account Set Code Currency Code (multicurrency ledgers) Description General Ledger Account Numbers Inactive

Last Maintained

# **Distribution Sets Field List**

Description (distribution code) Description (distribution set) Distribution Code Distribution Method Distribution Percent Distribution Set Code G/L Account Inactive Last Maintained

# E-mail Messages Field List

- Description
- E-mail Subject
- Inactive
- Last Maintained
- Message (unlabeled text box)
- Message ID

## **Substitute Variables for Use in E-mail Messages**

If you use variables (field names) from your company database in the subject line and in the body of e-mail messages that you set up for use with letters to vendors, the program will substitute (or merge) vendor- or company-specific information in the e-mail messages.

#### Variables for messages that you send with e-mail letters

\$VENDOR\_ID
\$VENDOR\_NAME
\$VENDOR\_CONTACT
\$COMPANY\_PHONE
\$COMPANY\_FAX
\$COMPANY\_CONTACT
\$COMPANY\_NAME

# **Optional Fields Form Field List**

- Auto Insert
- Default Value and Description
- Optional Field and Description
- Optional Fields For
- Required
- Value Set

# **Optional Field Settings**

You can - and should - restrict the flow of information that is passed to General Ledger when you post transactions that use optional fields.

The Optional Fields setup form lets you specify groups of accounts for which values for an optional field can be passed to General Ledger. (The optional fields used in a transaction must also match the transaction details optional fields used for an account in order to be passed to General Ledger.)

When defining an optional field for use with transactions, click the Settings button (or double-click the line on the grid). A separate form opens, listing the groups of accounts that are affected when you post transactions of the type for which you are defining the optional field.

Select from the list all the account groups for which you want to pass values to General Ledger when you post transactions that include the optional field.

**Note:** While all account groups are initially selected for new optional fields, you need to consider carefully the purpose of the optional field you are defining. You should send values to General Ledger only for optional fields that require financial analysis, and only to accounts where they are required. For example, you might want to send optional fields that contain vendor numbers or sales territories only to revenue accounts.

You do not need to send optional field information for analysis that is performed only in Accounts Payable. If you routinely send all the optional fields you use in Accounts Payable transactions, your General Ledger may become unwieldy, and you may also considerably slow down processing.

If you use Sage 300 ERP and Job Costing, you can also specify whether optional field information for job-related transactions will be passed to Project and Job Costing, if the optional fields match those used for billings in that program.

# **Payment Codes Field List**

For help about the options and fields in the Payment Codes form, select from the keywords listed below:

**Description** 

**Inactive** 

Last Maintained

Payment Code

Payment Type

# **Payment Selection Codes Field List**

For help about the options and fields in the Payment Selection Codes form, select from the keywords listed below:

Selection Code and Description

#### Select tab

Apply Method Bank Currency Inactive Last Maintained Pay from Bank Rate Type Select Vendors with this Bank Code Only Vendor Currency

#### Criteria tab

Accounts Sets Range Pay All Selected Documents Pay Only Forced Documents Payment Code Range Select Documents by Vendor Amounts Range Vendor Group Range Vendor Number Range

## **Exclusion tab**

Vendor Number and Name

## **Optional Fields tab**

Optional Field and Description
Value and Description

# **Payment Selection Codes — Select Tab**

Field List

Use this tab to specify:

- Whether the payment selection code is active.
- The bank account from which to draw the checks.
- The bank currency (check currency) and the vendor currency (multicurrency ledgers only) and exchange rate information.

This tab also shows the date when the payment selection code was last edited and saved.

Click the links below for help on using the corresponding tabs:

- <u>Criteria</u>
- Exclusion
- Optional Fields

# **Payment Selection Codes — Criteria Tab**

Use this tab to:

- Choose the method for selecting documents for payment (by due date, discount date, or both due date and discount date).
- Select all documents meeting the criteria or forced documents only.
- Set ranges of vendor groups, vendors, account sets, and vendor amounts.

Click the links below for help on using the corresponding tabs:

- <u>Select</u>
- <u>Exclusion</u>
- Optional Fields

# Payment Selection Codes — Exclusion Tab

Use this tab to:

• List all vendors that you want excluded from the payment batch.

#### To exclude vendors

• In a new line of the list, enter the number of the vendor you want excluded or select it from the Finder.

Press the Insert key to start a new line.

#### To remove vendors from the list

• Highlight the line you want to remove, and press the Delete key.

Click the links below for help on using the corresponding tabs:

- <u>Select</u>
- <u>Criteria</u>
- Optional Fields

# Payment Selection Codes — Optional Fields Tab

This tab appears if you use Transaction Analysis and Optional Field Creator, a separately licensed program available from Sage 300 ERP.

The tab lets you specify optional fields and values to be assigned as defaults when you create a payment batch.

When you enter a new payment selection code, the tab initially displays payment optional fields that are marked for automatic insertion, along with their default values.

You can add or delete optional fields, and change the default values. Note that you can add only optional fields that are defined for payments in the Optional Fields setup form.

If you delete an automatically inserted optional field for a payment selection code, when you create batches using the code, the program will reinsert the optional field using the default value from the optional field setup record.

Click the links below for help on using the corresponding tabs:

- <u>Select</u>
- <u>Criteria</u>
- Exclusion

# **1099/CPRS Codes Field List**

1099/CPRS CodeDescriptionInactiveLast MaintainedMinimum to Report

# **Terms Field List**

For help about the options and fields in the Terms form, select from these keywords:

Calculate Base for Discount With Tax Included/Excluded

**Description** 

Due Date Table

Due Date Type

Discount Date Table

Discount Percent

Discount Type

**Inactive** 

Last Maintained

**Multiple Payment Schedule** 

Number of Days / Day of Month (discount)

Number of Days / Day of Month (due)

Payment Number

Percent Due

Range — Starting and Ending Date, Add Months, Day of Month

Terms Code

# **Distribution Codes Field List**

**Description** 

<u>Discountable</u>

**Distribution** Code

General Ledger Account Numbers

Inactive

Last Maintained

# **Vendors Field List**

- Address tab
- Contact tab
- Processing tab
- Invoicing tab
- Optional Fields tab
- Statistics tab
- Activity tab
- Comments tab

# **Vendor Groups Field List**

For help about the options and fields in the Vendor Groups form, select from the keywords listed below:

O Group Information tab

Invoicing tab

**Optional Fields tab** 

Statistics tab

# **Remit-To Locations Field List**

For help about the options and fields in the Remit-To Locations form, select from the keywords listed below:

**Remit-To Location** 

Remit-To Name

Vendor Number

### Address tab

Address

Check Language

<u>City</u>

<u>Country</u>

<u>E-mail</u>

<u>Fax</u>

**Inactive** 

Last Maintained

Primary Remit-To

State/Prov.

**Telephone** 

Zip/Postal Code

#### Contact tab

<u>Contact</u>

<u>Fax</u>

<u>Telephone</u>

<u>E-mail</u>

### **Optional Fields tab**

<u>Optional Fields</u>

### Look up 1099 or CPRS Vendor Amounts

#### Before you start

# To display 1099 or CPRS amounts stored in your Accounts Payable system:

- 1. Open Accounts Payable > A/P Vendors > 1099/CPRS Inquiry.
- 2. In the Year field, type the year in which you paid the amounts you want to view.
- 3. Use the From Vendor/To fields to specify a range of vendor numbers. You can type the vendor numbers, or use the Finder to select them.

You can also accept the blank entry in the From Vendor field and the ZZZs in the To field to include amounts for all vendors.

- 4. Use the From Code/To fields to specify the range of codes for the amounts you want to view, or accept the blank entry in the From Code field and the ZZZs in the To field to display amounts for all 1099/CPRS codes.
- 5. Click the Go button (>>>) to display all the amounts that meet the criteria you specified.

The program displays amounts for each month of the year, as well as the last payment date in each month, the number of payments and total amount paid.

#### To print a report of the information you see on the screen:

Click the Print button.

To delete an amount:

• Select the line for the amount, then click the Delete key on your keyboard.

#### To change an amount:

• Double-click the Amount field, then type the correct 1099 or CPRS amount.

#### To add a 1099 or CPRS amount for a vendor:

- 1. Click the first blank line on the grid, or press the Insert key on your keyboard to create a new line, then enter information as follows:
  - a. Double-click the Vendor Number field for the selected line, or, with the insertion point in the Vendor Number field, click the Vendor Number column heading, then use the Finder to select the Vendor.
  - b. Press the Tab key to move to the Code field or click the Code field, then use the Finder to select the code for the 1099/CPRS amount you want to add for the vendor.
  - c. Enter month in which you made the payment, the date of the last payment for that month, the number of payments, and total amount paid.

### **Recurring Payables Setup Field List**

For help about the options and fields in the Recurring Payables form, select from these keywords:

**Recurring Payable Code and Description** 

Vendor Information form

Vendor Number

Invoice tab

#### Detail tab

(The <u>Detail Accounts/Taxes form (F9 on a detail distribution line</u>) contains additional, tax-related, fields for a selected detail.)

Optional Fields tab

Tax / Totals tab

O Statistics tab

Field List

### **Recurring Payables Setup -- Invoice Tab**

This tab lets you specify the following information for the recurring payable:

- The starting date..
- The expiration type, and, depending on the type you specify:
- The expiration date, if there is one.
- A maximum amount that you will pay for the recurring payable, if there is a maximum.
- A maximum number of invoices.
- Assign a schedule to set the frequency of payable invoices.
- Select a remit-to location for the payable, if needed.
- Assign payment terms and tax information for the payable.
- Enter a description and the purchase order number, if any.

### Schedule code

Enter the code for the schedule that you want to attach to this record, or select it using the Finder.

If you want to set up a new schedule or modify an existing one, choose the Schedule button. You can use up to 15 characters to create the new code. (Note that you must have a security authorization to maintain schedules in Common Services to be able to add or modify an existing schedule.)

For more information about setting up schedules for recurring transactions, refer to the System Manager help.

### Starting and expiration dates

Accounts Payable lets you specify the date on which the recurring payable comes into effect and, if you choose Specific Date as the Expiration type, the date that it expires. If you choose No Expiration Date as the Expiration Type, you can create invoices for the recurring payable indefinitely.

The Create Recurring Payable Batch form will not create invoices for payables unless the creation date is between the start date and the expiration date.

### Maximum amount

If an invoice would cause the amount invoiced to date to exceed the maximum, Accounts Payable does not create the invoice.

Click one of the links below for help on using the corresponding tab:

- <u>Detail</u>
- <u>Optional Fields</u>
- <u>Tax/Totals</u>
- <u>Statistics</u>

### **Recurring Payables Setup — Detail Tab**

The Detail distribution tab on the Recurring Payable setup form lets you:

Field List

- Enter the details of the recurring payable.
- Open a separate <u>Detail Accounts/Taxes</u> form to enter distribution and tax information for the detail.
- Lets you view estimated tax amounts for each payable detail (if you selected Calculate or Distribute as the tax entry method for the Tax Amount and Tax Base fields on the Tax/Totals tab).

To open the detail Accounts/Taxes form, highlight the detail line, and then click the Acct/Tax button.

You assign a distribution code or general ledger payable account, and enter a description and amount for each detail line in the recurring payable record.

Click one of the links below for help on using the corresponding tab:

- Invoice
- Optional Fields
- <u>Tax/Totals</u>
- <u>Statistics</u>

### Recurring Payables — Optional Fields Tab

This tab appears if you use Sage 300 ERP Transaction Analysis and Optional Field Creator and you have defined invoice optional fields. Recurring payables use the same optional fields you set up for invoices.

- · Use the Optional Fields tab on the Recurring Payables form to
- Assign optional fields to a document.

The program displays the optional fields that you set up for automatic insertion on invoices, but you can change them or add other optional fields defined for Accounts Payable invoices.

Accounts Payable displays default values for the invoice optional fields, as follows:

- If you assigned exactly the same optional fields to the vendor and remit-to location records as you defined for invoices, the program displays the optional field values from the remit-to location on the Optional Fields tab.
- If the optional fields in the remit-to location record and the vendor record are different from each other, the optional field values from the vendor record appear as defaults for the invoice.
- If an optional field is defined for invoices, but is not assigned either to the vendor or the remit-to location, the program displays the value specified for the optional field in the Optional Fields record.
- Change the value that appears for an optional field. If the optional field is validated, you must specify a value that is defined for the optional field in Common Services. If the optional field is not validated, you can select a value from Common Services or you can enter another value that is consistent with the type of optional field.

For more information about another tab on the recurring payable Setup form, click the corresponding link, below:

- Invoice
- <u>Detail</u>
- <u>Tax/Totals</u>

<u>Statistics</u>

# Recurring Payables Setup — Tax/Totals Tab

Tax/Totals tab displays for the recurring payable:

- The tax group and tax authorities. The tax group assigned in the vendor record appears as the default for the recurring payable, but you can change it, if necessary.
- The vendor tax class. The vendor tax class is also assigned in the vendor record. However, for many tax authorities, the tax class varies depending on the purpose of the goods or services being purchased. You can change the tax class, if necessary.
- Estimated tax amounts, if tax is calculated for the recurring payable. You can specify how tax is to be calculated for the recurring payable using the Tax Amount and Tax Base fields.

Unless you select Calculate as the tax entry method, you must specify the total amount of tax for each tax authority on the Tax/Totals tab, then allocate to each detail the total tax amounts that you enter manually.

If you select Distribute as the tax entry method, you can enter the tax totals on the Tax/Totals, and let the program allocate taxes to the details when you save the record.

Note that the sum of the taxes for each detail must match the total you specify on the Tax/Totals tab.

• Whether tax is included in the total for this document.

You can change the Tax Included option only if the option Allow Tax in Price option is selected for the tax authority in Tax Services.

Click one of the links below for help on using the corresponding tab:

- Invoice
- Detail
- Optional Fields
- <u>Statistics</u>

Click the links below for additional help on using the buttons on the

Recurring Payables Setup form:

- <u>Save</u>
- Delete
- Acct./Tax
- <u>Close</u>

### Recurring Payables Setup — Statistics Tab

The Statistics tab lets you:

- View the number and amount of posted and unposted invoices created for the recurring payable. You can edit these fields to include historical amounts.
- View the year-to-date number and amount of invoices created for the recurring payable. Accounts Payable updates these amounts when you post the invoices, and you cannot change them.
- View information about the last invoice posted for the recurring payable, including the date, amount, invoice and entry numbers, as well as the batch number and posting sequence of the batch that contained the last invoice.

Click the links below for more information on other tabs on the Recurring Payables form:

- Invoice
- Detail
- Optional Fields
- <u>Tax/Totals</u>

### **Remit-To Locations — Address Tab**

Use this tab to:

- Change the check language, address, contact name, telephone number, and fax number for remit-to locations.
- Select primary remit-to locations for vendors.
- Assign Inactive status to remit-to locations you want to suspend temporarily or delete at year end.

Click the link below for help on using the Optional Field tab:

- <u>Contact</u>
- <u>Optional Fields</u>

### **Remit-To Locations — Contact Tab**

Use this tab to enter the name, telephone number, fax number, and email address for a contact person at the remit-to location.

For information about another tab on the Remit-To Locations form, click the corresponding link, below:

- Address
- Optional Fields

### Remit-To Locations — Optional Fields Tab

Optional fields are available only if you installed Sage 300 ERP Transaction Analysis and Optional Field Creator (a separately licensed package).

You use the Optional Fields tab of the Remit-To Locations form to assign optional fields for particular remit-to locations.

If you set any optional fields for automatic insertion in remit-to location records, they appear on the tab, along with their default values.

If you set up the same optional fields for remit-to locations as for vendors and vendor groups, the program uses the values from the vendor record as defaults for the optional fields in the remit-to location record.

You can accept or change the optional field values. If an optional field requires validation, you can select only a value that is assigned to the optional field in Common Services or, if the optional field allows it, you can leave the default value field blank.

If you use exactly the same optional fields for invoices, vendors, and remit-to locations, when you specify a remit-to location in the Invoice Entry form, the program uses the optional field values from the remit-to location for the invoice, debit note, or credit note.

Click the link below for help on using another tab:

- <u>Address</u>
- <u>Contact</u>

### **Vendor Activity Field List**

For help about the options and fields in the Vendor Activity form, select from the keywords listed below. Most of the fields in this form display information which you cannot edit.

#### Activity tab

Amounts In [] Currency Credit Limit Vendor Number

Inactive

Last Invoice Amount

Last Invoice Date

Last Payment Amount

Last Payment Date

Prepayment Amount

Prepayment Count

**Open Invoice Count** 

<u>On Hold</u>

Outstanding Balance

**Outstanding Retainage** 

#### Aging tab

Age As Of Age By Aging period information Cutoff Date Include Prepayments Include Transactions On Hold

#### **Transactions tab**

Amounts in [] Currency

<u>Currency</u>

Columns in the Transaction Detail List

Doc. (Document) Type

**Include Fully Paid Transactions** 

Include Pending Amounts

Order By

Original Retainage Amt.

Payment Status

Pending Adjustment Total

Pending Balance

Pending Discount Total

Pending Payment Total

Retainage Amount

Retainage Due Date

Starting Value

#### **Payments tab**

Bank Batch Number Check Number (in list) Check Status (in list) Currency Entry Number Order By Payment Amount Payment Date Remit To Starting Value Status Vendor Number

Field List

## Vendor Activity — Activity Tab

#### To display account information

- 1. Type the vendor number or select it from the Finder in the Vendor No. Field.
- 2. If you use multicurrency accounting, select the currency in which to display figures. You can choose Vendor or Functional.

Click the links below for help on using the corresponding tabs:

- Aging
- <u>Transactions</u>
- Payments

Field List

# Vendor Activity — Aging Tab

Use this tab to:

- Display the vendor's outstanding transaction balances aged into the periods you specify.
- Specify the date as of which you want to age transaction balances (such as by today's date).
- Specify a cutoff date, so you can include or exclude transactions that are more recent than the "As of" date.

Click the links below for help on using the corresponding tabs:

- <u>Activity</u>
- <u>Transactions</u>
- Payments

Accounts Payable sorts outstanding transactions and balances into five periods, a current (not due) period and four aging periods.

You specify the length of each aging period for the Accounts Payable system in the Options form, but you assign any aging periods you want on this tab.

You can choose whether to age transactions by their due dates or their document dates for each type of report.

- **Due date** current transactions are those with due dates that are later than the Age As Of date. The first period starts at 1 day past the due date.
- **Document date** the first period includes transactions with document dates that are earlier than the Age As Of date. Current transactions are those with the same or a later date than the Age As Of date.

See the notes below on credit notes, debit notes and prepayments. Also note that the cutoff date lets you decide whether to include transactions entered after the Age As Of date.

### Aging credit notes, debit notes, and prepayments

When your vendor accounts include credit notes, debit notes, and prepayments that do not apply to specific invoice numbers or other documents, you can specify whether to report the amounts in the aging periods that contain their document dates, or you can group them all in the current (not due) period.

You choose these options on the Processing tab of the Options form. You can change your choices for the options at any time.

The options have no effect on credit notes, debit notes, and prepayments that are applied to specific document numbers. Applied amounts are always included in the same aging periods as the documents to which they apply.

### **Vendor Activity — Transactions Tab**

Use this tab to:

- View summary and detailed information about the transactions (invoices, debit notes, credit notes, and payments) currently posted to vendor accounts. You can choose the types of documents you want to see, the order of appearance, and the starting document number.
- View completed (fully paid) documents that you have not yet cleared from Accounts Payable. You choose whether to include or exclude fully paid transactions.
- View information about pending transactions, including pending document balances.

In multicurrency ledgers, you can also view the amounts in the functional currency or the vendor's currency.

For information on using a different tab on the Vendor Activity form, click one the links below:

- Activity
- <u>Aging</u>
- Payments

#### To inquire on vendor transactions:

- 1. Choose Vendor Activity from the Vendors folder.
- 2. Select the vendor using the Vendor No. field.
- 3. Click the Transactions tab.
- 4. Select the type of document you want to view, and the starting document number to include in the display.
- 5. In the Order By field, specify the order in which to list transactions. Click the button (□) beside the Order By field if you want to change the list order from ascending to descending, or from descending to ascending order.

- 6. Select the currency in which to display the payments. You can select Functional Currency or Vendor Currency.
- 7. If you want to include fully paid transactions and/or pending amounts in the display, select the options to include them.
- 8. Click the Go (>>) button or press F7 to display documents using your selections.

Accounts Payable displays • one line of information for each document on the tab.

Click the links below for more information on viewing transaction details:

- <u>Open</u>
- Document
- <u>Details...</u>
- Optional Fields

# Vendor Activity — Payments tab

For each payment you made to a selected vendor, the Payments tab of the Vendor Activity form displays the:

- Bank code.
- Check number and check date.
- Check amount in the functional currency or vendor currency (if you have a multicurrency ledger).
- Check status (outstanding, cleared, or reversed).
- Payment batch number and entry number.
- Payee (name on the check).

Click the links below for information on viewing transaction details:

- <u>Open</u>
- Document

For help on using a different tab on the Vendor Activity form, click one of the following links:

- <u>Activity</u>
- Aging
- <u>Transactions</u>

#### To inquire on payments

- 1. Choose Vendor Activity from the Vendors folder.
- 2. Select the vendor from the Vendor Number field.
- 3. Click the Payments tab.
- 4. Select the status and the starting check number of the checks you want to view. You can choose Outstanding, Cleared, Reversed, or All for the status.
- 5. In the Order By field, specify whether to list payments by check number or document date. Click the button ( ) beside the Order By field to change the display from ascending to descending order, or

from descending to ascending order.

- 6. Select the currency in which to display the payments. You can select Functional Currency, Vendor Currency, or Bank Currency.
- 7. Click the Go button (>>) or press F7 to display the vendor checks.

Field List

# Vendor Groups — Group Tab

Use this tab to:

- Assign the account set, terms code, and bank code to use for new vendors you add to the group.
- In multicurrency ledgers, specify the default rate type to assign for vendors who do not use the functional currency.

Click the links below for help on using the corresponding tabs:

- Invoicing
- Optional Fields
- <u>Statistics</u>

### Vendor Groups — Invoicing Tab

Use this tab to:

- Specify the default distribution method to assign to vendor records you add to the group.
- Select the default tax group and tax classes to which your company belongs when invoiced by vendors in this group.
- Select options to specify how to identify duplicate invoices for this vendor group and whether to print separate check for each invoice or pay several invoices with a single check to a vendor.
- Specify whether vendors in the group are normally subject to 1099/CPRS reporting and enter the 1099/CPRS code for the group.

You can change your choices for these options at any time.

Click the links below for help on using the corresponding tabs:

- Group
- Optional Fields
- <u>Statistics</u>

For information about fields in the Vendor Groups form, select the Field List button beside the title of this help topic.

### **Vendor Groups — Optional Fields Tab**

Optional fields are available only if you installed Sage 300 ERP Transaction Analysis and Optional Field Creator (a separately licensed package).

Optional fields that you set up for automatic insertion in vendor group and vendor records automatically appear, along with their default values, when you add a new vendor group record.

You can accept the optional fields that appear or you can delete them; you can also assign different optional fields that you have set up for vendors and vendor groups.

You can accept or change any default values that appear. However, if an optional field requires validation, you can select only a value that is assigned to the optional field in Common Services. (If the optional field allows blanks, you can leave the default value field blank.)

The values you assign to the vendor group will appear on new vendor records you add to the group, if you assign the same optional fields to the vendor records.

Click the links below for help on using the corresponding tabs:

Group Invoicing Statistics

### Vendor Groups — Statistics Tab

This tab:

- Lists the number and amount of all transactions processed for the vendor group in the year and period you select.
- Lists the total days to pay figure and displays the average days to pay figure for the group and period.
- Lets you change statistical information if you have selected the Allow Edit Of (vendor) Statistics option on the Processing tab of the Options form.

Click the links below for help on using the corresponding tabs:

- <u>Group</u>
- Invoicing
- Optional Fields

# **Editing Vendor Groups**

If you plan to edit vendor group statistics, you must first select the Allow Edit Of Statistics option in the Options form.

### **Restrictions on changing records**

You can change most of the information in a vendor group record at any time, with the exception of the vendor group code. If you need to change a code:

- Add a vendor group with the code you want to use.
- Transfer all vendor records to the new group.
- Transfer all group statistics to the new group (by editing the statistics in the new group).
- Delete the group that has the code you no longer want.

You cannot change the account set for a group to a set which uses a different currency (in a multicurrency ledger).

#### Use macros

If you need to make the same change to a number of vendor groups, use Sage 300 ERP's macro facility, as described in the System Manager Help.

#### **Optional fields**

If you use Sage 300 ERP Transaction Analysis and Optional Field Creator (available separately), you can use the Optional Fields setup form to define vendor optional fields, marking for automatic insertion the ones you want to use as defaults when you add new vendor group records.

You can edit or delete the automatically inserted optional fields, and you can add different vendor optional fields for specific vendor groups. If an optional field uses validation, however, you can select only entries that are defined for the optional field in Common Services.

#### To edit a vendor group record

- 1. Type the code for the vendor group you want to edit, or select it from the Finder.
- 2. Make the changes you need in the record.
- 3. When finished, choose Save to record your changes.

#### **Effects of changes**

Most changes you make to a vendor group affect only the vendor records you add to the group after making the changes.

The only change you can make to a vendor group that will affect existing vendor records is assigning Inactive status to the group.

If you assign Inactive status to the group, you cannot:

- Add new vendors to the group.
- Change any of the vendor records assigned to the group (except to change their vendor group).

# **Deleting Vendor Groups**

You can delete a vendor group to which vendors are assigned, but you must first reassign the vendors to other groups or delete the vendor records.

### Moving vendors between groups

You can move vendors from one group to another, but if you do, you will:

- Update the existing vendor record with the new group defaults.
- Invalidate statistical comparisons between fiscal periods or between vendor groups (unless you update the vendor group statistics).

#### To delete a vendor group

- 1. Type the code for the vendor group you want to delete, or choose it from the Finder.
- 2. Choose the Delete key.
- 3. If you see a message asking you to confirm that you want to delete the record, choose Yes.

### Vendors Form — Address Tab

Use this tab to change the vendor's group, short name, site address, telephone number, fax number, start date and company e-mail address.

Click the links below for help on using the corresponding tabs:

- <u>Contact</u>
- Processing
- Invoicing
- Optional Fields
- <u>Statistics</u>
- <u>Activity</u>
- <u>Comments</u>

# Changing vendor information on the address information tab

You cannot change the vendor number, but you can change all other information on the Address Information tab with these restrictions:

**Group code.** You can change the vendor's group code at any time, but you should be aware that the default information for the new group (such as the account set, terms code, bank code, tax information, and other options) replace existing information in the vendor record.

If you change a vendor's group after posting transactions, you will also create incorrect statistics in the old and new groups . You can edit the statistics to correct the information, but it can be a complicated task.

If you use multicurrency accounting, you can change the vendor's group to a group that uses an account set with a different currency, but you must select an account set with the currency you originally assigned for the vendor before you can save the change.

**Inactive status.** You can select Inactive status for a vendor record only if the account has a zero balance and no outstanding transactions.

Additional vendor addresses. If you need to keep more than one

address for a vendor, use the Remit-To Locations form to add any additional addresses you require.

For information on changing information on other pages in the Vendors form, choose the appropriate tab (above).

## Vendors — Contact Tab

Use this tab to enter the name of a contact person for the vendor, and an e-mail address and telephone and fax numbers for the contact.

Click here for tips on using Accounts Payable forms.

Click the links below for help on the corresponding tabs:

- <u>Address</u>
- Processing
- Invoicing
- <u>Optional Fields</u>
- <u>Statistics</u>
- <u>Activity</u>
- <u>Comments</u>

# Vendors — Processing Tab

Use this tab to:

- Select the vendors account set which, in multicurrency ledgers, identifies the vendor's currency.
- Select the terms code to enter with invoices from the vendor.
- Select the bank code from which you usually issue checks to the vendor.
- Specify whether to generate separate checks for each invoice, or create a single check to cover all outstanding invoices, when you create payments automatically for the vendor.
- Enter the credit limit the vendor allows your company.
- Select the rate type to use for converting transactions for the vendor to the functional currency (in multicurrency ledgers).

Click here for tips on using Accounts Payable forms.

Click the links below for help on using the corresponding tabs:

- <u>Address</u>
- <u>Contact</u>
- Invoicing
- Optional Fields
- <u>Statistics</u>
- <u>Activity</u>
- <u>Comments</u>

# Vendors — Invoicing Tab

Use this tab to:

- Specify the default method by which you distribute the vendor's invoices to general ledger accounts.
- Select options to specify how to identify duplicate invoices you enter from the vendor and whether you print a separate check for each invoice from the vendor, or pay several invoices with a single check.
- Select the tax group and tax classes to which your company belongs when invoiced by this vendor.
- Enter your company's tax registration or tax exemption number, if any, for each tax class.
- Specify whether the vendor is subject to 1099, CPRS, or no tax reporting and enter the 1099 or CPRS tax number, type, and code for vendors that use 1099 or CPRS reporting.

You can change your choices for these options at any time.

Click here for tips on using Accounts Payable forms.

Click the links below for help on using the corresponding tabs:

- <u>Address</u>
- <u>Contact</u>
- Processing
- Optional Fields
- <u>Statistics</u>
- <u>Activity</u>
- <u>Comments</u>

## Vendors — Optional Fields Tab

Optional fields are available only if you installed Sage 300 ERP Transaction Analysis and Optional Field Creator (a separately licensed package).

The tab displays optional fields that you set up for automatic insertion in vendor group and vendor records, along with their default values, when you add a new vendor record.

You can accept the default optional fields or you can delete them; you can also assign different optional fields that you have set up for vendors and vendor groups.

If you assign the same optional fields to the vendor as you assigned to the vendor group, the values from the vendor group record appear as defaults. Otherwise, the default values from the optional field record appear.

You can accept or change any default values that appear. However, if an optional field requires validation, you can select only a value that is assigned to the optional field in Common Services. (If the optional field allows blanks, you can leave the default value field blank.)

Click the links below for help on using the corresponding tabs:

- <u>Address</u>
- <u>Contact</u>
- Processing
- Invoicing
- <u>Statistics</u>
- <u>Activity</u>
- <u>Comments</u>

Field List

# Vendors — Statistics Tab

Use this tab to:

- List the number and amount of all transactions processed for the vendor in the year and period selected.
- List the total days to pay figure and displays the average days to pay figure for the account and period.
- Change statistical information if you selected the Allow Edit Of (vendor) Statistics option on the Processing tab of the Options form.

Click here for tips on using Accounts Payable forms.

Click the links below for help on using the corresponding tabs:

- <u>Address</u>
- <u>Contact</u>
- Processing
- Invoicing
- Optional Fields
- <u>Activity</u>
- <u>Comments</u>

Field List

# Vendors — Activity Tab

Use this tab to:

• View current-year and previous-year account activity for the selected vendor.

Account activity includes the current balance of your account with the vendor and the current number of open documents, the number and amount of outstanding prepayments, and the amount and date of the highest and lowest balances and largest invoices for the current and previous years, as well as the amount and date of the last posted invoice, payment, credit note, debit note, adjustment, and discount posted for the vendor.

• Edit activity statistics when first setting up vendor accounts.

#### Click here for tips on using Accounts Payable forms.

Click the links below for help on using the corresponding tabs:

- <u>Address</u>
- <u>Contact</u>
- Processing
- Invoicing
- Optional Fields
- <u>Statistics</u>
- <u>Comments</u>

# Vendors — Comments Tab

You can use this tab to:

- Add any number of comments to the vendor record, along with follow-up and expiration dates for each comment.
- Make changes to existing comments.

Click <u>here</u> for tips on using Accounts Payable forms.

Click the links below for help on using the corresponding tabs:

- <u>Address</u>
- <u>Contact</u>
- Processing
- Invoicing
- Optional Fields
- <u>Statistics</u>
- <u>Activity</u>

### **Vendor comments**

You can enter comments in the vendor records in the Vendors form. Each comment can be up to 2,500 characters long. For example, you might enter a comment about a vendor complaint that is being investigated, or about a missing payment.

You can enter a comment directly on the comment grid on the Comment tab, or you can double-click in the Comment column to open a separate form that lets you see the entire comment you are typing, without having to scroll.

### **Clearing comments**

To make sure that comments are kept current, you assign a number of days for which you will retain each one, then, when you enter a comment, Accounts Payable adds this number of days to the comment date, and calculates an expiration date. When you use the Vendor Comments option in the Clear History form, comments that have been kept past the expiration date are deleted, saving you from having to delete each comment individually from the vendor records.

To specify the default number of days to keep the comments, use the Number of Days to Keep Comments option on the Processing tab of the Options form.

## **Printing comments**

You can print comments on the Vendors report. When you choose comments, the program lets you specify the range of follow-up dates for which you want the comments printed.

## **Editing Vendor Records**

Use the Vendors form to edit vendor records in Accounts Payable.

- You can change most of the information in a vendor record at any time, with these restrictions:
- You cannot save changes to a vendor record if the vendor's group is inactive.
- You cannot assign a vendor to a vendor group that has an Inactive status.
- You cannot post transactions to any vendor records that are inactive.
- You cannot directly change a vendor number. However, if you accidentally add an incorrect vendor number, you can create a new record with the correct number, then delete the incorrect record.

You can also create a new record and delete the old one if the vendor record has a zero balance, and you have deleted paid transactions.

However, you must still edit the vendor statistics in the new record if you want to keep statistical data, and you must transfer the appropriate vendor group statistics if the new vendor number is assigned to a different group.

• In multicurrency ledgers, you can change the vendor group, account set, and tax group assigned to a vendor, but only to another vendor group, account set, or tax group that uses the same currency.

### Changing the vendor group or account set

We do not recommend that you change the vendor group or account set assigned to a vendor record to which you have posted transactions.

If you do change the vendor group, you should be aware that the default choices for the new vendor group will replace existing choices in the vendor record, although you can edit the vendor record to change the new selections. You may also need to correct statistics for the affected vendor groups. You can edit statistics only if you have selected the Allow Edit Of Statistics option in the Options form.

If you are changing the vendor's account set, check the vendor's account balances.

If the vendor account has outstanding amounts, you will need to transfer the control account balances to the new control accounts in the General Ledger after updating the vendor record with the new account set code; otherwise, you will have old balances that are never reconciled.

If you move vendors from one payables control account to another, check the unpaid balance of the vendor account. You will have to transfer that balance from the original control account to the new account.

### **Changing optional fields**

If you use Sage 300 ERP Transaction Analysis and Optional Field Creator (available separately), you can use the Optional Fields setup form to define vendor optional fields, marking for automatic insertion the ones you want to use as defaults when you add new vendor records.

You can edit or delete the automatically inserted optional fields, and you can add different vendor optional fields for specific vendors. If an optional field uses validation, however, you can select only entries that are defined for the optional field in Common Services.

#### **Using macros**

If you need to make the same change to a number of vendor records, use Sage 300 ERP's macro facility, as described in the System Manager Help. For example, you can use a macro to change the default entries in optional fields.

### **Effects of changes**

• You can move vendors from one group to another, but if you do, you will invalidate statistical comparisons between fiscal periods or

between vendor groups (unless you update the vendor group statistics).

- You cannot make a vendor inactive if there is a balance owing. Once you make a record inactive, you cannot add any invoices, payments, or adjustments.
- You can enter invoices and payments for a vendor who is on hold, but the program will warn you of the vendor status.

## **Deleting Vendor Records**

Use the Vendors form to delete vendor records in Accounts Payable.

### Before deleting vendor records

If you plan to delete a vendor record, you must first:

- Post all outstanding transactions for the vendor.
- Post transactions to reduce the vendor's account balance to zero.
- Use the 1099/CPRS's icon to print 1099/CPRS forms for the vendor, if the vendor is subject to 1099/CPRS reporting. You can then use the Clear History form to clear 1099/CPRS information for the vendor.
- Use the Clear History and Clear Statistics forms to clear all transaction details for the vendor.
- Wait until payments posted to the account have cleared the bank and have been reconciled to the bank statement.

You can delete a vendor record if the account has a zero balance, no outstanding transactions, and all payments posted to the account have cleared the bank account and been reconciled for at least 45 days.

Before trying to delete a vendor record, you may prefer to assign the Inactive status to the record, to ensure that no further transactions are posted to it. You can then wait to delete the account until the end of the fiscal or calendar year, depending on the method you use to accumulate vendor statistics. This step will keep the year's statistics in balance for the vendor's group.

### To delete an active vendor record

Use this method to delete a vendor record to which you have been posting transactions. The method keeps the vendor statistics in balance with the statistics in the vendor's group.

1. Type the number for the vendor record you want to delete or choose

it from the Finder.

- 2. Select the Inactive option.
- 3. Choose Save to save your changes.
- 4. At the end of your fiscal year or calendar year (depending on the type of year specified for vendor statistics in the Options form), use Delete Inactive Records in the Periodic Processing folder to delete the vendor record.

### To delete an unused vendor record

Use this method to delete a vendor record if you added it by accident or if you have not yet posted any transactions to the account. You can delete an unused vendor record without affecting statistics for the vendor group to which you assigned the vendor.

- 1. Type the number for the vendor record you want to delete or choose it from the Finder.
- 2. Choose the Delete key.
- 3. If you see a message asking you to confirm that you want to delete the record, choose Yes.

## Assigning and Using Batch Numbers and Entry Numbers

To keep a clear and accurate audit trail, Accounts Payable automatically assigns a number to each batch and to each entry (transaction) you add to a batch, starting with 1. You must use the assigned batch and entry numbers.

A separate numbering sequence is used for each type of batch (invoice, payment, and adjustment).

The batch and entry numbers are a permanent part of each transaction record, and they appear with the transactions on Accounts Payable reports, such as posting journals and the Vendor Transactions report.

You can use batch and entry numbers to trace the progress of transactions through the Accounts Payable system and, if you use the numbers as the descriptions or references for G/L transactions, into your general ledger (unless you consolidate the transactions during posting in Accounts Payable).

## **Creating Accounts Payable Batches**

You use the Invoice Entry form, the Payment Entry form, and the Adjustment Entry form to create batches and enter transactions directly into them.

In addition, Accounts Payable automatically creates batches for you when you:

- Use the Create Payment Batch form to create a batch of payment transactions for currently due invoices.
- Post transactions that contain errors. Accounts Payable posts errorfree transactions only, and creates a new batch that contains all the transactions it could not post.
- Use the Create G/L Batch form or post Accounts Payable batches. Depending on whether you defer general ledger batch creation or not, Accounts Payable creates batches of general ledger transactions arising from the invoices, payments, and adjustments you post to vendor accounts.
- Import Accounts Payable batches from Sage 300 ERP applications at another location or from non-Sage 300 ERP products.

### **Multicurrency ledgers**

If you have a multicurrency ledger, you must create a new payment batch for each currency you want to process. All transactions in the same payment batch must be in the same currency. You can enter a mix of currencies in invoice and adjustment batches.

## **Editing and Deleting Batches and Transactions**

You can edit transactions or delete open batches according to your selection of the following options:

- Allow Edit Of System Generated Batches.
- Allow Edit Of Imported Batches.
- Allow Edit of External Batches.

System generated batches are payment batches created by the Create Payment Batch form.

## **Editing batches**

You can always change most batch header information, regardless of the restrictions you may place on batch editing. For example, you can always change dates and descriptions of all open batches, whether you created them in Accounts Payable or imported them from another ledger.

You can add a new vendor or a new remit-to location during invoice entry or when editing an invoice.

You cannot change the bank code in payment batches once you add the first transaction.

### **Editing transactions**

The status of a batch must be Open or Printed to edit the transactions. (Printed means that the batch listing has been printed). If the batch has a Ready To Post status, you must turn off the Ready To Post selection before you can edit transactions.

If you allow editing of batches, you can always delete unposted transactions. You can also change any transactions in an open batch except payment transactions for which you have printed checks.

If you have printed the check for a transaction, you cannot edit it. You can delete the transaction to void the check.

### **Deleting entries and batches**

When you delete a batch or an entry in a batch, you cannot reuse its number. Deleted batches and entries are reported on the batch listing and posting journal for the batch. Deleted batches are also reported on the Batch Status report.

If you delete a payment transaction for which you printed a check, you will void the check.

## **Editing imported batches**

If you need to correct an imported batch, you should delete the batch from Accounts Payable and make the corrections to it in the program where you created the batch. This procedure ensures that the batch you post in Accounts Payable contains exactly the same information as the batch in the source program.

To prevent editing of imported batches in Accounts Payable, make sure that you do not select the Allow Edit Of Imported Batches option in the Options form.

# **Listing Batches**

Once you have entered all transactions in a batch, you should print the batch listing and compare it to your source documents to be sure all transactions were entered correctly. If you find mistakes, edit the batch to correct them, then reprint the batch listing and check it before you post the batch.

## **Using the Force Listing Of Batches option**

To make sure listings are printed for each batch before you post it, select the Force Listing Of Batches option in the Options form. The option also prevents you from posting batches you edited but did not relist.

To print a listing for a batch you are working on, use the File Print command in the batch-entry form. To print listings for a range of batches, use the Batch Listings icon in the Transaction Reports folder. File the reports as part of your audit trail to batches.

# Printing Posted Transactions — Posting Journals and G/L Transactions Report

Each time you post batches, Accounts Payable creates a journal of the entries from the batches you posted together. These posting journals are an essential part of your audit trail, because they provide a record of all posted details and of the related general ledger distributions.

You should keep your audit trail of posted transactions up to date by printing and filing each posting journal as it is created.

You should also print the G/L Transactions report as part of your periodend procedures. You are required to print these reports only once, before you close the year. (You cannot use the Year End form until you have printed all outstanding posting journals and created the general ledger transaction batch.)

If you carefully maintain and identify source documents, and print and file all batch listings, posting journals, and other audit trail reports, you will be able to trace any transaction from source to general ledger entry.

# **Tracking Batches**

To check on current batches, print their batch listings or the Batch Status report (for the type of batches you want to review). To display batch information on your screen, print the reports using Preview as the printing destination or look up the batches in the Invoice Batch List, Payment Batch List, and Adjustment Batch List forms.

### **Batch statuses**

Batches are categorized by their statuses — Open, Deleted, Ready To Post, Printed, Post In Progress, Posted, Check Creation In Progress (payment batches) — and types — Entered, Imported, Generated (error batches), or System (system generated payment batches).

## **Clearing batch status information**

You can remove information about posted and deleted batches from the Batch Status report if you select the option to clear Deleted And Posted Batches in the Clear History form.

## **Assigning Multiple Payments to Invoices**

You can enter invoices that will be paid by a series of payments, using a terms code that includes a multiple payment schedule (such as to make six payments over a specified period to pay a single invoice). This feature makes it easy to track the payments for each invoice.

Based on the information entered for the terms code, Accounts Payable creates a payment schedule that divides the invoice total into the specified number of payments, each with its own due date, payment amount, and discount period.

Payment information is displayed on the Payment Schedule tab of the Invoice Entry form. You can change it after you have distributed the invoice amounts.

If you want, you can print payment schedules on batch listings by selecting the Show Schedules option from the Batch Listing form.

You reference payments by payment number when you apply checks to multiple payment invoices.

## **Calculating Discounts**

If your vendors offer discounts for early invoice payment, you should define a terms code for each of the methods used to calculate discount amounts and discount periods.

Accounts Payable uses the terms code you specify with an invoice to calculate the discount period and amount for the document. If the terms code defines a multiple payment schedule, Accounts Payable sets up a payment schedule tab that includes separate discount information for each payment.

You can also specify whether the invoice discount applies to a particular detail, or not. To indicate that a detail is not subject to the invoice discount, you simply clear the Discountable option for the detail on the Detail Items/Taxes form, or select No for the option on the detail-entry grid.

You can change the discount date, discount base, amount, and discount rate at any time until you post the invoice. Note that you must enter a discount date before you can enter an amount or a rate.

The discount date determines whether a discount is available when you enter a payment in the Payment Entry form. If a discount is available, Accounts Payable displays the available discount amount and the invoice total net of the discount when you apply payments to the invoice.

Discounts do not apply to credit notes and debit notes.

# **Calculating Tax — Overview**

Accounts Payable provides you with three methods for entering tax amounts and tax bases on invoices, credit notes, and debit notes.

On the Invoice Entry form, the Taxes tab provides fields that let you specify how taxes are calculated for the current document. In the Tax Amount and the Tax Base field, you can select:

• Enter — then manually enter total tax amounts and/or tax bases on the Taxes tab, and enter tax amounts for each detail in the Accounts/Taxes form using the information from the invoice.

If you want, you can distribute amounts automatically to the invoice details using the Distribute Taxes button. You can edit the detail taxes, later, in the Detail Accounts/Taxes form.

Clicking the Calculate Taxes button overrides all manually entered taxes (the total amounts on the Taxes tab as well as the detail taxes).

• **Distribute** — then manually enter the total tax amounts and/or tax bases on the Invoice Entry form's Taxes tab, using the information from the invoice, then distribute amounts automatically to the invoice details using the Distribute Taxes button.

You cannot edit taxes on the Detail Accounts/Taxes form if you choose this method.

• **Calculate** — then have the program calculate taxes and distribute them when you add the invoice or distribute the invoice amount.

If you choose Calculate for the tax amount and Distribute or Enter for the tax base, the program uses the tax base to calculate tax amounts automatically.

You specify whether the distribution amounts are net of taxes or include taxes (on the Taxes tab of the Invoice Entry form).

If you assign to the invoice a tax group that uses a different currency that the vendor, a Tax Reporting field appears, letting you specify an entry method for amounts to  $\ .$ 

Accounts Payable automatically uses the default tax entry method that you chose on the Transactions tab of the Options form. You can change the method on individual invoices.

The main reasons for having the program calculate tax are:

- To check the tax amount that appears on the invoice.
- To track a tax which is hidden in the invoice total.

### Tax on retainage

You can report taxes on retainage amounts when you post an original invoice or when specified by a tax authority. Accounts Payable respects the option specified for each tax authority.

This feature meets the reporting requirements for GST and VAT, for which tax is reported separately on the amount payable on the original invoice, and then on the amount of the retainage when the retainage is due.

### **Tax Reporting Currency**

You can specify a tax reporting currency, and automatically calculate taxes in source currency, functional currency, and the tax reporting currency. (This feature is required in some jurisdictions, such as Singapore.)

### Tax Services stores tax information and tracks taxes

Account Payable gets all its tax rates and tax account information from Tax Services, which is part of Sage 300 ERP's Common Services.

When Accounts Payable distributes tax amounts, it:

• Checks the Taxes tab to see which taxes apply to the vendor and the tax entry method.

If Calculate is not selected, the program uses the tax amounts entered on the Taxes tab.

If Calculate is selected, it checks the Tax Included settings, then calculates the total tax amount for the distributions listed on the Document tab.

- Allocates entered or calculated taxes in the same proportion as you distributed the rest of the invoice amount.
- Removes any proportion of the tax which is recoverable from the tax distribution amount and assigns it to the tax recoverable account.

You define tax authorities and specify whether taxes are recoverable using the forms in the Tax Services folder. See the Tax Services online Help (open a Tax Services form and press F1.

• Removes any tax which is separately expensed from the tax distribution amount and assigns it to the tax expense account.

You specify whether taxes are separately expensed using Tax Services.

Note that Tax Services performs the tax calculations when you choose the Distribute Taxes button on the Taxes tab.

Also note that whether you let the program calculate taxes or you enter them manually, Accounts Payable sends all the appropriate tax information to Tax Services for tax reporting purposes.

### Tax groups and tax authorities

The tax group you select determines which tax authorities appear on the Taxes tab and the tax class of each tax authority.

The only way to change the list of tax authorities is by changing the tax group.

### Tax classes

The tax class usually determines whether goods are taxable. You can change the tax classes for different tax authorities on the Vendor Taxes tab.

If you select Calculate as the tax entry method, you can also change the tax classes for particular distribution lines by pressing F9 when the line is highlighted.

If you select Calculate as the tax entry method, the only way to change the tax authorities or amounts calculated for an invoice, credit note, or debit note is by: Changing the tax group

Or

Changing the tax classes

If you select Enter as the tax entry method, you can enter all tax amounts directly. You can also use the Distribute Taxes button to distribute taxes to the invoice details.

If you select Distribute as the tax entry method, you use the Distribute Taxes button to allocate to invoice details total tax amounts you enter manually.

Whatever method you choose, you can always override manually entered amounts by choosing the Calculate Taxes button.

### **Multicurrency ledgers**

If you use multicurrency accounting, you can change only to another tax group that also uses the vendor's currency.

# Changing the Tax Class for Individual Distributions for Tax Calculation

You can change the tax class (tax status) for single invoice distributions by highlighting the invoice distribution line, pressing F9, and selecting a different tax class.

Note that you must select the different tax class before you distribute taxes.

If you know the tax amounts for each distribution, you can also enter the taxes manually for each line by selecting Enter as the tax entry method on the Taxes tab.

Return to Processing invoices, credit notes, and debit notes.

## **Creating General Ledger Transactions**

When you post invoice batches, Accounts Payable creates transactions for the inventory or expense accounts to which the invoices are distributed and creates balancing transactions for the general ledger payables control accounts.

If you want to automatically create general ledger transaction batches each time you post Accounts Payable transactions, choose the option to Create G/L Transactions During Posting (in the Options form).

To create general ledger batches only when you want to, select Create G/L Transactions On Request Using Create G/L Batch Icon.

If you use the Create G/L Batch form, you must create the transactions before using the Year End form to do year-end processing.

### **Reporting G/L Transactions**

The G/L Transactions report and the summary at the end of each Accounts Payable posting journal lists the general ledger accounts that will be debited and credited with payables transactions when you post the batch of general ledger entries in General Ledger.

In the Options form, you choose the type of reference and description that is included with each General Ledger transaction.

**Note:** You must print the G/L Transactions report before clearing posting journals (using the Clear History form), as this option deletes data for the G/L Transactions report.

### G/L accounts

Accounts Payable uses the following general ledger accounts: Payables Control, Purchase Discounts, Prepayments, and the accounts you assign to distribution codes or enter with transactions.

If you use multicurrency accounting, Accounts Payable also uses General Ledger's unrealized and realized exchange gain and loss accounts.

### If you do not use Sage 300 ERP General Ledger

If you do not use Sage 300 ERP General Ledger — or if your Sage 300 ERP General Ledger system is at another location — Accounts Payable creates its general ledger transactions in a file called APGLTRAN.CSV, which can be imported by a remote site Sage 300 ERP General Ledger, or transferred to another general ledger that you use.

The file is in a Comma Separated Values format.

Note that General Ledger transactions will be placed in the same CSV file, and that each time Accounts Payable creates transactions it will ask you whether to add to the file, or replace it.

## Distributing Invoices, Credit Notes, and Debit Notes

For most invoices you need to distribute two amounts:

- The amount of the invoice net of taxes.
- The tax amount.

You distribute both of these amounts after you enter the document total on the Document tab and tax information on the Taxes tab of the Invoice Entry form.

### Including tax in the distribution amount

If you selected Tax Included (tax is hidden in the total on your vendor invoice) and Calculate in the Tax Amount field on the Taxes tab, you distribute the invoice total (the details plus the included tax).

If all your taxes are listed separately, you distribute the amount of the invoice net of tax, then calculate tax on the invoice.

If you select Distribute or Enter as the tax entry method, you always enter the tax amounts on the Taxes tab, then distribute the net-of-tax amount (the rest of the invoice) on the Document tab.

### Instructions for distributing invoice and tax amounts

For full instructions for distributing invoice and tax amounts in the Invoice Entry form, choose the appropriate keyword below for your type of tax calculation and distribution:

Manually enter and distribute tax amounts

Use Calculate and Tax Included

Use Calculate when tax not included

## **Multicurrency ledgers**

Note that you distribute all invoice and tax amounts in the vendor's currency. Accounts Payable calculates the functional-currency equivalent

to the invoice amount using exchange rates maintained in the Currency forms in Common Services.

You can change the exchange rate, rate type, and rate date for an invoice, using the Rate Information tab in the Invoice Entry form, but you cannot change the vendor currency.

## **Distributing Self-Assessed Taxes**

A self-assessed tax is one that you must pay, even though it is not collected by the vendor. These taxes commonly arise when you order goods from another state or province, but are still subject to local sales taxes.

Accounts Payable does not have a self-assessing tax type, but you can use the program to calculate self-assessing taxes and distribute them to expense and tax payable accounts. The trick is to create two tax authorities, one for the tax expense, and one for the tax payable.

To create and use a self-assessing tax

## **Entering Document Header Information**

Invoices, credit notes, and debit notes contain two types of information:

- Header information
- Detail information

### **Header information**

Certain information, such as the vendor number, document number, and document type, is the same for all details in a single invoice, credit note, or debit note. This is the header information for the document and you enter it on the first tab of the Invoice Entry form.

Header information for all three types of documents includes:

- Entry Number. A sequence number that is assigned by Accounts Payable to indicate the order in which a document was added to a batch. Entry numbers let you select documents for editing and identify documents on Accounts Payable reports.
- **Vendor Number.** Identifies the vendor, sets the default tax group and payment terms (for invoices), and specifies the currency of the document in multicurrency systems.
- **Remit To Address.** Optional field. Specifies the address to which the payment is sent.
- 1099/CPRS Code and Amount.
- **Document Type.** Invoice, Credit Note, Debit Note, or Interest Charge.
- Apply To. Invoice to which this document applies, if you are entering a credit note, debit note, or interest charge.
- **Document Number.** Assigned by the vendor. You can use each document number only once.
- **Document Date.** Sets the date from which the document is aged on reports. You can choose whether to age credit notes and debit notes by document date or treat them as current transactions. Invoices are always aged by due date.

- Fiscal Year and Period. From the fiscal calendar defined for the company in Common Services. Identifies the period to which the document will be posted.
- **Document Description.** Appears on the Invoice Batch Listing and the Invoice Posting Journal.
- **Tax Group.** Specifies the tax authorities and tax classes assigned with goods you buy from the vendor. Used to calculate tax amounts for the document.
- **Purchase Order Number.** Optional field. You can sort documents by purchase order number in Finders and for payment application, and you can use the number as the reference or description in G/L transaction batches.
- Sales Order Number. You can sort documents by sales order number in Finders and for payment application, and you can use the number as the reference or description in G/L transaction batches.
- **Terms Code.** This field appears for invoices only. If the terms code is for a multiple payment schedule, Accounts Payable adds an additional Schedule tab to the form. Otherwise, the code sets the information in the Due Date, Discount Date, Discount %, and Discount Amount fields.

### **Changing document header information**

You can change most of the header information after you save an invoice. You can change:

- Document date.
- Description.
- Payment terms and discount information.
- Purchase order number.
- Sales order number.
- Remit-to location.
- Tax group.
- You cannot change:
- Vendor number

Document type

Belated Topics

# Entering Multicurrency Invoices, Credit Notes, and Debit Notes

This topic summarizes the steps you take to add invoices, credit notes, and debit notes in currencies other than the functional (home) currency.

You enter multicurrency transactions in the same way as functionalcurrency transactions. The only extra consideration arises if you need to change exchange rates or assign a different tax group to the transaction.

The currency for an invoice, credit note, or debit note is displayed along with the current exchange rate when you enter a vendor number.

To change exchange-rate information, use the Rate Information tab (it appears only with multicurrency transactions). You can change the rate type, rate date, and exchange rate for the document.

You can change the tax group for a document only to another tax group that also uses the vendor's currency.

When you post multicurrency transactions, Accounts Payable converts the amounts to the functional currency, using the exchange rate information entered with the transaction.

Belated Topics

# **Entering Optional Fields on Invoices**

You can use optional fields with Invoice Entry if:

- You use Transaction Analysis and Optional Field Creator and you have set up system-wide optional fields.
- You set up optional fields for invoices and invoice details using the <u>Optional Fields setup form</u> in the A/P Setup folder.

When you start a new invoice, Accounts Payable uses the optional fields that are marked for automatic insertion on invoices and invoice details. You can view or change optional fields, as follows:

- You use the Optional Fields tab on the Invoice Entry form to view or assign optional fields to specific invoices.
- You open a separate Optional Fields form associated with the Optional Fields check box on the Invoice Entry detail grid and on the Detail Accounts/Taxes form 
   to view or assign optional fields for individual details.

If you use the same optional fields for invoices as for vendors, the optional field values from vendor records appear as the default values on invoices. Otherwise, the value form the Optional Field record is used.

You can change the value that appears for an optional field, as follows:

- If the optional field is validated, you must specify a value that you have defined for the optional field in Common Services. You can leave the value blank only if the optional field allows blanks.
- If the optional field is not validated, you can either select an value that you defined for the optional field in Common Services, or you can enter any value that is consistent with the type of optional field and that does not exceed the length specified for the field.

## **Optional Fields for Job-Related Details**

On a job-related invoice, if the detail optional fields are identical to the optional fields used by the contract project, in Project and Job Costing, Accounts Payable uses the optional field values from the contract project

as default values for the details.

If an optional field used with an invoice detail does not exist for the contract project, the default value defined in the optional field record appears.

## **Optional Fields for Retainage Document Details**

On retainage documents, the optional fields and values specified on the original documents are used as defaults for the related retainage invoices, retainage credit notes, and retainage debit notes, whether you enter the retainage documents manually or create them using Create Retainage Batch.

## **Updating General Ledger**

Accounts Payable transfers optional field information to General Ledger when you create transactions for General Ledger if:

- You specified in the optional field setup record that optional field information will be passed to the General Ledger account.
- You defined the same optional fields for invoices and invoice details as you defined for transaction details in the General Ledger account record.

The General Ledger accounts can include:

- Payables Control
- Recoverable Tax
- Expense Tax
- Purchase Discount
- Prepayment
- Retainage
- Realized Exchange Gain
- Realized Exchange Loss
- Rounding

## **Updating Project and Job Costing**

If the invoice is job-related and the optional fields match the optional fields defined for Project and Job Costing billings, the optional field information is passed to Project and Job Costing.

1 Related Topics

# **Updating Vendor Statistics**

When you post invoice batches, the following vendor statistics are updated:

**Vendors.** Adds the amount and number of new invoices, credit notes and debit notes to the totals for the period statistics in the vendor's account. Also enters the amount and document date of the last invoice, credit note, or debit note that was posted for the vendor in the vendor's activity statistics.

**Vendor Groups.** Adds the total amount of invoices, credit notes and debit notes posted to vendors in the group and the number of invoices, credit notes and debit notes to the group statistics. Use the Vendor Groups form to view this information.

# **Payment Entry — Overview**

This topic contains an overview of the Payment Entry form. It describes the information you enter for each payment, and discusses how to print checks and advices.

You use the Payment Entry form to:

- Create new batches of payments.
- Enter payment information for checks you have already issued or for checks you want to print using Accounts Payable.
- Apply existing documents (such as prepayments) to invoices.
- Apply payments and partial payments to job-related invoices.
- Edit system-generated payment batches.
- Print checks.
- Enter adjustments to invoices you are paying in the Payment Entry form, instead of using the Adjustment Entry form.

#### Types of payment entries

In most cases, a payment transaction is the information that Accounts Payable needs to print one check for a vendor and update the vendor account with the check information.

The Payment Entry form lets you enter four types of transactions:

**Payment.** Records a check to pay outstanding transactions. You can print the check from Payment Entry or enter the number of a previously written check.

The program displays the vendor's outstanding transactions (invoices, credit notes, debit notes, adjustments, and prepayments), and you select the transactions you want to partially or fully pay.

**Prepayment.** Records a check written as a prepayment. You can print the check from Payment Entry or enter the number of a previously written check.

Prepayments pay for a purchase before you have been invoiced for it.

When you receive the invoice, you enter it using the Invoice Entry form, then post it. The prepayment will then be applied against the invoice.

**Apply Document.** Lets you apply one posted document against another (such as a prepayment against an invoice).

**Miscellaneous Payment.** Lets you issue a check to a person or company for which you have not set up a vendor record. You enter the distribution details of the purchase on the second tab of the Payment Entry form in the same way as you enter an invoice. The distributions debit the general ledger accounts you specify and credit the bank account.

For each type of transaction (except Apply Document) you can print checks immediately after entry or you can print them when you post the payment batch.

## **Restrictions on batch entries**

The main restrictions on the entries in a single payment batch are these:

All checks in the batch must use the same bank account. (You specify the bank when you create the payment batch.)

All checks in the batch must be in the same currency and use the same rate of exchange between the bank currency and the functional (home) currency (if they are different).

As with the bank, you specify the batch currency and rate when you create the batch. (You can change the bank rate later, but not the check currency.)

Note that the currency you specify for a payment batch is the check currency — not the currency of the vendors paid in the batch. Accounts Payable lets you pay vendors in any currency you choose.

For example, you can have a functional currency of Canadian dollars, but create a payment batch using US dollars to pay vendors in Mexico (whose source currency is the peso).

## Information entered with payments

For each batch, you enter:

- Batch Number (supplied by the program).
- Batch Date.
- Batch Description (optional).
- Bank Code.
- Currency (of the payment batch in multicurrency ledgers).
- Rate Date (date for establishing the rate of exchange between the payment currency and the functional currency if you have a multicurrency ledger).
- Rate Type (such as spot rate, average rate, or weekly rate).
- Bank Rate (set by the rate date and type, or overridden by the user).

You enter the following general payment information on the Payment Entry form:

- Entry number (select only if editing; otherwise, Accounts Payable supplies the number).
- Transaction Type (Payment, Prepayment, Apply Document, or Miscellaneous Payment).
- Description.
- Vendor (will not appear for miscellaneous payments).
- Remit To (a primary remit-to location code will appear by default if the vendor has one; enter the payee name for miscellaneous payments).
- Check Date (or Apply Date if applying a document).
- Fiscal Year and Period (to which transaction posted).
- Print Check (select if you want program to print it).
- Check Number (if a payment or prepayment, you must enter a number if not printing the check from Accounts Payable).
- Check Language (unless you are applying a document).
- Apply Method (for job-related payments).
- Optional Fields (if you use Transaction Analysis and Optional Field Creator).

You also enter the following detail information:

• Document(s) to which transaction is applied.

- If a payment, you select documents using one of two selection modes (Select mode or Direct mode).
- If a prepayment, you specify a document number, purchase order number, or sales order number.
- If applying a document, select the document being applied and the document to which it applies.
- Distribution accounts (miscellaneous payment only).
- Check amount.
- If a payment, the total applied to documents.
- If a prepayment, a single amount.
- If a miscellaneous payment, the total of all distributions.
- Activation date for prepayments (usually the date you expect the invoice).

A prepayment is not considered to be a credit to the vendor's account until the activation date. So, if you generate payments using Create Payment Batch before the activation date, the prepayment will not offset vendor invoices or debit notes.

## **Exchange rates**

You enter rate information for the payment on the Exchange Rates tab of the form if either the bank or the vendor currency differs from the functional currency.

There are two sets of rates:

- **Bank rate** the rate of exchange between the check currency and the functional currency.
- **Vendor rate** the rate of exchange between the vendor's source currency and the functional currency.

You can also override the check amount if the bank currency differs from the vendor's. (This will, in turn, change the exchange rate.)

Belated Topics

## **Create Payment Batch Form — Overview**

This topic contains an overview of the Create Payment Batch form.

The Create Payment Batch form lets you automatically create batches of payment entries to pay all or a selection of your due accounts.

#### Only one bank per batch

You must create a separate payment batch for each bank account on which you want to write checks.

Once you create a batch of payments, you can edit them the same way you edit batches created with the Payment Entry form. (You must first select the option Allow Edit Of System Generated Batches from the Options form.)

#### Before you create a payment batch

- Post all outstanding batches.
- Post invoice batches to update vendor accounts with any new charges, credit notes, and debit notes.
- Post adjustment batches to ensure that vendor records are correct.
- Post payment batches. Accounts Payable will scan all open batches for pending payments, but problems can arise when you work on several payment batches simultaneously.

For example, the payments listed on the Pre-Check Register will not match the generated payment batch if you continue to enter payments manually.

- Choose Generate Separate Payments For Each Invoice in the vendor records of any vendors who require separate invoice payment.
- Use the Control Payments form to set maximum amounts or to hold payments on individual invoices.
- Edit the Payment Selection Criteria to exclude individual vendors from the check run.

• Place vendor records on hold if you want to block payments.

## **Print the Pre-Check Register**

Print the Pre-Check Register and review it before you generate the payment batch.

The Pre-Check Register lists the details and totals of checks that the program will produce, using the criteria you specify in the Create Payment Batch form. After reviewing the Pre-Check Register, you may decide not to pay certain transactions, or you may want to force payment on certain transactions, or pay only a portion of a transaction.

If you use the Control Payments form to add payment restrictions, reprint the Pre-Check Register to check their effects.

## Create the batch

When you are satisfied with the transactions listed for payment on the Pre-Check Register, you can use the Create Payment Batch form to create the payment batch.

## **Print batch listings**

List the payment batch after you create it and before you print checks. You can edit payments and delete transactions before you print checks. Once you print checks, you cannot edit the transactions, but you can delete them.

## **Print checks**

Print the checks and payment advices together or separately using the Print/Post button in the Payment Batch List form. Once you indicate that the printed checks are acceptable, the checks are posted to the vendor accounts.

If the checks are not acceptable, you can reprint them as often as necessary. They will not be posted until you indicate that they are acceptable.

## **Print Check Register**

Normally, you print the Check Register immediately after you have printed and posted checks and advices.

The Check Register provides a list of all valid checks issued by the check printing program.

You will likely do check runs on a regular basis (semi-monthly, for example, or as often as necessary to maintain a consistent cash flow).

## Selecting invoices for payment

You select invoices for payment in the Create Payment Batch form by specifying:

- The bank for the payment batch and the vendor. In multicurrency ledgers, you also specify the bank currency for the payment batch and the currency for the vendor.
- The type of document date you want to use for selecting documents for payment. You must choose one of the following:

**Due Date.** Select this option if you want the program to select transactions only on the basis of due dates and not consider discount dates. (The program ignores discount dates when selecting transactions, but still takes the discounts that are available when paying the transactions.)

You must also enter the date on or before which the invoice must be due in order to be paid.

**Discount Date.** Select this option if you want the program to select transactions only on the basis of discount dates and not consider due dates. (The program ignores due dates when selecting transactions.)

You must also enter a range of dates during which the discount must be paid in order for the invoice to qualify.

**Due Date and Discount Date.** Select this option when you want to pay all transactions that are due on or before a certain date, or that may not be due, but which have a discount available on or before the same date. (The program looks at both due dates and discount dates when selecting transactions.)

You must enter an "on or before" due date and a range of discount dates.

• Whether to pay all selected documents or forced documents only.

All Selected. Includes all selected transactions.

**Only Forced.** Includes only the selected transactions that have a Forced status.

- Vendor ranges. You can select vendors by choosing ranges for each of the following:
- Vendor groups.
- Vendor numbers.
- Account sets.
- Check amounts (lets you place a ceiling on check amounts)
- Vendors you want to exclude from the check run.

## Selection criteria are defined, then used again and again

Remember, that you define these selection criteria in the Payment Selection Codes form, then use them when you create the payment batch.

## **On Hold transactions**

Transactions that are being withheld (either because the associated vendors are on hold or because the transactions have been placed on hold in the Control Payments form), and prepayments with activation dates later than the check date, do not appear on the Pre-Check Register unless you force them (assign them a Forced status) in the Control Payments form.

Note that the Pre-Check Register will list transactions assigned a Forced status only if the amounts of the checks that would include the Forced payments are within the minimum and maximum check amounts specified for the check run.

The Pre-Check Register can also include all payables that were bypassed in the check run. Bypassed transactions include transactions placed on hold in the Control Payments form, transactions being withheld from payment because the vendors have been placed on hold in the Vendors form, and Forced transactions for amounts outside the specified range of check amounts.

# **Create Recurring Payable Batch Field List**

For help about the options and fields in the Create Recurring Payable Batch form, select from the keywords listed below:

From/To

<u>Method</u>

Run Date

Select By

# Method

Accounts Payable lets you choose whether to create a new batch or add the invoices to an existing batch. (To select an existing open batch, click the Finder beside the Add to an Existing Batch field.)

- If you select Default, the program adds the invoices to an open invoice batch that has the same run date. If no batch has the same run date, it creates a new batch.
- If you select Create A New Batch, the program creates a new batch of recurring payable transactions.
- If you select Add To An Existing Batch, the program displays an additional field with a Finder that lets you select the batch you want to contain the new transactions.

## **Aged Retainage Report — Features**

The Aged Retainage report groups outstanding retainage amounts by due date into a current period and four aging periods.

You can print the report in detailed form, listing all outstanding retainage amounts for each vendor, or in summary form, printing one line for each vendor number, including the outstanding retainage amounts in each aging period.

If you select Vendor Group or Account Set as the primary sort order, subtotals (for a single currency company), or subtotals by currency (for a multicurrency company) appear on both the summary and the detail report.

For instructions on printing the report, see <u>Aged Retainage Report</u> — <u>Printing</u>.

Related Topics

# Refresh

Click the Refresh button to update the information in the displayed batch list, if it has changed since you opened the form. For example, if you have chosen not to show posted/deleted batches and another user has posted or deleted a batch, the batch will disappear from the list when you click Refresh.

# **Adjustment Entry Field List**

Batch description Batch number and batch header information Batch date No. of Entries (display only) Total Amount (display only)

Document tab

- **O** Job-Related Details
- Retainage tab
- Optional Fields tab
- Rates tab

# Adjustment Entry — Document Tab

The Document tab lets you:

- Specify the vendor number.
- Specify the document number and the payment number for the document you want to adjust.
- Open a Finder that lets you select a particular detail for adjustment.
- Use the detail grid to add details that did not exist on the original document, or to enter debit or credit amounts to modify existing details.

For more detailed information about another tab on the Adjustment Entry form, click the corresponding link:

- <u>Retainage</u>
- Optional Fields
- <u>Rates</u>

## Adjustment Entry — Retainage Tab

The Retainage tab appears if you use retainage accounting in your Accounts Payable system.

Use the tab to enter retainage terms and (if you use multicurrency) the retainage exchange rate.

Also, if you are adding or adjusting retainage for a document created with a version of Accounts Payable earlier than version 5.4, you use the tab to enter the amount by which to add or adjust retainage in the retainage debit field (for an invoice or a debit note) or the retainage credit field (for a credit note).

**Note:** If the selected document is job-related, or if you created the document using Accounts Payable version 5.4, or later, you add or adjust retainage for particular document details on the detail-entry grid.

For detailed information about another tab on the Adjustment Entry form, click the corresponding link, below:

- <u>Document</u>
- Optional Fields
- <u>Rates</u>

## Adjustment Entry — Optional Fields Tab

The Optional Fields tab appears on the Adjustment Entry form only if you use Sage 300 ERP Transaction Analysis and Optional Field Creator.

If you marked any adjustment optional fields for automatic insertion, they appear on the tab, along with their default values, when you add a new adjustment entry.

You can add any other optional fields that are defined for adjustments, and you can delete any that are assigned automatically, except Required fields.

Default values for the optional fields appear, as follows:

- If an optional field assigned to the current adjustment was also used on the document you are adjusting, the program displays the values from the original document.
- If an optional field assigned to the current adjustment was not used on the original document, but it is assigned to the vendor record, Accounts Payable displays the default value from the vendor record.
- If an optional field assigned to the current adjustment was neither used on the original document nor assigned to the vendor, the program uses the default value from the optional field record.

You can change the default values, as follows:

- If the optional field is validated, you must specify a value that is defined for the optional field in Common Services. If the optional field allows blanks, you can leave the value field blank.
- If the optional field is not validated, you can select a predefined value, or you can enter any value that is consistent with the type of field (amount, text, yes or no, and so on), providing your entry does not exceed the length permitted for the field.

For detailed information about another tab on the Adjustment Entry form, click the corresponding link, below:

<u>Document</u>

- <u>Retainage</u>
- Rates

## Adjustment Entry — Rates tab

This tab appears only in multicurrency Accounts Payable systems when you enter an adjustment for a vendor that does not use your functional currency.

You use the tab to enter the rate type, rate date, and exchange rate for the adjustment.

You can also use the tab to check the exchange rate that was used on the document you are adjusting.

For detailed information about another tab on the Adjustment Entry form, click the corresponding link, below:

- <u>Document</u>
- <u>Retainage</u>
- Optional Fields

## **Batch Number and Batch Header Information**

Use the Batch Number field to

- Create a new adjustment batch or open an existing batch
- View descriptive information for a batch

#### To create a new batch

- Click the New ( ) button beside the Batch Number field.
- Enter a <u>description</u> and a <u>date</u> for the batch.

#### To view descriptive information for the batch

 Click the Zoom (
) button beside the Batch Number field. The adjustment <u>Batch Information</u> form opens, displaying additional information for the batch.

#### To select an existing batch, do one of the following

- Type its number in the Batch Number field.
- Select it from the Finder beside the field.
- Click the navigation buttons beside the Batch Number field to move quickly through the list of batches.

# Adjustment Entry — Batch Information Form

This form appears when you click the Zoom ( ) button for the Batch Number field on the Adjustment Entry form.

You use the Batch Information form to view or specify:

• The batch date and a description for the batch.

This batch information form also lets you view information about the selected adjustment batch that is not contained on the Adjustment Entry form, such as the date the batch was last edited, the batch type and status, the source application, and the number of entries in the batch and their total amount.

For detailed information about each field on the Batch Information form, click the Field List button, above.

# **Control Payments Field List**

For help about the options and fields in the Control Payments form, select from the keywords listed below:

#### **Single Document fields**

Activation Date (prepayments)

Balance (display only)

Currency (display only)

**Discount Amount** 

**Discount Date** 

**Discount Percent** 

Document date (display only)

**Document Number** 

Document Status

Document Total (display only)

Document Type (display only)

Due Date

Payment Limit

Payment Number

Terms Code and Description (display only)

Vendor Number

#### **Range Of Documents fields**

<u>Clear Payment Limit</u> <u>Document Number range</u> Document Status Document Type Vendor Group range Vendor Number range

# **Control Payments — Single Document**

The Single Document tab of the Control Payments form lets you:

- View or change the due date, discount date and percent, prepayment activation date (if applicable), discount amount, and document status of individual transactions.
- Set a payment limit for a particular invoice.

To control payments for a range of documents, see <u>Control Payments</u> — <u>range of documents</u>.

For an overview of the Control Payments form, see <u>Control Payments</u>.

For complete instructions on using the Control Payments form, see <u>Steps</u> for applying payment controls.

#### **Forced documents**

Invoices and debit notes that are assigned a Forced status will be paid in the next check run, unless:

- The payment amount of the check is outside the minimum and maximum amounts specified for the check run.
- The vendor bank does not match the batch bank, and you selected the vendor record option to Select Vendors With This Bank Code Only.
- The vendor currency does not match the vendor currency for the batch.
- There is a pending payment in an open batch for the same document.

#### **Documents on hold**

Documents assigned an On Hold status will not be paid in a system check run until the On Hold status is removed.

Note that when you post invoice batches, Accounts Payable will not apply any matching prepayments if either the prepayment or the invoice has an On Hold status. In addition, it will not apply credit notes or debit notes if either the credit (or debit) note or the specified Apply-To document is on hold. When you post payment batches, prepayments will not be applied to matching invoices if the invoice has an On Hold status.

To apply a prepayment, debit note, or credit note to a document you have put on hold, you must first remove the On Hold status using the Control Payments form, or you can use an Apply Document transaction in Payment Entry to apply the document manually.

## **Payment limit**

You can use the Payment Limit field set a maximum amount that can be paid for a selected document when you generate payments using the Create Payment Batch form.

You can enter a greater payment if you pay the document using the Payment Entry form..

#### Date and discount changes are permanent

Changes to the due date, discount date, discount percent, and discount amount are permanent changes to the document. You would make them after renegotiating terms or if the original document was incorrect.

Related Topics

# Control Payments — Range Of Documents

The Range Of Documents tab of the Control Payments form lets you:

- Change the status of groups of selected transactions.
- Clear payment limits set for invoices in the range of documents.

To control payments for a specific document, see <u>Control Payments</u> — <u>single document</u>.

For an overview of the Control Payments form, see <u>Control Payments</u>.

For complete instructions on using the Control Payments form, see <u>Steps</u> for applying payment controls.

Related Topics

## **Create Payment Batch Field List**

For help about the options and fields in the Create Payment Batch form, select from the keywords listed below:

Selection Code

#### Select tab

Apply Method

Bank Currency

Batch Date

Include Bypassed Payables on Register

Pay from Bank

Payment Date

Select Vendors with this Bank Code Only

Vendor Currency

#### Criteria tab

Accounts Set Range

Discount Available From . . . To . . .

Due On or Before

Pay All Selected Documents

Pay Only Forced Documents

Payment Code Range

Vendor Amounts Range

Vendor Group Range

Vendor Number Range

#### **Exclusion tab**

#### Vendor Number and Name

#### Rates tab

<u>Currency (display only)</u> <u>Exchange Rate</u> <u>Rate Date (display only)</u> <u>Rate Type</u>

#### **Optional Fields tab**

Optional Field and Description
Value and Description

## **Create Payment Batch — Select Tab**

- The batch date and the date that will appear on checks.
- The bank account from which the checks will be drawn.
- The bank currency (check currency) and the vendor currency (multicurrency ledgers only).
- Whether the Pre-Check Register will list payables which were bypassed due to the selection criteria.

The tab also provides the date of the last Pre-Check Register, the date that the last manually entered check was printed, and the date that the last system check was printed, and shows whether there are unposted payment batches.

#### To display the Selection Code field

To display the Selection Code field, and change the selection code, use the Clear button. Once you choose the Selection Code, Accounts Payable removes the field from the form to protect your settings.

For complete instructions on creating a payment batch, see <u>Steps for</u> <u>creating a payment batch</u>.

For complete instructions on using the Control Payments form, see <u>Steps</u> for applying payment controls.

Click one of the links below for help on using the corresponding tab:

- <u>Criteria</u>
- Exclusion
- Rates
- Optional Fields

Click the names of the buttons below for additional help:

<u>Register</u>

- <u>Generate</u>
- <u>Clear</u>
- <u>Close</u>

#### **Bypassed Payables**

This option prints payments which are due but are excluded from the batch because they have payment controls, or are on the exclusion list. You can see which invoices are not being paid as a result of an old hold — or a too generalized hold on a range of vendors.

#### **Check Language**

The language for printing the check amount in text is taken from the vendor record or primary remit-to record for each vendor. If you need to specify a different language for individual checks, you will have to edit the payment entries after you create the batch.

Note that the check language applies only to the textual amount printed on each check. All other text on the check or advice comes from the check report form, which you can edit using the Report Designer in Common Services.

## **Create Payment Batch — Criteria Tab**

Use this tab to select the vendor and date, as follows:

- Choose the method for selecting documents for payment (by due date or discount date).
- Set the selection due date and/or range of dates for available discounts.
- Select all documents meeting the criteria or forced documents only.
- Set ranges of vendors, vendor groups, account sets, and payment amounts.

Click one of the links below for help on using the corresponding tab:

- <u>Select</u>
- <u>Exclusion</u>
- <u>Rates</u>
- Optional Fields

Click the names of the buttons below for additional help:

- <u>Register</u>
- <u>Generate</u>
- <u>Clear</u>
- <u>Close</u>

## **Create Payment Batch — Exclusion Tab**

Use this tab to:

• List all vendors that you want excluded from the payment batch.

#### To exclude vendors

• In a new line of the list, enter the number of the vendor you want excluded or select it from the Finder.

Press the Insert key to start a new line.

#### To remove vendors from the list

• Highlight the line you want to remove, and press the Delete key.

Click one of the links below for help on using the corresponding tab:

- <u>Select</u>
- <u>Criteria</u>
- <u>Rates</u>
- Optional Fields

Click the names of the buttons below for additional help:

- <u>Register</u>
- <u>Generate</u>
- <u>Clear</u>
- <u>Close</u>

#### **Create Payment Batch — Rates Tab**

The tab lets you change the exchange rates for the payment batch. Click one of the links below for help on using the corresponding tab:

- <u>Select</u>
- <u>Criteria</u>
- <u>Exclusion</u>
- Optional Fields

Click the names of the buttons below for additional help:

- <u>Register</u>
- <u>Generate</u>
- <u>Clear</u>
- <u>Close</u>

#### Exchange rates are maintained in Common Services

The default bank rate for the check currency and the vendor currency comes from Common Services, and is based on the rate type and the session date.

#### If the batch is in the functional currency

Note that the rates are for converting the bank currency and/or the vendor currency to your functional currency. If either of these currencies is the functional currency, the exchange rate for that currency will be 1.0000000.

The rates you specify on the Rates tab apply to the whole batch. If you need to change the rate for a few transactions, you can edit them in the Payment Entry form.

Field List

#### Create Payment Batch — Optional Fields Tab

This tab appears if you use Sage 300 ERP Transaction Analysis and Optional Field Creator. It lets you specify optional fields for a payment batch.

The program automatically inserts the payment optional fields and default values assigned to the payment selection code you specify for the payment batch.

You can add or delete payment optional fields, and you can accept or change the values that appear as defaults.

If you delete optional fields that are automatically inserted by the program, when you create the batch, the program will reinsert the optional field, but will use the default value from the Optional Field setup record.

When you create the batch, the program includes with each payment:

- Use all payment optional fields that are marked for automatic insertion.
- Any additional payment optional fields that you specified for the payment batch.

The program assigns values to the optional fields, as follows:

- For optional fields assigned to the batch on the Create Payment Batch form, the program uses the value from the Optional Fields tab.
- For automatically inserted payment optional fields that do not appear on the payment selection code or the Optional Fields tab:
- If the payment optional field matches an optional field in the vendor record, the program uses the value from the vendor record unless you also specified a remit-to location.
- If the payment optional field matches an optional field in the remit-to location record specified on an invoice, the program uses the value for the remit-to location.

- If the values for an optional field in the vendor record and the remit-to location record are different, the value from the remit-to location is used.
- If the vendor does not use the payment optional field, the program uses the value specified in the optional field setup record.

Click one of the links below for help on using the corresponding tab:

- <u>Select</u>
- <u>Criteria</u>
- <u>Exclusion</u>
- <u>Rates</u>

## **Printing a Check Register**

The Create Payment Batch form provides a Pre-Check Register to let you preview the payment transactions that will be created by the current payment criteria when you generate a payment batch.

You should always print a Pre-Check Register, so you do not get unexpected results when you generate the batch.

#### To print the Pre-Check Register

- 1. Open the Create Payment Batch form
- 2. Select the code you want to use to create the payment batch. Use the Clear button to erase previous selection criteria that you do not want to use.
- 3. Modify the criteria, if necessary.
- 4. Make sure your printer is turned on and ready, then choose the Register button to print the Pre-Check Register.

Note that you can leave the Create Payment Batch form at any time, and the program will retain all the criteria you have specified. This ensures that the generated checks will match the Pre-Check Register. **Generating a Payment Batch** 

- 1. Open the Create Payment Batch form
- 2. Select the code you want to use to create the payment batch. Use the Clear button to erase previous selection criteria that you do not want to use.
- 3. Modify the criteria, if necessary.
- 4. Make sure your printer is turned on and ready, then choose the Register button to print the Pre-Check Register.

You should always print a Pre-Check Register, so you do not get unexpected results when you generate the batch.

5. Review the register and make whatever changes are necessary for your check run. You can use the Control Payments form or refine the selection criteria.

Note that you can leave the Create Payment Batch form at any time, and the program will retain all the criteria you have specified. This ensures that the generated checks will match the Pre-Check Register.

6. When you are ready to create the payment batch, choose the Generate button.

You can edit the batch using the Payment Entry form. (You must select the option Allow Edit Of System Generated Batches in the Options form.)

#### **Print a Check from Payment Entry**

#### • Before printing a check

**Note:** Once you print a check, you cannot edit it. If you delete a check before it is posted, Accounts Payable will void the check in Bank Services.

#### To print a check:

- 1. Open the Payment Entry form, select or <u>enter the check</u> you want to print. (You cannot print the check until you add the transaction. The check can be a payment, prepayment, or miscellaneous payment.)
- 2. Select the Print Check option, if it is not selected.
- 3. Click the O Print Check button to open the Print Checks form.

Note these points:

- The check stock is set in Bank Services, but you can change it here, if necessary.
- An Advice file name appears only if you are printing separate payment advices.
- The check status is "Not Printed."

When a check (and advice, if printed) is printed successfully, the status changes to "Printed." If the check is printed, but you have not yet printed the advice, the status is "Advice Not Printed."

**If you are not ready to print this check,** click the Close button. When a message appears warning you that "Not all checks have been printed," click Yes to leave the Print Checks form, cancel the check run, and void the printed checks. (None were printed.)

4. Click the Align button to print an alignment check. (The alignment check prints Xs in place of numbers and letters on a check form, so you can see that the check forms are inserted properly in the printer.)

Align always prints to your printer, no matter what print destination you selected for Sage 300 ERP. Make sure your printer is ready before you choose Align.

5. Click the Print button to print the current check. When the check has been printed, a message appears asking whether the check was successfully printed.

#### If the check was printed and is correct, click Yes.

If you are not printing a payment advice, Accounts Payable posts the check information to Bank Services and closes the Print Checks form, returning you to the Payment Entry form.

Once the check information has been posted to Bank Services, you cannot edit the payment entry or reprint the check. If necessary, you can delete the payment entry (until you post it), which voids the check in Bank Services.

**If you need to reprint the check,** click No. Then reset the status of the check to Not Printed. You can change the status in one of two ways:

• Double-click or press the Spacebar in the Check Status column.

If you printed Advices, then said No to the message that asked whether the advices were printed successfully, you will cycle through all three possible statuses by double-clicking.

Click the Select Reprint Range button.

The Select Reprint Range form appears, letting you specify a range of checks.

- Click OK to select the default range which is for the one check you printed.
- After resetting the status to Not Printed, click the Print button again. (Unless you are printing Checks then Advices, the button will change to Reprint.)
- 6. If you are also printing payment advices after printing checks (the choice of Checks Then Advices), a message appears when the check is successfully printed asking you to insert the advice stock in

the printer and click the OK button.

As with checks, the program lets you confirm that you inserted the payment advice forms in the printer.

7. Once the advice has been printed, you confirm that it was printed properly — as you did with the check.

#### If the advice was printed and is correct, click Yes.

 Accounts Payable posts the check information to Bank Services, and closes the Print Checks form, returning you to the Payment Entry form.

You cannot edit the payment entry or reprint the check once the information is posted to Bank Services. If necessary, you can delete the payment entry, which voids the check in Bank Services.

**If you need to reprint the advice,** click No. Then reset the status of the check to "Advice Not Printed." You can change the status in one of two ways:

- Double-click in the Check Status column. You can reset the status to Not Printed (to reprint the check) or to Advice Not Printed (to reprint the advice only).
- Choose the Select Reprint Range button to reset the status to Advice Not Printed.
- 8. If the check was not printed properly, but you cannot reprint it at this time:
  - a. Click No when asked whether the check was printed successfully.
  - b. Reset the check status to Not Printed.
  - c. Click the Close button. A message appears stating that not all checks have been printed, and asking whether you want to cancel the check run.
  - Click Yes to cancel the print run and void the current check number. (The number will otherwise be assigned a Void status when you reprint the check.)

If you do not cancel the check run, Accounts Payable sets the batch

status to Check Printing In Progress, and you cannot edit the batch until you reset the status to Open.

- After printing a check
- Related information

## **Creating a New Invoice Batch**

#### To create an invoice batch

- 1. Choose Invoice Batch List from the A/P Transactions folder.
- 2. When the form opens, click the New button to open the Invoice Entry form, then enter a batch date and a description.

You can also create batches directly in the Invoice Entry form by clicking the New button next to the Batch Number field.

For more information on creating batches, see Invoice Entry.

## To open an existing batch

Use the Finder or the navigation buttons beside the Batch Number field to list existing batches, then choose the batch you want from the list.

## **Posting an Invoice Batch**

You can use the Post button in the Invoice Batch List form to post one invoice batch at a time. To post a batch, you select (highlight) it in the list, then click Post.

If the Ready To Post option is not selected for the batch, a message appears to let you select the option for the batch from within the Invoice Batch List form.

For more information on posting see <u>Posting batches</u>.

To post ranges of batches, use the **Post Batches** form.

## **Invoice Entry Field List**

For help about the options and fields in the Invoice Entry form, select from the keywords listed below:

Batch number and description

Batch date

No. of Entries (display only)

Total Amount (display only)

- **Batch Information Form**
- Document tab
- Detail distribution section
- Job-related fields

# • Detail Accounts/Taxes form (select a detail line, then click Account/Tax)

- Taxes tab
- Terms tab
- Retainage tab (available if Retainage Accounting option is used)
- Optional Fields tab
- Rates tab (multicurrency ledgers only)
- Totals tab

## **Invoice Entry — Document Tab**

This tab lets you:

- Enter header information for the document.
- Indicate that the transaction is related to a project you maintain in Sage 300 ERP and Job Costing, and enter job-related information for each document detail.
- Enter account distribution information for the document.
- Edit or delete existing distributions.
- Add a new vendor or a new remit-to location during invoice entry or when editing an existing invoice.
- Indicate that the transaction is an intercompany transaction by selecting the originating company for the transaction (the <u>originator</u>), the <u>destination</u> company, and the <u>route number</u> of the transaction. (See the Intercompany Transactions online Help for more information about intercompany transactions.)

For full instructions on adding an invoice, credit note, debit note, or interest, see <u>Enter an invoice, credit note, or debit note</u>.

For information on a different Invoice Entry tab, click the corresponding link:

- <u>Taxes</u>
- <u>Retainage</u>
- <u>Terms</u>
- Optional Fields
- <u>Rates</u>
- Totals

Click the links below for additional help on using the corresponding buttons:

- <u>Add/Save</u>
- Delete
- Prepayment

<u>Close</u>

Field List

## Invoice Entry — Taxes Tab

Use this tab to:

- Change the tax class and tax included settings for the specified tax group.
- If you want to enter taxes manually, edit the tax base and tax amount fields.

To change the tax authorities listed on this tab, you must select a different tax group on the Document tab.

To change the tax rates, you must use the Tax forms in Common Services.

For an overview of the invoicing process, see <u>Processing invoices, credit</u> <u>notes, and debit notes</u>.

For full instructions on adding an invoice, credit note, debit note, or interest, see <u>Enter an invoice, credit note, or debit note</u>.

For information on a different Invoice Entry tab, click the corresponding link:

- Document
- <u>Retainage</u>
- <u>Terms</u>
- Optional Fields
- Rates
- <u>Totals</u>

Click the links below for additional help on using the corresponding buttons:

- <u>Add/Save</u>
- Delete
- Prepayment
- <u>Calculate Taxes</u>
- Distribute Taxes

- Derive Rate
- <u>Close</u>

Field List

## **Invoice Entry -- Retainage Tab**

When you select the Retainage option on the Document tab, a Retainage tab appears that lets you specify how to process retainage for this invoice, debit note, or credit note.

The program displays the retainage percentage, retainage rate, and the retainage terms from the vendor record. (If the invoice was created using Accounts Payable 5.3, the retention period also appears on this tab.) Unless the document is job-related, you can change these retainage factors for a particular document.

If the document is job-related, you can change only the retainage rate and retainage terms on this tab. You enter job-related retainage amounts, retention periods, and retainage due dates with each job detail.

Accounts Payable calculates and displays the retainage amount and retainage due date for the selected document. You can change these fields, whether or not the document is job-related.

For detailed information about another tab on the Invoice Entry form, click the corresponding link, below:

- <u>Document</u>
- <u>Taxes</u>
- <u>Terms</u>
- Optional Fields
- <u>Rates</u>
- <u>Totals</u>

For more information about processing retainage, see <u>Using Retainage</u> <u>Accounting</u>.

Click the links below for additional help on using the corresponding buttons:

- <u>Add/Save</u>
- Delete
- Prepayment

<u>Close</u>

## Invoice Entry — Terms Tab

Use this tab to:

- Specify the terms for the invoice, if they are different from those specified in the vendor record.
- Edit multiple payment schedules that are calculated for invoices.
- Override the discount base or discount amount calculated for an invoice.

A payment schedule is created only if the invoice terms code uses the Multiple Payment Schedule option.

For information on a different Invoice Entry tab, click the corresponding link:

- <u>Document</u>
- <u>Taxes</u>
- <u>Retainage</u>
- Optional Fields
- Rates
- Totals

Click the links below for additional help on using the corresponding buttons:

- <u>Add/Save</u>
- Delete
- Prepayment
- <u>Close</u>

#### Multiple payment schedule

Accounts Payable adds a Payment Schedule to the Terms tab if you assign a terms code that uses a multiple payment schedule (for a number of payments over a period of time such as six monthly payments).

The payment schedule divides the invoice total into the number of

payments specified by the terms code. Each payment has its own due date, payment amount, and discount period, which is displayed on the Terms tab of the Invoice Entry form. If you want, you can change any dates on the schedule, as well as decrease the number of payments (by making later payments blank).

You can use multiple payment schedules with Intercompany Transactions.

You can print payment schedules on batch listings if you select the Show Schedules option when printing listings of invoice batches from the Batch Listing form.

### **Invoice Entry -- Optional Fields Tab**

The Optional Fields tab appears only if you use Sage 300 ERP Transaction Analysis and Optional Field Creator (available separately), and you have defined optional fields for Accounts Payable invoices.

Use the Optional Fields tab on the Invoice Entry form to:

- O Check the optional fields used on a document.
- Assign different optional fields to a document.
- Check or change the value used for an invoice optional field.

You use the Optional Fields setup form to define and assign optional fields for invoice headers and for invoice details. You can also mark for automatic insertion any optional fields you want to use as defaults when you add new invoices, debit notes, and credit notes.

- Automatically inserted invoice optional fields appear on the Invoice Entry Optional Fields tab when you add new documents. You can edit or delete the optional fields that appear on the tab, and you can add different invoice optional fields for specific invoices.
- Automatically inserted invoice details optional fields are associated with each detail line. The Optional Fields indicator field on the detail grid and on the Detail Accounts/Taxes form shows whether optional fields are used with a particular detail. To add, edit, or delete invoice detail optional fields, select the detail, then click the Optional Fields zoom (
  ) button to open a separate Optional Fields form that lets you change the optional field information for the detail.

Note that if an optional field uses validation, you can select only entries that are defined for the optional field in Common Services.

For more information about entering invoice detail optional fields on invoices, see <u>Entering Optional Fields on Invoices</u>.

For information on a different Invoice Entry tab, click the corresponding link:

Document

- <u>Taxes</u>
- <u>Retainage</u>
- <u>Terms</u>
- <u>Rates</u>
- Totals

Click the links below for additional help on using the corresponding buttons:

- <u>Add/Save</u>
- Delete
- Prepayment
- <u>Close</u>

## Invoice Entry — Rates Tab

Use this tab to:

 Change the rate type, rate date, and exchange rate for converting the document amount from the vendor's currency to the functional currency.

This tab appears only if you use multicurrency accounting, and you are entering a document for a vendor who does not use the functional currency.

For information on a different Invoice Entry tab, click the corresponding link:

- Document
- <u>Taxes</u>
- <u>Retainage</u>
- <u>Terms</u>
- Optional Fields
- <u>Totals</u>

Click the links below for additional help on using the corresponding buttons:

- <u>Add/Save</u>
- Delete
- Prepayment
- <u>Close</u>

## Invoice Entry — Totals Tab

Use the Totals tab to see the amount of recoverable tax, separately expensed tax, and allocated tax, and to see why an invoice has an undistributed amount.

The Totals tab displays the total tax amount on the invoice for each taxing authority, as well as current totals for the document in two summaries: an <u>invoice summary</u> and a <u>tax summary</u>.

For information about a different Invoice Entry tab, click the corresponding link:

- Document
- <u>Taxes</u>
- <u>Retainage</u>
- <u>Terms</u>
- <u>Optional Fields</u>
- <u>Rates</u>

Click the links below for additional help on using the corresponding buttons:

- <u>Add/Save</u>
- Delete
- Prepayment
- <u>Close</u>

#### **Recoverable and separately expensed taxes**

Using Tax Services, you can specify that taxes are recoverable or are expensed separately. For example, the GST in Canada and VAT in many other countries are recoverable taxes and will not be distributed with invoice totals.

When you choose the Dist. Taxes button, Accounts Payable:

• Removes (deducts) any recoverable portion of the tax from the tax

distribution amount and assigns it to the tax recoverable account.

• Removes (deducts) any portion of the tax which is expensed separately and assigns it to the tax expense account.

Field List

## **Invoice Entry — Prepayment**

Use this Prepay button to open the Payment Entry form and enter a prepayment for an invoice at the same time as you enter the invoice. You can enter only one prepayment per invoice.

Once you have added the prepayment, you can print the check for it, if you want. Click the Print Check button after adding the prepayment to open the Print Checks form.

Click the Add button to add a prepayment to the selected payment batch.

Click the Close button to close the Prepayment form.

## **Payment Entry Field List**

For help about the options and fields in the Payment Entry form, select from the keywords listed below:

Bank Batch Date Batch Number and description Currency No. of Entries (display only) Total Amount (display only)

Entry fields

Document selection and application detail fields

**Project and Job Costing Apply Details form** 

- Prepayment detail fields
- Miscellaneous Payments detail fields
- Adjustment Entry fields
- Document History fields
- Rate Override fields

# Project and Job Costing Apply Details Form

When you pay an amount that is less than the current balance for a jobrelated invoice, you need to specify the amount you are paying for each detail, so that Accounts Payable can update the correct contracts, projects, and categories in Sage 300 ERP and Job Costing.

The Payment Entry form lets you use one of two <u>apply methods</u> to allocate partial payments to job-related details. The Payment Entry form also lets you open the Project and Job Costing Apply Details form that you use if you need to:

- Choose a different apply method for a particular invoice.
- Select particular details for payment.
- Manually enter the amounts to pay for each invoice detail.

To apply partial payments to job-related invoices

## **Miscellaneous Adjustment Entry**

The main purpose for this form is to let you account for small differences between the amount you are paying to a vendor and the amount that your records show you owe.

In order to use this form, you must select the Allow Adjustments In Payment Batch option in the Options form.

You can adjust a document only if you have applied a payment to it (by entering a Payment transaction).

#### To add an adjustment

## If you have not added the payment yet, follow these steps to add the payment and enter the adjustment

- 1. Choose the Print Check option.
- 2. Apply the transaction.
- 3. Save the transaction.
- 4. Highlight the invoice you want to adjust, click the Adjust button, enter the adjustment details, and save the adjustment.
- 5. Edit the payment once again to turn off the Print Check option and enter the number of the check you issued.

#### If you have already added the payment, follow these steps to enter an adjustment

- 1. Zero the check number and select the Print Check option. You can then adjust the invoice to which the payment is applied, then save the payment.
- 2. Edit the payment again after saving the changes, this time turning off the Print Check option and entering the check number.

## **Document History Form**

This form lists all transactions that have been applied to the document you select from the list of documents on the Payment Entry form (when applying payments or previously posted documents).

# To view the history of an invoice or debit note while applying a payment, prepayment, or credit note

- 1. Highlight the document in the list at the bottom of the Payment Entry form.
- 2. Click the History button.

The History form provides the following information about each document that was previously applied to the selected invoice, credit note, or debit note:

- Transaction type
- Check/document number
- Transaction date
- Payment adjustment amount
- Transaction description
- 3. If not all columns or rows are visible, click the arrows in the lower corners of the form, or press the Tab key.

You cannot change any of the information in this form.

4. Click Close to return to the Payment Entry form.

You can also review document history on the <u>Activity tab of the Vendor</u> <u>Activity form</u>.

You can view check information on the <u>Payments tab of the Vendor</u> <u>Activity form</u>.

## **Payment Entry — Applying Payments**

You use the Payment Entry detail grid to apply payments to specific outstanding documents.

Once you have applied the payment, you can save the transactions and print the check, if you want.

For an overview of payment entry, see <u>Processing payments</u>.

For full instructions on adding payments, see <u>Steps for entering and</u> <u>applying payments</u>.

#### To apply the payment

1. Select the mode — Select or Direct.

If using Select Mode:

- Select:
  - The document type (All, Invoice, Credit Note, Debit Note).
  - The order (Document Number, Purchase Order Number, Due Date, Order Number, Document Date, Balance Due).
  - An optional starting number, balance, or date.
- Click Go to display the vendor's open documents of the selected type.
- 2. Double-click in the Apply column to select Yes for each document to which you want to apply the payment. To partially pay a document, type the amount to apply in the Applied Amount column.

You cannot apply more than the total amount of the payment.

You can post the transaction without fully applying the prepayment or credit note, leaving some to be applied at a later date.

3. If an early-payment discount applies to the invoice, enter the amount in the Discount Taken column. Note that you can enter a discount taken that exceeds the discount specified on the original invoice. 4. When finished, click Save.

To cancel the application, click Close or select another entry number, then click No at the message that appears asking whether you want to save your changes.

Click the links below for additional help on using the corresponding buttons:

- <u>Add/Save</u>
- Delete
- Adjust
- Jobs
- History
- Print Check
- <u>Void Check</u>
- <u>Close</u>

#### To see the history of an invoice (all documents applied previously)

- 1. Highlight the invoice in the list at the bottom of the screen, then enter Yes in the Apply column for the line.
- 2. Click the History button.

The History form provides the following information on each document applied to the selected invoice:

- Transaction type
- Check/document number
- Transaction date
- Applied amount
- Transaction description
- Payer vendor number and name
- 3. Click Close to return to the Payment Entry form.

Field List

# Payment Entry — Applying Prepayments and Credit Notes

Use the Payment Entry detail grid to:

- Apply new payments to outstanding transactions.
- Apply previously posted prepayments and credit notes.
- Change unposted payment applications.
- Enter adjustments to invoices, credit notes, or debit notes (if you use the Allow Adjustments In Payment Batch option).
- View the history of applications to a document.

#### To apply the prepayment or credit note

1. Enter the Document number of the prepayment or credit note you want to apply, or choose it from the Finder.

Accounts Payable will display the amount that you can apply in the Unapplied Amount field.

 If you use optional fields and you want to view or edit any payment optional fields automatically assigned to this transaction, click the Zoom button (
) beside the Optional Fields indicator.

A separate Optional Fields form appears, letting you edit or delete the optional fields assigned to this transaction. You an also assign different payment optional fields.

- 3. Select the mode—Select or Direct.
  - If using Select Mode, select:
    - The document type (All, Invoice, Credit Note, Debit Note).
    - The order (Document Number, Purchase Order Number, Due Date, Order Number, Document Date, Balance Due).
    - An optional starting number, balance, or date.
  - Choose Go to display the vendor's open documents of the selected type.

4. Double click in the Apply column to select Yes for each document to which you want to apply the payment. To partially pay a document, type the amount to apply in the Applied Amount column.

You cannot apply more than the total amount of the payment. You can post the transaction without fully applying the prepayment or credit note, leaving some to be applied at a later date.

5. When finished, choose Save to apply the prepayment or credit note.

To cancel the application, choose Close or select another entry number, then choose No at the message that appears asking whether you want to save your changes.

For an overview of payment entry, see Processing payments.

For full instructions on adding payments, see <u>Steps for entering and</u> <u>applying payments</u>.

Click the links below for additional help on using the corresponding buttons:

- <u>Add/Save</u>
- Delete
- Adjust
- <u>Jobs</u>
- <u>History</u>
- Print Check
- <u>Void Check</u>
- <u>Close</u>

#### To see the history of an invoice (all documents applied previously)

- 1. Highlight the invoice in the list at the bottom of the screen, then enter Yes in the Apply column for the line.
- 2. Click the History button.

The History form provides the following information on each document applied to the selected invoice:

- Transaction type
- Check/document number
- Transaction date
- Applied amount
- Transaction description
- Payer vendor number and name
- 3. Click Close to return to the Payment Detail form.

Field List

#### Payment Entry Details — Miscellaneous Payments

The Payment Entry form lets you distribute a miscellaneous payment to general ledger accounts.

Once you have distributed the payment, you can save the transaction and print the check.

#### To distribute a miscellaneous payment

- 1. For each account to which you want to distribute this payment:
  - Enter the distribution code or the general ledger account number.
  - Enter the amount. Note that you may enter a negative amount on a detail line. However, the document total must not be a negative amount.
  - Optionally enter a reference and description.
- 2. In multicurrency systems, choose the Rates tab if you need to assign a different exchange rate for the miscellaneous payment.
- 3. When finished, click Add.

#### To add a distribution line

• Highlight a distribution line and press the Insert key.

#### To delete a distribution line

• Highlight the line you want to delete and press the Delete key.

Click the link below for help on using the Rate Override form:

<u>Rates</u>

### **Payment Entry — Prepayments**

Use the Payment Entry form to:

- Specify the amount of the prepayment.
- Specify the number of the document to which you want the prepayment applied. You can identify the unposted document by its invoice number, PO number, or sales order number.

#### To add a prepayment

Click the link below for help on using the Rate Override form:

<u>Rates</u>

Click the links below for additional help on using the corresponding buttons:

- <u>Add/Save</u>
- Delete
- Adjust
- Jobs
- <u>History</u>
- Print Check
- <u>Void Check</u>
- <u>Close</u>

#### You can post the invoice or the prepayment first

Accounts Payable matches up prepayments when you post payment batches and when you post invoice batches. If the prepayment correctly references the invoice number, PO number, or sales order number of an invoice, it will be applied to the invoice no matter which document is posted first.

### **Payment Batch Information Form**

The payment Batch Information form lets you specify:

- The batch date and a description for the batch.
- The bank.
- In a multicurrency ledger, a currency, rate type, rate date, and exchange rate to be used for the payments you add to the batch.

The Batch Information form also lets you view information about the selected batch that is not contained on the main Payment Entry form, such as the date the batch was last edited, the batch type and status, the number of entries in the batch and their total amount, and whether the batch listing and the checks have been printed.

For detailed information about each field on the Batch Information form, click the Field List button, above.

# **Clear History Field List**

For help about the options and files in the Clear History form, select from these field names:

1099/CPRS Amounts

**Deleted and Posted Batches** 

From/To

Fully Paid Documents

Posting Errors

**Printed Posting Journals** 

Vendor Comments

### **Clear Statistics**

<u>Vendor Statistics</u> <u>Vendor Group Statistics</u>

# **Create G/L Batch Field List**

Create G/L Transactions from Through Posting Sequence

# **Create Retainage Batch Field List**

- Document Type
- Number of Days In Advance To Generate Retainage Documents
- Run Date
- Select By
- From / To

#### **Delete Inactive Records Field List**

For help about the options and fields in the Terms form, select from the keywords listed below:

**Delete These Records** 

From/To Inactive Dates

From/To Records

### **Revaluation Field List**

For help about the options and fields in the Revaluation form, select from the keywords listed below:

Currency Earliest Backdated Activity Date

Optional Fields

**Provisional Revaluation** 

<u>Rate</u>

Rate Date

Rate Type

**Revaluation Date** 

# **Revaluation History Form**

The Revaluation History form appears when you click the History button on the Revaluation form.

It lets you:

- View historical revaluations for a selected currency. The Revaluation History form lists all revaluations, even if no adjusting entries were generated.
- Print the Revaluation posting journal. (Highlight a line on the grid, then click the Print Posting Journal button.)
- Select a historical revaluation for display on the Revaluation form, if you need to redo the revaluation to correct an error (for example, if the original revaluation used wrong exchange rate) or to include a backdated document. (Highlight a line on the grid, then click the Select button.)

Click the links below for information about the buttons that appear on this form.

- Print Posting Journal
- <u>Select</u>

### **Revaluing Multicurrency Transactions**

When exchange rates fluctuate, you may need to revalue outstanding documents denominated in other currencies to reflect their present value in your own (functional) currency at a particular time, for example, at financial statement dates. When you revalue a transaction, Accounts Payable recalculates its functional equivalent value at a new exchange rate.

Some accounting standard-setting bodies require that you take gains or losses due to fluctuating exchange rates into income (recognized) in the period in which they occur.

In Sage 300 ERP, exchange gains and losses are treated as permanent or temporary, depending on the exchange Gain/Loss Accounting Method specified for your Sage 300 ERP system (in the company profile).

- If you use the Recognized Gain or Loss accounting method, revaluation transactions are considered permanent. In this accounting treatment, they are recognized immediately when you post them, and they are not reversed in the next period.
- If you use the Realized and Unrealized Gain/Loss accounting method, revaluation transactions are considered temporary, or unrealized, gains and losses. Therefore, they are posted to General Ledger as reversing transactions, meaning that General Ledger simultaneously posts reversing transactions to the first day of the next fiscal period following the revalued period. In this way, revaluation has no permanent effect on the general ledger.

Under this method, realized exchange gains or losses are calculated only when you post payments to pay invoices and debit notes, or when you post credit notes to pay down invoices.

**Note:** Rounding differences may occur during revaluation. These exchange differences are automatically posted to the exchange rounding account when payments are posted.

You do not post revaluation batches in Accounts Payable. If you do not

have Sage 300 ERP General Ledger in your company database, Accounts Payable creates an export batch for your general ledger. If you import a revaluation batch into another general ledger, make sure that the revaluation transactions are reversed in the next fiscal period.

To revalue multicurrency documents

### **Revaluing Periods that Contain Backdated Documents**

Sage 300 ERP lets you post a multicurrency document that predates the last revaluation for the document currency, and it lets you apply the backdated document. An exchange gain or loss can arise.

The accounting method you use to record exchange gains and losses in your Sage 300 ERP system determines how the revaluation process handles backdated documents.

- If you use the Realized and Unrealized Gain/Loss accounting method, you can revalue the backdated document by running the Revaluation program again for the period to which you posted the document (process a backdated revaluation). For this accounting method, if you rerun revaluation for a period that contains a backdated document, you must also rerun all subsequent revaluations.
- If you use the Recognized Gain/Loss accounting method, you can let the program automatically correct any exchange gains or losses for backdated documents and the documents to which they are applied.

To automatically correct these exchange gains or losses, enter or accept a date in the Earliest Backdated Activity Date field on the Revaluation form.

You can also choose to ignore the backdated document, for example, if it is not material or if you posted it to a period that does not coincide with the end of a reporting period. If you do not want the program to revalue backdated documents and activity when you perform a backdated revaluation, leave the Earliest Backdated Activity Date field blank on the Revaluation form.

The program adjusts exchange gains and losses for backdated documents and documents affected by backdated activity as of the balance sheet dates:

• If the current revaluation date is on or after the last revaluation date

and there is a backdated document (or a document affected by backdated activity), the program revalues the document and creates adjustments as of the current revaluation date. (The Earliest Backdated Activity Date field does not appear.)

- If the current revaluation date predates the last revaluation date and you are revaluing a backdated document or a document affected by backdated activity, Revaluation:
- Creates entries to recognize exchange gains or losses for backdated documents as of each revaluation date from the earliest backdated activity date to the last revaluation date.
- Ignores any backdated documents with posting dates before the Earliest Backdated Activity Date.
- If the revaluation occurs between the document date and settlement date, and the revaluation rate is different from the current rate for the settlement document, Revaluation creates adjustments to:
- Update the document's functional balance (including discount and retainage balances) for the revalued period.
- Correct any exchange gains and losses recognized at the time of settlement for the period from the revaluation date to the settlement date.

#### **Revaluing Documents with a Multiple Payment Schedule**

If you use the Recognized Gain/Loss accounting method, when you revalue a document that uses a multiple payment schedule, Revaluation revalues each portion of the invoice that is due and applies the sum of the net gains (or losses) to the document.

# **Revaluing Outstanding Retainage**

If you use multicurrency, when you run Revaluation, the program also revalues amounts outstanding in the retainage control account.

For revalued outstanding retainage, the program creates general ledger entries to adjust the retainage control account rather than the payables control account.

If your Sage 300 ERP system uses the Realized and Unrealized Gain/Loss the accounting method to revalue multicurrency documents, the program also creates reversing entries for the next period. (You set the revaluation accounting method in the Company Profile, in Common Services.)

The Revaluation Posting Journal includes a separate section for retainage, following the current revaluation of documents for each vendor.

If you include job-related details on the posting journal, a retainage section appears on the Summary page after the current job details.

#### **Unrealized Gains and Losses**

If your Sage 300 ERP system uses the Realized and Unrealized Gain/Loss method to revalue multicurrency amounts, Accounts Payable calculates unrealized exchange gains or losses as follows:

Source amount x Revaluation rate

Less:

Functional amount

Equals

Unrealized gain (loss)

The revaluation transaction is reported on the Vendor Transactions report for the vendor as type GL.

When you post the revaluation batch in General Ledger, the program also posts a reversing entry to the first day of the next fiscal period:

When you print the Vendor Transactions report for the period in which you post the reversing revaluation transaction, both transactions appear for the vendor. Their net effect on the account balance is zero.

### Year End Field List

For help about the options and fields in the Year End form, select from the keywords listed below:

**Clear Activity Statistics** 

Clear Invoices Paid And Days To Pay Counter

Clear Recurring Payable Amount Invoiced To Date

Reset All Batch Numbers

### **1099 Electronic Filing Field List**

- From/To Vendor No
- Output File
- Payment Year

#### **Transmitter information**

- Company
- Contact
- Control Code (TCC)
- Ourrent Filing Method
- E-mail
- Foreign Entity
- Name Line 1 and Line 2
- Phone
- Street/City/State/Prov./Zip/Postal Code/Country
- Tax Number
- Test File

#### **Payer information**

- Final Filing
- Foreign Entity
- Media Number
- Name Control
- Name Line 1
- (Name) Line 2

- Office Branch (optional)
- Phone
- Street / City / State (Prov.) / Zip (Postal Code) / Country
- Tax Number
- Transfer Agent

### **T5018 Electronic Filing Field List**

- Payment Year
- Output File
- Report Type
- From/To Vendor No.
- From/To CPRS Code

#### **Transmitter information**

- Name Line 1 and Line 2
- Address Line 1 and Line 2
- Ocity/State/Prov./Zip/Postal Code/Country Code
- Transmitter Number
- Submission Reference ID
- Contact
- Phone
- E-mail
- Language

#### **Payer information**

- Account Number
- Name Line 1 and Line 2
- Ocity/State/Prov./Zip/Postal Code/Country Code
- Contact/Phone

# **Account Sets Report — Features**

This report lists the account sets defined for your Accounts Payable system. Print the report when you add, change, or delete account sets.

For instructions on printing the report, see <u>Account Sets Report</u> — <u>Printing</u>.

#### Information printed on the report

For each account set, the report lists:

- The account numbers for your general ledger Payables Control, Purchase Discounts, and Prepayment accounts.
- The range of account sets printed.

If you use multicurrency accounting, the report also lists:

- The currency code that identifies the currency used by the vendors assigned to this account set.
- The unrealized and realized exchange gain and loss general ledger accounts (if the account set is in a currency other than the functional currency). Unrealized gains and losses occur when you perform a revaluation of your Accounts Payable data. Realized gains and losses occur when you post transactions such as payments (and the payment is at a different rate of exchange than the invoice).
- The exchange rounding account to which to post differences that arise during currency conversion.

### **Distribution Codes Report — Features**

The Distribution Codes report lists the descriptions and numbers of the general ledger accounts used in the distribution codes in your Accounts Payable system.

For instructions on printing the report, see <u>Distribution Codes Report</u> — <u>Printing</u>.

#### Information printed on the report

- The description and general ledger account number assigned to each distribution code.
- The date the record was last edited.
- For inactive distribution codes, the date on which a code was made inactive.

### **Distribution Sets Report — Features**

The Distribution Sets report lists the distribution methods and distribution codes specified for the distribution sets you use to allocate purchase amounts in your Accounts Payable system.

For instructions on printing the report, see <u>Distribution Sets Report</u> — <u>Printing</u>.

#### Information printed on the report

- The number and description of the general ledger account assigned to the distribution code.
- The Distribution Percentage column contains information only when the distribution method is Fixed Percentage.

# E-mail Messages — Features

The E-mail Messages report lists the messages you created to send to vendors with e-mailed letters.

For instructions on printing the report, see <u>E-mail Messages Report</u> — <u>Printing</u>.

#### Information printed on the report

• Each message is printed along with its message ID, description, and subject line.

### **G/L Integration Report — Features**

The G/L Integration report lists the options and other information entered on the G/L Integration form that determine how your Accounts Payable system interacts with General Ledger.

For instructions about printing the report, see <u>G/L Integration Report</u> — <u>Printing</u>.

#### Information printed on the report

- The options selected on the G/L Integration form.
- The posting sequences through which you have created general ledger transactions.
- The segments and separators to be used for the reference, description, and comment fields for each type of transaction created for general ledger (specified on the Transactions tab of the G/L Integration form).

### **Optional Fields Report — Features**

You print the Optional Fields report whenever you need a listing of all the optional fields set up for Accounts Payable.

For each type of optional field, the report shows the optional field codes, descriptions, default values, and whether an optional field is set for automatic insertion in new records.

If you need instructions on printing the report, see <u>Optional Fields Report</u> <u>— Printing</u>.

# **Options Report— Features**

The Options report lists the options selected and other information entered in the Options form to specify how your Accounts Payable system operates.

#### Information printed on the report

- The options in the Options form and your selection for each.
- The prefix and next number to assign to prepayments.
- The numbers that will be assigned to the next invoice, payment, and adjustment batch you create and the next posting sequence for each batch type.
- The posting sequences through which you have created general ledger transactions.

For instructions about printing the report, see <u>Options Report</u> — <u>Printing</u>.

### **Payment Codes Report — Features**

The Payment Codes report lists the codes, descriptions, and methods of payment used in your Accounts Payable system.

For instructions on printing the report, see <u>Payment Codes Report</u> — <u>Printing</u>.

#### Information printed on the report

For each payment code, the report lists:

- The name of the payment code that appears in the payment code fields in Accounts Payable (such as CASH, CHECK, WIRE, or the name of a credit card).
- The description.
- The payment type (such as Cash, Check, Credit Card, or Other).
- The date the payment code record was last edited.
- For inactive payment codes, the date on which Inactive status was selected.

### **Payment Selection Codes Report — Features**

The Payment Selection Codes report lists the bank and currency codes, selection criteria, and exclusion criteria defined for the payment selection codes used to create payment batches in your Accounts Payable system.

For instructions on printing this report, see <u>Payment Selection Codes</u> <u>Report — Printing</u>.

#### Information printed on the report

- The bank code associated with each payment selection code
- The selection criteria assigned to the code, including the method of selecting documents and the ranges of vendor groups, vendor numbers, account sets, and amounts from which to select.
- The list of vendors, if any, who are excluded from the accounts that can be selected by the payment selection code.

# **Terms Codes Report — Features**

The Terms Codes report lists the information entered to define each terms code, including multiple payment schedules and due date and discount date tables, when used.

For instructions about printing the report, see <u>Terms Codes Report</u> — <u>Printing</u>.

#### Information printed on the report

- The range of terms codes you chose to print on the report.
- The terms code and description, and date the terms record was last edited.
- The method used to determine the due dates for invoices assigned to the terms code. You can calculate due dates using a number of days from the invoice date, the end of the next month, a day of the next month, a number of days from a day of the next month, or a due date table.
- Discount information including the method used to determine the discount period, whether to include tax in the base for discount calculations, and the discount percentage.
- If the terms code uses a table to calculate due dates or discount dates, the report lists the information in the table.
- For multiple payment schedules, the report shows the percentage due, the method of calculating the due date, and discount information for each payment. This information appears only if you select the Include Multiple Payment Schedules option.

# **1099/CPRS Codes Report — Features**

The 1099/CPRS Codes report lists the code and description for each 1099/CPRS code entered in your Accounts Payable system.

For instructions about printing the report, see <u>1099/CPRS Codes Report</u> <u>Printing</u>.

#### Information printed on the report

- The range of 1099/CPRS codes you chose to print.
- The 1099/CPRS code and description, and date the terms record was last edited.

If you add non-standard codes

- Only standard 1099-MISC codes are printed on the stock 1099/CPRS Amounts report.
- If you add any non-standard 1099/CPRS codes, you must modify the 1099/CPRS Amounts report form to print the non-standard codes.

## **Aged Cash Requirements Report — Features**

The Aged Cash Requirements report highlights the cash amounts that will be required to meet obligations as they become due, including the amount needed to pay invoices that are overdue, current, and due in each of four future periods you define. Use the report for cash flow analysis and projections.

For instructions on printing the report, see <u>Aged Cash Requirements</u> <u>Report — Printing</u>.

#### Information printed on the report

- The Due Date/Applied Number/Applied Type column lists the due date for documents at the left, and the document number and type of applied details at the right.
- The Current column contains documents that are not yet due. Credit notes, debit notes, and prepayments appear in this column if you select "As Current" for the Age Credit Notes And Debit Notes and Age Prepayments options in the Options form.
- The vendor contact and phone number, and your company's credit limit with the vendor are listed if you select the Contact/ Phone/Credit option.
- Subtotals (for a single currency company), or subtotals by currency (for a multicurrency company), if you select Vendor Group or Account Set as the primary sort order. Subtotals appear on both the summary and the detail report.
- Extra space appears between each vendor record if you select the Space For Comments option.
- Miscellaneous payments will appear as "MC" in the Document Type or Applied Type.
- Reports set to age by Due Date have an option to display Aged Retainage for each vendor. This option is not available if the Report Type is set to age by Document Date.

The summary version of the report includes one line for each vendor

number, listing the overdue and current balance in the vendor's account, and the balance that will come due in each of four periods.

# **Aged Payables Report — Features**

The Aged Payables report groups outstanding transactions into a current period and four aging periods by document date or due date. Use the report to analyze your payables.

For instructions on printing the report, see <u>Aged Payables Report</u> — <u>Printing</u>.

#### Information printed on the report

- The Due Date/Applied Number/Applied Type column lists the due date for documents at the left, and the document number and type of applied details at the right.
- The Current column contains documents that are not yet due. Credit notes, debit notes, and prepayments appear in this column if you select "As Current" for the Age Credit Notes And Debit Notes and Age Prepayments options in the Options form. (You can choose whether to include prepayments when printing the report.)
- The vendor contact and phone number, and your company's credit limit with the vendor are listed if you select the Contact/ Phone/Credit option.
- Subtotals (for a single currency company), or subtotals by currency (for a multicurrency company), if you select Vendor Group or Account Set as the primary sort order. Subtotals appear on both the summary and the detail report.
- Extra space appears between each vendor record if you select the Space For Comments option.
- Miscellaneous payments will appear as "MC" in the Document Type or Applied Type.
- Reports set to age by Due Date have an option to display Aged Retainage for each vendor. This option is not available if the Report Type is set to age by Document Date.

The summary version of the report includes one line for each vendor number, listing the current balance in the vendor's account and the balance in each of four periods.

# **Batch Listing — Features**

A batch listing is the printed record of the transactions in a batch.

You can print batch listings for invoice, payment, and adjustment batches that have been entered, imported, generated, or posted. The invoice batch listing includes debit notes and credit notes, as well as interest invoices.

For instructions on printing the report, see <u>Batch Listing — Printing</u>.

To enforce a strict audit trail, turn on the Force Listing Of All Batches option in the Options form. This option prevents you from posting batches that are unlisted.

#### Information printed on the report

The following information is printed on the report:

- The batch entry number assigned to each transaction in the Invoice, Payment, or Adjustment Entry form. This number is a permanent part of the information stored for an entry, and appears on the posting journals and on the unconsolidated G/L Transactions report. Use this number to select an unposted transaction for editing, and to trace the history of posted transactions.
- Type (Ty.) column lists the transaction type for the entry.
- **Payment terms and due date** for invoices. (Note that this information appears only on invoice batch listings.)

The following codes may appear:

A "T", indicating that the payment terms have been edited, as noted on the final tab of the report.

For multicurrency ledgers, an "R" appears if the exchange rate has been edited. Note that the "R" and "T" codes appear only on invoice batch listings.

An "E" appears on payment batch listings if an entry has been edited.

Optional field

- **Payment schedules** are listed if you selected the Show Schedules option (for invoice batch listings only).
- Summary pages

The invoice batch listing includes a summary page that lists batch totals for the invoices, credit notes, debit notes, and interest charges entered, and a total for the batch.

The payment batch listing summary page lists totals for adjustments entered in the batch, discounts taken, and payments (amounts), and a total for the batch.

The adjustment batch listing summary page lists the total debits and credits for the batch.

• **The final page** lists the descriptions of symbols that appear on the report (for invoice and payment batch listings only), and the number of entries and batches printed.

The payment batch listing final page also lists the general ledger account debits and credits for adjustments entered in the batch.

## **Batch Status Report — Features**

The Batch Status report describes all unposted invoice, payment, or adjustment batches, and posted or deleted batches for which the information has not yet been cleared from Accounts Payable. The report is a valuable management tool for tracking batches, particularly when several operators are entering batches on a multi-user system.

Print the report as part of the transaction-entry cycle, to discover batches for which you need to print or reprint listings before posting, and batches that contain errors.

The report includes a summary that lists the number of entries, number of batches, and total amount for each type of batch and each batch status.

For instructions on printing the report, see <u>Batch Status Report</u> — <u>Printing</u>.

# **Check Register — Features**

The Check Register report lists details of checks that are produced and posted to vendor accounts during a check run. The Register can also list the general ledger distributions that result. Checks that are used for alignment or leading, as well as checks that are voided before posting, are not included on this report because they do not result in the creation of general ledger distributions or changes to vendor account balances. These checks are listed on the Check Status report in Bank Services.

For instructions on printing the report, see <u>Check Register — Printing</u>.

#### Information printed on the report

The report lists the checks issued to vendors, in vendor number order. Miscellaneous payments are listed first. Information includes:

- Sequence numbers that count the number of checks that will be printed for the batch. (These numbers are not posting sequence numbers or check numbers.)
- The type of payment (PI for prepayments; PY for payments).
- The number of the document paid by the check, followed by the payment schedule number. The payment schedule number is always 1 unless the document has a multiple payment schedule.
- Discounts taken or adjustments made at the time the payment was entered. You can make adjustments during payment entry only if you select the Allow Adjustments In Payment Batch option in the Options form.
- Any miscellaneous payments. Miscellaneous payments, which are not assigned to vendor records, are listed under "MISC," with the name (or other information) you entered in the Remit-To field in the Payment Entry form.
- Entries that were edited after they were added are marked with an asterisk.

# **G/L Transactions Report — Features**

The G/L Transactions report is a list of the general ledger transactions created from all posted Accounts Payable batches, and from posted revaluations (in multicurrency ledgers). You can print detailed or summary versions of the report.

The level of detail for transactions on the detailed report depends on your choices on the Integration tab of the G/L Integration form. For example, if you choose Consolidate By Account And Fiscal Period, the report shows a total for each general ledger account and fiscal period. If you choose Do Not Consolidate, the report shows full details for each transaction.

The summary report lists one total for each account number.

For instructions on printing the report, see <u>G/L Transactions Report</u> — <u>Printing</u>.

#### Information printed on the report

- The detailed report includes:
- The batch and entry number. The entry number is assigned when the transaction is added to a batch, and is a permanent part of the record of the transaction.
- The o source code assigned during posting to identify the transaction type.
- The Reference and Description information you selected in the GL Integration form.
- Total by sorting option.
- The summary version of the report includes a single line for each account number, with the total debits and credits posted to the account.
- Total debits and credits for the report.

# **Posting Errors Report — Features**

The Posting Errors report lists incorrect entries that were placed into error batches during posting and explains why the entries could not be posted.

For instructions on printing the report, see <u>Posting Errors Report</u> — <u>Printing</u>.

#### Information printed on the report

- The incorrect entries, listed in order by the posting sequence numbers assigned to their original batches, then by their original batch and entry numbers.
- An explanation of the error in each entry.

# **Posting Journals — Features**

Posting journals list all the transactions in a group of batches that were posted together, as well as the general ledger transactions that were created from the batches.

The journals provide audit trail reports of all uncleared posted details.

For instructions on printing the report, see <u>Posting Journals — Printing</u>.

#### Information printed on the report

- The original batch and entry number for each transaction. Use these numbers to trace transactions back to their batch listings. You can also use the numbers to identify the transactions on the G/L Transactions report, if you choose not to consolidate general ledger batches (using the Consolidate G/L Batch option in the Options form).
- Tax information appears only on the Invoice Posting Journal, to show the total tax for each tax authority on each invoice, credit note, or debit note.
- Optional information that you can choose to include on the report **D**.
- The Payment Posting Journal includes an Adjustment and a Discount column, to list any adjustments made to documents in the Payment Entry forms, and discounts taken when payments were applied to documents. (You can make adjustments during payment entry only if you select the Allow Adjustments In Payment Batch option in the Options form.)
- The Adjustment Posting Journal includes a Debit and a Credit column, to list the general ledger account number or distribution code (representing general ledger account numbers) to which each debit or credit was posted.
- A summary page.

The Invoice Posting Journal includes a summary tab that lists separate totals for invoices, debit notes, credit notes, and interest invoices.

The Payment Posting Journal summary tab lists totals for adjustments, discounts taken, and payments.

The Adjustment Posting Journal summary tab lists the totals of debits and credits.

• The General Ledger Summary lists the total amounts of the transactions that were created for each general ledger account used in the posted batches. These transactions are placed in the general ledger batches Accounts Payable creates in Sage 300 ERP General Ledger, if you use it, or in the batches that are produced for you to transfer to another general ledger system.

If you use multicurrency accounting, the posting journals also include the following additional information:

• The currency, exchange rate, and rate date for each transaction.

The Payment Posting Journal shows exchange rates for vendors and banks that do not use the functional currency.

- The total for the transaction (and the total tax, for invoice posting journals) in the functional currency as well as the source currency.
- A Summary tab which lists totals for each source currency used in the report, as well as the equivalent totals in the functional currency.
- The amounts on the General Ledger Summary tab are shown in their source currencies, with the corresponding equivalent amounts in the functional currency.

## **Vendor Transactions Report — Features**

The Vendor Transactions report lists transactions that were posted to vendor accounts during the period you specify when you print the report. You can order the transactions by document date, by document number, or by fiscal year and period.

For instructions on printing the report, see <u>Vendor Transactions Report</u> — <u>Printing</u>.

#### Information printed on the report

- • The transaction type.
- Order number and 1099/CPRS information. If you do not enter a 1099/CPRS tax number in the record for a vendor who is subject to 1099/CPRS reporting, the total for the vendor is marked with an asterisk to indicate that the tax identification number is missing.
- • The applied type.
- The number of days that the transaction is overdue on the date you print the report. This information shows your payment habits with each vendor and highlights seriously overdue transactions that may require immediate payment.
- Vendor contact, phone, and credit limit (if you select the Contact / Phone / Credit option for the report).
- Totals by vendor of outstanding invoices, credit notes, debit notes, interest charges, and prepayments (if you select the Include Applied Details option).
- Miscellaneous payments will appear as "MC" in the Document Type or Applied Type.
- Space between each vendor record (if you select the Space For Comments option).

# 1099/1096 Forms — Features

The 1099 Amounts report lists the 1099-MISC amount for each vendor in your Accounts Payable system.

The 1096 Amounts report prints the summary for the 1099-MISC forms.

For instructions about printing the forms, see <u>1099/1096 Forms</u> — <u>Printing</u>.

#### Information printed on the report

- Your company name, address, and tax number (TIN/SSN)..
- The vendor name, address, and tax number (TIN/SSN)..
- The 1099 payments you made to the vendor in the calendar year.
- Only standard 1099-MISC codes are printed on the stock 1099/CPRS Amounts report.

# 5018 (CPRS) Forms — Features

The CPRS/T5018 Amounts report lists the CPRS amount for each vendor entered in your Accounts Payable system.

For instructions about printing the forms, see <u>5018 (CPRS) Forms</u> — <u>Printing</u>.

#### Information printed on the report

- Your company name, address, and business number.
- The vendor name, address, and business number.
- The CPRS payments you made to the vendor in the calendar year.

## **Letters and Labels — Features**

Letters and labels contain the information you specify for them in the report format you choose to print. You can print letters and labels for the individual vendors in your Accounts Payable system.

If you use optional fields as selection criteria when printing the report, you can specify the ranges of values from which to select records for printing. The report then includes only vendors that use the specified optional fields, whose values fall within the specified range.

If you select Vendor as the delivery method when printing letters, Accounts Payable prints the letters according to the **O** delivery method specified in the individual vendor records. You can then specify the code for the <u>message</u> you want to send with e-mailed letters.

For instructions on printing letters and labels, see <u>Letters and Labels</u> — <u>Printing</u>.

#### Information printed on the report

Letters and labels can include the following types of information:

- Your company's name, address, telephone numbers, and contact person.
- The vendor's name and address, from the vendor account or at the remit-to location.

You can use Crystal Reports (available separately) to adapt the report format that comes with Accounts Payable to suit your own needs.

### **Recurring Payables Report — Features**

The Recurring Payables Report lists your recurring payable records by recurring payable code. You print the Recurring Payables report whenever you need a listing of the recurring payables you have set up.

For instructions on printing the report, see <u>Recurring Payable Report</u> — <u>Printing</u>.

# Information for each recurring payable record printed on the report

 Details from the Document tab, including: the vendor, schedule code, start date, expiration type, expiration date or maximum amount or number of invoices, the next invoice date, the date the recurring payable became inactive (if the record is inactive), the date the record was last changed (maintained), the maximum amount, the vendor's currency and the rate type, remit-to location, description of the recurring payable, the vendor's tax group, the method of tax calculation, as well as the purchase order and (sales) order number.

It also shows the distribution code, description, general ledger account and description, the amount of each detail, as well as tax amounts (if entered manually), and the invoice total.

- If you choose the Show Schedules option, the report also shows the schedule code, the date the schedule was last processed, the recurring period, and the frequency.
- Optional field information, if you choose to include it.

## **Remit-To Locations Report — Features**

The Remit-To Locations report lists the remit-to locations (alternate addresses) used by your vendors.

For instructions on printing the report, see <u>Remit-To Locations Report</u> — <u>Printing</u>.

#### Information printed on the report

- Address Information (if selected for the report). Includes vendor name, address, telephone and fax numbers, check language, and contact.
- Optional fields assigned to the location, if you use them and you choose to include them on the report.

The report also identifies primary remit-to locations.

# **Vendor Group List — Features**

The Vendor Group List reports the information entered in each vendor group used in your Accounts Payable system. The report can also include a list of the vendors who are assigned to each group.

For instructions on printing the report, see <u>Vendor Group List — Printing</u>.

#### Information printed on the report

- If you select the Profile option, the report lists:
- The group's account set and bank code.
- The code or account number specified for the Distribute By option (distribution code, distribution set, or G/L account),
- The tax group and related tax authorities and tax classes.
- Selections for the Duplicate Invoice Checking and Generate
   Separate Payment For Each Invoice options
- The optional fields used in the Vendor Groups form, if any.
- The group's currency code (multicurrency ledgers).
- If you select Group Members, the report includes the vendor number, name, telephone number, and contact person for each of the member vendors, for quick reference.

## **Period Statistics Reports — Features**

Each report lists the total amount of amount of invoices, payments, discounts taken, discounts lost, credit and debit notes, and adjustments you have recorded for a given vendor during the period covered by the report, as well as the total number of invoices paid during that period. The information on this report is also available on the Vendor Statistics tab of the Vendors form and the Group Statistics tab of the Vendor Groups form.

The reports list statistics for the type of year and period specified in the Options form.

For instructions on printing the report, see <u>Period Statistics Reports</u> — <u>Printing</u>.

#### Information printed on the report

- The totals for each type of transaction in the years and periods selected for the report.
- If selected for the report, the number of each type of transaction (document) posted in the selected years and periods.
- Totals for all periods by vendor or vendor group, depending on the type of report you printed.

# **Vendors Report — Features**

The Vendors report lists the information entered for the vendor records in your Accounts Payable system.

For instructions on printing the report, see <u>Vendors report — Printing</u>.

#### When to print

Print the report when you add, change, or delete vendor records.

#### Information printed on the report

- Vendor's address (appears if you select the Address option). Includes short name, telephone and fax numbers, and contact.
- Profile information (appears if you select the Profile option). Includes:
- The vendor's group, account set, terms code, bank code, credit limit, check language, and start date.
- The primary remit-to location, if any.
- The code or account number specified for the Distribute By option (distribution code, distribution set, or G/L account).
- The tax group and related tax authorities, classes, and registration numbers.
- Selections for the Duplicate Invoice Checking and Generate Separate Payment For Each Invoice options.
- The vendor's currency code (multicurrency ledgers).
- Comments and dates entered in the vendor record (appears only if you select the Comments option and entered comments in the record with follow-up dates within the specified range).
- Any optional fields used in the vendor records, if you choose to include them.

## **Vendor Activity Statistics Reports — Features**

The Vendor Activity Statistics report lists information about the purchases and payment history for the current year to date and previous fiscal year for the vendor records in your Accounts Payable system. Most of the information on this report is also available on the Vendor Activity tab of the Vendors form.

For instructions on printing the report, see <u>Vendor Activity Statistics</u> <u>Report — Printing</u>.

#### Information printed on the report

- Outstanding balance, number of invoices in the system, number of paid invoices, the total days to pay invoices, and the average number of days to pay.
- · Last posting date.
- The date and amount of the last invoice, credit note, debit note, payment, discount, and adjustment posted to the account.
- The amount and date of the largest invoice and balance in the account in the current year and previous year.

In multicurrency ledgers, you can print report amounts in the functional currency or the vendor's currency.

# **Invoice Entry — Prepayments Field List**

Activation Date Bank Bank Currency (multicurrency ledgers) Batch Number Date (check) Check Amount (display only) Check Language Check Number (display only) Prepayment Amount Prepayment Doc. Number (display only) Print Check Remit-To Transaction Type (display only) Vendor No. (display only) Year/Period **Prepayment Batch Information form** 

# **Before Creating Batches**

#### Before creating new batches of invoices, you must

- Define the following Accounts Payable information:
- Account sets
- Distribution codes
- Distribution sets (if you plan to use them)
- Terms codes
- Vendor groups
- Vendors
- Remit-to locations (if your vendors have different payment addresses)
- Use the Invoicing tab in the Options form to:
- Select 1099/CPRS reporting.
- Allow you to edit imported batches using the Invoice Entry form.
- Define any optional fields you want to add to the Invoice Entry form.
- Define the following information in Tax Services and Bank Services:
- Tax authorities, tax groups, tax classes, and tax rates.
- Bank codes.

#### Before adding transactions to an invoice batch

• Make sure you have complete information for each document you want to enter, including the vendor number, document number, date, purchase order number, if any, and sales order number, if any.

If you are entering credit notes or debit notes, find out the invoice number to which they apply, if any.

- In multicurrency ledgers:
- Update currency information and exchange rates in the Currency forms in Common Services.

• Find out the rate type, rate date, and exchange rate to use for each invoice, credit note, debit note, and interest charge.

## **Invoice Entry — Batch Information Form**

The Batch Information form opens when you click the Zoom ( ) button beside the Batch Number field.

It displays information for the selected invoice batch, such as:

- The batch date and a description for the batch.
- The source application, showing whether the batch was added directly through the Accounts Payable or was generated by another program (such as Purchase Orders).
- Whether the batch listing has been printed.
- The date the batch was lasted edited.

For information about each field on the Batch Information form, click the Field List button, above.

Field List

# Entering Payments and Invoices at the Same Time

The Payment Entry form lets you enter invoices at the same time as you enter payments for existing vendors as well as for • one-time vendors. (In some other programs, this is called a "cash invoice.")

To enter an invoice when you add a payment, you must select Misc. Payment as the transaction type. Accounts Payable then displays a detail-entry grid where you can enter general ledger account distributions for the payment, as you would to add an invoice using the Invoice Entry form. (If you prefer to view all the information for a detail, without scrolling, click the Accounts/Taxes button to enter the details using the <u>Detail Accounts/Taxes</u> form.)

Payment Entry also lets you enter job-related details for miscellaneous payments. To display the necessary job-related fields, select the Job Related option on the Payment Entry form before you enter any details.

If you are entering a miscellaneous payment for an existing vendor, you must also enter the invoice number. When you add the entry, Accounts Payable creates an invoice document that uses this number.

Accounts Payable calculates tax and updates tax services for miscellaneous payments, as it does for invoices you enter using Invoice Entry. The program displays tax information from the vendor record as defaults for the document.

- To change the tax group or other tax information for the document, you use the <u>Document Taxes form</u>. (You can use a tax group that is from the one specified in the vendor record.) Click the Document Taxes button, to display the Document Taxes form.
- To change tax information for the invoice details, you use the separate <u>Detail Accounts/Taxes</u> form to enter the details and detail tax information. Click the Accounts Taxes form to display the Detail Accounts/Taxes form.

When you post the miscellaneous payment, Accounts Payable creates an invoice transaction as well as a payment transaction. The entries are combined on the same posting journal.

#### Limitations

Note that invoices created for a miscellaneous payment do not include:

- Retainage.
- Optional Fields.
- Terms. (The invoice is paid immediately.)

## **Force Listing of Batches**

If you use the Force Listing Of Batches option, you must print batch listings for each batch you want to post. You must also print a new listing for each batch you edit.

## **Invoicing Interest**

An interest charge is entered in the Invoice Entry form just like a credit note or debit note, except that the program does not let you enter or distribute taxes.

## Tax Group

Tax groups specify the authorities that tax the goods you purchase from vendors and assign your tax class for each authority. (Tax classes determine the specific classification for a tax — such as which rate is applied or whether you are tax-exempt.)

You assign a tax group to each vendor record with other tax information such as tax numbers and whether tax is usually included in invoice amounts. This information appears by default when you enter an invoice from the vendor.

If you need to change tax rates or amounts for a document, you can assign a different tax group or you can change the tax class or tax included settings. (On the Invoice Entry form, you change these settings on the Taxes tab. On the Recurring Payables form, you change the settings on the Tax/Totals tab.)

You can also change tax settings for individual invoice distribution lines (if you are calculating tax) by highlighting the distribution line and pressing the F9 key.

To change the tax rates, use the Tax Services forms in Common Services.

In multicurrency ledgers, you can change only to another tax group that uses the same currency as the vendor.

### **Manually Enter and Distribute Tax Amounts**

Follow these instructions if you do not use Calculate as the tax entry method. These instructions describe how to enter and distribute tax directly in the invoice.

- 1. On the Document tab of the Invoice Entry form, enter the total amount of the invoice in the Document Total field. (Make sure you fill in all other information on the tab.)
- 2. Distribute the document amount net of taxes using a distribution set or by entering individual distribution codes or general ledger account numbers manually.
- 3. Click the Taxes tab.
- 4. Select Enter or Distribute as the tax entry method in the Tax Amount (and/or the Tax Base) field, depending on whether you want to be able to edit the detail tax distribution. You can edit detail taxes only if you use Enter as the tax entry method.
- 5. Enter the amount of each tax (and the tax bases, if you chose Enter or Distribute in the Tax Base field) from the vendor's invoice.
- 6. Check the tax classes. If they are incorrect, use the Finder to select the correct classes.
- 7. Click the Distribute Taxes button to allocate tax amounts proportionally to each distribution.

You can edit the amount of each tax allocation if necessary.

Related Topics

# Tax Included — with Calculate as the Tax Entry Method

To have Accounts Payable calculate and distribute taxes that are included in the invoice amounts, follow these steps.

- 1. Enter the total amount of the invoice in the Document Total field on the document tab of the Invoice Entry form. (Make sure you fill in all other information on the tab.)
- 2. Distribute the total document amount. If some taxes are not included in the invoice total, distribute the document amount net of these taxes (deduct the tax amount from the document total).

The tax calculation will calculate the portion of each distribution that is tax.

If you need to change the tax settings of a single distribution, do it before you calculate tax:

- Highlight the distribution line.
- Press the F9 key to display a form similar to the one shown in step 5 above.
- Change the Tax Class or the Tax Included setting.
- Click OK.
- 3. Click the Taxes tab.
- 4. Select Calculate in the Tax Amount field.
- 5. Check the tax classes. If they are incorrect, use the Finder to select the correct classes.
- 6. Select "Yes" in the Tax Included column for each tax hidden in the invoice total (by clicking your mouse or pressing the Spacebar in the column). Note that you can only change the Tax Included setting if the Tax Authority allows the tax included option.

The Vendor Tax Class and Tax Included settings on this tab are the default settings for all distribution lines on the Distribution Information tab.

You can change the setting for an individual line by selecting the line, then pressing F9. Make any changes you need in the popup form that appears.

7. Click the Distribute Taxes button.

**Note:** You can edit tax allocations by selecting Enter as the tax entry method on the Taxes tab, then changing the Allocated Tax amount on each distribution line.

Related Topics

## Tax Not Included — with Calculate as the Tax Entry Method

To have Accounts Payable calculate and distribute taxes that are not included in the invoice amounts, follow these steps.

- 1. Enter the total amount of the invoice in the Document Total field on the Document tab of the Invoice Entry form. (Make sure you fill in all other information on the tab.)
- 2. Distribute the amount of the document net of taxes. (Using a distribution set or entering distribution lines manually.)
- 3. Click the Taxes tab.
- 4. Select Calculate as the tax entry method for both the Tax Amount field and the Tax Base field.
- 5. Check the tax classes. If they are incorrect, use the Finder to select the correct classes.
- 6. Select "No" in the Tax Included column for each tax hidden in the invoice total. Note that you can change the Tax Included column only if the settings are permitted by the Tax Authority.
- 7. Click the Distribute Taxes button.

**Note:** You can change the Allocated Tax amount on each distribution line on the document tab only if you select Enter as the tax entry method on the Taxes tab.

Related Topics

## **Processing Advance Credits for the Return of Goods**

Accounts Payable lets you record an advance credit for goods that you have returned to a vendor, but the vendor has not yet received and has not yet issued a credit.

When you pay the invoice, you reduce your payment by the agreed amount , at the same time recording the advance credit for the returned goods.

The advance credit offsets the full amount of the invoice. However — because the vendor has not received either a payment or the goods — it preserves the outstanding balance for the unpaid portion of the invoice.

When the vendor issues the real credit note, you enter it in Invoice Entry, offsetting the advance credit in the vendor account.

Click here for step-by-step instructions on entering an advance credit.

## **Posting Recurring Payable Batches**

When you post a recurring payable batch, Accounts Payable creates a posting journal for the transactions and updates the following records:

#### Updating vendor statistics

- Vendors. Adds the amount and number of new recurring payables to the totals for the period in the vendor's account. Also enters the amount and document date of the last recurring payable that was posted for the vendor.
- Vendor Groups. Adds the total amount of the recurring payables invoiced to vendors in the group and the number of recurring-payable invoices created for the group to the group statistics. Use the Vendor Groups form to view this information.

#### **Creating general ledger transactions**

When you post recurring payable batches, Accounts Payable creates transactions for the payable accounts specified for each detail line on a recurring payable invoice, and for the affected accounts in the vendor's account set. Posting also creates balancing transactions for the corresponding payable control accounts. Print the posting journal for the recurring payable batch or the G/L Transactions report to view this information.

Related Topics

## **Transaction Type**

You can enter four types of transactions:

**Payment.** Records a check to pay outstanding transactions. You can print the check from Payment Entry or enter the number of a previously written check.

**Prepayment.** Records a check written as a prepayment. You can print the check from Payment Entry or enter the number of a previously written check.

Prepayments pay for a purchase before you are invoiced for it. When you enter and post the invoice, Accounts Payable automatically applies the prepayment.

**Apply Document.** Lets you apply a posted prepayment or credit note against an invoice, debit note, or interest charge.

**Miscellaneous Payment.** Lets you issue a check to a person or company for which you have not set up a vendor record. You enter the distribution details of the purchase in the same way as you enter them for an invoice.

## **Optional Fields (Payments)**

The Optional Fields check box on the Payment Entry form indicates whether optional fields are assigned to the currently selected payment. If you marked any payment optional fields for automatic insertion, the field will be selected when you add a new payment entry.

If you use exactly the same optional fields in vendor records and on payments, the program assigns the optional field values used in the vendor record to the payment.

You can accept or delete the optional fields that appear as defaults, and you can add other optional fields that you have set up for payment documents. You can also change the optional field values used in the entry.

#### To check or to change the optional fields and values for a payment:

1. On the Payment Entry form, click the zoom button ( ) beside the Optional Fields check box.

An Optional Fields form appears, displaying any optional fields that are marked for automatic insertion on new payments.

2. Use this Optional Fields form to add or delete optional fields for the payment document. You can add any optional fields that are defined for invoice details.

You can also change the default values that appear, as follows:

- If the optional field is validated, you must specify a value that is defined for the optional field in Common Services. If the optional field allows blanks, you can leave the value field blank.
- If the optional field is not validated, you can select a predefined value, or you can enter any value that is consistent with the type of field (amount, text, yes or no, and so on), providing your entry does not exceed the length permitted for the field.

## **Apply To**

Enter the invoice number, PO number, or sales order number for the invoice you are prepaying (depending on your choice for Document Type). Accounts Payable will use this number to identify the invoice to which you are applying this prepayment.

## **Posting Date**

The posting date is used to record the date the documentwas applied to another transaction and when it is actuallyposted to General Ledger. It does not affect the determination of the discount or the days to pay statistics.

Accounts Payable also uses this date to select the default fiscal year and period to which the transaction is posted. (You cannot change to another year or period.)

The default posting date that appears depends on your selection for the Default Posting Date option on the A/P Options form.

**Note:** If you consolidate G/L transactions, the posting date for consolidated entries is the last date of the fiscal period.

#### See also

Payment Date

## **Control Payments Form — Overview**

This topic contains an overview of the payment controls and of the Control Payments form.

When you use Create Payment Batch to create a batch of checks, you control which checks are generated in three ways:

• By using payment selection criteria that you have already defined with payment selection codes.

The payment selection codes provide default settings for the Create Payment Batch form. These settings cover such things as the payment bank and bank currency, the range of vendors, and a vendor exclusion list.

- By imposing payment controls (either holding or forcing payment) for individual vendors and invoices.
- By placing a vendor on hold. You cannot enter any payments for a vendor who is on hold.

#### **Payment selection codes**

When you create a payment batch, the payment selection code provides default criteria for creating the payment batch. You can override these criteria when you create the batch.

Payment selection codes specify how Accounts Payable should select vendor invoices for payment.

You can create as many payment selection codes as you want, using the Payment Selection Codes form, then choose the one you need for a check run. For example, you might have separate selection codes for processing US, Canadian, and Mexican payments.

#### Setting a vendor on hold

At the vendor level, you can set the vendor status in a vendor record to On Hold — meaning that no transactions for that vendor are paid.

Note that this restriction only applies to the Create Payment Batch

process (and you cannot Force a payment for an On Hold vendor using the Control Payments form). However, you can make payments to an On Hold vendor manually, using the Payment Entry form.

#### Placing invoices on hold with the Control Payments form

If you place invoices on hold in the Control Payments form, the restriction applies only to the Create Payment Batch process. It does not prevent you from entering checks in the Payment Entry form.

The Control Payments form lets you:

• Control payments for a specific vendor, document, and payment (for multiple payment schedules).

Once you select the vendor and document, you can:

- Change the due date
- Change the discount date
- Change the discount percent
- Change the discount amount
- Change the activation date for a prepayment
- Cancel a previous control status
- Place documents on hold
- Force payment of the document

**Invoice on hold.** Putting a transaction on hold means it will not be paid until you remove the hold.

**Forcing payment.** Forcing a transaction for payment means that it will definitely be paid on the next check run, provided that the vendor is within the selection criteria and the check amount is within the minimum and maximum check amount range specified for the run.

We recommend that you set holds and force payments to control nonpayment and payment of individual transactions, rather than trying to achieve the same effect by changing due dates or discount dates.

**Prepayment activation.** Bringing forward or delaying the activation date of a prepayment affects payments, because Create Payment Batch does

not take prepayments into account unless they are activated.

• Place or lift general payment restrictions on a single vendor or range of vendors and documents.

You can choose the document type (invoice, credit note, debit note, or prepayment) and:

- Cancel a previous control status
- Force payment of documents
- Place documents on hold

Normally, you use the Control Payments form after printing the Pre-Check Register and reviewing the current payables to select the transactions you want to pay.

Related Topics

#### **Apply Method**

The Apply Method field lets you specify a default method for allocating partial payments to details on job-related invoices that use different contracts, projects, and categories.

You can select one of the following methods:

- O Top Down
- O Prorate By Amount

## **A/P Integrity Checker**

This form opens when you select Accounts Payable on the Data Integrity form (in Administrative Services), then click Application Options. This form lets you limit the scope of integrity checks to fit the time available.

The A/P Integrity Checker lets you specify:

- The type of data to check.
- A range of vendor records for which to check data.
- Whether minor errors will be fixed while the check is proceeding.
- Whether to check for or delete orphan records.

## **Checks** — **Printing**

You can print checks for the payments you enter in Accounts Payable on check forms that include an advice slip listing the details of the payment, or you can print the checks and advices separately on different forms, or you can print checks or advices only.

Sage 300 ERP Accounts Payable comes with four sample formats for checks, with attached advice slips. You can use the sample formats or change them to suit your company's requirements (for example, to adapt the formats if you use separate pre-printed check and advice forms).

For information on the contents of checks, see <u>Checks — Features</u>.

#### **Printing checks**

You can print checks in one of three ways from the Accounts Payable program:

- Open the Payment Entry form, add a payment or open an existing one, and choose the Print Check button to print the check for the payment.
- Open the Invoice Entry form, add a prepayment with an invoice, select the Print Check option in the Invoice Entry - Prepayment form, then choose the Print Check button to print the check for the prepayment.
- Open the Payment Batch List form, select a payment batch, and choose the Print/Post button to print checks for all the payments in a batch.

The Print/Post button also posts the payment batch to vendor accounts after printing the checks.

You can print checks while other users are printing checks, as long as the check runs are all for different payment batches.

#### Using the Print Checks Button in the Payment Entry form

#### To print a check from the Payment Entry or Invoice Entry form

- 1. In the Payment Entry form, enter all details of the payment, making sure to select the Print Check option. In the Invoice Entry form, enter the invoice, then choose the Prepay button, enter the information for the prepayment, then select the Print Check option.
- 2. Click Save (or Add) to save the payment.
- 3. Click Print Check to display the Print Checks form.
- 4. Ensure that the check form selected in the Print Checks form is the one you want to use, and make sure the check forms are positioned properly in the printer. You can print an alignment check to test the positioning.
- 5. Click Print.
- 6. Review the check once it is printed. Accounts Payable will ask whether checks were printed correctly.
  - If the check was printed correctly, click Yes.
  - If the check was not printed correctly, click No, then reset the print status by clicking the print status column or by clicking the Select Reprint Range button and specifying the number of the check you just printed.
  - If you are also printing a payment advice, Accounts Payable will ask you whether the advice forms are in the printer.

Click Yes to print the advice form, then, if correct, click Yes again when asked whether the advice was printed correctly.

When you accept the check and the payment advice, if you printed one, Accounts Payable will post the check information to Bank Services, and close the Print Checks form.

Note that the check information is immediately posted to Bank Services, but the payment information is not posted to vendor accounts until you post the payment batch, using the Print/Post button in the Payment Batch List form.

Note also that you cannot reprint the check once the check information has been posted to Bank Services. However, if you delete the payment from the payment batch after you print the check, Accounts Payable changes the status of the check to Void in Bank Services.

You can delete payments (void checks) until you post the batch. Deleted checks do not appear on the Accounts Payable Check Register.

#### Using the Print/Post button from the Payment Batch List

The most common way to print checks is with the Print/Post button in the Payment Batch List form.

## To print checks and post the payment information to vendor accounts, you:

- 1. Open the Payment Batch List form.
- 2. Select the batch for which you want to print checks.
- 3. Click the Print/Post button. Accounts Payable performs the following tasks:
  - Makes sure that the batch has been listed if you selected the option Force Listing Of Batches (in the Options form).

If you use the option and the batch has not been listed, you must list it before you can print and post the checks.

- Makes sure that the batch you selected is Ready To Post, and, if it is not, asks whether you want to set it to Ready To Post and continue with posting.
- Posts the batch immediately if all checks in the batch have been printed (or if the payment batch does not contain checks).
- If there are checks to be printed, Accounts Payable displays the Print Checks form.
- 4. Review the settings in the Print Checks form before you proceed, and review the list of checks the program is ready to print.

You can change the following items if they are incorrect:

- Check stock.
- Next check number.

• Number of leading checks.

Although nothing will be printed on the leading checks, Bank Services needs the information to assign check numbers for the blank forms, to keep the audit trail correct.

• Report file used to print the check and/or advice forms.

You cannot proceed with printing and posting checks without a valid check report file.

5. Click the Print button when you are ready to proceed.

If you are printing checks then advices (instead of checks only or combined check and advice forms), the program will tell you to insert the check stock in the printer before proceeding.

When printing is finished, Accounts Payable asks whether the checks were printed correctly.

6. Review the checks, then click Yes or No.

If you choose No, click the Select Reprint Range button and specify a range of checks for reprinting, then choose the Reprint button.

If you choose Yes, Accounts Payable returns you to the Payment Batch List form, and posts the payments.

If you are printing advices after the checks, the program will start to print advices as soon as you choose Yes to confirm the check printing.

The program asks you to confirm that advices were printed correctly before it returns you to the Payment Batch List and posts the payments to vendor accounts.

After you click Yes to accept the check run (or the advice run if printing advices), Accounts Payable displays the Payment Batch List form once again, and proceeds immediately to posting the payment batch to vendor accounts.

Once the check data has been posted, you cannot reprint the checks or advices.

#### **Printing alignment checks**

To print a test copy of a check to verify that your check forms are aligned correctly in your printer, choose the Align button. You can repeat this step as often as needed when the printing destination is Printer.

Belated Topics

### **Allow Edit Of External Batches**

This option lets you revise information in batches generated for Accounts Payable in other Sage 300 ERP programs. Do not use the option if you want to ensure that the external batches are posted without changes in Accounts Payable.

You can change your choice for this option at any time, using it to increase your auditing and supervisory control of external batches and reducing the possibility of errors from accidental editing.

## **Allow Edit of Statistics**

Accounts Payable automatically accumulates statistics from the transactions you post to vendor accounts, and displays them in the Vendors and Vendor Groups forms.

Use the Allow Edit Of Statistics option to enter or revise the period statistics that are kept for both forms, as well as the current-year and previous-year activity statistics that are kept in the Vendors form.

You may want to turn on the editing option while you are setting up your Accounts Payable system, particularly if you are creating the system part way through an accounting year. You can then enter more complete payables records by adding the statistics from your previous system.

Once your system is operating, you can turn off the option because the program automatically updates the statistics when you post invoice, adjustment, and payment transactions.

You may decide to use the option to edit vendor group statistics if you change a vendor's group, or to edit a particular statistic because unusual circumstances have exaggerated the amount.

For example, if a single invoice remained unpaid for a long period on an otherwise satisfactory account, you could adjust the total number of days to pay or the total number of paid invoices to correct the average so that it more accurately reflects your company's paying habits for the vendor.

#### Keeping statistics in balance in vendor groups

If you edit a vendor's statistics, you should make the same changes to the statistics for the vendor group to which the vendor belongs. Print the Vendor Group Period Statistics and Vendor Period Statistics reports for the records you change, to verify that the totals still balance.

### **Base Retainage On**

Select whether retainage will be calculated on the document total before tax or after tax is included.

### **Default Retainage Exchange Rate**

If you use multicurrency, specify whether to use the current exchange rate or the exchange rate used for the original document as the default for retainage documents.

## **Default Retainage Percentage (optional)**

Enter the percentage of the document total to withhold on invoices, credit notes, and debit notes. This percentage will appear as the default when you add new vendors, but you can change the retainage (or holdback) percentage for particular vendors in the vendor record.

## **Default Retention Period (optional)**

Enter the number of days from the original document date that you can withhold the retained amount from vendors. The program determines the default retainage due date by adding the retention period to the original document date.

The default retention period is used for new vendor records, but you can specify different ones for individual vendors. You can also change the retention period on invoices.

## **Retainage Document Numbering (optional)**

Accounts Payable uses a separate numbering system to identify retainage documents that you generate using the Create Retainage Batch form.

The retainage document numbering grid lets you specify the next number, length, and prefix to assign to retainage invoices, credit notes, and debit notes, or you can accept the default that appears on the grid.

## Last Invoiced (display only)

The Retainage tab displays the date that you ran Create Retainage Batch from the Reminder List.

## Number of Days in Advance to Create Retainage Documents

Enter the number of days before the retainage due date that you can generate retainage documents using the Create Retainage Batch form.

For example, if you enter 5, you can generate the retainage invoice five days before the retainage is due.

# Schedule To Use For Automatic Creation Of Retainage Documents (optional)

Enter or use the Finder to select the code for the schedule you want to use to process retainage from the Reminder List.

If the schedule does not yet exist in Common Services, you can click the zoom button ( ) beside the field, then create the schedule using the Schedules form that opens. You can also click the zoom button after entering a schedule code to view information about the schedule.

An income statement account to which you post the amount by which a transaction decreases in its functional-equivalent value when you revalue it at a new exchange rate or when you apply a payment.

The loss occurs when an invoice was paid, and you receive less money in the functional currency than you expected.

## **General Ledger Account Numbers**

Enter the general ledger account numbers for:

- Payables Control
- O Purchases Discount
- O Prepayment
- • Retainage

In a multicurrency system, if the account set uses a different currency than the functional currency, you must also specify the currency code and the following accounts:

- O Unrealized Exchange Gain and Unrealized Exchange Loss
- • Exchange Gain
- O Exchange Loss
- O Exchange Rounding

## **Delivery Method**

This field lets you specify how to send purchase orders and returns to the vendor. You can select Mail D, E-mail, or Contact's E-mail.

If you choose Vendor as the Delivery Method when printing purchase orders or returns, the program uses the delivery method you specified in the vendor record.

#### **Payment Code**

On the Vendor Group record, use this field to enter the payment code you want to use as the default for new vendors you add to the vendor group.

On the Vendor record, you can change the default payment code for an individual vendor. The payment code used on the vendor record appears as the default payment code when you process a new payment for the vendor.

#### **Retainage % (vendor)**

You can specify on the vendor record the default percentage to use for calculating retainage on original documents. You can always change the retainage percentage when you enter an invoice, debit note, or credit note for the vendor.

When you add a new vendor record, the retainage percentage you specified on the A/P Options form appears as the default, but you can change it for a particular vendor.

#### **Retainage Terms (vendor)**

You can specify on the vendor record a default terms code to use for original documents. You can always change the retainage terms when you enter an invoice, debit note, or credit note for the vendor.

When you add a new vendor record, the retainage terms code you specified on the A/P Options form appears as the default, but you can change it for a particular vendor.

#### **Retention Period (vendor)**

You can specify on the vendor record the default retention period to use on original documents. You can always change the retention period when you enter an invoice, debit note, or credit note for the vendor.

When you add a new vendor record, the retention period you specified on the A/P Options form appears as the default, but you can change it for a particular vendor.

### **Tax Reporting**

This option appears in vendor records only if you selected the Use 1099/CPRS Reporting option in the Options form.

On the Invoicing tab of the Vendors form, select 1099, CPRS, or None, depending on the type of tax forms you are required to submit for each vendor, if any.

When you select 1099 or CPRS, you then also enter the vendor's 1099 or CPRS tax number and type, as well as the 1099 or CPRS code that matches the type of goods or services you purchase from the vendor.

# **Optional Fields and Values (vendor and vendor groups)**

Optional fields are available if you installed Sage 300 ERP Transaction Analysis and Optional Fields Creator.

Optional fields that you set up for automatic insertion in vendor group and vendor records automatically appear, along with their default values, on the Optional Fields tab of the:

• Vendor Groups form when you add a vendor group.

You can accept the optional fields that appear or you can delete them, and you can accept or change any default values that appear.

• Vendors form when you add a new vendor.

If the optional fields match those used by the vendor group, values from the vendor group record appear as defaults. Otherwise, the default values from the optional field record are used.

You can accept or change the default values that appear for optional fields in vendor group and vendor records, or you can delete them, and you can accept or change any default values that appear. You can also add different optional fields that you have set up for use with the respective form.

If an optional field requires validation, you can select only a value that is assigned to the optional field in Common Services. (If the optional field allows blanks, you can leave the default value field blank.)

If the optional field does not use validation, you can select a value from Common Services, leave the field blank, or enter any value that is consistent with the type of field (yes/no, text, number, date, amount, and so on) and does not exceed the number of characters specified for the optional field.

The optional field data you enter in a vendor record appears on new invoices you enter for the vendor if you use exactly the same optional fields for vendors as for invoices.

#### **YTD Average Days to Pay**

Accounts Payable keeps track of the average number of days it takes you to pay each invoice for vendors in a vendor group.

The program displays the average for the year in the YTD Average Days To Pay field on the Statistics tab on the Vendor Groups form. You cannot change the figure.

#### State/Province

This field contains the name of the state or province for the remit-to address. You can type up to 30 characters in the field, including spaces.

### Fax (remit-to contact)

Use this field for the fax number for the contact person at this remit-to location.

The field contains area code parentheses and hyphens if you selected the Format Phone Number option for the company in the Company Profile form of Common Services.

#### **Telephone (remit-to contact)**

Use this field for the telephone number of the contact at this remit-to location.

The field contains area code parentheses and hyphens if you selected the Format Phone Number option for the company in the Company Profile form in Common Services.

## E-mail (remit-to contact)

Enter an e-mail for the contact person at this remit-to location.

#### **Recurring Payables Setup — Vendor Information** Form

This form displays the address, contact, and telephone numbers entered in the vendor record. Use the form to check this information to ensure that you are entering the payable for the correct vendor.

If the vendor wants you to remit your payment to another address, use the Remit-To field to select an address from the Finder or use the Zoom button beside the field to open the Remit-To Information form and enter the address to use.

#### **Recurring Payables Setup — Remit-To** Information Form

This form (which you open from the Recurring Payable Setup form) displays address, contact, telephone for the vendor.

You can check this form to ensure that the remit-to address is correct or you can enter another address or other information to apply for the recurring payable.

To display the Remit-To Information form, click the zoom button beside the Remit-To field or press the F9 key on your keyboard while the insertion point is in the Remit-to field.

If you want to change information that appears for the remit-to location in this form, use the Remit-To Locations form.

# Optional Fields (Invoice and Recurring Payable Details)

This field indicates whether optional fields are assigned to the document detail. If any invoice details optional fields are set for automatic insertion, the field will be selected when you add a new detail to an invoice, credit note, debit note, or recurring payable.

If you use exactly the same optional fields in vendor records and on invoices, the program assigns the optional field values used in the vendor record to transaction details that you add in the Invoice Entry and Recurring Payables forms.

You can accept or delete the optional fields that appear as defaults, and you can add other optional fields that you have set up for invoice details. You can also change the optional field values used in document details.

## To check or to change the optional fields and values that are used for a detail

1. Select the detail, then click the Optional Fields zoom button (.). You can also select the detail on the grid, then press Shift+F9.

An Optional Fields form appears, displaying any invoice details optional fields that are marked for automatic insertion.

2. Use this Optional Fields form to add or delete optional fields for the detail. You can add any optional fields that are defined for invoice details.

You can also change the default values that appear, as follows:

- If the optional field is validated, you must specify a value that is defined for the optional field in Common Services. If the optional field allows blanks, you can leave the value field blank.
- If the optional field is not validated, you can select a predefined value, or you can enter any value that is consistent with the type of field (amount, text, yes or no, and so on), providing your entry does not exceed the length permitted for the field.

#### **Optional Fields for Job-Related Details**

If the invoice details optional fields used on an invoice detail are identical to those assigned to the contract project, Accounts Payable uses the optional field values from the contract project as default values for the details.

If you assign to a job-related detail an optional field that is not assigned to the contract project, the program displays the default value for the invoice details optional field. You can also change the values, as you can for any invoice, credit note, or debit note.

#### Recurring Payables Setup — Detail Accounts/Taxes Form

The Detail Accounts/Taxes form lets you:

- Check or change the General Ledger account to which you are distributing the currently selected detail. If you change the account, the program updates the G/L Account field on the detail line.
- Enter a comment with the detail.
- Check or change the tax class for each tax authority, and indicate whether tax is included or excluded in the detail you are entering.
- Specify the tax amount for each tax authority and detail, if you enter taxes manually.

If you enter taxes manually, make sure that the sum of the taxes for all the distribution lines matches the total you specify on the Tax/Totals tab for each tax authority.

#### To open the Detail Accounts/Taxes form

- 1. On the Detail tab, select a distribution line.
- 2. Click the Accounts/Taxes button or press F9.

Click the Close button to return to the Detail tab.

#### **Value and Description**

Default values appear for invoice optional fields, as follows:

- If you assigned the same optional fields to the vendor and remit-to location records as you defined for invoices, the optional field values for the remit-to location appear on the Optional Fields tab.
- If the optional fields in the remit-to location record and the vendor record are different from each other, the optional field values from the vendor record appear as defaults for the invoice.
- If an optional field is defined for invoices, but is not assigned either to the vendor or the remit-to location, the program displays the value specified for the optional field in the Optional Fields record.

You can change the value that appears for an optional field, but if the optional field is validated, you must specify a value that is defined for the optional field in Common Services. If the optional field is not validated, you can select a value from Common Services or you can enter another value that is consistent with the type of optional field.

The description for the value appears automatically. You cannot change it.

#### Tax Base (tax entry method)

This is the amount (before included taxes) used as the base for calculating tax for each tax authority.

If you select Calculate, you cannot change the tax base.

If you select Enter or Distribute as the tax entry method for the Tax Base, you can enter the amount on which tax is based for the document. If you select Calculate as the entry method for the tax amount, and select Distribute or Enter for the tax base, the program uses the tax base you enter to calculate the tax amounts automatically.

#### **Include Transactions On Hold**

Select this option if you want to include in the statistics transactions that are on hold.

#### **Payment Information**

This popup form lets you lets view all the documents and payments to which a check was applied, and see the amount of each application, the date, the number of the reference document (if applied to a prepayment), the type of check (prepayment or payment), and whether the check was reversed.

To view summary details for a payment listed on the Payments tab of the Vendor Activity form, select the payment, then click the Open button to display details such as:

- Document and payment number to which the check was applied, or prepayment number if a prepayment.
- Check amount and currency (if you have a multicurrency ledger).
- Transaction type and description.
- Applied date.
- Reference Document number (if applied to a prepayment).

Before you start, print and post any outstanding checks and payment batches.

#### **Document Button (Vendor Activity Payments)**

You can select any payment listed on the Payments tab of the Vendor Activity form, then click Document to view the original entry in the Payment Entry form.

## **Adjust Line Number**

Use the Finder on this field to select the document detail you want to adjust.

## Job Related (display only)

This display-only field indicates whether the selected document is for a contract that you administer using Sage 300 ERP and Job Costing.

Adjustment Entry displays a different set of fields when you select jobrelated invoices, credit notes, and debit notes, letting you enter the contract, project, category, and resource, as required for the adjustment.

If you click the Jobs button that becomes available when you select a jobrelated document, you can select particular details for adjustment.

#### **Posting Date**

The posting date is used to record the date the adjustment transaction is actually posted to General Ledger.

Accounts Payable also uses this date to select the fiscal year and period to which the transaction is posted. (You cannot edit the year or period.)

The default posting date that appears depend on your choice for the Default Posting Date option on the A/P Options form, but you can change it.

**Note:** If you consolidate G/L transactions, the posting date for consolidated entries is the last date of the fiscal period.

#### See also

Adjustment date

#### **Retainage Debit/Credit**

Accounts Payable lets you add or edit the retainage debit or retainage credit field, even if the original document did not include retainage. (Note that these fields do not appear for retainage invoices, debit notes, and credit notes.)

Enter the debit or credit as a positive number. If you enter a retainage debit or retainage credit amount using a negative number, the program will move the amount to the retainage credit or retainage debit field.

Note

- If the document you are adjusting included retainage, the only retainage fields you can edit for a document detail are the original retainage debit or retainage credit.Note that you add or edit retainage on the detail-entry grid. You do not enter a retainage debit or credit for the document as a whole.
- You can adjust the retainage amount and add or change document details on the same adjustment document. (The program then creates two journal entries: one for the retainage adjustment, and the other for the detail adjustment.)
- retainage

#### **Retainage Exchange Rate**

If you use multicurrency, specify whether to use the current exchange rate or the exchange rate used on the original document when you process the retainage document.

The Retainage Exchange Rate field does not appear if the original document included retainage. In this case, Adjustment Entry uses the retainage exchange rate setting from the original document.

## **Currency (display only)**

Accounts Payable displays the vendor currency in this field.

#### **Exchange Rate**

This field displays the current exchange rate for the specified currency, rate type, and rate date. If necessary, you can type a different rate or select a rate from the Finder. (Accounts Payable selects the rate to display from the Currency forms in Common Services.)

#### **Rate Date**

Accounts Payable uses the exchange rate specified for this date in Common Services to convert amounts from the vendor currency to your functional currency.

Accounts Payable displays the batch date as the default rate date, but you can enter a different date. If you enter a new date, Accounts Payable displays the exchange rate associated with that date.

#### Rate Type

A code for the kind of rate you want to use when converting multicurrency amounts to functional currency. Examples of rate types might be "spot rate," "average rate," and "contract rate."

You must type a valid rate type or select one from the Finder. (You define rate types using the Currency Rate Types form in Common Services.)

## **Adjustment Entry — Batch Information Fields**

This form displays the following information for adjustment batches:

- Batch Date
- Batch Number and description
- Batch Printed
- Batch Status
- Batch Type
- Last Edited
- No. of Entries
- Source Application
- Total Amount

#### **Batch Number and description**

Accounts Payable automatically assigns a number to each new batch, and to each entry you add to a batch, starting with 1.

The batch number is a permanent part of the information stored for each invoice, debit note or credit note, and it appears with the transaction on Accounts Payable reports, such as posting journals and the G/L Transactions report, if you use the option to use the numbers as the description or reference for general ledger transactions.

You can use batch and entry numbers to trace transactions through the Accounts Payable system and, if you use the numbers as the descriptions or references for G/L transactions, into your general ledger (unless you consolidate the transactions during posting in Accounts Payable).

#### To create a new batch

• Click the New ( ) button beside the Batch Number field.

You must use the assigned batch number.

• Enter a description and a date for the batch.

#### To select an existing batch, do one of the following

- Type its number in the Batch Number field.
- Select it using the Finder (  $\sim$ ) beside the field.
- Click the navigation buttons (III > II) beside the Batch Number field to move quickly through the list of batches to display the one you need.

#### To view descriptive information for a batch

Click the Zoom (
 button beside the Batch Number field. The <u>Batch</u>
 <u>Information</u> form opens, displaying additional information for the

batch.

Field List

#### **Remit-To Information**

The remit-to location is the name and address to which you are going to send payments.

To display remit-to information during invoice entry, click the Zoom button beside the Remit-To field on the Document tab of the form or, with the cursor in the field, press F9. The Remit-To popup form displays the remitto name, address, and telephone number. You can check this form to ensure that the remit-to address is correct or you can enter another address.

If you have a remit-to location set as the primary remit-to location, the information for the primary remit-to will appear automatically when you enter the vendor number.

If you need to change information for the remit-to location record, use the Remit-To Locations form.

#### **Vendor Information**

Vendor information is displayed in a form you can pop up from the Vendor Number field in the Invoice Entry form. This form lists address and telephone information from the vendor's record. Use the form to check that the address is correct for the document you are entering.

If the vendor wants payments sent to a different location, select a remit-to location in the Remit To field. If you have a remit-to location set as the primary remit-to location, the information for the primary remit-to will appear automatically when you enter the vendor number.

To display vendor information, enter the vendor number, then click the Zoom button beside the Vendor Number field or, with the cursor in the field, press F9.

#### Discountable

You use this option to specify whether a selected detail is subject to the invoice discount. For example, if you do not give discounts on freight charges, you can exempt a freight detail from the invoice discount.

To indicate that a detail is not discountable, you simply clear the Discountable option for the detail on the Detail Accounts/Taxes form, or select No for the option on the detail-entry grid.

## **Retainage Tax Amount (Detail)**

This field shows the tax on retainage calculated for a selected detail on an original invoice, credit note, or debit note.

## **Retainage Amount**

To calculate the retainage amount, the program multiples the document amount (or the document total, if you include taxes in retainage) by the retainage percentage. You can enter a new retainage amount, if necessary. When you enter an amount to replace a calculated amount, the program recalculates the retainage percentage.

The retainage amount is subtracted from the document amount (or the document total) to calculate the amount due.

#### **Retainage % (percentage)**

The program uses the retainage percentage to calculate the retainage amount.

You can enter a different retainage percentage in the Retainage Percentage (%) field. When you enter a new percentage, the program recalculates the retainage amount.

## **Retainage Rate**

You use this field to specify the method the program will use to determine the exchange rate for the retainage document when you eventually process it. You can choose one of the following:

- Use Original Document Exchange Rate to use the same rate as the document you are processing.
- Use Current Exchange Rate to use the rate in effect when you process the retainage document to clear the outstanding retainage.

## **Retainage Terms**

You can use different terms for retainage documents (used to invoice for outstanding retainage) than you used for the original document from which the retainage was taken.

The program displays the code specified for retainage terms in the vendor record, but you can change the retainage terms for a document, if you want.

#### **Calculate Taxes button**

This button appears on the Taxes tab on the Invoice Entry form, and it appears on the Document Taxes form associated with miscellaneous payments you enter using Payment Entry.

Click the Calculate Taxes button to recalculate the tax amount after you change the vendor tax class for the invoice.

#### **Distribute Taxes button**

his button appears on the Taxes tab of the Invoice Entry form and on the Document Taxes form associated with miscellaneous payments you enter using the Payment Entry form.

Click the Distribute Taxes button to prorate the tax you enter manually to the invoice details. Note that you cannot prorate a tax amount to an authority that uses an exempt tax class.

#### **Derive Rate Button**

The Derive Rate button appears on the Taxes tab on the Invoice Entry form and on the Document Taxes form associated with Payment Entry (for miscellaneous payments), if you are entering tax reporting amounts manually or distributing tax reporting amounts to invoice details.

After entering the taxes and tax reporting amounts for the tax authorities, click the Derive Rate button to let the program compute the exchange rate implicit in converting manually entered taxes from the vendor currency to the tax reporting currency.

## Job Related

Select this option if you are adding a prepayment or a miscellaneous payment for a contract you administer using Sage 300 ERP Project and Job Costing.

If you are entering a miscellaneous payment, the program replaces the columns in the payment application grid with job-related fields that let you identify a specific contract, project, category, and resource from Project and Job Costing for which you are making this payment.

If you are entering a prepayment, click the Jobs button to open a separate Project and Job Costing Application Details form that lets you identify the contract, project, category, and resource.

#### **Select Mode**

This field lets you identify how to select invoices to which to apply this payment.

- Click the Select Mode option if you want to list vendor documents for selection in the application grid at the bottom of the form — in the order you want. Select mode provides more information about the vendor's documents, adding information from any unposted payments that you have already applied.
- Do not use Select Mode if you know the number of document to which you are applying the invoice, or if you have a lot of vendor documents. This method is faster than Select mode because it is faster to look up documents in the Finder than to scroll through all the items in the document list.

#### **Vendor Amount**

The field shows the amount you have applied using the grid on the Payment Entry form, unless you are entering a prepayment.

In multicurrency ledgers, the payment amount is converted from the vendor currency to the bank currency using the exchange rate information contained on the Rate Override form. To change the exchange information for a selected payment, open the Rate Override form by clicking the Rates button at the bottom of the Payment Entry form.

If you are entering a prepayment, you use this field to type the amount you are prepaying. If you have a multicurrency ledger, enter the amount in the vendor currency — not in the bank currency. The amount is converted to the bank currency for the check amount, using the rates shown on the Rate Override form.

## Year/Period

Accounts Payable displays the fiscal year and period to which the document will be posted.

Accounts Payable automatically displays the fiscal year and period that contains the date you enter in the Posting Date field. You cannot change this field except by changing the posting date.

#### **Document Number (payment application)**

The Document Number column in the payment application grid shows the numbers of outstanding documents that you can pay at this time, or to which you can apply a prepayment or a credit note.

## Job Related (display only)

This display-only field appears in the application details grid of the Payment Entry form if you use Sage 300 ERP Project and Job Costing.

The field indicates whether a document is job-related or not. (The program sets the entry in this field; you cannot change it.)

When you apply a payment to a job-related document, the Jobs button becomes available, letting you open the Project and Job Costing Apply Details form where you can change the apply method or the allocations for particular document details.

#### **Payment Entry — Document Taxes Form**

The Document Taxes form appears when you click the Document Taxes button on the Payment Entry form when entering a miscellaneous payment.

Field List

The Document Taxes form lets you:

- Assign the tax group for the document.
- Check the tax authorities, vendor tax class, tax base, and tax amount for the document.
- Change the tax class for the document.
- Recalculate the tax amount when you change the tax class for the document.
- Recalculate the tax reporting amounts when you change the tax group for the document.

Click the links below for information about the buttons that appear on the form.

- <u>Calculate Taxes</u>
- Distribute Taxes
- Derive Rate

#### Payment Entry — Detail Accounts/Taxes Form

The Detail Accounts/Taxes form appears for miscellaneous payments when you click the Accounts/Taxes button on the Payment Entry form.

It displays all the fields that appear on the Payment Entry form's detailentry grid, but on a single form, so you do not have to scroll to see all the fields. It also displays tax information for a distribution detail.

The Detail Accounts/Taxes form lets you:

- Add distribution details to the miscellaneous payment (or "cash invoice") you are entering.
- Check or change the accounts to which you are distributing a selected detail.
- Change tax classes and (if the tax authority allows it) the Tax Included In Price field for a particular detail.
- On documents for which you are entering taxes manually, enter the tax base and the tax amount for the detail.

For information on the fields that appear on this form, click the Field List button, above.

Note that you must use the <u>Document Taxes form</u> to view or edit taxes for the document.

Click the links below for information about the buttons that appear on the form.

- <u>Add</u>
- <u>New</u>
- Delete
- <u>Close</u>

#### **Project and Job Costing Apply Details Field List**

This form appears when you select a posted job-related document on the Payment Entry form, then click the Jobs button.

**Applied Amount** Applied Amount (display only) **Apply Line Number** Apply Method **Category** <u>Contract</u> Cost Class (display only) **Discount Taken** Discount Taken (display only) Document number and description (display only) Net Balance and currency (display only) **Project** Resource **Unapplied Amount (display only)** Unapplied Discount Amount (display only) Vendor Number and Name (display only)

#### **Payment Entry — Rate Override Form**

When you click the Rates button on the Payment Entry form, the Rate Override form appears to let you:

• Change the exchange rate for the current payment — for example, to one which was previously agreed on for the invoice.

For an overview of payment entry, see Processing payments.

For full instructions on adding payments, see <u>Steps for entering and</u> <u>applying payments</u>.

#### Exchange rates are maintained in Common Services

The default bank rate for each transaction is set in the batch header. (Click the zoom button beside the Currency field to view exchange rate information for the batch). When you create the batch, the default rate for the batch comes from Common Services, and is based on the rate type and the session date.

The vendor exchange rate for payments, prepayments, or miscellaneous payments also comes from Common Services, and is based on the rate type and session date.

#### "Apply Document" exchange rates

If you are applying a document, you cannot change any rates, because the document you are applying has already been entered and posted with a rate.

#### If the batch is in the functional currency

The Check Amount you enter in the Payment Detail form is in the functional currency.

The Applied Amount or Prepayment Amount shown on the Payment Detail page is in the vendor currency.

Note that the rates are for converting the bank currency or the vendor currency to your functional currency. If either of these currencies is the

functional currency, the rate for that currency will be 1.0000000.

If you use the Exchange Rates form to change the Exchange Rate, you will change the amount in the Check Amount field — which shows the amount in the vendor currency in this form.

## **Payment Entry — Batch Information Fields**

- Bank and description
- Batch Date
- Batch Number and description
- Batch Printed
- Batch Status
- Batch Type
- Ourrency Information
- Last Edited
- No. Checks Printed
- No. Of Entries
- Source Application
- Total Amount

#### **Clear Vendor Statistics**

#### **To clear Vendor Statistics**

- 1. Select the option for the type of statistics you want to clear (Vendor Statistics, Vendor Group Statistics) in the Clear Statistics form. You can select one or both types at a time.
- 2. Enter the ranges of vendor numbers and vendor group codes from which you want to clear period statistics.
- 3. In the Clear Vendor/Group Statistics Through field, specify the year and period up to which to clear statistics from the ranges of records you selected.

The Clear Statistics form clears statistics up to the specified year and end of the period you specify, including uncleared statistics from any earlier years and periods.

If you do not want to clear all types of statistics for the same periods, use the Clear Statistics form as many times as necessary to clear statistics separately for different ranges of vendors and vendor groups.

#### **Vendor Group Statistics**

#### To clear statistics from vendor group records

- 1. Select the option for the type of statistics you want to clear (Vendor Statistics, Vendor Group Statistics) in the Clear Statistics form. You can select one or both types at a time.
- 2. Enter the ranges of vendor numbers and vendor group codes from which you want to clear period statistics.
- 3. In the Clear Vendor/Group Statistics Through field, specify the year and period up to which to clear statistics from the ranges of records you selected.

The Clear Statistics form clears statistics up to the specified year and end of the period you specify, including uncleared statistics from any earlier years and periods.

If you do not want to clear all types of statistics for the same periods, use the Clear Statistics form as many times as necessary to clear statistics separately for different ranges of vendors and vendor groups.

#### **Optional Fields (Revaluation)**

The Optional Fields column on the detail grid indicates whether any optional fields are assigned to the revaluation.

The program sets the value in this column for each line that you fill in on the grid. If you set up revaluation optional fields for automatic insertion, when you first add a detail line, the program sets the field to Yes.

## To change optional fields and values for a particular line, or to delete optional fields

1. Either double-click in the Optional Fields column for the line or select the line, then click the Optional Fields column heading.

A separate Optional Fields form opens, showing any revaluation optional fields set up for automatic insertion, along with their default values.

2. You can edit the values for existing optional fields, or add or delete optional fields for the detail. Note that you can add only optional fields that are set up for use in Revaluation.

#### Invoice Entry — Prepayment Batch Information Form

This form appears when you click the Prepayments button on the Invoice Entry form, then click the Zoom button for the Batch Number field.

You use the Prepayments Batch Information form to view or specify:

- The batch date and a description for the batch.
- The bank.
- In a multicurrency ledger, the currency, rate type, rate date, and exchange rate to be used for the individual payments you add to the batch.

This batch information form also lets you view information about the selected payment batch that is not contained on the Prepayment forms, such as the date the batch was last edited, the batch type and status, the number of entries in the batch and their total amount, and whether the batch listing and checks have been printed.

For detailed information about each field on the Batch Information form, click the Field List button, above.

#### **Invoice Entry — Batch Information Field List**

- Batch Date
- Batch Number and description
- Batch Printed
- Batch Status
- Batch Type
- Last Edited
- No. of Entries
- Source Application
- Total Amount

#### **Payment Date**

Accounts Payable uses this date to:

- Assign the payment to aging periods on reports.
- Calculate any payment discount.
- Report the number of days to pay.

If you are recording a check that you have already issued, enter the date from the check.

If you are printing a check from Accounts Payable, this is the date that will appear on the check when you print it.

If you are entering an Apply Document transaction, the Payment Date field is not active. This field automatically defaults to the date of the document being applied.

This date appears as the Document Date in the Vendor Activity form and on reports that include payments and apply document transactions.

#### See also

Posting date

#### **A/P Integrity Checker Fields**

- O Check
- Check For Orphan Records
- Delete Orphan Records
- Fix
- Open And Ready To Post Batches
- Posting Journals
- Setup Tables
- Vendor Documents (From Vendor/To Vendor)

#### **Checks** — Features

Sage 300 ERP Accounts Payable comes with several • sample formats for checks with attached advice slips. You can use the sample formats or change them to suit your company's requirements (for example, to adapt the formats if you use separate pre-printed check and advice forms) using Crystal Reports.

For instructions on printing checks, see <u>Checks</u> — <u>Printing</u>.

#### Information printed on the report

The sample combined check and advice slip that comes with Accounts Payable contains the following:

- Information about the transaction(s) being paid by the check.
- The check number on the preprinted form. You specify the first check number to use when you print the check, so that Accounts Payable assigns check numbers to the payments that match the check numbers on your forms.
- The numeric check amount. It is preceded by asterisks (and the textual check amount is followed by asterisks) to prevent alteration.
- The name of the payee. It is positioned on the sample check to be visible in form envelopes. You can change the position of this and any other information printed on the check forms.

Related Topics

#### Recurring Payables Setup — Detail Accounts/Taxes Field List

- Amount (of distribution detail)
- Comment
- Discountable
- Distribution Code
- Description
- Detail Tax Class
- G/L Account
- Tax Amount
- Tax Authority
- Tax Base
- Tax Included
- Total Tax (display only)

#### **Payment Information Field List**

For help about the options and fields in the Payment Inquiry check details form, select from the keywords listed below:

#### **Displayed information**

Currency Column (in the list)

Document Number

**Functional Amount** 

Payment Amount

Payment Number

Transaction Description

Transaction Type

Vendor Amount

## **Adjustment Date**

The adjustment date identifies the default fiscal year and period to display for the transaction, and is used to determine the aging period into which the adjustment is placed on statements and reports. It is also used as the default posting date for adjustment documents.

You can also print posting journals by adjustment date.

This date appears as the Document Date in the Vendor Activity form and on reports that include adjustment transactions.

See also

Posting date

#### **Payment Entry — Document Taxes Fields**

- Tax Amount
- Tax Authority
- Tax Base
- Tax Class
- Tax Group
- Tax Reporting
- Tax Reporting Amount
- Tax Reporting Currency
- Tax Reporting Exchange Rate
- Tax Reporting Rate Type
- Tax Reporting Rate Date
- Tax Reporting Total
- Total Tax

## **Payment Entry — Detail Accounts/Taxes Fields**

- Account
- Amount
- Description
- Detail Tax Class
- Dist. (Distribution) Code and description
- **Reference**
- Tax Amount
- Tax Authority
- Tax Base
- Tax Included
- Total Tax

#### Save/Add

Use this button to save the displayed record, account, batch, or transaction. If you have just entered a new record, the Add button appears instead of Save.

#### New Button

Click  $\square$  to begin creating a new record.

#### Delete

Use this button to delete the displayed entry.

You can delete an entry at any time before you post the batch, and you can reuse the entry number. If you do not reuse the entry number, it is listed as deleted on the batch listing, to ensure a complete audit trail.

## Close

Click the Close button to close the current form.

If you are editing a record, the program asks you whether you want to save your changes or cancel them.

#### **Applied Amount (job-related invoice details)**

If you want to change an amount that the program has calculated for a detail, enter the amount that you want to pay.

## **Applied Amount (display, job-related invoice)**

This is the amount applied to the selected invoice or credit note on the Payment Entry form.

#### Category

The program displays the category used for the invoice detail, but you can select a different category for a selected detail, if necessary.

#### Contract

The program displays the contract number used for the invoice detail, but you can select a different contract number for a selected detail, if necessary.

## **Project (job detail)**

The program displays the project used for the invoice detail, but you can select a different project for a selected detail, if necessary.

#### **Resource (job detail)**

The program displays the resource used in the invoice detail, but you can select a different resource for a selected detail, if necessary.

# Invoice Entry — Prepayment Batch Information Field List

This form displays the following information for payment batches:

- Bank and description
- Batch Date
- Batch Number and description
- Batch Printed
- Batch Status
- Batch Type
- Checks Printed
- Last Edited
- No. of Entries
- Source Application
- Total Amount
- Default Currency Information

#### Reference

You can use this field to enter additional information you want to include with a transaction (for example, an EFT transaction number).

This field appears for payments, prepayments, miscellaneous payments, and apply document transactions.